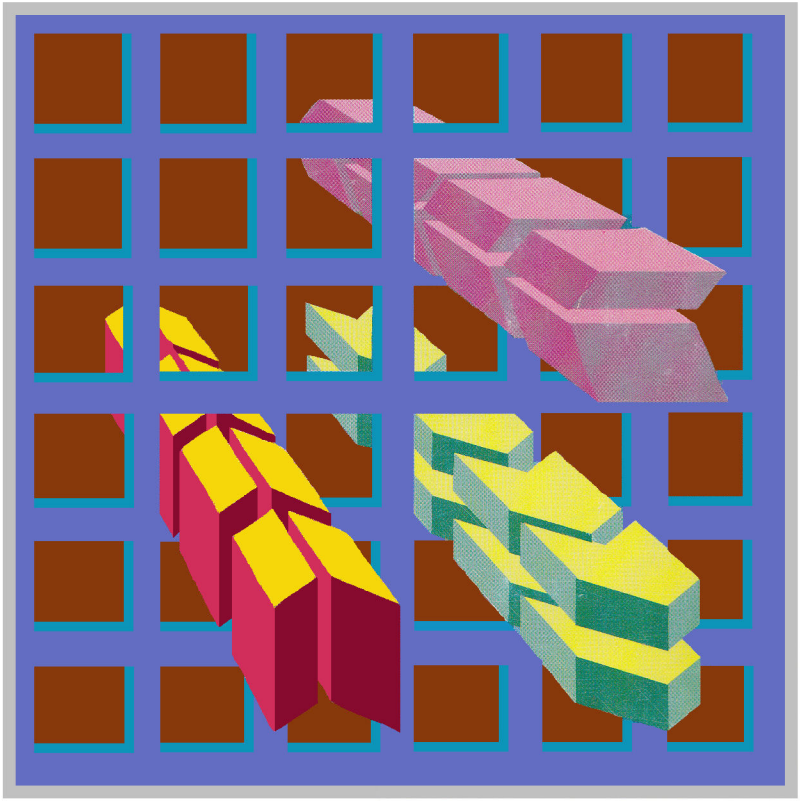
Apple //

Apple Writer //

For //e Only
DOS 3.3 Based



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Apple II

Apple Writer II

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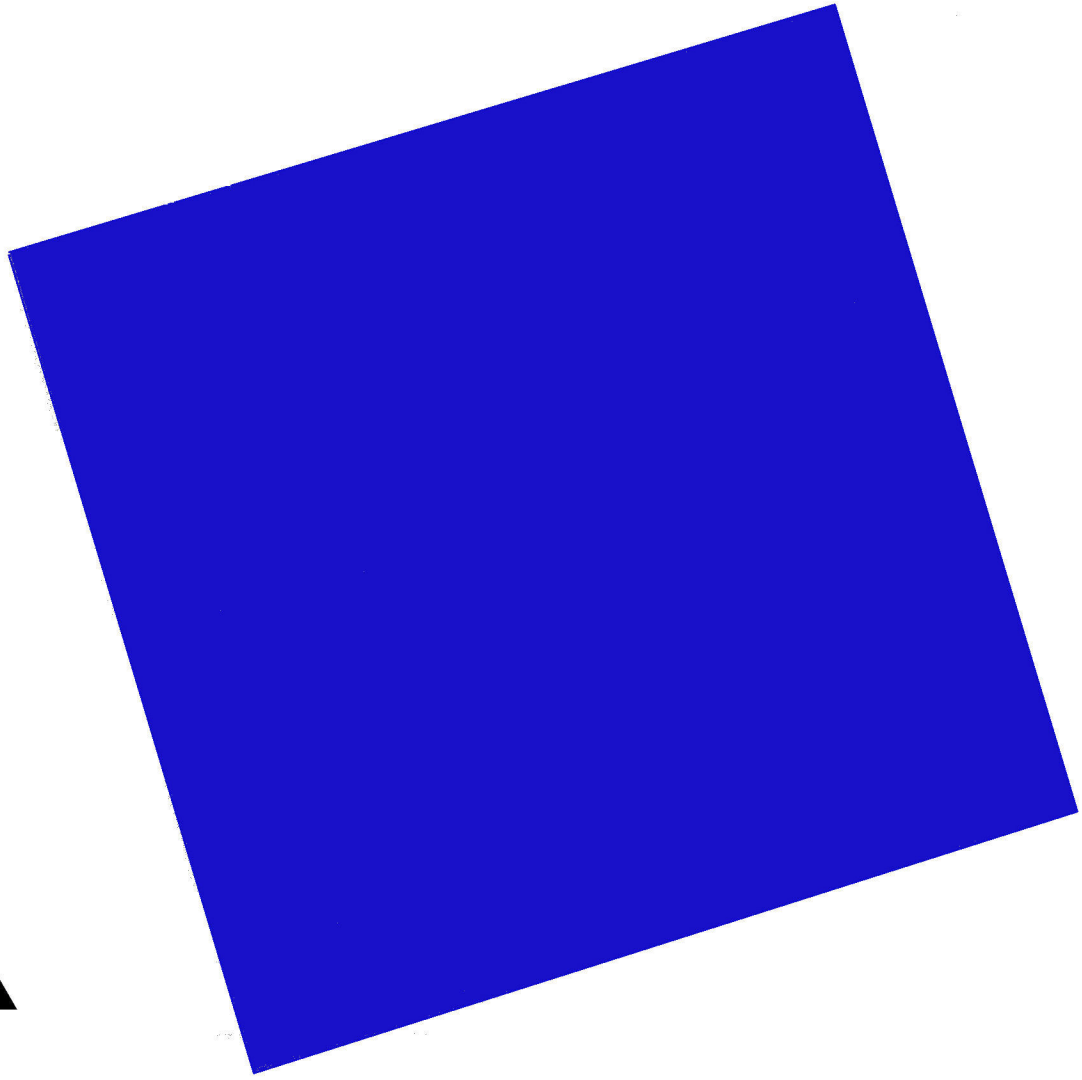


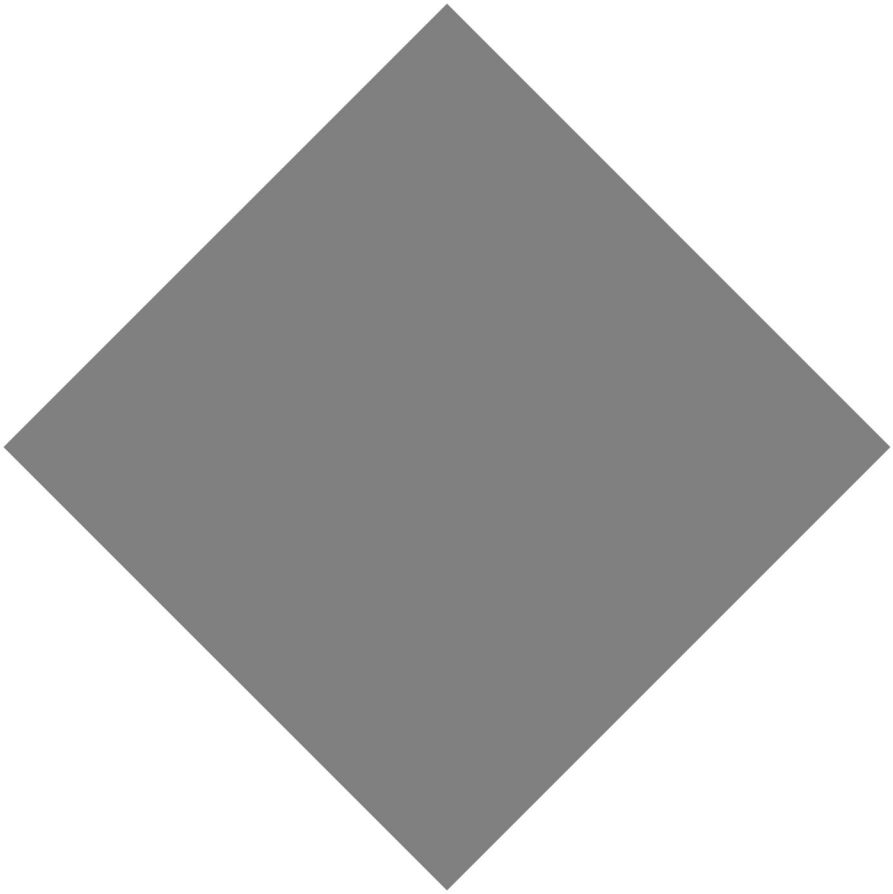
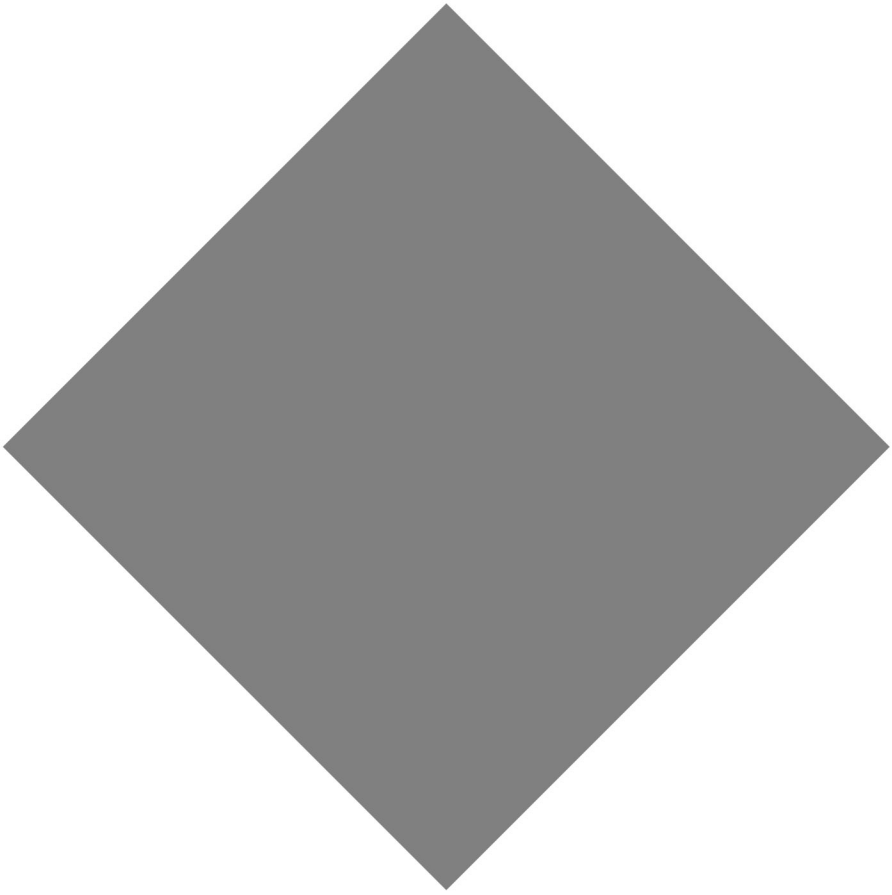


Table of Contents

About This Manual



About This Manual

Read Me First!

The most important thing you should know about this book is that it's not meant to be read from beginning to end. It has been organized so that your level of experience with word processors determines what you need to read. If you've never touched a word processor before, don't worry: you'll be handy with Apple Writer in no time. And, if you have used a word processor before—well, you'll be handy in even less time!

Glance through the sections that follow to figure out where you fit in. Then get going!

How the Manual Is Organized

Here's a brief outline of this manual.

Chapter 1 The "Introduction" tells you not only what Apple Writer II can do for you, but also gives an overview of word processing in general. Chapter 1 tells you what equipment you need to get the job done and how to start up Apple Writer.

Chapter 2 "Editing With Apple Writer II" covers all of Apple Writer's editing commands in a reference format.

Chapter 3 "Managing Files" covers all of Apple Writer's file management commands in a reference format.

Chapter 4	"Printing" covers all of Apple Writer's printing commands in a reference format.
Appendix A	The "Apple Writer II Word Processing System Tutorial" leads you step by step through Apple Writer's basic word processing functions.
Appendix B	"The Word Processing Language" explains how to use the powerful WPL programs that are on your MASTER disk.
Appendix C	"Error Recovery" lists error messages, what they mean, and what to do about them.
Appendix D	"Summary of Commands and Menus" is just what it says—a summary of all commands and menus used in Apple Writer.

If You Have Little or No Word Processing Experience ...

If you're a first-time word processing user—or if you want a review of word processing—then Chapter 1 and Appendix A have been written for you.

Chapter 1 introduces you to Apple Writer and will acquaint you with your computer. After you've finished this chapter, you'll be ready to move on to Appendix A, the tutorial, which will take you step by step through the basic functions of your Apple Writer II Word Processing System.

By the time you've finished Appendix A, you'll be comfortable with Apple Writer II. You can then turn to the remaining reference chapters to find out more about what Apple Writer can do.

If You Are an Experienced Word Processing User...

If you've used a word processor before, you'll quickly catch on to Apple Writer—it's simple to learn. You might want to glance through Chapter 1 to learn about the special features Apple Writer offers, as well as to learn the proper way to turn on your computer and to find out what equipment you need.

How the Manual Is Designed

But the real heart of Apple Writer is discussed in Chapters 2, 3, and 4. You can use these chapters in any way you feel comfortable: either read them through (they're organized with the commonly used functions listed first; the more complex functions later) or just look up specific functions as you need them.

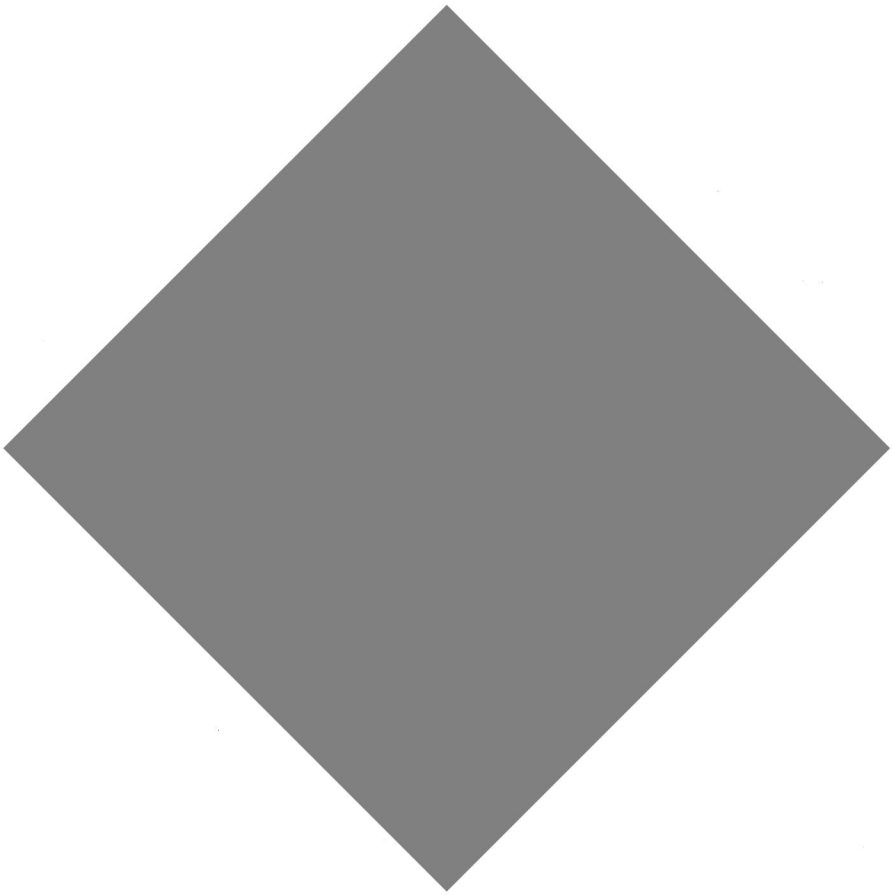
Computer jargon and words with which you may be unfamiliar are italicized throughout this manual.

Look for these visual aids:

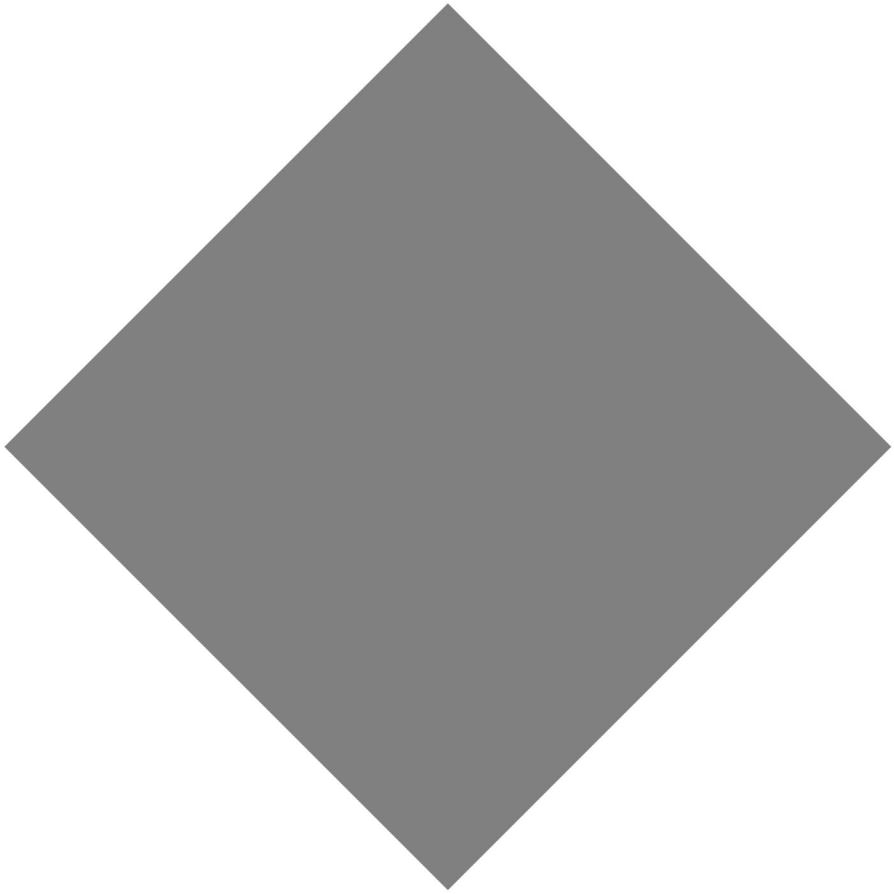
By the Way: Gray boxes contain useful or interesting pieces of information.

Warning
Boxes like this indicate potential problems or disasters.

Notes in the margins reinforce new terms or point to useful information contained in other manuals.



Introduction



Chapter 1

Introduction

What Is Word Processing?

You will hear people compare a word processor to a typewriter, but actually the only thing the two have in common is a keyboard. A word processor does what a typewriter can do, definitely; but it does it better, quicker, and more efficiently. And it does a lot more things in the bargain.

Maybe the best way of appreciating a word processor is to look back into the history of people's private scribblings. The first scribblings we know about are cave paintings, thousands of years old. At some point, the first alphabet came into being, and, slowly, papers and inks and pens were developed for transferring alphabetic characters into comprehensible documents. Writing was slow, and documents could only be made one at a time. To be literate—to be able to read and write—was something available to very few.

The invention of the printing press in the fifteenth century has long been considered one of the most important events in the history of mankind: books could be mass produced and widely distributed; literacy began to be the domain of the many rather than the select. Few would deny that the Industrial Revolution was a direct result of the increased literacy brought about by the invention of the printing press.

That's all very well and good, but where did this leave our private scribbler? When the poet or the scientist wanted to communicate ideas, how did he go about it? People were still scribbling on paper with ink and pens, using the same methods their predecessors had used for thousands of years. Depending on the handwriting, what they wrote was often illegible. Even if what they wrote was legible, the process itself was always laborious, tiresome, and slow.

And then, in 1867, the typewriter was invented! A writer could twirl a piece of paper into what is now a rather hilarious-looking machine, press a few keys, and voila! A neat (sometimes not so neat, depending on the writer's skill) document resulted. The typewriter meant that documents could be written much quicker—and without cramped hands. The typewriter had big social implications, too: more and more women put on shirtwaists and went to the office to press the keys on the machines. These women were called, at the time, "typewriters."

And so things stayed for just about one hundred years. Electric typewriters were invented, a great improvement on the bulky, slow manual typewriters. But the essential thesis of the typewriter never changed: one rolled a piece of paper around the carriage, made impressions on it one at a time with inked keys, and, when the space on the paper was used up, one rolled the paper out.

If mistakes were made when typing, they had to be corrected by erasing with a harsh pencil eraser or with a liquid that could be brushed onto the paper. And if carbon paper was involved the whole thing became a messy nightmare. If mistakes were discovered after the paper was removed from the typewriter, the paper would have to be reinserted and properly aligned (no easy trick). Sometimes the correction would take up more spaces than the word or phrase originally typed: one could either just let a sloppy piece of paper slip through or else type the whole page over again. In light of Murphy's law, this usually meant that even more mistakes would be made the second time!

And what about revisions? Most of us have experienced one or two of these scenarios:

- Late in the afternoon, a secretary hands her boss a perfectly typed, 20-page business plan that he will need the next day at an early morning meeting. She has skipped her lunch to type the business plan.

  Just before she leaves for the day, her boss gets a telephone call informing him that the underlying assumption of the plan—the price at which certain goods can be obtained from the supplier—is wrong. The price has risen because of union demands on the supplier. The document has to be revised in time for the next morning's meeting.

The secretary, whose back is beginning to bother her because she has been typing all day, is not very happy about this. On top of everything, it's National Secretary's Day, and her boss forgot to thank her for her help during the year. When he tells her the whole business plan nees to be typed over, she quits and goes back to school to get her MBA. Needless to say, her boss doesn't land the contract the next day.

- After two years of work, a popular novelist is finished with her book. The publisher is very happy with it, but suggests certain changes that affect about every page in the book. These are not structural changes, but cosmetic ones.

  The name of one of the major characters is changed to reflect a subtle symbolism—a small change, but the name appears on almost every page in the book. A minor character is viewed as merely distracting and is removed. The character's removal leaves ten blank pages at the beginning of the novel, and all the page numbers thereafter have to be altered. On about 30 pages of text, a paragraph is going to be inserted—or removed. Those pages have to be typed over.

  The novelist, who is thoroughly sick of working on her book, contemplates running off to Tahiti with her scuba instructor.

- A law office uses a standard, 40-page contract for certain business dealings. Because one small item is to be changed in a particular deal, the whole contract must be retyped.

- A small company sends a form letter to a selected mailing list. The company can either type the letters one by one or photocopy them and fill in the address and greeting. The first method is too expensive, and the second method is, well, it's just plain tacky.

- A kindly, aged volunteer in a refugee center types official forms. But he cannot seem to get the hang of spelling the different foreign names he encounters. Until the refugees become settled, he must type their names over and over again on a variety of documents. Every time he has to type one of the names he goes a little berserk. Eventually, he starts naming all the refugees "Smith," and the people at the center have to retire him.

Word Processing Makes It Easy

Yes, these are not uncommon scenarios, and, of course, what they all lead up to is that the invention of the word processor has made each of these sad tales a thing of the past. If the participants in our imaginary dramas had possessed the Apple Writer II Word Processing System:

- The secretary with the backache could make all the changes needed in a few minutes.
- The novelist could change the name of her main character throughout the entire document by giving her word processor one simple command. She could "kill off" her minor character, and Apple Writer would automatically renumber the pages. She could add or take out as many paragraphs as she wanted to; Apple Writer automatically adjusts the space.
- The 40-page contract at the law firm would not need to be retyped.
- The small company's form letters could be prepared by Apple Writer, which would fill in the appropriate names and addresses.
- The kindly volunteer could simply assign a letter to stand for each of the complicated names. Every time he encountered one of the names, he would just press the assigned letter, and the whole name would appear.

What Is Apple Writer?

Apple Writer II is a group of computer programs that transform your Apple IIe computer into a word processor with which you can easily create, edit, store, update, and print documents. You can use Apple Writer to write memos, reports—even books.

Apple Writer II can save you many hours of typing (and quite a lot of paper) because it lets you correct, update, rearrange, and reformat text without retyping it. But what makes Apple Writer II really special are its advanced features. With Apple Writer II, you can

- represent phrases (such as the names of companies or clients) with single characters and then fetch each phrase when you type the character representing it
- split the screen into two separate displays so that you can compare and move text easily
- easily reformat your documents
- have the option of 40-column or 80-column display
- print hundreds—even thousands—of "personalized" form letters
- compose contracts and other such documents from previously stored text
- correct all occurrences of a word or phrase in a file with one single motion

- print several documents as one continuous text—or print selected pages from one or several documents
- move files from one disk to another

The Apple IIe System

Figure 1-1 illustrates a typical Apple IIe system. Even though your system may look slightly different from this illustration, it is still made up of similar components:

- An Apple IIe *computer,* which carries out the commands you specify at the keyboard and holds your document in its memory while you create and edit it.
- A *display device* (either a video monitor or television set), which lets you see what you've typed and the effects of your commands.
- A *disk drive,* which reads and updates the information stored on *disks.* You will use a disk drive to access your files and programs, which are all stored on disks.

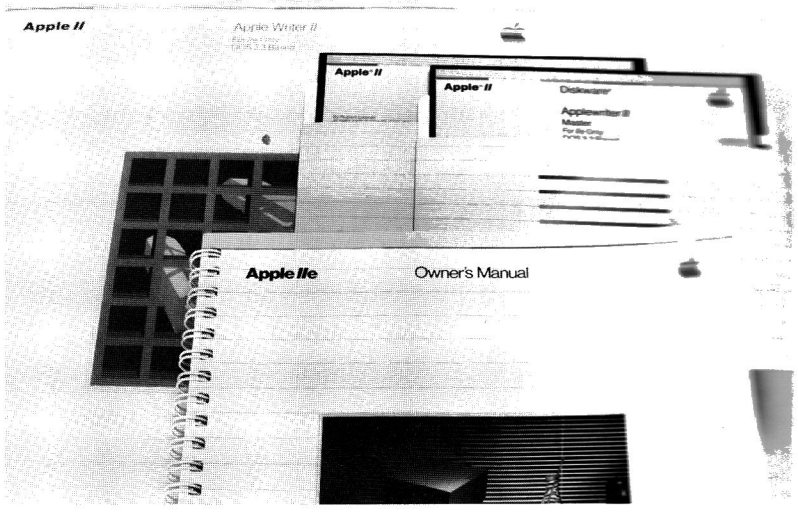
You probably will be using flexible disks with Apple Writer. A **"floppy" disk** is about the size and shape of a 45 rpm record. It is the physical medium on which the information you type is stored.

Figure 1-1. A Typical Apple IIe Computer System

To use Apple Writer on your system, you'll also need

- the Apple Writer II MASTER disk
- spare disks
- this manual
- the *Apple IIe Owner's Manual*

Figure 1-2. What You Need to Use Apple Writer II



Additional Equipment and Features

Your Apple IIe can be customized to suit your particular needs and environment by adding *peripheral cards.* Cards are removable accessories that plug into the *expansion slots* on the *main logic board* of your computer. See the *Apple IIe Owner's Manual* for a more detailed discussion on adding cards to your computer. Two of the features peripheral cards make available for your Apple IIe are

- **80-Column Display**. Your Apple IIe displays text in 40 columns. That is, the screen is 40 characters wide. With an 80-column text card, the Apple IIe display can be expanded to 80 columns or characters. The Apple IIe 80-Column Text Card and the Extended 80-Column Text Card plug into the auxiliary slot (labeled AUX . CONNECTOR) on the main board.

  The type of display you are using does not affect how the text looks when it is printed.

By the Way: Since there are no substantive differences between the 40- and 80-column displays, the figures in this manual will be shown as they appear with an 80-column display.

Note that the 80-Column Text Card does not work with television sets or with color video monitors; resolution is too low for effective use.

Other 80-column text cards may be used with your Apple IIe. Consult your dealer.

See the *Apple IIe Owner's Manual* about different types of printers.

- **Printing.** Apple Writer II can send information to any printer that uses a compatible parallel *printer interface card* or serial interface card. The interface card must be plugged into one of the slots on the main board. You will also need paper and ribbons for your printer. Available cards from Apple Computer are:
  - a Parallel Interface Card (Apple Product #A2B0007)
  - a high-speed Serial Interface Card (Apple Product #A2B0002)
  - a Centronics Printer Interface Card (Apple Product #A2B0005)

Location of Cards in Slots

The following list shows you the correct position of any cards you might want to add to the main board:

Figure 1-3. What You May Have in Each Slot on the Main Board

Slot	Card
1	Printer interface card
2	Interface card for second printer
3	80-column text card
4	Third disk controller card
5	Second disk controller card
6	Disk controller card
7	Z80 card

This list is intended as a guide only, since you may insert some of these cards in slots other than those listed. Consult your *Apple IIe Owner's Manual* for more information.

Warning

Always be sure that your computer is turned off before touching anything inside the case, such as a peripheral card. This prevents possible damage not only to the circuits of your Apple IIe but also to yourself.

What Happens When You Use Apple Writer?

The product of your labors with Apple Writer is a *document*—you want to produce a finished, printed piece of text as quickly and easily as possible. The basic steps for making the finished document are as follows (don't try to do these steps right now, just read about them):

1. Turn on the computer with the Apple Writer II MASTER disk in drive 1.

   When you turn on your computer, it automatically puts a copy of the programs on the Apple Writer II MASTER disk into *main memory*. This is known as *starting up,* or *booting,* the system. If you have only one disk drive with your system, you then remove the Apple Writer MASTER disk and insert the disk on which you will save your files.

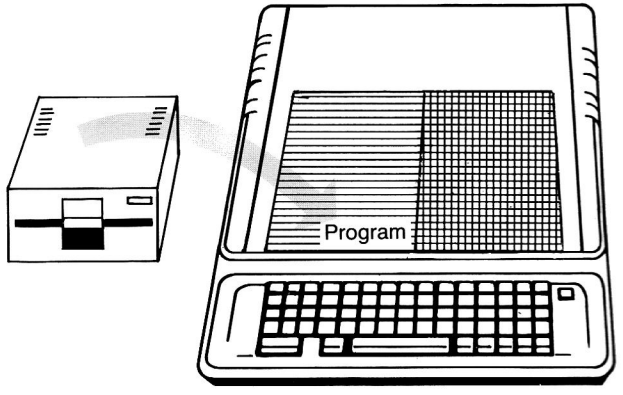


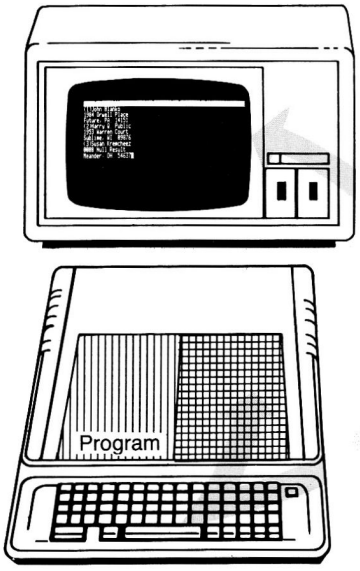
Figure 1-4. Starting Up Apple Writer II

2. Type and change the text of the document.

   You then begin to type your document. The text you type appears on the display device and is put into memory. Apple Writer's editing commands help you to insert, delete, move, and manipulate the text in memory.

A **display device** exhibits information visually, such as a television set or video monitor.

Figure 1-5. Editing a Document



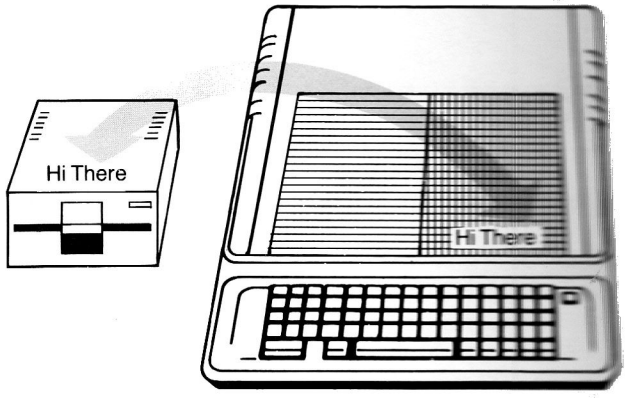
3. Put a copy of the text onto a disk.

   After you have polished your document, you tell Apple Writer to write a copy of what is in memory into a *file* on a disk. This is called *saving a file*.

A **file** is a collection of information stored as a named unit on a peripheral storage medium, such as a disk.

Warning
When you turn your computer off, what is in main memory is lost. To save a document, you must write a copy to a disk for permanent storage.

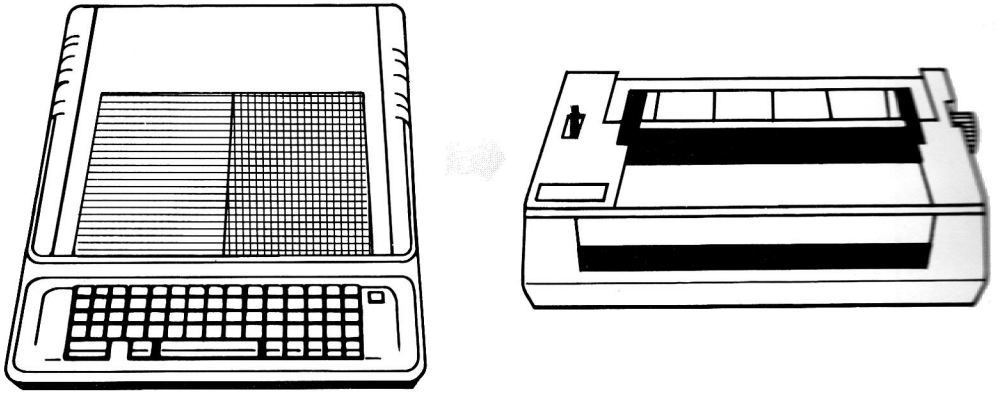
Figure 1-6. Saving a File



4. Print a copy of the file (optional).

   If you have a printer attached to your Apple IIe, you can instruct Apple Writer to print a copy of the contents of main memory. Or you can print a copy at some future time.

Figure 1-7. Printing



5. Continue editing.

   Since you haven't turned off the computer or cleared the document from memory, you can now:

   - continue editing the same document (step 3 stored what you've done so far permanently on the disk, but you can continue to make changes to the version still in memory—and then store those changes later)
   - clear the contents of memory, erasing the document, to begin another project
   - clear the contents of memory and then load another file to edit (in other words, put a copy of a file previously saved into memory)

Figure 1-8. Continue Editing

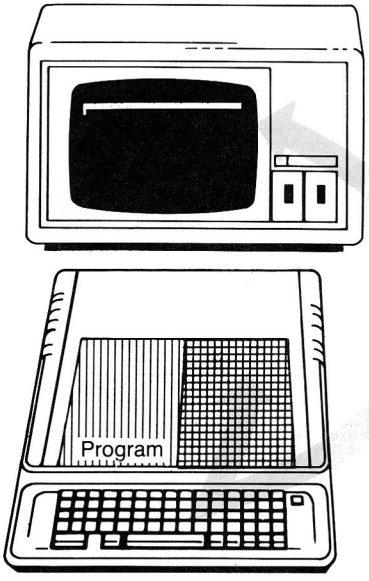


Figure 1-9. Clearing Memory and Beginning a New File

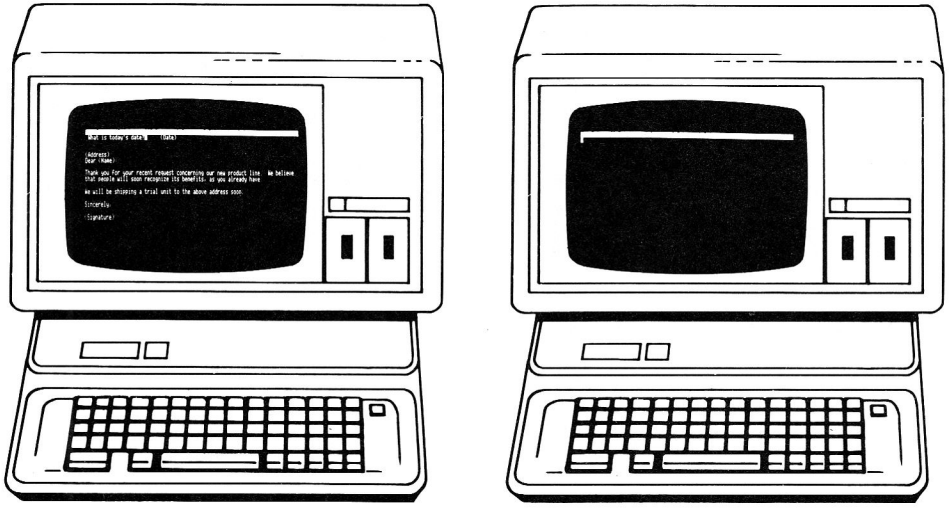
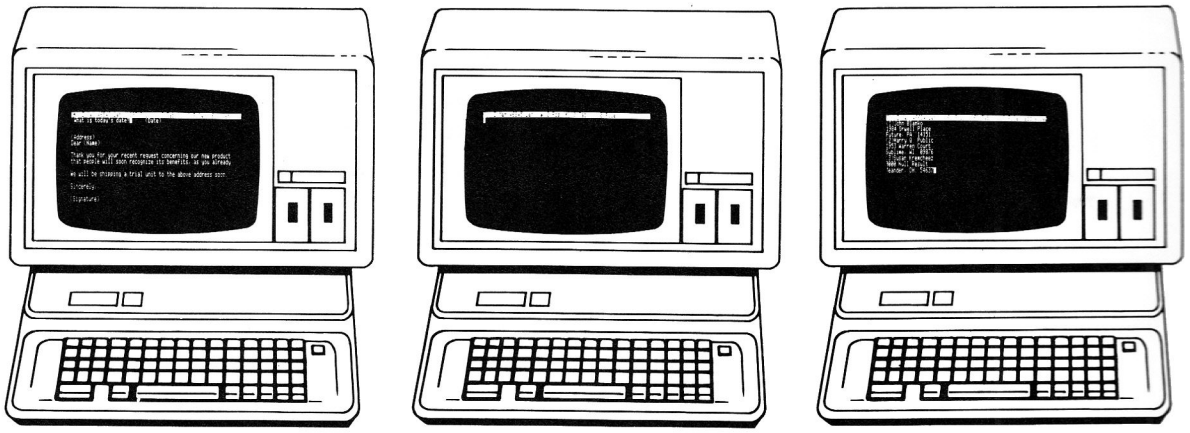


Figure 1-10. Clearing Memory and Loading a File

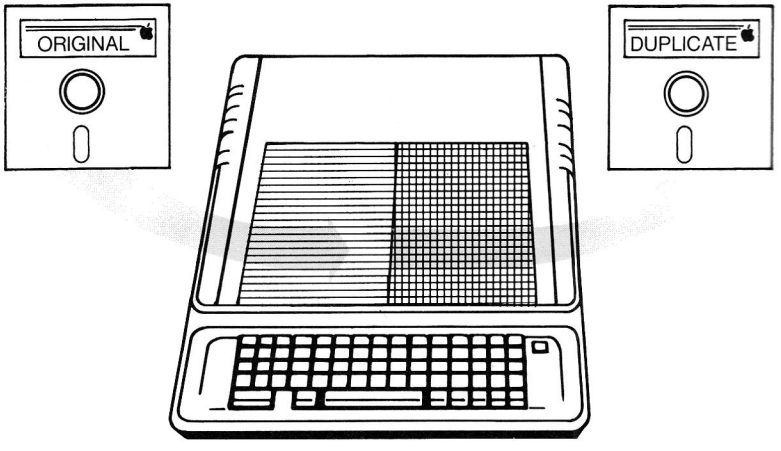


You can do these steps in any order you like. The thing to remember is that you can work on only one document at a time, so you must save a copy of each document onto a disk when you're through if you want to use that document again. Clear memory before you begin work on another document.

