

# WORD/80

Demo Guide  
Demo Guide



HEWLETT  
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## **WORD/80**

This demonstration guide is designed to give you “hands-on” use of Hewlett-Packard’s WORD/80, so you can make a sound assessment of its performance.

In only about 30 minutes, you will know how to use the primary features of WORD/80.

This demonstration is intended to be self-guiding.



Please work through pages 1-20, then turn book around to continue on flip side of page 20.

## **WORD/80**

Before beginning the demonstration, make sure that you have the following equipment set-up:

- HP-86 or HP-87 computer
- At least 128K total RAM
- Single disc drive
- Printer

Have your dealer or HP sales rep show you how to:

- Power-on your disc drive, computer, monitor, and printer
- Insert the “WORD/80” program disc into your disc drive and close the door

## WORD/80

Before loading WORD/80, let's erase any unneeded files from your program disc:

- Press and latch the **(CAPS LOCK)** key to type lower case letters with unshifted keys
- Type **cat** and press **(END LINE)** to see a list of files on your disc
- If you see a file named "Memo", erase it by typing **purge "Memo", 0 (END LINE)**

**Note:** —Only the "M" in Memo should be uppercase  
—The character following the comma is a zero

- Type **cat (END LINE)** again to confirm that "Memo" has been erased. If it has not, repeat the above step.

## WORD/80

Now, you are ready to load WORD/80.

- Type **load "Editor"** (END LINE)

**Note:** Only the "E" in "Editor" is uppercase

- Press (RUN)

Now proceed to the next page while WORD/80 loads.

## WORD/80

WORD/80 consists of two parts:

- An **editor** to create, edit, print, and store documents
- A **formatter** to format and print files created with the editor. Editor is used to embed formatter commands within a document. These commands are subsequently implemented when the formatter is run.



## WORD/80

WORD/80 makes full use of the HP-86 or HP-87's special function keys.

The WORD/80 editor uses two sets of special function keys:

1 SEARCH	1 MARK
2 REPLACE	2 SELECT
3 AGAIN	3 SPREAD
4 CATALOG	4 CUT
5 PUT	5 COPY
6 GET	6 PASTE
7 CLOSE	7 REFORMAT

These keys make using WORD/80 a snap!



## WORD/80

Imagine yourself in the following situation...



The boss has just requested that you draft a memo informing members of the Executive Council of the agenda for their upcoming meeting.

The boss stated that he wanted to review the memo before you sent it out.

Remembering how the boss marked up your last memo and how much work it was to rewrite it and retype it over and over again, you decide to use WORD/80 this time.

## **WORD/80**

Let's create your memo.

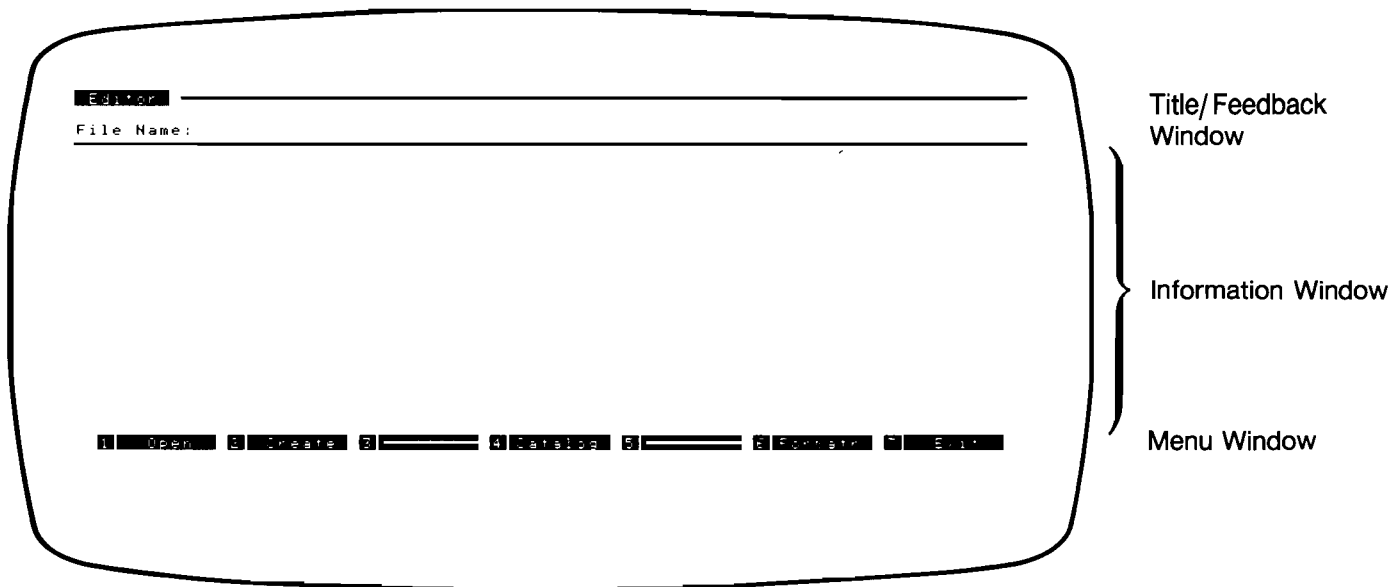
We previously loaded WORD/80 and it should be ready to go.

