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TEXT-PRO
Word Processor
• MENU DRIVEN • EDIT •
• PRINT • SAVE • READ •

THE OFFICE SYSTEMS FOR HOME AND BUSINESS

DATA-PRO
Data Base System
• MENU DRIVEN • NEW FILE •
• READ • ADD • AMEND •
• DELETE • SAVE • SORT •
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COSMI

TEXT-PRO
Word Processor

High Speed Productivity Software

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PREFACE

Cosmi's Textpro that can be used for all kinds of writing projects. Rightfully called a "word processor," that cumbersome name implies that some mysterious "processing" is going on. It's not mysterious. This word processor was created to make writing easier, especially for communications that deserve the thoughtfulness of re-writing and correcting before you let it go.

With any writing tool and on any writing project, **you** do the processing. This is a tool that **automates** the process of getting your ideas down on paper. You can write on its electronic sheet--the CRT screen--without concerning yourself with the accuracy of punctuation and spelling. Then, go back over your work and make it as right as you want, before you permanently commit it to paper. Even then, it isn't right until you say so.

Since your writing can be saved, you revise, update, and reprint at any time.

Designed to emulate a typewriter on first use, **Textpro** provides editing, file management and printer support for documents from memos to manuscripts, tirades to technical papers, from letters to files lined in **Caravan** and printed.

When typing and editing, **TextPro** answers to single-key commands. Printing and file management are run from menus.

The first part of this manual is designed to tutor you in the use of **TextPro**. The second part is your reference guide,and summarizes **TextPro**'s features.

Enjoy.

CONTENTS

INTRODUCTION

Textpro replaces typewriter, reams of typewriter paper, correction apparatus and file cabinets with its electronic writing sheet. Its electronic sheet is like a blank piece of paper with instantly erasable and movable letters.

The nuisance of completely re-doing old work to produce a new version, however slight the correction, is gone. Letters and reports spotted with daubs of correction fluid are a thing of the past. After retyping new paragraphs into a report, the clever reshuffling of pages to make them come out right is no longer necessary. All the work is done before ever touching a sheet of paper. You touch the keyboard that controls your electronic sheet.

You print your work when it is finished, in the format you set. The elegance of its final appearance depends on your printer investment.

On first using the electronic sheet, you have the option of correcting errors as you go along or letting them go to let the ideas flow, then editing the errors and omissions later. You can type over errors, delete them ac character at a time, delete complete lines, or delete a block of work that, for example, starts in one paragraph and ends in another. (This is called block editing.) Deleted blocks are saved in a special memory called the **Cache**. From the Cache, the block may be moved and inserted elsewhere in your work, or if deleting it was a mistake in the first place, restored to where it was. Also from **Cache**, send a form letter to your mail list: print the identifying header on each page of report.

When forgotten words and rhymes, (and blocks), are inserted. existing text conveniently moves aside. Words too long to fit at the end of the line **wrap-around** to the next line: that is, the entire word leaves the line it's on and parks at the beginning of the next one. Then, when printed, each word appears on the paper in its natural unbroken state, and each line is printed complete.

Mispelled words can be searched out and replaced one at a time, or entirely with a technique called **global** replacement. Smith can be replaced by Smythe everywhere it appears in your work.

Works-in-progress can be saved to disk, recalled and continued at any time. When long works--manuscripts, lengthy reports--are necessarily (and wisely) broken into small segments and stored as separate disk files, TextPro's **Caravan** feature prints them automatically as one manuscript. You can save files of unrelated work, like a series of business letters, and **Caravan** them when you wish. **Caravan** a form letter to your entire mail list.

Delete files from your disks when no longer needed.

Jump to top or bottom of a page, leaf from page to page, or just move a character or line at a time, scrolling up or down to view and review your work. Print drafts at your convenience, and when your printer offers enhancements--like double size characters, emboldening, underlining--exercise the features you need. Textpro even allows you to STOP printing, turn on or off right-justication, change the enhancements, and continue.

Use any of a number of brands of popular printers, including the computer manufacturer's own brand-named printer. No particular brand of printers is recommended, since you are the sole expert on your own printing requirements. The only recommendation is that you evaluate the quantity of work you will do, the printer's features, the appearance of its printed copy, its reliability and availability for service, then shop and buy one that satisfies your overall needs. Many low-cost dot-matrix printers with near letter quality print at low speed, and draft quality at high speed, are available. As your requirements become more demanding, you might promote yourself to a second printer. Full letter quality printers are available at a wide range of prices and speeds.

The TextPro screen displays an 80-character-long line on both 40-character wide screens and 80-character wide screens--of the computers TextPro supports, the 80-column screen is available on the Apple IIc, IIe or Franklin Ace 2100 computer. Normal character spacing for printed work is 10 characters per inch, which provides for the 8 1/2" standard page width. On the 40 character-wide **screen**, the 80-character line is divided. When you start entering your work, for example, the **first** screen line is the left half of the 80-character line; the **second** screen line is the right half of the 80-

character line. The ruler line on the screen reminds you which half you're working on, and word-wrap occurs only at the end of the 80-character line. The word then wraps to the third screen line.

On the 80-character wide screen, one screen line is also one text line.

TextPro simplifies writing. To quote a list too long to name, writing is editing. And, to quote no one, editing is the modification of the words, the format, and the appearance on paper. TextPro provides the tools, you provide the words.

How to use this manual.

Learning to write on Textpro needs only be done a step at a time. First, entry of work, then simple editing. As use becomes more comfortable, expand into the advanced features as you need them. It's a growing process that results in control over your work and subsequently the power of your communications. Practice and experiment--you can't hurt the computer or TextPro--and you'll pleased at your progress.

This manual is constructed to involve you by gradually increasing your knowledge through practice. Starting with an example form letter, then experiencing the features used for longer works, the full power of TextPro will be exercised. A review of the table of contents shows the sequence followed by **Part 1, Using TextPro**.

Part 2, **Reference to TextPro**, is the technical reference manual, entabulated for ready reference. Since most actions on TextPro directly result in changes to the contents of the screen, reference will be necessary when the actual behavior of an action is unclear.

The last page of the manual is a **Quick-reference Guide** to the TextPro's commands, provided for your convenience.

GETTING STARTED WITH THE COMMODORE 64

To prepare to use TextPro:

What you need with the Commodore 64:
1. A Commodore 64 computer.
2. A Commodore 1541 disk drive.
3. A video monitor or television set and appropriate connectors.
4. The TextPro program disk.
5. Some blank disks.
6. A printer, interfaced through the Commodore's serial port or user port.

How to start TextPro

Please refer to your equipment manuals as necessary.
1. Connect and power up your computer system.
2. Put the TextPro disk in the drive.
3. When the **READY** prompt is displayed, enter

   LOAD"*",8

4. Press the **RETURN** key
5. When the **READY** prompt is displayed, enter

   RUN

6. Press the **RETURN** key.
7. When the menu appears, for Textpro type in the letter

   T

The cursor is in character position one, line 1, of the screen, ready for writing.

Remove the program disk from the drive and return it to its envelope. Install a data disk in the drive. You are ready to work with TextPro. Before turning to Part 1, please familiarize yourself with the keyboard.

THE KEYBOARD

The differences between the each computer's keyboards force use of
different keys for identical operations. Please use only the **Getting
Started** section for your computer for the advantages that computer's
keyboard affords. In this manual operations will be described by the
name of the action as in the left-hand columns of the tables below,
and will not be referred to by the name of the particular key used.
If you keep the **Quick-reference Guide** handy, or refer back to these
pages, key usage will shortly become second nature.

The Commodore 64 Keyboard

TextPro controls your computer's keyboard, and the keys perform only
as TextPro directs. Certain keys, singly and in combination with
other keys, operate Textpro in three modes of operation: immediate,
print-time, and menu operation.

On the Commodore keyboard, the **Commodore symbol key (C=)**, the lower
left-hand key, is used to do certain tasks when used with another
key. For example, to delete a line, the **C=** is pressed, then the **I**
key. It is denoted in the table like this: **C= I**.

1. **Immediate mode**: Cursor movement, typing, and editing.

   Cursor Movement keys
   The screen scrolls up or down or jumps according to the
   cursor action.

Action	Key (with explanation)
Up	**CRSR** Up Arrow
Down	**CRSR** Down Arrow
Right	**CRSR** Right Arrow
Left	**CRSR** Left Arrow
Next line, position 1	**RETURN**
Position 1, line 1	**HOME**
Page backward	Repeated press of **HOME**.
To next page	**C= p**
Page forward	Repeated press of **C= p**
Search (always forward)	**f3**

Typing keys

Carriage return		**RETURN**
Center		C= y
Characters	Upper case	A through Z [ ] < > ?
	Lower case	a through z : ; , . /
	Upper case	! " # $ % & ' ( )
	Lower case	1234567890 +-@x=
Tab		f 7

Format keys

Set format mode	f 8
Set tab	T or t
Set left margin	<
Set right margin	>
Delete tab or margin	Type over with **SPACE**
Clear format	C= m

Editing keys

Auto-insert, On/Off	C= v
Forced Return	**RETURN**
Carriage return	**RETURN**
Center	C= y
Copy block	Delete, insert, move , insert
Clear format	C= m
Clear page	CLeaR
Delete block	f 1
Delete character	DELete
Delete line	C= l
Delete to end of line	C= e
Enhanced char. On/Off	C= r
Insert block	f 2
Insert character	INSerT
Insert line	C= a
Pack	C= q
Search text	f 3
Continue search	f 4
Replace	f 5
Global replace	f 6
Global replace abort	SPACE bar
Status	C= w
Typeover	Enter characters

2. **Print-time mode**: Commands embedded in text and exercised when printing.

Print-time commands	Keys
Enhancement A on	.pa
Enhancement B on	.pb
Print **Cache** memory	.pc
Print on next page	.pg
Right margin justified	.pj
Print named disk file	.pn Filename
Right margin ragged	.pr
STOP the printer	.ps
Print abort	**SPACE** bar

3. **Menu operation mode**: Controls system input and output.

Menu Commands	Key
Call menu	←
File management menu	
Directory	d
Erase file	e
Format disk	f
Initialize drive	i
Load file	l
Save file	s
Validate	v
Printer menu	
Print	p
Control printer	c
End of page	Query and response
Enhancement A	Query and response
Enhancement B	Query and response
Line Feed	Query and response
Return to sheet	**RETURN**

In the next section, **Fundamentals**, you will begin operating TextPro. Please refer to the keyboard listings on these pages as often as necessary.

GETTING STARTED WITH THE APPLE IIc, IIe or FRANKLIN ACE 2200

To prepare to use TextPro:

What you need with the Apple or Franklin.
1. The computer, with disk drive
2. A video monitor or television set and appropriate connector.
3. The TextPro program disk.
4. Some blank disks.
5. A printer, interfaced through the serial printer port.

How to start TextPro

Please refer to your equipment manuals as necessary.
1. Connect your computer system.
2. Put the TextPro disk in the drive and close the door. If you are using an 80-column monitor, press the 80 column switch on the computer, or select 40 or 80 column as prompted.
3. **POWER UP** your computer system, TextPro automatically loads and starts. Insure that CAP LOCK is off.

The cursor is in character position one, line 1, of the screen, ready for writing.

Remove the program disk from the drive and return it to its envelope. Install a data disk in the drive.

You are ready to work with TextPro. Before turning to Part 1, please familiarize yourself with the keyboard.

THE KEYBOARD

The differences between the each computer's keyboards force use of different keys for identical operations. Please use only the **Getting Started** section for your computer for the advantages that computer's keyboard affords. In this manual operations will be described by the name of the action as in the left-hand columns of the tables below, and will not be referred to by the name of the particular key used.

If you keep the **Quick-reference Guide** handy, or refer back to these pages, key usage will shortly become second nature.

The Apple IIc Keyboard
(Also see pp. 66 and 67 for Franklin keyboard.)

TextPro controls your computer's keyboard, and the keys perform only as TextPro directs. They, singly and in combination with other keys, operate Textpro in three ways: immediate, print-time, and menu operation.

The computer's **control** key, when pressed in conjunction with other keys, provides special functions. The **control** key is pressed first, then the other key. For example, the Search operation is intitiated by pressing the **control** key, then the **s** key. Shorthand for **the control s** operation is denoted by **c/s**. This shorthand method is used throughout the tables below.

   1. **Immediate mode**: Cursor movement, typing, tabbing, centering and editing.

      Cursor Movement keys

      The screen scrolls up or down or jumps according to the cursor action.

