



*Personal Computer  
Word Processing Series*

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# EasyWriter™

Produced by Information Unlimited Software, Inc.

*Program by John Draper and Matthew McIntosh*

## Second Edition (May 1982)

Changes are periodically made to the information herein; these changes will be incorporated in new editions of this publication.

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# Preface

This manual explains how to use EasyWriter on your IBM Personal Computer. It gives you the following information about the program:

- What equipment you need.
- What you have to do to get started.
- Lessons on the suggested use of EasyWriter.
- Detailed descriptions of all the functions of EasyWriter.
- How EasyWriter uses some of the DOS programs.
- Some additional functions of EasyWriter, for more experienced users.

## Assumptions

This manual assumes that you are familiar with and have read “SETUP” in SECTION 2 and “Using DOS” in SECTION 3 of the *IBM Personal Computer Guide to Operations*. The *Guide to Operations* contains fundamental information about the IBM Personal Computer.

# How to Use this Manual

This manual is organized to help you learn and understand EasyWriter in a quick and easy way. Its organization considers the fact that people using EasyWriter for the first time have different levels of knowledge and experience with computers. If you have used EasyWriter Version 1.0, we suggest that you read Appendix D before you proceed.

## Part I - Getting Started

This part introduces you to EasyWriter, explains its characteristics on the IBM Personal Computer, and tells you what you need to know before you run the program.

## Part II - Learning

This part, consisting of Chapters 3 through 7, gives you step-by-step instructions that show you how to use all the major functions of EasyWriter. Regardless of your experience with personal computers and word processors the examples in these lessons give the quickest way to learn EasyWriter and answer most questions you may have.

## Part III - Reference

This part discusses in detail each command and function of EasyWriter. It will be useful to you after you have learned the basics of using EasyWriter.

# Appendixes

The appendixes give additional information about messages and troubleshooting, as well as some more advanced topics like creating programs using EasyWriter and sending your documents over communication lines.

# NOTES

# Part I. Getting Started

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# NOTES

# CHAPTER 1. INTRODUCTION

If you are joining us from the world of typewriters, you will find entering documents on a computer to be quite different. If you have used computers before, then you may already know some of these differences. We think you will be pleased with many of the features in EasyWriter Version 1.1.

You have purchased one of the most useful accessories for your IBM Personal Computer. With EasyWriter, your computer is a word processor. Now you can use your computer to write letters, reports, articles, even books. You can edit your text on the screen before you print it, make changes, prepare personalized form letters, and much more.

# Features

EasyWriter's many features include:

- Full screen editing
- Variable margin size
- Variable line spacing
- Insert and delete characters, words and lines
- Undelete (bring back) deleted characters and words
- Help menus on the screen
- Automatic page numbering
- Search and replace
- Margin justification
- Tab set
- Titles and headings
- Block moves and block copies
- Line centering
- Word count
- Linking and appending files

# What You Need

To use EasyWriter, you need:

- An IBM Personal Computer with a minimum of 64K-bytes of storage.
- One diskette drive (minimum).
- IBM Personal Computer compatible diskettes (see your dealer for information).
- IBM Monochrome Display or any other monitor designed for displaying 80 columns.
- An IBM 80 CPS Matrix Printer or any other compatible printer.
- The IBM Personal Computer Disk Operating System (DOS).

The remainder of this chapter will cover:

- Some basic computer terminology and word processing concepts.
- An introduction to the IBM Personal Computer Keyboard.
- A discussion of files and filenames.
- An introduction to the EasyWriter menus.

# What Is Word Processing?

Before you begin to use EasyWriter, you need to understand some word processing concepts, particularly if you have never used a word processor before, and especially if you are also a new computer user.

With EasyWriter, your IBM Personal Computer has become a word processor. In everyday terms, a word processor allows you to do the following:

1. Type documents, such as letters, reports, manuscripts, memos, just as you would on any standard electric typewriter.
2. Correct or make changes to the document before printing it on paper.
3. Store a permanent copy of the document on a diskette.
4. Display your document on the screen later for you to look at and modify.

With some practice any typist will find that a word processor like EasyWriter has some great advantages over the office or home typewriter. First and foremost, for any given document only the changed information need be retyped. Secondly, the printing format or design of the document can also be easily changed. For example, the margins can be changed, a title can be added to the document, each page of the document can be numbered, the spacing between lines can be changed. All this and more can be done without having to retype the whole document. Thus, EasyWriter helps to reduce the drudgery of typing and retyping.

# EasyWriter and Your Computer

If your computer experience is not very great, please read this section which describes the IBM Personal Computer system in very general terms.

The heart of any computer system is the computer and keyboard. The computer is designed to follow the instructions that it receives from the keyboard. The computer quite frankly is not too bright. Either you or some program must tell the computer what to do.

In addition to following instructions, the computer can store information in its memory. However, you should be aware of the following characteristics of memory:

1. When the electric power goes off, all information in the computer memory is lost.
2. The amount of memory available for use is limited.

To give you enough storage space for your documents, a machine called a diskette drive has been attached to your computer. The diskette drive will read and write information onto a diskette. The diskette is similar to a record from a stereo set, except that it stores information in a form that can be read and used by a computer, just as a record is read by a phonograph needle. The diskette drive can read specific information from the diskette or write information onto it. The EasyWriter "GET", "SAVE" and "REVISE" commands do this automatically for you. This way you can permanently store many documents on a diskette even though the computer can hold only one of them at a time.

The computer calls these documents that are saved on a diskette “FILES”. Rather than referring to documents or document names, the computer will refer to “FILENAMES” (names of documents). While using EasyWriter, you will often see and use the word “FILE” to refer to your documents, so it is an important word to understand and remember.

Another important component of the computer system is the screen. It functions like an open window looking into the computer’s memory and showing you a part of the information that is there. A blinking dashed line on the screen, called a cursor, serves as a pointer to where you are working in the document. You can move the cursor to look at different parts of the information stored in the computer’s memory. Again EasyWriter allows you to do this easily.

Finally the computer system can also contain a printer to make printed copies, called hard copies, of your documents when needed.

# The EasyWriter Program

EasyWriter is a program that tells the computer how to be a word processor. It does not always know what you want, and will always need your assistance to do almost anything.

Once you load EasyWriter into the computer's memory, EasyWriter displays the File System menu. A menu is a list of commands that EasyWriter understands. The menu includes a brief description of what the command does. Along with the menu will be a blinking cursor on a line labeled "COMMAND?". Whenever you see this, the computer is waiting for instructions from you. If you instruct the computer to get a document from the diskette, a copy of the document is moved into the computer's memory. The original copy is still on the diskette. To see the document on the screen, you must tell EasyWriter that you want to edit the file.

You select the EDIT command from the File System menu. The screen displays your document along with a blinking cursor to tell you where you are on the screen and in the document. You can move the cursor up, down, left or right to see different areas of the document. Remember the screen is like an open window allowing you to look inside the computer's memory at the document. Once you are finished editing or changing the document, you leave the editor, return to the File System, and instruct the computer to save the document (if you have just created it) or revise the document if you have saved it before. EasyWriter makes all of these commands simple to use and remember — a list of commands is displayed on the screen along with a brief reminder of what happens when you give the command.

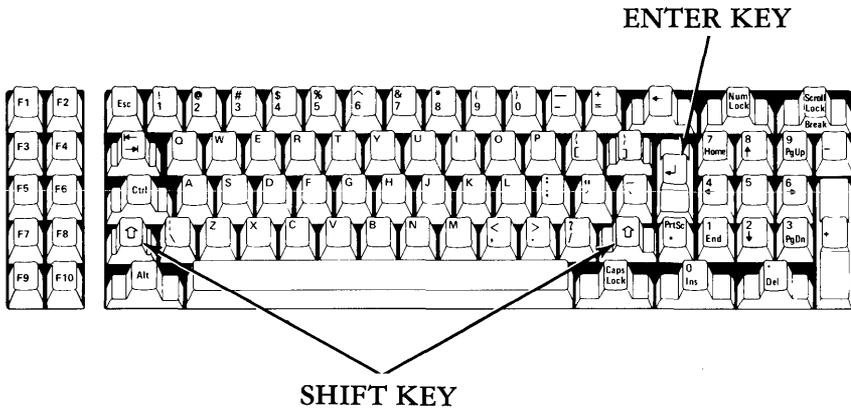
That's it. You should now be able to go on and learn how to use EasyWriter. Good luck.

# Your Keyboard

As you probably noticed, the IBM Personal Computer keyboard is styled after a modern electric typewriter keyboard. As a result, typists will find it easy to transfer their skills directly to EasyWriter.

As shown in the following pictures for EasyWriter, there are three different types of keys on the keyboard:

- Typewriter keys
- Special keys
- Function keys



All keys are typematic. That means that they automatically repeat when held down. This is useful during editing, especially when you need to move the cursor rapidly from one part of your text to another. Be careful not to inadvertently hold down a key when you enter commands. You might send multiple commands to the computer and get undesirable results.

In general, the keys which you need to know to use EasyWriter will be described in the manual as you first encounter them. There is a summary of the keys and their functions in Chapter 9. The functions of most of the important keys are also listed in the Help Menu, as a reminder while you are using the program. However, there are three keys which you will need to know before you can start using EasyWriter. They are:

## Enter

This key is called the Enter key, and is one of the most important keys on the keyboard. It has several functions in EasyWriter which will be discussed later in the manual, however, in general, it is important to remember that when you are giving instructions to the computer, it is used to send the information to the computer. As soon as you press , the computer will read what you have just typed, and execute your instruction.

## Shift

This key is called the “Shift” key, and is a very important key to learn while using EasyWriter. If you notice, there are 2 keys on the keyboard that are exactly alike. Both are located in the same position, one on either side of the typewriter keys. Take a moment to locate the Shift keys. The Shift keys are used, in general, just like the shift keys on a typewriter. If you type another key while holding down a shift key, you will do one of two things:

1. Change lowercase letters to uppercase capitals. This is done by pressing a letter key while holding down a shift key.
2. On those keys which have two meanings, for example the number keys at the top of the keyboard which have a number at the bottom of the key and a symbol at the top, pressing the shift keys will cause the character at the top of the key to be produced. For example, if you press the key with the semicolon on it without pressing one of the shift keys, you will see a ; on the screen. If you hold down a shift key and press this key, : will appear instead.

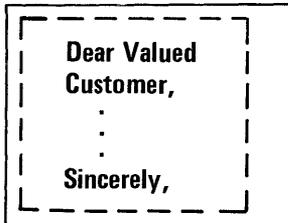
# Files and Filenames

Any document that you create with EasyWriter is called a 'file'. You name your files using from 1 to 8 characters for each filename. The characters in a filename can be any combination of:

- The letters of the alphabet.
- The numbers 0 through 9.
- These special characters:

\$ # & @ % ( ) - { } < > ^ \_ ~ \ | ' ' !

Some examples of files are:



A file containing the text of a form letter your company sends out.



A file containing a program to print a birthday message to all your friends born this month.

It doesn't matter what combination of files is on a diskette. What matters is that each file has a unique filename.

That means that every filename on a diskette has to be different, but you can have the same name on two different diskettes.

For our examples shown earlier, the names of these files might be:

**LETTER** (Filename for the form letter)

**BIRTHDAY** (Filename for birthdays of your friends)

The storage files created with EasyWriter are DOS files which contain some additional formatting information. See Appendix E for more details.

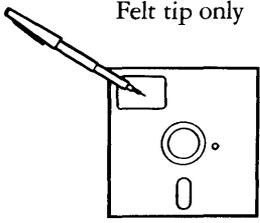
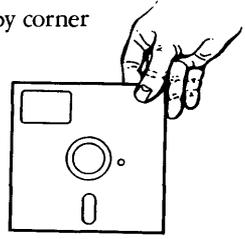
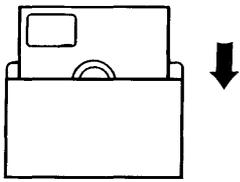
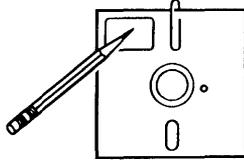
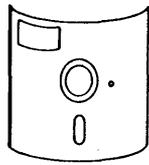
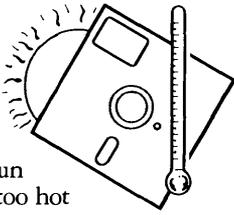
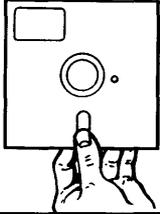
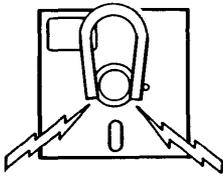
**Note:** If you attempt to enter a filename that is longer than eight characters, EasyWriter will only accept the first eight characters.

## Caring For Your Diskettes

To keep your EasyWriter diskettes in good condition, observe the following precautions:

- Always place the diskettes back into the protective jackets after use.
- NEVER touch diskettes through the window slots, where the magnetic surface of the diskette is exposed.
- Diskettes are sensitive to extremes of temperature. Keep your diskettes out of direct sunlight and away from other sources of heat. They may be stored at temperatures ranging from 40 to 125 degrees Fahrenheit.
- Use a felt tip pen when writing on diskette labels to avoid damaging the diskette inside the envelope.

Please refer to the following illustrations before continuing:

Do's	
<p>Felt tip only</p> 	<p>Grasp by corner</p> 
<p>When not in use</p> 	
Don'ts	
<p>No pencils No clips No ballpoints</p> 	<p>Don't bend</p> 
<p>No sun Not too hot</p> 	<p>Don't touch disk</p> 
 <p>No magnets</p>	 <p>No cleaning</p>

# NOTES

# CHAPTER 2. HOW TO PREPARE YOUR DISKETTES AND START EASYWRITER

EasyWriter is a program that runs under the IBM Personal Computer DOS. DOS is short for Disk Operating System. If you want more information about DOS, read through “Using DOS” in your *IBM Personal Computer Guide to Operations*.

Before you use EasyWriter for the first time, you must follow certain procedures described in this section to prepare your EasyWriter program diskette and a separate diskette for saving documents that you will create with EasyWriter.

In this chapter you will:

- Format a blank diskette to use as a storage diskette.
- Copy DOS onto your EasyWriter program diskette.
- Make a “backup” (duplicate) copy of your EasyWriter program diskette.

**Note:** Starting up your EasyWriter Program is not difficult, but you must be certain to follow the instructions in this chapter carefully, step-by-step. Just take it one step at a time and you will soon be up and running.

To get started using EasyWriter, you will need:

1. Your IBM Personal Computer DOS diskette.
2. Your EasyWriter program diskette.
3. At least two blank diskettes.

Before you begin, label one of the blank diskettes “EasyWriter Storage Diskette,” and label the other one “EasyWriter Program Backup.” We will assume that your computer is turned OFF before you start. You are now ready to begin.

## Preparing Your EasyWriter Diskettes

The procedures that follow are divided into two sets of instructions – one set for a dual-drive system, and one set for a single-drive system. If your IBM Personal Computer has two diskette drives, follow the instructions contained in “Instructions for Dual-Drive System”. If your IBM Personal Computer has only one diskette drive, follow the instructions contained in “Instructions for Single-Drive System” described later in this chapter.

**Note:** If you have problems or get unexpected results using the procedures in this section, try again following the instructions very carefully. If you receive any error messages on the screen, refer to Appendix A “Messages” for an explanation of what has happened and what to do.

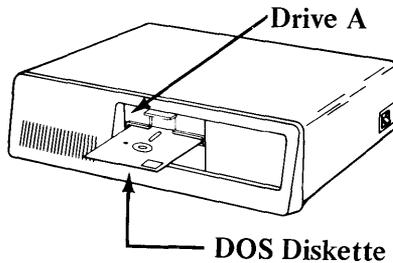
# Instructions For Dual-Drive System

## Part One: Creating a Storage Diskette

You will store your documents on diskettes that we will call "EasyWriter Storage Diskettes." We recommend that you format several diskettes in advance, so that you will have them on hand when you need them. Any blank diskette compatible with your IBM Personal Computer diskette drive can be used as an EasyWriter storage diskette. But before you can use the diskette you must first format it with DOS.

To create a storage diskette proceed as follows:

1. Open the diskette drive door of Drive A.
2. Holding your DOS diskette by the end with the label, insert it into the drive with the label facing up.



3. When the diskette is in as far as it will go, close the diskette drive door.
4. Turn on the System Unit Switch and monitor (if the monitor is other than an IBM Monochrome Display).

5. After a short period of time you will see a message on the screen asking you to enter today's date.

If today were June 20, 1982, you would type 6-20-82 and press . (If you are using DOS 1.10 you will also be asked to Enter the time. For example, if the time were 10:45AM, you would type 10:45 and if the time were 10:45PM, you would type 22:45 and then press ).

6. You should see the following prompt on your screen:

```
A>
```

7. Type `FORMAT B:` and press .

8. You will see the following message:

```
Insert new diskette for drive B:  
and strike any key when ready
```

9. Insert the blank diskette that you have labelled "EasyWriter Storage Diskette" into Drive B and close the drive door.

10. Press any key. You will see the light on Drive B come on, and the message

```
Formatting...
```

on your screen. In a few moments you will see the message:

```
Formatting ... Format complete
```

```
Format another (Y/N)?
```

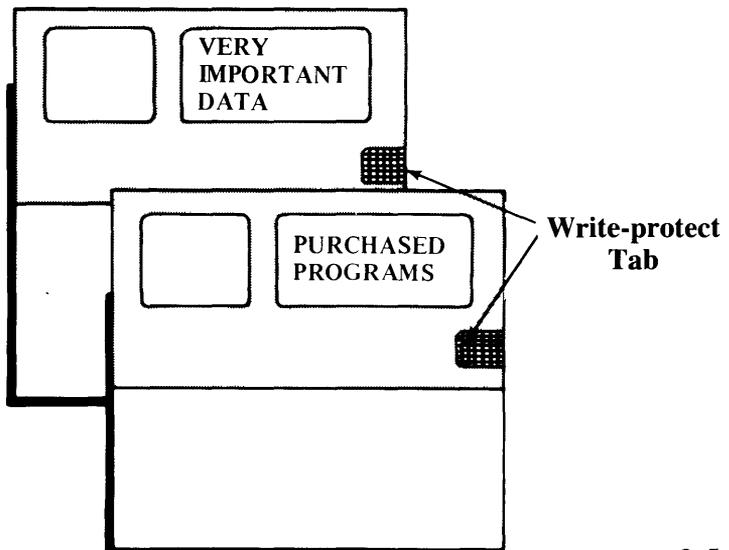
If you have more blank diskettes that you would like to format as EasyWriter storage diskettes, then insert another diskette in Drive B, press Y and repeat Step 10 again. When you are finished formatting diskettes:

11. Press N.
12. You should see A> again on your screen. You have now completed Part One. Remove your EasyWriter storage diskette from the drive and put it aside for a few moments.

## Part Two: Copying DOS to the EasyWriter Program Diskette

To copy DOS from your DOS diskette to your EasyWriter program diskette perform the following steps:

1. Make sure that your DOS diskette is in Drive A.
2. Remove the write-protect tab from the EasyWriter program diskette and save it for later use.



3. Insert the EasyWriter program diskette into Drive B. You should see the following prompt on your screen:  
  
A>
4. Type B:SETUP2 (either uppercase or lowercase). Then press .
5. The following message is displayed. After you read it strike any key:

```
A>pause Remove any write-protect tab from the EasyWriter program diskette  
and put it in Drive B.  
Strike a key when ready. . .
```

**Note:** The SETUP2 command starts a program that transfers the operating system and several DOS utilities to your EasyWriter program diskette.

6. When SETUP2 finishes, you see the following message:

```
The EasyWriter program diskette now contains the DOS programs. Remove it from  
the drive. Please refer to your EasyWriter manual for any other changes that  
may be necessary for your EasyWriter program diskette.
```

```
A>  
A>
```

When you see this message, you are finished with “Part Two: Copying DOS to the EasyWriter Program Diskette”.

7. Remove your DOS diskette from Drive A, put it in its envelope, and put it away in a safe place. Remove your EasyWriter program diskette from Drive B. You can now proceed to Part Three.

**Note:** If you have a non-IBM printer attached to your computer, you may want to reconfigure your diskette for your printer at this time. For instructions, please refer to “Reconfiguring the EasyWriter Program Diskette” in Appendix C.

## Part Three: Backing Up Your EasyWriter Program Diskette

You will probably never have any problems with your EasyWriter program diskette. However, in the event that you ever damage or lose your EasyWriter program diskette, you would need a duplicate copy as a backup.

For your protection, it is possible to make one (and only one) backup copy of your EasyWriter program diskette. You may use the copy for your own personal backup purposes only. Any other use of the extra copy violates copyright laws.

You should have completed “Part Two: Copying DOS to the EasyWriter Program Diskette” before you proceed.

To back up your EasyWriter program diskette on a dual-drive system, perform the following steps:

1. Insert Your EasyWriter program diskette in Drive A and close the drive door. You should see the following prompt on your screen:

```
A>
```

2. Type BACKUP2 and press . You will see the following message on your screen:

```
A>pause Label a diskette "EasyWriter Program Backup" and put it into Drive B.  
Strike a key when ready . . .
```

3. Insert the blank diskette which you have labelled “EasyWriter Program Backup” in Drive B, close the drive door, and press any key. You will see the following message on your screen:

```
A>format b:/s/1
```

```
Insert new diskette for drive B:  
and strike any key when ready
```

Since you've already inserted your backup diskette in Drive B, just press a key.

4. You will see the message

Formatting ...

on your screen, and then after a few minutes:

Formatting . . . Format Complete  
System Transferred

Format another (Y/N)?

5. Press N. You will see the following message:

Make sure the disk labelled 'EasyWriter Backup' is in Drive B  
Strike a key when ready ...

6. Strike a key and you will see:

A>copy a:\*. \* b:

and then after a few moments you will see a message similar to:

32 File(s) copied  
A> basic final/s:512

The screen clears and then you see:

Put the backup diskette in Drive A. Strike any key when ready . . .

7. Remove the EasyWriter program diskette from Drive A. Remove the EasyWriter Program Backup diskette from Drive B and insert it into Drive A. Press any key. You will see the message:

Please stand by . . . this takes a few minutes

The diskette drive light in Drive A comes on, and the system will take about 2 to 3 minutes to verify that the copy is a good copy. Be patient. You will then be told:

Replace the EasyWriter Backup diskette in Drive A with the EasyWriter program diskette . . . Strike any key when ready

8. Follow the instructions on the screen. Then, press any key. You should see:

Backup successfully completed  
Strike any key . . .

9. Press any key and the following is shown on your screen:

A>  
Insert disk with batch file  
and strike any key when ready

Respond to this message by holding down the key marked **Ctrl** and then press the key marked  and the following message is displayed:

Terminate batch job (Y/N)?

10. Press the **Y** key.

**Note:** If you see the message **BACKUP FAILED** at any time during the backup procedure, your attempt to back up your EasyWriter program diskette was unsuccessful. Go through the backup procedure again.

If you continue to have problems, try another blank diskette and repeat the procedures in Part III. If you continue to have problems consult your Authorized IBM Personal Computer Dealer for assistance.

You have finished preparing your diskettes, and you are now ready to start using EasyWriter. From now on, you only need to insert your EasyWriter diskette into Drive A and turn on the computer in order to use EasyWriter. Place the write-protect tabs on the program diskette and your backup copy. Proceed to “How to Start Your EasyWriter Program” on page 2-18.

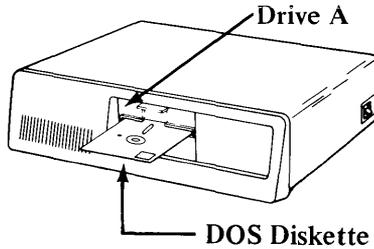
# Instructions For Single Drive System

## Part One: Creating a Storage Diskette

You will store your documents as files on EasyWriter storage diskettes. We recommend that you format several diskettes in advance, so that you will have them on hand when you need them. Any blank diskette compatible with your IBM Personal Computer diskette drive can be used as an EasyWriter storage diskette. But before you can use the diskette you must first format it with DOS.

To create a storage diskette, proceed as follows:

1. Open the diskette drive door.
2. Holding your DOS diskette by the end with the label, insert it into the drive with the label facing up.



3. When the diskette is in as far as it will go, close the diskette drive door.
4. Turn on the System Unit Switch and monitor (if the monitor is other than an IBM Monochrome Display).
5. After a short period of time, you will see a message on the screen asking you to enter today's date.

Enter today's date. If today were June 20, 1982, you would type 6-20-82 and press . (If you are using DOS 1.10 you will also be asked to Enter the time. For example, you would type 10:45 and press .)

6. You should see the following prompt on your screen:

A>

7. Type FORMAT and press .

8. You will see the following message:

Insert new diskette for drive A:  
and strike any key when ready

9. Remove your DOS diskette from the drive and insert the blank diskette that you have labelled "EasyWriter Storage Diskette" into the drive and close the drive door.

10. Press any key. You will see the light on the drive come on, and the message:

Formatting...

on your screen. In a few moments you will see the message:

Formatting ... Format complete

Format another (Y/N) ?

11. If you have more blank diskettes that you would like to format as EasyWriter storage diskettes, press Y and repeat Step 10 again.

12. When you are finished formatting diskettes, press N.
13. You should see A> again on your screen. You have now completed Part One. Remove your EasyWriter storage diskette from the drive and put it aside for a few moments.

## Part Two: Copying DOS to Your EasyWriter Program Diskette

To copy DOS from your IBM Personal Computer DOS diskette to your EasyWriter diskette on a single drive system perform the following steps:

1. Make sure that your DOS diskette is in Drive A.
2. You should see the following prompt on your screen:

A>

3. Type B:SETUP1 (either uppercase or lowercase), press  and the following message is displayed:

Insert diskette for drive B: and strike any key when ready

4. Remove your DOS diskette from the drive.
5. Remove the write-protect tab from the EasyWriter program diskette.
6. Insert the EasyWriter program diskette into the drive and close the drive door.

7. Press any key. You should see the following message on your screen:

IMPORTANT

You are about to set up your EasyWriter program diskette. During the setup procedure you will be told to "Insert diskette for Drive A or Drive B... Strike any key when ready." When the procedure prompts you for the diskette for Drive A, remove the EasyWriter program diskette and insert the DOS diskette. When it prompts you for the diskette for Drive B, remove the DOS diskette and insert the EasyWriter program diskette. Make sure that the write-protect tab is removed from the EasyWriter program diskette.  
A>pause  
Strike a key when ready . . .

8. Read the information on this screen very carefully. You must follow the instructions referring to Drive A and Drive B for the rest of the procedure to copy DOS.

**Remember:** Drive A the DOS diskette  
Drive B the EasyWriter program diskette.

**Note:** The SETUP1 command starts a program that transfers the operating system and several DOS utilities to your EasyWriter program diskette.

9. Continue to follow the instructions on the screen until you see the following message:

The EasyWriter program diskette now contains the DOS programs. Remove it from the drive. Please refer to your EasyWriter manual for any other changes that may be necessary for your EasyWriter program diskette.

A>

When you see this message, you are finished with "Part Two: Copying DOS to your EasyWriter Program Diskette."

10. You can now proceed to Part Three.

**Note:** If you have a non-IBM printer attached to your computer, you may want to reconfigure your diskette for your printer at this time. For instructions, please refer to “Reconfiguring the Program Diskette” in Appendix C.

## **Part Three: Backing Up Your EasyWriter Program Diskette**

You will probably never have any problems with your EasyWriter program diskette. However, in the event that you ever damage or lose your EasyWriter program diskette, you would need a duplicate copy as a backup.

For your protection, it is possible to make one (and only one) backup copy of your EasyWriter program diskette. You may use the copy for your own personal backup purposes only. Any other use of the extra copy violates copyright laws.

You should have completed “Part Two: Copying DOS to Your EasyWriter Program Diskette” before you proceed.

To back up your EasyWriter program diskette on a single-drive system, perform the following steps:

1. Be sure that your EasyWriter program diskette is in the diskette drive. You should see the following prompt on the screen.

A>

2. Type `BACKUP1` and press the  key. The following is what you see on your screen: (If you see the message “Insert the diskette for Drive A and strike any key when ready”, press any key to continue.)

```
A>type b1.msg
```

```
You are about to back up your EasyWriter program diskette. During the backup procedure you will be told to "Insert diskette for Drive A or Drive B... Strike any key when ready". When the procedure prompts you for the diskette for Drive A, remove the backup diskette and insert the EasyWriter program diskette. When it prompts you for the diskette for Drive B, remove the EasyWriter program diskette and insert the backup diskette. To help you, just remember B for backup!
```

```
A>pause  
Strike a key when ready . . .
```

Read the information on this screen carefully.  
Note that now:

Drive A your EasyWriter program diskette.  
Drive B the blank diskette that you have  
labelled “EasyWriter Program Backup”.

3. Press any key and you will see the following message on your screen:

```
A>format b:/s/1  
Insert new diskette for drive B:  
and strike any key when ready
```

4. Remove your EasyWriter program diskette from the diskette drive. Insert the blank diskette which you have labelled “EasyWriter Program Backup” into the diskette drive. Press any key.

You will see the following message:

```
Formatting...Format complete
System transferred
```

Format another (Y/N)?

**Note:** If you get a message that says **ATTEMPTED WRITE-PROTECT VIOLATION**, you probably have your diskette upside down in the diskette drive. Turn the diskette over, and start again with Part III.

5. Press N.
6. Follow the instructions on the screen until you see:

Put the backup diskette in Drive A. Strike any key when ready . . .

**Please note:** Now you must put your backup diskette in for Drive A, not for Drive B. After you insert your backup diskette, press any key.

Continue to follow the instructions on the screen until you see:

```
Backup successfully completed.
Strike any key . . .
```

7. Press any key and the following is shown on your screen:

```
A>
Insert diskette with batch file
and strike any key when ready
```

8. Respond to this message by holding down the key marked  and then press the key marked  and the following message is displayed:

Terminate batch job (Y/N)?

9. Press the Y key.
10. Remove the EasyWriter program diskette from Drive A. Place a write-protect tab over the notches in both the “backup” and program diskettes.

**Note:** If you see the message **BACKUP FAILED** at anytime in this procedure, this means that the attempt to back up your EasyWriter program diskette was unsuccessful. Try again. If you continue to have problems, try another DOS formatted blank diskette.

You have finished setting up your diskettes, and are now ready to start using EasyWriter. You should have two diskettes that contain the DOS programs and the EasyWriter program and at least one formatted storage diskette.

You have now finished preparing your program diskette. Proceed to “How To Start Your EasyWriter Program”.

# How To Start Your EasyWriter Program

You are now ready to use EasyWriter. You should have already copied DOS onto your EasyWriter program diskette and made a backup copy. If not, see “Preparing Your EasyWriter Program Diskette” – the first part of this chapter.

To start EasyWriter, perform the following steps:

1. Insert your EasyWriter program diskette into diskette Drive A and close the drive door.
2. Position the System Unit Switch to ON, or, if your computer is already on, hold down the **Ctrl** and **Alt** keys and at the same time press the **Del** key.
3. EasyWriter will ask you for the date. Enter today's date. If today were June 20, 1982, you would type 6-20-82.
4. Press the Enter key (**↵**).
5. You will see a message prompting you to enter the time. Enter the current time. If the time were 8:45 AM, you would type 8:45 and if the time were 8:45 PM, you would type 20:45.
6. Press the Enter key (**↵**).
7. For just a moment, you will see

```
A>EW  
A>EW1.COM
```

Then you will see the following screen:

IBM

Personal Computer

EasyWriter

Version 1.10

(c) Copyright IBM Corp. 1981,1982  
(c) Copyright IUS, Inc. 1980

Insert storage diskette in Drive B, then press Enter

**Note:** If you have a single-drive system, you will be prompted for Drive A instead of Drive B.

8. If you have a dual-drive system, insert an EasyWriter storage diskette in Drive B.

If you have a single-drive system, remove the EasyWriter program diskette from the drive, and insert an EasyWriter storage diskette into the drive.

9. Press .
10. The EasyWriter File System menu will appear on your screen.

You are now ready to begin using EasyWriter. Proceed to “Part II, Chapter 3.”

# NOTES

# Part II. Learning

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# CHAPTER 3. TYPING AND SAVING YOUR DOCUMENT – LESSON 1

## Introduction

This chapter gives you a chance to practice using EasyWriter. You will learn how to enter and save a document. You will also practice using the cursor control keys.

Upon completion of this lesson, you should be able to:

- Enter a document by using the E (EDIT A FILE) command.
- Move the cursor by using the , , , and  keys.
- Move the cursor to the upper left-hand corner of the screen by using the  key.
- Move the cursor to the end of a document by using the  key.
- Indicate an end-of-paragraph by using the Enter () key.
- Return to the File System menu by using the  key.
- Save a copy of a document on your diskette by using the S (SAVE A FILE) command.
- Give a name to a file that you save on a diskette.

# Starting Up EasyWriter

To start up EasyWriter, if it is not already up and running, refer to “HOW TO START YOUR EASYWRITER PROGRAM” in Chapter 2.

The following EasyWriter File System menu should be displayed on your screen:

```
-----  
EasyWriter File System  
-----  
A - APPEND A FILE   L - LINK FILES       T - DISPLAY LINKS   1 - SELECT DRIVE A  
C - CLEAR SESSION  M - DISPLAY CATALOG U - UNPROTECT A FILE 2 - SELECT DRIVE B  
D - DELETE A FILE  P - PROTECT A FILE  X - EXIT TO DOS     F2 - PRINT FILE(S)  
E - EDIT A FILE    R - REVISE A FILE   ←/→ SLOW/SPEED PRINT F4 - ADDN COMMANDS  
G - GET A FILE     S - SAVE A FILE  
-----
```

```
FILESIZE = 1   AVAIL=13,999   DRIVE B  
0   FILES LINKED  
COMMAND: _
```

If you do not see this menu on your screen, repeat the start-up procedure. (The bytes available and drive letter may be different, depending upon your particular configuration.)

## The Command Line and Cursor

Near the bottom of your screen you see the following line:

```
COMMAND: _
```

This is the *command line*. When you want to tell EasyWriter what to do, you type a letter for the command on the command line.

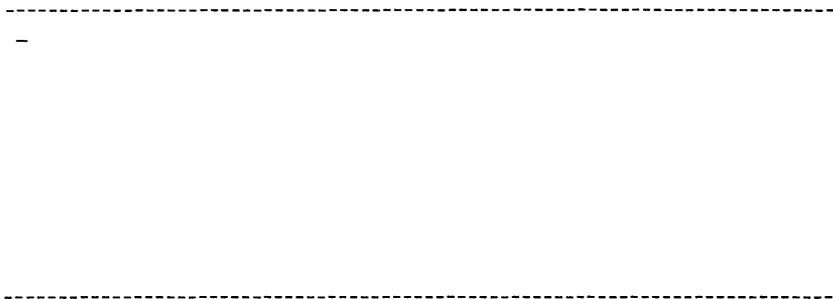
After the word COMMAND, you see a colon (:) and then you see a short blinking line. This blinking line is called the *cursor*.

When you type, the cursor shows where the next character you type will go on the screen.

## Entering a Document

The first thing we're going to do is create a document. In the EasyWriter File System menu (from now on, we'll just call it the "File System menu"), the letter E stands for EDIT A FILE. *Edit* means to type or change a document.

Type the letter E (or lower case e) on the command line:



You are looking at a blank screen with the cursor in the upper left-hand corner. Remember, the cursor shows you where you are as you are typing.

