
Setting You Free with MemoMaker



*This manual has been written for
use with your HP Touchscreen
Personal Computer.*

**Manual Part No.
45420-90003**

Welcome to MemoMaker

Hewlett-Packard's MemoMaker is a word processing program which combines the simplicity of a typewriter with the versatility of a computer.

This book, *Setting You Free with MemoMaker*, gives you a quick, hands-on guided tour of MemoMaker. After you've completed this book, you'll know enough of MemoMaker to create your own documents.

You'll also find two other tools to help you use MemoMaker effectively:

- *The Quick Reference Guide*, a handy guide to often-used MemoMaker tasks.

First, use *Setting You Free with MemoMaker* to acquaint yourself with MemoMaker. Later, refer to *Using MemoMaker* when you need more detailed information on a particular feature.

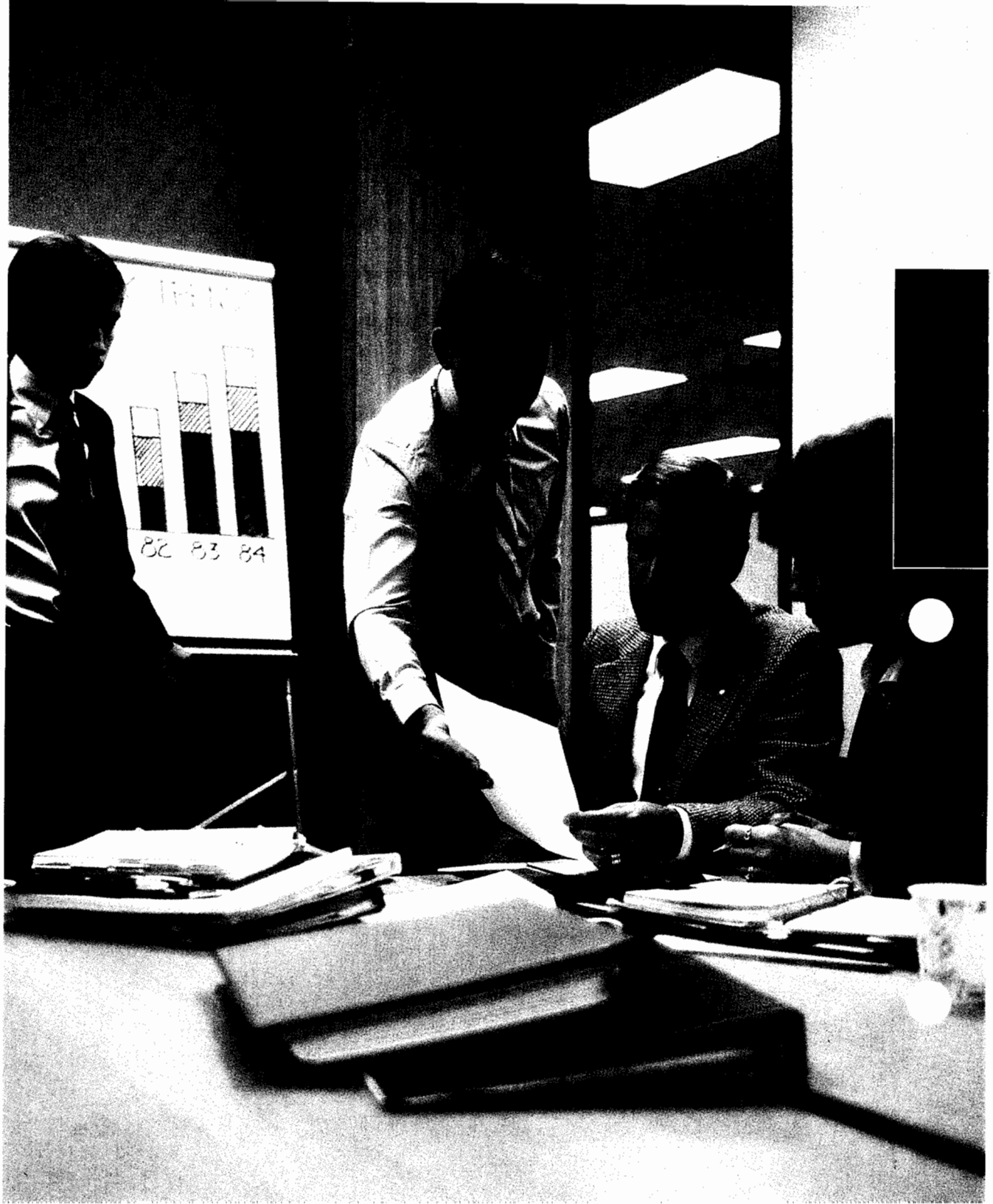
- *Using MemoMaker*, a complete reference guide to all the tasks you can do with MemoMaker

HP Computer Museum
www.hpmuseum.net

For research and education purposes only.

Table of Contents

	1	Introduction to <i>Setting You Free with MemoMaker</i>
Lesson 1:	1-1	Getting Started with MemoMaker
Lesson 2:	2-1	Format Keys: Setting Margins and Tabs
Lesson 3:	3-1	Block Keys: Revising Text
Lesson 4:	4-1	File Keys: Saving Documents and Formats
Lesson 5:	5-1	Print Keys: Printing Documents





Introducing MemoMaker

MemoMaker word-processing software lets you create simple documents easily. It's ideal for short, simple documents such as memos, letters, proposals, outlines, and brief reports. MemoMaker doesn't complicate things with capabilities you don't need for these kinds of documents.

If you can use a typewriter (even if it's only "hunt-and-peck"), then you can easily create a document the first time you use MemoMaker. It's just like typing on a typewriter — no special codes or tricks to remember.

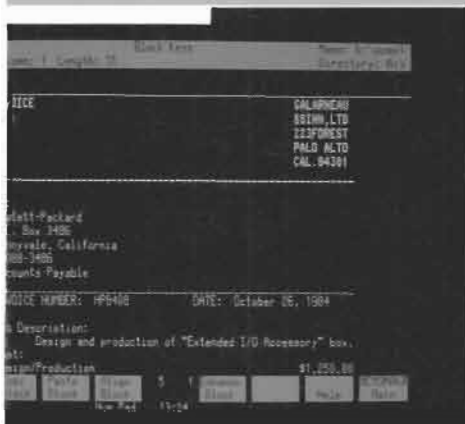
But, unlike a typewriter, MemoMaker helps you recover gracefully from mistakes and second thoughts without retyping the entire document — and without memorizing any commands. In fact, with the Touchscreen Personal Computer, performing MemoMaker commands is as easy as pointing your finger.

So with MemoMaker you get the best of both worlds: the simplicity of a typewriter with the versatility of a computer. And that means spending less time typing and more time being creative.

MemoMaker in Business

If you're a business professional who wants basic word-processing capabilities, MemoMaker is ideal for you. It works best with the kinds of documents you write every day: memos, letters, reports. And it's easy to learn. No need to devote hours of practice to master MemoMaker—simply learn as you go.





MemoMaker improves your ability to respond quickly to the demands of the business world. Which means you can quickly create an important memo when you need it, not when the department secretary has time to type it.

MemoMaker is a team player in the office. Its files are compatible with WordStar[®], the sophisticated word-processing software more secretaries use. So you can write the first draft of a report in MemoMaker, then have a secretary polish its rough edges using WordStar. And if you send electronic mail by DeskManager on the HP 3000, MemoMaker (teamed with AdvanceLink) can make it easier to create and edit lengthy mail messages.

MemoMaker in the Professions and in Small Business

MemoMaker helps the professional and small business owner create the various documents and forms they need to do business. It's so easy to use that you can create and fill in the forms yourself—and save the expense of hiring a secretary to do it for you.

