HP 125 Business Assistant

WORD/125

HEWLETT PACKARD

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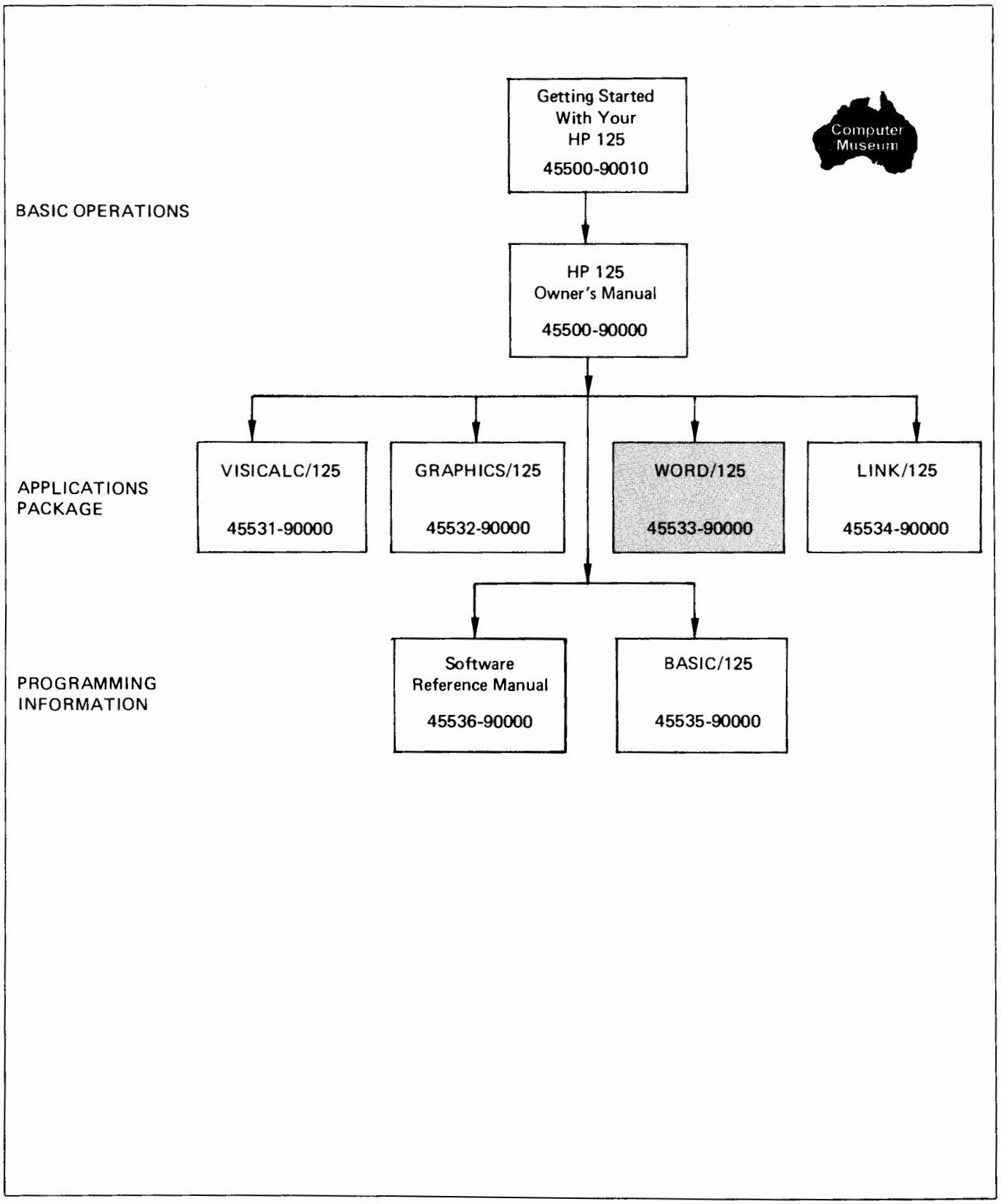
Manual Plan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Preface

How to use this Manual

This manual will introduce you to the WORD/125 word processing program. It provides step-by-step instructions on how to create and edit text, how to perform basic disc and printing operations, and how to use special functions and applications.

This manual is designed for people who have never used a word processor. Lessons should be followed in sequence, since information presented in the first chapters is used later in the manual. If you are an experienced word processor operator you may want to skim the opening chapters, but you should not skip them entirely.

This manual consists of the following chapters and appendices:

Chapter 1 - Getting Started with WORD/125. This chapter provides introductory instructions on how to create, print, and store documents using WORD/125.

Chapter 2 - The Edit Mode. This chapter explains how to create and modify text.

Chapter 3 - The Command Mode. This chapter describes how to enter command mode commands, move the cursor in command mode, and delete text in command mode.

Chapter 4 - Disc Operations. This chapter explains how to use WORD/125 with your disc drives.

Chapter 5 - Printing Operations. This chapter describes how to print text on a printer and preview text on the display.

Chapter 6 - Special Functions and Applications. This chapter describes how to use character enhancements, how to move sections of text, how to search and replace, and how to use tabs, hyphens, and marks.

Appendix A - Load and Go Macros. This appendix describes how to use the load and go macros to do sorting, create forms, do boilerplating and to print in two columns.

Appendix B - Summary of Commands. This appendix gives a quick reference of all of the Edit mode and Command mode commands.

Appendix C - Error and Warning Messages. This appendix explains the meaning of the error and warning messages that may appear on the screen while using WORD/125.

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CHAPTER 1

GETTING STARTED WITH WORD/125


```
*****************************************
* IN THIS CHAPTER YOU WILL LEARN HOW TO: *
*                                       *
*    - TYPE IN A LETTER ON THE SCREEN    *
*    - CORRECT TYPING ERRORS             *
*    - PRINT A LETTER ON THE PRINTER     *
*    - SAVE A LETTER ON DISC             *
*    - RETRIEVE A LETTER FROM DISC.      *
*****************************************
```

By reading this chapter you will quickly learn to be a productive user of WORD/125, and be better equipped to understand the features discussed in the other chapters of this manual.

In the first part of this chapter, the features of WORD/125 which resemble the characteristics of a typewriter will be discussed. These include: typing in a letter and correcting typing errors. In the second part of this chapter, you will learn how to: print out a letter on a printer, save a letter for future use, and retrieve a letter that has been previously saved.

Preparing the HP 125 for use with WORD/125

Before beginning to use WORD/125 you must make sure that the HP 125 system has been properly set up and turned on. Refer to the "Getting Started with Your HP 125" manual for complete instructions. In the setup process, make sure that the printer has been selected as an "OPSYS General List Device" in the Terminal Configuration menu. Also make sure that you format some extra discs before running WORD/125. These extra discs will be used to save your letters on disc. (Refer to the "HP 125 Owner's Manual" for instructions on formatting discs.)

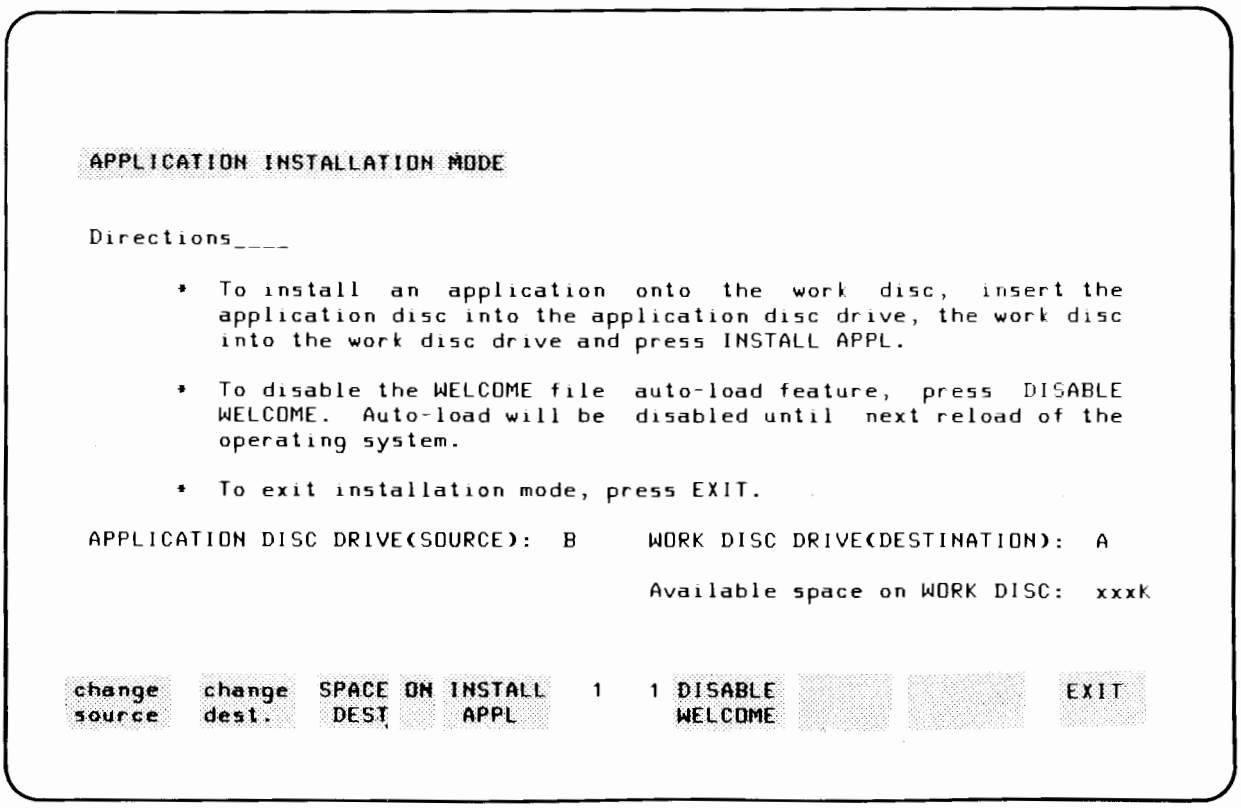
Installing WORD/125

This section covers the installation of the WORD/125 application software in a general way. Because of some changes to the WELCOME program on Version A.Ø1.2Ø of the Operating System, the description here may not accurately reflect the program's operation. If this is the case, you should refer to the "Getting Started With Your HP 125" manual, which was shipped with your HP 125 system.

1. Place the WELCOME program into application installation mode by pressing the [CTRL], [SHIFT], and [@] keys simultaneously.

NOTE

Once in installation mode, the available space on the work disc should be compared to the size of the application (on the application disc label) to see if there is enough space available to perform the installation. To prevent future problems with the work disc, leave at least 2ØK of storage space on the disc.



2. Insert the application disc into a flexible disc drive and a work disc into another drive.

3. Look at the display to see if the drives specified as the APPLICATION DISC DRIVE (SOURCE) and WORK DISC DRIVE (DESTINATION) are correct. If necessary, press the "change source" and "change dest" keys to match the drives which contain your application disc and work disc.

4. Press the "previous menu" function key to restore the Application Installation display.

5. Press the "INSTALL APPL" function key. The message below is displayed:

```
Application Installation In Progress
Installing ___
WORD/125    Vers X.X
```

The lights on the drives alternately light until the application is installed.

If there is not sufficient space on the work disc to accommodate the new application, the following message will appear on the screen :

Operation Aborted. Insufficient disc space on Drive _"

Refer to the "Getting Started" manual for further instructions.

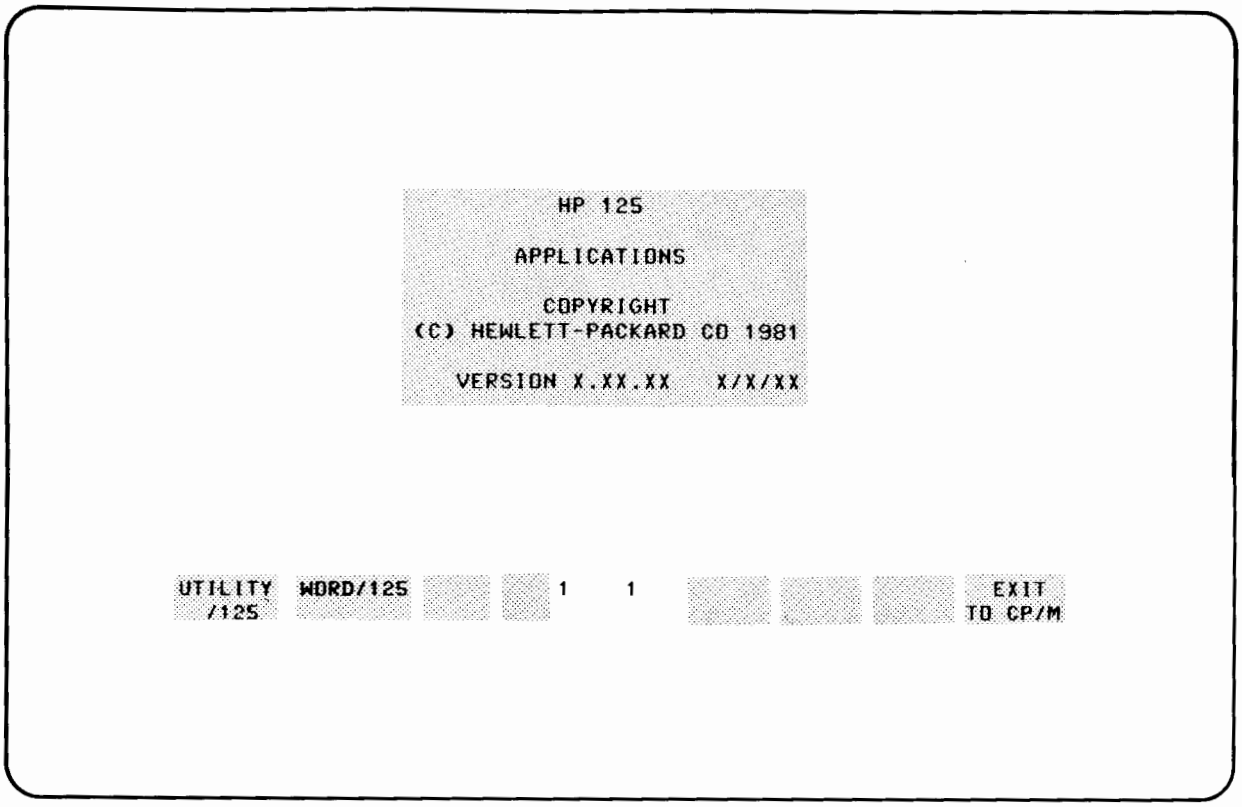
6. Once you have successfully installed WORD/125, the following message will be displayed:

```
***Save In Progress
***Do Not Disturb
```

At this point, a new copy of the WELCOME program is being saved on your work disc.

7. Remove the application disc from the flexible disc drive and place it in its storage envelope. Store this disc in a safe place. You may need it to install the application on another disc. It is also required to obtain low-cost software updates from Hewlett-Packard.

8. When installation is complete, the screen displays the Application Installation Menu. Press the EXIT function key and you will be returned to the Welcome Menu. Notice that a function key labeled WORD/125 now appears.



Notice that the function keys displayed at the bottom of the screen now include WORD/125. WORD/125 is now ready to run.

Running WORD/125

Once you have completed the installation process you are ready to run WORD/125.

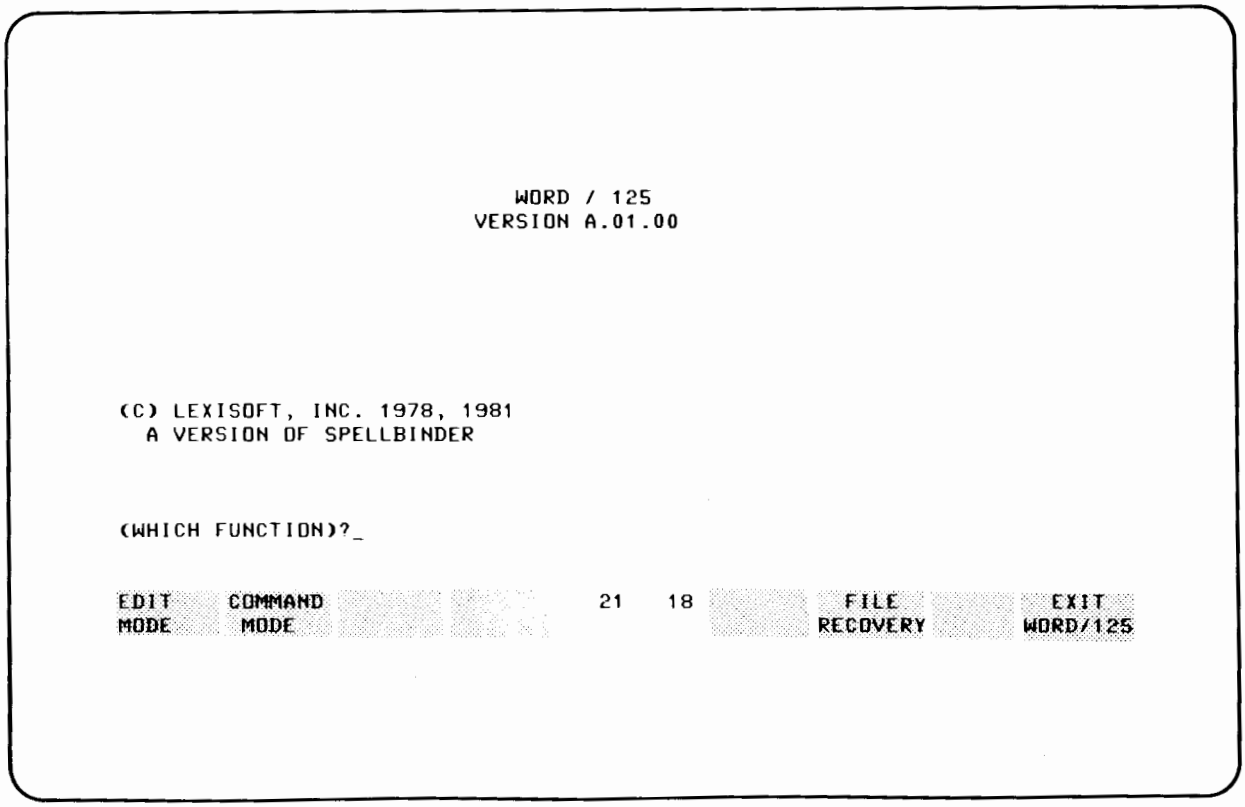
To run WORD/125 you need to:

1. Startup the HP 125 system with the system disc in disc drive A (the left drive). The screen will display the Welcome menu.

2. Press the function key labeled: WORD/125. The light on disc drive A (the left drive) will light and the following message will appear on the screen:

   *** Application Loading ***

3. WORD/125 is then loaded and the following screen is displayed:



The center of the screen contains information about the version number and the copyright for WORD/125. At the bottom of the screen is the message:

(WHICH FUNCTION?)

WORD/125 is asking whether you want to enter the EDIT MODE, enter the COMMAND MODE, perform a FILE RECOVERY or EXIT WORD/125.

If you have just entered WORD/125 for the first time, press the key marked Edit mode and proceed to the section entitled "Using WORD/125 Like a Typewriter".

If you have used WORD/125 previously and want to use text that has already been stored on disc, proceed to the section entitled "Retrieving a Letter from Disc".

Using WORD/125 like a Typewriter

To use WORD/125 like a typewriter you must first make sure that WORD/125 is in Edit mode. Press the F1 function key until the word EDIT appears in the upper left corner of the screen. The word EDIT indicates that you are in the Edit mode.

Once you are in Edit mode, you will notice a blinking line about halfway down the left edge of the screen. This line is known as the cursor. The cursor underlines the position where the next typed character will be placed. As you type, the cursor moves to the right on the screen. When you reach the right edge of the screen, the cursor automatically moves down to the left edge of the next line.

The cursor can be moved by using the keys marked with arrows (at the top of the keyboard). The [<] [^] [v] and [>] keys move the cursor to the left, up, down and to the right respectively. The [⌐] key moves the cursor to the first character on the first line of a letter.

Differences Between WORD/125 and a Typewriter

Before you begin typing in a letter you need to become aware of some of the differences between a typewriter and WORD/125. Specifically you need to know how to: use the RETURN key, use the BACKSPACE key, use the CAPS key, use the space bar, set and clear tabs, set margins, and do single and double spacing.

Using the RETURN Key

On a typewriter you have probably become accustomed to pressing the RETURN key at the end of every line. When you press the RETURN key on a typewriter, the carriage moves to the left side of the paper and the paper is advanced one or more lines (depending on whether you are typing single-spaced, doublespaced, etc.)

With WORD/125 you do not need to press the RETURN key at the end of every line. WORD/125 automatically forms the text into lines for you. As you type, the words will fill one line and then the next line, and so on. You will even notice that whole words will jump down to the next line if they do not fit on the line on which you are typing. This feature is called "word wraparound".

In WORD/125 the RETURN key is only used to end paragraphs and to end lines at a particular place (such as when you are typing an outline). When you press the RETURN key the symbol < will appear on the screen. This symbol appears so that you can determine where you have pressed the RETURN key. It will not be printed when you print out your letter on the printer.

Using the BACKSPACE Key

On a typewriter, you have probably used the backspace key to "back-up" on a line. When you press the backspace key, the carriage moves backward (to the left) and characters on your paper are unchanged.

In WORD/125, the BACKSPACE key can operate in two different ways:

1. When the word EDIT appears in the upper left corner of the screen, the BACKSPACE key will operate just like it does on a typewriter. That is, the cursor will move backwards in a line and the characters on the screen will be unchanged.

2. When the word COMMAND appears in the upper left corner of the screen, the BACKSPACE key will not operate like it does on a typewriter. Instead, you will be able to move backwards only on the top line of the screen (the Command line) and characters will be deleted as you move backwards.

   The words EDIT and COMMAND will appear in the upper left corner of the screen when you are in Edit or Command mode respectively. Chapters 2 and 3 discuss Edit and Command mode.

Using the CAPS Key

On a typewriter, you can use the SHIFT key with the LOCK key to cause the typewriter to type upper case letters. In WORD/125, the CAPS key (in the lower left corner of the keyboard) performs almost the same function as the SHIFT and LOCK keys on a typewriter.

If you press the CAPS key once, the alphabetic keys (A-Z) will be lower case when shifted and upper case when unshifted. All other keys on the keyboard are not affected by the CAPS key.

If you press the CAPS key again, the keyboard will act normally. Unshifted alphabetic keys will be lower case and shifted alphabetic keys will be upper case.

Using the Space Bar

On a typewriter, the space bar is used to move the carriage to the right.

In WORD/125 the space bar is used in almost the same way. When a line does not contain characters the space bar can be used to move the cursor to the right, just as it is used on a typewriter. If a line contains characters, however, the space bar will write over the characters with blanks. (The characters will disappear from the screen). To move the cursor without writing over the characters with blanks, use the arrow keys (at the top of the keyboard).

Setting and Clearing Tabs

On a typewriter the SET/CLR key is used to set and clear tab stops.

In WORD/125, a special table, called the Tab Indicator Guide is used to set and clear tab stops.

To access the Tab Indicator Guide:

1. Press the F1 function key until the word COMMAND appears in the upper left corner of the screen.

2. Type the letter Z and then press the RETURN key.

3. Any text on the screen will temporarily disappear and the Tab Indicator Guide will appear:

```
0

X     X     X     X     X     X     X     X     X     X

   *     *     *     *     *     *     *
```

   The Tab Indicator Guide consists of two lines of symbols. The top line contains the tab symbol "X" and shows where tab stops are located. Each symbol stands for a tab stop. Spaces on the line correspond to spaces in a line of a letter.

   The second line of the Tab Indicator Guide contains the guide symbol "*". Guide symbols are placed every 10 spaces along the line, and help you determine where tab stops are located.

   When you first see the Tab Indicator Guide, the cursor is located at the left edge of the screen, and tab stops (X's) have been set every 8 spaces.

To Set A Tab Stop:

1. Move the cursor to the position on the line where you want a tab stop using the left [<] and right [>] arrow keys.

2. Press the TAB key. An "X" appears on the display, indicating that a tab stop has been created.

To Clear a Tab Stop:

1. Move the cursor to the position on the line where you want to clear a tab stop using the left [<] and right [>] row keys.

2. Press the TAB key. The X on the screen (indicating a tab stop) will disappear. The tab stop at that position has been cleared.

To Exit from the Tab Indicator Guide:

After you have set tab stops where you want them, you will want to exit from the Tab Indicator Guide. To do this, press the RETURN key. The Tab Indicator Guide will disappear from the display, and you will be in Command mode.

Margins

On a typewriter you have probably learned to set margins and use the margin release key.

In WORD/125, the concept of a margin does not exist on the screen. When you type, you are limited to 79 columns of characters across the screen. Characters that you type in the first column on the screen will be the left-most characters when the letter is printed. (You cannot hit the equivalent of a margin release key while typing.) This should not cause any problems provided that you plan ahead while typing. In Chapter 6, two techniques to simplify the task of typing on wide paper and typing outlines will be presented. (Refer to the sections on Relining and Indenting in Chapter 6.)

When printing a letter using WORD/125, the margins are set on the printed page according to values in the Print Format Table. We will discuss the Print Format Table later in this chapter.

Single-spacing, Double-spacing, etc.

On a typewriter you have become accustomed to using a lever to set single-spacing, double-spacing, etc. After you set the lever your typing will be appropriately spaced.

With WORD/125, spacing is not done until the letter is actually printed. As you type, you should always type as though the letter was single-spaced, using every screen line. When you print the letter, the spacing is controlled by a value called CRS PER LINE in the Print Format Table. When this value is set to 1 you get single-spacing, when this value is set to 2 you get double-spacing, etc. (Refer to the section on "Printing your Letter on a Printer" later in this chapter or refer to Chapter 5 for more information.)

Typing in a Letter

Now you are ready to begin typing with WORD/125. Make sure that you are in Edit mode by pressing the F1 function key until the word EDIT appears in the upper left corner of the screen. While typing, remember to use the space bar when you need to put spaces in a line. Also, remember that you do not need to press the RETURN key at the end of every line (see the previous section on the RETURN key). The RETURN key should only be pressed:

1. at the end of each line of the address
2. at the end of each paragraph
3. to insert blank lines in your letter
4. to end each line of the closing.

If your letter is longer than 24 lines (the number of lines on the screen) you will not be able to view all of the lines of the letter at the same time. The lines have not been lost, though. To view them, just move the cursor toward the lines with the up or down arrow keys. The screen will be "re-painted" and a new section of your letter will be visible. If the message OFF END appears in the upper left corner of the screen, refer to Appendix C "Error and Warning Messages", for an explanation.

Now, type in a letter you have that needs to be typed. Do not be concerned about typing errors as you type, later sections of this chapter will discuss how to correct typing errors. If you don't have any typing to do, use the sample letter below:

Wakey Products, Inc.
1401A Grand Avenue
Detroit, Michigan 48239

October 20, 19--

American Manufacturing Co.
110 First Street
Houston, TX 77096

Gentlemen:

In response to your letter of October 12, I am glad to say that we have several training films now available that would be suitable for the needs you have described.

I am taking the liberty of enclosing two pamphlets which will give you an idea of the contents of these films. I am also requesting that a representative from our Dallas office call upon you within the next week.

We hope to be able to serve you in a thoroughly satisfactory way, and we look forward to doing business with you.

Yours very sincerely,

Joe C. Ashford, Manager
Education Department

When you have finished typing in a letter, go on to the next section.

Correcting Typing Errors

Now you are ready to correct any errors you have made while typing. You will learn to delete words, insert words and substitute new words for old words.

Deleting Words

Deleting words is simple using WORD/125. First make sure that you are in EDIT mode by pressing the F1 function key until the word EDIT appears in the upper left corner of the screen. Then use the arrow keys to position the cursor under the first letter of the first word you wish to delete.

The DEL CHAR and CLEAR LINE keys (located near the upper right corner of the keyboard) are used to delete words. Each time that you press the DEL CHAR key, the character above the cursor is replaced by a backslash. Replace all of the characters you wish to delete (including extra spaces) with backslashes by pressing the DEL CHAR key.

When all of the characters you wish to delete have been replaced by backslashes, press the CLEAR LINE key. The CLEAR LINE key gets rid of the backslashes on the line where the cursor is positioned and leaves the rest of the letters untouched. Move the cursor to each line which contains characters that you wish to delete. Replace the characters with backslashes by using the DEL CHAR key and then get rid of the backslashes by using the CLEAR LINE key.