## Typing Your Document

Type the paragraph below, but DO NOT press the Enter () key because EasyWriter will automatically move to the next line if it cannot fit a word at the end of the line that is being typed. Don't worry if you type the wrong characters. For now, we're just interested in entering some text. So don't let any typing mistakes worry you or slow you down. In the next chapter, we'll show you how to correct those mistakes.

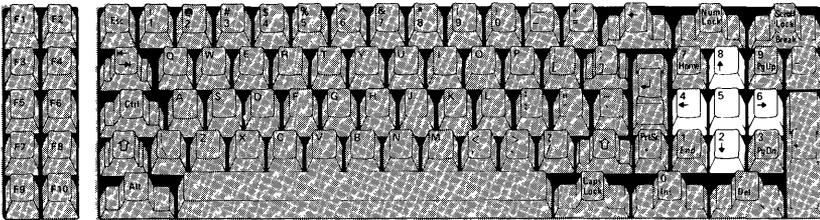
All set? Okay, type the following:

It is easy to get started. The first thing you need to know is that you have nothing to worry about. Even if you make a mistake, you will not hurt either your EasyWriter program or your computer. Notice how EasyWriter automatically “wraps” your words around, allowing you to type in a continuous stream.

## Moving The Cursor

As you may have noticed while you were typing, the cursor moves on the screen as you type each letter. You can also move the cursor without typing any letters, which makes the cursor a very handy tool. You can move the cursor to any place in your text to make corrections or insertions.

The keys that control the cursor are located on the numeric keypad. These keys are in a diamond-shaped pattern on number keys 2, 4, 6, and 8.



The control keys move the cursor over existing text without affecting the text, as if you were moving your finger over a typed page. Four keys move the cursor in different directions:

-  Cursor Left
-  Cursor Right
-  Cursor Up
-  Cursor Down

You press the Cursor Up (↑) and Cursor Down (↓) keys to move the cursor from line to line. You press the Cursor Left (←) and Cursor Right (→) keys to move the cursor across a line. By combining the movements, you can reach any point in your text. Please note, however, that these keys only allow you to move the cursor over, and one space beyond, typed text. You can't move the cursor to the area on the screen where there isn't any text.

You try it!

We're not going to actually make any corrections now, but practice using each of these four keys to move the cursor around on the screen. For example, use any combination of the four keys to place the cursor under the k in mistake.

**Note:** If you accidentally press the Num Lock key, you will see a series of numbers as you continue to press the cursor control keys. Num Lock causes the numbers to print, instead of moving the cursor, when you use these keys. To cause the numbers to stop printing, press the Num Lock key again.

Once you feel familiar with the function of each key, press the key marked Home. (The Home key is on the 7 key on the numeric keypad, just above the Cursor Left (←) key.) This moves the cursor back to its original position (upper left-hand corner). This is the *home position*.

## Ending a Paragraph

You have just typed one paragraph. Now you need to tell EasyWriter that the paragraph is finished.

Press the key marked **End**. (The **End** key is on the 1 key on the numeric keypad, just below the Cursor Left (←) key.) This moves the cursor to the *end* of your document.

You signal the end of your paragraph by pressing the Enter (↵) key. When you press the Enter (↵) key, the end-of-paragraph symbol (¶) is put at the end of what you typed, and EasyWriter assumes that you want to start a new paragraph on the next line.

You can also use the Enter (↵) key to perform other functions. These functions are discussed in more detail in the chapters that follow.

For now, let's put an end-of-paragraph mark at the end of the paragraph you just typed.

Press the Enter (↵) key:

It is easy to get started. The first thing you need to know is that you have nothing to worry about. Even if you make a mistake, you will not hurt either your EasyWriter program or your computer. Notice how EasyWriter automatically "wraps" your words around, allowing you to type in a continuous stream.♪

# Saving Your Document

## Putting the Document on a Storage Diskette

You have entered your document in the computer's memory. *Memory* is where your text is temporarily saved. You can put information in memory, and it only stays in memory while the computer power is on.

As soon as you switch off the power, everything in memory disappears. This could also occur during a power outage.

To keep from losing your document, you must *save* your document in a file on a diskette. That is, you place a copy of your document onto your diskette. This allows you to go back to a copy of the document at any time to add to, edit, or print a copy of it.

Once a document is saved, EasyWriter considers it a *file*.

At times in this book, we use the terms *file* and *document* to mean the same thing. Try not to be confused by these terms; essentially they mean the same thing.

We're going to save your document now.

Press the **F10** key. This returns you to the File System menu.

This is an important key. You can press **F10** at any time while you are in the Editor to display the File System menu without destroying your document.

The cursor is next to the **COMMAND:** prompt on the command line.

## EasyWriter File System

```
-----  
A - APPEND A FILE  L - LINK FILES      T - DISPLAY LINKS   1 - SELECT DRIVE A  
C - CLEAR SESSION M - DISPLAY CATALOG U - UNPROTECT A FILE 2 - SELECT DRIVE B  
D - DELETE A FILE  P - PROTECT A FILE   X - EXIT TO DOS     F2 - PRINT FILE(S)  
E - EDIT A FILE    R - REVISE A FILE      ↔ SLOW/SPEED PRINT  F4 - ADDN COMMANDS  
G - GET A FILE     S - SAVE A FILE  
-----
```

```
FILESIZE = n   AVAIL= nnnnn   DRIVE B  
0   FILES LINKED  
COMMAND: _
```

Type the letter **S** (or lowercase **s**).

Notice on the menu that **S** stands for **SAVE A FILE**. This lets you put a copy of the document that is in memory (temporary storage) onto your storage diskette (permanent storage).

## Giving the File a Name

After you type **S**, you see:

```
COMMAND: SAVE  
FILENAME:-----
```

EasyWriter is asking you for the name of your document. You may use any name that you wish for a filename, as long as you use the rules described in “Files and Filenames” in Chapter 1. Always try to use a name that will later have a meaning that corresponds with the contents of your document.

Type **LESSON1** and press the Enter () key.

Whenever EasyWriter asks you for the filename, you must press the Enter () key after you type the filename.

LESSON1 is the name that you assign to the document that you just typed. (You can use any valid combination of uppercase and/or lowercase letters; in the filename, it doesn't matter.)

COMMAND: SAVE  
FILENAME: LESSON1

When you see FILE IN MEMORY = LESSON1, you know that your file has been saved. (Note that if you typed lowercase letters, the lowercase letters have been changed to uppercase.)

Now, if you need to use the file LESSON1 later, it will be available for you because you saved a copy of it on your diskette.

Then EasyWriter asks you to enter another command. Let's pause here before we go on to the next lesson.

## Help! What If I Get Lost?

As we told you earlier, you cannot hurt either your EasyWriter program or your computer. However, if you should get terribly lost or mixed-up as you go through these lessons, you always have a safe way to start over.

Keep in mind that the following procedure causes you to lose everything that you have typed since you last saved your document. Therefore, use this procedure ONLY when absolutely necessary.

To restart your session, press the **F10** key. Remember, **F10** gets you back to the File System menu.

Then type **C** on the command line to clear the current session. (We will discuss the **C** in more detail in the next lesson.)

When EasyWriter asks you if you are sure, type the letter Y. You will see the following on your screen:

EasyWriter File System

```
-----  
A - APPEND A FILE  L - LINK FILES          T - DISPLAY LINKS      1 - SELECT DRIVE A  
C - CLEAR SESSION M - DISPLAY CATALOG U - UNPROTECT A FILE  2 - SELECT DRIVE B  
D - DELETE A FILE  P - PROTECT A FILE     X - EXIT TO DOS       F2 - PRINT FILE(S)  
E - EDIT A FILE    R - REVISE A FILE      ↔/↔- SLOW/SPEED PRINT F4 - ADDN COMMANDS  
G - GET A FILE     S - SAVE A FILE  
-----
```

```
filename nnnnn mm-dd-yy filename nnnnn mm-dd-yy filename nnnnn mm-dd-yy
```

```
FILESIZE = 1   AVAIL= 13,999   DRIVE B  
0   FILES LINKED  
COMMAND: _
```

Anything that you had saved up until this time is still intact on your diskette, but anything that you had typed but not yet saved is lost. (The filenames, sizes, and dates on your screen will depend on the files you have saved on your diskette.)

## Summary

Let's review what you have learned in this lesson.

To enter or change a document, you use the E (EDIT A FILE) command. While you are editing your file, you can use the four cursor control keys, , , , and  to move the cursor on the screen. You can also use the  key to move the cursor to the home position, and the  key to move the cursor to the end of your document.

To indicate the end-of-paragraph, you use the Enter (↵) key. This places a ¶ symbol in your document.

To return to the File System menu, you press the (F10) key.

Finally, to save your document on a diskette, you use the S (SAVE A FILE) command. This puts a copy of your file on the storage diskette, and you assign a name to the file by using the standard file naming rules.

If you feel familiar with the information you have just learned, move on to Lesson 2. Otherwise, take a few moments now to go back and review what was presented in this chapter.

# NOTES

# CHAPTER 4. REVISING YOUR DOCUMENT – LESSON 2

In this lesson, we assume that you have completed Lesson 1 in Chapter 3. If not, please start with Chapter 3, “Typing and Saving Your Document.”

## Introduction

This lesson teaches you how to clear a session. It also teaches you how to write and revise a letter.

In this lesson, you will also learn how to display the EasyWriter Help menu. You can refer to the EasyWriter Help menu while you are editing a document to help you remember the function of several of the more commonly used keys on the keyboard.

Upon completion of this lesson, you should be able to:

- Clear a file from memory (temporary storage) by using the **C** (CLEAR SESSION) command.
- Display the EasyWriter Help menu by using the **F1** key.
- Replace a file on a diskette with a new version of the file by using the **R** (REVISE A FILE) command.
- Bring a file into memory from a diskette by using the **G** (GET A FILE) command.
- Insert characters, blank lines, and new lines of text by using the **Ins** Enter (**↵**), and **F3** keys.
- Delete characters, words, and lines of text by using the **Del**, **F5**, and **Ctrl** - **End** keys, respectively.
- Bring back what you deleted from text by using the **F6** key.

## Clearing a Session

In Chapter 3, you saved the file LESSON1 on your storage diskette. Now let's clear the file from memory.

You should have the File System menu on your screen. Type the letter **C** (for CLEAR SESSION) on the command line. After you type the letter **C**, you see:

```
COMMAND: CLEAR
```

```
ARE YOU SURE?
```

Since you have already saved the file LESSON1, type Y (for YES). This clears LESSON1 from memory, and allows you to enter a new file.

EasyWriter File System

```
-----  
A - APPEND A FILE  L - LINK FILES      T - DISPLAY LINKS    1 - SELECT DRIVE A  
C - CLEAR SESSION  M - DISPLAY CATALOG  U - UNPROTECT A FILE 2 - SELECT DRIVE B  
D - DELETE A FILE  P - PROTECT A FILE  X - EXIT TO DOS     F2 - PRINT FILE(S)  
E - EDIT A FILE    R - REVISE A FILE    ←/→- SLOW/SPEED PRINT F4 - ADDN COMMANDS  
G - GET A FILE     S - SAVE A FILE      F7 - STOP PRINT  
-----
```

LESSON1 512 6- 1-82

```
FILESIZE = 1 AVAIL= 13,999 DRIVE B  
0 FILES LINKED  
COMMAND: _
```

The message FILE IN MEMORY = LESSON1 is no longer on the screen. Once you clear a file from memory, the file is gone forever, unless you have saved a copy of it on a storage diskette.

Type the letter E (for EDIT A FILE) on the command line.

You should now see a blank screen with a blinking cursor, just like the beginning of Lesson 1. Now you can begin typing your letter. Later, we will save and then revise the letter.



Press **F1** again:

EasyWriter Help Menu

```
-----  
F1- HELP ON/OFF   F2 - PRINT FILE(S)   End - END-OF-FILE     Ctrl-  
F3- INSERT LINE  F4 - ADDN COMMANDS  Del - DELETE CHARACTER C - BLOCK GET  
F5- DELETE WORD  F6 - UNDELETE       Home - TOP-OF-SCREEN  G - BLOCK PUT  
F7- STOP PRINT   F8 - BLOCK MARKER  Ins - INSERT MODE ON/OFF J - BLOCK COPY  
F9- ALIGN MARKER F10- FILE SYSTEM    Ctrl-End - DELETE TO  O - PRINT TYPE  
                <-/>- SLOW/SPEED PRINT                END-OF-LINE    PgUp - TOP-OF-FILE
```

```
L                                     R  
0-----1-----2-----3-----4-----5-----6-----7-----  
-----
```

What does the menu say for the **Home** key?

It says TOP-OF-SCREEN. Remember from the first lesson that the **Home** key returns the cursor to the upper left-hand corner on the screen.

What does the menu say for the **End** key?

It says END-OF-FILE. Remember from the first lesson that the **End** key moves the cursor to the end of your document.

We will cover the rest of the keys listed on the Help menu in later lessons or in Section 3, "Reference."

**Note:** You can leave the Help menu on your screen as long as you wish. You may find it helpful to leave it at the top of the screen while you edit your files. Or, you may decide to edit your files without displaying the Help menu, and only use the menu when you forget which key you want to use. Either method is okay.

Notice that the cursor is about halfway down the screen, under the Help menu. When the Help menu is on the screen, this is the home position.

For the examples in these lessons, we will not show the Help menu on the screen. But remember, you can use the Help menu whenever you want by pressing the **F1** key.

If you wish to erase the Help menu from your screen, press **F1**. If not, continue with this lesson with the Help menu at the top of your screen.

## Entering a Letter

Type the following letter. As you type, you may notice several misspelled words and spacing errors. That's okay. Type the letter as shown, mistakes and all. (We want you to practice correcting mistakes.) Press the Enter (**↵**) key when you see the end-of-paragraph (¶) symbol:

Mr. John Doe ¶  
3514 Sapphire Rd. ¶  
Lantana, FL 33462 ¶  
Dear Mr. Doe, ¶  
Thank you for sending the information about  
the EasyWriter Word Processing System. I hve  
prochased the program and am finding that it  
works well. ¶  
I am loking forward to using the program. ¶  
Sincerely, ¶  
Andy Dunfee ¶

Again, don't worry about the mistakes. We'll go back and correct those in a moment.

## Making Corrections

In addition to the spelling errors, you may have noticed several formatting mistakes in this letter. For example, you should leave blank lines between the address and the greeting and between the greeting and the body of a letter.

# Inserting One or More Blank Lines

Let's start by inserting a line before and a line after the greeting. Using the cursor control keys, place the cursor directly under the D in Dear. Press the Enter (  ) key.

This places an end-of-paragraph symbol ( ¶ ) on a blank line above the greeting, which tells EasyWriter that you want to leave a blank line there.

Mr. John Doe.¶  
3514 Sapphire Rd.¶  
Lantana, FL 33462.¶  
¶

Dear Mr. Doe.¶  
Thank you for sending the information about the EasyWriter Ward  
Processing System. I have purchased the program and am finding that  
it works well.¶  
I am looking forward to using the program.¶  
Sincerely,¶  
Andy Dunfee.¶

Now move the cursor directly under the T in Thank you. Press the Enter (  ) key here.

Mr. John Doe.¶  
3514 Sapphire Rd.¶  
Lantana, FL 33462.¶  
¶  
Dear Mr. Doe.¶  
¶

Thank you for sending the information about the EasyWriter Ward  
Processing System. I have purchased the program and am finding that  
it works well.¶  
I am looking forward to using the program.¶  
Sincerely,¶  
Andy Dunfee.¶

It's a good idea to frequently save your changes or additions as you revise a document. The first time that you put a copy of any file on your diskette, you use the S (SAVE A FILE) command. Let's do that now.



After you get the message that EasyWriter is saving your file, you see the command line again, and LESSON2 is added to the list of files on your screen. You also see the message FILE IN MEMORY = LESSON2.

Now that you have saved your letter in a file, let's continue to make our corrections.

On the command line, type E:

```
COMMAND:E  
PLEASE STAND BY
```

Let's put in another blank line to break the body of the letter up into two paragraphs. Keep in mind that the letter is still in memory, even though we saved a copy of the letter on your diskette.

We can insert the line in two easy steps:

1. Move the cursor under the I in I am.
2. Press the Enter (  ) key. (Notice the ( ↵ ) symbol above the line.)

```
Mr. John Doe ↵  
3514 Sapphire Rd. ↵  
Lantana, FL 33462 ↵
```

```
↵  
Dear Mr. Doe, ↵  
↵
```

```
Thank you for sending the information about the EasyWriter Word  
Processing System. I hve prochased the program and am finding that  
it works well. ↵
```

```
↵  
I am loking forward to using the program. ↵  
Sincerely, ↵  
Andy Dunfee ↵
```

You can see that a blank line has been inserted between the paragraphs.

We've already shown you how to insert a line before and after the greeting and between the paragraphs. Now it's your turn.

Perform the necessary steps to insert a line before Sincerely. You may want to write the steps here before you try it on your computer.

1. \_\_\_\_\_
2. \_\_\_\_\_

Let's check your work. Here's what you should have done:

1. Move the cursor under the S in Sincerely.
2. Press the Enter (  ) key.

Here's a helpful hint. If you type the wrong thing or insert a line in the wrong place, you can delete (remove) that line. To do so,

- Place the cursor under the first position in the line.
- Hold down the  key and press the  key *once*.

Let's take care of one more set of insertions. We're going to insert four lines between SINCERELY and the name. You should be familiar with the process by now.

Place the cursor under the A in Andy. Now press the Enter (  ) key *four* times. Your screen should look like this:

Mr. John Doe,  
3514 Sapphire Rd.,  
Lantana, FL 33462

Dear Mr. Doe,

Thank you for sending the information about the EasyWriter Word Processing System. I have purchased the program and am finding that it works well.

I am looking forward to using the program.

Sincerely,

Andy Dunfee

We've inserted all of the blank lines we want. Just to be safe, let's replace the old version of the letter on your diskette with this new version.

## Revising a File on a Diskette

First, press the **F10** key to return to the File System menu. Then, press **R** (for REVISE A FILE).

COMMAND: REVISE  
ARE YOU SURE?

Type **Y**.

**Note:** The first time you save a file on your diskette, you use the **S** command. When a file already exists on your diskette, you use the **R** command to replace the old version with your updated versions.

Your new version of the letter is now on the diskette (in the LESSON2 file) and in memory. Let's be sure.

Clear memory by entering C. When EasyWriter asks if you are sure, enter Y:

COMMAND: CLEAR

ARE YOU SURE?Y

Notice that the message FILE IN MEMORY = LESSON2 is no longer on the screen. But, you can get a copy of LESSON2 back from your diskette.

## Getting a File From Diskette

Enter G for (GET A FILE):

COMMAND: G

G tells EasyWriter to move a copy of a file that exists on a diskette into memory.

We saved the letter in a file called LESSON2, so when EasyWriter asks you for the filename, enter LESSON2:

COMMAND: GET  
FILENAME: LESSON2-

Remember, you press the Enter () key after LESSON2.

Notice that the message FILE IN MEMORY = LESSON2 is on the screen. Now, we want to continue editing LESSON2. On the command line, enter E (for EDIT A FILE):

COMMAND: E

On the screen, you see:

COMMAND:  
PLEASE STAND BY

# Correcting Misspelled Words

## Typing Over a Character

First, let's correct the spelling mistakes. Move the cursor to the a in Ward. Type over the a with an o by pressing the o key once. Now Word is spelled correctly.

Move the cursor under the o in purchased, and type the letter u. And finally, move the cursor under the e in forward, and type the letter a.

Let's see what else needs to be corrected. Your screen should look like this:

Mr. John Doe.  
3514 Sapphire Rd.  
Lantana, FL 33462.  
♪  
Dear Mr. Doe,  
♪  
Thank you for sending the information about the EasyWriter Word  
Processing System.I hve purchased the program and am finding that  
it works well..  
♪  
I am loking forward to using the program..  
♪  
Sincerely..  
♪  
♪  
♪  
♪  
Andy Dunfee.

## Deleting a Character

The word Proocessing has an extra o. Position the cursor under either one of the o's.

Proocessing System.I hve purchased...

Press the **Del** key once. (The **Del** key is on the bottom right-hand side of your keyboard.)

Proocessing System.I hve purchased...

The **Del** key *deletes* a character where the cursor is positioned. **Del** removes one character each time you press it, and the rest of the text on the line shifts to the left to fill in the empty space.

## Adding a Character

Looking at that same line, you can see that the word hve is missing an a. Place the cursor under the v in hve.

Press the **Ins** key. (The **Ins** key is next to the **Del** key on your keyboard.) Notice how the cursor changes from a short blinking line to a blinking box.

Processing System.I h□e purchased...

Type the letter a:

Processing System.I ha□e purchased...

Pressing the **Ins** key places you in *insert mode*. In insert mode, you can insert characters, words, or even blank spaces. Once you press the **Ins** key, you remain in insert mode until you press the **Ins** key again. Then, insert mode is “turned off.”

**Note:** Whenever you see the blinking box, you are in insert mode.

On the same line of your letter, move the cursor (blinking box) over to the left until it is on the I in I have. We’re going to insert a space between the period and the I.

Press the Space bar once to insert a blank space. Then press the **Ins** key to turn off the insert mode.

Word Processing System. I have purchased...

The line is now correct.

You try it!

We still have one more misspelled word to correct. Perform the necessary steps to change the word loking to looking. (Again, you may want to write your steps here first.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Did it work? Here's what you should have done:

1. Move the cursor under the o in loking.
2. Press the  key.
3. Type the letter o.
4. Press the  key.

Let's revise our file again, just to make sure that we don't lose our corrections. Press the  key to return to the File System menu. On the command line, enter R (for REVISE A FILE), and then answer Y (for YES, you're sure):

```
COMMAND: REVISE  
ARE YOU SURE?Y
```

# Replacing One Word With Another

On the command line, type E to continue editing your file:

COMMAND: E

In the second sentence, the phrase am finding is a little awkward. We're going to change it to have found.

## Deleting a Word

Place the cursor directly under the a in am:

Processing System. I have purchased the program and am finding that

Press the **F5** key. **F5** deletes an entire word.

Press **F5** again. The words am finding have been removed.

## Inserting a New Word

Now, to insert the correct words, what do you do? You press the **Ins** key, and type **have found**. Then press **Ins** again, to take you out of insert mode.

Do it now.

Now your letter is correct. Let's make sure that this latest version is saved on your diskette.

Press the **F10** key to return to the File System menu. On the command line, type **R** (for REVISE A FILE), and then answer **Y** (for YES, you're sure):

```
COMMAND: REVISE  
ARE YOU SURE?Y
```

You've learned a lot in this lesson already, but we need to cover three more techniques before we end this chapter. You're going to see how to delete a line (not just one character at a time); how to put back characters that you have deleted; and how to insert an entire line of text.

For the rest of this chapter, we're going to use the paragraph that you entered and saved in Lesson 1. You need to get LESSON1 back from your storage diskette and place it in memory. On the command line, enter **G** (for GET A FILE):

```
COMMAND: GET  
FILENAME: -----
```

Enter the name LESSON1. That's the file we saved the paragraph in. Now, type **E** (for EDIT A FILE).

```
COMMAND: E
```

When the document appears on the screen, you see the paragraph that you typed while you did Lesson 1. If you see any misspelled words, you may want to go back and correct them now.

# Retrieving a Character

For the rest of this lesson, you may find it helpful to display the Help menu on your screen. If the Help menu is not on your screen now, press **F1**:

## EasyWriter Help Menu

```
-----  
F1- HELP ON/OFF   F2 - PRINT FILE(S)  End - END-OF-FILE   Ctrl-  
F3- INSERT LINE   F4 - ADDN COMMANDS Del  - DELETE CHARACTER C - BLOCK GET  
F5- DELETE WORD   F6 - UNDELETE       Home - TOP-OF-SCREEN G - BLOCK PUT  
F7- STOP PRINT    F8 - BLOCK MARKER  Ins  - INSERT MODE ON/OFF J - BLOCK COPY  
F9- ALIGN MARKER F10- FILE SYSTEM   Ctrl-End - DELETE TO O - PRINT TYPE  
               +/- - SLOW/SPEED PRINT           END-OF-LINE   PgUp - TOP-OF-FILE
```

```
L                                     R  
0-----1-----2-----3-----4-----5-----6-----7-----
```

It is easy to get started. The first thing you need to know is that you have nothing to worry about. Even if you make a mistake, you will not hurt either your EasyWriter program or your computer. Notice how EasyWriter automatically "wraps" your words around, allowing you to type in a continuous stream.

You already know how to delete a word: you use the **F5** key. Let's try it again.

Place the cursor under the I in It:

## EasyWriter Help Menu

```
-----  
F1- HELP ON/OFF   F2 - PRINT FILE(S)  End - END-OF-FILE   Ctrl-  
F3- INSERT LINE   F4 - ADDN COMMANDS Del  - DELETE CHARACTER C - BLOCK GET  
F5- DELETE WORD   F6 - UNDELETE       Home - TOP-OF-SCREEN G - BLOCK PUT  
F7- STOP PRINT    F8 - BLOCK MARKER  Ins  - INSERT MODE ON/OFF J - BLOCK COPY  
F9- ALIGN MARKER F10- FILE SYSTEM   Ctrl-End - DELETE TO O - PRINT TYPE  
               +/- - SLOW/SPEED PRINT           END-OF-LINE   PgUp - TOP-OF-FILE
```

```
L                                     R  
0-----1-----2-----3-----4-----5-----6-----7-----
```

It is easy to get started. The first thing you need to know is that you have nothing to worry about. Even if you make a mistake, you will not hurt either your EasyWriter program or your computer. Notice how EasyWriter automatically "wraps" your words around, allowing you to type in a continuous stream.

Press the **F5** key. The word It is gone, and the rest of the line is shifted to the left to fill in the space.

Now press the **F6** key. Press it again.

What happened? The word It was brought back onto the screen. The **F6** key *undeletes* a character. Each time you press **F6**, one character is brought back onto the screen.

**Note:** You can use **F6** (undelete) only after deleting a word or character, and only if you have not moved the cursor since the word or character was deleted.

## Deleting a Line or Part of a Line

You can use another method to delete part of a document.

Place the cursor under the n in need. Hold down the **Ctrl** key and press the **End** key at the same time:

### EasyWriter Help Menu

```
-----
F1- HELP ON/OFF   F2 - PRINT FILE(S)  End - END-OF-FILE   Ctrl-
F3- INSERT LINE  F4 - ADDN COMMANDS Del - DELETE CHARACTER C - BLOCK GET
F5- DELETE WORD  F6 - UNDELETE       Home - TOP-OF-SCREEN G - BLOCK PUT
F7- STOP PRINT   F8 - BLOCK MARKER  Ins - INSERT MODE ON/OFF J - BLOCK COPY
F9- ALIGN MARKER F10- FILE SYSTEM   Ctrl-End - DELETE TO O - PRINT TYPE
                ←/→ - SLOW/SPEED PRINT                END-OF-LINE PgUp - TOP-OF-FILE
```

```
L                                R
0-----1-----2-----3-----4-----5-----6-----7-----
```

It is easy to get started. The first thing you that you have nothing to worry about. Even if you make a mistake, you will not hurt either your EasyWriter program or your computer. Notice how EasyWriter automatically "wraps" your words around, allowing you to type in a continuous stream.

**Ctrl** and **End** work together to delete everything on the line, from the position above the cursor to the end of the line. Remember that we told you how to delete an entire line. You place the cursor under the first character on the line, hold down the **Ctrl** key and press the **End** key at the same time. (From now on, when we discuss two keys that must be used together, holding the first one down while pressing the second, we will list the two keys separated by a dash, as in **Ctrl-End**.)

Be careful: **Ctrl-End** works fast, and you cannot undelete lines that you have deleted with **Ctrl-End**. If you accidentally delete the wrong line, you must retype the line to put it back in memory.

## Inserting a Line

We have just one more thing to do in order to get our paragraph back in shape. We must retype the words that we just deleted with **Ctrl-End**.

Instead of adding on to the end of the first line (which we could do), let's insert a new line. Place the cursor under the I in It. Press the **F3** key:

### EasyWriter Help Menu

```
-----
F1- HELP ON/OFF   F2 - PRINT FILE(S)  End - END-OF-FILE   Ctrl-
F3- INSERT LINE   F4 - ADDN COMMANDS De1 - DELETE CHARACTER C - BLOCK GET
F5- DELETE WORD   F6 - UNDELETE       Home - TOP-OF-SCREEN G - BLOCK PUT
F7- STOP PRINT    F8 - BLOCK MARKER  Ins - INSERT MODE ON/OFF J - BLOCK COPY
F9- ALIGN MARKER F10- FILE SYSTEM   Ctrl-End - DELETE TO O - PRINT TYPE
                ↔↔ - SLOW/SPEED PRINT                END-OF-LINE PgUp - TOP-OF-FILE
```

```
L                                     R
0---+---1---+---2---+---3---+---4---+---5---+---6---+---7---+---
```

It is easy to get started. The first thing you  
□  
that you have nothing to worry about. Even if you make a mistake,  
you will not hurt either your EasyWriter program or your computer.  
Notice how EasyWriter automatically "wraps" your words around,  
allowing you to type in a continuous stream.)

The **F3** key provides a new line, where you can type a line of text. As you can see from the change in the cursor (blinking box), **F3** puts you into insert mode.

Type the following line, and it will be inserted into your document:

need to know is

Now your paragraph is complete again. To get out of insert mode, press the **Ins** key.

As a final step, you should replace the file on your diskette with your new version. You should be familiar with the process by now:

1. Press **F10** to get back to the File System menu.
2. Type **R** (for REVISE A FILE), and **Y** (for YES, you're sure).

## Summary

You've learned a lot in this lesson. Let's review all of what you've learned.

You erase a document from memory (but not from your diskette) by using the **C** (CLEAR SESSION) command. To replace a file on your diskette with a new version of the document, you use the **R** (REVISE A FILE) command. To bring the file back into memory, you use the **G** (GET A FILE) command.

From the editor, you can display a Help menu on your screen, which tells you the function of the more commonly used keys on your keyboard. To display the Help menu, you press the **F1** key. To erase the Help menu, you press **F1** again. You can leave the Help menu on the screen while you are editing a document, or you can erase the menu and only display it when you need it.

To insert a blank line in your document, you place the cursor at the beginning of the next line and then press the Enter (  ) key. To insert a character in a line of text, you place the cursor where you want the character to go, press the **Ins** key, and then type the character. To insert a new line of text, you place the cursor above where you want the line to go, press the **F3** key, and then type the line.

**Ins** and **F3** both put you into insert mode. To get out of insert mode, press the **Ins** key again.

The **Del** key deletes a character from a line of text. The **F5** key deletes a word from a line of text. To bring back, or undelete, a character that you have deleted, you press the **F6** key.

Finally, to delete part of a line or an entire line of text, you hold down the **Ctrl** key and press the **End** key at the same time.

If you feel familiar with the information you have just learned, move on to Lesson 3, where you will learn how to print a document on the screen. Otherwise, take a few moments now to go back and review what was presented in this chapter.

# CHAPTER 5. FORMATTING YOUR DOCUMENT – LESSON 3

In this lesson, we assume that you have completed Lesson 2 in Chapter 4. If not, please start with Chapter 4, “Revising Your Document.”

## Introduction

This lesson teaches you how to format your document and print it on your screen.

Upon completion of this lesson, you should be able to:

- Display a menu of additional commands by using the **F4** key.
- Use the **J** (JUSTIFY ON/OFF) command to line up your right margins.
- Use the **A** (ALIGN TEXT) command to remove extra blank spaces from a document.
- Use the **M** (MARGIN SETTINGS) command to specify the right margin.
- Print your document on the screen by using the **P** (PRINT TO SCREEN) command.

# Displaying the Additional Commands

First, let's get the letter you typed in Lesson 2. Type **G** (for **GET A FILE**), and then enter the filename **LESSON2**:

```
COMMAND: GET  
FILENAME:LESSON2-
```

Now on the command line, type **E** (for **EDIT A FILE**):

```
COMMAND:E
```

Your letter should appear on the screen, just as you corrected and saved it.

```
Mr. John Doe,  
3514 Sapphire Rd.,  
Lantana, FL 33462.  
  
Dear Mr. Doe,  
  
Thank you for sending the information about the EasyWriter Word  
Processing System. I have purchased the program and have found  
that it works well.  
  
I am looking forward to using the program.  
  
Sincerely,  
  
  
Andy Dunfee
```

Press the **F4** key.

The following Additional Commands menu should appear on your screen:

```

A D D I T I O N A L   C O M M A N D S
-----
A - ALIGN TEXT           M - MARGIN SETTINGS     T - TAB SETTINGS
C - CENTER A LINE       N - PAGE #/# OF COPIES W - WORD COUNT
H - HMI SETTING         P - PRINT TO SCREEN     F4 - GO TO EDITOR
J - JUSTIFY ON/OFF      S - SEARCH AND REPLACE  F10 - GO TO FILE SYSTEM

COMMAND?
L
0-----1-----2-----3-----4-----5-----6-----7-----
Mr. John Doe.
3514 Sapphire Rd.
Lantana, FL 33462
Dear Mr. Doe,
Thank you for sending the information about the EasyWriter Word
Processing System. I have purchased the program and have found
that it works well.
I am looking forward to using the program.
Sincerely,
```

These additional commands let you perform certain formatting tasks while you are editing a document.

You can look at the Additional Commands menu by pressing the **F4** key at any time while you are editing a file. To remove the Additional Commands menu from your screen, you press **F4** again. We'll remove it in a few minutes, but first let's look at some of those additional commands.

# Printing to the Screen

Let's see what the letter looks like when you print it. When you print it, the ♪ symbols will not appear. (For now, we will just show you one method of printing your letter to the screen. In the next chapter, we will discuss "printing" in more detail.)

On the menu, you can see that **P** stands for **PRINT TO SCREEN**.

Type the letter **P** and immediately press the Cursor Left (  ) key three times. (The cursor left key slows down the printing so you can read the screen more easily.)

After a few seconds, the letter is printed on the screen, exactly as it would look if you printed it on paper. Then the letter scrolls off the screen, and you see the Additional Commands menu again.

Mr. John Doe  
3514 Sapphire Rd.  
Lantana, FL 33462

Dear Mr. Doe,

Thank you for sending the information about the EasyWriter Word Processing System. I have purchased the program and have found that it works well.

I am looking forward to using the program.

Sincerely,

Andy Dunfee

# Using ALIGN

Press the **F4** key to exit from the Additional Commands menu. Now place the cursor under the E in EasyWriter and press the **Ins** key.

Type the following:

IBM Personal Computer

Press the Space bar once to insert a space before EasyWriter. Then press the **Ins** key to turn off insert mode.

Your screen should look like this:

Mr. John Doe,  
3514 Sapphire Rd.,  
Lantana, FL 33462,  
Dear Mr. Doe,  
Thank you for sending the information about the IBM  
Personal Computer EasyWriter Word  
Processing System. I have purchased the program and have found  
that it works well.  
I am looking forward to using the program.  
Sincerely,  
  
  
Andy Dunfee

Now move the cursor to the home position, and then press the **F4** key to see the Additional Commands again. On the command line, type A (for ALIGN TEXT).