There are 3 "windows" or areas of the screen.

You will enter your memo via the information window.

## WORD/80

Your screen should look like the following:



## WORD/80

Note the location of the flashing cursor on your screen in the title/feedback window.

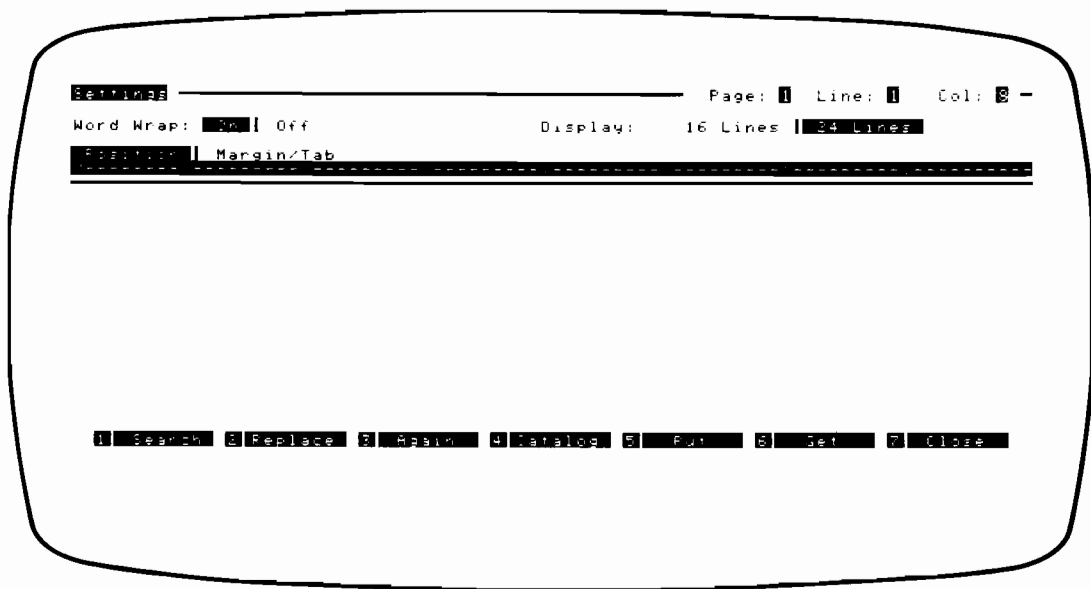
- Type in the file name for your memo: **Memo**
- Press the second special function key **2 CREATE** to create a new document file.

**Note:** Had you been opening an existing document file, you would have pressed **1 OPEN**

Notice the special function key labels in the menu window.

- Press **(KEY LABEL)** to view the second set of key labels
- Use **(KEY LABEL)** to move back and forth between the two sets of keys
- Press **(SHIFT) (KEY LABEL)** to see the settings property sheet

# WORD/80



## WORD/80

Many of the WORD/80 special function keys have property sheets. These are used to help define the action that will result from pressing the special function keys.

You can use the settings property sheet to:

- Set your display to 16 or 24 lines
- Turn on or off “**wordwrap**”
- Set margins and tab stops
- Move quickly to a different position in your file




Let's use this property sheet to set your margins and tab stops for your memo.

## WORD/80

Notice that **position** is currently highlighted.

Your position in the file is noted by a “V” at the left edge of the **position bar** at the bottom of the settings property sheet.