6. Make copies of your files, quit, and turn off your Apple IIe.

   You end a session on the computer by copying the files you've been working on onto another disk (this is known as *backing up your work).* A backup disk should always be stored separately from the original disk. That way, if something destroys your original disk (like sunlight or spilled coffee), the backup will still have the files you need.

Figure 1-11. Backing Up



You are now through with your Apple Writer session, so turn off your Apple IIe.

The next time you start up Apple Writer, you can load documents already stored on a disk for further editing or printing; or you can begin a new document. Just remember these tips:

- Always save the documents you want to keep for future use.
- Clear memory between documents.
- Back up your work.

Starting Up Apple Writer

See the *Apple IIe Owner's Manual* for how to set up your system.

Once you have set up your system, plugged in your printer controller card, 80-column text card, or any other peripheral cards you plan to use, you are ready to start up Apple Writer. You do this by putting a copy of the Apple Writer program into the computer's memory.

You will see that you have two disks in your Apple Writer package. The Apple Writer program is copy-protected. This means that you cannot make a copy of the program disk, MASTER. So Apple has provided two copies in case something happens to one.

Remove the disk marked "MASTER." The other disk, BACKUP, is just what its name implies: it's a backup, to be used only if your original system disk is destroyed. Store the BACKUP disk in a safe place, away from heat, magnets, dust, and moisture.

See the *Apple IIe Owner's Manual* for how to care for disks.

Whenever you want to use Apple Writer II, you will use the procedure that follows. This simple procedure copies the Apple Writer II program into the computer's memory. Once the program is in the Apple IIe's memory, you are at the controls of Apple Writer.

1. With your thumb on the disk label, and with the label facing up, put the Apple Writer II MASTER disk into drive 1 and close the drive door.
2. Turn on the video monitor.
3. Turn on the Apple IIe.

In about 15 seconds, the name and copyright data of Apple Writer will appear on your screen.

The Copyright Screen

Figure 1-12 shows what the copyright screen should look like if you have an 80-column text card; Figure 1-13 shows what it should look like if you do not. Generally, there is only one difference between 40-column and 80-column display. With an 80-column display, twice as many characters are displayed on each line.

Figure 1-12. The Copyright Screen With an 80-Column Display

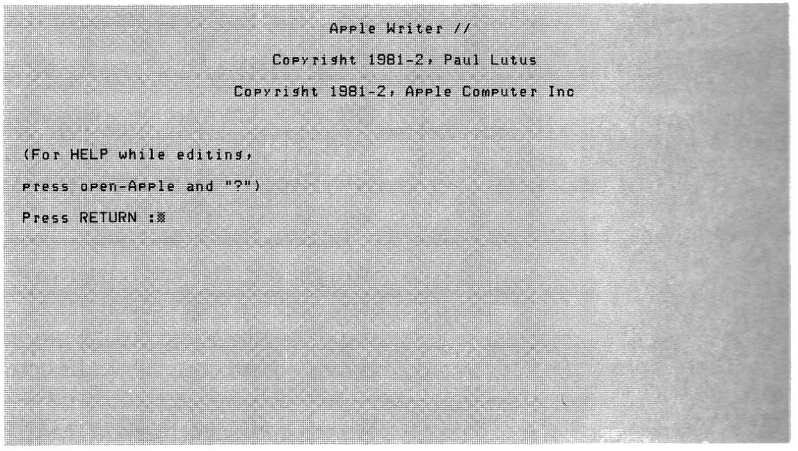
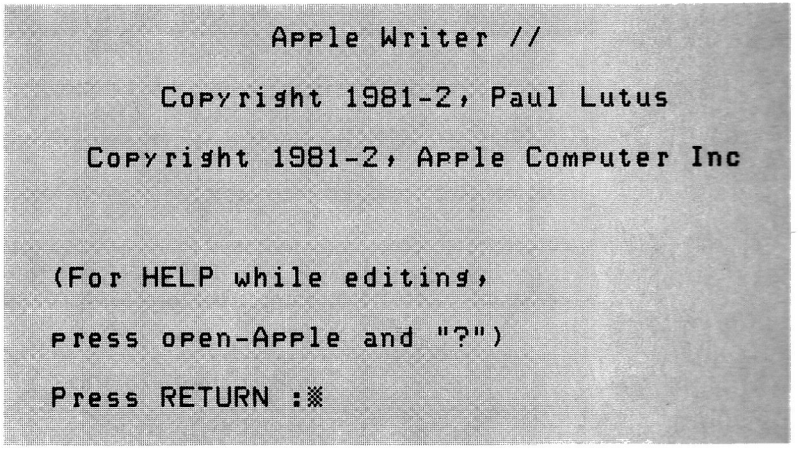


Figure 1-13. The Copyright Screen With a 40-Column Display



Press RETURN as the screen instructs. The display is blank except for a line of text at the top and a blinking white box beneath it. The blinking white box is called a *cursor*; it shows where the next character that you type will appear on the screen. The line of text is called the *Data Line.*

The **cursor** shows where the user's next action will take effect.

You are looking at the *editing display*, and you can type characters directly onto the screen, correcting, and editing as you type. For more on the editing display, see "Entering Text" in Chapter 2.

Anatomy of Apple Writer

Apple Writer is a program that uses CONTROL-character commands. This means that you issue commands to Apple Writer by holding down CONTROL and pressing the appropriate letter key at the same time.

Apple Writer and this manual show Apple Writer commands like this:

[L]

To use the command, you hold down the CONTROL key and press the letter in the brackets. **You never type the brackets.**

By the Way: Once you have pressed the letter key you can release the CONTROL key. The letter will always be printed in uppercase, but you may also type the letter in lowercase.

Depending on the command one of two things will happen:

- a message, called a prompt, will appear at the bottom of the display, as in

  ```
  [L]oad:
  ```

- or a menu will be displayed.

When a prompt is displayed, Apple Writer is expecting you to type something, for example a file name. Depending on the command, you may have several alternatives. Each command is fully explained in this manual.

When a menu is displayed, you may select from several options of the command, which are listed on the menu. Apple Writer will wait until you enter a selection or exit the menu.

An option is selected by typing the letter next to it in the menu. In most cases, a prompt will ask for more information, such as a file name or a disk drive designation.

Whenever you type information in answer to a prompt, Apple Writer will wait until the RETURN key is pressed to perform the command.

Recovering From an Incorrect Command

Any command you give to Apple Writer, whether it results in a prompt or a menu can be canceled by pressing the RETURN key.

For example, say you wanted to save a file but you mistakenly pressed [L]. With the `[L]oad:` prompt at the bottom of the display, don't type anything, just press RETURN. All is forgiven.

The Help Screen Menu

Apple Writer gives you a great deal of flexibility to create, change, and print documents any way you want. But all of this flexibility and power require a lot of commands. How do you remember all of the commands and their options?

Of course you won't at first, and there will always be commands that you don't use frequently enough to memorize. And that's where the Help Screen Menu comes in handy—in case you forget how to execute a certain command, you can call up the Help Screen Menu.

The Help Screen Menu lists all the help screens available on particular commands. Stored on the Apple Writer MASTER disk, the help screens will tell you how to use that command you can't quite remember.

Note: To call up any of the help screens, including the Help Screen Menu, the Apple Writer MASTER disk must be in drive 1.

If you are using only one disk drive and need help, you must put the Apple Writer MASTER disk in drive 1 before pressing ⌘-?.

Try calling up the menu now.

Hold down the ⌘ key while you type

?

You must hold down the SHIFT key to type a question mark.

In a moment, the Help Screen Menu will replace the editing display. To get an idea of how the menu works, type A and then press RETURN. The Apple Writer II Command Summary will appear.

Notice the words at the bottom of the display:

```
Press 'C' to continue, or 'E' to Exit, and then press RETURN
```

This message is referred to as a *prompt* because the computer is prompting you for a reply. For now, press E and then RETURN to exit from the Command Summary and return to the editing display.

The display is blank again except for the line of text at the top and the cursor. The cursor, you remember, tells you where the next character you type will appear. Try it out. Press RETURN a few times to move the cursor and then type your name.

The Data Line

The line of text at the top of the screen is called the *Data Line.* The Data Line supplies important information to you on the size of your document and the status of various editing functions (Figure 1-14 shows a typical Data Line).

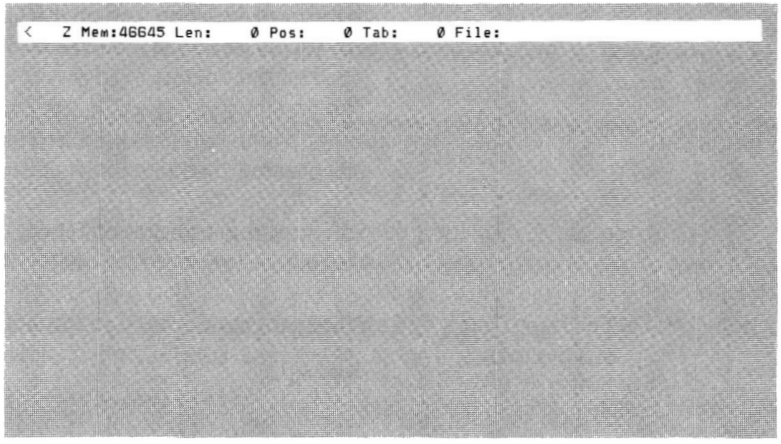


Figure 1-14. A Typical Data Line

Here's what each entry on the Data Line means:

<	The direction arrow. Shows the direction for some editing commands.
Z	Indicates whether or not the word wraparound feature is on.

`Mem:`	Shows how many characters of memory are free for more text. To roughly estimate the amount of available memory in pages of printed text, divide the number of characters shown by 2500.
`Len:`	Shows the total length, in characters, of current text in memory.
`Pos:`	Shows the current cursor position, in number of characters, from the beginning of the document.
`Tab:`	Shows the current cursor position, in number of characters, from the last carriage return (used to determine how far into a paragraph the cursor is).
`File:`	Shows the name of the file you loaded into memory (and the disk drive number, if specified).

Turning Off the Data Line

In general, you can turn off the Data Line by pressing (ESCAPE). Press the key a few times.

The first time you press it, the Data Line displays tab settings. The second time you press it, the Data Line is turned off. The third time you press it, the Data Line is turned back on.

You may also use one of the options of the Additional Functions Menu.

What you do...	**What you get...**
Press [Q]	The Additional Functions Menu replaces the editing display.
Type (H) **to select** `Toggle Data Line Display`	The Data Line displays tab settings.
Press [Q] **and type** (H) **again.**	The Data Line is turned off.
Press [Q] **and type** (H) **again.**	The Data Line is turned back on.

Where to Go From Here

You now have two choices. Appendix A contains a step by step tutorial for creating, changing, loading, saving, and printing text. All the basics for creating your own documents. If you haven't used a word processor before, we suggest you go there next. Then you'll be ready for Chapters 2-4.

If you have used a word processor before, you're probably ready to begin creating documents with Apple Writer. When you want to know about something, check the reference chapters. If you are a real whiz, the help screens may be all you need.

Summary of Chapter 1 Terms

Back up: To copy a file or files onto a disk other than the original. The backup copy can be a lifesaver in case anything happens to the original disk.

Cursor: A special marker on the display that indicates where what you type will take effect. The cursor can be moved in a number of ways.

Disk: An information storage medium. Can be either *rigid* or *flexible.*

Edit: To add to, subtract from, or make any other desired changes to a document currently in memory.

File: A collection of data stored on a disk. You load a copy of the data into memory, not the actual file.

Flexible disk: A flat, circular medium that stores information magnetically. Also called a "floppy" disk.

Load: To transfer a program or document from its storage area on the disk into memory.

Memory: A temporary storage area for a document in the computer; while in memory, the document can be edited or printed.

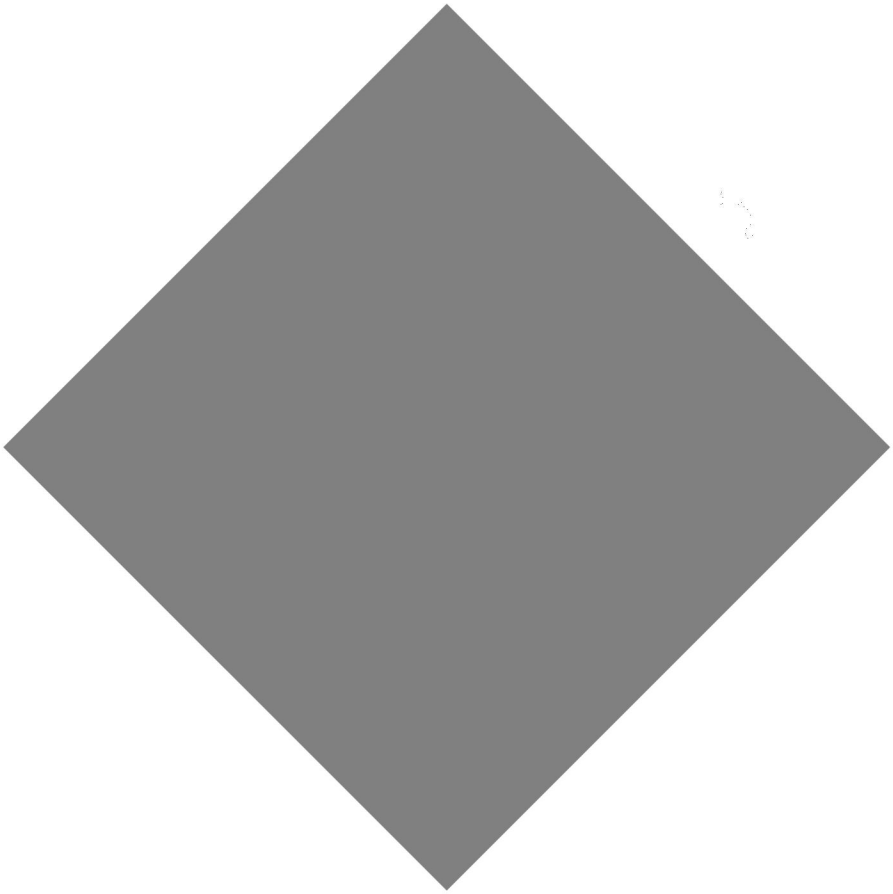
Prompt: A message from the computer that prompts you for information.

Save: To permanently store a document on a disk.

Start up: To start up a computer or program. Sometimes referred to as *booting.*

Chapter 2

Editing With Apple Writer II



Editing With Apple Writer II

Read "Initializing Disks" in Chapter 3 for more information.

Once you have started up Apple Writer, you should remove the MASTER disk from drive 1 and insert an *initialized disk* in its place. The initialized disk is the one you will use to store your work.

If you have two disk drives, the MASTER disk can stay in drive 1 throughout your entire session on the computer. However, all loading, editing, and saving is done via drive 2.

Warning

One of the most important rules in using Apple Writer is that you should never write on the Apple Writer MASTER disk. **Don't save documents to the MASTER disk**. The only reason to use the MASTER disk is to load Apple Writer or its associated programs into your computer.

A **mode** determines how Apple Writer reacts to commands.

When you start up Apple Writer, you are automatically in the editing display, or *mode*. You can add, delete, and change text.

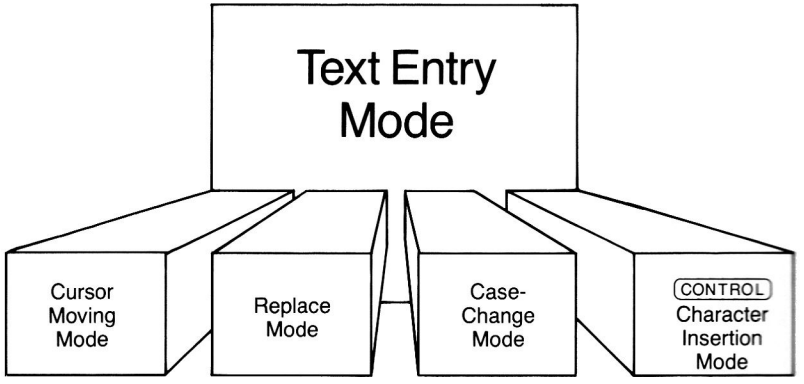
Entering Text

To enter text, simply start typing! In *editing mode*, any character that you type is put on the screen to the left of the cursor.

When Is Apple Writer in Editing Mode?

Apple Writer is almost always in editing mode. The only exceptions are shown in Figure 2-1. When one of these modes is on, the keys you press act differently than they do in editing mode.

Figure 2-1. Apple Writer Modes

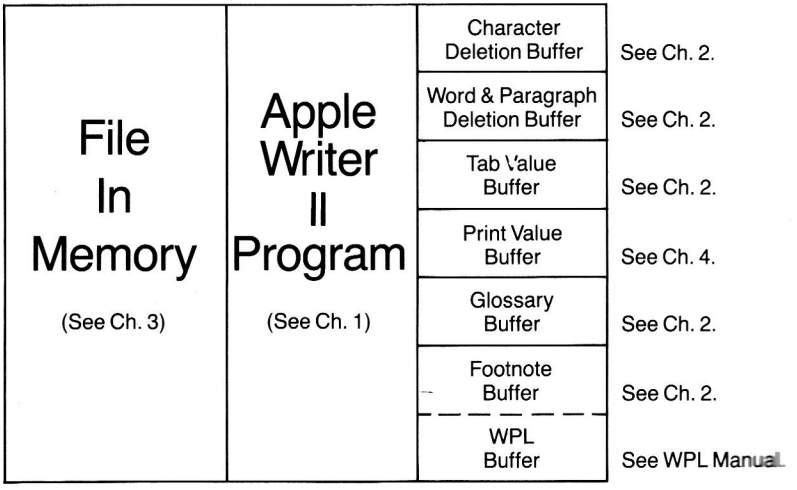


Where Does Entered Text Go?

When you enter text at the keyboard, it is put into Apple Writer's text memory area; that is, the part of memory reserved for your document. There are other parts of memory known as *buffers*. Some of these buffers hold information used by the Apple Writer program, and some buffers hold data used when editing. Figure 2-2 illustrates these buffers and tells you where to look to find out more about them.

A **buffer** is an area of the computer's memory reserved for a specific purpose, such as to hold graphic information or text characters. A buffer is often used as a holding area for transferring information between devices operating at different speeds.

Figure 2-2. How Memory Is Divided



How to Get Upper- and Lowercase Characters

See the *Apple IIe Owner's Manual* if you have questions about the keyboard.

Getting upper- and lowercase characters with Apple Writer is similar to the way you get them with a typewriter: use the SHIFT key for uppercase. You also can press the CAPS LOCK key—much more convenient when you are typing many capital letters. However, when you are using CAPS LOCK, you still must use the SHIFT key to get upper-position characters on the numeric and special-character keys.

How to Add Text

To add text, simply move the cursor to the position at which you want to insert and begin typing.

Word Wraparound

Apple Writer has a time-saving function called *word wraparound*. You will notice as you type that, when you reach the end of a line, you don't have to press RETURN to move the cursor to the beginning of the next line. The cursor does so automatically.

For more detailed information on this function, see "Wrapping and Splitting Words to Simplify Editing" later in this chapter.

Repeat Function of Keys

Another handy feature is auto-repeat. Hold down any key—the G key, for instance, or the $ key. After you hold the key down or more than a second, the character the key generates is repeated until you take your finger off the key. The same is true for the SPACE bar and the arrow keys.

Moving the Cursor

There are several ways to move the cursor:

- you can move it in one of four directions by using the arrow keys
- you can move it in jumps, using the Apple key in combination with the arrow keys
- you can move it to the beginning or end of the document by using the editing commands [B] and [E]
- you can move it to a particular word or group of words anywhere in the file by using the editing command [F]

Moving the Cursor Directionally

The → and ← keys move the cursor to the right or left with each keypress. If you continue to hold these keys down, the cursor will keep moving.

The ↑ and ↓ keys will move the cursor up or down one line with each keypress. If the key is held down, the cursor will continue moving up or down.

Helpful Hint: When you hold down the ⌘ key while pressing the → or ← keys, the cursor will jump, right or left, one word or 12 characters if you have long words. When you hold down the ⌘ key while pressing the ↑ or ↓ keys, the cursor will jump, up or down, 12 lines.

Moving the Cursor With [E] and [B]

The **direction arrow** is the first character on the Data Line.

You can move the cursor from anywhere in the document to the beginning by using [B]. Moving the cursor to the beginning also will set the direction arrow in the Data Line to >, toward the text of the document.

You can move the cursor from anywhere in the document to the end by using [E]. Moving the cursor to the end also will set the direction arrow to <, toward the text of the document.

Moving the Cursor With [F]

The [F] command, for "find," moves the cursor quickly to a specific word or phrase within the file.

First, check the direction of the arrow on the Data Line: it should point toward what you want to find. That is, if you are in the middle of a document, and you know that the word you want to find is at the end of the document, the direction arrow should point to the right, in the direction of the remainder of the document. If, on the other hand, you know that you passed the word somewhere back toward the beginning, the arrow should point to the left.

Helpful Hint: The most convenient way to find a word or phrase is to put the cursor at the beginning or end, using the [B] or [E] command, before starting the search. This automatically sets the direction of the arrow and lets you quickly scan the entire document.

A **prompt** is a message from the computer. It "prompts" you for information.

After the direction arrow on the Data Line and the cursor are positioned where you want them, press [F]. And in answer to the `[F]ind:` prompt, type

/word(s) to find/

and press the RETURN key.

A **delimiter** is a character that is used to mark the beginning and end of a seqence of characters. In written English, the space character is used as a delimiter between words.

Warning

Delimiters, in this example, the slash (/), must enclose the exact word or phrase you wish to find. The delimiter (/) must be the first character typed; do not type a space first.

The prompt

```
[F]ind:RETURN=Proceed
```

will appear at the bottom of the screen. You should then press

RETURN

to move to the next occurrence of the word.

Pressing any key except RETURN will exit the [F] command at the current position. However, it's a good idea to develop regular habits, so we suggest that you press the SPACE bar to exit the command. But you could just as easily press E.

If you press RETURN and there are no more occurrences of the word or phrase in the document, the prompt disappears, and the cursor stops at whichever end of the file the direction arrow was pointed toward.

To find a phrase containing a slash (/), you must use another delimiter. To find out the characters that may be used as delimiters, see "Delimiters, Wildcards, and Other Characters" at the end of this chapter.

Setting the Direction Arrow for Editing Commands

The direction arrow is the first character on the Data Line. The direction of this arrow affects several editing commands: it sets the direction for finding and replacing text, and it determines whether text is deleted or retrieved when you use the [W] and [X] commands.

What you do...	What you get...
Press [D]	The arrow changes direction.
Press [D] **again.**	The direction of the arrow changes once more.

Toggling means to switch between opposites: on and off, left and right.

Notice that each time you press [D], the direction arrow switches between < and >. This is called *toggling*. The direction arrow toggles between < and >.

Deleting and Retrieving Text

Using Apple Writer you can delete text by character, word, or paragraph. There are two methods for deleting characters: one allows you to retrieve text from a temporary 128-character buffer. Words and paragraphs can be deleted with the [W] and [X] commands, both of which temporarily store the deleted text in a 1024-character buffer from which it can be retrieved.

Deleting and Retrieving Characters

With Apple Writer there are two ways to delete characters, but only one way to retrieve them. The DELETE key deletes characters for good, but the combination of the ⌘ key and the ← key stores the deleted characters in a small, temporary buffer.

Deleting Characters Using the DELETE Key

In this method, characters cannot be retrieved. The DELETE key moves the the cursor backward (to the left), permanently deleting the characters the cursor passes over. If you keep pressing the DELETE key, characters will continue to be deleted.

Deleting and Retrieving Characters Using ⌘ and ←

In this method, characters can be retrieved. Holding down the ⌘ key and pressing the ← key moves the cursor to the left, deleting characters as it goes—just as with the DELETE key. However, there's an important difference: the characters you erase are put in a temporary buffer—a part of memory used for storage. To retrieve the text you've erased, hold down the ⌘ key while pressing the → key. The deleted text will reappear character by character.

Note: The temporary buffer used by the ⌘ method of deletion is 128 characters long. This means you can only delete and then retrieve 128 characters at a time.

Deleting Words and Paragraphs With [W] and [X]

Apple Writer also allows you to delete text a word or paragraph at a time. The [W] command is used to delete and retrieve words. The [X] command is used to delete and retrieve paragraphs.

Move the cursor to the right of the text to be deleted. Check to be sure the direction arrow on the Data Line points to the left, ‹. If the arrow isn't pointing left, press [D].

Note: Apple Writer always deletes from left to right.

If you want to delete a word, press [W].

[W] deletes a word at a time and stores up to 1024 characters in a buffer. If you continue pressing [W], the cursor will move up the document, deleting words as it goes. [W] deletes the characters between the cursor and the previous space.

If you want to delete an entire paragraph, press [X].

[X] deletes the text between the cursor and the previous carriage return. [X] can delete up to 1024 characters at a time. To delete paragraphs longer than this, press [X] more than once. If you continue pressing [X], the cursor will move up the document—just like [W]—deleting paragraphs as it goes.

Warning

Be careful when using [W] and [X]—you might overshoot your goal and delete valuable text. Of course, you can retrieve the last 1024 characters you deleted from the temporary storage buffer.

Retrieving Words and Paragraphs

If you change your mind about text you've deleted, you can retrieve it (provided you haven't used the DELETE key) from the buffer.

Note: The deleted text remains in the buffer until later deletions fill up the buffer and write over previous deletions.

Apple Writer has two buffers to hold deleted text. One buffer holds the last 128 characters deleted with the ⌫ and ← keys. And the other, which holds 1024 characters, is shared by [W] and [X].

Be careful when using [W] and [X] in a kind of combination delete. You might get some unwanted text when you try to retrieve a paragraph. But, of course, you always can delete that bit of text.

Helpful Hint: The word/paragraph buffer can hold up to 1024 characters. To find out the number of characters in a paragraph, place the cursor to the right of the last character of the paragraph and read the number to the right of `Tab:` on the Data Line.

To retrieve text deleted with [W] or [X], move the cursor to the position at which you wish the previously deleted word or paragraph to appear. Then make sure the direction arrow on the Data Line points to the right (>). If it isn't, press [D].

What you do...	What you get...
Press [W]	The most recently deleted (with [W]) word is retrieved and inserted into the text at the cursor's position.
Press [X]	The most recently deleted (with [X]) paragraph is retrieved and inserted into the text at the cursor's position.

Note: The last text deleted is the first text to be retrieved.

You can also copy text into the buffer without deleting it, helpful when you want to duplicate text somewhere else in the document. See the next section, "Moving Text."

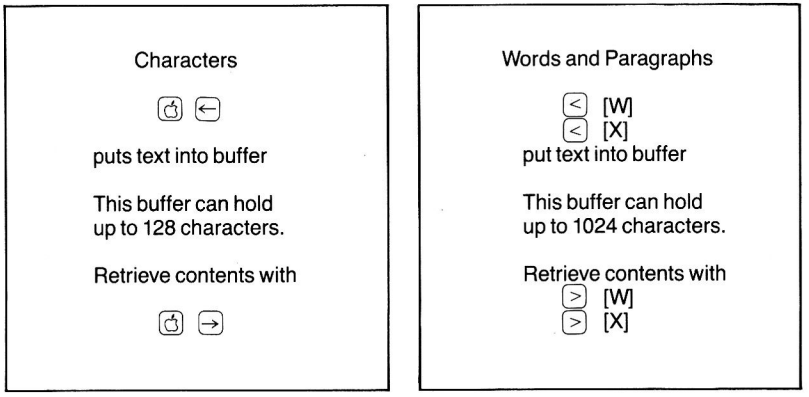


Figure 2-3. Deleting and Retrieving

Moving Text

With Apple Writer you can move text in two ways. Both ways use [W] and [X], but there the similarity stops. The first method removes text from one location and puts it somewhere else. The second method leaves the text intact in its original location, but makes an exact duplicate of it somewhere else in the file.

Moving Paragraphs of 1024 or Less Characters

To change the text location of a paragraph of 1024 or less characters:

1. Place the cursor at the end of the text to be moved.
2. Be sure the direction arrow on the Data Line points to the left (<).
3. Delete the text, using either ⌘ and ← (for character deletions), [W] (for word deletions), or [X] (for paragraph deletions). For more information, see the previous section, "Deleting Text."
4. Move the cursor to the position where you want the text inserted.
5. Retrieve the text. Use ⌘ and → for character retrieval. To retrieve a word or paragraph, make sure the direction arrow on the Data Line points to the right (>) and then use the same command you used to delete.

Moving Larger Paragraphs

To move a paragraph larger than 1024 characters:

1. Delete the last 1024 characters of the paragraph. Retrieve that part of the paragraph at the new position following the directions in step 5 of the previous section.
2. Delete the next segment of the paragraph; retrieve it at the new position.
3. Continue deleting and retrieving until the entire paragraph is moved.

Copying Text

If you would like to leave a portion of text intact in one location but duplicate it somewhere else, you can do so easily with Apple Writer.

To copy text:

1. Place the cursor at the end of the text to be moved.
2. Be sure the direction arrow points left, <.
3. Copy the text, by holding down the ⌘ key and using [W] or [X].

Note: When you delete, use the ⌘ key. When you copy, use the ⌘ key.

4. Move the cursor to the location where you want to copy the text.
5. Be sure the direction arrow points right, ›.
6. Retrieve the text, using [W] or [X]. You now have the same text in two places.

Replacing Text

If you want to replace a word or phrase with another, you don't have to delete the old text and type in new text. You can simply write over the old text with the [R] command.

To replace an unwanted portion of text with another, move the cursor to where you want to make the change.

What you do ...	What you get ...
Press [R]	An R appears on the Data Line as the [R] command is turned on.
Type the new text over the old.	What you type replaces what is on the display.
Press [R]	The R disappears from the Data Line as the [R] command is turned off, and you can move the cursor to insert, delete, or edit as usual.

Replace mode allows you to write over text that you want to change without having to delete it first. If the old text is longer than the new text, delete the extra text after you turn off the [R] command. If the new text is longer than the text you are replacing, turn off replace when you have written over the old text and insert text in the usual fashion from that point on.

When the [R] Command Is On:

- an R is displayed on the Data Line to the left of the direction arrow
- any characters you type will write over the existing text, rather than add to it
- pressing an arrow key or any CONTROL-character turns off replace, as does pressing [R] a second time

Wrapping and Splitting Words to Simplify Editing

Apple Writer's word wraparound feature formats the display so that lines end at word boundaries, rather than in the middle of words. When this feature is on, a word that is too long for the end of a line *wraps around* to the beginning of the next line.

Word wraparound automatically comes on when you start up Apple Writer, but you can turn the feature off, and back on, as you please. To switch the word wraparound on and off, press

[Z]

By the Way: When word wraparound is on, a Z is displayed on the Data Line to the left of `Mem:`.

When word wraparound is off, lines end at the 80th character (or 40th character if you do not have an 80-column text card) or when you press (RETURN).

Word wraparound makes text easier to read. Figure 2-4 shows an example of text that has been written on Apple Writer using the word wraparound feature.

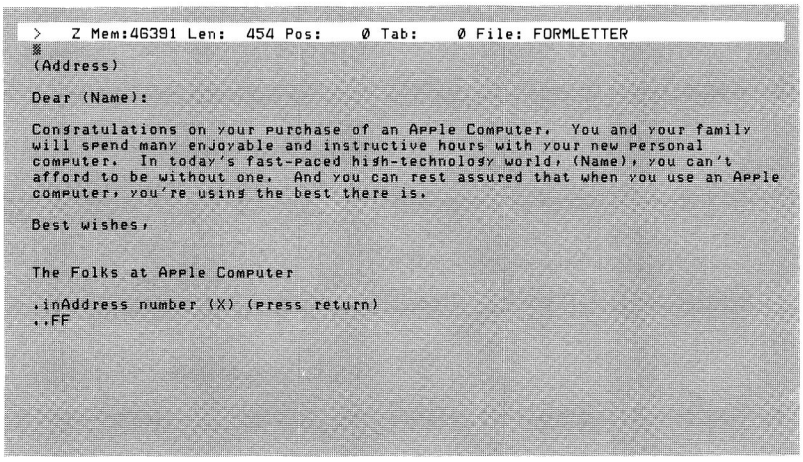
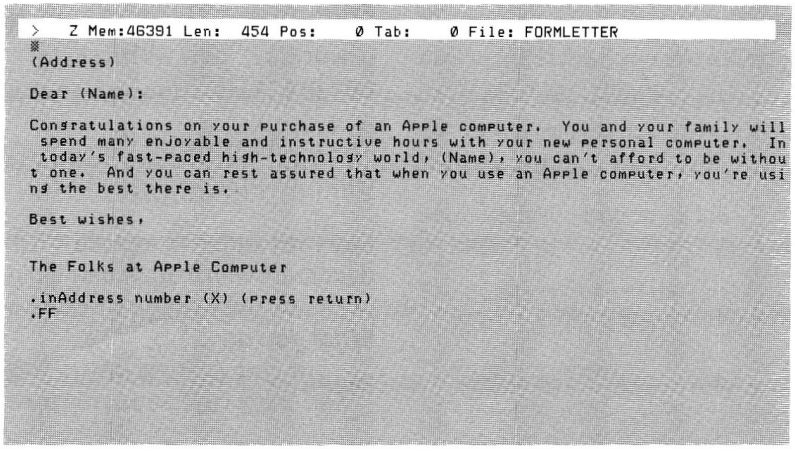


Figure 2-4. Text Written With Word Wraparound On

When word wraparound is off, lines end at the right edge of the screen. Figure 2-5 shows the text in Figure 2-4 written with the word wraparound feature off.

Figure 2-5. Word Wraparound Off



Turning off word wraparound has many uses. Among them:

- editing text in tables
- speeding up the time it takes to update the display

Using [F] to Replace Words

See "Moving the Cursor With [F]" earlier in this chapter.

[F] uses a buffer that has a limit of 128 characters.

The find ([F]) command can be used for two purposes: to move the cursor quickly to a specific word or phrase and to find and replace text.

Finding and Replacing Text

There will be times when you will want to change all occurrences of a word or phrase—perhaps a name has been misspelled consistently throughout a document or an inventory number has been altered. Finding and replacing one word or phrase with another throughout a document is quite simple.

First, check the direction of the arrow on the Data Line. It should point toward the word or phrase you want to find. If you want to make the replacement throughout the entire document, move the cursor to the beginning or end of the document.

What you do...	What you get...
Press [F]	`[F]ind:` prompts you for what you want to find.
Type /**word(s)**/**new word(s)**/A **and press** RETURN	All occurrences of the word(s) are replaced with the new word(s).

The A, which means "replace all occurrences automatically," can be typed in upper- or lowercase.

Say you wanted to replace `thousand-cents` throughout a document with a more profitable figure like `million-dollar`.

What you do...	What you get...
Press [F]	The `[F]ind:` prompt appears on the bottom of the display.
Type /thousand-cents/million-dollar/A **and press** RETURN	All occurrences of `thousand-cents` are replaced with `million-dollar`.

Using [F] to Replace Selectively

You also can use [F] to replace some, but not all, occurrences of a word or phrase.

