


COMMODORE® 64, 128,™ APPLE® IIc & IIe, ATARI®



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 •
- PRINT • SEARCH •

HOME OFFICE MANAGEMENT SERIES

TWIN PAK
INCLUDES BOTH TEXT-PRO & DATA-PRO

DOUBLE PAK
INCLUDES BOTH TEXT-PRO & DATA-PRO



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.

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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, boldfacing, underlining--exercise the features you need. TextPro even allows you to STOP printing, turn on or off right-justification, 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
Center
Characters Upper case
Lower case
Upper case
Lower case
Tab

RETURN
C= y
A through Z [] < > ?
a through z ; , . /
! " # % & ' ()
1 2 3 4 5 6 7 8 9 0 + - @ * =
f7

Format keys

Set format mode
Set tab
Set left margin
Set right margin
Delete tab or margin
Clear format

f8
T or t
<
>
Type over with **SPACE**
C= m

Editing keys

Auto-insert, On/Off
Forced Return
Carriage return
Center
Copy block
Clear format
Clear page
Delete block
Delete character
Delete line
Delete to end of line
Enhanced char. On/ Off
Insert block
Insert character
Insert line
Pack
Search text
Continue search
Replace
Global replace
Global replace abort
Status
Typeover

C= v
RETURN
RETURN
C= y
Delete, insert, move, insert
C= m
CLear
f1
DELeTe
C= l
C= e
C= r
f2
INSerT
C= a
C= q
f3
f4
f5
f6
SPACE bar
C= w
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 C ache 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 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 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
Center
Characters Upper case
 Lower case
 Upper case
 Lower case
Tab

RETURN
c/y
A through Z -!:\^[]?
a through z _=;+*.,/
!"#\$%&'@()
1234567890
TAB

Format keys

Set format mode
Set tab
Set left margin
Set right margin
Delete tabs or margins
Clear format

TAB SET (SHIFTed **TAB**)
T or t
<
>
Type over with **SPACE**
c/**TAB** (is **TAB CLR**)

Editing keys

Auto-insert, On/Off
 Forced Return
Carriage return
Center
Copy block
Clear formats
Clear page
Delete block
Delete character
Delete line
Delete to end of line
Enhanced char. On/Off
Insert block
Insert character
Insert line
Pack
Search text
 Continue search
 Replace
 Global replace
 Global replace abort
Status
Typeover

c/v
RETURN
RETURN
c/y
Delete, insert, move, insert
c/**TAB**
CLEAR
c/d
DELETE
c/l
c/e
c/r
c/f
INSERT
c/a
c/q
c/s
c/c
c/x
c/z
SPACE bar
c/w
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
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 responses 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 displayed 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. Misspellings, 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 this.

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 cursor 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 reference 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 by entering Set Format Mode, then type over 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 **Centering** 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 misspell 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
Type in .ps

Special printer command.
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 connected, 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
Auto-insert On

Result

Move to first character of new paragraph.

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 your 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 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 paragraph that 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

Move to position 1,
line 1.

Press the Search key.

Enter the letter **a** and
press Carriage Return.

No action.

Result

Marks the beginning
of the work.

Message line displays
the prompt **SEARCH:**

Searches, finds, and
places the cursor on
the first occurrence
of the letter **a** in
Lawrance.

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 occurrence 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 with 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

p

What it does

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 electronic 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

certain words in the quotation underlined, Enhancement B would contain the codes for 12 cps and 6 lpi, while Enhancement 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 margin 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 **Caravanned** 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.

PART 2
REFERENCE TO TEXTPRO

Section 7 -- OPERATING ELEMENTS

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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@ndng 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 and 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, boldening, 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 **Caravanned--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.

Section 8 -- COMMANDS

CURSOR COMMANDS

Up
Down
Right
Left

ACTION

Moves the cursor up one line.
Moves the cursor down one line.
Moves the cursor one character right.
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 finds 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 occurrences 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 occurrence 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 instantaneously 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 equivalents 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

SAMPLE LETTER WITH DOT-COMMANDS

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

SAMPLE LETTER WITH ERRORS

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 pencled 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 whatever 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 alphanumeric 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, margin and 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 of 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 the 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 location of 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 & MENU COMMANDS SAME EXCEPT WHERE NOTED		
Print-time commands			
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	!="#%&'()*	!@#%&'()*-+	!"#%&'@()*
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	C= 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	*Franklin (*also)
Print-time commands		
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.

Typing keys	APPLE II	*FRANKLIN
Carriage return	RETURN	(*also)
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.

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.

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.

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COMMODORE® 64, 128,™ APPLE® IIc & IIe, ATARI®

COSMI

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 •
- PRINT • SEARCH •

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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.

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INTRODUCTION

DataPro replaces any card index file, and with its 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 purchase)
6. **BROKER** (name of salesman)
7. **CURRENT** (Price and date)
8. **TREND** (Up or down at current price entry)

On 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 than on unsorted files.

Section 3 -- RETRIEVING RECORDS

Search File

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

SEARCH OPTIONS

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

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 be 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 averaged 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.

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