THE
APPLE WRITER II
HANDBOOK for the IIe

**Can also be used
with the new IIc**

**Includes five ready-to-use
form letter programs
and an appendix for II+ users.**

Kate Lee Johnson

THE
APPLE WRITER II
HANDBOOK

THE

APPLE WRITER II

HANDBOOK for the IIe

Kate Lee Johnson

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                                  I I T T T E
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          P L L L E E E W W W R R R I I I I T T T E E E
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                              I I T T
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Introduction

Apple Writer is the most popular word processing program for the Apple IIe computer (as well as the II+). One reason for its immense popularity is that it is very easy to learn. It has comparatively few commands. And most of the more frequently used commands are easy to remember because their command letters reflect their functions. You press the **CONTROL** key and **B**, for instance, to move to the beginning of the text on your screen, and **CONTROL** and **E** to move to the end. **CONTROL** and **L** lets you load a file from the disk, and **CONTROL** and **S** lets you save a file on a disk. **CONTROL** and **F** tells Apple Writer that you want to find a certain word or phrase in your text, while **CONTROL** and **G** lets you insert complicated words or phrases from a special glossary file so you don't have to keep typing them. Other commands are listed on convenient displays called *menus,* from which you select a command by typing a single letter. You can use the control commands or call the menus onto the screen at any time while you are typing or editing text.

But Apple Writer's easy-to-learn command structure is not the only reason its users praise it. Entering text—which can be complicated on some systems—is also very easy with Apple Writer. All you have to do is type. You don't have to make format decisions before you know what your complete text will consist of. And you never have to reformat your text on the screen just because you made a few changes. Once you have finished entering and editing a document, you just call the Print/Program Menu onto the screen and select the margin settings, line spacing, paragraph indentation, and the kind of justification you want. Apple Writer even gives you preselected settings (called default settings) to use as a guide. Then, if you need to, you can also set the automatic page numbering, change paper length, center lines on the page, or enter headers and footers to be printed on every page—all from the same menu.

Editing, too, is quick and easy with Apple Writer—whether you need to make a few changes or do a major rewriting job. You can move anything from a single character to a large block of paragraphs with a few simple "cut and paste" commands. With the find command, you can search for specific words or phrases in your text and replace them, if necessary, either one at a time or all at once. You can also use the find command to delete unwanted text or to move quickly through a long document. You can even use it as a "shorthand" command to enter text faster.

Need to turn lowercase letters into uppercase? Apple Writer's automatic case change command lets you do it in a flash, whether it's a single letter or an entire document—without erasing anything. In fact, you can replace just about anything in your text; Apple Writer's replace command lets you type right over text, replacing it as you type.

You can also use Apple Writer to compare different documents on the screen, set up extra-wide tables and lists, build documents like contracts and agreements from stock paragraphs on a disk, check your printing format with a quick screen display before actually printing it, create special print and tab formats and then save them on a disk for future use . . . and to perform a multitude of other typing and editing tasks that can be difficult, tedious, and time-consuming on a typewriter.

And the best part is, you choose the level of automation you want. You can use Apple Writer as a sophisticated correcting typewriter, or you can take full advantage of its automating power with Apple Writer's own mini-progamming language, WPL (Word Processing Language). The Apple Writer Master disk already contains several useful programs: one that finds and replaces words in different files right on the disk, one that automatically prints several files in succession, one that chainprints several files as one document, and one that moves files from one disk to another, to name a few.

In addition to the WPL programs on your Apple Writer Master disk, we have included several ready-to-use form letter programs in this book. You just enter and save them on a disk, and then use them any time to merge your mailing list with form letters of your own design. You can write virtually any kind of form letter and print out hundreds of personalized copies with matching envelopes or mailing labels—all without learning the first thing about WPL.

This book is designed to help beginners learn Apple Writer and to aid intermediate and advanced users in expanding their utilization of the program's options. After a brief introduction to the computer and the Apple Writer program, the basic text entering and editing commands are described step by step. Each step is illustrated and fully explained so you can't get confused. If you stop after learning this basic material you'll have automated your paperwork to a great degree. But you'll find you don't have to stop there. The rest of the book is designed for use as a desk reference, and it is organized around the results you

want. There are sections on entering and editing text, formatting and printing, and running off form letters. Each section is broken down into specific tasks, like "Entering Control Commands," "Saving Your Tab Settings" and "Giving Yourself a Message with the Insert Command," all of which are indicated with bold page headings and tabs cross-indexed to the table of contents.

Each section is complete and self-contained. What you need to know has all been brought together under one roof. You won't have to search for pieces of information scattered throughout the book. When the time comes that you want to move text around in a document, turn to the section on moving text (page 77). When you want to compare documents, see the section on making comparisons (page 71). When you want to know how to enter complicated text quickly, turn to the section on the glossary command (page 46) or using the find command as shorthand (page 53). If you know what you want to do, you can quickly find out how to do it by using the table of contents and page tabs, which were specially designed to make this book an easy-to-use desk reference. If you want ideas, you can browse through the table of contents and see what the possibilities are.

The Notation Used in this Book

Throughout this book symbols are used to indicate keys that you have to type to perform Apple Writer commands or special characters that you will see on your screen. Here is a summary of the symbols used and the keystrokes they refer to:

[]

refers to the **CONTROL** key. It works much like the shift key when you are entering Apple Writer commands: you hold it down while you press another key. **CTRL** also refers to the **CONTROL** key.

[B]

and similar two-key command symbols with a letter enclosed by the square brackets tell you to hold down the **CONTROL** key while you press another key to complete the command. In this example you would hold down the **CONTROL** key while you typed the letter **B** on the keyboard to move the cursor to the beginning of the file on the screen. Although keystrokes are always indicated with uppercase letters, it doesn't really matter whether you use upper- or lowercase letters in the actual commands.

[Q]G

is an example of a three-key command symbol in which you press the **CONTROL** key and another key to call a menu to the screen and then type a third character by itself to enter a selection from the menu, thus completing the command. In this example, you would hold down the **CONTROL** key while typing **Q**. This would call the Additional Functions Menu to the screen. You would then type **G** to indicate your selection of Toggle Carriage Return Display. You must release the **CONTROL** key before typing the third keystroke. If you don't, Apple Writer will not accept the menu selection.

RETURN

refers to the carriage return key located on the right-hand side of your keyboard. You use this keystroke to end paragraphs, to enter blank lines, and as the final keystroke in a number of commands.

ESC

refers to the escape key, labeled **ESC** on your keyboard and located in the upper left-hand corner. You use this key primarily to change from the Data Line display to a display of your tab settings or to turn off the Data Line display (see page 37). You can also use it to interrupt printing (see page 144).
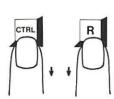
TAB

refers to the tab key. You use this key to move the cursor to tab stops (see page 39). If you are using a II+, you don't have this key, but you can use **[I]** to tab (see page 39).

DEL

refers to the **DELETE** key located in the upper right-hand corner of your keyboard. You use this key to delete characters to the left of the cursor position, as you would use the backspace-erase key on a correcting typewriter.

refers to the special functions key to the left of the space bar.

refers to the special functions key to the right of the space bar.

]

refers to the carriage return symbol you see in your text when you turn on the carriage return display. You will see this character in every place where you pressed the **RETURN** key while entering text.

[

refers to the escape symbol you see in your text when you embed an escape command to obtain one of the special print enhancement features (see page 133).

1

The Computer and Apple Writer

Introduction to Apple Writer

Apple Writer continues to be one of the most popular word processing software packages because it has a lot of power and yet is very easy to learn. Here is a quick overview of some of the ways Apple Writer can make your writing and typing tasks easier than you ever imagined they could be:

FIND AND REPLACE

```
<   Z Mem:46715 Len:  130 Pos:  130 Tab:  129 File:

Find and Replace: You can find specific words or phrases in your text and
replace them with something else with a single command.
```

```
[F]ind :
```

Find and Replace: You can find specific words or phrases in your text and replace them with something else with a single command. Use this function to replace a word repeated throughout the text each time it occurs or all at once. Use it to correct misspellings that you notice far away from where you are now typing. Use it to delete an unwanted word without the bother of moving through all of the text to find it. Or just use it to take you quickly through an entire file to search for possible mistakes. (See page 63.)

GLOSSARY

```
<   Z Mem:46512 Len:  333 Pos:  333 Tab:  332 File:

Glossary: Apple Writer's glossary function makes entering long or unfamiliar
words over and over again a breeze!  Just assign the word a one-letter
designator when you enter it in the glossary file; then when you need to insert
it in your text, you insert the entire word by using only a two-key command
(three for Apple II+ users).
```

```
[G]lossary(?=Define/*=Purge) :
```

Glossary: Apple Writer's glossary function makes entering long or unfamiliar words over and over again a breeze! Just assign the word a one-letter designator when you enter it in the glossary file; then when you need to insert it in your text, you insert the entire word by using only a two-key command (three for Apple II+ users). You type the word itself only once! (See page 46.)

JUSTIFICATION

Left justified text
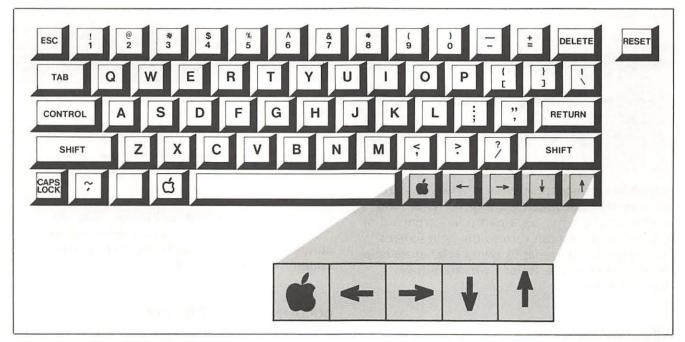
```
Justification: With Apple Writer, you can align the text on the page in
four different ways.  If you want your printout to have an evenly
aligned left margin, you use LEFT JUSTIFY, and if you want an evenly
aligned right margin, you use RIGHT JUSTIFY.  You use FILL JUSTIFY to
align both margins and CENTER JUSTIFY to center each line on the page.
```

Fill justified text

```
Justification:  With  Apple Writer, you can align the text on the page in
four  different  ways.    If  you  want  your  printout  to have an evenly
aligned  left  margin,  you  use  LEFT JUSTIFY, and if you want an evenly
aligned  right  margin,  you  use RIGHT JUSTIFY.  You use FILL JUSTIFY to
align  both  margins  and CENTER JUSTIFY to center each line on the page.
```

Justification: With Apple Writer, you can align the text on the page in four different ways. If you want your printout to have an evenly aligned left margin, you use LEFT JUSTIFY, and if you want an evenly aligned right margin, you use RIGHT JUSTIFY. You use FILL JUSTIFY to align both margins and CENTER JUSTIFY to center each line on the page. (See page 119.)