Warning
Whenever using [F] remember to check the direction of the arrow on the Data Line and make sure it points toward the word/phrase you want to find. If you want to search through an entire document, move the cursor to the beginning or end.

What you do...	What you get...
Press [F]	Apple Writer answers with `[F]ind:`
Type /**word(s)**/**new word(s)**/ **and press** RETURN	The cursor moves to the first occurrence of the word(s), and you are asked `[F]ind:RETURN= Proceed / Y=Replace`

Press (RETURN) to continue the search.	The word(s) is not changed, and the cursor moves to the next occurrence. The prompt is displayed again.
Press (Y) to replace.	The word(s) is replaced with the new word(s), and you are asked if you want to continue. `[F]ind:RETURN= Proceed` appears at the bottom of the display.
Press (RETURN)	The cursor moves to the next occurrence of the word.
When you want to stop the search, press the (SPACE) bar.	The search stops.

You may press any character except (RETURN) to stop the search.

When there are no more occurrences of the word or phrase you are looking for, the cursor stops at the beginning or end of the document, depending on the direction you were searching.

Resuming Searches

If you accidentally stop a search, or you exit [F] to edit the text you were looking for, you can go back and continue the search where you left off—without retyping the command.

What you do ...	**What you get ...**
Press [F]	The `[F]ind:` prompt appears on the bottom of the display.
Type (=) **and press (RETURN)**	The cursor moves to the next occurrence of the word or phrase indicated in the previous [F] command. The prompt `[F]ind:RETURN= Proceed / Y=Replace` appears.

Press Y	The previously defined new word(s) replaces the previously defined word(s), and you are asked if you want to continue. `[F]ind:RETURN= Proceed` is displayed.

Neat Tricks With [F]

The find command can be a real timesaver. It can

- Leap whole paragraphs with a single bound.

What you do...	**What you get...**
Press [F]	The `[F]ind:` prompt appears on the bottom of the display.
Type < > < **and press** RETURN	The cursor jumps to the end of the next paragraph, and you are asked if you want to continue.
Press RETURN **again.**	The cursor jumps to the end of the next paragraph or a blank line.

Each time you press RETURN, the cursor jumps to the next paragraph because it is finding carriage returns. To find out more, see "Delimiters, Wildcards, and Other Characters" at the end of this chapter.

You can find paragraphs from anywhere in a document. As with all uses of the [F] command, the arrow on the Data Line indicates the direction of the search.

- Replace something with nothing.

What you do...	**What you get...**
Press [F]	The `[F]ind:` prompt appears on the bottom of the display.
Type /something// **and press** RETURN	Nothing replaces the first occurrence of `something`.

The last two slashes, which enclose nothing, indicate that `something` will be replaced with nothing.

- Change tabular spacing.

What you do...	What you get...
Press [F]	The `[Find:` prompt appears on the bottom of the display.
Type /(SPACE)(SPACE)(SPACE)(SPACE)(SPACE)/(SPACE)(SPACE)/ **and press** (RETURN)	The number of spaces between columns changes from five to two.

Remember: You insert space characters by pressing the (SPACE) bar.

- Replace something with spaces.

What you do...	What you get...
Press [F]	The `[Find:` prompt appears on the bottom of the display.
Type /\/(SPACE)/ **and press** (RETURN)	The cursor moves to the first occurrence of a backslash (used to underline text), and Apple Writer asks if you want to replace it with a space.

Toggling Carriage Returns

Sometimes it's useful to know where carriage returns are. Apple Writer shows carriage returns in your document as right brackets (]).

What you do...	What you get...
Press [Q]	The Additional Functions Menu replaces the editing display.
Type (G) **to select** `Toggle Carriage Return Display`	The editing display returns with the carriage returns in the document indicated with a right bracket (]).

Press [Q](G) again to turn the carriage display off.

Tabs

See Chapter 4 for another way to indent the first line of a paragraph.

Tabs are a quick way of moving the cursor to a specific place on the typing line. They also are good for indenting the first line of a paragraph and for typing columns of numbers or words.

When you start up Apple Writer, a tab file is automatically loaded into the *tab buffer*—the part of memory reserved for the current tab settings. The TAB.SYS file sets tabs every eight spaces up to column 72. You can use these tabs or, if they aren't suitable for a particular text you're editing, you can clear them from the buffer and set tabs at other positions. You also can save tab settings to a tab file that you can load into the buffer for use with any text.

If You Want to See a Tab Setting

Seeing the tab settings is easy: press the ESC key. Across the top of the screen, where the Data Line usually is, you see a row of white boxes and numbers. The white boxes represent tab settings. The numbers represent the tab number (for instance, the third tab setting on a line).

Press ESC again; the Data Line is turned off. To get the display back to normal, press ESC once more; the Data Line returns.

By the Way: The ESC key works the same as the [Q]H command explained in Chapter 1.

Using TAB to Insert Spaces

To tab to a column where a tab is set, press the TAB key.

When you press the TAB key, the cursor moves to the next set tab and inserts spaces between the old cursor position and the new one. This is how you use the tab feature when you are creating new text.

No matter where the cursor is when you press the TAB key, it will move to the next tab position. For instance, if the cursor is in column 27 and you are using Apple Writer's default tab settings (every eighth position), when you press the TAB key, the cursor will move to column 32.

Remember that Tab: on the Data Line gives the current cursor position in number of characters from the last carriage return. Tab positions are always counted from the last carriage return, not from the left edge of the screen. This makes it possible for you to tab to positions past column 80—for instance, to tab to position 120 on a business form. To see where the last carriage return is, follow the instructions in "Displaying Carriage Returns."

If you are using tabs to make a table that uses column 80, turn word wraparound off—by pressing [Z]. If you don't, the last word on the line will be wrapped around to the next line on your screen, making it difficult to keep track of the columns in your table.

Tabbing Over Existing Text

If you want to move the cursor over existing text to the next tab position without inserting spaces, you use a combination keypress.

What you do...	**What you get...**
Hold down the ⌘ key and then press the TAB key.	The cursor moves over the text to the next tab position.

When you hold down the ⌘ key while pressing the TAB key, the cursor passes over existing text as it moves to the next tab position; it does not insert spaces into the text. This is how to use the tab feature when you want to move the cursor.

Clearing Some Tabs

If you want to clear some of the tab settings in memory, but not all of them, press an arrow key or ⌘-TAB until the cursor is on the tab position you want to clear.

What you do...	**What you get...**
Press [T]	`[T]ab(Set/Clear/Purge) :` prompts you for a selection.
Type C for "clear."	The message disappears as the tab clears. There is no indication on the display that the tab is cleared, but if you try tabbing to the position you will pass it.

Clearing All Tabs

If you don't want to use any of the current tab settings in memory, you can get rid of them all with one command.

What you do...	What you get...
Press [T]	`[T]ab(Set/Clear/Purge) :` prompts you for a selection.
Type Ⓟ **for "purge."**	The prompt disappears, and if you press the TAB key nothing happens.

Note: If you purge all the preset tabs, it is only temporary. The tabs will be back again the next time you start up Apple Writer.

Setting Tabs

To set a tab, use the arrow keys to move the cursor to the position where you want the new tab.

What you do...	What you get...
Press [T]	`[T]ab(Set/Clear/Purge) :` prompts you for a selection.
Type Ⓢ **for "set."**	A tab is set at the cursor's position.

You can set a maximum of 32 tabs, and they can be set at any position. Tabs that you set with [T]Ⓢ are purged from the tab buffer when you turn the computer off—but not when you clear memory. So you can use them in any session at the computer. If you'd like to save tabs permanently, see the next section.

Saving Tabs to a File

If you would like to permanently store a group of tab settings, first set the tabs using [T][S]. Then, to save the settings in the tab buffer:

What you do...	What you get...
Press [Q]	The Additional Functions Menu replaces the editing display.
Type [B] **to select** `Save Tab File`	Apple Writer asks you to enter the file name. Don't forget to specify the disk drive number if the default is different than the drive you want to use.

The **default drive** is the one that was last used. The computer assumes you want to use the default drive unless you specify otherwise.

Apple Writer automatically begins tab file names with the prefix `TAB.` So, for convenience, you can name a tab file the same name as the text file—and the program will not confuse the two. Don't type the prefix when entering the file name.

If you want to permanently change the default tab settings so that your tabs are loaded into the buffer when you start up Apple Writer, here's how:

What you do...	What you get...
After you've set the tabs the way you want them, put the MASTER disk in drive 1 and press [Q]	The Additional Functions Menu is displayed.
Type [B] **to select** `Save Tab File`	You are asked for a file name.
In response to the prompt, type [S][Y][S]	The the original system tab file, `TAB.SYS`, containing tab settings every eight spaces, is replaced with your tab file, containing the tab settings in the buffer.
Press [RETURN]	

Loading a Tab File

Tab files are loaded into the tab buffer, the same part of memory that holds the tabs you set with [T][S]. Any tabs in the buffer are replaced by the tabs in the file. So, if you've painstakingly set a lot of tabs and don't want to lose them, save them before loading another tab file.

What you do...	What you get...
Press [Q]	The Additional Functions Menu replaces the editing display.
Type [A] **to select** `Load Tab File`	Apple Writer asks you to enter the file name. Don't forget to specify the disk drive number if the default is different than the drive you want to use.

When you type the name of the file, do not type the `TAB.` prefix.

Helpful Hint: If you press [Q][A], but don't remember the name of your tab file, type a question mark ([?]) and press [RETURN]. A list of the files on the disk in the default drive is displayed. At the end of the catalog, the `Enter file name:` prompt is again displayed.

A Short Cut

You can keep Apple Writer's default tab settings on the MASTER disk and still load another set of default tabs before beginning a session.

Create your own tab file and save it to a disk (other than the MASTER) with the name `TAB.SYS`. Save onto that same disk the file `PRT.SYS` from the MASTER disk. Then, each time you want to use this set of tabs:

1. Start up Apple Writer as you would normally.
2. When the Copyright Screen appears, remove the MASTER Disk, and insert your special tab file disk. Press [RETURN].
3. Your own tabs are now the default tabs for this session.

Underlining Text

To underline text, type a backslash (\) at the beginning and end of what you want to underline. When the document is printed, the text between the backslashes will be underlined and each backslash you've typed will be printed as a space, unless it appears at the beginning of a paragraph. A backslash that begins a paragraph does not generate a space when printed so that the line will begin at the left margin.

What you do...

Type

W e \ b e l i e v e \ i n SPACE o u r SPACE p r o d u c t .

What you get...

We _believe_ in our product.

is printed.

If you want to print a backslash, you can't use the backslash as the command to underline text. But you can choose another character as the underline token and use it in the same way you would use the backslash. Any character may be used as the underline token. For more information, see "The Underline Token" in Chapter 4.

Automatic Case Change

You can quickly and conveniently change text from upper- to lowercase (or vice versa) by turning on case change and then passing the cursor over the text. If you want to change lowercase letters to uppercase, place the cursor at the beginning or end of the text to be changed. Then, press

[C] turns on case change.

[C]

to turn on case change.

Look at the Data Line. The letter U has replaced the direction arrow. This indicates that the cursor has automatically become an *uppercase cursor*—that is, any lowercase letters you pass over with the cursor will change to uppercase.

If, however, you want to change uppercase letters to lowercase, press [C] again. The U changes to an L, which indicates a *lowercase cursor*. Now any uppercase letters you pass over will change to lowercase.

What you do...	What you get...
Press [C]	U replaces the direction arrow on the Data Line as case change is turned on.
Move the cursor with the arrow keys.	Lowercase letters change to uppercase when the cursor passes over them.
Press [C] **again.**	L replaces U
Move the cursor with the arrow keys.	Uppercase letters change to lowercase when the cursor passes over them.
Press [C]	The U returns.
Press the (SPACE) **bar.**	The direction arrow returns as case change is turned off.

Note: When case change is on, each time you press [C], the cursor toggles between a U (for "uppercase") and an L (for "lowercase"). Case change is turned off by pressing any key except ← or →.

Inserting (CONTROL)-Characters in Text

When you use the (CONTROL) key (or (ESC) key) in conjunction with another key to tell Apple Writer to do something, as in [S] to save a document, you issue a command. However, there are instances when, instead of issuing a command, you will want to embed that (CONTROL)-character in the document.

You might, for instance, want to use embedded (CONTROL)-characters to manipulate features of your printer. For example, to notify certain printers that a portion of text should be superscripted, you would embed an (ESC) (SHIFT)-(D) into the text before the character to be superscripted and then an (ESC) (SHIFT)-(U) to return to regular text.

If you want to insert control characters into your document—and not have them interpreted when you type them as commands—you can do so by using the (CONTROL)-character insertion feature ([V]).

Move the cursor to the place where you want the command to take effect. Then press

[V]

to turn on (CONTROL)-character insertion.

Press [V] again to turn CONTROL-character insertion off.

Note: When CONTROL-character insertion is on, a V is shown on the Data Line. At that time, the CONTROL-character(s) you press, including the arrow keys, are inserted into the text in memory, rather than executed as commands.

Embedded CONTROL-characters are displayed in inverse (black on white). ESC is shown as a left bracket ([).

By the Way: If you want to embed a [V], things get a little tricky. A special file, CONTROLV, on the MASTER disk was created just for this purpose. An example of how to embed a [V] is included in "Inserting CONTROL-Characters in Your Glossary."

Making and Using a Glossary

If there are words or phrases that you use again and again in your work, you can, with Apple Writer, use a single character to represent each word or phrase. The word or phrase can then be called up from a glossary—without your having to type it! This useful feature can save you a lot of time.

A character and the word or phrase it stands for are called a *definition*; one or more of these definitions constitutes a *glossary*.

A glossary resides in the *glossary buffer* until the computer is turned off or until you load another glossary, which writes over the previous one.

You also can save what you've put into the glossary buffer so that whenever you want to use it again, you can.

Glossary Specifications

Glossary definitions can differ quite a lot in length and character. But they all have one important similarity: each definition begins after the last carriage return and ends with a carriage return.

When making a glossary, observe these rules:

- Any keyboard character can represent a word or phrase except the asterisk (*) and the question mark (?). The representative character is called a *designator*.

- **Uppercase and lowercase letter designators are interpreted differently by Apple Writer.** This means you can use a lowercase *a* to represent one definition and an uppercase *A* to represent another.
- Each designator must be unique to the glossary. If you repeat a designator in one glossary, Apple Writer only finds the first definition.

Glossaries also have size limitations. Follow these rules:

- Maximum size of a glossary (size of the glossary buffer) is 2048 characters.
- Maximum size of a definition is 128 characters (about a line and a half).
- Maximum number of definitions in a glossary is 99.
- Maximum number of glossary files is unlimited.

Note: You can make a glossary file in which a single definition is 2048 characters long, but if you do, there isn't any room for other definitions.

There are two ways you can make a glossary. You can build one at the beginning of a session before you put anything in memory or you can add definitions to the glossary buffer as you work. In both methods, the glossary in the buffer can be saved for later use.

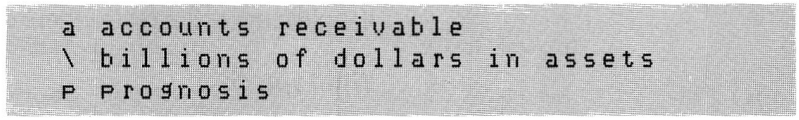
Building a Glossary

Before you load a document into memory or start a new document, you can create a glossary as you would any other document. You can edit the definitions and save a permanent copy to a disk. If you plan to use a glossary more than once, this is a faster and more efficient method than creating a glossary with [G].

To build a glossary all at once, follow these steps:

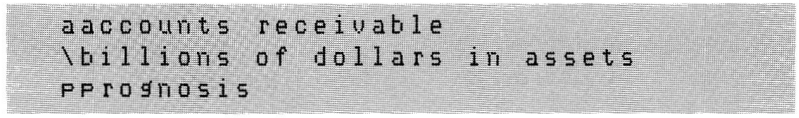
1. Clear memory (after saving any important contents to a disk) by pressing [N] and then [Y].

2. Type your definitions—that is, type the designator followed by the word or phrase it stands for. Start each definition on a new line. The glossary can look like this:



```
a accounts receivable
\ billions of dollars in assets
p prognosis
```

Or it can look like this:



```
aaccounts receivable
\billions of dollars in assets
pprognosis
```

If you type a space character between the designator and the word or phrase, the word or phrase will begin with a space when you use [G].

3. When all definitions have been entered, check to see that your document length is not greater than the maximum allowed—2048 characters. The number of characters in the document (in this case, a glossary) is indicated on the Data Line after `Len:`.
4. Save the glossary as you would any other document. Press [S] and, in response to the prompt, give your glossary a file name you will remember the next time you want to load it. The glossary is now saved on the disk in the specified disk drive.
5. To use the document as a glossary, you must load it using [Q][E], which is explained in the next section.

Loading a Glossary File

To use the glossary that you saved on disk, you must load it into the glossary buffer.

What you do ...	**What you get ...**
Press [Q]	The Additional Functions Menu replaces the editing display.
Type [E] **to select** `Load [G]lossary File`	You are asked to enter a file name.
Enter the name of the glossary you want to use and press [RETURN]	The glossary is loaded into the buffer.

When you load a glossary file, it writes over anything that is in the glossary buffer. This means that any definitions in the buffer are lost.

Making a Glossary As You Work

If you just want to use a definition temporarily or if you want to add to the glossary in the buffer, there's a quick way to do so.

What you do...	**What you get...**
Press [G]	`[G]lossary(?=Define /*=Purge) :` asks you what you want to do.
Type [?] **for "define."**	`Enter new definition :` appears at the top of the display as you enter the glossary buffer.
Follow the rules in "Glossary Specifications" to enter a definition. If a glossary is already in the buffer, be sure to use a unique designator.	The editing display returns.
Press (RETURN)	

Note: You must enter each definition separately when you use [G][?].

Any glossary in the buffer may be saved with [Q][F], which works the same as [Q][E].

Warning

All definitions are purged from the buffer when you load a glossary file or turn off the computer, but not when memory is cleared.

If you load a file of definitions into memory with [Q][E] and then assign definitions using [G][?], make sure the same designator is not used twice. Apple Writer will find only the first definition in the glossary for a particular character: it ignores subsequent definitions.

Purging Glossary Definitions

Here's how to get rid of all definitions in the glossary buffer.

What you do ...	**What you get ...**
Press [G]	`[G]lossary(?=Define /*=Purge) :` asks you what you want to do.
Type [*] **for "purge."**	All definitions in the glossary buffer are erased.

Note: When you use the [G][*] command, only the buffer is cleared. If you loaded the glossary from a disk, the original is still safe and sound. And you can always save a glossary in the buffer for future use before purging.

Using a Glossary

Using a glossary to insert text into your document is simple.

First, load an existing glossary, with [Q][E], or create one as explained in "Building a Glossary" and "Making a Glossary as You Work." Then, press

[G]

and type the designator that stands for the word or phrase you want to insert at the cursor's position. For example, to get the phrase represented by `a`, press

[G][a]

The selected phrase is retrieved from the buffer and inserted into the text at the cursor's position.

Trying It Out

Say the glossary in the buffer looks like this:

```
FFar-Eastern Westernwear
M Midwestern Datamulch
p PCB International, Inc.
tTRI-SERA-TOPS Corp.
```

and you want to insert `PCB International, Inc.` into your text. Move the cursor to where you want to insert the name and press [G][P]. You must type a lowercase *p* since that's the character that represents the name.

Voila! The name is inserted.

Helpful Hint: There's an even quicker way to insert a definition: press the [Ö] key and type the designator. The definition, of course, must be included in the glossary in the buffer.

Once you've made an extensive glossary, routine correspondence becomes a snap. For instance, with the glossary shown in Figure 2-6 in the buffer, you could compose many different letters and memos, each with just a few keystrokes. But before you go to even that much trouble, see "Creating Personalized Form Letters" in Appendix B to find out how to do the job automatically!

```
n non-profit institution
J really can help you get the job done--in a hurry!
+ plus more than five (5!) times the effectiveness of
  most other brands on the market today
- although it costs a little more
TThank you for your interest in
! a thermocouple for every occasion!
3 three layers of heavy duty ductile ducts
- Thanks to a secret manufacturing process,
w with a record of achievement in
m Medflies make the best hosts!
p We believe in our product!
```

Figure 2-6. A Sample Glossary File

Notice that the definition in Figure 2-6 that begins with a plus sign (+) is two lines long. There is no carriage return at the end of the first line of this definition—it is only at the end of the entire definition.

Nested Definitions in the Glossary

There may be times when you need to have a definition longer than 128 characters (the maximum size of single definition).

You can use two different, but similar, methods to get around this limitation: you can *nest* definitions or you can *link* them.

To link definitions together, keep your eye on the Data Line to see how many characters you have typed. When you get to 128, press [G] and follow with another designator character and continue entering the definition. You can add to the definition to a level of eight designator characters (don't forget to count the first one as part of the total).

To retrieve the definition, simply press ⍝ and the first designator character: the entire definition will appear at the cursor.

You can also press ⍝ and the second designator character to get the portion of the definition from that designator character onward.

Nesting definitions is more complicated. Basically, you can include seven levels of glossary definitions within the first one.

The first definition begins and includes an embedded [G] command that calls up the second definition, which is in the middle of the first. The second definition can have an embedded command to the third definition, and so on, up to eight levels.

Say the third definition is the last level, after the third definition is interpreted the rest of the second definition is called up, followed by the remainder of the first definition.

Each definition is *nested* in the middle of the next.

As in a linked definition, calling up the first designator inserts all the levels of the definition in your document. The embedded commands are interpreted as they are encountered,

Inserting Carriage Returns in Your Glossary

It is possible for a glossary definition to contain a carriage return. Simply type a right bracket (]) to represent the carriage return. When your document is printed, Apple Writer treats the bracket as any other carriage return; the bracket is not printed.

This feature allows several lines, such as a name and address, to be treated as a single glossary definition.

Inserting CONTROL-Characters in Your Glossary

You also can embed CONTROL-characters in glossary definitions.

The procedure is similar to that explained in "Inserting CONTROL-Characters in Text." However, CONTROL-characters in glossary definitions are executed as Apple Writer commands when the definition is inserted into the document in memory.

To get around this, you also must embed a [V] before and after the CONTROL-character. That way, when you insert the definition into a document, the [V] is executed and the CONTROL-character is successfully embedded.

Aside: That's why you can link or nest definitions. The [G] you type is executed when you insert that definition. In other words, the definition is inserted, and when Apple Writer gets to the [G] it executes the command, calling up the next part of the definition.

If you are embedding CONTROL-characters in a definition you are entering with [G], you just type the character while holding down the CONTROL key. The characters are displayed in inverse.

But if you are working with a glossary that you are creating as you would any other document in the editing display, embedding a [V] is a little tricky. So a special file, named CONTROLV, is included on the MASTER disk to help you. The function of the file is to embed [V].

Say you wanted to embed an ESC SHIFT-D into a glossary definition to superscript a number.

What you do ...	What you get ...
Type the designator and the definition. When you get to the part you want to superscript, use [V] **to turn on** CONTROL**-character insertion.**	A V is displayed on the Data Line as CONTROL-character insertion is turned on.
Type ESC SHIFT-D	The CONTROL-characters are displayed in inverse on the screen.
Press [V] **to turn** CONTROL**-character insertion off and type the text you want to superscript.**	The text is displayed normally.
Use [V] **again to embed an** ESC SHIFT-U **to turn off the superscript command.**	The CONTROL-characters are displayed in inverse.
Be sure CONTROL**-character insertion is off. Position the cursor in front of the** CONTROL**-characters you just inserted. Press** [L] **and type** CONTROLV	The file CONTROLV is loaded into memory and a single [V] is inserted at the cursor's position. The V is displayed in inverse like other embedded CONTROL-characters.
Move the cursor to the position just after the same CONTROL**-characters. Load** CONTROLV **again.**	Another V in inverse is inserted into the text.

You have successfully embedded CONTROL-characters in a glossary.

Remember: In any glossary that you work on in the editing display, you must *embed* a [V], by loading the CONTROLV file, before and after all embedded CONTROL-characters. Those characters (displayed in inverse) are embedded by using [V] as explained in "Inserting CONTROL-Characters in Text."

The SPECIAL *File*

SPECIAL, on the MASTER disk, is a back door to non-editing functions.

A special file contained on your MASTER disk, called SPECIAL, can save you time because you don't have to leave the editing display to obtain other functions.

SPECIAL is set up as a glossary file, and as such must be loaded with [Q][E] into the glossary buffer.

Here are some of the short cuts SPECIAL lets you take:

- [G][p] prints the document in memory
- [G][c] gets you the catalog listing
- [G][r] restores default print values
- [G][q] quits Apple Writer
- [G][n] erases memory

SPECIAL also contains the commands necessary to print superscripts and subscripts with the Apple Letter Quality Printer:

- [G][↑] embeds the command to print a superscript
- [G][↓] embeds the command to print a subscript

The following commands apply to the Apple Dot Matrix Printer:

- [G][7] gives 17-pitch (17 characters per inch)
- [G][2] gives 12-pitch (12 characters per inch)
- [G][0] gives 10-pitch (10 characters per inch)
- [G][B] turns on boldface
- [G][b] turns off boldface
- [G][—] turns underlining on (you must use the [SHIFT] key for this command)
- [G][-] turns underlining off

Warning
To use SPECIAL it must be loaded as a glossary file and not as a document. See "Loading a Glossary File" earlier in this chapter.

SPECIAL is a collection of embedded commands. It was created by following the directions in "Inserting CONTROL-Characters in Your Glossary." Follow the instructions in that section if you want to add to or change this special glossary.

For instance, if you are not using a letter quality printer, you can still use SPECIAL for most of its definitions, but you must use different subscript and superscript commands.

To make your own "special" glossary file:

1. Load SPECIAL as a text document with [L].
2. Type a designator to represent the subscript command. Then use [V] to insert the CONTROL-characters that command your printer to print subscripts. Repeat this step to enter the superscript definition.
3. Use CONTROLV to embed a [V] before and after any embedded CONTROL-characters.
4. Save the glossary to a new file name with [S].
5. To use the subscript and superscript commands for your printer, load this glossary into the buffer with [Q]E.

For more information about using [V], read "Inserting CONTROL-Characters in Text" and "Inserting CONTROL-Characters in Your Glossary."

Note: Subscript and superscript commands must be used in pairs. If you insert a subscript command to the left of a character, you must insert a superscript command to the right of it (and vice versa) so that subsequent text will be printed normally.

Editing With a Split Screen

You can compare and edit two different parts of the same document by splitting the screen into two displays.

How to Split the Screen

The [Y] command splits the screen horizontally into two 12-line displays.

What you do...	What you get...
Press [Y]	The prompt `[Y] SplitScreen (Yes/No/RETURN =Switch)` appears at the bottom of the display.
Type Y **and press** RETURN **to split the screen.**	Two Data Lines are shown as the display is split.

Splitting the screen does not affect your text or the commands used to edit it. Splitting the screen only affects the way the text in memory is displayed.

Moving the Cursor Between Displays

When you split the display, you get two cursors as well as two Data Lines. The blinking cursor is the one that is active. To activate the cursor in the other display, press

[Y]

again. In response to the prompt, press RETURN.

Each time you press [Y] RETURN, your control of the cursor switches between displays.

Restoring the Display

To return to one display, press

[Y]

one more time.

Type N for "no" in response to the prompt and press RETURN. The single screen display is restored.

Using a Split Screen to Compare Text

The split screen feature is handy when you want to see two different parts of the same document. With the document in memory, follow these steps:

1. Split the screen by pressing [Y]Y and then RETURN.
2. In the display with the blinking cursor, use the normal editing commands to position the document in the *window* so that the part you want to see is displayed.
3. Activate the cursor in the other display by pressing [Y] RETURN.
4. Move the cursor to the part of the document that you want to compare.

A **window** can be all or part of the display screen. When you are using a split screen the display is split into two windows.

Warning

You can edit text in either display, using the same commands you would use if the screen were not split. But it is a good idea to do all editing in one display and use the other just for comparision. When you switch between the displays, the single document in memory is updated and all the changes you have made in one display are incorporated into both versions.

If you want to compare one document with another, be sure both are saved on a disk. Then, follow these steps:

1. Load one document.
2. Put the cursor at either the beginning or end of the document in memory. Use [B] or [E].
3. Load the other document.
4. Split the display using the [Y] command.
5. In the display with the blinking cursor, use the normal editing commands to position the text in the window so that the document you want to see is displayed.
6. Activate the cursor in the other display by pressing [Y] RETURN.
7. Move the cursor to the part of the other document that you want to compare.

Warning

Notice that although you have split the display, you really are working with only one piece of text. This is because Apple Writer treats everything in memory as one document—even if you load two or three files. Any changes you make in either display are incorporated into the one document in memory.

If you have loaded more than one document for comparision and you have made some changes you want to keep, be sure to delete the extra text before saving the new version. To be on the safe side, it's a good idea to save the document under a different file name so you don't write over any of the original files.

Moving Text With a Split Screen

A split screen is especially useful when you are rearranging pieces of text that are not adjacent. With a split screen you can see both pieces of text at the same time and move text from one display to another.

For example, after you have used [Y] to split the display, follow these steps to move a paragraph from one display to the other:

1. Delete the paragraph by placing the cursor at its end and pressing [X]. Remember that the direction arrow should point to the left.
2. Activate the cursor in the other display by pressing [Y] (RETURN). Then move the cursor to the new location for the paragraph.
3. Use [D] to point the direction arrow to the right.
4. Retrieve the paragraph by pressing [X].
5. Save the new version with [S].

Footnoting

There are two kinds of footnotes: running footnotes, sometimes called *footers*, which repeat from page to page and include things like page numbers; and notes of reference or explanation, which are usually placed below the text printed on a page. You'll find out all about footers in Chapter 4, the chapter on printing. This section only covers the latter kind of footnotes—notes of reference and explanation.

Apple Writer lets you type the footnote within the text immediately after its point of referral. At the same time, you must insert special commands so that the footnote will be printed at the bottom of the same page as its point of referral.

Here's how you enter a footnote so that it is automatically printed at the bottom of a page:

1. After you have typed what you want to reference, embed the CONTROL-character to print a superscript.
2. Type the footnote reference number.
3. Embed the CONTROL-character to cancel the superscript.
4. Type (< followed by the text of the footnote.
5. Type >) at the end of the footnote, followed by a space.

That's all there is to it. It can be even easier if you don't embed CONTROL-characters to superscript the reference number. Just skip steps 1 and 3.

Warning

The begin footnote symbol (< starts the footnote at the left margin, but it is up to you to enter carriage returns where necessary to properly format the footnote. See the next section.

Formatting Footnotes

Text typed between these symbols, (<text>), is automatically put at the bottom of the page as a footnote when the document is printed. But the actual footnote must be formatted at the keyboard. The footnote ignores right margins, so you must insert them by pressing RETURN. Your footnote text should not extend beyond the 80th column, so take care to press RETURN before you reach that point.

If you want a second footnote to start on a separate line, you must end the first footnote with a RETURN before typing the >) symbol.

To indent a footnote, put the number of indented spaces desired between the beginning symbol and the start of the footnote text.

```
(<     This footnote will be indented
five spaces.>)
```

See Chapter 4 for more on the underline token.

To underline part of a footnote, insert a backslash or underline token at the beginning and end of the text to be underlined—just as you would with ordinary text.

A single footnote cannot consist of more than 128 characters. There cannot be more than 1024 characters of footnotes on a single page. If there are, you will see this message on the screen when the text is printed:

```
WPL ERROR: FOOTNOTE OVERFLOW.
```

This means that there were more than 1024 characters typed into the footnote buffer.

Recovering From Footnote Buffer Overflow

An overflow error only means that your footnote was too long to be printed properly. When you look at the document on the display, you will notice that you haven't lost any of the text.

To print the footnote you must either: delete part of the footnote or split the footnote between two pages.

Follow these steps to split the footnote between two pages:

- Determine where to divide the footnote.
- Type the first half of the footnote as you would any footnote.
- Type the second half of the footnote anywhere in the text that will be printed on the next page. If you put it about 50 lines after the first part of the footnote, it should appear on the next page when the document is printed.

Trying It Out

Here's an example of a footnote and how to add it to a document. The printed text will look like this:

```
Subsequent studies (3) do not support this theory.
```

And this footnote, printed at the bottom of the page and indented six spaces from the left margin, will look like this:

```
3.  James and Culbertson, The True Meaning of Q
(King's Press, New York 1970)
```

Enter the text and footnote so the display looks like this:

```
Subsequent studies (3) (<      3. James and Culbertson,\The True Meaning of Q\
(Kings Press, New York 1970)>) do not support this theory.
```

Delimiters, Wildcards, and Other Characters

A *delimiter* is a character marking the beginning and end of a text segment to find, save, or load. For instance, when you use the [F] command to find a word or phrase buried somewhere in the text, you surround the word or phrase that you want to find with a slash (/)—a delimiter. In Apple Writer, the standard delimiter is a slash (/), but several other characters can also be used.

The **standard delimiter** is the slash (/). The **standard underline token** is the backslash (\).

Besides delimiters, three other types of characters have special meaning to Apple Writer: *wildcard characters*, *carriage return characters*, and *any length characters*. The following sections explain what they do.

You can use these types of characters to represent other characters in find, save, and load statements—but only when you use a delimiter other than the slash. When used with the slash they have no special meaning.

Use the slash (/) as the standard delimiter, except:

- when there's a slash in the phrase or word to find or in the beginning or end word or phrase of the text to save or load.
- when you want to use a wildcard, any length, or carriage return character.

If you cannot use the slash as a delimiter, you can use several other characters. These characters are shown in Figure 2-7.

Figure 2-7. Delimiters and Other Characters

Delimiter	Any Length	Carriage Return	Any Character (Wildcard)
/	none	none	none
<	=	>	?
#	$	%	&
&	'	(	)
!	"	#	$
*	+	'	-

When the slash is part of the text you must use another delimiter. **The delimiter character must not be repeated in the specified text.**

The characters shown on the same line and to the right of each delimiter—under any length, carriage return, and wildcard characters—have special meanings when they are used with that delimiter. So if you use a delimiter other than the slash, make sure that the text you put between the delimiters does not contain any of the three special characters shown in Figure 2-7.

Trying It Out

If you want to use the standard delimiter to find the phrase `market value`, check the direction arrow and cursor position.

What you do ...	**What you get ...**
Press [F] **and type** / m a r k e t SPACE v a l u e /	The bottom of the screen looks like this: `[F]ind:/market value/`
Press RETURN **to begin the search.**	The cursor moves to the first occurrence of `market value` and the prompt asks you to press RETURN if you want to proceed.

To find the phrase

```
Sept/Oct $ value?
```

You must use another delimiter—one that doesn't have a dollar sign ($) or question mark (?) as a special character. In this case you could use the ampersand (&). Check the direction arrow and cursor position, then press [F] and type

& S e p t / O c t SPACE $ SPACE v a l u e ? &

The bottom of the screen looks like this:

```
[F]ind:&Sept/Oct $ value?&
```

Press RETURN to begin the search.

Wildcards

The **wildcard** can help you find things when you can't spell them exactly.

A *wildcard* is a character that stands for any character. When it is used, it tells the program to ignore any character found in its position; it means "don't try to match this character, just accept whatever character is there." For instance, the question mark (?) wildcard in this statement

```
[F]ind:<an?????s>
```

would find

```
analysts
anarchists
antacids
```

if they occurred in your document. The command looks for all words that begin with `an` and have an `s` in the sixth character postition.

As illustrated in Figure 2-7 the less than sign (<) is the appropriate delimiter to be used when a question mark (?) is the wildcard.

See Figure 2-7 to find out what other characters you can use as wildcards. That figure also shows which delimiters, any length characters, and carriage return characters you can use with wildcards.

Any Length Characters

An **any length character** helps you find things when you don't know how long they are.

An *any length* character is a character that stands for a character string of any length.

When it is used, Apple Writer accepts any number of characters found in the character's position as long as all other characters of the text string match. We will use the quotation mark (") as our any length character in the next illustration. Look at Figure 2-7 to see that the corresponding delimiter is an exclamation point (!). So, with this in mind, if you press [F] and type

[!][J]["][1][9][8][1][!]

The cursor will find these text strings

```
July 31, 1981
January 12th 1981
Jack says sales grew in 1981
```

if they occur in the document because the command finds strings of any length that begin with the letter J and end with the numbers 1981.

See Figure 2-7 to find out what other characters you can use as any length characters. That figure also shows which delimiters, wildcards, and carriage return characters you can use with any length characters.

Carriage Return Characters

A *carriage return character* is a character that stands for a carriage return!

It is the character to use when you want to put a carriage return in a find, save, or load statement. If you try to insert a carriage return by pressing the RETURN key, Apple Writer would try to execute the command and you'd get an error message. To avoid this, Apple Writer allows other characters to stand for the carriage return.

In our illustration we'll use the pound sign (#) carriage return character. Figure 2-7 indicates the exclamation point (!) is the appropriate delimiter for the pound sign. So, if you press [F] and type

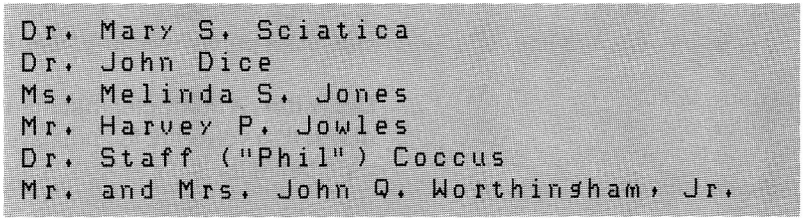
[!][#][P][C][B][SPACE][I][n][t][e][r][n][a][t][i][o][n][a][l][,][SPACE][I][n][c][.][!]