To set margins and tabs, you must first highlight **margin/tab**:

- Press  to move the cursor from the position bar to the **position | margin/tab** field
- Press  to highlight **margin/tab**
- Press  to display the margin/tab bar and the margin/tab menu

**Note:** To move **among fields** on a property sheet, you use the   keys.

To select a specific setting **within fields**, you use the   keys.

Later in this demo, you will have other chances to practice using property sheets.

## WORD/80

Notice that a tab stop is indicated by a “T” on the margin/tab bar.

- Press **4 CLR TABS** to clear existing tab stops

Now set your margins and tabs.

- Move the cursor to column 5 using the **↔** key  
Note the column indicator in the upper right corner of your screen.
- Press **1 ← MARGIN** to set your left margin
- Move to column 10 and press **3 TAB STDP** to set your first tab stop
- Move to column 22 and press **3 TAB STOP** to set your second tab stop
- Finally, move to column 75 and press **2 MARGIN→**



## WORD/80

Your margins and tabs are now set.

- Press (SHIFT) (KEY LABEL) to exit the settings property sheet
- Press (END LINE) to move the cursor to your new left margin

You are now ready to type in your memo.

When you enter text, remember the following:

1. When you come to your right margin you will hear a **beep**. There is no need to press (END LINE) unless you are at the end of a paragraph. Let **wordwrap** do the work for you.
2. (CONT) is your tab key.

## WORD/80

3. Use any of the following keys to make corrections as you type:

**BACK  
SPACE**

To backspace one position and erase

**→ ← ↑ ↓**

To move the cursor one position in the direction of the arrow

**SHIFT (I/R)**

To turn on the INSERT cursor so that you can type insertions between characters

**SHIFT -CHAR**

To delete the character at the cursor position

**-LINE**

To clear the current line from the cursor to the end of the line

Now type in your text. Your screen should look like the following when you're done:

## WORD/80

File: NAME

Editor

Page: 1 Line: 12 Col: 6

TO: Executive Council Members

FROM: your name

SUBJECT: Executive Council Meeting Agenda

The Executive Council will meet Wednesday morning at 9:00. We have a number of important items to discuss, so it's imperative that you attend. We will be deciding next year's advertising and promotion budget, and will be reviewing several new product proposals.

Here is the tentative agenda:






9:00-9:30 Review of new marketing strategy  
9:30-11:00 Advertising and promotion budget review  
11:00-12:00 New product review

␣ ␣

**Note:** Use your tab stops for your agenda layout

## WORD/80

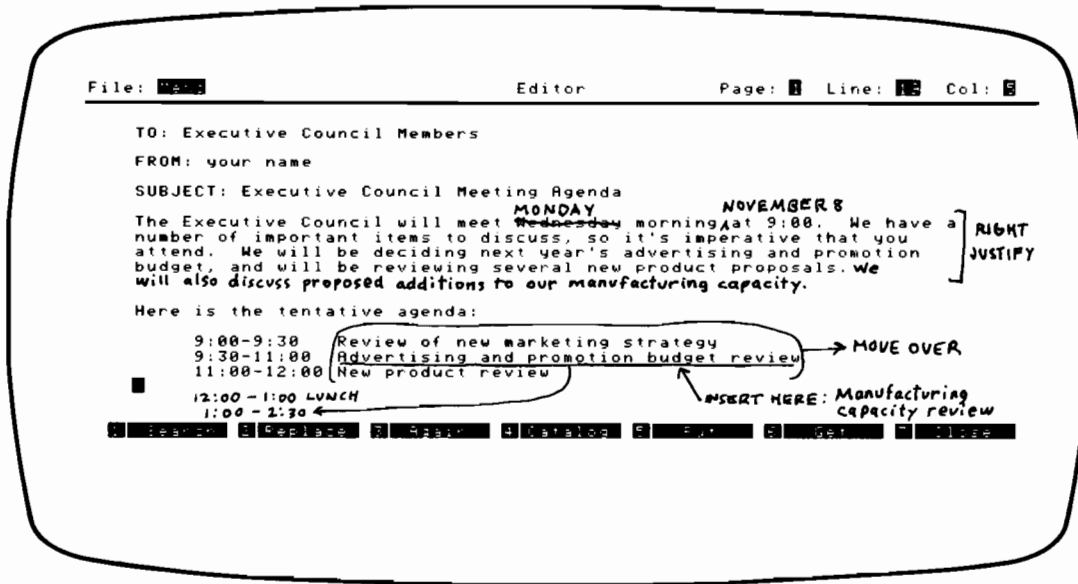
The memo looks good so you decide to print out a copy for the boss to review.