Action	Key (with explanation)
Up	Cursor **Up Arrow**
Down	Cursor **Down Arrow**
Right	**Cursor Right Arrow**
Left	Cursor **Left Arrow**
Next line, position 1	**RETURN**
Position 1, line 1	**c/o**
Page backward	Repeated press of **c/o**.
To next page	**c/p**
Page forward	Repeated press of **c/p**.
Search (always forward)	**c/s**

Typing keys

Carriage return		**RETURN**
Center		c/y
Characters	Upper case	**A** through **Z** { }:"<>?'
	Lower case	**a** through **z** [];',./\
	Upper case	!@#$%^&*() _+
	Lower case	1234567890 -=
Tab		**tab**

Format keys

Set format mode	c/t
Set tab	T or t
Set left margin	<
Set right margin	>
Delete tabs or margins	Type over with **SPACE**
Clear format	c/g

Editing keys

Auto-insert, On/Off	c/v
Forced Return	**RETURN**
Carriage return	**RETURN**
Center	c/y
Copy block	Delete, insert, move, insert
Clear formats	c/g
Clear page	c/@
Delete block	c/d
Delete character	**delete**
Delete line	c/l
Delete to end of line	c/e
Enhanced char. On/Off	c/r
Insert block	c/f
Insert character	c/\ (reverse slash)
Insert line	c/a
Pack	c/q
Search text	c/s
Continue search	c/c
Replace	c/x
Global replace	c/z
Global replace abort	**SPACE** bar
Status	c/w
Typeover	Enter characters

2. **Print-time mode**: Commands embedded in text and exercised when printing.

Print-time commands	Keys
Enhancement A on.	.pa
Enhancement B on.	.pb
Print Cache memory	.pc
Print on next page	.pg
Right margin justified	.pj
Print named disk file	.pn FileName
right margin ragged	.pr
STOP the printer	.ps
Print abort	SPACE bar

3. **Menu operation mode**: Controls system input and output.

Menu Commands	Key
Call menu	escape or c/b
File management menu	
Backup disk	b
Directory	d
Erase file	e
Format disk	f
Load file	l
Save file	s
Printer control menu	
Print	p
Control printer	c
End of page	Query and response
Enhancement A	Query and response
Enhancement B	Query and response
Line feed Query and response	
Return to sheet	RETURN

In the next section, **Fundamentals**, you will begin operating TextPro. Please refer to the keyboard listings on these pages as often as necessary.

GETTING STARTED WITH THE ATARI 800 & 800XL

To prepare to use TextPro:

What you need with the Atari:
1. An Atari 800, 800XL, or 1200XL computer.
2. A model 1050 compatible disk drive.
3. A video monitor or television set and appropriate connector.
4. The TextPro program disk.
5. Some blank disks.
6. A printer, interfaced through the serial printer port.

How to start TextPro

Please refer to your equipment manuals as necessary.
1. Connect and power up your computer system.
2. Put the TextPro disk in the drive and close the door.
3. **POWER UP your computer system.**
4. When the menu appears, for Textpro type in the letter

                    T

The cursor is in character position one, line 1, of the screen, ready for writing.

Remove the program disk from the drive and return it to its envelope. Install a data disk in the drive.

You are ready to work with TextPro. Before turning to Part 1, please familiarize yourself with the keyboard.

THE KEYBOARD

The differences between the each computer's keyboards force use of different keys for identical operations. Please use only the **Getting Started** section for your computer for the advantages that computer's keyboard affords. In this manual operations will be described by the name of the action as in the left-hand columns of the tables below, and will not be referred to by the name of the particular key used.

If you keep the **Quick-reference Guide** handy, or refer back to these pages, key usage will shortly become second nature.

The Atari Keyboard

TextPro controls your computer's keyboard, and the keys perform only as TextPro directs. They, singly and in combination with other keys, operate Textpro in three ways: immediate, print-time, and menu operation.

The computer's **control** key, pressed in conjunction with other keys, provides special functions. The **control** key is pressed first, then the other key. For example, the Search operation is initiated by pressing the **control** key, then the **s** key. Shorthand for the **control s** operation is denoted by **c/s**. This shorthand method is used throughout the table below.

1. **Immediate mode**: Cursor movement, typing, tabbing, centering and editing.

   Cursor Movement keys

   The screen scrolls up or down or jumps according to the cursor action.

Action	Key (with explanation)
Up	**c/Up Arrow**
Down	**c/Down Arrow**
Right	**c/Right Arrow**
Left	**c/Left Arrow**
Next line, position 1	**RETURN**
Position 1, line 1	**c/o**
Page backward	Repeated press of **c/o**.
To next page	**c/p**
Page forward	Repeated press of **c/p**.
Search (always forward)	**c/s**

Typing keys

Carriage return		**RETURN**
Center		**c/y**
Characters	Upper case	**A** through **Z** **-|:\^[]?**
	Lower case	**a** through **z** **_=;+*,./**
	Upper case	**!"#$%&'@()**
	Lower case	**1234567890**
Tab		**TAB**

Format keys

Set format mode	**TAB SET** (SHIFTed TAB)
Set tab	**T** or **t**
Set left margin	**<**
Set right margin	**>**
Delete tabs or margins	Type over with **SPACE**
Clear format	**c/TAB** (is TAB CLR)

Editing keys

Auto-insert, On/Off	**c/v**
Forced Return	**RETURN**
Carriage return	**RETURN**
Center	**c/y**
Copy block	Delete, insert, move, insert
Clear formats	**c/TAB**
Clear page	**CLEAR**
Delete block	**c/d**
Delete character	**DELETE**
Delete line	**c/l**
Delete to end of line	**c/e**
Enhanced char. On/Off	**c/r**
Insert block	**c/f**
Insert character	**INSERT**
Insert line	**c/a**
Pack	**c/q**
Search text	**c/s**
Continue search	**c/c**
Replace	**c/x**
Global replace	**c/z**
Global replace abort	**SPACE** bar
Status	**c/w**
Typeover	Enter characters

2. **Print-time mode**: Commands embedded in text and exercised when
    printing.

        Print-time commands   **Keys**

Print-time commands	Keys
Enhancement A on.	**.pa**
Enhancement B on.	**.pb**
Print **Cache** memory	**.pc**
Print on next page	**.pg**
Right margin justified	**.pj**
Print named disk file	**.pn** Filename
right margin ragged	**.pr**
STOP the printer	**.ps**
Print abort	**SPACE** bar

3. **Menu operation mode**: Controls system input and output.

Menu Commands	Key
Call menu	**escape**
File management menu	
Backup disk	**b**
Directory	**d**
Erase file	**e**
Format disk	**f**
Load file	**l**
Save file	**s**
Printer control menu	
Print	**p**
Call controls	**c**
End of page	Query and response
Enhancement A	Query and response
Enhancement B	Query and response
Line Feed	Query and response
Return to sheet	**RETURN**

In the next section, **Fundamentals**, you will begin operating TextPro.
Please refer to the keyboard listings on these pages as often as
necessary.

Section 1 -- FUNDAMENTALS

The layout of TextPro's screen, control of the cursor, writing, and the entry of commands and reponses to prompts are introduced.

THE SCREEN

The top three lines of the screen display are permanent, with lines one to 20 of the electronic sheet displayed below them.

The Message Line

Depending on the current state of Textpro, displays one of a number of messages on the first two lines of the screen.

> * On start-up, the copyright notice is displayed.
>
> * On executing certain commands, a prompt for entry is displayed on this line, along with your prompt response.
>
> * When the Status key is pressed, the current location of the cursor and remaining unused memory in characters.
>
> * System messages.
>
> * Error messages

The Ruler Line

The third screen line is the Ruler Line. It displays the current margin and tab settings.

The Window

TextPro holds many 8 1/2" by 11" pages of writing. The screen

provides a "window" to part of a page at a time. One 8 1/2" by
11" page, at six lines per inch, is 66 lines long, and, leaving
margins at top and bottom, usually 55 printed lines. On a 40-
character wide screen, 10 of the 80-character lines are visible
at one time, on an 80-character screen, twice as many lines--20--
are visible. (In this manual, **line** always means the 80-character
line.)

Managing the Cursor

The cursor marks the active position on the electronic sheet where
characters are typed or commands entered.

The cursor is moved on the electronic sheet either during typing, as
described below, or with the cursor movement keys, which move it one
character at a time left and right, one line at a time up and down,
jump it to the top of the page--then the top of preceding pages, jump
it to the bottom of the page--then the bottom of the succeeding
pages, or make it search out and mark a particular word or string of
characters.

Status

When it is necessary to determine the exact location of the
cursor, pressing the **Status** key displays the cursor's position
and line.

The character position starts at position 1 on a line and
continues horizontally through position 80. When margins and
tabs are set for a letter, for example, the left margin may be at
position 5, the paragraph indentation at 10, and the
complimentary close tab at 50. Knowing the character position is
useful for vertical alignment of your work.

The line is 80 characters in length, but may be shortened by the
settings of the right- and left-hand margins. Line count is most
often used to calculate page break location in multi-paged
writing.

The status is diplayed on the message line like this:

**CLMN:8 LINE:2/55 CACHE 4400 CHRS
8234 CHARS FREE IN TEXT**

Which means the cursor is in column eight, on line two of 55
typed lines, the **Cache** memory holds 4,400 characters of text,
and space remains in the electronic sheet for 8,234 characters
more writing.

Scrolling

On start-up, the entry cursor is in the first line, first
character position, and moves to the right as you type, marking
each new character position.   When it reaches the end of the
line, or when the Carriage Return is pressed, the cursor moves to
the next line.   Continued typing fills up the screen to the
bottom.   When the bottom line is completed, the contents of the
screen move up one line.   The top line moves off the display, and
a new line appears at the bottom of the screen to collect your
words.   The screen has **scrolled** one line upward.

For each new line created, the screen scrolls up one line.   To
see the lines that have scrolled off the top of the screen, the
Cursor Up key is pressed until the cursor moves to and past line
one and makes the screen scroll downward.

Test scrolling by entering the following, but instead of typing a
space after each word, press the Carriage Return to make the
format vertical as shown below:

The
cursor
can
scroll
the
screen
a
line
at

a
time
or
leap
and
bound
to
top
and
bottom.
If at the bottom of the screen or not, enter these words in
vertical format, too.

Using the cursor keys, scroll up and down so you're somewhere in
the middle of this vertical sentence.

Jump Moves

While watching the screen, press the **To next page** key and note
where you are: the last character position. Now press the **Page
backward** key to jump to the first character position.

Press the **Search** key and answer the prompt by entering the word
bottom.

Entering vs. Writing or Typing
Entry refers only to execution of responses and program commands,
followed by pressing the **Carriage Return** key.

After answering the prompt, the cursor finds and marks the first
character in the word **bottom**. Now press the **Replace** key and
enter the word **end** in response to the **Replace** prompt. Note that
the word **bottom** is replaced by **end**. Now press the **Global
Replace** key. Scrolling if you need to, observe the change to
both occurrences of the word bottom. **Global Replace** found each
instance of the word and replaced it automatically. More
extensive examples of searching and replacing will be given
later.

Saving your work
If interrupted before finishing a session, you can save work-in-progress. Jump to Section 4, **Saving and Loading Files**.

So far, first acquaintance with the screen demonstrated how easy writing and movement on the sheet are, and introduced the powerful Search and Replace. In the next section, **Starting to Write**, you'll first learn how to remove any evidence of mistakes, be given the opportunity to make some, then fix them.

Section 2 -- STARTING TO WRITE

In this section, you will learn the essential writing operations,
which are:

>   * Clear page.
>
>   * Edit lines.
>
>   * Writing.
>
>   * Continuous typing and paragraphs.
>
>   * Edit characters.
>
>   * Set up a letter.

Remember to keep your keyboard reference handy, since operations will
be called by name, not by specifying the exact keystrokes. Also, as
you write, concentrate on content and forget about correcting
mistakes, unless the error is one that is essential to the idea or
theme of your work and must be captured at the moment. Mispellings,
typos, and missed keystrokes can always be corrected later. The
ability of a word processor to keep work readily accessible for
correction, rewriting and rearrangement is its superior feature.

Clear page

To start writing on a clear, fresh electronic sheet the Clear Page
command is used. All writing on the current page in which the cursor
is located are erased. Clear page erases a single page of a multi-
page work. To erase the entire work, each page must be cleared.
Before using Clear Page, you should consider the following:

>   * Will I need the work in the future? If so,
>   save to disk. It can always be deleted from
>   the disk.

* Should I make a record of it? If so, print before clearing.

* Do I need the contents of the page or part of the page elsewhere in the work? If so, use the **Cache**, described in Section 3, **Editing**, and move it where desired.

Line editing

Using the words you wrote earlier, or, if you have a blank screen, move to Position 1, Line 1 and write this paragraph plus anything else you wish to add.

Then, with the cursor in any position on any line:

Your action	Result
Delete Line	One line disappears.
Insert Line	The line under the cursor, and all lines after it, move down one line. A blank line is inserted under the cursor.

