
VISIWORD™

WRITING & WORD PROCESSING MADE EASY



VISICORP™

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VISIWORD™

WRITING & WORD PROCESSING MADE EASY

User's Guide for the IBM® Personal Computer

Program by
VisiCorp

Manual by
VisiCorp



VISICORP™

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LEARNING TO USE THE VISIWORD™ PROGRAM

The VisiWord™ program is as easy to learn as it is to use. You have at your command a set of four important learning tools:

- The VisiWord Help Instructions
- The VisiWord QuickStart™ Course
- The VisiWord User's Guide
- The VisiWord Pocket Reference

Figure A shows you how each of these tools should be used for maximum efficiency and effectiveness.

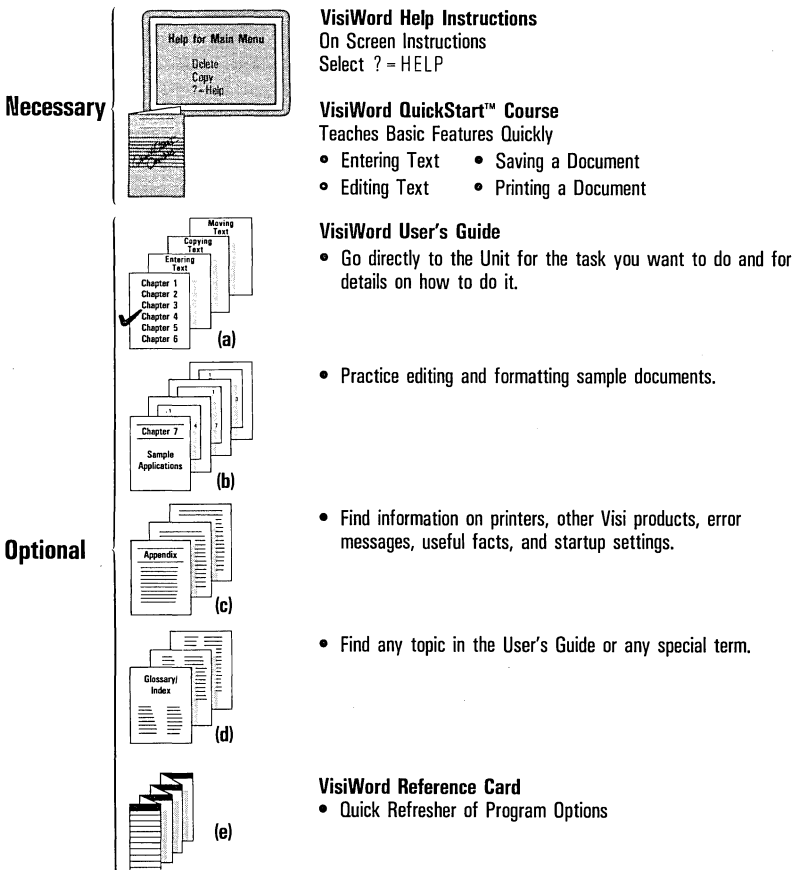


Figure A. The VisiWord™ Learning Tools

THE VISIWORD HELP INSTRUCTIONS: The VisiWord program is self-teaching. You can ask to see help instructions on the screen at any point. Simply select ?=help from the list of options (choices) you have. The help instructions may be all you need to learn the program. You can experiment using the help instructions to get started on your own memos or letters. You won't hurt the program!

THE VISIWORD QUICKSTART™ COURSE: For a short structured approach to learning the program, you should use the VisiWord QuickStart Course. You will be productive (create your own memo, edit it, do elementary formatting, and print it) in a very short time. Together with the help instructions of the program, this short course should be enough to comfortably start you on your own. You do not need to read the User's Guide, except for clarifying points, for more practice, or for more advanced features of the program.

THE VISIWORD USER'S GUIDE: The User's Guide is not intended to be read sequentially. Each chapter is a collection of related topics; for example, Chapter 5 has all of the topics related to formatting your document. Each unit in a Chapter is task-related and is self-contained; for example, "Using the Ruler" in Chapter 5 contains all you need to know to change your right margin setting, to set required indents, and to change Ruler stops. You can go directly to "Using the Ruler" without reading any other chapter or unit.

THE VISIWORD POCKET REFERENCE: This reference card summarizes what the VisiWord program does. Use this card any time you want to refresh your memory about any VisiWord operation.

ORGANIZATION OF THE VISIWORD USER'S GUIDE

The *VisiWord User's Guide* has seven chapters, six appendices, and a combined index and glossary. The chapters have self-contained units that you can read when you need or want specific information. Each unit gives a complete description of a specific task you want to do.

CHAPTER 1: "About This Program" is an overview of the VisiWord program. It describes the equipment you need and the basic features of the VisiWord program.

CHAPTER 2: "Basic Information" shows you how to load the VisiWord program and describes the VisiWord menus, the editing screen, the program help instructions, the VisiWord special keys, and how to initialize (format) disks for storing your documents.

CHAPTER 3: "Working With Documents" describes how to load, save, delete, and rename documents, and how to insert one document into another (include), and add one document to another (append).

CHAPTER 4: "Editing Documents" describes how to enter, delete and restore text; move and copy text; search for and replace characters; and split the screen into two windows.

CHAPTER 5: "Formatting Documents" describes how to set margins, lines per page, line and character spacing, and headers and footers; justify (align the right margin); set tabs; indent and center text; and highlight characters.

CHAPTER 6: "Printing Documents" describes how to print directly or print while continuing to type (spool); print a document to a disk; stop the printer temporarily; change print formats; and send special instructions to the printer.

CHAPTER 7: "Sample Applications" is different from chapter 1 through 6. This chapter is for practice editing and formatting. The sample applications give you two-page illustrated examples of ways you can edit and format your own documents. Brief instructions show you how each part of a document was created using the VisiWord program. Use these illustrated examples for quick reference on how to achieve a special effect for your document.


The Appendixes cover related topics, such as, special printers (Appendix A), using the VisiWord program with the VisiFile™ program (Appendix B) and with the VisiCalc® program (Appendix C), error messages (Appendix D), useful facts you may want to have about the VisiWord program (Appendix E), startup settings that you can change (Appendix F) and procedures to use if you wish to create large documents (Appendix G).


The Index/Glossary is especially useful for finding any topic quickly or for finding the meaning of special terms used in the manual.

TEXT REFERENCES TO THE KEYBOARD AND THE SCREEN








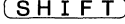
The keys that you type appear in the manual in **boldface** type. If the first letter of a choice (option) appears in **bold**, it means that you can type that letter to select that option.

Note:

If you don't want to type the first letter of the option to select it, you can also move the cursor and use the  key to select it (see Unit 2, Chapter 2 for details).

For some keys, such as Esc, the special font  will be used. This means that you should press that key, not type the sequence of letters.

This manual represents the keyboard symbols as follows:

Key	Meaning	Manual Representation
←	backspace	
↵	Enter	
→	tab	
↑	up arrow	
↓	down arrow	
←	left arrow	
→	right arrow	
⇧	shift	

The characters that you see on the screen appear in this manual in light type.

CHAPTER 1

About This Program

Chapter Outline

Overview	1-3
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OVERVIEW

The VisiWord program is a *word processor* designed to help you write, edit, and format documents quickly and efficiently. A VisiWord *document* consists of both text and simple formatting instructions. Figure 1-1 shows the relationships between the text and the formatting instructions that make up a document.

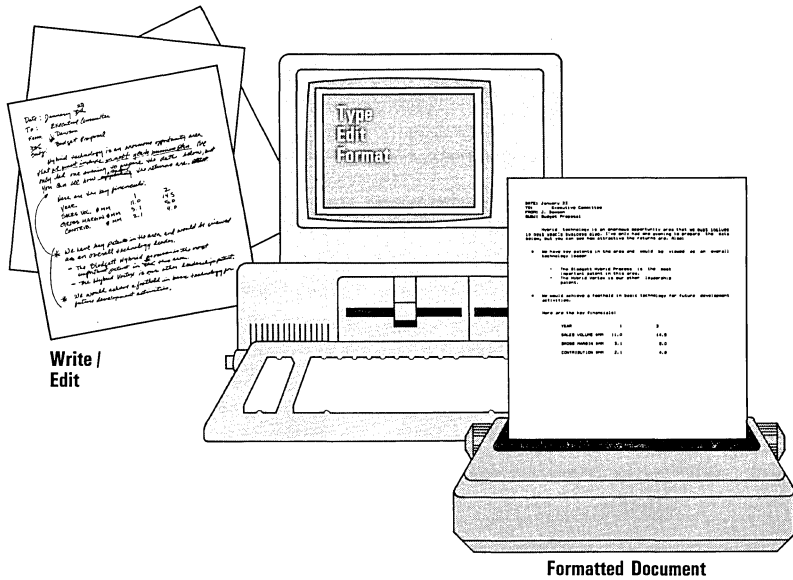


Figure 1-1. A VisiWord™ Document

021-002

The VisiWord program lets you do complex word processing functions simply. On-screen help text and descriptive messages make the VisiWord program easy to learn. You don't need to memorize keystroke combinations. Single keystroke editing and formatting functions make the program easy to use. The program is designed to make you feel comfortable using it in the briefest time. Table 1-1 describes the key VisiWord features and their benefits to you.

Table 1-1. VisiWord™ Features and Benefits

Feature	Benefit
Descriptive command menus with on-screen help instructions.	You learn what you need when you need it.
Single key commands for cursor movement, inserting, deleting, tabbing, indenting, and centering.	You create and revise documents quickly and efficiently.
Automatic text formatting for margins, headers and footers, page numbers, justification, centering, and text highlighting.	You get professional document appearance with minimum effort.
Large or small text moving, copying, or deleting.	You rearrange your document with no special formatting.
Simultaneous viewing of two sections of the same document or of two different documents.	You compare and contrast documents and formats for combining or separating them.
Simultaneous printing of one document while editing another (spooling).	You save valuable time.
Global or selective search and replace.	You make tedious corrections simply and quickly.
Putting documents together.	You put one file into another or one after the other to create larger documents.

Equipment You Need

The VisiWord program requires the following equipment:

- An IBM Personal Computer or an IBM Personal Computer XT with at least 192K of memory.
- An IBM Disk Operating System (DOS) disk version 1.1 or 2.0.
- At least one disk drive.
- A video monitor (color or black-and-white).
- A printer.
- The VisiWord program disk.
- At least one blank 5 1/4" flexible disk if you have only flexible disk drives.

Note:

If you have a single disk drive system, you must change the Document Path and Spool Path startup settings to drive A. See "Single Drive Systems" in Appendix F for details.

In addition, the following optional equipment can increase your word processing effectiveness:

- Additional disk drives.
- Additional memory.

Although the above equipment can be used with the VisiWord program, the following equipment is considered the *standard* equipment. When you first load the program, it has certain startup settings. These startup settings are based on the standard equipment configuration. (See Appendix F to change startup settings for nonstandard equipment.)

- An IBM Personal Computer with 192K of memory.
- Two disk drives.
- An IBM Monochrome Display.
- An IBM 80-Character-Per-Second Matrix Printer.

Note:

If you installed the VisiWord program on a hard disk (see the *VisiWord Setup Information Guide*), the startup settings were automatically set to the drive letter of that hard disk.

Handling Disks

You can't be too careful with your flexible disks. Each disk is magnetically coated and sealed in a protective square plastic cover. You can see the magnetic surface of the disk through the oval cutout in the square cover.

Never touch the exposed magnetic surface with your fingers or any implement. Protect disks from dust by storing them in the paper sleeves. Do not store them within six inches from magnetic fields generated by a TV, speakers, or other magnetic devices. Temperature extremes (such as in a car trunk on a warm day) destroy disks.

Never fold, bend, or staple a disk. Do not write on the square plastic cover with a hard pen or pencil (use only the soft felt tip pens). Store disks in a special disk binder or disk case.

The Keyboard

Most of the characters on the keyboard are self-explanatory. However, a few keys need more explanation. Also, to help you remember the special function key operations, be sure the VisiWord Function Key Overlay supplied in this package is over the function keys pad (F1 through F10) at the left side of the keyboard. Figure 1-2 shows the IBM keyboard and the keys that the VisiWord program uses for special purposes.

Note:

The VisiWord program does not use the CTRL key, the ALT key, or any combination of these keys with any other key. If you use these keys the program does not respond.

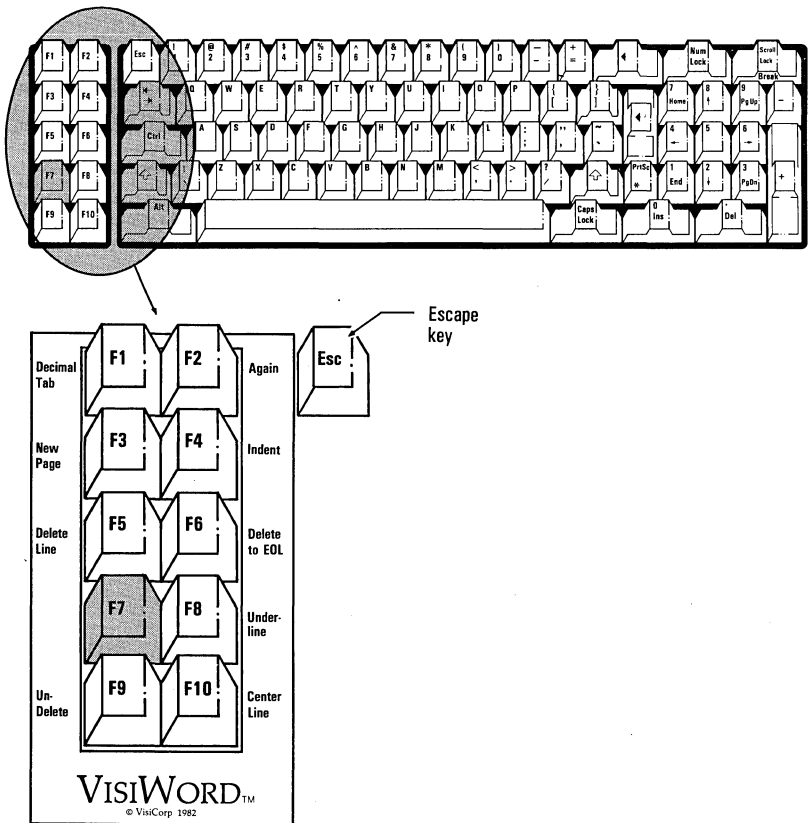
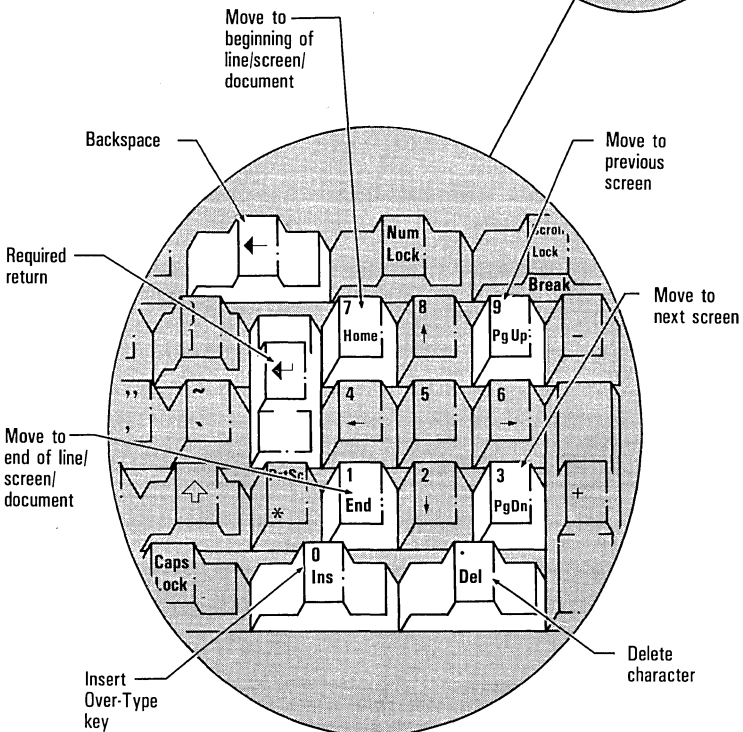
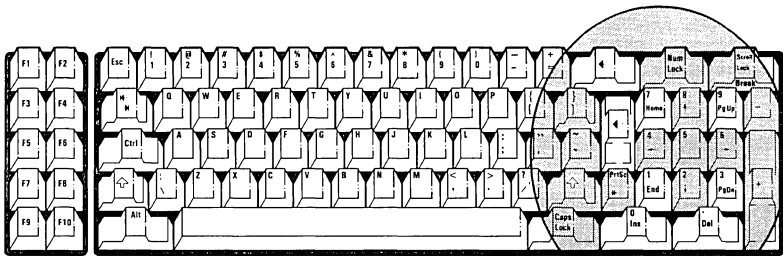


Figure 1-2. The IBM® Keyboard

WARNING:

DO NOT PRESS THE **(NUMLOCK)** KEY. PRESSING **(NUMLOCK)** DEACTIVATES THE ARROW KEYS, THE **(HOME)** KEY, THE **(END)** KEY, THE **(PGUP)** AND **(PGDN)** KEYS. IF YOU TRY TO USE ANY OF THESE KEYS AFTER PRESSING **(NUMLOCK)**, EITHER THE NUMBER PRINTED ON THE KEY APPEARS OR THE COMPUTER BEEPS. TO REACTIVATE THE ABOVE KEYS, PRESS **(NUMLOCK)** AGAIN.



CHAPTER 2

Basic Information

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UNIT 1

LOADING THE VISIWORD PROGRAM

Loading the VisiWord program puts it into the computer memory. When the program is in memory, you can do any VisiWord operation. When you turn off the computer or leave the program to use another program; the VisiWord program is no longer in memory.

If you installed the VisiWord program on a hard disk (refer to the *VisiWord Setup Information Guide*), follow these steps to load the program:

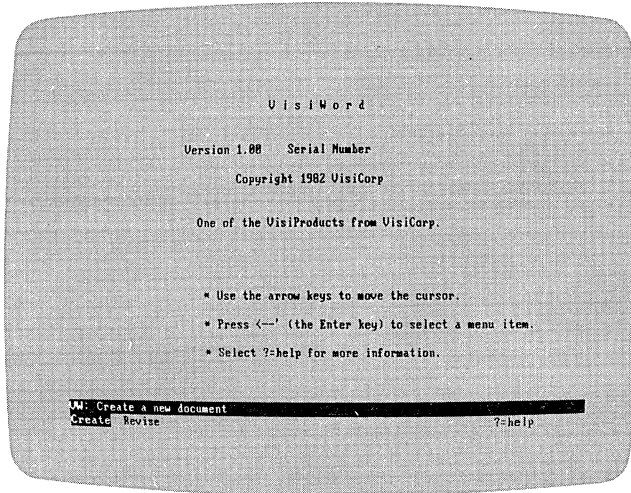
1. Load the DOS program from your hard disk. If you do not know how to load the DOS program, see the instructions in the *IBM Disk Operating System Manual*.
2. The `C>` prompt appears. If you installed the DOS program onto a different hard disk drive (named d:, e:, or the like), that drive letter shows in place of the C.
3. If you installed the VisiWord program in its own directory on the hard disk, use the CHDIR command to transfer into that directory.
4. Type **vw** and press `↵`.

To load the VisiWord program from the flexible disk, follow these steps:

1. Load your DOS disk. If you do not know how to load your DOS disk, see the instructions in the *IBM Disk Operating System Manual*. The screen displays `A>` when ready.
2. Remove the DOS disk, return it to its protective sleeve, and replace it with the VisiWord program disk in drive A. Close the drive door firmly.
3. Type **vw** and press `↵`.

The VisiWord program loads automatically.

When the program is loaded, your screen should look like Figure 2-1.



021-001/P

Figure 2-1. The VisiWord™ Screen After Loading

WARNING:

IF YOU LOADED THE VISIWORD PROGRAM FROM DRIVE A, LEAVE YOUR VISIWORD PROGRAM DISK IN DRIVE A UNLESS OTHERWISE INSTRUCTED. THE ENTIRE PROGRAM IS NOT LOADED INTO MEMORY AT THE SAME TIME. IF YOUR PROGRAM DISK IS NOT IN DRIVE A, YOU WILL HAVE TO SWITCH DISKS TO DO CERTAIN ACTIONS.

UNIT 2 MENUS

A *menu* is a list of optional tasks that a program can do. In the VisiWord program, the menu appears at the bottom of the screen. You can choose an option from the menu to do a word-processing task or to go on to another menu. Figure 2-2 illustrates the VisiWord menu structure.

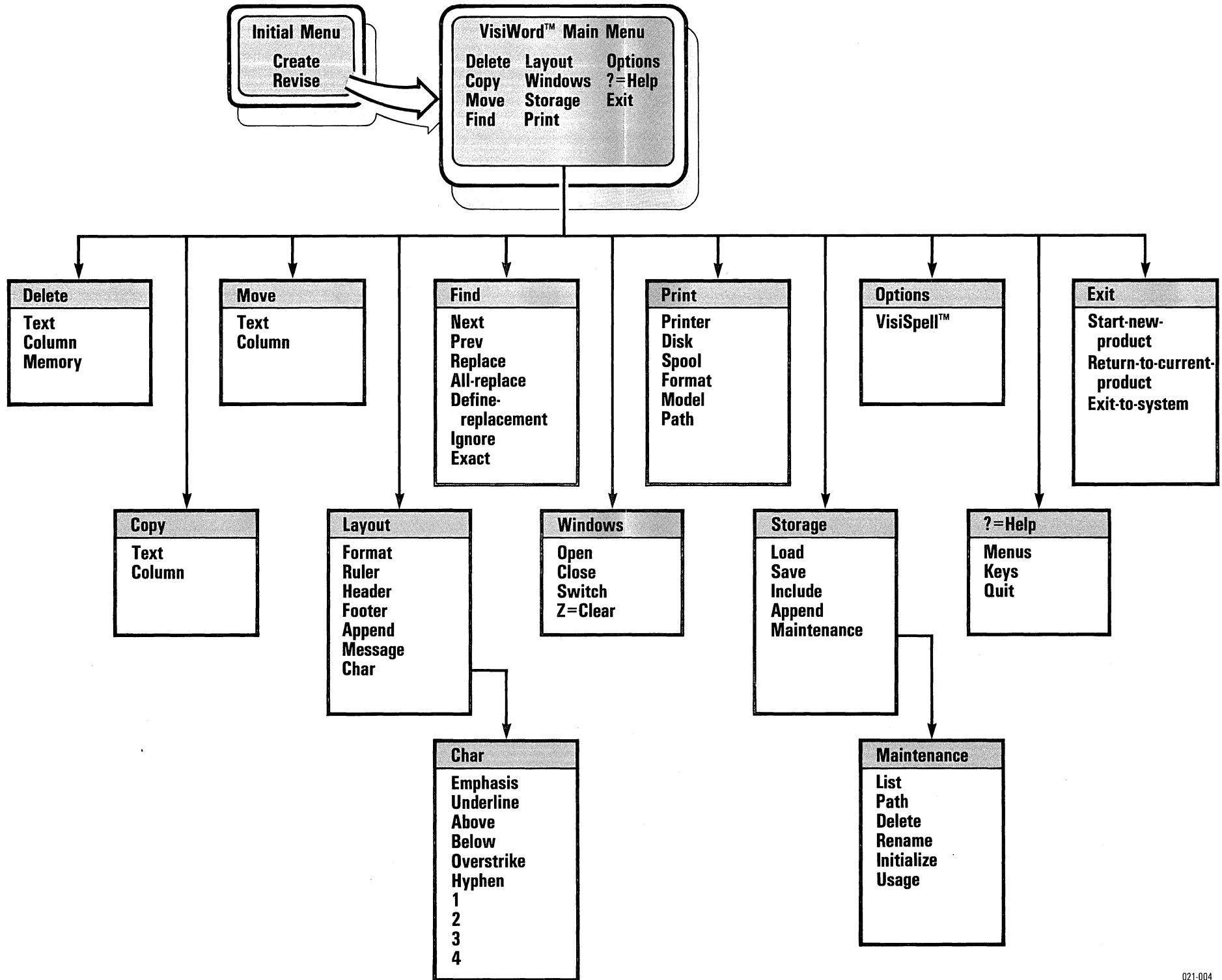
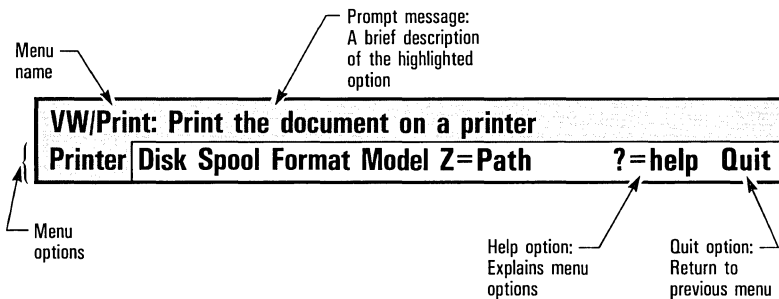


Figure 2-2. VisiWord™ Menu Structure

Most VisiWord menus have two or more menu options, the ?=help option, and the Quit option. The line above the menu gives the menu path, and a brief description of the menu option that is highlighted. The menu path shows you what menu options you selected to get to the current menu. From the editing screen, you always start from the Main menu (VW). For example, the menu path VW/Print means that from the Main menu you selected **Print** to reach the current menu, the Print menu. Figure 2-3 uses the Print menu to show the typical elements of a menu.



021-005

Figure 2-3. A Typical VisiWord™ Menu: The Print Menu

A menu is *active* when one of its options is highlighted with inverse video (dark characters on a light background). The highlighted area is called the *menu cursor*. The menu cursor is on the first option in the list, or on the option you used last.

SELECTING A MENU OPTION

When you *select* a menu option, you make the program go to another menu or do a task; for example, selecting **Print** from the Print menu prints your document.

You can select a menu option in two ways:

- Type the first letter of the option. The menu cursor can be on any option in the menu.
- Use the \leftarrow and \rightarrow keys to position the menu cursor on the option you want ; then press \downarrow .

You can select a menu option either way. Either method causes the program to do the same thing. For example, selecting **D**elete from the Main menu, displays the **T**ext, **C**olumn, and **M**emory options regardless of the method you use to select **D**elete. In this manual, the word *select* means to use one of these two methods to choose an option. Also, in this manual, the first letter of the option appears as **bold**, corresponding to the letter you can type to select the option.

At first, you might find it easier to learn the program by using the arrow keys because you can read the line above the menu for each option description. After you become familiar with the options, you can increase your speed and save time by typing the first letter of the option.

ENTERING AND LEAVING A MENU

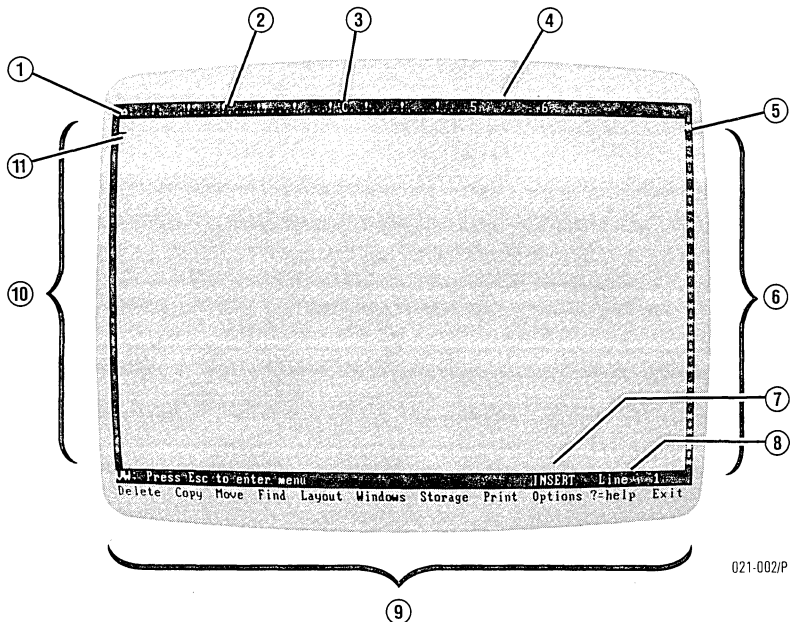
From the editing screen, you enter the Main menu by pressing **(ESC)**. Once you are in a menu, you can enter another menu by selecting an option. Or you can return to the editing screen by pressing **(ESC)** again. For example, if you select **P**rint from the Main menu, you enter the Print menu. If you press **(ESC)** from the Print menu, you return to the editing screen.