After you see the message that EasyWriter is aligning your text, you will notice that your letter looks different. Your screen should look like this now:

A D D I T I O N A L   C O M M A N D S

```
-----
A - ALIGN TEXT           M - MARGIN SETTINGS       T - TAB SETTINGS
C - CENTER A LINE       N - PAGE #/# OF COPIES   W - WORD COUNT
H - HMI SETTING         P - PRINT TO SCREEN      F4 - GO TO EDITOR
J - JUSTIFY ON/OFF     S - SEARCH AND REPLACE   F10 - GO TO FILE SYSTEM
```

COMMAND?

```
L                               R
0-----1-----2-----3-----4-----5-----6-----7-----+
```

```
Mr. John Doe,
3514 Sapphire Rd.,
Lantana, FL 33462,
```

```
,
Dear Mr. Doe,
```

```
,
Thank you for sending the information about the IBM Personal
Computer EasyWriter Word Processing System. I have purchased the
program and have found that it works well.
```

```
,
I am looking forward to using the program.
```

```
,
Sincerely,
```

```
,
,
```

The ALIGN TEXT command removes the extra spaces at the beginning and ending of your lines of text and moves the text that follows up to fill in the lines.

## Using JUSTIFY

You've probably noticed that your letter has a ragged right margin. On the command line, type J (for JUSTIFY ON):

```
COMMAND:      JUST-ON      HMI=11  Press Enter to Return
```

Press the Enter () key to return to the Additional Commands.

If you saw JUST-OFF on the command line, press Enter () , type J again, and then press Enter () .

Now type **A** to align your text again:

COMMAND:A  
ALIGNING TEXT

**Note:** If you use the **J** command to line up your right margin, you must follow it with another **A** (**ALIGN TEXT**) command.

Your letter should be lined up correctly now. Let's check. Type **P** (for **PRINT TO SCREEN**):

COMMAND:P

Mr. John Doe  
3514 Sapphire Rd.  
Lantana, FL 33462

Dear Mr. Doe,

Thank you for sending the information about the IBM Personal Computer EasyWriter Word Processing System. I have purchased the program and have found that it works well.

I am looking forward to using the program.

Sincerely,

Andy Dunfee

**Note:** Don't be alarmed if it seems to take a long time when you enter one of the additional commands; some of these commands may take awhile to run.

# Setting the Right Margin

We're going to use another of the Additional Commands. You see the menu:

## ADDITIONAL COMMANDS

```
-----  
A - ALIGN TEXT           M - MARGIN SETTINGS       T - TAB SETTINGS  
C - CENTER A LINE       N - PAGE ## OF COPIES    W - WORD COUNT  
H - HMI SETTING        P - PRINT TO SCREEN      F4 - GO TO EDITOR  
J - JUSTIFY ON/OFF     S - SEARCH AND REPLACE   F10 - GO TO FILE SYSTEM
```

COMMAND?

```
L                               R  
0-----1-----2-----3-----4-----5-----6-----7-----+
```

```
Mr. John Doe  
3514 Sapphire Rd.  
Lantana, FL 33462  
Dear Mr. Doe,  
Thank you for sending the information about the IBM Personal  
Computer EasyWriter Word Processing System. I have purchased the  
program and have found that it works well.  
I am looking forward to using the program.  
Sincerely,
```

Type the letter M (for MARGIN SETTINGS):

```
COMMAND:M  
RIGHT MARGIN=65    INDENT= 0  
ENTER: R,I:
```

Type 50,0 and press the Enter (  ) key. This sets your right margin (R) at 50, instead of the original default of 65. The *default* is the value that EasyWriter uses if you do not specify a margin amount.

Before we print the letter with the new margin, we had better line it up again.

Once you turn JUSTIFY ON, it stays on until you turn it off, or until you switch off your computer. Since we haven't turned JUSTIFY OFF, all we need to do is align the letter. Do you remember how?

Type A. You see:

## ALIGNING TEXT

**Note:** If you had switched off your computer since you turned JUSTIFY ON, type J on the command line. Then press Enter (↵). If you saw JUST-OFF on the command line, type J again, and then press Enter (↵). Then type A to align your file.

Now let's print the letter again. On the command line, type the letter P:

Mr. John Doe  
3514 Sapphire Rd.  
Lantana, FL 33462

Dear Mr. Doe,

Thank you for sending the information about the IBM Personal Computer EasyWriter Word Processing System. I have purchased the program and have found that it works well.

I am looking forward to using the program.

Sincerely,

Andy Dunfee

Remember that you also use the **F4** key to remove the Additional Commands menu from your screen. Press **F4** now:

Mr. John Doe,  
3514 Sapphire Rd.,  
Lantana, FL 33462

Dear Mr. Doe,

Thank you for sending the information about the IBM Personal Computer EasyWriter Word Processing System. I have purchased the program and have found that it works well.

I am looking forward to using the program.

Sincerely,

Andy Dunfee

The menu is gone, and you see the beginning of your letter again.

Before we end this lesson, save the new version of your letter on your diskette. Press **F10** to get the File System menu. On the command line, enter **R**, and then answer **Y**:

COMMAND: REVISE  
ARE YOU SURE?Y

# Summary

Let's review what you have learned in this lesson.

To use additional commands while you are editing a document, you press the **F4** key. The additional commands include:

- P** For printing the document on your screen.
- A** For filling in extra blank spaces in your text.
- J** For lining up the right margins.
- M** For setting the value of the right margin.

If you feel familiar with the information you have just learned, move on to Lesson 4. Otherwise, take a few moments now to go back and review what was presented in this chapter.

# NOTES

# CHAPTER 6. PRINTING WITH YOUR PRINTER — LESSON 4

In this lesson, we assume that you have completed Lesson 3 in Chapter 5. If not, please start with Chapter 5, “Formatting Your Document.”

## Introduction

This is the lesson that you’ve probably been waiting for. In this lesson, you will learn how to print on paper the documents that you have been working on.

Instead of just printing on the screen, you’ll be able to get a printed copy (on paper), and that’s your main objective when you produce a document.

Upon completion of this lesson, you should be able to:

- Print an entire document, or part of a document, by using the **F2** key.
- Print part of a document by using the **N** (**PAGE#/# OF COPIES**) command.
- Print an entire screen by using the **Shift** (**↑**) and **PrntSc** keys together. (Here, we use screen to mean the 25 lines displayed on one screen.)
- Suspend printing by pressing the letter **S**; resume printing by using the **Space bar**.
- Slow down your printer by using the **←** key; resume normal printing speed by using the **→** key.
- Stop your printer by using the **F7** key.

**Note:** Before you begin this lesson, make sure that your printer is on and that the paper is properly aligned. Refer to “Section 3. Operations” in your *IBM Personal Computer Guide to Operations* if you need help in setting up your printer. Your paper should be aligned so that the page break is just above the print head, but below the metal paper guide.

## Printing a Whole Document

For this lesson, we will use the letter you saved in LESSON2. In case you turned off your computer or did some other work on it after Lesson 3, get LESSON2 back into memory now. Type **G** (for GET A FILE) and enter LESSON2 for the filename:

```
COMMAND: GET  
FILENAME:LESSON2-
```

While you still see the File System menu, press the **F2** key. Your letter should be printed on the printer:

Mr. John Doe  
3514 Sapphire Rd.  
Lantana, FL 33462

Dear Mr. Doe,

Thank you for sending the information about the IBM Personal Computer EasyWriter Word Processing System. I have purchased the program and have found that it works well.

I am looking forward to using the program.

Sincerely,

Andy Dunfee

It looks just like it did on the screen in the last chapter, but it is moved to the right 10 spaces on the paper. EasyWriter automatically indents the text on your page, so that the printing doesn't start at the edge of the page. To set another indent amount on the printer, refer to the .MARGIN command in Chapter 11. (Notice that the symbols are not printed.)

Is your printer printing very slowly? Remember in the last chapter, we told you to press the Cursor Left (←) key three times while you were printing your document on the screen. The Cursor Left (←) key slows down the printing; each time you press Cursor Left (←), the printing gets even slower. To resume normal speed, you must press the Cursor Right (→) key while printing.

Now type E on the command line. You can also print your document while you are editing it. Press the F2 key and then immediately press the Cursor Right (→) key:

Mr. John Doe  
3514 Sapphire Rd.  
Lantana, FL 33462

Dear Mr. Doe,

Thank you for sending the information about the IBM Personal Computer EasyWriter Word Processing System. I have purchased the program and have found that it works well.

I am looking forward to using the program.

Sincerely,

Andy Dunfee

The two copies of the letter are identical.



**Note:** If your document is too long to fit on one screen,  -  will print only the portion that appears on one entire screen (more about this later).

## Printing Part of a Document

On the command line of the Additional Commands menu, type N. You will see the following message:

PAGE#:

Press the Enter () key.

You will then see:

#COPIES:

Type 0 (the number zero) and press the Enter () key.

Press the  key to remove the additional commands menu.

```
Mr. John Doe♪
3514 Sapphire Rd.♪
Lantana, FL 33462♪
♪
Dear Mr. Doe,♪
♪
Thank you for sending the information about the
IBM Personal Computer EasyWriter Word Processing
System. I have purchased the program and have
found that it works well.♪
♪
I am looking forward to using the program.♪
♪
Sincerely,♪
♪
♪
♪
Andy Dunfee♪
```

We only want to print the body and closing of the letter, so position the cursor under the T in Thank.

Press the **F2** key:

Thank you for sending the information about the IBM Personal Computer EasyWriter Word Processing System. I have purchased the program and have found that it works well.

I am looking forward to using the program.

Sincerely,

Andy Dunfee

The letter is printed without the top four lines.

**Note:** You can print part of a document only while you are editing it. It does not work if you press **F2** from the File System menu.

## How to Suspend Printing

You may want to look at part of a document while you are printing it, before you print the rest of the document. Or, you may be printing a long document and you need to add paper to your printer before you can print the next page. In either case, it is helpful to be able to suspend the printing for a short while and then continue with the printing again.

For example, you may want to verify the name and address on a form letter before you type the rest of the letter. Let's try it with our letter.

We're going to start printing the letter, but as soon as the address finishes, we're going to type an **S** to stop the printer. You'll have to be quick, so make sure that you know where the **F2** and **S** keys are. All set?

Press **F2**. Watch the paper in the printer. As soon as the address finishes, press the **S** on the keyboard:

Mr. John Doe  
3514 Sapphire Rd.  
Lantana, FL 33462

The printer should stop. To start printing again where it left off, you press the Space bar. Press it now:

Dear Mr. Doe,

Thank you for sending the information about the IBM Personal Computer EasyWriter Word Processing System. I have purchased the program and have found that it works well.

I am looking forward to using the program.

Sincerely,

Andy Dunfee

**Note:** You may need to practice this command a few times until you get used to the timing and speed of your printer.

## How to Slow Down Your Printer

You already learned how to slow down the printer. You press the **←** key during printing. Let's try it again.

Press **F2** to start printing. Then press **←**. Press **←** again. The printer slows down further each time you press **←**.

To resume normal speed, press the **→** key. Press it now.

# How to Stop Your Printer

We have one final key to cover in this lesson. The **F7** key stops the printer completely.

Go ahead and try it. Press **F2** to start printing your letter. Sometime after the printer starts, press **F7**.

**F7** does not suspend printing; it stops it. When you press **F7**, you cannot resume printing where you left off. If you press **F2**, printing will restart at the beginning of your document.

## Summary

Let's review what you've learned about your printer in this lesson.

To print an entire document, you press the **F2** key.

To print a portion of your document while you are editing it, you type **N** in the Additional Commands menu; press the Enter (**↵**) key for **PAGE#**; and type **0** for **#COPIES**. Then press **F4** to exit from the Additional Commands menu; move the cursor to the place in the document where you want the printing to start; and press the **F2** key.

To print everything on the screen, you hold down the Shift (  ) key and press the Print Screen (  ) key.

Once you start printing a document, you can control the printer in three ways:

**SUSPEND PRINTING**    Type **S**; press Space bar to resume printing.

**SLOW PRINTING**        Press ; press  to resume normal speed.

**STOP PRINTING**        Press .

If you feel familiar with the information you have just learned, move on to Lesson 5. Otherwise, take a few moments now to go back and review what was presented in this chapter.

# NOTES

# CHAPTER 7. CONTROLLING THE PAGES ON YOUR PRINTER AND ON YOUR SCREEN — LESSON 5

In this chapter, we assume that you have completed Lesson 4 in Chapter 6. If not, please start with Chapter 6, “Printing With Your Printer.”

## Introduction

In this lesson, you will learn how to skip from one section of a document to another on the screen. You will also learn how to force a page feed on the printer, how to number the pages in a document, and how to double-space a document.

Upon completion of this lesson, you should be able to:

- Start printing on a new page, unconditionally or conditionally, by including the .EJECT command in your document.
- Tell EasyWriter to print page numbers on your pages by including the .PAGE command in your document.
- Specify the number of spaces between lines of text in a document.
- Use the **PgDn** and **PgUp** keys to move from one screen to another. (Screen means the 25 lines displayed on one screen.)
- Use the **Ctrl**-**PgUp** keys to move the cursor to the beginning of your file.

# A New Document to Work With

You may be getting tired of working with the same paragraph and letter all the time, so let's try a new document.

You're going to prepare a report. This report will list all of the commands and special keys that you have studied so far. After you print a hard copy of the report, you can test yourself to see if you know what each command and key does. Then you may want to keep the report on hand for future reference. As we continue with this lesson, we will add the information to the report.

We're going to ask you to type quite a lot now, so take your time and type it all carefully. We think you will find the practice helpful in getting used to EasyWriter and the keyboard.

All set? Okay, press **F10** to return to the File System menu.

On the command line, type **C** to clear the current file from memory. Type **Y** (for YES, you're sure).

Press **F4** to enter the Additional Commands Menu.

If you remember, we changed the margins in the previous lesson. Now we need to change them again. Press the **M** key and then type:

55,0 (Press the Enter (**↵**) key.)

Press **F4**.

You're now ready to start typing the report. (Press the Enter (**↵**) key whenever you see the ♪.)

## Notes:

1. When you type the following report, you must type the letters and words that are shown. Do not try to use the special keys. For example, for F3 under SPECIAL KEYS, type the letter F followed by the number 3; do not press the F3 key.
  
2. If you use the Caps Lock key to type uppercase letters, remember that only the letters will be in uppercase, the numbers will not.
  
3. Don't be concerned with the exact number of spaces on a line. The spaces are only included to separate each key from the next on the line.

```

EASYWRITER REVIEW♪
♪
♪
COMMANDS♪
♪
The following commands can be entered from the File
System menu:♪
♪
C (CLEAR SESSION)♪
E (EDIT A FILE)♪
G (GET A FILE)♪
R (REVISE A FILE)♪
S (SAVE A FILE)♪
♪
The following commands can be entered from the
Additional Commands menu:♪
♪
A (ALIGN TEXT)♪
J (JUSTIFY ON/OFF)♪
M (MARGIN SETTINGS)♪
N (PAGE #/# OF COPIES)♪
P (PRINT TO SCREEN)♪
♪
♪
SPECIAL KEYS♪
♪
F1 F2 F3 F4 F5 F6 F10♪
Ins End Del Home Enter♪
Cursor Left Cursor Right♪
Cursor Up Cursor Down♪
Shift-PrtSc Ctrl-End♪
♪
The following keys can be used to control the printer
while you are printing a document:♪
♪
S (SUSPEND) Space bar resumes♪
Cursor Left (SLOW) Cursor Right resumes♪
F7 (STOP)♪

```

After typing all of those lines, we don't want to take a chance on losing the report, so let's save it right away.

Press **F10**, then type **S** (for SAVE A FILE):

```
COMMAND: SAVE
FILENAME:-----
```

Type **REPORT1**, and then press the Enter (**↵**) key.

Then type **E** on the command line:

```
EASYWRITER REVIEW↵
↵
↵
COMMANDS↵
↵
The following commands can be entered from the File
System menu:↵
↵
C (CLEAR A SESSION)↵
E (EDIT A FILE)↵
G (GET A FILE)↵
R (REVISE A FILE)↵
S (SAVE A FILE)↵
↵
↵
The following commands can be entered from the
Additional Commands menu:↵
↵
A (ALIGN TEXT)↵
J (JUSTIFY ON/OFF)↵
M (MARGIN SETTINGS)↵
N (PAGE #/## OF COPIES)↵
P (PRINT TO SCREEN)↵
↵
↵
SPECIAL KEYS↵
```

Your report is longer than 25 lines, so it won't all fit on one screen. How can you tell whether all of the document is in memory? Press the **PgDn** key:

```
SPECIAL KEYS↵
↵
F1 F2 F3 F4 F5 F6 F10↵
Ins End Del Home Enter↵
Cursor Left Cursor Right↵
Cursor Up Cursor Down↵
Shift-PrtSc Ctrl-End↵
↵
↵
The following keys can be used to control the printer
while you are printing a document:↵
↵
S (SUSPEND) Space bar resumes↵
Cursor Left (SLOW) Cursor Right resumes↵
F7 (STOP)↵
```

The **PgDn** key (Page Down) rapidly scrolls down 24 lines so that you are looking at the next screen. You could continue to press **PgDn** until you reach the end of your document. But in a long document, this could take time. So we have a shortcut.

Press the **End** key:

Additional Commands menu:↓

↓  
A (ALIGN TEXT)↓  
J (JUSTIFY ON/OFF)↓  
M (MARGIN SETTINGS)↓  
N (PAGE #/# OF COPIES)↓  
P (PRINT TO SCREEN)↓

↓  
↓  
SPECIAL KEYS↓

↓  
F1 F2 F3 F4 F5 F6 F10↓  
Ins End Del Home Enter↓  
Cursor Left Cursor Right↓  
Cursor Up Cursor Down↓  
Shift-PrtSc Ctrl-End↓

↓  
The following keys can be used to control the printer while you are printing a document:↓

↓  
S (SUSPEND) Space bar resumes↓  
Cursor Left (SLOW) Cursor Right resumes↓  
F7 (STOP)↓

—

The **End** key moves the cursor to the *end* of your document. It should look like the above example:

Press the **PgUp** key:

EASYWRITER REVIEW↓

↓  
↓  
COMMANDS↓

↓  
The following commands can be entered from the File System menu:↓

↓  
C (CLEAR A SESSION)↓  
E (EDIT A FILE)↓  
G (GET A FILE)↓  
R (REVISE A FILE)↓  
S (SAVE A FILE)↓

↓  
The following commands can be entered from the Additional Commands menu:↓

↓  
A (ALIGN TEXT)↓  
J (JUSTIFY ON/OFF)↓  
M (MARGIN SETTINGS)↓  
N (PAGE #/# OF COPIES)↓  
P (PRINT TO SCREEN)↓

↓  
↓  
SPECIAL KEYS↓

**PgUp** rapidly scrolls up 24 lines so that you are looking at the previous screen. Now, if the beginning of your document is not on the screen, continue pressing **PgUp** until the beginning of your document is on the screen. Press the **Home** key.

**Note:** Pressing the **Home** key only moves the cursor to the home position on the current screen. To move the cursor to the beginning of your file, regardless of which screen you are currently looking at, hold down the **Ctrl** key and then press the **PgUp** key once.

## Starting a New Page With the Printer

If you are using a printer that requires paper be fed one sheet at a time, read “.FORMSTOP (Single Sheet Feed)” in Chapter 11 before reading this section.

EasyWriter automatically forces a page feed (starts a new page) at the end of a page of text. But often you may want part of a document to start on a new page, even though the current page is not full.

To force a new page within a document, you use the .EJECT command on the line preceding where you want the new page to start.

Let's place the second half of the report, starting with SPECIAL KEYS, on a new page. If SPECIAL KEYS isn't on your screen, press **PgDn** until SPECIAL KEYS appears on the screen. Move the cursor to the **♪** above the S in SPECIAL KEYS. Press the **F3** key:

EASYWRITER REVIEW ↵

↵

↵

COMMANDS ↵

↵

The following commands can be entered from the File System menu: ↵

↵

C (CLEAR A SESSION) ↵

E (EDIT A FILE) ↵

G (GET A FILE) ↵

R (REVISE A FILE) ↵

S (SAVE A FILE) ↵

↵

The following commands can be entered from the Additional Commands menu: ↵

↵

A (ALIGN TEXT) ↵

J (JUSTIFY ON/OFF) ↵

M (MARGIN SETTINGS) ↵

N (PAGE #/# OF COPIES) ↵

P (PRINT TO SCREEN) ↵

↵

↵

↵

□

Type **.EJECT**, press the Enter (↵) key and then press **Ins**. Now press the **F2** key to print your report:

Page 1:

EASYWRITER REVIEW

COMMANDS

The following commands can be entered from the File System menu:

C (CLEAR A SESSION)

E (EDIT A FILE)

G (GET A FILE)

R (REVISE A FILE)

S (SAVE A FILE)

The following commands can be entered from the Additional Commands menu:

A (ALIGN TEXT)

J (JUSTIFY ON/OFF)

M (MARGIN SETTINGS)

N (PAGE #/# OF COPIES)

P (PRINT TO SCREEN)

## Page 2:

### SPECIAL KEYS

F1	F2	F3	F4	F5	F6	F10
Ins	End	Del	Home	Enter		
Cursor Left			Cursor Right			
Cursor Up			Cursor Down			
Shift-PrtSc			Ctrl-End			

The following keys can be used to control the printer while you are printing a document:

S (SUSPEND)	Space bar resumes
Cursor Left (SLOW)	Cursor Right resumes
F7 (STOP)	

## Spacing Your Document

Generally, most documents are either single-spaced or double-spaced. Single-spacing is the *default* spacing on EasyWriter; it's what you get if you don't specify the spacing.

What do you enter if you want to double-space? Let's see:

Suppose you decide that you want the first page of the report to be single-spaced and the second page to be double-spaced. Move the cursor to the line with .EJECT and press the **F3** key. **F3** gives you space to enter a new line. Type .SPACE2, and press the Enter (**↵**) key:

```
.EJECT♪  
.SPACE2♪  
SPECIAL KEYS♪
```

Easywriter will now double-space everything that you print after the .SPACE2, until you specify another spacing amount, or clear it with the C (Clear Session) command.

Press **Ctrl-End** to delete the blank line with the cursor.

Now, move the cursor to the last line of the report with the **End** key. Type .SPACE1, and press the Enter (**↵**) key.

If you specify some other spacing in a document, you must specify .SPACE1 to return to single-spacing. (This is a good habit to get into at the end of a document).

The spacing is complete.

Press the **F2** key to see what the report looks like now:

Page 1:

EASYWRITER REVIEW

#### COMMANDS

The following commands can be entered from the File System menu:

- C (CLEAR A SESSION)
- E (EDIT A FILE)
- G (GET A FILE)
- R (REVISE A FILE)
- S (SAVE A FILE)

The following commands can be entered from the Additional Commands menu:

- A (ALIGN TEXT)
- J (JUSTIFY ON/OFF)
- M (MARGIN SETTINGS)
- N (PAGE #/# OF COPIES)
- P (PRINT TO SCREEN)

## Page 2:

### SPECIAL KEYS

F1 F2 F3 F4 F5 F6 F10  
Ins End Del Home Enter  
Cursor Left Cursor Right  
Cursor Up Cursor Down  
Shift-PrtSc Ctrl-End

The following keys can be used to control the printer while you are printing a document:

S (SUSPEND) Space bar resumes  
Cursor Left (SLOW) Cursor Right resumes  
F7 (STOP)

## Numbering Your Pages

Move the cursor to the Home position at the beginning of your file. Press Enter (). Press the  key again to move the cursor to the first line.

Insert .PAGE64,32,#1 before the  on the first line. Press  to turn off insert mode.

```
.PAGE64,32,#1   
EASYWRITER REVIEW 
```

This places the page number centered (column 32) two lines above the bottom of your page (line 64). Page numbering will begin at 1.

We have shown you some simple forms of the .EJECT, .SPACE, and .PAGE commands. For more details and variations of these commands, refer to Chapter 11.

## Adding New Information to the Report

Before we revise our file, let's add the new keys and commands to the report. Move the cursor to the line with P (PRINT TO SCREEN).

Perform the following steps:

1. Press **F3** and then press the Enter ( **↵** ) key.
2. Type the following:

The following commands (preceded by a period) can be included within your document to control printing functions: ♪

3. Press the Enter ( **↵** ) key again.
4. Type EJECT ♪
5. Type SPACE ♪
6. Type PAGE ♪
7. Move the cursor to the S in Shift-PrtSc. Press **F3**. Type the following:

PgUp      PgDn      Ctrl-PgUp ♪

8. Delete the blank line with **Ctrl** - **End** .

9. Press **Ins** .

To get an updated copy of the report, press **F2** :

**Page 1:**

EASYWRITER REVIEW

COMMANDS

The following commands can be entered from the File System menu:

C (CLEAR A SESSION)  
E (EDIT A FILE)  
G (GET A FILE)  
R (REVISE A FILE)  
S (SAVE A FILE)

The following commands can be entered from the Additional Commands menu:

A (ALIGN TEXT)  
J (JUSTIFY ON/OFF)  
M (MARGIN SETTINGS)  
N (PAGE #/# OF COPIES)  
P (PRINT TO SCREEN)

The following commands (preceded by a period) can be included within your document to control printing functions:

EJECT  
SPACE  
PAGE

SPECIAL KEYS

F1 F2 F3 F4 F5 F6 F10

Ins End Del Home Enter

Cursor Left Cursor Right

Cursor Up Cursor Down

Shift-PrtSc Ctrl-End

PgUp PgDn Ctrl-PgUp

The following keys can be used to control the printer while you are printing a document:

S (SUSPEND) Space bar resumes

Cursor Left (SLOW) Cursor Right resumes

F7 (STOP)

Now save the revised version. Press **F10**. Type **R** and **Y**.

COMMAND: REVISE  
ARE YOU SURE:Y

# Summary

You press the **PgDn** key to move the cursor to the next screen, and you press the **PgUp** key to move the cursor to the previous screen.

The **End** key moves the cursor to the end of your document, and the **Ctrl**-**PgUp** keys move the cursor to the beginning of your document. The **Home** key moves the cursor to the home position on the screen that you are currently looking at.

To start printing on a new page, you use the **.EJECT** command. You use **.PAGE** to print page numbers on your pages.

To single-space the lines of text in a document, you use the **.SPACE1** command. To double-space, you use **.SPACE2**. Single-spacing is the default.

This is the end of your EasyWriter lessons. After completing this chapter, you should have a general working knowledge of EasyWriter, its commands, keys, and features. For information on functions not covered in the lessons, additional information on functions that have been discussed, and future questions, you should use Section 3, "Reference." Of course, you may continue to refer to the lessons in Section 2 to guide you in your everyday operations.

# Part III. Reference

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# CHAPTER 8. EASYWRITER FILE SYSTEM

## EasyWriter File System Menu

When you begin an EasyWriter session, you are automatically in the EasyWriter File System. You know this because the EasyWriter File System menu is displayed at the top of your screen.

```
EasyWriter File System
-----
A - APPEND A FILE  L - LINK FILES      T - DISPLAY LINKS    1 - SELECT DRIVE A
C - CLEAR SESSION M - DISPLAY CATALOG U - UNPROTECT A FILE 2 - SELECT DRIVE B
D - DELETE A FILE  P - PROTECT A FILE  X - EXIT TO DOS     F2 - PRINT FILE(S)
E - EDIT A FILE    R - REVISE A FILE   ↔ SLOW/SPEED PRINT  F4 - ADDN COMMANDS
G - GET A FILE     S - SAVE A FILE
-----
LESSON1  256      6-20-82
          ↑
        CATALOG AREA
          ↓
FILESIZE = 21      AVAIL= 13978  DRIVE B
FILE IN MEMORY = LESSON1      0 FILES LINKED
COMMAND: _
```

# Diskette Capacity and Available File Space

Immediately under the file system commands are statements that describe the file in memory and the files on the storage diskette:

- **FILESIZE** indicates the number of characters in the file that is in memory.
- **AVAIL** indicates the number of characters you can add before reaching the file size limit. For a 64K-byte system, the maximum is 14000 characters. For a system larger than 64K-bytes, the maximum size is 24000 characters.

While you are editing a document, if you reach the maximum file size limit, EasyWriter “beeps” as a warning to immediately save or revise your file.

- **DRIVE** indicates the diskette drive that contains the storage diskette currently in use.
- **FILE IN MEMORY** is the name of the file currently in memory if it has been named. It appears after a file has been saved or has been brought into memory by the GET command.
- **FILES LINKED** indicates the number of files you have linked.
- **COMMAND:** is where you tell EasyWriter what you want to do by selecting one of the EasyWriter File System commands.

It is a good idea to try to keep your files below 10,000 characters, if possible. Although you can have the maximum characters-per-file, some of EasyWriter's functions like Align, Search, and Replace do take longer to process. It is also recommended that your storage diskette not exceed 85 percent capacity. This extra space is for revisions and additions. The "CHKDSK" command which SETUP has copied to your EasyWriter program diskette, tells you how much space remains on your diskette. See the "CHKDSK" command in the *IBM Personal Computer Disk Operating System* manual.

## Catalog Area

Any reference to the catalog area means the area between the EasyWriter File System menu and the FILESIZE indicator. Up to 27 EasyWriter files on the diskette in the active drive are displayed in the catalog area. If you have more than 27 files on your diskette, you will see the message

PRESS ENTER TO CONTINUE, OR 'ESC' FOR PROMPT

at the bottom of the catalog area. Press the Enter () key if you wish to see the remainder of the files displayed on the screen, or the  key if you do not.

Along with the filename is the amount of space occupied by the file on the diskette and the date of the last revision. The size of the file in the catalog area is always larger than the FILESIZE number because EasyWriter's status information is added to the file. In addition, files are always written in 128-byte records. Therefore, the minimum size for each file displayed in the catalog area will always be 256 bytes.

# File System Menu

The EasyWriter File System menu lists all of the EasyWriter File System commands. Each command is described in this chapter.

**Note 1:** When you are in the EasyWriter File System and you successfully execute one of the EasyWriter File System commands (for example, Save or Revise), a message is briefly displayed indicating that the command is being executed. The catalog is updated and then EasyWriter puts the cursor on the command line and waits for the next command. If the command is not executed successfully, the appropriate message is displayed.

**Note 2:** Filenames can be from one to eight characters long. If you accidentally type a filename that is nine characters long, the ninth character will be interpreted as the Enter () key and dropped from the filename. EasyWriter will automatically begin executing the command.

## Append A File

Append attaches one file to the end of another. Append merges a file on diskette to the file in memory.

**Note:** Do not confuse Append A File with Link A File. Link lets you print or do a search and replace more than one file as if they were one file.

Append permanently combines files in memory, but link is always a temporary condition. The following example shows how to use Append.

Let's append FILE2 to FILE1:

1. FILE1 must be in memory. On the EasyWriter File System menu the message "FILE IN MEMORY" tells you what filename is in memory. FILE1 is okay because that is what we want:

```
FILESIZE=10      AVAIL=13990
FILE IN MEMORY = FILE1
0 FILES LINKED
COMMAND: _
```

2. Type A (for Append A File).
3. EasyWriter displays APPEND beside the COMMAND prompt and asks you for the filename.

```
FILESIZE=10      AVAIL= 13990
FILE IN MEMORY = FILE1
0 FILES LINKED
COMMAND: APPEND
FILENAME: _
```

4. Type FILE2. This is the filename that you want to append.
5. EasyWriter then prompts you for your next COMMAND.
6. To see FILE2 appended to FILE1, type E (for Edit A File).

Your appended file (FILE2) is added to the end of the file that is in memory (FILE1). If you want to, you can permanently modify the original file (FILE1) to include the appended file (FILE2) by pressing **F10** to enter into the EasyWriter File System and entering **R** (for Revise) while you are in the EasyWriter File System menu.

To append more than one file, repeat the append operation. The only limitation to Append A File is the maximum file size limit. If you exceed the file size limit by appending files, EasyWriter prompts:

FILE TOO LARGE

and will not append the file.

## Clear Session (C)

The Clear Session command clears:

- Text that is in memory.
- Any links that are in effect.
- Any imbedded commands that are in effect.
- Any page numbering that is in effect resetting the page number to 1.

**WARNING:** Do not clear a file from memory until you have saved it on a diskette (see “Save A File” in this chapter), unless you have determined that you do not want to keep that file.

To clear a file from memory:

1. Press **C** (for Clear Session) while you are in the EasyWriter File System menu.

2. EasyWriter prompts:

COMMAND: CLEAR

ARE YOU SURE?

3. Type **Y** (for YES).

Notice that the message “FILE IN MEMORY=” no longer appears above the “COMMAND:” prompt.

To begin typing a new document, press E (for Edit A File) and you’ll be put into the Editor.

**Note:** Clear does not clear margins, tab settings, and printer control characters (see Appendix B for tips on clearing Printer control characters).

## Delete A File (D)

The Delete A File command allows you to permanently remove a file from a storage diskette. The file does not have to be in memory to be deleted. To delete a file:

1. Press D (for Delete A File) while the EasyWriter File System menu is displayed.
2. EasyWriter prompts:

```
COMMAND:DELETE  
FILENAME:-----
```

3. Type the name of the file that you want to delete. In this example GONE is the filename to be deleted.

If the file is not there, EasyWriter prompts:

```
FILENAME:GONE
```

```
FILE.GONE NOT THERE PRESS ENTER TO RETURN
```

If the file is there, EasyWriter prompts:

```
FILENAME:GONE  
ARE YOU SURE?
```

4. Type **Y** (for YES).

If you type **N** (for No), the cursor returns to the **COMMAND** line prompt without deleting the file and waits for your next command.

5. EasyWriter momentarily displays:

FILE GONE DELETED

Notice that the filename in the Catalog Area is deleted. Once a file is deleted, it cannot be restored unless it is either in memory or on another diskette.

You cannot delete a protected file. You must use the **Unprotect** command to unprotect the file before you delete it. For more information on protected and unprotected files see “Protect A File” and “Unprotect A File” in this chapter.

## Edit A File (E)

Edit lets you create a new document or change the one that is in memory.

To create a new document, you must display the EasyWriter File System menu.

1. The menu screen contains the following prompt:

COMMAND: \_

2. Press **E** (for Edit A File).
3. EasyWriter momentarily displays:

PLEASE STAND BY

If there is no file in memory, you see a blank screen with a blinking cursor. You can now begin typing a new document.

If you have a file already in memory, you see the cursor at the beginning of the document.

## Get A File (G)

The Get A File (G) command lets you take an existing file from the active storage diskette and place it in EasyWriter's memory.

To get a file:

1. Press G (for Get A File) while the EasyWriter File System menu is displayed.

2. EasyWriter prompts:

```
COMMAND:GET  
FILENAME_
```

3. Type the name of the file that you want to get. In this example, the filename LETTER is used.

```
FILENAME:LETTER
```

4. Press the Enter () key.

5. EasyWriter prompts:

```
FILE IN MEMORY=LETTER
```

```
COMMAND_
```

If the file is not there (or you have misspelled the filename), you will see the message:

FILE LETTER NOT THERE PRESS ENTER TO RETURN

**Note:** All margins and tab settings were saved with the file – there is no need to reenter them.

## Link Files (L)

Link lets you print or search and replace across more than one file as if they were one file. When you link files, EasyWriter processes them in the order that you specify.

You can link up to 124 files on a diskette. However, this is dependent upon the number of characters in each filename. The longer each filename is the fewer files that you are able to link. For example, if you use filenames that are only one character each, you can link 124 files. If your filenames are all 8 characters long, you can only link 27 files.