The Screen Line
Line editing manipulates one line, from left margin to right margin. If a portion of a sentence is contained on the line, that portion is deleted, or, when inserting a line, a one-line space is inserted in the sentence. On 40-character-wide screens, each line occupies two screen lines, so the left half of the line is broken at the 40th character. The right half of the line is displayed on the screen line below. **The Ruler Line always shows the correct margin setting** for the screen line on which the cursor resides. On 80-character-wide screens, the entire line is contained on one screen line.

Line editing is useful when working with tables of data. Usually, writing requires more editing flexibility, such as character and block editing, which are provided by TextPro.

Writing

Textpro's maximum line length of 80 characters is shortened by setting the right- and left-hand margins. As you write, the words automatically stay within the margins.

Wrap-around

Use the writing already on the screen, or enter these paragraphs. Note that words too large to fit in the space remaining for them as you approach the right margin entirely wrap-around to start the next line.

Truncation

Wrap-around occurs at the right margin. Words that are incomplete on reaching the 40th character on the 40-character wide screen do **not** wrap-around to the next screen line but **truncate**. The word merely breaks and continues on the next screen line. It looks just like th is.

Your work, including punctuation, may be written in a continuous stream without the entry of carriage returns at the end of each line. Wrap-around makes carriage returns unnecessary until you wish to force the end of a line. Pressing Carriage Return forces the currsor to line feed and return to the left margin, thereby starting a new paragraph or new line of a table.

Paragraphs--The Carriage Return.

As you write with TextPro, you naturally separate words with spaces, subjunctive phrases with commas, semicolons and colons, explanatory phrases with parentheses--or the double- dash--and sentences with periods, question marks and exclamation points. Now carriage returns are only required to end a paragraph.

Move to the last word in your text, enter
Carriage Return and start a new paragraph.
End the new paragraph with a carriage return.

Character editing

Move the cursor over the first error or typo in your writing.
Depending on the type of error, use one of these three character
editing techniques:

Error	Fix by:
Wrong characters	**Typeover**: Place the cursor over the offending character and type in the correct one.
Extra characters	**Delete**: Place the cursor over the offending character and press the Delete Character key.
Missing characters	**Insert**: Place the cursor over the location of the missing character and press the Insert Character key for as many times as there are characters missing, then typeover the missing characters in the spaces created by the insert character key.

These three techniques are the basic tools of word processing: the
ability to type, the ability to erase, and the ability to add to the
work while preserving valid characters. Any writing can be edited
with these techniques, and they are the techniques most often used,
but they become limited. Later in this manual, more powerful editing
tools, that expand on these techniques, are described, including the
ability to control the format of your work.

Formatting a letter

The most often-used format is the business letter. Its layout is
standardized, and is listed below. The exact settings you use depend
on the way your stationery lines up in your printer, its layout, and
personal preference.

The Business Letter

A sample business letter is displayed in **Appendix A.**   Standard 8 1/2 by 11 inch paper is used.

>   The left margin is approximately one inch from the left edge of the paper.

>   The right margin is approximately 3/4 to one inch from the right edge of the paper

>   The dateline is the first line printed, and starts slightly to the right of the center of the paper.

>   The address block is at the left margin and starts three lines below the date line.

>   The salutation is at the left margin and starts two lines below the last line of the address.

>   If a reference line is used, it starts at the left margin two lines below the salutation with the word **re:** followed by the subject of the letter.

>   The first paragraph of the body of the letter starts at the left margin two line below the reference line.   If no refernce line is used, the body may start one line below the salutation if indented, two lines below if not indented.

>   The indentation chosen must be repeated in each paragraph in the letter.   If no indentation, each paragraph must start two lines after the close of the previous paragraph.   If indented, the paragraphs may start one or two lines below the close of the previous paragraph.

>   The complimentary close starts in the same column to the right of center as the date and two lines below the end of the last paragraph.

The signature block starts in the same column as
the complimentary close and the date and is spaced
five lines below the complimentary close.   The
title block is immediately under the name.

Credit and copy distribution is at the left margin
one line below the signature block.

Standard printer character spacing for correspondence is **10
characters per inch**, with a vertical spacing of **six lines per inch**.
Vertically, 11 inch paper is 66 lines long, with 55 lines of print
before feeding to the top of the next sheet.

If, on your printer, a left margin setting at **five** aligns print about
one inch from the left margin of the paper, then the right margin
should be set at (approximately) **72** (5 + 67 = 72).   The number of
lines per page and the exact positions of the margins may vary.

How to set margins and tabs.

The example uses the parameters above, with movement accomplished
by the pressing the Cursor Movement keys.

Your action	Result
Move to Position 1, Line 1.	In position to set margins and tabs on line 1.
Set format mode.	Prepares the line on which the cursor resides to accept settings.
Move to Position 5.	Aligns left margin properly on example printer.
Press < key.	Sets left margin.
Move to Position 10.	Marks tab for paragraph indentation.

Press the t key.	Sets tab at 10.
Move to Position 50.	Marks right of center tab for date and complimentary close.
Press the t key.	Sets tab at 50.
Move to Position 72.	Marks right margin.
Press the > key.	Sets the right margin.
Carriage Return	Returns to writing.

To erase margins and tabs

Erase margins and tabs be entering Set Format Mode, then typeover
the characters with the SPACE character.

To clear all formats

To clear all format settings in the electronic sheet, press the
Clear format key. To restore the electronic sheet to start-up
conditions, **Clear page** and **Clear format** must be used. It is **not**
necessary to kill and reload Textpro

Using margins and tabs

Use of margins is automatic, because the margins limit the screen
area that will accept writing. Pressing the tab key jumps the cursor
to the next tab stop right of the cursor. Please note that the
margins apply to succeeding lines until the margin settings are
changed. Therefore, margins may be reset on any line, and succeeding
lines maintain the new margins. To return to the original margins,
they must be reset as if new. Textpro will accept up to 40 margin
changes.

Write a letter

Imitate the sample letter in Appendix A, or write a similar letter of our own.

Centering titles
You may wish to label this practice letter so that it will not be mistaken for a legitimate letter, while on the first line press the **Center**ing key. The Cursor move to the center column of the page. Now type in the words PRACTICE LETTER, (or Centering titles, as above). When finished press Carriage Return to take you to position 1 on the next line. You can center text on any line with the **Center** key.

Your action	**Result**
Erase all lines.	Blanks the electronic sheet.
Format the sheet.	Please insure that the sheet is formatted according to the procedure above.
Move to Position 1, line 1	Prepare to write.
Press the Tab key.	Moves to the first tab.
Press the Tab key.	Moves to the second tab.
Type the date.	Date is in proper location.
Press Carriage Return 3 times.	Spaces down three lines and places cursor at left margin ready for entry of name and address of addressee.
Type in line, press Carriage Return.	Repeat this operation for each line of the name and address.

Press Carriage Return.	Spaces down one line for entry of salutation:
Type salutation and Carriage Return.	Completes salutation.
Press Carriage Return	Space down one line for the reference.
Type in reference.	You should have **re:** followed by your reference.
Press Carriage Return twice.	Completes entry of reference and spaces down one line to be in position for body of the letter.
Press the Tab key.	Indents first line of paragraph.

Write the balance of the letter without stopping to correct errors. In fact, make intentional errors, because the letter will be used to practice the advanced editing features in the next section. Some errors you might make are:

* Intermittently mispell words and names that are repeated in the letter.

* Forget to capitalize some words.

* Add extra words and phrases.

* Forget a paragraph break.

* Write a sentence or phrase in the wrong place.

To reset the margins for the quotation block in the body of the
letter, do the following. Note that the tab settings do not
change.

Your action	Result
Press Carriage Return.	Space one line down.
Set Format Mode.	Prepare the line for new margin settings.
Move to Position 15.	Mark the new left margin.
Press the < key.	Set the left margin.
Move to Position 62.	Mark the new right margin.
Press the > key.	Set the right margin.
Write the block.	Words in the block fall within the new margins.
Reset the original margins.	Succeeding lines match the main body of the letter.
At the end of the last paragraph, press Carriage Return twice.	Space one line for the complimentary close.
Press tab twice.	Write the close.
Press Carriage Return five times.	Space five lines for the signature block.
Press tab twice.	Type the signature block.

```
        Press Carriage
        Return.                Return to the left margin.

        Type in .pg            Special printer command.
        Type in .ps            STOP print command.

    Congratulations.
```

Dot-commands.

TextPro takes advantage of the fact that the period (.) is never
found at the beginning of a sentence. Therefore, a line that starts
with a dot is interpreted in a special way. The **.pg**, shown above,
means new **page**. When Textpro sees this at the beginning of a line, a
printer Form-Feed command is transmitted to the printer, causing the
printer to immediately advance to the top of the next page. Dot-
commands are described in Section 5, **Printing**.

Printing your work.

To print your work in progress at any time, follow this
procedure.

```
        Your action            Result
        Insure that your
        printer is connect-
        ed, powered on, and
        paper is loaded.       Ready for print command.

        Call the Command
        Menu.                  Command Menu displays.

        Press the p key.       The contents of the electronic
                               sheet print.
```

Now you have a record of the letter, hopefully containing the errors
you will correct in the next session. You may wish to save the
letter, as is, under a name like **EditPractice**, to work with it in the
next section, **Editing**.

Section 3 -- EDITING

Ability to format the electronic sheet, type on it, then delete and insert characters, and print, provides all the tools necessary for writing. However, as your skills increase, more comprehensive editing tools are necessary. Later sections describe the **Print-time** Dot-commands, which are written into text as powerful additional editing commands. This section describes commands that produce immediate results. They are:

*   Auto-Insert.

*   Delete to end of line.

*   Block editing with the **Cache** memory.

*   Search and Replace.

*   Global Replace.

Auto-insert

Auto-insert mode allows you to fill-in existing writing with new characters, words and phrases. Earlier, you corrected existing writing by typing over it, and each character you typed in replaced the character on the electronic sheet. With the insert key, you created a series of spaces that you typed over with the correction. As you created spaces with the Insert key, characters to the right of the cursor moved right one position. In Auto-insert mode, these two operations are automated: typeover automatically creates a space underneath the cursor, moving characters to the right just as if you pressed the Insert key, and the typed character is written into the space just created. This happens for every character typed when in Auto-insert.

For example, suppose in the phrase:

        ...speak for the Founding Fathers.

you wished to add a phrase to make it read like this:

...speak at our honorarium for the Founding Fathers.

Your action	Result
Move the cursor over the f in the word for.	Position for auto-insertion.
Press the Auto-insert key.	Message line displays **Insert Mode**.
Write the phrase.	The phrase is inserted.

While in Auto-insert mode, any characters you type will insert. You can move the cursor any where you wish, and insert. Practice Auto-insert on your sample letter.

Turn off Auto-insert by re-pressing the Auto-insert key.

Forced paragraph

While in normal mode (Insert Off), pressing Carriage Return moves the cursor to the first position on the next line, regardless of its original position in the midst of words or not. However, to create a new paragraph from writing already on the electronic sheet, a carriage return must be forced into the midst of existing characters so they wrap around to a begin a new line. When in Auto-insert, pressing Carriage Return forces all the characters to the right of the cursor on that line to wrap-around to the next line.

Large paragraphs can be organized into smaller paragraphs with Forced Paragraph.

To operate: While in Auto-insert, move the cursor over the first character of the new paragraph you are going to create.

Your action	Result
Auto-insert On	
Move to first char- acter of new para- graph.	Marks new paragraph.
Press the Carriage Return key.	Characters on the line to the right of the cursor wrap- around to the next line.
Insert Off.	

Delete to end of line

It is often convenient, especially when rewriting a phrase, to make a clean slate of part of a line, rather than type over or insert.

Pressing **Delete to the end of the line** erases the character under the cursor and all characters to the right of it. Characters to the left of the cursor are unaffected, and following lines are also unaffected.

Packing

Editing the electronic sheet is often called "cutting and pasting." If you have done a lot of editing on a piece of writing, portions of you work will show evidence of cutting and pasting.

Before undertaking further editing to clean up this evidence, **Pack**. Packing is designed to align your work with the specified formats.

As you edit, from time to time press the **Pack** key. You must wait a bit, since TextPro is analyzing the electronic sheet in relation to to the format settings, and rearranging it.

Block editing

A block is of a portion of work that starts on any character on a
line and ends on any character on any other line, and may be up to
4,400 characters in length. Either the end of the block or its
beginning may be marked first.

Please refer to the keyboard references in the **Get Started** section
for the keys that execute the following operations.

> * Delete block
>
> * End block
>
> * Insert block

Delete block

To practice **Delete block**, select a perfectly good sentence in your
work. If you use the letter containing errors in Appendix A, delete
the sentence in the second paragraphthat starts with **I read**.... and
ends with the word ....**committee**.

Your action	Result
Move the cursor over the first or last character in the block.	Marks the end of the block.
Press the Delete block key.	Enter Delete block mode: Message line displays:
Move cursor to the other end of the block.	Marks end of the block.
Press the **ESCAPE** key.	Block is deleted: balance of

paragraph wraps **around** to fill
                              in the space left by the
                              deleted block.