Apple Writer finds the name `PCB International, Inc.` only when it appears at the beginning of a paragraph because the command says to look for all instances of the name that are preceded by a carriage return.

See Figure 2-7 to find out what other characters you can use as carriage return characters. That figure also shows which delimiters, wildcards, and any length characters you can use with carriage return characters.

Another Example

To find the names of doctors on this list



```
Dr. Mary S. Sciatica
Dr. John Dice
Ms. Melinda S. Jones
Mr. Harvey P. Jowles
Dr. Staff ("Phil") Coccus
Mr. and Mrs. John Q. Worthingham, Jr.
```

whose first names are four characters long, you would press [F] and then type

[!][D][r][.][SPACE][$][$][$][$][SPACE][!]

Quitting Apple Writer

If you want to quit Apple Writer—either because you are through with your current session or because you want to use a program on another disk—first save the document in memory (unless you really don't want it). Then quit Apple Writer.

What you do...	What you get...
Press [Q]	The Additional Functions Menu is displayed.
Type [K] **to select the option to** `Quit Apple Writer`	This prompt is displayed: `Erases Memory. Quit (Y/N) ?`

This is your chance to make a graceful exit from this command, if you pressed it accidentally, or from Apple Writer! If you don't want to quit Apple Writer after all, you can change your mind at this point by pressing [N].

What you do...	What you get...
Type [Y] **to confirm that you want to quit and erase memory.**	The screen clears and you are left with the BASIC prompt (`]`) and cursor.

If you are through using the Apple IIe, turn it off. If, however, you want to insert another program disk and keep working, you may do so.

Summary of Chapter 2 Terms

Any length character: A character that stands for a character string of any length. Used with the [F] command.

Buffer: A part of memory used for temporary storage.

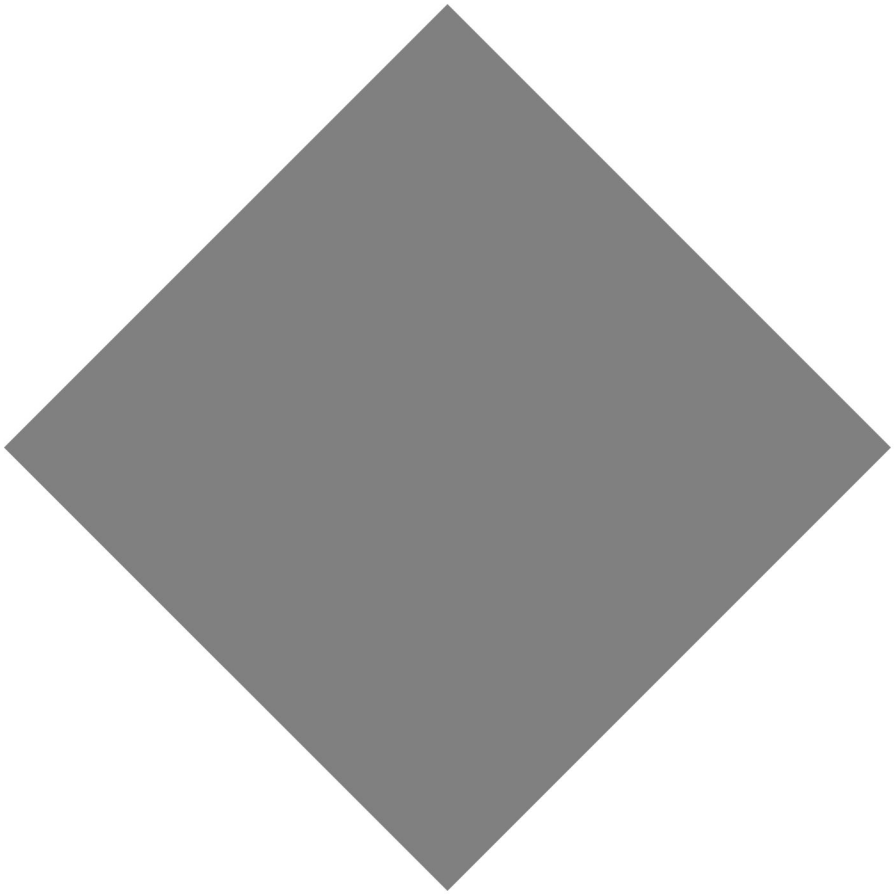
Delimiter: A character that marks the beginning and end of a portion of text that you want to find, save, or load. In Apple Writer, the standard delimiter is a slash (/).

Editing mode: Apple Writer is almost always in editing mode. This means that you are creating or changing a document.

Toggle: To turn on or off.

Wildcard: A wildcard character stands for any character. A wildcard character is often helpful with the [F] command.

Chapter 3
Managing Files



Managing Files

In this chapter you will learn about the commands that load, save, and manage files in detail. You also will learn about housekeeping commands: those that help you monitor your progress, prepare disks for information, and get rid of documents you no longer need.

Loading Information From a File

In Apple Writer there are several ways in which you can load information from a file:

- you can load a copy of an entire file from a disk
- you can load a copy of part of a file from a disk
- you can load all or part of a file from memory

You also can load a file so that you can peek at its contents without putting it into memory. All these methods will be covered in the following sections.

When you **load** the contents of a file, you don't change anything on the disk.

You should understand that when you load the contents of a file you don't erase or write over anything you may have in memory. The [L] command inserts only, and always at the cursor's position.

Loading the Contents of a File From a Disk

To load the contents of a file with Apple Writer, you must first turn on the computer and start up the system.

If you have one disk drive, you will then remove the MASTER disk and insert the disk containing the file or files you wish to load. If you have two disk drives, you will leave the MASTER disk in drive 1 and put the disk containing the file or files to be loaded in drive 2.

To load an entire file from a disk, press

[L]

Then, when this prompt

```
[L]oad:
```

appears, type the name of the file desired and, if necessary, a comma and the disk drive from which the file will be loaded.

If you load a file when there is no other file in memory, that is, at the start of a session or after erasing memory with [N], its file name will be displayed on the Data Line.

If you load a file when another file is already in memory, there's a chance that there won't be enough space in memory for the entire file you're loading. If there isn't, the Apple IIe will sound a bell and `Mem: 0` will be displayed on the Data Line.

If a file is too big for memory a bell will sound and `Mem: 0` will be displayed on the Data Line.

You will have to break the text into two files. To do this, save the text that fit into memory to a file. You may want to delete some of the text to make a logical break. Clear memory.

Then load the file that overflowed memory. Delete the text you have included in the other file. Save this second part to another name.

Now you have smaller chunks to work with. Try the [L] command again.

A Quick Way to Load the Contents of a File

When the name of a file you want to load is already on the Data Line, there's a quick way to load that file.

What you do ...	**What you get ...**
Press [L]	The `[L]oad:` prompt appears and waits for you to type a file name.
Type [=] **and press** RETURN	The file named on the Data Line is loaded.

[L][=] always loads the entire file.

If You Make a Mistake

Occasionally, after typing the name of the file to be loaded, you might get the following message:

This means you either made a typing error in the name or the file does not exist. In either case, you should press [O][A] to check the catalog listing of the disk. Perhaps the file you want is on another disk. Perhaps—we hope this never happens!—you forgot to save the document the last time you worked on it. Or perhaps you just made a spelling error, like typing [S][A][L][L][Y] for a file named SILLY.

Note: After the DOS error message, you must press [RETURN] before you can issue any Apple Writer commands, such as [O][A].

If you get an error message while loading a file, see Appendix C for more information.

You might get other error messages from time to time: consult Appendix C.

Most errors occur because of failure to follow the syntax of the computer. More detail about syntax and specifying disk drive numbers follows.

Syntax

The grammatical rules that govern a computer language are known as *syntax*. If you don't use the correct rules when instructing your Apple IIe to do something, the computer won't understand. For that reason, you must take care in the order and form in which you specify a file name, disk drive, or other options when giving a command.

When to Specify Drive and Slot Numbers

A disk drive is used every time you load the contents of a file from a disk or save a document to a disk. Apple Writer keeps track of the drive you used last, and uses it again (as the *default disk drive*) unless you instruct it otherwise.

In other words, the only time you must specify a disk drive number is when you want to use a drive other than the default, the one you used last. If you have not used a drive since starting up the system, Apple Writer uses drive 1; drive 1 is thus the default until you use another disk drive. Then that drive becomes the default.

You must specify a slot number only if you are using more than two disk drives and only when you want Apple Writer to use a slot other

than the last one used. Slot 6 holds the disk drive controller card for drive 1 and drive 2. Slot 5 holds the controller card for drives 3 and 4 (if you have them). Slot 4 holds the controller card for drives 5 and 6.

The default slot is slot 6. Apple Writer uses this slot if you have not used a different slot since starting up the system in a particular session. Slots are specified in much the same way as drive numbers: type the letter [s] followed by the slot number.

Always put the slot number before the drive number in load commands:

Note: Even if you have three or four disk drives, numbers in commands are always 1 or 2. This is when the slot becomes important. In the preceding example, the drive accessed would be drive 4: the second disk drive connected via slot 5.

When you load a file from a disk, you are putting a copy of the file into memory. The editing you do on the copy of the file in memory has no effect on the file on the disk until you save the document again with the same name. At that point, the copy in memory (called a *document*) is written over the copy on the disk (called a *file*).

So, if you make a drastic mistake while editing the file in memory—perhaps you accidentally wipe out half the file or somehow turn it into gibberish—don't save the file! Just clear memory, load another copy of the file, and resume editing.

Helpful Hint:

If you're ready to load a file but can't remember its name, there's a quick way to see the names of all the files on your default disk.

Press [L] and type [?]. Press [RETURN].

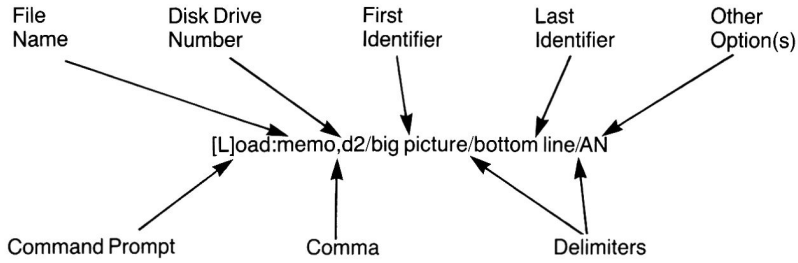
A catalog of the files on the disk in the drive last used is displayed. To list the files on a disk in another drive, press [L][?] and then type a comma and the disk drive number. For instance, to get a catalog of the disk in drive 2, press [L] and then type

[?][,][d][2]

after the [L]oad: prompt.

If you forget the name of the file you want to load, [L][?] gives you a catalog of the disk in the default drive.

Figure 3-1. The Syntax of a Command



Loading Part of a File

The word or phrase between delimiters is called a **marker** because it marks the segment to save.

To load part of a file, you must specify the part you want by using *markers*—the first and last characters of the part to be loaded. First, put the cursor where you want to insert the text; then follow these steps:

1. Press [L] and type the name of the file and, if necessary, a comma and the disk drive number.
2. Type the beginning marker (the first word or phrase of the segment to be loaded) between delimiters; then the ending marker (the last word or phrase of the segment) and a final delimiter. The load command should look something like this on the screen:

A **delimiter** is a character that is used to mark the beginning and end of a sequence of characters. In written English, the space character is used as a delimiter between words.

```
[L]oad:filename/beginning marker/ending marker/
```

3. Press RETURN

When specifying a marker, use as many characters or words as are necessary to make the marker unique. If the marker is not unique, the wrong segment may be loaded.

If you use a slash as a marker, you cannot use the slash as a delimiter. To find out what other characters you can use as delimiters, see Chapter 2.

To load from the beginning of a file to a specific word or phrase, leave the first set of delimiters empty so that the load command looks something like this:

```
[L]oad:filename,d1//ending marker/
```

Loading parts of files is done by specifying markers within the text.

The A option loads all occurrences of text with the specified markers.

When loading part of a file, you can use one or both of two options by typing the character that stands for it after the final delimiter. You can type A for "all" occurrences and N for "no" markers. If you type

A

after the last delimiter, like this:

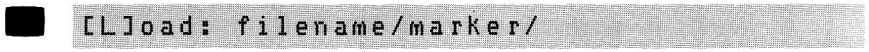
All occurrences in the text that begin and end with the specified markers are loaded. If you type

N

after the last delimiter. The part of the file specified by the markers is loaded without loading the markers themselves.

Note: The A and N options should only be used in [L] instructions that use three delimiters.

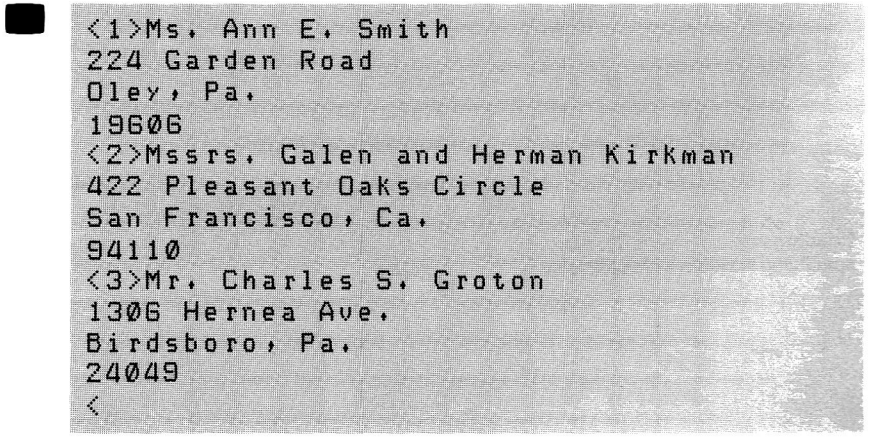
You can also load the part a file from a certain place within the file to the end. The command should look like this:



Press RETURN. A copy of the file will be loaded from the indicated place to the end.

Trying It Out

Create a document that contains the following entries. Type this text so that it looks like this on your display:



When you have finished creating the document, save it to a disk with the name CLIENTS. We'll use this file to see how to load part of a file. To load the first name and address from this file, press [L] and type

[C][L][I][E][N][T][S][/][<][1][>][/][1][9][6][0][6][/]

Specify disk drive number after CLIENTS, if necessary. When you press [RETURN], this is what is loaded:

```
<1>Ms. Ann E. Smith
224 Garden Road
Oley, Pa.
19606
```

If you want to load a name and address from the same file, but not the bracketed number preceding it, you can use the bracketed numbers as markers and load with the N ("no" markers) option. To do so, press [L] and type

Using the N option loads the text without the markers.

You can use the A and N options together to load all occurences without markers.

[C][L][I][E][N][T][S][/][<][1][>][/][<][2][>][/][n]

Notice that you may type the letter for the option in upper- or lowercase.

When you press [RETURN], this is what is loaded:

```
Ms. Ann E. Smith
224 Garden Road
Oley, Pa.
19606
```

To load all addresses from the same file without loading their markers, press [L] and type

[C][L][I][E][N][T][S][/][>][/][<][/][a][n]

When you press RETURN, this is loaded:

```
Ms. Ann E. Smith
224 Garden Road
Oley, Pa.
19606

Mssrs. Galen and Herman Kirkman
422 Pleasant Oaks Circle
San Francisco, Ca.
94110

Mr. Charles S. Groton
1306 Hernea Ave.
Birdsboro, Pa.
24049
```

To load from the name `Charles` to the end of the file, press [L] and type

CLIENTS/Charles/

When you press RETURN, this is what will appear on the screen:

```
Charles S. Groton
1306 Hernea Ave.
Birdsboro, Pa.
24049
```

Loading From Memory

If you want to make a copy of a segment of text so that it appears twice in your document, you can load the segment directly from memory.

First, move the cursor to the position where you want the text inserted. Then, press [L] and type

#

Then type the beginning and end markers of the segment you want to load. Don't forget the delimiters and the options. Press RETURN.

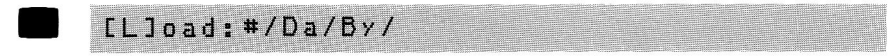
Trying It Out

Type the following text into memory. Use the TAB key to space the columns.

If you want to move these headings to another place in memory, without retyping the whole line, press [L] and type

#/Da/By/

The bottom of the screen should look like this:



Press RETURN to accept the command.

See Chapter 2 for other ways to move and copy text in memory.

The segment is loaded into memory at the cursor's location. You now have two copies of the same headings.

By the Way: If this were the only text in memory, you could just type [L]# and then press RETURN to copy the text at the cursor position.

Peeking at a Document

If you are editing one document and want to see what's in another, you can do so without disturbing the document you're editing. To peek at a document, load it into the *screen buffer*—the part of memory reserved for the display.

To do this, press

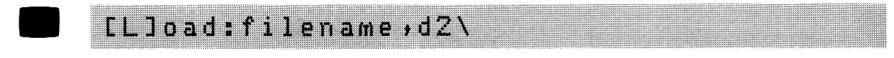
[L]

and then type the file name (and, if necessary, a comma and the disk drive number). Then type

\

and press RETURN. The backslash tells Apple Writer you want to load the file to the screen buffer.

Here's what the command should look like on your display:



Warning
If you leave out the backslash, the file will be loaded into memory.

When a file is loaded to the screen buffer, it scrolls quickly by. If you want to linger at a particular section of the document, you can control the scrolling with CONTROL-S.

Hold down the CONTROL key and press S. The scrolling stops. Press CONTROL-S again and the scrolling resumes.

Saving Documents

Saving the documents you have created is one of the most important things you will do with Apple Writer. And one of the most important aspects of saving is to give your work a unique name. As with loading, there is a certain syntax involved when giving your documents a name.

See the *Apple IIe Owner's Manual* for more information about file names.

The rules for Apple Writer II file names are simple. Names must

- start with a letter (alpha character)
- contain none of the special characters shown in Figure 2-7.
- be less than or equal to 30 characters long

Note: The Data Line only shows you the first 23 characters of the file name, but you are allowed 30.

You can type file names in uppercase, lowercase, or a combination of the two. Apple Writer doesn't recognize case when it comes to file names.

You can save text in memory several ways.

- You can save all of memory to a new file on a disk.
- You can replace an older version of a document by giving the new version the old name.
- You can save part of memory to a new file.
- You can save all or part of memory onto the end of an existing file.

The next four sections discuss the various methods of saving documents.

Saving All of a New Document

To save the entire contents of memory to a file, press

[S]

Then, in answer to the prompt ([S]ave:), type the file name and disk drive number of the disk you want to save the document on. Separate these two pieces of information by a comma. Then, when you are sure the information you typed is correct, press RETURN. Before you press RETURN, you can correct any typos by backing the cursor over them and retyping.

For example, if you want to save the contents of memory to a file named INVENTORY on the disk in drive 2, you would press [S] and then type

inventory,d2

Press RETURN to execute the command.

Most of the time you do not have to specify the drive number and can just type the file name. This is because Apple Writer keeps track of the drive last used and automatically uses it again. The only time you must type the drive number is when you want to use a disk drive other than the one last used.

Warning

Do not save the new document to an existing file name, unless you definitely want the contents of memory to replace the contents stored under that name! Apple Writer gives you no warning that you are about to write over an existing file.

You can protect your files so they can't be accidentally erased. See "Locking Files" later in this chapter.

Checking the Catalog for File Names

Each disk has a catalog that serves as its table of contents. If you want to check the catalog before you save your document (to be sure you won't be writing over any files you need), press [S] and type

?

Press RETURN.

A listing of the disk in the default disk drive is displayed. If the catalog is longer than one screen, press the SPACE bar to continue scrolling.

If necessary, before you press RETURN, type a comma and the number of the disk drive (and, if appropriate, slot number) containing the disk whose contents you wish to see.

Using the Data Line to Save a Document

The Data Line only shows the first 23 characters of a file name.

When the file name you want to save a document under is already on the Data Line, there's a speedier way to save. Press [S] and instead of the file name, type

(=)

Press (RETURN).

The contents of memory are saved onto the disk under the file name on the Data Line.

The short cut [S](=) will save the document in memory to the file name on the Data Line.

[S](=) always saves the entire contents of memory. You can't use it to save only part of a document.

Whenever you load a document after clearing memory or save a document, the file name appears on the Data Line until you erase memory, save to a new file name, quit Apple Writer, or turn off your Apple IIe.

Warning
Save frequently! When you are working on a document, you should save the contents of memory every 15 minutes or so. That way, if there is a sudden loss of power to the computer, you won't lose a great amount of work.

Trying It Out

If you get an error message when saving a document, see Appendix C.

Type a short memorandum to yourself. Then, to save the contents of memory to a file named MEMO on the disk in drive 1, press [S] and type

(M)(E)(M)(O)(,)(d)(1)

The screen shows:

Press (RETURN) to execute the command.

Remember: You should never save documents on the MASTER disk.

Saving by Replacing an Old File

When you load a file, edit it, and then save it again with the same name, you actually are replacing the old version of the file with the new version. This is called *writing over a file*.

The old version of the file disappears and the space it occupied (plus or minus the editing changes you made to the new version) is taken up by the new version of the file.

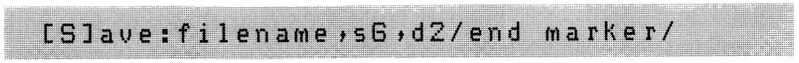
You save your document in the same way described in the previous section, "Saving All of a New Document."

Saving Part of a Document

If you only want to save a part of the text in memory, follow these steps:

1. Place the cursor at the beginning of the text segment to be saved.
2. Press [S] and type the file name, and, if you want to use a drive other than the one last used, type a comma and the drive number.
3. Type the last word or phrase (being sure that what you've typed is a unique word or phrase) of the segment you want to save between delimiters. The word or phrase between delimiters is called a *marker* because it marks the segment to save. Follow this syntax:

You can use markers and delimiters with the [S] command to save parts of documents.

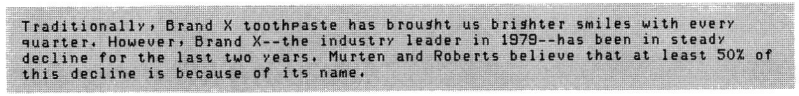


4. Press RETURN.

Normally, a slash (/) is used as the delimiter. If the word or phrase that is used as a marker contains a slash, you cannot use the slash as the delimiter for that marker. See "Other Delimiters" in Chapter 2 to find out what other characters you can use as delimiters.

Trying It Out

Type the following paragraph into memory so it looks like this:



Say you want to save the second sentence of this paragraph to a file named BRANDX on a disk in drive 2. To do so, move the cursor over the H in However, press [S], and then type

BRANDX,d2/years./

Press RETURN to execute the save.

Saving by Adding Onto the End of a File

There will be times when you will want to add all (or part) of the contents of memory onto the end of an existing file. Here's how. First, press [S] and type the name of the file you want to add the text onto; if necessary, add the number of the disk drive containing the disk. If you want to save only part of memory, also type the beginning and end markers between delimiters. Then, type

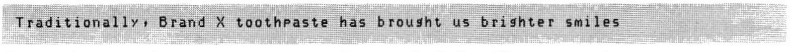
You can add text to the end of a file with [S]⊕.

⊕

and press RETURN to add all (or the specified part) of the contents of memory onto the end of a file.

Trying It Out

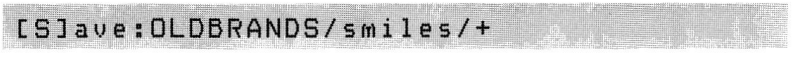
Create a small document about Brand X toothpaste and save it to a file named OLDBRANDS. (Save it to the same disk as BRANDX.) Now, load BRANDX into memory. Then, to add



from the text in memory onto the end of the file named OLDBRANDS, position the cursor over the T in Traditionally, press [S], and then type

OLDBRANDS/smiles/⊕

Your display should look like this:



Press RETURN to execute the command.

Clearing Memory for a New Document

Before working on a new document, you should always save the document currently in memory to a disk and then erase memory (unless you want to combine the new document with the document contained in memory).

[N] erases the text in the computer's memory and clears the display.

What you do...	What you get...
Press [N]	The following prompt is displayed: `[N]ew (Erase Memory) Yes/No ?`

This cautionary prompt is to protect you. If you pressed [N] by mistake—or if you decided that you don't, after all, want to erase the contents of memory—you can change your mind by simply pressing Ⓝ (for "no").

Press Ⓨ for "yes."	Memory is cleared.

[N]Ⓨ erases only the part of memory reserved for documents; it does not erase the contents of the buffers: those areas in memory reserved for tab settings, glossaries, print values, and text deletions. [N]Ⓨ also restores Z to the Data Line and sets the direction arrow to <.

Managing Files With DOS Commands

See the *Apple IIe Owner's Manual* and the *DOS Manual* to learn more about the **Disk Operating System**.

In Apple Writer, the commands that manage files—those that delete, rename, lock and unlock files; and those that initialize and catalog disks—are DOS commands. The DOS Command Menu allows you to use DOS (the Disk Operating System) directly from Apple Writer. Press

[O]

to display the DOS Command Menu.

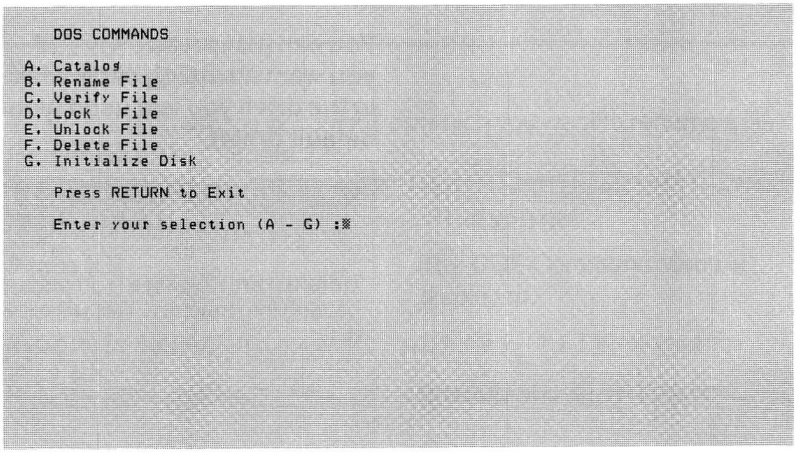


Figure 3-2. DOS Commands

To select a function from this menu, type the letter preceding it.

By the Way:
You do not need to press RETURN after selecting a function from the DOS Command Menu.

Press RETURN to exit the menu and return to the editing display.

After you have selected the appropriate letter for the function you want, follow the instructions given in the prompt. When you enter information you must press RETURN to tell Apple Writer to execute the command.

The DOS Command Menu reappears on the screen after each [O] command is executed. Each command is discussed separately in the sections that follow.

Cataloging a Disk

The catalog command gives you a listing of all the files on a disk.

What you do...	**What you get...**
Press [O]	The DOS Command Menu is displayed.
Type A **to select** `Catalog`	This prompt is displayed: `Enter Slot,Drive (Example S6,D1):`
Type the slot and/or disk drive number, if necessary, and press RETURN **You can just press** RETURN **if you want a catalog of the disk in the drive you last used (your default drive).**	The catalog listing is displayed.

[O]A shows you a list of the files you have on a disk.

Note: If a catalog listing is more than one screen long, you must press the SPACE bar to continue the listing.

Helpful Hint: Typing a # in response to the prompt will put a copy of the catalog into memory. This will allow you to print a list of the files on the disk.

When you catalog a disk, two items of importance are displayed: the names of the files on the disk and the size of each file. The size of each file is expressed in *sectors*, or units of storage (each of which holds 256 characters). The number of sectors used by each file is shown to the left of the file name.

The catalog also indicates which files are locked. Those with an asterisk next to the file type (T for "text"; B for "binary") are protected (sometimes referred to as *locked*) and cannot be altered or deleted without first removing the protection.

A combination command can put a copy of the catalog in memory.

Note: Certain Apple Writer commands can be used to display the catalog. You can press either [Q]A, [Q]B, [Q]E, [Q]F, [Q]C, [Q]D, [L], or [S] followed by ? to get a catalog.

Pressing any of the above commands followed by ?# will insert the catalog into memory.

How Much Storage Space Is Left on Your Disk?

Each Apple Writer disk has 496 sectors of storage space. From time to time, check your catalog to see how many sectors you have used and how many you have left. Don't save your documents onto a disk that's almost full. Leave yourself plenty of room.

If you do try to save onto a disk that's out of sector space, the system will respond with an error message. Don't worry! Simply remove the disk that is full, insert an initialized disk into the disk drive, and execute the [S] command again.

By the Way: If you don't have an initialized disk, use [O]G to prepare the disk to receive information. The [O]G command does not affect the text in memory.

Renaming a File

There will probably be occasions on which you want to rename a file. Renaming a file is simple.

What you do...	**What you get...**
Press [O]	The DOS Command Menu is displayed.
Type B **to select** `Rename File`	`Enter file name:` prompts you for information.

In response to the prompt, type the present name of the file, followed by a comma, and the new name of the file (followed, if necessary, by a comma and the slot and disk drive number).	
Press (RETURN) when you have correctly entered all the information.	The file is renamed.

For instance, to rename the file CLIENTS in drive 2 to ACCOUNTS, press [O](B) and then type

(C)(L)(I)(E)(N)(T)(S)(,)(A)(C)(C)(O)(U)(N)(T)(S)(,)(d)(2)

Verifying a File

If you want to know if a file is on a disk without looking through the catalog, you can do so by using the DOS Command Menu.

What you do...	What you get...
Press [O]	The DOS Command Menu appears on the display.
Type (C) to select Verify File	Enter file name: prompts you for information.
Type the name of the file you want to verify and press (RETURN)	The command is executed.

The [O](C) command will verify if a file is on a disk.

If Apple Writer displays the DOS Command Menu again, your file has been verified and is contained in the catalog. If your file—at least the way you typed its name—is not on the disk, you will see a DOS : FILE NOT FOUND message on your display.

Press (RETURN) to exit the menu and return to the document in memory.

Locking a File

There will be times when you want to *lock* a file—that is, you want to *protect* it from ever being written over or deleted. When a file is protected, or locked, you can load a copy of it into memory, but you cannot save anything back to that name. When a file is protected, you cannot delete it.

What you do...	What you get...
Press [O]	The DOS Command Menu is displayed.
Type D **to select** `Lock File`	`Enter file name:` prompts you for information.
Type the name of the file to be locked and, if necessary, a comma and the number of the disk drive. Then press RETURN	The file is locked.

You can use the [O]D command to protect a file from accidental erasure.

In the catalog, an asterisk is displayed next to file names that are locked.

Unlocking a File

When you want to remove the protection from a file to make changes to it or, perhaps, to delete it entirely, use the [O]E command.

What you do...	What you get...
Press [O]	The DOS Command Menu is displayed.
Type E **to select** `Unlock File`	`Enter file name:` prompts you for the name of the file.
Type the name of the file to be unlocked and, if necessary, a comma and the number of the appropriate disk drive.	The protection is removed from the file.
Press RETURN	

[O]E cancels the [O]D command, removing protection from a file.

Deleting a File

Once a file has served its purpose, you will want to get rid of it to make room on the disk for new files.

The delete command is one you will use frequently.

What you do...	What you get...
Press [O]	The DOS Command Menu is displayed.
Type Ⓕ **to select** `Delete File`	`Enter file name:` prompts you for the name of the file.
Type the name of the file to delete and, if necessary, a comma and the number of the appropriate disk drive.	The file will be deleted from your disk.
Press (RETURN)	

The delete command, [O]Ⓕ, allows you to get rid of old files to make room on the disk for new files.

Once a file has been saved, DOS will not release any of the space reserved for that file even if you save a smaller document to the same name.

For example, imagine that you spend a week working on a document named `PRIMO`. The first time you save the document, it is ten sectors long. After you analyze it, revise it, and whittle it down to good, tight writing, it is only eight sectors long. That doesn't matter to DOS.

When DOS saved `PRIMO` the first time, it reserved ten sectors for that file; and, even though `PRIMO` is only eight sectors long now, DOS still retains ten sectors of space on your disk.

The only way to free the extra two sectors of space is to load the revised version of `PRIMO` into memory, use [O]Ⓕ to delete the file from the disk, and then save the shorter eight-sector-long `PRIMO` back to the disk.

Initializing Disks

The process of preparing a new disk to receive information is called *initializing*, or *formatting*. With Apple Writer, you can initialize a disk at any time in the editing process without losing what you are working on.

To initialize a disk, first insert the blank disk into a disk drive and close the door.

What you do...	What you get...
Press [O]	The DOS Command Menu is displayed.
Type Ⓖ **to select** `Initialize Disk`	You will see the following prompt: `Enter Slot,Drive (Example S6,D1) :`

Apple Writer's [O]G command allows you to initialize a disk without affecting the text in memory.

Important: When initializing a disk, you must give the drive number (and slot number, if appropriate) even if you are using the default disk drive.

Enter the disk dive number and the slot number and then press RETURN	The disk drive will whir as the disk is initialized. When the process is complete, the DOS Command Menu is displayed again.

For information about what happens to a disk when it is initialized, see the *Apple IIe Owner's Manual*.

Warning

Be careful when initializing disks. Initialization destroys any information already on a disk. If, for instance, you accidentally tell Apple Writer to initialize the Apple Writer MASTER disk, it will be destroyed!

Also, Apple Writer disks do not have internal volume names—this means that the only way you can tell your disks apart is by the way they are externally labeled. So, label your disks carefully.

Copying Disks

Always back up your work!

At the end of a session, you should always back up your work in case the original disk is damaged. The procedure is quick, easy, and painless—and a lot quicker and easier than doing your work all over again!

There are two ways to back up your work. When you are saving documents, save two copies. Trade one initialized disk for another and execute the save command again. Be sure to keep the copies in different places.

You also can copy the entire disk. For more information on the `COPY` command, see the *Apple IIe Owner's Manual*.

Converting Apple Writer 1.1 Files

You can convert Apple Writer 1.1 files to Apple Writer IIe files. Apple Writer 2.0 files do not need to be converted to be used with Apple Writer II.

What you do...	What you get...
Press [Q]	The Additional Functions Menu is displayed.
Type J **to select** `Convert Apple Writer 1.1 Files`	`Enter file name:` prompts you for information.

Now follow these steps:

1. Put the disk containing the file or files to be converted into a disk drive.
2. Type the name of the file to be converted and, if necessary, the disk drive number. Press RETURN. The file is instantly converted and placed in memory.
3. With the text still in memory, put the Apple Writer II MASTER disk into drive 1, press [P] and type

   DO SPACE CONVERT , d1

   The WPL program CONVERT is discussed in more detail in Appendix B.
4. Save the document by pressing [S] and typing the file name and, if necessary, the disk drive number. Make sure the disk you want to save the converted file to is inserted in the specified disk drive.

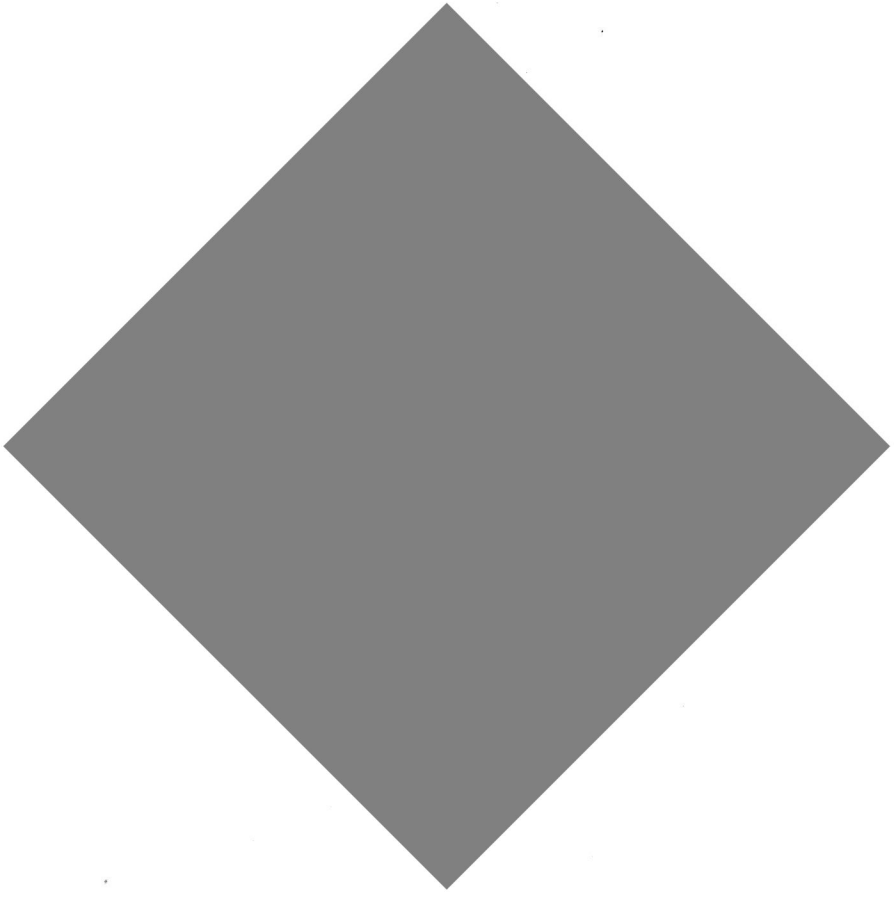
Summary of Chapter 3 Terms

Default drive: The disk drive the computer will opt to use. The default drive is the one last used.

Syntax: Grammatical rules of a computer language.