You leave a VisiWord menu, except the Main menu, by selecting **Q**uit. When you select **Q**uit, you return to the menu that has the current menu as one of its options. For example, if you select **Q**uit from the Print menu, you return to the Main menu. You leave the Main menu by selecting **E**xit.

The VisiWord program lets you change document settings by filling out special document sheets and by changing the Ruler (see Chapter 5 "Formatting Documents" for details). When you are finished filling out a Format, Header, Footer, Append, or Message Sheet, you press **(ESC)** and the cursor moves to the menu. Pressing **(ESC)** again moves the cursor to the editing screen. Pressing **(ESC)** from the Ruler, moves the cursor directly to the editing screen.

UNIT 3 THE EDITING SCREEN

After you load the program, you select **Create** to reach the *editing screen*. The editing screen is where you enter text, edit text, and view the format of your text. Figure 2-4 shows a blank editing screen.



- ① Shadow Cursor
- ② Stops for tabs, indents, and decimal tabs
- ③ Center of Ruler
- ④ The Ruler
- ⑤ End of document marker
- ⑥ Border for special characters
- ⑦ Can insert text without erasing
- ⑧ Line indicator for cursor
- ⑨ Main menu
- ⑩ Border for special characters
- ⑪ Text cursor

Figure 2-4. The Editing Screen

The editing screen is 80 columns wide and 22 rows deep. The first column (column 1) and the last column (column 80) cannot be used to enter text because they are used by the program to display special symbols (see Table 2-1). These columns appear in inverse video and are called the *border*.

Special symbols appear in the border on the editing screen. These symbols indicate format options you have chosen or that text is off the screen. Table 2-1 lists the symbols, their location, and their meaning on the screen.

Table 2-1. Editing Screen Border Symbols

Symbol	Screen Location	Meaning
<	column 1	More text is off the screen to the left.
>	column 80	More text is off the screen to the right.
¶	column 80	Required Return (ends the line).
◆◆◆◆◆◆◆◆	columns 1 through 80	Page Break (generated by pressing New Page key (F 3)): starts a new page after this symbol.
◆◆◆◆◆◆◆◆	columns 2 through 79	Page Break (generated by the program): starts a new page after this symbol.
θ	column 1	Format Sheet, Ruler, Header/Footer Sheet, Append Sheet, or Message Sheet settings take affect from here till the next sheet or to the end of the document. To see which settings are in effect, select Layout and look at the line above the menu for the indicators F R H A or M.
*	column 80	End of Document.
➤ ➤	columns 2 and 79	Centered text.
▶	appears in the column you were in when you pressed (F 4), the Indent key	Indicates that text will be indented to the next stop on the Ruler. New lines of text continue to indent till you press (↓).

UNIT 4

THE HELP INSTRUCTIONS

The VisiWord program provides on-screen help messages that give you important information or instructions on how to use the VisiWord program. These help messages are displayed:

- on the initial VisiWord screen to get you started,
- in the prompt messages that describe on the line above the menu what the highlighted menu option does,
- on separate help screens that you select as an option in a menu to get instructions on how to do various tasks.

If you need help with any menu, select `?=help`. The help instructions for that menu are displayed. At the bottom of each help screen are the `Menus`, `Keys`, and `Quit` options. You select these options as you do any VisiWord option.

Menus	Displays an overview diagram of all VisiWord menus. Use this screen to see where any option or menu is located and how you can get to it.
Keys	Displays what each VisiWord special key does.
Quit	Returns you to the menu you were in when you selected <code>?=help</code> .

UNIT 5 THE SPECIAL FUNCTION KEYS

You can perform many VisiWord functions by pressing one key. Table 2-2 lists each function key, the special function, and a brief description of what each function does.

Table 2-2. Table of Special Function Keys

Key	Function	Description
F 1	Decimal Tab	Aligns a column of numbers at the decimal point.
F 2	Again	Repeats the last function.
F 3	New Page	Inserts a page break to begin the next line on a new page.
F 4	Indent	Indents text to the next stop and continues indenting lines until the next required return. Text formats automatically.
F 5	Delete Line	Deletes the line the cursor is on.
F 6	Delete to End of Line	Deletes from the cursor to the end of the line and reformats subsequent text if necessary.
F 8	Underline	Underlines the character the cursor is on/Removes the underline if already underlined.
F 9	Undelete	Restores deleted text.
F 1 0	Center Line	Centers the line the cursor is on/Returns the line to the left margin if already centered.

Key	Function	Description
ESC	Return to Editing Screen/Move to Menu	Returns the cursor directly to the editing screen from a menu, or moves the cursor from the editing screen to a menu.
→	Tab	Moves the cursor to the next stop to the right.
BKSP	Backspace	Deletes the character to the left of the cursor.
↵	Required Return	Stops text wraparound and moves cursor to the beginning of the next line.
INS	Insert/Over-Type	Insert adds text to existing text/Over-Type types over and erases existing text.
HOME	Home	Pressing Home once moves the cursor to the beginning of a line, twice moves the cursor top-left corner of the screen, and three times moves the cursor to the beginning of a document.
END	End	Pressing End once moves the cursor to end of a line, twice moves the cursor to the last character on the screen, and three times moves the cursor to the last character in a document.
PGDN	Next Page	Displays the next screen of text on the screen.
PGUP	Previous Page	Displays the previous screen of text on the screen.
DEL	Delete Character	Deletes the character at the cursor.

Notes:

The **(F7)** key is not used by the VisiWord program. If you press **(F7)**, the computer beeps.

The Again key, **(F2)**, can be used to repeat character attributes or searches for words. For additional information, see "Highlighting" in Chapter 5 or "Looking For Characters, Words of Phrases" in Chapter 4.

The Insert/Over-Type, Center Line, and Underline keys switch between two functions depending on their current meaning to the program.

If the screen displays INSERT on the line above the menu, pressing **(INS)** changes INSERT to OVER-TYPE and allows you to type directly over existing text. If the screen displays OVER-TYPE on the line above the menu, pressing **(INS)** changes OVER-TYPE to INSERT and allows you to add new text without erasing existing text. Insert and Over-Type are active only on the editing screen.

If you type a line of text, and press **(F10)** (the Center Line key), the line is centered. If the line is already centered and you press **(F10)**, the line returns to the left edge of the screen.

If you put the cursor on a character and press **(F8)** (the Underline key), the character is displayed in inverse video (a dark character on a light background) and will be underlined when printed. If the character is already underlined and you press **(F8)**, the character is displayed in normal video and will not be underlined when printed.

UNIT 6

PREPARING DOCUMENT DISKS (INITIALIZING)

MENU PATH: VW/Storage/Maintenance/Initialize

To store your documents, you need to use a document disk. If you installed the VisiWord program on a hard disk, you can use the hard disk for your document disk. The hard disk is already initialized.

Before you can use a flexible disk to store VisiWord documents, you have to *initialize* it (format it for storing data). You initialize a flexible disk with the Initialize option on the Maintenance menu. This option performs a similar function to the IBM DOS Format command. Therefore, you can use any disk that has been formatted using IBM DOS to store documents.

Note:

The Initialize option formats the flexible disk according to the drive the document disk is in when the command is issued. You should remember what type of drive that is. It can be either a single-sided drive or a double-sided drive. Disks initialized on a double-sided drive do not work on a single-sided drive.

WARNING:

IF YOU INITIALIZE A DISK THAT ALREADY CONTAINS DATA, YOU WILL LOSE ALL OF THE DATA ON THAT DISK.

To initialize a flexible disk, follow these steps:

1. From the editing screen, press **(ESC)** to use the menu.
2. From the Main menu, select **S**orage. The editing screen clears, and the Storage menu appears.
3. Select **M**aintenance.
4. Select **I**nitialize.

5. Type the letter of the drive you want to use followed by a colon (:), then , for example, **b:** .
6. Put the disk to be initialized in that drive, and select **Yes**.
7. If the disk has already been formatted, you are asked if you want to continue. Select **No** to return to the Maintenance menu. Select **Yes** to initialize the disk.

The initialization process begins. When initialization is completed, the screen displays the Maintenance menu. Press to return to the editing screen or select **Quit** twice to return to the Main menu.

UNIT 7

LEAVING THE VISIWORD PROGRAM

MENU PATH: VW/Exit/Exit-to-system
VW/Exit/Start-new-product

When you are finished using the VisiWord program, you can leave it and begin a new program without turning off the computer. You do this using the Exit menu.

If you want to return to IBM DOS:

1. From the editing screen, press **(ESC)**.
2. From the Main menu, select **Exit**. The editing screen clears.
3. From the Exit menu, select **Exit-to-system**. The screen clears, and the DOS prompt A> (or the hard disk drive letter followed by >) appears. In rare cases, a message may appear that tells you to insert a DOS disk or a COMMAND.COM disk in drive A. Both messages refer to a disk with DOS on it. Follow the instructions on the screen.

If you want to start another program:

1. From the editing screen, press **(ESC)** to use the menu.
2. From the Main menu, select **Exit**.
3. Select **Start-new-product**.
4. Remove your VisiWord program disk from drive A, and replace it with another program disk (for example, the VisiCalc® program) or IBM DOS. Press **(↵)**.

The program that you put in drive A loads automatically.

Note:

If the disk you put in drive A has not been made self-loading (for example, you cannot put the disk in drive A and load the program without loading IBM DOS first), you are prompted to insert your IBM DOS disk into drive A.

If you decide you want to return to the VisiWord program instead of exiting, select **R**eturn-to-current-product from the **E**xit menu. The editing screen and Main menu appear. If you had a document on the screen when you selected **E**xit, it too reappears.

CHAPTER 3

Working With Documents

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UNIT 1

CREATING A NEW DOCUMENT

MENU PATH: VW/Create
VW/Delete/Memory

You create a new document simply by typing it on the editing screen. You can use any of the VisiWord formatting or editing functions as you type. For details on a specific function, see the appropriate unit in this manual.

The VisiWord program gives you startup format settings that are in effect when you load the program. The VisiWord program startup settings for your document are:

- Line spacing is single spaced.
- Text is not justified (not aligned at the right margin).
- You get 10 characters per inch.
- Your first page will print starting at page 1 if you set a header or footer page number symbol.
- Your document will print 50 lines per page.
- Your document's right margin is set at 65.
- Your document's Ruler stops (!) for tabbing, indenting, and decimal tabbing are set every 5 columns up to column 45.

You can change any or all of these settings now or after any required return (See Chapter 5 or Appendix F for details). Or, you can accept these settings by simply proceeding to type.

To create a new document at the beginning of an editing session:

1. Load the VisiWord program. See "Loading the VisiWord Program" in Chapter 2 for details.
2. From the Initial menu, select **C**reate. The editing screen appears.
3. Type, edit, and format your document.

To create a new document during an editing session, you must first clear computer memory, then type the document. To do this:

1. From the editing screen, press **(ESC)** to use the menu.
2. From the Main menu, select **Delete**.
3. Select **Memory**. If you have already saved your document, the screen clears. If not, you are prompted to save it.
4. If you want to save your document, select **Yes**. (See the instructions in "Saving A Document" in the following section). If not, select **No**. The screen clears.
5. Type your document. (If you have a long document, save it periodically in case a power failure occurs.)

The new document is created. If you turn off the computer or clear the memory, the document you created is gone. Save the document on disk if you want to use it again in the future. To save it, see the following section, "Saving A Document."

UNIT 2

SAVING A DOCUMENT

MENU PATH: VW/Storage/Save

Saving your document puts it safely on your document disk where you can retrieve it at any time. When you type, you are entering characters into computer memory. You can lose your document if you clear the memory (Delete/Memory), turn off the computer, or have an accidental power failure. Saving your document as you type it, change it, or finish it is simply good practice. Do it periodically.

Note:

If you have a single drive system, you must change the Document Path and the Spool Path startup settings to disk drive A. See "Single Drive Systems" in Appendix F for details.

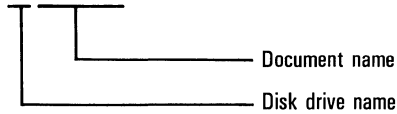
In the VisiWord program, every document you save must have a *name* which is used to identify the document to the computer. A name can have:

- Up to 8 characters followed by a period (.) and an optional 3 character extension.
- The letters a through z in upper, lower, or upper and lower case.
- The digits 0 through 9.

Upper-case letters and lower-case letters are treated as the same letter. For example, Memo.ext and memo.ext refer to the same document. If you supply a name that contains too many characters, the program automatically corrects it for you. For example, if you give memorandum.out as your name, the program corrects it to be memorand.out.

Your document will be saved on the disk in drive B or on the hard disk drive on which you installed the program unless you specify another drive as the Document Path (see Appendix F for details), or select **Type-In** (in step 5 below) and prefix the document name with a disk drive name.

For example, C:MEMO



WARNING:

YOU CANNOT SAVE TWO DOCUMENTS USING THE SAME NAME. IF A DOCUMENT ALREADY HAS A NAME, AND YOU STORE ANOTHER DOCUMENT USING THAT NAME, YOU DELETE THE ORIGINAL DOCUMENT FROM THE DISK. THE VISIWORD PROGRAM DOES NOT AUTOMATICALLY SAVE THE NEW DOCUMENT IN PLACE OF THE OLD DOCUMENT. THE PROGRAM FIRST ASKS IF YOU WANT TO REPLACE THE CONTENTS OF THE ORIGINAL DOCUMENT.

If you want to save both the original document and the updated version, give the updated document a name different from the original. Numbering successive versions of the same document lets you keep track of revised documents; for example, agenda1 and agenda2.

To save a document:

1. From the editing screen, press **(ESC)** to use the menu.
2. From the Main menu, select **Storage**. The editing screen clears, and the storage screen appears. The storage screen shows you the Document Path (the drive the computer uses for any document disk operations), Spool Path (the drive the computer uses temporarily for storing your document if you want to print a document while doing other VisiWord functions), and the current document name. If you decide not to save the document and return to the editing screen, press **(ESC)**.
3. Select **Save**.

4. If the document you want to save was saved previously, the program displays its name. If no name is displayed, go on to step 5. If a document name is displayed, the program asks if you want to save your document using that name. If you select **No**, go on to step 5. If you select **Yes**, the program asks if you want to overwrite the existing file. If you select **Yes** again, the new document is saved immediately, overwriting and erasing the old document. If you select **No**, the Storage menu appears.
5. If no document name is displayed or you don't want to use the name of the document that is displayed, two options appear: **List** and **Type-In**. Use **Type-In** if you are naming a new document. Use **List** if you want to use a name that is already on the disk.
 - a) If you select **List**, use the **↑** and **↓** keys to put the cursor on the name you want from the list. Use the **PGUP** and **PGDN** keys to see a list that is longer than one page. Press **↵** to choose the name, or press **ESC** to return to the menu without selecting a name.
 - b) If you select **Type-In**, type the name of the document, and press **↵**.
6. If a document exists with the name you chose, you must verify that you want to use the name. If you select **No**, the document is not saved, and you are returned to the Storage menu. If you select **Yes**, the document is saved, and you are returned to the Storage menu.

Select **Quit** to return to the Main menu or press **ESC** to return to the editing screen. The document will remain on the editing screen until you clear the screen with **Delete/Memory** or turn off the computer.

UNIT 3 LOADING A DOCUMENT

MENU PATH: VW/Revise
 VW/Storage/Load

Before you can use a document saved on a disk, you have to put it into the computer's memory using the Load option. Putting the document into memory does not remove it from your disk. You can load a document immediately after you load the program or from the editing screen.

Loading a document:

- Clears the current document from memory,
- Puts the new document into computer memory,
- Enters the new document name as the name of your file for the Save option.

Note:

The document you want to load may be too large for the VisiWord program. If it is, the program warns you, and then only loads as much of the document as possible. Although you cannot use the rest of the document, no data is lost.

In the VisiWord program, every document must have a *name* which is used to identify the document to the computer. These names can be:

- Up to 8 characters followed by a period (.) and an optional 3 character extension.
- Any letters a through z in upper, lower, or upper and lower case.
- Any digits 0 through 9.

Upper-case letters and lower-case letters are treated as the same letter. For example, Memo.ext and memo.ext refer to the same document. If you supply a name that contains too many characters, the program automatically corrects it for you. For example, if you give memorandum.out as your name, the program corrects it to be memorand.out.

Your document is loaded from the disk in drive B or from the hard disk drive on which you installed the program unless you specify another drive as the Document Path (see Appendix F for details), or select **Type-In** (in step 2 below) and prefix the document name with a disk drive name.

LOADING FROM THE INITIAL MENU

To load a document immediately after you load the program:

1. From the Initial menu, select **Revise**.
2. Two options appear: **List** and **Type-In**.
 - a) If you select **List**, use the **(↑)** and **(↓)** keys to put the cursor on the name you want from the list. Use the **(PGUP)** and **(PGDN)** keys to see a list that is longer than one page. Press **(↵)** to choose the name, or press **(ESC)** to return to the menu without choosing a name.
 - b) If you select **Type-In**, type the name of the document, and press **(↵)**.
3. When you have chosen a document, the Storage menu appears. Press **(ESC)**.

The document is loaded into memory and appears on the editing screen with the cursor in the upper-left corner ready for editing.

LOADING FROM THE MAIN MENU

To load a different document when you are actively using the editing screen:

1. From the editing screen, press **(ESC)** to use the menu.
2. From the Main menu, select **Storage**. The editing screen clears, and the storage screen appears. The storage screen shows you the Document Path (the drive the computer uses for any document disk operations), the Spool Path (the drive the computer uses temporarily for storing your document if you want to print a document while doing other VisiWord functions), and the current document name.
3. Select **Load**. If you have already saved the document, go to step 4. If you have not saved your document, you are asked if you want to continue with the load. If you select **Yes**, go on to step 4. If you select **No**, the Storage menu reappears so you can now save the document. See "Saving a Document" earlier in this chapter for details.
4. Two options appear: **List** and **Type-In**.
 - a) If you select **List**, use the **(↑)** and **(↓)** keys to put the cursor on the name you want from the list. Use the **(PGUP)** and **(PGDN)** keys to see a list that is longer than one page. Press **(↵)** to choose the name, or press **(ESC)** to return to the menu without choosing a name.
 - b) If you select **Type-In**, type the name of the document, and press **(↵)**.
5. After you have chosen a document for loading, the Storage menu appears. Press **(ESC)** to return to the editing screen.

The document is loaded into memory and appears on the editing screen with the cursor in the upper-left corner ready for editing.

UNIT 4 DELETING A DOCUMENT

MENU PATH: VW/Storage/Maintenance/Delete

Periodically, you should review the contents of your data disks to eliminate unnecessary documents. You can remove up to ten documents from a disk at the same time using the Delete option.

The document(s) you delete will be deleted from the disk in drive B or from the hard disk drive on which you installed the program unless you specify another drive as the Document Path (see Appendix F for details), or select **Type-In** (in step 5 below) and prefix the document name with a disk drive name.

To delete a document:

1. From the editing screen, press **(ESC)** to use the menu.
2. From the Main menu, select **Storage**. The editing screen clears, and the storage screen appears. The storage screen shows you the Document Path (the drive the computer uses for any document disk operations), the Spool Path (the drive the computer uses temporarily for storing your document if you want to print a document while doing other VisiWord functions), and the current document name.
3. Select **Maintenance**.
4. Select **Delete**.
5. Two options appear: **List** and **Type-In**. If you want to delete more than one document at a time, choose **List**. If you want to delete one document, choose either **List** or **Type-In**.
 - a) If you select **List**, use the **(↑)** or **(↓)** keys to put the cursor on the name you want from the list. Use the **(PGUP)** and **(PGDN)** keys to see a list that is longer than one page. Press the space bar to mark each name with an asterisk (*). You can erase the asterisk by moving the cursor to that name and pressing the space bar again. You can mark up to 10 documents. When you have finished marking documents to be deleted, press **(↵)**.
 - b) If you select **Type-In**, type the name of the document, and press **(↵)**.

If you do not provide a document name and press **(ESC)**, the screen displays **List** and **Type-In**. You can return to the Storage menu by selecting **Quit**.

6. When you finish marking documents, you must verify that you want to delete each document. If you select **Yes**, the document is deleted immediately. If you select **No**, it is not.

When you have selected **Yes** or **No** for each document, the screen displays the Maintenance menu. You can press **(ESC)** to return to the editing screen or select **Quit** twice to return to the Main menu.

UNIT 5

RENAMING A DOCUMENT

MENU PATH: VW/Storage/Maintenance/Rename

You change the name of a document by using the Rename option. This is helpful when you want to save a new document under a currently used name. You can rename the existing document and use the old name. You will not lose any of your text. You can only rename one file at a time.

In the VisiWord program, every document must have a *name* which is used to identify the document to the computer. These names can have:

- Up to 8 characters followed by a period (.) and an optional 3 character extension.
- Any letters a through z in upper, lower, or upper and lower case.
- Any digits 0 through 9.

Upper-case letters and lower-case letters are treated as the same letter. For example, Memo.ext and memo.ext refer to the same document. If you supply a name that contains too many characters, the program automatically corrects it for you. For example, if you give memorandum.out as your name, the program corrects it to be memorand.out.

To rename a file:

1. From the editing screen, press **(ESC)**.
2. From the Main menu, select **Storage**. The editing screen clears, and the storage screen appears. The storage screen shows you the Document Path (the drive the computer uses for any document operations), the Spool Path (the drive the computer uses temporarily for storing your document if you want to print a document while doing any other VisiWord function), and the current document name.
3. Select **Maintenance**.
4. Select **Rename**.

5. Two options appear: List and Type-In.
 - a) If you select **List**, use the **(↑)** or **(↓)** keys to put the cursor on the name you want from the list. Use the **(PGUP)** and **(PGDN)** keys to see a list that is longer than one page. Press **(↵)** to choose a document or press **(ESC)** to return to the menu without choosing a document.
 - b) If you select **Type-In**, type the name of the document you want to rename, and press **(↵)**.
6. When prompted, type in the new name of the document and press **(↵)**.

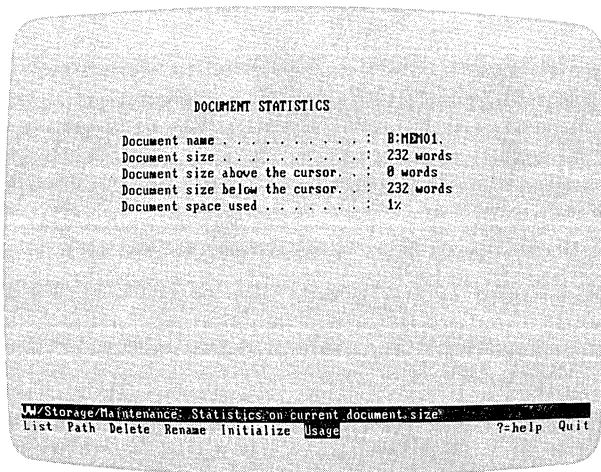
The file is renamed immediately, and the screen displays the Maintenance menu. You can press **(ESC)** to return to the editing screen or select **Quit** twice to return to the Main menu.

UNIT 6

VIEWING DOCUMENT SIZE

MENU PATH: VW/Storage/Maintenance/Usage

The Document Statistics screen helps you keep track of your document size as shown in Figure 3-1. The information always refers to the document on the editing screen. If two documents are on the editing screen, it refers to the active one.



021-003/P

Figure 3-1. Document Statistics Screen

The Document Statistics screen displays the document name, the size of the document in words, the size of the document in words above the cursor and in words below the cursor, and the percentage of memory the document uses.

To see the document statistics:

1. From the editing screen, press **ESC** to use the menu.
2. From the Main menu, select **S**Storage. The editing screen clears, and the storage screen appears. The storage screen shows you the Document Path (the drive the computer uses for any document disk operations), the Spool Path (the drive the computer uses temporarily for storing your document if you want to print a document while doing other VisiWord functions), and the current document name.
3. Select **M**aintenance.
4. Select **U**sage.

The document statistics appear on the screen. Press **ESC** to return to the editing screen, or select **Q**uit twice to return to the Main menu.

Note:

The amount of time it takes for the document statistics screen to appear depends on the size of your document.

UNIT 7

VIEWING ALL DOCUMENT NAMES ON A DISK

MENU PATH: VW/Storage/Maintenance/List

There are several ways to view a list of all the document names stored on a disk depending on what you want to do once you see the list. You can choose names from a list to save, load, delete, rename, include or append documents. See the appropriate section in this chapter for details. If you only want to view the documents to determine the contents of a disk, follow these steps:

1. From the editing screen, press **(ESC)** to use the menu.
2. From the Main menu, select **S**torage. The editing screen clears, and the storage screen appears. The storage screen shows you the Document Path (the drive the computer uses for any document disk operations), the Spool Path (the drive the computer uses temporarily for storing your document if you want to print documents while doing other VisiWord functions), and the current document name.
3. Select **M**aintenance.
4. Select **L**ist.

A list of the document names on the disk appears on the screen. If the list is longer than one screen, use the **(PGUP)** and the **(PGDN)** keys to view the entire list. When you are finished viewing the list, press **(ESC)**. The screen displays the Maintenance menu. You can return to the editing screen by pressing **(ESC)** or return to the Main menu by selecting **Q**uit twice.

UNIT 8 APPENDING ONE DOCUMENT TO ANOTHER

MENU PATH: VW/Layout/Append
VW/Storage/Append

You can link documents so that the VisiWord program considers them as one document. This allows you to create parts of a large document separately, but edit or print them as one document. This action is called *appending*. You do not have to put all of the parts of the appended document on the same disk. Figure 3-2 illustrates how one document is appended to another.

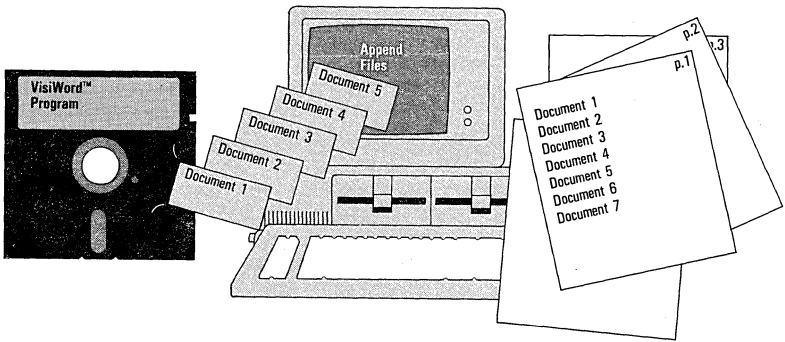
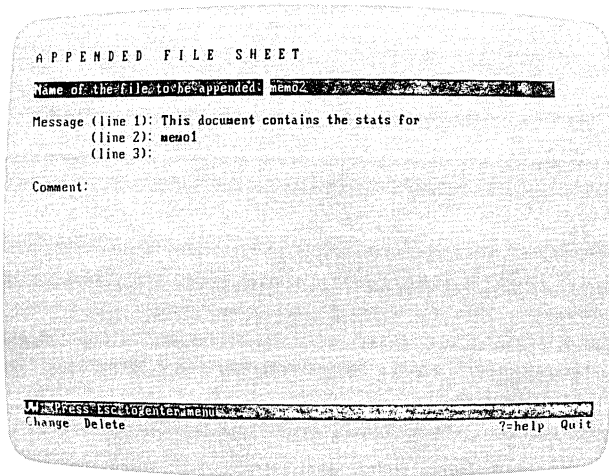


Figure 3-2. An Appended Document

DEFINING AN APPEND SHEET

If you want to load or print appended documents in sequence, you must direct the VisiWord program from one document to the next. You do this by specifying on an Append Sheet the name of the document that is appended to the first document and by inserting this sheet at the end of the first document. Figure 3-3 shows a sample Append Sheet.



021-004/P

Figure 3-3. A Sample Append Sheet

An Append Sheet must be inserted on the last line of the document. If the Append Sheet is not on the last line, it is ignored.

To define an Append Sheet:

1. Type your text. After the last character, press **↵** to insert a required return.
2. Press **ESC** to use the menu.
3. From the Main menu, select **Layout**.
4. Select **Append**. The editing screen clears and an Append Sheet appears.
5. Type the name of the document you want to add to the end of the document on the editing screen. For example, memo2.doc.