To link files:

1. Type L (for Link Files) while you are in the EasyWriter File System.
2. EasyWriter displays:

ENTER FILENAMES SEPARATED BY COMMAS.

-----

--

3. Type the filenames of the files that you want linked in the order that you want them processed, separated by commas. In the following example, we will use FILE1, FILE2, FILE3, and FILE4. Then press the Enter () key.

4. If you linked 4 files, EasyWriter momentarily displays:

CHECKING!!

If the four files are found, EasyWriter displays:

```
4      FILES LINKED
Type ENTER to continue or Esc to end_
:FILE1,FILE2,FILE3,FILE4-----
LINKS ENTERED OK!
```

If the four files are not found, EasyWriter displays:

```
0      FILES LINKED
Type ENTER to continue or Esc to end_
:FILE1,FILE2,FILE3,FILE4-----
FILES FILE1      FILE2      FILE3      FILE4      NOT FOUND
```

**Note:** You should check the names of the files that you want to link, press the Enter () key, and retry the link process. (Even though only one of the files is not found, you must reenter the line.)

5. If you got the LINKS ENTERED OK message, press the Enter () key if you wish to link additional files, the  key if you have no more files to link.
6. You can now get the first file that you linked. Then you can print all of the linked files, or search throughout the files.

You can clear the links by responding to the link message with an \* instead of the filenames or you can use the CLEAR SESSION command.

**Note:** There is no page eject between linked files when you are printing - files are printed continuously. If you wish a page eject at the end of a linked file, you must use the eject command (see Chapter 11 for a description of the eject command.)

**WARNING:** Once you link files, they remain linked for the remainder of the session unless the link is changed or turned off by typing \* instead of the filenames or by clearing memory by using the CLEAR SESSION command. You should clear any links before you get a new file that is not linked, since searches and replaces and printing a file automatically link to the linked files.

## Display Catalog (M)

When you type **M** in response to the **COMMAND:\_\_\_** message, up to 27 filenames from your storage diskette are displayed in the catalog area of the EasyWriter File System menu. If you have more than 27 files on your diskette, at the bottom of the catalog area you will see:

PRESS ENTER TO CONTINUE, OR 'ESC' FOR PROMPT

You must press Enter () to see the remainder of the file catalog. Pressing  will display the command prompt, without displaying the rest of the catalog. You can use the **M** command to display the files on another storage diskette by putting the new storage diskette in the drive and then pressing the **M** key. (See “Catalog Area” previously described in this chapter.)

## Protect A File (P)

Since EasyWriter makes it easy to revise and delete files, you may have some files that you want to protect against revisions or deletions. To protect a file:

1. Press **P** (for Protect A File) from the EasyWriter File System menu (you do not have to have a file in memory to protect it).

2. EasyWriter prompts:

```
COMMAND: PROTECT  
FILENAME: _-----
```

3. Type the name of the file that you want to protect. In this example, the filename LETTER is used.

```
FILENAME: LETTER--
```

4. Press the Enter () key.

5. EasyWriter prompts:

```
FILE LETTER PROTECTED PRESS ENTER TO RETURN
```

6. Your filename (in this example LETTER) is displayed in the catalog area of the EasyWriter File System menu with a “P” in front of the name to indicate that it is protected.

```
P LETTER
```

Once protected, the file cannot be deleted or revised unless you unprotect it. See “Unprotect A File” in this chapter. This is good insurance against accidentally revising or deleting a file.

## Revise A File (R)

Once a file is saved it is possible to change it while you are in the editor and then save a revised version of it on the storage diskette.

To revise a file in memory:

1. Get the file.

2. Edit the file.

After you have edited the file, you can replace the old version with the new version.

3. Return to the EasyWriter File System menu (press **F10**).
4. Press **R** (for Revise A File).
5. EasyWriter prompts:

```
COMMAND:REVISE  
ARE YOU SURE?_
```

6. Type **Y** (for YES).
7. EasyWriter momentarily displays:

```
ARE YOU SURE?yREVISING
```

**Note:** If you type any other key besides a **Y**, EasyWriter will not revise the file.

If you did not save the file before revising it, EasyWriter prompts:

```
ARE YOU SURE?y  
SAVE FILE FIRST PRESS ENTER TO RETURN
```

Perform the “Save A File” procedure in this chapter.

A revised file is put on the diskette under the same filename that you used to save it and replaces the file that was there.

**Notes:** You should use the “Revise A File” command frequently while writing and editing a document.

You cannot revise a protected file.

## Save A File (S)

This command allows you to put the document in memory onto the storage diskette.

**Note:** The margins and tab settings are also saved with the file. The margins and tab settings will remain with this file until you change them.

1. Press **S** (for Save A File).

2. EasyWriter prompts:

```
COMMAND: SAVE
FILENAME: _-----
```

3. Type your filename. In this example, **LETTER** is used:

```
FILENAME: LETTER--
```

4. Press the Enter () key.

5. EasyWriter momentarily displays this message:

```
SAVING FILE LETTER
```

6. EasyWriter then moves your filename **LETTER** onto the storage diskette from memory. The **LETTER** filename is put onto the catalog area of the EasyWriter File System menu, and you should see:

```
FILE IN MEMORY = letter
COMMAND: _
```

You could save the same material using the same filename on another diskette. You would have to use a different filename to save the same file on the same diskette.

## Single-Diskette Drive

The “Save A File” command may be used to make an additional copy of a file on a separate diskette as a backup. If you have a single diskette drive:

1. Remove the present diskette from the drive.
2. Insert another formatted EasyWriter storage diskette into the drive.
3. From the EasyWriter File System menu Press M (for display catalog) to determine what files are stored on this diskette.
4. Save your file on the other diskette by using the “Save A File” procedure previously described.

## Dual-Diskette Drive

If you have a dual-diskette drive system, enter 1 or 2 on the command line to switch drives, depending upon which drive you are presently using.

1. Insert a formatted EasyWriter storage diskette into the drive where you want to save the file.
2. Press either 1 or 2 to select the appropriate drive.
3. Save your file on the selected drive by using the procedure “Save A File” previously described.

Your file remains in memory as you switch drives, although there is no longer a filename. Therefore, you must type the name of the file when you save it on the other diskette.

## No Room For File

If your diskette does not have room for the file in memory to be saved:

1. EasyWriter prompts:

```
NO ROOM FOR FILE LETTER PRESS ENTER TO RETURN_
```

2. If this happens, save the file on another formatted diskette using either the single- or dual-diskette drive procedure.

**Note:** This is a good reason to keep some extra formatted diskettes handy.

## Display Links (T)

While you are in the EasyWriter File System menu you can display the filenames that you have linked. For the following example, assume that you have linked four files.

The EasyWriter File System menu displays:

```
4   FILES LINKED  
COMMAND: _
```

To identify the four files that are linked:

1. Type **T** (for Display Links).
2. EasyWriter displays the filenames of the four files that are linked in the catalog area of the EasyWriter File System menu.

**Note:** If no files are linked, when you are in the EasyWriter File System menu, you see:

```
0   FILES LINKED  
COMMAND:  
NO LINKS PRESS ENTER TO RETURN_
```

## Unprotect A File (U)

If a file is protected, the unprotect command allows the file to be revised or deleted. While in the EasyWriter File System menu you can unprotect a file as follows:

1. Press U (for Unprotect A File).

2. EasyWriter prompts:

```
COMMAND: UNPROTECT  
FILENAME: _
```

3. Type the name of the file that you want to unprotect. In this example, the filename LETTER is used.

```
FILENAME: LETTER
```

4. Press the Enter () key.

5. EasyWriter prompts:

```
FILE LETTER UNPROTECTED PRESS ENTER TO RETURN
```

6. Press the Enter () key.

7. Your filename (in this example LETTER) is displayed in the catalog area of the EasyWriter File System menu with the P (for Protect A File) removed. You see:

```
LETTER
```

Once unprotected, the file can be deleted or revised.

# Exit To DOS (X)

This command takes you out of the EasyWriter program into the Disk Operating System. From there, you can execute the commands such as **FORMAT** (to format new storage diskettes), or **DISKCOPY** (to back up your Storage diskettes). These commands are described at the end of this chapter. You can also use the “Exit to DOS” command if you wish to execute another DOS program.

**WARNING:** When you exit to DOS, the file that you have in memory is erased. Ensure that you have taken the precaution to save or revise your file before you exit to DOS.

When you are in the EasyWriter File System menu, you see:

COMMAND\_

1. Type **X** (for Exit To DOS).
2. EasyWriter prompts:

COMMAND:EXIT

ARE YOU SURE?\_

**Note:** Make sure that your EasyWriter program diskette is in Drive A. Then respond to the “ARE YOU SURE?” prompt. (If you have a single-drive system, you must remove your storage diskette from the drive and replace it with the program diskette.)

3. Type **Y** (for YES).

4. You are returned to DOS and see the following screen:

Your EasyWriter program diskette contains the following programs

```
AUTOEW ---- Change EasyWriter program diskette to automatically load
EasyWriter. This is the default.
CHKDSK ---- Display available space on diskette and in memory
CONVERT --- Convert EasyWriter Version 1.00 documents to Version 1.10
DISKCOPY -- Copy or backup diskettes
EW ----- EasyWriter
FORMAT ---- Format diskettes
NOAUTOEW -- Change EasyWriter program diskette to automatically display
the programs on the diskette when loaded
RECONFIG -- Reconfigure EasyWriter program diskette for new EasyWriter
defaults and/or serial printer support
TRANSFER -- Copy and change EasyWriter file to DOS ASCII file or DOS
ASCII file to EasyWriter file
```

On the DOS prompt line below, enter the name of the program you want to run. Also, you can run a DOS program on another diskette by putting that diskette in Drive A and entering the program's name.

A>\_

**Note:** See “Utility Programs” at the end of this chapter for a description of these commands.

# Slow/Speed Print

While your document is printing, the printer can be stopped or slowed down. During printing, use the following commands:

- Left cursor key (  ) for Slow Printer.
- Right cursor key (  ) for Resume Normal Printing.

These commands are useful when you are printing a document to the screen to make the document easier to read. They are also used with a serial printer to adjust the baud rate to the communications line.

Another printer control character that does not appear on the menu is “S”. This command causes the printer (or print to screen function) to pause until another key is pressed.

## Select Drive A (1) Select Drive B (2)

These commands are used only if you have a dual-diskette drive system. You can switch from one drive to another by entering a 1 or 2 while you are in the EasyWriter File System menu. For example, if you are currently using Drive A and want to switch to Drive B, type a 2. If you want to save the file in memory on another diskette, you must use this command, rather than revise. You may use the same filename as on the first diskette or you can use a different filename.

## Printing Files (F2)

You may print your files directly from the EasyWriter File System menu or from the editor through the Print File ( **F2** ) command. To do so, get your file, set up your printer, and then press the **F2** key.

To print more than one file at a time, see “Link Files” in this chapter. To print more than one copy of a document, see the “N” command in Chapter 10.

For additional information on printing documents, see Chapter 13.

## ADDN Commands (F4)

When you press the **F4** key, the Additional Commands menu is displayed along with the file in memory (See Chapter 10 for a complete description of the Additional Commands Menu.)

## Stop Print (F7)

This function stops your printer completely. You must press the **F2** key to print again; however, printing will not resume from where you left off (stopped printing). You start printing from the beginning of your file. This command also works with the print to screen function (**P**) described in Chapter 10.

# Utility Programs

The screen that comes up when you press X (for Exit To DOS), gives you a list of utility programs which are contained on your EasyWriter program diskette. Some of these programs were copied over from your DOS diskette when you performed your initial SETUP, so we will refer you to the DOS manual for information on how to run them, if you are not already familiar with them.

The purpose of each of these utility programs is described below:

## AUTOEW

This command causes your EasyWriter diskette to automatically display the file system menu after EasyWriter has been started. Your EasyWriter diskette is shipped with this command as the default. It can be changed by using the NOAUTOEW program described below.

**Note:** In general, you would only need to use this command if you had previously executed the NOAUTOEW command.

## CHKDSK

This command is used to find out how much space is available on your storage diskette.

This program analyzes the directory and file allocation table on the designated or default drive and produce a diskette and memory status report. See your *IBM Personal Computer Disk Operating System* manual for a complete description of this utility.

## CONVERT

This command is used to change EasyWriter Version 1.00 files into EasyWriter Version 1.10 files. See Appendix D in this book for a complete description of this command.

## DISKCOPY

The purpose of this command is to copy the contents of one diskette to another diskette. You will need to use it to back up your Storage diskettes. See your *IBM Personal Computer Disk Operating System* manual for a complete description of this command.

## EW

This is short for EasyWriter. When NOAUTOEW is in effect, you must type EW after loading your EasyWriter program diskette so you can get to the file system menu.

You can also use this command to return to the EasyWriter program after running any other DOS program.

## FORMAT

This command initializes the diskette in the designated drive to a recording format that is acceptable to DOS. See your *IBM Personal Computer Disk Operating System* manual for a complete description of this command.

## NOAUTOEW

This changes the AUTOEW default so that you always see the HELLO screen every time you start EasyWriter. You will not go into EasyWriter automatically. You must enter one of the commands from the HELLO screen. Use the EW command to start EasyWriter.

## RECONFIG

This command is used to Reconfigure your program diskette for a non-IBM printer, or to change some of the default values in the EasyWriter program (such as margin settings, tabs, etc.). See Appendix C in this book for a complete description of this command.

## TRANSFER

This command is used to change EasyWriter files into standard DOS files, and to change standard DOS files into files which can be edited with EasyWriter. See Appendix E in this book for a complete description of this command.

# NOTES



## Align Marker (F9)

The alignment protection marker protects part of a file (such as a table) from alignment. You must put an alignment protect marker before and after the block of text you want to protect. See Chapter 10 for a detailed description of alignment and alignment protection.

## Block Marker (F8)

The block markers are used to move and copy blocks of text. See Chapter 12 for a detailed description of the block markers.

## Delete Word (F5)

If you want to delete an entire word (or any consecutive series of non-blank characters) place the cursor on the first blank preceding the word and press **F5**. EasyWriter then deletes all non-blank characters until it comes to the next blank. The text shifts to the left as the word disappears. Successive **F5**'s delete successive words.

**Note:** If you accidentally delete a word or character, you may use the Undelete key (**F6**) to recover your text, one character at a time.

## Del (Delete Character)

You can delete one or more characters by moving the cursor to the first character you want to delete and pressing the **Del** key. This deletes that character and moves all the other text to the left, filling in the space that the character had occupied.

## End (End-of-File)

While you are in the editor, you can cause the cursor to go to the end of your file by pressing the **End** key. The last screen of your text is displayed.

## File System (F10)

Press the **F10** key when you want to leave the editor and return to the EasyWriter File System menu.

See Chapter 8 for a complete description of the EasyWriter File System menu.

## Help On/Off (F1)

When you press the **F1** key, the EasyWriter Help menu is displayed on the screen. When you press the **F1** key again, the EasyWriter Help menu disappears. You can display the EasyWriter Help menu only during editing. You can continue to change or add text to your document while the EasyWriter Help menu is displayed on the top of the screen.

## Home (Top-of-Screen)

When you press the **Home** key (7), the cursor moves rapidly to the top of your current screen (character position 1 on line 1 of your current screen).

# Insert Line (F3)

You can insert one or more blank lines to free up space before inserting material. To create a blank line, position the cursor on the line above where you want to add the blank line(s). When you press the **F3** key:

- You open a blank line in the middle of your text that allows you to insert new text. The cursor is positioned at the beginning of that line.
- **F3** automatically puts you in Insert mode. All you have to do is type the text to be inserted. While in Insert mode you can type as many lines of text as you need (dependent upon the capacity of your file).
- While in Insert mode your words will wrap.
- If you do not insert a full line, or if you insert more than a full line, your text will have a short line either where you inserted your text or (usually) the line after. You can correct this by using the Align Text command described in Chapter 10.
- The **Ins** key toggles the Insert mode. If you are in Insert mode when you press the **Ins** key, you are taken out of Insert mode. Conversely, if you are not in Insert mode when you press the **Ins** key, you are put into Insert mode.
- If you press the Enter (**↵**) key while in Insert mode, EasyWriter puts the end-of-paragraph symbol at the end of the line and moves the cursor to the beginning of the next line. This also opens up another blank line.
- Extra blank lines inserted by **F3** automatically close up when you align your file. There is no need for you to remove them yourself. (If you want to insert blank lines permanently, use the Enter (**↵**) key.)

## Ins (Insert Mode On/Off)

When you press the **Ins** key, the cursor changes from a short blinking line to a blinking box. Pressing the **Ins** key places you in Insert mode. In Insert mode, you can insert characters, words, or even blank spaces. Once you press the **Ins** key, you remain in Insert mode until you press the **Ins** key again. Then, Insert mode is “turned-off.”

**Note:** Whenever you see the blinking box, you are in Insert mode.

## Print Files (F2)

You may print a file from either the editor or the file system. To print the entire file, press **F2** any time you are in the editor.

## Stop Print (F7)

If you press **F7** while the printer is running, the printer stops. This is not a pause, but a full stop of the current printing. **F7** also works while you are printing your document to the screen.

## Undelete (F6)

If you decide that you did not want to delete a character or word, press **F6** to restore it. It brings back one character at a time.

**Note:** Undelete can only be used if the cursor has not been moved since using the **F5** or **Del** key.

## Ctrl End (Delete to End-of-Line)

An entire line, or any portion of a line, can be deleted by pressing the **Ctrl** and **End** keys simultaneously. Move the cursor until it is on the first character on a line that you want to delete. Press the **End** key while holding down the **Ctrl** key. Everything to the right of the cursor is erased from the screen.

To delete an entire line, move the cursor to the beginning of the line and press the **End** key while holding down the **Ctrl** key. The next line moves up. It is possible to delete several consecutive lines by holding down both the **Ctrl** and **End** keys. Do this cautiously, as it is possible to accidentally erase lines that you want to keep. Lines deleted with **Ctrl-End** cannot be restored with the **F6** key.

## Ctrl C (Moves Text Into the Block Move/Copy Buffer)

You hold down the **Ctrl** key and press the **C** key when you want to move text into either the block move or block copy buffer for either block move or block copy. See Chapter 12 for a complete description of Block Move and Block Copy procedures.

## Ctrl G (Moves Text From the Block Move/Copy Buffer)

You hold down the **Ctrl** key and press the **G** key when you want to move text from the block move or block copy buffer for either a block move or block copy.

For a block move, the text does not remain in the block move buffer.

For a block copy, the text remains in the block copy buffer and can be copied into other places in your text. See Chapter 12 for a complete description of Block Move and Block Copy procedures.

## Ctrl J (Block Copy On)

You hold down the **Ctrl** key and press the **J** key when you want to copy text. EasyWriter prompts:

BLOCK COPY ON PRESS ENTER TO RETURN

When you press the **Ctrl** **J** keys again, EasyWriter prompts:

BLOCK COPY OFF PRESS ENTER TO RETURN

As you can see, this combination of **Ctrl** **J** is a toggle switch for block copy.

See Chapter 12 for a complete description of how you use the **Ctrl** **J** sequence in the block copy procedure.

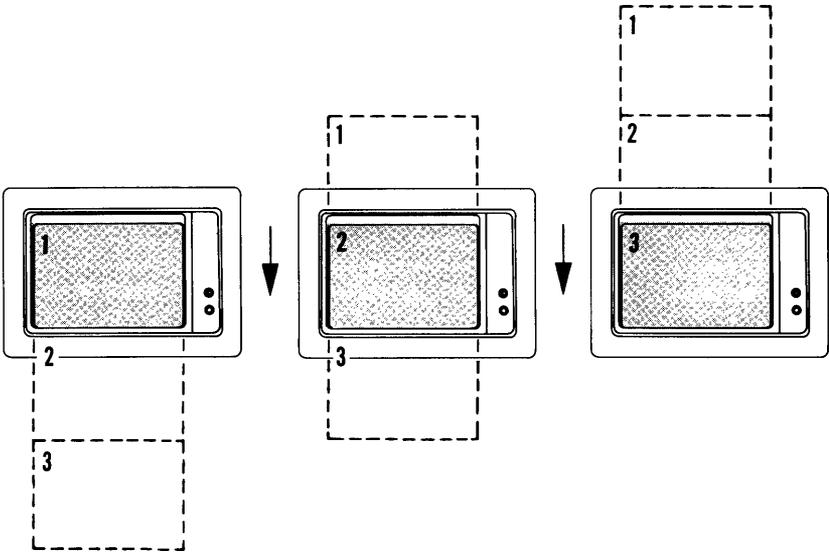
## Ctrl O (Used for Printing Modes)

The **Ctrl** and **O** (letter O) keys always precedes special characters that control the printing modes of the IBM 80 CPS Matrix Printer.

See Chapter 13 “Controlling the IBM 80 CPS Matrix Printer” for a complete description of how to use the **Ctrl** **O** sequence.

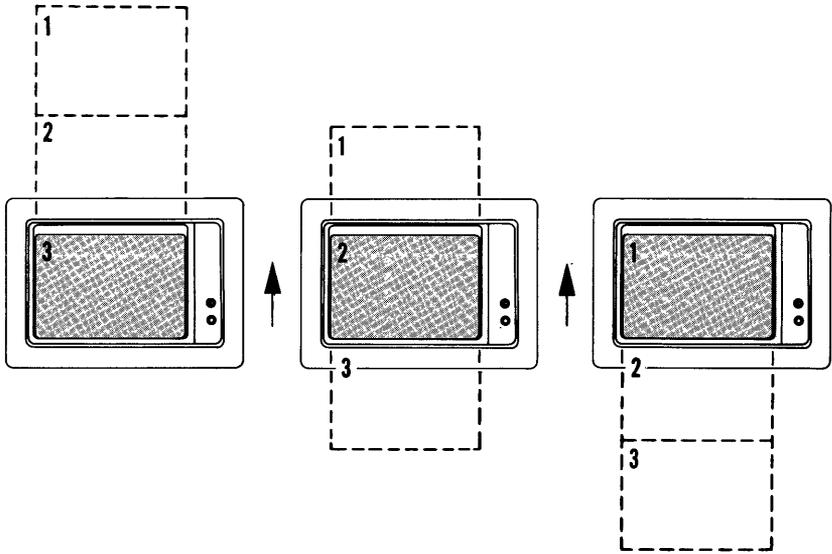
# PgDn (Scroll Down a Screen)

The **PgDn** key (for page down) rapidly scrolls down 24 lines so that you are looking at the next screen or page. It should be used to move through the file page by page. The following example shows three pages of text being scrolled down.



# PgUp (Scroll Up a Screen)

The **PgUp** key (for page up) rapidly scrolls up 24 lines so that you are looking at the previous screen or page. You can examine text in an earlier section of your file by moving up one screen at a time. The following example shows three pages being scrolled up.



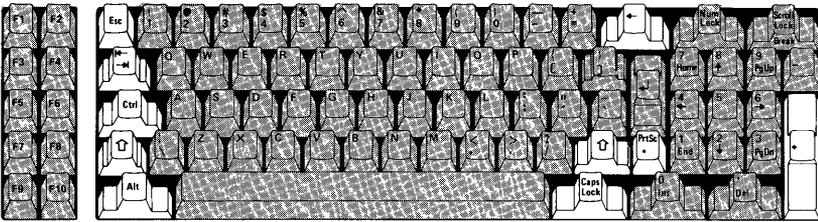
## Ctrl PgUp

Holding down the **Ctrl** key and pressing the **PgUp** key causes the cursor to go to the beginning of your document.

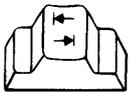
# Keyboard

## Special Keys

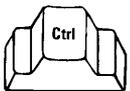
As shown in the following illustration, surrounding the typewriter-like portion of the keyboard are a number of darker colored keys that are very important in the EasyWriter program. Take a few minutes to locate each key as we describe its function – that will save you some time and effort later on. We will proceed in logical order, describing those keys on the left side of the keyboard first, and then those keys to the right of the keyboard. We will then describe the F1 through F10 keys that are located at the extreme left of your keyboard.



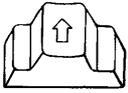
The Esc on this key stands for “escape”. This key is not used very much by the EasyWriter program but will be referred to occasionally, especially when you are sending special formatting characters to your printer.



This key, called the “tab” key, performs a function similar to a tab key on a typewriter. When we refer to the tab key, this is the key that we mean. EasyWriter allows you to set your own tabstops, just as a typewriter does.

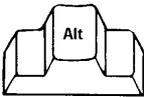


“Ctrl” stands for “Control”. This key is always used with another key to perform a command or function.



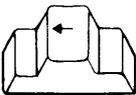
This key is called the “**shift**” key. If you notice, there are 2 keys on the keyboard that are exactly alike. Both are located in the same position, one on either side of the typewriter keys. Take a moment to locate the shift keys. The shift keys are used, in general, just like the shift keys on a typewriter. If you type another key while holding down a shift key, you will do one of 2 things:

1. Change lower case letters to capitals. This is done by pressing a letter key while holding down one of the shift keys. (If the **Caps Lock** key is activated, pressing the Shift key has the opposite effect.)
2. On those keys that have two meanings, for example, the number keys at the top of the keyboard that have a number at the bottom of the key and a symbol at the top, pressing one of the shift keys causes the character at the top of the key to be produced. For example, if you press the key with the semicolon (;) on it you will see a “;” on the screen. If you hold down one of the shift keys and press this key, you will see the “:” instead.

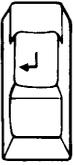


**Alt** stands for “Alternate”. This key is not used by the EasyWriter program.

Now look at the right side of the keyboard:



This is called the **destructive backspace** key, and is an important key in EasyWriter. It is called the “destructive backspace”, because it moves the cursor to the left one character, and replaces that character with a space. It is generally used to erase text that you have just typed. Please note that you cannot backspace past the left margin. If you attempt to do so, you will hear a beep. The backspace key only works on the current line.

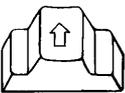


This key is called the **Enter** key, and is one of the most important keys on the keyboard. It has four main functions:

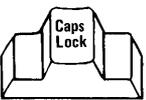
1. In the EasyWriter editor, the Enter key moves the cursor from the end of one line to the beginning of the next, and is used to indicate the end of a paragraph.
2. When you are giving instructions to the computer, it is used to send information to the computer. As soon as you press Enter, the computer reads what you have just typed, and then executes your instruction.
3. It forces the next word that you type to begin on a new line.
4. Allows you to insert text at the beginning of your document.



This key normally produces an asterisk on your screen. However, if you press it while holding down one of the **SHIFT** keys, it causes all text on the screen to print on the printer. For this reason, it is usually referred to as the “**Print Screen**” key.

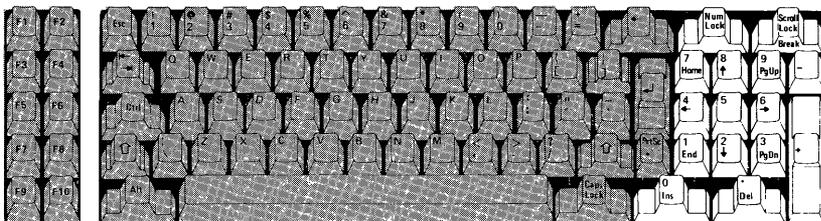


This key is the other **shift** key. You can use the shift key that is more convenient for you while you are typing – just as you would with an ordinary typewriter.



The **Caps Lock** key works something like a switch. Press it once, and all the letters that you type will appear in uppercase on the screen, until it is pressed again. When you press it again, the letters will be in lowercase. Note that it is not the same as the shift key, since it does not affect the symbols on your keyboard.

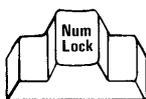
## More Special Keys – Cursor Controls



The portion of the keyboard that is pictured can serve one of two separate functions. The key at the top, labeled **NUM LOCK** determines how the keys will operate.

The keys can serve as a numeric keypad. They are arranged to look like an adding machine keyboard for this purpose. Pressing **NUM LOCK** turns the numeric keypad on. Pressing it again turns it off.

The keys can serve as “**cursor control**” keys. This means that pressing these keys move the cursor around the screen. Since this is the way that EasyWriter uses these keys, we will describe the cursor control functions of these keys. While using EasyWriter, you could ignore the numbers that appear on these keys – they are not important to you.



“**Num Lock**” is similar to the **Caps Lock** key because it works something like a switch. Press it once, and the keys on the numeric keypad appear as numbers on the screen. Press it again, and the same key controls cursor movements.



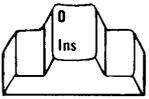
“**Home**” moves the cursor to the first character of the top line of the screen.



This key moves the cursor to the left one character for each key stroke.



“**End**” moves the cursor to the end of your file.



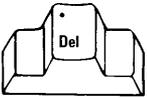
“**Insert**” sets the keyboard to insert mode so that keys will be entered at the position of the cursor and all data to the right moves to the right. Press “**Insert**” key again to exit insert mode.



This key moves the cursor up one line for each key stroke.



This key moves the cursor down one line for each key stroke.



“**Del**” deletes the character where the cursor is positioned and moves the remaining text left to fill in the space.



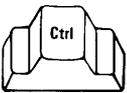
The **PgUp** key (page up) scrolls up 24 lines so that you are looking at the previous page of text in your document. It is like turning the pages backwards. You can examine text in an earlier section of your file by scrolling up one screen full of text.



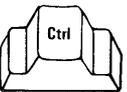
This key moves the cursor to the right one character for each key stroke.



The **PgDn** key (page down) does the same thing as **PgUp** except in the other direction. Press it and you will see the next screen full of text. It should be used to move through the file to find a section or if you wish to “turn the page” while reading a file on the screen.

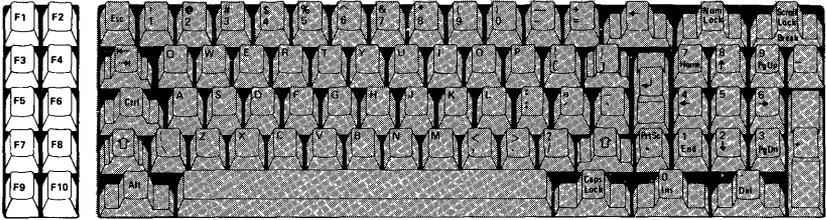


To speed your editing use these keys to have the cursor jump over words. Place the cursor on the space before the word and press **Ctrl** **→**. The cursor jumps to the next space. Holding down the **Ctrl** **→** causes very rapid horizontal cursor movement.



These keys work exactly like **Ctrl** **→**, in the opposite direction.

# Function Keys



The function keys are special keys that have different meanings in different programs. These keys have been described in detail previously in this chapter. In summary, EasyWriter uses these keys as follows:



“**Help on/off**” gives you the EasyWriter Help menu as an editing aid.



“**Print file**” allows you to print from the editor or file system.



“**Insert line**” allows you to insert a line and puts you in insert mode.



“**Additional commands**” gives you a listing of additional commands you may use.



“**Delete word**” allows you to delete a word.



“**Undelete**” allows you to restore a word, a character at a time, immediately after you have deleted it.



“**Stop print**” allows you to stop printing a document, and causes the printer to move the paper to the top of the next page.



“**Block marker**” allows you to move or copy blocks of text.



“**Align marker**” protects part of a file from alignment.



“**File system**” gives you a listing of the EasyWriter File System commands.

# CHAPTER 10. ADDITIONAL COMMANDS MENU

EasyWriter gives you several additional commands that supplement those that are available while you are in the editor. These functions can be used during any writing or editing session.

The Additional Commands menu is displayed by pressing the **F4** key. All commands are displayed and can only be used while the Additional Commands menu is on the screen. When you press the **F4** key, you see:

A D D I T I O N A L   C O M M A N D S							
A - ALIGN TEXT	M - MARGIN SETTINGS	T - TAB SETTINGS					
C - CENTER A LINE	N - PAGE #/# OF COPIES	W - WORD COUNT					
H - HMI SETTING	P - PRINT TO SCREEN	F4 - GO TO EDITOR					
J - JUSTIFY ON/OFF	S - SEARCH AND REPLACE	F10 - GO TO FILE SYSTEM					
COMMAND?							
L		R					
0	1	2	3	4	5	6	7

Using the Additional Commands menu is easy if you think of it as a three step process:

1. Enter the Additional Commands menu by pressing the **F4** key.
2. Select the command that you want by pressing the appropriate key (either uppercase or lowercase).
3. Return to the editor by pressing the **F4** key again.

This chapter gives you a detailed description for each of the additional commands.

# Align Text (A)

Although it is not always necessary to align your text, you use this feature if you have made insertions, deletions, or other file changes, particularly if those changes have caused irregular line lengths in your document. You must align your text after you change margins or indentations, or to justify your copy (see the Justify command later in this Chapter). If you want to justify your copy, use the justify procedure before you align. EasyWriter can align and realign text as often as you need.

**Note:** The margins in your document must be at least 26 characters long for align text to work properly.

You can align the entire document or parts of it depending on the location of the cursor when you begin to align.

To align your entire document:

1. Position your cursor to the top of your file (use **Ctrl**-**PgUp** ).
2. Press **F4**. This displays the Additional Commands menu.
3. Type **A** (for Align Text). You see:

## ADDITIONAL COMMANDS

```
-----  
A - ALIGN TEXT           M - MARGIN SETTINGS     T - TAB SETTINGS  
C - CENTER A LINE       N - PAGE #/# OF COPIES W - WORD COUNT  
H - HMI SETTING         P - PRINT TO SCREEN     F4 - GO TO EDITOR  
J - JUSTIFY ON/OFF      S - SEARCH AND REPLACE  F10 - GO TO FILE SYSTEM
```

COMMAND?

```
L                               R  
0-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----  
ALIGNING TEXT
```

4. If your document is large you may have to wait awhile. When the “ALIGNING TEXT” message goes off and you see your text displayed on the screen, press **F4** to return to your editing.

To align part of your document:

Position your cursor to the place in your document where you want aligning to begin. Press **F4**, then press **A**. All text from that location to the end of your document will be aligned.

## Align Protection Marker (F9)

There are times when you want to protect part of your file from alignment. This is important when you have a list (numbered or itemized), tables, charts, or lines that are centered.

You must place an Alignment Protection Marker (☺) at the beginning and ending of the block of text you want to protect.

**Note:** You may place the Alignment Protection Marker (☺) on a line by itself above and below the block of text that you want to protect. However, when you print your document, a blank line will be printed where the Alignment Protection Markers are placed.

## Alignment Protection Example:

This example shows you how to protect part of your file from being aligned. In this example you have a numbered list that you do not want to be aligned. This paragraph and the paragraph after the ending Alignment Protection Marker will be aligned; however, the procedure (numbered list) will not be aligned:

1. Place your cursor on the first character position of the text that you want to protect.
2. Press the **Ins** key.
3. Press **F9**. An Alignment Protection Marker appears.

**Note:** This Alignment Protection Marker must be the first character on line of text (you cannot have leading spaces).

4. Place your cursor after the last character of text that you want to protect.
5. Press **F9**. An Alignment Protection Marker appears.
6. Position your cursor to the top of your document (use **Ctrl-PgUp**).

**Note:** The cursor must be moved *above* the *first* Alignment Protection Marker before aligning your document.

7. Assume that the right margin is 65 and we want to change it to 50.
8. Press **F4**. This puts you in the Additional Commands menu.