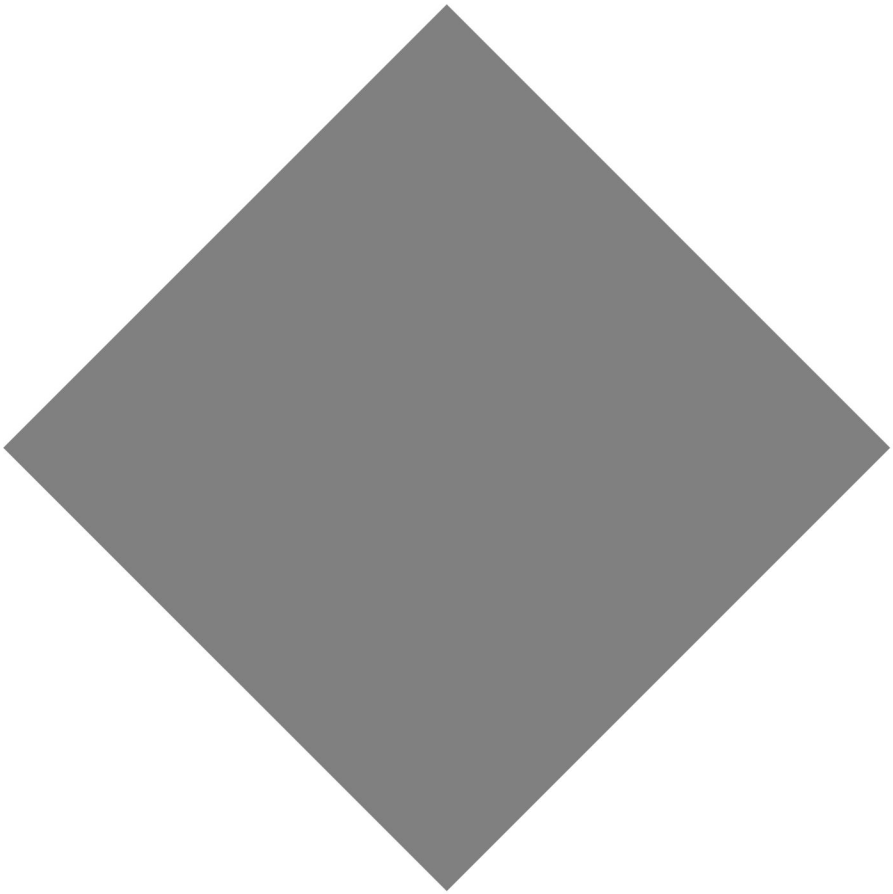
Syntax error: Something you typed did not agree with the computer's rules of grammar—perhaps you typed the letter *l* instead of the numeral *1*.

Writing over a file: When you save a file with the name of a file previously saved, Apple Writer erases the old file and writes the new file in the same space. This is called *writing over a file*.



Chapter 4

Printing



Printing

In this chapter you will learn in detail about the commands that format and print text.

The Print Commands

There are three kinds of Apple Writer print commands:

1. Print menu commands that format text.
2. Embedded commands that format text from within a document.
3. Commands that actually cause the text to be printed.

All three kinds of commands will be discussed in this chapter.

The Print Command Menu

Most of the commands that specify how text will look when it's printed are manipulated from the Print/Program Command Menu. To see this menu, type [P][?] and press [RETURN].

You should see the Print/Program Command Menu as illustrated in Figure 4-1.

Figure 4-1. The Print/Program Command Menu

```
Print/Program Commmands:

Left      Margin     (LM) = 9
Paragraph Margin     (PM) = 0
Right     Margin     (RM) = 79
Top       Margin     (TM) = 1
Bottom    Margin     (BM) = 1
Page Number          (PN) = 1
Printed Lines        (PL) = 58
Page Interval        (PI) = 66
Line Interval        (LI) = 0
Single Page          (SP) = 0
Print Destination    (PD) = 1
Carriage Return      (CR) = 0
Underline Token      (UT) = \
Print Mode (LJ,FJ,CJ,RJ) = LJ
Top Line             (TL) =

Bottom Line          (BL) =

Press RETURN to Exit

[P]rint/Program :
```

Each command of the Print/Program Command Menu governs some aspect of printing. The number displayed to the right of a command is the current value of the command—it tells you exactly where (or how) that aspect of printing will be carried out when the text is printed.

The values shown in Figure 4-1 are the default values of the commands—they are the values used by Apple Writer when it prints your text, unless you specify otherwise.

What Each Command on the Menu Means

The commands you see on the Print/Program Command Menu are format commands—commands that determine how text will be layed out on a page. Here's a brief explanation of each format command and its default value.

Command	What It Does
LM Left Margin	Sets the first column (counting from left edge of paper) in which text is printed. The default of LM is 9; Apple Writer starts printing each new line of text nine spaces from the left edge of the first column the printer can use. See "Setting the Left and Right Margins" later in this chapter.
PM Paragraph Margin	Sets the number of spaces that the first line of text after a carriage return is indented relative to the left margin (LM setting). The PM value also can be used to print hanging paragraphs. The PM default is 0.

	See "Setting a Paragraph Margin" later in this chapter.
RM Right Margin	Sets the last column (counting from the left edge of the paper) in which text is printed. The default of RM is 79; Apple Writer will not print text to the right of column 79. See "Setting the Left and Right Margins" later in this chapter.
TM Top Margin	Sets the number of blank lines between the header (TL) and the first line of text. The default of TM is 1; Apple Writer leaves one blank line between the header and the text. See "Changing the Vertical Format of a Page" later in this chapter.
BM Bottom Margin	Sets the number of lines that are left blank between the last line of text and the footer (BL). The default of BM is 1; Apple Writer leaves one blank line between the text and the footer. See "Changing the Vertical Format of a Page" later in this chapter.
PN Page Number	Sets the page number for the first page that is printed. PN does not print the current page number, it just keeps track of it. The default for PN is 1; it starts counting from page 1. See "If the First Page Is Not Page One" later in this chapter.
PL Printed Lines	Sets the number of lines printed on each page. PL is the sum of the number of lines of text plus the number of lines used by the top line (TL), top margin (TM), bottom line (BL), and bottom margin (BM).

	The default of PL is 58; this means that the total number of lines of text, top line, top margin, bottom line, and bottom margin is 58. See "Changing the Vertical Format of a Page" later in this chapter.
PI Page Interval	Sets the total number of lines from the top of one page to the top of the next page. The default of PI is 66; this means that Apple Writer assumes you are using 11 inch paper and will want six lines per inch. See "Changing the Vertical Format of a Page" later in this chapter.
LI Line Interval	Sets the number of blank lines to be left between each line of printed text. The default of LI is Ø; Apple Writer causes the text to be single spaced with no blank lines between lines of text. See "Single, Double, and Triple Spacing" later in this chapter.
SP Single Page	Sets up the printer for either single sheets of paper or continuous paper forms. The default for SP is Ø; this means that Apple Writer is set up to print on continuous sheets of paper. See "Single Sheets or Continuous Paper?" later in this chapter.
PD Print Destination	Sets the destination for printing. The default for PD is 1; this means that Apple Writer automatically prints to the printer connected via slot 1. See "Setting the Destination for Printing," "Printing to a File," and "Printing to the Display" later in this chapter.
CR Carriage Return	Determines whether or not Apple Writer issues a line feed when it sends a carriage return to your printer.

The default for CR is Ø; this means that Apple Writer is set up to suit a printer that automatically issues a line feed of its own at the end of each line.

See "Advancing Lines on the Printer" later in this chapter.

UT Underline Token

The default for the underline token is the backslash (\). But any character may be used in its place. See "The Underline Token" later in this chapter.

LJ Print Mode
FJ Print Mode
CJ Print Mode
RJ Print Mode

Specifies how text is justified—that is, how it is filled in between the left and right margins.

The default of the print mode command is LJ; this means the text is left justified. Each line of text begins at the left margin and ends on or before the right margin depending on the length of the last word.

See "Choosing a Way to Justify Text" later in this chapter.

TL Top Line

Prints a header at the top of each new page.

The default of TL is no header.

See "Printing Headers and Footers" later in this chapter.

BL Bottom Line

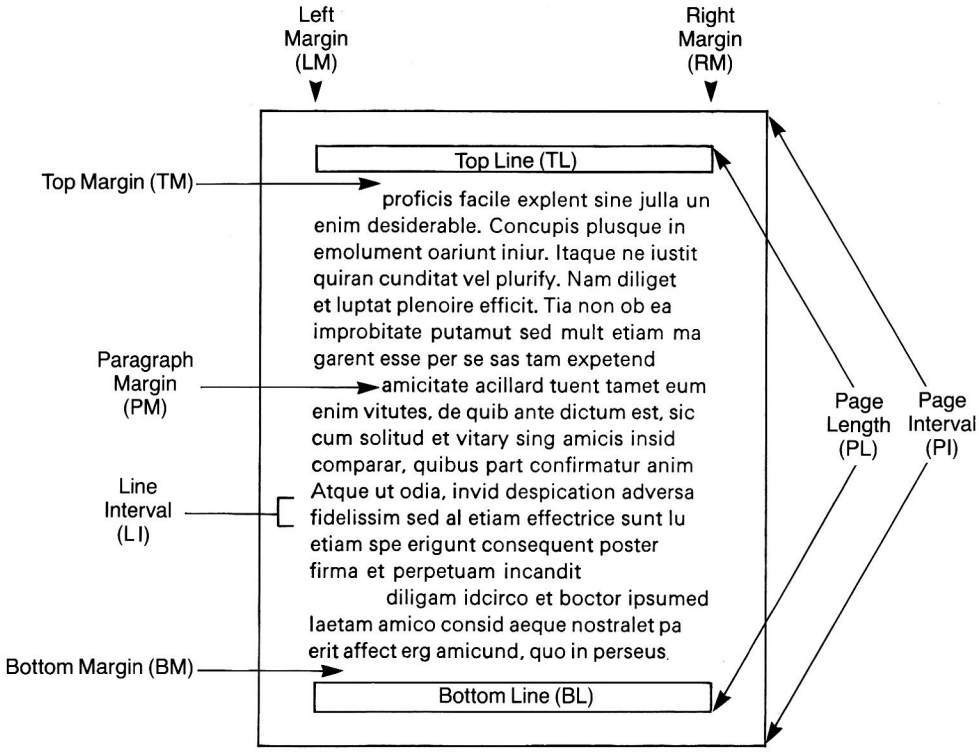
Prints a footer at the bottom of each new page.

The default of BL is no footer.

See "Printing Headers and Footers" later in this chapter.

Figure 4-2. The Effect of Each Format Command on the Printed Page

In Figure 4-2 you see a typical page and the way the printer interprets the format commands.



The main part of the page is the printed text, with a header (TL) and header margin (TM) at the top of the page and a footer (BL) and footer margin (BM) at the bottom.

All of these commands except print destination may be embedded in the text.

Embedded Print Commands

Three commands specify how text is printed, but they are not on the Print/Program Command Menu. These commands can be used only as embedded commands—that is, contained within the body of the text itself.

To find out how to actually embed a command in a document, see "Embedding a Command in a Document" later in this chapter.

Here's a brief explanation of each of the embedded commands.

Command	What It Does
.FF Form Feed	Forces the printer to start a new page before printing any more text. If .FF is followed by a value, for instance .FF10, the printer starts a new page if the number of lines left on the current page is less than the value. See "Breaking Pages With Form Feed" later in this chapter.
.IN Input	Allows you to interrupt printing. When Apple Writer encounters the IN command in a file, it stops the printer, displays the message on the screen (but does not print it), and waits for you to press (RETURN) before it resumes printing. See "Inserting a Message" later in this chapter.
.EP Enable Print	Enables you to print specific parts of a document. See "Printing Part of a Document" later in this chapter.

Warning

.FF should always be the last three characters of any document you plan to print, otherwise your printer might end in the middle of a sheet of paper without printing your footnotes.

By the Way: Some printer controller cards also send the document to the display while it is printing. To avoid this, you can embed a command at the beginning of the document to turn off the display.

1. Press [V] to turn on (CONTROL)-character insertion.
2. Type (CONTROL)-(I)
3. Press [V] to turn off (CONTROL)-character insertion.
4. Type (8)(0)(N) and press (RETURN).

When the document is done printing, the display will return to normal. See the section "Inserting (RETURN)-Characters in Text" in Chapter 2 for more on [V].

Commands That Cause Text to Be Printed

The commands that cause text to be printed are not shown on the Print/Program Command Menu. The following is a brief explanation of the two commands that print text.

Command	What It Does
NP New Print	Prints the document in memory. See "Printing a Document" later in this chapter.
CP Continue Print	Prints a document at the position on the page where the last one ended, making it possible to print several documents as one. See "Printing Several Documents as One" later in this chapter.

How to Change the Value of a Print Command

When you start up Apple Writer each session, the file containing the default values of the print commands is automatically loaded into the *print value buffer*—the part of memory reserved to hold the current values of the print commands.

This means that the values of the print commands are independent of the text in memory and are not saved with it. When you print a document, the values used are those that are in the print value buffer.

[P]? shows you most of the values in the print value buffer.

Note: You can see most of the print command values by pressing [P] and typing ?.

There are three ways in which you can change the value of a command in the print value buffer:

- You can type the command and a new value for it.
- You can embed a new value for the command in your document.
- You can make your own print value file and load it into the buffer.

In each case, the new value replaces the previous value of the command in the print value buffer. If the command is a menu command, the new value is reflected in the Print/Program Command Menu.

The value of a print command stays the same until you change it. This means that values set or embedded in one document carry over to subsequently printed documents unless you change the values or turn the computer off.

The first two ways to change the value of a print command—typing a new value and embedding a value in a file—are discussed in the sections that follow. The third way—making a print value file and loading it—is discussed in "Saving and Loading a Print Value File" later in this chapter.

Typing a New Value for a Command

Changing the value of a print command is quite easy. Once you have the `[P]rint/Program:` prompt on the display, you simply type the two letters representing the command (C R for "carriage return," for example) and then the new value. The two-letter command can be typed in upper- or lowercase.

You can issue the new command in two different ways:

- Type the command and its new value after displaying the Print/Program Command Menu by pressing [P]?.
- Press [P] and type the command and its new value.

Either way, the `[P]rint/Program:` prompt is displayed before you type the command and its new value. Remember, you must press RETURN to let Apple Writer know you are done entering information.

When you want to change a particular command and are not sure how to go about it, first look up the command in "What Each Command on the Menu Means," then turn to the appropriate reference section.

Helpful Hint:
To get the Print/Program Command Menu, press [P]? and RETURN.

Use [P]? if you want to change several print commands at once. The changes you make are reflected in the menu as soon as you press RETURN.

Use [P] if you want to change only one command and you know the two-letter abbreviation.

Print command values do not change the way the text looks on the display. They only affect text when it is printed. So don't be surprised if your display remains the same after you've changed the print values.

Trying It Out

Let's change the value of one print command just to get an idea of how it's done. To change the value of the LM (left margin) command from 10 to 20, press [P] and type

L M 2 0

Press RETURN. Nothing changes on the display. To check that you really have changed the left margin, you must look at the Print/Program Command Menu.

Now let's change the value of two print commands, using the [P]? option.

What you do...	**What you get...**
Type [P]? **and press** RETURN	The Print/Program Command Menu is displayed. And the `[P]rint/Program :` prompt is at the bottom of the display.
Type L M 1 5	The left margin value changes from the default (9) to 15
Type B M 2 **and press** RETURN	The bottom margin value changes to 2

To return to the document in memory, press RETURN.

Note: Except for TL and BL, the space between the command and the value is optional; you could also have typed L M SPACE 1 5.

But be careful. In the case of TL and BL, Apple Writer will treat a space as a delimiter.

Embedding a Command in a Document

Any command except print destination on the Print/Program Command Menu can be embedded within a document.

Embedding a print command in your text means that you can control the way the document is printed from within. For Apple Writer to be able to distinguish an embedded command from other text in the document, the embedded command must follow this format:

- It must be on a line by itself (to accomplish this, you may need to precede the command with a carriage return).
- It must begin with a period (.).
- It must be followed by a carriage return.

Here's an example of how to use an embedded command within a document:

```
The following illustrates our four-
pronged approach to keeping the company
alive during this period of economic
downturn:
.LM 10
- trim staff
- close plants
- cut office expenditures
- keep thermostat at 68 degrees
.FF
.LM 5
But that's not all!
```

When you want to embed a print command in a document, follow these steps:

1. Move the cursor to the end of the line just before the line you want the embedded command to take effect on.
2. Press RETURN.
3. Type a period, followed by the command and its value.
4. Press RETURN.

Be careful not to add extra lines when you are putting the embedded command on a line by itself.

When Apple Writer encounters an embedded command during printing, it replaces the value of the command in the print value buffer with the embedded value. For instance, if the command .LM 20 is embedded in a document, subsequent printing will also use LM 20. And LM 20 will be displayed on the Print/Program Command Menu.

Warning

Because embedded values update the values in the print command buffer, the value of a command embedded in one document will carry over to subsequently printed documents—unless you change the command's value or turn the computer off.

Always check the current values of the commands on the Print/Program Command Menu before printing a document.

Trying It Out

Here's an example with left and right margin values (LM and RM) embedded within a document:

```
Our plan worked! Here's what they said
today in the Journal:

.LM 15
.RM 60
By instituting a lean management policy
and strict conservation measures,
Universal Industries has come from
behind to capture 60% of the domestic
market.

.LM 10
.RM 70
Let's go celebrate! Meet me at Ernie's
tonight at 8. I've got some great
strategy ideas to discuss.
```

When the text is printed, it will look like this:

```
Our plan worked!  Here's what they said today in the Journal:

     By instituting a lean management policy and
     strict conservation measures, Universal
     Industries has come from behind to capture 60%
     of the domestic market.

Let's go celebrate!  Meet me at Ernie's tonight at 8.  I've
got some great strategy ideas to discuss.
```

Saving and Loading a Print Value File

Once you've changed the values of the print commands in the buffer to suit your needs, you can save those values in a print value file and then load them into the print value buffer whenever you want to use them.

What you do...	What you get...
Press [Q]	The Additional Functions Menu is displayed.
Type [D] **to select** `Save Print/Program Value File`	`Enter file name:` asks you what you want to name your value file.
Type the name and, if necessary, the disk drive number. Press [RETURN]	Apple Writer saves the file with the prefix `PRT.` for "print." Once the file is saved, the editing display returns.
Press [Q]	The Additional Functions Menu is displayed.
Type [C] **to select** `Load Print/Program Value File`	`Enter file name:` asks you for the name of the value file you want to put into the buffer.
Type the name and, if necessary, the disk drive number. Press [RETURN]	
Just type the name. Apple Writer automatically adds the `PRT.` **prefix.**	

To *permanently* change the default values of the print commands, you can use [Q][D] to save your own print value settings to the file `PRT.SYS` on the Apple Writer MASTER disk. This will write your print value file over the original `PRT.SYS` file. Type [S][Y][S] in response to the file name prompt. These new values will then be used each time you start up Apple Writer.

Trying It Out

To make a file of print values suitable for letters, change the print values in the buffer by pressing [P][?] and then typing each command and its new value. Then, to save the print values as a file named LETTERS on a disk in the disk drive last used, press [Q][D] and type

[L][E][T][T][E][R][S]

If you display a listing of the disk (by pressing [O][A]), you'll see your file listed as PRT.LETTERS.

How to Communicate With Your Printer

Apple Writer can print to Apple, Qume, and Centronix printers. It can also print to most other printers with a compatible Apple *printer interface card* (see Chapter 1). The following sections will tell you how to communicate with your printer.

By the Way: Don't overlook the features offered by Apple Writer's SPECIAL glossary file. If you have an Apple Dot Matrix Printer or an Apple Letter Quality Printer, a number of embedded commands are already set up for you. See "The SPECIAL File" in Chapter 2.

If you haven't already done so, turn your Apple computer off and plug in your printer and printer interface card. Follow the instructions in the manual that came with the printer. We recommend that you plug the printer interface card into slot 1.

Setting the Destination for Printing

If your printer controller card is not in slot 1 you must change the print destination.

If the printer interface card is in a slot other than slot 1—for example, if you have more than one printer—you must specify that slot to Apple Writer. If the card were in slot 2, for instance, you would inform Apple Writer of this information by changing the print destination to 2.

What you do...	What you get...
Press [P]	The [P]rint/Program : prompt is displayed.
Type [P][D][SPACE][2] **and press** [RETURN]	Apple Writer will now send the text to a printer via slot 2.

If you check the Print/Program Command Menu, by pressing [P][?], you will see that the value for print destination is 2.

Remember: The value for PD will stay 2 until you either change it, turn off your Apple computer, or load a print value file.

If you don't have a printer, see "Printing to the Display" later in this chapter.

Advancing Lines on the Printer

Apple Writer doesn't automatically advance a line with the carriage return at the end of each line unless you specifically tell it to. You should first check your printer to see if it automatically issues a line feed at the end of each line. If it doesn't, let Apple Writer generate line feeds.

The following table shows the line feed capabilities of several common printers.

Table 4-1. Line Feed Status of Printers

Printer	Issues Line Feed?
Apple Dot Matrix	yes
Apple Letter Quality	yes - if front panel line feed switch is ON no - if front panel line feed switch is OFF
Silentype	yes
Centronics	no
Qume	yes - if front panel line feed switch is ON no - if front panel line feed switch is OFF

If you would like to turn on (or turn off) line feed generation by Apple Writer, follow this procedure:

What you do...	What you get...
Press [P]	`[P]rint/Program :` is displayed.
Type [C][R][1] **and press** [RETURN]	Apple Writer puts a carriage return at the end of each line. When you print a document with `CR1`, the carriage return becomes a line feed.
Press [P] **again.**	The same prompt appears.
Type [C][R][0] **and press** [RETURN]	When you print a document with `CR0`, it is up to the printer to issue a line feed at the end of each line.

Single Sheet or Continuous Paper?

Change the SP value to print on letterhead.

If you want to use continuous fanfold paper, Apple Writer is already set up for you. If you want to print on single sheets of paper, however, you must change the value of the single page (`SP`) command.

What you do...	What you get...
Press [P]	`[P]rint/Program :` is displayed.
Type [S][P][1] **and press** [RETURN]	Apple Writer is now set up for single sheet printing.

The printer will stop after printing one piece of paper. Apple Writer will issue a prompt and wait for you to insert another piece of paper before continuing to print. You must press [RETURN] when you are ready to resume printing.

What you do...	What you get...
Press [P]	`[P]rint/Program :` is displayed.
Type [S][P][0] **and press** [RETURN]	Apple Writer is now ready to print on continuous fanfold paper again.

Setting Page Form Length

You can vary the `PI` value to print on long or short paper.

The most common reason to change the page interval (`PI`) value is to accommodate legal-size or larger paper. The page interval is set to `66`, which prints six lines per inch on standard 11-inch paper.

If you want to use nonstandard spacing or paper size, you must specify the size of a page in number of lines of text per page.

For instance, to print six lines of text per inch on paper that is 14 inches long, the page will take 84 lines of text (6 x 14 = 84).

What you do...	What you get...
Press [P]	`[P]rint/Program :` is displayed.
Type [P][I][SPACE][8][4] **(`84` is the number of lines of text per page) and press** [RETURN]	Apple Writer is now set up to print just the way you like.

How to Print

With Apple Writer you can print all of a document, part of a document, or several documents together as one.

You can print documents using Apple Writer's default format settings—the margins, page length, and justification values displayed in the Print/Program Command Menu—or you can alter these settings to suit your needs.

To find out the default settings, see "What Each Command on the Menu Means" earlier in this chapter. To find out how to change the format settings, see "How to Change the Value of a Print Command" earlier in this chapter.

Printing a Document

If the document you want to print is not in memory, load it.

Note: A document must be in memory to be printed.

Press [P][?] to check the current values on the Print/Program Command Menu. When you have set the commands to reflect the way you want the document printed, and with the `[P]rint/Program:` prompt still displayed, type

[N][P]

and press [RETURN]. `NP` stands for "new print."

If the printed text doesn't look the way you expected, check the values on the Print/Program Command Menu: perhaps you forgot to change the values after printing the last document. Or, maybe, there are some embedded values in the document doing the unexpected. In the latter case you will have to search for the embedded values and either fix them or remove them!

Remember: The values of the print commands stay in the print value buffer until you change them or turn off the computer.

You can also print the document without going into the menu. If you are editing the document in memory and know that the print values are set the way you want them, simply press [P] and type

[N][P]

Press [RETURN]. The document in memory will begin printing.

Printing Several Documents as One

When you print several documents as one continuous document, Apple Writer begins each new document at the position on the page where the last document ended, and, if page numbering is used, it numbers the pages consecutively.

You can print several documents as one by using the continue print (.CP) command.

First, you must embed a form feed (.FF) on the last line of the last document to be printed. This causes the page footer and any footnotes to be printed and positions the carriage at the beginning of the next sheet of paper when printing is finished.

> .FF should be the last three characters on all documents you are printing, otherwise your printer might stop in the middle of a page without printing your footnotes.

To embed the form feed, load the last document, move the cursor to the end of the document, press RETURN and type

.FF

Don't press RETURN after the form feed. (This is the exception to the rule about following embedded commands with RETURN. In this instance, a RETURN will produce a sheet of paper with just headers and footers.)

Then save the document by pressing [S] and typing its name.

To print several documents as one:

1. Erase memory by pressing [N]Y.
2. Load the first document to be printed by pressing [L] and typing the name of the document.
3. Start printing by pressing [P]NP.
4. When printing stops, erase memory, and load the next document to be printed.
5. Continue printing by pressing [P]CP. The print command .CP keeps track of the current page number and line count.
6. Repeat steps 4 and 5 until all the parts that make up the document have been printed.

Printing Part of a Document

To print only part of a document use the embedded command .EP, which stands for "enable print."

With the document to be printed in memory:

- Embed .EP1 at the beginning of the part you want to print.
- Embed .EP0 at the beginning of the part you don't want to print.

Then print the document as usual, using .NP or .CP.

Apple Writer always starts printing at the beginning of the document unless it encounters an embedded .EP0 there. So, if you don't want to print from the beginning of the document, embed an .EP0.

Warning

Apple Writer prints all the text from .EP1 to .EP0. If Apple Writer doesn't encounter another .EP0, it will print to the end of the document. Be sure you've embedded all the two-letter commands necessary to print what you want.

When you use the .EP command, the pages you print have the same numbers that they would have had if you had printed the entire document. For instance, if you only print page 4 of your text, it will be numbered page 4, not page 1.

Printing to the Display

If you want to see how your printed text will look before you actually print the text on paper, you can do so by making the display screen the print destination.

To print the text to the screen, press [P] and type

P D 0

in response to the [P]rint/Program: prompt.
Press RETURN.

When the print destination value is 0, Apple Writer sends what you are printing to the display.

Then use .NP or .CP to print the text, just as you would if you were printing it to a printer.

Helpful Hint:
If you have an 80-column text card, set the value of the right margin (RM) to 79 or less before printing to the display. The RM setting should never exceed the width of the printer.

And since the screen is now your printer and its maximum width is 80 characters per line (ranging from column 0 through 79), the RM setting should not be greater than 79.

If you don't have an 80-column text card, set the right margin (RM) to 39 or less before printing to the display.

If you don't have an 80-column text card, be sure to set RM to 39 or less before printing to the display.

When text is printed to the display screen, it scrolls by quickly. For this reason we recommend that you set the value of the single page (SP) command to 1 before printing. This causes printing to stop at the end of each page and wait for you to press RETURN to continue.

If you want to get a long look at the text, you can control the scrolling.

What you do...	**What you get...**
Press CONTROL-S	The scrolling stops.
Press CONTROL-S again.	The scrolling resumes.

Printing to a File

There might be times when you would like to give a copy of a document to someone who does not have Apple Writer. When Apple Writer composes a document for printing, it translates your printing commands into CONTROL-characters, which control what the printer does.

Use the PD option to save a document composed for printing.

Using the PD option of Apple Writer, you can give the person a copy of the document with control characters embedded in the text so that the copy on a disk will print out the way you intended it to when you typed it.

What you want to do is print a document to a file on a disk. With the document in memory, insert the disk you want the text copied to into the disk drive. Then, press [P] and type

P D 8

Press RETURN. Now press [P] again and type N P to begin printing. Apple Writer will ask you to enter a file name. Don't forget to type the disk drive and slot number if necessary.

By the Way: You type P D 8 because there is no slot 8 on the Apple IIe. So when Apple Writer sees a PD8 it knows you want to print to a disk and asks you for a file name.

This action prints your document to the disk, along with all CONTROL-characters. The embedded print commands are executed and then removed.

Warning
Not all printers respond to CONTROL-characters, such as those that underline and issue form feeds and line feeds, in the same way. If you give a file prepared with the PD option to someone who sends it to a printer other than the one you were using with Apple Writer, the results may be surprising.

Stopping the Print Command

If you want to stop the printer before it's done, simply press the ESC key. The printer will stop, and you will have to start over with the print command.

Note: Some printers have large buffers and will continue to print for a while after you press ESC, even though Apple Writer has stopped sending characters to the printer.

Printing to Your Specifications

This section will tell you how to use the commands introduced in the first section of this chapter, "The Print Commands."

Setting the Left and Right Margins

There are two ways to express the value of a left or right margin in Apple Writer. The value can be *absolute* or *relative*.
An **absolute margin value** specifies the column setting of the margin.

What you do...	**What you get...**
Press [P]	`[P]rint/Program :` prompts you for information.
Type R M 7 2 **and press** RETURN	The right margin is set at 72

A **relative margin value** specifies the new margin as the number of columns to move to the left (-) or right (+) of the previous margin.

What you do...	**What you get...**
Press [P]	`[P]rint/Program :` prompts you for information.
Type (L)(M)(+)(3) **and press** (RETURN)	The left margin is set three columns to the right of the previous left margin setting.

So, if the previous setting was `LM9`, the new setting is `LM12`.

What you do...	**What you get...**
Press [P]	`[P]rint/Program :` prompts you for information.
Type (L)(M)(-)(4) **and press** (RETURN)	The left margin is set four columns to the left of the previous left margin setting

If the previous setting was `LM9`, the new setting is `LM5`.

Remember that when you type a new value for a print command, it updates the value of the command in the print value buffer.

Warning

Be careful not to set a right margin wider than the width of your printer! If you do, the excess text at the end of the line will be printed on the next line, followed by a carriage return. Your text will look rather unusual.

Also, use some care when entering negative values, especially with `LM`. If `LM` is `0` and `LM-1` is entered, the new left margin will be `65535`! This is a computer quirk known as *overflow*.

Printing Headers and Footers

With Apple Writer you can have a name, date, or other information printed at the top of each page as a *header* or at the bottom of each page as a *footer*.

What you do...	**What you get...**
Press [P]	`[P]rint/Program :` prompts you for information.
Type [T][L] **Then type the text of the header between delimiters. Press** [RETURN]	When the document is printed, the header will be positioned on the page according to the delimiters.
Press [P]	`[P]rint/Program :` prompts you for information.
Type [B][L] **Then type the text of the footer between delimiters. Press** [RETURN]	When the document is printed, the footer will be positioned on the page according to the delimiters.

When you use `TL` and `BL`, delimiters determine where the text is positioned on the page:

[/]left part[/]center part[/]right part[/]

Warning
The first character entered after typing [T][L] or [B][L]—even a space—is considered the delimiter. In `TL` and `BL` entries, any character may be used as a delimiter.

The text of the header or footer is put into the *print value buffer* and displayed under `Top Line (TL)` or `Bottom Line (BL)` on the Print/Program Command Menu.

You can underline a header or footer in the same way you underline other text: type a backslash (or a character defined as an underline token) at the beginning and end of the text to be underlined.

If you print a header by embedding .TL at the beginning of your document, the header will not be printed on the first page of the document.

To do so, embed the desired .TL entry at the beginning of the document, then type [P][T][L] and press [RETURN] to ensure that there aren't any .TL entries still around from previous prints.

You can suppress .BL entries on the first page in much the same way, except that you would embed the .BL entry anywhere within the text that would appear on the second page.

To find out how Apple Writer determines the lines on which to print headers and footers, see "Changing the Vertical Format of a Page" later in this chapter.

Trying It Out

To get a footer that looks like this when it's printed,

```
Sept. 12, 1982          BUDGET REPORT          D. Beard
```

Press [P] and type

[B][L][/][S][e][p][t][.][SPACE][1][2][,][SPACE][1][9][8][2][/][B][U][D][G][E][T]
[SPACE][R][E][P][O][R][T][/][D][.][SPACE][B][e][a][r][d][/]

Press [RETURN].

If you want just the name printed as a footer at the right of the page, press [P] and type

[B][L][/][/][/][D][.][SPACE][B][e][a][r][d][/]

Press [RETURN].

By the Way: .TL and .BL use the left and right margins set when the document begins printing. Any embedded margin commands will not affect headers and footers.

Numbering Pages

Apple Writer automatically keeps track of page numbers. It starts counting on page 1 (unless you have set a different number for the first page) and it automatically increases the number by one for each subsequent page. However, it prints the numbers on the pages only if you tell it to do so.

How to Print Numbers on Pages

Here's how to get the current page number printed on each page.

What you do...	**What you get...**
Press [P]	`[P]rint/Program :` prompts you for information.
Type [T][L]	Page numbers will be included when you print the document.
if you want the page number printed in the header. Type [B][L]	
if you want the page number printer in the footer. Then, using delimiters to place the page number, type [#]	
When you are done typing the header or footer, press [RETURN]	

Trying It Out

To get the word *page* and the current page number printed in the top-right corner of each page, press [P] and type

[T][L]///[p][a][g][e][SPACE][#]/

and press [RETURN].

To get the page number and hyphens printed at the center bottom of each page, press [P] and type

[B][L]//-[p][a][g][e][SPACE][#]-//

and press [RETURN].

If the First Page Is Not Page One

Apple Writer is set up so that the first page you print is automatically page 1. If you want to start the first page with a different number, press [P] and type

(P)(N)

which stands for "page number." Then type the number for the first page and press (RETURN).

Helpful Hint: If you want Roman numerals as page numbers (for instance, in a preface chapter), then you must embed a TL or BL for each page with the Roman numeral.

Choosing a Way to Justify Text

To justify text means to adjust the spacing of the text between the left and right margins. The four ways in which text can be filled in between the margins are

- left justification (L J)
- fill justification (F J)
- center justification (C J)
- right justification (R J)

Note: A change in text justification does not change how the document is displayed on your monitor. The command only affects the way it's printed.

Left Justification

When text is left justified, each line of text begins at the left margin and ends at or before the right margin, depending on the length of the words on the line.

Figure 4-3 shows text that has been left justified.

Apple Writer is set up so that your text is automatically left justified when it's printed. Therefore, the default value of the print mode is left justification (L J). If you've changed the value of the print mode and now want to left justify your text, press [P] and type

(L)(J)

Press (RETURN).

Figure 4-3. Left Justified Text

incidunt ut labore et dolo
nostrud exercitation ullam
duis autem vel eum irure
dolore eu fugiat nulla
praesant luptatum delenit
provident, simil tempor
fuga. Et harumd dereud
eligend oprio congue nihil
assumenda est, omnis dolo
rerun necessit atib saepe
rerum hic tenetury sapien
cum tene sententiam, quid
paulo ante cum memorite
augendas cum conscient

Figure 4-4. Fill Justified Text

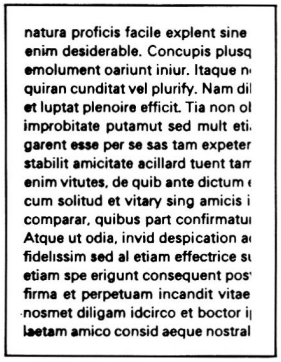
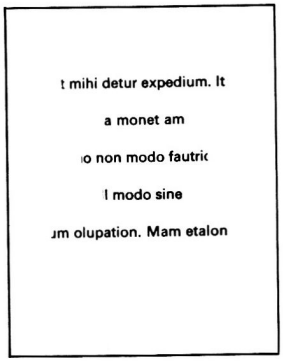


Figure 4-5. Center Justified Text



You can embed a ↑CJ to center a few lines.

Fill Justification

When text is fill justified, each line of text begins at the left margin and ends at the right margin, even though the number of characters per line may vary from line to line. Apple Writer fill justifies text by padding short lines with extra spaces to make the right margin flush.

Figure 4-4 shows text that has been fill justified.

If you want to fill justify your text, press [P] and type

F J

Press RETURN.

Center Justification

When text is center justified, each line of text is centered on the page. The difference between the number of columns within the left and right margins and the actual number of characters on a line is split and is put as spaces at the beginning and end of each line.

Figure 4-5 shows text that has been center justified.

If you would like to center justify your text, press [P] and type

C J

Press RETURN.

If you'd like to center a title or name on a page, embed

↑CJ

in the text on the line before the title. Then, to return to normal, embed either ↑LJ, ↑FJ, or ↑RJ on the line after the title, depending upon the type of justification you were using.

Right Justification

When text is right justified, each line begins at or to the right of the left margin (depending upon the length of the words in the line) and ends at the right margin.

Figure 4-6. Right Justified Text

nonnumy eiusmod
volupat. Ut enim ad minim
ut aliquip ex ea ulla
reprehenderit in voluptate velit
delenit aigue duos dolor
periatur. At vero eos et nods
simil tempor sunt in culpa
Et harumd dereud facilis est
optio congue nihil muk
office aut tum rerum necessit
voluptas assumenda esti
Itaque earud rerum hic
Hanc ego cum
accommodare nost ros

Figure 4-6 shows text that has been right justified.