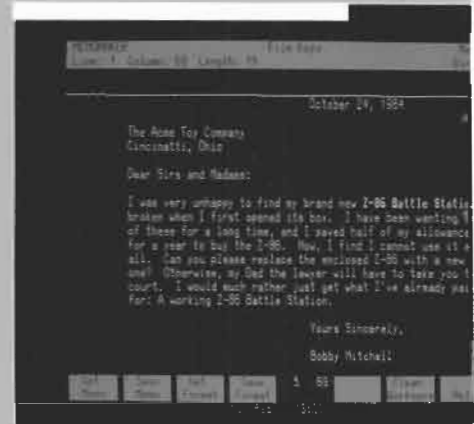
With MemoMaker's on-screen editing features, typing perfect proposals, reports, and correspondence is simple. You can even do form letters. Just type the text of the letter, save it on disc, then retrieve it and fill in the name and address. Standard invoices can be created in a similar manner. And that means customized forms and letters are easy with MemoMaker.

MemoMaker for Personal Use

MemoMaker is great for things that you'd like typewritten. For example, you can use it for papers and reports for school, recipe cards, Letters to the Editor, and informal correspondence.

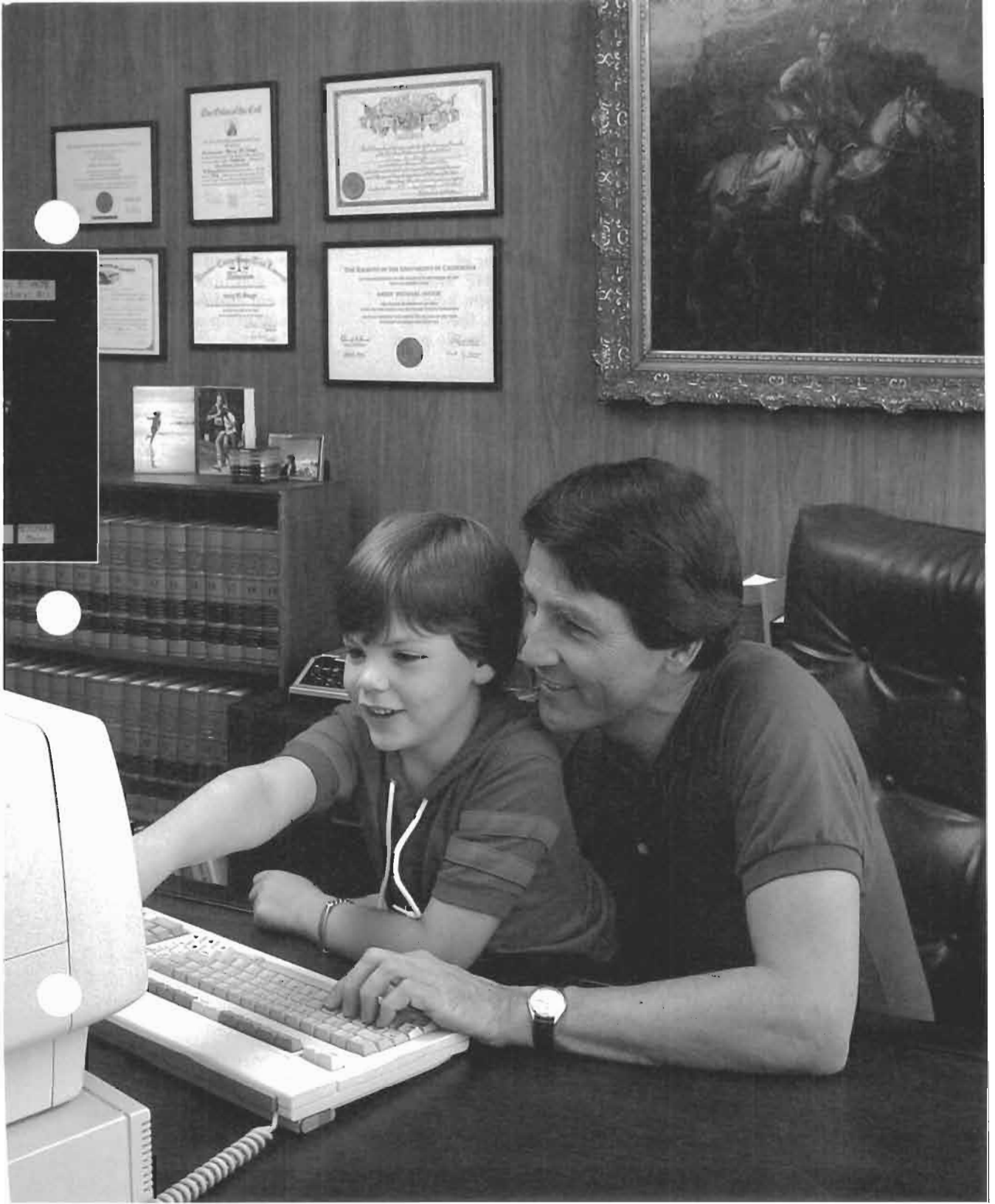
MemoMaker is especially useful for documents that benefit from a polished appearance, such as resumes, cover letters, essays you're submitting for publication, and letters of complaint to manufacturers. You can proof the document for errors before you print it to guarantee a perfect finished product.

And because you can save your documents on disc, MemoMaker eliminates the need for photocopying them for your records. A single 3.5" disc holds 200 one-page documents! With that capacity, you can be more organized by storing related documents on the same disc.



What You Can Do with MemoMaker

- insert, replace, and delete text in your document
- "cut and paste" text to reorganize your document
- copy text within your document
- align text so both left and right margins are justified
- underline text or add boldface for emphasis
- print your document on paper
- save your document on a disc



How to Use This Book

Setting You Free with MemoMaker takes you on a tour of MemoMaker and HP Touch. This book shows you how to create a document, then edit and revise it, and finally print it on your printer.

You'll learn to do these things in five lessons. Each lesson covers a different task in MemoMaker:

Getting Started with MemoMaker — introduces you to the MemoMaker screens and function keys, as well as the editing and cursor-control keys on your keyboard.

Format Keys: Setting Margins and Tabs — steps you through setting margins and tab stops.

Block Keys: Revising Text — shows you how to “cut and paste” blocks of text in a document.

■ **File Keys: Saving Documents and Formats** — teaches you how to save a document and formatting information on a disc.

Print Keys: Printing Documents — helps you get the results of your work on paper.

When you've completed a lesson, you may continue practicing the tasks you've just learned or proceed to the next lesson. After you've finished all five lessons, you'll know enough of MemoMaker to develop your own documents. *Using MemoMaker* will then be your reference tool for using the rest of MemoMaker's features.

1

Getting Started With MemoMaker

You are now ready to begin using MemoMaker. In this lesson, you will learn about:

- loading MemoMaker
- MemoMaker screens
- function keys
- function key groups
- Help screens
- moving the cursor
- typing text
- editing text
- saving documents



In each lesson, touch means to touch the screen; press means to press a key on the keyboard.

At the end of each lesson, you will have the choice of saving your memo or continuing on with the next lesson. Each lesson requires ten or fifteen minutes, so if you only have a little time, use this book in several short sessions.

Note If you have not yet configured your computer for a printer, refer to *Getting Started with Your HP Touchscreen Personal Computer* for assistance. If you do not yet have a printer, you can still write with MemoMaker, but you will only be able to save your documents on disc.

MemoMaker Guidelines There are a couple of guidelines you should follow while using MemoMaker.

- ☞ When you are writing or editing a document, it's a good idea to save your work every twenty minutes or so. By doing this, if a loss of power occurs, you will not lose all of your work.
- ☞ To prevent damage to your MemoMaker program disc, DO NOT remove this disc from the disc drive while MemoMaker is running. Only remove the disc after you have exited MemoMaker.

If you follow these basic rules, you will find MemoMaker is very easy-to-use — and forgiving, should you make a mistake. So relax, and enjoy learning about MemoMaker.

Starting MemoMaker

To begin using MemoMaker, you have to bring up the P.A.M. screen (P.A.M. = Personal Applications Manager) which has MemoMaker as one of the choices. Here's how you do that.

If You Have a Fixed Disc

MemoMaker must already be installed on your fixed disc. If it isn't, see *Getting Started with Your HP Touchscreen Personal Computer* first for instructions on installing applications.

1. Make sure the computer is *off* and the disc drive is *on*.
2. Turn on the computer.
P.A.M. is displayed with MemoMaker as one of the choices.
3. Touch the box containing MemoMaker.
The MemoMaker box is highlighted on your screen.
4. Touch `Start Applic .`

The red light is displayed on the drive indicating MemoMaker is loading.