6. If you want a message to appear on the screen before the second document is loaded, such as a short reminder of what the document contains, position the cursor over one of the three message lines using the **(F)** or **(I)** keys, and type the message. You can type a message of up to 60 characters. This message will not appear on the printout when the appended document is printed.
7. If you want to comment on this Append Sheet, position the cursor over the line that reads **Comment**, and type the comment. You can type up to 60 characters. The comment does not appear on the editing screen nor on the printed document. It only appears on the Append Sheet.
8. Press **(ESC)** to return to the menu.
9. Press **(ESC)** to return to the editing screen, or select **Quit** twice to return to the Main menu.

When you return to the editing screen, a theta (θ) appears in the left border indicating that the Append Sheet is a part of the document. The Append Sheet is saved with the document and loaded every time you load the document.

When you have finished editing the document, save it. You create the next document, the one named in the Append Sheet, just as you would any other. When you have finished entering the text for the second document, save it as you normally would using the name that you specified in the Append Sheet. See "Saving Your Document" earlier in this chapter for details.

DELETING AN APPEND SHEET

If you decide that a particular document should no longer be appended to another one, you can delete the Append Sheet. To delete an Append Sheet from a document:

1. From the editing screen, press **(ESC)** to use the menu.
2. From the Main menu, select **Layout**.
3. You must position the cursor on the line that has the Append Sheet. You can do this with the **Next** option of the **Layout** menu. Selecting **Next**, moves the cursor to the next sheet in your document (**Format Sheet**, **Ruler**, **Header/Footer Sheet**, **Append Sheet** or **Message Sheet**).

When an Append Sheet is found, the cursor rests on the first character of the line where the Append Sheet is. A theta (θ) appears in the left border of that line. In the **Layout** menu, above **Next** and **Prev**, is a row of five hyphens. When the cursor rests on the line that contains the Append Sheet, the fourth hyphen is replaced with an **A**, for example, **---A-**.

4. Continue selecting **N**ext until you find the Append Sheet.
5. Select **A**ppend. The editing screen clears, and the Append Sheet appears. Press (ESC) to use the menu.
6. Select **D**efine. The options on the Append Sheet become blank.
7. Press (ESC).

The editing screen appears. The theta symbol (θ) no longer appears in the left border.

EDITING AN APPENDED DOCUMENT

You can edit an appended document in two ways, separately or in sequence. If you want to edit the appended document separately, you load each document just as you would load any document. For details, see "Loading a Document" earlier in this chapter. If you want to edit the entire appended document in sequence, follow these steps:

1. From the Main menu, select **S**torage. The editing screen clears, and the storage screen appears. The storage screen shows you the Document Path, the Spool Path, and the current document name.
2. Select **L**oad. Load the first document as you would load any other document. See "Loading Your Document" earlier in this chapter.
3. Edit the document. When you are finished, save the first document as you would any other. See "Saving a Document" earlier in this chapter. After you save the document, the Storage menu appears.
4. Select **A**ppend. The screen displays the name of the next appended document, any message you included, and asks if you are ready to continue.
5. If you select **N**o, the screen displays the Storage menu. If you select **Y**es, the document is loaded and the screen displays the Storage menu.
6. Press (ESC) to return to the editing screen.

The second document of the appended document appears on the editing screen. Continue with this process until you have edited all the documents in the appended document.

PRINTING APPENDED DOCUMENTS

In general, you print an appended document just as you would print any other document. For information on printing documents, see Chapter 6.

After the first document is printed, you are asked if you want to print the next one. If the next document is on another flexible disk, you should switch disks now. If you select **Resume**, the next document is loaded and printed. If you select **Abort**, printing ends immediately and the screen displays the Print menu. When all the parts of the appended document have been printed, the program displays the Print menu. Press **(ESC)** to return to the editing screen or select **Quit** to return to the Main menu. The last document that was printed is the document in memory.

WARNING:

DO NOT REMOVE THE DISK CONTAINING THE APPENDED DOCUMENT UNTIL YOU ARE EXPLICITLY TOLD TO DO SO. IF YOU DO, YOUR DISK COULD BE DAMAGED.

UNIT 9 INCLUDING ONE DOCUMENT WITHIN ANOTHER

MENU PATH: VW/Storage/Include

If you want to put one complete document inside of another, or add one document to the end of another, you can do so with the Include command. With this feature, you can put common information into several documents, and create new files from existing ones.

Note:

You cannot include part of a document using the Include option, but you can put part of a document into another by using the Windows option and copying part of one document from one window to the other window.

In the VisiWord program, every document must have a *name* which is used to identify the document to the computer. These names can have:

- Up to 8 characters followed by a period (.) and an optional 3 character extension.
- Any letters a through z in upper, lower, or upper and lower case.
- Any digits 0 through 9.

Upper-case letters and lower-case letters are treated as the same letter. For example, Memo.ext and memo.ext refer to the same document. If you supply a name that contains too many characters, the program automatically corrects it for you. For example, if you give memorandum.out as your name, the program corrects it to be memorand.out.

To incorporate one document into another, follow these steps (for the purposes of these instructions, the file where you want to put the text is *memo1* and the file to be inserted is *memo2*):

Note:

Including memo2 into memo1 does not erase memo2 in its original form. You do not have to save memo2 after you include it.

1. Position the cursor at the place in memo1 where you want the first character from memo2 to appear. This must be at the beginning of the document or the beginning of a line that immediately follows a required return.
2. Press **(ESC)** to use the Main menu.
3. From the Main menu, select **Storage**. The editing screen clears, and the storage screen appears. The storage screen displays the Document Path, the Spool Path, and the current document name.
4. Select **Include**. Verify that the cursor is correctly positioned by selecting **Yes**.
5. Two options appear: **List** and **Type-In**.
 - a) If you select **List**, use the **(↑)** and **(↓)** keys to put the cursor on the name you want from the list. Use the **(PGUP)** and **(PGDN)** keys to see a list that is longer than one page. Press **(↵)** to choose a document, or press **(ESC)** to return to the menu without choosing a name.
 - b) If you select **Type-In**, type the name of the document, and press **(↵)**.

All the text from memo2 is included into memo1, and the screen displays the Storage menu.

You may want to rename the original memo1 so that you can retain a version of the document without the text from memo2 under a different name. If you do, see "Renaming a Document" earlier in this chapter for details.

The new document, memo1 (which includes memo2), is not saved on disk. If you want to save the new document, see "Saving a Document" earlier in this chapter.

If you want to delete either the old memo1 or memo2, see "Deleting a Document" earlier in this chapter.

You can return to the editing screen from the Maintenance menu by pressing **(ESC)** or to the Main menu by selecting **Quit** twice.

UNIT 10

USING A FORM DOCUMENT FREQUENTLY

If you write letters that are on standard letterhead, weekly reports, or manuscripts with standard headers or footers, the VisiWord program can save you time. You can create these form documents once and use them over and over again.

A form document you use frequently is like any document, except that it has blank areas for entering special information. It may have text or only formats. You can enter text and use the format startup settings; you can enter text and change the format settings, including the Format Sheet, the Ruler settings, path settings, and printer model; or, if you wish, you can change only the format settings.

You can save as many form documents with blank areas as you want by using the Save option of the Storage menu. You create a special document with blanks and save it. When you load the VisiWord program, select **Revise**, then **List** to view the list of documents you have on your disk. Choose the form document that you want to use, and it appears on your screen.

To create a form document you want to use frequently:

1. Enter the document as you would any document leaving blank areas as appropriate and setting formats to your needs.
2. When you are finished, press **(ESC)** to use the Main menu.
3. From the Main menu, select **Storage**. The editing screen disappears, and the storage screen appears displaying the Document Path, Spool Path, and the current file name.
4. Select **Save**. Then save your document as described in "Saving Your Document" earlier in this chapter. This document then becomes one of several specially formatted documents that you can use frequently.

UNIT 11

USING YOUR OWN STARTUP FORMAT

MENU PATH: VW/Storage/Default

The VisiWord program gives you a startup format that you do not have to change. However, if you prefer other settings for your format and you want to use your format more frequently than the VisiWord format, you can change the VisiWord startup settings to suit your needs. Do this only when you are sure that you will use your special format more frequently than any other format.

Start with a blank editing screen.

1. Change the Format Sheet, Ruler, path or printer settings to your needs (see Appendix F if you need instructions).
2. Press **(ESC)** to return to the editing screen.
3. Press **(ESC)** to use the Main menu.
4. Select **S**orage.
5. Select **D**efault.
6. The message line asks if your document settings are correct. If not, select **N**o. The Storage menu appears. If they are, select **Y**es.

You have saved your format settings on the program disk under the name the program supplies: A:defaults.vw. (If you installed the VisiWord program on a hard disk, that disk drive letter is substituted for the A.) Each time you load the VisiWord program and select **C**reate, the screen displays your special format, which you can use immediately. You cannot have more than one startup format, but you can always change the current format to one that is more suitable.

Note:

If you have only flexible drives, you can have either a defaults.vw or a file containing new disk paths (see "Changing Disk Drive Paths" in Appendix F), not both. If you want to create a new defaults.vw or path file, delete the old file first, then create the new one.

You can change back to the VisiWord startup formats after you have loaded your own special format. Press (ESC). Then, select **Delete** and **Memory**. The VisiWord startup settings are then in effect. You can start a new document using the VisiWord startup settings.

Note:

In this section, use your hard disk drive letter in place of A. For example, if you installed the VisiWord program on a hard disk drive whose letter is C, the format settings were saved under the file name C:defaults.vw.

To switch back to your startup format from the VisiWord startup format, from the editing screen press (ESC), then select **Storage**. Select **Include**, then **Type-In**. Type in the name **A:defaults.vw** (remember to substitute the hard disk drive letter for the A, if necessary) and press (↵). Your format settings will be in effect when you return to the editing screen.

If you want to delete your startup format permanently, delete the document containing them. To do this, from the editing screen press (ESC), then select **Storage** and **Maintenance**. Select **Delete**, then **Type-In**. Type the name **A:defaults.vw**, and press (↵). When you verify that you do want to delete the document, it is removed from the program disk.

CHAPTER 4

Editing Documents

Chapter Outline

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UNIT 1 MOVING THE CURSOR WITHIN DOCUMENTS

The blinking underscore on the editing screen is called the *editing cursor*. The editing cursor indicates where the next character that you type appears. Whether you are creating a new document or revising an existing one, you have to know how to move the cursor quickly from one point to another. In the VisiWord program, you can move the cursor on the editing screen using special cursor-moving keys. Figure 4-1 shows the position of the cursor-moving keys on the keyboard.

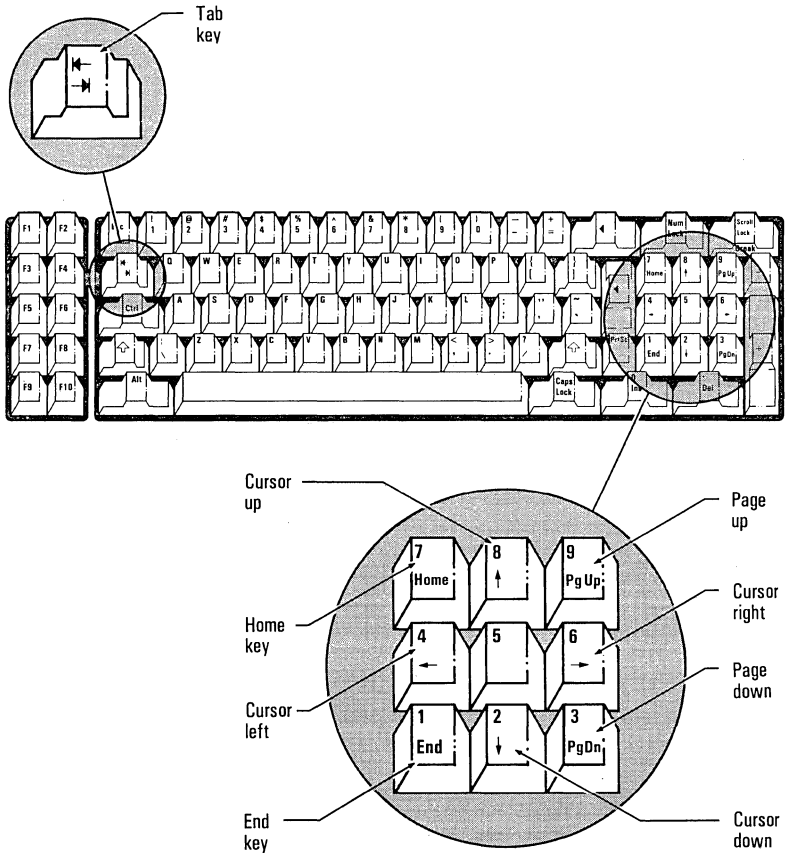


Figure 4-1. Cursor-Moving Keys

When you first enter the editing screen, the cursor is in the top-left corner of the screen, the *Home position*. When you return to the editing screen from a menu, the cursor returns to where it was when you left the editing screen.


Table 4-1 shows the keys used to move the cursor.

Table 4-1. Moving the Cursor

Cursor Moves	Cursor-Moving Key
Up	(↑)
Down	(↓)
Left	(←)
Right	(→)
To the start of the line	(HOME)
To the start of the screen	(HOME) (HOME)
To the start of the document	(HOME) (HOME) (HOME)
To the end of the line	(END)
To the end of the screen	(END) (END)
To the end of the document	(END) (END) (END)
To the next screenful of text	(PGDN)
To the previous screenful of text	(PGUP)
To tab position	(→)

Notes:

The cursor moving keys do nothing but move the cursor. Certain other keys also move the cursor, but they perform a function at the same time. Do not use these keys unless you want to perform their special function:

- | | |
|---|--|
| Space bar | Moves the cursor to the right one space, but also inserts a blank space that will appear on the printed document. |
|  | Moves the cursor to the beginning of the next line, but also ends text wraparound. |
| F 4 (Indent) | Moves the cursor to the next stop, but also inserts blank spaces that will appear in the printed document. |
| B K S P | Moves the cursor to the left one space, but also deletes the character to the left. |
| F 1 (Decimal Tab) | Moves the cursor to the next stop, but when you type the next characters they are inserted to the left of the stop column. |
-

UNIT 2

ENTERING TEXT

Entering text in the VisiWord program is simply a matter of typing on the editing screen. The editing screen appears when you select **C**reate from the Initial menu, or when you load a document. You can go to the menu and return to the editing screen from a menu by pressing (ESC).

TEXT WRAPAROUND

When you enter text, the program automatically ends one line at the right margin and begins a new line. This is called *text wraparound*. You do not have to think about line formatting within paragraphs.

When you are typing continuous text and you are on the bottom line of the screen, the text wraps as before. However, all text instantly moves up so that the last line of your document is at the middle of the screen. You now have more lines to type before the text moves up again. Don't worry, the text that moved off the top of your screen is still there. To see it, press the (PGUP) key.

REQUIRED RETURNS

THE ENTER KEY (↵)

A *required return* (↵) forces one line to end and another line to begin on the line below it. When you want to end text wraparound, you insert a required return into the text by pressing (↵). The required return appears as a symbol (¶) in the right border. The line of text is broken where you insert the required return.

If you mistakenly press (↵), you can delete the required return using the Delete to End of Line key (F6). To delete only the required return, move the cursor to the end of the line that ends with the required return, and press (F6). When you delete a required return, the return symbol (¶) disappears from the right border, and the text from that point to the next required return is reformatted.

Note:

You can delete an entire line of text including a required return using the Delete Line key (F5). If you delete a line by mistake you can retrieve it by pressing the Undelete key (F9).

Required returns do not automatically insert blank lines into your document. Pressing (↵) only moves the cursor to the beginning of the next line. If you want to insert a blank line into a document, press (↵) a second time.

A required return ends the formatting started by an indent. When you press (F4), the Indent key, the text that follows is aligned on the left with the next stop on the Ruler, not the left edge of the screen. This temporary left margin is in effect until you press (↵). See "Indenting Paragraphs" in Unit 5 of Chapter 5 for details.

A required return must end each line in a column if you want to create columns in your text. *Columns*, in the VisiWord program, are any characters aligned vertically on two or more lines.

INSERT AND OVER-TYPE

THE (INS) KEY

When you load the VisiWord program, it lets you insert new text into an existing document without erasing existing text. You can insert text whenever the word INSERT displays on the line above the menu. For example, if you want to insert text, position the cursor where you want to insert the text, and type. The existing text adjusts to the right as you type, no text is lost, and the document automatically reformats.

If you press the **INS** key when INSERT is displayed on the line above the menu, INSERT disappears and is replaced by OVER-TYPE. OVER-TYPE lets you type over existing text and replace it. While OVER-TYPE is displayed, move to the character you want to type over. Type the new character. The new character replaces the old character, and the cursor moves to the next character. If you want to type over more characters, continue typing. Any character you type replaces the character typed over. To return to INSERT, press **INS** again.

Note:

If you press **BKSP** when OVER-TYPE is displayed on the line above the menu, the character to the left of the cursor is replaced with a blank space. No reformatting is done.

UNIT 3

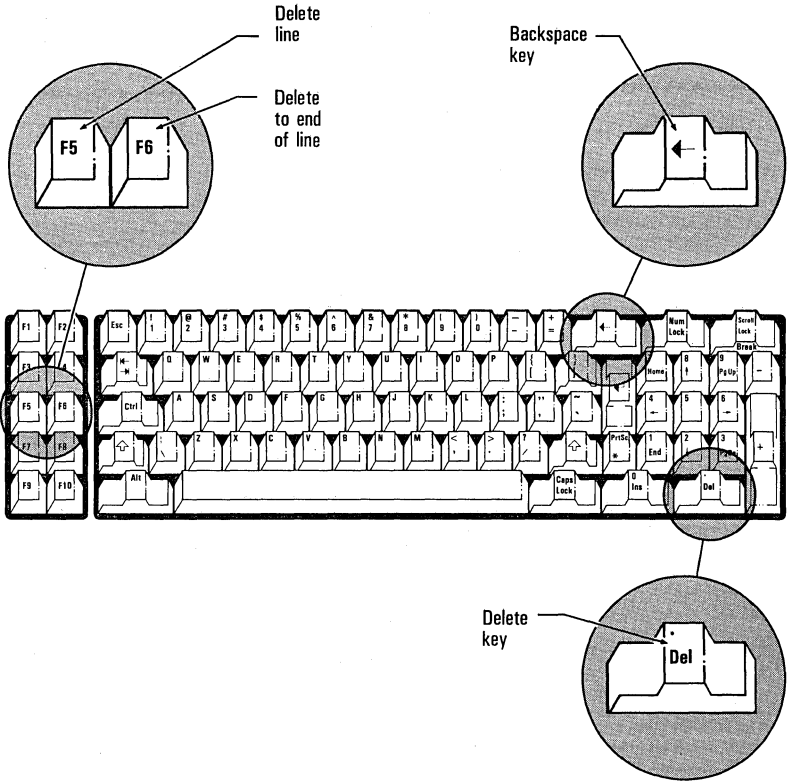
DELETING AND RESTORING TEXT

Deleting and restoring text are frequent editing tasks that let you print your documents letter perfect. You can remove unwanted text from a document, and in some cases you can restore text that has been mistakenly deleted. You do not have to worry about reformatting after deleting text; the text automatically adjusts to the current format.

You can delete text in two ways: using single keys, or using the Delete menu. If you want to delete single characters or single lines, use the appropriate delete key described in Table 4-2. If you want to delete more than one line, use the Delete option in the Main menu.

DELETE KEYS

You can delete single characters, all characters from the cursor to the end of the line, or an entire line using the delete keys. Figure 4-2 shows the position of these keys on the keyboard.



021-008

Figure 4-2. Delete Keys

Table 4-2 lists and explains how to delete text using the special keys.

Table 4-2. Deleting Text

Description	Key
B K S P	Delete the character before the cursor
DEL	Delete the character at the cursor
F 6	Delete from the cursor to the end of line (including required return)
F 5	Delete entire line (including required return)

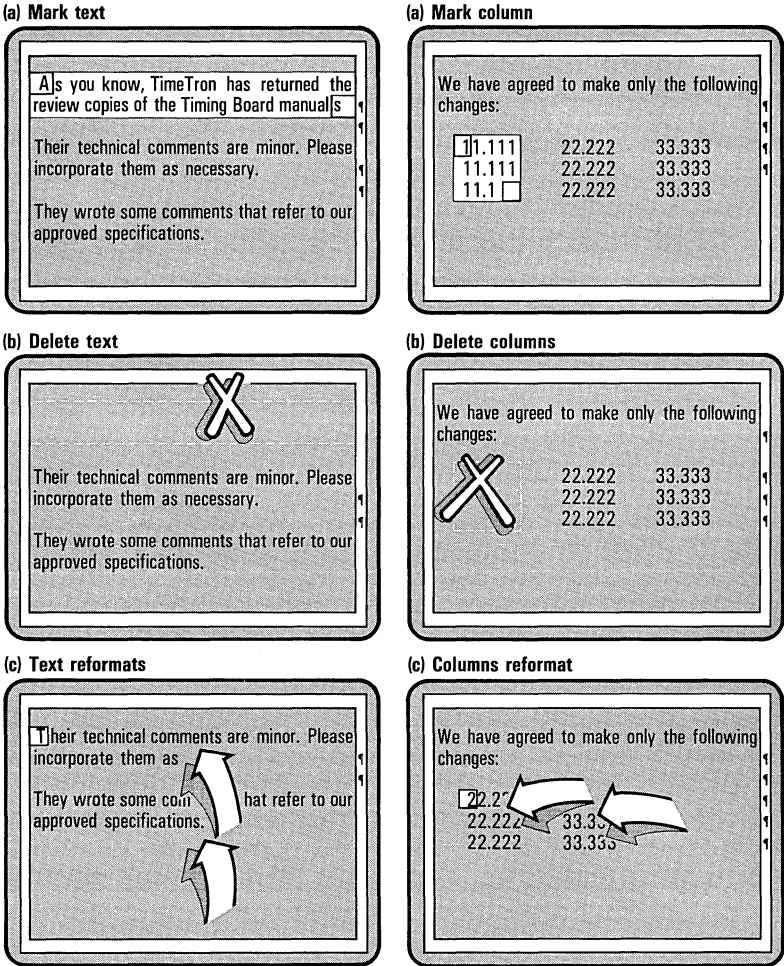
Note:

When you press **(BKSP)** and the line above the menu reads OVER-TYPE, the character to the left of the cursor is deleted but a blank space remains. No reformatting is done.

DELETING TEXT AND COLUMNS

MENU PATH: VW/Delete

You can delete more than one line at the same time using the Delete menu. You can choose to delete *text* or *columns*. Text is any sequentially typed characters; columns are any characters aligned vertically on two or more lines with a required return at the end of each line. Each line in the column must end in a required return. Figure 4-3 illustrates the difference between deleting text and deleting columns.



021-009

Figure 4-3. Deleting Text or Columns

To delete text or columns:

1. Move the cursor to the first character you want to delete.
2. From the editing screen, press **(ESC)** to use the menu.
3. From the Main menu, select **Delete**.
4. Select the appropriate option (**Text** or **Column**).
5. You are prompted on the line above the menu to mark the end of what you want to delete. You can only move the cursor forward. You can use any of the cursor-moving keys. Put the cursor on the character after the last character that you want to delete. Press **(→)**. The area you want to delete appears in inverse video (dark characters on a light background).

Only the characters and the spaces between the characters appear in inverse video. Any spaces on the screen created by tabbing or indenting do not appear in inverse video. However, if these spaces are in the defined area, they are deleted along with the characters.

6. Verify that you want to delete this material by selecting **Yes**. It is deleted; the text outside of the marked area is reformatted; and the cursor moves back to where the first deleted character was. If you do not want to delete this material, select **No**. The screen displays the editing screen and the Main menu.

RESTORING TEXT

UNDELETE KEY (F9)

The Undelete key (F9) restores anything that you have mistakenly erased using the Delete Line (F5) or Delete to End of Line (F6) keys. When something is deleted with the (F5) or (F6) keys, it is stored in a place in memory, called a *buffer*.

The characters clear from the buffer when you delete again at a different cursor location. The newly deleted material replaces the old deleted material in the buffer. If you do repeated deletions at the same cursor position, the buffer is not cleared between deletions. Pressing (F9) puts anything currently in the buffer into the document at the cursor position.

WARNING:

CHARACTERS THAT ARE DELETED USING THE (BKSP) AND (DEL) KEYS DO NOT GO INTO THE BUFFER AND CANNOT BE RESTORED.

CHARACTERS THAT ARE DELETED USING THE DELETE TEXT OR COLUMN OPTIONS ARE PLACED IN THE BUFFER ERASING ITS CURRENT CONTENTS. HOWEVER, THE CHARACTERS CANNOT BE RESTORED.

UNIT 4

COPYING TEXT AND COLUMNS

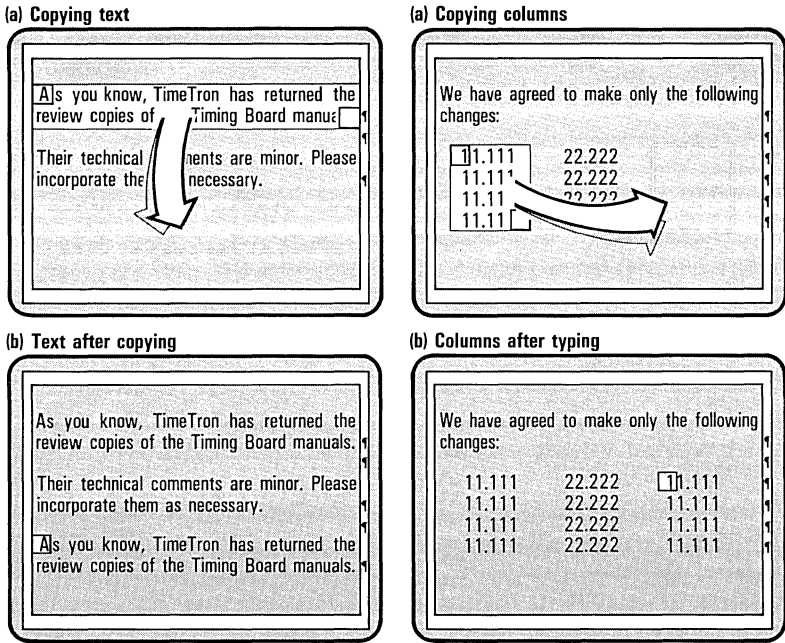
MENU PATH: VW/Copy

You can *copy* sections of your document and insert them into other places in the same document or into another document. Copying does not erase any text. It simply duplicates that text in another place.

Note:

If you want to copy text from one document to another, you must first create two windows on the screen (see "Splitting the Screen into Two Parts" later in this chapter for details); then load the second document into one of the windows.

You can choose to copy *text* or *columns*. Text is any sequentially typed characters; columns are any characters aligned vertically on two or more lines. Each line of the column must end in a required return. Figure 4-4 illustrates copying text and copying columns.



021-010

Figure 4-4. Copying Text and Columns

Use the following procedure to copy text or columns:

1. Move the cursor to the first character you want to copy.
2. From the editing screen, press **(ESC)** to use the menu.
3. From the Main menu, select **C**opy.
4. Select the appropriate option (**T**ext or **C**olumn).
5. You are prompted to mark the end of what you want to copy. You can only move the cursor forward. You can use any cursor-moving key. Put the cursor on the character after the last character that you want to copy. Press **(D)**. The area you are copying appears in inverse video (dark characters on a light background).

Only the characters and the spaces between the characters appear in inverse video. Any spaces on the screen created by tabbing or indenting do not appear in inverse video. However, if these spaces are in the defined area, they are copied along with the characters.

6. You are prompted to mark where you want the copy to appear. Put the cursor where you want the copy, and press **(D)**. The copy is inserted; the text is reformatted, and the cursor appears on the first character of the new copy.

UNIT 5

MOVING TEXT AND COLUMNS

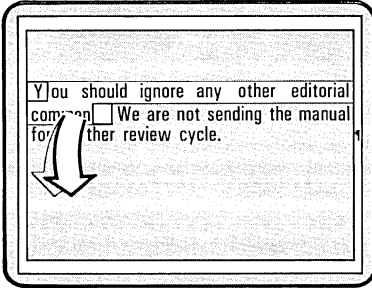
MENU PATH: VW/Move

You can *move* sections of your document from one place to another place in the same document or to another document. Moving a section deletes the section from the original place. You can choose to move *text* or *columns*. Text is any sequentially typed characters; columns are any characters aligned vertically on two or more lines. Each line of the column must end in a required return. Figure 4-5 illustrates moving text and moving columns.