Inserting Words

Inserting words is very easy with WORD/125. First, make sure that you are in EDIT mode by pressing the F1 function key until the word EDIT appears in the upper left corner of the screen. Then use the arrow keys to position the cursor under the space where you want to insert words. (If the message OFF END appears in the upper right corner of the screen, refer to Appendix C, "Error and Warning Messages", for an explanation.)

The INS LINE key (located near the upper right corner of the keyboard) is used to insert words. When you press the INS LINE key, your letter will break apart, and all of the text to the right of and below the cursor (including the character above the cursor) will be relocated at the bottom of the screen. The word INSERT will appear at the top of your screen to notify you that you are in Insert mode.

Once you are in Insert mode, you may type as many characters as you wish. The characters that you type will be directly inserted into the letter. Do not attempt to use the or keys while in Insert mode. Using these keys will cause the message *INSERT* to be displayed on the screen, indicating an error condition. (Refer to Appendix C, "Error and Warning Messages", for a complete explanation.)

When you have typed all of the characters you wish to insert, press the INS LINE key again. The text at the bottom of the screen will move back up to the end of your inserted text. And, the word INSERT will disappear from the top of the screen.

Substituting Words

Substituting words is very easy with WORD/125. First make sure that you are in EDIT mode by pressing the F1 function key until the word EDIT appears in the upper left corner of the screen. Then use the arrow keys to position the cursor under the first character you want to change. Next, just begin typing. The characters you type will replace the old characters on the screen. If the new words are longer than the old words, you will need to use the technique for inserting words to add the extra letters.

When you have finished correcting your typing errors, go on to the next section.

Printing a Letter on a Printer

After you have typed in a letter, and corrected your typing mistakes, you will probably want to print your letter out on a printer. Several steps must be completed however, before the printing operation can begin.

First, you must make sure that the printer has been properly installed. (Refer to Chapter 4 in the "Getting Started with your HP 125" manual for complete instructions.)

Next you must set up a special table, known as the Print Format Table, located within WORD/125. The Print Format Table tells the printer how to print out your letter (whether you want single-spacing or double-spacing etc.)

Setting up the Print Format Table

To Access the Print Format Table:

1. Press the F1 function key until the word COMMAND appears in the upper left corner of the screen. (This tells you that you are now in Command mode rather than in Edit mode.)

2. Press the F7 (TABLES, FORMATS) function key. The labels on the function keys will change.

3. Press the F2 (FORMAT Y-TABLE) function key. Your text will temporarily disappear, and you will see the Print Format Table. It will look like this:

PRINTER TYPE	1
DESTINATION	0
PRINT ROUTINE	1
LINES/PAGE	54
CRS PAGE END	0
CONTINUOUS PRINT	0
INDENT-10ths	10
CRS PER LINE	1
RIGHT JUSTIFY	0
WIDTH-10ths	65
LINE FEED-48ths	8
CHARACTER SIZE-120	12
SPECIAL CHARACTER	1
PROPORTIONAL	0
MAXIMUM SPACE	30
MINIMUM SPACE	5

Each number in the second column of the table controls some aspect of print formatting (such as margin width, line spacing, etc.). The table listed above contains numbers which will produce a printed letter that looks like it has been typed on a

To Change Entries in the Print Format Table:

1. When the table first appears on the screen, the cursor (blinking underline) appears to the right of the top line. When the cursor is positioned there, you are being given the opportunity to change the first entry in the table, PRINTER TYPE.

   a. If you do not wish to change the PRINTER TYPE number, press the RETURN key. The cursor will jump down to the next entry, DESTINATION, in the table.

   b. If you do wish to change the PRINTER TYPE number, type in the new number and then press the RETURN key. The number will be changed in the table (although you will not see it change) and the cursor will jump down to the next entry, DESTINATION, in the table. The changes that you make in the table can be seen if you exit the table and then reaccess it. (See the instructions above for accessing the table and the instructions below for exiting the table.)

2. For each entry in the table either:

   a. Press the RETURN key to go on to the next entry (if no change is needed)

   or

   b. Type in the new number and then press the RETURN key (if a change is needed).

3. When you reach the bottom of the table or have made all of the necessary changes, you are ready to Exit from the Print Format Table.

To Exit from the Print Format Table:

Exiting from the Print Format Table is simple. All you need to do is press the ESC key (located in the upper left corner of the keyboard). The Print Format Table will disappear and the letter that you typed previously will reappear.

Printing

After you have verified that the numbers in the Print Format Table are correct, you are almost ready to print out your letter.

First, however, you must make sure that the cursor (blinking underline) is above the top left corner of your letter. To do this:

1. Press the F1 function key until the word EDIT appears in the upper left corner of the screen.

2. Use the [↑] row key (at the top of your keyboard) to position the cursor above the top left corner of your letter.

Then, you must "reset" the printer. The process of resetting makes the printer ready to print. To do this:

1. Turn on the printer and press the key marked "RESET" on the front of the printer.

2. Press the F1 function key until the word COMMAND appears in the upper left corner of your screen.

3. Press the F6 (PRINTER COMMANDS) function key. The labels on the function keys will change.

4. Press the F6 (RESET PRINTER) function key.

Finally to print out your letter:

1. Position the paper in the printer.

2. Press the F6 (PRINTER COMMANDS) function key. The labels on the function keys will change.

3. Press the F2 (SEND TO PRINTER) function key. The labels on the function keys will change again.

4. Press the F2 (PRINT PAGE) function key. The first page of your letter will be printed.

5. If your letter is more than one page long, you will need to repeat steps 1 through 4 for each page.

Saving a Letter on Disc

After you have typed in a letter, corrected your typing mistakes and printed the letter, you may want to save the letter for future use. The screen on the HP 125 will not store your letter permanently; as soon as the HP 125 is turned off or used for some other purpose, your letter will be lost. Thus, to save your letter you must store it as a file on a disc.

What are Files and Filenames?

A file is a collection of data or a computer program. There is a one-to-one correspondence between the term file on the HP 125 and your use of the term file for a file folder in your office. Thus, each letter or group of letters that you would normally store in a file folder should now be stored on disc as a file.

Each file that you store on disc must have a name. The name is known as a filename. Filenames can contain up to eight characters (letters, numbers and symbols): aaaaaaaa with an optional extension of up to three characters: aaaaaaaa.bbb. If you use the optional extension, it must be separated from the rest of the filename by a period. The following are all valid filenames:

```
SAMPLE.TXT
ADDRESS
CUSTOMER.1
```

In addition, when using the filename, it may be preceded by the disc drive name (such as A, B, etc.). When the disc drive name is used, it is separated from the filename by a colon. For example, if the above files were all on disc drive B, the names could be specified as:

```
B:SAMPLE.TXT
B:ADDRESS
B:CUSTOMER.1
```

Saving a Letter

Recall from the installation procedure that the system disc containing WORD/125 is in disc drive A (the left drive). Insert another disc in disc drive B (the right drive). This disc will be used to store your letter. The disc in drive B should be properly formatted and may or may not contain other files.

1. Press the F1 function key until the word COMMAND appears in the upper left corner of the screen.

2. Press the F5 (DISC FUNCTION) function key. The labels on the function keys will change.

3. Press the F4 (SAVE FILE) function key. The message:
   WRITE FILENAME >
   will appear at the top of the screen. WORD/125 is prompting you to type in a filename. Type in the filename, preceded by B:, and then press the RETURN key. The B: tells WORD/125 that you want the file stored on disc drive B. For example, you could type:

   B:SAMPLE.TXT

   to store a file named SAMPLE.TXT on disc drive B.

The disc drives will then make a clicking sound while your letter is being stored as a file on disc. The copy of your letter on the screen will disappear.

Finding Out What is on a Disc

After using WORD/125 several times and storing letters as files on disc, you will probably want to obtain a list of all of the files you have created. This list is called a File Directory.

To obtain a File directory:

1. Press the F1 function key until the word COMMAND appears in the upper left corner of the screen.

2. Press the F5 (DISC FUNCTION) function key. The labels on the function keys will change.

3. Press the F6 (DIRECTRY FILES) function key. The message:
   DRIVE?
   will appear at the top of the screen. WORD/125 is prompting you to type in the name of the disc drive. Type in: B and then press the RETURN key.

The disc drives will make a clicking sound and then a list of the files on disc drive B will appear on the screen. Any text that was on the screen will temporarily disappear.

When you are done viewing the filenames, you may erase the file directory and return your text to the screen by pressing the F1 function key.

Backing up your Disc

Once you have saved several letters as files on your disc, you will probably want to create a backup. A backup is simply a copy of your disc on another disc. The backup is used in case your first disc is accidentally destroyed.

To create a backup, all you need to do is copy the contents of your disc to another disc. To do this, follow the instructions in Chapter 4 of the "HP 125 Owner's Manual."

Retrieving a Letter from Disc

After a letter has been saved on disc as a file, it can be copied from the disc to the screen at any time. This process is known as reading a file from disc. Once the file has been copied to the screen, it can be re-examined, re-edited or reprinted.

Clearing the Screen

Before you copy your letter from the disc to the screen, you should clear the screen. If you do not clear the screen, the letter that is read from the disc will be added to whatever is on the screen.

To clear the screen:

1. Press the F1 function key until the word COMMAND appears in the upper left corner of the screen.

2. Press the F3 (BLK MOVE & DELETE) function key. The labels on the function keys will change.

3. Press the F8 (CLEAR WRKSPACE) function key. The message:
   REALLY? Y/N
   will appear at the top of the screen. WORD/125 is asking you whether you really want to clear the screen. Type a "Y" to clear the screen.

Copying your Letter to the Screen

Now you are ready to copy your letter from the disc to the screen. To do this:

1. Place the disc containing your letter in disc drive B (the right drive).

2. Press the F1 function key until the word COMMAND appears in the upper left corner of the screen.

3. Press the F5 (DISC FUNCTION) function key. The labels on the function keys will change.

4. Press the F2 (READ FILE) function key. The message:
   READ FILENAME >
   will appear at the top of the screen. Type in the filename corresponding to your letter, preceded by B:. Press the RETURN key. The B: tells WORD/125 that your file is stored on disc drive B. For example, you could type: B:SAMPLE.TXT to retrieve a file called SAMPLE.TXT from disc drive B.

The disc drives will then make a clicking sound and your letter will appear on the screen.

The letter can then be edited (refer to the previous section entitled "Correcting Typing Errors"), printed (refer to the previous section entitled "Printing a Letter on a Printer") or saved (refer to the previous section entitled "Saving a Letter on Disc").

If you do not make any changes to the letter, you do not need to re-save the letter on disc. The letter on the screen is only a copy of the letter on disc, and the disc is unaffected by the copy operation.

In this chapter you have learned how to: type a letter, correct a letter, print a letter, save a letter on disc, and retrieve a letter from disc using WORD/125. You have been introduced to the features of WORD/125 that will help you to get started. There are many other features of WORD/125 that have not yet been mentioned, however.

The following chapters will introduce you to these other, more powerful, features. You will learn how to:

1. delete files from a disc (Chapter 4)

2. work with letters which are larger than the screen space (Chapter 4)

3. change the spacing and margins when you are printing (Chapter 5)

4. search for all occurrences of a word or phrase and replace it with another word or phrase (Chapter 6)

5. move paragraphs in a letter (Chapter 6)

6. alphabetically sort a list of names (Appendix A)

7. print your document in two columns on a page (Appendix A)

Depending on your needs, you should now decide whether to immediately read the following sections of this manual. You may decide just to use the skills you have learned thus far, and to refer to the other chapters as needed.

CHAPTER 2

THE EDIT MODE


```
**********************************************
*                                            *
*    WHAT YOU CAN DO IN THE EDIT MODE        *
*                                            *
* -CREATE TEXT                               *
* -MOVE THE CURSOR LEFT, RIGHT, UP, AND DOWN *
* -TYPE OVER EXISTING TEXT TO CHANGE IT      *
* -DELETE TEXT                               *
* -INSERT NEW TEXT                           *
*                                            *
**********************************************
```

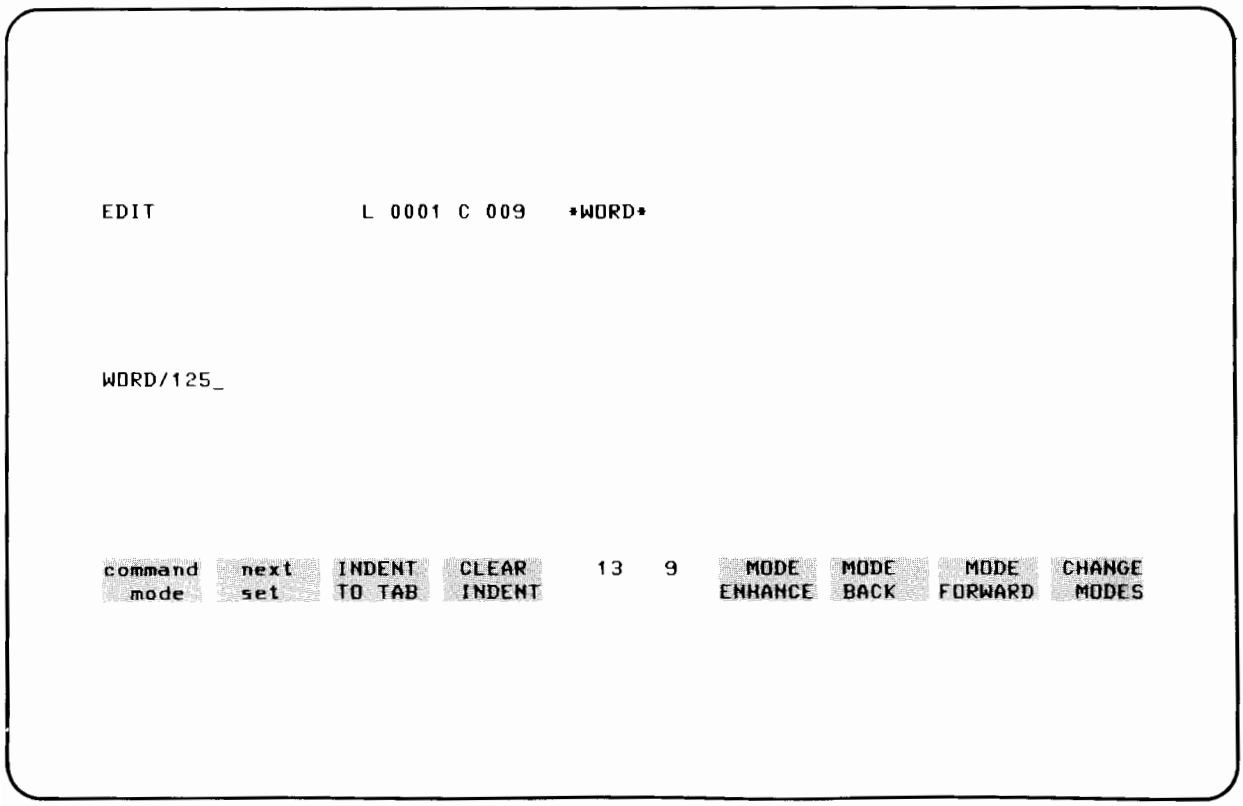
WORD/125 has two primary modes of operation, the EDIT mode and the COMMAND mode. In this chapter, you will learn to use the EDIT mode to create and modify text. To enter the EDIT mode, press the F1 function key until the word EDIT appears in the upper left corner of the screen.

Creating Text

To create text with WORD/125, type on the keyboard as though you were using a typewriter. Words that you type will appear on the screen. Begin by typing the letters:

WORD/125

The screen will look like this:



When WORD/125 is in the EDIT mode, the cursor always indicates the place on the screen where any text you type will appear. Note that as you typed, the cursor moved on the screen. After you finished typing the word "WORD/125", the cursor was located immediately after it.

The numbers on the top line of the screen provide information about the location of the cursor. On the screen above, the first number tells you that the cursor is located on the first line of text. The second number tells you that the cursor is located on the 9th space on that line.

Continue now by typing the following sample text, of which you have already typed the first word. Type just as you would on a typewriter, with one exception: do not type a carriage return as you approach the end of a line on the screen. WORD/125 will automatically form the text into lines for you. Type the text line just as it appears in the exercise, including the circled error on the second line.

EDIT MODE SAMPLE TEXT

WORD/125 makes typing easy because errors can be easily corrected. Before you can correct an error, however, you must move the cursor to the location of the error. You will find a list of cursor movement keys below.

Moving the Cursor

To make corrections, you move the cursor to the location of the error. Cursor movement is controlled by the cursor control keys:

[^] [<] [>] [v]

For example, to move the cursor to the left, use the CURSOR LEFT [<] key. Striking the CURSOR LEFT [<] key once will move the cursor one space to the left. Holding down the CURSOR LEFT [<] key will move the cursor to the left until you release the key or until the cursor reaches the left margin.

A partial list of cursor movement keys follows:

Cursor Movement	Equivalent KEY	Function
CURSOR RIGHT	[>]	Moves cursor one space to the right.
CURSOR LEFT	[<]	Moves cursor one space to the left.
CURSOR UP	[^]	Moves cursor one line up.
CURSOR DOWN	[v]	Moves cursor one line down.

One problem typically encountered by first time users is in making a distinction between the space bar and the key which moves the cursor right, since they both seem to have the same effect. The space bar will produce a "character" which will be printed as a space. The cursor key, on the other hand, will produce no character at all. Thus, to move the cursor over text you must use the cursor keys. If you attempt to use the space bar, each letter will be replaced with a space.

To type spaces you must use the space bar. If you attempt to insert spaces with the cursor key, WORD/125 will not accept any new text and will display the error message OFF END to remind you of your error. If you get this message and you have used the cursor right key instead of the space bar, you must use the cursor left key to go back and insert spaces or text.

The BACKSPACE key on your keyboard functions like the CURSOR LEFT [<] key in Edit Mode.

Modifying Text in the Edit Mode

In your sample text the word "errer" is misspelled. You will now learn how to correct it.

Corrections using Substitution

You can change already-typed text simply by typing over it (that is, by substituting new letters for old ones). You can demonstrate this by correcting the error in your exercise. Follow these steps:

1. Use the CURSOR UP [^] key to move the cursor until it is on the line containing the error.

2. Use the CURSOR LEFT [<] or the CURSOR RIGHT [>] key to move the cursor until it is directly over the incorrect letter in "errer".

3. Type the letter "o". The incorrect letter "e" will be replaced by the letter "o".

In the same way that you just replaced one letter, you can replace any amount of text. Position the cursor over the "e" in the word "easy" in the first line of the sample text. Now type the word "fast". The word "easy" will be replaced by the word "fast".

Any corrections by substitution will be made while you are in the process of typing, since most typists "feel" a typographical error immediately after making it. When this happens, back the cursor up using the CURSOR LEFT [<] or BACKSPACE key, and type the correction.

Corrections using Deletion

In the preceding subsection you learned to make corrections by typing over already-typed text. In this subsection you will learn how to eliminate words and letters without replacing them.

Illustrate this by replacing the word "fast" in the first line of the exercise with the word "fun". Follow these steps:

1. Move the cursor to the first letter of the word "fast".

2. Type the word "fun". Notice that the "t" from "fast" still appears on the screen, and that the cursor is positioned over this letter. To remove the letter, strike the DELETE CHARACTER key. A "rubout" character (\) will appear on the screen in place of the letter. The text will look like this:

WORD/125 makes typing fun\ because errors can be easily corrected. Before you can correct an error, however, you must move the cursor to the location of the error. You will find a list of cursor movement keys below.

3. To remove the rubout, strike the CLEAR LINE key. The rubout will disappear.

In the same way you can delete any amount of text without replacing it. Using the DELETE CHARACTER key, delete the word "easily" from the example. Remember to delete the space either before or after the word. Use the CLEAR LINE key to remove the rubouts. Notice that when you strike the CLEAR LINE key and the rubouts are removed, text from the second line is drawn up to fill the empty space left on the first line.

Corrections using Insertion

You have already seen that when you type over existing text, the old text disappears. In this subsection you will learn how to insert words into already-typed text without typing over any of that text. Illustrate this by substituting the words "very easy" for the word "fun" in the example. Follow these steps:

1. Position the cursor over the first letter of the word "fun".

2. Strike the INSERT LINE key. The text will break apart, and all text to the right of and below the cursor (including the character over which the cursor was positioned) will be relocated at the bottom of the screen. The message "INSERT" will appear on the message line to tell you that you can now insert text.

3. Type the words "very easy" in the space left by the text relocation.

4. After you have finished the insertion, strike the INSERT LINE key again to close up the old text around the new. The word "INSERT" will disappear from the message line to let you know that you can no longer insert text.

5. Using the DELETE CHARACTER key, delete the word "fun" from the text.

When you are inserting text (that is, when the message *INSERT* appears on the message line), your word processing activities are limited to:

(1) Typing in text
(2) Using the CURSOR LEFT [<] and CURSOR RIGHT [>] keys

You cannot perform any operation which would move the cursor from the line on which you are inserting text. If you try to do so, the *INSERT* message will flash to tell you that you cannot currently perform that operation. After you have ended the insert operation by striking the INSERT LINE key, you may again perform all word processing activities.

You can use the INSERT LINE key to insert any amount of text. In your example, move the cursor to the end of the sentence ending "...move the cursor to the location of the error." Insert new text reading, "You must also know how to delete words and insert new words." After you have typed the new sentence, use the INSERT LINE key to close up the text.

Your text should now look like this:

WORD/125 makes typing very easy because errors can be corrected. Before you can correct an error, however, you must move the cursor to the location of the error. You must also know how to delete words and insert new words. You will find a list of cursor movement keys below.

Adding to the End of Text

You can add to the end of already-typed text without using the INSERT LINE key. An insert operation is not necessary because no text must be pushed aside to make room for the next text. Demonstrate this by adding a sentence to the end of your exercise. Move the cursor until it is positioned just after the period at the end of the last sentence. Now add the sentence, "Make all corrections." Did you remember to add a space after the period before you typed the additional sentence? If you didn't, you must go back and use the INSERT LINE key to insert the space.

Your text should now look like this:

WORD/125 makes typing very easy because errors can be corrected. Before you can correct an error, however, you must move the cursor to the location of the error. You must also know how to delete words and insert new words. You will find a list of cursor movement keys below. Make all corrections.

The WELCOME program differs between Operating System Version A.01.01 and Version A.01.20. Certain pages included in this update package reflect the Version A.01.20 WELCOME program.

If you are are running under Version A.01.01, then you do not need to replace the pages related to installing software. Do not throw away these new pages. Then, if you ever convert to a later version of the Operating System, you can use these new pages.

Using Cursor Operation Modes

In the subsections above you learned several EDIT mode commands which moved the cursor and deleted text. However, there are other, more powerful EDIT mode commands that allow you to perform these functions more easily when you are working with large pieces of text.

Note that the message "*WORD*" appears on the right side of the message line. This message tells you that WORD/125 is operating in the WORD cursor mode. When you are in this mode you may move the cursor forward or backward one word at a time, rather than one letter at a time. You may also delete text one word at a time.

Demonstrate this feature by deleting the word "easy" in your exercise and replacing it with the word "efficient". Follow these steps:

1. Move the cursor to the beginning of the exercise.

2. Strike the MODE FORWARD (F7) key once. The cursor will move forward to the beginning of the next word.

3. Continue to strike the MODE FORWARD (F7) key until the cursor reaches the first letter of the word "easy".

4. Instead of using the DELETE CHARACTER key to remove the word, strike the DEL key or the DEL LINE key on the keyboard. (Both the DEL key and the DEL LINE key perform the same function.) Since WORD/125 is in the WORD cursor mode, the entire word (including the space after it) will be deleted.

5. Replace the deleted word with the word "efficient". (Remember to use the INSERT LINE key to open a space into which you can insert the new word.)

When WORD/125 is in the WORD cursor mode you can also move the cursor backward one word at a time. To do this, strike the MODE BACK (F6) key. Strike this key until you reach the beginning of the exercise.

There are other modes of cursor operation besides the WORD mode. The other cursor modes include the character mode (CHAR), the sentence mode (SENT), and the paragraph mode (PARA). When WORD/125 is first loaded into your computer it will always be in the WORD cursor mode. WORD/125 will also be in the WORD cursor mode after exitting from the COMMAND mode. You can change from the WORD cursor mode by striking the CHANGE MODE (F8) key. Striking this key once will change the cursor mode to SENT; striking it a second time will change the mode to PARA; striking it a third time will change the mode to CHAR; and striking it a fourth time will return the mode to WORD.

A summary of the CHAR, WORD, SENT, and PARA cursor modes appears below.

Mode	In This Mode You Can:
CHAR	Move the cursor forward or backward one character at a time; delete one character at a time.
WORD	Move the cursor forward or backward from one word to the first letter of the next word; delete from the location of the cursor to the beginning of the next word, including the space following the deleted word.
SENT	Move the cursor forward or backward to the beginning of the next sentence; delete from the location of the cursor to the beginning of the next sentence, including the period, exclamation point, or question mark and the space following the deleted sentence.
PARA	Move the cursor forward or backward to the beginning of the next paragraph; delete from the location of the cursor to the beginning of the next paragraph, including the carriage return following the deleted paragraph.

It is a good practice to generally leave WORD/125 in the WORD cursor mode. If you change to the SENT or PARA cursor mode to perform a particular operation, change back to the WORD cursor mode as soon as that operation is finished. In this way, if you accidentally strike the DEL key, you will lose just a word, rather than a sentence or a paragraph.

Practice now using the SENT mode. Strike the CHANGE MODES (F8) key. The message "WORD" on the message line will disappear and be replaced by "SENT". Strike the MODE FORWARD (F7) key to move the cursor forward to the beginning of the second sentence. Strike it again to move to the beginning of the third sentence. Next strike the DEL key to delete the third sentence. Move back to the beginning of the example by striking the MODE BACK (F6) key twice.

Practice using the forward, backward, and delete commands in the CHAR and PARA cursor modes also. End by using the DEL key in the PARA cursor mode to delete all text from your screen.

Using Other Cursor Movement Commands

You can also move the cursor in the EDIT mode with the function keys shown below.

COMMAND	FUNCTION
NEXT PAGE	Moves the cursor forward one screen page.
PREVIOUS PAGE	Moves the cursor backward one screen page.
ROLL UP	Rolls the screen up six lines.
ROLL DOWN	Rolls the screen down six lines.
[⌐] (HOME UP)	Moves the cursor backward to the next mark.*
SHIFT/[⌐] (HOME DOWN)	Moves the cursor forward to the next mark.*
	* See the information on marks in chapter 5 for further information.

Moving the Position of Text on your Screen

You can use EDIT mode commands to move the line upon which the cursor is located to a different position on your screen. The function keys for these commands are shown below.

COMMANDS	FUNCTION
TOP OF DISPLAY	Puts cursor's line at the top of the screen.
CENTER DISPLAY	Puts cursor's line at the center of the screen.
END OF DISPLAY	Puts cursor's line at the end of the screen.

Carriage Returns and Wraparound

You have already seen that when typing with WORD/125 it is not necessary to type a carriage return at the end of each line. When the cursor reaches the right margin of the screen, it automatically moves to the beginning of the next line. If you are in the middle of a word, the entire word is automatically shifted to the next line. This feature is called "wraparound".

Carriage returns are necessary only at the end of paragraphs, or to create blank lines in text (for example, to double-space between entries in a table). When you type a carriage return, a non-printing carriage return character (<) appears on the screen. This character is displayed so that you can see the location of carriage returns. It will not be printed on the finished copy of the text.

To demonstrate the use of carriage returns, type the following sample text.

CARRIAGE RETURN SAMPLE TEXT

When typing with WORD/125, do not type a carriage return at the end of each line. Type carriage returns only at the end of each paragraph.

Now type two carriage returns, and then continue with a new paragraph. Note that the location of the carriage returns is indicated on the screen by the carriage return character (<). You should also use carriage returns to create blank lines (for example, to double space between paragraphs).

Off-End Zones

Areas on your screen that do not contain text are called off-end zones. These zones occur at the ends of lines that do not reach to the edge of the screen.

If off-end zones were shaded on your screen, your example would look like this:

When typing with WORD/125, do not type a carriage return at the end of each line. Type carriage returns only at the end of each paragraph.<

<

You should also use carriage returns to create blank lines (for example, to double the space between paragraphs).

Because an off-end zone does not contain text, you cannot create or modify text while the cursor is in such a zone. (If you try to do so, the error message "OFF END" will appear on the message line.) When the cursor is in an off-end zone, you cannot create text or use any function keys other than the cursor movement keys. After you have moved the cursor out of the off-end zone, you may again perform all text creating and editing functions.