## 9. Type M (for Margin). You see:

RIGHT MARGIN=65      INDENT= 0  
ENTER:R,I :

```
L                                     R
0-----1-----2-----3-----4-----5-----6-----7-----+
```

## 10. Change the margin setting by typing 50. Press Enter (↵) you see:

### ADDITIONAL COMMANDS

```
-----
A - ALIGN TEXT                    M - MARGIN SETTINGS            T - TAB SETTINGS
C - CENTER A LINE                N - PAGE #/# OF COPIES        W - WORD COUNT
H - HMI SETTING                  P - PRINT TO SCREEN            F4 - GO TO EDITOR
J - JUSTIFY ON/OFF               S - SEARCH AND REPLACE        F10 - GO TO FILE SYSTEM
```

COMMAND?

```
L                                     R
0-----1-----2-----3-----4-----5-----6-----7-----+
```

Notice how the R (for right margin) moves from the 65 to the 50 on the grid line.

## 11. Type A (for Align Text).

## 12. Notice how the paragraph is aligned, but the numbered list is not aligned.

### Alignment Protection Example:

This example shows you how to protect part of your file from being aligned. In this example you have a numbered list that you do not want to be aligned. This paragraph and the paragraph after the ending Alignment Protection Marker will be aligned; however, the procedure (numbered list) will not be aligned:

1. Place your cursor on the first character position of the text that you want to protect.
2. Press the Ins key.
3. Press F9. An Alignment Protection Marker appears.
4. Place your cursor after the last character of text that you want to protect.
5. Press F9. An Alignment Protection Marker appears.
6. Position your cursor to the top of your document (use Ctrl-PgUp).☺

**Note 1:** If you want to protect only one line of text – you may place the align protection markers at the beginning and end of that line (the first and last characters on the line). Use this technique to avoid extra blank lines in your document.

**Note 2:** Often the block of text that you wish to protect already has a blank line before and after the block. In that case, you may find it convenient to place the alignment protection markers before the carriage returns on those blank lines.

## Center A Line (C)

To center a line:

1. Place the cursor anywhere on the line that you want to center.
2. Press **F4**. This displays the Additional Commands menu.
3. Press **C** (for Center A Line).
4. In a moment, you return to editing with your line centered.

To be centered, a line must have two or more characters.

Remember to protect any centered text from alignment. (The first Alignment Protection Marker (☺) must be in column 1.)

Be careful not to center block or alignment protection markers.

## Horizontal Motion Index (HMI)

This special printer command does not function with the IBM 80 CPS Matrix Printer. If you have a non-IBM printer that uses HMI, see Appendix C.

## Justify (J)

EasyWriter allows you to “justify” your text; that is, make the right margin even. From the Additional Commands menu you turn on justify and then align the file. **J** is a switch; pressing **J** once turns justify on. Pressing **J** again turns justify off. Justify only works in conjunction with align.

1. Press J (for Justify). You see:

A D D I T I O N A L C O M M A N D S

```
-----  
A - ALIGN TEXT           M - MARGIN SETTINGS       T - TAB SETTINGS  
C - CENTER A LINE       N - PAGE #/# OF COPIES   W - WORD COUNT  
H - HMI SETTING         P - PRINT TO SCREEN       F4 - GO TO EDITOR  
J - JUSTIFY ON/OFF      S - SEARCH AND REPLACE    F10 - GO TO FILE SYSTEM
```

COMMAND? JUST-ON HMI=11 PRESS ENTER TO RETURN

L  
0-----1-----2-----3-----4-----5-----6-----7-----

Press the Enter () key.

If you press A at this point, your document is right justified.

2. Press J again and you see:

A D D I T I O N A L C O M M A N D S

```
-----  
A - ALIGN TEXT           M - MARGIN SETTINGS       T - TAB SETTINGS  
C - CENTER A LINE       N - PAGE #/# OF COPIES   W - WORD COUNT  
H - HMI SETTING         P - PRINT TO SCREEN       F4 - GO TO EDITOR  
J - JUSTIFY ON/OFF      S - SEARCH AND REPLACE    F10 - GO TO FILE SYSTEM
```

COMMAND? JUST-OFF HMI=11 PRESS ENTER TO RETURN

L  
0-----1-----2-----3-----4-----5-----6-----7-----

3. Press Enter () and then the  key to return to editing.

**Note:** To justify your text, you must align with justify ON (see “Align Text” in this chapter). Once you turn justify ON it remains on until you turn it off or exit EasyWriter.

## Margins (M)

EasyWriter allows you to set your right margin at any point from 26 to 254. By default, the left margin on the screen is 0, the right margin is 65, and there is no paragraph indentation. (Indentation is an offset from the left margin setting.)

Your right margin can be set to a value up to 254; however, you are able to view only 80 columns at any one time. If your text is wider than the 80 column screen, EasyWriter automatically scrolls to the right as you enter a line and scrolls back to the left for the start of the next line. To view the wider margins, use the left cursor ( ← ) and right cursor ( → ) keys.

To reset the right margin or indentation enter the Additional Commands menu and press M (for Margin).

```
RIGHT MARGIN=65      INDENT= 5
ENTER:R,I :
```

```
  L   I                                     R
0---+---1---+---2---+---3---+---4---+---5---+---6---+---7---+
```

You are immediately shown a grid that graphically represents the page indicating the current margins and indentations. The example shows how the screen looks with the margins set at 0 and 65 and indentations set at 5. You are prompted to enter the right (R) margin and the indentation (I). Enter the settings, separated by commas. If you do not want your paragraphs indented, enter the number for the right margin only.

If you set indentation greater than 0, all lines immediately following an end-of-paragraph will be indented the number of characters that you specify, unless protected by the align protection markers. Indentation takes effect only when you align and not when you are entering text.

You can reset the right margin to any settings you choose from the Additional Commands menu. You can permanently set the default margin from the RECONFIG program (see Appendix C for a description of the RECONFIG program).

For printing your documents, you can reset your left margin with the `.MARGIN` imbedded command (see Chapter 11) or with the RECONFIG program (see Appendix C).

## Page #/# of Copies (N)

You can use the `N` command to:

1. Start page numbering from any number you choose, or reset it to 1.
2. Print more than one copy of a document.
3. Print only part of a document.

## Setting Page Numbering

EasyWriter allows you to begin your page numbering with any number. Pages are not numbered unless you use the imbedded command `.PAGE` in your text. See Chapter 11 for an explanation of `.PAGE` command. EasyWriter, by default, sets your first page to “1”. This can be changed to any number, using the `N` Additional Command. The `N` command can also be used to reset your page numbering if you print more than one document during a session, and do not wish to print them contiguously.

1. From the Additional Commands menu, enter an `N`:

2. EasyWriter displays:  
PAGE#:
3. Enter the number that you want to appear on the first page of your document.
4. Press the Enter () key.
5. EasyWriter then displays:  
#COPIES:
6. Enter the number of copies you want to print (usually 1).
7. Press the Enter () key.

**Note 1:** You can also use the .PAGE command or the Clear command to reset page numbering.

**Note 2:** See Chapter 11 for additional information on the .PAGE command, and Chapter 8 for additional information on the Clear command.

## Printing Multiple Copies of a Document

1. From the Additional Commands menu, enter an N:
2. EasyWriter displays:  
PAGE#:
3. Press the Enter () key.
4. EasyWriter then displays:  
#COPIES:

5. Enter the number of copies you want to print.
6. Press the Enter () key.

## Printing Part of Your Document

1. From the Additional Commands menu, enter an N:
2. EasyWriter displays:  
PAGE#:
3. Press the Enter () key.
4. EasyWriter then displays:  
#COPIES:
5. Type 0 (the number zero) or do not type any number.
6. Press the Enter () key.
7. Press  to return to the editor.
8. Position your cursor to the place in your document where you would like to start printing.
9. Press the  key.

EasyWriter will now print your document from the location of the cursor to the end of your file.

## Print to Screen (P)

Printing your document to the screen gives you an idea of what your document looks like when it is printed on paper. For example, it shows where the pages break, how they are numbered, and how your document is spaced. It will not show you the effect of special printer control characters or underlining. Printing to the screen is faster than printing to paper.

Press P from the Additional Commands menu and EasyWriter automatically starts printing the document to your screen. All of the printer controls that work with the **(F2)** print function also work with Print to Screen. These are:

- Pause print (**(S)**).
- Stop print (**(F7)**).
- Slow print (**(←)**).
- Resume print speed (**(→)**).

**Note:** Slow print is useful when printing to the screen.

## Search and Replace (S)

One of the most useful features of EasyWriter is its ability to perform a global search (search throughout your document) and replace. At your command EasyWriter searches for a string that can consist of a word, a character, or a series of up to 49 characters.

At your option EasyWriter automatically replaces the string with another string of your choice (Search and Replace). This is handy if you want to customize

a letter. The first time it can be addressed to Mr. Smith with his name appearing several times. Later, you can send the same letter to Ms. Jones. All you have to do is a global search and replace, telling EasyWriter to find all occurrences of “Mr. Smith” and replace them with “Ms. Jones.” You also have the option of replacing only some occurrences of a word or phrase. In this mode, EasyWriter finds a word and pauses while you tell it to leave it there, replace it, or exit from the search mode.

Finally, you can use the Search and Replace command to locate part of a text even if you don’t want to make a change (Search and Not Replace). This is useful when you want to find a specific word or phrase in a long document.

**Note:** You can exit from the Search and Replace procedure at any time after the search has begun by pressing the **Esc** key.

To initiate a Search and Replace from the Additional Commands menu:

1. Press **S** (for search and replace).
2. EasyWriter prompts:  
SEARCH FOR
3. Type the word or phrase or other string.
4. EasyWriter prompts:  
REPLACE WITH

You now have two choices: you can Search for a word or phrase and replace it with another, or, if you are only interested in locating something in your document, you can Search and Not Replace. See either “Search and Replace All or Some” or “Search and Not Replace” in the following paragraphs.

## Search and Replace All or Some

1. If you want to search and replace, type the new word, phrase, or string at the prompt **REPLACE WITH**.

2. EasyWriter prompts:

ALL OR SOME?

If you want to replace it each time it appears, enter **A** (for all). If you want to replace some occurrences and not others, enter an **S** (for some).

3. If you type **A** (for all), EasyWriter replaces all occurrences of the word, phrase, or string and then prompts:

DONE! PRESS ENTER TO RETURN

4. Press the Enter () key. You can either select another Additional Command or press  to edit.

If you type **S** (for some), EasyWriter prompts:

TYPE: K-KEEP, D-DELETE, R-REPLACE, X-EXIT

1. At each occurrence you must enter the appropriate one letter command either (**K**, **D**, or **R**).

2. At the end of the occurrence, EasyWriter prompts:

DONE! PRESS ENTER TO RETURN

If you type **X**, EasyWriter prompts:

SEARCH ABORTED! PRESS ENTER TO RETURN

Press Enter (**↵**). You can either select another Additional Command or press (**F4**) to return to the editor.

## Search and Not Replace

If you only want to search and not replace the word or phrase or string:

1. Press Enter (**↵**) in response to:

REPLACE WITH

2. EasyWriter prompts:

TYPE: C - CONTINUE, B - SEARCH BACKWARDS, X-EXIT

3. Type the appropriate letter.

If you type **C**, EasyWriter searches forward for the occurrence of the word or phrase or string.

4. After each occurrence, press **C** until:
5. EasyWriter prompts:

DONE! PRESS ENTER TO RETURN

If you type **B**, EasyWriter searches backwards for the occurrence of the word or phrase or string.

**Note:** The **B** option can only be used after you have pressed **C** several times. Searches always start from the beginning of the file.

4. After each occurrence, press **B** until:
5. EasyWriter prompts:

DONE! PRESS ENTER TO RETURN

If you type **X**, EasyWriter stops the search.

4. EasyWriter prompts:  
SEARCH ABORTED! PRESS ENTER TO RETURN
5. Follow the instructions in Step 6 below.
6. Press the Enter () key. You are back into the Additional Commands menu. Either select another Additional Command or press the  key to exit the Additional Commands menu and enter into the editor.

## Searching Across Linked Files

EasyWriter performs a global search and replace across multiple files provided they are linked (see “Link Files” in Chapter 8). The search and replace will continue across linked files only if you type an **S** for **SOME** when EasyWriter displays:

ALL OR SOME?

**Note:** If you select All, EasyWriter will search only the file currently in memory.

Once you have selected the Some option, it is necessary to type an **R** each time you want to replace, even if you want to replace all of them (words or strings).

When the search reaches the end of the file, EasyWriter displays:

OK TO SAVE?

If you type Y you will see:

REVISE  
ARE YOU SURE?

If you type Y, the file is revised on the storage diskette and the search proceeds to the next file in the link.

If you type N to either prompt, the changes will not be saved in the current file, but the search proceeds to the next file in the link.

When the search is complete, the last file in the link remains in memory.

### Notes on Search and Replace:

1. Take a few precautions when using the global search and replace. EasyWriter searches for the exact string that you specify. If you enter the word "dog" it locates every occurrence of "dog" including the first three letters of "dogma."
2. To avoid locating the wrong words, include the spaces before and after the word. If you enter " do " it locates the word only. Also, remember that Search and Replace distinguishes between upper and lower case. For example, "dog" and "Dog" are different words.

3. EasyWriter makes a distinction between a word search and a phrase search. The key is whether there are any blanks imbedded in the target string. In the example in Note 2, typing 'dog' as the target causes the search to locate the word 'dogma' as well as the word 'dog'. This is an example of a word search: every occurrence of the target string is located. However, if you search for the phrase 'word search', EasyWriter will delimit the phrase with blanks automatically. As a result, punctuation marks (periods, commas, colons, etc.) which appear at the end of the phrase, with no intervening blanks, will prevent EasyWriter from finding that occurrence of the phrase. On the other hand, EasyWriter will find the phrase if it is split between two lines by a word wrap, or if the justify procedure has imbedded additional blanks between the words in the phrase.

## Tab (T)

To set your tabs, do the following:

1. Press **F4** to display the Additional Commands menu.
2. Type **T** (for Tab). You see:

TABS AT:  
ENTER TAB SETTINGS SEPARATED BY COMMAS

```

L-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+
R
  
```

3. Type the tab settings that you want separated by commas. In the following example, tabs are set at 21 and 44. You would type the tabs as follows:

TABS AT:  
ENTER TAB SETTINGS SEPARATED BY COMMAS

```

21,44_
L-----+-----1-----+-----2-----+-----3-----+-----4-----+-----5-----+-----6-----+-----7-----+
R
  
```

4. Press the Enter () key. This sets the tabs.
5. Press  to return to editing.

**Note 1:** You may change the tabs at any time during your session or you may cancel all tabs at any time by entering a 0 as your tab. You may select up to 15 tabs. (Remember, 0 is not a valid tab stop.)

**Note 2:** If you attempt to move to a tab stop that is past an end-of-paragraph marker, you will automatically be placed in insert mode and the end-of-paragraph marker will be moved to the next tab stop.

**Note 3:** Once your tabs have been set, they can be used by pressing the Tab Forward or Tab Reverse () key while you are typing. Tabbing with EasyWriter works exactly as it does on most typewriters.

**Note 4:** The tabs that you set must be within your margin settings.

**Note 5:** Tab settings are saved with the file.

**Note 6:** You can permanently set default tab settings with the RECONFIG command (see Appendix C).

This is an example of using tabs to type columns of information:

Programmers:	(T)	Engineers:	(T)	Managers:	♪
Jed	(T)	Andy	(T)	Donna	♪
Shon	(T)	John	(T)	Joe	♪
Shelia	(T)	Shannon	(T)	Carol	♪
Joey	(T)	Sherry	(T)	Judy	♪
Andrew	(T)	Judith	(T)	Paul	♪
Pat	(T)	Sue	(T)	Beth	♪

Where you see (T), press the Tab Forward (  ) key.

Where you see the ( ♪ ), press the Enter (  ) key.

**Note:** Leading blanks inserted with the tab key are removed when you align, although blanks between columns are preserved. If you have started your line with a tab there are two ways of preserving the indentation. You can use align protection markers around that section, or else, you can set your indent to the same value as your first tab setting.

## Word Count (W)

Have you ever wondered how many words are in a document you are writing? With EasyWriter you can find out by using the Word Count command. To do this:

1. Press F4 to enter the Additional Commands menu.
2. Type W (for word count).
3. Press the Enter key. This returns you to the Additional Commands menu.
4. Press F4 to return to editing.

The cursor temporarily goes to the top of the screen and when EasyWriter is finished counting, the number of words in the file appears in the upper left-hand corner.

The following is an example of what appears on the screen:

```
WORD COUNT=98      PRESS ENTER TO RETURN  
  
.MARGIN5  
.SPACE1  
Word Count (W)
```

Have you ever wondered how many words are in a document you are writing? With EasyWriter you can find out by using the Word Count command. To do this:

1. Press F4 to enter the Additional Commands menu.
2. Type W (for word count).
3. Press the Enter key. This returns you to the Additional Commands menu.
4. Press F4 to return to editing.

The cursor temporarily goes to the top of the screen and when EasyWriter is finished counting, the number of words in the file appears in the upper left-hand corner.

**WARNING:** For you students doing one of those 500-word essays, EasyWriter's word count counts any string of characters between two spaces as a word. So, for your own sake, ensure that you have as many extra words in your essay as you have imbedded commands, numbers, dashes, and so forth.

In the above example, EasyWriter tells you that there are 98 words in the procedure; however, EasyWriter has counted the margin5 and .space1 imbedded commands plus the numbers 1, 2, 3, and 4. There are actually 92 words!

# CHAPTER 11. USING IMBEDDED COMMANDS

This chapter tells you how to include commands within your document.

*Imbedded commands* allow you to change your file and document. For example, you can start printing a document with single spacing, switch to double spacing, and return to single spacing whenever you want.

Some of the imbedded commands send special instructions to your printer, and others let you temporarily reset some of EasyWriter's default values.

## General Rules for Imbedded Commands

- Imbedded commands must be the first non-blank character on a line.
- Do not place any text to the left of an imbedded command.
- Begin each imbedded command with a period (.).
- Place only one imbedded command on each line.
- Follow each imbedded command with an end-of-paragraph (¶) marker (by pressing the Enter (↵) key once).

- If you have a series of imbedded commands, you can place them at the beginning of your document or any place where needed.
- Once your document is printed (on the screen or printer), the imbedded commands remain in effect throughout the session, unless they are turned off or reset with another imbedded command or by the Clear command.
- Use any combination of uppercase or lowercase letters for imbedded commands.
- Imbedded commands do not print.

## **.EJECT (Start Printing on a New Page)**

At the end of a page of text, EasyWriter, by default, normally forces a page eject and begins printing a new page. With the .EJECT command, you can tell EasyWriter to eject a page at any point.

This is useful if you want a new chapter or section to start on a new page. Just place an .EJECT command on the line preceding where you want your new page to start. An example is as follows:

```
This ends Chapter 10.↵
.EJECT↵
CHAPTER 11. USING IMBEDDED COMMANDS↵
```

```
  This Chapter describes how to put commands within
  your document.↵
```

# .EJECTnn (Conditionally Start Printing on a New Page)

This extension of the .EJECT command protects a portion of text that you want to print on a single page, such as a chart or table.

Let's say that a table has 15 lines; put .EJECT15 on the line above the table. If the page where the table begins does not have 15 lines remaining, the page ejects before the table is printed. If the page where the table begins does have 15 lines remaining, the page does not eject and the table is printed.

In the following example, the page will eject because there is not enough room at the bottom of this page for the table.

The .EJECTnn command is put on the line above the table as follows:

```
.EJECT15♪  
Line 1. Example of .EJECTnn♪
```

This is what is printed:

```
Line 1. Example of .EJECTnn  
Line 2.  
Line 3.  
Line 4.  
Line 5.  
Line 6.  
Line 7.  
Line 8.  
Line 9.  
Line 10.  
Line 11.  
Line 12.  
Line 13.  
Line 14.  
Line 15.
```

Notice how the whole table (line 1 through line 15) is printed together on the same page.

## **.EOL (Define or Redefine End-of-Line)**

See Chapter 14.

## **.FORMSTOP (Single Sheet Feed)**

EasyWriter is initially setup (by default) to assume that you are using continuous feed paper. However, if you are using a printer that requires that the paper be fed one sheet at a time, you must tell EasyWriter to stop between pages when you print your document.

You must place the `.FORMSTOP` imbedded command at the start of your document.

After your single sheet of paper is printed, the printer stops. To resume printing, you can insert a new sheet of paper and then press the Space Bar.

**Note:** Be careful, do not leave the `.FORMSTOP` imbedded command in a document that you want to continuously feed paper. The printer could stop on you. You should use the following `.FORMSTOPOFF` imbedded command to return to continuous printing.

## **.FORMSTOPOFF (Turn FORMSTOP Off)**

This command turns off `.FORMSTOP` and places EasyWriter back into continuous printing.

## **.LINESnn (Define the Number of Printed Lines Per Page)**

EasyWriter by default prints 54 lines of text on an 8-1/2 by 11 inch (66 line) page. This allows for a top and bottom margin of 6 lines. The number of lines of text can be changed with the .LINESnn imbedded command, where nn is the total number of lines of text to be printed on each page. This command is frequently used with the .PAGELINES and the .TOP commands that are described later in this chapter.

A simple example is as follows:

```
.LINES52
```

**Note:** You can change the default setting permanently by using the RECONFIG command (see Appendix C).

## **.MARGINnn (Define Printing Left Margin)**

The .MARGINnn command sets your left margin for printing. This command only affects the margins when you print. While you are editing, the editor left margin is always in position 0.

The default setting for the .MARGIN command is 10, when you purchase EasyWriter.

If you want your left margin to be 5 and your right margin to be 75 when you print, you would set your right margin at 70 in the Additional Commands menu and imbed a .MARGIN5 at the beginning of your file.

When your document is printed, all the text is shifted 5 spaces to the right, resulting in the margins that you want.

You can save time by setting your left margin to a value that you use often in the RECONFIG program (see Appendix C). For example, in writing a manual, you could use a .MARGIN5 command in all your individual files. But, by setting the margin value to 5 in the RECONFIG program, you don't have to put the .MARGIN5 command in each one of your files.

## **.PAGELINESnn (Lines-per-Page)**

The number of lines per page by default is 66. If you want to change the default, use the .PAGELINES command.

For example, if you want to use legal size (8-1/2 x 14) paper, set your page length to 84 lines by entering .PAGELINES84 at the beginning of your document. If you want the standard 6 blank lines on the top and bottom of each page, tell EasyWriter to print 72 lines of text per page by entering .LINES72.

You type:

```
.PAGELINES84 ␣  
.LINES72 ␣
```

This command is frequently used with the .TOPnn command that is described later in this chapter.

## .PAGE (Page Numbering)

EasyWriter does not number your pages, unless you tell it to do so with the .PAGE command.

The .PAGE command has the following formats:

`.PAGErrr,ccc` (Begin page numbering starting with the present page number value)

`.PAGErrr,ccc,#n` (Begin page numbering starting with the number indicated by n)

`.PAGErrr,ccc,ccc` (Begin alternate (back-to-back) page numbering starting with the present page number value)

`.PAGErrr,ccc,ccc,#n` (Begin alternate page numbering starting with the page number indicated by n)

`.PAGE` (Stop page numbering)

The rrr stands for row (line on the page where you want the page number to print). The ccc stands for column (the print position on the line for the page number). If you want your page numbers to appear in the top right of each page, set rrr to 1 and ccc to 75. The #n is what you want your first number to be; normally this is a 1. Thus, your .PAGErrr,ccc,#n command could look like this:

```
.PAGE1,75,#1
```

If you print more than one file with numbered pages during a session, you must reset the number to 1 at the top of each file because the number sequence continues across file.

## **.PAGE**

Page numbering may be stopped by imbedding a .PAGE command followed by an end-of-paragraph (␣).

This, however, will not reset the numbering for the next file. That must be done through the “PAGE #/# OF COPIES” as described in Chapter 10 or by using another .PAGE command in the next file with the #n set to #1, or by using the Clear command from the EasyWriter File System menu.

## **.PAGErrr,ccc,ccc,#n**

This modified .PAGE command allows you to specify a different location for every other (alternate) page number. The last set of ccc specifies the alternate location. The #n is what you want your page number to be.

When printing back-to-back, the odd page number is usually on the right-hand corner of a page and the even page number on the left-hand corner of a page.

If you print more than one document with numbered pages during a session, you must reset the number to 1 at the top of each file because the number sequence continues across files.

## **.SPACE (Printer Line Spacing)**

The `.SPACE` command allows you to set the line spacing of your choice. See “Underlining” in Chapter 13 for the use of `.SPACE0`. The meanings of `n` are as follows:

- 0 = Suspend spacing (no spaces between lines)
- 1 = Single spacing (this is the default value of `.SPACE`)
- 2 = Double spacing
- 3 = Triple spacing
- 4 through `n` = Space the document the specified number of lines

**Note:** Be aware that if you specify a large number of spaces, for example 15, when you use the `.SPACE15` command and less than 15 lines remain at the bottom of your document, then any `.TITLE` and `.PAGE` commands for the bottom of that page and the top of the next page will not be printed. Proper titles and page numbers will resume printing on the page that follows extended spacing unless the condition occurs again.

## **.TITLE (Top and Bottom Titles)**

EasyWriter allows you to include a total of three titles on each page. It is possible to have a title automatically appear at a specified location at the start of each page of a document or each section of a document. Likewise, you can tell EasyWriter to

place a title at the bottom of any page. These are done with the .TITLE command.

**Note 1:** The .TITLE command(s) should be the first line(s) in your document (if you want to start printing titles from the first page of your document).

**Note 2:** The title that you use cannot be any longer than 132 characters (including blanks).

Let's assume that you are writing a chapter about word processing in a book called Computers. You want the word "COMPUTERS." to appear on the first line of each page in the book and the words "WORD PROCESSING" to be at the bottom of each page of that chapter. You do this by imbedding the following command at the beginning of the book:

```
.TITLEA,1,COMPUTERS.␣
```

The "A" in TITLEA means it is the first TITLE that you are using. The 1 is the row and "COMPUTERS" is the TITLE.

The title "COMPUTERS" would appear in row 1, starting at column 1.

Put the following command just before the chapter on Word Processing:

```
.TITLEB,66                WORD PROCESSING.␣
```

The title "WORD PROCESSING" would appear on line 66, starting in column 26 (EasyWriter includes the leading blanks as part of the title).

When you are finished typing that chapter, you can insert another `.TITLEB` command giving the name of the new chapter. The new `.TITLEB` should be directly above the start of the new chapter.

You can turn off the heading completely by inserting the command without the row and text and pressing the Enter () key.

You would type:

```
.TITLEB♪
```

`.TITLEC` is used the same as `.TITLEA` and `.TITLEB`. Use `.TITLEC` if you are using more than two headings or footers at any given time. Thus, `.TITLEA` could be your book title, `.TITLEB` your chapter title and `.TITLEC` your footnote.

**Note:** `.TITLE` does not affect the `.TOPnn` setting for the beginning of text (see `.TOPnn` described below).

## .TOPnn (Top Margins)

By default, EasyWriter inserts six blank lines at the top of every page. You can change this with the `.TOPnn` command. If you wanted EasyWriter to insert four blank lines, you would reset the top margin as follows:

```
.TOP5♪
```

Adjusting the top and bottom margins requires two commands. If you want four lines at both the top and bottom of 8-1/2 x 11 inch paper, you would imbed the following commands at the beginning of your file:

```
.TOP5♪  
.LINES58♪
```

The `.LINES58` tells the printer that you want to print 58 rather than the standard 54 lines on the page. With a top margin of four lines and 58 lines of text, the bottom margin is now four also.

**Note:** A setting of `.TOP0` and `.TOP1` accomplish the same thing.

## **.USER (User Defined Imbedded Command)**

This imbedded command is so flexible we have a special chapter for it. See Chapter 14.

## **Putting Imbedded Commands in a Separate File**

Most documents require few, if any, imbedded commands and it is easy to enter them each time you type a document. However, if you find that you frequently start your files with the same imbedded commands, you can save time by creating a special file that contains those imbedded commands and special printer instructions. This kind of file is often referred to as a Header file.

When you print a document that uses those commands, you can either:

- Append the document to your Header file.
- Place your Header file first in a series of linked files.
- Print your Header file before you print your document.

An example of a Header file is as follows:

1. Type `.MARGIN10`
2. Press the Enter () key.
3. Type `.SPACE2`
4. Press the Enter () key.
5. Type `.TOP5`
6. Press the Enter () key.
7. Type `.LINES58`
8. Press the Enter () key.
9. Type `.PAGE64,30,#1`
10. Press the Enter () key.
11. Type `.TITLEA,2, COMPANYCONFIDENTIAL`
12. Press the Enter () key.

This is what is on the screen:

```
.MARGIN10♪  
.SPACE2♪  
.TOP5♪  
.LINES58♪  
.PAGE64,30,#1♪  
.TITLEA,2, COMPANY CONFIDENTIAL♪
```

The Header file causes the printing of your document to be changed to double space, 58 lines-per-page, with page numbering starting at 1 and the top of every page will be labeled COMPANY CONFIDENTIAL.

You can now save the commands in a file called Header. Later you can append or link the header to other documents and use the values in the header file. This can save you time by not having to re-enter these page settings for every document.

# CHAPTER 12. USING BLOCK MOVE AND BLOCK COPY

This chapter describes how to move and copy blocks of text from one section of your document to another or even one file to another, and also how to delete blocks of text from a file.

Before word processing, it took much more time to move or copy text because it was necessary to “cut and paste” the text. On a 64K system, EasyWriter allows you to move or copy up to 2,000 characters (if your system has more than 64K of user memory, you can move or copy up to 4,000 characters).

Use Block Move if you wish to move a paragraph or a block of text from one location to another.

Use Block Copy if you wish to insert a paragraph or a block of text in more than one location in your file, or duplicate it in more than one file.

## Block Move

In the following simple example, paragraph 3 is moved into its proper place:

Paragraph 1...  
... end of paragraph 1♪  
Paragraph 2...  
... end of paragraph 2♪  
Paragraph 4...  
... end of paragraph 4♪  
Paragraph 3  
... end of paragraph 3♪

1. Move the cursor to the first line (Paragraph 3) of the block of text that you want to move.

```
Paragraph 1...
... end of paragraph 1♪
Paragraph 2...
... end of paragraph 2♪
Paragraph 4...
... end of paragraph 4♪
Paragraph 3...
... end of paragraph 3♪
```

2. Press the **Ins** key to go into insert mode.
3. Press the **F8** (block marker) key. A block marker ( ▶ ) appears on the screen.

```
Paragraph 1...
... end of paragraph 1♪
Paragraph 2...
... end of paragraph 2♪
Paragraph 4...
... end of paragraph 4♪
▶Paragraph 3...
... end of paragraph 3♪
```

4. Move the cursor after the last character of the last line (Paragraph 3) of text that you want to move.
5. Press the **F8** (block marker) key. A block marker ( ▶ ) appears on the screen.

```
Paragraph 1...
... end of paragraph 1♪
Paragraph 2...
... end of paragraph 2♪
Paragraph 4...
... end of paragraph 4♪
▶Paragraph 3...
... end of paragraph 3♪▶
```

6. Press and hold the **Ctrl** key and then press the C key. The block of text is removed from your file and placed in the block move buffer.

Paragraph 1...  
... end of paragraph 1♪  
Paragraph 2...  
... end of paragraph 2♪  
Paragraph 4...  
... end of paragraph 4♪

7. Move the cursor to the line above ("end of Paragraph 2") the place where you want to move the block of text.
8. Press the **F3** key once to open up some space where the block of text will go.

Paragraph 1...  
... end of paragraph 1♪  
Paragraph 2...  
... end of paragraph 2♪

Paragraph 4...  
... end of paragraph 4♪

♪

9. Press and hold the **Ctrl** key and at the same time press the G key. The block of text is inserted beginning on the line where the cursor is positioned.
10. The text after the move looks like this:

Paragraph 1...  
... end of paragraph 1♪  
Paragraph 2...  
... end of paragraph 2♪  
Paragraph 3...  
... end of paragraph 3♪  
Paragraph 4...  
... end of paragraph 4♪

The Block Move buffer is now empty.

# Block Copy

Block Copy is similar to Block Move except that it has more steps and you can insert the same block of text more than once in your document. The number of times that you can copy the block of text is limited by the size of the block and the space remaining in your file.

In the following simple example, you will copy paragraphs 3 and 4 two times.

Paragraph 1...  
... end of paragraph 1♪  
Paragraph 2...  
... end of paragraph 2♪  
Paragraph 3...  
... end of paragraph 3♪  
Paragraph 4...  
... end of paragraph 4♪  
Paragraph 5...  
... end of paragraph 5♪  
Paragraph 6...  
... end of paragraph 6♪

1. Move the cursor to the first line of text (Paragraph 3) that you want to copy and press the **Ins** key.

2. Press the **F8** key. A block marker ( ► ) appears:

Paragraph 1...  
... end of paragraph 1♪  
Paragraph 2...  
... end of paragraph 2♪  
►Paragraph 3...  
... end of paragraph 3♪  
Paragraph 4...  
... end of paragraph 4♪  
Paragraph 5...  
... end of paragraph 5♪  
Paragraph 6...  
... end of paragraph 6♪

3. Move the cursor to the last character on the last line (“end of Paragraph 4”) of the text that you want to copy.

4. Press the **F8** key. A block marker ( ► ) appears:

Paragraph 1...  
... end of paragraph 1♪  
Paragraph 2...  
... end of paragraph 2♪  
►Paragraph 3...  
... end of paragraph 3♪  
Paragraph 4...  
... end of paragraph 4♪►  
Paragraph 5...  
... end of paragraph 5♪  
Paragraph 6...  
... end of paragraph 6♪

♪

5. Press and hold the **Ctrl** key and press the **J** key.

6. You see:

BLOCK COPY ON PRESS ENTER TO RETURN

**Note:** If the message is:

BLOCK COPY OFF PRESS ENTER TO RETURN

press the Enter (**↵**) key and then the **Ctrl**-**J** again.

7. Press the Enter (**↵**) key in response to this message.

8. Press and hold the **Ctrl** key and press the **C** key. The block of text is put into the block copy buffer.

Paragraph 1...

... end of paragraph 1♪

Paragraph 2...

... end of paragraph 2♪

Paragraph 5...

... end of paragraph 5♪

Paragraph 6

... end of paragraph 6♪

**Note:** Don't worry - your text has just been temporarily stored in a section of memory called the Block Copy buffer.

9. Press and hold the **Ctrl** key and press the **G** key. This restores paragraphs 3 and 4 and keeps a copy in the block copy buffer.

**Note:** It is a good practice to immediately restore the block of text back into its original position; rather than waiting until you have copied the block of text. This ensures that you **do not** forget to restore the block of text.

Paragraph 1...  
... end of paragraph 1♪  
Paragraph 2...  
... end of paragraph 2♪  
Paragraph 3...  
... end of paragraph 3♪  
Paragraph 4...  
... end of paragraph 4♪  
Paragraph 5...  
... end of paragraph 5♪  
Paragraph 6...  
... end of paragraph 6♪

10. Move the cursor to the end of text by pressing the **End** key.
11. Press the **G** key while holding down the **Ctrl** key. The block of text is inserted beginning on the line where the cursor is positioned.

Paragraph 1...  
... end of paragraph 1♪  
Paragraph 2...  
... end of paragraph 2♪  
Paragraph 3...  
... end of paragraph 3♪  
Paragraph 4...  
... end of paragraph 4♪  
Paragraph 5...  
... end of paragraph 5♪  
Paragraph 6...  
... end of paragraph 6♪  
Paragraph 3...  
... end of paragraph 3♪  
Paragraph 4...  
... end of paragraph 4♪

12. Repeat steps 10 and 11 if you want to place another copy of the text somewhere else in your document. If not:
13. Press and hold the **Ctrl** key and then press the **J** key.