- Press  if necessary to reveal the  key
- Press   to see the **put property sheet**
- Type in the address of your printer (usually 701)
- Press 

Your memo should be printed within seconds!

## WORD/80

The boss reviews your memo, and as you expected, he makes lots of changes:



## WORD/80

Thanks to WORD/80, you don't have to start over from scratch.

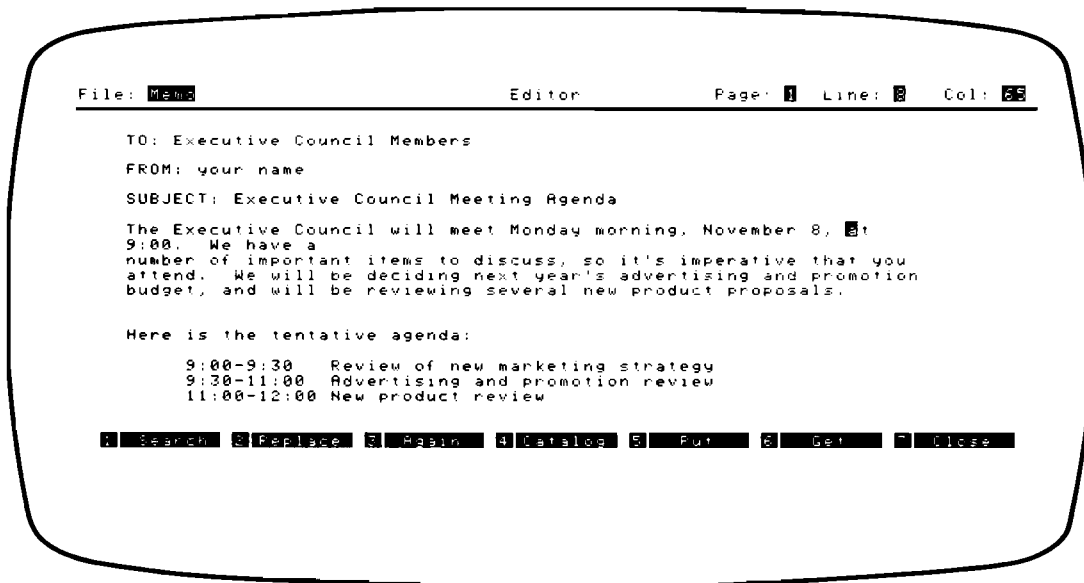
Let's use WORD/80's editing features to make the changes.

Beginning with the first paragraph:

- Type in **Monday** in place of **Wednesday**
- Delete the extra characters in **Wednesday** with the (SHIFT) (-CHAR) key
- Insert **,November 8,** after the word **morning** by first pressing (SHIFT) (I/R)
- After completing the insertion, press (SHIFT) (I/R) again to turn off the insert cursor

## WORD/80

Your text should now look like the following:





Turn book around to continue.