Move the cursor to the top of your text and use the DEL key in the SENT cusor mode to delete all text from your screen.

Edit Mode Command Summary

Below is a summary of the EDIT mode functions you have learned to use so far.

The specific function key for each command is listed, with the equivalent control command given after it in parentheses.

FUNCTION KEY	CODE	FUNCTION
[>]	(CTRL-L)	Moves the cursor to the right.
[<]	(CTRL-H)	Moves the cursor to the left.
[^]	(CTRL-K)	Moves the cursor up.
[v]	(CTRL-J)	Moves the cursor down.
DEL CHAR		Deletes the character under the cursor.
CLEAR LINE	(CTRL-C)	Removes rubouts and realigns text to remove any "holes" caused by alterations of text.
INSERT LINE	(CTRL-E)	When struck once, lets you insert material in the middle of already-typed text. When struck again, closes up the text around the inserted material.

FUNCTION KEY	CODE	FUNCTION
CHANGE MODES	(CTRL-O)	Changes the cursor mode. With repeated striking, changes the cursor mode from WORD to SENT to PARA to CHAR, and back to WORD.
MODE FORWARD	(CTRL-F)	Depending on cursor mode, moves the cursor forward to the beginning of the next word, sentence, paragraph, or character.
MODE BACK	(CTRL-B)	Depending on cursor mode, moves the cursor backward to the beginning of the previous word, sentence, paragraph, or character.
DEL	(CTRL-D)	Depending on cursor mode, deletes up to the beginning of the next word, sentence, paragraph or character.
NEXT PAGE	(Esc N)	Moves cursor forward one screen page.
PREVIOUS PAGE	(Esc P)	Moves the cursor backward one screen page.
ROLL UP	(Esc U)	Rolls screen up six lines.
ROLL DOWN	(Esc D)	Rolls screen down six lines.
[⌐]		Moves the cursor backward to the top of text.
SHIFT/[⌐]		Moves the cursor forward to the end of text.
TOP OF DISPLAY	(Esc T)	Puts cursor's line at the top of the screen.

FUNCTION KEY	CODE	FUNCTION
CENTER DISPLAY	(Esc C)	Puts cursor's line at the center of the screen.
END OF DISPLAY	(Esc E)	Puts cursor's line at the end of the screen.

This ends your introduction to the EDIT mode.

CHAPTER 3

THE COMMAND MODE


```
**************************************************
*                                                *
*        WHAT YOU CAN DO IN THE COMMAND MODE     *
*                                                *
* -MOVE THE CURSOR UP AND DOWN                   *
*                                                *
* -DELETE TEXT                                   *
*                                                *
* -MOVE SECTIONS OF TEXT FROM ONE PLACE TO       *
*  ANOTHER                                       *
*                                                *
* -CHANGE TEXT LINE LENGTH                       *
*                                                *
* -PRINT TEXT                                    *
*                                                *
* -SAVE TEXT ON DISC FOR LATER RECALL            *
*                                                *
* -RECALL TEXT FROM DISC                         *
*                                                *
**************************************************
```

Recall that WORD/125 has two primary modes of operation, the EDIT mode and the COMMAND mode. In the last chapter, you learned how to use WORD/125 in the EDIT mode. In the EDIT mode you were able to create and modify text.

In this and subsequent chapters you will learn how to operate WORD/125 in the COMMAND mode. Some COMMAND mode functions are listed in the box above.

It is essential that you understand that when WORD/125 is operating in the COMMAND mode, you cannot create text or use most EDIT mode function keys. When WORD/125 is operating in the EDIT mode, you cannot issue COMMAND mode commands.

Changing from the Edit Mode to the Command Mode

You can change from the EDIT mode to the COMMAND mode by striking the COMMAND MODE (F1) key. On the message line the word "EDIT" will be replaced by the word "COMMAND". You can return to the EDIT mode by striking the (F1) key again. Note that the labels of the keys change when you move from the EDIT to the COMMAND mode.

Command Mode Operations

Most of the COMMAND MODE commands are executed by pressing one or more of the labeled function keys. When you enter COMMAND mode, the function key labels change. Some of the keys are labeled with upper case letters and others are labeled with lower case letters. Capital letters indicate that the key will execute its function when pressed. Lower case letters indicate that a new set of labels will be displayed when the key is pressed. This will become clearer when you use some of the COMMAND keys.

Command mode commands may also be executed by typing a character sequence on the command line. All command mode function keys can be represented by a character sequence.

Basic Command Entry

Begin by trying a simple COMMAND mode command. If you have not already done so, strike the COMMAND MODE (F1) key to change WORD/125 to the COMMAND mode. The word "COMMAND" will appear at the top of the screen, on what is called the command line. The cursor will remain in text to show you its current text location

until you start typing on the command line. Now, to enter your first command, type an "m". Notice that as you type the command, it appears on the command line. To activate the command you have just typed, type a carriage return. A message like:

12678 LETTERS

will appear on the message line.

You have just executed the most simple COMMAND mode command, "m", which tells you how much memory is left in your computer for entering text. In the example above, WORD/125 is informing you that you can type 12,678 more characters (letters, numbers, symbols, or spaces) before you have filled all available memory with text.

The amount of available memory may also be determined through a series of function key strokes. Press the TABLES FORMATS key, followed by the SYSTEM STATUS key. The amount of available memory and the read and write status will be displayed.

Command Mode Special Function Keys

Several special function keys (some of which are also used in the EDIT mode) can be used in the COMMAND mode. They are listed below.

FUNCTION KEY	FUNCTION
BACKSPACE	Deletes the last character typed on the command line.
ESCAPE	Lets you stop whatever command WORD/125 is performing and returns you to the COMMAND mode prompt.
TO EDIT MODE	Returns WORD/125 to the EDIT mode.

The BACKSPACE key can be used to correct mistakes you make when you are typing a command. The ESCAPE key can be used to stop printing operations, to abort the load and go macros, and to exit from help files.

Try typing a few letters, like "ABCD" onto the command line, and then strike the BACKSPACE key to see how it works.

Before you can practice using COMMAND mode commands, you must create text to work on. Type the sample text below. (Remember that you cannot create text in the COMMAND mode; if WORD/125 is currently in that mode you must change to the EDIT mode to type the sample text.) Type two carriage returns at the end of the first paragraph.

COMMAND MODE SAMPLE TEXT

So far you have learned to use WORD/125's EDIT mode. You have created, modified, deleted, and inserted text. You have learned how to move the cursor anywhere in the text. Now you must learn to use COMMAND mode commands. COMMAND mode commands perform many different functions. For now you will learn how to move the cursor and delete text in the COMMAND mode.

Now change WORD/125 to the COMMAND mode by pressing the F1 key.

Moving the Cursor in the Command Mode

COMMAND mode commands consist of a letter, a number, and a carriage return. The letters can be upper or lower case. Commands are entered on the command line.

Some command mode commands allow you to rapidly move the cursor forward and backward in the text. Below is a list of the command mode cursor movement commands. In this list, the letter "n" stands for a number of lines of text; for example, the command "fn" means that you should type "f" followed by the number of lines that you want to go forward in the text.

COMMAND	FUNCTION
t	Moves the cursor to the top of text
e	Moves the cursor directly to the end of text
fn	Moves the cursor forward in text n lines
bn	Moves the cursor back in text n lines

Use the sample text you have typed in to practice moving the cursor. Move the cursor to the top of text (t). Move the cursor 4 lines forward (f4). Move the cursor back 3 lines (b3).

Deleting Text in the Command Mode

Text can be deleted in the COMMAND mode by using the BLK MOVE & DELETE (F3) key followed by the DELETE N LINES (F7) key. The DELETE N LINES key will change the labels on the function keys so that a number can be typed in.

To delete 2 lines of text, press the DELETE N LINES key, type in the number two and then a carriage return.

If you use DELETE N LINES followed by a carriage return without specifying a number of lines, all text from the location of the cursor to the end of text will be deleted. If the text to be deleted contains fewer than 1024 characters, the text will be deleted as soon as you follow the DELETE N LINES key with a carriage return. If the text to be deleted contains more than 1024 characters, before any text is deleted the question "REALLY?" will appear on the message line. If you then type "y" (for "yes") the material will be deleted. If you don't want to delete the material (for example, if you pressed the DELETE key accidentally), type a carriage return instead of "y", and the command will be canceled.

Practice using the DELETE N LINES key by positioning the cursor at the beginning of the exercise, and deleting the paragraph.

The DELETE ALL Command

If you want to delete all of your text (not just the text following the cursor), type the COMMAND mode command "da" (for "delete all") followed by a carriage return. On the message line, WORD/125 will ask "REALLY?". If you type "y" all text will be deleted. If you issued the "da" command by mistake and do not really wish to delete all the text, a carriage return will cancel the command.

Command Mode Command Summary: Cursor Movement and Deletion

Below is a list of the COMMAND mode commands that you have learned to use so far.

Remember that COMMAND mode commands where a number is entered must always be followed by a carriage return.

COMMAND	FUNCTION
t	Moves the cursor to the top of text.
e	Moves the cursor to the end of text.
fn	Moves the cursor forward n lines in text.
bn	Moves the cursor back n lines in text.
DELETE N LINES	Deletes text forward from the cursor n lines.
da	Deletes all text (not just following the cursor).

CHAPTER 4

DISC OPERATIONS


```
**************************************************
*                                                *
*              BASIC DISC OPERATIONS             *
*                                                *
*          -REQUESTING DISC DIRECTORIES          *
*                                                *
*          -SAVING TEXT ON DISC                  *
*                                                *
*          -RECALLING FILES FROM DISC            *
*                                                *
*          -DELETING FILES FROM DISC             *
*                                                *
*                                                *
**************************************************
```

Text created with WORD/125 is stored in your system's internal memory, but this storage is not permanent; if power to your system is interrupted or turned off, anything in its memory is lost. You therefore need a way to save text files for later recall and use. In this chapter you will learn how to save files on disc and recall them.

Disc operations are all performed in the COMMAND mode.

Disc and Disc Drives

Text is stored on magnetic flexible discs. Discs are accessed by disc drives. Hewlett-Packard provides several types of disc drives for use with the HP 125. For informatin on how to properly handle and use disc drives, refer to the HP 125 Owner's Manual.

Naming Text Files

Before you can save a text file on disc, you must give it a name. The name is called the filename. Filenames can contain up to eight characters (letters, numbers, punctuation marks, and symbols), with an optional extension of up to three characters. If you use the optional extension it must be separated from the rest of the filename by a period, as you will see in the following examples.

If you create a text that is an address list, you can give it any of many descriptive names. For example, you can name it:

ADDRESS

or if you want to use the optional extension of up to 3 characters, you can name it:

ADDLIST.WPF

where "WPF" identifies the file as a word processing file. Or if you want to identify the file as the second address list you have typed today, and the third draft of that list, you can name it:

ADDRESS2.3

Or, if you want to, you can even name the file:

GEORGE

Just be sure that you record the exact name in a log book so that you can use it later to recall the file.

Slashes (/) and spaces should not be used in filenames. For example "FILE 2" and "FILE/2" are not acceptable filenames, but "FILE2" and "FILE.2" are.

How to Request a Disc Directory

A disc directory is a list of all filenames on a disc. To request a directory, follow these steps:

1. Be sure that WORD/125 is in the COMMAND mode.

2. Press the COMMAND mode DISC FUNCTION (F5) key followed by the DIRECTORY FILES (F6) function key.

3. Any text on the screen will temporarily disappear and the question "DRIVE?" will appear on the message line.

4. Respond by typing the disc drive designator (A through H) of the disc drive containing the disc for which you want a directory,followed by a carriage return . The directory for that disc will then be printed on the screen.

Request a directory now for the disc containing your WORD/125 program. The directory display of filenames will look something like this:

```
WORD      COM      16K
COMMAND   HEP       1K
FILE                4K
READ      3         1K
```

The filenames are associated with 3 columns. The first column lists the main section of the filename, and can be up to 8 characters long. The second column lists the optional extension, and can be up to 3 characters long. Note that the third file on the list does not have an optional extension. The third column tells you the length of the file and is listed in "K". One "K" is equal to 1024 characters, so a file that is 4K long will take up space in your system's memory equal to 4 x 1024 characters.

Typing a carriage return will delete the directory from the screen and return to the screen any text that may be in your system's memory. Do this now.

Saving Text on Disc

Text is saved by being copied from your system's memory onto a disc. Before you can practice saving text, however, you must type the following sample text. Type two carriage returns after each address. Carriage return indicators (<) are shown in the sample text just as they will appear on your screen.

DISC OPERATION SAMPLE TEXT

Edward W. Montebaur, Jr.<
First National Bank<
22000 First Avenue<
New York, New York<
<
Joseph Anderson<
American Construction Co.<
221 Oak Street<
Sacramento, California<
<
Jim Parks<
Daily News<
1400 Market Street<
San Francisco, California<
<

The SAVE FILE Command

The SAVE FILE function key saves an entire file on disc, and then erases the file from your computer's memory. (The character string "gd" performs the same function as the SAVE FILE function key.) To save your text on disc, with the SAVE FILE command, follow these steps:

1. Insert into a disc drive the disc on which you want to save the text.

   NOTE: Do not save this file on the disc containing your WORD/125 program. Use the disc drive that you have designated as "A" for the disc containing your WORD/125 program. Save your text on another disc inserted into drive B.

2. Be sure that WORD/125 is in the COMMAND mode.

3. Request a disc directory to see if there is available space on your disc. Return your text to the screen with a carriage return.

4. Press the COMMAND mode DISC FUNCTION key followed by the SAVE FILE key.

5. On the message line the words "WRITE FILENAME>" will appear. WORD/125 is asking you to provide a name under which it can store the file. For the purpose of this exercise, name the file "adlist.wpf". Also include the disc drive designator (which is followed by a colon) to let the WORD/125 know on which disc it is supposed to write. Thus, if you have inserted the disc on which you want to write in drive B, type:

   b:adlist.wpf

NOTE: If you make an error while typing the filename, use the BACKSPACE key to delete the mistake.

6. Type a carriage return.

The text will then be written onto disc.

After the writing operation is completed, the word "COMMAND" will return to the command line. The number of characters in the file will be displayed on the message line to let you know how long the file was. The text will be deleted from the screen.
Check now to see if the writing operation was successful. Using the COMMAND mode DIRECTORY FILES key, request a disc directory. You should find your file "adlist.wpf" listed in the directory as:

ADLIST WPF 1K

NOTE: If you are using a 5-1/4" disc, the minimum file size will be 1K. Whereas, if you are using an 8" disc the minimum file size will be 4K.

Press the RETURN key to clear the directory from your screen.

The WRITE Command

While the SAVE FILE command is the command most often used to save files on disc, there may be times when you want to do something different and can't use the SAVE FILE command because it is too inflexible. For these situations, there is a second set of commands, w-commands, which provide more precise control of the write operation. These commands include:

w
wn
wd

The "wn" command will cause n screen lines of text from the point of the cursor to be written to disc. For example, the command w5 will cause 5 lines on the screen to be saved to disc, beginning with the line which contains the cursor. When a number of lines is not specified, the "w" command results in all text from the cursor to the end of the file to be written to disc.
Unlike the action of the SAVE FILE command, all text remains in the workspace even though it has been written to disc.

Before a file can be written to disc, there must be an open file. Both the SAVE FILE and W commands automatically open a write file (when the WRITE FILENAME> is requested). When writing to a file has been completed, the file must be closed. The SAVE FILE key automatically closes the file. The W command, however, requires that the file be closed with a "wd" command. In a typical write

operation, you will want to close the write file as soon as you have written all or a portion of the text in the work area. Consequently, the command "w/wd" or "wn/wd" is usually issued for a write operation.

It is possible to write a file to disc and leave the write file open so that you can write more to it later. However, you may neither write to another file nor exit from WORD/125 with an open write file. Should you attempt to do this, the message "WRITE: OPEN READ:CLOSED" or the message "WRITE:OPEN READ:OPEN" will appear on the message line and you may use the "wd" command to close the write file at that time.

Should you exit WORD/125 by means of a hard reset with an open write file, you may not be able to recover all of the data which you had written to the file.

Reading Disc Files

After a file has been saved on disc, you can read it back into your system's memory at any time for examination, editing, or printing.

The READ FILE Command

Practice now by reading back into memory the file named "adlist.wpf" that you previously saved on disc. To read the file, follow these steps:

1. Be sure that WORD/125 is in the COMMAND mode.

2. Insert into a disc drive the disc containing the file that you want to read. (If you have more than one disc drive, use the one which you have designated as "B".)

3. Press the COMMAND mode DISC FUNCTION key followed by the READ FILE key.

4. On the message line the message "READ FILENAME>" will appear. Type the filename, preceded by the disc drive designator and a colon. Thus if the disc from which you want to read is in drive B, type:

   b:adlist.wpf

5. Type a carriage return.

WORD/125 will search for the file, and after finding it will print the filename on the message line. The file will then be read into memory from disc. After the reading operation is completed, the message "END OF FILE" will probably appear on the

message line to tell you that the entire file was read. If the message "END OF FILE" does not appear on the screen, your file is too big to fit in the workspace. Save the file again with the SAVE FILE key, and then use the GET FILE FOR EDIT key to bring the file into the workspace. (See the next section on "Working With Files Larger Than Your Workspace" for more information.)

Reading a file into memory from disc does not erase it from the disc. If you now request a disc directory, you will see that the file you read is still listed.

If, after you specify a filename for a reading operation, the message "NO SUCH FILE" appears on the message line, WORD/125 is telling you that it searched for a file with that name and could not find it. This may occur:

(1) When the disc in the disc drive you specified does not contain that file.
(2) When you misspell the filename.

When this happens, request a disc directory and check to be sure that the file you are trying to read is listed. Also check the exact spelling of the filename. The filename that you use in requesting a reading operation (including any optional extension) must be exactly the same as the filename you provided when you saved the file.

The READ Command

Like the other command mode commands, there is a character sequence which corresponds to the READ FILE function key. The "r" command can also be used to read a disc file. Typing the letter "r" on the command line followed by a carriage return will cause the system to prompt for a Read File name. Type the filename as instructed for the READ FILE key above.

A variation of the "r" command may be used to read in parts of a file. The command "rn" reads in n lines of text from the disc file. Another "rn" command will result in n more lines being read in from the disc file. WORD/125 will not ask for a filename if a file has already been opened and is still open. Successive "rn" commands will read from that file until the end of the file is reached or you close the file. The file may be closed by typing in the command "rd". The "rd" command may be issued either as a direct command or as part of the "rn" command, that is: "rn/rd". You may neither read from nor exit WORD/125 with an open read file. Should you attempt to do this, the message READ: OPEN WRITE:CLOSED or the message READ: OPEN WRITE:OPEN will appear on the message line. You may then issue the "rd" command to close the read file at that time.

There may be times when it is desirable to locate the disc file in the middle of the file already in the workspace. This can be done by locating the cursor at the point of insertion and issuing the "ri" (read and insert) command. All options which apply to the "r" command also apply to the "ri" command. You may also issue the command "rin" to read and insert "n" lines, but remember to complete the read operation with an "rd" command.

Working with Files Larger than your Work Space

Your computer system contains a certain amount of internal memory, or work space. This memory is used to store text that you are currently working on (creating, editing, or printing).

So far in this manual you have worked only with short text files which are easily accommodated in your system's work space. However, you may eventually want to create and edit large text files which exceed the size of your work space. WORD/125 has special commands for handling such files.

When you notify WORD/125 that you want to edit a long file, it will open up the disc file you want to edit, and prepare to read in the text. It will also open up a write file, and prepare to write the text to that file after it has been edited. After WORD/125 has opened these two files, it will go to the read file, and read a block of text into your work space. WORD/125 will leave enough free space to allow you to make changes and additions to the text currently in your work space. After you have finished editing this portion of the file, WORD/125 will write this block of text into the write file opened earlier. It will then erase the block from your work space to make room for more text, and read in a second block of text from the open read file. In this way you can sequentially examine a large file, one block of text at a time. Once a block of text has been transferred to the open write file, it cannot be called back into your work space. After you have finished editing the file, any text left in the work space or in the open read file is transferred to the open write file, and the write file is then closed. If you later wish to re-examine some portion of the file, you can begin the reading and writing sequence again.

For example:The HP 125 can accommodate about 28K bytes of text in its work space. Suppose you want to edit a file named "DRAFT.2" which is 34K bytes long. The file is located on a disc in drive B. To edit this file, you would follow these steps:

1. Press the COMMAND mode GET FILE FOR EDIT key.

2. After you type this command, the words "READ FILENAME>" will appear on the screen.

Type "b:draft.2" followed by a carriage return. This procedure tells WORD/125 which file you want to edit, and it opens the file so that WORD/125 can read from it.

3. Next, the words "WRITE FILENAME>" will appear on the screen. WORD/125 is asking for a filename under which it can store the edited text. The write filename can be the same as or different from the read filename. In the case of our example, you could specify the write filename as "draft.3". Then type a carriage return. WORD/125 will open up a write file with that name, and prepare to write text into that file.

4. WORD/125 will search on the disc in drive B for a file named draft.2. If it locates a file with that name, it will read the first part of the file into your work space. The message "0 LETTERS" will appear on the message line to tell you that text has been read from the open read file into your work space, but no text has yet been written out to the open write file.

5. After the first block of text appears on your screen, a message like "5064 LETTERS FREE - READ OPEN" will appear on the message line. This tells you that room for 5064 more letters has been left in the work space. This space can be used for making additions or changes to your text.

6. You may now perform any editing, viewing, or printing operations on the portion of the file which is currently in your work space.

7. When you have finished with the text in your work space, press the GET FILE FOR EDIT key again. The text in your work space will be written into the open write file named DRAFT.3, and will then be erased from your work space. The number of letters in the portion of the file saved on disc will appear on the message line.

8. The next portion of text will then automatically be read into your work space from the open read file named DRAFT.2. You can now edit or print this portion of the file. You cannot go back to text which has already been written into the open write file.

9. You can continue to press the GET FILE FOR EDIT key until you have worked on the entire file. You will know when WORD/125 has read in the last of the text, because the message "END OF FILE" will appear on the message line.

10. Whenever you have finished working on the file (when you have reached the end, or at any point before), press the SAVE FILE key. All text in your work space or remaining in the open read file will be transferred to the open write file. The write file will then be closed.

Even though the GET FILE FOR EDIT command is primarily designed for use with files that are too large to fit into your work space, it may also be used with shorter files.

Combining Files

By using a combination of the "w" command and the "r" command, it is possible to combine files. Begin by opening a write file by issuing a "w0" command. You will be prompted for a write file name. The message "0 characters" will appear if there is no file in the workspace below the cursor.

Then read in a file using the "r" command or a part of a file using the "rn" command. Perform any necessary editing on the file, position the cursor where you want to start writing, and then write the file out to your open write file with a "w" command. When you are done reading in files and writing out to the write file, close the write file with a "wd" command.

File Format Conversion

There are basic incompatibilities between the files generated by WORD/125 and files generated by the BASIC package on the HP125 or files generated on a large HP computer system, etc. However, the editing capabilities of WORD/125 far exceed the capabilities associated with most other small editors. There is a routine built into WORD/125 which modifies lines as they are being written so as to make them compatible with most other file systems.

Files produced with WORD/125 can be made compatible with other file systems. After a file has been read into the workspace (and edited if necessary) it can be made compatible with other file systems by using the following procedure:

1. Press the SAVE FILE function key.
2. When the prompt for the filename appears, type in the filename followed by "/1/2".

Before the file is written to disc, all of the spacefill is converted back into the tab characters (except where the tab operates over one space only) and linefeeds are inserted. The file then can be used by some other program running in the HP 125 system, or the file can be passed to another system or printer.

In summary, when writing to a file:

/1 - inserts a carriage return and a linefeed at the end of every screen line, and replaces the indent to tab control characters with the appropriate number of spaces.

/2 - inserts tabs in the place of multiple spaces that end on boundaries of 8.

Deleting Disc Files

After you have finished using a file, you may want to delete it from disc. Practice now by deleting the file named "adlist.wpf".

To delete the file, follow these steps:

1. Be sure that WORD/125 is in the COMMAND mode.

2. Request a disc directory by pressing the DISC FUNCTION key followed by the DIRECTORY FILES key. Locate on the list the file named "adlist.wpf".

3. Delete the file by pressing the DISC FUNCTION key followed by the DELETE FILE key.

4. The word "FILENAME>" will appear on the message line. Type "adlist.wpf", followed by a carriage return. The file will then be deleted.

After the deletion is finished, the word "COMMAND" will return to the message line. From this point you can:

(1) Delete another file by repeating the DELETE FILE operation
(2) Issue any other COMMAND mode command
(3) Return to any text currently in memory by typing a carriage return.

Request a disc directory, and verify that the deleted file is no longer listed.

Please note that a "QD" command will perform the same function as the DELETE FILE function key.

Automatic File Backup

When you create more than one draft of the same text, WORD/125 will automatically create a backup file for each version of the text that you save on disc. This feature will be illustrated in the following example.

Suppose that you create a text containing ten addresses, and you save it on disc with the filename "addlist.8". You check the directory listing and see that the file is listed as:

```
ADDLIST  8     1K
```

Later you proofread the file and discover that one of the addresses must be deleted. You read the file into memory from disc and delete the address. You then save this second draft of the text on the same disc with the filename "addlist.8", the same name used for the first draft. You check the directory listing and see listed:

```
ADDLIST  8    1K
ADDLIST  BAK  1K
```

The second draft of your text has been saved on disc under the name "ADDLIST.8". The first draft of your text has been renamed "ADDLIST.BAK". This file can serve as a backup file for the second draft.

Later you wish to create a third draft of the text by adding five more addresses. You read the second draft from the disc, add the five addresses, and save the file on the same disc with the name "addlist.8". You then check the directory listing and see listed:

```
ADDLIST  8    2K
ADDLIST  BAK  1K
```

The third draft of your text has been saved under the name "addlist.8". The second draft has been renamed "addlist.bak". The first draft has been deleted from the disc.

If you continue to save new versions on the same disc and with the same filename, the most recent version will always be named "addlist.8", the next-to-most-recent version will always be renamed "addlist.bak", and the least recent version will be deleted from the disc. It is useful to have the next-to-most-recent version on the disc in case something happens to the most recent version.

File Recovery

There may be times when you accidentally exit from WORD/125 without saving the text you have in memory. You may retrieve the text by using the FILE RECOVERY function. To use the function:

1. Reenter WORD/125.

2. Press the FILE RECOVERY key on the initial softkey menu. Text remaining in your HP 125 memory will reappear on the display.

Please note that the FILE RECOVERY function will only work as long as the text remains in memory. The function will not work if the text has been destroyed by a hard reset, the HP 125 has been powered off, or another application has been run on the HP 125.

When to use a Disc Drive Designator

In previous sections you were instructed to use a disc drive designator (A, B, etc.) when specifying the filename for a reading or writing operation. In some cases, however, this is not necessary. If you do not specify a designator, WORD/125 assumes that you want to use the disc that was most recently accessed. A disc is accessed when you:

(1) Read from it
(2) Save a file on it
(3) Delete a file from it
(4) Request a directory for it
(5) Run a Load and Go macro
(6) Access a Help file

For example:

Suppose that you have just loaded the WORD/125 program and inserted discs in the disc drives designated A and B.

You first wish to write a file named "MAILLIST.2" on the disc in drive A, and you specify the write filename as:

MAILLIST.2

You do not need to specify a disc drive designator if the disc in drive A was the disc most recently accessed.

Next you want to read a file named "LETTER" located on the disc in drive B. Since the disc in drive B was not the one most recently accessed, you must use a disc drive designator and specify the filename as:

B:LETTER

Next you want to read a file named "SALES.FEB" from the disc in drive B. you can specify the read filename as:

SALES.FEB

without the disc designator, since the disc in drive B was the one most recently accessed.

If you work with only one disc and you keep it in the same disc drive, it is not necessary to specify a disc drive designator for either reading or writing operations.

NOTE: You may, if you like, use a disc drive designator even if one is not necessary. This will not cause WORD/125 to malfunction.

Command Mode Command Summary: Disc Operations

Below is a summary of the COMMAND mode commands you have learned in this chapter on disc operations. The function keys are listed in the first column and the corresponding character string CODE is listed in the second column.

FUNCTION KEY	CODE	FUNCTION
DIRECTORY FILES	Q	Displays the disc directory.
DELETE FILE	QD	Deletes a disc file.
SAVE FILE	GD	Writes text onto disc and erases the text from memory.
	W	Writes text in memory from cursor location to the end of text to disc.
	Wn	Writes n lines following the cursor to disc.
	Wd	Closes the write file when the write operation has been completed.
READ FILE	R	Reads a file from disc.
	Rn	Read n lines of text.
	Rd	Closes a read file (used with the R, Ri, and Rn commands).