EASY CURSOR MOVEMENT

Moving the cursor is easy with Apple Writer for the IIe (II+ users should see the Appendix on page 185). By using the arrow keys, you can move the cursor up, down, left, or right with only one keystroke. Or if you want to move several characters or lines at a time, all you do is hold down the key while you press one of the arrow keys. And a quick two-key command will take you to the beginning or end of a file in a flash.

APPLE WRITER COMMANDS

Apple Writer Commands: By using the **CONTROL** key, which is indicated by [] when it is used with a letter command (e.g., [R] or [G]), you can make standard character keys perform many useful editing functions. This uncomplicated design makes it easy for you to move quickly anywhere in your document and type in a correction or delete and insert words, phrases, or even entire paragraphs at a stroke. You can also easily reformat a document with various margin settings, find and replace words or phrases, and print out a document.

SPEED AND ACCURACY

Uncorrected

Corrected

Speed and accuracy: You will never again have to retype an entire page because of just one error. All you will have to retype are changes or corrections. For instance, once you have entered or edited a form letter or document, you can use it over and over again by merely changing the date, names, and key words or phrases.

Speed and Accuracy: You will never again have to retype an entire page because of just one error. All you will have to retype are changes or corrections (see page 63). For instance, once you have entered or edited a form letter or document, you can use it over and over again by merely changing the date, names, and key words or phrases.

HELP WHEN USING APPLE WRITER

```
  HELP SCREEN MENU

A. Command Summary
B. Cursor Movement
C. Upper/Lower Case Change
D. Delete/Retrieve Text
E. Tabs
F. Glossary
G. Saving Files
H. Loading Files
I. Find/Replace Text
J. Embedded Print Commands

   Press RETURN to Exit
   Enter Your Selection (A - J) :
```

Help When Using Apple Writer: When you are working on a document with Apple Writer and you forget the letter for a particular command or how to use it, you can turn to the help screens. Each major function has its own explanatory help screen and all of the screens are listed on a convenient menu.

WORD WRAPAROUND

Word wraparound off

```
>    Z Mem:46684 Len:  161 Pos:    0 Tab:    0 File:

Word Wraparound: When typed characters go beyond the width of the screen, Apple
Writer automatically brings the last full word down to the next line (this Appl
```

Word wraparound on

```
>    Z Mem:46683 Len:  162 Pos:    0 Tab:    0 File:

Word Wraparound: When typed characters go beyond the width of the screen, Apple
Writer automatically brings the last full word down to the next line (this
Apple ◄
```

Word Wraparound: When typed characters go beyond the width of the screen, Apple Writer automatically brings the last full word down to the next line (this Apple Writer feature is called word wraparound). You don't have to worry about entering a carriage return at the end of each line as you do with a typewriter.

EMPHASIZING KEY WORDS OR PHRASES

The screen
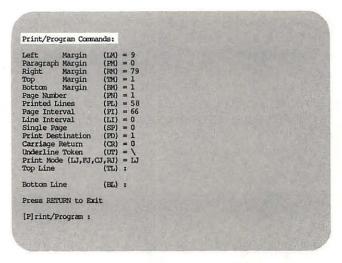
```
<    Z Mem:46695 Len:  150 Pos:  149 Tab:  148 File:

Emphasizing Key Words or Phrases: You can choose a number of ways to make key
words or phrases stand out, including [*boldfacing[& and \underlining\.
```

The printout

```
Emphasizing Key Words or Phrases: You can choose a number of ways to
make key words or phrases stand out, including boldfacing and
underlining.
```

Emphasizing Key Words or Phrases: You can choose a number of ways to make key words or phrases stand out, including boldfacing and underlining (see page 133).

DOCUMENT FORMAT IS EASY

```
Print/Program Commands:

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

Bottom Line           (BL) :

Press RETURN to Exit

[P]rint/Program :
```

Document Format Is Easy: You don't have to worry about margins, paragraph indentations, spacing, or any other format decision until your document is completely finished and ready for printing. Then you simply choose the format features you want from a convenient menu, preview what the printed copy will look like on the screen (Apple II+ users do not have this option), and print it out (see page 117).

The Computer System You Need

Although a computer isn't essential for good communications, it can save you a great deal of time and effort. You will see as you proceed through this book that using your Apple computer and Apple Writer will not only speed up and simplify your writing and the preparation of correspondence but it can also open new opportunities for improving the quality of your communications. A computer can speed the preparation of letters and other documents, store them for future use, print them quickly and accurately so they can be sent to one person or even hundreds of people, and then even print out the envelopes or mailing labels.

Because a computer can handle information in so many different ways, it is considered a general-purpose machine, whereas a typewriter, which has only one function, is a single-purpose machine. When you use your computer as a word processor it can perform many functions, and you determine the specific function you need by the software you use.

Software, or the program, is the set of directions that tells the computer what to do through specially coded instructions. If you want to use your computer to create and edit letters or reports, you can use prepackaged word processing software, such as Apple Writer, which is described in this book. For example, if you want to send a personalized copy of the same letter to everyone on your mailing list, you can use a form letter program written in Apple Writer's own simple programming language which is designed to make form letters look as if each letter has been done separately. If you want to make quick and easy corrections in a letter before printing it out, all you need to do is give Apple Writer a few simple commands. Your wish is literally Apple Writer's command. In short, Apple Writer can easily turn your Apple personal computer into a sophisticated word processor. And you don't have to know much about computers or anything at all about programming languages to use Apple Writer effectively.

But software is only part of the complete computer system you will need.

A system consists of interdependent parts working together as a whole, much like a stereo system. Putting together a computer system, however, is not as simple as putting together something like a stereo system where virtually all available components interact with each other and the only choices you have to make are about quality. With the rapid growth of computer technology, a variety of competing and often incompatible products have come on the market. Many of these system components do not work with other brands, and even when they are supposed to, only a few people have enough expertise to explain to the novice how to put them together correctly. This situation is called the "compatibility problem." Eventually the industry will establish standards to solve it (some people are predicting the early to mid-1990s), but until then, we not-very-knowledgeable consumers will have to settle for being very careful in our selection of computer system components.
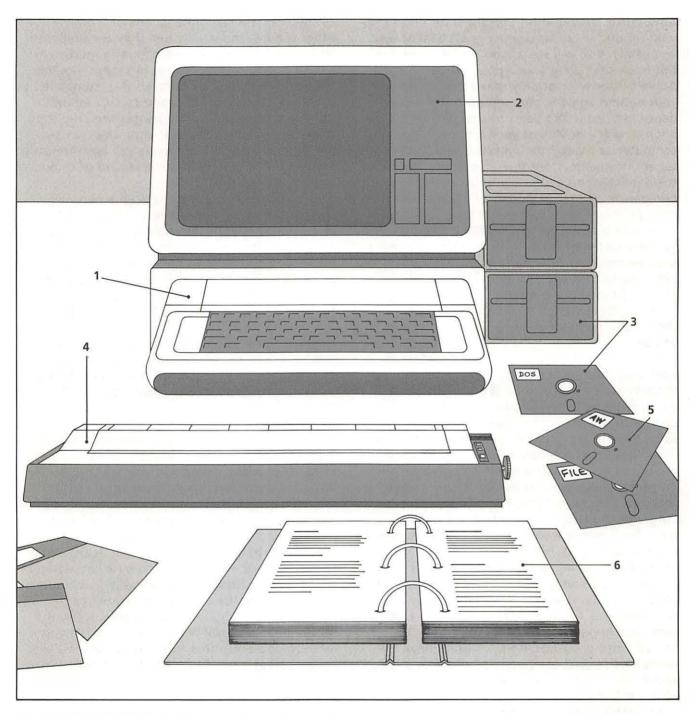
If you have shopped for or used a personal computer system, you may have already encountered the compatibility problem. For instance, the computer company representative will tell you everything you want to know about the computer; the software company spokesperson can explain everything about the software you are interested in; while someone from the printer manufacturer will advise you about their printers. But hardly anyone will be able to tell you how the software running on your computer interacts with your printer. Obviously, once you've bought a system, you won't be able to solve a compatibility problem by yourself. All you can do is avoid the problem.

The best way to skirt the compatibility problem is to deal with the issue head-on by doing careful research on each component you are considering buying. Select brand-name components with proven customer support. Let others do your testing for you and buy only products that have passed a threshold of consumer acceptance. Also make sure that you select a reliable dealer—preferably someone recommended by a knowledgeable or trusted friend. Even though the computer field is growing too rapidly for anyone to comprehend it completely, a knowledgeable dealer is a useful guide and will work with you while you learn to operate your system (lots of dealers are now offering a few hours of "free" training as part of package deals—take them up on it!). Once you have found a dealer you think you can trust, ask for compatibility demonstrations of the specific components you're considering purchasing.

The computer system you need to use this book is composed of reliable products that have passed the consumer test and that work well together. We've selected only the essentials—the bare minimum—you need to form a functioning system. We've also suggested some accessories that will expand the capabilities of the basic system. These accessories are optional, however, and for further advice about them you should consult your dealer.

The Computer System You Need, Continued

1 *An Apple IIe personal computer*
2 *Display monitor*
3 *Disk drives and floppy disks*
4 *Printer*
5 *Apple Writer*
6 *Reference books*

The Apple Writer II Handbook

There are six essential parts to the computer system you need (see diagram) in order to use Apple Writer. Each part is discussed briefly here.

1. An Apple IIe Personal Computer: This book is written primarily for the Apple IIe user but the program will also run on the new Apple IIc and the Apple II+. Apple II+ owners should refer to the appendix which explains all the major differences between the IIe and the II+. Apple Writer, whether the IIe, IIc, or the II+ version, is designed to run only on an Apple computer. This makes your selection of a computer very easy once you have decided that Apple Writer is the word processing program you want to use. Some extras that will help you utilize Apple Writer more easily and fully:

Extra Memory: If you use Apple Writer primarily for letters or other short documents, the 64K of memory that comes in the box-stock IIe is ample. But if you plan to work on longer documents, you might want to consider installing an extra memory board to expand your IIe's memory. The more internal memory your computer has, the less often you will have to "piece together" segments of a document from separate files on the disk.

An 80-Column Text Card: The 80-column card expands the width of your screen display from the regular 40 columns to 80 columns. This means you can view twice as much text on the screen at once and you have to spend less time moving around to review your text.

A Programmable Keyboard Expander: Also known as *programmable keypads*, these handy items not only boost your key count, but they also give you a whole set of extra keys that can be programmed with the more commonly used Apple Writer control commands. Thus, instead of having to press two keys for one command, you simply press a single preprogrammed key. But beware—there may be compatibility problems with your 80-column text card. Make sure the keyboard expander is compatible with everything else in your computer.