If You Have a Dual Flexible Disc Drive

If you have double-sided discs and want to keep your workfiles on your MemoMaker disc, you can follow these steps:

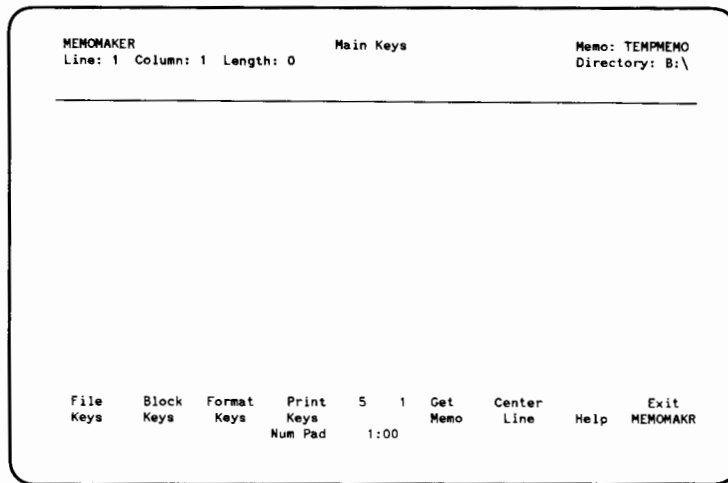
1. Make sure the computer is *off* and the disc drive is *on*.
2. Put the System disc in the left-hand drive (Drive A).
3. Put the MemoMaker application disc in the right-hand drive (Drive B).
4. Turn on the computer.
P.A.M. is displayed with MemoMaker as one of the choices.
5. Touch the box containing MemoMaker.
The MemoMaker box is highlighted on your screen.
6. Touch `Start Applic .`

The red light is displayed on the drive indicating MemoMaker is loading.

MemoMaker then displays its Main Keys.

Main Keys Screen

Touch your screen or press *any* key on the keyboard and the Main Keys screen is displayed:



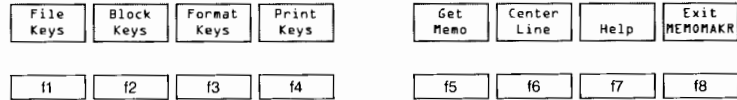
Before you begin to type, look at the area at the top of your screen. This area is important, as it shows you:

- the name of the screen, such as Main Keys
- the line number where the cursor (blinking underline) is
- the column number the cursor resides in
- the total number of lines in your document
- a letter followed by a colon and backslash (for example, B:\) which indicates the current drive.

1. Type your name and watch this area to see how the value after `Column:` changes as you type each character.

Main Keys Function Keys

The bottom of your screen displays eight function labels. You can touch these labels or press the corresponding function keys, labeled f1 through f8 on your keyboard, to go to other screens.



Try using these labels now.

1. Touch `File Keys` .
A screen titled File Keys is displayed. Notice that the function labels have also changed.
2. Touch `MEMOMAKR Main` . (This function key is always on the far right.)

You are returned to the Main Keys screen.

If you touch `File Keys` , `Block Keys` , `Format Keys` , OR `Print Keys` , you will enter the screens which correspond to those names. To return to the Main Keys screen, simply touch `MEMOMAKR Main` .

`Get Memo` lets you access the Get Memo screen. Touch `Cancel Get` to return to the Main Keys screen. You may have also noticed `Get Memo` on the File Keys screen. Having `Get Memo` at both levels simply makes it easier to retrieve files.

`Center Line` automatically centers the line of text where the cursor is.

`Help` provides information on the current screen. Touch `Help` to "turn it on"; touch it again to "turn it off."

`Exit MEMOMAKR` lets you exit the program. If you accidentally touch `Exit MEMOMAKR` while editing a document, MemoMaker will prompt you to save your file before exiting. If you do not want to exit, touch `Cancel Exit` to return to the Main Keys screen.

Note

`Cancel Exit` was designed to protect you while editing or writing a document. It gives you a second chance to change your mind.

Function Key Groups

There are five main function key groups. They are the:

- Main Keys
- File Keys
- Block Keys
- Format Keys
- Print Keys

You can always return to the Main Keys from each of these screens by touching **MEMOMAKR Main**. For example, if you are on the File Keys screen, your function labels look like this:



However, you can only exit MemoMaker from the Main Keys pictured below. Note that the **Exit MEMOMAKR** key is only on the Main Keys screen.



Help Screens

Each screen is provided with a `Help` key. By touching `Help`, MemoMaker provides you with information on the current screen. If you are not on the Main Keys screen, touch `MEMOMAKR Main` to return to the Main Keys screen.

1. Touch `Help`. The Help screen for the Main Keys is displayed and an asterisk is displayed in the Help label.

Note

In MemoMaker, the asterisk is used as an on/off switch. When you see an asterisk displayed in a function label, that function is on. You touch the label or press its corresponding function key to toggle between on and off.

```
MEMOMAKER                               Main Keys                               Memo: TEMPMEMO
Line: 1 Column: 1 Length: 0              Directory: B:\
To return to editing, touch "Help" again.

-----
MEMOMAKER MAIN KEYS
-----
File Keys          - displays the File Keys.
Block Keys         - displays the Block Keys.
Format Keys        - displays the Format Keys.
Print Keys         - displays the Print Keys.
Get Memo           - displays the File Saving Extension and lets you save the
                    document in the workspace as a disc file; then displays
                    disc storage to put in the workspace.
Center Line        - centers text on the cursor line between the margins.
Help               - when "on" (*), displays information about the currently
                    displayed function key group and blocks normal operation of
                    the keyboard and function keys.
Exit MEMOMAKR     - display the File Saving Extension and lets you save the
                    document in the workspace as a disc file; then ends the
                    MemoMaker session, returns control to P.A.M.

File  Block  Format  Print  S  1  Get  Center  Exit
Keys  Keys   Keys   Keys  Num Pad  Memo  Line  Help * MEMOMAKR
+

```

1. Touch `Block Keys` .
The Help screen for Block Keys is displayed. Don't worry if you don't understand the Help information at this point. You'll learn more about Block Keys later. We only wanted to show you how Help works.
2. Touch `MEMOMAKR Main` to return to the Help screen for the Main Keys.
3. Touch `Help` to turn Help off.

Moving the Cursor

So far, you have been moving to other screens by touching a function label. Now, you are going to move the cursor (blinking underline) in the same manner, by *touching* the screen. Try it now:


1. Touch anywhere on your screen. Notice how the cursor moves beneath your finger.
2. Touch the center of your screen and move your finger in a circular motion. Notice how the cursor follows your finger.

The most frequently used cursor control key is the `Back space` key. It works just like the key on your typewriter. Use it to fix mistakes as you type, or to simply move the cursor toward the left side of the screen.

You can also move the cursor with the cursor control (arrow) keys on your keyboard. They are located at the bottom right of your keyboard and are marked with directional arrows. These keys move the cursor anywhere on the screen, in all four directions.



Note

An efficient way to move the cursor is to first touch the screen to get near the desired position, then use the cursor control keys to land on it.

The cursor control key that looks like this  is called the “home” key. When you press this key you return or “home” to the beginning of your document (Line 1, left margin). Try this now:

1. Press .

You return to Line 1, Column 1.

When you have text on your screen, you can go to the line after the last line of text by holding down , then pressing .



Typing With MemoMaker

Now that you are familiar with:

- HP Touch
- function key groups
- Help facility
- moving the cursor


you are ready to practice using MemoMaker. These lessons will familiarize you with the MemoMaker features you will need to start writing quickly.

First, let's clear the text on your screen.

1. Press  to return the cursor to the top of your workspace.
2. Press the  key. (It's two keys to the right of the f8 key.)
3. Touch `No-Discard` to confirm.



Your workspace is now empty.

In a moment, you'll type a letter that you'll practice making corrections on in the next section.

If you make errors other than those already in the letter, don't worry. You can use the  key or other cursor control keys to position the cursor where you've made a mistake. Then, simply type over the character or word with the correction.



Word Wrap

When you type the text, don't hit the  key until you are at the end of the paragraph; instead, watch how your words automatically wrap to the next line. This feature of MemoMaker is called *word wrap*. You can also press the  key, but why not let MemoMaker do the work for you?