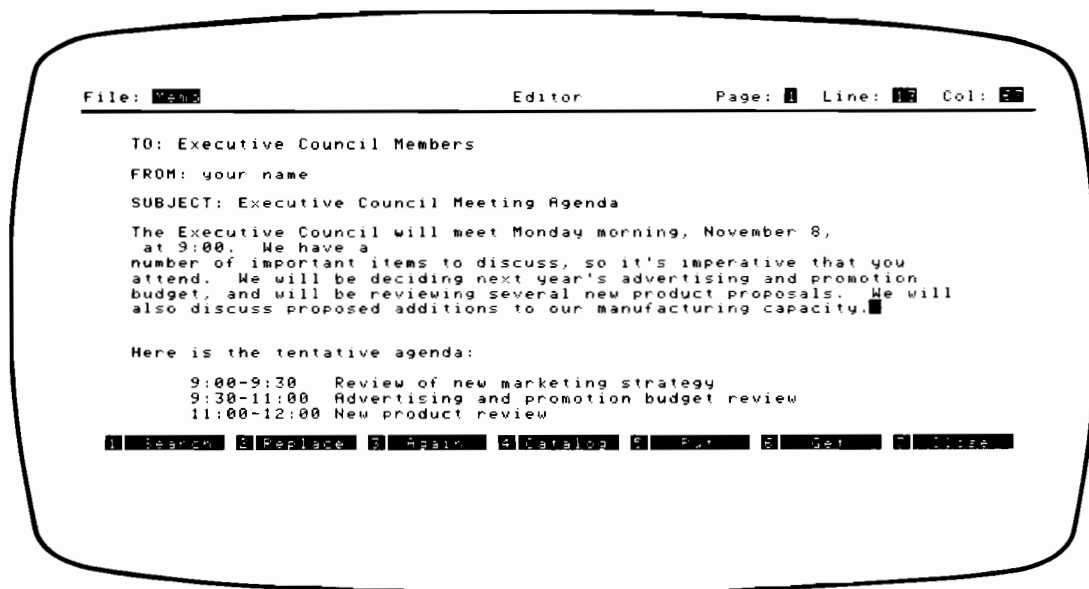
## WORD/80

- Next, type in the following sentence at the end of the first paragraph:

**We will also discuss proposed additions to our manufacturing capacity.**

## WORD/80

Your text now looks like the following:



## WORD/80

Recall that the boss requested that you right-justify the first paragraph.

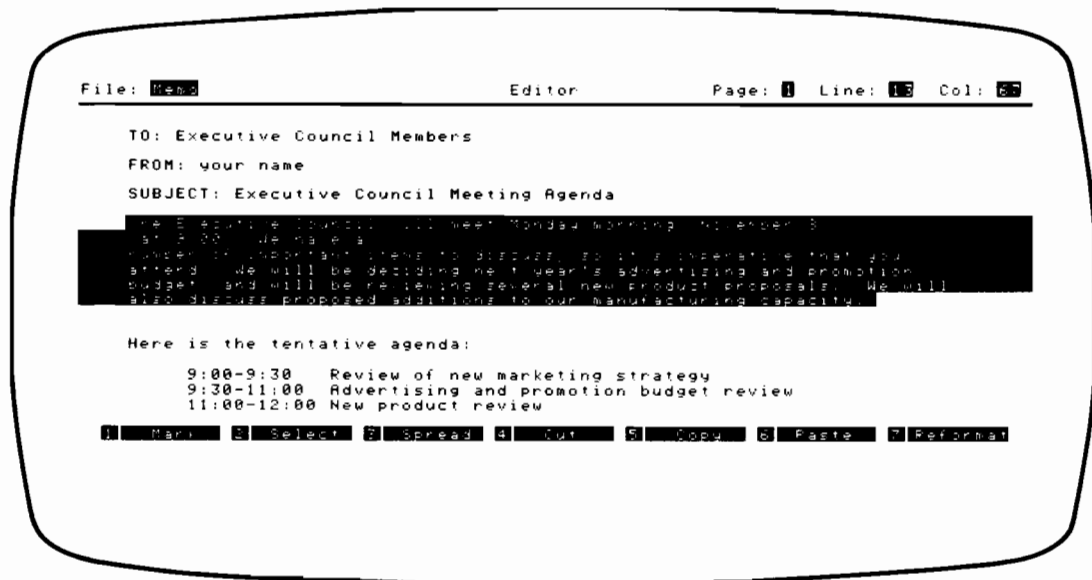
We can do that easily using the **7 REFORMAT** key

First, let's select the text to be reformatted using the **1 MARK** and **2 SELECT** keys.

- With the cursor at the end of the first paragraph, press **1 MARK**
- Next, move the cursor to the start of the paragraph (try using **ENDLINE** and **↑**) and press **2 SELECT**

## WORD/80

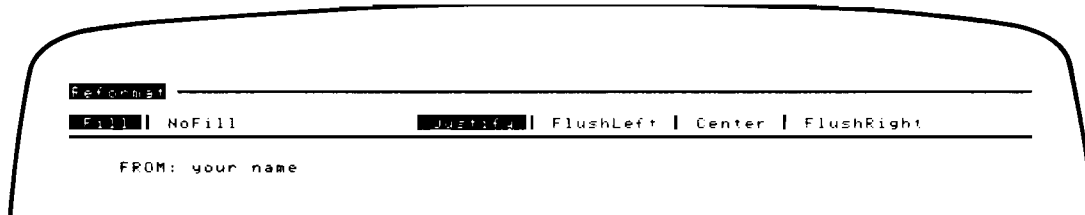
The selected text should now appear highlighted as shown below:



## WORD/80

Now go to the **reformat property sheet** and set it to **fill** and **justify**, as shown below.