                              The Cache
The deleted block is not missing but moved to the **Cache** memory, a
special holding memory. Deleted blocks remain in the **Cache** until
replaced by another deleted block. How is the block in **Cache** useful?
You may:

              * Reinsert the block in the same location if
                deleting it was a mistake.

              * Insert it into another part of your work,
                thereby moving it.

              * Copy it by immediately reinserting at the
                delete position, moving to the new position
                and inserting it.

              * Print it with the Dot-command **.pc**, which
                means print-Cache. This feature provides the
                ability to create, delete to **Cache**, then
                print:

                    Page headers or footers.

                    A letter to your entire mail list.

                    Print-time enhancement commands
                    (described in Section 5, **Printing**.)

Insert block

The block just deleted is in **Cache**. To insert it elsewhere:

Your action	Result
Move to the insert position.	Marks insert location.
Press the **Insert** block key.	Block inserts, causing wrap-around of succeeding work to the right of it and the following lines.

The block may be inserted in as many locations as desired.

Copy block

The only block editing functions provided are Delete block and Insert block. Delete block moves the block to **Cache**, and Insert block copies it from **Cache** to the electronic sheet at the location of the cursor. To copy a block, delete it, insert it immediately at the delete position, move to the copy position and insert it. To copy a block:

Your action	Result
Delete block.	Moves it to **Cache**.
Insert Block.	Inserts it at the delete position.
Move to copy position.	Marks the copy position.
Insert block.	Inserts the block at the copy position.

Search and Replace

Searches and Replacements are always performed on the work to the right of the cursor position and all lines following. Therefore, to use these functions on the whole of the electronic sheet, the cursor must be at position 1, line 1. Of course, it is often useful to

conduct searches and replacements forward from a point somewhere in
your work.

Search

You can work with your own file or use the letter in Appendix A,
which has a "good" example and a "bad" example needing editing. The
"bad" example is used in the examples in this section.

You can search for a single character.

Your action	Result
Move to position 1, line 1.	Marks the beginning of the work.
Press the Search key.	Message line diplays the prompt **SEARCH:**
Enter the letter **a** and press Carriage Return.	Searches, finds, and places the cursor on the first occurrence of the letter a in Lawrance.
No action.	The letter a is correct.

Continue search

Continuing the search initiated above:

Press Continue Search.	Searches, finds, and places the cursor on the next (and second) occurrence of the letter a in Lawrance: the word should read Lawrence.

> Type over the letter e. The word is now
> correct.

It is rarely useful to search for a single character, unless it is a
seldom used one like @, #, or *. Usually words or unique portions of
words are searched for. Suppose that in a report of yours you often
refer to Smith, Smythe and Smithers. When you edit, you verify the
spelling and correctness of use of each instance of each name. You
should search for the characters **Sm**. If an error is discovered,
correct it and **Continue Search**.

Upper Case-Lower case
Searches differentiate between upper case and lower case. **sm** will
not find Smith, **Sm** will. When searching for a word that can appear
capitalized and uncapitalized, use a portion of the word. If it was
the word **when** in this paragraph, use **hen**.

Replace

Replace searches automatically, and allows you to enter the
characters searched for and the characters that replace them. The
search and replacement characters can be words of different length.
In the referenced letter, the name **Katella** should be **Capella**. To
replace it:

Your action	Result
Press the **Replace** key.	Message line displays the prompt **OLD STRING**:
Type in **Katella** and press Carriage Return.	Enters the old word: message line displays the prompt **NEW STRING**:
Type in **Capella** and press Carriage	

Return. The first occurence of Katella
is searched, found and
replaced by Capella.

You may Continue Search and replace each instance of Katella, or
Global Replace.

NOTE! Important additional instructions on page 68.

Please note that if no characters are entered in response to the NEW
STRING: prompt, the OLD STRING will be replaced by no characters (in
computer lingo, a **null string**) and, effectively, is erased.

NOTE! See important additional instructions on page 68.

Global Replace

Global Replace searches and replaces **all** instances of the search word
no matter where it appears in the text, but always to the right of
and the lines following the cursor position.

To globally replace Katella:

> **Your action**   **Result**
> Move to Position 1,
> Line 1 and press the
> Global Replace key. No prompts and responses are
> requires. Global Replace uses
> the OLD STRING and NEW STRINGS
> provided by REPLACE. All
> instances of Katella are
> replaced by Capella.

NOTE! Replace must always be used prior to Global replace. Replace
searches and verifies the string before allowing the comprehensive
global replacement to execute.

To replace capitalized and uncapitalized **when** as in the example on
page 24, **When** and **when** would have to be replaced separately.

The sequence in which you replace words is sometimes significant. In the sample letter, carelessness when replacing the word **face** in the quotation paragraph can introduce new errors. For practice, follow this sequence:

Globally Replace	With
odds	difference
face	meet
belly	face
argue	talk
gums	guns
wards	words

Search, then Replace the second instance of the word **compromise** with **talk**.

For additional editing practice, fix all the errors in the sample letter.

Disclaimer

Please note that the names and quotation used are imaginary, and bear no resemblance to any persons or their quotations, living or dead. You are hereby absolved of any responsibility for the content of the letter, only its readability.

Section 4 -- SAVING AND LOADING FILES

Pressing the **Call Menu** key displays the disk command and printer
command menus. The menu item is selected by entering the first
letter of its name. Just pressing Carriage Return returns the
display to the electronic sheet. After using a menu selection, you
are returned to the menu display, and then must return to the sheet.

Textpro saves and loads file, by name, to and from the computer's
standard peripheral 5 1/4 inch floppy disk drives.

The disk utilities provided are:

Utility	What it does
Backup	As is good file security practice, Backup duplicates the contents of a disk to a second disk. (Not available on the Commodore 64.)
Directory	Lists on the electronic sheet the names of the files stored on the disk currently in the disk drive. Directory does not destroy the work currently on the electronic sheet.
Erase	Erases a named file from the disk currently in the disk drive.
Format	Prepares the disk surface for the storage of data--used on new disks or to re-use old disks containing useless information.

Initialize	(Commodore 64 only): Clears error conditions by returning the drive to power-up state.
Load	Loads (duplicates) a named file from the disk to the electronic sheet. A file currently on the sheet is destroyed.
Save	Saves (duplicates) a named file from the electronic sheet to the disk.
Validate	(Commodore 64 only): Reorganizes data on the disk for more efficient storage.

Disk Command Operation

Command	Your action	Result
Backup	Enter b	Message line displays **Backup, Type C to continue**
	Enter c	Message line displays **Enter source disk and Press Return**
	Place source disk in drive, press RETURN.	Message line displays **Enter destination disk and Press Return**
	Remove source disk and place Place destination disk in drive, RETURN.	When the **Enter source disk** prompt repeats,

	Remove the destination disk and place source disk in drive, RETURN	when backup is complete, message line displays **Press Return**
	Press RETURN	
Format	Enter f	Message line displays **Format:Type 'C' to continue**
	Enter c	Message line displays **Formatting...** Message line displays **Formatted:Press Return**
	Press RETURN	
Direct'y	Enter d	Directory of files is displayed. Message line displays **Press Return**
	Press RETURN	
Erase	Enter e	Message line displays **Filename:**
	Enter filename	Message line displays **File Erased** or message line displays **File not Found!** then the message line displays **Press Return**
	Press RETURN	
Load	Enter l	Message line displays **Filename:**
	Enter filename	Message line displays **Loading filename** or message line displays **File not Found!**

		then the message line displays **Press Return**
	Press RETURN	
Save	Enter s	Message line displays **Save:**
	Enter filename	Message line displays **Saving** filename or, if filename exists, message line displays **Replacing** filename or, if disk is full **Disk Full!** then the message line displays **Press Return**
	Press RETURN	

Caravan disk files

Caravan is described in the next section under Print-time commands. Its purpose is to provide a means for printing a manuscript with one command.

Section 4 -- PRINTING

Printer Menu

The Printer Menu is called with the same **Call menu** key as the disk
commands, and display simultaneously wih them.   If no menu selection
is entered, just pressing the Carriage Return returns you to the
electronic sheet.

When the menu is called, two selections are offered.   Entering the
single character, followed by the Carriage Return, makes the
selection.

Selection	What it does
p	Means **print** Causes the contents of the electronic sheet to print in the format you have specified.
c	Means **control printer**. Causes a query and response sequence so you can:

> Set the end-of-page form
> feed behavior (see .pg),
>
> Send a line feed with the
> carriage return or not.
>
> Specify Printer Enhancement
> A's and B's behavior.

SPACE bar   Abort printing.

Print-time Commands

The **Print-time** Dot-commands also affect the output to the
printer.   The functions they perform are summarized below.
Examples of use follow later.

Each dot command may appear anywhere in your work, but
must be the first characters on an 80-character line of
text, whether in 40 or 80-character mode.

Dot-command	What it does
.pa	Arms Enhancements A.
.pb	Arms Enhancements B.
.pc	Print Cache: causes the contents of the Cache to print.
.pg	Forces new **page**: the printer form feeds to the top of the next page.
.pj	Causes the right margin to print justified.
.pr	Causes the right margin to print ragged. This is the setting on start-up.
.pn filename	**Caravan** .pn filename means **print** next filename, and causes the file named to automatically load and print.
.ps	print stop. Stops the printer at the end of text: stops the printer to allow manual operations or change of enhancements: must be used at the end of a print-**Cache** file:. (If .ps is in **Cache**, and .pc is used in the electronic sheet, printing continues from the next line after .pc).

¡ Non-printing comments

Except for dot-pn, which requires a 16-character (or less) filename
after it, any text on a line following a dot-command will display on
the screen and be saved to disk with the rest of your work, but **will
not print on the printer!** The line on which the dot-command resides
can be used for comments and reminders.

Print Enhancements

To enhance a character

Characters that are to be enhanced when printed are marked on the
electronc sheet with the **Enhancement** key, which causes them to
display in reverse-field. The cursor is moved on each character
to be enhanced, and the **Enhancement** key is pressed. To remove
enhancement, the same procedure is followed, since pressing the
enhancement key again reverses the character back to the original
display.

The dot-pa and dot⁻pb commands cause these reversed characters to
print with the enhancements set in response to the sequence of
choices offered by the Printer Control menu selection. Either
Enhancement A or Enhancement B is always active. Enhancement A is
the value active on startup, so is normally set to 10 cps and 6 lines
per inch spacing, with no special character enhancement values.

Your printer

Your printer manual will list the decimal equivalent values of the
codes it uses to perform enhancements. If it does not list the
decimal equivalents, then their value can be found in the ASCII chart
provided in the printer manual.

Up to 10 separate codes may be defined under each enhancement. If
you wished to set off a paragraph of quotation in condensed print at
12 cps spacing and six lines per inch, with further enhancement of

- 33 -

certain words in the quotation underlined, Enhancement B would
contain the codes for 12 cps and 6 lpi, while Enhancemment A would
contain the underline code.

You can use the dot-ps command to stop the printer and change the
values of Enhancement A or B. Normally, one enhancement, such as
underlining, or emboldened text as this manual uses, is sufficient.
But, up to 10 codes each may be selected for Enhancement A On,
Enhancement A Off, Enhancement B On, and Enhancement B Off, so you
can take advantage of combinations of your printer's features.

To define enhancements:

To define enhancements, follow the procedure below. (Also, see
page 68 for additional explanation.)

Your action	Result
Press the Call	
Menu key.	Displays the menu selections.
Select control.	Message line queries
	LINE FEED USED?
Enter y for yes if	
your printer needs a	
line feed sent with	
Carriage Return.	
or	
Enter n for no.	Message line queries
	FORM FEED USED?
Enter y for yes if	
your printer uses	
Form Feed to advance	
to top of next sheet.	
or	
Enter n for no.	
(Textpro then counts	
lines to advance	
to top of sheet.)	The Message line queries
	PRINT FUNCTIONS?

Enter y for yes to
continue or enter n
for no to exit.

If y for yes is
entered,   The Message line displays
                            OLD VALUES
                            The 2nd screen line displays
                            the decimal equivalents of the
                            old values separated by
                            spaces, the 3rd line queries
                            Number of Codes for Function A(ON):
                            A value from 0 to 10 may be entered
                            to prepare Textpro to accept new
                            enhancement codes.

Enter the number
of codes.   The message line queries
                            CODE 1.

Enter the decimal
equivalent for the
first code. (0 may
be entered)   The message line queries
                            CODE 2.

Repeat code entries
in response to the
queries.   The message line queries
                            Number of Codes for Function A(OFF):

Enter the number
of codes   The code entry sequence above is
                            repeated. The message line queries
                            PRINT FUNCTION B ON?