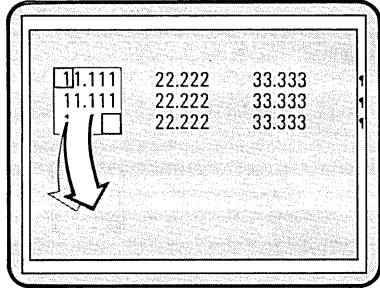
Note:

If you want to move text from one document to another, you must first create two windows on the screen (see "Splitting the Screen into Two Parts" later in this chapter for details); then load the second document into one of the windows.

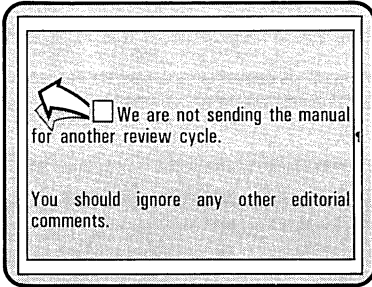
(a) Moving text



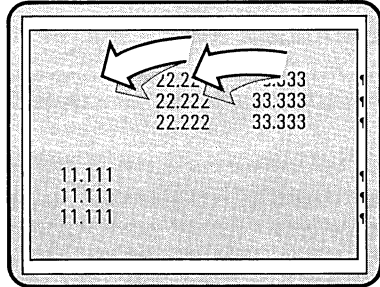
(a) Moving a column



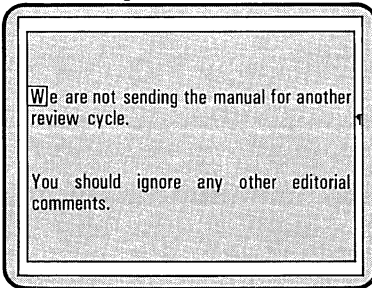
(b) Text reformat



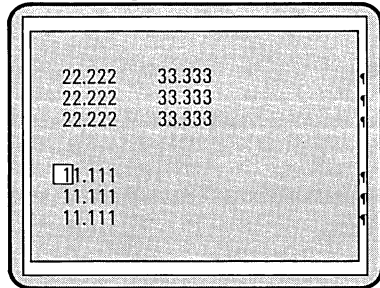
(b) Columns reformat



(c) After moving text



(c) After moving a column




021-011


Figure 4-5. Moving Text or Columns

Use the following procedure to move text and columns:

1. Move the cursor to the first character that you want to move.
2. From the editing screen, press **(ESC)** to use the menu.
3. From the Main menu, select **M**ove.
4. From the Move menu, select the appropriate option (**T**ext or **C**olumn).

5. You are prompted to mark the end of what you want to move. Put the cursor on the character after the last character that you want to move. You can only move the cursor forward. You can use any cursor-moving key. Press . The characters to be moved appear in inverse video (dark characters on a light background).

Only the characters and the spaces between the characters appear in inverse video. Any spaces on the screen created by tabbing or indenting do not appear in inverse video. However, if these spaces are in the defined area, they are moved along with the characters.

6. You are prompted to mark where you want the characters to appear. Move the cursor to this position, and press .

The material is moved, the text is reformatted, and the cursor appears on the first character you moved.

UNIT 6

LOOKING FOR CHARACTERS, WORDS, OR PHRASES

MENU PATH: VW/Find

You can look for characters, words, or phrases in a document using the Find menu. Any sequence of characters is called a *string*. You can look for a string typed exactly as it appears in the document, or in upper-case, lower-case, or both cases. When the string is found, the cursor rests on the first character. You can look forward or backward for a string from any point in the document. If you want to find only words rather than character strings that are part of words, enter one space before you type the characters you are looking for.

To look for text:

1. From the editing screen, press **(ESC)** to use the menu.
2. From the Main menu, select **Find**.
3. You are prompted for the string you want to look for (the search string). If you have looked for a string once before during this editing session, and you want to look for the same string, press **(F9)** (the Undelete Key) and **(↵)**. If you have not used this function or you do not want to use the same string, type the new string. If your search string includes spaces, you must enter the same number of spaces that appear in the text. Press **(↵)**.
4. Look at the line above the Find menu. **CASE** or **NO-CASE** appears. If you want to search for an exact string, you want the word **CASE** to be there. If you want all occurrences of a word regardless of upper and lower case, you want **NO-CASE**. If you want **CASE**, select **Exact**. If you want **NO-CASE**, select **Ignore**.

For example, you want to find the next occurrence of the word "hello", but you don't know if it was typed as "hello" or "Hello". You can search for both versions at the same time. Type the word either way. When you look at the Find menu, make sure that it reads **NO-CASE**. If it does, press **(↵)**. If it doesn't, select **Ignore** from the menu.
5. Select **Next** or **Prev** indicating which direction you want to look. **Next** looks forward from the cursor position and **Prev** looks backward from the cursor position.

When the string is found, the cursor rests on the first character of the string. The screen displays the Find menu. If you want to look for the string again, select **N**ext or **P**rev.

If the string is not found, a message flashes on the screen. Press **↵**. The screen displays the Find menu.

DOING REPEATED SEARCHES

If you leave the Find menu, you can repeat the search as many times as you want in the same direction using the Again key, **(F2)**. To do this, follow the steps to look for a characters, words, or phrases. After the text is found, select **Q**uit. The Main menu appears. Optionally, press **(ESC)** and move the cursor to another position in the document. If you press any key besides the initial **(ESC)** or a cursor-moving key while you are on the editing screen, you cannot use the Again key **(F2)**.

Press **(F2)**. If the text appears again in the document, the cursor is positioned on the first character. If it is not found, a message flashes on the screen. Press **↵** to return to the editing screen.

UNIT 7

REPLACING CHARACTERS, WORDS, OR PHRASES

MENU PATH: VW/Find/Next/Replace
VW/Find/Prev/Replace

You can replace any string (sequence of characters) with another string throughout a document. A string can be replaced one at a time throughout a document or for all occurrences.

REPLACING ONE STRING AT A TIME

If you want to replace one string one at a time:

1. From the editing screen, press **(ESC)** to use the Main menu.
2. From the Main menu, select **Find**.
3. You are prompted for the string you want to look for (the search string). If you have used the Find option before, and you want to look for the same string, press the Undelete key **(F9)** and **(↵)**. The string you previously typed appears as the search string again.

If you have not used Find before or you want to look for a different string, type your text. If your search string includes spaces, you must enter the same number of spaces that appear in the text. Press **(↵)**.

4. Look at the line above the Find menu. **CASE** or **NO-CASE** is displayed. If you want to find only those occurrences in your text that are exactly as you typed the search string (capital letters, etc. in the same places), the word **CASE** must be displayed. If you want to find all occurrences of the search string regardless of upper and lower case, then **NO-CASE** must be displayed.

If you want **CASE**, select **Exact**. If you want **NO-CASE**, select **Ignore**.

For example, you want to find all the occurrences of the word "hello" throughout a document regardless of whether it was typed as "hello" or "Hello", and replace them with "Greetings". You can replace both versions of the word in the same steps. Type the word either way. When you look at the Find menu, make sure that it reads **NO-CASE**. If it does, press **(↵)**. If it doesn't, select **Ignore** from the menu.

5. Select **D**efine-replacement, and type the replacement string. Press **↵**.
6. Select **N**ext or **P**rev indicating which direction you want to look. If the string is found, the cursor rests on the first character of the string.
If the string is not found, a message flashes on the screen. Press **↵**. The Find menu appears.
7. If you want to replace the string, select **R**eplace. Continue to look with **N**ext or **P**rev replacing when necessary.

REPLACING ALL OCCURRENCES

If you want to replace all occurrences of the string from the cursor position to the end of the document, follow the previous list of instructions to find the first occurrence of the string. Replace the first occurrence of the string by selecting **R**eplace. At that point, select **A**ll-replace from the Find menu. All occurrences of the string are replaced automatically. The screen displays the Main menu.

UNIT 8

SPLITTING THE SCREEN INTO TWO PARTS

MENU PATH: VW/Windows

Splitting the editing screen into two parts, or *windows*, lets you view two sections of the same document or two different documents at the same time. Although you can see both windows on the screen, you can enter or edit text in only one window at a time. The window in which you can enter or edit text is the *active window*.

In the active window, you can do everything you normally do on the editing screen except create another window. You can load a document into the active window while another document is in the other window. You can move or copy text from one window to the other. If you do something that affects both windows, such as replacing all the occurrences of a character sequence when you are looking at two parts of the same document, the active window is updated first. The other window will be updated when it becomes active.

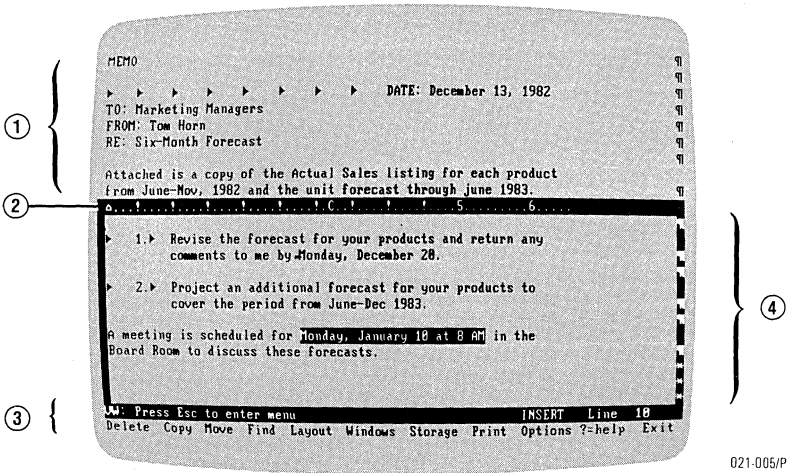
CREATING WINDOWS

MENU PATH: VW/Windows/Open

When you create a second window from within a document or on a blank editing screen, the screen splits at the cursor. The text above the line containing the cursor is in the upper window. The line containing the cursor and all text below that line are in the lower window. To create a second window:

1. From the Main menu, select **Windows**.
2. Select **O**pen.
3. The program asks where you want the window to begin. You must have at least three lines in the window. Move the cursor using or to where you want to split the screen, and press .

The part of the screen enclosed by a border of inverse video is the active window. The document that was on the editing screen appears in both windows. This allows you to keep your original position in the document while you look for something elsewhere in the document. Figure 4-6 shows an example of a screen split into two windows.



- ① Inactive window
- ② Ruler
- ③ Menu
- ④ Active window

Figure 4-6. A Two-Window Screen

MOVING THE CURSOR FROM ONE WINDOW TO ANOTHER

MENU PATH: VW/Windows/Switch

When you first split the screen into two windows, the lower window is active, and the cursor appears in the lower window. The window containing the cursor is always the active window. You can move the cursor from one window to another using the Switch option.

To move the cursor to the other window:

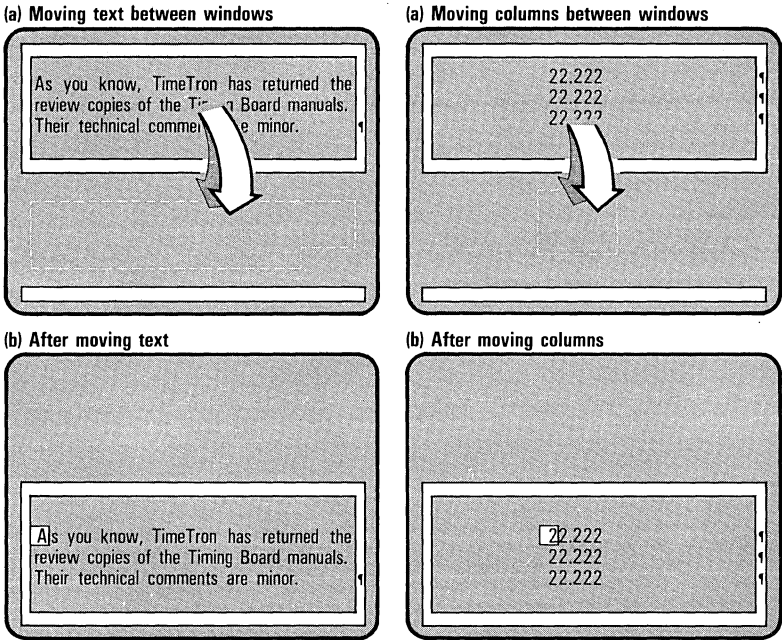
1. From the editing screen, press **(ESC)** to use the menu.
2. From the Main menu, select **Windows**.
3. Select **Switch**.

The border around the active window disappears and reappears around the other window. The cursor moves to the last position it held in that window. If that window has never been active, the cursor moves to the upper-left corner of the active window. The screen displays the Windows menu.

MOVING OR COPYING TEXT BETWEEN WINDOWS

You can move or copy sections from one window to another. Copying simply duplicates the same section in another place. Moving deletes the section from its original place and puts it in another place.

You can choose to move or copy *text* or *columns*. Text is a sequence of characters; columns are characters that are aligned vertically on two or more lines. Each line in the column must end with a required return. Figure 4-7 illustrates moving and copying text and columns between windows.



021-012

Figure 4-7. Moving Text and Columns Between Windows

To move or copy text from one window to another:

1. Make sure the section you want to move or copy is in the active window. If it isn't, select **Switch**.
2. Move the cursor to the first character you want to move or copy.
3. Press **(ESC)** to use the menu.
4. From the Main menu, select the appropriate option (**M**ove or **C**opy).
5. Select the appropriate option (**T**ext or **C**olumns).
6. You are prompted to mark the end of what you want to move or copy. Move the cursor to the character after the last character that you want to move or copy. Press **(↵)**. The characters you are moving or copying appear in inverse video (dark characters on a light background).

Only the characters and the spaces between the characters appear in inverse video. Any spaces on the screen created by tabbing or indenting do not appear in inverse video. However, if these spaces are in the defined area, they are moved or copied along with the other characters.

7. You are asked if you want to move or copy the information into the other window. If you do, select **Yes**. The other window becomes active. If you do not, select **No**.
8. Move the cursor to where you want the text to appear. Press **↵**.

The window to which you moved or copied information is active, and the cursor appears on the first character of the new material. For additional information on moving and copying see "Copying Text and Columns" or "Moving Text and Columns" earlier in this chapter.

LOADING A DOCUMENT INTO A WINDOW

You load a document into a window just as you load any document. Loading a new document automatically clears the previous document in the active window. If you have done any editing, the program reminds you to save the document. For details on how to load or save a document, see the "Loading a Document" and "Saving a Document" sections in Chapter 3.

CLEARING A DOCUMENT FROM A WINDOW

MENU PATH: VW/Windows/Z = Clear

To *clear* a document from the active window:

1. From the editing screen, press **ESC** to use the menu.
2. From the Main menu, select **Windows**.
3. Select **Z=Clear**. If you have not saved the file in the lower window, the program reminds you that any edits after your last save will be lost. You can save the document using the Save option in the Storage menu. See "Saving a Document" in Chapter 3 for details.

The document in the active window clears, the screen displays both windows (one containing a document and the other empty), and the Main menu.

Note:

The Delete/Memory option does the same task as the Window/Clear option.

CLOSING A WINDOW

MENU PATH: VW/Windows/Close

When you no longer need to view two windows at the same time, you can eliminate the lower window. The lower window does not have to be active to close it. To close the lower window:

1. From the editing screen, press **(ESC)** to use the menu.
2. From the Main menu, select **Windows**.
3. Select **Close**. If you have not saved the file in the lower window, the program prompts you to save it before you close the window. If you don't save the document, any edits after your last save will be lost. You can save the document using the Save option in the Storage menu.

The lower window is closed, and the document in the upper window remains on the full screen.

CHAPTER 5

Formatting Documents

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UNIT 1

YOUR DOCUMENT FORMAT

Deciding whether a document should be printed with single spacing, whether the words on a line should be spaced so they reach the right margin—giving a block appearance, or deciding where tab stops should be set are all part of formatting a document. To help you make these formatting decisions, the VisiWord program has several methods for you to specify formats you want.

The VisiWord program has preset (startup) format settings that were carefully chosen to apply to most document applications. Occasionally, you will need to change some of these format settings for special documents or sections of documents. In the VisiWord program you can change format settings with four options on the Layout menu.

- You can select **Format** to fill out a Format Sheet and change line spacing, right justification, character spacing per inch, lines per page, first page number, and send user setup strings to your printer. User setup strings deal specifically with your printer so they will not be explained here (see Chapter 6 for complete details).
- You can select **Ruler** to set and clear stops for tabs, indents, and decimal tabs; to set the right margin; and to establish a temporary left margin by setting a required indent.
- You can select **Header** to fill out a Header Sheet for headings that automatically print at the top of each page but do not display on the editing screen.
- You can select **Z=Footer** to fill out a Footer Sheet for footer text that automatically prints on the bottom of each page but does not display on the editing screen.

FORMAT STARTUP SETTINGS

Table 5-1 shows the format settings that you start with whenever you create a new document. The Header and Footer Sheets are blank. The settings you see in Table 5-1 remain in effect for your entire document unless you change them.

Table 5-1. VisiWord™ Startup Layout Settings and Range of Possible Settings

	Category	Startup Value	Range of Possible Values
Format Sheet Settings	Line Spacing	single	one-half, single, one-and-one-half, double
	Right Justification	no	yes, no
	Characters per inch	10	10, 12, and 15
	Lines per page	50	any value between 0 and 10000
	First Page Number	1	any value between 0 and 9999
Ruler Settings	Right Margin	65	any value between 1 and 255
	Stops for Tabs and Indents	Increments of 5	any position on the Ruler to the left of the right margin

Format Sheet Descriptions

- Line Spacing** Choose the line spacing for the printed document. Whatever you choose only effects the document when it is printed. Your document is always single spaced when you view it on the screen.
- Right Justification** Choose to space each line so that it ends at the right margin—giving a block appearance; or end each line normally—giving a ragged edge along the right margin. Selecting **Yes** blocks paragraphs; selecting **No** causes a ragged right margin. Right justification appears on the screen when you view the document and on the paper when you print the document.
- Characters Per Inch** Choose the number of characters you want to print per inch of space on the paper. You will not see any difference on the screen when you view the document but there is a noticeable difference on the paper when you print the document.

Lines per Page	Choose the maximum number of lines of text (excluding any header or footer text) you want to print on one page. You will see a string of diamonds across the editing screen to indicate a new page that corresponds to your settings. When you print the document, a new page will begin at the point indicated by the line of diamonds.
First Page Number	Choose the page number you want to print first. The page number only appears when you print the document and only if you have defined a Header or Footer Sheet and placed the page number symbol (#) on the appropriate line. See the unit "Setting Headers and Footers" later in this chapter for complete details.

Ruler Descriptions

Right Margin	Choose the column number for the right margin of your document.
Stops	Choose the columns where you want the Tab key (→), the Indent key (F4) and the Decimal Tab key (F1) to stop.
Required Indent	Choose the column where you want a required indent to start.

You can change any of these settings for your entire document by changing the Format Sheet or Ruler settings while your cursor is on the first line of your document.

You can also specify that format changes take effect on a particular line by placing your cursor on any line that immediately follows a required return, then selecting the appropriate option on the Layout menu and making the change. You can make format changes at the beginning of a document or on the line after a required return. Format changes affect all following text until they are changed again.

Format changes do not affect previous lines. For example, if you make a format change starting on line 10 of your document, lines 1 through 9 will not be affected. The format settings for lines 1 through 9 remain in effect.

You can set as many different formats as you want, and you can make changes to existing formats as often as you want. A complete description of how to make format changes is contained in the units that follow.

Changes you make on a Format Sheet, Ruler, Header Sheet or Footer Sheet become a part of your document. You do not have to redo the formatting every time you load the document from disk.

In addition to the formatting capabilities available on the Layout menu, you can make some temporary changes when you print your document. These format changes are only in effect when you print the document that time. For complete information on format changes you can make when you print, see Units 5 and 6 of Chapter 6.

SEEING WHAT FORMATS ARE IN EFFECT

Whenever you change the settings on the Ruler or Format Sheet, or define headers or footers, a theta (θ) appears in the left border of the editing screen on the same line that you created the change.

To see what specific settings take effect at the theta (θ), put the cursor on the line with the theta (θ) and select **Layout**. A row of hyphens appears on the Layout menu above the **Next** and **Prev** options. When the cursor is on a line that contains a Format Sheet change, the first hyphen is replaced by an F. When the cursor is on a line that has a Ruler change, the second hyphen is replaced with an R. Similarly, for a Header or Footer Sheet definition, the third hyphen is replaced by an H. You can have more than one format change on the same line. When you do, a hyphen is replaced with the corresponding letter.

You can also create your own startup settings (see Appendix F for complete details).

UNIT 2

USING THE FORMAT SHEET

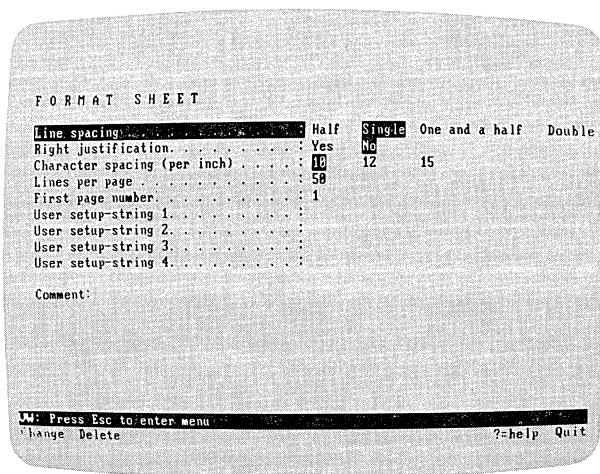
MENU PATH: VW/Layout/Format

The *Format Sheet* is a special screen that allows you to set line spacing, justification, characters per inch, lines per page, and the first page number. When you set a Format Sheet, it takes effect for the current document only and is saved and loaded with this document.

The Format Sheet takes effect at the point you define it in the document. The format setting affects all following text. You can change this Format Sheet and it will affect all following text; or you can define another Format Sheet at a later point to affect only the text that follows the second Format Sheet; and so forth.

For example, if you want to print your entire document double spaced, define a double spaced format at the beginning of your document. If you want only the last half of your document printed double spaced, define a double spaced format at the half-way point in your document.

Figure 5-1 shows a sample Format Sheet.



021-006/P

Figure 5-1. A Sample Format Sheet

Note:

The “Changing Format Settings” section of this Unit contains general instructions for making format changes. If you need help on a particular format category, see the sections in this Unit that follow.

CHANGING FORMAT SETTINGS

Changing your document format is possible at the beginning of a document or on the line after any required return. A theta symbol (θ) in the left border of the editing screen indicates that a new format setting takes effect on that line. You can insert Format Sheets while entering or editing text.

To change or insert new format settings, put your cursor on the line where you want the new format settings to take effect (at the beginning or after any required return). Then, follow these steps:

1. From the editing screen, press **(ESC)** to use the menu.
2. From the Main menu, select **Layout**.
3. Select **Format**. The editing screen clears and a Format Sheet appears in its place. The left side of the sheet shows the format categories and the right side shows the possible settings. The current format settings appear in inverse video (dark characters on a light background).
4. You can now change or add settings. Using the **(F)** and **(D)** keys, position the cursor on the setting you want to change.
5. You enter new values in three ways, depending on how the settings are displayed:
 - a) If two or more possible settings are displayed, as in the line spacing option, use the **(←)** and **(→)** keys to highlight the option you want. The highlighted option is the setting that is in effect.
 - b) If one value is displayed, as in the lines per page setting, type the new value over the old one.
 - c) If no value is displayed, as in the user setup string setting, type the new one. (User setup strings are explained in Chapter 6.)
6. When you finish setting format options, press **(ESC)** to return to the menu.
7. Select **Quit** to return to the Layout menu or press **(ESC)** to return to the editing screen.

The Format Sheet disappears and the editing screen appears. A theta symbol (θ) appears in the left border indicating where the format change starts. The format settings affect all following text until you change them again.

DELETING FORMAT SETTINGS

MENU PATH: VW/Layout/Format/Delete

If you decide that a particular format is not what you want for your document, you can delete the Format Sheet. To delete a Format Sheet from a document:

1. From the editing screen, press **(ESC)** to use the menu.
2. From the Main menu, select **Layout**.
3. You must move the cursor to the line in your document where the format change takes effect. You can do this from the **Layout** menu. If you want to go forward from the current cursor position, select **Next**. If you want to go backward from the current cursor position, select **Prev**.

When a format change is found, the cursor rests on the first character of the line where that format takes effect. A theta (θ) appears in the left border of that line. In the **Layout** menu, above **Next** and **Prev**, is a row of hyphens. When the cursor rests on a line that contains a Format Sheet, the first hyphen is replaced with an **F**.

If no Format Sheet or other format change is found, the cursor goes to the end of the document, and the editing screen is displayed.

4. Continue selecting **Next** or **Prev** until you find the Format Sheet that you want to delete.
5. Select **Format**. The editing screen clears, and the Format Sheet appears.
6. Press **(ESC)** to move the cursor to the menu.
7. Select **Delete**. The options on the Format Sheet return to those that are in effect for the previous Format Sheet, or if no Format Sheet exists, the program startup settings.
8. Select **Quit** to return to the **Layout** menu or press **(ESC)** to return to the editing screen.

The editing screen appears. The document is reformatted automatically with whatever settings are in effect for the previous section of text.

SETTING LINE SPACING

MENU PATH: VW/Layout/Format

When you load the VisiWord program, the line spacing for the printer is preset. If you have not changed the program startup settings, the text is set to print single spaced. You can change the spacing at the beginning of a document or after a required return by changing the Format Sheet. The possible types of document spacing are: one-half, single, one-and-one-half, and double.

To change the line spacing:

1. From the editing screen, press **(ESC)** to use the menu.
2. From the Main menu, select **L**ayout.
3. Select **F**ormat. A Format Sheet appears on the screen.
4. Use the **(↓)** key to position the cursor on the line that reads Line Spacing.
5. Use the **(←)** or **(→)** keys to position the cursor over the new spacing value.

If you move the cursor by pressing **(↓)** or **(↑)**, an asterisk (*) appears next to Line Spacing indicating you have changed this setting.

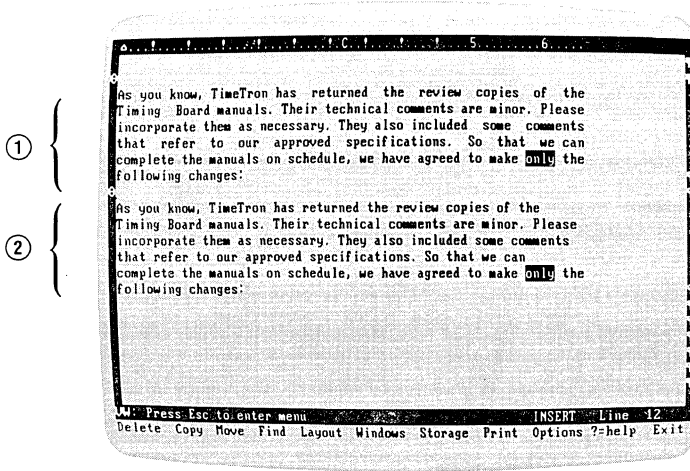
6. Press **(ESC)** to move to the menu.
7. Select **Q**uit to return to the Layout menu or press **(ESC)** to return to the editing screen.

A theta symbol (θ) appears in the left border on the line where the Format Sheet takes effect. The new spacing remains in effect for that document until you change it with another Format Sheet.

JUSTIFYING TEXT (ALIGNING RIGHT)

MENU PATH: VW/Layout/Format

You can justify (align the right margin of your text) using Format Sheets. Figure 5-2 illustrates the difference between justified text and nonjustified (ragged) text.



021-007/P

- ① Justified text:
All text aligned on the right margin
- ② Non-justified text:
Ragged edge along right margin

Figure 5-2. Justified Text vs. Nonjustified Text

The justification occurs on the screen after the cursor moves from the current line. Any line that ends with a required return cannot be justified.

Note:

The spacing of justified text may look slightly different on the screen from justified printed text.

You justify text using a Format Sheet. You can insert the Format Sheet at the beginning of the document or after any required return.

1. From the editing screen, press **(ESC)** to use the menu.
2. From the Main menu, select **Layout**.
3. Select **Format**. A Format Sheet appears on the screen.
4. Using the **(↓)** and **(←)** keys, move the cursor to the line that reads **Right Justification**.
5. Using the **(→)** key, move the cursor to **Yes**.
If you move the cursor by pressing **(↓)** or **(↑)**, an asterisk (*) appears next to the entry indicating a change.
6. Press **(ESC)** to return to the menu.
7. Select **Quit** to return to the **Layout** menu, or press **(ESC)** to return to the editing screen.