Now, type the following letter exactly as it appears, errors included:

Dear Lewie:

I am writing to confirm our plans for a whitewater rafting trip on the Thomas River. The latest word I have indicates that the meals served on the trip are outstanding; included in the menu are cracked crab along fresh fruit and vegetables!

We are looking forward to seeing you and Bill next weekend. Be sure to remember your camera and lots of warm clothing; it will undoubtedly be very cool on the river.

Take care and we'll see you on Friday.

Regards,

Pat

Editing Text

You have now typed your first letter with MemoMaker. You could print the letter on paper at this point, but there are mistakes which should be corrected first.

Remember, you can move the cursor in two ways:


- Touch the screen
- Press the cursor control (arrow) keys




Follow these procedures to make corrections to your letter.

1. Touch the word `fresh` in the fourth line of the first paragraph.
2. If the cursor is not at the `f` in `fresh`, use the cursor control keys to position it there.
3. Press `Insert Char` key on your keyboard (it's to the right near the `Return` key). Notice that `Ins Char` is now displayed under the function labels at the bottom of your screen. This means insert mode is *on*.
4. Type the word `with`. Space once after `with` to insert a blank space between `with` and `fresh`.
5. Press `Insert Char` key again. This turns insert mode *off*.
6. Touch `vegetables`. Position the cursor at the first `a`.
7. Press `Delete char` key (also to your right). The `a` is deleted and the word now reads `vegetables`. Each time you press `Delete char`, a character is deleted at the cursor position.

Edit Keys **Insert Char.** When you have the `Insert Char` key *on* you are in *insert* mode. This means you can insert characters at the cursor position and all existing text shifts to the right. If the line exceeds the margin, the text wraps to the next line.





When insert mode is not turned on, you are in *writeover* mode. This means you type over the characters that occupy space on the line. You might want to practice using the `Insert Char` key to become familiar with both *writeover* mode and *insert* mode.

Insert Line. The  key lets you insert blank lines anywhere in a document.

1. Position the cursor at the beginning of the blank line between your first and second paragraphs.
2. Press . A blank line is now inserted above the cursor position.
3. Press  to delete the blank line.
4. Position the cursor at the space after the word `cracked` in your first paragraph.
5. Press .

Notice how the line is split. The text from Column 12 through Column 65 moves down to a new line. The characters in the first 11 columns remain stationary.

Delete Line

1. Press . The line containing `are cracked` is deleted.
When you press the  key, the *entire* line where the cursor is residing is always deleted.
2. Position the cursor in Line 6, Column 1, at the beginning of the line containing `crab`.
3. Press  and type `are cracked` to complete the line.
4. Press  to turn off insert mode.

Saving Files & Exiting MemoMaker

Let's practice saving your work and exiting MemoMaker.

1. Touch `File Keys` from the Main Keys screen.
2. Touch `Save Memo` .
You now see the name `TEMPMEMO` appear on the banner line at the top of your screen. `TEMPMEMO` is a temporary file in which you may conveniently store a document without specifying your own file name. Each time you save a document under the name `TEMPMEMO`, MemoMaker writes over the existing `TEMPMEMO` file. Since we intend to keep the letter you have just typed throughout these lessons, you will create your own file.
3. Type the name `PRACTICE` over `TEMPMEMO`.
You can type the name in capitals, in small letters, or in a combination of the two.
4. Press `Return`.
MemoMaker saves your file under the name `PRACTICE`.
5. Touch `MEMOMAKR Main` .
6. Touch `Exit MEMOMAKR` .
After a few moments, MemoMaker returns you to the P.A.M. screen.

Note

This is not a normal procedure. You exited MemoMaker *for practice only*. In a real situation, you need not exit MemoMaker after saving a file.

End of Lesson 1

This is the end of Lesson 1. You have been working in the Main Keys screen and have learned about:

- loading MemoMaker
- ✦ MemoMaker screens
- ✦ function keys
- ✦ function key groups
- ✦ Help screens
- ✦ moving the cursor
- ✦ typing text
- ✦ editing text
- ✦ saving documents

Now you can continue using MemoMaker on your own. Experiment with it and see how fun and easy it is to use. If you choose to go on, in future lessons you will learn more about:

- ✦ Format Keys - set margins and tab stops
- ✦ Block Keys - move, copy, paste, align and enhance text
- ✦ File Keys - save memo and formats, get memo and formats
- ✦ Print Keys - various methods for printing

2

Format Keys: Setting Margins and Tabs

When you begin using MemoMaker, the margins are already set in Columns 1 and 65, and the tab stops are in Columns 1, 6, 11, and so on. You may prefer different margins or tab stops, however, so in this lesson you will learn about:

- setting margins
- aligning text
- using margin release
- setting and clearing tab stops

Starting MemoMaker

From the P.A.M. screen:

1. Touch the box containing MemoMaker .
The MemoMaker box is highlighted on your screen.
2. Touch `Start Applic .`
The red light is displayed on the drive indicating MemoMaker is loading.

Retrieving PRACTICE

Since you saved your letter under the name PRACTICE in Lesson 1, you must retrieve it from the disc in order to begin editing. From the Main Keys screen:

1. Touch `Get Memo`.
2. Type the name PRACTICE.
You can type the name in capitals, in small letters, or in a combination of the two.
3. Press `Return`.
After a few moments, the letter you saved as PRACTICE at the end of Lesson 1 is displayed on your screen.

Format Keys Screen

From the Main Keys,

1. Touch `Format Keys`.

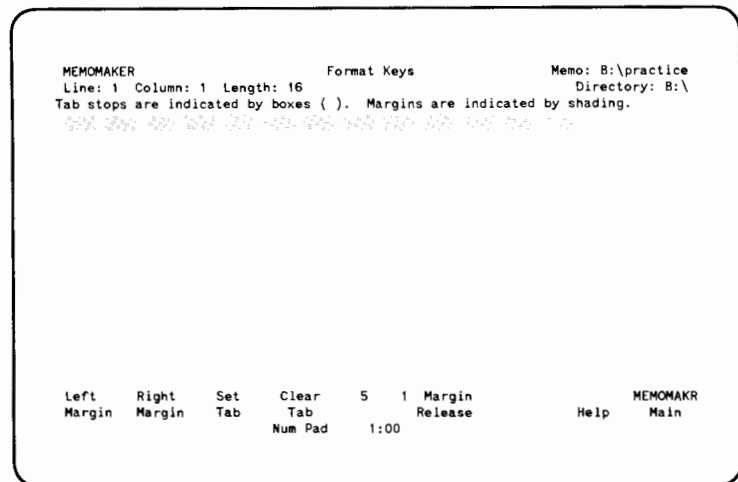
The menu looks like the one shown below:

```
MEMOMAKER                               Format Keys                               Memo: B:\practice
Line: 1 Column: 1 Length: 0              Directory: B:\
Tab stops are indicated by boxes ( ).    Margins are indicated by shading.
Dear Lewie:
I am writing to confirm our plans for a whitewater rafting trip
on the Thomas River. The latest word I have indicates that the
meals served on the trip are outstanding; included in the menu
are cracked crab along with fresh fruit and vegetables!
We are looking forward to seeing you and Bill next weekend. Be
sure to remember your camera and lots of warm clothing: it will
undoubtedly be very cool on the river.
Take care and we'll see you on Friday.
Regards,
Pat
Left Margin  Right Margin  Set Tab  Clear Tab  5 1 Margin  MEMOMAKR
Margin Margin  Tab      Tab      Num Pad  1:00  Release  Help  Main
```

Ruler Line

The highlighted area near the top of your screen is called the *ruler line*. It contains:

- tab stops (dark boxes in Columns 1, 6, 11, 16, etc.)
- margin settings (shaded area from Column 66 to Column 80 is beyond right margin).



Setting Margins

To set a margin, you can either: touch the column where you would like your left or right margin (on any line in the workspace); or use the cursor control keys to position the cursor. Watch the area at the top of your screen that indicates the column number; it always shows the column the cursor is in.