- Press **(KEY LABEL)** if necessary to view the **7 REFORMAT** key
- Press **(SHIFT) 7 REFORMAT** to see the **reformat property sheet**
- Use the cursor control keys to set it to **fill** and **justify**
- **Note:** Press **(↑) (↓)** to move between fields  
Press **(←) (→)** to move within fields



## WORD/80

- Now press **7 REFORMAT** and after a short pause your text will look like the following:

```
File: Memo Editor Page: 1 Line: 8 Col: 6
-----
TO: Executive Council Members
FROM: your name
SUBJECT: Executive Council Meeting Agenda

The Executive Council will meet Monday morning, November 8, at 9:00.
We have a number of important items to discuss, so it's imperative that
you attend. We will be deciding next year's advertising and promotion
budget, and will be reviewing several new product proposals. We will
also discuss proposed additions to our manufacturing capacity.

Here is the tentative agenda:

9:00-9:30 Review of new marketing strategy
9:30-11:00 Manufacturing Capacity review
11:00-12:00 New product review

1. Move 2. Select 3. Spread 4. Cut 5. Copy 6. Paste 7. Reformat
```

## **WORD/80**

The boss also asked that you make some changes to the agenda.

As you make those changes you will have the opportunity to use WORD/80's cut and paste commands:

- Cut text from one location
- Paste it back in at another

## WORD/80

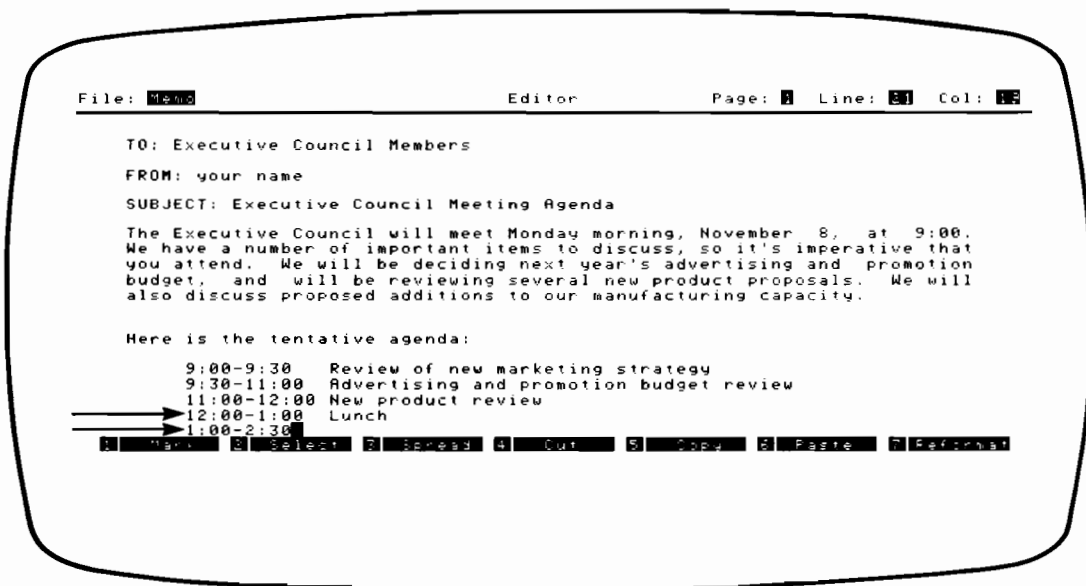
Let's start by making the following additions to the agenda:

```
File: Memo Editor Page: 1 Line: 31 Col: 15
-----
TO: Executive Council Members
FROM: your name
SUBJECT: Executive Council Meeting Agenda

The Executive Council will meet Monday morning, November 8, at 9:00.
We have a number of important items to discuss, so it's imperative that
you attend. We will be deciding next year's advertising and promotion
budget, and will be reviewing several new product proposals. We will
also discuss proposed additions to our manufacturing capacity.

Here is the tentative agenda:
    9:00-9:30 Review of new marketing strategy
    9:30-11:00 Advertising and promotion budget review
    11:00-12:00 New product review
    12:00-1:00 Lunch
    1:00-2:30