A theta symbol (θ) appears in the border indicating that a new Format Sheet takes effect on this line. The document will be right justified until you change the Format Sheet for Right Justification.

SETTING CHARACTER SPACING

MENU PATH: VW/Layout/Format

When you load the VisiWord program, the character spacing for the printer is preset. If you have not changed the program startup settings, the text is set to print 10 characters per inch. You can change the spacing at the beginning of a document or after a required return by changing the Format Sheet. The possible settings for character spacing are: 10, 12, and 15 characters per inch.

To change the character spacing:

1. From the editing screen, press **(ESC)** to use the menu.
2. From the Main menu, select **Layout**.
3. Select **Format**. A Format Sheet appears on the screen.
4. Use the **(↓)** key to position the cursor on the line that reads **Character Spacing (per inch)**.
5. Use the **(←)** or **(→)** keys to position the cursor over the new spacing value.

If you move the cursor by pressing **(↓)** or **(↑)**, an asterisk (*) appears next to **Character Spacing** indicating you have changed this setting.

6. Press **(ESC)** to move the cursor to the menu.
7. Select **Quit** to return to the Layout menu, or press **(ESC)** to return to the editing screen.

A theta symbol (θ) appears in the left border on the line where the Format Sheet takes effect. The new spacing remains in effect for that document until you change it with another Format Sheet.

SETTING LINES PER PAGE

MENU PATH: VW/Layout/Format

When you load the VisiWord program, the number of lines of text that will print per page is preset. If you have not changed the program startup settings, this number is set to 50. This number does not include any header or footer lines — only the number of actual text lines. You can change the number of lines per page at the beginning of a document or after a required return.

To change the number of lines per page:

1. From the editing screen, press **(ESC)** to use the menu.
2. From the Main menu, select **Layout**.
3. Select **Format**. A Format Sheet appears on the screen.
4. Use the **(I)** key to position the cursor on the line that reads Lines per Page.
5. Type the number you want for the new page length.
If you move the cursor by pressing **(I)** or **(I)**, an asterisk (*) appears next to Lines per Page indicating you have changed this setting.
6. Press **(ESC)** to return to the menu.
7. Select **Quit** to return to the Layout menu or press **(ESC)** to return to the editing screen.

A theta symbol (θ) appears in the left border of the editing screen on the line where the new Format Sheet takes effect. This number of lines per page remains in effect until you change the Format Sheet again.

SETTING THE FIRST PAGE NUMBER

MENU PATH: VW/Layout/Format

When you load the VisiWord program, the page number that prints first is preset. If you have not changed the program startup settings, this number is set to 1. This means that the number 1 is the number that will print first, followed by 2 for the next page, and so on. You can change this setting so that the number that prints first is a different number. For example, changing the setting to 3 will print 3 first, then 4 on the following page, and so on. You can change the first page number at the beginning of a document or after a required return on any page.

Having a page number set does not mean that page numbers automatically print on a page. Page numbers only print if you specify them in a Header or Footer Sheet. For instructions on how to make page numbers print, see "Setting Headers and Footers" later in this chapter.

To change the starting page number:

1. From the editing screen, press **(ESC)** to use the menu.
2. From the Main menu, select **L**ayout.
3. Select **F**ormat. A Format Sheet appears on the screen.
4. Use the **(↓)** key to position the cursor on the line that reads First Page Number.
5. Type the number you want for the first page number.

If you move the cursor by pressing **(↓)** or **(↑)**, an asterisk (*) appears next to First Page Number indicating you have changed this setting.

6. Press **(ESC)** to return to the menu.
7. Select **Q**uit to return to the Layout menu, or press **(ESC)** to return to the editing screen.

A theta symbol (θ) appears in the left border of the editing screen on the line where the new Format Sheet takes effect. This first page number remains in effect until you change the Format Sheet again.

UNIT 3 USING THE RULER

MENU PATH: VW/Layout/Ruler

The VisiWord *Ruler* at the top of the editing screen shows you where your margins and stops for the document are set. You can use the Ruler to change your right margin, set and clear stops, and set a required indent.

Note:

A required indent set from the Ruler is different from an indent set with the Indent key (F4). A required indent set from the Ruler applies to all following text until you specifically delete or change it. Conversely, an indent set with the Indent key (F4) applies only until you press a required return.

The Ruler marks each column of the screen with a period (.). As you move the cursor across the screen, a *shadow cursor* (Δ) moves across the Ruler showing the exact column where the cursor rests. Figure 5-3 shows and explains the marks on the Ruler.

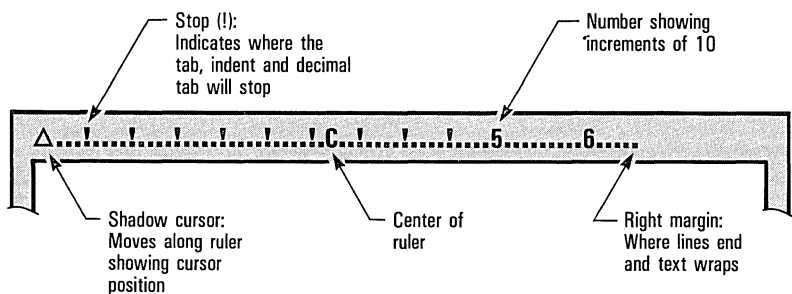


Figure 5-3. The Ruler

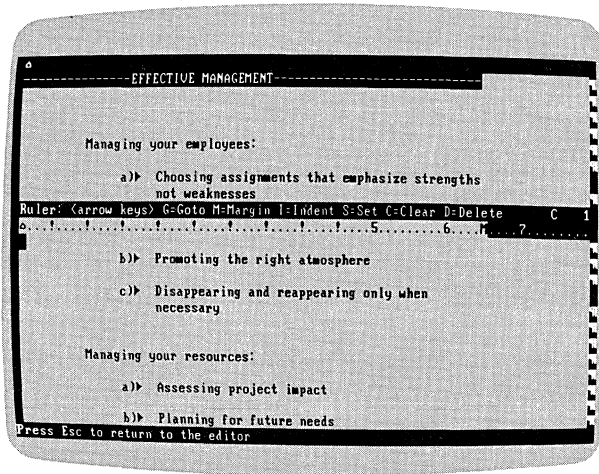
021-013

Like the Format Sheets, the Ruler has startup settings that are sufficient for most documents. However, you can change the settings at the beginning of a document or after any required return. A theta symbol (θ) appears in the left border of the editing screen on the line where the new Ruler settings take effect.

Note:

Ruler settings become part of your document and are saved with it each time you save it on disk.

When you select **Ruler** from the Layout menu to change the settings, the Ruler disappears from the top of the editing screen and reappears in the text on the line above the cursor position. Figure 5-4 is an illustration of the Ruler within the text.



021-008/P

Figure 5-4. The Ruler in Text

Note:

This section contains general instructions for changing Ruler settings. If you need help on a particular item, see the sections in this Unit that follow.

To use the Ruler to change a setting:

1. From the editing screen, press **(ESC)** to use the menu.
2. From the Main menu, select **Layout**.
3. Select **Ruler**.

The Ruler appears within the text on the line above the cursor, pushing the text down one row.

You move the cursor to the desired position and set or clear settings by using the arrow keys and the Ruler keys: **G**, **M**, **I**, **S**, **C**, and **D**. When you finish changing settings, press **(ESC)**. The Ruler disappears from the text and reappears on the editing screen. A theta symbol (θ) appears in the left border marking the place where the Ruler settings start.

MOVING THE CURSOR ON THE RULER (**←**, **→**, or **G=Goto**)

You can move the cursor along the Ruler in two ways: using the **(←)** and **(→)** keys or using the Goto Command (**G = Goto**).

- If you use the **(←)** and **(→)** keys, the cursor moves one position to the left or right each time you press a key. To move the cursor quickly, hold the **(←)** or **(→)** key down until you reach the column you want.
- If you use the Goto command, press **G** for Goto. You are prompted for a number.
 - a) If you want the cursor to move a number of spaces to the right, type **+** followed by the number of spaces you want to move.
 - b) If you want the cursor to move a number of spaces to the left, type **-** followed by the number of spaces you want to move.
 - c) If you want the cursor to move to a specific column on the Ruler, type the number of that column; do not use a **+** or **-** sign before the number.

When you have typed the correct number, press **(↵)**. The cursor moves to the indicated column.

SETTING THE RIGHT MARGIN (M = MARGIN)

MENU PATH: VW/Layout/Ruler

1. To get to the Ruler from the beginning of your document or after a required return, press **(ESC)**; select **Layout**; then select **Ruler**.
2. Position the cursor on the desired column (use the **(←)** or **(→)** keys, or the Goto Command). The maximum right margin is 255.
3. Press **M**. Inverse video on the Ruler shows the new right margin, and when you move the cursor an **M** appears on the Ruler marking the new right margin.
4. If you want to return to the editing screen, press **(ESC)**. Otherwise, change the other Ruler settings, then press **(ESC)**.

SETTING AND CLEARING STOPS (S = SET, C = CLEAR)

1. To get to the Ruler from the beginning of your document or after a required return, press **(ESC)**; select **Layout**; then select **Ruler**.
2. Position the cursor on the desired column (use the **(←)** or **(→)** keys, or the Goto command).
3. To set a stop, press **S**. The stop symbol (!) appears when you move your cursor. To clear a stop (!), press **C**. The stop symbol (!) is gone when you move your cursor.
4. If you want to return to the editing screen, press **(ESC)**. Otherwise, change other Ruler settings, then press **(ESC)**.

SETTING REQUIRED INDENTS (I = INDENT)

1. To get to the Ruler from the beginning of your document or after a required return, press **(ESC)**; select **Layout**, then select **Ruler**.
2. Press **I**. Type **+** if you want to set the required indent to the right of its current setting; then type the number for how many spaces to the right you want to set the required indent. Type **-** if you want to set the required indent to the left of its current setting; then type the number for how many spaces to the left you want to set the required indent.
3. Press **(⇧)**. An inverse video bar on the Ruler indicates where the required indent is set.
4. If you want to return to the editing screen, press **(ESC)**. Otherwise, change other Ruler settings, then press **(ESC)**.

Note:

A required indent set from the Ruler applies to all following text, or until you specifically delete or change it. An indent with with the Indent key **(F4)** applies only until you press a required return.

DELETING A RULER (D = DELETE)

If you decide that a particular Ruler is not correct for your document, you can delete the entire Ruler. You must be on the line that contains the Ruler you want to delete. When you delete a Ruler, your document is automatically reformatted with whatever settings that are in effect for the previous Ruler or, if no previous Ruler exists, the program startup settings.

1. From the editing screen, press **(ESC)** to use the menu.
2. From the Main menu, select **Layout**.
3. You must position the cursor on the line in your document where the Ruler you want to delete is set. You can do this with the **Next** and **Prev** options on the **Layout** menu. If you want to go forward from the cursor position, select **Next**. If you want to go backward from the cursor position, select **Prev**.

Next and **Prev** will stop the cursor at any format change indicated by a theta (θ). If any format change is found, the cursor rests on the first character on the line where that format takes effect. In the **Layout** menu, above **Next** and **Prev**, is a row of hyphens. When the cursor rests on a line that contains a Ruler, the second hyphen is replaced with an **R**.

If no format change is found, the cursor moves to the end of the document, and the editing screen is displayed.

Select **Next** or **Prev** until you find the Ruler that you want to delete.

4. Select **Ruler**. The Ruler disappears from the top of the editing screen and reappears within the text.
5. Press **D** for **Delete**. The settings on the Ruler return to those in effect for the previous Ruler, or if no previous Ruler exists, the program startup settings.
6. Press **(ESC)**. The Ruler disappears from the text and reappears at the top of the editing screen. The document is reformatted automatically.

UNIT 4

ALIGNING COLUMNS OF NUMBERS

DECIMAL TAB KEY (F1)

A Decimal Tab key (F1) lets you align columns of numbers on the decimal point easily and neatly. The Decimal Tab key (F1) places the cursor on a Ruler stop and as you type a number, the decimal point of that number is aligned on the stop. Figure 5-5 shows a sample document with columns of numbers aligned with the Decimal Tab key.

	1.70
	2.05
	2.40
	1.50
	<u>3.80</u>
Total	11.45

021-014

Figure 5-5. A Sample Table of Numbers

Another feature of the Decimal Tab key is that it lets you right justify columns of text on a stop. For example, if you had a list of words and you wanted the last character of each word to be aligned on the same column, you can use the Decimal Tab key.

To align columns on a stop:

1. Position the cursor at the left edge of the screen where you want the first line of a column to appear.
2. Press (F1), the Decimal Tab key. The cursor moves to the first stop on the Ruler. Continue pressing (F1) until you reach the stop you want.

- 3. a) To align columns of whole numbers, simply type the number without a decimal point and the right-most digit will align on the Ruler stop.

For example,



123
456
789

- b) To align columns of fractional numbers, simply type each number and the decimal point will align on the Ruler stop.

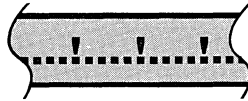
For example,



123.45
678.9
.05

- c) To align columns of mixed numbers (whole numbers and fractional numbers), type each number with the decimal point and the decimal point will align on the Ruler stop.

For example,




123.45
456.
1.78

- d) To right justify a column of text on a Ruler stop, simply type the text and the right-most character will align on the Ruler stop.

For example,



NAME
ADDRESS
PHONE

4. If you have additional columns for the same line, repeat steps 2 and 3 above. Press  after you type the last character on each line. In the VisiWord program, all columns must end with a required return if you want to move, copy, or delete columns.
5. Repeat the above steps for each line.

Note:

If you change the Ruler, the characters aligned on the decimal tab are not reformatted to reflect the new Ruler. If you want to change the Ruler stops, see "Setting and Clearing Stops" in Unit 3 of this chapter.

UNIT 5

INDENTING PARAGRAPHS

TAB KEY (⇧)

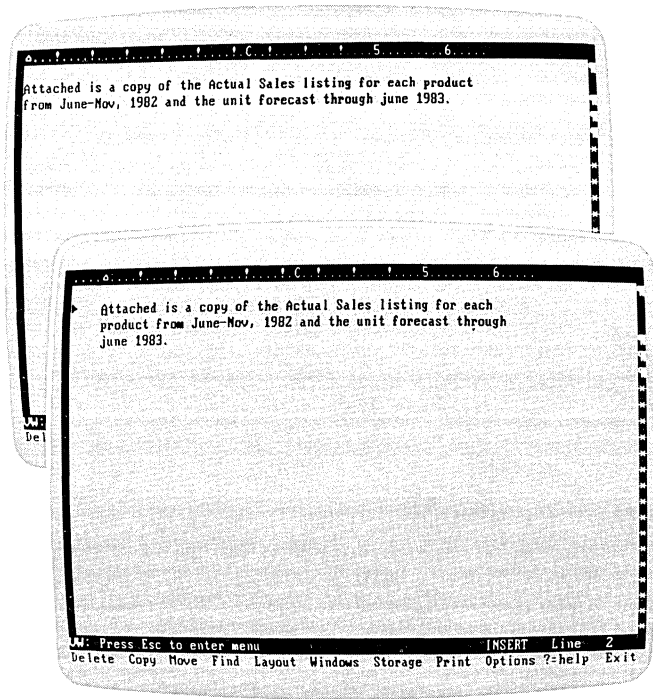
INDENT KEY (F4)

To indent only the first line of a paragraph, use the Tab key (⇧) to move the cursor to the stop you want. If you want to change your stops, see Unit 3 on “Using the Ruler” earlier in this chapter.

The Indent key (F4) sets a temporary left margin at the next stop on the Ruler. This temporary margin is in effect until you type a required return. An indent with the (F4) key does not change the settings on the Ruler.

To indent complete paragraphs in your document, simply press (F4). A ► appears on the screen, and the cursor moves to the next stop to the right. All the following text until the next required return will be indented to this stop.

You can put more than one indent on the same line of text, or you can put an indent in the middle of an existing line of text. An indent moves existing text to the indent stop, and left aligns all text following the indent until the next required return. Figure 5-6 shows the same paragraph before and after an indent was inserted.



021-009/P

Figure 5-6. An Indented Paragraph

You can move the cursor across the blank spaces of the indent, but you cannot type in this space because the program considers an indent as one character.

To remove an indent from your document, you can use either **(BKSP)** or **(DEL)**. Pressing **(BKSP)** removes the indent to the left of the cursor, and pressing **(DEL)** removes the indent at the cursor.

When you load the VisiWord program, it automatically sets stops on the Ruler. If you have not changed the program startup settings, the Ruler stops are set at 5 character intervals starting with position 0. You can change the Ruler at the beginning of a document or on the line after a required return.

Note:

There is no difference between tab stops and indent stops on the Ruler. If you want to change the Ruler stops, see "Setting and Clearing Stops" in Unit 3 of this Chapter.

UNIT 6

CENTERING TEXT

CENTER LINE KEY (F10)

You can center a line of text between the left and right margins of your document using the Center Line key (F10). There are two methods of centering text:

- Type the text, then press the Center Line key (F10), or
- Position the cursor on a line, press the Center Line key (F10), then type the text.

The centered text is centered on the center mark (C) on the Ruler.

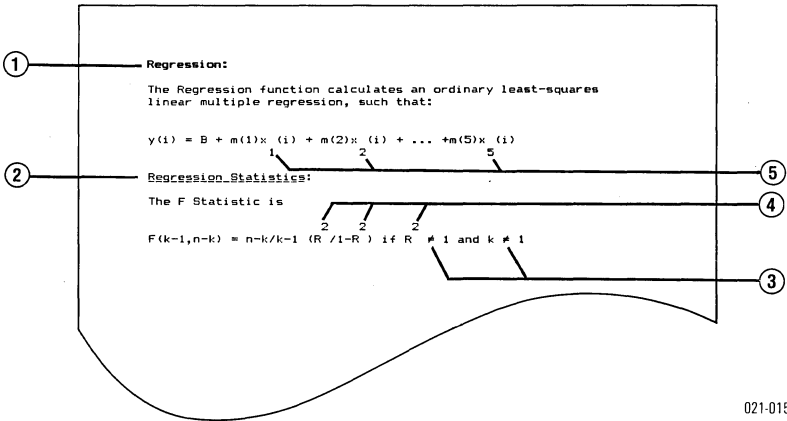
You can return centered text to the left edge of the screen by positioning the cursor on the centered line and pressing the Center Line key (F10).

UNIT 7

HIGHLIGHTING: BOLDFACE, UNDERLINE, SUPERSCRIP, SUBSCRIPT, AND OVERSTRIKE

MENU PATH: VW/Layout/Char

You might want to highlight certain words or phrases in a document by underlining them, making them appear in boldface, using superscripts or subscripts, or creating special characters by typing two characters in the same space. The VisiWord program gives you these choices with the Character Attribute (Char) option in the Layout menu. Figure 5-7 shows samples of the different attributes available using the VisiWord program.



021-015

- ① Emphasized Text (Bold)
- ② Underline Text
- ③ Overstrike
- ④ Superscript (Above)
- ⑤ Subscript (Below)

Figure 5-7. The Character Attributes

Note:

Additional attributes are provided by some printers. For information on using these attributes, see the "Sending Special Instructions (Setup Strings) to Your Printer" section in Chapter 6.

You can only give one attribute to one character at a time. For example, you cannot have a word appear underlined and in boldface. It can only be one or the other. If you attempt to apply a second attribute to a character, the first attribute is deleted and the second attribute applies.

A character attribute itself (underline, superscript, ...) does not display on the screen. You see the result only in the printed document.

However, all characters that have an attribute appear in inverse video on the screen. When the cursor is on a character with an attribute, the name or an abbreviation of the attribute is displayed on the line above the menu. For example, if a character is underlined, it is displayed in inverse video; when the cursor rests on that character, the line above the menu displays U/L for underline.

USING BOLDFACE (EMPHASIS)

MENU PATH: VW/Layout/Char/Emphasis

Before you can apply an attribute to text, you must first type the text.

1. Position the cursor on the character or the first character you want to appear in boldface.
2. Press **(ESC)** to use the Main menu.
3. From the Main menu, select **L**ayout.
4. From the Layout menu, select **C**har.
5. Select **E**mphasis. The cursor moves back to your document, the Main menu appears, and one character appears in inverse video.

If you want more than one character to have this attribute, press the Again key **(F2)**. You can continue pressing **(F2)** until all of the characters you want have the attribute. You can use the cursor-moving keys, then the Again key **(F2)**, to continue giving this attribute to characters in other parts of your document. When you want to stop giving characters this attribute, press any key other than a cursor-moving key.

UNDERLINING TEXT

UNDERLINE KEY (F8)

MENU PATH: VW/Layout/Char/Underline

You can underline text while you are typing or editing your document by using the Underline key (F8), or you can use the Underline menu option on the Character Attribute (Char) menu.

Using the Underline Key (F8)

1. Position the cursor on the character or the first character you want to underline.
2. Press the Underline key (F8). The character appears in inverse video.
3. Continue pressing the Underline key (F8) until all of the characters you want have the attribute.

Using the Underline Menu Option

MENU PATH: VW/Layout/Char/Underline

1. Position the cursor on the character or the first character you want to underline.
2. Press (ESC) to use the Main menu.
3. From the Main menu, select **L**ayout.
4. From the Layout menu, select **C**har.
5. Select **U**nderline. The cursor moves back to your document, the Main menu appears, and one character appears in inverse video.

If you want more than one character to be underlined, press the Again key (F2). You can continue pressing (F2) until all of the characters you want are underlined. You can use the cursor-moving keys, then the Again key (F2) to continue underlining in other parts of your document. When you want to stop underlining, press any key other than a cursor-moving key.

USING SUPERSCRIPTS AND SUBSCRIPTS (ABOVE AND BELOW)

MENU PATH: VW/Layout/Char/Above
VW/Layout/Char/Below

1. Position the cursor on the character or the first character you want to superscript or subscript.
2. Press **(ESC)** to use the Main menu.
3. From the Main menu, select **L**ayout.
4. From the Layout menu, select **C**har.
5. To use the superscript attribute, select **A**bove. To use the subscript attribute, select **B**elow.

The cursor moves back to your document, the Main menu appears, and one character appears in inverse video.

If you want more than one character to have this attribute, press the Again key **(F2)**. You can continue pressing **(F2)** until all of the characters you want have the attribute. You can use the cursor-moving keys, then the Again key **(F2)** to continue giving this attribute to characters in other parts of your document. When you want to stop giving characters this attribute, press any key other than a cursor-moving key.

CREATING SPECIAL CHARACTERS (OVERSTRIKE)

MENU PATH: VW/Layout/Char/Overstrike

The Overstrike option on the Character Attributes (Char) menu lets you create special characters by overstriking a character with another character. If you overstrike a character with the same character, it gives a printed effect similar to but slightly different from boldface (Emphasis).

Before you can apply this character attribute to text, you must first type the text.

1. Position the cursor on the character or the first character you want to overstrike.
2. Press **(ESC)** to use the Main menu.
3. From the Main menu, select **L**ayout.
4. From the Layout menu, select **C**har.
5. Select **O**verstrike.
6. A prompt appears in the lower left corner of your screen asking you to type the overstrike character. Type the overstrike character and press **(↓)**.

The cursor moves back to your document, the Main menu appears, and one character appears in inverse video.

If you want more than one character to have this attribute, press the Again key **(F2)**. You can continue pressing **(F2)** until all of the characters you want have the attribute. You can use the cursor-moving keys, then the Again key **(F2)** to continue giving this attribute to characters in other parts of your document. When you want to stop giving characters this attribute, press any key other than a cursor-moving key.

UNIT 8

USING HYPHENS

MENU PATH: VW/Layout/Char/Hyphen

Many compound words require a hyphen. Also if you break a word between two lines, it requires a hyphen. You type these hyphens into your text as you are entering your text. This type of hyphen is a *required hyphen*. Because text on the editing screen wraps automatically, you seldom need these hyphens.

The VisiWord program provides another type of hyphen, called a *ghost hyphen*. You insert a ghost hyphen into a word to indicate where the word can be broken at the end of a line, if it is necessary. For example, suppose you are justifying your document, and you have the word "forecast" in the text. You think that "forecast" will appear close to the end of a line when the document is printed. If you were typing the document on a typewriter, you would insert a required hyphen between the two syllables and break the word. You want the VisiWord program to do the same, only if it has to break the word. You can do this by inserting a ghost hyphen between the two syllables.

To insert a ghost hyphen after the "e" in the word "forecast":

1. Position the cursor on the character that immediately precedes where you want to put the hyphen, on the "e" in "forecast." Press **(ESC)** to use the Main menu.
2. From the Main menu, select **L**ayout.
3. Select **C**har.
4. Select **H**yphen.

The hyphen only appears on the screen when the word is broken. When you print your document, if the word "forecast" appears at the end of a line and has to be broken, it will appear as "fore-cast" on the page. If the word does not have to be broken, the program does not insert the hyphen in the printed version.

You can delete a ghost hyphen only by deleting or typing over the character that contains the hyphen.

If you put a ghost hyphen on the wrong character, for example, forec-ast, you can delete it by typing over the character that contains the hyphen. Make sure OVER-TYPE appears on the line above the menu before you attempt to type over a character. If INSERT is displayed on the line above the menu, press **INS** to display OVER-TYPE.

UNIT 9

BEGINNING A NEW PAGE

NEW PAGE KEY (F 3)

The VisiWord program sets *page breaks* automatically depending on the number of lines per page that are specified on the Format Sheet (see Unit 2 in this chapter). Unless you have changed the setting on the Format Sheet, the startup setting for the VisiWord program is 50 lines per page. You can, however, set your own page breaks while you are typing your document to force one page to end and another to begin.

SETTING A PAGE BREAK

To insert a page break in your document, press the New Page key (F 3). A row of diamonds appears across your document showing where a page break occurs.

A row of diamonds also appears across your document when the lines per page limit set on the Format Sheet has been reached; however, you can tell the difference between the two. The row of diamonds extends into the left and right border of the editing screen when you set a page break with the New Page key (F 3). The row of diamonds only exists between the left and right borders when you reach the lines per page limit set on the Format Sheet.

DELETING A PAGE BREAK

To delete a page break that you have set with the (F 3) key, put the cursor on the page break line (the row of diamonds) and press the Delete Line key (F 5).

Note:

You cannot delete a page break that was set from the Format Sheet. To adjust these page breaks, you must change the Format Sheet.

UNIT 10

SETTING HEADERS AND FOOTERS

MENU PATH: VW/Layout/Header
VW/Layout/Z=Footer

You might want to create documents that require special text to be printed at the top and/or bottom of each page, for example, report titles at the top of each page and the document page number at the bottom of each page. You can do this with the Header and Z=Footer options on the Layout menu. Lines that appear at the top of the page are called *headers* and the lines that appear at the bottom of the page are *footers*.

You can have up to three lines of text on each header and footer, and you can specify whether you want the text to appear at the left, center, or right of each line. Figure 5-8 shows a sample printed page with a header and a footer.

HEADER AND FOOTER SHEETS

You set a header or a footer by filling out a Header Sheet or Footer Sheet, respectively. The two sheets are identical except for the title at the top. Figure 5-9 shows a completed Header Sheet and its resulting header.