1. Position the cursor in Column 5. Touch
Left Margin .
2. Position the cursor in Column 70. Touch
Right Margin .

Now the margins are set in Columns 5 and 70. You can check this by the shading in the ruler line. For example:

- left margin – shading is in Columns 1 through 4.
- right margin – shading is in Columns 71 through 80.

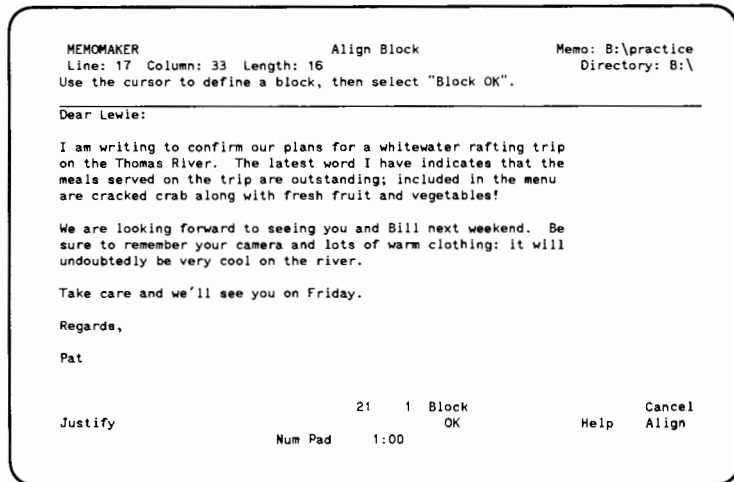
Notice how the text outside the margin is displayed in half-bright intensity.

Align Block

Now you are going to align the letter within the margins of 5 and 70.

1. Touch `MEMOMAKR Main` .
2. Touch `Block Keys` . The Block Keys screen is displayed.
3. Position the cursor in Line 1, Column 1. You can use the `▽` key to reach the top of your letter; then use the `Back space` key to reach the upper-left corner.
4. Touch `Align Block` .
5. Touch Line 3 and slide your finger on the screen, down to the end of the letter. The bright green on the screen indicates you have selected a block of text to be aligned.

The entire letter should be highlighted on your screen.



6. Touch `Block OK` .

The letter is now aligned within the margins of 5 and 70. If it didn't work, start over again from Align Block.

You now have the option of keeping the alignment or canceling the alignment. If this was not the alignment you wanted, you could cancel and start again. Since we are going to keep the alignment:

1. Touch `Alignmt OK` .

You are returned to the Block Keys screen and your letter is realigned.

2. Press `Return` to position the cursor at the left margin.

3. Touch `MEMO Maker Main` to return to the Main Keys screen.

Margin Release

1. Touch **Format Keys** .
The Format Keys are displayed on your screen. If your margins are set in Columns 5 and 70, when the **Margin Release** key is *on*, you are allowed to type in Columns 1 through 79. Try this now:
2. Hold down **Shift** and press **▽** to go to the line after the end of your letter.
3. Touch **Margin Release** . An asterisk is displayed in the function label, indicating margin release is *on*, just as in other features of MemoMaker where the asterisk is used.
4. Type the following sentence:

When margin release is on I can type beyond the left margin or the right margin.

Notice how the words are darker beyond the margins. In order to make this text fit, you must align your text within the margins of 5 and 70 as you just did in the Align Block section in this lesson.

```
MEMOMAKER                      Format Keys                      Memo: B:\practice
Line: 20 Column: 8 Length: 20   Directory: 8:\
Tab stops are indicated by boxes ( ). Margins are indicated by shading.
Dear Lewie:

I am writing to confirm our plans for a whitewater rafting trip on
the Thomas River. The latest word I have indicates that the meals
served on the trip are outstanding; included in the menu are
cracked crab along with fresh fruit and vegetables!

We are looking forward to seeing you and Bill next weekend. Be
sure to remember your camera and lots of warm clothing; it will
undoubtedly be very cool on the river.

Take care and we'll see you on Friday.

Regards,

Pat

When margin release is on I can type beyond the left margin or the right
margin.
Left   Right   Set   Clear   24   1   Margin
Margin Margin   Tab   Tab     Tab   Tab   Release*
Num Pad 1:00                               Help   Main
```

5. Touch `Margin Release` or press the `Return` key. The asterisk disappears from the function key label and margin release is *off*.
6. Position the cursor at the beginning of the sentence you just typed.
7. Press `Delete Line` twice to remove the sentence.

Setting Tab Stops

Tab stops are set in the same manner as margins are set. You position the cursor where you want the tab stop and touch `Set Tab`. Try this now:

1. Press `Return` (you are in Column 5 in a blank line).
2. Move the cursor to Column 8.
3. Touch `Set Tab`. A dark box appears in Column 8 on the ruler line, indicating a tab stop.

Note

You may set tabs and margins when your cursor is at any line in the *workspace*. Don't try to position the cursor on the ruler line at the top of the screen for this purpose.

Clearing Tab Stops

1. Press `Return`.
2. Press `Tab` key on your keyboard (it's to the left). The cursor is in Column 6.
3. Touch `Clear Tab`. The tab stop is cleared from Column 6.

4. Now, clear the tab stop from Column 11 using the previous steps making sure you tab past Column 8.

Your first tab stop should be in Column 8. To test this:

5. Press .
 6. Press .
- Now the cursor is in Column 8.
7. Touch `MEMOMAKR Main` to return to the Main Keys screen.

Saving Files & Exiting MemoMaker

Again, let's practice saving your work.

1. Touch `File Keys` from the Main Keys screen.
 2. Touch `Save Memo`.
Since you saved your file at the end of Lesson 1 under the name PRACTICE, MemoMaker gives you the option of simply pressing to save your file under the same name. This will update the previous version of your letter with the changes you have made during this lesson.
 3. Press .
- MemoMaker saves your revised file under the name PRACTICE.
4. Touch `MEMOMAKR Main`.
If you wish to exit MemoMaker and return to P.A.M.:
Touch `Exit MEMOMAKR`.
After a few moments, MemoMaker returns you to the P.A.M. screen.

End of Lesson 2

This is the end of Lesson 2. You have been working in the Format Keys screen and the Block Keys screen. You have learned about:

- setting margins
- aligning text
- using margin release
- setting tab stops
- clearing tab stops

You may want to practice using the Format Keys and Block Keys on your own. Remember, you can't damage MemoMaker, so experiment as much as you like. In the next lessons you will learn about:

- Block Keys – move, copy, paste, align and enhance text
- File Keys – get a memo or format, save a memo or format
- Print Keys – various methods for printing

3

Block Keys: Revising Text

Block Keys screen

The Block Keys screen is used to revise text by:

- cutting out blocks to move to another area
- pasting blocks to another area
- copying blocks instead of retyping
- underlining
- adding boldface type

If your letter appears on the screen, continue from the section titled, "Cut Out Block."

Starting MemoMaker from P.A.M.

If you see the P.A.M. screen:

1. Touch the box containing **MemoMaker**.
The MemoMaker box is highlighted on your screen.
2. Touch **Start Applic**.
The red light is displayed on the drive indicating MemoMaker is loading. Wait until the red light is off before continuing.

Retrieving PRACTICE

In Lesson 1, you typed a letter that you will use with the Block Keys. Since you saved the letter under the name PRACTICE, follow these instructions to retrieve the file.

From the Main Keys,

1. Touch `Get Memo`.
2. Type the name PRACTICE.
You can type the name in capitals, in small letters, or in a combination of the two.
3. Press `Return`.
After a few moments, the letter you saved as PRACTICE at the end of Lesson 2 should be displayed on your screen. If not, try the procedure again.