FUNCTION KEY	CODE	FUNCTION
GET FILE FOR EDIT	G	Reads as much of a file as will fit into memory. If text from a previous GET FILE FOR EDIT command already occupies memory, the command also writes that text onto disc and erases it from memory.
	Gn	Gets n lines of text from disc for editting. If text from a previous Gn command already occupies memory, the command also writes that text onto disc and erases it from memory.

CHAPTER 5

PRINTING OPERATIONS

```
**********************************************
*                                            *
*            PRINTING OPERATIONS             *
*                                            *
*     -READYING THE PRINTER                  *
*                                            *
*     -USING THE PRINT FORMAT TABLE          *
*                                            *
*     -VIEWING TEXT                          *
*                                            *
*     -PRINTING TEXT                         *
*                                            *
*     -USING SIMPLE PRINT FORMATS            *
*                                            *
*     -TITLING AND PAGINATION                *
*                                            *
*     -USING IN-LINE COMMANDS                *
*                                            *
*                                            *
*                                            *
**********************************************
```

This chapter will introduce you to WORD/125's printing operations You will learn how to use all basic commands involved in printing and how to set up simple page formats.

Printing operations are performed in the COMMAND mode.

Printer Types

WORD/125 is used with two main categories of printers: non-precision printers, and precision printers. Non-precision printers produce type like that produced by a typewriter, where each character is allotted the same amount of space. This kind of type is called non-proportional type. Precision printers can produce non-proportional type, but they can also produce proportional type, where different characters are allotted different amounts of space (for example, the thin letter "i" occupies less space than the thicker letter "w"). Precision printers can also produce type with variable spacing between words. This feature allows the production of right justified text (text with an even right margin). The HP 2601A is an example of a precision printer, and the HP 2631B is an example of a non-precision printer.

Readying the Printer

You should begin the print operation by checking to be sure that the printer is ready to print. Before attempting to print, do the following:

Printer Reset Procedure

1. Be sure that printer power is on.

2. Be sure that a ribbon is installed and is feeding properly, and that paper is installed.

3. Be sure that all covers, sound shields, and paper feed mechanisms are in place.

4. If your printer has a RESET switch, press it.

5. Adjust your printer paper, and press the TOP OF FORM or FORM FEED key on the printer.

6. Tell WORD/125 that the printer is in a reset condition by pressing the PRINTER COMMANDS key followed by the RESET PRINTER key.

You should follow this procedure when you first print each day to be sure that the printer will respond properly to WORD/125's print commands. You should also follow this procedure if at any time your printer stops responding properly.

Using the Print Format Table

The print format table contains information which tells WORD/125 how to print your text.

How to Display the Print Format Table

To display the print format table, press TABLES FORMATS and then press FORMAT Y-TABLE. Any text on the screen will temporarily disappear, and you will see:

PRINTER TYPE	1
DESTINATION	0
PRINT ROUTINE	1
LINES/PAGE	54
CRS PAGE END	0
CONTINUOUS PRINT	0
INDENT - 10ths	10
CRS PER LINE	1
RIGHT JUSTIFY	0
WIDTH - 10ths	65
LINE FEED - 48ths	8
CHARACTER SIZE-120	12
SPECIAL CHARACTER	1
PROPORTIONAL	0
MAXIMUM SPACE	30
MINIMUM SPACE	5

Each number in the second column of the print format table controls some aspect of print formatting, such as the width of the left margin, the number of lines per page, whether text is single-spaced or double-spaced, etc. Your WORD/125 comes with preset numbers (and therefore a preset print format), but the numbers can be changed to alter the print format.

How to Change the Print Format Table

Notice that when you display the print format table, the cursor appears just to the right of the number for the first entry in the table. This entry is labeled "PRINTER TYPE" and tells WORD/125 what kind of printer you have. Possible numbers for this entry are:

0 - a "precision" printer with 1/120th inch resolution

1 - a dot matrix or typewriter printer with 1 character resolution

2 - CP/M list device printer with 1 character resolution

If the preset number for this entry is the correct one for your printer, leave the value unchanged, by typing a carriage return. The number will remain the same and the cursor will move to the next entry in the table.

If you need to change the print device number, type the correct number, followed by a carriage return. The new number will appear beside the old one, and the cursor will move to the next table entry.

The remaining values in the table tell WORD/125 how you want your printed text to appear on the page. For each entry in the table, you can:

1. Change the value in the table by typing a number and a carriage return.

   OR

2. Type just a carriage return to retain the value already displayed.

For now, you can leave most of these values unaltered. You may, however, want to change the value for "INDENT", the sixth entry in the table. This value tells WORD/125 how large you want the left margin to be. The value is specified in tenths of an inch. Some printers automatically start with a left margin of one inch. For these printers, the number in the print format table for the INDENT entry should be left at zero to produce a one inch left margin. However, some printers start with the left margin at the left edge of the paper, and you must change the INDENT value to a number other than zero to produce text with a left margin to the right of the left paper edge. To set a one inch left margin on such a printer, follow these steps:

1. Type carriage returns until the cursor is on the "INDENT" line of the print format table.

2. Type "10". (The left margin is specified in tenths of an inch, and 10 tenths of an inch is equal to 1 inch.) Then type a carriage return.

How to Exit from the Print Format Table

You can exit from the print format table at any time by striking the ESCAPE key. The print format table will disappear and any text currently in your system's memory will return to the screen. Do this now.

Using the Alternate Print Format Table

It is often convenient to have a second print format table which can be called into use immediately without having to reset all values. Many users switch back and forth between two formats or two print wheels throughout the course of a day. For example, one print format table might be set for letters and the other set for envelopes.

Should you wish to set up a second print format table for a different printing format, there is one available. Issue the COMMAND mode command "ys" (for y switch) and a different print format table will be displayed when you press the FORMAT Y-TABLE key. You can switch back to the original table with another "ys" command.

The active table, or table which is used by the print routines, is always the one which is currently displayable by pressing the FORMAT Y-TABLE key.

All values of both tables can be set independently of each other except for the Printer Type and Destination values. These values must be set the same. An alteration of either of these two values will result in a corresponding change in the other table.

Viewing and Printing Text

WORD/125 has two basic printing commands, the COMMAND mode SEND TO PRINTER and SEND TO SCREEN commands.

The SEND TO PRINTER command instructs WORD/125 to print a page of text from the location of the cursor, according to the specifications in the print format table. When we say that WORD/125 will print a page of text, we mean that it will print the number of lines currently specified in the "lines per page" entry of the print format table.

The SEND TO SCREEN command displays the text on the screen as it would be printed, instead of printing it on paper. This allows you to see how your printed document will look before you actually commit it to paper.

Before you can use these commands, however, you must change WORD/125 to the EDIT mode and type the following text. Type a carriage return at the end.

PRINT SAMPLE TEXT

Fourscore and seven years ago our fathers brought forth on this continent a new nation, conceived in liberty, and dedicated to the proposition that all men are created equal. Now we are engaged in a great civil war, testing whether that nation, or any nation so conceived and so dedicated, can long endure.<

Since you earlier set the values in the print format table to the proper specifications, you are now ready to view the text and print it.

To view the text, follow these steps:

1. Make sure that WORD/125 is in COMMAND MODE.

2. Type in the "t" command to move the cursor to the top of text.

3. Press the PRINTER COMMANDS key followed by the SEND TO SCREEN key and the PRINT PAGE key. The text will print to the screen just as it would print on paper, according to the specifications in the print format table. Notice that the text displayed on the screen looks slightly different from the normal screen display. This is because your text was composed at WORD/125's preset screen length (79 characters), but when viewed with the SEND TO SCREEN command, it is displayed with a 6.5 inch line length (the preset line length specified in your print format table).

   The SEND TO SCREEN command is useful because after viewing the text on the screen you can determine whether any lines need to be hyphenated, see how many printed lines the text will comprise, etc. If during the operation of the SEND TO SCREEN command you see something in your text which should be changed, you can return WORD/125 to the EDIT mode and make corrections. After the text is corrected, repeat the SEND TO SCREEN command to see if the text will now print as you want it to.

After you have viewed the text, you are ready to print it. Follow these steps:

1. Follow the printer reset procedures outlined earlier in this chapter.

2. Make sure that WORD/125 is in COMMAND MODE. Move the cursor to the top of text with the "t" command.

3. In COMMAND MODE, press the PRINTER COMMANDS key followed by the SEND TO PRINTER and the PRINT PAGE keys. The text will then be printed.

You may stop the print operation at any time by pressing the space bar. The system will then respond with the message:

TYPE: S(STOP) E(STOP PAGE END) OR <CR> TO CONTINUE

An S response will terminate the printing and return control to Command Mode. An E response will do the same thing but only after the current page is completed. A carriage return (or any other key) will cause the process to resume as if it had not been interrupted.

Command Mode Command Summary: Printing

A summary of print commands is given below. The first column gives the the function key that performs the function and the second column gives the corresponding character CODE for the function. All commands are issued from the COMMAND mode.

All commands operate from the location of the cursor. For example, if you instruct WORD/125 to print three lines of text, it will print three lines from the location of the cursor, including the line the cursor is on.

FUNCTION KEY	CODE	FUNCTION
FORMAT Y-TABLE	Y	Displays the print format table.
SEND TO SCREEN PRINT PAGE	V	Verifies a page of text by printing to screen.
SEND TO SCREEN PRINT WORKSPACE	VA	Verifies all of the text in the workspace by printing to screen.
SEND TO SCREEN PRINT DISCFILE	VG	Verifies a text discfile by printing to screen.
SEND TO PRINTER PRINT PAGE	P	Prints the entire text if shorter than one page. If text is longer than one page, only prints one page.

FUNCTION KEY	CODE	FUNCTION
SEND TO PRINTER PRINT WORKSPACE	PA	Prints the contents of the workspace.
SEND TO PRINTER PRINT DISCFILE	PG	Asks for the name of a discfile and then prints the entire discfile.
PAGE FWD,NO OUTPUT PRINT PAGE	J	Verifies a page of text for format without printing to screen.
PAGE FWD,NO OUTPUT PRINT WORKSPACE	JA	Verifies the workspace for format without printing to screen.
PAGE FWD,NO OUTPUT PRINT DISCFILE	JG	Verifies a discfile for format without printing to screen.
FORM FEED	FF	Sends a form feed to the printer.
RESET PRINTER	PR	Causes the printer to reset.

Explanation of Print Format Table Entries

Below is a list of the entries in the print format table, with an explanation of each entry's use.

Entries preceded by ** can be used only if you have a precision printer, with 120th inch fine carriage movement, printing using "0" as the value for the PRINTER TYPE entry of the print format table.

PRINTER TYPE — As you were instructed earlier, specify 0, 1, or 2, depending on your printer type.

DESTINATION — Specify "0" for the general list device as specified on the configuration menu. Specify "1" for the internal printer. Specify "2" for the serial printer. Specify "3" for the HP-IB printer.

PRINT ROUTINE — Specify "0" for the line-oriented print routine or "1" for the character-oriented print routine. See a later section of this chapter for an explanation of print routines.

54	LINES PER PAGE	Number of lines (including blank lines) on each page. Since blank lines are counted, no adjustment is necessary for double-spaced or triple-spaced text.
12	CRS PAGE END	If your printer has a paper form-feed mechanism and you do not want your printer to stop between pages, use this entry to specify the number of carriage returns from the bottom of one page to the top of the next page. Specify "255" to cause your printer to "form-feed" between pages. If your printer does not have a form-feed mechanism, specify "0" for this entry.
1	CONTINUOUS PRINT	Specify "0" to cause the printer to stop between pages. Specify "1" if you do not want the printer to stop between pages. You can specify "1" for this entry only if you are using a paper form-feed mechanism.
10	INDENT - 10ths	Width of left margin (distance in tenths of an inch from left hand printer position to first printed character). Calculate this entry by multiplying the desired margin (measured in inches) by 10. For example, if you want a left margin of 1.5 inches, multiply 1.5 X 10 and specify "15" for this entry.
2	CRS PER LINE	Number of carriage returns performed between lines. Enter "1" for single-spaced text, "2" for double-spaced text, etc.
1	RIGHT JUSTIFY	Specifies if margins are smooth or ragged. Enter "0" for a smooth left margin and ragged right margin; "1" for smooth left and right margins (right justified text); and "2" for ragged left and right margins (each line centered); and "3" for ragged left margin and smooth right margin.
60?65	WIDTH - 10ths	Width of printed text, in tenths of an inch. Calculate this entry by multiplying the desired width (measured in inches) by 10. For example, if you want the printed text to be 6.2 inches wide, multiply 6.2 x 10, and specify "62" for this entry.
8	**LINE FEED-48ths	Distance between lines in 48th of an inch. Specify "6" for 8 lines to the inch. Specify "8" for 6 lines to the inch.

CHAR SIZE-120	Width of each character, in 120ths of an inch. Specify "10" for 12 pitch (elite) type. Specify "12" for 10 pitch (pica) type.
SPECIAL CHAR	Selects underlining or other modes of special character tratment. See the section on "Underlining and Other Forms of Special Character Treatment" in Chapter 6 for more information on special character treatment.
** PROPORTIONAL	Specify "1" to print with proportional type (variable character width, e.g., with narrow i's and wide m's). Specify "0" for non-proportional print. When "1" is selected, "Printer Type" should be set to "0".
MAXIMUM SPACE	Controls the maximum space that can appear between words in right justified text. It is specified in 120ths of an inch. The preset value is 30, which will permit spaces between words no longer than .25 inch. If you feel that this space is too large or too small, make the number for this entry larger or smaller.
MINIMUM SPACE	Controls the minimum space that can appear between words in right justified text. It is specified in 120ths of an inch. The preset entry is 5, which will permit spaces between words no smaller than about .04 inch. If you feel that this space is too small, make the number for this entry larger.

Some Simple Printing Formats

This section contains some sample print format tables which will produce a variety of simple printing formats. A printed example is given for each format to show you how text printed with that format will look. Try printing your sample text with several of these different formats.

Several entries in these sample print format tables are marked with "XX" instead of numbers. These entries must be tailored to fit your printer, as shown below:

PRINT TYPE	Enter 0, 1, or 2 depending on your printer type.
DESTINATION	Enter 0, 1, 2, or 3 depending on your printer type.

CONTINUOUS PRINT	Enter "1" if you are using a paper-feed mechanism on your printer, "0" if you are not.
CRS PAGE END	Enter "255" if you are using a paper-feed mechanism on your printer, "0" if you are not.

The following tables assume that your printer automatically sets a left margin at the left edge of the paper. If your printer automatically sets its left margin 1 inch from the left edge of the paper, you must subtract 10 from the INDENT values shown in these tables.

Basic Typewriter Format

If you use the values given below in your print format table, the printing produced will look as though it had been typed on a typewriter. This format has the following features:

single-spaced, 1 inch left margin, ragged right margin,
text printed 6.5 inches wide and 9 inches long,
(54 lines per page and 6 lines per inch)
non-proportional type, underlined special characters

Explanations of most table entries are given to the side.

PRINTER TYPE	XX	
DESTINATION	XX	
PRINT ROUTINE	1	character-oriented print routine
LINES/PAGE	54	54 lines per page
CRS PAGE END	XX	
CONTINUOUS PRINT	XX	
INDENT-10ths	10	Left margin is 1 inch
CRS PER LINE	1	single spaced
RIGHT JUSTIFY	0	no right justification
WIDTH - 10ths	65	Printed text is 6.5 inches wide
LINE FEED - 48ths	8	8/48 inch between lines, or 6 lines/inch
CHARACTER SIZE - 120	12	12/120 inch width, or 10 characters/inch
SPECIAL CHARACTER	1	special characters are underlined
PROPORTIONAL	0	non-proportional type
MAXIMUM SPACE	30	30/120 inch maxiumum space between words
MINIMUM SPACE	5	5/120 inch minimum space between words

Note that there is no need to calculate a right margin, because the width of the left margin combined with the width of the printed text determines the right margin. In the example above, the 1.0 inch left margin and a 6.5 inch text width combine to take up 7.5 inches, leaving 1.0 inch for the right margin (assuming that the paper is 8.5 inches wide).

Additional Sample Print Format Tables

Print your text using some of these additional print format tables. Printed examples of these formats are given on the next page.

A:

12 pitch, 1 inch left margin, 6.5 inch text width, double-spaced, right justified, underlining

PRINTER TYPE	XX
DESTINATION	XX
PRINT ROUTINE	1
LINES/PAGE	54
CRS PAGE END	XX
CONTINUOUS PRINT	XX
INDENT-10THS	10
CRS PER LINE	2
RIGHT JUSTIFY	1
WIDTH - 10ths	65
LINE FEED - 48ths	8
CHARACTER SIZE-120	10
SPECIAL CHARACTER	1
PROPORTIONAL	0
MAXIMUM SPACE	30
MINIMUM SPACE	5

B:

10 pitch, 2.0 inch left margin, 4.5 inch text width, single-spaced, all lines centered, underlining

PRINTER TYPE	XX
DESTINATION	XX
PRINT ROUTINE	1
LINES/PAGE	54
CRS PAGE END	XX
CONTINUOUS PRINT	XX
INDENT-10ths	20
CRS PER LINE	1
RIGHT JUSTIFY	2
WIDTH - 10ths	45
LINE FEED - 48ths	8
CHARACTER SIZE-120	12
SPECIAL CHARACTER	1
PROPORTIONAL	0
MAXIMUM SPACE	30
MINIMUM SPACE	5

C:

12 pitch, single-spaced, 2.5 inch left margin, 4 inch text width, text not right justified, underlining

PRINTER TYPE	XX
DESTINATION	XX
PRINT ROUTINE	1
LINES/PAGE	54
CRS PAGE END	XX
CONTINUOUS PRINT	XX
INDENT-10ths	25
CRS PER LINE	1
RIGHT JUSTIFY	0
WIDTH - 10ths	40
LINE FEED - 48ths	8
CHARACTER SIZE-120	10
SPECIAL CHARACTER	1
PROPORTIONAL	0
MAXIMUM SPACE	30
MINIMUM SPACE	5

D:

** 12 pitch, single-spaced, right justified, proportional type, shadow print, 8 lines per inch. (This format uses proportional type and can be used only with a precision printer.)

PRINTER TYPE	XX
DESTINATION	XX
PRINT ROUTINE	1
LINES/PAGE	54
CRS PAGE END	XX
CONTINUOUS PRINT	XX
INDENT-10ths	10
CRS PER LINE	1
RIGHT JUSTIFY	1
WIDTH - 10ths	65
LINE FEED - 48ths	6
CHARACTER SIZE-120	10
SPECIAL CHARACTER	0
PROPORTIONAL	1
MAXIMUM SPACE	30
MINIMUM SPACE	5

After you finish printing with these formats, delete your sample text from the screen.

Sample Text of Print Formats

Typewriter Style: 10 pitch, 6.5 inch text width, ragged right margin, 1 inch left margin, single spaced, underlining

A: 12 pitch, 1 inch left margin, 6.5 inch text width, double spaced, right justified, underlining

B: 10 pitch, 2.0 inch left margin, 4.5 inch text width, print centered, underlining

C: 12 pitch, 2.5 inch left margin, 4.0 inch text width, single spaced, ragged right margin, underlining

D: 12 pitch, 1.0 inch left margin, 6.5 inch text width, proportional spacing, right justified, shadow print, 8 to the inch line spacing

Print Routines

The third entry in the print format table, called "Print Routine", is used to specify either the line-oriented or character-oriented print routine.

Line-Oriented Print Routine

When you print using the line-oriented (0) routine, the line length of your printed copy will be the same as the line length appearing on your screen. For example, if your screen line length is 79 characters per line, text printed with the line-oriented routine will also have no more than 79 characters per line. To produce text with lines longer or shorter than your regular screen line length, you can reline the text on your screen to a different line length. (See the section on "Relining" in Chapter 6 for more information.)

Character-Oriented Print Routine

The character-oriented (1) routine is generally more useful than the line-oriented routine. With the character-oriented print routine the width of the printed text is controlled not by the screen line length, but by the "Width" entry of the print format table. This entry is specified in tenths of an inch. For example, an entry of 60 will produce printed text 6.0 inches wide, and an entry of 48 will produce text 4.8 inches wide.

Further Qualifying the Print Routine

For unusual types of printing, the print routine can be further specified with an entry which precedes the "0" and "1" values previously discussed.

A "1" preceding the print routine (for example, 10 or 11) causes space fill of short lines. A "2" preceding the print routine (for example, 20 or 21) causes unidirectional print.

In certain types of pattern printing, (for example, multicolumn printing), the printer uses the end of a line as a reference point to relocate itself for the next character. Consequently, the print head must always be at the same location when it completes the line. On short lines, spaces must be printed to fill out the line. The "1" option will take care of inserting the needed spaces.

As previously mentionned, the "2" option specifies unidirectional print. This is necessary on some printers which do not have bidirectional printing capabilities.

Print Errors

When it is viewing or printing text, WORD/125 will sometimes stop the printing or viewing operation and display the message, "HYPHENATE:" followed by a word from your text. See the section on "Hyphens" in Chapter 6 for more information on what to do when you encounter this message.

When you are printing text with the line-oriented print routine, WORD/125 will sometimes stop and display the message "LINE LENGTH WRONG". This will occur when you try to print a line that is too long or too short to print with the line-oriented print routine. For example, if you are printing with the line-oriented print routine and you attempt to print a screen line of 80 characters with the WIDTH entry of the print format table set to 40, the message "LINE LENGTH WRONG" will appear. This will happen because 80 characters cannot fit on a printed line 4.0 inches wide. To correct the problem you could:

1. Make the WIDTH entry of the Print Format Table large enough to accommodate the 80 character line.

2. Reline the text to a shorter screen line length. (See the section on "Relining" in Chapter 6 for more information on relining text.)

Titling and Pagination

A separate table allows you to set the format for titles and pagination. This table is accessed by pressing the TABLES FORMATS key followed by the TITLE YT-TABLE key. The table, known as the YT table, can be altered in the same way as the Y table. It looks like this:

```
TOP TITLE          0
TOP SPACING        0
BOTTOM TITLE       0
BOTTOM SPACING     0
ODD PAGE COLN      0
EVEN PAGE COLN     0
STARTING NO        1
ODD FORMAT         0
EVEN FORMAT        0
ODD INDENT         0
EVEN INDENT        0
```

The entries in the table are defined as follows:

TOP/BOTTOM TITLE — An entry of "0" indicates no titling or pagination; "1" indicates title only; "2" indicates pagination only; "3" indicates both. You may independently select either titling or pagination on top, bottom, or both.

TOP/BOTTOM SPACING — These entries tell WORD/125 how many empty lines should be located between top title and the first line or between the last line and the bottom title. If you want two empty lines, enter a "2".

ODD/EVEN PAGE COLN — This entry informs WORD/125 of the vertical column in which the page number should be located. The first space on the left is "0", the second space "1", etc. Typically, manuscripts are single-sided and paginated near the middle of the page. Two-sided bound pages such as books, are generally paginated away from the binding edge.

STARTING NUMBER — Indicates the page number which will be placed on the first page. This number is automatically incremented by one each time a page is printed.

ODD/EVEN FORMAT — Both title and page number can be independently placed on the right, left, or center of a page. In addition, automatic production of different formats for odd and even pages is permitted.

```
ODD/EVEN FORMAT = XY
    where X = 0  Title on left
              2  Title in center
              3  Title on right

    where Y = 0  Page number on left
              2  Page number in center
              3  Page number on right
```

These entries override the values in the ODD/EVEN PAGE COLN entries.

ODD/EVEN INDENT — This entry specifies the indentation to be done on odd and even pages. Indentation is specified in "tenths of an inch from the left hand printer position to the first printed character." These entries override the INDENT entry in the PRINT FORMAT table.

Changing the Space Table

On the WORD/125 disc is a file entitled SPACE.TAB which is an ordinary file and is read in the conventional way. If you read it, it will look like the table shown below.

```
;sp !  "  #  $  %  &  '  (  )  *  +  ,  -  .  /
 08 06 08 08 08 12 12 04 06 06 08 08 04 08 04 06

;0  1  2  3  4  5  6  7  8  9  :  ;  <  =  >  ?
 08 08 08 08 08 08 08 08 08 08 06 04 08 08 08 08

;@  A  B  C  D  E  F  G  H  I  J  K  L  M  N  O
 12 12 10 10 12 10 10 12 12 06 06 12 10 12 12 12

;P  Q  R  S  T  U  V  W  X  Y  Z  [  \  ]  ^  _
 08 12 12 08 10 12 12 14 12 12 10 08 12 08 12 10

;`  a  b  c  d  e  f  g  h  i  j  k  l  m  n  o
 08 08 08 08 08 08 06 08 08 04 04 08 04 14 08 08

;p  q  r  s  t  u  v  w  x  y  z  {  |  }  ~
 08 08 06 06 06 08 08 12 08 08 08 08 12 08 12 10
```

In the proportional spacing mode, whenever WORD/125 prints a letter, it looks up the width of the letter in a table and then moves the carriage an amount which results in the centering of the letter within the space the table specifies. The table that has been installed in your system is designed for use with an HP 2601 printer using 10 pitch type. If you have some other type of printer or are using some other print wheel, you may need to change the spacing in the table. To do this, the following steps are required:

1. Print the alphabet with the default table and make your judgements concerning which letters require more space and which require less space. It is best to print the letters very close together while testing.

2. Call the space file in from disc. Find the value in the table which corresponds to the character you wish to change. For each unit of increase or decrease the space will change about 1/120 inch. Make the changes you feel are appropriate. All space table numbers should be even numbers or various distortions will occur.

3. Print the alphabet again and go through the same process until you are satisfied. When you are satisfied, press the TABLES FORMATS key followed by the INSTALL PS-TABLE key.

4. Save the new table on your disc if you wish to access it at a later time. You may use any filename, but try to use a name which will help you to later identify the file as a proportional space table.

5. Normally, the new space table you have installed is lost whenever you exit from WORD/125 or power down your HP 125. And, the old space table will again be the default table. You may change this condition, however, by pressing the HELP/EXIT key followed by the SAVE NEW WORD/125 key. (See the section on Help Files in chapter 5 for further information.)

6. The reference for every entry in the table is the size of the space, the first entry. It can be changed, but if it is changed, it will alter the space associated with every other character in the table.

Dynamic Print Formatting

There are a number of characters which are not printed but which affect the operation of the printing if encountered while printing. There are two classes of such commands; dot commands and inline commands. Dot commands must appear at the beginning of a line. They consist of an ordinary period located in the first column followed by a letter in the second column. In some cases there are some additional specifications appropriate to the specific command.

Inline dynamic commands can appear imbedded in the text anywhere on the line.

Both dot and inline characters are interpreted solely as control sequences and cannot be printed normally. Because they are either uncommon characters or common characters used in an uncommon way, you will have little need to print them. If the need should arise, they can be printed normally if they are enhanced and if the special character value in the Y Table is set to 7 (ignore enhancement).

Some of the dot commands and inline characters will only work on printers with proportional spacing. Included in this group are the {, }, !B, .B and .T commands.

Inline Characters

^ Mark

A mark can be keyed in either with a "control/x" or with the "^" key. It has a variety of functions as described in the section on marks.

} Downshift

The downshift character causes the printing line to be shifted downward a fraction of a line. It is used in printing subscript characters below the normal printing line.

{ Upshift

The upshift character causes the print head to move up a fraction of a line to print a superscript. Although both up and downshift characters require a space on the screen, no character or space is printed.

The } and { characters may be used as pairs, and all characters between will be printed above or below the line. Any amount of nesting is permitted, but it is the user`s responsibility to unstack multiple levels.

| Firm Hyphen

The firm hyphen is used to correct print errors with the character oriented print routine. If the firm hyphen character occurs at the end of a line, a hyphen is inserted while printing. If it occurs in the middle of a line, neither it nor a space is printed. The firm hyphen is like the hard hyphen in that it is never removed from the file by WORD/125 and is like the soft hyphen in that it has no effect when it is not needed (see section on hyphens).

~ Enhance Character

This character is located at both the beginning and end of material which is to be either underlined or boldfaced. Underlining, boldfacing, or other options is determined by the special character entry of the Y Table.