```





## WORD/80

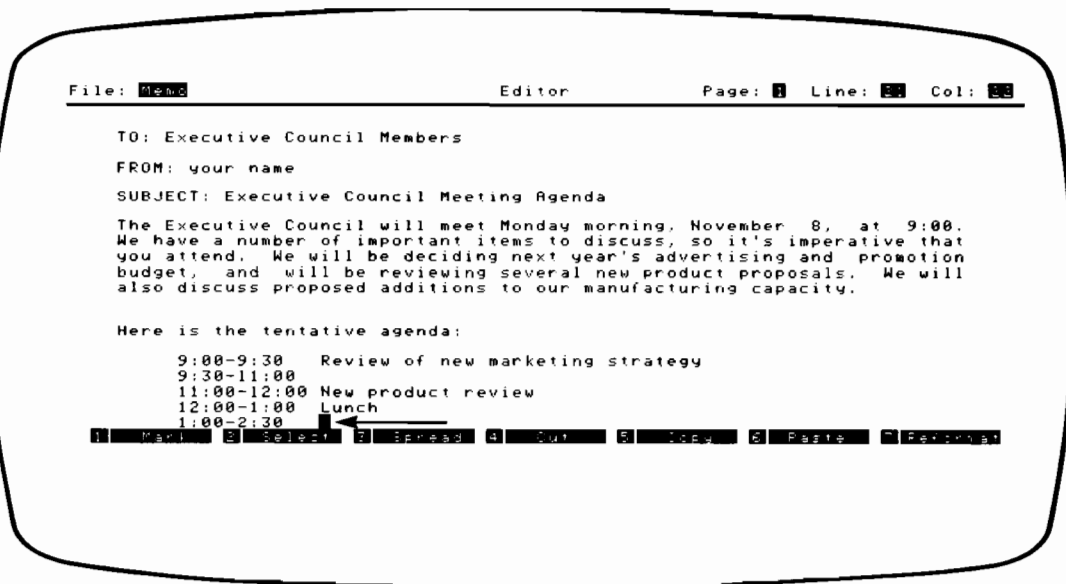
Now let's move "Advertising and promotion budget review" down to the 1:00-2:30 time slot.

- Use the **1 MARK** key to place a marker at the beginning of the phrase to be moved
- Move the cursor to the end of the phrase and press **2 SELECT**
- Now press **4 CUT** and after a brief pause watch the phrase disappear

But don't worry...it's not lost forever.

## WORD/80

- Move the cursor down to the position shown below:



## WORD/80

- Press **6 PASTE** and watch what appears!
- Now type in **Manufacturing capacity review** where “Advertising and promotion budget review” used to be.

## WORD/80

Your agenda should now appear as follows:

```
File: MEMO Editor Page: 1 Line: 23 Col: 21
```

---

```
TO: Executive Council Members
FROM: your name
SUBJECT: Executive Council Meeting Agenda

The Executive Council will meet Monday morning, November 8, at 9:00.
We have a number of important items to discuss, so it's imperative that
you attend. We will be deciding next year's advertising and promotion
budget, and will be reviewing several new product proposals. We will
also discuss proposed additions to our manufacturing capacity.

Here is the tentative agenda:

9:00-9:30 Review of new marketing strategy
9:30-11:00 Manufacturing capacity review
11:00-12:00 New product review
12:00-1:00 Lunch
1:00-2:30 Advertising and promotion budget review
```

1. Mark 2. Select 3. Scroll 4. Cut 5. Copy 6. Paste 7. Repeat

## WORD/80

- The boss' last request was to move the agenda text more to the right of the time slots.

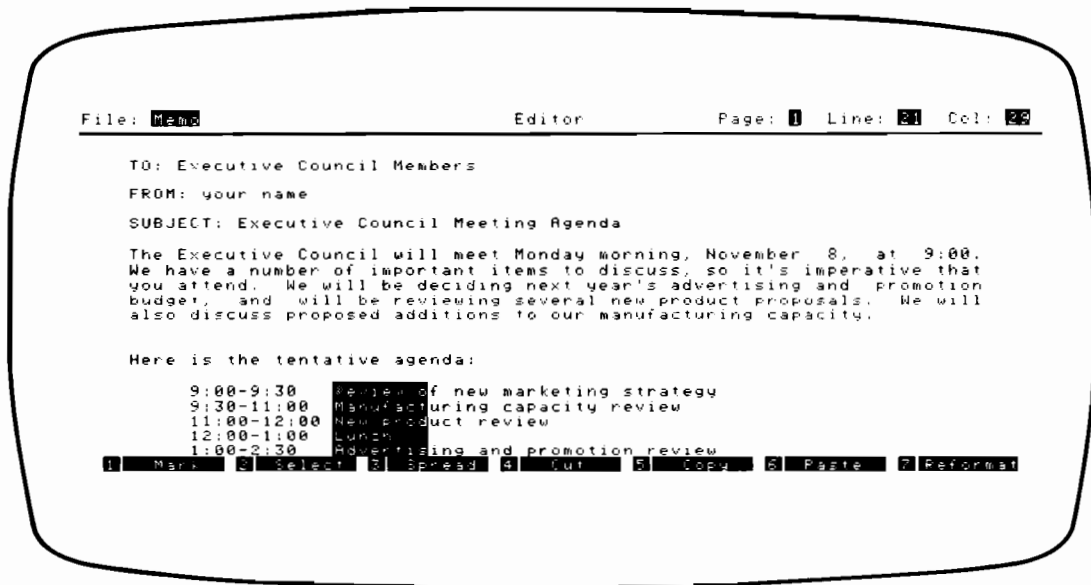
You can do this easily with the **columns** mode of the **2 SELECT** function.