Setting Margins

You will recall in the previous lesson, you set new margins for your letter. Unlike a typewriter, MemoMaker does not automatically save your new settings permanently. Notice that your letter falls between Columns 5 and 70 (the new margins you set for your letter). However, MemoMaker's workspace has the margins set at Columns 1 and 65 (its default settings). This makes your letter extend beyond the workspace's right margin setting. To change the workspace margins to match those of your letter:

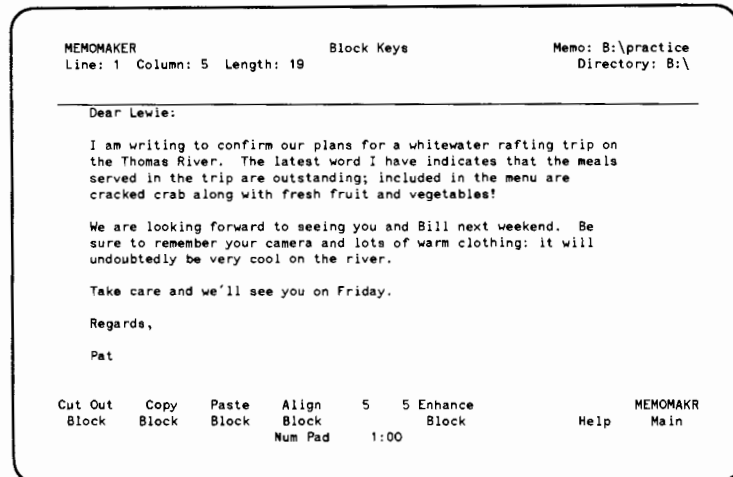
1. Touch `Format Keys` from the Main Keys screen.
2. Position the cursor in Column 5, then touch `Left Margin`.
3. Position the cursor in Column 70, then touch `Right Margin`.
4. Touch `MEMOMAKR Main`.

Cut Out Block

This lets you move a block of text from one area to another. This is called *cut* and *paste*. Follow these steps:

1. Press  to "home" the cursor.
2. Touch `Block Keys`.

The Block Keys screen is displayed. It looks like the screen shown below:



3. Position the cursor at Line 8, Column 5 (`We are looking forward to seeing...`).

Note You *must* always position the cursor *first*, before touching `Cut Out Block` or `Copy Block`. That way, the cursor is always at the *beginning* of the area that you want to cut out or copy.

Cut Out Block Screen

1. Touch `Cut Out Block` .
The following screen is displayed:

```
MEMOMAKER                      Cut Out Block                      Memo: B:\practice
Line: 8 Column: 5 Length: 19    Directory: B:\
Use the cursor to define a block, then select "Block OK".

Dear Lewie:

I am writing to confirm our plans for a whitewater rafting trip on
the Thomas River. The latest word I have indicates that the meals
served on the trip are outstanding; included in the menu are
cracked crab along with fresh fruit and vegetables!

We are looking forward to seeing you and Bill next weekend. Be
sure to remember your camera and lots of warm clothing; it will
undoubtedly be very cool on the river.

Take care and we'll see you on Friday.

Regards,

Pat

12 5 Block
Num Pad 1:00 OK Help Cancel
Cut Out
```

Remember, you can either *touch* the screen or use the cursor control (arrow) keys on the keyboard to move the cursor. For this exercise, let's use the keyboard.

2. Press `▼` key, on your keyboard. The first line in the paragraph is highlighted.
3. Press `▼` key again. The second line is highlighted.
4. Press `▼` again. The third line is highlighted.
5. Press `▼` again. The blank line is highlighted.

Dear Lewie:

I am writing to confirm our plans for a whitewater rafting trip on the Thomas River. The latest word I have indicates that the meals served on the trip are outstanding; included in the menu are cracked crab along with fresh fruit and vegetables!

We are looking forward to seeing you and Bill next weekend: Be sure to remember your camera and lots of warm clothing: it will undoubtedly be very cool on the river.

Take care and we'll see you on Friday.

Regards,

Pat

	16	5	Block	Cancel
			OK	Help
Num Pad	1:00			Cut Out

6. Touch Block OK .

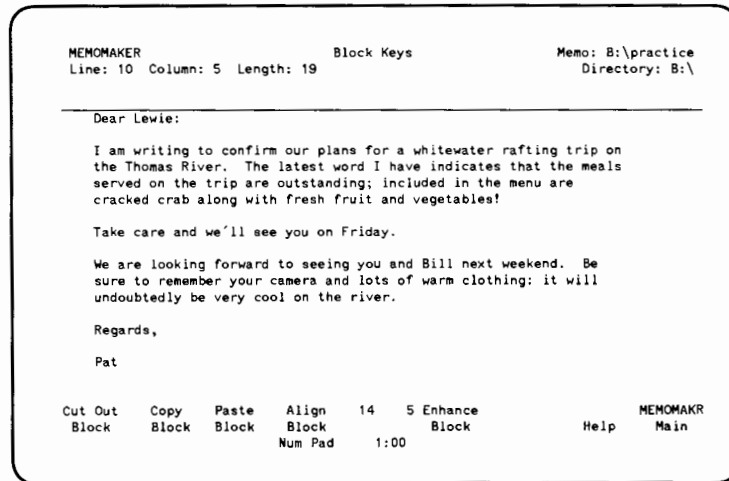
These four lines have disappeared from your letter. Don't worry, they still exist. They are being held temporarily in MemoMaker until you decide where you want to *paste* them.



Paste Block

Now, you are going to *paste* the four lines to another area.

1. Position the cursor at the R in Regards.
2. Touch Paste Block.




The entire paragraph is *pasted* at the end of the letter. Notice, you also moved the blank line between paragraphs to maintain a space between the paragraph and Regards.

That is how you *cut* and *paste* lines, paragraphs, and phrases. You can also *copy* blocks using the same procedures. When you copy, the copied text remains on your screen unlike Cut Out Block which removes the text that is to be placed elsewhere.

Follow the same steps to cut and paste your paragraph at its original position. (To paste the block in its original position, move the cursor to the T in Take before you touch Paste Block .)

Enhance Block

The enhancement features of MemoMaker include underlining text or adding boldface type to your document. These will work only if your printer can support underlining and boldface type. Check your printer manual to see if it allows for enhancements.

1. Position the cursor at the o in outstanding (in the first paragraph).
2. Touch Enhance Block . Notice the Enhance:Underline* key. Again, the asterisk indicates that the underline enhancement is on.
3. Press  until the entire word outstanding is highlighted.
4. Touch Block OK .
The word changes to italic type on your screen. This means the word will be underlined when it is printed if your printer has underlining capabilities.

served on the trip are *outstanding*; included in the menu are cracked crab along with fresh fruit and vegetables!

The process of adding boldface type to your document is exactly the same as underlining, except that you touch `Enhance:Bold` before selecting a block.

Enhance None

If you decide you don't want a word underlined or in boldface type, you can easily remove the enhancement.

1. Position the cursor at the o in *outstanding*.
2. Touch `Enhance:Block` from the Block Keys screen.
3. Touch `Enhance:None`.
4. Move the cursor to the semicolon at the end of *outstanding*.
5. Touch `Block:OK`.
Outstanding should no longer be italicized or in boldface. If it still is, try the procedure again.

Saving Files & Exiting MemoMaker

1. Touch `MEMOMAKR Main` to return to the Main Keys screen.
2. Touch `File Keys`.
3. Touch `Save Memo`.
4. Press `Return`.
By pressing `Return` your letter is saved under its file name PRACTICE.
5. Touch `MEMOMAKR Main`.

If you wish to exit MemoMaker and return to P.A.M.:

Touch `Exit MEMOMAKR` to return to the P.A.M. screen.

End of Lesson 3

This concludes Lesson 3. You should now be comfortable with the block features of MemoMaker, and have learned about:

- cutting out blocks to move to another area
- ✳ pasting blocks to another area
- ☰ copying blocks instead of retyping
- ✧ underlining
- ✳ adding boldface type

Practice using these features on your own, or move on to learn more about MemoMaker. The following lessons will help you with:

- ✳ saving documents and formats
- ✳ getting files and formats
- ✳ various methods for printing

4

File Keys: Saving Documents and Formats

In this lesson you will learn about:

- naming files
- saving files
- getting files from disc
- creating formats
- saving formats
- getting formats

Before you print your letter on paper, it is important that you always save files on disc. If you have not saved your file, there is always the chance you could lose your work during a power failure or other malfunction.

If your letter appears on the screen, continue from the section titled, "Naming a File."

Starting MemoMaker

From the P.A.M. screen:

1. Touch the box containing **MemoMaker**.
The MemoMaker box is highlighted on your screen.
2. Touch `Start Applic .`
The red light is displayed on the drive indicating MemoMaker is loading. Wait until the red light is off before continuing.