If yes is entered,   The code entry sequence above is
                            repeated. The message line queries
                            PRINT FUNCTION B OFF?

If n for no is

entered in the
above sequence,   Textpro advances to the next query.
                         On completion of this query and
                         response sequence, you are returned
                         to the electronic sheet.

Printer enhancements saved

The enhancement parameters are saved to disk along with your
work, and load with the file.

Print Cache

When the dot-pc command is output, it causes the contents of the
Cache to print.

Headers and footers

When printing a multi-page document that requires a repeated
header or footer on each page, type the header or footer on to
the electronic sheet: insure that .ps is the last line: then
Block delete it to Cache.

For example, if your report for Anthropology 202 required this
footer on each page:

        Anthropology 202   The Agressive Yanomamo Tribe

        .ps

Write this phrase, and Block Delete it. When you write your
report, the bottom of each page should look something like this:

....Yanomamo sport is to take turns smiting each other over the
head with truncheons.

.pc
.pg

The dot-pc command causes the contents of **Cache** to print,
the dot-pg command forces the printer to form feed to the top of
the next page.

Addressed form letters

A similar technique provides the ability to send a form letter to
the mail list. In this case, the letter is composed and deleted
to **Cache**, then the mail list itself is printed. Remember that
the contents of **Cache** are not formatted, so the mail list itself
must contain the margn settings for the letter. The mail list
should look something like this:

```
Cosmi, a corporation
415 North Figueroa Street
Wilmington, CA  90744
.pc
.pg
The Electronic Design Group, Inc.
15933 Clark Avenue, Suite A
Bellflower, CA   90706
.pc
.pg
Regenics, Inc.
P.O. Box 767
Orange, CA   92666
.pc
.pg
```

The address prints, then the dot-pc command prints the contents
of the letter from **Cache**, and the dot-pg forces the printer to
form feed to the next page.

Other uses of .pc

Any characters can be Block deleted to **Cache**., including other
dot-commands. For example, a reference paragraph, like a
disclaimer, can be deleted to **Cache** along with its printer
enhancement dot-commands.

In the mail list and footer examples above, the dot-pg command could have been in the document deleted to cache, rather than being in the mail list or report. Where you put dot-pg is up to you.

Forced new page.

The printer enhancement query sequence described above referred to use of form feed by your printer. The dot-pg command triggers the form feed action specified by your response. Most printers service the form feed command. When dot-pg is output, the form feed character is sent to the printer, causing it to immediately advance to the top of the next page.

A chapter or section of your writing that ends in a partially full page will use the dot-pg to begin printing the next page.

The following represents three printer pages. The first sentence will print at the top of the first page, the second at the top of the second page, the third at the top of the third, then advance to the top of the fourth page and stop. (Assume an 80-character line.)

```
This is one page.
.pg
This is the second page.
.pg
This is the third page.
.pg
.ps
```

                        Erasing a page
The Clear Page key erases the page defined by the dot-pg command. If the cursor is on the phrase "This is the second page" and Clear Page is pressed, that page disappears. Take care to insure that the no extra dot-pg commands remain.

Print justified or ragged

On startup, TextPro's left margin is justified and the right margin
ragged, which is the normal setting for letters and reports. Certain
documents require that both right and left margins be justified.
Right margin justification is turned on with the dot-pj command, off
with the dot-pr command. When both right and left margins are
justified, TextPro adds spaces where necessary to insure that words
align on the right margin as they do on the left margin, producing a
neat "squared off" appearance on the printed page. Ragged right is
the way the right margin appears on the electronic sheet.

✷✷ Pack before printing justified ✷✷

If you chose to print the quotation in the sample letter in Appendix
A with justified margins, that section of the letter would look
something like this:

```
         .pj
         "It is.......................................but
         ...........................................with
         guns, but with words."
         .pr
```

The dot-pj command turns right-justification on so that the quotation
will print in the "squared off" format: the dot-pr command returns
justification to ragged right for the balance of the letter.

Caravan printing

The dot-pn command, followed by a disk file name, causes that named
file to load and automatically print. All other dot commands,
including dot-pc remain active. Large documents like this manual are
written in manageable sections, each section written independently,
then, when finished, caused to print as on large document.

Manuscripts

Here is a model of a series of **Caravan**ned disk file, each file
ending with the dot-pn command calling the next file to be
printed. In this sequence, you would call the disk command menu,
load the title page file from disk, then start printing with the
from command menu. The rest is automatic. Remember that you can
use **Cache** to print a header or footer on each page. (The dashed
lines below have no meaning other than to provide visual
separation of the files.

(Title page)
.pn preface

(Preface)
.pn contents

(Table of Contents)
.pn introduction

(Introduction)
.pn getstarted

(Getting Started)
.pn fundamentals

(Fundamentals)...................and so on.

STOP printer

The dot-ps command stops the printer, and allows the opportunity to
make mechanical adjustments like paper alignment, or permits access
to the electronic sheet to edit changes, which may include changes in
enhancement and format, as well as new dot-commands and changes in
the writing itself. Printing may also be **aborted** by pressing the
SPACE bar.

Re-start printing

Edit out the text preceding the dot-ps command, and print.

Section 7 -- OPERATING ELEMENTS

CONTENTS

The TextPro Word Processor

Textpro is a program that makes your computer a word processing system. The key elements of a word processing system are:

Element	Description
Keyboard	For entry of characters and commands.
Program	TextPro, which interprets the entries and controls the system's actions.
Memory	The computer's memory is used for storage of the TextPro program, which controls the portion of memory used for storing your writing (the text memory), the utility text memory called the **Cache**, and portions of memory not directly available to the user for interpreting commands, displaying disk directories, and running peripherals.
CRT	The television set or video monitor where TextPro displays the active portion of memory.
Disk Drive	The storage device for text memory that saves it on 5-1/4" diameter removable floppy disk media for future use.
Printer	The peripheral that receives formatted text memory output by TextPro and prints it on paper.
Media	Consists of the floppy disks used for off-system storage of text memory and the printer's paper.

The Electronic Sheet

When a key is pressed, it appears that the word processor prints its

character on the screen of the CRT--television set or monitor.
Actually, the character is written into the memory of the computer.
The whole of the electronic sheet, which is the portion of the
computer's memory reserved by the program for your writing, cannot be
displayed on the CRT. The word processor program then causes a
portion of the text memory to display on the CRT screen. The
electronic sheet displays on the lower portion of the screen, and is,
virtually, a "window" into memory.

The Cursor

You control the window by manipulating the cursor. The cursor is the
blinking object on the screen, equal in size to one character, that
marks the active position on the electronic sheet. The cursor never
leaves the screen, so whatever portion of memory the cursor is in (or
marks), that portion is visible in the window.

The active position is marked by the location of the cursor, which
may be on the electronic sheet, marking the position of the character
to be typed in, or may be directed by the program (in response to
your commands), to one of the top three lines on the screen.

Writing

Writing is the entry of characters that the program interprets to be
printable. It is stored in text memory at the position marked by
the cursor at time of entry. Conveniently, the cursor moves one
position to the right to mark the entry position for the next
character. To enter characters elsewhere in the electronic sheet,
the cursor is traversed across the sheet, without affecting the
written content of the sheet, by the cursor movement keys.

The characters, including the space (which is treated as a printable
character), interpreted by TextPro to be printable are listed in this
manual's section for your computer, **Getting Started**. They are the
alphabet, numeric, punctuation marks and symbols normally found on a
typewriter keyboard. Nonprintable characters are either interpreted
as commands, perform immediate formatting functions (such as
centering or tab), or have no effect.

Entry of writing is automatic, with the cursor leading the way. Since the electronic sheet is larger than the window, the entire window "scrolls" upward on the screen as you write new lines. Scrolling downward to review old writing is accomplished by moving the cursor upward with the cursor movement keys. Special cursor movement keys are designated that allow you to page forward or backward.

Traversing the sheet is direct and spontaneous. Writing is straightforward and continuous character by character. When a command is entered, writing is interrupted to service the command, and the location of the cursor marking the writing position is remembered and returned to when the command has been serviced.

Messages, Prompts, Responses, Commands and Menus

The top two lines of the CRT screen display are reserved by the program for messages and instructions to you, the operator.

For example, the first message displayed when TextPro is loaded is Cosmi's copyright notice. When some program functions are selected, such as automatic insertion of characters, the reminder INSERT MODE displays until auto-insertion is turned off.

A prompt is an instruction from the program which demands a response. A typical example: When setting up the printer's end-of-page behavior, the prompt FORM FEED? ENTER Y OR N requires the entry of y for yes or n for no before the program will proceed.

A command is any keyboard entry not interpreted to be a character forming a word or punctuation, but is interpreted by TextPro to cause performance of a special function. A typical command toggles the automatic insertion mode mentioned above. Others initiate **searches and replacements** of words, edit blocks of text, and so on. TextPro's many commands are described in Part 1 of this manual, and scanning the Table of Contents suggests their applications.

TextPro controls the operation of the disk and printer with a menu. Pressing one key "calls" the menu, which causes a list of the choices offered to display on the lower portion of the screen. The menu display covers the display of the electronic sheet. Not to worry, however, though your writing is covered, it is not destroyed, and will reappear when you are through using the menu. The menu specifies the commands that exercise its choices, and the top two screen lines display the messages and prompts necessary to complete the action of the selection.

Formatting--the Ruler Line

The third screen line is reserved for the Ruler Line. This line displays the margin and tab settings of the active line (marked by the cursor's location) of the electronic sheet. These settings often remain the same for the entire sheet, but, for complicated documents, TextPro allows up to 40 changes. The cursor marks this line only when editing the format settings, then returns to the electronic sheet.

Use of margins and tabs is typewriter-like.

Dynamic Editing

The advantage of TextPro over traditional writing mediums based on immediate printing is the dynamism of its electronic sheet. The image of each character in memory is instantly changeable, moveable or erasable. Subsequently, so is its representation on the display. Single characters or groups of consecutive characters of any size, from portions of words to paragraphs, are also dynamically editable.

The result of this dynamism is that the process of writing is set free. Rather than concentrating while writing on details of spelling, punctuation and organization for readability, concentrate on ideas and content. If a good idea interjects itself into the flow of words, write it down as it occurs to you. You have complete freedom to correct, add-to, edit and re-organize the contents of the electronic sheet.

It has been often said that the mark of a good writer is rewriting. With the word processor, you have complete license over the appearance and accuracy of your work, and need only print it when satisfied. Even then, if the paper is edited and marked, reloading the work, which you had prudently saved on floppy disk, then making those edit marks come alive on the electronic sheet, produces the latest version.

Ability to delete, insert or move single characters or blocks, save your work to the disk in portions and later print them in **Caravan** as a whole work make TextPro an ideal tool for the composition, editing and printing of manuscripts of any size.

File Handling

Your work, whether complete or incomplete, can be filed by saving it to 5 1/4 inch floppy disk media at any time, and be recalled later to print or edit. Each file you save must be given a name unique from any other file on the particular floppy disk, and recalled by loading it from the disk under that same name. The file may be duplicated on the disk by saving it under a different name, or replaced on the disk by saving it under the same name.

New disks can be prepared for acceptance of data. This procedure is called **newing, formatting,** or **initializing,** de@endng on popular usage for your brand of computer.

A directory, or list of the names of the files on a floppy disk can be displayed for reference, and any file can be erased from the disk if no longer useful. If the files on an entire disk are no longer useful, the disk can be re-formatted.

Unique to TextPro is the ability to add the **Caravan** command as the last item in a file. The command contains the name of another disk file. When the file is printed, the **Caravan** command automatically loads the named file from the disk and prints it. If the last item in that file also is a **Caravan** command, another file is loaded aand printed. **Caravan** allows writing of large manuscripts in easily manageable sections.

Printing

Printing the contents of the sheet is accomplished with a single keyboard command. However, the appearance of work on the printed page is affected by the TextPro's two types of formatting controls. Already mentioned were the margins and tab settings and their representation on the Ruler Line. The second type affects printer behavior while printing, and therefore are called **print-time commands**.

Print-time, or Dot-commands

Print-time commands are only effective when output to the printer. Though they appear as characters on the electronic sheet, **print-time commands do not print** on the paper. TextPro intercepts them and then performs special functions that affect the performance of the printer. Because of the way TextPro implements the print-time commands, they are called dot-commands.

Since the period is never found at the beginning of a line of text in normal English writing, TextPro is designed to interpret a period (or dot) found at the beginning of the line in a special way. Depending on the characters that follow the dot, special instructions are transmitted to the printer. For example the dot-command **.pg** instructs the printer to immediately proceed to the top of the next printer page.

Printer behavior controlled by dot-commands are: Form-feed, justification, stop the printer, of printer enhancements such as underlining, emboldening, character size, and other features unique to the printer, and insertion of **Cache** in the print stream.