14. EasyWriter prompts:

BLOCK COPY OFF PRESS ENTER TO RETURN

15. Press the Enter () key in response to the block copy prompt. This erases the contents of the block copy buffer.

## Block Move and Block Copy Between Files

You can move and copy blocks of texts among many files. To do this:

1. Place the text you wish to move into the Block Move or Block Copy buffer following the procedures in this Chapter. If you are copying text from one file to another, make sure you press -G to leave a copy in that file.
2. Press the  key to enter the EasyWriter File System.
3. If you wish to save the changes you have just made to the file in memory, press R (for Revise A File).
4. Press G (for Get A File) and type the filename of the file that you want to copy or move the text into.
5. Press the Enter () key to get the file.
6. Press E (for Edit A File).
7. Move the cursor to the line above where you want to copy or move the text.

8. Press the **F3** key once to open some space for the text.
9. Press the **Ctrl** and **G** keys at the same time. This moves or copies the text from the Block Move or Block Copy buffer into this file.
10. Revise the file that you just copied or moved the block of text into by pressing **F10** and the **R**.
11. Return to the original file by pressing **G**, typing the name of the original file and pressing **E**. If you want to move or copy the text to another file, just type the filename of the other file.

## Deleting Blocks of Text

You can use the Block Move function to delete large blocks of text from your document rather than continually pressing the **Ctrl** and **End** keys for each line of the large block. To do this, at Step 8, press **Ctrl**-J, Enter (**↵**), **Ctrl**-J, Enter (**↵**) and the block move buffer will be erased.

# NOTES

# CHAPTER 13. CONTROLLING THE IBM 80 CPS MATRIX PRINTER

EasyWriter can control six different printing modes of the IBM 80 CPS Matrix Printer. The modes are:

1. Compressed
2. Double strike
3. Double width
4. Emphasized
5. 8 LPI (lines-per-inch)
6. No Spacing Between Lines

You can also combine any of the modes, except Emphasized and Compressed, for more variety.

The following chart shows the printing modes, the keyboard control characters that cause the specified modes and the symbols that you see on the screen when you enter the control characters:

MODE	COMMAND	SYMBOL
Compressed on	Ctrl O Ctrl O	☼
Compressed off	Ctrl O Ctrl R	⬇
Double strike on	Ctrl O Esc G	←G
Double strike off	Ctrl O Esc H	←H
Double width on	Ctrl O Ctrl N	♯
Double width off	Ctrl O Ctrl T	¶
Emphasized on	Ctrl O Esc E	←E
Emphasized off	Ctrl O Esc F	←F
8 lines-per-inch	Ctrl O Esc 0	←0
No spacing between lines	Ctrl O Esc 1	←1
Return to normal print (6 lines-per-inch)	Ctrl O Esc 2	←2

#### Notes:

- The O's are the letter O and not the number zero.
- The letters used with the Esc commands must be uppercase.
- A mode stays on until turned off, with the exception of double width mode.
- Double width mode is automatically turned off at the end of each line. However, double width mode can be turned off before the end of each line by **Ctrl** O **Ctrl** T.
- With the exception of double width mode, printing modes *cannot* be turned on and off on the same line.

## Compressed Mode

You can tell the printer to print your document in smaller type (compressed mode). You turn on compressed mode by:

1. Placing the cursor where you want your text to begin printing in compressed mode.
2. Pressing **Ctrl** O and **Ctrl** O (these are the letter O and not the number 0). The screen displays the symbol ( ⚡ ).

To turn off compressed mode:

1. Place the cursor on the line below the last line of text to print in compressed mode.
2. Press **Ctrl** O and **Ctrl** R (letter O and not the number 0). The screen displays the symbol ( ⚡ ).

If this is on the screen:

⚡Now you are in compressed mode. As you can see the type is much smaller than normal mode. You enter compressed mode by imbedding Ctrl O Ctrl O in your file. You turn off compressed mode by imbedding Ctrl O Ctrl R in your file.⚡  
⚡

Then this is what is printed:

**Now you are in compressed mode. As you can see the type is much smaller than normal mode. You enter compressed mode by imbedding Ctrl O Ctrl O in your file. You turn off compressed mode by imbedding Ctrl O Ctrl R in your file.**

# Double Strike Mode

You can tell the printer to type each character two times (double strike mode). To turn on double strike mode:

1. Place the cursor on the line where you want to begin double strike mode.
2. Press **Ctrl O Esc G** (these are the letter O and uppercase G). The screen displays the symbol (**←G**).

To turn off double strike mode:

1. Place the cursor below the last line of text that you want to print in double strike mode.
2. Press **Ctrl O Esc H** (these are the letter O and uppercase H). The screen displays the symbol (**←H**).

If this is on the screen:

```
+GNow you are in double strike mode. This causes the printer  
to strike each letter two times. It can be used with any of  
the other modes. Double strike is turned on by Ctrl O Esc G  
and turned off by Ctrl O Esc H.↓  
←H↓
```

Then this is what is printed:

```
Now you are in double strike mode. This causes the printer  
to strike each letter two times. It can be used with any of  
the other modes. Double strike is turned on by Ctrl O Esc G  
and turned off by Ctrl O Esc H.
```

## Double Width Mode

You can tell the printer to type your document in double width mode. To turn on double width mode:

1. Place the cursor on the line where you want to begin double width mode.
2. Press **Ctrl**O **Ctrl**N. The screen displays the symbol (  $\text{♪}$  ).

Double width mode is automatically turned off at the end of each line. However, if you have redefined the end-of-line character with .EOL (see Chapter 14 for a description of .EOL) to print double width on every line, you can turn off double width mode at anytime by pressing **Ctrl**O and **Ctrl**T.

If this on the screen:

```

 $\text{♪}$ Line 1 of double width print. $\text{♪}$ 
 $\text{♪}$ Line 2 of double width print. $\text{♪}$ 
 $\text{♪}$ Line 3 of double width print. $\text{♪}$ 

```

Then this is what is printed:

```

Line 1 of double width print.
Line 2 of double width print.
Line 3 of double width print.

```

**Note 1:** Make sure that your line length is not greater than 40 characters, or you will experience overprinting.

**Note 2:** If you underline words printed in double width, the line must also be in double width print.

# Emphasized Mode

You can tell the printer to type your document in emphasized mode. To turn on emphasized mode:

1. Place the cursor where you want to begin emphasized mode.
2. Press **Ctrl** **O** **Esc** **E** (these are the letter O and uppercase E). The screen displays (**←E**).

To turn off emphasized mode:

1. Place the cursor on the line *below* where you want emphasized mode to stop.
2. Press **Ctrl** **O** **Esc** **F** (these are the letter O and uppercase F). The screen shows (**←F**).

If this is what is on the screen:

```
←EFirst line of emphasized print.♪  
Second line of emphasized print.♪  
Third line of emphasized print.♪  
←F♪
```

This is what is printed:

```
First line of emphasized print.  
Second line of emphasized print.  
Third line of emphasized print.
```

## 8 LPI (Lines-per-inch) Mode

You can tell the printer to type your document in the 8 LPI (lines-per-inch) mode. To turn on the 8 LPI mode:

1. Place the cursor where you want to begin printing 8 lines-per-inch.
2. Press **Ctrl** **O** **Esc** **0** (that's the letter O with the Ctrl key and the 0 key after the Esc key). The display shows (**←O**).

Printing at 8 lines-per-inch stays in effect until you change it to another specification. In the example that follows, notice that you can return to normal spacing (6 LPI) by pressing **Ctrl** **O** **Esc** **2** which is displayed on the screen as (**←2**).

If this is on the screen:

```
←OThe 8 LPI mode is turned on.
For a comparison, lines 3, 4 and 5 are printed at 6 LPI
Line 1. 8 LPI
Line 2. 8 LPI
←2
Line 3. normal spacing
Line 4. normal spacing
Line 5. normal spacing
```

This is what is printed:

```
The 8 LPI mode is turned on.
For a comparison, lines 3, 4 and 5 are printed at 6 LPI
Line 1. 8 LPI
Line 2. 8 LPI

Line 3. normal spacing
Line 4. normal spacing
Line 5. normal spacing
```

# No Spacing Between Lines Mode

You can tell the printer to type your document without spacing between lines. To do this:

1. Place the cursor where you want to begin printing without spacing between lines.
2. Press **Ctrl** **O** **Esc** **1** (that's the letter O with the **Ctrl** key and the 1 key after the Esc key). The display shows (**←1**).

Printing without spaces stays in effect until you change it to another specification. In the example that follows, notice that you can return to normal spacing (6 LPI) by pressing **Ctrl** **O** **Esc** **2** which is displayed on the screen as (**←2**).

If this is on the screen:

```
←1No spacing mode is turned on.
For a comparison, lines 3, 4 and 5 are printed at 6 LPI
Line 1. no spacing between lines
Line 2. no spacing between lines
←2
Line 3. normal spacing
Line 4. normal spacing
Line 5. normal spacing
```

This is what is printed:

```
No spacing mode is turned on.
For a comparison, lines 3, 4, and 5 are printed at 6 LPI
Line 1. no spacing between lines
Line 2. no spacing between lines

Line 3. normal spacing
Line 4. normal spacing
Line 5. normal spacing
```

## Combining Modes

By using more than one printer command at a time, you can get a varied selection of print formats.

### Double Strike and Emphasized Modes

If this is on the screen:

```
←G←EHello Judy, Richard, Debbie, and Renee'␣
←H←F␣
```

Then this is what is printed:

**Hello Judy, Richard, Debbie, and Renee'**

### Double Strike and Double Width Modes

If this is on the screen:

```
←G␣Hi mom and dad, love Jed␣
←H␣
```

Then this is what is printed:

**Hi mom and dad, love Jed**

### Double Strike and Compressed Modes

If this is on the screen:

```
←G⊛Isn't this exciting?␣
←H⊣␣
```

Then this is what is printed:

**Isn't this exciting?**

## Double Strike, Compressed, and Double Width Modes

If this is on the screen:

←G✱♪ Is the doctor in?♪  
←H♪

Then this is what is printed:

**Is the doctor in?**

## Double Strike, Double Width, and Emphasized Modes

If this is on the screen:

←G♪←ENo the doctor is out to lunch♪  
←H←F♪

Then this is what is printed:

**No the doctor is out to lunch**

## Double Width and Emphasized Modes

If this is on the screen:

♪←ECome to Florida for the winter♪  
←F♪

Then this is what is printed:

**Come to Florida for the winter**

## Double Width and Compressed Modes

If this is on the screen:

```
♪*I left my car in San Francisco♪
↑♪
```

Then this is what is printed:

```
I left my car in San Francisco
```

## Underlining

To underline it is necessary for you to use the .SPACE0 and the .SPACE $n$  imbedded commands (where  $n$  is the line spacing of your document). In our example we are using .SPACE1 for normal single spacing at 6 lines-per-inch.

To underline you:

1. Insert a blank line (  ) above the line where you want to underline.
2. Type .SPACE0 above the line that you want to underline.
3. Press the Enter (  ) key.
4. Insert a blank line (  ) under the line where you want to underline.
5. Type .SPACE1.
6. Insert a blank line (  ) under the .SPACE1 command.
7. Use the space bar (not the  key), to move the cursor directly below the first character of the word you want to underline. Then place underline marks (  ) under the entire word.

8. Press the Enter (  ) key.
9. Delete any extra blank lines with the  or  keys.

If this is what is on the screen:

```
.SPACE0↵
The second word in this sentence is underlined.↵
.SPACE1↵
.. -----↵ → Delete this blank line
:SPACE0↵
The third word in this sentence is underlined.↵
.SPACE1↵
-----↵
.SPACE0↵
The fourth word in this sentence is underlined.↵
.SPACE1↵
-----↵
.SPACE0↵
The fifth word in this sentence is underlined.↵
.SPACE1↵
-----↵
```

Then this is what is printed:

```
The second word in this sentence is underlined.
The third word in this sentence is underlined.
The fourth word in this sentence is underlined.
The fifth word in this sentence is underlined.
```

# CHAPTER 14. DEFINING YOUR OWN COMMANDS

This chapter describes how to define your own imbedded commands (called `.USER` commands) and how to redefine the End-of-Line character with the `.EOL` imbedded command.

Defining your own commands is an advanced feature of EasyWriter that you should try after you have become thoroughly familiar with the more commonly used commands. You may never need to define your own commands. However, if you do, you can use as many as ten `.USER` commands in each document.

When using these commands, it helps to have an understanding of ASCII codes and how they are interpreted by your printer. Appendix F lists all of the ASCII codes.

## ASCII Codes

ASCII stands for American Standard Code for Information Interchange. ASCII codes are the signals that your computer sends to the printer or other peripheral device such as a terminal or a modem. Modem stands for modulator/demodulator. Your printer does not care where it gets its ASCII codes or how they are generated. All it knows is that each ASCII code corresponds to a command that it must interpret. When you type a capital A in EasyWriter, your IBM Personal Computer interprets that as an ASCII code 65. The computer sends a "65" to the printer and the printer prints the letter "A".

The computer and the printer "talk" to each other in ASCII while you are typing in English or any other language.

Sometimes it is necessary to tell the printer to do something or print something, but it is not possible or convenient to send the command directly from the keyboard. For example, the IBM 80 CPS Matrix Printer can change type size or style in response to commands that are imbedded in your file. Such codes cannot be a normal keyboard character, because you might use that character in your regular typing and the printer needs to know whether you want to interpret that character as a command or to print it on paper. There are also characters that are not on your keyboard that can be printed but not entered directly. The .USER commands allow you to enter any ASCII codes anywhere in your text.

## Converting A Symbol to ASCII Code

Let's assume that you want to sound the buzzer on the printer when a document has finished printing. There is not a key for you to press especially for sounding the buzzer. Also, you know that you do not use the ~ symbol anywhere in your document. With the .USER command you can redefine the ~ key to send the proper ASCII code to the printer to sound the buzzer.

First you would refer to Appendix F to find the ASCII value of BEL. From the chart you see that the ASCII value of BEL is 007. Then you would enter the following command as a single line statement any place in your text preceding the first time it is needed.

```
.USER~7♯
```

This assigns the ASCII character 007 (BEL) to the ~ character. Now you can enter a ~ at the end of your text, just like any other character.

## Placing Strings In .USERn Command

It is possible to place a string of up to 5 characters in a single .USERn command. This command is mainly used to send special commands to your printer, but it can also be used to assign a symbol as a word or another string of text. The *n* can be from 1 to 9.

Let's assume that we want the symbol "[" to be printed as the word "check." The following command assigns the string check to the "[" symbol:

```
.USER6[ check
```

Whenever EasyWriter detects the "[" symbol it prints the word "check". If this is on the screen:

```
.USER6[ check ♪
```

```
[ 1325 ♪
```

```
[ 1326 ♪
```

```
[ 1327 ♪
```

```
[ 1329 ♪
```

```
[ 1330 ♪
```

Then this is what is printed:

```
check1325
```

```
check1326
```

```
check1327
```

```
check1329
```

```
check1330
```

# Redefining Emphasized Mode

Let's take a more practical example. As described in Chapter 13, the IBM 80 CPS Matrix Printer has several character sets. In the following example, two .USER commands are used to allow switching between the normal printing mode and the emphasized mode ("Emphasized Mode" is discussed in detail in Chapter 13).

The command to turn Emphasized Mode on is **Ctrl O Esc E**. The command to turn Emphasized Mode off is **Ctrl O Esc F**. (Use the letter O for Ctrl and uppercase E and F for Esc.) While EasyWriter allows you to enter these commands directly, you may find it easier to enter them through a .USERn command. In the following example, the ">" sign is used to indicate Emphasized Mode being turned on and the "<" is used to indicate that Emphasized mode is being turned off (return to normal mode). This is how it is being done:

## Name A Command For Emphasized Mode On (Ctrl O Esc E)

1. Type .USER5> (do not press Enter (  )).
2. Hold down the **Ctrl** key and press the O key (do not press Enter (  )).
3. Press the **Esc** key (do not press Enter (  )).
4. Press the E key.
5. Press the Enter (  ) key.

This is what you see:

```
.USER5>←E♪
```

## Name A Command For Emphasized Mode Off (Ctrl O Esc F)

1. Type `.USER7<` (do not press Enter (↵)).
2. Hold down the `Ctrl` key and press the `O` key (do not press Enter (↵)).
3. Press the `Esc` key (do not press Enter (↵)).
4. Press the `F` key.
5. Press the Enter (↵) key.

This is what you see:

```
.USER7<←F♪
```

In the following example, the redefined commands are used to print in emphasized mode. If this is what is on the screen:

```
.USER5>←E♪
.USER7<←F♪
>This text is emphasized.
This text is emphasized.
This text is emphasized.
<
This text is not emphasized.
This text is not emphasized.
```

Then this is what is printed:

```
This text is emphasized.
This text is emphasized.
This text is emphasized.

This text is not emphasized.
This text is not emphasized.
```

# Stacking .USER and .USERn Commands

There may be times when you need to use more than one .USER command at a time. This is done by using .USER and .USERn together. In the following example, you use the .USERn (.USER4 and .USER8) with .USER to indent an outline.

You do this by assigning:

- The # symbol as 3 spaces.
- The ^ symbol as 5 spaces.

```
.USER/32  
.USER4#///  
.USER8^/////
```

The meaning of each .USER command is as follows:

- The .USER/32 assigns a space (ASCII character 32) to the / symbol. When you type a /, a space is printed instead of the / sign.
- The .USER4#/// assigns three /'s (spaces) to the # symbol. When you type a #, three spaces are printed.
- The .USER8^///// assigns five /'s (spaces) to the ^ symbol.

On the screen your outline would look like this:

```
.USER/32␣
.USER4#///␣
.USER8^/////␣

^^^OUTLINE

^I. INDIANS

^#A. North American

^##1. Apache
^###a. women
^###b. warriors
^###c. children

^##2. Seminole
^###a. women
^###b. warriors
^###c. children

^#B. Central American

^##1. Aztecs
^###a. women
^###b. warriors
^###c. children

^##2. Incas
^###a. women
^###b. warriors
^###c. children
```

When its printed it looks like this:

## OUTLINE

### I. INDIANS

#### A. North American

1. Apache
  - a. women
  - b. warriors
  - c. children
2. Seminole
  - a. women
  - b. warriors
  - c. children

#### B. Central American

1. Aztecs
  - a. women
  - b. warriors
  - c. children
2. Incas
  - a. women
  - b. warriors
  - c. children

## **Redefining the End-of-Line Character With .EOL**

Normally EasyWriter sends a carriage return and line feed character at the end of every line to instruct the printer to begin a new line. However, you may want to change the character sent to the printer at the end of the line. In EasyWriter this is especially convenient when you are printing an entire document in double width mode on the IBM 80 CPS Matrix Printer.

As mentioned in Chapter 13 double width is only in effect for one line and must be turned on for every line that you want printed in double width. The following .EOL command changes the end-of-line character so that double width is turned on at the beginning of every line:

```
.EOL ^
```

On the screen it would look like this:

```
.EOL ^ ^  
^  
Print double width  
on every line.^
```

This is how it looks when its printed:

```
Print double width  
on every line.
```

To reset the end-of-line character enter the following:

```
.EOL ^
```

**Note 1:** In the example above notice that there is a blank line following the .EOL command. This is because the .EOL only takes effect after one line is printed. The line with the .EOL command is not printed.

**Note 2:** Although you can include other printer mode commands in the .EOL command, they are really not needed. They only need to be specified once to be in effect.

# NOTES

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# NOTES

# APPENDIX A. MESSAGES

**Note:** Messages preceded by an asterisk occur in either the TRANSFER or CONVERT Utility.

## ALIGNING TEXT

The text is being aligned. If you have a large file, this may take a while.

## \*ASCII FILE TO BE TRANSFERRED TO EASYWRITER IS TOO LARGE

The file you are attempting to transfer to EasyWriter exceeds one of the maximum allowed size conditions as follows:

1. Your IBM Personal Computer has a memory of 64,000 characters or less and the file you are trying to transfer is larger than 12,000 characters.
2. Your IBM Personal Computer has a memory greater than 64,000 characters and the file you are trying to transfer is larger than 24,000 characters.

You must split the file before you can transfer it to EasyWriter.

## BLOCK COPY OFF PRESS ENTER TO RETURN

Started by **Ctrl** J. Block copy has been turned off, and you cannot do multiple copies, only block moves.

## **BLOCK COPY ON PRESS ENTER TO RETURN**

Started by **Ctrl**J. Block copy has been turned on, and you can do multiple copies.

## **BLOCK TOO LARGE - PRESS ENTER TO RETURN**

Either you are trying to copy a block that is more than 2,000 characters on a 64K-byte system or 4,000 characters on a system larger than 64K-bytes. You will also get this message if you only have one block marker in your file, or if you did not clear the block copy buffer.

## **DIRECTORY FULL PRESS ENTER TO RETURN**

The maximum number of files allowed by DOS has been allocated to the storage diskette. If you want to save the file, you have to either delete a file, or use another storage diskette.

## **DISKETTE ERROR !! PRESS ENTER TO RETURN**

Either the diskette is not formatted, or the diskette is not in the drive properly. Reinsert your EasyWriter program diskette or storage diskette and press the Enter (**↵**) key to continue.

**\*DISKETTE IN DRIVE x IS WRITE PROTECTED**

The diskette in Drive x has a write-protect tab on it. Either remove the tab, or use an unprotected diskette.

**DONE!! PRESS ENTER TO RETURN**

Search has reached the end of the file. Press Enter (↵) to go to the Additional Commands menu.

**\*DRIVE x DISKETTE DOES NOT HAVE ANY IBM DOS FILES**

There are no IBM DOS files on the diskette in Drive x. Insert the proper diskette and press a key to continue.

**\*DRIVE x DOOR OPEN OR MISSING DISKETTE**

Either the door on Drive x is open, or you forgot to put the diskette in the drive. Correct the condition and press Enter (↵) to continue.

**DRIVE ERROR!! SWITCH DRIVES AND PRESS ENTER TO RETURN**

Either the drive door is open, or there is no diskette in the drive. Close the door, or put in a diskette and press a key to continue. If these solutions don't work, you may have a disk drive problem — consult your *IBM Personal Computer Guide to Operations* for information on running the Diagnostic aids. EasyWriter will automatically attempt to read from the other drive in a two drive system.

**\*ERROR – DISKETTE IN DRIVE A DOES NOT  
CONTAIN VALID EASYWRITER V1.00 FILE!**

The diskette in Drive A doesn't contain a valid EasyWriter (V1.00) file. Check and see if the diskette in Drive A should be in Drive B. Put the correct diskette in Drive A and press any key to continue.

**\*ERROR – DISKETTE IN DRIVE x DOES NOT  
CONTAIN VALID EASYWRITER FILES!**

The diskette in Drive x doesn't contain a valid EasyWriter file. All valid EasyWriter (V1.10) files have the extension .EWF or .EWP.

**\*ERROR – IBM DOS FILE NOT FOUND IN  
DRIVE x**

The file is not in Drive B. Check Drive A. Insert the proper diskette in Drive B and press a key to continue.

**\*ERROR – INVALID IBM DOS FILE NAME**

Either there is an illegal character, or too many characters, in the filename. See Chapter 1 – 'Files and Filenames'.

**\*ERROR—UNFORMATTED IBM DOS  
DISKETTE IN DRIVE B**

Format the diskette in Drive B with DOS before you use it.

**FILE filename ALREADY THERE  
PRESS ENTER TO RETURN**

The file already exists in the catalog on the default drive. You must delete it first, if you want to save another file with that name or specify another filename.

**\*FILENAME MAY NOT HAVE  
AN .EWF EXTENSION  
PRESS ENTER TO CONTINUE \*WARNING\***

You have attempted to give an ASCII file or a communications file the .EWF extension. You should change the file extension.

**FILE filename NOT THERE  
PRESS ENTER TO RETURN**

The file is not on the storage diskette that you have in the drive. Insert the proper diskette into the drive and check the catalog area for the filename that you want.

**FILE filename PROTECTED  
PRESS ENTER TO RETURN**

The file is protected and cannot be revised or deleted unless it is first unprotected. A “P” will appear to the left of the name in the catalog to denote protected files. The “P” is not part of the filename so don’t type it when getting or appending the file.

**FILE filename PROTECTED, OR DOESN'T  
EXIST PRESS ENTER TO RETURN**

This message occurs when you are attempting to protect a file that is already protected or is not on the selected diskette. Press the Enter (↵) key to continue.

**FILE filename TOO LARGE  
PRESS ENTER TO RETURN**

You are attempting to perform an operation that will cause the file in memory to exceed the file size limit (such as append or justification). The operation will not proceed.

**FILE filename UNPROTECTED  
PRESS ENTER TO RETURN**

The file has been unprotected and can now be revised. The “P” will be removed from the filename.

**FILE filename UNPROTECTED, OR DOESN'T  
EXIST PRESS ENTER TO RETURN**

You have attempted to unprotect a file that is not protected.

**\*File Converted Successfully. . .**

File successfully converted. Press **Esc** to exit the CONVERT utility.

**\*File conversion unsuccessful....**

The Convert program could not be completed because of an error. Look at the error message, or look up the error code in the *IBM Personal Computer Basic* manual.

**\*File transfer unsuccessful....**

The Transfer program could not be completed because of an error. Look at the error message, or look up the error code in the *IBM Personal Computer Basic* manual.

**HMI OUT OF RANGE**

The HMI setting is not between 9 and 20. (See Appendix C).

**INSERT DISKETTE WITH BATCH FILE AND STRIKE ANY KEY WHEN READY**

You will usually see this message when you have exited DOS or attempted to run a utility and do not have the EasyWriter diskette in Drive A. Insert your EasyWriter program diskette into Drive A and press any key.

**INDENTATION >= RIGHT MARGIN !!  
PRESS ENTER TO RETURN**

The indentation which you have entered as the default setting is greater than or equal to the right margin setting. This is invalid — press Enter (  ) to correct the settings.

**INVALID FILENAME  
PRESS ENTER TO RETURN**

The filename you have given contains invalid characters (see “Files and Filenames” in Chapter 1).

**INVALID MARGINS!!  
PRESS ENTER TO RETURN**

You have attempted to enter a right margin setting less than 26 or greater than 254 or your indentation is greater than your right margin setting. Press Enter (  ) and reenter your margin setting.

**INVALID NUMBER !!  
PRESS ENTER TO RETURN**

You have attempted to enter an invalid default setting. Press the Enter (  ) key to reenter the setting.

**INVALID TABS PRESS ENTER TO RETURN**

You have attempted to enter tab settings that are not sequential, or are outside of the current margin setting.

**JUST-OFF HMI=xx PRESS ENTER TO RETURN**

Justify is off. HMI is set at xx.

**JUST-ON HMI=xx PRESS ENTER TO RETURN**

Justify is on. HMI is set at xx.

## **LINK BUFFER FULL, LAST LINE IGNORED PRESS ENTER TO RETURN**

The link buffer can only hold 256 characters. You can link as many files as possible, as long as the total number of characters (filenames and commas), is less than 256.

## **LINKS ENTERED OK!**

**Press Enter to continue or Esc to end**

All the files specified in the link command are linked. If you want to link more files, press Enter () and enter the additional links. If you want to end the link command, press .

## **NO LINKS PRESS ENTER TO RETURN**

You have pressed **T** to list the linked files and no links have been established.

## **NO ROOM FOR FILE filename PRESS ENTER TO RETURN**

There isn't enough room on the diskette to save the file. You should delete another file or insert another diskette.

## **\*NOT FOUND**

You have specified a filename that is not in the diskette. Check your spelling or insert the proper diskette.

**PRESS ENTER TO CONTINUE, OR 'ESC'  
FOR PROMPT**

Press Enter (  ) to see the rest of the catalog, or press  to get the command prompt.

**PRINTER NOT AVAILABLE !  
PRESS ENTER TO RETURN**

The printer is either off-line, or not turned on.

**SAVE FILE FIRST  
PRESS ENTER TO RETURN**

You have attempted to revise a file that is not on the active diskette or that is contained on another diskette. Use the SAVE command instead.

**SEARCH ABORTED !  
PRESS ENTER TO RETURN**

You pressed the 'X' to exit the Search command or the  key during a search. Press Enter (  ) to go to the Additional Commands menu.

**TABS & MARGINS INCONSISTENT !!  
PRESS ENTER TO RETURN**

You entered a margin setting which has invalidated your tab setting. Press Enter (  ) to change either the tabs or margin settings.

## **TABS CLEARED PRESS ENTER TO RETURN**

You have entered a margin setting that has created an invalid tab stop (outside of the new margins). As a result all the tab stops have been cleared.

## **TOO MANY TABS PRESS ENTER TO RETURN**

You have attempted to enter more than 15 tab settings.

## **TOP + LINES > PAGELINES!! PRESS ENTER TO RETURN**

You have attempted to enter invalid printer default settings. The number to blank lines at the top of the page added to the number of lines to be printed on a page is greater than the total number of pagelines which you have set. You need to change at least one of these settings — press the Enter (  ) key to change them.

## **WRITE PROTECT ERROR!! PRESS ENTER TO RETURN**

Remove the write-protect tab and press Enter (  ).

# NOTES

# APPENDIX B. TROUBLESHOOTING: TIPS AND TECHNIQUES

In this appendix, we have attempted to anticipate and answer some of the questions and concerns you might have while using EasyWriter. The topics discussed in this section include:

- Typing over existing text.
- Why am I suddenly in insert mode and how can I get out?
- The destructive backspace key.
- Inserting information at the top of a file.
- Alignment Tips.
- Justification cautions.
- Block Move vs. Block Copy.
- Splitting a large file.
- Clearing printer format commands.
- Tips on dealing with linked files.
- Error messages.
- Understanding Tab and Margin Settings.
- Ctrl End vs. Del.

# Editing Tips

Occasionally while you are editing text, you may find yourself in insert mode, without having pressed the insert key. There are several reasons for this:

**Situation:** You are typing over existing text, and you find yourself in insert mode at the end of the old text.

When you are typing over existing text, and you come to the end of a line of text, EasyWriter will try to protect the next line of text from being destroyed by dropping you into insert mode at the end of the line. This allows EasyWriter to wordwrap the new text that you are typing without writing over the text on the next line.

**Solution:** If you really intended to type over the text on the next line, you can drop yourself out of insert mode by pressing the **Ins** key and using the cursor control keys to position the cursor.

**Situation 1:** You are adding text at the end of your file, and you find that you are placed in insert mode, and are unable to exit insert mode by pressing the **Ins** key.

**Situation 2:** You press the **End** key and the cursor moves several lines below the actual end of your text.

This is usually caused by one or more lines of blanks at the end of your file. You do not realize that the blanks are there because you cannot see them, but EasyWriter knows that they are there, and is actually trying to protect you from destroying them, just as it tries to protect text on the next line. This situation is usually caused by the use of the *backspace key* (**←**).

The backspace key is actually a backward space bar, which inserts blank characters in your text. If you then insert an end-of-paragraph marker in the middle of these blank spaces, the remaining blanks are popped down to the next line.

Verify that this is the case by pressing the **End** key. If EasyWriter moves the cursor to a place in the document that is below the actual text visible on the screen, you know that there are extra blank spaces at the end of your file.

**Solution:** Move the cursor to the end of your text (that is, where you would like the end of text to be) and hold down the **Del** key for a few seconds (not **Ctrl-End**). This should remove all of the extra blank spaces. To be sure that the blanks have been removed, press the **End** key again. It should leave the cursor at the end of your text. Pressing the **Ins** key at this point should now take you out of insert mode.

**Situation:** You are attempting to insert additional text at the end of a full line of text, which is followed by another full line of text. EasyWriter beeps at you and refuses to allow you to continue.

This situation occurs rarely, usually because EasyWriter has no place to insert the text.

**Solution:** Press the **F3** key to open up additional space in the document.

**Situation:** You want to insert information at the top of a file.

**Solution:** Information can be inserted at the top of a file by moving the cursor to the first character of a file, pressing the Enter (↵) key, pressing **Home** to move up to the new line, and then pressing **Ins** to go into insert mode.

## Aligning Tips

**Reminders:** When you wish to align your entire document, remember to position your cursor at the top of the file – aligning will proceed from the location of your cursor. This means that if you have your cursor positioned between two alignment protection markers, you may get an effect that is exactly the opposite of the one that you wanted – since EasyWriter does not see the first alignment protection marker, it will align the text that you wanted protected, and protect the text that you wished to align.

The alignment protection marker at the beginning of the block must be in the first character position in a line.

**Situation:** Align removes all leading blanks on a line even if they have been inserted with the Tab key.

- Solutions:**
- Use alignment protection markers to protect areas of the text that are indented from the rest of the text.
  - Use the `.margin` command to indent sections of your text, such as tables that have an end-of-paragraph marker at the end of every line. This solution allows you to align the text that is to be indented.
  - Use a `.USER` command to define a special character as a blank. You can then use that character in place of leading blanks, and continue to align that portion of the file that you want to indent. (See an example of this solution in Chapter 14.)

**Situation:** You have blocks of text that you wish to indent from the body of your text, but you would like the right margin to be aligned with the remainder of your text (or indented from the remainder of your text also).

**Solution:** Let's look at an example of how you would do this on a step-by-step basis. Suppose you have a document whose margins are 0 and 65. When you print it, you want a left margin of 5. However, you have a note in the middle of your text which you wish to indent 10 spaces from the rest of the document, both from the right and left hand margins. You should proceed as follows:

1. Enter and edit all of the document, including the note, with your right margin set at 65.
2. Insert `.margin5` at the top of your document.
3. Insert `.margin15` on the line above the note, and then `.margin5` immediately after the note.
4. Place alignment protection markers around the note.
5. Enter the Additional Commands menu, and without changing your margin settings, align your document (with or without justification).
6. Return to the editor, and insert alignment protection markers at the top and bottom of your document. This has the effect of protecting everything *except* the note.
7. Return to the Additional Commands menu, and reset your right margin to 45.
8. Align your document. Only the note will be aligned to the new margin settings, since the rest of the file is protected. The file will now print correctly.

**Tip:**

Don't worry about indenting your imbedded commands when you align with indentation set. They will be effective as long as the period remains the first non-blank character on a line.

# Justifying Your Documents

**Situation:** When I attempt to justify a very large document, I get a “File too large” message in the middle of the aligning procedure. Only a part of my document is justified.

When you align your documents with justification on, additional blank characters are inserted into your document. If your document was very close to the file size limit when you began the alignment procedure, these blanks will quickly use up the remaining space.

**Solution:** Make sure you revise a copy of a very large document before you attempt to justify it. This serves two purposes: it will allow you to recover your document intact if you encounter the “File too large” message, and it will also tell you how much space you have available. If you are very close to the limit, split the file (see ‘Splitting Files’ later on in this Appendix) before you attempt to justify it.

**Situation:** When I print justified documents, I occasionally find that, even though the text was justified correctly on the screen, some lines are off by one character when they are printed.

Be cautious about using printer control characters on the same line as your text. When you justify, the editor will treat them as another character.

However, the printer will clear them out. This means that your documents may not appear justified when they are printed. A given line may be off by the number of printer control characters that are on that line.