Retrieving Your File

From the Main Keys,

1. Touch `Get Memo .`
2. Type PRACTICE.
3. Press `Return`.

After a few moments, MemoMaker displays your letter.

Setting Margins

You should now reset your margins to 5 and 70:

1. Touch `Format Keys` from the Main Keys screen.
2. Position the cursor in Column 5, then touch `Left Margin`.
3. Position the cursor in Column 70, then touch `Right Margin`.
4. Touch `MEMOMAKER Main`.

Naming a File

There are a few things to remember when naming your files:

- The name must be from one to eight characters long.
- You may add an optional file extension from one to three characters long and separated by a period.

A file extension helps you differentiate between different types of documents. For example:

- `REP` could be an extension for reports
- `LET` could be an extension for letters

Refer to *Using MemoMaker* for more information on naming your files.

The next section of this lesson is a practice session on saving files and getting files from disc.

Saving Your File

The letter from Lesson 3 should be displayed on your screen. If you are not in the Main Keys screen, go there now.

1. Touch `File Keys` .

The File Keys screen is displayed on your screen.

2. Touch `Save Memo` .

The message:

Enter file name and press "Return"
(or use the File Manager).

is displayed in the message area at the top of your screen. If you saved your letter in a previous lesson, the name is displayed under the message area at the top of your screen.

Let's save your letter under a new file name, PRACTICE.LET.

3. Type PRACTICE.LET over the old file name PRACTICE. (Be sure to include the period between PRACTICE and LET.)

4. Press `Return`.

You have now saved your letter as PRACTICE.LET.

5. Touch `MEMOMAKR Main` to return to the Main Keys screen.

Using TEMPMEMO

You may want to use TEMPMEMO for saving files that you have no intention of using again, but would like to print without worry of losing your document. In Lesson 1, the guidelines encouraged you to save your work every twenty minutes or so. This is an ideal use for TEMPMEMO. Just type the document, periodically save it as TEMPMEMO, then print out a final copy when finished. You can use TEMPMEMO in this manner, but remember, every time you save a file to TEMPMEMO, it copies over the previous file.

Getting a File from Disc

We will now retrieve the file you just saved.

1. Touch `Get Memo`.

A message is displayed in the message area at the top of your screen.

Enter file name and press "Return"
(or use the File Manager).

At the cursor position:

2. Type `PRACTICE.LET`.
3. Press `Return`.

The letter is displayed on your screen.



Creating a Format

A *format* is a set of values that specify such things as margin and tab settings as well as how the document looks when it's printed on paper. MemoMaker has a standard format when it starts up (margins at Columns 1 and 65, tabs at Columns 1, 6, 11, and so on). You can also create your own formats and save them in a file for future use.

You may want to create other formats you like better than the standard format. Let's create a new format now:

1. Touch `Format Keys` .
2. Position the cursor at Column 5 and touch `Left Margin` .
3. Position the cursor at Column 75 and touch `Right Margin` .

If you need help with tabs in Steps 4 and 5, you can return to Lesson 2, Setting Margins and Tabs, or touch `Help` on your screen.

4. Clear the tab stops from Column 1 through Column 21.
5. Set tab stops at Columns 10 and 15.

Note

Once you've created a format, you can use it to align your text (refer to Lesson 2 for how to align your text). But unless you save the format in a file, it's temporary and must be re-created if you get another format or exit MemoMaker.

Saving a Format

To save a format, you save it in a file that only MemoMaker can read. A format file is the computer's way of remembering the margin and tab settings that you created. Save your format in a file called WIDELINE.FMT. Let's do that now.

1. Touch `MEMOMAKR Main` .
2. Touch `File Keys` .
3. Touch `Save Format` .

A message is displayed at the top of your screen:

```
Enter file name and press "Return"  
(or use the File Manager).
```

4. Type `WIDELINE.FMT` over the default format file name `STARTUP.FMT`.
5. Press `Return`.

You have now created and saved your own format for letters or memos. Later, you can get this format by following the directions for retrieving a format.

Retrieving a Format

You can create many different formats by using the procedures outlined above. To use a different format:

1. Touch `Get Format`.

A message is displayed at the top of your screen:

Enter file name and press "Return"
(or use the File Manager).

2. Type `WIDELINE.FMT`.
3. Press `Return`.

MemoMaker then gets your format.

If you go to the Format Keys screen, you will see the new margins and tab stops on the ruler line. (Remember, your text will not be within the new margins unless you realign it.)

Now let's get the standard format file, `STARTUP.FMT`:

1. In the File Keys screen, touch `Get Format`.
2. Type `STARTUP.FMT` at the cursor position.
3. Press `Return`.

You have now retrieved `STARTUP.FMT`. `STARTUP.FMT` has the margins set at Columns 1 and 65. Notice how your letter, having a right margin of 70, extends beyond the right margin of the workspace as defined by `STARTUP.FMT`.

Refer to *Using MemoMaker* for more information on `STARTUP.FMT`.

4. Touch `MEMOMAKR Main` to return to the Main Keys screen.

End of Lesson 4

This is the end of Lesson 4. In this lesson you have learned about:

- naming files
- saving files
- getting files from disc
- creating formats
- saving formats
- getting formats

Now you are ready to learn the various methods of printing in Lesson 5. In Lesson 5 you will learn about:

- Printer Keys
- methods of printing
- page breaks
- double-space
- Auto Feed key

Exiting MemoMaker

If you decide to exit MemoMaker and not go on to the Printing Lesson, you have already saved your letter and can exit MemoMaker without re-saving your file.

5

Print Keys: Printing Documents

In this lesson you will learn about:

- selecting a printer
- printing documents
- adding page breaks
- using double-space
- using the Auto Feed key

Note

If you have not yet connected and configured your printer, you must do so now. (Refer to *Getting Started with Your HP Touchscreen Personal Computer* for instructions.) If you do not have a printer, you may skip this lesson.

If your letter appears on the screen, continue from the section titled, "Setting Margins."

**Retrieving
PRACTICE.LET**

If your letter is not displayed on the screen:

1. Touch `Get Memo` from the Main Keys screen.
2. Type PRACTICE.LET.
3. Press `[Return]`.

Your letter is now displayed on the screen.

Setting Margins

You should now reset your margins to 5 and 70:

1. Touch `Format Keys` from the Main Keys screen.
2. Position the cursor in Column 5, then touch `Left Margin`.
3. Position the cursor in Column 70, then touch `Right Margin`.
4. Touch `MEMOMAKR Main`.

Print Keys

1. Touch `Print Keys`.

Notice the function label `PRN: *` at the bottom of your screen. By touching this function label, you choose the printer you want to use. There are three choices:

- ☐ `PRN: *` — primary printer
- ☐ `LST: *` — secondary printer
- ☐ `INT: *` — internal printer

This feature lets you choose from up to three different printers.

- ☐ If you have an internal (INT) printer you wish to use, touch the label until `INT: *` is displayed.
- ☐ If one printer is cabled to your computer, touch the label until `PRN: *` is displayed.
- ☐ If you have more than one printer cabled to your HP 150, touch the label until either `PRN: *` or `LST: *` is displayed, to direct your letter to the appropriate printer.

Note

If you are not certain which printer is currently hooked up to your computer, you must exit MemoMaker and check the configuration screen in P.A.M. See *Getting Started with Your HP Touchscreen Personal Computer* if you need assistance.

Printing

If you have configured your printer as the primary printer, use the `PRN: *` key, otherwise select the appropriate key for your configuration.

1. Position the cursor at the beginning of your letter.

You always position the cursor at the beginning of your memo, as MemoMaker starts printing from where the cursor is located. That means if the cursor is located in the middle of a letter, the last half of the letter will be printed out.

2. Turn on your printer and insert paper.
3. Touch `Print Memo`.

Your letter should be printing on paper in the printer. If it isn't printing, make sure you have the right printer key displayed. For example:

Is `INT: *` displayed for an internal printer?

If this does not solve the problem, refer to *Getting Started with your HP Touchscreen Personal Computer* for assistance.

Methods of Printing

The Print Keys screen offers other methods for printing documents. You can:

- ▣ print part of a document by positioning the cursor where you want to start printing
- ▣ decide when you want a new page by adding a page break
- ▣ double-space or single-space your document

Add Page Breaks

You are going to print your letter again, but this time you are going to add a page break (.PA) to your letter.