The Cache

The **Cache** is a special memory only available to you through the block delete and insert commands. When a block of writing is deleted with the block delete command, it is not deleted but moved to the **Cache**. You can restore it to your work at the location of the cursor with

the block insert command.

However, the dot-command .pc prints the contents of the **Cache** during print-time, inserting it into the print stream. This provides the ability to print a header or footer on each page of a long--even **Caravan**ned--work. Moving a letter to **Cache**, and printing an address list with .pc interleaved between each address provides the ability to send form letters. Then empty **Cache** and print labels with the same address list.

Other Dot-commands can be moved to **Cache** and exercised with .pc, which provides the ability to trigger repeated enhancement modifications.

Summing up, all the tools provided by word processors perform three basic functions--enter, delete, insert, and copy--with actual behavior varying according to the complexity of the operation. The levels of complexity are defined by the object handled.

Object	Operations
Single character.	Delete, insert, auto-insert, and, on entry, copy to the electronic sheet or interpret as a command.
Line	Delete, insert blank line.
Blocks of characters.	Delete, and insert or copy to printer from **Cache**.
The electronic sheet	Delete, or copy to disk or printer.
Disk files	Delete, copy to electronic sheet or **Caravan** from disk to electronic sheet to printer.
Menu	Copy from program memory to CRT screen.
Messages and prompts	Copy from program memory to CRT screen.
Responses	Entered and interpreted by the program.

CURSOR COMMANDS	ACTION
Up	Moves the cursor up one line.
Down	Moves the cursor down one line.
Right	Moves the cursor one character right.
Left	Moves the cursor one character left.
Next line, position 1	See Carriage Return, below.
To position 1, line 1	Moves cursor to the left margin on the first line on the electronic sheet.
Page backward	Repeats previous command. Moves cursor to position 1 on the previous page.
To next page	On single page, moves cursor to the bottom of the page, otherwise to the top of the next page.
Page forward	Repeat of previous command. Moves cursor to the top of the next page.
Search (always forward)	Requires entry of a string of characters, then fiinds the string of characters in the electronic sheet, If the string is not found, String not Found! message displays.

TYPING COMMANDS	
Carriage return	Moves the cursor one line down and to the right margin.
Center	Moves cursor to center of page: as characters are typed in, they center on that column. Centers titles.
Characters	The keyboard characters that print to the screen, comprising the written work of the word processor.

FORMAT COMMANDS

Set format mode
Enters margin and tab setting mode, with the cursor on the Ruler Line.

Set tab
Pressing this key sets a tab at the cursor position on the Ruler Line.

Set left margin
Sets the left margin position when typed in on the Ruler Line.

Set right margin
Sets the right margin position when typed in on the Ruler Line.

Delete tab or margin
Caused by typing a SPACE over the tabs and margin characters.

Clear format
Clears all of the Ruler Line settings.

EDITING COMMANDS

Auto-insert, toggle
Repeated pressing of the Auto-insert key alternates it on and off.

Forced Paragraph
When Carriage Return is pressed in the Auto-insert mode, a new paragraph is forced, succeeding characters wrap around to the new line.

Copy block
A copy block command does not exist in TextPro. Copying is done by deleting a block, re-inserting it where deleted, and inserting it in the new position

Clear page
Erases the contents of a page between dot-pg markers; if no markers, erases the whole electronic sheet.

Delete block
Deletes the block from the electronic sheet and simultaneously copies it into the **Cache**.

Delete character	Removes a character from the sheet, and causes characters to the right of it to move to fill the deleted position.
Delete line	Deletes an entire line between the left and right margins.
Delete to end of line	Deletes the characters from under the cursor to the right margin.
End of block	When deleting a block, the Escape key marks the end of the block and executes the deletion.
Enhancement On and Off	Repeated pressing of this causes the character under the cursor to display reversed, then in normal mode. During print-time, a character displayed in reverse will print in the enhanced mode specified by Enhancement A or B, whichever is active.
Insert block	Inserts the contents of **Cache** at the cursor location.
Insert character	Creates a space at the cursor position by moving the character underneath the cursor and succeeding characters one space to the right. The space can then be typed over by other characters.
Insert line	Moves the line under the cursor and succeeding lines one line downward and inserts a blank line in its place.
Pack	When your work gets misaligned from extensive editing, and before printing justified right margins, **Pack** to format the text on the screen.

Search text	When this command is exercised, you are characters to be searched. On completion of entry, the search is conducted forward in the text from the cursor position. No string found displays on Message Line.
Continue search	After the first occurrence of the search string is found, Continue Search will find occurences of it forward from that point.
Replace	You are asked to enter a search string, then the string to replace it. It searches for the first occurence of the srch string and replaces it. To replace all subsequent occurrences, Global Replace must be exercised.
Global replace	Replaces all occurrences of the specified search string. However, the strings must be specified **first** by the Replace command.
Global replace abort	While Global Replace is working, it may be instantaneusly interrupted by pressing the SPACE bar.
Status	Pressing Status causes the Message Line to display the current cursor position, the number of characters in **Cache**, and the amount of free space, in characters, remaining in the electronic sheet.
Typeover	Type over is the act of typing charactes over existing characters, thereby replacing them.

Section 8 -- PRINTER COMMANDS

Printer commands are generated from the printer menu and by print-time commands in text.

Printer menu

Print   Causes the contents of electronic sheet
                           to be output to the printer.

Control printer   Initiates a query and response sequence
                           that defines Line Feed transmittal to
                           the printer, Form Feed transmittal to
                           the printer, and the parameters--in
                           decimal equivaalents to ASCII codes--
                           that turn on and off printer
                           Enhancements A and B.

Print-time commands

Print-time commands must be the first non-space characters on a line.

Enhancement A On   The default mode. When in text output
                           to the printer causes the Enhancement A
                           On and Off parameters to be transmitted
                           to the printer when Enhanced characters,
                           (displayed in reverse on the screen) are
                           sent to the printer.

Enhancement B On   As above for Enhancement B. Either
                           Enhancement A or B can be active, but
                           not both simultaneously.

Print Cache memory   When in text output to the printer,
                           prints the contents of **Cache** in the
                           format specified on the electronic
                           sheet, before printing the succeeding
                           text on the electronic sheet.

Print on next page   Causes the form feed character as
                           specified by the end-of-form response,
                           to be transmitted to the printer.

Right margin justified	Distributes spaces on each line of the text output to the printer so that a straight right margin prints. **Pack** before printing justified.
Print named disk file	The **Caravan**. Loads and prints the mnamed disk file.
Right margin ragged	The default mode. Right margin prints ragged, as in a letter.
STOP the printer	Makes the printer stop immediately when output from the electronic sheet. In **Cache** printing resumes from the last line printed from the electronic sheet.
Print abort	Pressing the SPACE bar while printing causes the printer to stop.

Section 9 -- DISK COMMANDS

Menu Commands

Backup
Copies the contents of one disk on to another, formatted, disk. (Not available on the Commodore 64.)

Directory
Displays the list of disk files on the screen.

Erase file
Erases a named disk file from the disk.

Format disk
Prepares a disk surface for the storage of data. It must be used on a new disk, and can be used to reformat an old disk which no longer holds useful information. Formatting erases the disk's contents.

Initialize drive
Available only on Commodore: resets the disk drive to start-up conditions to clear system errors.

Load file
Duplicates named disk file into the electronic sheet.

Save file
Saves a named file to disk. If the name already exists on the disk, the file is replaced. If not a new file is created and the name added to the directory.

Validate
Available only on Commodore: re-organizes the disk files for more efficient use of the disk.

APPENDICES

APPENDIX A
SAMPLE LETTER

May 1, 1986

Lawrence A. Capella
Success, Inc.
1776 Constitution Avenue
Liberty, WA *1776

Dear Mr. Capella:

re: **Request to speak**

    Your niece, Emmy Luella, suggested I write to ask you to participate in our Flag Day celebration. We desire that you speak at our honorarium for the Founding Fathers.

    I have enclosed a tentative program schedule with your name penciled in. If this meets with your approval, please let me know at your earliest convenience. Of course, if you have any questions, or wish to discuss the rest of the program to help your preparation, I will do my best to assist you.

    I read these words of yours to the program committee:

> "It is not our differences that separate us, but
> the refusal to face those differences. When we
> meet, face to face, compromise results. It is
> no accident that democracies, whose method is to
> meet, talk, and trade, don't fight with guns,
> but with words."

We ask that you consider speaking in a similar vein. I am at your service, and request your answer by June 1, to insure publicity.

                Yours truly,

                John Doe
                Program Chairman

May 1, 1986

.pa
Lawrence A. Capella
Success, Inc.
1776 Constitution Avenue
Liberty, WA *1776

Dear Mr. Capella:

re: **Request to speak**

　　Your niece, Emmy Luella, suggested I write to ask you to
participate in our Flag Day celebration. We desire that you speak
at our honorarium for the Founding Fathers.

　　I have enclosed a tentative program schedule with your name
penciled in. If this meets with your approval, please let me know
at your earliest convenience. Of course, if you have any
questions, or wish to discuss the rest of the program to help your
preparation, I will do my best to assist you.

　　I read these words of yours to the program committee:

　　　.pj
　　　"It is not our differences that separate us, but
　　　the refusal to face those differences. When we
　　　meet, face to face, compromise results. It is
　　　no accident that democracies, whose method is to
　　　meet, talk, and trade, don't fight with guns,
　　　but with words."

　　　.pr
We ask that you consider speaking in a similar vein. I am at your
service, and request your answer by June 1, to insure publicity.

　　　　　　　　　　　　　　Yours truly,

　　　　　　　　　　　　　　John Doe
　　　　　　　　　　　　　　Program Chairman

.pg
.ps

January 19, 1986

Lawrance A. Katella
Success, Inc.
1776 Constitution Avenue
Liberty, WA 90000

Dear Mr. Katella:
re: **Request to speak**

Your niece, Emily Litella, suggested I write to ask you to help us cerebrate our Flag Day cerebration. We want you to speak for the founding fathers. I have inclosed a tentative program schedule with your name penciled in and if this faces with your approval, please let me know at your earliest.

I read this quotation of yours, below, Ms. Katella, to the program committee. Of course, if you have any questions, or wish to discuss the balance of the program to help you get ready whatver it is you will say, I will do my best to help you.

"It is not our odds that separate us, but the
refusal to belly those odds. When we face,
belly to belly, compromise results. It is no
accident that democracies, whose method is to
face, argue, and trade, don't fight with gums,
but wards."

We request you consider speaking in a similar vane. At your service, I am.

Yours truly,

John Doe
Program Chairman

APPENDIX B

TEXTPRO GLOSSARY

alignment   The vertical alignment of tabs.

ASCII   Acronym for All-Purpose Symbolics Code for
                         Information Interchange, which represents
                         alphanumeric characters and non-printing
                         machine communications codes. Refer to your
                         computer and printer manuals for ASCII tables,
                         when needed.

character   The number, letter or symbol displayed on the
                         screen or printed.

command   A program operator.

CRT   Cathode Ray Tube: the picture tube in your
                         TV or monitor.

cursor   The blinking or non-blinking movable screen
                         object that marks the active cell or
                         character position.

data   Useful text and numeric information
                         manipulated by the computer system.

decimal equivalents   Decimal number codes that are specified to be
                         equivalent to alphanumaric characters.
                         Usually, decimal equivalent to ASCII.

default   The value of the program's changeable
                         parameters on start-up.

delete   Removal of data from the system.

directory   A listing of files, usually from a peripheral
                         storage device, i.e. disk directory.

disk	The magnetic storage medium used by the disk drive.
display	The images placed on the CRT screen by the computer system.
edit	As used, the process of modifying text.
electronic sheet	The portion of memory that holds text.
erase	Same as delete.
file	Stored, catalogued, information.
format	The capacity and attributes of the CRT display or printed output that are defined by the program. For example, marginand tab settings, right justification, and some printer enhancements.
function	An operator whose result is determined by variable parameters.
global	An operator that affects or uses the entire worksheet.
glossary	A vocabulary of specialized terms with accompanying definitions.
interface	The means of connecting the components off an operating system.
load	Move data or information from storage to use.
mark	Location of the cursor, which marks the active position.
menu	A list of choices.
mode	System or program behavior, dependent upon commands.

operator	A symbol or key that causes a program operation.
parameter	A variable or arbitrary constant whose value determines the form of an expression or function.
position	The location of the cursor on a line and thee line on which it is located.
program	A coherent sequence of operators organized to do a particular function.
save	Move information from the computer to storage media.
scroll	Move the window by manipulating the cursor.
screen	The viewable image surface of the CRT.
select	The act of executing a menu command.
sequence	A series of commands.
serial	As used, a printer interface that conveys the eight bits of information that comprise a character single file on one wire.
set-up	Operations necessary to prepare the system to handle programs and data.
sort	Ordering data according to specified parameters.
status	As used, the locationof the cursor and the amount of remaining unused memory.
string	A sequence of characters arranged sequentially, such as this sentence or any portion of it, this page or any portion of it, including Carriage Returns.

terminate   To end, or execute an operation.

text   Alphanumeric characters and symbols entered
                           sequentially into memory that comprise the
                           written work of the program.

toggles   Alternating states produced by the same
                           repeated operation. Characters to be
                           enhanced are toggled on and off with the same
                           command, and auto-insert is toggled on and
                           off with the same command.

validate   Reorganization of disk files for more
                           efficient use of the disk memory surface.

window   The portion of the electronic sheet
                           displayed.