**Solution:** Imbed your printer control characters on a separate line, followed by an end-of-paragraph marker. Double width mode (which must be turned on at the beginning of every line), may be controlled with the use of the programmable end-of-line character (.EOL), which will reset double width mode at the end of every line.

## Block Move and Block Copy

You may find yourself confused about the differences between Block Move and Block Copy. Remember that the key is the use of **Ctrl**-J (Block Copy On) to prevent the **Ctrl**-G sequence from clearing the buffer. Block Copy is a very convenient feature that may be used to duplicate a block of text in several places in your file, or to place the same block of text in several files.

**Caution:** You must clear the block copy buffer by turning block copy off before you attempt to move another block of text.

**Reminder:** Although you are not required to move the cursor to the line above the text that you wish to move, this is a good habit to get into when using block copy, so that you do not forget the original location of your block.

# Splitting Files

**Situation:** How do I break a large file up into smaller files?

There are several reasons that you might want to break a large file up into smaller files:

1. Large files may become cumbersome to edit — too much paging up and down to get where you want to go. Some EasyWriter functions, such as Search and Replace, may operate much more slowly on a large file, since there is a larger amount of text to search.
2. You may need to split a file in order to justify a file that is close to the filesize limit.
3. You may create a large file on a system with greater than 64K of user memory, and then wish to transfer it to a system with only 64K of user memory. If the file you have created is greater than 14K, you will need to reduce the size of the file in order to edit it on the smaller system.

**Solutions:** Basically, there are two ways of splitting the file:

- **Block Move.** This is the easiest way to split a file — bring the file into memory then move part of it, a block at a time, into a new file, until both files are of manageable size.
- **DOS Debug.** This is a much more complicated method of splitting a file, and should be used only when you have created a file on a larger system, and no longer have the

larger system available to you to split the file with block moves. You must first use the TRANSFER utility described in Appendix E to convert the file into standard ASCII. Refer to your DOS manual for information on using the DEBUG program.

## Tips on Printing Documents

**Situation:** I used the .PAGE command to number my pages at the bottom of each page, but the last page is not numbered.

Using the .PAGE command on the last page of a document to turn off page numbering may prevent the printing of a page number at the bottom of the last page.

**Solution:** Make it a habit to clear page numbering at the beginning of your document, or with the Clear command, rather than at the end of your document.

**Situation:** The imbedded commands that I used in my last document, such as .PAGE, .SPACE, .MARGIN, .TITLE and condensed print are still in effect when I print my next document.

Printer controls and imbedded commands remain in effect until they are cancelled. There are several ways to avoid this situation.

- Solutions:**
- Turn off or reset all of the printer control characters and imbedded commands that you have used in a document at the end of the document.
  - Press C (for Clear a Session) from the EasyWriter File System before you get a new document. This will clear all of your imbedded commands, and reset them to their default values.
  - Clear formatting commands which are issued to the printer via ASCII codes (such as condensed print) by turning your printer off, and then on again.

**Note:** To line up your printer paper, position the page break just above the print head but below the metal paper guide.

**Situation:** Printer control characters (such as turn on and off condensed print) create a blank line when inserted on a line by themselves.

**Solution:** If you do not want blank lines to appear in your text when changing printer modes, insert the printer control character at the beginning of the line of text to be condensed (emphasized, etc). Insert the printer control character that turns off condensed print (double strike mode, etc.) at the beginning of the line of text to be normally printed. Do not insert it at the end of a line of text, since that mode will be turned off for the entire line. (This is true for the IBM Personal Computer printer, because of the way that printer processes control characters. It may not be true of other printers.)

# Linked Files

**Caution 1:** Formatting commands for the first file in a series of linked files will remain in effect for the remainder of the files that are linked.

**Caution 2:** If you have several files linked, make certain that you revise the file currently in memory before you attempt to print one of the linked files. EasyWriter will overwrite the current file in memory without saving any of your revisions when it brings in the next file in the link sequence.

# Tabs and Margin Settings

**Situation:** If I set a tab at 5, EasyWriter moves the cursor to column 6 when I press the Tab key.

The EasyWriter margin grid starts at 0 rather than 1, as does a standard typewriter. This means that a tab stop of 5 will actually appear in the sixth column (if you started counting from 1). This also means that margin settings of 0 and 79 will give you 80 columns of text in a file.

**Solution:** Double check your tab stops and margin settings on the EasyWriter page grid to make sure they are located where you want them to be. Remember to add one to the tab stop entered, to calculate the column location of the tab.

# Notes About Printing

EasyWriter's print system is designed to conform to most standard typewriters. Counting from left-to-right the positions on a line are numbered both in the editor and in the print system beginning at position 0 (not 1) and continue to the end of the line, usually the setting of the right margin.

Line counting (vertically on a page of paper) begins at line 1 and continues to the end of the page – the setting of PAGELINES.

Both the vertical and horizontal settings can be changed to meet your specific needs by using imbedded commands to deviate from EasyWriter's default settings. The imbedded commands that define the page in lines (vertically) are:

Command	Meaning
.PAGELINESnn	Define the number of lines on the page (default is 66).
.LINESnn	Define the number of printed lines on the page (default is 54).
.TOPnn	Define the first line on the page where the first line of text will be printed.

The imbedded command that defines where you want the left margin to begin printing (horizontally) is .MARGINnn.



# APPENDIX C. RECONFIGURING THE PROGRAM DISKETTE

The Reconfigure option is listed on the HELLO screen as a program. This program serves two primary purposes:

1. To allow you to permanently change the default parameters of the settings listed in the Additional Commands menu and the default values of some of the imbedded commands.
2. To reconfigure your system for a non-IBM printer (the default is the IBM 80 CPS Matrix Printer).

To reconfigure your EasyWriter program diskette:

1. Press **X** (for Exit to DOS) from the EasyWriter File System and respond **Y** to the "Are you sure?" message.
2. You see the list of utility programs contained on your program diskette.
3. Type **RECONFIG** in response to the **A>** prompt.

4. You'll see the pause message. Remove the write-protect tab from your EasyWriter program diskette.
5. Follow the instructions on the screen.
6. You'll see:

IBM

Personal Computer

EasyWriter Configuration Program

Version 1.00

(C) Copyright IBM Corp. 1982

(C) Copyright IUS, Inc. 1982

Press ENTER to continue

7. Press the Enter () key and then select one of the option numbers from the EASYWRITER UTILITY PROGRAM.

# Change Printing Defaults

If you select “1. Change printing defaults”, EasyWriter displays the print defaults list:

## PRINTING DEFAULTS

Pagelines : 66  
Lines : 54  
Top : 7  
Left Margin : 10  
Spacing : 1  
HMI : 11

Change any of the print defaults of your choice or press the Enter (  ) key to accept the default. After you have made your change(s), EasyWriter displays:

ARE YOU SURE (Y/N)?

Respond **Y** and EasyWriter then returns you to the **EASYWRITER UTILITY PROGRAM**. You can now make another selection.

# Change Printer Configuration

If you select Option Number 2 (Change printer configuration) on the EasyWriter Utility Program selection menu, then you are presented with a series of consecutive menus that let you describe to EasyWriter the printer that you are using for printing your documents.

The first menu PRINTER: lets you select the printer type. It looks like this:

PRINTER:

1. Printer type 1
  2. Printer type 2
  3. Printer type 3
  4. IBM printer
- Enter Option (1-4) :n

Where **n** is option already in effect. When you first purchase EasyWriter, Option 4 is in effect.

At this point we're going to stop for a few minutes and talk about these various options and what they mean in a general sense. Before going on, please realize it is not possible to completely describe every type of printer that can be attached to the IBM Personal Computer. Also, if your printer is not an IBM 80 CPS Matrix Printer, for proper operation, then there are some important things that must be done:

1. Your printer must be properly attached to the IBM Personal Computer. Whether the connection is parallel or serial, you should consult with your Dealer to insure that your printer is properly attached.
2. Your printer must be properly defined to EasyWriter. Sometimes this is not an easy task because this may require that you gain some detailed understanding about the printer. Many printers have certain switch settings that must be properly set and often those switches are inside the printer. Once the switches are set, it may be necessary to redefine your printer to EasyWriter; this depends upon how the printer is attached and the characteristics of your printer. You can determine this by comparing the specifications for your printer to those of the IBM Personal Computer and EasyWriter.

For simplicity EasyWriter has categorized printers into the four types that are shown above.

## Printer type 1

Printer type 1 is sometimes called “the Diablo/Qume interface”. This is because printers in this category usually communicate with the computer using the same set of printer controls. Some of the Type 1 printers are:

- Diablo (all models)
- C. Itoh (Star Writer I and II)
- NEC (spinwriter 5515 and 5525)
- Olivetti (all models)
- Qume (all models)
- Xerox Models 1740 and 1750

## Printer type 2

Type 2 is known as “the spinwriter interface” because to the best of our knowledge those are the only printers in this category. Select type 2 for the following models of the NEC spinwriter printers:

- 3510
- 3530
- 5510
- 5520
- 5530
- 7710
- 7720
- 7730

## Printer type 3

This is the “Proportional interface”. Although EasyWriter does not support proportional printing, proportional spacing, proportional space printing or justified proportional printing it does send the proper text to printers that are capable of doing their own formatting. When you select this type, EasyWriter does not send any linefeed commands to the printer as it expects the printer to format individual lines for printing. EasyWriter does, however, send any end-of-paragraph controls and line spaces created by using the end-of-paragraph control. Some of the type 3 printers are:

IDS Models: 445, 460, 560 and Prism  
Sanders Model Media 12/7

## IBM Printer (Printer type 4)

Use type 4 for most “dot matrix” printers (unless that printer is capable of doing proportional printing and you want that printer to do proportional printing – in that case use option 3). In addition to the IBM 80 CPS Matrix Printer, these are some of the other type 4 printers:

Anadex (all models)  
Centronics Models 737 and 739  
DEC Letterprint 100  
Epson (all models)  
IDS (all models)  
Malibu (all models)  
MPI (all models)  
NEC Model 8023  
Texas Instruments (all models)

On the line:

Enter Option (1-4) :

Type your selection and then press the Enter (↵) key or you can just press the Enter (↵) key to keep the present choice.

Auto Linefeed (Y/N) ?

You are being asked whether your printer has auto linefeed.

Consult your printer manual for the proper selection. For the IBM 80 CPS Matrix Printer respond N.

## Printer Card:

Earlier we talked about how your printer is attached to your IBM Personal Computer. This prompt is asking you to tell EasyWriter how your printer is attached to the computer

PRINTER CARD:

1. Serial
2. Parallel

Enter Option (1-2) :

On the prompt line type your response. If the printer is attached to the IBM Printer Card or the Monochrome Display Printer Adapter, type 2. If the printer is attached to the Asynchronous Communications Adapter, type 1. For the IBM 80 CPS Matrix Printer enter 2 for parallel.

If you respond 2 for parallel, then you are finished defining your printer to EasyWriter and you are presented the following prompt at the bottom of the display:

ARE YOU SURE (Y/N) ?

Because your responses are still on the screen, you can check to make sure they are correct. If you did make an error, then respond **N** and you will begin the procedure again so you can make the necessary correction. If it's correct, type **Y** and you will be returned to the EasyWriter Utility Program selection menu.

If your responses to the **PRINTER CARD:** prompt was 1 for Serial, then you will be presented with five more prompts to tell EasyWriter about the characteristics of how your printer is attached to your computer and about the printer itself. In particular you will need to define the following about the serial attachment:

The Serial Card (Asynchronous  
Communications Adapter) the printer is  
attached to (COM1: or COM2:)  
PARITY (Odd, None or Even)  
Number of Stop Bits (1 or 2)  
The Word Length (7 or 8)  
BAUD RATE (110, 150, 300, 600, 1200, 2400,  
4800 or 9600)

Also, you will be asked whether your printer is a Bi-directional printer.

For all of the prompts for a serially attached printer, consult your printer manual or your Dealer for the proper specification. This is often a confusing area, and may require some trial and error experimentation if the documentation that accompanied your printer is not sufficient.

As with the parallel specification, once you have finished responding to the prompts, then you are given the opportunity to correct any errors before you return to the EasyWriter Utility Program selection menu. Just follow the prompts and you can't go wrong.

# Special EasyWriter Features for Some Printers

EasyWriter is capable of working with many available computer printers, including the daisy wheel “letter quality” printers. The special features of these printers are enabled by commands that are imbedded in your text. We describe these commands below.

**Note 1:** Ensure that your printer is capable of performing these tasks before placing the commands in your text.

**Note 2:** The commands described in this appendix do not work with the IBM 80 CPS Matrix Printer. For information on this printer see Chapter 13.

Each of the following commands is implemented by entering a special character before and after the portion of text on which they are to take effect. These special characters will take up one space on the screen, but will not appear as an extra space when the document is printed. Leave a visible space between the preceding word and the special character. The effects created by these characters will not appear if you print the document to the screen.

## Underlining

Position the cursor in a space to the left of the first character you want underlined. Press **Ctrl**V. A marker appears. Position the cursor in a space to the right of the last character you want underlined. Press **Ctrl**V again, another marker appears. The marked portion of text will now be underlined when printed.

If you later decide to eliminate underlining, you can delete these markers with the **Del** key. Don't forget to be in Insert mode if you are inserting the markers after you have entered the text.

## Boldprint

The procedure for boldprint is identical to underlining, except the command is **Ctrl**B. Place a **Ctrl**B to the left and right of the text that you want to print in boldprint.

## Sub/Superscript

EasyWriter can send half-line feeds to printers capable of performing this function. This allows you to have subscripts and superscripts in your finished document for footnotes and mathematical notations. Remember, if you send a command to print a character half-line up, you must finish by sending a command to print the next character a half-line down.

To print superscript you use the **Ctrl**Q command. Enter **Ctrl**Q followed by U. Now type the character you want to appear on a line. Now enter the command **Ctrl**Q again and type D. This moves the print head up to type the appropriate character, then moves the print head down for the rest of the line.

To create a subscript, enter **Ctrl**Q followed by D. Now type the character you want to appear down a line. Follow this with another **Ctrl**Q and then type U. This moves the print head down to type the appropriate character and then moves it up for the rest of the line.

## Horizontal Motion Index (HMI)

The Horizontal Motion Index (HMI) sets the amount of space that appears between each character. This command only works if you have a printer that is capable of movement in increments of 1/120 of an inch between characters.

EasyWriter's default HMI is 11 (11 characters-per-inch).

## Stop Printer

The Stop Printer Command (**Ctrl** Q **Ctrl** S) is a printer control command that temporarily stops your printer while it is printing. If your printer has its own keyboard, you can insert at the printer's keyboard a name or other text into the print of the document while the printer is stopped. The Stop command can also be used to stop the printer to change character fonts, or for any other reason.

The Stop Printer Command must be imbedded in your text by entering a **Ctrl** Q **Ctrl** S directly in front of the word or character where you want the printer to stop. Printing will stop when the Stop command is encountered. To resume normal printing, press the Space Bar on the IBM Personal Computer keyboard (not the printer's keyboard).

## Change Editor Defaults

If you select “3. Change editor defaults”, EasyWriter prompts you through the settings for the following:

- Right Margin (default is 65).
- Indentation (default is 0).
- Tab Settings (default is none).
- Beep all messages? (default is Yes).

After you make your change, EasyWriter will again ask you

ARE YOU SURE (Y/N)?.

After you answer, EasyWriter returns you to the EASYWRITER UTILITY PROGRAM.

## Exit From EasyWriter Utility Program

If you select “4. Exit from program”, EasyWriter records your changes on the EasyWriter program diskette, reminds you to replace the write-protect sticker and returns you to the HELLO screen.

**Note:** Whenever you answer N (for No) to the ARE YOU SURE (Y/N)? prompt, EasyWriter returns you to the first option of whatever Utility Program you are in. If you are in doubt, enter the default values and then press Y (for Yes).

# APPENDIX D. INFORMATION FOR EASYWRITER VERSION 1.00 USERS

This appendix briefly describes the differences between EasyWriter Version 1.00 and Version 1.10. It also instructs you on how to convert your documents from Version 1.00 to Version 1.10.

## Major Differences

### DOS File Format

One major difference is that EasyWriter Version 1.10 uses DOS files rather than special EasyWriter format files. This means that you only format your storage diskettes once, for DOS. You do not have to do a special EasyWriter format. Also, you select files by the DOS filename rather than by the EasyWriter file numbers. “Converting Version 1.00 Documents to Version 1.10” later in this Appendix gives you the procedures that you need if you want to convert your existing Version 1.00 files to Version 1.10.

### Filesize

The maximum filesize for documents in Version 1.00 was 18,500 characters. In Version 1.10 the maximum filesize depends upon your system configuration. In a 64K system, the maximum filesize is 14000 characters. In a system with more than 64K of user memory, the maximum filesize is 24000 characters. The CONVERT utility described later in this Appendix will automatically split any Version 1.00 files which are too large for your system configuration.

## Inserting Text

The **Ins** key is a toggle – press it once, and you are in insert mode – press it again, and you exit insert mode. You no longer use the Enter (**↵**) key to exit insert mode.

**F3** automatically places you in insert mode.

## Margins

### Editor

In the new editor, the left margin setting on the screen cannot be changed – it is permanently set at 0. The **M** (Margin) command in the Additional Commands menu allows you to change the right margin, and the indentation.

### Print System

The default margin in the print system is `.margin10`. This can be changed temporarily through the use of the `.margin` command imbedded in your document, or permanently through the RECONFIG utility (another change).

## Reconfiguration

Reconfiguration is no longer one of the commands on the Additional Commands menu. Reconfiguration is a separate utility that is shipped on your EasyWriter program diskette and executed from DOS. You should read Appendix C for a description of this expanded utility.

## Backspace

You can no longer backspace (using the destructive backspace key) past the left margin on the screen. You must use the cursor control keys on the numeric keypad to move up to the previous line.

## Underlining

Another major difference is the way in which you underline text in Version 1.10. It is much simpler than the method used in Version 1.00.

## Imbedded Commands

All imbedded commands except `.PAGE` and `.SPACE` are the same in Version 1.10 as Version 1.00.

The `.PAGE` has an additional value. The new value is `#n`; where `n` is the page number with which you want to begin your document. If `#n` is omitted, the page numbers will begin with either the number that was set with the `N` command of the Additional Commands menu or with 1 (provided the number has not been set).

The `.SPACEn` imbedded command has been redefined where `n` is as follows:

- 0 = Suspend spacing (no spaces between lines).
- 1 = Single spacing (this is the default value of `.SPACE`).
- 2 = Double spacing.
- 3 = Triple spacing.
- 4 through `n` = Space the document that number of lines.

## Block Moves

The Block Move procedures are easier, the block markers are automatically deleted, you do not need to position the cursor before the first marker, and Block Copy is now supported and documented.

## Additional Features

In Version 1.10 whenever you save or revise a file, the margins and tab settings are also saved with that file. There is no need to reset them every time you get a file.

A number of utility programs have been provided on your program diskette. You will see a list of the utility programs when you type X (for Exit to DOS) from the File System menu (see Chapter 8 for a description of these utilities).

## Incompatibilities Between Version 1.00 and Version 1.10

If you are using .TITLE for your entire document it should be put at the very beginning of your document or it may not be printed on the top of the first page if you have any special printer control codes at the beginning of your document.

In Version 1.00, EasyWriter printed a blank line in your document wherever it found an imbedded command. This has been corrected in Version 1.10. Therefore, the same document may look different when printed with Version 1.10.

Any success that you have had with underlining in Version 1.00 will probably not work with Version 1.10.

The DOS command CONVERT will split any Version 1.00 files that are too large for your machine with Version 1.10. The second file will have a dollar sign or signs at the end of the filename.

We will now discuss other differences on a menu-by-menu basis:

## The EasyWriter File System

### A — Append

It provides the identical function of Version 1.00. The only difference is the prompt is for a filename rather than an EasyWriter file number.

### B — Backup

In Version 1.10 Backup is no longer on the EasyWriter File System menu. See Chapter 2 for backup procedures.

### C — Clear Session

In Version 1.10 Clear Session clears any document that is in storage, any links that are established, any imbedded commands that were in effect, and turns page numbering OFF. Also, in Version 1.10 after you use this function you are returned to the File System rather than the editor as in Version 1.00.

### D — Delete

It provides the identical function of Version 1.00. The only difference is the prompt is for a filename rather than an EasyWriter file number.

### E — Edit

Same as Version 1.00. Enters the editor.

## **F — Format**

Not in Version 1.10. Refer to Chapter 2 on how to use the DOS FORMAT command to format your EasyWriter Storage Diskettes and have a supply of formatted diskettes on-hand before using EasyWriter.

## **G — Get**

It provides the same function as Version 1.00. The only difference is the prompt is for a filename rather than an EasyWriter file number.

## **H — Print (changed to F2)**

H is no longer used in Version 1.10. The print function of the File System has been changed to the **(F2)** key so that it is the same as that of the editor. The actual function is NOT changed.

## **L — Link**

It provides the identical function of Version 1.00. However, the prompts are for filenames rather than file numbers. If you enter \* instead of the filename, the links are cleared. With Version 1.10, up to 124 files can be linked. This is dependent upon the number of characters in the filename (the longer the filename, the fewer files that can be linked).

## **M — Display Catalog**

This is new. It displays the EasyWriter files on the storage diskette in the catalog area of the EasyWriter File System menu.

## **P — Protect**

Provides the same function as Version 1.00. The differences are you respond with the filename rather than an EasyWriter file number, and the implementation is different because when you protect a file the extension in the filename is changed from .EWF to .EWP.

## **R — Revise**

Provides the same function as Version 1.00 except that it saves the margins and tab settings.

## **S — Save**

Provides the same function as Version 1.00, except that you are prompted for a filename rather than an EasyWriter file number. Also, the margin and tab settings are saved with the file.

## **T — Display Links**

This is new for Version 1.10. When you type T in the File System the links that you have established are displayed in the catalog area of the File System menu.

## **U — Unprotect**

Provides the same function as Version 1.00. Like the other commands you respond with filename rather than file number. This changes the filename extensions from .EWP to .EWF.

## **X — Exit**

This function is different from Version 1.00. When you press **X**, you are returned to DOS and the DOS prompt:

A>

is displayed on the screen. Please note that when you do this, all EasyWriter information is cleared.

Although you can return to EasyWriter you cannot resume at the point where you exited to DOS - you will lose the file currently in memory. When you exit to DOS you immediately see a screen that lists some useful programs for you to use.

## **←/→ — Slow/Speed Print**

This function is not new to Version 1.10. However, it has been added to the File System menu to remind you that the function exists while printing.

### **1 — Select Drive A**

Same as Version 1.00.

### **2 — Select Drive B**

Same as Version 1.00.

### **F2 — Print**

See H above.

## F4 — Additional Commands

New for Version 1.10. Lets you go to the Additional Commands menu directly from the File System rather than having to go through the Editor.

## F7 — Stop Printing

Not new for Version 1.10. However, it was added to the File System menu to remind you that this function exists when a document is printed.

Functions available but NOT on the menu:

### Pause Printing

If you press the S key while you are printing a document, the printing is interrupted but not stopped. Pressing the space bar resumes printing.

## The EasyWriter Help Menu (the editor)

### F1 and F2

Same as Version 1.00.

### F3 — Insert Line

When you press **F3** EasyWriter will insert a blank line and will place you in insert mode. It will stay in insert mode until you press the **Ins** key. See notes on insert mode which follow later in this section.

### F4 – F10

Same as Version 1.00.

## About the menu:

Several new items have been added for editor functions that already existed in Version 1.00. Except for insertions, the functions remained unchanged.

## Notes on Insert Mode:

1. When you press **F3** you open a blank line in the middle of your text for inserting additional text. Consequently, EasyWriter places you in insert mode automatically so all you need to do is enter the text to be inserted. You will remain in insert mode until you press the **Ins** key. While in insert mode you can enter as much text as you need to and word wrapping will occur automatically as it does normally. **Please note:** Should your insertion not be a full line or more than one full line, then your text will have a short line either where you inserted or usually the line after your insertion. You must use the align command to correct this.
2. The **Ins** key now switches you in and out of insert mode. If you are not in insert mode when you press **Ins**, then you are placed in insert mode. If you are in insert mode, then you are taken out of insert mode.
3. If you press the Enter (**↵**) key while you are in Insert mode, then the Enter (**↵**) key does the same thing it does when not in insert mode. It gives you the end-of-paragraph and puts the cursor at the beginning of the next line. This is different than Version 1.00 where it took you out of insert mode.

# Additional Commands Menu

## M — Margin Settings

In Version 1.10 the right margin can be up to 254. The right margin must be at least 26.

## N — Page Number and Number of Copies

This is an undocumented function in Version 1.00. It prompts you to set the starting page number for your document and the number of copies that you want to print. If you just press the Enter () key rather than entering a number, then whatever page number that is already in effect is used and whatever the last setting of number of copies is used. Page numbering will only occur when you have a .PAGEnn imbedded command in your file.

## R — Reconfigure

Has been removed from the menu. See Appendix C.

## S — Search and Replace

It provides the same functions as Version 1.00, except that the prompts and messages are different. Another change is any time you press the  key, the search and replace is cancelled. This is a way “out” of the function once you have started the ALL option.

## T — Tab Settings

You can specify up to 15 tab settings but they must fall within the margin settings. If you enter 0 with no other settings, then the tab settings are cleared.

## F4 — Exit to Editor

This is changed from Version 1.00 where the Enter () key was used.

# Converting Version 1.00 Documents to Version 1.10

If you previously used the IBM Personal Computer EasyWriter Version 1.00 and are now using Version 1.10, you can convert your documents (files) so that you can continue to use them with Version 1.10. A simple Utility program has been provided so you can convert your Version 1.00 files to Version 1.10.

## Converting Files

If your system has one diskette drive, perform the “Single-Diskette Drive” procedure. If you have two diskette drives in your system, perform the “Dual-Diskette Drive” procedure.

## Single-Diskette Drive

To convert your files proceed as follows:

1. Go into DOS. If you're in the EasyWriter File System already, type **X** (for Exit to DOS). Make sure that the EasyWriter program diskette is in the drive.

2. DOS displays a list of utility programs and the following prompt.

A>

3. Type CONVERT (either in uppercase or lowercase).
4. Press the Enter () key and the computer will automatically load and run the CONVERT utility. You see:

CONVERT - FILE CONVERSION PROGRAM

(C) COPYRIGHT 1982 IBM CORPORATION

Press Enter to Continue...

5. Press the Enter () key. You see:

Place EasyWriter (V1.00) Data Diskette in Drive A

Press Enter to continue or Esc to exit...

6. Remove the EasyWriter program diskette from your drive.
7. Insert your Version \1.00 storage diskette into your drive.
8. Press the Enter () key. You see:

Insert diskette for Drive B: and strike any key when ready

**Note:** The numbers and filenames of your documents will appear under the (V1.00) EasyWriter Documents in Drive A heading.

9. Remove your Version 1.00 storage diskette and insert a DOS formatted diskette, (your Version 1.10 storage diskette).

**Note 1:** Continuous switching between your Version 1.00 and Version 1.10 will be necessary throughout the conversion routine. If you want to use another storage diskette for your new files, we recommend that you place a write-protect tab over the write slot in your Version 1.00 storage diskette. However, if you prefer a quicker conversion, you may write your new Version 1.10 file onto the same diskette that contains your Version 1.00 text files. To do this do not remove the Version 1.00 text diskette, which is your Drive A diskette. When prompted to insert the Drive B diskette, simply press Enter ().

**Note 2:** The new Version 1.10 text file will automatically be created on your old Version 1.00 storage diskette. Your Version 1.00 storage diskette will now contain both the original and the converted text files. This storage diskette contains approximately 40,000 characters of unused space and will permit several of these new files to be created. If you are converting a large number of files, you may find it necessary to copy these new Version 1.10 text files onto another storage diskette to permit room for additional conversions. Each of the new Version 1.10 text files have an .EWF extension on the end of the filename. (This extension is required by EasyWriter Version 1.10 to identify EasyWriter files.) In order to individually copy these newly converted Version 1.10 text files to another storage diskette, you will have to exit the Convert program to DOS by pressing the  key until you see the A> prompt.

Now type the following and press the Enter (↵) key.

COPY A:\* .EWF B:

Follow the various prompts that will appear on the display, instructing you to swap diskettes during the copy procedure.

If your file copy is successful you will see:

File(s) copied.

**Note 3:** Once you have copied these .EWF (Version 1.10) text files onto another diskette, erase only the .EWF text files on your Version 1.00 diskette to free-up the storage space to allow additional conversions on the same diskette. When you see the A> prompt, make sure your V1.00 EasyWriter storage diskette is in the drive and type:

ERASE \* .EWF

**Note 4:** For additional information on commands see the *IBM Personal Computer DOS* manual.

10. Press any key. You see:

Enter EasyWriter document number on Drive A (1-31) or press Esc to exit:

11. Type the number of the EasyWriter Version 1.00 file that you want to convert to the Version 1.10 format. Press the Enter () key. You see:

Enter EasyWriter V1.10 filename or press Enter:

**Note 1:** Filenames in EasyWriter Version 1.00 did not follow the DOS filename conventions that are required for Version 1.10. If you decide to keep the old filename, simply press the Enter () key to accept the default filename on the screen. The conversion program will automatically truncate the old EasyWriter filename to a maximum of 8 characters and will change any characters not allowed by DOS filename conventions to a Hyphen (-). In addition, if you choose to type in a new filename, instead of using the default filename, and omit or incorrectly type the .EWF filename extension, the utility will automatically add or change the extension to .EWF.

**Note 2:** You can give your file any name that follows the naming convention described in Chapter 1 (remember that names may not have more than eight characters, and must follow the DOS file naming conventions explained in “Using DOS” in the *IBM Personal Computer Guide to Operations*).

12. The Convert utility will check your new filename to verify that it does not already exist. You see:

\* CHECK FILENAME! \*

If the filename that you entered already exists on the diskette a flashing warning will appear. You are given a chance to change or reenter the new filename or continue and write over the existing file. The warning prompt appears as follows:

Filename already exists, press Esc to change or Enter to continue: \* WARNING! \*

13. Press the **Esc** key and type the new filename or press the Enter (**↵**) key to overwrite the existing file. You see:

\* WORKING! \*

**Note:** This indicates that the conversion is proceeding correctly. If your Version 1.00 EasyWriter file is larger than 12,000 characters and your system contains 64K of user memory, the conversion program will automatically split the file into two separate files. The first file will retain the DOS filename that you decided to use, while the second file will automatically contain a dollar sign (\$), replacing the last character of the DOS filename. During the splitting of the Version 1.00 file, the message “\*SPLITTING FILE!\*” will appear at the bottom right side of your screen.

14. You will see prompts to insert diskette for Drive A and for Drive B.

For Drive A remove whatever diskette is in Drive A and insert your Version 1.00 storage diskette.

For Drive B remove your Version 1.00 storage diskette and insert your Version 1.10 storage diskette.

**WARNING:** Before you remove either diskette from your drive, make sure that you wait until the red light goes out and a new prompt appears instructing you as to which diskette should be changed.

15. Continue to follow the instructions until you see:

File Transfer Completed Successfully...

16. If you have other files that you want to convert, repeat this procedure beginning at step 6 for each file that you want to convert.
17. When you are finished converting your files, press the **Esc** key to exit to DOS.

**Note:** You can get out of the CONVERT program or back-up to previous prompts at any prompt by pressing the **Esc** key.

18. After you press the **Esc** key, you see:

\*\*\* Put EasyWriter Program Diskette in Drive A and Press Enter \*\*\*

19. Make sure your EasyWriter program diskette is in Drive A and press the Enter (**↵**) key. The HELLO screen will appear and then you will be in DOS.
20. Continue with whatever you want to do.

## Dual-Diskette Drives

To convert your files proceed as follows:

1. Go into DOS. If you're in the EasyWriter File System already, type **X** (for Exit to DOS). Make sure that the EasyWriter program diskette is in Drive A.
2. DOS displays a list of utility programs and the following prompt:

A>

3. Type **CONVERT** (either uppercase or lowercase).
4. Press the Enter () key and the computer will automatically load and run the **CONVERT** utility program. You see:

CONVERT - FILE CONVERSION PROGRAM

(C) COPYRIGHT 1982 IBM CORPORATION

Press Enter to Continue...

5. Press the Enter () key. You see:

Place EasyWriter V1.00 data diskette in Drive A

Place an IBM DOS formatted data diskette in Drive B

Press Enter to continue or Esc to exit . . .

6. Remove your EasyWriter program diskette and insert your Version 1.00 storage diskette into Drive A.
7. Insert a DOS formatted diskette (your Version 1.10 storage diskette) into Drive B.

8. Press the Enter () key. You see:

Insert diskette for Drive B: and strike any key when ready

**Note:** The numbers and filenames of your documents will appear under the EasyWriter V1.00 Documents in Drive A heading.

9. At the bottom of the screen you see:

Enter EasyWriter document number on Drive A (1-31) or press  
Esc to exit:

10. Type the number of the EasyWriter Version 1.00 file that you want to convert to the Version 1.10 format. Press the Enter () key. You see:

Enter EasyWriter V1.10 filename or press Enter:

**Note 1:** Filenames in EasyWriter Version 1.00 did not follow the DOS filename conventions that are required for Version 1.10. If you decide to keep the old filename, simply press the Enter () key to accept the default filename on the screen. The conversion program will automatically truncate the old EasyWriter filename to a maximum of 8 characters and will change any characters not allowed by DOS filename conventions to a Hyphen (-) and append the .EWF extension. (This extension is required by EasyWriter Version 1.10 to identify EasyWriter files). If you choose, you can type in a new filename, instead of using the default filename. If you omit or incorrectly type the .EWF filename extension, the utility will automatically add or change the extension to .EWF.

**Note2:** You can give your file any name that follows the naming convention described in Chapter 1 (remember that names may not have more than eight characters, and must follow the DOS file naming conventions explained in “Using DOS” in the *IBM Personal Computer Guide to Operations*).

11. The Convert utility will check your new filename to verify that it does not already exist. You see:

\* CHECK FILENAME! \*

If the filename that you entered already exists on the diskette a flashing warning will appear. You are given a chance to change or reenter the new filename or continue and overwrite the existing file. You see:

Filename already exists, press Esc to change or Enter to continue: \* WARNING! \*

12. Press the **Esc** key and type the new filename or press the Enter (**↵**) key. You see:

\* WORKING! \*

**Note:** This indicates that the conversion is proceeding correctly. If your Version 1.00 EasyWriter file is larger than 12,000 characters, and your system contains 64K of user memory, the conversion program will automatically split the file into two separate files. The first file will retain the DOS filename that you decided to use, while the second file will automatically contain a dollar sign (\$), replacing the last character of the DOS filename. During the splitting of the Version 1.00 file, the message “ SPLITTING FILE! ” will appear at the bottom right side of your screen.

13. After the conversion is finished, you will see:  
File Transfer Completed Successfully...
14. If you have other files that you want to convert, repeat this procedure beginning with step 6 for each file that you want to convert.
15. When you are finished converting your files, press the **Esc** key two times to exit to DOS.

**Note:** You can get out of the CONVERT program or back-up to previous prompts at any prompt by pressing the **Esc** key.

16. After you press the **Esc** key, you see:

\*\*\* Put EasyWriter program diskette in Drive A and press Enter \*\*\*

17. Make sure your EasyWriter program diskette is in Drive A and press the Enter (**↵**) key. You will see a list of utility programs and the A> prompt.
18. Continue with whatever you want to do.