Internal storage space, or *memory*, in a computer is measured in kilobytes, known as Ks. 1 K = approximately 1,000 bytes; 1 byte = 8 bits or 1 character. Memory is described in units that are multiples of 8: 16K, 48K, 64K, 128K, etc. If all of the internal memory of a 48K computer were filled with text, it would hold approximately 38½ standard typewritten pages.

2. Display Monitor: A display monitor, which is a screen similar to a television screen, displays the information stored in the computer's memory. (You can see exactly what you have just entered on the keyboard.) You can choose among different styles. For the purposes of this book, a black-and-white monitor is sufficient. However, a green-and-white or amber monitor is easier on the eyes and not much more expensive. Color monitors are expensive, and some models give poor resolution (i.e., do not display text in an easily readable form) when used for word processing. Television sets have even worse resolution, and although they can be used, you might get eyestrain if you used one for very long. Apple makes its own monitor, Monitor III, which is usually sold as part of the Apple starter system package. Monitor III has a green-on-black screen, which, although quite readable, is not ideal for preventing eyestrain.

3. Disk Drives and Floppy Disks: The external storage medium for most personal computers, including the Apple IIe, is the floppy disk—a round, flat, rotating sheet of plastic coated with a magnetic surface and encased in a square, plastic cover. These disks, like the magnetic tapes used in sound recording, can be recorded onto and played back; in computer terms, though, we say the disks are *written* onto and *read* from. The device that does the writing and reading is the disk drive. The disk drive is operated by a circuit board inside the computer console and allows the computer to store information on and retrieve it from a floppy disk. The disk spins in the disk drive while a head in the drive (like the heads of a tape recorder) writes or reads bits of information on the disk surface.

Although you can use Apple Writer with one disk drive, it is highly recommended that you invest the extra money and get a second disk drive. Apple Writer can run fine with one drive, but you will find that there are many times when you need to do something that involves two disks. For example, you might want to copy information from one disk onto another or use Apple Writer's help screens or a WPL program, and it can be both time-consuming and confusing when you have to switch back and forth between disks with one drive. If you have two drives, you will never have this kind of problem.

As with the monitor, the Apple startup system package usually includes one of Apple's own Disk II disk drives and a controller card (the additional circuit board that goes into your computer con-

sole and operates the drive). But you are not restricted to buying the Apple disk drive. You should consider the kind of storage capacity you will require before choosing the kind of disk drive you buy.

Disk storage capacity, like the computer's internal memory, is measured in kilobytes, or thousands of bytes—and sometimes in megabytes, or millions of bytes. The larger the number of kilobytes or megabytes available, the more files you can store on a disk. Having large amounts of disk storage capacity can be helpful for several reasons: it reduces the number of disks and disk storage space you need; it simplifies the task of keeping track of your disks; and it lessens the chance of encountering a DISK FULL message when you are trying to save a document (see page 29).

In addition to single-sided drives, it is possible to get Apple-compatible double-sided drives (twice the storage space) and even the more expensive 10-megabyte hard disk drive, which far surpasses anything a floppy disk drive can do in terms of storage capacity. Talk to your dealer about what is available and what is best for your needs.

4. Printer: A printer is a typewriter-like machine that prints out documents created and edited on the Apple Writer screen display. Printers come in two standard sizes: 80 or 132 characters wide. The 80-character model uses standard 8½-inch-wide paper and is an ideal document printer.

The two basic forms of printers are *dot matrix* and *impact* or *letter quality*. The main difference is in the way they make characters on the paper: The dot matrix printer forms characters by shaping them out of many tiny dots at a very high speed—thus, each character is a matrix of dots. The impact printer prints characters like a typewriter, striking them onto the page with preformed metal or plastic pieces of type attached to each other in a thimble-shaped or wheel-shaped ("daisywheel") arrangement. Impact printers are more commonly known as letter-quality printers because they produce printed material that looks like it was done on a typewriter.

A second difference between dot matrix and letter-quality printers well worth considering is their relative speeds. Printer speed is measured in characters per second, or c.p.s.. Dot matrix printers typically print at speeds up to 90–100 c.p.s. higher than letter-quality printers. This can make a significant difference in your production time.

Many high-quality printers are available at a cost ranging from a few hundred to a few thousand dollars. Whether you want a dot matrix or a letter-quality printer, or both, will depend, once again, on your needs and your budget. Dot matrix printers usually cost quite a bit less than letter-quality printers that are comparable in quality. But you can't go by the old saw, "You get what you pay for." If it's speed you need and you don't care about looks, get a dot matrix printer. If you need top-quality appearance and can afford to sacrifice a little speed, get a letter-quality printer. Probably, you'll want to work out a compromise. If you have the money to spend, it is nice to have both: the dot matrix printer for trial-run copy or strictly in-house material and the letter-quality printer for finished work that has to look polished.

Whatever else you base your choice of a printer on, be sure to consider the compatibility angle. Compatibility is particularly important in the case of the printer because most word processing programs have a number of "print enhancement" features that you will want to be able to use. Apple Writer is no exception. If possible, try to get a printer that supports the following Apple Writer print enhancement features:

Underlining: With Apple Writer, underlining is accomplished by enclosing the text to be underlined between two backward slashes. If your printer uses another method for underlining, be sure that you know what it is and how to implement it with Apple Writer.

Boldface and Doublestrike or Shadowprint: These are print enhancement features that most printers will carry out if you know how to give the correct commands. Apple Writer doesn't have specific commands for these features, so again, you will have to learn which commands your printer will accept.

Subscripts and Superscripts: These are used to move words or symbols above or below the current line (to indicate a footnote, for example). Apple Writer uses embedded commands for these features, and some, but not all, printers will accept them.

Apple Writer handles proper placement of footnotes on the page by having the user enclose the footnote in double brackets—actually, parentheses and pointed brackets: (<>). Check to see if the printer you want will carry this scheme through.

March 16, 1985

Ms. Donna Pinto
Editorial Services, Inc.
47 Park Street
Chicago, IL 60605

Dear Ms. Pinto:

I am pleased to respond to the questions outlined in your letter of
March 1st concerning the different types of printers available today.

Printers come in two standard sizes: 80 or 132 characters wide. The
80-character model uses standard 8 1/2 inch-wide paper and is an ideal
business letter printer. The two basic forms of printers are called
"dot matrix" and "letter-quality."

Letters printed on a letter-quality printer are usually indistinguish-
able from, and sometimes even better-looking than, letters typed on a
regular typewriter.

Many high-quality printers are available at a cost of a few hundred to
a few thousand dollars. Some of the special Apple Writer features,
such as the controls used to underline text and insert footnotes, will
work on only certain types of printers. We suggest that you discuss
these options with your dealer or take your computer to the dealer to
have the printer installed.

Sincerely yours,

Linda D'Anna
Customer Service

A letter printed on a dot matrix printer looks different from a letter printed on a regular typewriter.

Letters printed on a letter-quality printer are usually indistinguishable from, and sometimes even better looking than, letters typed on a regular typewriter.

According to Apple, the following printers are compatible with Apple Writer: Apple, Qume, and Centronix. If someone tells you that another kind of printer can emulate one of these, ask for a demonstration before you buy it.

5. Apple Writer: The Apple Writer package for the IIe comes with two disks (a master and a backup), a manual for operating Apple Writer, and a separate manual for learning and using WPL, Apple's programming language for word processing. Occasionally, you may find a dealer's starter system package that includes Apple Writer for the IIe.

6. Reference Books: Although books aren't part of the actual computer system, they are so helpful in setting up and operating a system that we suggest you consider them part of your system. Whatever computer system you settle on will come with operating and instruction manuals for all of its components. It is impossible to duplicate

in this book all the instructional material found in these manuals. However, throughout this book we have presented the procedures that you really need to know and use as you progress through the steps to becoming an experienced word processor with Apple Writer.
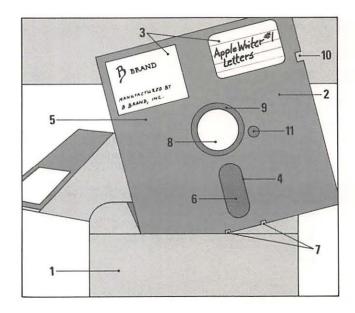
Apple IIc Users

The Apple Writer program for the IIe is completely compatible with the Apple IIc. However, you will notice that uppercase inverse characters appear as graphic symbols on the Data Line. As this book goes to press, Apple Computer, Inc. is developing a Pro DOS version of Apple Writer specifically for the IIc.

Disks: Anatomy and Care

Although a disk can perform amazing feats, its anatomy is quite simple. Since reference is made in this book to parts of a disk, a brief review of disk anatomy is included here. With this book, you'll be using two forms of disks: working, or storage, disks and the Apple Writer and DOS Master disks. The anatomy of a typical disk is illustrated at the right.

1. Storage Envelope: This envelope protects the disk from scratches, dust, and fingerprints. With better disks, the envelope is also treated to eliminate the static buildup that attracts abrasive grit. Always store a disk in its storage envelope.

2. Outer Cover: The black plastic outer cover protects the disk while allowing it to spin smoothly. The cover is permanently sealed for safety and contains lubricants and cleaning agents that prolong the life of the disk. Always grasp the disk only by this outer cover.

3. Labels: A disk comes with a manufacturer's label on it. A user's label can be added to identify and number the disk for easy reference.

4. Oval Opening: This is a space where an operating disk drive head picks up and records information on the disk. There is an oval opening on both the top and bottom sides.

5. Top Side: On a single-sided disk, the top side is the one with the manufacturer's label on it. A disk is inserted into the machine top-side-up, with the oval opening directed toward the machine.

6. The Actual Disk: The round, flexible plastic disk has a magnetic surface that stores information in a manner somewhat analogous to that of a sound recording tape. This actual, or inner, disk can be seen through the three openings in the disk's outer cover.

7. Alignment Notches: These two notches align the disk squarely over the disk drive head when the disk is inserted into the machine.

8. Central Hole: The disk drive unit fits into the central hole to engage and rotate the disk.

9. Hub Ring: This plastic, protective ring, normally not on a disk, can be glued onto the rim of a disk's central hole to prevent the hole from deteriorating as the drive unit repeatedly rotates the disk.

10. Write-Protect Cutout: This notch tells the disk drive whether or not to store a file on the disk. When the cutout is left open, the disk drive "senses" this and will store a file (on command) on the disk. If the cutout is covered with tape, the disk drive will not accept new files on the disk until the tape is removed. Thus the tape protects—or "write-protects"—the disk.

11. Recording and Reading Head: This area is used by the disk drive head to locate disk sectors on which information is stored.