QUICK REFERENCE CHART

	Commodore 64	Apple IIc	Atari 800XL
Print-time commands	PRINT-TIME & MENU COMMANDS SAME EXCEPT WHERE NOTED		
Enhancement A on	.pa		
Enhancement B on	.pb		
Print **Cache** memory	.pc		
Print on next page	.pg		
Right mgn justified	.pj		
Print disk file	.pn Filename		
Right mgn ragged	.pr		
STOP the printer	.ps		
Print abort	SPACE bar		
Call menu	←	escape	escape
File menu			
Backup	No	b	b
Directory	d		
Erase file	e		
Initialize drive	i	No	No
Format disk	f		
Load file	l		
Save file	s		
Validate	v	No	No
Print menu			
Print	p		
Control printer	c		
End of page	Query and response		
Enhancement A	Query and response		
Enhancement B	Query and response		
Line Feed	Query and Response		
Return to sheet	RETURN		
Cursor Movement keys			
p	CRSR Up Arrow	Up Arrow	c/Up Arrow
Down	CRSR Down Arrow	Down Arrow	c/Down Arrow
Right	CRSR Right Arrow	Right Arrow	c/Right Arrow
Left	CRSR Left Arrow	Left Arrow	c/Left Arrow
Next line, pos. 1	RETURN	RETURN	RETURN
Position 1, line 1	HOME	c/o	c/o
Page backward	Repeated HOME	Repeated c/o	Repeated c/o
To next page	C= p	c/p	c/p
Page forward	Repeated C= p	Repeated c/p	Repeated c/p

Typing keys

Carriage return	**RETURN**	**RETURN**	**RETURN**
Center	C= y	c/y	c/y
Characters			
Upper case	A thru Z []<>?	A thru Z {]:"<>?!	A thru Z - :\^[]?
Lower case	a thru z =;,./	a thru z []:',./\	a thru z _=;+x,./
Upper case	!"#$%&'()	!@#$% &x()_+	!"#$%&'@()
Lower case	1234567890 +-@x=	1234567890 -=	1234567890 +-@x=
Tab	f7	tab	**TAB**

Format keys

Set format mode	f8	c/t	**TAB SET**
Set left margin	<	<	<
Set right margin	>	>	>
Delete tab, margin	Type **SPACE**	Type **SPACE**	Type **SPACE**
Clear format	C= m	c/g	c/TAB

Editing keys

Auto-insert On/Off	C= v	c/v	c/v
Carriage Return	**RETURN**	**RETURN**	**RETURN**
Center	C= y	c/y	c/y
Copy block	Delete, insert, move, insert......		
Clear format	C= m	c/g	c/TAB
Clear page	**CLeaR**	c/@	**CLEAR**
Delete block	f1	c/d	c/d
Delete character	**DELete**	delete	**DELETE**
Delete line	C= l	c/l	c/l
Delete to end	C= e	c/e	c/e
End of block	⇐	escape	escape
Enh. char. On/Off	C̄= r	c/r	c/r
Enhanced off	C= r	c/r	c/r
Insert block	f2	c/f	c/f
Insert character	**INSerT**	c/\	**INSERT**
Insert line	C= a	c/a	c/a
Pack	C= q	c/q	c/q
Search text	f3	c/s	c/s
Continue search	f4	c/c	c/c
Replace	f5	c/x	c/x
Global replace	f6	c/z	c/z
Global abort	**SPACE** bar	**SPACE** bar	**SPACE** bar
Status	C= w	c/w	c/w
Typeover	Enter characters	Enter characters	Enter characters

APPLE/FRANKLIN KEYBOARD REFERENCE CHART

	Apple II	*Frankl
Print-time commands		(*also)
Enhancement A on	.pa	
Enhancement B on	.pb	
Print Cache memory	.pc	
Print on next page	.pg	
Right mgn justified	.pj	
Print disk file	.pn Filename	
Right margin ragged	.pr	
STOP the printer	.ps	
Print abort		SPACE bar
Call System Menu	escape or c/b	*Key 3
File menu		
Backup		b
Directory	d	
Erase file	e	
Format disk	f	
Load file	l	
Save file	s	
Print menu		
Print	p	
Control printer	c	
End of page	Query and response	
Enhancement A	Query and response	
Enhancement B	Query and response	
Line Feed	Query and Response	
Return to sheet	RETURN	
Cursor Movement keys		
Up	Up Arrow	
Down	Down Arrow	
Right	Right Arrow	
Left	Left Arrow	
Next line, pos. 1	RETURN	
Position 1, line 1	c/o	
Page backward	Repeated c/o	
To next page	c/p	
Page forward	Repeated c/p	

---

*Refers to the Franklin 10-key pad.

```
                              APPLE II        *FRANKLIN
        Typing keys                           (*also)
          Carriage return    RETURN
          Center             c/y              *Key 9
          Characters
             Upper case      A thru Z {} :"<>?|
             Lower case      a thru z [] ;',./\
             Upper case      !@#$% &*()_+
             Lower case      1234567890 -=
          Tab                tab
        Format keys
          Set format mode    c/t
          Set left margin    <
          Set right margin   >
          Delete setting     Type SPACE
          Clear format       c/g
          Editing keys
             Auto-insert On/Off   c/v
             Carriage Return      RETURN
             Center               c/y           *Key 9
             Copy block           Delete-insert-move-insert.
             Clear format         c/g
             Clear page           c/@           *Key 0
             Delete block         c/d
             Delete character     delete
             Delete line          c/l           *Key 7
             Delete to end        c/e           *Key .
             End of block         c/b           *Key 3
             Enh. char. On/Off    c/r
             Enhanced off         c/r
             Insert block         c/f
             Insert character     c/\
             Insert line          c/a
             Pack                 c/q
             Search text          c/s           *PAUSE key
                Continue search   c/c           *BREAK key
                Replace           c/x
                Global replace    c/z           *Key 1
                Global abort      SPACE bar
             Status               c/w
             Typeover             Enter characters
        ---------------------------------------------
                 *Refers to the Franklin 10-key pad.


                              67
```

APPENDIX D

CORRECTIONS AND ADDITIONS

INSERTING TEXT (Ref: pp. 21 and 22)
   Auto-insert mode ON is strongly recommended when inserting more
   than a couple characters of text, with frequent RETURNS to break
   the line. Then, with Auto-insert OFF, use **CONTROL e** to delete the
   spaces to the end of each partial line created by this method:
   succeeding lines in the paragraph will automatically pack.

SEARCHING AND REPLACING (Ref: pp. 22-26)
   When replacing a short word with a longer word, use caution,
   especially when globally replacing. Sometimes the longer word will
   overwrite characters to its right. Suggestion: Search and manually
   edit or replace singly, or replace with equal or shorter words when
   possible.

PRINT ENHANCEMENT (Ref: pp. 33-36 and 53.)
   Print enhancement is a print-time command, which means that it is
   only exercised when your text is output to a printer.

   Each character that is to be enhanced must be highlighted on your
   CRT screen with the enhancement key (C= r or CONTROL r, depending
   upon the computer you are using--see manual pages 64 and 65 "Quick
   Reference Chart").

   The highlighted characters will be enhanced according to the
   current enhancement mode. Enhancement A is the default mode--that
   is, the dot-command .pa is automatically the current mode on start-
   up of the program. Enhancement A and Enhancement B cannot exist
   simultaneously. Enabling Enhancement B with .pb disables
   Enhancement A--and .pa disables .pb.

   However, neither enhancement mode produces any effect until defined
   exercised by the Printer Control (c) command on the System Menu.

   To define enhancements, decide what your standard enhancement will
   be, (such as underlined characters), and install them in
   Enhancement A.

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Install an enhancement used less frequently (such as emboldened italicized, if possible on your printer), in Enhancement B.

Consult your printer manual to determine the **decimal equivalents** for its enhancement codes. Say, for example, that the code or underlining **on** is 27 44, and underline **off** is 27 45.

And for Enhancement B, the codes are:
    Italicize   15
    Embolden on   27 49
    Embolden off   27 50
    Normal print (turn off italics)   14

Answering the enhancement queries under the System Menu's Control Printer (c) command:

Two codes are required for Enhancement A **on**:
                                        The first is 27
                                        The second is 44
Two codes are required for Enhancement A **off**:
                                        The first is 27
                                        The second is 45

Three codes are needed for Enhancement B **on**:
                                        The first is 15
                                        The second is 27
                                        The second is 49
Three codes are needed for Enhancement B **off**:
                                        The first is 14
                                        The second is 27
                                        The second is 50

Then, when you want characters to be enhanced on the printer, first highlight each of them with the enhancement key (C= or CONTROL r). When you print, they will be underlined if preceded by the .pa command in your document, or emboldened italicized when preceded by the .pb command.

If you want no enhancements, either remove the highlight from each character, or change each enhancement code to 00.

INDEX

DATA-PRO
Data Base System

High Speed Productivity Software

PREFACE

Cosmi's DataPro is designed to file information in an orderly manner, with fast retrieval of the information. It is an electronic filing cabinet. The cabinet is the disk drive, and the file folders are 5-1/4 inch floppy disks. As file folders are removable from the cabinet, so are floppy disks.

The difference between storage on paper and storage on disk is the method of getting the information. Finding and pulling a piece of paper from a file cabinet is slow and cumbersome. You have to move to the file, open it, find the correct folder, then riffle through paper reading it for the information you want. DataPro does all this work for you.

Disks are both a capacious and compact media. They store in a small space, and from them, the DataPro system provides the means to quickly find and get the files they contain, and even faster automated means to find records in the files.

Records may be scanned or selectively retrieved by one or more fields. Searches may be based on matching words, matching numbers, within ranges of values, or relative to a certain value, such as equal to, greater than, and so on.

Operation of DataPro is guided by menus.

This manual guides you through the use of Datapro, with examples. All references for use are in the text of the manual. For exact usage of DataPro features, study the text and examples.

CONTENTS

INTRODUCTION

DataPro replaces any card index file, and with it powerful search and match abilities, is much more useful. In addition, Datapro also provides paper references by printing its records.

Management of your personal records: names, addresses, telephone numbers, catalog of your collections, and so on, is as simple as touching a button.

Besides creating and storing your records, with DataPro, you can recall and update them.

DataPro's search and retrieval features are:

> **View all records**. Browse through the records, or rapid scan.

> **Search on key fields**. Only part of the record in one or more fields are necessary to find a match.

> **Search within limits**. Search between the maximum and minimum values in any field.

> **Global search**. Look for a character pattern match in all the records of a file.

> **Relational Search**. Simultaneously in more than one field, search and retrieve records based upon **equal to, greater than, less than, or not equal to** comparisons.

In addition, you can select a numeric field and sum its value from every record in the file.

DataPro provides the essential tools for entering, filing and recalling information.

GETTING STARTED WITH THE COMMODORE 64

To prepare to use DataPro:

What you need with the Commodore 64:
1. A Commodore 64 computer.
2. A Commodore 1541 disk drive.
3. A video monitor or television set and appropriate Commodore connectors.
4. The DataPro program disk.
5. Some blank disks.
6. A printer, interfaced through the Commodore's serial port.

How to start DataPro

Please refer to your equipment manuals as necessary.
1. Connect and power up your computer system.
2. Put the DataPro disk in the drive.
3. When the **READY** prompt is displayed, enter

   LOAD"*",8

4. Press the **RETURN** key.
5. When the **READY** prompt is displayed, enter

   RUN

6. Press the **RETURN** key.
7. When the menu appears, for DataPro type in the letter

   d

Remove the program disk from the drive and return it to its envelope. Install a data disk in the drive.

You are ready to work with DataPro. Before turning to **Section 1**, please familiarize yourself with **THE KEYBOARD**, on the next page.

THE KEYBOARD

Keyboard usage is identical on each of the computers. The primary difference is the layout of the character keys. All the keyboards use a "QWERTY" keyboard. Only letters and the space character for text, and numbers and the decimal point for values, are allowed entries in DataPro.

The program is operated by menus, and the menu is the same for each machine. The Main Menu is shown below. Menu selections are made by entering a single character. The selection character is shown alongside the selection.