If you'd like to right justify your text, press [P] and type

[R][J]

Press [RETURN].

Changing the Vertical Format of a Page

In Apple Writer the vertical format of a page is determined by the presence or absence of a footnote and the values of the PL, TL, TM, BM, and BL commands.

The number of printed lines (PL) is the frame within which all of the other vertical format commands operate. PL is the sum of the lines taken up by everything else:

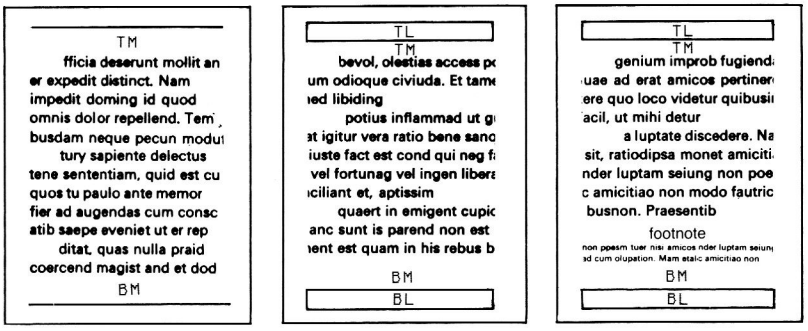
PL = top line (TL)
+
top margin (TM)
+
text (and footnote, if any)
+
bottom margin (BM)
+
bottom line (BL)

In other words, the number of lines of the document that are printed on a page is the number of lines left over when the lines used by TL, TM, BM, BL, and the footnote are subtracted from the total (PL):

text = PL − (TL + TM + BM + BL + footnote)

Figure 4-7 shows how each of these commands affects the number of lines of text printed on the page.

Figure 4-7. Format Command Relationships



Notice that two extra lines of the document are printed on the page if there is no header or footer.

If there is a footnote, the space for it and an extra blank line between it and the preceding text is subtracted from the space normally used by the document.

Setting the Number of Text Lines Per Page

If you want to specify how many lines of the document to print on each page, follow these instructions.

First, decide how many lines of the document you want printed on a page. Add that number to the sum of the lines taken up by TL, TM, BM, BL, and a footnote, if any. Use this number to set the total number of printed lines per page. Press [P] and type

P L

and the number of lines desired. Press RETURN.

Make sure the number of lines in PL does not exceed the number of lines in PI (page interval). When PL is less than PI, Apple Writer inserts blank lines after the last line of text.

Changing Where Printing Begins

The first line of text is printed on the second line from the top of the page when you align the carriage of the printer so that it is even with the top edge of the paper and you use the default values of the TL and TM commands (that is, no header and TM 1).

To change where the header or first line of text is printed, align the carriage differently on the paper before you start to print. For instance, if you're using the default values of PL (58) and PI (66), there are eight blank lines on the page—so, to center the text, you must align the carriage with the top edge of the paper and then turn the carriage forward four lines.

Warning

If you change the print location of the header or first line of text by hand, the printer will still start subsequent pages on the second line. If you want to start each page on the same line, you should embed an .IN message in the text that reminds you to fix the carriage position.

Single, Double, and Triple Spacing

To get single, double, or triple spaced text, you must specify the number of blank lines that you want between each line of text.

What you do...	What you get...
Press [P]	`[P]rint/Program :` prompts you for information.
Type [L][I] **and then one of these numbers:**	When the document is printed, the spacing will be as set with the line interval command.
[0] **for single spaced text (the default setting)** [1] **for double spaced text** [2] **for triple spaced text**	
Press [RETURN]	

If desired, you can enter even larger numbers.

Setting a Paragraph Margin

In Apple Writer you can set a margin for the first line of a paragraph. This margin takes effect on the first line of text after a carriage return.

Paragraph margins can be used not only to indent paragraphs, but also to format hanging paragraphs and bullets.

Indenting Paragraphs

If you want every paragraph to be indented when printed, set a positive value for the paragraph margin in the print value buffer. Press [P] and type

[P][M][+]

Use the PM option to indent one paragraph or all.

and a number to represent the number of spaces you want to indent the paragraph from the left margin (LM) setting.

For instance, if you want the line indented five spaces from the current left margin, press [P] and type

P M + 5

and then press RETURN.

If you want to indent the first line of a particular paragraph, embed .PM+ and a number that represents the number of spaces to be indented on the line before the paragraph. On the line immediately after the paragraph, embed .PM0 and then press RETURN.

If you enter the PM command and a value without typing + or -, the value is assumed to be positive and the paragraph will be indented.

Warning

Remember to be careful when using negative PM values, especially if LM is a small value. If LM is 5 and PM-6 is entered, the paragraph margin's new value will be 65535. This is known as *overflow*.

Trying It Out

If the current left margin setting is 9, and you want to indent the first line of each paragraph five spaces from the left margin, press [P] and type P M + 5 or P M 5.

The first line of each paragraph is then indented 14 spaces (9 + 5) from the left edge of the paper.

If you want the first line of just one paragraph indented five spaces from the left margin, embed .PM5 at the beginning of the paragraph and .PM0 at the end, like this:

```
.PM5
I want the first line of this paragraph
to be indented five spaces to the right
of the current left margin setting and
all other lines to begin at the left
margin.

.PM0
Since I embedded PM0 at the end of the
last paragraph, this paragraph will
begin at the left margin.
```

The final, printed paragraph will look like this:

```
     I want the first line of this paragraph to be indented
five spaces to the right of the current left margin setting,
and all other lines to begin at the left margin.

Since I embedded PM0 at the end of the last paragraph, this
paragraph will begin at the left margin.
```

Making Hanging Paragraphs and Bullets

When the paragraph margin is used to hang the first line of a paragraph or bullet over the rest of the text, it is always embedded. In this case, the paragraph margin (PM) is used to outdent the first line to the normal left margin setting, and the left margin (LM) setting is used to indent the rest of the paragraph or bullet.

To make a hanging paragraph or bullet:

1. Embed .LM and the number of the column where you want the body of the paragraph or bullet to print on the line before the text begins.
2. On the line after the embedded .LM setting, embed .PM and the number of spaces you want the first line of the paragraph to be outdented from the embedded left margin.

Trying It Out

Say you want to print the following text just the way you see it here:

```
This month we are proud to welcome two more distinguished
artists to our editorial staff:

     JOHN DAVID HOFF will be our fine arts correspondent.  Mr.
          Hoff, whose exquisite renderings of nature won him
          the 1971 Nephu award, comes to us from the
          University of Reading in Reading, England.

     SASHA CONSTANCE IVANHOFF will cover the performing arts.
          Ms. Ivanhoff is best known for her stirring
          evocation of Maid Marian in the ballet "Robin Hood."
```

The text should look like this on the display. The initial value of LM is set at 5.

```
This month we are proud to welcome two
more distinguished artists to our
editorial staff:

.LM+10
.PM-5
JOHN DAVID HOFF will be our fine arts
correspondent. Mr. Hoff, whose exquisite
renderings of nature won him the 1971
Nephu award, comes to us from the
University of Reading in Reading,
England.

SASHA CONSTANCE IVANHOFF will cover the
performing arts. Ms. Ivanhoff is best
known for her stirring evocation of Maid
Marian in the ballet 'Robin Hood.'
.LM-10
.PM0
```

To get text that looks like this when printed:

These are the objectives of our newsletter:

- to promote public interest in the arts and encourage participation throughout the community

- to help raise money for local theaters, schools, and conservatories

It should look like this on the display. LM is already set to 5.

```
These are the objectives of our
newsletter:

.LM+2
.PM-2
- to promote public interest in the arts
and encourage participation throughout
the community.

- to help raise money for local
theaters, schools and conservatories
.LM-2
.PM0
```

Breaking Pages With Form Feed

Apple Writer automatically breaks each page for you. When a sheet of paper is full of text, Apple Writer issues a form feed and starts printing on the next sheet of paper unless you have selected single page printing.

If you want to control how a particular page is broken—for instance, to make sure that a table is not split between two pages when it's printed—you can do so by embedding a form feed (.FF). An embedded form feed causes printing to stop on the present sheet of paper and feeds the next sheet of paper into the printer (or, if SP is set to 1, the printer waits for you to insert the next sheet of paper)

If you do not know how to embed a command, see "Embedding a Command in a Document" earlier in this chapter.

An embedded form feed can be either *unconditional* or *conditional*.

An **unconditional form feed** advances a page on the printer no matter how much space is left on the page.

An **unconditional form feed** is a form feed without a number; it triggers a form feed, no matter how much space is still available on the page.

This is how an unconditional form feed looks when it's embedded in text:

```
We hope that you enjoy this issue of
LOCALARTS as much as we do.
.FF
Our next issue will include our annual
financial statement and information
about funding for the new arts center at
Magnolia Grove.
```

To use an unconditional form feed, embed .FF at the place in your document that you want it to occur.

Use an unconditional form feed to

- force a page break
- end the last page of every document (but not every file)
- issue a blank page (to do this, you would need to embed two .FF instructions with carriage returns)

A **conditional form feed** is used with a number. It only advances a page on the printer if the number of lines left on the page is less than the number used in the command.

A **conditional form feed** is a .FF followed by a number. The form feed is triggered only if the number of lines left on the page is less than the number used in the command.

This command is quite handy to fit all of a particular piece of text on the same page.

Here's an example of how a conditional form feed looks in a document:

```
We hope that you enjoy this issue of
LOCALARTS as much as we do.

.FF4
Our next issue will include our annual
financial statement and information
about funding for the new arts center at
Magnolia Grove.
```

To use a conditional form feed, embed .FF and the number of lines needed for the text right before the piece of text in your file.

Warning

An .FF must be used at the end of every document to instruct the printer to eject the page and to print footnotes and bottom line entries (if any) on the last page. This last .FF entry should not be followed by a RETURN; if it is, the top line entries will be printed on the next page.

Trying It Out

To make sure that the table in Figure 4-8 is put on one page when it is printed, embed .FF (and the number of lines in the text) at the beginning of the text.

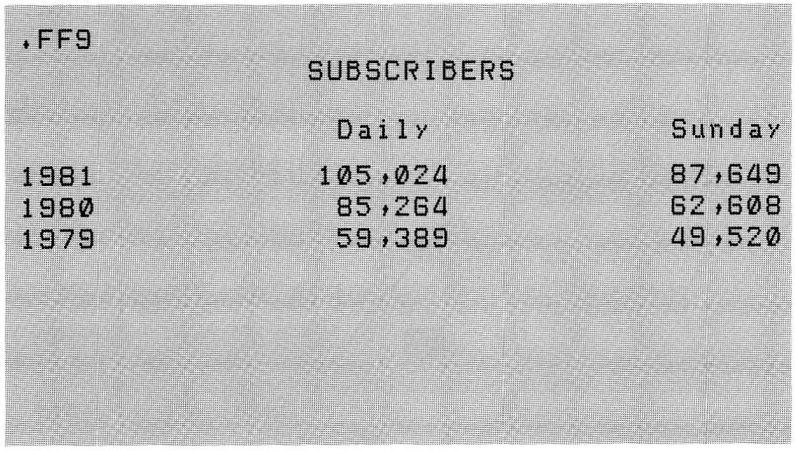


Figure 4-8. An Example of How to Use a Conditional Form Feed. To make sure that this table is printed on one page, embed a .FF9 at the beginning so your display looks like this.

Inserting a Message

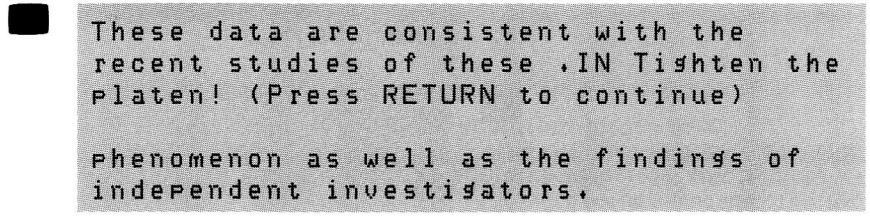
You can use Apple Writer to insert a message to yourself in your document. When Apple Writer encounters a message command in your document, it stops the printer, displays the message, and waits for you to press RETURN before it resumes printing.

To insert a message in your document, embed .IN followed by the text of the message at the place in your document where you want the message to occur.

The .IN command is especially useful for inserting important messages about the printer in your document. For instance, if you must tighten the platen on the printer before printing a subscript or superscript, embed a message to remind yourself to do so—and to stop the printer at the appropriate time.

Trying It Out

When this text is printed:



```
These data are consistent with the
recent studies of these .IN Tighten the
platen! (Press RETURN to continue)

phenomenon as well as the findings of
independent investigators.
```

The printer will print the first line

```
These data are consistent with the recent studies of these
```

and then stop. The Apple IIe will display this message:

```
Tighten the platen! (Press RETURN to
continue)
```

Then, when you press RETURN, the printing will continue with the rest of the document.

How to Make Your Apple Call for Help: You can make your Apple IIe computer beep at you whenever an inserted message appears on the screen! All you have to do is embed a CONTROL-G as part of the .IN message.

The Underline Token

The character used to tell the printer when to underline text is called the *underline token*.

The default underline token for Apple Writer is the backslash. To underline text, type \ at the beginning and end of the text. Then, when the text is printed, the portion between the backslashes will be underlined and each backslash you've typed will be printed as a space (unless it appears at the beginning of a paragraph). A backslash that begins a paragraph does not generate a space when printed so that the line will begin at the left margin.

What you do...

Type

W e \ b e l i e v e \ i n SPACE o u r SPACE p r o d u c t .

What you get...

We believe in our product.

is printed.

But you might want a backslash printed in your text. In that case, you can't use the backslash as the command to underline text. You can choose any character as an underline token.

Say you wanted to use the pound sign as the underline token.

1. Use the pound sign as you would the backslash when typing your text; that is, whenever you want text to be underlined, type a # before and after the text.

What you do...

Type

W e # b e l i e v e # i n SPACE o u r SPACE p r o d u c t .

What you get...

We believe in our product.

is printed.

2. When the time comes to print, change the underline token (UT) from \ to #. Press [P] and type U T #. Press RETURN. Check the Print/Program Command Menu to see that the underline token has changed to the pound sign.
3. Print as usual. All portions of text with a pound sign before it will be underlined.

Connecting the Keyboard to Your Printer

You might, from time to time, want to print directly from the keyboard. There is a way with Apple Writer. First, press [P][?] and check to see that your print destination (PD) is set to the slot your printer controller card is in (it's usually in slot 1). Then, press [Q] and type

[I]

Start typing. Some printers will immediately print what you are typing, but others will wait until you press [RETURN] to print.

When you have finished printing from your keyboard, press [CONTROL]-[Q] to quit.

A good use for this feature is to print envelopes or special forms like invoices.

Warning

If you are using an Apple Super Serial Interface Card you must type

[CONTROL]-[I][T][SPACE][E][RETURN]

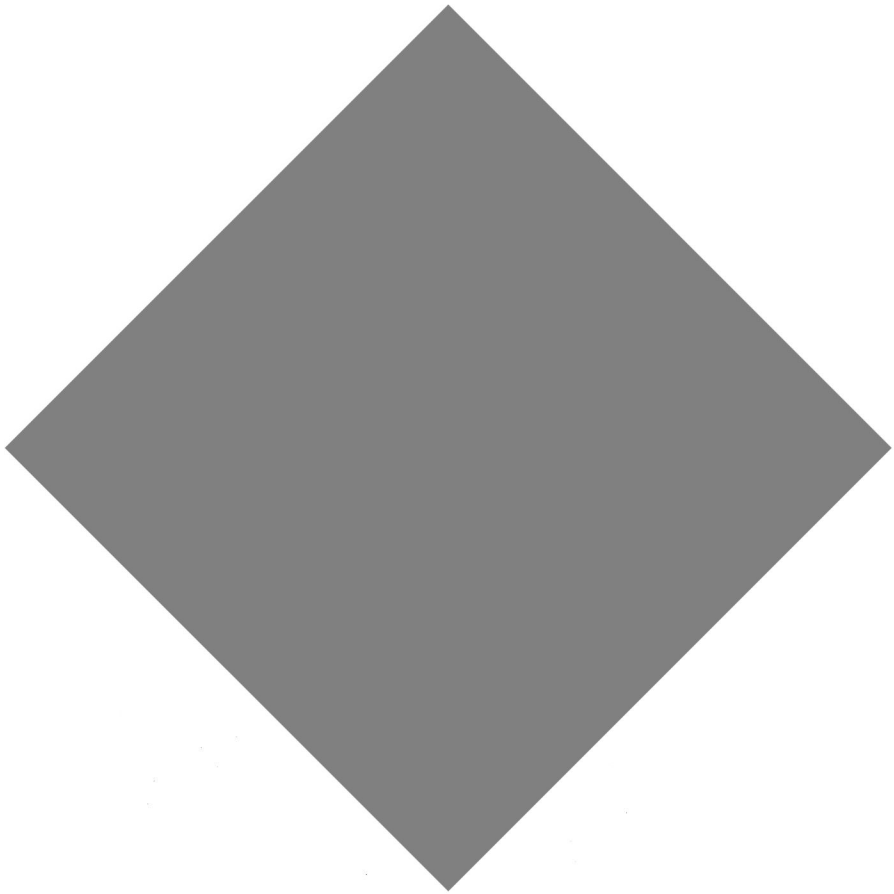
before any text to keep the printer from tabbing your characters.

If you do not have an 80-column text card then you cannot type more than 40 characters on a line. This is because your printer directly reflects what would appear on the display.

Wrapup

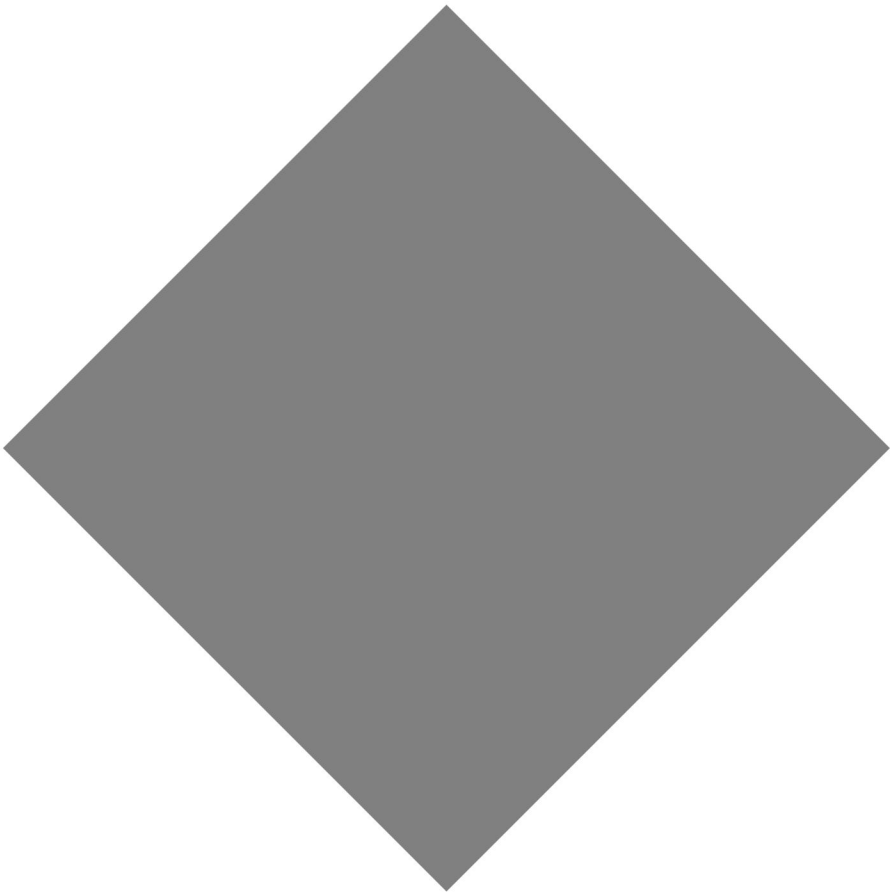
The last three chapters have given you the understanding and knowledge you will need to use Apple Writer. From this point on, you're on your own. You'll probably refer to the reference chapters and appendixes frequently at first, and less and less as time goes by. You'll discover little neat tricks of your own. If you do, write and tell Apple Computer, Inc. about them!

You've chosen a good tool to help you work with words. Good luck!



Appendixes

Appendix A
143 Apple Writer II Tutorial



Apple Writer II Tutorial

Overview

This step-by-step tutorial, which will take a couple of hours, will teach you how to use the Apple Writer II Word Processing System—even if you've never touched a computer before. The tutorial is designed to be interactive; that is, you and your Apple IIe computer will work together. Do not merely read this chapter: it is important that you work through the exercises and try out the various commands. When you have finished, you will know the basic steps necessary to use Apple Writer, and you will be able to create and edit documents on your own.

The tutorial contains only some of Apple Writer's commands. When you have finished the tutorial, you'll probably want to turn to the reference section, Chapters 2, 3, and 4, for a detailed and more thorough description of these commands. The reference section also describes additional commands that will expand your text editing skills.

The tutorial is divided into three sections:

- "Basic Editing." This section will lead you through the commands most frequently used in text editing. You will learn how to create and edit text, how to save your text as a file on a disk, how to load a file from a disk, and how to print.
- "Additional Features." This section introduces you to more advanced commands. These commands are not as frequently used as those in the "Basic Editing" section, but, when you need them, they will save you a lot of time and trouble. You will learn about tab settings, how to split the display, and how to use the glossary.

- "Advanced Techniques." This section demonstrates some of the most powerful features of Apple Writer II and the Word Processing Language. You'll learn how to "personalize" form letters, how to create documents from stored paragraphs—and much more.

Important: Before you begin, be sure you've read the *Apple IIe Owner's Manual* and Chapter 1 of this manual. Also be sure that you've got a few initialized disks on hand: you will be using them in the tutorial, and the tutorial will go a lot more smoothly if you initialize the disks now.

If you don't know how to initialize disks, read "Initializing Disks" in Chapter 3 of this manual. Refer to the *Apple IIe Owner's Manual* for a more comprehensive discussion about initializing disks.

Basic Editing

In this section, you will learn the basics of your Apple Writer II Word Processing System, namely:

- how to create, load, and save a file
- how to correct mistakes
- how to delete and retrieve characters or entire paragraphs
- how to search the disk's catalog for file names
- how to insert text
- how to move text around
- how to print what you've written
- how to exit Apple Writer and turn off your computer

A Word About Your Apple Writer MASTER Disk

One of the most important rules about Apple Writer is never save documents to your MASTER disk. Use that disk only for loading Apple Writer programs.

In the following tutorial, we ask you to load demonstration programs from the MASTER disk. Once you have loaded the particular program, remove the MASTER disk and put the initialized disk you will use to store files in the disk drive.

If you have two disk drives, you can keep the MASTER disk in one disk drive and the initialized disk in the other.

Those of you with one disk drive might get a little restless having to switch between disks. But don't despair! This shuffling is for the purposes of the tutorial only.

When you start using Apple Writer on your own, you will only have to switch disks once: you will load Apple Writer from the MASTER disk, then you will remove the MASTER disk and insert another disk, which usually will stay in the disk drive until you want to use the help screens or are ready to exit from Apple Writer and turn off your computer.

How to Start Up Apple Writer

Whenever you wish to use Apple Writer, you will always follow these steps to start up your computer:

1. With your thumb on the disk label and with the label facing up (see Figure A-1), put the Apple Writer II MASTER disk into drive 1 and close the drive door (Figure A-1).

Figure A-1. How to Insert the MASTER Disk into the Disk Drive

If you aren't sure how to turn on your video monitor or your Apple IIe computer, refer to the *Apple IIe Owner's Manual.*

2. Turn on your display device (either a video monitor or a television set).
3. Turn on your Apple IIe computer.
4. After about 15 seconds Apple Writer's name and copyright data will appear at the top of the display—this is called the Copyright Screen. When the Copyright Screen appears it means that the Apple Writer program has been placed into the computer's memory.

5. Press the RETURN key. It's on the right side of your keyboard.
6. If you have one disk drive, you should now remove the MASTER disk. Put it in a safe place. Put an initialized disk into the disk drive.
7. If you have two disk drives, you should put your initialized disk in drive 2.

Typing Text

The **cursor** shows where something will happen next.

The display should be blank, except for the blinking *cursor* and a row of letters and numbers across the top called the *Data Line*. The Data Line is important to many of Apple Writer's commands and capabilities, as you'll later see. Before we learn about the Data Line, though, let's learn the basics. You bought Apple Writer because you wanted to type documents, so let's type.

Type

I ' m SPACE f i n a l l y SPACE u s i n g SPACE a SPACE
w o r d SPACE p r o c e s s o r !

See the "Keyboard Reference" section of the *Apple IIe Owner's Manual*.

Use the computer's keyboard just as you would a typewriter's. You would, for instance, use the SHIFT key to get the exclamation point and uppercase *I*. You will also press the SPACE bar at the bottom of the keyboard to put spaces between words. However, there are a lot of differences between your Apple IIe and a typewriter. One difference is line endings.

Line Endings and Word Wraparound

When you come to the end of a line on an electric typewriter, you always press a return key, causing the carriage to slide back to the beginning of the next line. When you think about it, that's a pretty time-consuming motion. You don't have to use that motion on your computer—it will automatically return your cursor to the beginning of the next line. We'll show you what we mean.

Press the Apple IIe's RETURN key a couple of times; the cursor will move down the display. Type your name enough times without pressing RETURN to take up several lines of the display. Keep your eye on the display when you notice the cursor getting to the end of a line. And don't worry about mistakes—you'll learn how to take care of them later.

Did you notice the display when the cursor moved to the end of the line? When there wasn't enough room for a word at the end of the line, the cursor took the word and automatically moved it down to the beginning of the next line. It's an automatic carriage return, commonly referred to as *word wraparound*.

In Apple Writer words automatically wrap around to the next line. **Word wraparound** means automatic carriage return.

Keep typing (type anything you want) until you feel comfortable with the idea of not pressing RETURN at the end of each line.

Note: There will be times when you will want to use the RETURN key, of course. For instance, if you wanted to type an indented paragraph, you would press RETURN and then indent the desired number of spaces with either the SPACE bar or the TAB key. You will also want to use the RETURN key to end a paragraph, to end a line before it is filled up with text (as in an address list), or to create a space between one paragraph and another.

Clearing Memory

You will frequently find it helpful to clear the display (when, for instance, you complete one document and want to begin another). Normally you will save the present document onto a disk before clearing memory. That way you will have a permanent copy of the document. But you haven't typed anything so far that's worth saving, so simply clear memory. Press

[N]

The command [N], executed by holding down the CONTROL key while pressing the N key, tells Apple Writer to give you a "new" display. The display is not cleared, however, until you confirm the command by answering "yes" to Apple Writer's query to erase memory.

When brackets enclose a letter (as in [N]), they indicate that the letter is a command, and you should hold down the CONTROL key while pressing the letter inside the brackets. It is not important to Apple Writer whether you type an upper- or lowercase letter.

At the bottom of the display a message from the computer appears.

```
[N]ew (Erase Memory) Yes/No ?
```

The computer is asking if you really want to erase memory. This is a protective device so that you won't accidentally lose what's on the display if you press [N] by mistake. It's not necessary to type out the word when responding to this message; the initial letter (Y or N) will suffice. So, simply, press

Y

and the RETURN key.

The display is blank once again—except for the cursor and the Data Line.

Loading Files

A document saved on a disk is called a **file**. For more information about files, see the *Apple IIe Owner's Manual*.

As you work with Apple Writer, you will probably create and store many documents. When these documents are stored, we call them *files*. Each time you start up Apple Writer and want to work on a particular document, you have to take that file from its storage space on the disk and put it into memory. This is called *loading a file*.

The command [L] finds the named file on the disk and puts a copy of it into memory.

Loading a file is done by pressing [L] and typing the name of the file you want to put into memory. Since you haven't had a chance to create your own files, we've created a few for you and stored them on the MASTER disk. You'll use these files to work through the tutorial.

Right now, you'll load a file called PAPERSAVER. Put the MASTER disk in drive 1, if it isn't already there, and press

[L]

Apple Writer answers with

```
[L]oad:
```

A **prompt** is a message from the computer.

The message, or *prompt,* is asking what file to load. Simply type the file name after the colon, so the display looks like this

```
[L]oad:PAPERSAVER
```

Press the RETURN key.

> **Note:** If you make a mistake while typing, press the DELETE key, located in the upper-right corner of your keyboard, once for each letter you wish to delete. You will see that the cursor deletes letters as it moves backward. When you have deleted the mistake, continue typing.

In a moment, the end of PAPERSAVER will appear on the display—Apple Writer always loads files so that the last few lines are visible. To get to the beginning of PAPERSAVER, you must move the cursor.

Moving the Cursor With [E] and [B]

[B] moves the cursor to the beginning of a document, [E] to the end.

To see the top of PAPERSAVER, move the cursor to the beginning of the file.

What you do...	What you get...
Press [B]	Cursor moves to the beginning of the document.

You can get to the end of a file just as quickly.

Press [E]	Cursor moves to the end of the document.

The two commands are easy to remember. Just think of *B* for "beginning" and *E* for "end."

Moving the Cursor With the Arrow Keys

If you have questions about the keyboard, see the *Apple IIe Owner's Manual*.

If you want to move the cursor up or down or left or right, use the arrow keys located in the lower-right corner of your keyboard. Try them out.

Press the ↑ key a few times. It moves the cursor up one line each time you press it. The ↓ key works in reverse: each time you press the key, the cursor moves down one line.

Now try the → and ← keys. They move the cursor to the right or left one character each time they are pressed.

If you continue holding down the ← key, you will find that it moves the cursor left until it gets to the beginning of a line. Then it moves to the end of the previous line and continues moving left.

Helpful Hint: If you want to move the cursor even faster, hold down the key, located to the right of the SPACE bar, while pressing an arrow key. The key when used with the → or ← keys, will move the cursor left or right one word.

The key, when used with the ↑ or ↓ keys, will move the cursor up or down 12 lines.

Deleting and Retrieving Text

You will frequently want to delete text. For example, you will want to delete text if you make a mistake, if you change your mind about what you've written, or if you want to make changes to an old file.

There are several ways to delete text. We'll try the methods to see how they work.

Deleting Using the DELETE Key

The DELETE key removes text, which can never be retrieved.

When you use the DELETE key, you can never get your characters back.

Use the arrow keys to move the cursor just to the right of the last word, business, in the second paragraph of PAPERSAVER.

What you do...	What you get...
Press the DELETE key.	One character is deleted from the word.

The longer you hold down the DELETE key, the more characters you will delete. Go ahead and use the DELETE key to remove characters and words in the second paragraph. Remember that when you delete with this key, your words are gone forever.

When you delete text by holding down the ⌘ key and pressing the ← key, it can be retrieved by holding down the ⌘ key and pressing the → key.

Deleting Using the ⌘ and ← Keys

In this method of deletion, characters can be retrieved.

Use the arrow keys to move the cursor to the right of the last word, money, in the third paragraph. **Apple Writer always deletes from the end of a specified text to its beginning**.

What you do...	What you get...
Hold down the ⌘ key and press the ← key.	Characters are deleted as the cursor moves back over them, from right to left.
Keep holding down the ⌘ and press ← several more times.	The entire word, money, is deleted.

Now suppose you didn't really mean to delete that word! Well, all is not lost. You can retrieve the word from memory.

Hold down the ⌂ key and press the → key.	With each press of the → key, the characters you just deleted are retrieved, one by one.

Helpful Hint: Sometimes you will hold the ⌂ and → keys down too long, and characters will appear on the display that you don't want included in your text. Simply delete them.

Deleting Words and Paragraphs With [W] and [X]

Notice the Data Line at the top of the display. The first character in the line (in the upper-left corner) is an arrow, called the *direction arrow*. The direction arrow is very important when deleting words and paragraphs. Watch the arrow as you go through the next set of commands.

[D], for "direction," changes the direction of the arrow on the Data Line.

What you do...	What you get...
Press [D]	The arrow on the Data Line changes direction.
Press [D]	The direction changes again.
Press [D]	The arrow points to the left (<).

Move the cursor to the end of the first paragraph.

Deleting Words. Perhaps you want to change the second sentence of the first paragraph, deleting the words `compared to the previous year`. The direction arrow should look like this: <.

Depending on the direction of the arrow on the Data Line, the [W] command will delete or retrieve words.

What you do...	What you get...
Press [W]	The word `year` is deleted.
Press [W]	The word `previous` is deleted.
Press [W] **three times.**	The rest of the phrase is deleted.
Press [D]	The direction of the arrow on the Data Line changes from < to >
Press [W]	The last word deleted is retrieved.

Continue pressing [W] until all the words you deleted—and want to return to the text—have reappeared.

Deleting Paragraphs. You can use [X] to delete paragraphs. A paragraph is all the text from the position of the cursor to the previous (RETURN).

If you want to see the carriage returns in your document, read "Toggling Carriage Returns" in Chapter 2.

Note: Deleting is always accomplished from the position of the cursor backward.

Move the cursor to the end of the first paragraph. Be sure the direction arrow is pointing to the left (<).

What you do...	What you get...
Press [X]	All text from the position of the cursor to the previous (RETURN) is deleted.
Press [D]	The direction of the arrow on the Data Line changes from < to >
Press [X]	The paragraph is retrieved.

Depending on the direction of the arrow on the Data Line, the [X] command will delete or retrieve paragraphs.

Helpful Hint: The direction the arrow points shows whether you are taking text out or putting it back in. When it points to the left, or backward, you can delete. When it points to the right, or forward, you can retrieve. This is true for the direction arrow on the Data Line and the arrow keys.

You've done a lot of editing with PAPERSAVER, and it's possible you have deleted a substantial part of the text. So, before going on, get rid of the copy you have been practicing on and load the original from the MASTER disk again.

First, clear what's left of PAPERSAVER from memory. Press [N] and

```
[N]ew:(Erase Memory) Y/N ?
```

appears at the bottom of the display. Press the (Y) key and then the (RETURN) key to confirm your intent to clear the text from memory.

Now load PAPERSAVER from the disk again. Press

[L]

and notice that

```
[L]OAD:
```

appears at the bottom of the display. Type

[P][A][P][E][R][S][A][V][E][R]

and press the [RETURN] key.

Now that you have a new copy of PAPERSAVER to work on, go on to the next section.

Moving Text With [W] and [X]

Because deleted text is saved in the computer's memory, you can move words or paragraphs easily using the [W] and [X] commands. Suppose you want to move the `cc:` line in PAPERSAVER to the end of the memo.

First, using the arrow keys, move the cursor to the right of `A. Rosing.`

What you do...	**What you get...**
Press [D]	The arrow on the Data Line points to the left (<).
Press [X]	The paragraph is deleted.
Press [E]	The cursor moves to the end of the memo after `money`
Press the [RETURN] key twice.	The cursor moves down a line.
Press [D]	The direction of the arrow on the Data Line points to the right (>).
Press [X]	The line reappears at the cursor. It is now the last paragraph in the memo.

By the Way: You can delete up to 1024 characters, about ten lines, with the [X] and [W] commands and still retrieve them. For more information, see Chapter 2.

Review of the Delete Commands

Use the DELETE key for typographical errors or to throw away words. Text deleted with this key cannot be retrieved.

Use the ⌫ and ← keys to delete characters or a short phrase that you want to move somewhere else. To retrieve this text, press the → key while holding down the ⌫ key.

Use [W] to delete and move whole words or sentences quickly. The direction arrow must point to the left (<) to delete and to the right (>) to retrieve.

Use [X] to delete and retrieve paragraphs. A paragraph is any group of words from the cursor position to the previous RETURN or blank line. The direction arrow must point to the left (<) to delete and to the right (>) to retrieve.

Inserting Text

To insert text, simply move the cursor to the place where you want text inserted and begin typing. If you make a mistake, press the DELETE key to erase it, then type the correction.

Here's how to add the name J. Owens to the list of people to receive copies of the PAPERSAVER memo.

Using the arrow keys, put the cursor on the E in E. Challon.

Type

J . SPACE O w e n s , SPACE

Don't forget to type a space after the comma to separate the addition from the next name.

J. Owens now heads the list of people to get copies of the memo.

It is important to understand that the computer treats spaces as any other character. To insert a space character, you must press the SPACE bar.

Saving to a File

When you work at the Apple IIe's keyboard, typing text, editing, and making changes as you go, you are actually putting the document into *main memory*. The computer's memory is a temporary workplace, existing only as long as the computer is turned on. If you turn off your computer, you lose all the work you've done.

That's why you save your work. When you save the contents of memory, the computer copies the work in memory and stores it on a disk as a permanent file with its own name. The computer still holds a copy of your work in memory—until you issue a [N] command or turn the computer off—and, if you like, you can keep working on the copy. The next time you save your work to the same file name, the original version of your work stored on the disk is destroyed and the new, updated copy of your work takes its place.

To find out how to search through the disk **catalog**, read "Finding File Names in the Disk Catalog" later in this appendix.

Let's try saving what you've typed. After making changes to your memo, you'll want to save it on a disk so that you'll have a permanent copy for future use.

Important Information About the MASTER Disk:

When you start up the Apple Writer II MASTER disk, most of its contents are put into memory where they stay (whether the disk remains in the disk drive or not) until you quit Apple Writer. That's why you can remove the MASTER disk and still get Apple Writer to perform most of its functions.

The files that do not remain in memory are those marked with a T in the disk catalog. The help screens, for instance, are marked with a T, which stands for "text file." So, to use any of those files, the MASTER disk must be in disk drive 1.