@ Merge Character

The merge character designates a location in text where selected items on a list are to be merged each time the text is printed. This character would be used, for example, to print a standard letter with different names and addresses. The merge character is followed by a single digit making it possible to merge items from up to 10 lines into any number of locations in the text. In all cases, the existing text is automatically relined to fit around the item being merged. The merge character is also discussed in the section dealing with the Mail Merge macro. The @ character is interpreted as a merge character only if it is immediately followed by a single digit. Otherwise, it is printed normally. The merge character is used in the Mail Merge macro.

Line Tweaker

Normally the line oriented print routine prints lines just as they appear on the screen. This introduces a problem inasmuch as the screen is not proportionally spaced and some lines which have a large number of "w's" or "i's" may print too tight or too airy. If the line tweaker character appears at the end of a line on the screen and if that line has less than half a line width of characters, it is appended to the preceding line when printed. If the line is more than half a line width, it is printed as an ordinary single line, but right justified as a full line.

The "#" character is interpreted as a line tweaker only if it occurs just prior to a carriage return. This character should only be used with the line oriented printing routine. Otherwise, a firm hyphen should be used to extend or shorten print lines.

#n/ ASCII Transmitter

If the "#" character is immediately followed by a number, it may appear anywhere on a line. If the number is between 0-127 and is followed by a "/", the sequence provides a method of sending control characters to the printer. For example, such a sequence could be used to reset the printer or request status from the printer. Each character that is sent to the printer should be preceded by the "#" character and followed by the "/" character.

!n Enhance Switch

The exclamation point followed by a single digit redefines the Special Character entry in the Y Table to the value indicated by the number "n". For example, this character could be used to print both underlined characters and boldfaced characters on one line.

!P Pause

This character causes the printer to stop to enable you to change the ribbon or perform some other operation. Printing will start again when the space bar is tapped.

!A Line Feed

This character sends a line feed character to the printer. The line number counter for the page is unaffected.

!B Negative Line Feed

This character causes the printer to roll back one line and start printing on the line just above the line on which the printing had started. The line number counter is unaffected.

!H Backspace

Causes the printer to backspace one character position. Two letters separated by this character will overprint each other.

Dot Commands

Dot commands are used to instruct WORD/125 to perform certain operations during printing. They consist of an ordinary period in column 1 followed by a letter in column 2. (The letter may be upper or lower case.) Dot commands must be preceded by a carriage return or else be on the first line of text. Some of the dot commands (such as .H and .C) only operate on the currrent line of text. Whereas, other dot commands (such as .YT and .Y) can affect all succeeding lines of text. A carriage return is used to terminate a dot command.

.C Center

The center command will center the text on the current line. The text is centered in the space between the margins by adding spaces to the beginning of the line.

.H Header

The text following the header command is treated as a title.

.E Formfeed

The formfeed character ejects the current page from the printer. If your printer is tractor fed or has automatic page insertion, then a new page is started. If it does not, printing will stop to allow a paper change. The formfeed character is typically used only on pages with fewer than normal number of lines, such as the last page of a chapter. It tabs down the page until the normal end of page is reached.

.T Vertical Tab

The vertical tab character tabs up a printed page to the line at which the page began. This feature is used for multicolumn printing.

.B Negative Line Feed

This character causes the paper to roll back one line. A sequence of ".B's" will cause a series of negative line feeds. However, a ".B" command will not cause movement further than the start of the page. Character which are on the line with the negative line feed or on the line just below it, will be overprinted on the line above. If these characters are on the same line, compensation must be made for the fact that the negative line feed neither prints nor consumes a space.

.R Nonprinting Remark

When a .R command appears on the line, the remainder of the line is treated as a remark and is not printed.

.S Macro Delimiter/Print Terminator

This character designates the start of a list to be merged into text. It is typically used as a search target. Its only effect on printing is that it prevents the printer from going beyond that point.

.Y Reformat

One of the most useful dot commands is the dot-y statement, which is used to specify print formatting features.

Dot-y statements consist of numbers which correspond to variables in the print format table. A dot-y statement is essentially a print format table lying on its side; if you took a print format table that looked like this:

PRINTER TYPE	2
DESTINATION	2
PRINT ROUTINE	1
LINES/PAGE	54
CRS PAGE END	0
CONTINUOUS PRINT	0
INDENT-10ths	0
CRS PER LINE	1
RIGHT JUSTIFY	0
WIDTH - 10ths	65
LINE FEED - 48ths	8
CHARACTER SIZE-120	12
SPECIAL CHARACTER	1
PROPORTIONAL	0
MAXIMUM SPACE	30
MINIMUM SPACE	5

The corresponding dot-y statement would look like this:

.Y 1 54 0 0 0 1 0 65 8 12 1 0 30 5

The first number in the statement corresponds to the third entry of the print format table, the next number corresponds to the next entry of the print format table, and so on.

Remember that a dot-y statement must conform to the rules governing other dot commands. It must appear at the beginning of a line, which means that it must either be preceded by a carriage return or be the first line of text.

When WORD/125 uses a dot-y statement in a viewing or printing operation, it erases the current numbers in the print format table and replaces them with the numbers in the dot-y statement. To demonstrate the function of the dot-y statement, follow these steps:

1. Be sure that WORD/125 is in the COMMAND mode.

2. Recall from disc your sample text with the filename print.sam.

3. Using the FORMAT Y-TABLE function key, display the print format table, and change the values to:

PRINTER TYPE	XX	(Use correct value for your printer)
DESTINATION	XX	(Use correct value for your printer)
PRINT ROUTINE	1	
LINES/PAGE	54	
CRS PAGE END	0	
CONTINUOUS PRINT	0	
INDENT-10ths	10	
CRS PER LINE	1	
RIGHT JUSTIFY	0	
WIDTH - 10ths	55	
LINE FEED - 48ths	8	
CHARACTER SIZE-120	12	
SPECIAL CHARACTER	1	
PROPORTIONAL	0	
MAXIMUM SPACE	30	
MINIMUM SPACE	5	

4. Print the text. It will print with the format designated by the print format table.

5. Change WORD/125 to the EDIT mode. Move the cursor to the beginning of text and use the INSERT LINE key to insert a dot-y statement at the beginning of text. There should be a space between each item in the statement, and a carriage return at the end. The statement should read:

```
.Y 1 54 0 0 20 2 0 45 8 12 1 0 30 5
```

6. Return WORD/125 to the COMMAND mode, move the cursor to the beginning of text (the beginning of the dot-y statement) and print the text. The printed text will have a different format from the previous printing, because the dot-y statement changed the numbers in the print format table.

7. Display the print format table and verify that some of the entries were changed by the dot-y statement. These new values will remain in the table until:

   a. WORD/125 passes over a new dot-y statement in a printing or viewing operation.

   b. You change the values by displaying the print format table and entering new numbers.

   c. You exit from WORD/125, at which time the print format table will return to its preset values.

A dot-y statement can be treated like any other line of text. It can be modified in the EDIT mode, or deleted or placed in the holding buffer in the COMMAND mode. Demonstrate this by moving your cursor to the beginning of text and deleting the dot-y statement with a COMMAND mode DELETE N LINES command.

Since dot-y statements are laborious to type, WORD/125 provides a command which inserts into text a dot-y statement containing the current values in the print format table. Demonstrate this feature by following these steps:

1. Be sure that WORD/125 is in the COMMAND mode.

2. Display the print format table. It should contain the following values:

PRINTER TYPE	XX
DESTINATION	XX
PRINT ROUTINE	1
LINES/PAGE	54
CRS PAGE END	0
CONTINUOUS PRINT	0
INDENT-10ths	15
CRS PER LINE	2
RIGHT JUSTIFY	0
WIDTH - 10ths	40
LINE FEED - 48ths	8
CHARACTER SIZE-120	10
SPECIAL CHARACTER	1
PROPORTIONAL	0
MAXIMUM SPACE	30
MINIMUM SPACE	5

3. Change the entry for carriage returns per line from 2 to 1. Change the print width from 40 (producing printed text 4 inches wide) to 55 (to produce text 5.5 inches wide.)

4. Exit from the print format table and move the cursor to the beginning of text.

5. Type a COMMAND mode FETCH Y-TABLE command. (The command can be found under the TABLES FORMATS key level.) A dot-y statement containing the current values in the print format table will appear in text at the location of the cursor.

When you save text that you may want to print later, it is useful to put a dot-y statement at the beginning of the text. When you recall the text from disc and print it, you will not need to adjust the print format table to provide the correct format. The dot-y statement will do this for you.

You can also use dot-y statements to change print formats in the middle of a printing operation. For example, you may want to set out in the middle of a paragraph a quotation having larger margins than the rest of the paragraph. You can do this by inserting at the beginning of the quotation a dot-y statement specifying larger margins. At the end of the quotation you can insert a dot-y statement telling the printer to return to the original format.

.YS Switch Print Format Table

The switch format table command allows you to transfer printing control to a second print format table stored in memory. Text located after the .YS command is printed according to the format set up in the second print format table. Another .YS command may be used to switch back to the first print format table.

.YT Title Table Format

This character allows you to save title information in the text file so that you can print a document identically each time. The .YT statement consists of numbers that correspond to the entries in the Titling and Pagination table. A .YT statement is essentially the Titling and Pagination Table lying on its side. If you took a Titling and Pagination Table that looked like this:

```
TOP TITLE          2
TOP SPACING        6
BOTTOM TITLE       0
BOTTOM SPACING     0
ODD PAGE COLN     60
EVEN PAGE COLN    60
STARTING NO        1
ODD FORMAT        03
EVEN FORMAT       30
ODD INDENT        10
EVEN INDENT       10
```

The corresponding .YT statement would look like this:

```
.YT 2 6 0 0 60 60 1 03 30 10 10
```

Since .YT statements are laborious to type, WORD/125 provides a command which automatically inserts a .YT statement into the text. By pressing the TITLES FORMATS function key followed by the FETCH YT-TABLE function key, a .YT statement containing the current values in the titling and pagination table will appear in text at the location of the cursor.

The .YT statement allows dynamic titling and pagination changes within the text.

CHAPTER 6

SPECIAL FUNCTIONS AND APPLICATIONS

SPECIAL FUNCTIONS AND APPLICATIONS

IN THIS CHAPTER YOU WILL LEARN HOW TO:

- -USE UNDERLINING AND OTHER FORMS OF SPECIAL CHARACTER TREATMENT
- -USE THE HOLDING BUFFER
- -SEARCH AND REPLACE
- -RELINE TEXT TO NEW SCREEN LINE LENGTHS
- -SET AND USE TAB STOPS
- -USE HYPHENS
- -USE MARKS
- -INDENT TEXT AND CREATE OUTLINES
- -USE DECIMAL TABS
- -USE AUTOCOMMAND MODE
- -USE HELP COMMANDS

Underlining and Other Forms of Special Character Treatment

What Enhancement Is

An enhanced character is one which appears different from other characters . It may be underlined, boldfaced, or shadow printed. The enhancement on the screen will always appear as inverse video. When enhanced text is printed on the printer, it is printed according to the SPECIAL CHAR value in the Print Format Table.

Enhancement is used to designate characters which are to be treated in a special way during printing. Such characters may be underlined, boldfaced, or otherwise differentiated from the other characters on the page. WORD/125 will perform the following kinds of special character treatment in printed text:

SPECIAL CHARACTER TREATMENT	EXAMPLE
Shadow Print	**WORD/125**
Underline	WORD/125
Slash Overstrike	WØRD/125
Dash Overstrike	WORD/125
Boldface	WORD/125
Space instead of character	
Skip character	
Ignore Enhancement	WORD/125

How to Enhance Text

Text enhancement is done in the EDIT mode, and can be performed in two different ways:

1. While you are typing text.
2. After text has already been typed.

Both methods are illustrated in the following exercise. To type the exercise, follow the steps listed below it.

ENHANCEMENT SAMPLE TEXT

Enhanced text will stand out in the middle of regular text. Text may be enhanced while it is being typed or after it has been typed.

Enhancing Text While it is being Typed

You can enhance text while it is being typed with the TYPE ENHANCED key. In the EDIT MODE, press the NEXT SET key.

1. Now, type in the paragraph above. Stop just before the boldfaced words in the first line.

2. Press the TYPE ENHANCED key. Then type the words "stand out". These words will be enhanced on the screen. Note that the space between the two words is not enhanced.

3. To end the enhancement, press the TYPE ENHANCED key again. Type the rest of the text without enhancement.

Enhancing Text After it has been Typed

Text that has already been typed can be enhanced with the MODE ENHANCE key. This key is linked to the cursor mode; that is, if the cursor mode is set to WORD, SENT, PARA, or CHAR mode, striking the MODE ENHANCE key will enhance one word, sentence, paragraph, or character, respectively, starting at the cursor position. (The MODE ENHANCE key is in the EDIT MODE.) Practice using this feature by enhancing the words "while", "typed", and "after" in the exercise. Follow these steps:

1. Be sure that WORD/125 is in the WORD cursor mode.

2. Move the cursor to the first letter of the word "while".

3. Strike the MODE ENHANCE key. Since WORD/125 is in the WORD cursor mode, the entire word will be enhanced.

4. Repeat the same procedure for the words "typed" and "after".

You have already noted that spaces between enhanced words are not enhanced. This is WORD/125's preferred method of enhancement. If you wish to enhance spaces between words, however, you can do so by using the regular keyboard underline (_) key. Move the cursor to the end of text and demonstrate this as follows:

Type a carriage return, and then strike the TYPE ENHANCED key. Type the words "word processing program", but instead of using the space bar to create spaces between words, strike the regular keyboard underline key. Enhanced spaces will appear between the words. Strike the TYPE ENHANCED key again to end the enhancement, and then delete the three words.

Removing Enhancement

The MODE ENHANCE key is used to enhance text that was not previously enhanced, but it can also remove enhancement from already-enhanced text. To demonstrate this, follow these steps:

1. Be sure that WORD/125 is in the WORD cursor mode.

2. Move the cursor to the beginning of the word "typed".

3. Strike the MODE ENHANCE key. The enhancement will be removed from that word.

Printing with Special Character Treatments

Before printing a text containing enhanced material, you must decide what form of special character treatment you want to print.

The type of special character treatment printed depends on the special character variable in your print format table. (See Chapter 5 for a review of the function of the print format table.) The special character variables and their associated treatments are:

SPECIAL CHARACTER TREATMENT	SPECIAL CHARACTER VARIABLE
Shadow print	0
Underline	1
Slash Overstrike	2
Dash Overstrike	3
Boldface	4
Space instead of Character	5
Skip Character	6
Ignore Enhancement	7

The preset special character value in the print format table is 1, which will cause enhanced text to be printed with underlining. To illustrate this, print your text without changing the special character value in the print format table. The result will look like this:

Enhanced text will <u>stand out</u> in the middle of regular text. Text may be enhanced <u>while</u> it is being typed or <u>after</u> it has been typed.

Next, change the type of special character treatment to boldfacing by following these steps:

1. Display the print format table (using the COMMAND mode FORMAT Y-TABLE command.)

2. Change the special character variable from 1 to 4. (Move the cursor to the special character variable, and type "4" followed by a carriage return.)

3. Return your text to the screen and print it. The result will look like this:

Enhanced text will **stand out** in the middle of regular text. Text may be enhanced **while** it is being typed or **after** it has been typed.

Now return to the print format table, and change the special character variable back to 1.

Combining Special Character Treatments

It is possible to print more than one type of special character treatment within the same text. This is done by inserting "!n" (where "n" stands for a special character variable in the print format table) before the enhanced area of text. The !n modifies the effective enhancement.

Demonstrate this in your exercise by printing the first enhanced area ("stand out") with boldfacing, the second area ("while") with slash overstrike, and the third area ("after") with underlining. Follow these steps:

1. To boldface the first area: Move the cursor to the first letter of the word "stand". Using the INSERT LINE key, insert an exclamation point, followed by the print format table variable for boldfacing ("!4"). This instructs WORD/125 to change its special character variable from the preset value of 1, which produces underlining, to 4, which produces boldfacing.

2. To slash overstrike the second area: Move the cursor to the first letter of "while", and insert "!2". This instructs WORD/125 to change the special character variable from 4 to 2, which produces slash overstriking.

3. To underline the third area: Move the cursor to the first letter of "after", and insert "!1". This will change the special character variable back to 1, which produces underlining.

The text on your screen will now look like this:

> Enhanced text will !4stand out in the middle of regular text. Text may be enhanced !2while it is being typed or !1after it has been typed.

When you print the text, it will look like this:

> Enhanced text will **stand out** in the middle of regular text. Text may be enhanced *while* it is being typed or <u>after</u> it has been typed.

After you change the special character variable with an "!n" command, WORD/125 will continue to print with that type of special character treatment until you insert another "!n" command or alter the special character variable in the print format table.

Using the Holding Buffer

The COMMAND mode commands HOLD TO MARK and HOLD N LINES remove sections of text from the screen and place that text in a separate region called the holding buffer. Once a piece of text is in the holding buffer, it will stay there until you retrieve it. The COMMAND mode command UNHOLD TEXT causes the material in the holding buffer to be copied into text at the location of the cursor. The HOLD and UNHOLD keys can be found by pressing the BLK MOVE & DELETE key.

The HOLD TO MARK, HOLD N LINES, and UNHOLD TEXT commands allow you to move sections of text from one place to another, and to duplicate previously typed sections of text without retyping them. These functions will be demonstrated below.

Type the following address list. Type two carriage returns after each address, including the last one on the list. Carriage returns are indicated in the example by the carriage return character (<), just as they should appear on your screen.

HOLDING BUFFER SAMPLE TEXT

Mr. and Mrs. Spell Q. Binder<
4000 Word Processing Way<
San Francisco, California 94222<
<
Mr. Typit Fast<
33 Speedy Lane<
Sunnyvale, California 93444<
<

Suppose that after you typed this list, you realized that you really wanted to have Mr. Fast's address come before Mr. and Mrs. Binder's. You can accomplish this without retyping the list by using the COMMAND mode HOLD N LINES and UNHOLD TEXT commands. Follow these steps:

1. Be sure that WORD/125 is in the COMMAND mode.

2. Press the CLEAR HOLD key. The reason for this will be explained later.

3. Move the cursor backward to the beginning of the first line of Mr. Fast's address using a "b4" command.

4. Count the number of lines in the address, including the blank line after the address (the line containing only the carriage return indicator). There are four lines.

5. Instruct WORD/125 to place those four lines in the holding buffer by typing the COMMAND mode command HOLD N LINES followed by the number 4 and a carriage return. The four lines containing Mr. Fast's address will disappear from the screen and be placed in a holding buffer. They have not been erased from your system's memory.

6. Move the cursor to the beginning of the text, because this is where you want to insert Mr. Fast's address.

7. Type the COMMAND mode command UNHOLD TEXT. The material that was in the holding buffer will be copied into text at the location of the cursor.

Even though you have copied the text in the buffer, the text has not been erased from the buffer. To erase the text in the buffer, press the COMMAND mode CLEAR HOLD key. The message "HOLD EMPTY" will appear to tell you that the text in the holding buffer has been erased. Do this now.

If you try to use the HOLD N LINES key when there is already text in the holding buffer, the message "CLEAR HOLD? (Y/N)" will appear on the message line. WORD/125 is telling you that text is already stored in the holding buffer, and that the text in the buffer must be erased before it can comply with the HOLD command you requested. If you type "N" (for "no") the text in the holding buffer will not be erased, and HOLD command you requested will be canceled. If you type "Y" (for "yes"), the text already in the holding buffer will be erased and WORD/125 will execute the HOLD command you requested.

The COMMAND mode HOLD N LINES and UNHOLD TEXT command can also be used to duplicate previously typed text without retyping it. For example:

Suppose that you must add three more addresses to your address list, and all of them have as their last line, "San Francisco, California 94222". You notice that this is exactly the same as the last line of Mr. and Mrs. Binder's address.

Go to the end of text and begin by typing the next address, which is:

Ms. Text Editor<
P.O. Box 111<

Be sure to type a carriage return at the end of the second line. Now you are ready to duplicate the last line of Mr. and Mrs. Binder's address. Follow these steps:

1. Move the cursor to the beginning of the last line of Mr. and Mrs. Binder's address.

2. Be sure that WORD/125 is in the COMMAND mode.

3. Instruct WORD/125 to place that one line in the holding buffer by typing HOLD N LINES followed by the number 1 and a carriage return. That line of the address will disappear from the screen and be deposited in the holding buffer.

4. Without moving the cursor, type an UNHOLD TEXT command, followed by a carriage return. The material in the buffer will be copied back into the place from which it came.

   Remember that the material has not been erased from the buffer, however.

5. Type a COMMAND mode "e" command to move the cursor to the end of the text. The cursor is now located at the place where you want the material in the holding buffer to appear.

6. Type an UNHOLD TEXT command, followed by a carriage return. The text in the buffer will be copied in the proper place.

So far you have used the HOLD command by counting the number of lines on the screen that you wanted to place in the holding buffer. However, a HOLD TO MARK command will place in the holding buffer all text from the cursor to the location of the next mark. (See the section on "Marks" in this chapter for further information.) If there are no marks, all text from the cursor to the end of text will be placed in the holding buffer.

Search and Replace

WORD/125 has three operations by which the text is searched for the occurrence of a specific combination of characters. A specific combination of characters is called a string. The three search operations include:

1. Simple search. The text is searched for the string and the cursor stops on the first character of the string. The simple search is typically used to find a location in text.

2. Discretionary search and replace. The text is searched for multiple occurrences of the string and on each find, the user is given the choice of replacing that string with another string, of leaving that string unchanged and going on, or of terminating the search operation.

3. Automatic search and replace. Either a specified number of occurrences or all occurrences are automatically replaced with another string without user intervention.

Simple Search

A simple search is used whenever you would like to find a location in text which can be identified only by the words which are used there. This search is often used to locate a section of text for further work or a word with a typographical error. It is particularly useful with longer documents when it is a faster method of finding a location than scrolling and visually searching.

To use the simple search function, position the cursor at the beginning of the text to be searched. Then, in the COMMAND mode, enter a command in the following form:

s/John<cr>

WORD/125 will search for and find the first occurrence of the word "John" and it will leave the cursor on the J. Typically you would then go to the EDIT mode for further editing.

Discretionary Search and Replace

WORD/125 allows you to search for a specific string of letters and replace it with another string. There are two different search and replace modes, discretionary and automatic. It is suggested that you use discretionary to start, to help prevent surprises while you are learning to use this function.

Using discretionary search, you may search for the next occurrence of the string in the workspace, search for a fixed number of occurrences of the string in the workspace, search the entire workspace, or search a discfile.

To search for the next occurrence of a string in the workspace, position the cursor above the text you wish to search and then press the SEARCH & REPLACE function key followed by the SEARCH FOR NEXT function key. The message: SEARCH FOR: will then appear on the screen. Type in the string for which you want to search followed by a carriage return. The message: REPLACE WITH: will then appear. Type in the replacement string followed by a carriage return. A carriage return alone will result in no replacement. A "/" will delete the search string.

The search string must be entered exactly as it appears in text. The order of letters and capitalization must be exactly the same. In addition, any enhanced character must be enhanced in the search string.

WORD/125 searches through the text until it finds the next occurrence of the search string. The cursor is then positioned at the beginning of the string, and you may:

1. Type a "y" to make the replacement.
2. Type an "n" to skip over the string.

To search for a fixed number of occurrences of a string, type in an "s" followed by the number of the occurrences of the string you wish to find and a carriage return. You may specify a large number because the search and replace operation will automatically be ended on the final occurrence of the search string. You will then be prompted for the search string and the replacement string. Type in each string followed by a carriage return. For each occurrence of the search string you will be asked whether you wish to make the replacement. Type a "y" if you wish to make the replacement, and an "n" to skip over the string and proceed to the next occurrence of the search string. At any time you may terminate the search and replace operation by striking the Escape key.

Unless you terminate the search, WORD/125 does as you instruct, and resumes searching. it will display the next string on the screen and wait for you to type "y" or "n". This process continues until WORD/125 has repeated the operation the specified number of times or finds the last occurrence of the string.

To search the entire workspace, position the cursor at the top of the text, press the SEARCH & REPLACE function key followed by the SEARCH WRKSPACE function key. Again, you will be prompted for the search string and the replacement string. Follow each string with a carriage return. For each occurrence of the search string, you will be asked whether you wish to make the replacement. Type a "y" if you wish to make the replacement and an "n" to skip

over the string and find the next occurrence of the search string. At any time you may terminate the search and replace operation by striking the Escape key.

To search an entire discfile, press the SEARCH & REPLACE function key followed by the SEARCH DISCFILE function key. You will be prompted for the name of a read file, the name of a write file, the search string and the replacement string. The read file you specify will be read in from disc. For each occurrence of the search string you will be asked whether you wish to make the replacement. Type a "y" if you wish to make the replacement and an "n" to skip over the string and find the next occurrence of the search string. At any time you may terminate the search and replace operation by striking the Escape key. After the search and replace operation has been completed, the modified text will be written out to the write file.

Automatic Search and Replace

To use the automatic search and replace, position the cursor above the text you wish to search and enter the search command using the syntax in the following example:

```
s25/John/Sam/<cr>
```

The searched string (John), is placed inside the first set of slash marks. The replacement string (Sam) is placed before the final slash. The "25" indicates that the operation will only affect the first 25 occurrences of the search string.

The search and replace operation proceeds very quickly and does not allow you the opportunity to decide not to replace the string. After the operation is completed, the cursor stops in the space following the final replacement string or at the end of the file. If the specified number is larger than the number of occurrences of the search string, the operation will terminate when the end of the file is reached.

Special Search Syntax

Search and Remove:
The search and replace command can also be used to remove something from the text. For example, the command:

```
sl00/$//
```

would remove all "$" from the text and replace them with nothing since there is nothing between the second set of slashes.

Simple Insertions:
The command:

```
s//$/
```

places a $ in the text at the location of the cursor. The null search string matches anything. The search string will be located ahead of the already existing text.

Search Wildcards:
The question mark (?) has special significance in the search command. When you enter the search string, a question mark will be taken to be the equivalent of any character. You can use this "wildcard" feature to search for strings that are similar.

For example, if you type in: s/?at/, WORD/125 will find such strings as "at", "bat", "cat", "rat", and "mat". You may use as many question marks (?) as you wish in a search string.

A problem may occur if you are searching for a multiple word string. If the string wraps around on the screen, then what would normally be a space is in fact stored as another character. For example, in a search for "cat nap" all occurrences in which "cat" is on one line and "nap" on another will be missed because there is no space. However, a search for "cat?nap? will find all instances.

Search with Carriage Returns:
Searching for a string which includes a carriage return is normally impossible since the carriage return terminates the search command line. The keyboard has a character which prints like a carriage return (<). If this character is entered in the search string at the location of the carriage return, it will be found.

However, this feature has a price. The "<" symbol itself cannot be used as part of the search string. It can be used in text to mean "is less than" and it will print normally. But it will not be found when searched for. Other characters that cannot be searched for include the "/" and "?".

Global Searches

The command "sg" will search an entire file automatically, do all the replacements, and leave the cursor at the end of the file. The syntax of the "sg" command is identical to that specified above for the "s" command. Either the Discretionary or Automatic modes may be used.

The extent of the search by the "sg" command is limited to the file in workspace if no disc files are open. Disc files may be opened by using the GET FILE FOR EDIT command. When the GET FILE FOR EDIT command is used, you will be asked to provide a READ FILENAME> and a WRITE FILENAME>. Type in each filename followed by a carriage return. After the first section of the read file

has been read into the workspace, issue the "sg" command. The "sg command searches the entire read file and writes the replacements out to the write file.

Relining

Forming Text into Lines

You learned earlier that because of WORD/125's "wraparound" feature, it is not necessary to type a carriage return at the end of each line. Carriage returns are necessary only at the end of paragraphs, or to create blank lines in text (for example, to double-space between entries in a table).

WORD/125 stores each paragraph of text in its memory as a continuous "ribbon", unbroken by carriage returns except at the end of each paragraph. This feature makes it possible to reline text to different line lengths on your screen.

Line length is defined as the maximum number of characters that will fit on a line. For example, if WORD/125 is set for a 60-character line length, each line can contain no more than 60 characters. Some lines, those that do not reach all the way to the right edge of the screen, will contain fewer than 60 characters.

Although WORD/125 records text as a continuous ribbon, it displays it for you on the screen with the text arranged into lines. It chooses as its preset line length one character less than the maximum number of characters which can be accommodated on one line of your screen. The HP 125 is capable of displaying a maximum of 80 characters; therefore WORD/125 selects a preset line length of 80 minus 1, or 79 characters. (The columns on the screen are numbered starting with 1.)