DISK CARE AND HANDLING

Disks are relatively durable under ordinary conditions and have a useful life of about 40 hours' spinning time. That life, however, can be shortened or abruptly ended by improper handling, while proper care assures that disks will accurately store and play back the data you need. Here are some useful tips on how to care for disks and assure them a useful, productive life.

DO . . . Keep disks in their protective storage envelopes. The envelope reduces static buildup, which can attract dust that might scratch the disk.

DO . . . Keep disks dry, away from sneezes, coffee, or anything wet. A wet disk is a ruined disk.

DO . . . Prevent disks from getting too hot or too cold. They should be stored at temperatures of 10 to 52 degrees C or 50 to 125 degrees F. Temperature extremes can destroy a disk's sensitivity, so treat them the same way you treat photographic film, that is, keep them out of direct sunlight, don't leave them in a car exposed to temperature extremes, and so forth.

DO . . . Keep disks away from magnets. The magnets found in radio or stereo speakers, televisions, electric motors, air conditioners, novelty items, or even some cabinet latches can ruin a disk's sensitivity. How far is "away"? A safe distance is at least two feet.

DO . . . Always make backup copies of important disks and store them a safe distance from your working area. Make sure that the same accident can't happen to both the disk and its copy. Often the information on the disk is worth much more than the disk itself.

DO . . . Insert the disk into the drive unit gently. Otherwise, it may bend, center improperly, or rotate in an elliptical orbit that misses data.

DON'T . . . Touch a disk's recording surface. Handle it only by its protective cover.

DON'T . . . Use a hard pen to write on a disk label. Use only a felt-tip pen and light pressure.

DON'T . . . Leave a disk in a non-operating disk drive for more than an hour. Open the drive door and lift the drive head from the surface of the disk.

DON'T . . . Insert or remove a disk when the disk drive is running (i.e., when the red light is on).

DON'T . . . Bend, fold, or crimp disks.

One more note: Even with the best of care, disks can last only so long. Close to the end of their expected functional life, they show their own form of senility by losing information or giving invalid commands. These are indications that it's time to replace the disk, which, ideally, you've already copied.

TIPS Cleaning the Disk Drive

Cleaning the disk drive is one of those "housekeeping chores" you can easily overlook. If you fail to clean the disk drive regularly, however, errors can occur as a result. The disk drive head operates like a tape recorder head, picking up magnetic signals from the magnetic recording material (in this case, the disk) and in the process also picking up debris. If this debris isn't removed, it can begin to reduce the sensitivity of the head and its effectiveness in accurately recording on or picking up data from the disk.

The easiest way to clean the head is with a special cleaning disk. You insert the disk into the drive (just like a regular disk) and it cleans the head as it spins in the drive. You can obtain a cleaning disk from your dealer.

Your Apple IIe Keyboard

Your Apple IIe keyboard is much like a typewriter keyboard. (The keyboard on the new Apple IIc is the same as the one on the IIe.) The letters and most of the characters are set up in the standard typewriter pattern. If you already know how to type (even if it's only by hunt-and-peck) you won't have any trouble adjusting to the typing pattern.

The IIe keyboard does have some convenient extra characters that most typewriters don't have. But more importantly, it has twelve function keys that you won't find on any ordinary typewriter. Some of these keys are shared by other computer keyboards—though they may be in different positions—and others are unique to the Apple IIe. Here's a brief explanation of the significant function keys in the illustration above:

1. ESC: The **ESCAPE** key is common to most computers and has a multitude of functions, depending on the software you're using. In Apple Writer for the IIe, you press **ESC** to do one of two things: turn off the Data Line display or change it to a Tab display (it is like a toggle switch in that it also restores the Data Line display); or stop the computer from sending information from memory to the printer.

2. CONTROL: The **CONTROL** key (usually shortened to **CTRL** in this book or indicated by [ ]) is used to suppress the normal function of a character key so that you can use the same character to give Apple Writer an editing, printing, or file management command. When you give the computer one of these commands (called control commands), you hold down the **CONTROL** key while you press the letter for that particular command. To save a document on a disk, for example, you hold down **CONTROL** while you press **S**.

3. CAPS LOCK: The **CAPS LOCK** key is like the shift-lock mechanism on a typewriter, with one big difference: Locking the **CAPS LOCK** key only gives you capital letters; it has no effect on non-alphabetical characters. Thus, if you want to type & or >, you have to press the **SHIFT** key even when the **CAPS LOCK** key is locked.

4. ⌂: The ⌂ key is a "special functions" key. It has a number of handy uses, such as acting as a short-cut replacement for the glossary command when you want to insert a glossary term. When you use it with the left and right arrow keys, it allows you to delete and retrieve characters.

5. : The key is also a "special functions" key. It gives the arrow keys (which move the cursor) a little "power boost," so that you can move quickly through your text. It also allows you to tab over text (a feat that the **TAB** key alone cannot accomplish). In addition, when you use it in conjunction with the word or paragraph moving commands, it allows you to make a copy of a word or paragraph.

6. ARROWS: The four arrow keys move the cursor around the text in the direction of the arrows—up, down, left, or right—allowing you to move through a document just to review it or to make changes.

7. DELETE: The **DELETE** key deletes text, one character at a time, from right to left. Once text is removed with the **DELETE** key, it cannot be retrieved.

8. RESET: The **RESET** button enables you to halt an automatic Apple Writer operation in action (such as printing a document or running one of the WPL programs). You have to hold down **CONTROL** at the same time as **RESET** in order to make the reset function work.

9. \: Between the **RETURN** key and the **DELETE** key is a key that looks like a character key, but really isn't—at least, not entirely. The upper character, a straight vertical line, is a text character. But the lower character, the one that looks like a backward slash, is actually a function character. You use this character to mark text for underlining. Printers designed to interact well with the Apple computer recognize the backward slash as a signal to begin underlining the text that follows (underlining stops when the printer runs into a second backward slash). Therefore, if you put this character into the text, it will appear on the screen, but it will not be printed out on paper. Even printers that don't recognize this character as the underlining command won't accept it as a text character. (Usually what happens with those printers is that text following a backward slash is printed out like this: t_e_x_t.)

TIPS   The Return Key Is More Than Just a Carriage Return

As you use Apple Writer, you will see that you use the **RETURN** key for a number of functions other than just starting a new line of text. (In fact, the only time you use **RETURN** to start a new line is when you want to begin a new paragraph or when you are typing items in a list, such as names and addresses or prices. See page 35.)
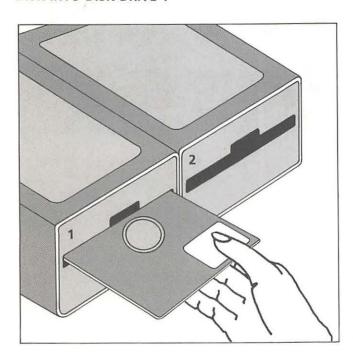
One very important function of the **RETURN** key is to enable you to get around from one part of memory to another. For example, when you press **RETURN** after you have finished using one of the command menus, you will be taken back to the section of memory that holds your current document.

The **RETURN** key also often functions as a signal to the central processor that you are ready for it to proceed with a particular operation. For instance, when you use the save command to store a finished document on a disk, you are prompted for a file name (the name under which the document will be stored). After you enter the file name, you have to press **RETURN** to let the computer know you have finished entering the file name and would like it to go ahead and file your document under that name.

If you have never used a word processing program before, you will be amazed at how easy it is to turn typing into a worry-free task. Although Apple Writer may seem complicated at first, don't be concerned about it, because you can learn most of the functions as you go along. To begin you need to know only a few basic commands. This brief step-by-step lesson will get you started and help to remove some of the mystery from using a word processor for the first time. If you follow the instructions below, you'll see how easy Apple Writer can be. Each step is cross-referenced to the pages in the text where the step is described in more detail. If you have any problems with these brief instructions, or if you want to know more, turn to those pages for additional information.
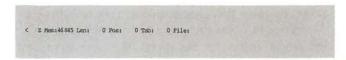
STEP 1. INSERT THE APPLE WRITER PROGRAM DISK INTO DISK DRIVE 1

The first step is to insert the Apple Writer Master disk into disk drive 1 and load the program into the computer's memory. Begin with the computer turned off. Open the door to drive 1 and insert the Apple Writer Master disk into the drive. (Or, if you prefer, you can use the backup disk of the master that came with Apple Writer.) Close the drive door and turn the computer and monitor on. The disk drive begins to whir and the red "in use" light goes on. In a few minutes, you will see Apple Writer's copyright notice on the screen. At the bottom of the copyright notice, the words, Press RETURN: appear (if you have a II+, the line
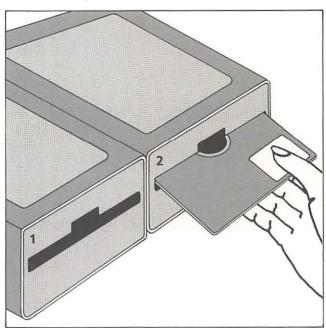
will read Press RETURN to begin:). This message is called a prompt, because it prompts you for action. You will see many prompts—some asking you to do something and others asking you for information—as you learn to use Apple Writer. (If you have a II+ without an 80-column text card, your screen will display this message: DO YOU HAVE LOWERCASE DISPLAY (Y/N): Type **N**, for "No," and press **RETURN**.) (See page 22.)

STEP 2. PRESS RETURN

The second step is to do as the prompt asks and press the **RETURN** key. This tells the computer to go ahead and set up a space in its memory for you to work in—like a work space on your desk, with clean paper, a pen, an eraser, and so on, all there ready for you to use. As soon as you press **RETURN**, the drive spins again and a nearly blank screen replaces the copyright screen. It isn't quite blank, though—there is a reversed (black on green) line of letters and numbers at the top. This is the Data Line, but you can ignore it for now. (Apple II+ users will first see a menu of Frequently Used Control Commands. Press **RETURN** again to see the Data Line.)

STEP 3. INSERT A BLANK DISK INTO DISK DRIVE 2

The next step is to insert a blank disk into disk drive 2. You will use this disk for saving the text you are going to type (which Apple Writer calls a file). Open the door to drive 2 and insert the blank disk and then close the door. (See page 24.) (Note: If you have a disk that is already formatted for Apple Writer, you can insert it into disk drive 2 and skip Step 4.)