When you are through with the tutorial and are working on your own, you will start up Apple Writer, remove the MASTER disk, and then insert an initialized disk on which you will save your files.

As we mentioned earlier, in "A Word About Your Apple Writer MASTER Disk," you shouldn't save documents on the MASTER disk. In the following exercise you will save your document onto a separate, initialized disk, even though you loaded it from the MASTER disk. If you do not have an initialized disk, read "Initializing Disks" in Chapter 3.

Saving With Only One Disk Drive

If you have only one disk drive, save your document only after removing the MASTER disk from the disk drive and inserting an initialized disk in its place.

So, remove the MASTER disk from the disk drive. Insert the initialized disk. To save the document you have been working on as a file named NEWMEMO, press

[S] saves the document in memory onto a disk.

[S]

to let Apple Writer know you want to save a file. At the bottom of the display you will see

```
[S]ave:
```

Type

[N][E][W][M][E][M][O]

to give the file a name and press the [RETURN] key to execute the command.

The red light on the disk drive will go on. And the drive will make whirring sounds as the document is saved onto the disk. When the light goes out, the file NEWMEMO is saved.

Commands like [S] and [L] are executed only after you supply a file name and then confirm the name by pressing the [RETURN] key. That way you can make a mistake in the file name and correct it before Apple Writer executes the command. If you change your mind, just press [RETURN] without typing anything and the command at the bottom of the display disappears and nothing happens.

Saving With Two Disk Drives

If you have two disk drives, you don't have to exchange disks. The Apple Writer MASTER disk should be in drive 1. If you don't already have an initialized disk in drive 2, insert one now.

If You Have Two Disk Drives: When you are working on your own, you will start up Apple Writer with the MASTER disk in drive 1 and will save to and load from drive 2.

To save the document you have been working on as a file named NEWMEMO, press

[S]

to let Apple Writer know you want to save a file. At the bottom of the display you will see

```
[S]ave:
```

Type

N E W M E M O , d 2

to give the file a name and to indicate you want to save it on the disk in drive 2.

Press the RETURN key to execute the command.

The red light on the disk drive will go on. And the drive will make whirring sounds as the document is saved onto the disk in drive 2. When the light goes out, the file NEWMEMO is saved.

Helpful Information: Apple Writer will always save to or load from the last disk drive used—unless you tell it otherwise. This is Apple Writer's ability to assume a choice, called a *default*. You specified d2 in the example just given because, if you hadn't, Apple Writer would have saved NEWMEMO to drive 1—the last drive used. And, of course, saving to the MASTER disk is something you don't want to do!

Type the number *1* and not the letter *l* when specifying drive 1. For more information, see "Keys You Must Use Precisely" in the *Apple IIe Owner's Manual*.

Save Frequently

Don't wait until you've completed a document to save it to a disk. Save what you've been working on every 20 minutes or so—or even more often. That way you'll always have a fairly current, permanent copy of your document safely stored on a disk.

If you don't save regularly, you could lose all of your work by accident—perhaps by tripping over the computer's power cord and pulling it out or by experiencing a power failure. This is because the document in memory—which is what you add to and make changes to—exists only while the computer is turned on. To make a permanent copy of a document, you must save it on a disk.

Finding File Names in the Disk Catalog

In your work with Apple Writer, you will frequently find it helpful to see a listing of the names of files on a disk. Do that now to check that NEWMEMO really has been saved on the disk. Press

Type the letter *O* and not the number *0* to get the DOS Command Menu.

[O]

DOS, pronounced like "toss," controls one or more disk drives.

to get the DOS (Disk Operating System) Command Menu.

Figure A-2 shows what your display should look like.

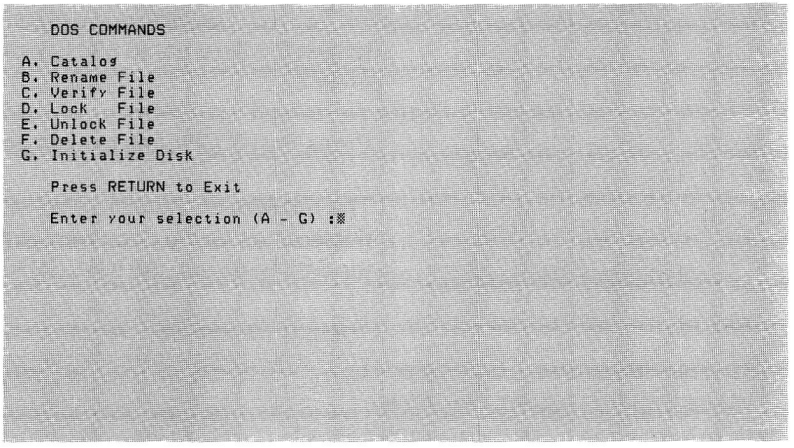


Figure A-2. DOS Command Menu

A **catalog** is a listing of all the files on a disk.

The first command on the menu is Catalog. Since this is the command that will give you a list of the files on your disk, type

[A]

and

```
Enter Slot,Drive (Example S6,D1):
```

appears at the bottom of the display.

The default is the last disk drive used. Both one-drive and two-drive users can simply press the [RETURN] key to accept the computer's choice.

If the catalog is longer than one screen, you must press the [SPACE] bar to scroll to the next screen. Press it several times until the entire catalog scrolls by.

Do you see NEWMEMO in the catalog?

Press the RETURN key to return to the DOS Command Menu. Press RETURN again to exit from the DOS Command Menu and return to the display.

When the text on the display shifts up or down in response to the cursor or a command, it is similar to the unrolling of an ancient scroll in front of a window. Thus, the term *scrolling*.

Printing

To print the document in memory, that is, NEWMEMO, press

[P]

The screen will display the message

```
[P]rint/Program:
```

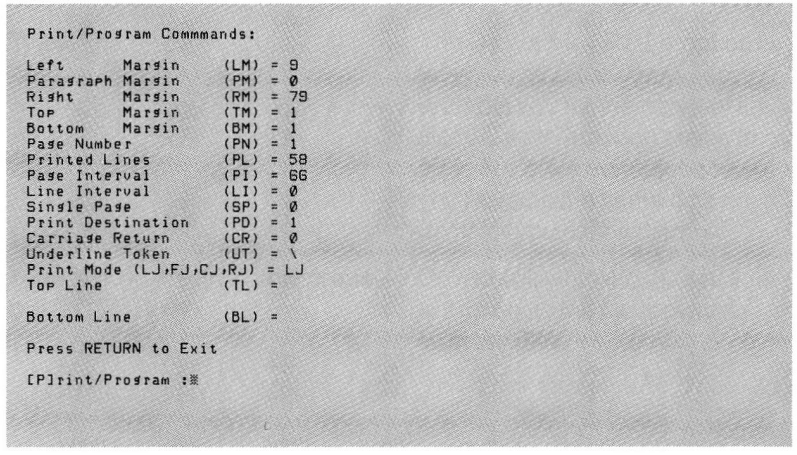
If you want to obtain the Print/Program Command Menu, type

?

and press the RETURN key.

Note: You must use the SHIFT key to type a question mark, just as you would on a typewriter.

You should see the Print/Program Command Menu as illustrated in Figure A-3.



```
Print/Program Commmands:

Left       Margin     (LM) = 9
Paragraph  Margin     (PM) = Ø
Right      Margin     (RM) = 79
Top        Margin     (TM) = 1
Bottom     Margin     (BM) = 1
Page Number           (PN) = 1
Printed Lines         (PL) = 58
Page Interval         (PI) = 66
Line Interval         (LI) = Ø
Single Page           (SP) = Ø
Print Destination     (PD) = 1
Carriage Return       (CR) = Ø
Underline Token       (UT) = \
Print Mode (LJ,FJ,CJ,RJ) = LJ
Top Line              (TL) =

Bottom Line           (BL) =

Press RETURN to Exit

[P]rint/Program :
```

Figure A-3. The Print/Program Command Menu

What you see are the most common print options. To change any one of the options, type the two letter code, then type the value you want.

What you do...	What you get...
Type R M 3 9 **and press** RETURN	The right margin on the menu changes to 39 from the default setting of 79
Type L M 0 **and press** RETURN	The left margin on the menu changes to 0 from 9

If you don't have a printer attached to your computer, you can print the document on the screen by changing the print destination (PD) to 0.

If you do have a printer, leave the print destination at 1. However, if your printer controller card is not in slot 1, change PD to reflect the correct slot number.

If your printer controller card is in slot 1, you're ready to print. With the [P]rint/Program: prompt still displayed, type

N P

for "new print" and press RETURN.

You also can issue the [P]N P command directly from the editing display.

If you're printing to the screen, the menu will scroll by, followed by the memo. If you're printing to a printer, a copy of the memo should be printing now.

When printing is completed, return to the text and clear the screen and memory.

What you do...	What you get...
Press the RETURN key twice.	The Print/Program Command Menu disappers, and you return to the text.
Press [N]	Apple Writer asks you if you really want to erase memory.
Press Y and RETURN	The memo is cleared from memory. The display is blank except for the blinking cursor and the Data Line.

In the last few exercises, you loaded a file named PAPERSAVER, made some changes to that document, saved the memo under a new name (NEWMEMO), checked the disk catalog to see it listed, and then printed the copy of the file that remained in memory. When you were through printing, you cleared the screen. This is a routine you will follow often when you use Apple Writer.

Deleting a File

There will be occasions when you will want to get rid of a file for good: it has served its purpose and is just taking up space on a disk. You may delete files from a disk quite easily.

What you do...	What you get..
Press [O]	The display is replaced by the DOS Command Menu.
Type F	The Delete File option is selected, and the computer prompts you for the name of the file to delete. You don't have to specify a drive number because you're using the same disk drive used for your last action.
Type N E W M E M O and press the RETURN key.	Drive 1 will whir and the red light will go on as the file is cleared from the disk.

To make sure the file was deleted, check the disk catalog.

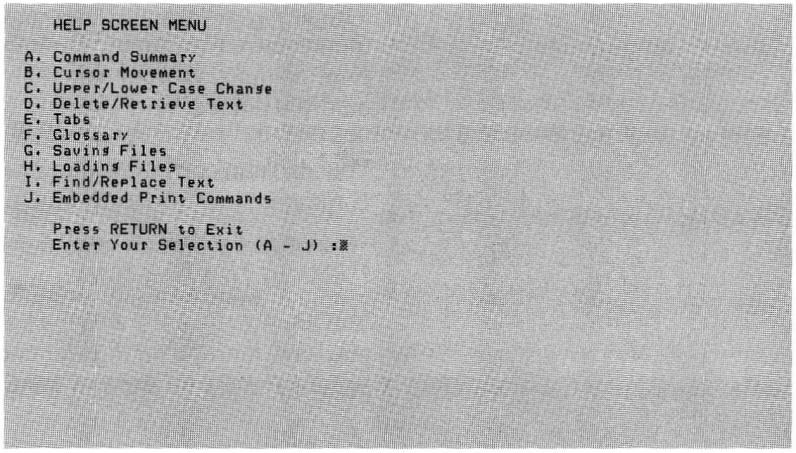
Type A	The `Catalog` option of the DOS Command Menu is selected.
Press the RETURN **key.**	The default slot and drive are accepted. The default is the disk drive you last used.
If you have a long catalog, press the SPACE **bar several times until you have seen the names of all the files.**	The catalog scrolls by. `NEWMEMO` no longer appears: it has been successfully deleted.
Press the RETURN key.	The display returns to the DOS Command Menu.
Press the RETURN **key again.**	The editing display returns.

Getting Help

You have now learned most of the basic steps involved in using Apple Writer. But there may be times when you forget how to execute a command or find you need assistance. For such times, Apple Writer has a Help Screen Menu.

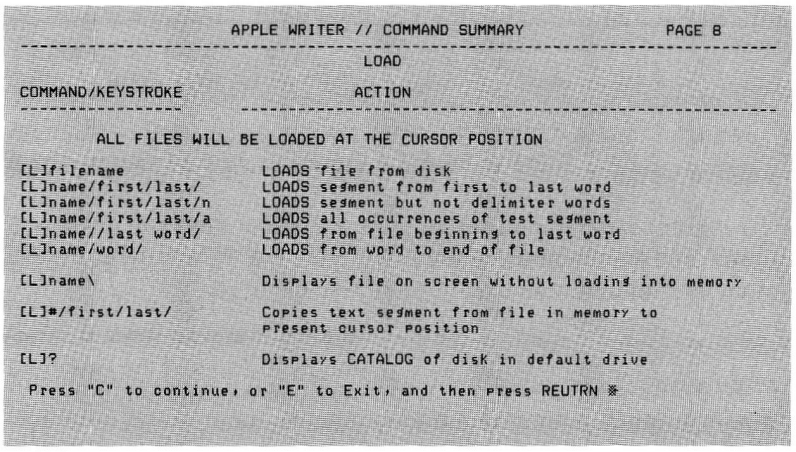
Note: You can obtain the Help Screen Menu by holding down the key and then typing a question mark. Remember, the Apple Writer MASTER disk must be in drive 1 when you call up the help screens.

When the Help Screen Menu (Figure A-4) is displayed, press the letter corresponding to the command you need help with. For instance, if you need to know how to load files, press H and then RETURN. The Load Command Summary (Figure A-5) will appear on the display.



```
   HELP SCREEN MENU

A. Command Summary
B. Cursor Movement
C. Upper/Lower Case Change
D. Delete/Retrieve Text
E. Tabs
F. Glossary
G. Saving Files
H. Loading Files
I. Find/Replace Text
J. Embedded Print Commands

   Press RETURN to Exit
   Enter Your Selection (A - J) :
```

Figure A-4. The Help Screen Menu



```
                    APPLE WRITER // COMMAND SUMMARY              PAGE 8
-------------------------------------------------------------------------------
                                    LOAD

COMMAND/KEYSTROKE                   ACTION
-----------------   ---------------------------------------------------------

        ALL FILES WILL BE LOADED AT THE CURSOR POSITION

[L]filename              LOADS file from disk
[L]name/first/last/      LOADS segment from first to last word
[L]name/first/last/n     LOADS segment but not delimiter words
[L]name/first/last/a     LOADS all occurrences of test segment
[L]name//last word/      LOADS from file beginning to last word
[L]name/word/            LOADS from word to end of file

[L]name\                 Displays file on screen without loading into memory

[L]#/first/last/         Copies text segment from file in memory to
                         present cursor position

[L]?                     Displays CATALOG of disk in default drive

 Press "C" to continue, or "E" to Exit, and then press REUTRN
```

Figure A-5. The Load Command Summary

Type C and press RETURN to get back to the Help Screen Menu. Then press RETURN again to return to the editing display.

Making a Backup Copy at Session's End

See the *Apple IIe Owner's Manual* for how to take care of disks.

At the end of a session, you should always back up your work in case the original disk is damaged. A disk can become unusable after exposure to direct sunlight, moisture, magnets, and extremes of heat and cold. A disk also can be damaged by writing on its label with a pencil or ball-point pen.

There are two ways to back up your work. When you are saving documents, save two copies. Trade one initialized disk for another and execute the save command again. Be sure to keep the copies in different places.

You also can copy the entire disk. For more information on the COPY command, see the *Apple IIe Owner's Manual*.

Exiting the System

You are now finished with the basic elements of the tutorial. Perhaps you have learned enough for one session and would like to take a break. If so, it's time to exit the system.

What you do...	**What you get...**
Press [Q]	The Additional Functions Menu appears on the display.
Press [K]	`Erases Memory, Quit (Y/N) ?` prompts you as the option to quit Apple Writer is selected.

[Q] selects the Additional Functions Menu.

Apple Writer is asking if you really want to erase memory by quitting Apple Writer. This feature prevents you from making a mistake and wiping out all your work (maybe you really wanted to press [I], for instance, to connect the keyboard to the printer). In this case, however, you really do want to quit Apple Writer, so, type

[Y]

and press the [RETURN] key.

In a moment the screen will be blank except for the blinking cursor. Remove your disks from the disk drives. Turn off your computer if you don't plan to use it again soon. Turn off your monitor.

The tutorial continues with the next section, "Additional Features."

Additional Features

The Apple Writer II Word Processing System has several additional features you might find useful. To give you a taste of these additional features, we have prepared some brief exercises that illustrate:

- tabs
- finding and replacing text
- splitting the screen
- using a glossary

If you have turned off the computer, remember to start Apple Writer by putting the MASTER disk in drive 1 before turning the Apple IIe and the monitor back on.

Tabs

Tabs are a quick way of moving the cursor to a specific place on the typing line. They also are good for indenting the first line of a paragraph and for typing columns of numbers or words.

There are two ways to use the TAB key. In the tutorial we will only concern ourselves with using the TAB key to insert spaces in text. You also can use the key to tab over existing text. See Chapter 2 for more on tabs.

Apple Writer already has set tabs for you at every eight spaces (up to character position 72). Let's take a look at how you can set up your own tabs. First, find the TAB key: it's located on the upper-left side of your keyboard, beneath the ESC key.

Press the TAB key.

Notice that, on the Data Line, the number after `Tab:` is now `8`—before you pressed the TAB key it had been `0`. Press the TAB key again. The number changes to `16`. You can keep pressing TAB to see that tabs are set every eight spaces.

Suppose tabs every eight spaces is not what you want—suppose you want them every ten spaces. The following sections tell you how to clear and reset the tab settings to suit you.

Setting Tabs

The tab command, [T], allows you to purge all set tabs, by pressing [P]; to set new ones, by pressing [S]; and to clear just one tab, by pressing [C].

Setting tabs with Apple Writer is just like setting tabs on a typewriter. But instead of using tab set and tab clear keys, you press [T][S] and [T][C]. More on the [T][C] command in a moment. Apple Writer also gives you the ability to clear all tabs with a single command: [T][P].

What you do...	**What you get...**
Press [T]	The display responds with `[T]ab(Set/ Clear/Purge) :`
Press [P] for "purge."	All current tab settings are purged (deleted).
Press the [SPACE] bar ten times.	The cursor moves ten spaces. The values of `Pos:`—which stands for "position"—and `Tab:` on the Data Line are `10`.
Press [T] **and then [S] for "set."**	The tab is set at the current position.

Now try setting a tab at position 20 and 30 using the same instruction. Continue setting tabs across the screen until you have set new tabs every ten spaces.

Clearing a Tab

To clear one tab from your document, simply put the cursor on the unwanted tab position using the [TAB] key and give the clear tab command, press

[T]

and then [C] for "clear." The tab will be cleared.

Fun With Tabs

If you would like some more practice using tabs, try this table. Be sure you have reset tabs every ten spaces.

What you do...	**What you get...**
Press [B]	The cursor moves to the first line.
Type [N][a][m][e]	The first column heading is placed on the display.

Press TAB	The cursor moves to the first tab.
Type A g e	The second column heading is positioned.
Press TAB	The cursor moves to the second tab.
Type B i r t h d a t e	The third column heading is added.
Press RETURN	The line is ended as the cursor moves to the next line.

By the Way: If you want to save your new tab settings, Apple Writer gives you a way to store tab settings and recall them when you need them. See "Setting Tabs" in Chapter 2.

Find and Replace

See "Using Find and Replace" in Chapter 2.

At times you will find it extremely useful to be able to change all the occurrences of a word or phrase in a long document—perhaps a word has been consistently misspelled throughout a document or a name or title changes.

Apple Writer's find command, [F], makes it easy. We'll show you three ways to use the [F] command to help you in your work.

Before we use the [F] command, let's clear memory to get rid of the text you typed in while learning to use the tab files. Then, we'll load MOTTO into memory for this exercise. Be sure the Apple Writer MASTER disk is in drive 1.

If You Have One Disk Drive...

What you do...	**What you get...**
Press [N] **and then the** Y **key and** RETURN	The display and memory are cleared.
Press [L] **and type** M O T T O	The file MOTTO is loaded into memory.
Then press RETURN	

If You Have Two Disk Drives...

What you do...	What you get...
Press [N] **and then the** Y **key and** RETURN	The display and memory are cleared.
Press [L] **and type** M O T T O . d 1 **Then press** RETURN	The file MOTTO is loaded into memory from the MASTER disk in drive 1.

The MOTTO document—consisting of a number of repetitions of the phrase "Our motto is safety"—should now be on your display. Suppose you had read this document earlier and found the word Safety misspelled as Satety. Unfortunately, you neglected to make note of where the mistake was.

This typographical error would be hard to locate if you had to scan the whole document again, but you can locate it easily with Apple Writer's find command.

Note: [F] always searches in the direction of the arrow on the Data Line, < or >. [F] also searches from the point in the document at which the cursor is residing. For that reason, you must always go to the beginning or end of the document if you want to search the whole document. The cursor then will have the entire document before it or behind it, and the direction arrow will automatically point in the direction of the text.

What you do...	What you get...
Press [B]	The cursor moves to the beginning of the document, and the direction arrow is set to >
Press [F]	The find prompt appears at the bottom of the display. [F]ind:

Type	Apple Writer moves the cursor to the first occurrence of `Satety` in the document. At the bottom of the display, the prompt asks whether to proceed and find the next occurrence of `Satety`
/Satety/	
and press RETURN. Do not put a space before the first slash. The S in `Satety` must be typed in uppercase since that's the way it appears in `MOTTO`	Since you thought it only appeared once, and since you've found the misspelling, you can stop the search.
Press the SPACE bar.	The search stops.

The word you type between the slashes is the word to find. Type the word you want to find exactly as it appears in the document, paying particular attention to upper- and lowercase.

A **delimiter** is a character that is used to mark the beginning and end of a sequence of characters. In written English, the space character is used as a delimiter between words.

The slashes you type in the [F] command are called *delimiters*. Other kinds of delimiters can be used with the [F] command (see "Delimiters, Wildcards, and Other Characters" in Chapter 2). However, what you are looking for must always be contained within delimiters.

You could now fix the misspelled word by editing it, but don't. There's a better way. If you want to fix this typographical error and check to see if you made the same mistake someplace else in the file, you can do so all at once by using find and replace. Try searching from the end of the document this time.

About the Find Command:

The [F] command looks for all occurrences of the word or phrase you specify. The command is stopped by pressing the SPACE bar.

One of the features of the [F] command is to replace words or phrases with something else. At each occurrence, the computer asks whether to replace or proceed with the search. The command also will search and replace all occurrences automatically.

What you do ...	**What you get ...**
Press [E]	The cursor moves to the end of the document, and direction arrow is set to <
Press [F]	The find prompt is displayed. `[F]ind:`

Type

/Satety/Safety/

and press RETURN **(The first word is the one to find; the second is the one with which to replace it.)**

The cursor moves over the S in Satety, and the message

```
[F]ind:RETURN=
Proceed / Y=Replace
```

appears near the bottom of the display.

If you press any key other than Y **or** RETURN**, the search will stop. Press** Y **to replace.**

Satety is replaced with Safety, and the cursor stops in front of the corrected word. The prompt returns, asking whether to proceed.

Press RETURN

If there are any other occurrences, the cursor will stop at the next one, and Apple Writer will ask for directions.

Since there are no more occurrences of the word in the document, the cursor moves to the beginning of the document, and the [F] command is turned off.

Now suppose you want to change the motto to reflect a different spirit.

Press [B]

The cursor moves to the beginning of the document, and the direction arrow is set to >

Press [F]

The find prompt is displayed.

```
[F]ind:
```

Type

/Safety/Cost SPACE Efficiency/A

and press RETURN

The display is immediately updated with Cost Efficiency replacing Safety in the motto. The cursor returns to the beginning of the document.

The A, which stands for "all," replaces all occurrences of Safety with Cost Efficiency.

Apple Writer can revise a very long document in a short time using this automatic find-and-replace feature.

See "Using Find and Replace" in Chapter 2.

Splitting the Screen

The display can be split into two sections, each 12 lines long. You can use the split display to compare text in different parts of a document.

Here's how you can edit one part of a document while you see the information in another part of the document. (If you have only one disk drive, be sure the Apple Writer MASTER disk is in the disk drive.) Load the file named LEASE.

What you do ...	**What you get ...**
Press [N] **and then** Y **and** RETURN **to confirm your wish to clear the display and memory.**	The display clears.
If you have one disk drive, press [L] **and type** L E A S E	LEASE is loaded into memory.
If you have two disk drives, type L E A S E , d 1 **and press** RETURN	
Press [B]	The cursor moves to the beginning of LEASE.

Now let's split the display so that you can compare two copies of LEASE.

What you do...	What you get...
Press [Y]	Apple Writer responds with `[Y] SplitScreen (Yes/No/ RETURN=Switch)` at the bottom of the display.
Type Y **for "yes" and press** RETURN **to split the display.**	The display divides in two—each part with its own Data Line.
Press the ↓ **key.**	The document scrolls in the bottom half of the display.

Use the [Y] command to split the display into duplicate parts.

When using a split display, you can scroll each part independently, and you can edit text in either display. You also can load another file onto the end of the document in memory. Let's do this: we'll load a file named REFERENCE.

What you do...	What you get...
Press [E]	The cursor in the bottom display moves to the end of the document.
Press [L] **and type** R E F E R E N C E	Figure A-6 shows what your display should look like.

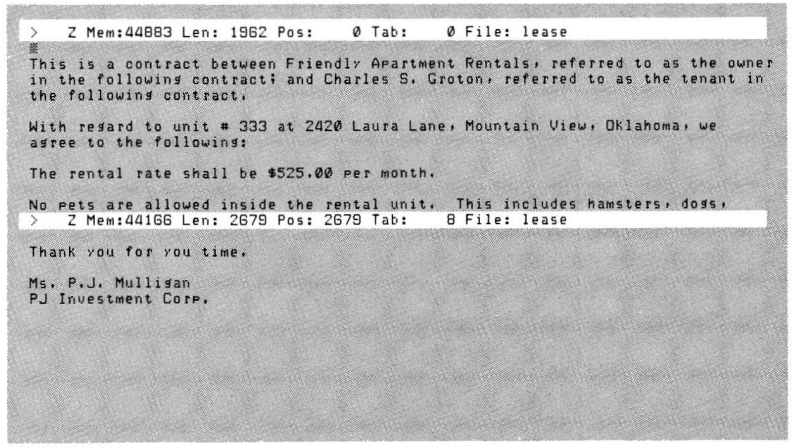


Figure A-6. The Split Screen Command in Action

Press [Y] and then (RETURN) to switch cursor control from one display to the other.

Press [Y] and then (RETURN) to switch control of the cursor from one display to the other.	The cursor starts blinking in the top display.

You can now use Apple Writer's normal editing commands to change the text in the top display, or you can move the cursor control to the other display by pressing [Y] and (RETURN) and edit there. You can edit the document in the top display while you use the document in the bottom display for reference—or vice versa!

To get back to a single display, press [Y] and type

(N)

for "no" and press the (RETURN) key.

Before going on, clear the screen.

What you do ...	**What you get ...**
Press [N], (Y), and (RETURN)	The screen is blank except for the cursor and the Data Line.

See "Editing With a Split Screen" in Chapter 2 for important warnings about using this feature.

Warning

The computer treats everything in memory as one document—even if you are using a split display. Any changes you make to either display are incorporated into the single document. If you load a file into the bottom display for reference, it becomes part of the top display and must be deleted before saving the edited document.

The Glossary

For those words and phrases that you use over and over, Apple Writer has a feature that allows you to store those phrases and recall them with a single keystroke. It's called a *glossary.*

First, we'll define a glossary, then we'll use it in a document.

What you do ...	What you get ...

Press [G]	Apple writer prompts you with
	`[G]lossary(?=`
	`Define/*=Purge) :`

Type [?] **for "define."**	The display clears and
	`Enter new`
	`definition:`
	appears at the top.

Type [a][SPACE][A][p][p][l][e][SPACE][C][o][m][p][u][t][e][r][SPACE][I][n][c][.]	
and press [RETURN] **The a is called a *designator*. When you use the glossary, pressing** [G] **and then the designator places the definition in the text.**	The editing display returns as you exit the glossary. You must exit the glossary each time you define a designator.

Note: You can use any keyboard character except the question mark (?) and the asterisk (*) as a designator. In the glossary upper- and lowercase makes a difference: an *A* is a different designator than *a* is.

Press [G] and then [?]	The display changes to the glossary. Notice that your first glossary entry is listed near the top of your screen.
Type [b][SPACE][A][p][p][l][e][SPACE][W][r][i][t][e][r][SPACE][I][I][SPACE][W][o][r][d][SPACE][P][r][o][c][e][s][s][o][r][s]	
In this case, the b is the designator for `Apple Writer II Word Processors.` **And pressing [G][b] is certainly a lot simpler than typing the whole phrase!**	
Press [RETURN]	The editing display returns.

Press [G][?] to enter the third definition.

The display changes to the glossary.

Type

[c][SPACE][R][o][b][e][r][t][SPACE][J][o][n][e][s][,][SPACE][V][i][c][e][SPACE][P][r][e][s][i][d][e][n][t]

and press [RETURN]

The editing display returns.

You have created a small glossary. The a, b, and c are designators for the phrases. Now let's create a memo that uses these phrases.

What you do ...	**What you get ...**
Type	What you type appears on the display.
[M][a][r][c][h][SPACE][2][3][,][SPACE][1][9][8][2]	
and press [RETURN]	
Type	
[T][O][:][SPACE][J][o][n][SPACE][M][i][l][l][e][r]	
and press [RETURN]	
Type	`Robert Jones, Vice President`
[F][R][O][M][:]	is added to the line after `FROM:`
and press [G][c] to put the phrase designated `c` in the glossary at the cursor's position.	
Press [RETURN] **to begin a new line. And press** [RETURN] **again to create a blank line.**	
Then type	`Apple Computer Inc.` which is designated `a` in the glossary, appears after `We at`
[W][e][SPACE][a][t]	
and press [G][a]	
Type	
[w][a][n][t][SPACE][t][o][SPACE][t][h][a][n][k][SPACE][y][o][u][SPACE][f][o][r][SPACE][y][o][u][r][SPACE][o][r][d][e][r][SPACE][o][f][SPACE][3][0][0]	
and press [G][b] to call up the product name.	`Apple II Word Processors` is inserted after `300`

You can see by now how useful this feature can be. You also can save glossaries onto disks and use them over and over again. To find out how, read "Making and Using a Glossary" in Chapter 2.

By the Way: Clearing memory with [N] does not erase the glossary. To get rid of the glossary in memory you must purge it, by pressing [G] and then an asterisk ([*]), or turn the computer off.

Advanced Techniques

This last part of the tutorial will demonstrate some of the system's most advanced features, features that go beyond the scope of a routine word processor. Each section begins with a short description of what will be shown, followed by a discussion of how to run the demonstration. Read the description first, then watch the demonstration on the display.

This part of the tutorial will show how

- "personalized" form letters can be automatically created
- printing options can make document formats flexible
- documents can be created from stored paragraphs
- lists can be renumbered automatically

The Demonstration Menu

You get to the Demonstration Menu from the `[P]rint/Program:` prompt.

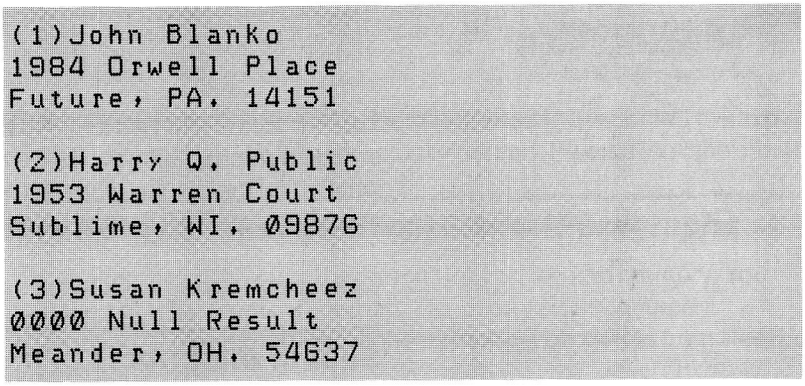
What you do ...	What you get ...
Press [P]	The `[P]rint/Program:` prompt appears at the bottom of the display.
Type [D][O][SPACE][D][E][M][O][S] **and press** [RETURN]	The Demonstration Menu replaces the editing display.

Personalizing Form Letters

Using Apple Writer, you can automatically create hundreds of personalized form letters from an address list.

To personalize your own form letters, see Appendix B.

In the form letter demonstration, a specially written program automatically inserts each name and address from an address file into a form letter and then prints a copy of each personalized letter. Here's what the address file looks like:



```
(1)John Blanko
1984 Orwell Place
Future, PA, 14151

(2)Harry Q. Public
1953 Warren Court
Sublime, WI, 09876

(3)Susan Kremcheez
0000 Null Result
Meander, OH, 54637
```

When you run the form letter demonstration, you are asked for the date and then a signature for the letter. You must press RETURN after your answers to let Apple Writer know you are done.

A copy of the form letter will be shown on the display, with the sections to be personalized shown in parentheses. The program takes a name and address from the list and modifies the form letter to look as if it was specially written for the recipient.

Now run the demonstration.

What you do ...	**What you get ...**
With the the Demonstration Menu displayed, type 1 to select FORM LETTER **and press** RETURN	The disk drive whirs as FORM LETTER is loaded into memory. The menu changes to show you the list of address that will be used. You are asked to press RETURN to begin.
Press RETURN	The form letter is shown on the display. A message at the top of the screen prompts you for today's date.

Type in the date and press RETURN	The date you supplied replaces (Date), and you are asked for a signature.
Type in your name and press RETURN	Your name replaces (Signature). You are asked to press RETURN to continue.
Press RETURN	The first address on the list replaces (Address), and the person's first name replaces (Name).

You are asked to press RETURN after each address and name is filled in. The demonstration slows the replacement process so you can watch it on the display. If the screen were turned off, form letters for everybody on the list could be completed in less than a minute.

Keep pressing RETURN until you get back to the Demonstration Menu.

Seeing the Effects of the Print Commands

After you have created a document, you can print the document in several ways without reformatting it on the display. You can do this by changing the values of the print commands discussed earlier in "Printing." To find out more about the print commands and how to change their values, see Chapter 4.

Remember: The format of the document in memory (as it looks on the display) has no effect on the way the document can be printed.

The print style demonstration shows you some of the ways your text can be printed. And you don't even have to have a printer hooked up to your Apple IIe computer! The demonstration program automatically changes the print destination (PD) in the Print/Program Command Menu to 0 so the document is printed on the display.

What you do...	What you get...
With the Demonstration Menu displayed, type 2 **and press** RETURN	PRINT STYLE is loaded into memory, and the original document is displayed. You are asked to press RETURN to see one way the document could be printed.

Press RETURN	The formatted document scrolls by, and a line at the end of the document tells you the style used for printing.
Press RETURN **twice.**	The next version of the document is displayed.

You may have noticed that the formatted document scrolls by too quickly to see the beginning. While the display is scrolling, you can use CONTROL-S (hold down the CONTROL key while pressing S) to stop the scrolling. Be ready to use this command after pressing RETURN to catch the first paragraph. You can resume scrolling by pressing CONTROL-S again.

In this demonstration, the document is printed to the screen to save time and paper—but if it were actually printed, it would look the same.

Creating Documents From Stored Paragraphs

Apple Writer allows you to load segments of files into memory. You can then quickly create a contract, bid, or any other document composed of standard paragraphs by loading segments from files that already exist.

In this demonstration the program loads the segments for you—all you have to do is tell Apple Writer what type of information you want included in the contract.

Apple Writer will prompt you for information, ask you to choose from a menu of clause options, and then assemble the document.

What you do ...	**What you get ...**
With the Demonstration Menu displayed, type 3 and press RETURN	CONTRACT is loaded into memory, and you are asked several questions.
Type the information asked for in the prompts, then type the numbers of the options that you want, pressing RETURN **after each one.**	Apple Writer assembles the contract, and it is displayed.
When you have finished, press RETURN **(without a number) to tell the program that you've entered all the desired options. Then follow the prompts to see the finished document on the screen.**	

To learn how to write programs like these—programs that will create documents from stored text—read the *Word Processing Language* manual.

Renumbering Lists

You can use the Apple IIe computer to automatically renumber the items on a list so that you don't have to retype the numbers yourself.

This demonstration shows a purchase order for television parts. The numbers on the purchase order were scrambled because of last-minute changes. Renumbering this list wouldn't be too difficult, but a long list of several hundred items long would be. Apple Writer makes renumbering easy.

What you do...	What you get...
With the Demonstration Menu displayed, type 4 **and press** RETURN	RENUMBER is loaded into memory. The purchase order is displayed, and you are asked to press RETURN to see the list renumbered.
Press RETURN	The list is renumbered. The renumbering is slow because it's being shown on the display.

There's More

You've been introduced to some pretty advanced techniques in this section. And you have learned a little bit about WPL, the Word Processing Language, but there's a lot more to learn! Read Appendix B and the *Word Processing Language* manual to find out more about the language.

Wrapup

Congratulations! You've finished the tutorial. You should be fairly comfortable with Apple Writer at this point, but don't hesitate to refer to the appropriate sections when you get confused. Remember, too, that you can always call up the help screens if you've forgotten how to issue an Apple Writer command.

Remember: You press ⌘ and the type a question mark to get the Help Screen Menu. The Apple Writer MASTER disk must always be in drive 1 when calling up the help screens.

The basic and most commonly used Apple Writer commands have been covered in the tutorial—but more exist! You will learn about these other, more advanced commands by reading the reference section (Chapters 2, 3, and 4). You may read that section now or just refer to it as you need to learn specific functions. In addition, you will find Appendix D, the "Summary of Commands and Menus," quite helpful as a reference tool.