Displaying Line Length

The COMMAND mode command "L" (for "line"), followed by a carriage return, causes the current line length to be displayed on the message line.

Issue this command now to discover which preset line length WORD/125 has selected for your system.

NOTE: It was stated in the chapter on the COMMAND mode that letters used for COMMAND mode commands can be upper or lower case. In this chapter we will show an upper case "L" when describing the reline command, since a lower case "l" can be confused with the number 1.

Changing Line Length

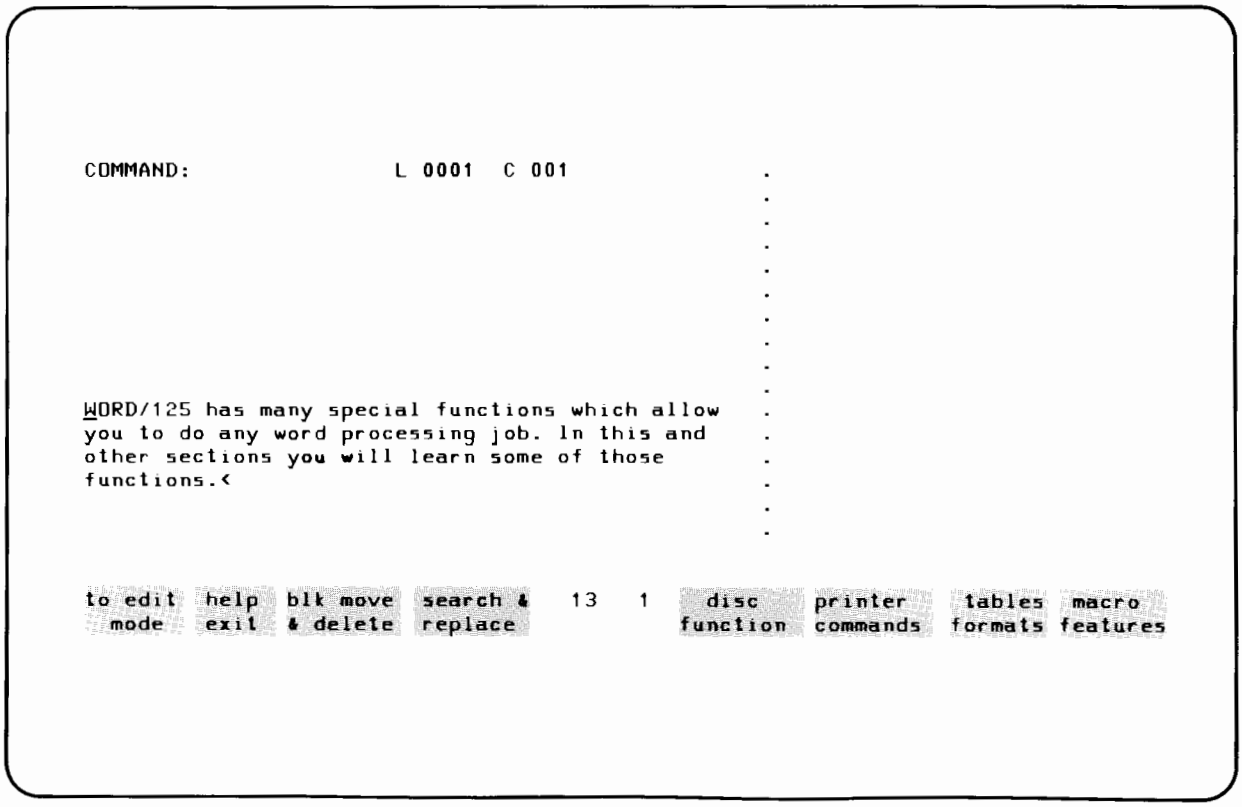
To change WORD/125's preset line length, type the COMMAND mode command "L", followed by the desired line length and a carriage return. WORD/125 allows line lengths from 16 to 159 characters long.

You can demonstrate WORD/125's reline feature after you have typed the sample text below.

RELINE SAMPLE TEXT

WORD/125 has many special functions which allow you to do any word processing job. In this and other sections you will learn some of those functions.

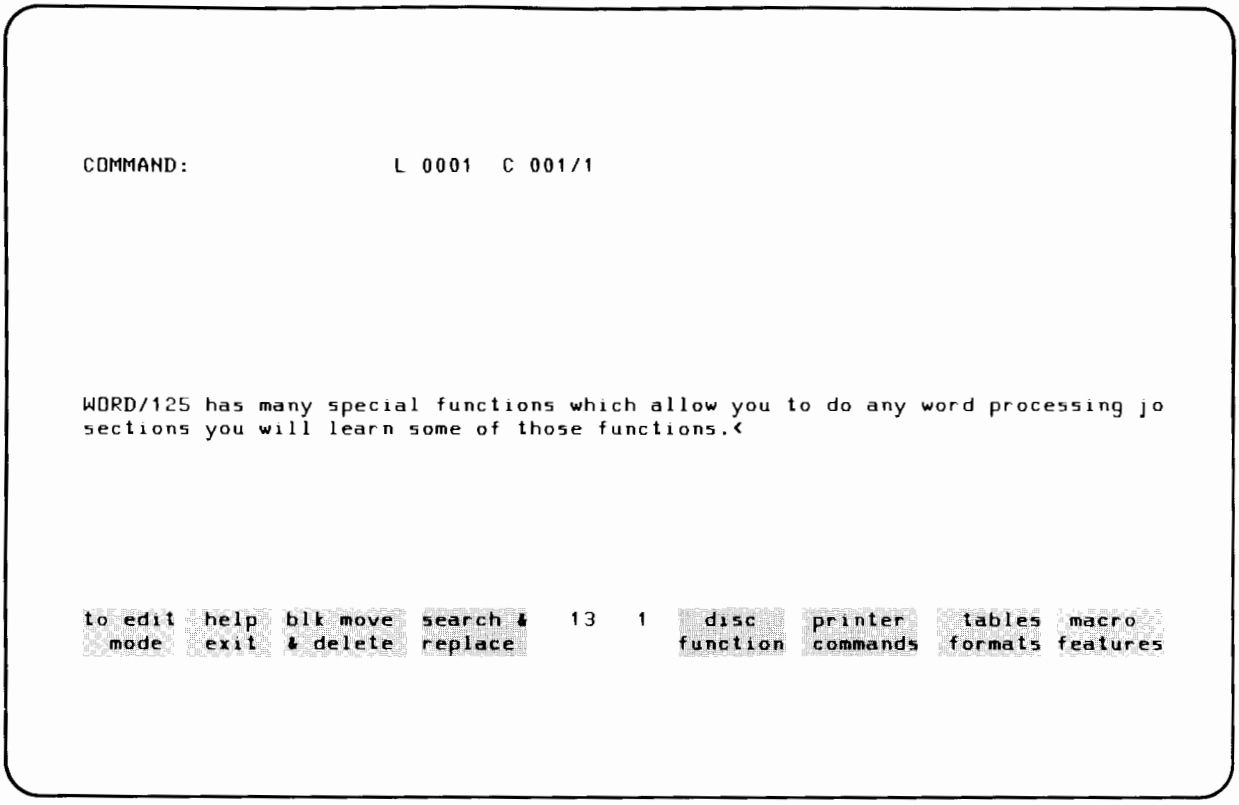
Change WORD/125 to the COMMAND mode. Reline your text to a line length of 50 characters per line, by typing "L50" and a carriage return. Your screen will look like this:



A dotted vertical line on the screen identifies the new right screen margin.

Line Lengths Greater than the Maximum Screen Line Length

Lines can be relined to a length where the maximum number of characters per line is greater than the number of characters which can be accommodated on one line of your screen. (The maximum screen line length allowed is 159 characters.) Demonstrate this by relining your text to 100 characters per line. The screen will now look like this:

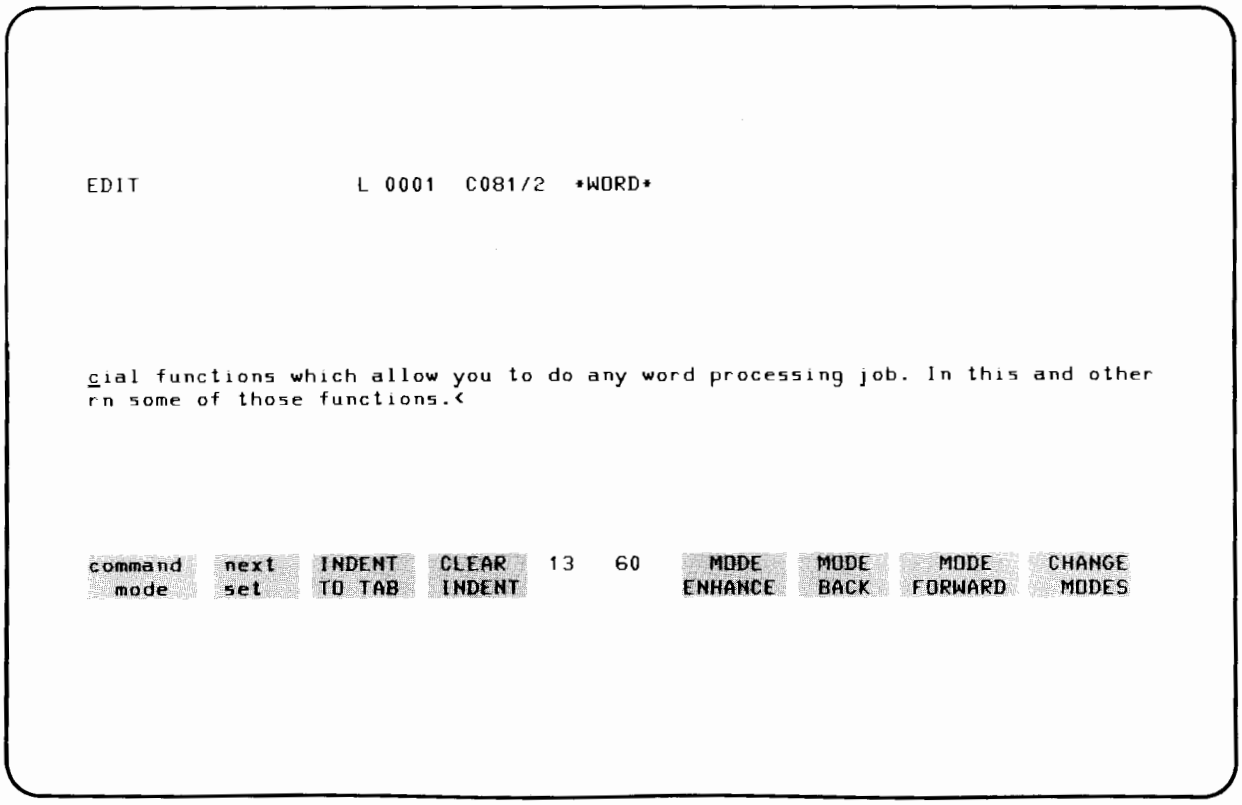


Your screen is displaying as much of the left side of your text as can be accommodated on the screen. The rest of the text is not visible. To display the part of the text that is not visible, follow these steps:

1. Change WORD/125 to the EDIT mode.

2. Use the CURSOR RIGHT key [>] to move the cursor to the right edge of the screen.

The screen will be rewritten to display as much of the right side of the text as possible, and you will see:



To return to the left portion of the text, use the CURSOR LEFT key [<] to move the cursor to the left side of the screen. The left portion of the text will then reappear on the screen.

Now that you have completed this exercise, delete all text from memory and return the line length to the preset line length of 79 characters.

Using the Reline Feature

You will probably not have occasion to use the reline feature often. It is generally most convenient to create text at the maximum screen width (79 characters per line). If you later wish to print the text with a different number of characters per line, it is not necessary to reline the text; you can print the text at any width by using the character-oriented print routine and specifying the desired text width in the print format table. (See Chapter 5 for more information on the character-oriented print routine.) However, it is sometimes useful to create text at the same line length at which it will be printed. You can do this by specifying the desired screen line length and printing with the line-oriented print routine.

Each time you turn your system on, WORD/125 will operate at its preset line length until you request a new one. After you request a new line length, WORD/125 will continue to operate at that new line length until you request a change.

If you turn the system off and then turn it on again, or access one of the other HP 125 programs, WORD/125 will return to its preset line length.

When you use the reline feature, it is important to remember that WORD/125 records each paragraph as one continuous line broken only by a carriage return at the end of each paragraph. WORD/125 appears to break the text into lines for display on your screen. The text is not stored in lines, however, but in a continuous ribbon. This means that text is never stored at any particular line length. For example:

Suppose that you create text after requesting a line length of 50 characters per line, and then you store the text on disc. As you are creating the text, WORD/125 displays it for you in 50-character lines on your screen; however, each paragraph of the text is recorded as one continuous line. If you later read the text back into memory from disc, it will not necessarily be displayed on the screen at the 50-character line length at which it was created. Instead it will be displayed at whatever line length WORD/125 is currently operating in. If you want it to be displayed with a 50-character line length, you must reline the text to that length.

Setting and Using Tab Stops

Your WORD/125 program comes with preset tab stops, which are set every 8 spaces. Instructions are given below for clearing the preset tab stops and setting others. The maximum number of tab stops available is 30.

Displaying the Tab Indicator Guide

Tab stops are shown on the tab indicator guide. To display this guide, type the COMMAND mode command "z", followed by a carriage return.

Any text on the screen will temporarily disappear and will be replaced by the tab indicator guide, which looks like this:

```
0
 X    X    X    X    X    X    X    X    X    X    X    X
      *         *         *         *         *         *
```

The tab indicator guide consists of two lines of symbols. The top line contains the tab symbol "X", and shows where tab stops are located. Each symbol stands for a tab stop. Spaces on this line correspond to spaces on a line of text; for example, a tab symbol on the fifth space of the tab indicator guide means that a tab stop is set at the fifth space in text.

The second line of the tab indicator guide contains the guide symbol "*". Guide symbols are placed every 10 spaces along the line, and help you count how many spaces along the line a tab symbol is.

The cursor will be located at the first space of the tab indicator guide.

Clearing all Tab Stops

To clear all currently set tab stops, strike the CLEAR LINE key. All tab symbols will disappear, indicating that all tab stops have been cleared.

Practice now by clearing all tab stops from the tab indicator guide.

Setting Tab Stops at Equal Intervals

WORD/125 can automatically set tab stops at equal intervals along the tab indicator guide. The intervals can be from 1 to 10 spaces long. To set tab stops at regular intervals, follow these steps:

1. Strike the TAB key.

2. Type a number from 0 to 9, designating the number of spaces you want between tab stops. For example, type "6" if you want tab stops set every six spaces. Type "0" if you want tab stops set every 10 spaces.

Demonstrate this feature by setting tab stops every 6 spaces.

Setting and Clearing Individual Tab Stops

To set individual tab stops, follow these steps:

1. Move the cursor, using the CURSOR LEFT [<] or CURSOR RIGHT [>] key, until you reach the place on the tab indicator guide where you want to set a tab stop.

   Use the guide symbols in the second line of the tab indicator guide to help you. Remember that these symbols are located every 10 spaces along the tab indicator guide (at character positions 1, 11, 21, 31, etc.). Practice using these symbols by setting a tab stop at the 23rd space of your line. Move the cursor to the right. When the cursor is directly over the first "*" symbol, it has moved 10 spaces to the right. When it is over the second "*" symbol, it has moved 20 spaces to the right. Move the cursor two more spaces to the right, and it will be located at the 23rd space.

2. To set the tab stop, strike the TAB key. A tab symbol will appear at that location to show that a tab stop has been set there.

Individual tab stops can be cleared in the same manner. Using the CURSOR LEFT [<] or CURSOR RIGHT [>] key, move the cursor until it is located directly below the tab stop you wish to clear. Then strike the TAB key. The tab symbol will disappear, indicating that the tab stop at that location has been cleared.

Practice clearing tab stops.

In summary, striking the TAB key will set a tab stop at the location of the cursor if none is there already, but will clear a tab stop if one is already located there.

Now clear all tab stops and set new ones at regular intervals of 5 spaces.

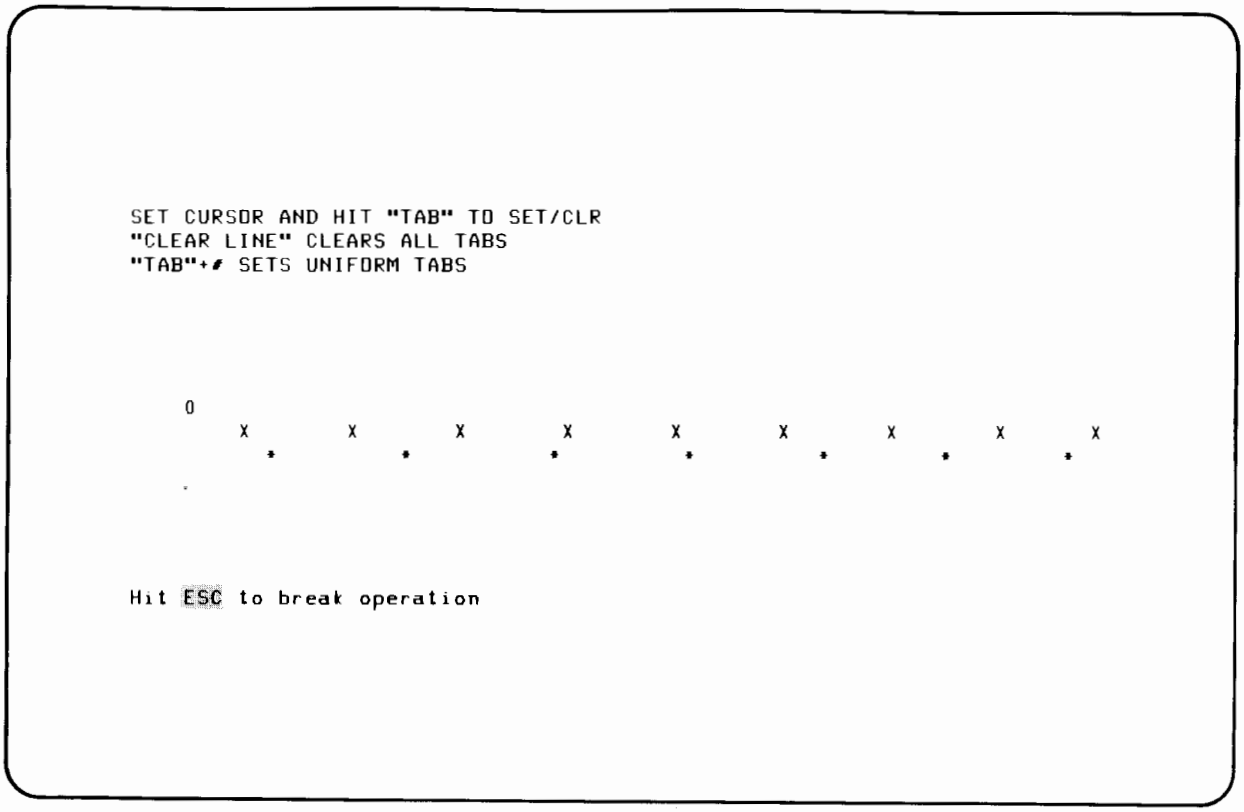
Removing the Tab Indicator Guide from the Screen

To remove the tab indicator guide from the screen, type a carriage return. Any text in memory will be returned to the screen. Do this now.

Using the Tab Indicator Guide for Lines Longer than the Maximum Screen Line Length

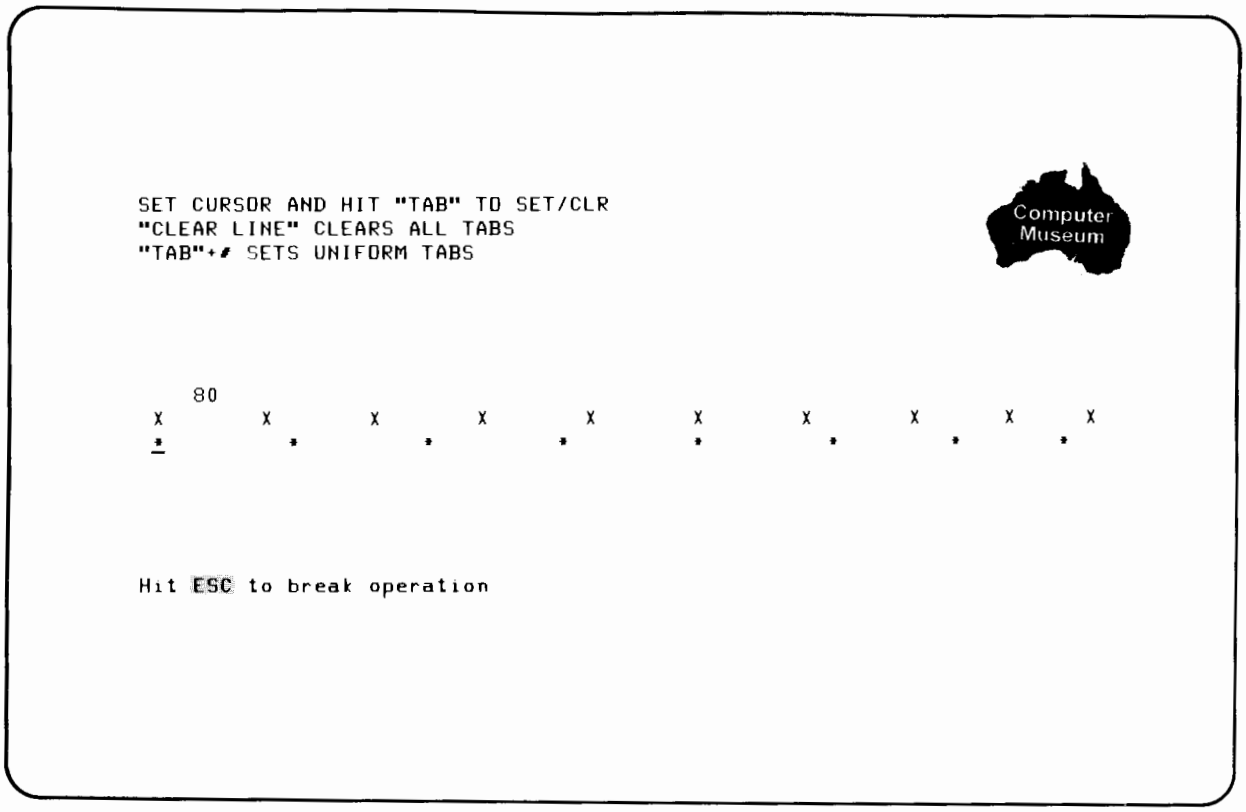
The tab indicator guide expands for text with lines longer than the maximum screen line length. To demonstrate this, follow these steps:

1. Issue the COMMAND mode "z" command to display the tab indicator guide. The screen will look like this:



The "0" beside the tab indicator guide tells you that the first space on the tab indicator guide corresponds to the first space of a line of text.

2. Using the CURSOR RIGHT [>] key, move the cursor to the right edge of the screen. As soon as you reach the right edge, the screen will change to display the portion of the tab indicator guide used for line lengths greater than your screen width. The screen will look like this:



   There will be an "80" above the left side of the tab indicator guide. The "80" tells you that the first space on this portion of the tab indicator guide is 80 spaces to the right of the left margin of text.

After you have set and cleared tab stops on this portion of the guide, you return to the other part of the guide by moving the cursor to the left edge of the screen.

Using the Tab Key in Creating Text

When WORD/125 is in the EDIT mode, the TAB key works as it does on a typewriter: striking the TAB key moves the cursor to the next tab stop to the right of the cursor.

If a tab operation carries the cursor over text, that text will not be altered. You can demonstrate this in the example below.

Return WORD/125 to the EDIT mode. Type a carriage return, and then type the following sample text:

TAB SAMPLE TEXT

Indenting text with the tab key is easy, once you know how. Practice by indenting the first sentence of this sample text.

Now indent the first word of the text to the first tab stop (which you previously set 5 spaces from the left margin).

Move the cursor to the first letter of the sample text, and then strike the TAB key. The cursor will move to the location of the next tab stop. However, as we said above, if a tab operation carries the cursor over existing text, that text will not be altered. Even though the cursor moved to the location of the next tab stop, the text was not indented.

To indent the text, follow these steps:

1. Return the cursor to the beginning of text.

2. Strike the INSERT LINE key. The text to the right of the cursor will be relocated at the bottom of the screen, making room for you to insert the paragraph indentation.

3. Strike the TAB key. The cursor will move to the next tab stop.

4. Strike the INSERT LINE key again, to close up the text.

   The paragraph indentation has been inserted in its proper place.

Hyphens

WORD/125 distinguishes between three different types of hyphens: the hard hyphen, the firm hyphen, and the soft hyphen.

Hard Hyphens

Hard hyphens are used for words that always require hyphenation. (For example, the word "brother-in-law" is always hyphenated.) Hard hyphens are entered by striking the regular hyphen key (-) as you would on a typewriter keyboard.

Hard hyphens are always printed no matter where they occur on a line. WORD/125 will break words on a hard hyphen at the end of a line, both on the screen display and in your printed text.

Firm Hyphens

WHEN TO USE FIRM HYPHENS:

Firm hyphens are used in words that are hyphenated only because they are broken at the end of a line.

Firm hyphens are used only in text printed with right justification, using the character-oriented print routine. (See Chapter 5 for a discussion of the character-oriented print routine.)

When WORD/125 performs viewing or printing operations, it automatically tests each line to see if it can be printed without violating the "maximum space" criterion currently set in the print format table. (If you are printing with right justified text, this would mean too much space between each word. If you are printing without right justification, this would mean too much empty space at the end of a line.) If WORD/125 encounters a line which it cannot print without violating that maximum space criterion, it will stop and ask you to solve the problem by placing a firm hyphen in text. This will be demonstrated after you type the sample text below.

FIRM HYPHEN SAMPLE TEXT

A hard hyphen is printed no matter where it occurs on a line. A firm hyphen, however, is printed only if the word containing the hyphen is broken at the end of a line. Long words such as "anthropomorphically" or "inconsiderableness" may require hyphenation if they appear at the end of a line of printed text.

HOW TO INSERT FIRM HYPHENS:

1. Display the print format table by using the FORMAT Y-TABLE key in COMMAND mode. Set the "Print Routine" entry to 1, to select the character-oriented print routine. Set the "Width" entry to 48, the "Char Size" entry to 10, and the "Proportional" entry to 0.

2. Move the cursor to the top of text, and then view the text with a SEND TO SCREEN command. Midway through the viewing operation, WORD/125 will stop and tell you that it has encountered a word which requires hyphenation. The message "HYPHENATE: INCONSIDERABLENESS" will appear on the message line to tell you that this word must be hyphenated. The firm hyphen symbol is displayed at the end of the word.

3. To insert the firm hyphen, move the "|" character (using the cursor movement keys) until it is located in the place where you want the word to be hyphenated. (In this case, move the firm hyphen until it is located as shown: Incon-siderableness.)

4. After you have placed the firm hyphen where you want it, type a carriage return. WORD/125 will insert a firm hyphen in the place you indicated, and go on to complete the viewing operation.

A firm hyphen inserted this way will remain permanently in text unless you later delete it.

After you have completed the viewing operation, print the text to verify that the word "inconsiderableness" has been hyphenated.

If for some reason you do not want to hyphenate the word indicated (for example, if it is a word like "through" which cannot be hyphenated), you can:

1. Type a carriage return without moving the cursor, and the program will print or view the text without a hyphen.

<u>or</u>

2. Strike the ESCAPE key to stop the printing or viewing operation and return WORD/125 to the COMMAND mode.

Soft Hyphens

WHEN TO USE SOFT HYPHENS:

Soft hyphens are used only in text printed with the line-oriented print routine. (See chapter 5 for a discussion of the line-oriented print routine.)

Like the firm hyphen, soft hyphens are used in words that require hyphenation only because they are broken at the end of a line. A soft hyphen is printed only if the word containing the soft hyphen is broken at the end of a line of printed text.

Soft hyphens are entered in text with the SOFT HYPHEN key.

Because of WORD/125's wraparound feature, it is not usually necessary to use soft hyphens. If a word at the end of a line on the screen does not completely fit on that line, the entire word is relocated to the beginning of the next line. This will be illustrated in the exercise below.

Before you begin this exercise, delete any text from the screen and reline the text line length to 40 characters per line with a COMMAND mode "L40" command.

SOFT HYPHEN SAMPLE TEXT

```
Using WORD/125 requires some          .
imagination. The instructions are simple,  .
but you can learn to use many functions    .
in creative ways.<                         .
```

Notice that because there was not quite enough room on the first line for the word "imagination", it was relocated to the beginning of the second line. This left a large, unattractive space at the end of the first line. You can eliminate part of this space by inserting a soft hyphen in the word "imagination".