1. Position the cursor at the blank line between the first and second paragraphs.

2. Touch `Page Break` .

.PA is inserted above the blank line. This will separate your letter into two pages. (If you don't want a page break at a particular position, simply delete the line where .PA appears.)

```
MEMOMAKER          Print Keys          Memo: B:/practice.let
Line: 8 Column: 9 Length: 20          Directory: B:\

Dear Lewie:

I am writing to confirm our plans for a whitewater rafting trip on
the Thomas River. The latest work I have indicates that the meals
served on the trip are outstanding; included in the menu are
cracked crab along with fresh fruit and vegetables!

.PA

We are looking forward to seeing you and Bill next weekend. Be
sure to remember your camera and lots of warm clothing: it will
undoubtedly be very cool on the river.

Take care and we'll see you on Friday.

Regards,

Pat

Double  Auto  Page  12  9  Print  Skip  MEMOMAKR
Space  Feed  PRN: * Break  Memo  Page  Help  Main
          Num Pad  1:00

+
```

3. Position the cursor at the beginning of the letter.
4. Touch `Print Memo` .
The salutation and the first paragraph printed out.

Using Double-Space

Now you are going to print the rest of the letter, only this time you are going to double-space the letter.

1. Touch `Double Space` .
An asterisk is displayed in the `Double Space*` key indicating double-space is *on*.
2. Touch `Print Memo` .
The remainder of the letter prints out double-spaced.
3. Touch `Double Space` again to turn it *off*.

If you decide you want to stop printing at any time, just touch the `Cancel Print` key.



Auto Feed Key

If you are using continuous feed paper in your printer, you don't want to have to touch **Print Memo** each time it prints a page.

Auto Feed key is used in conjunction with page breaks.

1. Touch **Auto Feed** to turn it on.

When your letter prints, MemoMaker breaks the page where it sees **.PA** or when it has printed 55 lines. Then it advances to the next sheet of continuous feed paper and begins printing the next page.

Note

MemoMaker provides automatic page breaks at 55 lines. You only need to use the Page Break function if you want to split a document at shorter intervals.

Be sure to turn **Auto Feed** off if you are using single sheets of paper, as printing may continue even if you do not have page in your printer.

End of Lesson 5

This is the end of Lesson 5. You have learned various methods of printing your documents with MemoMaker. Some of these methods are:

- selecting a printer
- printing documents
- adding page breaks

- using double-space
- using the Auto Feed key

The End of Setting You Free with MemoMaker

Now that you have completed this book, you should have a good understanding of MemoMaker's basic features. In these lessons you have learned about:

- how to type documents
- MemoMaker screens
- Edit Keys
- cursor control Keys
- Help screens
- setting margins and tab stops
- margin release
- clearing margins and tab stops
- moving and copying blocks of text
- aligning text
- enhancements
- saving memos and formats
- getting memos and formats
- naming a file
- methods of printing

If you are not comfortable with any of these features, take a little more time and walk through the appropriate lessons again. Otherwise, you are now ready to open *Using MemoMaker* and learn more about MemoMaker's powerful features.

Enjoy working with MemoMaker. As you become familiar with all of its capabilities, MemoMaker will quickly become a more powerful writing tool than your old pad and pencil.

Setting You Free with MemoMaker (45420-90003)

We welcome your evaluation of this manual. Your comments and suggestions will help us improve our publications. Please use and attach additional pages if necessary.

Please circle the following Yes or No:

- | | | |
|--|-----|----|
| ■ Is this manual well organized? | Yes | No |
| ■ Is the information technically accurate? | Yes | No |
| ■ Are instructions complete? | Yes | No |
| ■ Are concepts and wording easy to understand? | Yes | No |
| ■ Are examples and pictures helpful? | Yes | No |
| ■ Are there enough examples and pictures? | Yes | No |

Comments: _____

Name: _____

Title: _____

Company: _____

Address: _____

City: _____

State: _____ Zip: _____

Please tear out and mail in.



Fold here

ATTN: Training Development Center
 Santa Clara, CA 95051, U.S.A.
 3410 Central Expressway
 Personal Software Division
 Hewlett-Packard Company

POSTAGE WILL BE PAID BY ADDRESSEE

BUSINESS REPLY MAIL
 FIRST CLASS PERMIT NO. 1626 SANTA CLARA, CA



NO POSTAGE
 NECESSARY
 IF MAILED
 IN THE
 UNITED STATES



Setting You Free with MemoMaker (45420-90003)

We welcome your evaluation of this manual. Your comments and suggestions will help us improve our publications. Please use and attach additional pages if necessary.

Please circle the following Yes or No:

- | | | |
|--|-----|----|
| ■ Is this manual well organized? | Yes | No |
| ■ Is the information technically accurate? | Yes | No |
| ■ Are instructions complete? | Yes | No |
| ■ Are concepts and wording easy to understand? | Yes | No |
| ■ Are examples and pictures helpful? | Yes | No |
| ■ Are there enough examples and pictures? | Yes | No |

Comments: _____

Name: _____
Title: _____
Company: _____
Address: _____
City: _____
State: _____ Zip: _____

Please tear out and mail in.



Tape

Please do not staple

Tape

Fold here

ATTN: Training Development Center

Hewlett-Packard Company
Personal Software Division
3410 Central Expressway
Santa Clara, CA 95051, U.S.A.

POSTAGE WILL BE PAID BY ADDRESSEE

BUSINESS REPLY MAIL
FIRST CLASS PERMIT NO. 1626 SANTA CLARA, CA



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES



Setting You Free with MemoMaker (45420-90003)

We welcome your evaluation of this manual. Your comments and suggestions will help us improve our publications. Please use and attach additional pages if necessary.

Please circle the following Yes or No:

- | | | |
|---|-----|----|
| <input type="checkbox"/> Is this manual well organized? | Yes | No |
| <input type="checkbox"/> Is the information technically accurate? | Yes | No |
| <input type="checkbox"/> Are instructions complete? | Yes | No |
| <input type="checkbox"/> Are concepts and wording easy to understand? | Yes | No |
| <input type="checkbox"/> Are examples and pictures helpful? | Yes | No |
| <input type="checkbox"/> Are there enough examples and pictures? | Yes | No |

Comments: _____

Name: _____

Title: _____

Company: _____

Address: _____

City: _____

State: _____ Zip: _____

Please tear out and mail in.



Tape

Please do not staple

Tape

Fold here

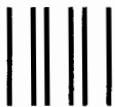
ATTN: Training Development Center
 Hewlett-Packard Company
 Personal Software Division
 3410 Central Expressway
 Santa Clara, CA 95051, U.S.A.

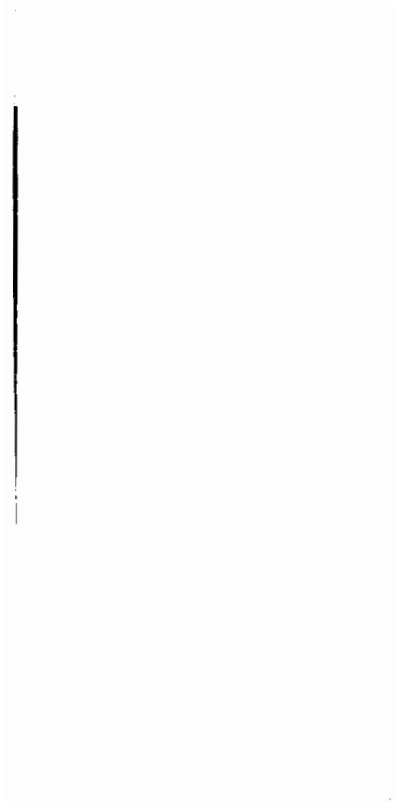
POSTAGE WILL BE PAID BY ADDRESSEE

BUSINESS REPLY MAIL
 FIRST CLASS PERMIT NO. 1626 SANTA CLARA, CA



NO POSTAGE
 NECESSARY
 IF MAILED
 IN THE
 UNITED STATES





Vertical line of text on the left side of the page, possibly a page number or header.

1

2

3