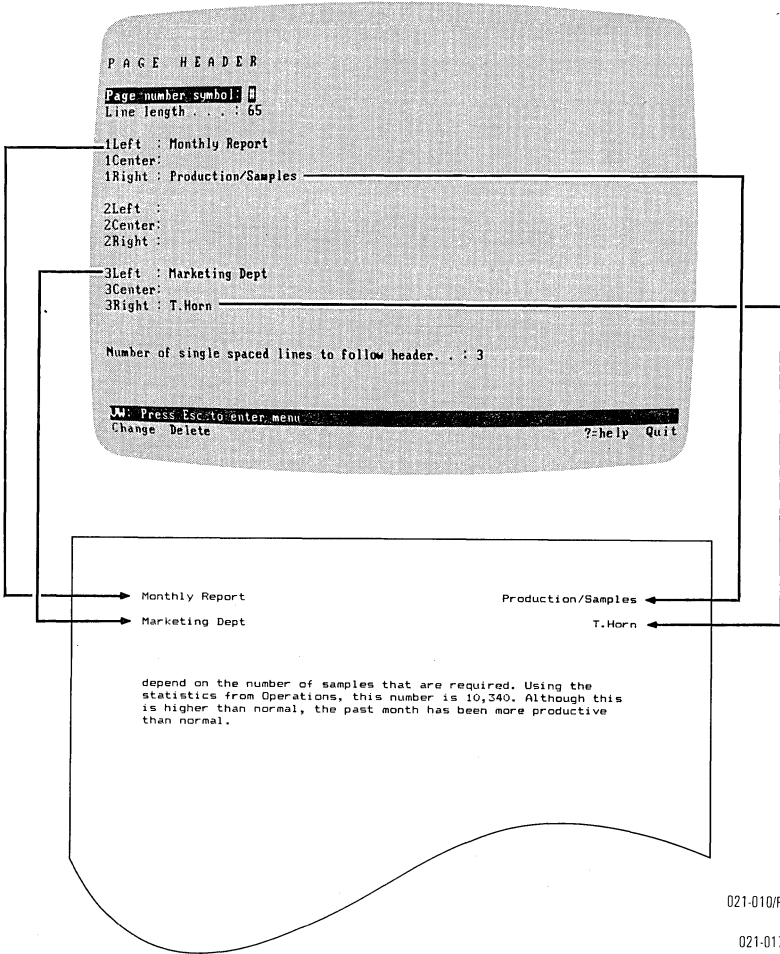


Figure 5-9. Sample Header Sheet and Resulting Header

Each sheet consists of the following information:

Page Number Symbol: The symbol you type on the text fields of the Header or Footer Sheet (1Left, 1Center, etc.) to print the page number in the header or footer. The VisiWord program uses the pound sign (#), but you can change this symbol to anything you want by simply overtyping the existing character.

Note:

If you intend to use the character defined as the page number symbol as text in your header or footer, you must change the page number symbol. Otherwise, the page number of the document will appear in the header or footer instead of the symbol.

Line Length: The width of the header or footer in columns. When you first load the VisiWord program, this value is set to 65, which is the startup right margin setting. You can set the line length up to 255 columns, which is also the maximum right margin you can set.

1Left: The text fields of the Header and Footer Sheet where you type in the header and footer text. Typing text in fields 1Left, 1Center, 1Right, 2Left, 2Center, 2Right, 3Left, 3Center, and 3Right lets you left justify text on the first, second, and third line of the header or footer, respectively.

1Center: Typing text in fields 1Center, 2Center, and 3Center lets you center text on the first, second, and third line of the header or footer, respectively.

1Right: Typing text in fields 1Right, 2Right, and 3Right lets you right justify text on the first, second, and third line of the header or footer, respectively.

You can enter up to 40 characters including spaces and punctuation in each of these fields.

You must be careful that you do not overlap text. For example, if you type 40 characters in 1Left, 1Right, and 1Center and your Line Length is set to 65, the entire header or footer will not fit on one line, and it will overprint.

Number of
Single Spaced
Lines ...

The number of blank lines you want between the header and the body of your document, and the footer and the body of your document. You can have up to 10 blank lines.

WHERE TO DEFINE HEADERS AND FOOTERS IN YOUR DOCUMENT

The placement of the cursor on your document when you fill out a Header or Footer Sheet directly effects where the header or footer will first appear when the document is printed.

If you want the header to print on the first and all subsequent pages of your document, you must fill out the Header Sheet while the cursor is on the first line of your document. If you fill out a Header Sheet while the cursor is on any other line, the header will not print until the next page.

If you want the footer to print on the first and all subsequent pages of your document, you can fill out the Footer Sheet on the first line of the document or the line after a required return on the first page of the document.

Note:

If you want headers and footers to print on the first and all subsequent pages, we recommend that you fill out Header and Footer Sheets while the cursor is on the first line of the document.

DEFINING HEADERS, FOOTERS, AND DOCUMENT PAGE NUMBERS

1. Position the cursor at the beginning of a document or on a line following a required return. (See "Where to Define Header and Footer in Your Document" for instructions.)
2. From the editing screen, press **(ESC)** to use the Main menu.
3. From the Main menu, select **L**ayout.
4. Select **H**ader or **Z**= Footer. The Header or Footer sheet appears on the screen.
5. Use the **(↑)** and **(↓)** keys to position the cursor over the field you want to fill-out or change.
 - a) To change the Page number symbol or Line length, simply type over the existing value. The page number symbol can be any character you do not intend to use as text in the header or footer, and the line length can be any value up to 255.
 - b) To define header or footer text, simply type your text in the appropriate fields (1Left, 1Center, etc.). If text exists in these fields and you want to change it, simply over type the existing text. You can type up to 40 characters including spaces and punctuation in each field.
 - c) To have page numbers print in either the header or footer, type the Page number symbol in the field (1Left, 1Center, etc.) that you want the page number to appear. The page number appears in place of the page number symbol when the document is printed, and the page number increments on each page.

You can also have text appear with the page number by typing the text in front of or in back of the page number symbol. For example: Page-#, or Page-#A.

The value of the first page number that prints on your document is set on the Format Sheet. Unless you have changed this value, the VisiWord startup setting is 1. In other words, the first page number to print on your document is 1. If you want some other number to print on the first page of your document, position the cursor on the first line of your document, then go to the Format Sheet and change the first page number setting to whatever you want (see Unit 2 in this chapter for instructions).
 - d) To change the number of single spaced lines between the header or footer and the text, simply over type the existing value. You can have up to 10 lines.
6. Press **(ESC)**; then select **Q**uit to return to the Layout menu or press **(ESC)** twice to return to the editing screen.

When you return to the editing screen, a theta symbol (θ) appears in the left border on the line where the Header or Footer Sheet takes effect.

DELETING HEADERS AND FOOTERS

If you decide that you no longer want a header or footer in your document, you can delete the Header/Footer Sheet.

1. From the editing screen, press **(ESC)** to use the Main menu.
2. From the Main menu, select **Layout**.
3. You must position the cursor on the line that has the Header or Footer Sheet you want to delete. You can do this with the **Next** and **Prev** options of the **Layout** menu. If you want to go to forward from the cursor position, select **Next**. If you want to go backward from the cursor position, select **Prev**.

When a format change is found, the cursor rests on the first character on the line where that format takes effect. A theta (θ) appears in the left border on that line. In the **Layout** menu, above **Next** and **Prev**, is a row of hyphens. When the cursor rests on a line that contains a Header or Footer Sheet, the third hyphen is replaced with an **H**.

If no format change is found, the cursor moves to the end of the document.

Select **Next** or **Prev** until you find the Header/Footer Sheet that you want to delete.

4. Select **Header** or **Z=Footer**. The editing screen clears, and the Header/Footer Sheet appears.
5. Press **(ESC)** to use the menu, then select **Delete**. The fields on the Header/Footer Sheet return to those that are in effect when you load the program.
6. Select **Quit** to return to the **Layout** menu, or press **(ESC)** to return to the editing screen.

CHAPTER 6

Printing Documents

Chapter Outline

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UNIT 1 PRINTING

You can print your document in two ways:

- By printing directly on your printer.
- By first sending the document (with its printer formats) to a text file; then from the text file to the printer. This method is called *spooling*.

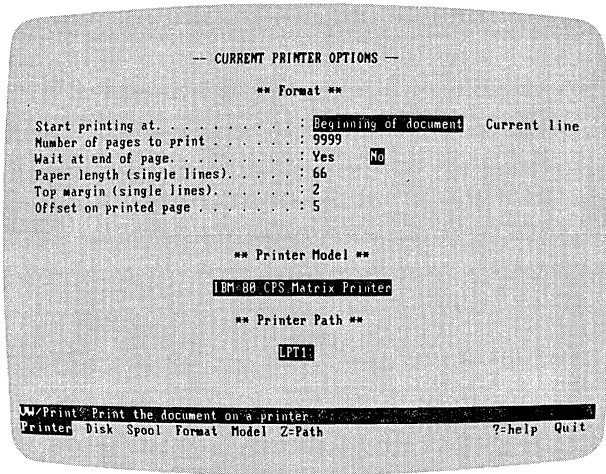
Using the first method allows you to print your document quickly without using unnecessary disk space. Using the second method allows you to return to active editing while the document is printing. Both methods print the document that is currently in memory.

PRINTING DIRECTLY

MENU PATH: VW/Print/Printer

When you print a document directly on a printer, you save printing time and disk space because the file prints immediately without intermediate steps. However, you cannot edit other documents while you are printing as you can when you spool. You do not have to save a document before you print it, but it is good practice to do so (see Chapter 3, Unit 2, "Saving a Document" for details). To print directly:

1. From the editing screen, press **(ESC)** to use the menu.
2. From the Main menu, select **Print**. The editing screen clears, and the print screen appears. Your screen should look like Figure 6-1.



021-011/P

Figure 6-1. The Print Screen

The print screen shows the print format in effect, and what printer model and printer path are currently set [the printer path sends your document to a parallel printer (LPT1: or LPT2:) or to a serial printer (COM1: or COM2:)]. If you want to change the print formats, see “Changing the Formatting for Printing” later in this chapter. If the printer model or printer path is incorrect, see Appendix A.

If you have a printer that requires you to manually feed a single sheet of paper at a time, you must set the Wait at End of Page field on the print format screen to Yes. See “Changing Printer Format Specifications” (Unit 5) in this Chapter for instructions.

If the values for the print format are what you want, and the printer model and printer path are correct, select **Printer**.

3. If your document has not been saved, you are reminded that it can be lost if you are printing an appended document. If you want to save your document now, select **No** and go to the Storage menu. For details on saving documents, see “Saving a Document” in Chapter 3. If you do not want to save it, select **Yes**.

The document begins printing immediately. A print message appears on the screen allowing you to stop printing at any time. To make the printer pause, select **Pause**. Select **Resume** to continue printing. Select **Abort** to stop the printing entirely. If you abort the printing, the program returns to the Print menu.

Note:

If you have inserted a printer format to make the printer pause at the end of each page, the printer will stop and the print message appears. Select **Resume** to continue printing. Select **Abort** to stop printing entirely.

When the specified number of pages is printed or you reach the end of the document, the screen displays the Print menu.

PRINTING WHILE EDITING (SPOOLING)

MENU PATH: VW/Print/Spool

WARNING:

YOU CANNOT SPOOL USING A SINGLE DRIVE SYSTEM.

When you spool a document, you can continue to create or revise other documents while the printer is printing. The program first copies the document to a temporary file, then prints from that file. When printing is finished, the file is deleted.

To spool a document:

1. From the editing screen, press **(ESC)** to use the menu.
2. From the Main menu, select **Print**. The editing screen clears, and the print screen appears. Your screen should resemble Figure 6-1.

The Print screen shows the print formats in effect, and what printer model and printer path are currently set [the printer path sends your document to a parallel printer (LPT1: or LPT2:) or to a serial printer (COM1: or COM2:)]. If you want to change the print formats, see "Changing the Formatting for Printing" later in this chapter. If the printer model or printer path is incorrect, see Appendix A.

WARNING:

IF YOU ARE SPOOLING A DOCUMENT FROM A FLEXIBLE DISK, DO NOT REMOVE THE FLEXIBLE DISK CONTAINING THE SPOOLED DOCUMENT FROM THE DRIVE UNTIL SPOOLING IS COMPLETED. IF YOU DO, YOUR DISK CAN BE DAMAGED.

If the values for the print format are what you want and the printer model and printer path are correct, select **S**pool.

The document is copied on a disk. You can stop the creation of the file by selecting **A**bsort. When copying is complete, printing begins, and the screen displays the Print menu, allowing you to go on to other VisiWord functions.

Note:

The printer appears to turn on and off periodically while you are spooling a file. The disk drive light also goes on and off. To your computer, spooling is the secondary function. Therefore, it will process other functions before it completes spooling your file. However, the appearance of text on the editing screen may be slower while you are printing.

You can stop spooling at any time. If you are on the editing screen and decide you want to stop printing the document that is being spooled to the printer, press (**ESC**). Then follow these steps:

1. Select **P**rint. The editing screen clears, and the print screen appears. The print screen indicates that spooling is in progress.
2. Select **S**pool. The program reminds you that you are already spooling.
3. If you want to stop spooling, select **Y**es. The spooling file is deleted, and the screen displays the Print menu. If you do not want to stop, select **N**o. Spooling resumes, and the screen displays the Print menu.

UNIT 2

PRINTING A DOCUMENT ON A DISK

MENU PATH: VW/Print/Disk

You can print a document on a disk in the same format as that file would print on a printer. This allows you to use VisiWord documents with other VisiCorp products, such as the VisiFile™ program. You can also print on a disk a document that does not include printer format information. See "Printing as an IBM DOS File" at the end of this unit for details.

In the VisiWord program, every document must have a *name* which is used to identify the document to the computer. These names can be:

- Up to 8 characters followed by a period (.) and an optional 3 character extension.
- The letters a through z in upper, lower, or upper and lower case.
- The digits 0 through 9.

Upper-case letters and lower-case letters are treated as the same letter. For example, Memo.ext and memo.ext refer to the same document. If you type a name that contains too many characters, the program automatically corrects it for you. For example, if you type memorandum.out as your name, the program corrects it to be memorand.out.

When you supply the name of a document, you must include where you want the document to be saved. If you include a drive name, for example, A:memo.ext, the document will be saved on the disk in that drive. If you do not include a drive name, the document is saved on the disk in the drive named as the Document Path. If you loaded the program from the VisiWord program disk, and if you have not changed the program startup settings, the Document Path is drive B:. If you installed the program on a hard disk, the Document Path is the hard disk drive letter. For details on the Document Path, see Appendix F.

To print a document to a disk:

1. From the editing screen, press **(ESC)** to use the menu.
2. From the Main menu, select **Print**. The editing screen clears, and the print screen appears.
3. Select **Disk**.
4. If your document has not been saved, you are reminded that it can be lost if you are printing an appended document. If you want to save your document now, select **No**. If you do not, select **Yes**.
5. You are prompted for a filename. Two options appear: List or Type-In.
 - a) If you select **List**, put the cursor on the name you want from the list using the arrow keys to move the cursor up and down. Use the **(PGUP)** and **(PGDN)** keys to see a list that is longer than one page. Press **(↵)** to choose the name, and press **(ESC)** to return to the menu.
 - b) If you select **Type-In**, type the name of the document, and press **(↵)**.
6. If a document exists with the name you chose, you must verify that you want to use the name. If you select **No**, you are returned to the Print menu. If you select **Yes**, the document will be copied on the disk.

You can stop the creation of the file by selecting **Abort**. When copying is complete, the screen displays the Print menu allowing you to go on to other VisiWord functions.

PRINTING AS AN IBM DOS FILE

MENU PATH: VW/Print/Model

You can print a document to a file that can be used by IBM DOS. This file does not include headers, footers, and blank lines that form page boundaries or top of forms. This information is included when you print on a disk.

To print a document to an IBM DOS file:

1. From the Print menu, select **Model**.
2. Using the arrow keys, move the cursor to the line that reads Print as IBM Dos file and press **(↵)**.
3. Select **Quit**.
4. Select **Disk**, and follow the steps for printing on a disk earlier in this unit.

UNIT 3

STOPPING THE PRINTER

When you are printing a document directly on a printer, a print message appears on the screen allowing you to stop printing at any time. To make the printer pause, select **P**ause. Select **R**esume to continue printing. Select **A**bort to stop the printing entirely. If you abort the printing, the program returns to the Print menu.

When you are spooling a document, you can stop the printing at two different times. When you spool a document, it is first copied to a temporary file, and then printed from that file. While the document is copied, a print message appears on the screen. You can stop the creation of the temporary file by selecting **A**bort.

You can stop spooling at any time. If you are on the editing screen, and want to stop printing the document being spooled, press **(ESC)**. Then follow these steps:

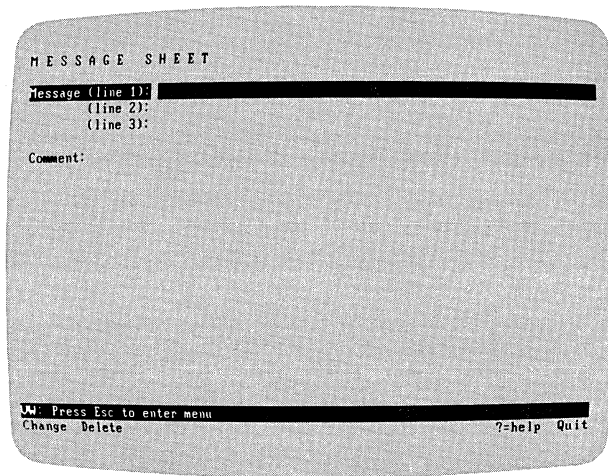
1. Select **P**rint. The editing screen clears, and the print screen appears. The print screen indicates that spooling is in progress.
2. Select **S**pool. The program reminds you that you are already spooling.
3. If you want to stop spooling, select **Y**es. The spooling file is deleted, and the screen displays the Print menu. If you do not want to stop, select **N**o. Spooling resumes, and the screen displays the Print menu.

UNIT 4 DISPLAYING MESSAGES WHILE PRINTING

MENU PATH: VW/Layout/Message

You can write messages, insert them into a document (they are not displayed on the editing screen), and display them on the screen while the document is printing. The printer stops printing until you respond to the message. For example, if you have to change print wheels in the middle of a document, you can insert a message to remind you. When it's time for the new wheel, printing stops until you tell it to continue.

You create messages and insert them into your text using a Message Sheet. Figure 6-2 shows a sample Message Sheet.



021-012/P

Figure 6-2. Sample Message Sheet

The message can have up to three lines of text. You can put a message at the beginning of a document or on the line after a required return. To create a message:

1. Put the cursor on the editing screen where you want the message to appear. Press **(ESC)**.
2. From the Main menu, select **Layout**.
3. Select **Message**. The Message Sheet appears on the screen, with the cursor highlighting the first message line.
4. Using the **(↑)** and **(↓)** keys, position the cursor where you want to type the message.
5. Type your message. You can put up to 60 characters on each line of the message.
6. Press **(ESC)** twice to return to the editing screen.

A theta (θ) appears in the left border of the editing screen on the line where you inserted the Message Sheet.

The message does not appear on the screen until you print the document. When the message appears on the screen, printing pauses. You can now do what your message prompts; then select **Resume** or **Abort**. If you select **Abort**, printing stops immediately and the print screen is displayed. If you select **Resume**, printing continues.

If you are spooling your document and you go on to editing another document, the message still appears on your screen. When the message is detected, your current editing is interrupted, the printer stops, and the message is displayed. You must respond to the message before you can return to your editing. Select **Resume** to continue printing, or select **Abort** to stop the printing. The editing screen reappears.

If you print your document on a disk, the message is not processed.

DELETING MESSAGES

To delete a message from a document:

1. Press **(ESC)** to use the menu.
2. From the Main menu, select **Layout**.
3. You must put the cursor on the line with the Message Sheet that you want to delete. You can do this from the Layout menu. Select **Next** or **Prev** depending on where the message appears in your document. If it appears after the cursor position, select **Next**. If it appears before the cursor position, select **Prev**.

When a format change is found, the cursor rests on the first character on the line where the format takes effect. A theta (θ) appears in the left border on that line. In the Layout menu, above **Next** and **Prev**, is a row of hyphens. When the cursor rests on a line that contains a message, the last hyphen is replaced with an **M**, for example, ----**M**.

If no format change is found, the cursor remains in its original position, and the editing screen is displayed.

Select **Next** or **Prev** until the cursor rests on the line with the Message you want to delete.

4. Select **Message**. The Message Sheet appears on the screen.
5. Press **(ESC)** to use the menu.
6. Select **Delete**.

The message is deleted from the document.

UNIT 5 CHANGING PRINTER FORMAT SPECIFICATIONS

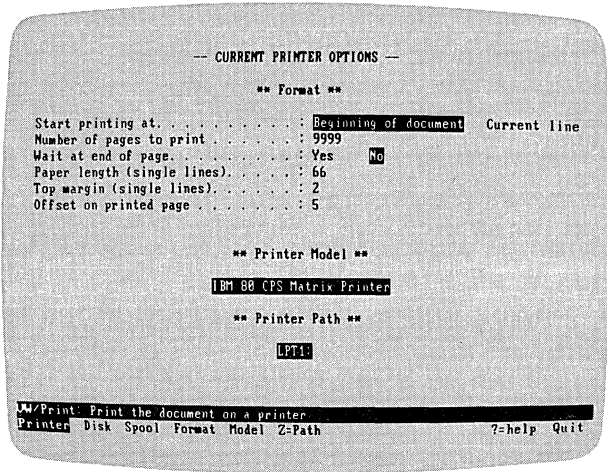
MENU PATH: VW/Print/Format

In addition to printing your document in the special formats set with the Layout menu options (for example, Format Sheet or Ruler), you can also specify printing formats. Printer formats can be set just before you start printing.

Normally, a document prints from the beginning to the end, using your specified paper lengths and margins. However, you can change the following instructions at print time without altering the formats already set in the document itself:

- Where in the document to start printing.
- How many pages to print.
- How long the paper is.
- Whether to pause after printing each page.
- How far from the top of the paper the first character prints (Top Margin).
- How far from the left edge of the paper the first character prints (Printer Offset).

All of these values are listed on a *print screen* that appears when you select **Print** from the Main menu. If you have not changed any of the print settings, the print screen should look like Figure 6-3.



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Figure 6-3. The Print Screen

Each of the following format settings on the print screen affects the physical appearance of your printed document.

Start printing at allows you to specify where in your document you want to start printing. Normally, you start at the beginning of the document. If you do want to start at the beginning, you do not have to change this setting. However, you are not required to start printing at the beginning. If your document has headers or footers, they will print regardless of whether the Header/Footer Sheets are in the section of the document you are printing. The text you print appears at the top of your paper but under the header. For example, if you start printing in the middle of a page, the first line appears at the top, the last line appears in the middle, and the rest of the paper is blank. The next page prints from the top of the paper as normal. You cannot start printing in the middle of a line.

Number of pages to print allows you to print a specific number of pages at one time. For example, suppose you have a 10 page document, but you only want to print the first page. If you set the number of pages to 1, only the first page prints. You can print up to 9999 pages per document.

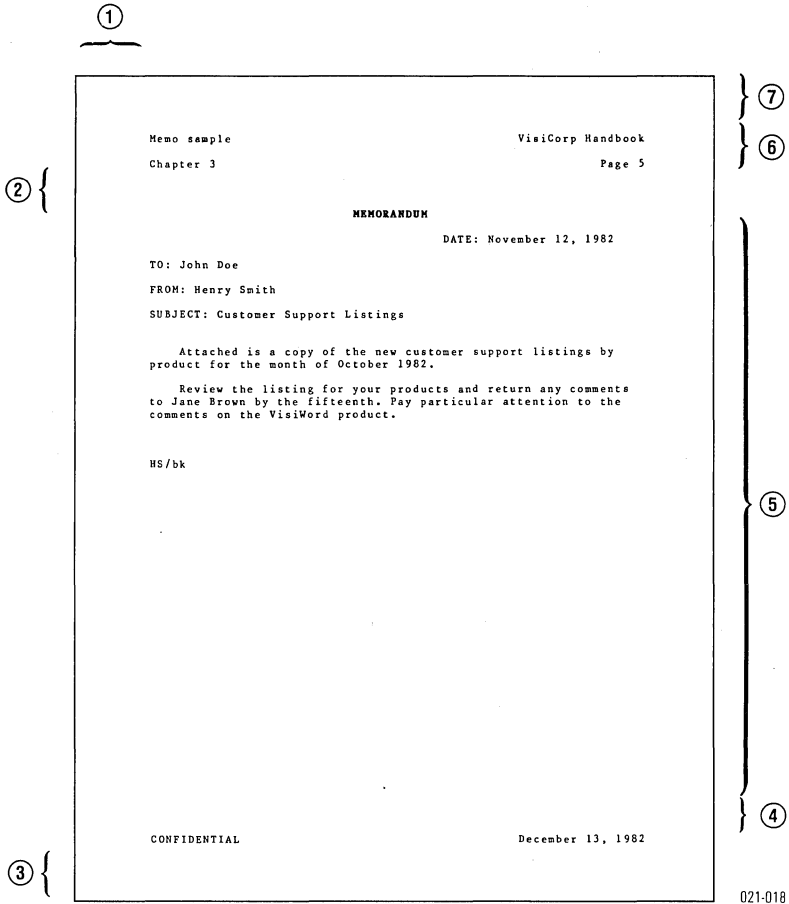
Wait at end of page allows you to stop printing at the end of each page of a document. The printer stops on the line you designate as the paper length. When the printer stops, you can continue printing or stop printing entirely. If you want to continue, select **Resume**. If you want to stop, select **Abort**. If you select **Abort**, you are returned to the Print menu.

Paper length allows you to specify the length of your paper. The standard length of a page is 66 lines. However, this value can differ for special forms or legal paper.

Top margin allows you to specify how many lines you want between the top of the paper and the first line of printed text. The standard number of lines is 2. If you have a header in your document, the top margin is measured from the top of the paper to the first line of the header.

Offset on printed page allows you to specify how many columns you want between the left edge of your paper and the first character of printed text. The standard offset is 5 columns.

Figure 6-4 shows a document printed using three of these printer formats.



- ① Paper offset (5 columns)
- ② Space between header and text (3 lines)
- ③ Footer
- ④ Space between text and footer (2 lines)
- ⑤ Body of document
- ⑥ Header
- ⑦ Top margin (2 lines)

Figure 6-4. Sample Document with Top Margin, Offset, and Page Length Specified

To change these format instructions:

1. If you want to specify a starting point other than the beginning of the document, position the cursor where you want printing to start. Press **(ESC)** to use the menu.
2. From the Main menu, select **Print**. The editing screen clears, and the print screen appears.
3. Select **Format**.
4. Using the **(↑)** and **(↓)** keys, position the cursor over the instruction you want to change.
5. You enter new values in two ways, depending on how the settings are displayed:
 - a) If two or more settings are displayed, use the **(←)** and **(→)** keys to position the cursor over the option you want.
 - b) If one value is displayed, type the new value over the existing one.
6. Continue with step 5 until all of the options are set as you want them. Press **(ESC)** to return to the menu.

These format settings remain in effect until you reset them or you reload the program. However, none of the Format Sheets in the document itself are changed.

UNIT 6

SENDING SPECIAL INSTRUCTIONS (SETUP STRINGS) TO THE PRINTER

MENU PATH: VW/Layout/Format
VW/Layout/Char/1 through 4

You can take advantage of special capabilities provided by your printer using *setup strings*. A setup string is a sequence of characters that sends specific instructions to your printer. Each printer model uses different setup strings. To find out what the setup strings are for your printer, see your printer manual.

Many setup strings contain nontext characters. For example, the string “ $\wedge H0F$ ” means “start printing compressed characters” to the IBM 80-Character-Per-Second Matrix Printer. Using the VisiWord program, you enter these nontext characters as normal characters. When the document is printed, the program interprets the string using the code defined in Table 6-1.

Table 6-1. Nontext Character Code for Printer Setup Strings

Character Typed	Meaning
$\wedge C$	The Control Key
$\wedge E$	The Escape Key
$\wedge H$	The following number is hexadecimal
$\wedge R$	Carriage Return
$\wedge L$	Line Feed
$\wedge \wedge$	\wedge

For example if the setup string you want is “ $\wedge H0F$ ” you would type $\wedge H0F$ when defining your string (see the following section for details). The printer begins printing compressed characters when it comes to the instruction \wedge .

USING SETUP STRINGS

You do not type your setup string directly into your document. To use the capabilities of your printer, you must do two things before printing:

1. Define your setup string in a Format Sheet.
2. Mark the text where the special printing format will take effect.

You define your setup strings using a Format Sheet. To do this:

1. From the editing screen, press **(ESC)** to use the menu.
2. From the Main menu, select **Layout**.
3. Select **Format**. The editing screen clears and a Format Sheet appears.
4. Using the **(↑)** or **(↓)** key, position the cursor on User setup string 1.
5. Type the setup string you need using the characters in Table 6-1. The string can be up to 10 characters.
6. Continue with steps 4 and 5 until all of the setup strings you want are defined.

You define most setup strings in pairs: the first turns on the special printing feature and the second turns it off. The VisiWord program does not understand user-supplied setup strings. Therefore, your printer may not stop printing in the special format until you explicitly tell it to with another setup string. Consequently, you must define the pair of setup strings.

7. Press **(ESC)**.

The Format Sheet disappears, and the screen displays the Main menu.