HOW TO INSERT SOFT HYPHENS:

There are two different techniques for inserting soft hyphens. One technique is used after the word to be hyphenated has already been relocated to the next line, as is the case in the exercise above. To insert the soft hyphen, follow these steps:

1. Be sure that WORD/125 is in the EDIT mode.

2. Move the cursor until it is immediately to the right of the place where you want the hyphen. In this case, locate the cursor over the "t" in "imagination".

3. Strike the SOFT HYPHEN key. That part of the word to the left of the cursor will be hyphenated and relocated at the end of the line above, and you will see:

Using WORD/125 requires some imagina- .
tion. The instructions are simple, but .
you can learn to use many functions in .
creative ways.< .

If you use this technique to insert a soft hyphen, but nothing happens after you strike the SOFT HYPHEN key, the problem may be that there is insufficient room at the end of the line to accommodate the portion of the word that you are attempting to relocate there. When this happens you must find another location for the hyphen that will relocate a shorter portion of the word to the line above.

You may also insert soft hyphens while you are in the process of typing a long word at the end of a line. If you see that there is insufficient room at the end of a line to accommodate the word, you may stop typing it before it wraps around, backspace so that the cursor is immediately to the right of the place where you want to insert the soft hyphen, and strike the SOFT HYPHEN key. The letters under and following the cursor will be moved to the next line and a hyphen will appear where the word was divided.

Marks

A "mark" is a non-printing character used to mark a specific location in text. "Non-printing" means that the mark appears as a character on the screen, and takes up a character position in the text, but it is not printed with the rest of the text.

How to use Marks

Marks are used in connection with several COMMAND mode commands:

1. The "f" command, which moves the cursor forward through text
2. The "b" command, which moves the cursor backward through text
3. The HOLD TO MARK key which places text in the holding buffer
4. The DELETE TO MARK key which deletes text.

The list below shows how marks are used with these commands.

COMMAND	FUNCTION
f	Moves the cursor forward to the next mark. If there are no marks, moves the cursor forward to the end of text.
b	Moves the cursor backward to the previous mark. If there are no marks, moves the cursor backward to the beginning of text.
HOLD TO MARK	Places in the holding buffer all text from the cursor to the next mark. If there are no marks, places in the holding buffer all text from the cursor to the end of text.
DELETE TO MARK	Deletes text from the location of the cursor to the next mark. If there are no marks, deletes all text from the cursor to the end of text.

How to Insert Marks

Marks are placed in text by using the "^" key.

You will learn how to use the mark after you type the following sample text.

MARK SAMPLE TEXT

There are several COMMAND mode commands which enable you to move the cursor rapidly over large areas of text. You may find it useful to use the mark in connection with these commands. Remember that the mark will not be printed in the text.

Insert a mark at the end of the first sentence by following these steps:

1. Be sure that WORD/125 is in the EDIT mode.

2. Move the cursor to the space between "text." and "You".

3. Put a MARK character in the text by typing "^". A mark character (^) will appear at the location of the cursor.

Now, change WORD/125 to the COMMAND mode and move the cursor to the end of text with an "e" command.

Practice moving the cursor to the location of the mark by typing a COMMAND mode "b" command. The cursor will move backward in text directly to the location of the mark. If no mark had been present, the cursor would have moved to the beginning of text.

Using a "t" command, move the cursor to the beginning of text. Next issue an "f" command. The cursor will move forward directly to the location of the mark. If no mark had been present, the cursor would have moved to the end of text.

Again, move the cursor to the beginning of text. Press the HOLD TO MARK key. All text from the cursor to the mark (but not including the mark) will be placed in the holding buffer. If no mark had been present, all text from the cursor to the end of text would have been placed in the holding buffer. Return the text in the holding buffer to the screen by pressing the UNHOLD TEXT key.

Next, press the DELETE TO MARK key. All text from the cursor to the mark (including the mark) will be deleted and the text will look like this:

You may find it useful to use the mark in connection with these commands. Remember that the mark will not be printed in the text.

If no mark had been present, all text from the cursor to the end of text would have been deleted.

When to use Marks

Marks can be very useful. For example, suppose that you are typing a long text, and after finishing it you decide that you want to delete the entire third paragraph. You could do this by moving the cursor to the beginning of the paragraph, counting the number of lines to the end of the paragraph, and pressing the COMMAND mode DELETE N LINES key followed by the number of lines. It is much easier, however, to insert a mark at the end of the paragraph, and press the DELETE TO MARK key without specifying a number of lines. All text from the cursor to the mark will be deleted.

Similarly, you can locate a mark at the end of a long passage that you want to place in the holding buffer. Position the cursor at the beginning of the text to be held and press the HOLD TO MARK key. All text from the cursor to the mark will be placed in the holding buffer.

You may also use the mark to note a location in text to which you want to return. Suppose that you are typing a long text and you know that later you must return to a particular place in that text to insert new information. If you place a mark at that location, you can use an "f" or "b" command to go directly to that place from anywhere in text.

To indent the text, follow these steps:

1. Be sure that WORD/125 is in the EDIT mode.

2. Move the cursor to the beginning of the first line.

3. Strike the INDENT TO TAB key.

Text from the first line to the next carriage return will be indented, and your text will look like this:

```
                >Be sure that you know the difference between
                >indentations created with the TAB key and
                >indentations created with the INDENT TO TAB key.
                >Use the INDENT TO TAB key to create outlines and
                >other types of indented text.<
<
The INDENT TO TAB key is easy to use.<
```

The indent symbol ">" appears at the left margin of the indented text to show you that this text was indented with the INDENT TO TAB key rather than the TAB key.

Material that has been indented can be further indented. To demonstrate this, strike the INDENT TO TAB key again. The entire first paragraph will be further indented to the next tab stop, and will look like this:

```
                    >Be sure that you know the difference
                    >between indentations created with the
                    >TAB key and indentations created with
                    >the INDENT TO TAB key. Use the INDENT
                    >TO TAB key to create outlines and other
                    >types of indented text.<

<
The INDENT TO TAB key is easy to use.<
```

Striking the INDENT TO TAB key again will do this:

```
                        >Be sure that you know the
                        >difference between indentations
                        >created with the TAB key and
                        >indentations created with the
                        >INDENT TO TAB key. Use the
                        >INDENT TO TAB key to create
                        >outlines and other types of
                        >indented text.<
<
The INDENT TO TAB key is easy to use.<
```

Removing Indents

You can return the indented text to its original, unindented margin by moving the cursor to the beginning of the indented text and striking the CLEAR INDENT function key. Try this now.

You can also remove indents by moving the cursor to the beginning of the indented text and striking the INDENT TO TAB function key until the text returns to its original, unindented margin. When you use this method of removing indents, be sure not to strike the indent key too many times or too quickly, but wait for WORD/125 to reprint the screen each time before you strike the INDENT TO TAB key again.

Paragraphs with Multiple Indents

In the example above, the indent always operated from the beginning of a paragraph to the next carriage return. It is also possible, however, to insert indentations in the middle of a paragraph, as you will see when you follow the steps below.

1. Be sure that WORD/125 is in the EDIT mode.

2. Position the cursor at the beginning of the second line of the sample text.

3. Strike the INDENT TO TAB key. The second line, and all the rest of the paragraph, will be indented. The text will look like this:

   Be sure that you know the difference between indentations
   >created with the TAB key and indentations created
   >with the INDENT TO TAB key. Use the INDENT TO TAB
   >key to create outlines and other types of indented
   >text.<

   <
   The INDENT TO TAB key is easy to use.<

4. Move the cursor to the beginning of the text on the third line, and strike the INDENT TO TAB key again. The third line and the rest of the paragraph will be further indented and the text will look like this:

```
Be sure that you know the difference between indentations
        >created with the TAB key and indentations created
                >with the INDENT TO TAB key. Use the INDENT
                >TO TAB key to create outlines and other
                >types of indented text.<

<
The INDENT TO TAB key is easy to use.<
```

Creating Outlines

Outlines are created with the multiple indent technique described above. Type the outline shown below by following the steps listed after the outline. The outline is shown with carriage return indicators (<) and indent indicators (>) exactly as they should appear on your screen.

Before beginning, set tab stops at regular intervals of 5 spaces, and set text line length at 63 characters per line.

OUTLINE SAMPLE TEXT

```
I.   Operating Procedures for the WORD/125 Program<
<
    >A.   The WORD/125 program can be used to create
          >outlined text by setting tab stops every
          >five spaces and using an indent for each
          >subsection.<
<
          >1.  Note that in order to make the text in a
               >subsection line up at the proper margin, the
               >second line and beyond must be indented five
               >more spaces than the first line.<
<
          >2.
```

1. For the first line, type "I". and then strike the TAB key. Type the rest of the line, and then type two carriage returns.

2. The beginning of the second line must be indented 5 spaces. Before you begin typing this line, strike the INDENT TO TAB key once. Then type "A." and strike the TAB key. Type the rest of that line. As you type the word "outlined", the text will wrap around to the third line. It will be indented to the place specified by the indent on the second line, and the text will look like this:

```
I.    Operating Procedures for the WORD/125 Program<
<
      >A.   The WORD/125 program can be used to create
      >outlined
      >
```

   Without moving the cursor, strike the INDENT TO TAB key once. The text on that third line will be properly aligned. Finish typing that subsection, and type two carriage returns.

3. To begin the next subsection, strike the INDENT TO TAB key twice. Then proceed as you did for the preceding subsection.

Outline Summary:

1. You can create outlines with WORD/125 by setting tab stops at equal intervals of 5 spaces.

2. On the first line of a subsection, indent (using the INDENT TO TAB key) to the appropriate tab stop and type the appropriate letter or number. Then tab (using the TAB key) to the next tab stop and begin the text of that subsection.

3. Remaining lines of that subsection must be indented (using the INDENT TO TAB key) one more tab stop to the right to align them with the text on the first line of the subsection.

4. When you modify the first line of a subsection, it may disturb the remaining indents. To correct the text, move the cursor to the second line of the subsection and restore the indent by striking the INDENT TO TAB key.

Decimal Tab

WORD/125's Decimal Tab function allows you to automatically create columns of numbers with decimal points lined up, like this:

```
2345.67
54.035
552954.1
```

It also lets you automatically create columns of text with the last letter of words lined up, like this:

```
Alabama
Utah
California
Maine
```

The Decimal Tab function is used in the EDIT mode.

How to use the Decimal Tab

There are two different methods for using the Decimal Tab. The first method is used after you have first positioned the cursor in the place where you want the decimal point to be located. To use this method, follow the steps below:

1. Be sure that WORD/125 is in EDIT mode.

2. Use either the TAB key or the Space Bar to move the cursor to the desired place. (For the following example, move the cursor to the 20th column of your screen. Use the column number indicator to guide you.)

3. Strike the Decimal Tab key. This initializes the Decimal Tab function.

4. Type the number "25,956". Note that as you type, the numbers are displaced to the left. Now type a decimal point (period), followed by "28" and a carriage return. Note that the displacement of the numbers to the left stops after you type the period.

5. Repeat the procedure above, using the numbers 65.498, .0897, and 101.5. All of the decimal points will be aligned on the 20th column of your screen, and your text will look like this:

```
25,956.28
65.498
.0897
101.5
```

With the second method for using the decimal tab, you do not need to first position the cursor where you want the decimal tab function to begin. Demonstrate this by following the steps below:

1. Use the COMMAND mode "z" command to display the tab indicator guide, and set tab stops at equal intervals of five spaces. Then return WORD/125 to the EDIT mode.

2. Strike the DECIMAL TAB key to initiate the Decimal Tab function. Strike it again to move it to the next tab stop. Continue to strike the key until the cursor is located at the 21st column of your screen.

3. Type "426.13", followed by a carriage return.

4. Repeat steps 2 and 3 above, with the numbers 3.52, 9,082.92 and .47.

You can use the DECIMAL TAB key to create tables with multiple entries on a single line. For example, to create this text:

```
250,439.1          335,692.6
1,997.3            1,997.3
```

Follow the steps below:

1. Strike the DECIMAL TAB key until the cursor is located where you want the decimal point in the first column. Then type "250,439.1".

2. Strike the DECIMAL TAB key until the cursor is located where you want the decimal point in the second column, and type "335,692.6" followed by a carriage return.

3. Repeat the procedure for the numbers on the next line.

Terminating the Decimal Tab Function

In the examples above, after you struck the DECIMAL TAB key, the numbers you typed were displaced to the left until you typed a period. After you typed a period, the numbers you typed were displayed from left to right, as normally. Typing the period terminated the Decimal Tab function. The Decimal Tab function will also be terminated if you type:

1. A carriage return

2. Another DECIMAL TAB key

3. Any other function key or control key.

This is illustrated in the following example. In this example, entries in the first column line up on the last letter of each word. Entries in the second column line up on the first letter of each word. Entries in the third column line up on the last letter of each word. To type the example, follow the steps listed below it.

Apples	Ripe	$120 per ton
Apples	Wormy	$14 per ton
Peaches	Orange	$364 per ton
Peaches	Black	$1 per ton

1. Strike the DECIMAL TAB key until the cursor is located in column 16. Then type "Apples". The letters will be displaced to the left as you type. To discontinue the Decimal Tab function, strike the DECIMAL TAB key again.

2. Strike the TAB key until the cursor is located on column 31. Type the word "Ripe". Since you previously discontinued the Decimal Tab function, the letters will not be displaced to the left.

3. Strike the DECIMAL TAB key until the cursor is located in column 56. Then type "120 per ton", followed by a carriage return. The carriage return will discontinue the Decimal Tab function.

4. Repeat the steps listed above for the other lines of the table.

Autocommand

Sometimes there are tasks which are repetitive and require that the same operations be performed over and over again. An Autocommand is a sequence of commands entered on a single command line.

An Autocommand is entered from the COMMAND mode. The syntax is:

```
n Command1/Command2/.../ <CR>
```

The "n" represents the number of times that the sequence is to be performed. If the exact number is unknown then any large number will do. All commands which can be used in the COMMAND mode can also be used in the AUTOCOMMAND mode except for "a" and "y". Commands which require manual intervention in the COMMAND mode, such as "da", also require intervention in the AUTOCOMMAND mode.

Any number of commands can be entered on a command line, but the total length of the command line may not exceed one screen line. The Autocommand is performed immediately after the carriage return. When the operation has been completed, the cursor returns to the command line.

For example, suppose you were doing a financial report and you wanted more space between column 2 and column 3. Using Autocommands, you might enter the following commands on the command line:

```
25s/   /?/s/   /    /fl <cr>
```

The cursor must be on the first entry when the carriage return is struck to execute the Autocommand. Now, WORD/125 proceeds to search the report for three spaces. They are found the first time between column 1 and 2 but WORD/125 has been instructed not to change them by the question mark. Between columns 2 and 3, they are replaced by five spaces, as per instruction "/   /". WORD/125 then goes forward a line, as per instruction "fl" and repeats the entire sequence 25 times because of the instruction "25s".

Two types of manual control are available with Autocommands. Intervention can be used at any point in the command line by entering "/i/". When the intervention request is encountered, WORD/125 will stop prior to execution of the next command. You can continue by striking any key. If you decide not to continue, then strike the Escape key.

An example of an Autocommand with intervention is:

```
10 p/t/i <cr>
```

This Autocommand is useful if you want to print 10 identical copies of a document. As soon as the carriage return is struck, the printer will commence. When completed, the cursor returns to the top of text and stops. You can then change paper and strike the space bar to print the second copy. Without the "/i", you would have no time to change paper.

Help Files

Displayed instructional materials or HELP is available through the function keys. To access these functions, first enter the COMMAND mode and then press the HELP EXIT function key. The labels on the function keys will change so that they read:

MAIN MENU	EDIT GUIDE	COMMAND GUIDE	FORMAT GUIDE	DISC GUIDE	PRINT GUIDE	SAVE NEW WORD/125	EXIT WORD/125

EDIT GUIDE key
Displays information about the EDIT mode. Included in the displayed information are commands to move the cursor, insert hyphens, use tabs, and enhance text.

COMMAND GUIDE key
Displays information about the COMMAND mode. Included are commands for moving and altering text, doing basic printing operations, and accessing a disc.

FORMAT GUIDE key
Displays information about the Print Format Table and the various in-line and dot commands. Included is a description of the Print Format Table entries.

DISC GUIDE key
Displays information about the DISC commands. Included are the commands for reading from and writing to disc, as well as obtaining a directory of a disc and editing from disc file to disc file.

PRINT GUIDE key
Displays information about the PRINT commands. Included are the commands to print to the printer, print to the screen and use print format table and title table commands.

SAVE NEW WORD/125 key
Allows you to save the WORD/125 program in its currently configured format. This includes saving the current print format table, title table, and proportional spacing table. This new version of WORD/125 is then automatically accessed the next time that WORD/125 is entered.

EXIT WORD/125 key
Allows you to EXIT from the WORD/125 program.

Each of the HELP keys listed above references a file that is stored on your WORD/125 disc. The only convention for HELP files is that they end with the file extension "~~.hep~~". On your disc, there are several HELP files that are not accessed by pressing function keys. To find these files, get a directory of the disc, and look for the files with the extension ".hep".

Using the "HE" command, it is also possible to write and execute your own help files. First, create a text file with the WORD/125 EDIT mode and then store the text on disc with the file extension ".hep". You can then access the file by typing in the Command mode HE command. You will be prompted for a filename. Type in the filename followed by a carriage return.

APPENDIX A

LOAD AND GO MACROS

A macro is a series of commands which is performed sequentially and automatically.

On your WORD/125 disc, there are a number of macros which are ready for you to use. These macros are all loaded and automatically executed from disc. The macros can be accessed from COMMAND mode by pressing the MACRO FEATURES function key. The function key display then changes and looks like this:

MAIN MENU	CUE SORT	ALPHA SORT	MAIL MERGE	BOILER PLATE	FORMS HANDLER	2COLUMN PRINT	LINE NO. PRINT

To select a particular macro, all you need to do is press the appropriate function key.

Two other macros are also available for your use, although they are not accessible by function keys. These are the BATCH and ZIPSORT macros. These may be accessed by typing in the character sequence "AD" on the command line, pressing the RETURN key and then typing in either the filename BATCH or the filename ZIPSORT. WORD/125 automatically assumes that the filetype is: ".WPM" when the MACRO FEATURES key is pressed. Consequently, the file extension does not have to be specified.

When the macro is loaded, the screen clears and then "walk-through" instructions are displayed. In most cases, the only thing you have to do is name the file on which the macro is to perform its operation. In some cases, you must provide information or exercise options. While the macro is running, you may prematurely exit from the macro by pressing the ESC key.

In addition to the macros, there are also some demonstration files and a utility macro file called INSTALL.WPM on the disc. The demonstration files are intended as instructive materials which you can use to demonstrate the macro to yourself and to use as a model for your own invoices, mailing lists, etc. The file INSTALL.WPM is used in the macro configuration process. Each time one of the HP-supplied macros is accessed, you are given the opportunity to change the macro configuration (filename, sort limits, etc.) and store the newly configured macro as a file on disc. If you choose to store the newly configured macro on disc, choose a filename which differs from the HP-supplied macro filenames.

To access a configured macro which has been saved on disc, type in the "AD" command on the command line, press the RETURN key, and type in the newly configured macro filename. The macro will automatically execute, and no opportunity will be given to change the configuration.

The macros which have been included with your WORD/125 disc along with the demonstration files for each are listed below.

CUESORT	Selects from a customer list or other file on the basis of categories to provide a target list for use with the Zipsort, Alpha Sort and Mail Merge macros. Uses QF.DEM as a demonstration file.
ALPHA	Creates a list in which various targets are ordered either alphabetically or numerically. Also contains a secondary sort which may be used to sort first by last name and then by first name or to sort first by street and then by street number.
ZIPSORT	Sorts a customer list into ascending order of zip codes. Uses output file from Cuesort (CF.1) as a demonstration file.
MMERGE	Prints a personalized form letter to everyone on a customer list. Uses CF.1 (output from Cuesort) and LETTER as demonstration files.
BOILER	Provides "cut and paste" boilerplate operation. Uses BOILER.1 and BOILER.LET as demonstration files.
FORMS	Provides forms fill-in and forms generation capability. Uses file FORM.1 for demonstration.

LINENB — Numbers each line of a file to correspond with the lines displayed on the screen.

2CPRNT — Prints text in two columns.

BATCH — Automatically prints a list of files.

INSTALL — Controls the configuration operations in the other load and go macros, and must be present on the disc for proper operation of the load and go macros. Install should not be run independently of the other macros and should not be deleted from disc.

Standard Customer List:

Many of the macros operate on a customer list. To operate properly, that list must be rigidly formatted with the same information on each line for each customer. A sample list is shown below.

```
A1B1C2D1
Jim Banks
Captain Computer Systems
1234 El Camino Ave.
Anaheim
California
92816
Jim
(208) 234-4823

A2B1C1D1
John D. Powers
Daily Record
115 South Drive
Cedar Falls
Iowa
24287
John
(412) 555-0621

A1B1C3D1
Edward W. Montebauer Jr.
First National Bank
115 Tremont St.
Brooklyn
New York
51224
Monte
(218) 765-2345
```

A1B1C2D9
Michael Carlson
American Construction Co.

Davis
California
95638
Mike
(716) 663-2154

Cuesort assumes this format for the customer list; i.e. nine lines with an unused line at the end of each record. Cuesort also assumes that each of the classification variables (A through E) is upper case.

Zipsort also requires a rigidly formatted customer list. Each record must be seven lines, with an unused line at the end. (This is the format produced as output by the Cuesort macro when the sort field and the telephone number are both stripped.) Alpha Sort and Mail Merge are more flexible. Each allows the user to specify the length of the records in his customer list.

All of the load and go macros require that each field in the customer list be of greater than zero length. Thus, if there is no information on a line, a space must be used to fill the line.

It is critical to the operation of the load and go macros that your customer list have the proper format. One of the easiest mistakes to make is to forget to enter one of the lines in the customer record. Fortunately, an easy method exists to detect this sort of mistake. The following steps check a file with records of 10 lines each. If your file has records of some other size, substitute that number for the number 10.

1. Load the customer file into your workspace.
2. Put the cursor at the top of your text with the "t" command.
3. Issue the Command mode command: 9999f10/i
   This will advance the cursor through the file 10 lines at a time. The cursor will stop on the first line of each customer record and you will need to press the space bar to advance to the next record. If the cursor is placed on a line other than the first line of a record, then you have either too many lines or too few lines in a record.

Cuesort

The Cuesort macro can be thought of as a very large file cabinet with extensive cross filing. The information filed can be extracted relative to any category or combination of categories. For example, a lawyer may have a list of clients of which a smaller subset are concerned with wills. A new ruling may come out which affects those will clients who earn more than $40,000 a year. Cuesort can be used to identify those clients and produce a list of names with telephone numbers or a list which can be processed by Mail Merge to send a letter to these people.

The Cuesort macro is intended for use with a customer list. It typically starts with the entire customer base and pares it down according to some predefined criteria and produces a selected customer file. There are a number of options which will be described subsequently.

On your disc, there is a demo file called QF.DEM. You should run the demo to get a feel for how it performs. To do this go through the following steps:

Press the MACRO FEATURES function key followed by the CUESORT function key. You will be asked whether you want the phone number and classification lines stripped from each file. Answer: y. Then enter the following values.

A 1
B 1
C Ø
D Ø
E Ø

Specify the unsorted file QF.DEM
Specify the sorted file CF.1

When this macro is used, the disc starts reading and writing, names and addresses start flashing on the screen, and after a few seconds the following message appears:

Cuesorting is finished Results are in file CF.1

If you examine the file QF.DEM you will find it contains a list of customers. The first line of each customer record contains a series of letters and numbers which are the sort lines. The file CF.1 contains a subset of the records in QF.DEM. Only those records which had both an A1 and a B1 on the sort line are included. The rest of the information on the sort line (C, D, and E) is irrelevant to the sort because sort values of Ø were given. In addition, you will find that the sort line itself and the telephone number have been eliminated from each customer record. The file CF.1 can be further processed with the Mail Merge macro, with the Zip Sort macro, or with the Alpha Sort macro.

The letters in the sort line are classification variables and the numbers represent mutually exclusive categories within that classification variable. Thus A could represent sex and A1 represent men and A2 represent women. If you want to classify by annual income, then the variable B should be used since a particular customer could earn $40,000 and either be male or female.

The Cuesort macro can process up to 5 classification variables and each can have a large number of categories (7 digits or less). The sort line must be contained on one screen line.

The value of 0 cannot be used as a category, since a 0 in any classification means that this variable is not relevant to the data you desire. That is, if a zero is entered with the variable C, then C1, C2 are passed through the sort without being eliminated.

The applications of this macro are numerous, and perhaps not all obvious until after the macro has been used and the customer files set up. Sort categories can be added to each record at any time. You may wish to start with something simple and add to it as your needs become more obvious. One application that many individuals and businesses have is a birthday card list. One variable can be used which has 12 categories representing the 12 months of the year. You can then sort the records once a month and have a list of the cards to send out. If you want you could be more precise and have 366 categories or you could have two variables -- one which represents the month and the second which represents the day.

Alpha Sort

Alpha sort is a general purpose sorting macro which will arrange your customer file or any other list in ascending order either alphabetically or numerically.

In the context of the customer file, it will sort on any line. Thus, customer lists may be sorted by name, street address, city, state, or any of the other entries in the customer records. When sorting by name, the names can be either arranged last name first or last name last as in the case of the customer file. In the last name last mode, the alphabetizing is done on the last word prior to the carriage return unless that word is Jr., Sr., II, or III (in which case alphabetizing is done on the next to last word).

To load the Alpha Sort macro, press the MACRO FEATURES function key followed by the ALPHA SORT key. When you enter the Alpha Sort macro, the following menu of configuration parameters will appear:

How many lines for each record (customer)	8
Which line do you want to sort on	1
Which word do you want to sort on	1
Second sort on first word (Y or N)	N
Minimum target	ØØØØØ
Maximum target	ZZZZZ
Filename of customer list or other file	A:CF.1

You will be asked whether you want to change the configuration menu. If you answer "y" you will be given the opportunity to change any of the entries in the menu.

After you have made your changes, you will be asked whether you want to save the configured macro. If you answer "y", the configured macro will be saved on disc for future use.

Names in the customer list may be formatted in a variety of ways. A name might be formatted "Binz, John J." or it might be formatted "John J. Binz." If the names are formatted like: "Binz, John J." you will probably choose to sort on the first word of the line. Whereas, if the names are formatted like: "John J. Binz" you will probably choose to sort on the last word of the line.

Name appendages such as "Jr." are a potential source of problems. The name "John Bintz Sr." would be sorted into the "s's" unless WORD/125 knows that "Sr." doesn't count as a last name. The Alpha Sort macro tells WORD/125 that there are only four words which do not count as last names. These are "Jr.", "Sr.", "II", and "III". Consequently, you can use no other appendages; for example, you cannot use "Jr." without the period.

You may also choose to sort on the second word of a line. If you are sorting on names, then the names must be formatted "first name, last name" with no middle initials. The second word sort is really intended, however, for sorts on street names, where there are many possible appendages.

You may choose to second sort when primary targets are equal. If you do not choose to second sort and your customer file had two customers with the name of Binz, the final list would be ordered the same as the input list. If you choose to second sort, the customers with identical last names would be sorted on first name and Bill Binz would precede John Binz on the final list. The secondary sort only occurs if the primary targets are equal and applies only to the first word of a line.

The minimum and maximum sort values allow you to set limits on the sort and everything which does not fall within those limits is discarded. For example, you may wish to put together a list in which everything in Iowa is included but nothing else. The word "Iowa" can be sorted out by setting the minimum value to "Iow" and the maximum value to "Iowb" and setting the sort line to the line that has the state.

There may be occasions when you want to make multiple passes with the Alpha macro. In the example above, you end up with a list of customers who are from Iowa, but the list is in no particular order. You may wish to process that list further by ordering that list alphabetically, or by zip code, or in some other way.

One final point. You are probably familiar with an alphabet that starts with A and ends with Z. The Alpha macro uses what is called an ASCII alphabet and that alphabet starts with a space and ends with a tilde. The important thing is that both numbers and letters are a part of the alphabet. If the fields you are sorting are numbers, then the output is a list sorted in ascending order. If the fields you are sorting are letters they are ordered alphabetically. If they are both, then all numbers come prior to "a" in the alphabet. No distinction is made between small and capital letters in WORD/125, although there is a distinction in the ASCII alphabet.