Review of Terms Used in the Tutorial

Default: That which the computer will opt to choose. The default drive is the disk drive you used last.

Designator: Used with the [G] command. A designator is a single character that can represent an entire word or phrase.

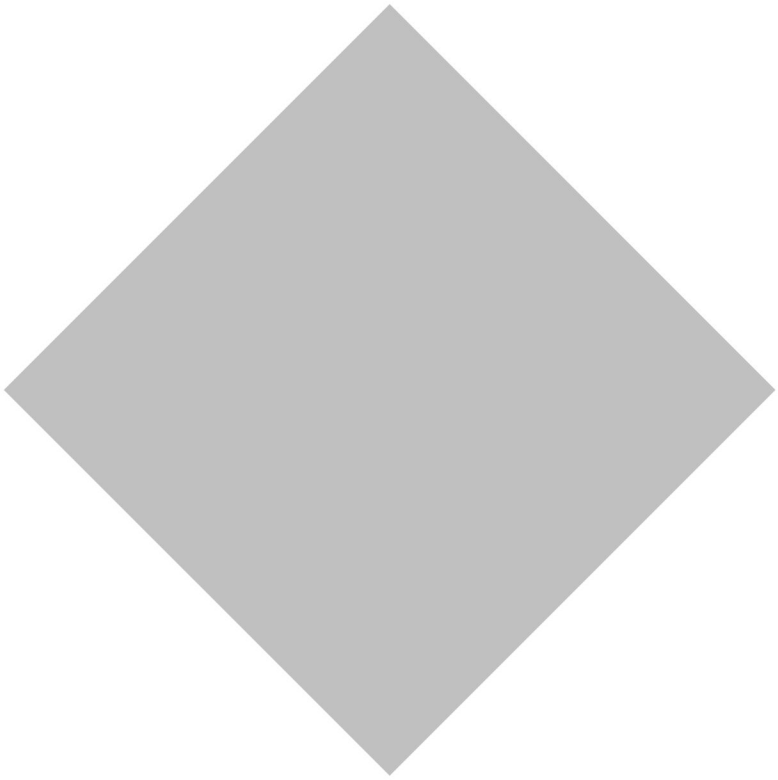
File: A unified body of text as saved on a disk with its own name.

Loading a file: To copy a file from its place of storage on the disk and put it temporarily into memory.

Memory: A temporary storage area for a document; while it is in memory, the document can be edited or printed.

Prompt: A message given by the computer to remind you that some action is expected.

Saving a file: To permanently store a document on a disk. Once stored on a disk, a document is called a *file*.



The Word Processing Language

About This Appendix

Perhaps you've noticed our occasional mention, throughout this manual, that Apple Writer is "not just another word processor." This statement is not just exaggeration: it's fact. A word processor allows you to create text and then to edit it as much—and as many times—as you want. Apple Writer does this, with many time-saving and unique functions thrown into the bargain.

But Apple Writer gives you something much more than just word processing capabilities. Apple Writer comes with a group of powerful functions in the Word Processing Language (we call it WPL for short). With WPL, you can create customized reports, write "personalized" form letters, do arithmetic calculations, perform repetitive Apple Writer functions, create your own menu programs—and much more.

WPL, as you've probably realized, is just what its name implies: it's a computer language, and it has been written specifically for use with your Apple Writer software.

WPL is an easy language to master. Once you learn it, you can use it to create Apple Writer functions specifically suited to your unique needs. The *Word Processing Language* manual will teach you everything you could ever want to know about WPL: how to program, how to modify programs, how to use numeric and string variables, how to control program execution—even how to correct problems.

The *Word Processing Language* manual is the definitive guide to WPL. For now, though, this appendix will

- give you a brief, glance at Apple Writer's WPL functions
- show you how to run a WPL program
- introduce you to each of the WPL programs on your Apple Writer MASTER disk

The WPL Programs on Your MASTER Disk

The following WPL programs are on the Apple Writer MASTER disk:

Program	Function
AUTOLETTER	Creates personalized form letters.
AUTOPRINT	Prints several documents in succession.
CONTPRINT	Prints several documents as one.
COUNTER	Counts the number of words in a document.
MOVER	Transfers files from one disk to another.
CONVERT	Converts Apple Writer 1.1 embedded commands to Apple Writer II embedded commands.

How to Run a WPL Program

The commands for running a WPL program will seem familiar to you. That's because many of Apple Writer's commands are the same as WPL commands.

For instance, to run a WPL program, you press [P] (the command for obtaining the Print/Program Command Menu and its functions), and then instruct the computer to run a particular program by typing

[D][O]

and the program name. And, if necessary, a comma and the disk drive number.

Sound complicated? It's not. We'll give you an example of what you would do if you wanted to run a program (just read the example—don't do anything yet).

Let's say you wanted to run the WPL program AUTOLETTER. If your MASTER disk was in drive 2, you would press [P] and type

[D][O][SPACE][A][U][T][O][L][E][T][T][E][R][,][d][2]

And press [RETURN].

The AUTOLETTER program would be loaded into the computer's memory and immediately begin functioning.

"That's great," you say, "but what's AUTOLETTER, and what can it do for me?"

Warning

Do not try to execute WPL programs (with the DO command) with the Print/Program Command Menu displayed. Pressing [P] will give you the `[P]rint/Program:` prompt. And you should execute the command then, without typing ? for the menu.

Creating Personalized Form Letters

The AUTOLETTER program creates personalized form letters. Let's say you were applying to graduate school and wanted to send a letter to each of 20 schools. Each of those 20 letters would be exactly the same, except for the name, address, and salutation.

In the old days of typewriters, you would have to type 20 letters. A word processor without WPL's functions would be an improvement, but the project would still be time-consuming: you would create a letter; save it on a disk; and then, repeating the process 20 times, you would put a copy of the letter into memory, typing in the appropriate name, address, and salutation. Then, again for each letter, you would execute a print command.

AUTOLETTER does away with the need for you to shepherd each of the letters. With AUTOLETTER, you create a letter and an address file. AUTOLETTER does the rest: it performs the mechanical functions for each letter.

You could turn your mind to other tasks, and when you came back to your computer, all the letters would be printed and ready for you to sign. Of course, you are not limited to 20 letters; you can do more letters—or less.

Let's run the AUTOLETTER program to see what it does.

First, check the Print/Program Command Menu, by pressing [P]?, to make sure Apple Writer is set up for your printer. If you do not have a printer, set the print destination to Ø. Then run AUTOLETTER, following the instructions in "How to Run a WPL Program." **Be sure the menu is not on the display when you execute the DO command**.

You'll see a letter on your display addressed to John Smith. Press RETURN. Now you see the same letter, but this time it's addressed to Terry Jones. Continue to press RETURN. You will see the same letter five times, but with a different address and salutation each time. The address file WPL is using contains only five addresses; when all five have been used, the program stops.

AUTOLETTER stops when it runs out of addresses in the address file.

If you wish to exit AUTOLETTER before it finishes running through all five examples, press the ESCAPE key while the program is running, not when it is waiting for you to press RETURN.

Making Your Own Form Letters

To make your own personalized form letters, you must write a form letter, create an address list, and make a few minor changes in the AUTOLETTER program. The following sections tell you how to do each of these things.

Writing the Letter

Figure B-1 shows FORMLETTER, the file that AUTOLETTER uses to make personalized form letters.

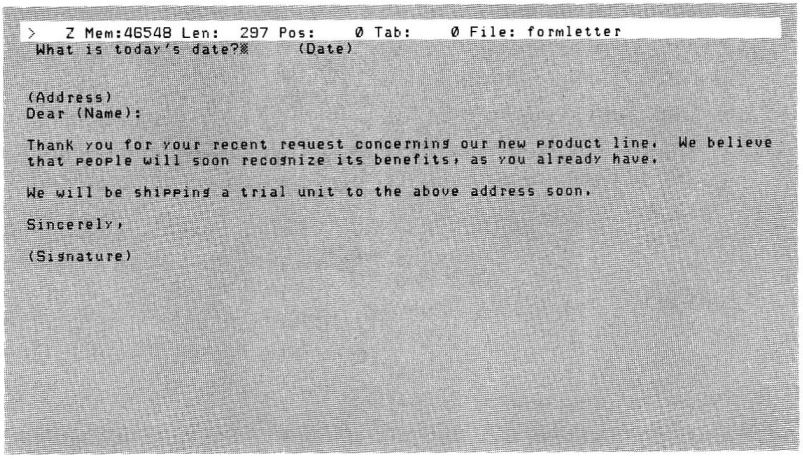


Figure B-1. A Form Letter

Study Figure B-1 to see how to begin and end a form letter and how to designate the places in the letter where you want to substitute names and addresses from the address list.

Then follow these steps to write your form letter:

1. Clear memory by pressing [N]Y.
2. Type the text of the letter. Type

   (Address)

   two lines above the greeting line. Then, type

   (Name)

   every place in the file where you want the recipient's name to be inserted.

3. If you want to stop the printer after it prints each letter, embed a message such as the one shown at the bottom of Figure B-1 after the last line of the letter. If you embed the .IN command, you will have to press RETURN after each letter to print the next one. In either case, don't forget to embed an .FF at the end so the printer properly form feeds between each letter.
4. Save the letter to a new file name on a disk other than your MASTER. (Remember that one of the most important rules in Apple Writer is never to write on your MASTER disk.)

Creating an Address List

Figure B-2 shows ADDRS, the file that supplies AUTOLETTER with names and addresses for form letters.

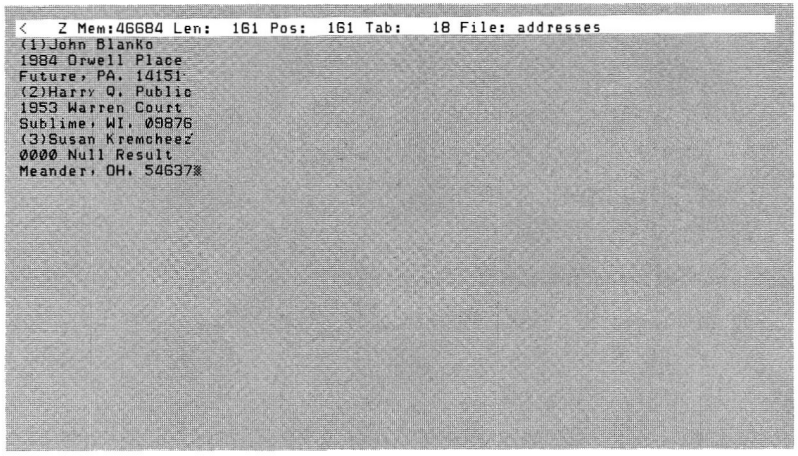


Figure B-2. A Typical Address File

Look at Figure B-2 to see how to set up an address list. Then follow these instructions to make your own address list:

1. Clear memory.
2. Type the names and addresses of the people that you want to include in the list, pressing RETURN at the end of each name and address. Begin each name and address with a number between the arrow symbols, like this: <1>. Refer to Figure B-2 if you have any questions about how your address file should look.

   The format of the rest of the address is optional—set it up the way you want it to be printed.
3. Save the address list to another file name on the same disk that you saved your letter.

Making Your Own AUTOLETTER *File*

To print personalized form letters with your letter and address list, you must make minor changes to AUTOLETTER, the program that merges the form letter and address list and then prints the results.

Specifically, you must substitute the names of the letter and address files you just saved on a disk for the names of the files AUTOLETTER is currently set up to load—FORMLETTER and ADDRS.

The best way to do this is to load AUTOLETTER, change the file names, and save the changed AUTOLETTER under a new name.

Figure B-3 shows a copy of AUTOLETTER. The parts of the program that you must change are highlighted.

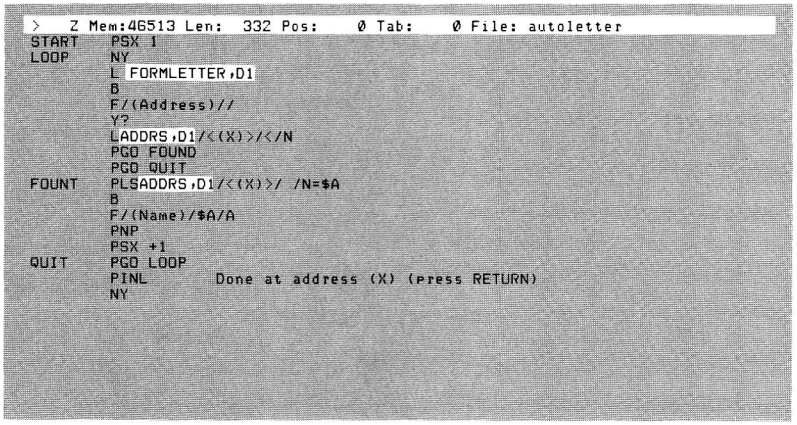


Figure B-3. The AUTOLETTER Program

So, to create your own version of AUTOLETTER, follow these steps:

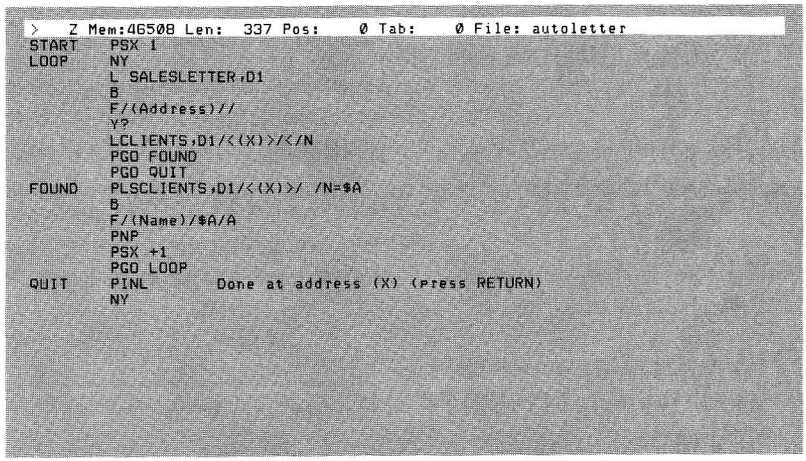
1. Clear memory.
2. Load AUTOLETTER. Press [L] and type [A][U][T][O][L][E][T][T][E][R] and, if necessary, a comma and the disk drive number.

Important: Remember that when you load a file into memory you are only loading a copy of the original. This is why you can make changes to the AUTOLETTER program and still have the original program safely stored on the disk.

3. Substitute the file name of your form letter for the name FORMLETTER. You do this, of course, by typing the new file name in place of FORMLETTER.

4. Substitute the file name of your names and addresses document for ADDRS.
5. Save the modified program to another file name on the same disk that you saved your letter and address files on.

Figure B-4 shows what your file would look like if the name of your letter file was SALESLETTER and the name of your address list was CLIENTS.



```
>   Z Mem:46508 Len:  337 Pos:    0 Tab:    0 File: autoletter
START   PSX 1
LOOP    NY
        L SALESLETTER,D1
        B
        F/(Address)//
        Y?
        LCLIENTS,D1/<(X)>/</N
        PGO FOUND
        PGO QUIT
FOUND   PLSCLIENTS,D1/<(X)>/ /N=$A
        B
        F/(Name)/$A/A
        PNP
        PSX +1
        PGO LOOP
QUIT    PINL        Done at address (X) (press RETURN)
        NY
```

Figure B-4. Modified Version of AUTOLETTER

Now, to make personalized copies of your letter for everyone on your address list, just press [P] and type

[D][O]

followed by the name of your version of the AUTOLETTER program and, if necessary, a comma and the number of the disk drive.

Press [RETURN]

That's all!

Automatic Printing

The AUTOPRINT program lets you tell Apple Writer the names of the files you want to print, and then it prints them for you. With AUTOPRINT you don't have to sit at the keyboard waiting for each file to print so that you can enter the commands to print the next one—AUTOPRINT loads a file, prints it, and clears memory; then it automatically repeats the process with the next file.

To use AUTOPRINT, follow these steps:

1. Run AUTOPRINT as you do other WPL programs (by pressing [P] and typing [D][O][SPACE][A][U][T][O][P][R][I][N][T]).
2. Enter up to 30 file names, pressing [RETURN] after each one.
3. Press [RETURN] with no file name to begin printing.
4. Make sure that each file ends in .FF.

See "Embedded Print Commands" in Chapter 4 for information on .FF.

Continuous Printing

There will be occasions when you will want to print several different documents as one. With WPL, there's a way to do this simply and efficiently.

Use the CONTPRINT program. It begins each new document at the position on the page where the last file ended, and, if page numbering is used, the pages are numbered consecutively.

Use CONTPRINT the same way as AUTOPRINT.

Counting Words

The COUNTER program counts the number of words in any document. Run COUNTER just like all other WPL programs. Press [P] and type

[D][O][SPACE][C][O][U][N][T][E][R]

Your display will prompt you for the name of the file whose words you want to count. Type the file name and, if necessary, a comma and the disk drive number. Press [RETURN]. The number of words in the file will appear on the display. This may take a few minutes for large files.

To count words in a different file, press [RETURN] with no entry and you're back to the original prompt. To exit from either prompt, press [RETURN] with no entry until you are back at the editing display.

Transferring Files

The program MOVER copies files from one disk onto another. MOVER can be used to back up individual files.

Run MOVER just like any other WPL program. Put the source disk (the one to copy from) in one drive and the destination disk (the one to copy to) in another.

MOVER will prompt you for information. First, it will ask you for the source disk drive, then the destination drive. Then you are asked to enter a file name. Press RETURN after each entry.

After the program moves the file, it asks you for another file name. You may quit the program by typing Q.

Converting Apple Writer 1.1 Embedded Commands

The program CONVERT translates embedded Apple Writer 1.1 commands to embedded Apple Writer II commands. Apple Writer 2.0 files work as is with Apple Writer II.

Before converting the embedded commands in an Apple Writer 1.1 file to the Apple Writer II format, you must convert the file itself. To find out how to convert an Apple Writer 1.1 file, see "Converting Apple Writer 1.1 Files" in Chapter 3.

When the file has been converted, follow these steps to convert the file's embedded commands:

1. If it is not already loaded, load the file into memory.
2. Run CONVERT. Press [P] and type

   D O SPACE C O N V E R T

3. Save the file.

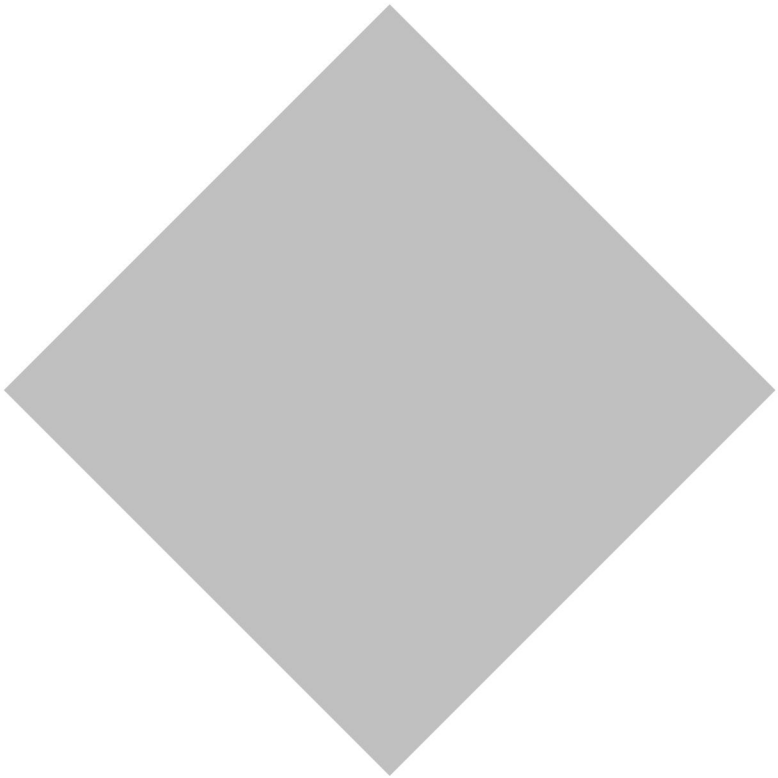
The program keeps you informed of its status. It will tell you that it is beginning the conversion, that the conversion is completed, and then ask you to press RETURN to continue.

For example, CONVERT will automatically change !mp to .FF and !LM20 to .LM20.

Wrapup

In this appendix, we've given you an idea of what WPL can do. Don't hesitate to use these WPL functions to save you time and effort in the future.

We've just given you a taste of the power of WPL here. Refer to the *Word Processing Language* Manual if you want to know more.



Error Recovery

About This Appendix

This appendix tells you how to recover from a DOS (Disk Operating System) error.

For information about WPL (Word Processing Language) error messages, read the *Word Processing Language* manual.

DOS Error Messages

A summary of DOS Error Messages and suggestions for correcting the problem that caused the message follows. For more information, read the DOS manuals.

Message	How to recover
FILE NOT FOUND	Press RETURN to get back to the document in memory. Then try again, taking particular care to type and spell the file name correctly. If you still receive this message, use the catalog command ([O]A) to make sure the file is on the disk.
I/O ERROR	Press RETURN to get back to the document in memory. Make sure the disk is inserted properly in the drive and that the drive door is closed. Then try again.

SYNTAX ERROR	Press (RETURN) to get back to the document in memory. Then try again, taking particular care to use the correct syntax when specifying the file name and drive number.
FILE LOCKED	Press (RETURN) to get back to the document in memory. Check to make sure that you really want to write over the contents of the file. If you do, press [O](E) and type the file name and drive number to unlock it. Then try the command again.
WRITE PROTECTED	Press (RETURN) to get back to the document in memory. Then make sure that you really want to write to this disk. If so, remove the *write-protect tab* from the disk and try again. If the disk doesn't have a *write-enable notch*, it's *copy-protected*; use another disk to save your document.
DISK FULL	Press (RETURN) to get back to the document in memory. Part of the document that you were saving when you got the DISK FULL message has been saved on the disk, part has not. To recover, get rid of this partial file by deleting the file from the disk (use [O](F)). Then save the file to another disk.

FILE TYPE MISMATCH

Press RETURN to get back to the document in memory.

Use the catalog command ([O]A) to check the file type.

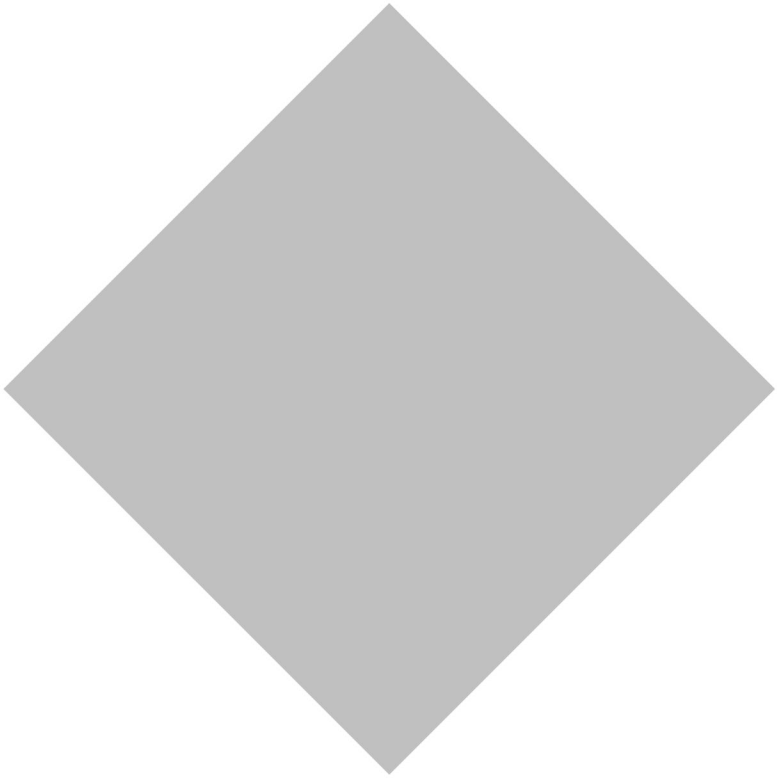
You can only load text files. These all have a T in the left column on the catalog list. If the file is the right type, try again.

See the *Apple IIe Owner's Manual* for types of files.

VOLUME MISMATCH

Press RETURN to get back to the document in memory.

Since we don't use volume numbers with Apple Writer II, you probably made a typographical error. Try again.



Summary of Commands and Menus

Summary of Apple Writer Commands

[B] Moves cursor to the beginning of document; sets direction arrow at >.

[C] Turns on case change; depending whether U or L on Data Line, cursor will turn all characters it travels over into upper-case or lowercase characters.

[D] Sets the direction of the arrow on the Data Line.

[E] Moves cursor to the end of document; sets direction arrow at <.

[F] Finds and moves cursor to a word or phrase anywhere within the document; will replace one or all occurences of word or phrase in the document.

[G] Provides access to glossary buffer; allows creation and modification of glossary files.

[L] Loads a copy of a file into memory.

[N] Clears display screen by erasing document in memory.

[O] Obtains the DOS Command Menu.

[P]? Obtains the Print/Program Command Menu.

[Q] Obtains the Additional Functions Menu.

[R] Replaces text by allowing you to write over old text with new.

[S] Saves a document to a disk.

[T] Clears or sets tabs at cursor position. Can also be used to purge all tabs.

[V] Allows insertion of CONTROL-characters into text.

[W] Deletes or retrieves text a word at a time.

[X] Deletes or retrieves text a paragraph at a time.

[Y] Splits the display into two different parts.

[Z] Turns word wraparound on and off.

⌘-? Displays the Help Screen Menu. MASTER disk must be in drive 1.

ESC Toggles between tab display line, no Data Line, or Data Line.

Summary of Apple Writer Menus

Apple Writer, as you know by now, performs a wide variety of functions. These functions are grouped into categories. Any function within a category can be set in motion by pressing the CONTROL-character for that category and then issuing the specific function command.

For example, to obtain any function within the printing category, you first press [P]. Apple Writer responds with:

```
[P]rint/Program:
```

You then tell Apple Writer what you want to do by typing a letter (or pair of letters).

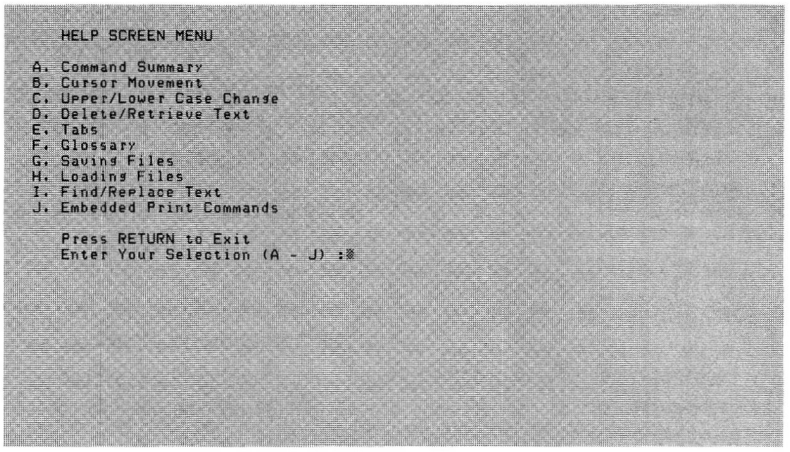
Choosing a function from a particular category is like ordering from a menu—you get to select from several options. And that's why we call these lists of category functions *menus*.

The Help Screen Menu

The Help Screen Menu can be accessed at any time (as long as your MASTER disk is in drive 1) while editing with by pressing ⌘-?. When the menu appears, type the number to the left of the topic you want to know more about. Press RETURN. A summary of that command will be displayed on the screen.

Figure D-1 shows the Help Screen Menu as it will look on your display.

Figure D-1. The Help Screen Menu



The DOS Command Menu

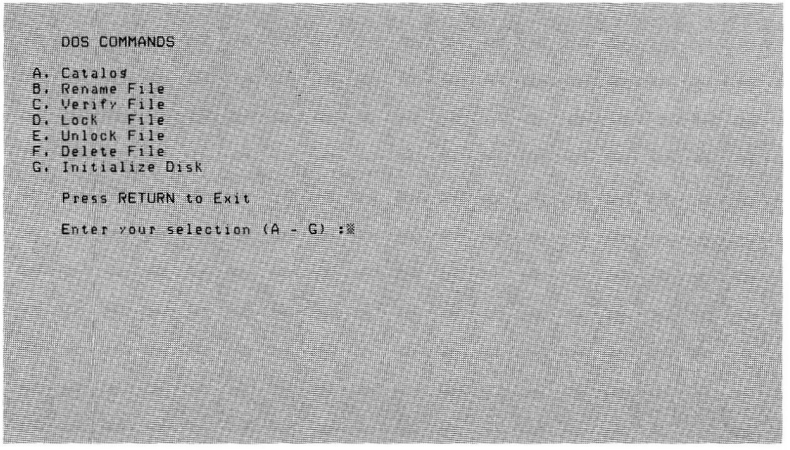
The DOS commands are covered in detail in Chapter 3. If you have any specific questions about what these commands are, or how to execute them, you should refer to Chapter 3.

To obtain the DOS Command Menu, press [O]. To exit the DOS Command Menu press (RETURN).

To select a function from this menu, type the corresponding letter displayed on the menu.

Figure D-2 shows the DOS Command Menu as it will look on your display.

Figure D-2. The DOS Command Menu



The Additional Functions Menu

You will find that the Additional Functions Menu (see Figure D-3), which contains many of Apple Writer's less common functions, will be quite helpful to you.

To display the Additional Functions Menu, press [Q]. To exit the Additional Functions Menu, press (RETURN).

To select a function from this menu, simply type the corresponding letter displayed on the menu.

Warning

Don't press (RETURN) after you type the option's letter. As soon as you press the key, a prompt appears. If you press (RETURN) after the letter, the program will mistake your action for an order to exit the menu. (Of course, if you pressed the wrong letter, then you'll want to exit the menu and then start over by pressing [Q] again.)

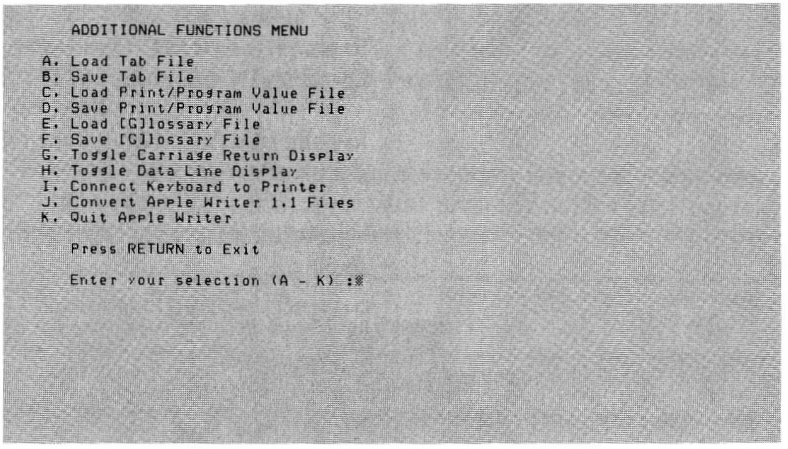


Figure D-3. The Additional Functions Menu

To find out more about any of the functions listed on this menu, refer to the index.

The Print/Program Command Menu

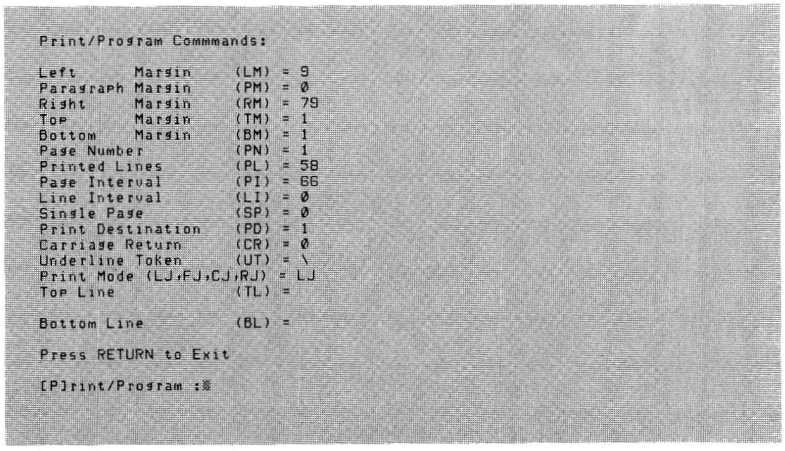
All of the Print/Program Command Menu functions are covered in Chapter 4. If you have any specific questions about these commands, or how to execute them, you should refer to that chapter. To obtain the Print/Program Command Menu, press [P] and type

?

Press RETURN

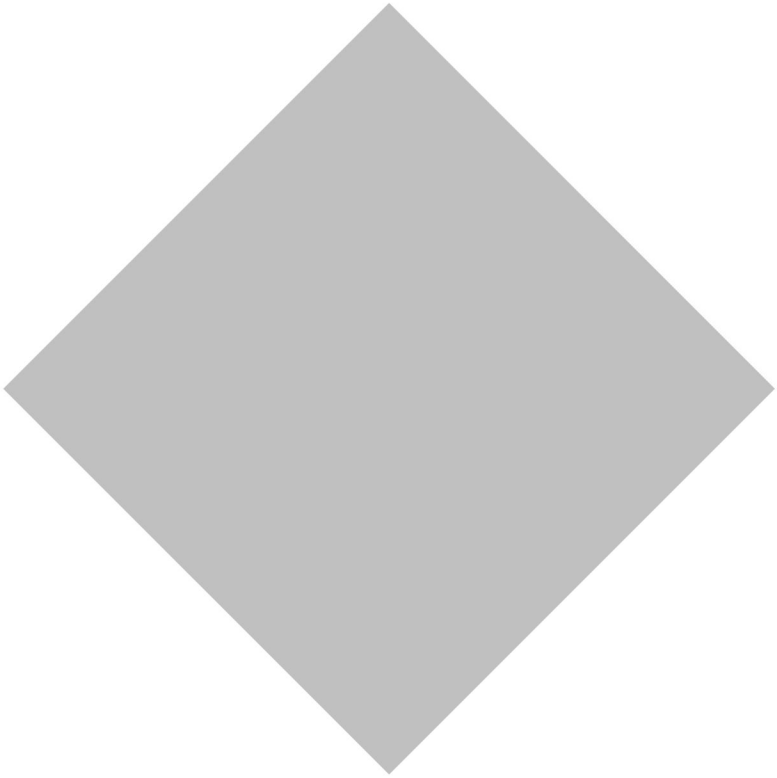
The commands listed in this menu affect the way your text looks when it is printed. You can alter the value of any of these functions by typing the two letters in parentheses next to the function and then the new value.

Figure D-4 shows the Print/Program Command Menu as it will look on your display.



```
Print/Program Commmands:

Left       Margin     (LM) = 9
Paragraph  Margin     (PM) = 0
Right      Margin     (RM) = 79
Top        Margin     (TM) = 1
Bottom     Margin     (BM) = 1
Page Number           (PN) = 1
Printed Lines         (PL) = 58
Page Interval         (PI) = 66
Line Interval         (LI) = 0
Single Page           (SP) = 0
Print Destination     (PD) = 1
Carriage Return       (CR) = 0
Underline Token       (UT) = \
Print Mode (LJ,FJ,CJ,RJ) = LJ
Top Line              (TL) =

Bottom Line           (BL) =

Press RETURN to Exit

[P]rint/Program :
```

Figure D-4. The Print/Program Command Menu



Index

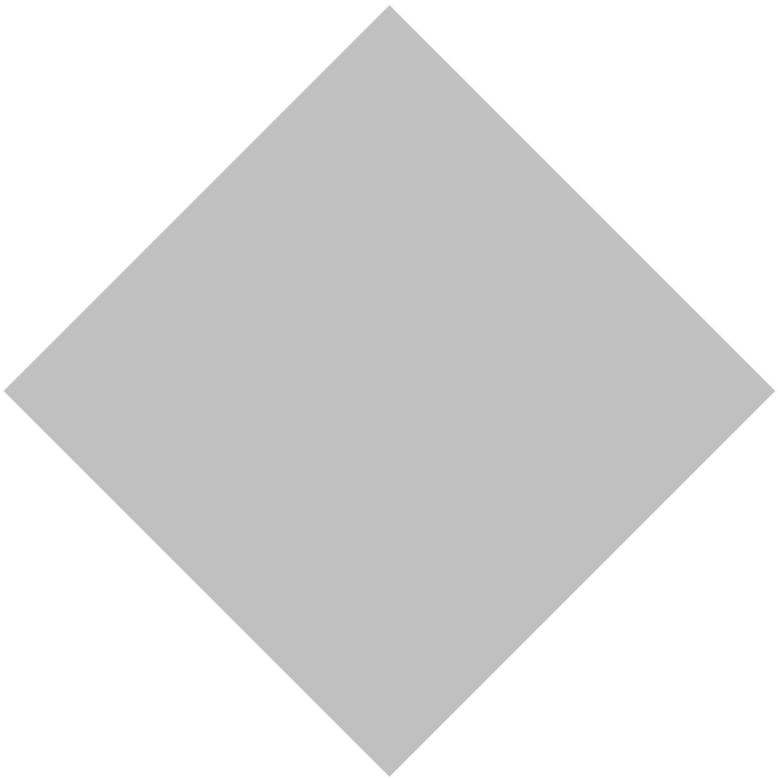
E

F

X

Y

Z



20525 Mariani Avenue
Cupertino, California 95014
(408) 996-1010
TLX 171-576

030-0505-A