STEP 4. TYPE ⎡CTRL⎤ ⎡O⎤ TO BEGIN FORMATTING THE BLANK DISK

```
DOS COMMANDS

A. Catalog
B. Rename File
C. Verify File
D. Lock   File
E. Unlock File
F. Delete File
G. Initialize disk

    Press RETURN to Exit

    Enter your selection (A - G) :
```
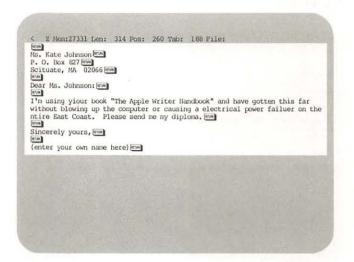
Apple Writer can't use a plain blank disk; the disk has to be formatted, or *initialized*, before Apple Writer can store files on it. You initialize a disk by holding down the **CONTROL** key while you press **O**. A list of DOS commands, called a menu, appears on the screen with a prompt at the bottom asking you to Enter your selection (A–G) : Press **G** in response to the prompt (II+ users press **6**). Another prompt appears asking you to tell the computer which drive the blank disk is in. The prompt reads Enter Slot,Drive (Example S6,D1) : Because your uninitialized disk is in disk drive 2, you enter **S6,D2**—exactly in this order (for the time being, you don't need to know what S6 means; you'll learn that later). Now press **RE-TURN**. Drive 2 spins and makes a few funny noises as it initializes your blank disk. When it is finished, the DOS Command Menu appears for the second time. Just press **RETURN** to exit back to your workspace. (See page 25.)

Now you are ready to start typing your letter!

STEP 5. BEGIN TYPING

```
<   Z Mem:27331 Len:  314 Pos:  260 Tab:  188 File:
RTN
Ms. Kate Johnson RTN
P. O. Box 827 RTN
Scituate, MA  02066 RTN
RTN
Dear Ms. Johnson: RTN
RTN
I'm using yiour book "The Apple Writer Handbook" and have gotten this far
without blowing up the computer or causing a electrical power failuer on the
ntire East Coast.  Please send me my diploma. RTN
Sincerely yours, RTN
RTN
(enter your own name here) RTN
```

Just below the Data Line, you'll see a blinking rectangle in the left-hand corner. This is called the cursor and it indicates where the next character you type will appear on the screen. The cursor moves automatically as you type letters so just pretend you're working on a regular typewriter. To see how it works, try typing the letter exactly as it appears above. In some cases, words are misspelled, but type them just as they appear anyway. If you make any typing mistakes besides those we have built into the sample, don't worry about it. Just plow ahead and continue typing because you'll see how to correct them in a few minutes.

One last point: use the carriage return, which is indicated by a ⎡RETURN⎤ in the letter, only where it is indicated. Apple Writer will know when it reaches the end of a line within a paragraph and will move your text to the next line automatically. (See page 35.)

A Short Course in Apple Writer, Continued

STEP 6. TYPE [CTRL] [S] TO SAVE YOUR FILE AND CONTINUE

```
<   Z Mem:27331 Len:  314 Pos:  260 Tab:  188 File:

Ms. Kate Johnson
P. O. Box 827
Scituate, MA  02066

Dear Ms. Johnson:

I'm using yiour book "The Apple Writer Handbook" and have gotten this far
without blowing up the computer or causing a electrical power failuer on the
ntire East Coast.  Please send me my diploma.

Sincerely yours,

(enter your own name here)




[S]ave :LETTER
```

If you have made it this far, you won't want to have to start over if you make a serious mistake. A serious mistake means only that you lose the file, not that you hurt the computer or Apple Writer. It's almost impossible to harm them. But a lot of things could cause you to lose your letter. Until you save the letter in a file, it's stored in the computer's memory. If you pull the plug or have a power failure, everything in the computer's memory is erased. It's even possible for you to erase your letter by pressing the wrong keys. To be safe, a copy of your letter must be filed on the working disk in drive 2. Even though we aren't finished with the letter, we want to save what we've got so far and then continue working. Hold down the **CONTROL** key and type the letter **S**. The prompt [S]ave : appears beneath your letter. Apple Writer wants you to enter a name for your new file. Let's call it LETTER. Enter the name, **LETTER**. (See page 86.)

Note: If you skipped Step 4 because you already had an initialized disk, the default disk drive will still be drive 1. Default means that Apple Writer will automatically save your file on the disk in drive 1 unless you tell it to go to drive 2 instead. You can tell it to save your letter on the disk in drive 2 by typing a comma, then D2 after the file name (i.e., when the prompt [S]ave : appears, type **LETTER,D2**). From this point on, drive 2 will be the default drive—until you use the same method to change it back to drive 1. (See TIPS on page 88.)

Why isn't anything happening? Shouldn't the disk drive be whirring or something? Yes, it should be, but it isn't because the computer has no way of knowing that you have finished entering the file name. You have to indicate that you are finished by pressing **RETURN**. Then disk drive 2 will spin and its red light will go on as Apple Writer saves your letter in a file on the disk. When the file is saved, the file name LETTER will appear at the far right of the Data Line, after the word File:. (*Note:* LETTER,D2 will appear there if you saved your letter with the drive designation **,D2** after the file name.)

STEP 7. CORRECT THE MISTAKES

```
<   Z Mem:27331 Len:  314 Pos:  260 Tab:  188 File:

Ms. Kate Johnson
P. O. Box 827
Scituate, MA  02066

Dear Ms. Johnson:

I'm using yiour book "The Apple Writer Handbook" and have gotten this far
without blowing up the computer or causing a electrical power failuer on the
ntire East Coast.  Please send me my diploma.

Sincerely yours,

(enter your own name here)




[S]ave :LETTER
```

If you have gotten this far, you now have a letter with a lot of mistakes (ours and maybe yours). Let's see how to remove them. You can start by moving the cursor to the immediate right of the first incorrect letter. First move the cursor to the top of the file. Type **[B]** and you'll see the cursor move to the top left corner of the file right on the "M" in the word "Ms." Let's ignore any mistakes you made for the moment and come back to them later. For now, let's correct the mistakes we built into the letter for you.

Let's move the cursor down to the line with the first mistake, in this case the line beginning, "I'm using yiour book." Since the cursor is in the first line, we have to move it down. Press the ↓ key once; the cursor will jump down one line. Now press the same key as many times as you need to move the cursor down to the line we want. Don't hold the key down because when you hold down Apple IIe keys, they repeat very fast and you may miss the targeted line. Just type the key quickly as

The Apple Writer II Handbook

if you were striking a key on a typewriter. (II+ users should consult the Appendix on page 185 for instructions on how to move the cursor.)

HINT: If you overshoot the line, press the ↑ key to move back up one line at a time.

Now you have to move the cursor over to the right side of the first error, the "i" in "yiour." To move the cursor to the right, press the → key once. Each stroke of the key will move the cursor one letter to the right. Keep pressing the → until the cursor is on "o" immediately to the right of "i."

HINT: If you overshoot the error, press the ← key as many times as you need to move the cursor back to the "o" in "yiour."

We want to remove the mistake, the letter "i." Press the **DELETE** key once (II+ users press the ← key). You'll see the cursor (and the "o" that it is sitting on) jump to the left one letter and the "i" disappear as it does so. Congratulations! You have corrected your first mistake.

Now let's go down a line and over just past the "a" after the word "causing." This "a" should be the word "an" so we need to add an "n." To move the cursor down a line, use the same key you used before: the ↓ key. The cursor moves down one line. Now hold down the key and press the → key once. The cursor jumps to the beginning of the next word. Repeat this word-jumping technique until the cursor is on the "a" we want. Now press the → key by itself to move one space further. You are now in the correct position to insert the letter "n." All you have to do is type **n**. The next word, "electrical," will move over automatically to make room for the new word, "an."

There are still some mistakes on the next line. You know how to move the cursor down and to the right, but how do you move it to the left? Begin by pressing the ↓ to get to the next line down. Now hold down the key and press the ← key once. The cursor will jump in between the word you started on and the next word to the left. Keep doing this until the cursor is between "ntire" and "East." Now use the ← key by itself to move one letter at a time until the cursor is on the "n" in "ntire." Type the letter **e** and the rest of the line will move to the right to make room for it. Try moving the cursor over to correct the word "failuer."

Remember how to move the cursor? Here's some help: Each arrow key moves the cursor one character or line at a time when you press it by

itself. When you press the arrow keys while you hold down the key, the cursor jumps one word (a maximum of 12 characters) or 12 lines in the direction of the arrow key. The **DELETE** key deletes one character at a time to the left of the cursor. In order to insert a letter, you must position the cursor on the letter that you want to be on its right (in other words, characters are inserted, as well as deleted, to the left of the cursor).

```
<   % Mem:27330 Len:  315 Pos:  224 Tab:  152 File: LETTER

Ms. Kate Johnson
P. O. Box 827
Scituate, MA  02066

Dear Ms. Johnson:

I'm using your book "The Apple Writer Handbook" and have gotten this far
without blowing up the computer or causing an electrical power failure on the
entire East Coast.  Please send me my diploma.

Sincerely yours,

(enter your own name here)
```

Now that you know how to correct mistakes, you can tackle any mistakes you made yourself (see page 59). Here is a summary of the keys we've discussed so far that move the cursor and delete unwanted characters:

- ↓ moves the cursor down one line
- ↑ moves the cursor up one line
- → moves the cursor right one character
- ← moves the cursor left one character
- + ↓ moves the cursor down 12 lines
- + ↑ moves the cursor up 12 lines
- + → moves the cursor right one word (or a maximum of 12 characters)
- + ← moves the cursor left one word (or a maximum of 12 characters)
- **DELETE** erases one character to the left of the cursor

*HINT: Now that you have invested so much effort, you might want to save the corrected file. Just hold down the **CONTROL** key and type the letter **S**. When the [S]ave : prompt appears, type the file name, **LETTER**, again and press **RETURN**. Your file will be saved onto the disk again, but this time all of your corrections will be saved as well.*

STEP 8. INSERT NEW MATERIAL

```
<   Z Mem:27325 Len:  320 Pos:  266 Tab:  194 File: LETTER
Ms. Kate Johnson
P. O. Box 827
Scituate, MA  02066

Dear Ms. Johnson:

I'm using your book "The Apple Writer Handbook" and have gotten this far
without blowing up the computer or causing an electrical power failure on the
entire East Coast.  Please send me my free diploma.

Sincerely yours,

(enter your own name here)
```

Up to now we have corrected typos, but what if you want to polish the letter? This is where a word processor leaves a typewriter in the dust. Let's make a simple addition to our letter to illustrate the point. Move the cursor onto the letter "d" in the word "diploma" in the third line of the letter. (If you are using a II+, the cursor will appear to the left of the "d.") Type the word **free** and then press the **SPACE** bar once. The word "diploma" moves over to make room for the new word. No matter how long the insert, Apple Writer will automatically make room for it. (See page 62.)
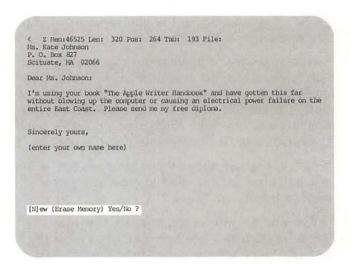
STEP 9. TYPE CTRL S **TO SAVE THE FINISHED LETTER**

```
>   Z Mem:46525 Len:  320 Pos:  264 Tab:  193 File: LETTER
Ms. Kate Johnson
P. O. Box 827
Scituate, MA  02066

Dear Ms. Johnson:

I'm using your book "The Apple Writer Handbook" and have gotten this far
without blowing up the computer or causing an electrical power failure on the
entire East Coast.  Please send me my free diploma.

Sincerely yours,

(enter your own name here)




[S]ave :LETTER
```

Now that the letter is finished, it's time to save a final copy on your working disk. Type **[S]** and when the [S]ave : prompt appears, type in the file name, **LETTER**, one more time. Then press **RE-TURN** to give the computer the go ahead to save it. (See page 87.)