Up until now you have used the **lines** mode; that is, you've selected text by lines.

- Press **(SHIFT) 2 SELECT** to see the **select property sheet**.
- Press **(→)** to highlight **COLUMNS**.
- Press **(SHIFT) 2 SELECT** to exit the property sheet

## WORD/80

- Use the **1 MARK** and **2 SELECT** keys to **select** an 8-column portion of the agenda text, as shown below:



## WORD/80

Now, simply press **3 SPREAD** to move the agenda text to the right.

Your edits are complete!

- Check to make sure your printer is on-line
- Print out your memo by pressing **(KEY LABEL)** and then **5 PUT**

## WORD/80

Your memo should look like this:

File: Memo Editor Page: 1 Line: 10 Col: 30

TO: Executive Council Members

FROM: your name

SUBJECT: Executive Council Meeting Agenda

The Executive Council will meet Monday morning, November 8, at 9:00. We have a number of important items to discuss, so it's imperative that you attend. We will be deciding next year's advertising and promotion budget, and will be reviewing several new product proposals. We will also discuss proposed additions to our manufacturing capacity.

Here is the tentative agenda:

9:00-9:30	Review of new marketing strategy
9:30-11:00	Manufacturing capacity review
11:00-12:00	New product review
12:00-1:00	Lunch
1:00-2:30	Advertising and promotion budget review

W. Move C. Select R. Spread A. Cut E. Copy F. Paste T. Quit



## WORD/80

- Press **7** **CLOSE** to close your file.

You now know how to use many of the features of the WORD/80 editor:

- Setting margins and tabs
- Creating text files
- Printing documents
- Basic editing
- Reformatting
- Marking and selecting blocks of text
- Cutting and pasting
- Spreading

## WORD/80

Additional features include:

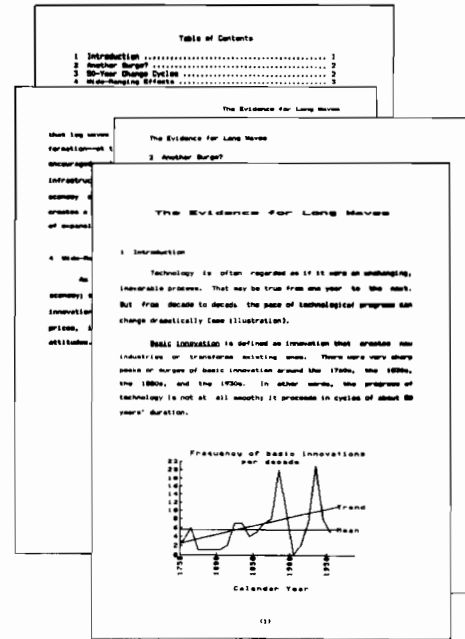
- Searching and replacing
- Copying blocks of text
- Putting to another text file
- Merging files with the **get** command

The formatter is also easy to use. Use it to enhance the finished appearance of your documents.

## WORD/80

Formatter capabilities include:

- Margins and indentation
- Variable line spacing
- Page headings, footings, and numbering
- Four paragraph formats
- Justifying, centering, and filling of text
- Section headings and tables of contents
- Enhanced printing features
- Embedded graphics from Graphics Presentations package or from BASIC programs
- Support for alternate character sets or user-designed characters



## WORD/80

\* \* Congratulations \* \*  
You now know the basics of  
**WORD/80**