Having a setup string defined does not automatically start the printer printing with the special option. You must mark where you want the setup string to be in effect. To mark the text:

1. Position the cursor in the text where you want the special printing feature to start.
2. Press **(ESC)** to move to the Main menu.
3. Select **Layout**.
4. Select **Char**.
5. Select the number which corresponds to the setup string you want. The first marked character appears in inverse video (dark characters on a light background) on the editing screen.
6. If you want to continue this special feature over more than one character, press **(F2)** the Again key. The next character appears in inverse video. Continue pressing the **(F2)** until all the text you want to have special printing appears in inverse video.
7. If you have to explicitly turn off the special formatting, you must go through this procedure again selecting the number which corresponds to the second setup string.

You are now ready to print your document.

CHAPTER 7

Sample Applications

This chapter provides three sample applications designed to show you how to format a variety of commonly used documents. You can use these formats as guidelines for your documents and for practice on formatting quickly.

Each sample application has two parts: explanations and sample illustrations. On the right hand page is a printout of a sample document with circled numbers pointing to differences in formatting. On the left hand page, each format is explained to show you how the sample was produced.

SAMPLE 1

- ① *RIGHT JUSTIFY TEXT*- Manual Reference: Chapter 5, Unit 2.
Set general format of memo to right justify.
Press **(ESC)** and select **L**ayout, then **F**ormat.
Move cursor to Right Justification. Use **(I)** or **(I)** key.
Move cursor to Yes. Use **(=)** or **(=)** key.
Press **(ESC)** twice.
- ② *CENTER TEXT*- Manual Reference: Chapter 5, Unit 6.
With cursor at the left edge of the screen, type **MANUAL
CONSULTING, INC.**
Press Center Line key **(F10)**.
- ③ *BOLDFACE TEXT*- Manual Reference: Chapter 5, Unit 7.
Move the cursor to the M in MANUAL (press **(HOME)**
or use arrow keys to do this).
Press **(ESC)** and select **L**ayout, then **C**har.
Press **(↓)**; then press Again key **(F2)** to highlight whole
title.

①

②

③

MANUAL CONSULTING, INC. (u)

(u) (F4) (F4) (F4) (F4) (F4) (F4) (F4) (F4) (F4) (F4) Date: 9/13/82 (u)

(u) To: (F4) (F4) Writing Staff (u)

(u) From: (F4) T. E. Horn (u)

(u) Re: (F4) Comments from TimeTron (u)

(u) As you know, TimeTron has returned the review copies of the Timing Board manuals. Their technical comments are minor. Please incorporate them as necessary. They wrote some comments that refer to our approved specifications. So that we can finish their manuals on schedule, we have agreed to make only the following changes: (u)

(u) (F4) a) (F4) Rename all "Parts" as "Chapters", and all "Modules" as "Units". (u)

(u) (F4) b) (F4) Include descriptive captions for all photographs, tables, and illustrations. (u)

(u) (F4) c) (F4) Include a glossary of terms in each manual. (u)

(u) You should ignore any other editorial comments. We are not sending the manual for another review cycle. If you have any problems, see me. (u)

SAMPLE 1

SAMPLE 2

- ① *SET DOCUMENT HEADER*—Manual Reference: Chapter 5, Unit 10.

Press **(ESC)** and select **L**ayout, then **H**eder.

Move cursor to:

1Left

1Right

2Center

3Left

3Right

Type:

Publications Process

September 17, 1982

CONFIDENTIAL

Chapter 3: Printing

Thomas Horn

Move the cursor to the line showing the number of lines following the header. Type **3**. Press **(ESC)** twice.

- ② *CLEAR AND SET STOPS*—Manual Reference: Chapter 5, Unit 3.

Press **(ESC)** and select **L**ayout, then **R**uler.

Type **C** at columns 5, 15, 20 30, 35, and 45.

Type **S** at column 55.

SET RIGHT MARGIN AT COLUMN 70

From the Ruler, type **G**. Type **70**. Press **(↵)**. Type **M**

Press **(ESC)** twice.

- ③ *CLEAR AND SET NEW STOPS*—Manual Reference: Chapter 5, Unit 3.

Press **(ESC)** and select **L**ayout, then **R**uler.

Move the cursor to column: Type:

25

C

30

S

40

C

45

S

55

C

60

S

- ④ *UNDERLINE TEXT*—Manual Reference: Chapter 5, Unit 7.

Type the number on the sample (50, 5,000, or 3.80).

Move cursor to first digit of the number (use **(←)** key).

Press Underline key **(F8)** until entire number is highlighted.

- ⑤ *DOCUMENT FOOTER*—Manual Reference: Chapter 5, Unit 10.

Type **(ESC)** and select **L**ayout, then **Z**=Footer.

Move cursor to 1Center and type **P**age 3-#.

Move cursor to 3Right and type **F**irst Draft.

1 Publications Process September 17, 1982
 Chapter 3: Printing CONFIDENTIAL Thomas Horn

2 When a manual is ready to print, bids are requested from at least 5 vendors. When all the bids are received, they are evaluated and the contract is awarded according to the procedures outlined in Section 5. When printed manuals are received from the vendor, a Cost Summary is then prepared using the format outlined below. (u)

(u)
 (u)
 (u)
 (F4)

Five manuals were printed in the month of September. The following lists the manuals, the number of pages, the number of copies printed, and the cost of each manual (u)

3

MANUAL (u)	PAGES/ea (u)	QUANTITY (u)	COST/UNIT (u)
User's Guide (F1)	75 (F1)	10,000 (F1)	1.70 (u)
Reference (F1)	150 (F1)	5,000 (F1)	2.05 (u)
Tutorial (F1)	35 (F1)	10,000 (F1)	2.40 (u)
Ref. Card (F1)	10 (F1)	15,000 (F1)	1.50 (u)
Exercises (F1)	50 (F1)	5,000 (F1)	3.80 (u)
TOTAL (F1)	320 (F1)	45,000 (F1)	11.45 (u)
AVERAGE (F1)	64 (F1)	9,000 (F1)	2.29 (u)

The Cost Summary is forwarded to the Publications Manager as the Action Required addressee and information copies are sent to Accounting and Finance. (u)

4

5

SAMPLE 2

SAMPLE 3

- ① *SET DOCUMENT HEADER*—Manual Reference: Chapter 5, Unit 10.

Press **(ESC)** and select **Layout**, then **Header**.

Move cursor to:

1Left

1Right

2Left

2Right

3Center

Type:

IBM PERSONAL COMPUTER

VISITREND/PLOT

Reference

User's Guide

SAMPLE PAGE

Move cursor to line showing the number of lines following the header.

Type **3**.

Press **(ESC)** twice.

- ② *SUBSCRIPTS*—Manual Reference: Chapter 5, Unit 7.

Type the letter or number to be subscripted.

Move the cursor back to the letter or number (use **(←)** key).

Press **(ESC)** and select **Layout**, **Char**, then **Below**

Continue typing document.

- ③ *SUPERSCRIPTS*—Manual Reference: Chapter 5, Unit 7.

Type letters to be superscripted (th).

Move cursor back to first letter to be superscripted (use **(←)** key).

Press **(ESC)** and select **Layout**, **Char**, then **Above**.

Press Again key **(F2)** to superscript the second letter.

Continue typing the document.

1

IBM PERSONAL COMPUTER
ReferenceVISITREND/PLOT
User's Guide

SAMPLE PAGE

☐ The formulas used by the Visitrend/Plot program in computing regressions are summarized here for your convenience. For additional information on these and related formulas, refer to current textbooks dealing with econometrics and statistics. ☐

☐ The values in formulas are defined as follows: ☐

☐ Let $X_j(i)$ = i^{th} data point from j^{th} independent series. ☐

☐ $m(i)$ = i^{th} regression coefficient. ☐

☐ $y(i)$ = i^{th} data point from dependent series. ☐

☐ The REGRESSION function calculates an ordinary least-squares linear multiple regression, such that: ☐

$$y(i) = B + m(1)x_1(i) + m(2)x_2(i) + \dots + m(5)x_5(i) \quad \square$$

☐ You must specify the dependent variable and from one to five independent variables from the series in memory. If you select more than five series for independent variables, only the first five are used. ☐

☐ The results of the regression include the name of the dependent variable, the range, and the number of data points. For each independent variable, the series name, coefficient, standard error, and t-statistic are displayed. ☐

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APPENDIX A USING YOUR PRINTER

The VisiWord program provides several options for you to print your documents. This appendix describes the supported printers and how to use them.

SUPPORTED PRINTERS

The startup printer for the VisiWord program is the IBM 80-Character-Per-Second Matrix Printer. The *Option Installation Instructions*, packed with the printer describe how to unpack, install, and checkout this printer. It also describes how to control the output by sending setup strings (or control codes) to the printer.

The VisiWord program also supports the following printers:

Parallel:

Epson 80-Character-Per-Second and 100-Character-Per-Second Matrix printers (with or without the Graftrax option)
NEC Spinwriter™ 7730 and 8023A printers

Serial:

QUME Sprint 9 printers
Diablo 630 printer
NEC Spinwriter™ 7710 printer

Serial or Parallel:

Okidata (Microline) 82A, 83A, or 84 printers
QUME Sprint 11 Plus printers

WARNING:

THE VISIWORD PROGRAM SUPPORTS A PRINTER LISTED AS Any other printer. IF YOU SELECT THIS AS YOUR MODEL, THE CHARACTER ATTRIBUTES IN YOUR DOCUMENT WILL NOT BE PRINTED. THIS INCLUDES PRINTER SETUP STRINGS. IF YOU INCLUDE ANY ATTRIBUTES IN YOUR DOCUMENT, THEY ARE IGNORED, AND THE DOCUMENT IS PRINTED AS THOUGH THEY DID NOT EXIST. HOWEVER, THE VISIWORD PROGRAM ALSO SUPPORTS A PRINTER LISTED AS Any other printer with setup strings. IF YOU SELECT THIS AS YOUR MODEL, THE CHARACTER ATTRIBUTES ARE IGNORED BUT THE SETUP STRINGS WILL BE PRINTED.

If you are using one of the supported printers, follow the installation and checkout procedures in its manual.

If your printer has a switch for performing auto line feeds, it must be set to OFF to be used with the VisiWord program.

CHANGING PRINTER MODELS

MENU PATH: VW/Print/Model

The standard printer for the VisiWord program is the IBM 80 Character-Per-Second Matrix Printer. When you initially load the program, this is the printer that is expected. However, you are not required to use this printer, and any supported printer can be selected as your printer. To select a different printer model:

1. From the editing screen, press **ESC** to use the menu.
2. From the Main menu, select **Print**. The editing screen clears, and the print screen appears showing the print formats in effect, and what the printer model and printer paths are.
3. Select **Model**. A list of supported printers appears on the screen. The standard printer is highlighted by inverse video (dark characters on a light background) and is marked by an asterisk (*).
4. Using the **↑** and **↓** keys, move the cursor to the printer model that you want. The asterisk remains in its original position.
5. Press the space bar. The asterisk moves to the model you chose.
6. Press **↵** to return to the menu.
7. If you want to change the printer model for this editing session only, select **Quit**. You return to the Print menu. If you want to change the printer model startup setting, select **Save**. The model you chose is put on the program disk.

If you want to return to the model that was selected when you first entered the Model menu, select **Restore**. If you want to use the model that was last saved to disk, select **Load**. Select **Quit** to return to the Print menu and the print screen.

CHANGING PRINTER PATHS

MENU PATH: VW/Print/Z=Path

When you load the VisiWord program, it sends all information to the LPT1: path. If your printer is not attached to that path, you can change it so that the information always goes to the right place.

There are four printer paths available through the VisiWord program: LPT1:, LPT2:, COM1:, and COM2:. If you are using a parallel printer, you must use LPT1: or LPT2:. If you are using a serial printer, you must use COM1: or COM2:.

To change the printer path:

1. From the editing screen, press **(ESC)** to use the menu.
2. From the Main menu, select **Print**. The editing screen clears, and the print screen appears showing the print formats in effect, and what the printer model and printer paths are.
3. Select **Z=Path**. A list of printer paths appears on the screen. The expected path is highlighted with inverse video.
4. Using the **(←)** or **(→)** keys, move the cursor to the path that you want.
5. Press **(ESC)** to use the menu.
6. If you want to change the path for this editing session only, select **Quit**. You are returned to the Print menu. If you want to change the program startup settings, select **Save**. The new path is saved on the program disk.

If you want to return to the path that was selected when you first entered the Path menu, select **Restore**. If you want to use the path that was last saved to disk, select **Load**. To return to the Print menu, select **Quit**.

Settings for Serial Printers

If you are using a serial printer, in addition to having the printer attached to the correct path, you can also set the baud rate, number of bits to transmit, and parity. If you have not changed the program startup settings, when you first load the VisiWord program, the baud rate is set to 1200, the number of bits is set to 7, and there is no parity. However, you are not required to use these settings. To change the settings:

1. From the editing screen, press **(ESC)** to use the menu.
2. From the Main menu, select **Print**. The editing screen clears, and the print screen appears, showing the print formats in effect, and what the printer model and printer paths are.
3. Select **Z=Path**. The possible printer paths, baud rates, number of bits, and parities appear on the screen.
4. Using the **(↑)** and **(↓)** keys, move the cursor to the option you want.
5. Using the **(→)** and **(←)** keys, move the cursor to the value you want.
6. Continue with steps 5 and 6 until all the options are set as you want them. Press **(ESC)** to use the menu.
7. If you want to change these settings for this editing session only, select **Quit**. You are returned to the Print menu. If you want to change the program startup settings, select **Save**. The new baud rate, number of transmission bits, and parity are saved on the program disk.

If you want to return to the settings in effect when you first entered the Path menu, select **Restore**. If you want to use the settings that were last saved to disk, select **Load**.

APPENDIX B

USING THE VISIWORD PROGRAM WITH THE VISIFILE™ PROGRAM

You can use the VisiWord program together with the VisiFile™ program to create *form letters*. A form letter is a letter that can be sent to several people without substantial changes. To produce form letters, you use the VisiWord program to enter and edit the letter. Then, you can merge a VisiFile *data file* with the VisiWord document to create the finished letters. This appendix describes only how to create documents that can be used by the VisiWord program.

FORM LETTERS

A form letter is a special function of the VisiFile program. To the VisiWord program, however, it is just another document. To use the two programs effectively, you must understand the following terms as described in the *VisiFile User's Guide*:

form letter skeleton: The basic text of the letter containing both the information that remains the same and the information that changes with each printing.

fields: The name given to the information that changes with each printing that appears in the form. You enclose a field in less-than (<) and greater-than (>) symbols. For example, <name>.

record: The actual information that changes with each printing.

data file: A list of records corresponding to the fields in one skeleton.

You can print one form letter for each record in the data file.

CREATING A FORM LETTER

You create the form letter skeleton using the VisiWord program. To do this:

1. Load the program and create the document just as you would any other. For instructions, see "Creating a Document" in Chapter 3.
2. Type the text as you want it to appear on the letter, until you want to enter a field.

Note:

You cannot highlight characters using underline, emphasis (boldface), superscript, subscript, or overstrike. You can include these attributes in the file, but nothing will transfer to the actual form letter.

3. Enter the field. Field names must be entered exactly as they are defined in the data file. Uppercase and lowercase letters are significant. Spaces within the field must be shown. For example, to use the field with the name "firstname", you type:
Dear <firstname> ,
4. Continue typing the skeleton until all of the text and fields have been entered.

You can now save your document. You do not have to do so. However, if you think you may want to revise the skeleton, you should. You save a form letter skeleton just as you would any other document. For instructions, see "Saving a Document" in Chapter 3.

SENDING A FORM LETTER TO A DISK FILE

The VisiFile program takes the form letter skeleton, enters the specific data in place of the field names, and prints the form letters. Before it can do any of these functions, you must make the skeleton an ASCII (American Standard Code for Information Interchange) file so that the VisiFile program can read it. To do this:

1. Load the form letter skeleton just as you would load any other VisiWord document. See "Loading a Document" in Chapter 3 for details.
2. Press **ESC** to use the menu.
3. From the Main menu, select **Print**.
4. Select **Model**. The list of available printer models appears on the screen. One of the models is highlighted with inverse video and marked by an asterisk (*).
5. Using the **↑** or **↓** keys, move the cursor to the line that reads **Print as IBM DOS file** and press the space bar. An asterisk (*) appears on that line indicating a change.

6. Press **↵** to return to the menu.
7. Select **Quit**. The Print menu reappears.
8. Select **Disk**. You are prompted for a file name. **Do not use the same name that you saved the skeleton under.** If you do, you will be unable to use that file again.
9. Select **Type-In**. Type the new name of the document and press **↵**. If the file is stored on a disk in a drive other than the drive indicated by the document path, you must include the disk drive in the name. For example, A:myfile.

The document is copied onto the disk, and the print screen and Print menu appear. Your file is now in a form that can be used by the VisiFile program. For instructions on how to create the data file and print your form letters, see Chapter 6 in the *VisiFile User's Guide*.

Note:

The VisiWord program automatically inserts a form feed at the end of the letter.

APPENDIX C

USING THE VISIWORD PROGRAM WITH THE VISICALC® PROGRAM

You can include VisiCalc® spreadsheets in your VisiWord documents. You use the VisiCalc program to enter and calculate the data. Then, using the VisiWord program, you can merge the files together to create the finished document. This appendix describes how to create the VisiCalc file so that the VisiWord program can use it, and how to put the files together to create the finished document.

CREATING THE VISICALC FILE

You create the VisiCalc file just as you would any other VisiCalc file. So that the VisiWord program can read the information, you have to print the VisiCalc file onto a disk using the Print command, as described in your VisiCalc manual.

Note:

The resulting VisiCalc file is an IBM DOS text file in ASCII (American Standard Code for Information Interchange) format, not a DIF™ file.


USING THE VISICALC FILE

Once you have printed the VisiCalc file onto a disk, you can use it in a VisiWord document. You can load the file or include it in another file, just like any other VisiWord document. For instructions on loading and including documents, see "Loading a Document" and "Including One Document Within Another" in Chapter 3.

Note:

The margins of your VisiCalc file may be longer than those set for the VisiWord document. To avoid incorrect line wrapping, insert a new Ruler with a right margin set to the same length as your spreadsheet line lengths *before* including or loading the file. For example, if your column width in the VisiCalc file is set to 9 and your file has 10 columns, the line length of your VisiCalc sheet is 90. You would need to reset the line length (right margin) in the VisiWord document to 90.

APPENDIX D ERROR MESSAGES

This appendix lists all of the error messages that can appear when you are using the VisiWord program and explains how you can fix the problem or eliminate the error. In general, messages that refer specifically to flexible disks will not appear if you have a hard disk. Error messages, when incurred, display on the line above the menu. To make the message disappear, press  as instructed at the end of each error message.

Append file not found.

You have a document that is to have another file appended to it, but VisiWord cannot find the second file. Be sure you have entered the correct name on the Append Sheet and that the flexible disk containing the second document is inserted in the correct drive.

Cannot access data on drive XX.

You tried to complete some process in drive XX; however, the VisiWord program cannot get to the data. Be sure there is a flexible disk in that drive, that it is the correct disk, and that it is not write-protected. Try again.

Cannot append. No Append Sheet exists.

You tried to load a file using Append, but no Append Sheet is defined at the end of the first file. You must reload the first file, insert an Append Sheet as its last line, and save the file. Try again.

Cannot access data on drive XX.

You tried to complete some process in drive XX; however, the VisiWord program cannot get to the data. Be sure there is a flexible disk in that drive, that it is the correct disk, and that it is not write-protected. If you are on a hard disk system, be sure you are in the correct directory, as only documents in the current directory are accessed. Try again.

Cannot delete the only window.

You tried to close a window (Windows/Close) and you only had one window on the screen. Use Delete/Memory if you wish to clear the screen.

Cannot initialize disk.

You tried to initialize a new flexible disk (Storage/Maintenance/Initialize); however, the process could not be completed. Be sure there is no write-protect tab on the disk to be initialized. If necessary, use another disk. Try again.

Could not access the spool file.

Could not create the spool file. Check the disk.

For both of these messages, your flexible disk is not ready to receive information, or it is full. Check your disk drive to make sure there is a disk, it is correctly inserted, and it is not write-protected. Try the command again. If the error persists, your disk could be full. Insert another disk or delete some documents and try again.

Could not find "search string."

You entered a specific word or phrase to find in your document; however, the VisiWord program could not find it. Be sure all words are spelled correctly, all spacing is correct, and capitalization is correct. Try again.


Could not save in the control file. Check the disk.

You tried to save new startup settings for printer paths or models. The file needed to do this, CONTROL.VW, is not in the drive that contains the VisiWord program. Check to see that your VisiWord program disk is in the correct drive. If it is, copy the CONTROL.VW to your program disk. The file can be copied from any VisiWord program disk.

Default file cannot be saved.

You created a default document that is too large to be saved on the VisiWord program disk. You must edit your document to make it smaller. If you are using flexible disks, be sure the program disk is not write-protected. If you are on a flexible disk system, you may need to erase any previous DEFAULTS.VW file.

Delete a sheet only after a required return.

You tried to delete a Format Sheet, Ruler, Message Sheet, Append Sheet, or Header/Footer Sheet after text with no required return. Re-enter the editing screen and go to where you want to edit the format. Press  to enter a required return. Then you can delete the sheet.

De-spooling to the printer. Abort printing?

You made a second spool request before the first request finished. Once spooling has begun, it must be completely finished before another spool request can be accepted. If necessary, you can stop printing the first document.

Disk error reading spool file. Retry?

The spooler was unable to read from the spool file. The disk should be checked or replaced and another spool attempted.

Document name for VisiSpell cannot be saved. Check the disk.

You tried to use the VisiSpell program to check the spelling in your document; however, there is not enough space on your document disk for the VisiSpell file to be saved. You may need to delete some files or use a new disk.

Drive does not exist.

Drive XX is an improper drive.

Both of the above messages indicate you tried to read a document from or write a document on a disk in a drive that the program cannot find. First retype the command. If the error persists, you should check the document and spool paths that are listed under Storage/Maintenance/Path.

Error while reading the append file.

You tried to append a file to a current document, but the VisiWord program cannot read the file. Be sure you have the correct flexible disk inserted and that the file name is correct in the Append Sheet. Try again.

File xxxxxxxx not saved. Insufficient disk space.

Your disk is not ready to receive information, or it is full. Check your disk drive to make sure there is a flexible disk and it is correctly inserted. Try the command again. If the error persists, your disk or directory could be full. Delete some documents or insert another flexible disk and try again.

File xxxxxxxx cannot be accessed. Check the disk.

You tried to access a file that the VisiWord program cannot find. Try again. Be sure you spell the filename correctly and indicate the correct drive.

File xxxxxxxx cannot be read. Check the disk.

You tried to read a file that the VisiWord program cannot use. You should return to IBM DOS to see what the file contains. Then try again.

File xxxxxxxx not accessed. VisiWord file format error.

You tried to use a file that the VisiWord program can no longer use. This file was once in the correct format but is no longer. You cannot read the file using the VisiWord program.

File xxxxxxxx cannot be written. Check the disk.

You tried to write a file that the VisiWord program could not write. Be sure you have the correct flexible disk inserted and that it is not write-protected. Then, try again. You may need a new disk.

File xxxxxxxx could not be renamed.

The VisiWord program cannot rename your file. Try to rename the file using IBM DOS.

File xxxxxxxx exists, use another name.

You tried to rename a file using a name of another file. Try to rename it again with a unique filename.

File xxxxxxxx is too large, only partly included.

You tried to include (Storage/Include) a document that is too large for the VisiWord program. The program only includes as much of the document as possible. Although you cannot edit the rest of the document, the original text is not affected. You may wish to use Append, rather than Include.

File xxxxxxxx is too large, only partly loaded.

You tried to load a document that is too large for the available memory. This usually occurs when you have two windows open (Windows/Open). Close the lower window and try again.

File xxxxxxxx does not exist.

You tried to use a file that the program cannot find. You should check the directory of the disk first using Storage/Maintenance/List to see what files it contains. Then retype the command. The file you want may be on another disk.

File xxxxxxxx is an illegal filename.

The filename is not a legal name. Re-enter the name; make sure it is spelled correctly and is from one to eight characters long.

File xxxxxxxx not printed. Insufficient disk space.

A disk error was detected while printing to disk or writing the spool file to disk. Your disk or directory is probably full. Delete some documents or use a new flexible disk, if appropriate.


Formatting of your document has caused out of memory.
Abort printing?

You have made a change to a Format Sheet, Ruler, Message Sheet, Append Sheet, or Header/Footer Sheet that causes the document to take up more memory than is available. This may cause improper formatting of the document on the printer. The file should be split into two files.

Invalid number on Ruler. Try again.

You tried to move the cursor past the left or right boundaries of the Ruler. A Ruler can only go from 0 on the left to 255 on the right. Note that the total of the required indent and the margin cannot be greater than 255.


Insert the VisiWord disk.

You attempted to perform a task that requires the VisiWord program disk. Insert the VisiWord disk; then press  as prompted.

May not create that small a window.

You tried to create a window (Windows/Open) that contained less than three lines. Try again and make sure the window is at least three lines high.

Modify a sheet only after a required return.

You tried to edit or create a Format Sheet, Ruler, Message Sheet, Append Sheet, or Header/Footer Sheet after text with no required return. Re-enter the editing screen, and go to where you want to edit the format. Press  to enter a required return. Then you can modify the sheet.

No Help file available.

The HELP.VW file could not be read. Return to IBM DOS to be sure it is in the same drive as your VisiWord program.

Only ten files at a time can be deleted.

For the Delete command, you cannot choose more than 10 documents at one time. Unmark one of the files by moving the cursor to a selected filename and pressing the space bar.

One printer model must be selected.

You do not have a printer model selected. Select one and try again.

Only one window.

You attempted to switch to a second window, but there is only one window on the screen. Select Windows/Open if you wish to create the second window.

OUT OF SPACE. Please save document.

You have no more document memory. You must save your document immediately to avoid losing data or formatting. Refer to Appendix G for procedures to split your document before continuing editing.

Paths not saved. Check Program Disk.

You tried to create or change document or spooling paths (Storage/Maintenance/Path), but the settings were not saved on the program disk. Check to be sure the disk is not write-protected. The disk may be full. You may need to delete the DEFAULTS.VW file (Storage/Default) or some documents, as the path settings must be on the program disk.

Printer control file not found.

You tried to print, but the required file, CONTROL.VW, is not in the drive that contains the VisiWord program. Your document will be printed without any formatting. You may wish to abort printing. Check to see if the VisiWord program disk is in the correct drive. If it is not, insert the disk and try again. If it is, you must copy CONTROL.VW back to your program disk. The file can be copied from any VisiWord program disk.

Printer not ready. Retry?

Your printer is not ready to receive information. Make sure that it is plugged in, attached to the computer, turned on, on-line and has paper. Then, try again by selecting Yes.

Running low on space. Please save document.

You are approaching the limit to document memory. If you are not finished editing, you should define an Append Sheet and save your document. Then continue editing a new file to append. Refer to Appendix G for more specific procedures.

Spool file not found. Retry?

The original flexible disk to which the document was spooled has been removed, or there is a disk error. Be sure the correct disk is inserted.

Spooling drive can't be the same as drive with VisiWord disk.

You tried to send the spooling file to the same drive you are using for VisiWord program. It must be on a different drive. Spool the original document again, using a different drive.

Spooling has been aborted. Invalid spool file. Try again.

You switched flexible disks while spooling, but the program was not finished reading the temporary file into memory. The program found a temporary spool file on the new disk, but it is not the correct spool file for this document. You must spool the original document again.

Spooling in progress, printer is busy.

You tried to do a print operation while spooling. You can select Spool to abort the operation or wait until spooling is finished and try again.

The document is too large and usage is not available.

You selected Storage/Maintenance/Usage for usage statistics, but there is not enough memory to do the calculations. Refer to Appendix G for procedures to split your document into two smaller files.

You cannot put text on top of itself.

You tried to copy text to an area within the highlighted box being moved. Try the copy again to outside the box.

You cannot put a column here.

You tried to put a copy of a column in an area where the line length is not long enough, where there is not enough space, in the middle of a paragraph, on top of itself, or on a page break. You should insert a Ruler that extends the right margin or insert a new line. Then try to do the copy again.

You may replace only after a search.

You tried to replace a character sequence before you looked for the search string. You must search using Next or Prev, then replace the string.

Window already opened.

You attempted to open a third window (Windows/Open). Only two windows are allowed open at one time. You must Close the current second window, then Open a new one.

XX is an improper drive.

You tried to use a drive that cannot exist, for example, Z:. Retype the command and try again.