One slight aberration occurs with the use of periods. In the ASCII alphabet the period is an alphabetic character which occurs prior to both numbers and letters. Consequently, if you were sorting on organization alphabetically, the organization A.B.A. would appear alphabetically prior to AAAS.

Zipsort

This macro will take a customer list and rearrange it so that the customers are in ascending order of zip code. (The Zipsort macro is a specialized version of the Alpha Sort macro which can also be used to perform this task.) The starting list is assumed to be seven lines for each entry plus one blank line at the end of each entry. Such a list can be produced for demonstration purposes by processing the file QF.DEM with the Cuesort macro.

To load the Zipsort macro, type in the sequence "AD" on the command line, press the RETURN key, and then type in the filename ZIPSORT. The following configuration menu will appear on the display:

```
Filename of customer mailing list          A:CF.1
Enter smallest target zipcode              00000
Enter largest target zipcode               99999
```

You will be asked whether you wish to change the configuration menu. If you answer "y" you will be given the opportunity to change any of the entries in the menu. For the zipcode, you can enter from Ø to 99999 and sort the whole country or you can sort within a selected range. Once you have specified the filename and sort range, you will be asked whether you wish to save the configured macro. If you answer "y" the macro will be saved for future use. When the macro save operation is completed, the zip sort will begin. The end result will be an ordered list which is left in the workspace. The records which are outside the sort range are deleted from the list.

Mail Merge

This macro merges a customer list into a form letter so that each letter is individualized, as it is printed, for a particular person. The letter can be fitted with a unique name, address, salutation, and perhaps references to individual information in the body of the letter.

To load the Mail Merge macro, press the MACRO FEATURES function key followed by the MAIL MERGE function key. The following configuration menu will appear on the display:

```
How many lines per customer record?              8
Ø for single sheet, 1 for continuous forms       Ø
What is the filename of your letter              LETTER
What is the filename of your customer file       A:CF.1
```

You will be asked whether you wish to change the configuration menu. If you answer "y" you will be given the opportunity to change any of the entries in the menu.

After you have made your changes, you will be asked whether you want to save the configured macro. If you answer "y" the configured macro will be saved on disc for future use.

When the letter is processed, line 1 from the customer file is inserted everywhere in the letter that the symbol @1 appears. Line 2 is inserted wherever @2 appears, etc. While there may be only nine items on the customer file, each item may be used any number of times within the letter.

When an entry is inserted in text, it is fitted into the letter with no extra space. For example, if the first names of each customer appears in the body of a letter, the name "Ed" would appear in text with one space before the "E" and one space after the "d" and so would the name "Edward". Since each item is fitted, there may be slight differences between letters relative to what words are on a particular line.

An example of a mail merge letter keyed to the customer file in the example might look like:

```
@1
@2
@3
@4, @5    @6

Dear @7:

The other day I was thinking of my friends in @4, and right away
I thought of you, @7. It has always been my contention that with
the hassles of everyday life, people in @5 need more insurance
than folks in other parts of the country, and that is doubly true
for the folks in @4. Consequently, I am going to call you in the
next few days to tell you about the astonishing new program my
company has.

                                        Sincerely,

 .E
 .S
```

You should put a ".E" at the bottom of the form letter to produce a page eject between letters. The letter must be terminated with a ".S" character.

```
Jim Banks
Captain Computer Systems
1234 El Camino Ave.
Anaheim, California 92816

Dear Jim:

The other day I was thinking of my friends in Anaheim, and
right away I thought of you, Jim. It has always been my conten-
tion that with the hassles of everyday life, people in California
need more insurance than folks in other parts of the country, and
that is doubly true for the folks in Anaheim. Consequently, I
am going to call you in the next few days to tell you about the
astonishing new program my company has.

                                        Sincerely,
```

There are two files on the WORD/125 disc (CF.1 (output from Cuesort) and LETTER) which can be used as models for your files. They can also be used as demonstration files.

A properly formatted customer file is very important for the operation of the Mail Merge macro. Each field must have a finite length; if there is no entry for a field, it must contain a space. The customer file can be of any length up to the capacity of the disc.

If you specified continuous forms in the configuration menu, each letter will be automatically printed until you run out of names. Should something go wrong, such as running out of paper or breaking a ribbon, you can pause during a print operation by tapping the space bar and resume where you left off by tapping the space bar a second time.

Boiler Plate

The boilerplate macro allows you to pull words, clauses, paragraphs, multiple paragraphs, etc. from a master boilerplate file and locate them at specified points in a current document. The document is composed in your workspace, and may be sent to the printer by using the Printer Commands.

A professor may use this feature to construct an examination from a master test file; a lawyer may use it to construct a contract from a file containing standard tested clauses; a computer programmer may use it to pull together subroutines from a library file; or a businessman might use it to construct letters from a series of finely-tuned paragraphs.

The master boiler file is created by numbering each item with a "#n" on the line which directly precedes the item. An item can be of any length from one character to an entire disc. Each item must be separated in the file by a blank line. A sample boilerplate file (called boiler.1) is contained on your disc and looks like this:

#1
It is always nice to see my constituents in Washington, and I took special pleasure meeting you and your family and discussing problems of state.

#2
While I deeply sympathize with your concerns, I don't feel I can give my unqualified support to passage of the legislation which we discussed.

#3
After giving much consideration to the legislation which we discussed, I've decided to support its passage in Congress.

#4

Sincerely,

Your Senator

Another file on your disc is called BOILER.LET which looks like this:

Dear Mr. Jones:

*1

*2

*4

Wherever a boilerplate item is wanted a "*n" is located. The n specifies the numbered item (#n) in the boilerplate file. After the document is completed, BOILER.WPM operates on the text and locates the items from the boiler file at the appropriate locations in the document. The star items can be located anyplace in text.

You may keep many different boilerplate master files for different purposes.

The Boiler Plate macro is quite simple to operate. To load the macro, press the MACRO FEATURES function key followed by the BOILER PLATE function key. When you enter the Boiler Plate macro, the following menu of configuration parameters will appear:

```
Filename of document                        A:BOILER.LET
Filename of boiler plate master file        A:BOILER.1
```

You will be asked whether you wish to change the configuration menu. If you answer "y" you will be given the opportunity to change either of the entries in the menu.

After you have made your changes, you will be asked whether you wish to save the configured macro. If you answer "y" the configured macro will be saved on disc for future use.

If you run the two demonstration files, the following letter is composed in your work space:

Dear Mr. Jones:

It is always nice to see my constituents in Washington, and I took special pleasure meeting with you and your family and discussing problems of state.

While I deeply sympathize with your concerns, I don't feel I can give my unqualified support to passage of the legislation which we discussed.

Sincerely,

Your Senator

Forms Handler

The forms handler macro allows you to enter data into a previously created form and then either print the fill-ins on preprinted forms or generate both the fill-ins and the forms themselves.

The WORD/125 disc includes both the macro and a sample form. To load, press the MACRO FEATURES function key followed by the FORMS HANDLER key. You will then be asked whether you want to make modifications to the macro configuration menu. If you answer "y", you will be given the opportunity to change the name of the form to be filled in. If you answer "n" it is assumed you want to use the demonstration file FORM.1. The specified form is then loaded and it appears on the screen. The fields to be filled in are indicated by underlines.

When you fill in each item of the form, a carriage return takes you to the next field to be processed. The next field may be on the same line or several lines down. The underlines indicate exactly the location and length of the field. Consequently, you should not attempt to enter more characters than the field allows. If there is no information to be entered in a field, a carriage return will take you to the next field.

While in a field you have full editing capability; you may move the cursor, delete, type over, etc. However, editing of previous fields must wait until the form is completed.

When you have entered data into the last field on the form, a carriage return will cause the filled in form to be printed on the display. You may then print the form on the printer by using the Printer Commands.

Creating Forms

Setting up your own "form template" to correspond to a preprinted form is largely a trial-and-error procedure; but isn't difficult if the model below is followed. Basically, you must set up a file which is formatted exactly like your preprinted form so that when you print the filled in form, the entries will fall into exactly the right places on the preprinted form.

On every form, the first line should be a dynamic format statement (.y) so that the print format table is automatically set for the particular form. Fields in the form are denoted by underlines, and a space is required as the last character in each field to delimit the field. In addition, the following formatting rules must be followed when designing a form:

1. Fields must be at least 2 character spaces and no more the 70 character spaces long.

2. Carriage return characters (<) cannot be used within fields.
3. Two adjacent fields must be separated by at least two spaces.
4. The form must be 79 columns wide or less.

The form template should resemble the following example:

```
 .y ////////// 5
Purchase Order      date _____________________

To:

                                                  Computer Museum
          _____________________________________ <
          _____________________________________ <
          _____________________________________ <

Quan     Part No.       Price          Extension

_____    _________      _________      ____________________ <
_____    _________      _________      ____________________ <
_____    _________      _________      ____________________ <

<mark>
TOTALS:                                ____________________ <
```

A mark here has a special significance. It is used if there are parts of the form which may not be filled out each time. In this example, every order would not consist of three entries. You may, for example, enter two entries and then type the word "done". The next carriage return takes the cursor to the first blank following the mark, in this case the totals entry. Otherwise, you would have to enter a return for each field to be skipped. There may be any number of marks in the file used in this way.

The special character entry should be a 5 in the .y command for forms fill-in, and 0 if both the form and the fill-ins are to be printed. If the above form were filled in and printed with a special character entry of 0, it would appear as follows:

```
Purchase Order    date 3/16/80

To:

 The Parts Company
 115 Main Street
 Lone Tree, Iowa 52240

Quan     Part No.       Price          Extension

  2       105/02          75             150.00
  1       114/01          80              80.00

TOTALS:                                  230.00
```

If the form were printed with a special character entry of 5, it would appear as follows:

```
                        3/16/80

 The Parts Company
 115 Main Street
 Lone Tree, Iowa 52240

  2       105/02          75                150.00
  1       114/01          80                 80.00

                                            230.00
```

This would be used if you were printing on a preprinted form.

Line No. Print

This macro numbers printed lines in the manner that legal papers are often done. The text is formatted on paper exactly as it is formatted on the screen except line numbers are added. If you need to correct a line, it can be found easily since the line number on the printed copy corresponds to the line number on the message line of the screen.

To load the Line No. Print macro, press the MACRO FEATURES function key followed by the LINE NO. PRINT key. When you first enter the Line No. Print macro, a description of the macro will appear on the display. After hitting a key, the following configuration menu will appear:

```
   Set starting line number                1
   Page end options: 0=nothing             3
                     1=bottom title
                     2=pagination
                     3=both
   CRs at page end 255=formfeed            0
   Continuous print? 0=formfeed            0
                     1=continuous
   Starting page number                    1
   Number of lines per page                55
   Number of termination characters        :
```

You will be asked whether you want to change the configuration menu. If you answer "y" you will be given the opportunity to change any of the entries in the menu.

After you have made your changes, you will be asked whether you want to save the configured macro. If you answer "y" the configured macro will be saved on disc for future use.

You will be prompted for a title (to appear at the bottom of each page). If you do not have a title, just press the carriage return key. You will also be prompted for the name of the file you wish to print.

After a filename has been supplied, the printing operation will begin. Lines are printed as they appear on the display, so your printer must be wide enough to print a whole screen line plus numbering. Each printed line will contain the 80 columns of text, 4 columns for the line number and 2 spaces. Consequently, you cannot use standard 8 1/2" by 11" paper and a 10 pitch wheel, since the printed line will be 8.6 inches long. You must either use a smaller print wheel or larger paper.

Two Column Print

Two Column Print is a macro that formats and prints the text in two columns. To use the program, you must have a precision printer (device type 0) with a wheel which will print 12 pitch or smaller.

The Two Column Print macro prints in a character mode to get the best printing possible and it prints straight across the page; i.e. the first line of column 1 followed by the first line of column 2,etc. The first line of column 2 is, of course, well down in the text displayed on the screen.

To load the Two Column Print macro, press the MACRO FEATURES function key followed by the 2 COLUMN PRINT function key. When you first enter the macro, a configuration table will be displayed. Before the printing process begins, you may modify the configuration table to fit your application. You may specify both the size and type of your type face, and the length and size of the columns as they will appear on the page. An option is also provided to allow you to have set different margins on the first page and on subsequent odd and even pages.

```
COLUMN WIDTH - (IN 10THS OF AN INCH)    33
SPACE BETWEEN COLUMNS - (IN 10THS)       3
LEFT INDENT FOR ODD PAGES               10
LEFT INDENT FOR EVEN PAGES              06
CHARACTER SPACING: - (10=12 PITCH)      10
                     (12=10 PITCH)
TYPE (0=FIXED, 1=PROPORTIONAL)           0
INTER-LINE SPACING (8=6 PER INCH)        7
NUMBER OF LINES/PAGE                    64
PAGE END OPTIONS  (0=NONE 2=PAGING)      0
                  (1=TITLE  3=BOTH)
CRs PAGE END (255=FORM FEED)             0
CONTINUOUS PRINT (0=STOP AT PAGE END)    0
TITLE/PAGE FORMAT FOR ODD PAGES         03
TITLE/PAGE FORMAT FOR EVEN PAGES        30
```

After you have filled in the values in the configuration table, the macro will be configured. You will then be asked whether you wish to save the configured macro. You will also be asked to specify a title, the starting page number and the name of the file to be printed. (The title, if specified, will appear at the top of every page.)

Setting the yt table has no effect in two column printing because titles are not printed unless 10 lines or more are being printed at a time and the macro prints one line at a time.

Continuous printing is set in terms of the number of CRs at page end. If you are printing a single sheet at a time, then the number of CRs should be set at zero. If you are printing continuously, then set the number of CRs required to go from the title line of one page to the first line of the next. Continuous printing assumes that a title is being printed. If there is no title to be printed, then set both the continuous print and title entries to 1 and enter no text for titles.

Prior to actually printing, this macro does some processing. It finds the end of the first column with the "v" procedure. If your text does not fill a page, it divides the number of lines on both columns evenly, if possible. If there is an odd number of lines, the extra line is printed in column 1. It will take WORD/125 10-15 seconds to decide how to assign words to lines and lines to columns so don't be alarmed if your printer doesn't dive in as it would on an ordinary print job.

Printing proportional spaced, right justified text on short lines is a much more difficult task than ordinary printing. Consequently, all files should be verified prior to printing in two columns. While the macro won't let you print unless the file is free of print errors (it does a verify first), getting back on track two or three pages into a document when a print error occurs, is much more difficult than doing the verify first.

There are a couple of formatting operations which cannot be used in 2 COLUMN PRINT: (1) a tilde may not be used since it will affect the format of both columns; (2) dynamic Y statements can only affect the column in which they are located. This means that if you have a section which is formatted differently than the rest of text, the entire section must be located in one column or the other.

Batch

This macro allows you to print consecutive files to the printer. Load the macro by typing in the character sequence "AD" on the command line, pressing the RETURN key, and then typing in the filename BATCH. The macro will then load and begin to prompt you for filenames. Enter in the names of the files you wish to print. When you have finished entering in the filenames, type in the word "done". Each file will be read in from disc and printed. If the value CONTINUOUS PRINT has been set to 1 in the Print Format Table, the files will be printed continuously.

APPENDIX B

SUMMARY OF COMMANDS

Edit Mode

Moving the Cursor

Key	Character Sequence	Function
BACK SPACE		Moves the cursor back (left) one character position.
<	CTRL-H	Moves the cursor back (left) one character position.
>	CTRL-L	Moves the cursor forward (right) one character position.
^	CTRL-K	Moves the cursor up one position into the preceding line of text.
v	CTRL-J	Moves the cursor down one position into the following line of text.
⌜		Moves the cursor to the first line of text.

Moving the Cursor -- Continued

Key	Character Sequence	Function
SHIFT + ⌐		Moves the cursor underneath the last line of text.
TAB	CTRL-I	Moves the cursor to the next tab stop. (Inserts spaces)
INDENT TO TAB	CTRL-Y	Moves the cursor to the next tab stop. (Inserts blanks)
CLEAR INDENT	ESC I	Clears the indentation made by the INDENT TO TAB key.
MODE FORWARD	CTRL-F	Moves the cursor forward one character, word, sentence or paragraph...depending on current cursor mode.
MODE BACKWARD	CTRL-B	Moves the cursor back one character, word, sentence or paragraph...depending on current cursor mode.

Screen Display Control

Key	Character Sequence	Function
CLEAR DSPLY		"Repaints" the screen, closing up any "holes" in the text caused by previous deletions.
CLEAR LINE	CTRL-C	"Repaints" the line, closing up any "holes" in the text caused by previous deletions.
NEXT PAGE	Esc N	Displays the next 24 lines of text.
PREV PAGE	Esc P	Displays the previous 24 lines of text.

Screen Display Control -- Continued

Key	Character Sequence	Function
TOP OF DISPLAY	Esc T	Moves the text so that the line containing the cursor is at the top of the display.
CENTER DISPLAY	Esc C	Moves the text so that the line containing the cursor is at the center of the display.
END OF DISPLAY	Esc E	Moves the cursor so that the line containing the cursor is at the end of the display.
ROLL UP	Esc U	Scrolls the text up 6 lines.
ROLL DOWN	Esc D	Scrolls the text down 6 lines.
DECIMAL TAB		Places a decimal tab at the current cursor location.

Changing Modes

Key	Character Sequence	Function
CHANGE MODES	CTRL-O	Switches cursor mode between character, word, sentence, and paragraph operations in a circular fashion. The cursor mode impacts the DEL, MODE FORWARD, MODE BACK and MODE ENHANCE keys.
COMMAND MODE	CTRL-Q	Switches to command mode. For printer operations, disc operations, etc.

Deleting Text

Key	Character Sequence	Function
DEL	CTRL-D	Deletes one character, word, sentence or paragraph...depending on the current cursor mode.
DEL CHAR		Deletes one character at the current cursor position.
DEL LINE		Deletes one character, word, sentence or paragraph...depending on the current cursor mode.

Inserting Text

Key	Character Sequence	Function
INS LINE	CTRL-E	Opens up several lines on the display for inserting text, starting at the current cursor position. After typing the inserted text, strike the key again to close up the unneeded space.

Enhancing Text

Key	Function
MODE ENHANCE	Enhances (specifies special printing of) the character, word, sentence, or paragraph at the current cursor position... depending on the current cursor mode.
TYPE ENHANCED	Causes all subsequently typed characters to be enhanced until the key is pressed again.

Paragraphs, Hyphens and Marks

Key	Character Sequence	Function
RETURN	CTRL-M	Marks the end of a paragraph. The location is marked with a non-printing "<" character on the screen.
SHIFT ^ 6		Puts a "mark", indicated by the non-printing "^" character on the screen. The mark is used by command mode search, delete, print and move operations.
SOFT HYPHEN	Esc H	Places a "soft hyphen" in the text at the current cursor location. The hyphen indicates where a word may be broken at the end of a line.
-		Places a "hard hyphen" in the text at the current cursor location. The hyphen is always printed.

Command Mode

Moving the Cursor

Key	Character Sequence	Function
	T	Moves the cursor to the top of text.
	E	Moves the cursor to the end of text.
	B	Moves the cursor backward to the location of the previous mark. If there are no marks, moves the cursor to the top of text.

Moving the Cursor -- Continued		
Key	Character Sequence	Function
	Bn	Moves the cursor back n lines.
	F	Moves the cursor forward to the location of the next mark. If there are no marks, moves the cursor to the end of text.
	Fn	Moves the cursor forward n lines.

Disc Operations			
Key		Character Sequence	Function
DISC FUNCTION	DIRECTRY FILES	Q	Displays the list of files on a disc by name and length.
DISC FUNCTION	READ FILE	R	Reads text from disc into memory and locates cursor at the end of text.
		Rn	Read n lines of text from disc.
		Rd	Closes a read file (used with the R and Rn commands.)
DISC FUNCTION	GET FILE FOR EDIT	G	Gets text from disc for editing after asking for read and write file names.
		Gn	Gets n lines of text from disc for editing.
DISC FUNCTION	SAVE FILE	Gd	Saves a file from memory to disc. Used when editing has been completed to write out the remainder of the file and close the file.
		W	Writes text in memory from cursor location to end of text to disc.

Disc Operations -- Continued

Key	Character Sequence	Function
	Wn	Writes n lines following cursor to disc.
	WD	Closes the write file (used with the w and wd commands).
DISC FUNCTION + DELETE FILE	QD	Asks for a filename and then deletes the specified file.

Printer Operations

Key	Character Sequence	Function
PRINTER COMMANDS + RESET PRINTER	PR	Resets control lines and readies the printer for a print operation.
PRINTER COMMANDS + SEND TO PRINTER + PRINT PAGE	P	Prints the entire text if shorter than one page. If text is longer than one page, prints just one page.
PRINTER COMMANDS + SEND TO PRINTER + PRINT WRKSPACE	PA	Prints the contents of the workspace.
PRINTER COMMANDS + SEND TO PRINTER + PRINT DISCFILE	PG	Asks for the name of a discfile and then prints the entire discfile.
PRINTER COMMANDS + SEND TO SCREEN + PRINT PAGE	V	Verifies text by printing to screen instead of paper. Verifies one page of text.
PRINTER COMMANDS + SEND TO SCREEN + PRINT WRKSPACE	VA	Verifies all of the text in the workspace by printing to screen.

Printer Operations -- Continued

Key	Character Sequence	Function Function
PRINTER COMMANDS + SEND TO SCREEN + PRINT DISCFILE	VG	Verifies a text discfile by printing to screen.
PRINTER COMMANDS + PAGE FWD NO OUTPT + PRINT PAGE	J	Verify a page of text for format without printing to screen.
PRINTER COMMANDS + PAGE FWD NO OUTPT + PRINT WRKSPACE	JA	Verify the workspace for format without printing to screen.
PRINTER COMMANDS + PAGE FWD NO OUTPT + PRINT DISCFILE	JG	Verify a discfile for format without printing to screen.
PRINTER COMMANDS + FORM FEED	FF	Send a form feed to the printer.

Tables and Formats

Key	Character Sequence	Function
TABLES FORMATS + FORMAT Y-TABLE	Y	Exits to mode in which you can set page length, right justification, proportional spacing, and other printing options.
TABLES FORMATS + TITLE YT-TABLE	YT	Exits to mode in which you can set various options for titling and pagination.
TABLES FORMATS + FETCH Y-TABLE	FY	Current y table values are located in text as a .y statement.

Tables and Formats -- Continued

Key	Character Sequence	Function
TABLES FORMATS + FETCH YT-TABLE	FT/FH	Current yt table values are located in text in a .YT statement and the current header is located in the text in a .H statement.
TABLES FORMATS + INSTALL PS-TABLE	PS	Enables the space allotted to each character during proportional printing to be altered.
	L	Allows the maximum screen line length to be displayed or changed. Line length may be set as large as 160 characters.

System Status

Key	Character Sequence	Function
TABLES FORMATS + SYSTEM STATUS	ST	Displays the amount of unused space left in memory and whether a Write or Read operation is currently in progress.
	M	Displays the amount of unused space left in memory.

Moving Text

Key	Character Sequence	Function
BLK MOVE & DELETE + HOLD N LINES	Hn (n)	Inserts n lines of text into holding buffer.
BLK MOVE & DELETE + HOLD TO MARK	H	Inserts text from cursor to first mark or end of file into a holding buffer.
BLK MOVE & DELETE + UNHOLD TEXT	U	Inserts text from holding buffer at the location of the cursor.
BLK MOVE & DELETE + CLEAR HOLD	H0	Clears the holding buffer.

Deleting Text

Key	Character Sequence	Function
BLK MOVE & DELETE + DELETE N LINES	Dn	Deletes n lines forward of cursor including line on which cursor is located.
BLK MOVE & DELETE + DELETE TO MARK	D	Deletes all text from the cursor position to the next mark or the end of text. If there are more than 1Ø24 letters, you will be asked "REALLY?". Enter "y" if you really wish to delete the text.
BLK MOVE & DELETE + CLEAR WRKSPACE	DA	All text is deleted from the workspace. You will be asked "REALLY?". Answer "y" if you really wish to delete all text.

Search and Replace Operations

Key	Character Sequence	Function
SEARCH & REPLACE + SEARCH FOR NEXT	S	Asks for search string and replace string. Replaces first occurrence of search string in workspace with replace string.
SEARCH & REPLACE + SEARCH WRKSPACE	SA	Asks for search string and replace string. Replaces all occurrences of search string in workspace with replace string.
SEARCH & REPLACE + SEARCH DISCFILE	SG	Asks for read filename, write filename, search string and replace string. Replaces all occurrences of search string in discfile with replace string.

Changing Modes

Key	Character Sequence	Function
TO EDIT MODE	CTRL-Q	Switches to Edit Mode for text entry and modification.

Special Functions

Key	Function
BACK SPACE	Deletes the last character typed on the command line.
ESC	Allows you to stop whatever function WORD/125 is performing and return to the main menu of COMMAND mode.

APPENDIX C

ERROR AND WARNING MESSAGES

Occasionally you may see an error or warning message displayed in the upper right corner of the screen. The message does not mean that you have broken the HP 125 system. In most cases WORD/125 is just telling you that you need to do something before you can continue typing. The most common messages and their causes are listed below:

DEVICE NOT READY	This message occurs when you have left the disc drive door open and are trying to read from or write to a disc. Close the disc drive door.
DISC ERROR	This message occurs when trying to read from or write to a disc. First, try to repeat the operation that caused the message. If the operation again causes the message, your disc should be replaced by the backup disc. If you were writing to your disc, first make sure that the data is still in your workspace.

DISC FULL	This message occurs when you are trying to save a file onto a disc, and the disc is already full. Insert a new formatted disc in place of the full disc.
DISC PROTECTED	This message occurs when you are trying to write to a disc that is protected. Take the disc out of the disc drive and remove the write protect sticker (for a 5 1/4" disc) or install a write enable sticker (for an 8" disc).
END OF FILE	This message occurs when you are reading in a file from disc. The message indicates that the entire file has been read in. No action is necessary.
HIT A KEY TO CONTINUE	This message occurs most often when doing several pages of printing. If continuous printing is not turned on, WORD/125 will stop between each page (to allow you to advance the printer paper) and print this message. Just press any of the alphanumeric keys or the space bar to continue. Do not press the F1-F8 keys.
HOLD EMPTY	This message occurs when you have pressed the UNHOLD TEXT key and the holding buffer is empty. Make sure that the holding buffer contains text before pressing the UNHOLD TEXT key.
HOLD FULL-CLEAR?(Y/N)	This message occurs when you are moving paragraphs. (See Chapter 6, "Using the Holding Buffer"). The message indicates that the holding buffer is already full of data. WORD/125 is asking you whether you want to clear out the holding buffer so a new paragraph can be stored in it. Answer Y or N.

HYPHENATE	This message occurs when you are printing and a word needs to be hyphenated. If you do not want to hyphenate the word, press the RETURN key. If you want to hyphenate the word, move the | character with the cursor left and cursor right keys to the position where you want the cursor and then press the RETURN key.
INSERT	This message occurs when you try to move the cursor with the up or down arrow keys while in Insert mode. The cursor cannot be moved up or down while in Insert mode.
INVALID ENTRY	This message occurs when you are typing characters on the Command line. Make sure that the characters you type in are valid Command characters.
LINE SIZE WRONG	This message occurs when you are trying to print with the character oriented print routine and a line is too long for the WIDTH-10THs entry in the Print Format Table. Shorten the line or else change the WIDTH-10THs entry in the Print Format Table.
MEMORY FULL	This message occurs when you are typing in text in Edit mode, and the workspace is full. Save the contents of your workspace on disc with the SAVE FILE key, and then use the GET FILE FOR EDIT key to retrieve the file from disc and add to the file.
NO SUCH FILE	This message occurs most often when you are trying to retrieve a file from a disc. Make sure that the file is on the disc (by getting a directory) and make sure that the filename is spelled correctly.

OFF-END	This message occurs when you are trying to type in or insert characters. The message indicates that there are no character positions allocated where you are trying to type. With the arrow keys, move the cursor back to the last visible character or the first column on the line, and use the space bar to move the cursor where you want to type.
OUT OF ROOM	This message occurs when you are using the load and go macros or help files. It indicates that there is not enough room to execute the command. Delete some of the contents of your workspace.
WORD/125 NOT ON A	This message occurs when you have pressed the SAVE NEW WORD/125 key and there is not an old copy of WORD/125 on the A disc. Check to see if you have your system disc in disc drive A.

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