Create new file......C	Read old file........1
Add a record.........2	Amend record.........3
Delete record.......4	Save file............5
Sort file............6	Print records........7
Search file..........8	Total fields.........9
Exit file............X	Memory check.........M
Disk Utilities.....D

Menus are also provided for the Search options when Search File is selected from the Main Menu, and for Relational Search choices. Commodore Disk Utilities are available in the computer's operating system, not through the menu.

On the pages following are the instructions for getting started with the Apple IIc and Atari 800 XL.

GETTING STARTED WITH THE APPLE IIC

To prepare to use DataPro:

What you need with the Apple IIc:
1. An Apple IIc computer, with built-in disk drive.
2. A video monitor or television set and appropriate connectors.
3. The DataPro program disk.
4. Some blank disks.
5. A printer, interfaced through the Apple' printer port.

How to start DataPro

Please refer to your equipment manuals as necessary.
1. Connect your computer system.
2. Put the DataPro disk in the drive and close the door.
3. **POWER UP** your computer system.

You are ready to work with DataPro. Before turning to **Section 1**, please familiarize yourself with the keyboard by turning to **THE KEYBOARD** in this section, page vii.

GETTING STARTED WITH THE ATARI 800XL

To prepare to use DataPro:

What you need with the Atari 800XL:
1. An Atari 800XL
2. An Atari Model 1050 compatible disk drive.
3. A video monitor or television set and appropriate connectors.
4. The DataPro program disk.
5. Some blank disks.
6. A printer, properly interfaced to the Atari.

How to start DataPro

Please refer to your equipment manuals as necessary.
1. Connect your computer system.
2. Put the DataPro disk in the drive and close the door.
3. **POWER UP** your computer system.
4. When the menu appears, for DataPro type in the letter

    d

You are ready to work with DataPro. Before turning to **Section 1**, please familiarize yourself with the keyboard by turning to **THE KEYBOARD** in this section, page vii.

Section 1 -- FUNDAMENTALS

Datapro operates like files of index cards stored in a cabinet. When the program speaks of field, it is referring to a single entry on a card. The data in the field labelled **Name** would be **Cosmi**, for example.

All the fields on a card constitute a record. Records collected and organized constitute a file. To store and retrieve a file, it must be identified by name. A file of your personal possessions might be named **Inventory**, while your books are catalogued in a file named **Books**. The name is your choice. So, a file named books contains a record of each book, and the fields in the record describe the book.

An Example

To begin a record of stocks and bonds, you would select CREATE A NEW FILE by pressing **c** when the Main Menu is displayed. DataPro will then be asked to enter up to eight field names. Assume that the information you wish is as below. The entered characters are emphasized--press the RETURN key after the field name is complete. Explanatory information which is not entered is in parentheses.

1. **NAME** (of stock)
2. **DATE** (of purchase)
3. **PRICE** (paid at purchase)
4. **SHARES** (number purchased)
5. **DOLLARS** (total spent at puchase)
6. **BROKER** (name of salesman)
7. **CURRENT** (Price and date)
8. **TREND** (Up or down at current price entry)

)n returning to the Main Menu press key **2** to select ADD A RECORD. Now, the filed names will appear as a prompt for your entry. Sample data are shown below, with entries emphasized.

```
1 . NAME        IBM
2 . DATE        3/25/85
3 . PRICE       115
4 . SHARES      100
5 . DOLLARS     11500
6 . BROKER      Dow Jones
7 . CURRENT     116 3/29/85
8 . TREND       Up
```

When you have completed entering records, the file must be **saved to a formatted disk**.

The Main Menu

The Main Menu provides complete operation of DataPro. To cause the operation of a Menu item, a single key is pressed. That key is displayed on the menu next to the menu item. For easier reading, that key is emphasized below--it is not emphasized on the computer screen.

```
Create new file......C    Read old file........1
Add a record.........2    Amend record.........3
Delete record........4    Save file............5
Sort file............6    Print records........7
Search file..........8    Total fields.........9
Exit file............X    Memory check.........M
            Disk Utilities.....D
```

The Disk Utilities option is not available on Commodore from the menu: it is provided by the Commodore disk operating system. Menus are also provided for the Search options when Search File is selected from the Main Menu, and for Relational Search choices.

                              Entry
When the instruction **entry** is used, pressing RETURN to complete the entry is assumed.

Section 2 -- ENTERING DATA

Create New File

You can create up to eight new fields in a record, or less, depending upon the number of field names you enter. Each name can be up to **10** characters in length, and the RETURN key must be pressed when the name is complete.

Note that naming the field creates it. Also note that you are creating a file before giving it a name! Since only one file can be resident in DataPro's memory at one time, it does not have to be named until it is saved. After that, it must be referred to by its name.

If you do not wish to use a field, enter nothing: just press RETURN.

When completed entering field names, DataPro asks **Are field names OK (Y/N)**.

Pressing N for No restarts the field name entry sequence. Y for Yes returns you to the Main Menu.

Add a Record

Naming the fields has created a file. Calling **Add a record** by entering 1 displays the field names on the screen as prompts for your entry of data. Type in the data prompted and press RETURN when the entry is complete. If no data is to be entered in a field, just press RETURN--however, the first field **must** hold data, and the first character in the field **must not** be a space.

The maximum size of a field is 18 characters.

Editing entries

Before pressing RETURN, the computer's delete key can backup and erase the characters. After pressing RETURN, the field data is fixed in the record, and **Amend record** must be used to edit the record.

When completed entering field data, DataPro asks **Any more records (Y/N)**. Pressing Y for Yes restarts the data name entry sequence for a new record. N for No returns you to the Main Menu.

As soon as the record entry session is completed, the file should immediately be sorted.

Sort File

Field Number 1 is the **key field**. It should not be left blank, and the first character should not be a space. Sorting in alphanumeric order is conducted on the key field, and therefore it must contain information key to the organization of the file. If the file is a telephone directory, then field 1 should contain the name. A file of parts and assemblies would likely have the part number in the key field. A library file might have the title, category name, or Dewey decimal number as the key field, depending upon the most important basis for filing the records.

Sorting organizes the file for both your reference and program convenience. Once sorted, search and edit functions operate faster then on unsorted files.

Section 3 -- RETRIEVING RECORDS

Search File

pressing 8 for **Search files** presents this menu:

SEARCH OPTIONS

<pre>
           View All Records........1
           Direct Search...........2
           Search Within Limits....3
           Global Search...........4
           Relational Search.......5
           Return to Main Menu.....6
</pre>

Enter the number to select an option.

View All Records.

On entering 1, DataPro displays the first record. Pressing the
SPACE bar causes the next record to display until the end of the
file. After the last record, you are returned to the Main Menu.

Direct Search

Option 2 searches on the key field (field number 1). When
prompted, enter the name or number in the key field of one of the
records in the file. Only the part of the name or number need be
entered, but the program distinguishes between upper and lower
case, so have caution.

When the record is found that matches the search key, it is
displayed. DataPro prompts **Press SPACE to continue**. Pressing
the SPACE bar continues the search and displays the next
occurrence of a record that matches the search key. When no
match is found, the Main Menu returns.

Search Within Limits

Search option 3 initiates the following procedure:

    Enter the number of the field on which you want
    to base your search.

The field name is displayed: enter the highest
value of the limits.

Enter the lowest value of the two limits.

Entries must edited before pressing RETURN, and letters or
numbers may be used. 9 is larger than 0, Z is larger than A.

Pressing SPACE continues the search after a match is found.

Global Search

This search, option 4, is global because it searches every field
in the file. When prompted, enter a sequence of characters and
DataPro will find that sequence wherever it appears in the file.
For example, a global search for the sequence **Sm** will find every
occurrence of the names Smith, Smythe, Smithers, Smyrna, Smores,
and so on. When a match is found, pressing SPACE continues the
search. When no more are found, DataPro returns to the Main
Menu.

Relational Search

Sometimes it is valuable to find all names after Jones, or all
prices less than 100 dollars, or a combination of the two--all
the people after Jones who have paid less than 100 dollars.
Option 5 presents each field to you in turn. After entering a
value (or word) in field number 1, for example, this menu is
displayed:

                    Less than..........1
                    Greater than.......2
                    Equal to...........3
                    Not equal to.......4

Enter the option: DataPro will then search, when all the field's
search values have been entered, on those values and the relation

specified for each of the values. If you do not wish to include
a particular field in the search, enter the * character. Don't
leave a field blank unless you plan to use a blank field as the
basis for a search.

A relational search on the stock record example might be:

Field name	Search parameters (only values are displayed!)
1. NAME	Not equal to IBM
2. DATE	*
3. PRICE	Greater than 1
4. SHARES	Equal to 100
5. DOLLARS	Less than 5000
6. BROKER	Equal to Dow Jones
7. CURRENT	*
8. TREND	Equal to Up

Displayed will be files that are not IBM, have a price greater
than 1, purchased in 100-share lots with the total transaction
less than $5,000, traded by Dow Jones, and the last entry was
made during an up trend. All records that fit the above
requirements will be displayed, and pressing SPACE continues the
search.

Total fields

All of the numbers in one selected field may be summed and avereged
across the whole file. DataPro prompts **Input field number (1-8)**.
Enter the field number and the field is summed and counted. The
display reads, for example:

Total for field   = 22.379

Average for field = 1.201

Press space bar to continue

Return to Main Menu.

Press the 6 key to return to the Main Menu while the Search Option
Menu is displayed.

Section 4 -- EDITING RECORDS

Amend Record

To correct any field in an existing record, use this option.   It does
a direct search on the key field to display the record for amending
(editing).   Please review the **Direct Search** description for entry
instructions.

On displaying the record, DataPro asks **Correct record (Y/N)**.

Entering N for No continues the search.   Entering Y for Yes displays
the field names but not their contents.   Each field must be re-
entered in one of the two ways following:

> Press the **Cursor Right Arrow** key. As it moves to
> the right, the existing data is uncovered: start
> typing at the point you want to correct.

> Simply enter the correct data.

Delete characters with the delete key.

On completion, return to the menu is automatic.

Delete Record

Conduct the search for the record on the key field, as above.   On
displaying the record, DataPro asks **Correct record (Y/N)**.

Entering N for No continues the search.   Entering Y for Yes deletes
the record and returns to the Main Menu.

Memory check

The amount of memory used depends on the number of fields in each record and the number of records. To determine the amount of memory remaining unused, press the **M** key when the Main Menu displays.

The display: **MEMORY CHECK**

                    Memory free..................7884

                    Records used.................. 10

                    Records available........... 210

The figures displayed will vary with your computer.

Section 5 -- PRINTING

Selecting option 7 from the Main Menu displays the printer option menu. It offers:

                    1. Print all records

                    2. Print selected records

However, the Commodore version of DataPro offers a selection of printers before the above menu. These choices are:

   1.   Models 1515, 1525, GP100VC, MPS801 & some 1526 printers.
   2.   A version of the Model 1526 printer.
   3.   The 1520 printer/plotter.

Print all records

All records print in order.

Print selected records.

The Search Option Menu displays. The procedure for specifying
selection parameters is described in Section 3, **Retrieving Records**,
except that View all records will not work, **Print all records**
performs that function.

When a match is found, the record displays and also prints. If no
match is found, the print option is switched off. You must return to
the Main Menu by selecting option 6 and re-select option 7 to print.

Section 6 -- SAVING AND READING FILES

Files are saved to and read from disks, and the Commodore version
also saves and reads from the Commodore Datasette.

Exit File

Exit File destroys the file in memory, so be sure it is saved before
exercising this option. As an extra precaution, DataPro asks **Is file
saved (Y/N)**. Answering No returns to the Main Menu.

Answering Yes clears the file so a new file can be created.

Save File

Files must be saved to a formatted disk. For the Commodore prepare a
supply of formatted disks before loading programs. The Apple and
Atari versions provide for formatting from the program.

Under this option, when prompted for the filename, enter no more than
10 characters. To save to the Commodore Datasette, you are prompted
to press its PLAY and RECORD buttons simultaneously. Otherwise, the
procedure is the same as for the diskette.

To save to the Commodore Datasette, you are prompted to press its
PLAY and RECORD buttons simultaneously. Otherwise, the procedure is
the same as for the diskette.

Read Old File

Exercising this option causes the file named to be copied from the
disk to DataPro's file memory. If a file is in DataPro's file
memory, you are returned to the Main Menu. Enter the exact filename
in response to the prompt. On the Commodore Datasette, a name is not
required, and you are prompted to press its PLAY button.

Disk system errors return you to the Main Menu.

INDEX

WARRANTY

This article will be replaced if found to be defective in material and/or workmanship within 90 days of purchase. This shall constitute the sole remedy of purchaser and the sole liability of manufacturer. To the extent permitted by law, the foregoing is exclusive and in lieu of all other warranties or representations whether expressed or implied, including any implied warranty of merchantability or fitness. In no event shall manufacturer be liable for special or consequential damages.

COSMI

GAMES WORTH PLAYING