APPENDIX E PERTINENT FACTS ABOUT THE VISIWORD PROGRAM

- The editing screen is 78 columns wide by 20 columns long.
- The program startup format settings are:

	Category	Startup Value	Range of Possible Values
Format Sheet Settings	Line Spacing	single	one-half, single, one-and-one-half double
	Right Justification	no	yes, no
	Characters per inch	10	10, 12, and 15
	Lines per page	50	any value between 0 and 9999
	First Page Number	1	any value between 0 and 9999
Ruler Settings	Right Margin	65	any value between 1 and 255
	Stops for Tabs and Indents	Increments of 5	any position on the Ruler to the left of the right margin

- The maximum right margin is 255.
- A filename can be up to 8 characters long with a 3 character extension.
- The startup printer used with the VisiWord startup settings is the IBM 80 Character-Per-Second Matrix Printer.
- The startup path settings are: printer path—LPT1:, document path—B:, and spool path—B:. If you installed the VisiWord program on a hard disk, the document and spool paths are automatically changed to the hard disk drive letter.

APPENDIX F

CHANGING VISIWORD STARTUP SETTINGS

When you load the VisiWord program, startup settings are provided in the following areas:

- Format Sheets
- Ruler
- Program Path, Document Path, and Printer Path
- Printer Models

You can change one or many of these settings so that any time you load the VisiWord program, your particular settings will be in effect. This appendix describes the standard startup settings, how to change them, and how to use them.

STANDARD STARTUP SETTINGS

Table F-1. VisiWord™ Startup Settings

Category	Startup Value	Range of Possible Values
Line Spacing	single	one-half, single, one-and-one-half, double
Right Justification	no	yes, no
Characters per Inch	10	10, 12, and 15
Lines per Page	50	any value between 0 and 9999
First Page Number	1	any value between 0 and 9999
Right Margin	65	any value between 1 and 255
Stops for Tabs and Indents	Increments of 5	any position on the Ruler to the left of the right margin

Table F-1. VisiWord™ Startup Settings (Continued)

Category	Startup Value	Range of Possible Values
Document Path (the drive the program uses for document operations such as saving and loading)	Drive B:*	any valid disk drive
Spool Path (the drive the program uses for spooling operations)	Drive B:*	any valid disk drive
Printer Path (the parallel [LPT] or serial [COM] printer or printer card the program uses for the printing operations)	LPT1:	LPT1:, LPT2:, COM or COM2:
Printer Model	IBM 80 Character-Per-Second Matrix Printer	Diablo 630, Epson MX-80 or MX-100 with or without Gra trax, IBM 80 Character-Per-Second Matrix Graphics Printer, NEC Spin-writer models 3550, 7710, 7730, or PC-8023A-C, Okida (Microline) 82A, 83/ or 84, Qume Sprint 9/45 or 9/55, Qume Sprint 11 Plus, any teletype equivalent of the IBM 80 Character-Per-Second Matrix Printer

*If you installed the VisiWord program on a hard disk (see the *VisiWord Setup Information Guide*), the document and spool paths are initially set to the drive letter of that hard disk.

CREATING NEW STARTUP SETTINGS FOR FORMAT SHEETS OR RULERS

MENU PATH: VW/Layout/Format
VW/Layout/Ruler
VW/Storage/Default

You change the startup settings for Format Sheets and Rulers by creating a blank document. This blank document has the format that are saved with the Defaults option of the Storage menu and are put on the program disk. These formats will be loaded automatically when you start the VisiWord program. To do this:

1. From the editing screen, press **(ESC)** to use the menu.
2. From the Main menu, select **L**ayout.
3. Select **F**ormat or **R**uler, depending on which settings you want to change. If you want to change both the Format Sheet and the Ruler, select one and set its formats, then select the other and set its formats. Change the settings as you would in any other document. (See Chapter 5 for details on changing Format Sheets and Rulers.)
4. Press **(ESC)** to use the menu and select **S**torage. The editing screen clears, and the Storage menu appears.
5. Select **D**efaults.

The document containing the Ruler and Format Sheet settings is saved on the program disk. When you load the program and select **C**reate, these settings will be in effect. However, the document you create may be too large to fit on the program disk. If this occurs, the program does not save the document either on the program disk or on a document disk.

Note:

If you clear a document from memory using Delete/Memory or Window/Clear options, the program will use its original startup settings, not the ones you set. To use the new settings, you have to use the Storage/Load option. The file name to load is A:defaults.vw unless you installed the program on a hard disk drive. In that case, substitute the hard disk drive letter for A in the file name.

Note:

If you have only flexible drives, you can have either a defaults.vw file or a file containing new disk paths, not both. If you want to create a new defaults.vw or path file, delete the old file first, then create the new one.

CREATING NEW SETTINGS FOR MODELS OR PATHS

MENU PATH: VW/Print/Model
 VW/Print/Z = Path
 VW/Storage/Maintenance/ = Path

When you first use the VisiWord program, it expects you to be using the startup equipment. This means that you have two disk drives (drive A contains the program disk and drive B contains the document disk) and an IBM 80-Character-Per-Second Matrix printer. You are not, however, required to have this equipment. You can change the startup settings to reflect your equipment. The following sections describe how to do this.

Note:

If you installed the VisiWord program on a hard disk (see the *VisiWord Setup Information Guide*), the startup settings have already been changed for you. The program assumes the hard disk drive contains both the VisiWord program and the document disk.

Changing Disk Drive Paths

A disk *path* is the location (the drive) where the VisiWord program expects to send information for documents (saving, loading, etc.) and for spooling. For example, when you first load the program, it expects all documents to be saved on the disk in drive B unless you specifically tell it to save the document somewhere else. There are two types of disk paths: *document paths* and *spool paths*. A document path is the drive where the program will automatically save documents or load documents. The spool path is where the program copies files before it prints them. To change these paths:

1. From the editing screen, press **(ESC)** to use the menu.
2. From the Main menu, select **Storage**. The editing screen clears, and the storage screen appears. The storage screen tells you the Document Path, Spool Path, and current document name.
3. Select **Maintenance**.
4. Select **Path**. The disk path assignments appear on the screen.
5. If you want to change the document path, type the new disk drive name. For example, **C:** if you have a third disk drive. If the document path is correct, press **(1)**.

WARNING:

IF YOU HAVE ONLY FLEXIBLE DRIVES AND IF YOU CHANGE THE DOCUMENT PATH TO A:, BE SURE THAT YOUR *DOCUMENT* DISK IS IN DRIVE A WHEN YOU SAVE DOCUMENTS TO DISK. IF YOU SAVE A DOCUMENT TO DISK WHILE THE VISIWORD PROGRAM DISK IS IN DRIVE A, YOU MAY PERMANENTLY DAMAGE THE VISIWORD PROGRAM DISK.

6. If you want to change the spool path, type the new disk drive name. For example, **C:** if you have a third disk drive.
7. When you have changed the paths, press **(ESC)**.
8. Select **Save**.

The new disk paths are put on the program disk.

If you want to put the values back to what they were when you first selected **Z=Path**, select **Restore**. If you want to put the values back to what currently resides on the disk, select **Load**.

Changing Printer Paths and Models

When you load the VisiWord program, it expects you to have an IBM 80 Character-Per-Second Matrix printer that receives its information through path LPT1: (a designation for a parallel printer). If you have a different kind of printer or you want to use a path other than LPT1:, you can do so using the **Print** option. For details, see Appendix A.

SINGLE DRIVE SYSTEMS

The VisiWord program startup settings assume that you have a system with at least two disk drives. If you have a single drive system (one disk drive), you must change the Document Path and Spool Path settings on the storage screen to reflect drive A. When you do this, the VisiWord program will save and load documents with the proper disk drive, and prompt you when it is necessary to swap the program disk and document disk.

To permanently change the Document Path and Spool Path:

1. Load the VisiWord program (see Chapter 2, Unit 1 for instructions). The Initial menu appears.
2. Select **Create** from the Initial menu. Press **(ESC)**.

3. Select **S**Storage from the Main menu. The Storage menu appears.
4. Select **M**Maintenance; then select **P**Path. The cursor highlights Document Path on the screen.
5. Type **A**: then press the **(↓)** key. The cursor highlights Spool Path.
6. Type **A**: again then press **(ESC)**. The Disk Path menu appears.
7. Select **S**Save. The new settings are saved on the program disk.
8. Press **(ESC)** to return to the editing screen.

The new settings for Document Path and Spool Path will be in effect whenever you load the VisiWord program and select **C**reate from the Initial menu.

APPENDIX G

DOCUMENT SIZE CONSIDERATIONS

The VisiWord™ program allows you to do a variety of word processing activities such as writing memos, maintaining form letters on file to be used as needed, or creating longer documentation such as proposals or books. If you are producing a large document (see next paragraph), we recommend that you write it in sections (chapters). These sections can then be stored as separate documents, but edited and printed sequentially (such as a book) using the Append feature of the VisiWord program.

If you are using VisiWord under DOS 1.1 in a 192K system, you have enough memory to create documents equivalent to 25 to 50 typewritten pages (depending on the length of each page). If you have DOS 2.0 in a 192K system, you have space to create documents from 20 to 40 typewritten pages (depending on the page length). Any additional memory which you add on will be used for document space. As discussed previously, it is recommended that you create smaller documents, and Append them rather than create one very large document. It is much easier to work with small documents than it is large ones, and you will also avoid any space problems.

If you do create a large document which approaches the memory limits of your system, one of two messages displays on the screen. The first of these tells you that you are running out of space. As soon as you finish the sentence or paragraph you are working on, you should save your current document. If this is done, you will not lose any data nor any formatting you have entered for this document.

The second message displays when there is no more space left for further entries. At this point, you are out of space to do more editing on your document. This is equivalent to running out of paper for your typewriter. You can no longer work on your document until you solve the problem, i.e., get more paper. You **must** stop editing and save your document. If you are not at the end of the document, you must split it into two smaller documents if you wish to continue editing.

Both of the memory conditions are explained below, along with the steps you need to take to save your document and continue processing.

LOW-ON-SPACE CONDITION

When this condition occurs, the following message displays on the screen:

WARNING: RUNNING OUT OF SPACE. Please save document. Press **(↵)**.

This message tells you that you are getting close to the end of the memory space you can use to work on this document. In general, the recovery procedure is to save the current document, delete memory, and create smaller documents if you wish to continue editing. The Append option of the Visiword program allows you to link several documents together as one. You create separate documents and connect them with an Append Sheet at the end of each. The amount of memory used is less than for the entire document and therefore processing (editing, saving, printing, etc.) is faster.

If You Have Completed Editing Your Document

1. From the editing screen, press **(ESC)** to use the menu.
2. From the Main menu, select Storage.
3. Select Save.
4. If the document you want to save was previously saved, its name displays on the screen. To use that name, select Yes; then select Yes again to overwrite the existing file. The current document is immediately saved.
5. If no document name is displayed or if you don't want to use that name, you have two choices: List and Type-in. Use List to use a name that is already on file; use Type-in to enter a new name.
6. If you select List, you must verify that you wish to use that name. If you select No, the document is not saved and you are returned to the Storage menu. If you select Yes, the document is saved, and you are returned to the Storage menu.
7. Press **(ESC)** to return to the editing screen, or select Quit to return to the Main menu.

If You Have Not Completed Editing Your Document

1. At the end of your line or paragraph, press **(↵)** to insert a required return.
2. Press **(ESC)** to enter the Main menu.

3. Select Layout, then Append. The editing screen clears and an Append Sheet appears. The Append option of the Visiword program allows you to link documents together and move easily from one to another for editing or printing. The amount of memory required is only that necessary for the current document.
4. Type the name of the next document you wish to edit. This document is appended to the first document.
5. You can enter a message, a comment, or both preceding the appended document. Neither of these will appear in the printed document; they only display on the screen. The comment lines appear on the Append Sheet. The message appears on the editing screen before the second document is loaded and might indicate where the appended document is located.
6. Press **(ESC)** to return to the Append menu.
7. Select Quit twice to return to the Main menu.
8. Select Storage, then Save to save your current document with the Append Sheet.
9. Select Quit to return to the Main menu.
10. Select Delete, then Memory to remove the current document from memory.
11. You can now begin the new document you defined on the Append Sheet.

OUT-OF-SPACE CONDITION

When this condition occurs, the following message appears:

ERROR: OUT OF SPACE. Please save document. Press **(↵)**.

This message tells you there is no more working space left in memory. You **must** immediately save your document at its current point. If you wish to continue editing, you can split your document into two smaller documents that can fit into the memory space. The procedure to divide your document is summarized below. Detailed steps follow.

- Save the entire current document (named DOC, for example).
- Delete the second half of the document; create an Append Sheet for the remaining portion (the second half) using a name such as DOC2; save the first half with a new name (e.g., DOC1).
- Create a new document (DOC2) containing the second half of the original document by reloading the original document into memory and deleting the first half.

The first half of the original document is now one document (DOC1); the second half of that original document is a second document (DOC2), appended to the first half. Both of these documents are small enough to be worked with in computer memory.

When you get the "ERROR: OUT OF SPACE..." message, follow the steps below to avoid losing any text or formatting data:

1. Press the **(↵)** key as prompted to return to the Storage menu.
2. Select Save to save the current document (e.g., DOC) on disk. Respond Yes twice to replace the file on disk with the current document.
3. Move the cursor approximately halfway through the document, then delete the remainder of the document. If you cannot delete text in blocks, use the **(F5)** key to delete one line at a time until you have enough memory to delete blocks.
4. Press the **(↵)** key at the end of the document to insert a required return. Then define an Append Sheet:
 - a. Press **(ESC)** to use the menu.
 - b. From the Main menu, select Layout.
 - c. Select Append. The editing screen clears and an Append Sheet appears.
 - d. Type the name of the document you want to append (the next to be edited, e.g., DOC2).
 - e. You can enter a message, a comment, or both on the Append Sheet. Neither of these will appear in the printed document; they are only displayed on the screen. The comment lines appear only on the Append Sheet. The message appears on the editing screen before the second document is loaded.
 - f. Press **(ESC)** to return to the Append menu.
5. Select Quit twice to enter the Main menu.
6. Select Storage, then Save to save your document (e.g., DOC1) with the Append Sheet defined.
7. Select Load to reload the original document (DOC).
8. Press Quit to enter the Main menu.

9. Select **Delete/Text** to delete the first half of the original document. The remaining text is the document (DOC2) to be appended to the first half (DOC1). If you cannot delete text in blocks, use the **(F 5)** key to delete one line at a time until you have enough memory to delete blocks.
10. Select **Storage/Save** to save this document on disk. Use the **Type-in** option to assign the name you entered in the **Append Sheet** for this document (e.g., DOC2).

You have now split your original document into two documents that are small enough to fit into memory. Continue to watch for the message warning you that memory space is running low. At that point, be sure to save your document and create another document that can be appended (see **Low-on-Space Condition**).

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- command*: An instruction to the program, usually given by pressing a key, to do a calculation, screen display or other function.
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(F10) key, 1-6, 2-12, 2-14,
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 field name, B-2
file: Information, such as a
 document, that is stored
 on disk.
file name: The name used to
 refer to documents loaded
 from or stored on a disk.
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 appear at the bottom
 of each page in a
 printed document but not
 on the editing screen.
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 which you define the
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 form document, 3-25
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format: The physical
 appearance of a printed
 document or a document
 on the editing screen.
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 indicator, 5-6, 5-9
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 Format option, 2-7 to 2-8
 Layout menu, 5-3, 5-7 to
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Format Sheet: A screen that
 allows you to set and
 change the physical
 appearance of a
 document.

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- (F6) key, 1-6, 2-14, 4-6, 4-9 to 4-10
- (F7) key, 1-6, 2-16
- (F8) key, 1-6, 2-14, 2-16, 5-30
- (F9) key, 1-6, 2-14, 4-13, 4-19
- (F10) key, 1-6, 2-12, 2-14, 2-16, 5-27

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Ghost hyphen: A hyphen that does not appear on the screen, but will appear when printing if the printer breaks an end-of-line word at the syllable where the ghost hyphen is placed.

ghost hyphen, 5-33 to 5-34

Goto command, 5-17, 7-6

greater than symbol (>), 2-12

H

Handling disks, 1-5

header: Lines of text that appear at the top of each printed page of a document but not on the editing screen.

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Header option, 2-7 to 2-8, 5-3, 5-36 to 5-42

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Header Sheet: The screen on which you define the header for a document.

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Highlighting: Boldface, Underline, Superscripts, Subscript, and Overstrike, 5-28

(HOME) key, 1-7, 2-15, 4-3 to 4-4

Home position: The upper-left corner of the editing screen.

home position, 4-3 to 4-4

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Hyphen option, 2-7 to 2-8, 5-33 to 5-34

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- IBM DOS Format command, 2-17
- IBM Keyboard, 1-6 to 1-7
- Ignore option, 2-7 to 2-8, 4-19, 4-21
- include*: To incorporate a complete document within another document.
- Include option, 2-7 to 2-8, 3-23 to 3-24
- Including One Document Within Another, 3-23
- indent*: A temporary left margin set for a number of lines terminated by a required return. You insert a required indent by pressing **(F4)**.
- indent
 - command, 5-5, 5-19
 - key, 1-6, 2-12, 2-14, 4-5, 5-5, 5-15, 5-24
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- Indent command, 5-5, 5-19
- Indenting Paragraphs, 5-24
- Initial menu, 2-7 to 2-8
 - Create option, 3-3 to 3-4
 - Revise option, 3-9
- initialize*: To prepare a disk to store documents.
- Initialize option, 2-7 to 2-8, 2-17 to 2-18
- (INS)** key, 1-7, 2-15, 2-16, 4-7 to 4-8
- insert*: To add text without deleting existing text.
In the VisiWord program, the new text is inserted to the left of the cursor pushing the existing text to the right.
- insert, 2-15, 2-16, 4-7 to 4-8
- Insert and Over-Type, 4-7
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- inverse video*: Dark characters on a light background on the screen.
- inverse video, 2-9, 2-12, 4-12, 4-15, 4-18, 5-8, 5-18, 5-29, 6-19

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- lines per page, 5-3 to 5-5, 5-10, F-1
- List option, 2-7 to 2-8, 3-7, 3-17
- listing document names, 3-17
- load*: To put a program or document into computer memory.
- Load option, 2-7 to 2-8, 3-8, 3-10
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 - documents, 3-8 to 3-10
 - documents into windows, 4-27
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 - List option, 3-17
 - Path option, F-3 to F-5
 - Rename option, 3-13 to 3-14
 - Usage option, 3-15 to 3-16
- margin*: The left and right boundaries in a document.
- Margin command, 5-18
- margins, 1-1
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- memory, 1-4, 2-3 to 2-4, 3-4, 3-8, 4-27, G-1 to G-5
- Memory option, 3-4, 3-26 to 3-27
- menu*: A list of program options.
- menu, 2-5 to 2-10
- Menus, 2-5
- Message option, 2-7 to 2-8, 6-10 to 6-12
- Message Sheet, 2-12, 6-10 to 6-12
- minus sign, 5-17, 5-19
- monitor*: The video display unit of the computer.
- Model option, 2-7 to 2-8, A-4, B-2 to B-3
- move*: To remove text from one place, and put it into another place in the same document or another document.

Move menu, 2-7 to 2-8
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Moving the Cursor From One Window to Another, 4-24

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New Page key (**F3**), 1-6, 2-12, 2-14, 5-35

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nontext character: A character sent to the computer by pressing a special key, such as the (**ESC**) key.

nontext character, 6-18

nontext character code, 6-18

Nontext Character Code for Printer Setup Strings, 6-18
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one-half spacing, 5-3 to 5-5, 5-10, F-1

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option: The choices available in a command or a menu.

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overstrike, 5-28, 5-31 to 5-32

overstrike character, 5-31

Overstrike option, 2-7 to 2-8, 5-28, 5-31 to 5-32

over-type: To add text by typing directly over and deleting existing text.

over-type, 2-15, 2-16, 4-7 to 4-8

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paper length, 6-13 to 6-17

paragraph symbol, 2-12, 4-6

parallel printer, 6-4 to 6-5, A-3 to A-6, F-2

parity, A-6

path: 1) The place (disk drive) to or from which information, documents, or data are being transferred. In the VisiWord program, there are document path, spool path, and printer path.
 2) The menu path is the set of options chosen to get to the current menu; for example, VW/Layout/Char.

path

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 - printer, 6-4, A-5 to A-6, F-2 to F-5
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 - spool, 3-5, 3-10, F-1, F-3 to F-5
- Path option, 2-7 to 2-8
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- PGUP** key, 1-7, 2-15, 3-17, 4-3 to 4-4, 4-6
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- pound sign (#), 5-5, 5-39, 5-41
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 - Layout menu, 5-20
- print format, 6-13 to 6-17
- Print menu, 2-7 to 2-10
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 - Format option, 6-13 to 6-17
 - Model option, 6-8, A-4, B-2 to B-3
 - Path option, A-5 to A-6
 - Printer option, 6-3 to 6-5
 - Spool option, 6-5 to 6-6
- print message, 6-4, 6-10 to 6-12
- print screen, 6-3 to 6-5, 6-14
- printer
- format, 6-13 to 6-17
 - model, 6-8, A-4, B-2 to B-3,
 - offset, 6-13 to 6-17
 - option, 6-3 to 6-5
 - path, A-5 to A-6

printer offset: The number of spaces between the edge of the paper and the first printed character.

Printer option, 6-3 to 6-5

printing

- an appended document, 3-22
- a document, 6-1
- on a printer, 6-3 to 6-6
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Printing Directly, 6-3

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program path, F-1

program startup settings, 3-3, 3-26 to 3-27, 5-3 to 5-4, E-1, F-1 to F-5

prompt: A question or comment written by the program that appears on the line above the menu or on the screen.

prompt messages, 2-9

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Rename option, 2-7 to 2-8, 3-13 to 3-14

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repeated searches, 4-20

Replace option, 2-7 to 2-8,
4-22

replacement string: The sequence of characters that replaces the sequence that was looked for in your document and found.

replacement string, 4-22

Replacing Characters, Words, or Phrases, 4-21

required equipment, 1-4 to 1-5

required hyphen, 5-33

required indent: A temporary left margin set from the Ruler and terminated only by changing the setting on the Ruler; it differs from the indent key (**F4**) in that it ignores required returns.

required indent, 5-5, 5-15

required return: A forced ending to one line that begins another line. You insert a required return by pressing **↵**.

required return, 1-7, 2-12, 2-15, 4-5 to 4-7, 4-11, 5-5, 5-8

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right justification, 5-11, 5-22

right margin, 3-3, 4-6, 5-3 to 5-5, 5-15, 5-18, C-2, F-2

Ruler: 1) A line at the top of the editing screen that shows the columns, margins, and stops in a document.
2) The line that lets you change the right margin, stops, and required indents.

Ruler, 2-11, 3-3, 5-3 to 5-6,
5-15 to 5-23, F-1 to F-3

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Sample Header Sheet and

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Sample Message Sheet, 6-10

Sample Table of Numbers,
5-21

save: To store a document on a data disk for later retrieval.

Save option, 2-7 to 2-8, 3-5 to 3-7

Saving a Document, 3-5

screen: The video display of the computer.

screen

clearing, 3-3 to 3-5, 3-8, 4-27

dimensions, 2-12

editing, 2-10 to 2-12, 4-3 to 4-8, 4-23 to 4-25

symbols, 2-12

- search string*: The sequence of characters you are looking for in a document. You type these characters after selecting Find.
- search string, 4-19 to 4-22
- Seeing What Formats Are in Effect, 5-6
- select*: To choose a menu option: 1) by moving the cursor over the option and pressing 2) or by pressing the first letter of the option.
- select, 2-9 to 2-10
- Selecting a Menu Option, 2-9
- self-loading, 2-19
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- Sending Special Instructions (Setup Strings) to the Printer, 6-18
- sequence of characters, 4-19 to 4-22
- serial printer, 6-4 to 6-5, A-3 to A-6, F-2
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- Set command, 5-18
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- Setting Character Spacing, 5-12
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- Setting Line Spacing, 5-10
- Setting Lines Per Page, 5-13
- Setting Required Indents, 5-19
- Setting the First Page Number, 5-14
- Setting the Right Margin, 5-18
- Settings for Serial Printers, A-6
- setup string*: Special instructions sent to a printer.
- setup strings, 6-18 to 6-19, A-1, B-2
- shadow cursor, 2-11, 5-15
- sheet*: One of the special screens in the VisiWord program that lets you change settings.
- sheet
- Append, 3-18 to 3-22
 - Footer, 5-3, 5-6, 6-14
 - Format, 2-12, 5-3 to 5-14
 - Header, 5-3, 5-6, 6-14
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- size percentage, 3-15
- skeleton, B-1
- space bar, 3-11, 4-5, A-4, B-2
- Special Function Keys, 2-14
- Splitting the Screen Into Two Parts, 4-23
- spool*: To simultaneously print one document and edit another. Spooling temporarily saves a document on disk, then feeds it to a printer while you do other VisiWord functions.
- Spool option, 2-7 to 2-8, 6-5 to 6-6
- spool path, 3-5, 3-10, F-1, F-3 to F-5
- spooling, 6-5 to 6-6
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- startup format settings, 3-3, 3-26 to 3-27, 5-3 to 5-4, F-1
- startup setting file name, 3-27, F-3

stop: A mark(!) on the Ruler indicating the columns where the cursor will move to when you press Tab, Decimal Tab (**F1**), or Indent (**F4**).

stop,

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store: To put (save) a document on a data disk for later retrieval.

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Load option, 3-8 to 3-10

Maintenance menu, 2-17 to 2-18, 3-11 to 3-17, F-3 to F-5

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string: A sequence of characters.

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superscript, 5-28, 5-31, 7-6 to 7-7

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tab: To move the cursor to the next stop (!) on the Ruler. In the VisiWord program, tabbing only moves the cursor on a line that contains text. On a blank line, tabbing inserts spaces into the text.

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tab stop, 2-11, 5-5, 5-15, 5-24

temporary file, 6-5, 6-6

temporary left margin, 4-7,

5-24

text: A set of characters. In the VisiWord program, you can delete, copy, and move text.

text buffer: An area in computer memory that can contain lines of text deleted from the editing screen using the Delete Line key (**F5**) or Delete EOL key (**F6**).

text

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copying, 4-14 to 4-15, 4-25 to 4-27

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IBM® Personal Computer
VisiWord™
60950-2210 4/83

SETUP INFORMATION GUIDE

for the
IBM® Personal Computer

VISIWORD™



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VISIWORD™ SETUP INFORMATION GUIDE

If you own the IBM® Personal Computer XT, you can load the VisiWord program either from the flexible disk or from the fixed disk. The *VisiWord QuickStart™ Course* tells you how to load the program from the flexible disk. We recommend, however, that you install (copy) the VisiWord program onto the fixed disk and load the program from the fixed disk. The program will run faster and be more convenient to use.

To install the VisiWord program on your fixed disk:

1. Follow the instructions in the *IBM Disk Operating System* manual to initialize your fixed disk, and install and load the DOS 2.0 program onto the disk.
2. The C> prompt appears. If you installed the DOS program onto a different fixed disk drive (named d:, e:, or the like), that drive letter shows in place of the C. Substitute that drive letter for C on all of the remaining instructions in this guide.
3. If you want to put the VisiWord program in its own directory on the disk, use the MKDIR command to create the directory. Then use the CHDIR command to transfer into that directory. The MKDIR and CHDIR commands are explained in the *IBM Disk Operating System* manual.
4. Type **a:** and press .
5. Put the VisiWord program disk in the flexible disk drive.
6. From the A> prompt, type **install c:**. (Remember to substitute the alternate drive letter if necessary.) Press .
7. Wait while the VisiWord files are copied to your fixed disk. When the procedure is finished, the message VisiWord installation completed appears. If the message VisiWord installation failed appears, repeat step 6, being careful to type the correct drive letter.

Now that you have installed the program, store the VisiWord program disk in a cool, dry place for safekeeping. Load the VisiWord program by following the steps below:

1. With the DOS A> prompt showing, type **C:VW**. Press . If you installed the program in its own directory (see step 3 above), each time you load the program from now on you must first use the CHDIR command to transfer into the VisiWord directory.
2. After a minute, the VisiWord screen appears.

Now turn to the *VisiWord QuickStart Course*. Follow the step-by-step instructions to learn to use the VisiWord program.

Throughout the *VisiWord QuickStart Course* and the *VisiWord User's Guide*, the IBM Personal Computer XT *fixed disk* is referred to as the *hard disk*.