STEP 10. TYPE CTRL N Y **TO ERASE THE LETTER FROM THE SCREEN**

```
<   Z Mem:46525 Len:  320 Pos:  264 Tab:  193 File:
Ms. Kate Johnson
P. O. Box 827
Scituate, MA  02066

Dear Ms. Johnson:

I'm using your book "The Apple Writer Handbook" and have gotten this far
without blowing up the computer or causing an electrical power failure on the
entire East Coast.  Please send me my free diploma.

Sincerely yours,

(enter your own name here)



[N]ew (Erase Memory) Yes/No ?
```

With a whole letter under your belt, it's time to go on to something else, huh? But first you have to get this letter off the screen. Type **[N]** to erase the screen contents, or clear memory. A prompt will appear beneath your letter: [N]ew (Erase Memory) Yes/No ? Type **Y** for "Yes" and press **RETURN**. Your letter will disappear and only the Data Line will remain on a blank screen. (See page 61.)

STEP 11. TYPE CTRL L **TO LOAD YOUR FILE BACK INTO MEMORY**

```
[L]oad :LETTER
```

Wait a minute! We forgot to print out a copy of your hard-won letter! In order to print out a file, it has to be in memory (the printer will not print files directly from a disk). Type **[L]** to load the file into memory from the disk. The prompt [L]oad : will appear asking you for the name of the file you want to load. That's easy. Type **LETTER** and press **RETURN**. After the drive spins for a few moments, your letter (the final, corrected version) will reappear on the screen. (See page 95.)

STEP 12. TYPE [CTRL] [P] [?] TO FORMAT AND PRINT YOUR LETTER

```
<   Z Mem:46525 Len:  320 Pos:  320 Tab:   26 File: LETTER
Scituate, MA  02066

Dear Ms. Johnson:

I'm using your book "The Apple Writer Handbook" and have gotten this far
without blowing up the computer or causing an electrical power failure on the
entire East Coast.  Please send me my free diploma.


Sincerely yours,

(enter your own name here)










[P]rint/Program :?
```

Let's print out the letter so you can mail it and get your free diploma. First, let's get the printer ready by turning it on and making sure there is a piece of paper in it. Then type **[P]**. The prompt [P]rint/Program : will appear beneath your letter. Type **?** and press **RETURN**. A new menu will replace your letter on the screen (don't worry—your letter is still in the computer's memory even though it isn't on the screen right now). This is the Print/Program Command Menu and it is the menu from which you make format decisions such as margin settings and line spacing (single or double) before you print your letter. You'll learn what all the settings are and how to change them later on. For now, let's just change the left and right margins.

```
Print/Program Commands:

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

Bottom Line          (BL) :

Press RETURN to Exit

[P]rint/Program :lm12
```

First, type the letters **LM** and the number **12** (no need to put a space between **M** and **1**) and press **RETURN**. Voila! The left margin setting at the top of the menu changed to 12. Now the right margin: type the letters **RM** and the number **80** and press **RETURN**. The right margin changed to 80. But what do the numbers mean? When your letter is printed on paper, the left margin will be 12 characters from the left-hand edge of the paper and the right margin will be 80 characters from the left-hand edge. Your printed letter will look different from what you see on the screen because it will be formatted for printing. (See page 117.)

Now for the actual printing. Is the printer on? Good. You should still have the Print/Program Command Menu on the screen. (If you don't for some reason—say you pressed **RETURN** at the wrong time—just type **[P]** again. As long as you see the prompt, [P]rint/Program :, either at the bottom of the menu or at the bottom of your letter, you're okay.) Now type the letters **NP** and press **RETURN**. In a minute or so, you will have a copy of your letter ready to mail. (See page 138.)

```
Ms. Kate Johnson
P. O. Box 827
Scituate, MA  02066

Dear Ms. Johnson:

I'm using your book "The Apple Writer Handbook" and have gotten this
far without blowing up the computer or causing an electrical power
failure on the entire East Coast.  Please send me my free diploma.

Sincerely yours,

(enter your own name here)
```

Wait a minute. The paragraph should be indented. What's gone wrong? Nothing . . . and that's what the rest of this book is all about. To solve this particular problem, see page 125.

The Computer and Apple Writer

TIPS   Protecting Your Work

All of you who have used a word processor have discovered how important it is to protect your files by frequently saving work in progress, making backup copies, and write-protecting disks (i.e., taping over the disk cutout to prevent the disk from being erased by new material writing over it). Unfortunately, most of us have learned the hard way after we have lost files and spent hours reconstructing them.

Why protect your work? Here are just a few of the things that can go wrong and cause you to lose files:

• Power failures, or pulled or loose plugs, can result in the file being lost from the computer's memory.

• The disk drive head can crash onto the surface of the disk and make the file unreadable.

• Disks can be lost or damaged in handling.

• Disks eventually wear out.

• You can inadvertently enter the wrong command when working on a file and delete it.

• Lightning can strike power lines miles from where you are working and send a power surge through your computer that will erase the file in the computer's memory.

HOW TO PROTECT YOUR WORK

Save files frequently while you are entering text by using the [S] command (see page 86).

Make backup copies of your disks and store them separately from the original disks. The program for making copies is on the DOS 3.3 System Master disk. See page 112 for how to operate it.

Write-protect the original disk whenever you are making copies of it. It's easy to make a mistake and insert the original and backup disks in the wrong drives or type the wrong command when you are copying a file. You can easily end up copying the blank disk onto the original and erase all your files in the process. You can protect a disk from being written over by placing a piece of tape over the write-protect cutout (see page 10). A write-protected disk cannot be erased or written over by any of the commands you use to make copies.

2

Getting Started
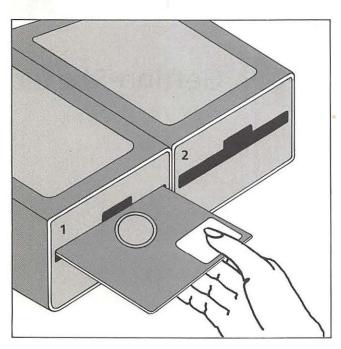
Loading the Apple Writer Program

Apple Writer is a set of programmed instructions that converts your computer into a word processor. These instructions are contained on the Apple Writer Master disk, which must be *booted up* (loaded into the computer's memory) before you can begin word processing.
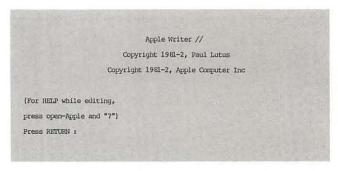
COLD BOOTING APPLE WRITER

STEP 1. INSERT THE APPLE WRITER MASTER DISK INTO DISK DRIVE 1

If you are starting out to use Apple Writer and the computer has not already been turned on for another purpose, you must *cold boot* it. Before turning on the computer and monitor you insert the Apple Writer Master disk into drive 1 (or you can use the backup of the master disk that came with Apple Writer). Remove the disk from its paper sleeve, label side up, while you hold it by the top edge with your thumb on the label. Now, as you continue to hold it this way, insert the disk into drive 1 so that the edge with the two small half-circle notches goes in first. Push firmly but gently. You will feel some resistance as the oval cutout in that end of the disk disappears through the door; don't be concerned about it though and just keep pushing slowly until you hear the disk click into place. Then carefully close the drive door.

STEP 2. TURN ON THE MONITOR AND THE COMPUTER CONSOLE

Apple Writer //

Copyright 1981-2, Paul Lutus

Copyright 1981-2, Apple Computer Inc

(For HELP while editing,
press open-Apple and "?")
Press RETURN :

Most display devices need some time to warm up, like old-fashioned television sets, so it is a good idea to turn your monitor on first. Then turn the computer itself on.

You will hear a whirring noise and the red light on the disk drive will go on, indicating that the program is being loaded. Soon, Apple Writer's *copyright screen* will appear on your monitor screen. There will be two messages at the bottom, the first (For HELP while editing, press the open-Apple and "?") tells you how to get help, and the second, Press RETURN:, will get you started if you don't need help. These messages are called *prompts*, because they prompt you to enter information that Apple Writer needs in order to proceed. The *help screens* and how to use them are discussed later in this chapter (see page 32), so we will ignore the first prompt for now. When you press **RETURN** in response to the second prompt, you are telling Apple Writer that you are ready to begin word processing. (To learn about the functions of the **RETURN** key, see TIPS on page 13.)

STEP 3. PRESS RETURN **TO BEGIN ENTERING OR EDITING TEXT**

```
<   Z Mem:46845 Len:   0 Pos:   0 Tab:   0 File:
```

When you press **RETURN** after the copyright screen appears, the copyright information is replaced by a single line of reverse text at the top of the screen and an otherwise empty screen. You are ready now to begin typing or editing a document.

WARM BOOTING APPLE WRITER

When the computer has already been turned on—for example, if you have been working with another program—and you want to use Apple Writer, you can *warm boot* it very easily.

STEP 1. REMOVE THE PREVIOUS PROGRAM DISK FROM DRIVE 1

If you have been using a spreadsheet program or other software, remove the program disk from drive 1 before booting Apple Writer.

STEP 2. INSERT THE APPLE WRITER MASTER DISK

Carefully insert the Apple Writer Master disk into drive 1.

STEP 3. PRESS CTRL Ć RESET

```
                    Apple Writer //

            Copyright 1981-2, Paul Lutus

            Copyright 1981-2, Apple Computer Inc


    (For HELP while editing,

    press open-Apple and "?")

    Press RETURN :
```
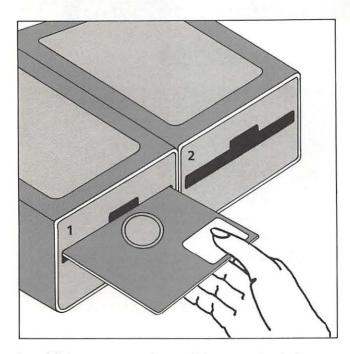
After you press **CTRL**, the Ć key, and **RESET**, you will hear a beep as the previous program is erased from the computer's memory and Apple Writer is loaded. (Apple II+ users should see the Appendix on page 185.)