# APPENDIX E. USING THE TRANSFER PROGRAM

This Appendix describes the utility program called TRANSFER which is included on your EasyWriter program diskette. This utility does the following:

1. Translates EasyWriter files into standard ASCII files. This allows you to create and edit source programs for programming languages such as Pascal, Fortran, COBOL, BASIC, and Macro Assembler.
2. Translates standard ASCII files into EasyWriter files. This allows you to use EasyWriter to edit files created with Edlin, and any other program that generates a standard ASCII file (for example, VisiCalc print files).
3. Translates an EasyWriter file into an ASCII file that is formatted for use by the Asynchronous Communications Support Program.
4. Translates a file which has been received through the Asynchronous Communications Support Program into an EasyWriter file.

The files that EasyWriter creates are standard DOS files that contain a header record and format information that is used by the EasyWriter program. The TRANSFER utility removes this information from the file so that the file can be read by other programs. If you use TRANSFER to translate a standard ASCII file into an EasyWriter file, the TRANSFER utility appends a header record that contains this formatting information (set to the default values). Additional information about the operation of the TRANSFER utility is provided in the "Programmer's Notes" at the end of this appendix.

# Creating and Editing Program Source Files

EasyWriter Version 1.10 may be used to write and edit source files for a program to be compiled or interpreted, provided the source files may be stored in an ASCII format.

To edit an existing program with EasyWriter, the text must be stored in ASCII format, and the IBM DOS filename extension must be changed to an extension that EasyWriter understands. There are two possible filename extensions created by EasyWriter, these are .EWF (EasyWriter unprotected file) and .EWP (EasyWriter protected file). During the TRANSFER from an ASCII file to EasyWriter the TRANSFER program will automatically change and/or append the .EWF extension to the end of your filenames. In addition, a header record containing filesize, margin settings, and tab information is merged with the new file allowing EasyWriter to communicate with your source programs.

To compile or assemble the program, it will be necessary for you to appropriately rename the file extension. For example, Pascal source programs are identified with the extension .PAS. When you transfer a Pascal source program that you created using EasyWriter to standard ASCII from Easywriter, you will have to rename your filename with the .PAS extension. The TRANSFER program automatically prompts you with instructions and allows you to easily rename your transferring source programs.

**Note:** If you intend to use either EDLIN or the DOS TYPE command with the text you are creating, you should insert the EasyWriter end-of-paragraph marker at the end of every line of text, and make sure that your lines are not longer than 80 characters. This will also be necessary for line-oriented compilers.

# Using TRANSFER

1. Load your EasyWriter program diskette according to the instructions in Chapter 2. From the EasyWriter File System menu type X for exit to DOS. You see the list of utility programs and the A> prompt.
2. Type TRANSFER and press the Enter () key.

**Note 1:** If you have a single-diskette drive system, the following description of the screens will be slightly different than what appears on your screen; however, the prompts that appear are similar and the system will allow a transfer from files on the same diskette. The following description assumes that you have a dual-diskette drive system.

**Note 2:** You can get out of the TRANSFER program or go back to previous screens at any prompt by (repeatedly) pressing the  key.

3. You should see the following title screen:

```
TRANSFER - EASYWRITER*IBM DOS*COMMUNICATIONS FILE TRANSLATION PROGRAM
```

```
(C) COPYRIGHT 1982 IBM CORPORATION
```

```
Press Enter to continue...
```

4. Press the Enter () key to continue and choose one of the following drive choices:

\*\*\*\* DISKETTE DRIVE SELECTION \*\*\*\*

1. Transfer file in Drive A to Drive B
2. Transfer file in Drive B to Drive A
3. Transfer file in Drive A to Drive A
4. Transfer file in Drive B to Drive B

Press number: \_

**Note:** If your system is a single-diskette drive system, the drive option menu will not appear on your screen: the TRANSFER program will automatically set the drive choice option to #3.

5. Select the option that you want by pressing the appropriate number.
6. You will then see the main TRANSFER menu as follows:

\*\*\*\* STANDARD ASCII-COMMUNICATIONS TRANSLATION PROGRAM \*\*\*\*

TRANSFER MENU

- 1) Standard ASCII file to EasyWriter file
- 2) EasyWriter file to standard ASCII file
- 3) EasyWriter file to communications file
- 4) Received communications file to EasyWriter file

Press number: \_

# Transferring EasyWriter Files to Standard ASCII

1. Press option 2 from the main TRANSFER menu, to transfer your EasyWriter file to standard ASCII file format and follow the prompt instructions as they appear on the screen.
2. Make sure that you have created your standard ASCII file with the proper filename extension. (If you do not specify an extension, TRANSFER will automatically append .ASC).
3. After you have transferred as many EasyWriter files to Standard ASCII as you desire, press the **Esc** key until you return to the main menu.

**Note 1:** Be careful not to hold the **Esc** key down too long, as this produces successive Esc signals which may back you out of the TRANSFER program.

**Note 2:** The TRANSFER program will not allow you to transfer an EasyWriter file (a file that has an .EWF extension) to an EasyWriter file.

# Transferring Standard ASCII Files to EasyWriter Files

1. Press option 1 from the main TRANSFER menu, to transfer your standard ASCII files to EasyWriter and follow the prompt instructions as they appear on your screen.
2. After you have transferred as many standard ASCII files to EasyWriter as you desire press the **Esc** key to back out to the main menu.

**Note 1:** ASCII files that were not originally written in EasyWriter may be transferred and edited using this option. Make sure that the file you are transferring is actually an ASCII file. Many programs have an option to store their data files in an ASCII format. You will have to insure that your data files are actually in ASCII format prior to transfer.

**Note 2:** In addition, this option will transfer those files that were originally written in EasyWriter and transferred to ASCII, back to EasyWriter again. This allows for the debugging and editing of many different types of source files.

## Preparing and Transmitting EasyWriter Files

To transmit an EasyWriter file from one computer to another, or from the IBM Personal Computer to a host computer, you must do the following:

- Transfer the EasyWriter file to a communications file.
  - Set up communications between computers.
  - Transmit the saved communications file.
1. Press option 3 from the TRANSFER menu, to transfer your EasyWriter file to communications file format and follow the prompt instructions as they appear on the screen.

2. After you have your file saved in communications format, set up communications between the two computers. You can do this by using either your own communications program or the IBM Asynchronous Communications Support Program.
3. Once communications are established, transmit the file, as specified by the communications program which you are using.

## Transferring Received Communication to EasyWriter Files

1. Press option 4 from the main TRANSFER menu, to convert your received communications file to new EasyWriter.
2. Press the **Esc** key until you return to the main TRANSFER menu or to the list of utilities screen.

**Note 1:** After your file has been transferred to EasyWriter, you may need to delete extra End-of-Paragraph markers which the Asynchronous Communications Support has added to your file, and follow this with Align.

**Note 2:** When you receive a transmitted file, you must do the following:

- Transfer the received communications file to new EasyWriter.
- Remove extra linefeeds added by the Communications Package.
- Align the text.

# Integrating and Editing VisiCalc™ Print Files With EasyWriter

With EasyWriter Version 1.10 you can integrate VisiCalc™ spread sheets into your EasyWriter documents and edit the spread sheets to conform with the appearance of your document or report.

To do this first you must use the VisiCalc™ Print command with the File option. This puts the spread sheet on diskette in its printed format rather than printing it on a printer; the filename that you specify will have the extension PRF.

After you have the spread sheet on diskette, run the TRANSFER program on your EasyWriter program diskette to transfer the VisiCalc™ print file into an EasyWriter file.

Now all you need to do to edit the spread sheet with EasyWriter is run EasyWriter, get the file and begin editing.

**Note 1:** The default margin settings of EasyWriter may not match the length of lines of the spread sheet so before you start editing set your right margin to that of the spread sheet to avoid unexpected results.

**Note 2:** Often you may find that you want your text to appear different than the spread sheet. It may be a good idea to put an align protect marker above and below the spread sheet to free you from the burden of protecting the spread sheet while you are formatting other text in your document.

**Note 3:** Because of the differences between EasyWriter and VisiCalc™ you may find that your spread sheet has “some blank lines” after the last printed line of the sheet when you view the sheet with EasyWriter. If this happens (you can determine this by pressing the **End** key while in the editor; you may be presented a blank screen with the cursor on the bottom of the screen or somewhere below the last line of the sheet), use the scrolling keys to position the cursor on the line below the last line of the spread sheet and delete the unwanted lines.

## Programmer's Notes

The TRANSFER utility program that accompanies your EasyWriter program is designed to translate your EasyWriter text files into a format that other utilities and programs may use. In some instances the translation will not be compatible with the particular program that accesses the data file. Therefore, an understanding of the translation process and the structure of the EasyWriter file system will assist you in modifying the data.

For example, during the translation of an EasyWriter text file to standard ASCII, the linefeed character is translated from a Hex 00 to a Hex 0A. When this ASCII file is translated back to EasyWriter the Hex 0A is replaced with the original Hex 00.

There are several characters and character sequences that are unique to EasyWriter and are replaced with their standard ASCII counterpart at the time of translation. The following is a list of the various translation states of the linefeed character during the translation of EasyWriter text files:

CHARACTER FUNCTION	EASYWRITER HEX VALUE	STANDARD ASCII HEX VALUE	COMMUNICATIONS HEX VALUE
Linefeed	00	0A	0D

In addition to the direct replacement of characters, the TRANSFER utility creates an instruction block of data that is appended to the end or beginning of the EasyWriter, ASCII, or Communications text files.

The table below is a hex representation of a complete EasyWriter text file including the 128 byte instruction block, 58 bytes of text, and an end-of-file byte. Each significant byte in this text file is identified by column/row and is discussed in detail after the table listing:

EXAMPLE OF EASYWRITER TEXT FILE STRUCTURE

COLUMN	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
ROW 1	EA	00	4B	00	00	00	00	00-00	00	00	00	00	00	00	00	00
2	00	00	00	00	00	00	00	00-00	00	00	00	00	00	00	00	00
3	00	00	07	41	4C	4C	4F	54-2D	56	20	20	20	20	20	20	20
4	00	00	00	00	00	00	00	00-00	00	00	00	00	00	00	00	00
5	00	00	00	00	00	00	00	00-00	00	00	00	00	00	00	00	00
6	00	00	00	00	00	00	00	00-00	00	00	00	00	00	00	00	00
7	00	00	00	00	00	00	00	00-00	00	00	00	00	00	00	00	00
8	00	00	00	00	00	00	00	00-00	00	00	00	00	00	00	00	00
9	00	54	68	65	20	54	52	41-4E	53	46	45	52	20	75	74	
10	69	6C	69	74	79	20	70	72-6F	67	72	61	6D	20	74	68	
11	61	74	20	61	63	63	6F	6D-70	61	6E	69	65	73	20	79	
12	6F	75	72	20	45	61	73	79-57	72	69	74	65	72	20	45	
13	64	69	74	6F	72	20	77	61-73	00	64	65	73	69	67	6E	
14	65	64	20	61	6E	64	20	77-72	69	74	74	65	6E	20	62	
15	79	20	53	68	6F	6E	2E	0D-00	1A	00	72	69	74	65	72	
16	20	74	65	78	74	20	66	69-6C	65	73	20	69	6E	74	6F	

COLUMN/  
ROW

DESCRIPTION

A1 to B1      These two bytes represent the actual number of bytes or characters in this EasyWriter text file. These are stored in reversed order.

C1              This byte represents the right margin setting.

COLUMN/ ROW	DESCRIPTION
D1	This byte represents the left margin setting.
E1	This byte represents the number of spaces the indent option is set at.
C3 to P3	These bytes represent the location of tab settings.
A9	This byte must be null for valid EasyWriter text file. When the TRANSFER utility is used to translate from ASCII or Communications files to EasyWriter each byte in the text is shifted to the right one position and a null byte is inserted in the first text position. The inverse is true when translating from an EasyWriter file to an ASCII or Communications file. The text is shifted to the left one position and the null byte at position A9 is dropped.
B9 to I15	Each of these bytes represent text data that has been typed in while using the EasyWriter editor and written to the diskette using the 'save' or 'revise' command from the EasyWriter Command menu.
H15	This byte represents a carriage return to the EasyWriter editor.

COLUMN/  
ROW

DESCRIPTION

I15 This byte is interpreted as a linefeed by EasyWriter; however, TRANSFER replaces this character with a Hex '0A' when translating from EasyWriter to Standard ASCII. The Communications option translates this same character into a Hex '0D'.

**Note:** Some programs are not designed to handle a linefeed without an accompanying carriage return. For example, the TYPE command in IBM DOS will not interpret the linefeed character properly without a carriage return when printing to the screen. However, if the TYPE command is used to output a file to the IBM Personal Computer printer, the linefeed character will be interpreted properly. If you intend to use the DOS TYPE command, or EDLIN, with the text you are creating, make certain that your lines are not longer than 80 characters, and insert the EasyWriter End-of-Paragraph marker (0D) at the end of every line of text. This will insure that your text will appear correctly on the screen.

J15 This byte is the end-of-file marker and is interpreted as an end-of-text block marker. If there is data after this byte, the EasyWriter editor will read in the data up to the last byte of the 128 byte block where the marker

was found. The extra data that occurs after this end-of-file marker will usually be disregarded because EasyWriter will display only the number of characters specified by the text size bytes (located in the instruction block at bytes A1 and B1). However, if the text size bytes indicate that the text is larger than it actually is, EasyWriter will display only those random bytes that exist after the end-of-file marker within that 128 byte block. Even if the text size marker indicates that there are several additional blocks of data, only that data within the 128 byte block containing the end-of-file marker can possibly be displayed.

K15 to P16      These bytes are random and are usually disregarded by the EasyWriter editor.

When an EasyWriter text file is translated to a Standard ASCII or Communications file, the relative size of the IBM DOS file may change because of the addition and deletion of the instruction block. Once an EasyWriter text file has been translated to one of these formats, a comparison of the original EasyWriter file and the newly translated file will show differences in size and content.

The following table is a hex representation of a complete Standard ASCII file that was translated from the EasyWriter file above. Notice that the EasyWriter instruction block is located after the end-of-file marker and that there are actually two end-of-file markers. Each of these file structures are discussed in detail after the following table.

EXAMPLE OF A TRANSLATED ASCII FILE STRUCTURE

COLUMN	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
ROW 1	54	68	65	20	54	52	41	4E-53	46	45	52	20	75	74	69	
2	6C	69	74	79	20	70	72	6F-67	72	61	6D	20	74	68	61	
3	74	20	61	63	63	6F	6D	70-61	6E	69	65	73	20	79	6F	
4	75	72	20	45	61	73	79	57-72	69	74	65	72	20	45	64	
5	69	74	6F	72	20	77	61	73-00	64	65	73	69	67	6E	65	
6	64	20	61	6E	64	20	77	72-69	74	74	65	6E	20	62	79	
7	20	53	68	6F	6E	2E	0D	00-1A	00	72	69	74	65	72	20	
8	74	65	78	74	20	66	69	6C-65	73	20	69	6E	74	6F	1A	
9	1A	00	00	00	00	00	00	00-00	00	00	00	00	00	00	00	
10	00	00	00	00	00	00	00	00-00	00	00	00	00	00	00	00	
11	00	00	00	00	00	00	00	00-00	00	00	00	00	00	00	00	
12	00	00	00	00	00	00	00	00-00	00	00	00	00	00	00	00	
13	00	00	00	00	00	00	00	00-00	00	00	00	00	00	00	00	
14	00	00	00	00	00	00	00	00-00	00	00	00	00	00	00	00	
15	00	00	00	00	00	00	00	00-00	00	00	00	00	00	00	00	
16	00	00	00	00	00	00	00	00-00	00	00	00	00	00	00	00	
17	EA	00	4B	00	00	00	00	00-00	00	00	00	00	00	00	00	
18	00	00	00	00	00	00	00	00-00	00	00	00	00	00	00	00	
19	00	00	07	41	4C	4C	4F	54-2D	56	20	20	20	20	20	20	
20	00	00	00	00	00	00	00	00-00	00	00	00	00	00	00	00	
21	00	00	00	00	00	00	00	00-00	00	00	00	00	00	00	00	
22	00	00	00	00	00	00	00	00-00	00	00	00	00	00	00	00	
23	00	00	00	00	00	00	00	00-00	00	00	00	00	00	00	00	
24	00	00	00	00	00	00	00	00-00	00	00	00	00	00	00	00	

**COLUMN/  
ROW**

**DESCRIPTION**

A1 Notice that after translation this byte contains text information, and that the instruction block has been placed after the end-of-file marker. This allows any IBM DOS-based system to easily access the text data without having to interpret the EasyWriter instruction block.

P8 This byte represents the end-of-file marker for those programs accessing this file. For example, when you write a COBOL program using EasyWriter and translate the

COLUMN/  
ROW

DESCRIPTION

program text to Standard ASCII using the TRANSFER utility, this byte will be interpreted by the COBOL Compiler as the last character of the file. This protects the EasyWriter instruction data block that follows from being changed or interpreted as program text.

A9

If this file was translated from EasyWriter, this next character indicates that a valid instruction block exists in the next 128 byte block. If you translate this file back into a form that EasyWriter can use, the TRANSFER utility will check this byte for a second end-of-file marker and will move the instruction block in the next 128 byte block to the front of the newly created EasyWriter file. This operation retains all of the margin, size, and tab values that were set in the original EasyWriter text file before translation. If an ASCII file that has never been edited in EasyWriter is translated into an EasyWriter text file using TRANSFER for the first time, an instruction block will not currently exist below the end-of-file marker; in this case, TRANSFER will automatically create a default instruction block to be placed in front of the new EasyWriter file.

A17 to P24

This is the EasyWriter instruction block.

# NOTES

# APPENDIX F. ASCII CHART

As you may have noticed, some of the various key combinations that you have used in this book have caused graphic characters to appear on your screen. These characters have a special meaning to the IBM 80 CPS Matrix Printer or any other compatible printer (consult the book that should be shipped with a non-IBM printer, for an understanding of how specific ASCII codes are processed for that printer).

This Appendix details the meaning of the ASCII codes used by EasyWriter and the IBM 80 CPS Matrix Printer. A meaning in parentheses ( ) indicates its standard ASCII meaning and is not necessarily the same for EasyWriter. In some cases, EasyWriter does not recognize these codes and may give you unpredictable printing of your document.

This Appendix also tells you what combination and sequence of keys that you would press to put a specific code in your document. It also shows what is displayed on the screen. In addition, if you dump the contents of an EasyWriter file (using DOS), the hexadecimal value for each code would be listed by DOS. For your convenience the decimal (ASCII) and hexadecimal (HEX) values for each code are listed.

To send ASCII codes 128 through 255 to your printer, you must use the EasyWriter .USER imbedded command and redefine the specified valid character (see Chapter 8 “Naming Your Own Commands” for detailed information on how to use the .USER command). If you redefine a character for another, the character that you want to redefine is displayed on the screen and not the redefined character. Consequently, when using EasyWriter, none of the graphics for ASCII codes 128 through

255 should ever appear on your screen. If for some reason they do appear on the screen, they will be treated as the corresponding ASCII code retain 0 and 128 and processed by EasyWriter accordingly. (This can happen if you are using EasyWriter to edit files from another system that does recognize the ASCII codes 128 through 255.)

ASCII	HEX	MEANING	KEY(S)	DISPLAY	IBM CPS 80 PRINTER
000	00	NULL	Ctrl 0, Ctrl 2 or Ctrl 0, Ctrl @	BLANK (NULL)	NUL
001	01	(SOH) Align Marker	Ctrl 0, Ctrl A or FB	☺	
002	02	(STX)	Ctrl 0, Ctrl B	☹	
003	03	(ETX)	Ctrl 0, Ctrl C	♥	
004	04	(ET)	Ctrl 0, Ctrl D	♦	
005	05	(ENQ)	Ctrl 0, Ctrl E	♣	
006	06	(ACK)	Ctrl 0, Ctrl F	♠	
007	07	BEL	Ctrl 0, Ctrl G	(beep) ●	BEL
008	08	(BS)	Ctrl 0, Ctrl H	(backspace) ■	
009	09	HT	Ctrl 0, Ctrl I	(tab) ○	HT
010	0A	LF	Ctrl 0, Ctrl J, Ctrl ↵	(line feed) ◻	LF
011	0B	VT	Ctrl 0, Ctrl K	(home) ♂	VT
012	0C	FF	Ctrl 0, Ctrl L	(form feed) ♀	FF
013	0D	(CR) End-of-Paragraph	Ctrl 0, Ctrl M	(carriage return) ♪	CR

ASCII	HEX	MEANING	KEY(S)	DISPLAY	IBM CPS 80 PRINTER
014	0E	SO	Ctrl O, Ctrl N		SO
015	0F	SI	Ctrl O, Ctrl O		SI
016	10	(DLE) Block Marker	Ctrl O, Ctrl P F8		
017	11	DC1	Ctrl O, Ctrl Q		DC1
018	12	DC2	Ctrl O, Ctrl R		DC2
019	13	DC3	Ctrl O, Ctrl S		DC3
020	14	DC4	Ctrl O, Ctrl T		DC4
021	15	(NAK)	Ctrl O, Ctrl U		
022	16	(SYN)	Ctrl O, Ctrl V		
023	17	(ETB)	Ctrl O, Ctrl W		
024	18	EM	Ctrl O, Ctrl X		CAN
025	19	CAN	Ctrl O, Ctrl Y		
026	1A	(SUB) DOS End-of-File, causes EasyWriter to suspend processing with ALIGN, PRINT, PRINT-TO-SCREEN and SEARCH and REPLACE if imbedded in your document.	Ctrl O, Ctrl Z		

ASCII	HEX	MEANING	KEY(S)	DISPLAY	IBM CPS 80 PRINTER
027	1B	ESC	Ctrl O Esc Ctrl O Ctrl [ Ctrl O Ctrl {	←	ESC
028	1C	(FS)	Ctrl O, Ctrl \ Ctrl O, Ctrl ;	└	
029	1D	(GS)	Ctrl O, Ctrl } Ctrl O, Ctrl }	↔	
030	1E	(RS)	Ctrl O, Ctrl 6	▲	
031	1F	(US)	Ctrl O, Ctrl - Ctrl O, Ctrl _	▼	
032	20	space	SPACE BAR, SHIFT SPACE, CTRL SPACE, ALT SPACE	BLANK (SPACE)	SP
033	021	!	SHIFT !	!	!
034	22	“	SHIFT “	”	”
035	23	#	SHIFT #	#	#
036	24	\$	SHIFT \$	\$	\$
037	25	%	SHIFT %	%	%
038	26	&	SHIFT &	&	&
039	27	,	,	,	,
040	28	(	SHIFT (	(	(

ASCII	HEX	MEANING	KEY(S)	DISPLAY	IBM CPS 80 PRINTER
041	29	)	SHIFT )	)	)
042	2A	*	*	*	*
043	2B	+	SHIFT +	+	+
044	2C	(comma)	,	,	,
045	2D	(underline)	—	—	—
046	2E	(period)	.	.	.
047	2F	/	/	/	/
048	30	0	0	0	0
049	31	1	1	1	1
050	32	2	2	2	2
051	33	3	3	3	3
052	34	4	4	4	4
053	35	5	5	5	5
054	36	6	6	6	6

ASCII	HEX	MEANING	KEY(S)	DISPLAY	IBM CPS 80 PRINTER
055	37	7	7	7	7
056	38	8	8	8	8
057	39	9	9	9	9
058	3A	:	SHIFT:	:	:
059	3B	;	:	;	;
060	3C	< (less than)	SHIFT<	<	<
061	3D	=	=	=	=
062	3E	> (greater than)	SHIFT>	>	>
063	3F	?	SHIFT?	?	?
064	40	@	SHIFT@	@	@
065	41	A	A	A	A
066	42	B	B	B	B
067	43	C	C	C	C
068	44	D	D	D	D

ASCII	HEX	MEANING	KEY(S)	DISPLAY	IBM CPS 80 PRINTER
069	45	E	E	E	E
070	46	F	F	F	F
071	47	G	G	G	G
072	48	H	H	H	H
073	49	I	I	I	I
074	4A	J	J	J	J
075	4B	K	K	K	K
076	4C	L	L	L	L
077	4D	M	M	M	M
078	4E	N	N	N	N
079	4F	O	O	O	O
080	50	P	P	P	P
081	51	Q	Q	Q	Q
082	52	R	R	R	R

ASCII	HEX	MEANING	KEY(S)	DISPLAY	IBM CPS 80 PRINTER
083	53	S	s	S	S
084	54	T	t	T	T
085	55	U	u	U	U
086	56	V	v	V	V
087	57	W	w	W	W
088	58	X	x	X	X
089	59	Y	y	Y	Y
090	5A	Z	z	Z	Z
091	5B	[	[	[	[
092	5C	\	\	\	\
093	5D	]	]	]	]
094	5E	^	SHIFT ^	^	^
095	5F	_	SHIFT _	_	_
096	60	' (apostrophe)	'	'	'

ASCII	HEX	MEANING	KEY(S)	DISPLAY	IBM CPS 80 PRINTER
097	61	a	a	a	a
098	62	b	b	b	' b
099	63	c	c	c	c
100	64	d	d	d	d
101	65	e	e	e	e
102	66	f	f	f	f
103	67	g	g	g	g
104	68	h	h	h	h
105	69	i	i	i	i
106	6A	j	j	j	j
107	6B	k	k	k	k
108	6C	l	l	l	l
109	6D	m	m	m	m
110	6E	n	n	n	n

ASCII	HEX	MEANING	KEY(S)	DISPLAY	IBM CPS 80 PRINTER
111	6F	o	o	O	o
112	70	p	p	p	p
113	71	q	q	q	q
114	72	r	r	r	r
115	73	s	s	S	s
116	74	t	t	t	t
117	75	u	u	u	u
118	76	v	v	V	v
119	77	w	w	W	w
120	78	x	x	X	x
121	79	y	y	y	y
122	7A	z	z	Z	z
123	7B	{	SHIFT {	{	{
124	7C		SHIFT		

ASCII	HEX	MEANING	KEY(S)	DISPLAY	IBM CPS 80 PRINTER
125	7D	}	SHIFT }	}	}
126	7E	~	SHIFT ~	~	~
127	7F	DEL	Ctrl O, Ctrl ← (destructive backspace)	␣	DEL
128	80	NUL		Ç	NUL
129	81			ü	
130	82			é	
131	83			â	
132	84			ä	
133	85			à	
134	86			â	
135	87	BEL		Ç	BEL
136	88			ê	
137	89	HT		ë	HT
138	8A	LF		è	LF

ASCII	HEX	MEANING	KEY(S)	DISPLAY	IBM CPS 80 PRINTER
139	8B	VT		ï	VT
140	8C	FF		î	FF
141	8D	CR		ï	CR
142	8E	SO		Ä	SO
143	8F	SI		Å	SI
144	90			É	
145	91	DC1		æ	DC1
146	92	DC2		Æ	DC2
147	93	DC3		ô	DC3
148	94	DC4		ö	DC4
149	95			ò	
150	96			û	
151	97			ù	
152	98	CAN		ÿ	CAN

ASCII	HEX	MEANING	KEY(S)	DISPLAY	IBM CPS 80 PRINTER
153	99			Ö	
154	9A			Û	
155	9B	ESC		¢	ESC
156	9C			£	
157	9D			¥ ₤	
158	9E			Pt.	
159	9F			f	
160	A0			á	
161	A1			í	
162	A2			ó	
163	A3			ú	
164	A4			ñ	
165	A5			Ñ	
166	A6			<u>a</u>	

ASCII	HEX	MEANING	KEY(S)	DISPLAY	IBM CPS 80 PRINTER
167	A7			<u>0</u>	
168	A8			·	
169	A9			┌	
170	AA			└	
171	AB			½	
172	AC			¼	
173	AD			¡	
174	AE			«	
175	AF			»	
176	B0			1/4 Dots On	
177	B1			1/2 Dots On	
178	B2			3/4 Dots On	
179	B3				
180	B4			┴	

ASCII	HEX	MEANING	KEY(S)	DISPLAY-	IBM CPS 80 PRINTER
181	B5			≡	
182	B6			≡	
183	B7			≡	
184	B8			≡	
185	B9			≡	
186	BA			≡	
187	BB			≡	
188	BC			≡	
189	BD			≡	
190	BE			≡	
191	BF			≡	
192	C0			L	
193	C1			⊥	
194	C2			⊥	

ASCII	HEX	MEANING	KEY(S)	DISPLAY	IBM CPS 80 PRINTER
195	C3			┌	
196	C4			—	
197	C5			┐	
198	C6			└	
199	C7			┌	
200	C8			└	
201	C9			┐	
202	CA			└	
203	CB			┌	
204	CC			└	
205	CD			==	
206	CE			┌	
207	CF			└	
208	D0			┌	

ASCII	HEX	MEANING	KEY(S)	DISPLAY	IBM CPS 80 PRINTER
209	D1			≡	
210	D2			⌈	
211	D3			⌌	
212	D4			⌋	
213	D5			⌋	
214	D6			⌈	
215	D7			⌈	
216	D8			≠	
217	D9			⌋	
218	DA			⌋	
219	DB			■	
220	DC			■	
221	DD			■	
222	DE			■	

ASCII	HEX	MEANING	KEY(S)	DISPLAY	IBM CPS 80 PRINTER
223	DF				
224	E0			$\alpha$	
225	E1			$\beta$	
226	E2			$\Gamma$	
227	E3			$\pi$	
228	E4			$\Sigma$	
229	E5			$\sigma$	
230	E6			$\mu$	
231	E7			$\tau$	
232	E8			$\Phi$	
233	E9			$\ominus$	
234	EA			$\Omega$	
235	EB			$\delta$	
236	EC			$\infty$	

ASCII	HEX	MEANING	KEY(S)	DISPLAY	IBM CPS 80 PRINTER
237	ED			∅	
238	EE			€	
239	EF			∩	
240	F0			≡	
241	F1			±	
242	F2			≥	
243	F3			≤	
244	F4			ƒ	
245	F5			Ƶ	
246	F6			÷	
247	F7			≈	
248	F8			◦	
249	F9			•	
250	FA			•	

ASCII	HEX	MEANING	KEY(S)	DISPLAY	IBM CPS 80 PRINTER
251	FB			√	
252	FC			ñ	
253	FD			2	
254	FE			█	
255	FF			BLANK 'FF'	

# NOTES

# GLOSSARY

**ALIGN:** Place all of your text within your margins and indentations.

**APPEND:** Join one file to the end of another — can be permanent.

**ASCII:** Acronym for American Standard Code for Information Interchange. A set of standards for data transmission.

**BACKUP:** To “backup” a diskette means to make an extra (duplicate) copy of your files on a separate diskette.

**BAUD RATE:** Used to characterize the transmission speed of data in serial communications.

**BLOCK:** A section of text defined by the user.

**BLOCK MOVE:** The ability to move sections of text within or between files — to “cut and paste” a document. Rearranging paragraphs.

**BUFFER:** An area of memory where characters can be temporarily stored. The buffer is used in Block Move and Block Copy.

**BYTE:** This is computer lingo for a character.

**CATALOG:** A list of the files that are contained on a diskette. The EasyWriter catalog lists only EasyWriter files.

**CONTROL CHARACTER:** Used in EasyWriter to mean an ASCII character that has special meaning to the printer, which causes it to do something.

**CURSOR:** A blinking bar or block of light which indicates your position on the screen.

**DEFAULT:** A value assigned automatically by the system when you do not specify any value.

**DIRECTORY:** DOS terminology for a list of the files which are contained on the diskette, which also contains information about the file (such as size, date of last revision, etc.).

**DISKETTE:** The plastic material that contains your programs and your data. A diskette is analogous to a phonograph record. Diskettes are also known as “floppy disks”, “disks”, or simply “floppies”.

**DISKETTE DRIVE:** The electronic device which records and reads the information that is stored on a diskette. The diskette drive is attached to the computer, and your diskettes are inserted in the drive.

**DISPLAY:** A device which gives a visual representation of your data. Usually a screen which is similar to (or is) a Television screen. It is also called a “screen” or a “Monitor”.

**DOS:** An acronym for Diskette Operating System, this is a set of instructions which make your diskette drive operate. It is pronounced “doss”.

**END OF PARAGRAPH MARKER:** The symbol that appears as a result of pressing the Enter () key (on your screen, it looks like a musical note.) It has special meaning to EasyWriter when you are aligning your documents.

**EXECUTE:** To carry out a series of instructions which are usually started when the user gives the computer a command. We usually say that the computer is “executing” a program or a command.

**EXTENSION:** See Filename Extension below.

**FILE:** A unit of information that is stored on an EasyWriter Storage Diskette. Used synonymously with “document” in EasyWriter.

**FILENAME EXTENSION:** A three letter code that forms the second part of a DOS filename, and which is separated from the filename by a period. The extensions have meanings to DOS and to other programs, and are usually used to identify the type of the file. All EasyWriter files are identified by a .EWF or .EWP extension.

**FORMAT:** The preparation of a blank diskette for use by DOS or the EasyWriter program.

**HARD COPY:** Any information printed out on paper.

**HMI:** The Horizontal Motion Index controls the amount of space between letters on some printers. It does not affect the IBM 80 CPS Matrix Printer.

**IMBEDDED COMMAND:** An instruction to the computer or printer which is located somewhere within your document.

**INDENTATION:** The number of spaces from which the first line of a paragraph is offset from the left margin. In EasyWriter, only has an effect when you align a document with indentation set.

**JUSTIFICATION:** To “justify” copy is to make the right margin even. Unjustified copy has a “ragged right” margin.

**LINK:** To temporarily connect one file to another.

**MEMORY:** The area in your computer where data is stored. The computer’s memory is only active when the computer is turned on.

**MENU:** A list of the commands or options which are available from that point in a program.

**MODE:** A way of operating — a state in which certain conditions are true. For example, if your printer is in “compressed mode” it will only print compressed characters.

**MONITOR:** See “display”.

**PARAMETER:** A value which is needed by a computer program for a specific operation, and which can be changed or reset by the user. For example, the right margin setting in the EasyWriter editor.

**PROGRAM DISKETTE:** The diskette which contains the EasyWriter program.

**PROMPT:** A computer message which appears on your screen to indicate that you should enter a response, and which waits for your response.

**RECONFIGURE:** To reconfigure a diskette means to change the default parameters that were included on the diskette when it was shipped.

**RECORD:** The number of characters (bytes) which a computer gets or sends every time it goes to the diskette.

**REVISE:** Overwrite an existing file with an updated version of the file.

**SAVE:** To record information on a diskette.

**SCROLL:** Move the material that is displayed on the screen up or down so that you can see the material that comes before it or after it in memory.

**STORAGE DISKETTE:** The diskette on which you store the EasyWriter files you create.

**STRING:** A sequence of letters or characters.

**TOGGLE:** A switch which has two states: on and off. Repeated pressing of the switch alternates between the two states.

**UTILITY PROGRAM:** A program which performs some useful task for you.

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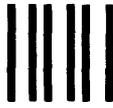
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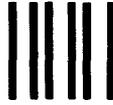
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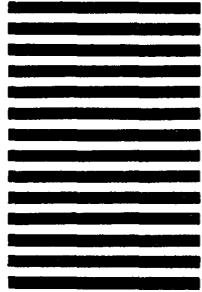
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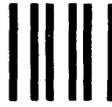
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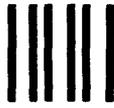
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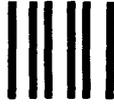
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