Initializing a Storage Disk
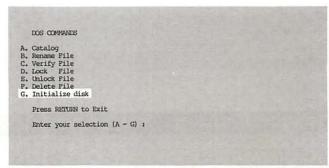
You have to prepare a new disk in a specific way to receive information before you can use it to store Apple Writer files. This process is called initializing a disk and can be carried out at any time after booting up Apple Writer by executing command selection **G** on the DOS Command Menu.

STEP 1. INSERT A BLANK OR USED DISK IN ONE OF THE DISK DRIVES
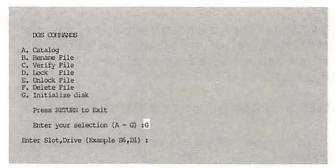
In addition to preparing a disk to receive information, the initializing process erases anything already on the disk. Thus, you may use either a new blank disk or an old disk whose contents you no longer need. If you have two drives, it is a good idea to remove the Apple Writer Master disk from drive 1 before beginning the initializing process; then there is no possibility of accidentally erasing its contents. Now you can insert the disk you want to initialize in either drive and proceed with the initializing command.

STEP 2. TYPE [CTRL] [O] TO GET THE DOS COMMAND MENU

```
DOS COMMANDS

A. Catalog
B. Rename File
C. Verify File
D. Lock  File
E. Unlock File
F. Delete File
G. Initialize disk

Press RETURN to Exit

Enter your selection (A - G) :
```
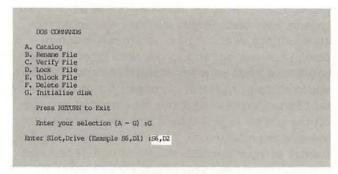
When you type **[O]**, the DOS Command Menu temporarily replaces whatever was already on the screen.

STEP 3. TYPE [G] TO SELECT INITIALIZE DISK

```
DOS COMMANDS

A. Catalog
B. Rename File
C. Verify File
D. Lock  File
E. Unlock File
F. Delete File
G. Initialize disk

Press RETURN to Exit

Enter your selection (A - G) :G

Enter Slot,Drive (Example S6,D1) :
```

At the bottom of the menu the prompt Enter your selection (A–G) : appears. Type **G** in response to the prompt. (II+ users should type **6** instead of **G**.) Another prompt Enter Slot, Drive (Example S6,D1) : then appears after the previous prompt.

STEP 4. ENTER SLOT AND DRIVE NUMBERS

```
DOS COMMANDS

A. Catalog
B. Rename File
C. Verify File
D. Lock   File
E. Unlock File
F. Delete File
G. Initialize disk

   Press RETURN to Exit

   Enter your selection (A - G) :G

Enter Slot,Drive (Example S6,D1) :S6,D2
```

Enter the slot and drive numbers in response to the prompt. The slot number refers to the slot inside your Apple IIe console where the disk controller card is located. If, like most Apple users, you have one or two disk drives and the disk controller card has been installed in slot 6 (the slot recommended in the Apple IIe owner's manual), you should enter **S6** as the slot number. If you have more than two disk drives, or if the recommended slot was not used for the disk controller card, enter the correct slot number for your system. The drive number refers to the disk drive containing the disk you want to initialize.

STEP 5. PRESS RETURN TO BEGIN THE INITIALIZING PROCESS

```
C. Verify File
D. Lock   File
E. Unlock File
F. Delete File
G. Initialize disk

   Press RETURN to Exit

   Enter your selection (A - G) :G

Enter Slot,Drive (Example S6,D1) :S6,D2
   DOS COMMANDS

A. Catalog
B. Rename File
C. Verify File
D. Lock   File
E. Unlock File
F. Delete File
G. Initialize disk

   Press RETURN to Exit

   Enter your selection (A - G) :
```

After you enter the correct slot and drive numbers, press **RETURN**. The red light goes on and the drive whirs for a short time. When the light goes out and the whirring stops, your initialized disk is ready for use. The DOS Command Menu appears on the screen again, prompting you for a further selection.

STEP 6. PRESS RETURN AGAIN TO EXIT THE MENU AND RETURN TO YOUR WORK

```
<   Z Mem:46845 Len:   0 Pos:   0 Tab:   0 File:
```

If you do not want to select another command from the DOS Command Menu at this time, simply press **RETURN** to exit the menu. You will be returned to your work (or to a blank screen if you haven't yet begun work).

TIPS DOS

DOS stands for disk operating system. Every computer has a disk operating system (although not every disk operating system is actually called by the acronym DOS). The operating system for the Apple IIe is Apple DOS Version 3.3.

DOS is the underlying program that automatically keeps track of files, saves and retrieves information (using floppy disks as the storage media), and does general file maintenance tasks. Apple Writer for the IIe is based on DOS 3.3, which means that it interacts with and uses the Apple IIe disk operating system for its own specialized purposes.

Before you begin entering text with Apple Writer, the screen on your monitor is blank except for a line of reverse text at the top, called the Data Line. We discuss the Data Line in the next section, but what about all that emptiness?

```
<  Z Mem:46845 Len:   0 Pos:   0 Tab:   0 File:
```

When you begin typing a document, each character appears on the empty screen as you type it, just like the characters appear on the paper as you type on a typewriter. If you have installed an 80-column text card in your Apple, Apple Writer automatically produces a screen display that is 80 columns wide. This means that each line can hold up to 80 characters (including spaces) across. If you don't have an 80-column card, each line will hold 40 characters. When one line of columns is used up, the next one begins to fill up, and so on.

Unlike a typewriter (and some of the word processing programs) Apple Writer does not require you to make decisions about a format before you type in your text. So you do not need to worry about things like margins, paragraph indentations, line spacing, and so on, until later on when you know what your text consists of and also that you wish to print it out on paper. But it is important to understand that this means what you see on the screen as you type a document is not how the document will look when it is printed out. The format of your printed document will depend on the format settings you select. (See Chapter 5.)

THE DATA LINE

The line of text at the top of the screen is the *Data Line*. As you type or edit text with Apple Writer, one part of the master program is constantly busy keeping track of what you are doing.

```
1 2   3      4        5      6       7
<  Z Mem:46845 Len:   0 Pos:   0 Tab:   0 File:
```

It audits such information as how much memory you have used and how much is left, how many characters you have entered since the last carriage return, whether or not certain specialized functions are currently operating, and quite a few other things as well. All of this information is displayed in the Data Line.

READING THE DATA LINE

Reading from left to right, you can get the following information from the Data Line (this information is constantly updated as you type or edit text):

1. < *The direction arrow* tells you in which direction the cursor will move, forward or backward, when you want to perform certain functions, such as deleting and retrieving text or word searches (see Chapter 3). The direction arrow will automatically point to the right (forward) when you move the cursor to the beginning of the file with the control command [B], and to the left (backward) when you move the cursor to the end of the file with [E]. Another control command, [D], will change the direction of the arrow at any time while you are editing (see page 53).

2. Z This feature tells you that the *word wraparound* feature of Apple Writer is currently functioning (see page 35). When you execute the control command [Z] to turn the word wraparound function off, the Z in the Data Line disappears.

3. Mem:46845 *Mem* stands for memory and the number tells you how many characters of memory are available to you at any given time while you are using Apple Writer (see TIPS on page 36). When you type, this number gets smaller, character by character, as you use up memory space. (With 128K of memory, the maximum number of characters that memory can hold at one time is 46845; therefore this number appears on the Data Line before you put anything into memory.)

4. Len: 0 *Len* stands for the length (in characters) of the text you entered into memory from the beginning of your text. This number becomes greater as you type.

5. Pos: 0 *Pos* stands for the current position of the cursor relative to the beginning of your text.

6. Tab: 0 *Tab* indicates the current position of the cursor relative to the last carriage return entered. (*Note:* Carriage returns are entered only to begin new paragraphs; see page 35.)

7. File: After you have saved or loaded a file into memory from a disk, the file name appears next to the label *File* on the Data Line.

TIPS The Cursor

The cursor is a graphic representation of the printing point indicator on the typewriter. It indicates where the next character will appear as you type. With Apple Writer, the cursor is a blinking vertical rectangle. As you type, it moves across the screen to the right, just like the indicator on a typewriter moves across the paper.

It is important to understand that most actions taking place on the screen have some reference to the cursor. For example, when you insert a character into your text, it appears at the position of the cursor; when you press the **DELETE** key, the character to the left of the cursor disappears; files are loaded upward from the position of the cursor (i.e., the cursor is always found at the end of a file that has just been loaded from the disk); and when you use the find command for a word search, the cursor moves from one instance of the word sought to the next as the search proceeds.

In addition to the automatic movement of the cursor as you type, you can actually move the cursor to any position in your text at any time. This enables you to move around freely in order to make corrections and changes in a document while it is in memory. The methods for moving the cursor are explained fully in Chapter 3.

Control Commands

Personal computers operate by carrying out, or executing, commands entered on the keyboard by users. Computer programmers write very specific and detailed instructions for the computer, which are carried out through the central processing unit (known as the CPU). But first these instructions have to be activated by the person sitting at the keyboard. Obviously, if it were necessary for everyone who wanted to use a computer to type in all the details of every instruction, using a computer would not be very efficient—especially for a task like typing and editing.

For this reason, packaged utility programs like word processors have a built-in shorthand for telling the computer what to do: Each set of instructions (for accomplishing a particular operation) is assigned a short sequence of keystrokes which tells the computer to carry out *that* set of instructions and no other. These keystroke sequences are called *commands*.

In the Apple Writer program, most commands are entered directly on the keyboard; we call these commands *control commands*. Other commands are selected from a preestablished list, or menu, and then entered (see page 30).

A *control command* is always assigned a particular character key as its code name. You execute a control command by holding down the **CON-TROL** key at the left of your keyboard at the same time as you press the code key for that command. The **CONTROL** key itself is not actually a part of the code name for the command. It simply blocks the normal function of the code key, so

that when you press the key, it transmits the command you want to the central processing unit instead of entering the character as a text character.

In Apple Writer, most of the control commands are easy to remember. This is because whenever possible, the character chosen as the code name for the command has an obvious relationship to the function of the command. For instance, the command to save a document is **CONTROL S** and the command to load a document is **CONTROL L**. Sometimes, the relationship between the name of a command and its function is not so obvious—like **CONTROL Y**, which you use to get a split screen. For the most part, however, Apple Writer commands were designed to be mnemonic.

In this book, as in the Apple Writer user's guide, which came with your program, control commands are sometimes indicated by square brackets (**[ ]**) around the character key, omitting the word **CONTROL**.

When you see a character enclosed by square brackets, as above, you should hold down the **CONTROL** key while you press the character inside the brackets. *Do not type the brackets.*

In addition, the abbreviation **CTRL** is used at times for the word **CONTROL** when referring to the **CONTROL** key.

ENTERING A CONTROL COMMAND

STEP 1. HOLD DOWN `CTRL`

Remember you have to continue pressing the **CONTROL** key until the command is activated.

STEP 2. PRESS THE CHARACTER KEY ASSIGNED TO THE COMMAND YOU WANT

While you continue to hold down the **CONTROL** key, press the character key that identifies the command. For example, if you want to save a document on the disk, you press **S** while you hold down **CONTROL**.

STEP 3. FOLLOW THE INSTRUCTIONS GIVEN IN THIS BOOK FOR ANSWERING THE PROMPTS FOR INDIVIDUAL COMMANDS

Some control commands require further information (such as a file name or a disk or slot location) before they can be executed. This information is requested by a *prompt*—a query followed by a colon. You will learn how to answer the prompts for each command later in this book.

The Apple Writer II Handbook

TIPS Error Messages

There are several types of *error messages* that appear on the screen when you make a mistake using a command. It doesn't matter whether it is a control command or a menu command. These messages are accompanied by a beep. The three most common ones are shown below.

Don't panic when you see these messages. Just press **RETURN** to get rid of the message and

```
DOS :I/O ERROR
```

DOS :I/O ERROR. This usually means that the drive you asked the computer to get information from contains no disk ("I/O" stands for "Input/Output").

```
DOS :FILE NOT FOUND
```

DOS :FILE NOT FOUND. This usually means that either you got the name of the file wrong or you directed the computer to look in the wrong drive for the file you want.

then correct your error. If you have trouble figuring out what is causing an error message to appear or how to correct it, consult your DOS manual or Appendix C in the Apple Writer IIe manual. There are other, less common error messages. They are also explained in Appendix C of the Apple Writer IIe manual and in the DOS Manual.

```
DOS :SYNTAX ERROR
```

DOS :SYNTAX ERROR. This means you made an error in entering the command information. Usually, you will find that you forgot a comma or entered a space where there wasn't supposed to be one.

CORRECTING A CONTROL COMMAND

If you make a mistake when you enter a control command or if you change your mind about executing it, *don't panic*. Depending on the type of command it is, you can either cancel the command before it is executed or correct the results of its execution very easily.

You can cancel control commands that require further information after the command itself (such as a file name or a drive designation) by simply pressing **RETURN** when the prompt asking for further information comes on the screen. The prompt will disappear and the screen will resume its normal appearance with the cursor repositioned exactly where it was before you entered the command. If you've already begun to answer the prompt and then decide to cancel the command, delete your answer before you press **RETURN**. For example, if you type **[S]** to save your text and then decide in the middle of entering the file name that you want to do something else

before saving the file, just use the **DELETE** key to delete the file name and press **RETURN**.

Control commands that activate immediately after you enter the character key cannot be cancelled since they do not offer the delay period between entering the command and pressing **RETURN**. But even if you enter a command like this by mistake, it should be a simple matter to correct it.

Many of these commands function like *toggle switches*, which means that the same keystroke sequence turns a particular feature on as well as off (like your light switches). For other commands, the path to undoing what has been done should be self-evident. (For example, **[E]** moves the cursor instantly to the end of the file in memory. Once there, if you discover you didn't want to go to the end after all, you simply move the cursor somewhere else.)

In addition to control commands, Apple Writer has a number of commands that are activated from within a menu. A *menu* is a preestablished list of commands from which you can select the command you want—like choosing your lunch in a restaurant. Each command has a number or letter assigned to it (Apple Writer for the IIe uses letters whereas Apple Writer for the II+ uses numbers).

You choose a command from the menu by entering the command letter when you are prompted to do so. With some menus, such as the Help Screen Menu discussed previously, you have to press **RETURN** after entering the letter. With others, the command is carried out immediately when you enter the appropriate letter—without an intervening **RETURN**. Still other menus require you to enter certain additional information in order to execute some commands.

Basically, there is no single way for programmers to design menus to make it easy for the rest of us. We just have to resign ourselves to learning the peculiarities of each menu—sometimes even of each menu selection. But take heart, there aren't that many of them.

USING THE ADDITIONAL FUNCTIONS MENU

The Additional Functions Menu is simply a collection of word processing commands, none of which is found elsewhere in Apple Writer for the II+. In the new version for the IIe, however, the Additional Functions Menu contains one command, selection **H**. Toggle Carriage Return Display, which can now be executed independently of the menu (see page 37). The new IIe Additional Functions Menu also contains two new commands: **F**. Save [G]lossary File and **I**. Connect Keyboard to Printer.

The Additional Functions Menu can be called onto the screen at any time while you are typing or editing.

STEP 1. PRESS [CTRL] [Q] TO SEE THE ADDITIONAL FUNCTIONS MENU

```
ADDITIONAL FUNCTIONS MENU

A. Load Tab File
B. Save Tab File
C. Load Print/Program Value File
D. Save Print/Program Value File
E. Load [G]lossary File
F. Save [G]lossary File
G. Toggle Carriage Return Display
H. Toggle Data Line Display
I. Connect Keyboard to Printer
J. Convert Apple Writer 1.1 Files
K. Quit Apple Writer

Press RETURN to Exit

Enter your selection (A - K) :
```

When you type **[Q]** the Additional Functions Menu will come up on the screen.

STEP 2. ENTER THE LETTER OF THE COMMAND YOU WANT TO EXECUTE

```
ADDITIONAL FUNCTIONS MENU

A. Load Tab File
B. Save Tab File
C. Load Print/Program Value File
D. Save Print/Program Value File
E. Load [G]lossary File
F. Save [G]lossary File
G. Toggle Carriage Return Display
H. Toggle Data Line Display
I. Connect Keyboard to Printer
J. Convert Apple Writer 1.1 Files
K. Quit Apple Writer

Press RETURN to Exit

Enter your selection (A - K) :A

Enter file name :
```

The first six selections, **A–F**, are specialized uses of the load and save commands. The next selections, **G** and **H**, are toggle switches that turn display features on and off. **G** controls whether or not you see carriage returns as you enter them and is the only way of controlling this particular feature (see page 35). Similarly, **H** controls the Data Line display. Pressing the **ESC** key, however, will do exactly the same thing in Apple Writer IIe, changing the display from the Data Line (page 26) to the Tab Setting display (page 37), to no display, and back again to the Data Line.

Selection **I** is a new feature found only in Apple Writer IIe. It allows you to send information directly from the keyboard to the printer without first storing it in memory (see page 140). Selection **J** converts Apple Writer 1.1 files so that they can be edited with the IIe version. Selection **K** turns the Apple Writer program off, which you can also do by warm booting another program (see page 23) or by simply turning off the computer.

STEP 3. ENTER FURTHER INFORMATION REQUESTED ON THE SCREEN FOR INDIVIDUAL COMMANDS AND PRESS [RETURN]
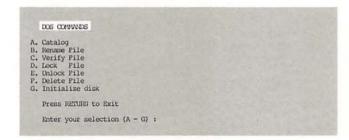
```
ADDITIONAL FUNCTIONS MENU

A. Load Tab File
B. Save Tab File
C. Load Print/Program Value File
D. Save Print/Program Value File
E. Load [G]lossary File
F. Save [G]lossary File
G. Toggle Carriage Return Display
H. Toggle Data Line Display
I. Connect Keyboard to Printer
J. Convert Apple Writer 1.1 Files
K. Quit Apple Writer

    Press RETURN to Exit

    Enter your selection (A - K) :A

Enter file name :FILE NAME
```

We explain the details of when and how to use each Additional Functions command as you need it in the process of entering and editing text. For example, you will find instructions for loading and saving tab files with selections **A** and **B** from the menu in the section on Setting Your Own Tabs (see page 40). Similarly, we discuss selections **C** through **I** in the sections of the book most relevant to their functions.

USING THE DOS COMMAND MENU

The DOS Command Menu contains the "housekeeping" commands discussed in Chapter 4. These commands allow you to keep track of and maintain the files on your working disks.

STEP 1. TYPE [CTRL] [O] TO SEE THE DOS COMMAND MENU

```
DOS COMMANDS

A. Catalog
B. Rename File
C. Verify File
D. Lock   File
E. Unlock File
F. Delete File
G. Initialize disk

    Press RETURN to Exit

    Enter your selection (A - G) :
```

When you type **[O]** the DOS Command Menu will come up on the screen.

STEP 2. ENTER THE LETTER OF YOUR SELECTION

```
DOS COMMANDS

A. Catalog
B. Rename File
C. Verify File
D. Lock   File
E. Unlock File
F. Delete File
G. Initialize disk

    Press RETURN to Exit

    Enter your selection (A - G) :A

Enter Slot,Drive (Example S6,D1) :
```

When the DOS Command Menu appears on the screen, enter the letter for the command you want. A prompt then appears beneath the menu; the type of prompt depends on the command you selected.

STEP 3. ANSWER THE PROMPT THAT APPEARS BENEATH THE MENU AND PRESS [RETURN]

```
DOS COMMANDS

A. Catalog
B. Rename File
C. Verify File
D. Lock   File
E. Unlock File
F. Delete File
G. Initialize disk

    Press RETURN to Exit

    Enter your selection (A - G) :A

Enter Slot,Drive (Example S6,D1) :S6,D2
```

For selection **A.** Catalog and **G.** Initialize disk, the prompt requests slot and drive locations: Enter Slot,Drive (Example S6,D1) :. The prompt for all of the other commands on the DOS menu requests a file name: Enter file name : Each DOS command is discussed in Chapter 4, page 106.

The Help Screens

Until you've had some practice in using the Apple Writer commands, you may find that you won't always remember which command to use for a particular task—or, if you do remember the command, you may not remember quite how to use it. And chances are, even when you've become an old hand at word processing with Apple Writer, there still will be commands you simply won't use often enough to remember how they work. Rather than having to look these things up in the manual or this book every time, you can use the help screens provided for this purpose on the Apple Writer Master disk.

The help screens are a series of explanatory displays that you can call onto your screen at any time to refresh your memory about a particular command or procedure. You call them up by making selections from the Help Screen Menu. (The Apple Writer Master disk must be in drive 1 in order for you to use the help screens.)

STEP 1. PRESS 🕹 ? TO GET THE HELP SCREEN MENU

```
HELP SCREEN MENU

A. Command Summary
B. Cursor Movement
C. Upper/Lower Case Change
D. Delete/Retrieve Text
E. Tabs
F. Glossary
G. Saving Files
H. Loading Files
I. Find/Replace Text
J. Embedded Print Commands

Press RETURN to Exit
Enter Your Selection (A - J) :
```
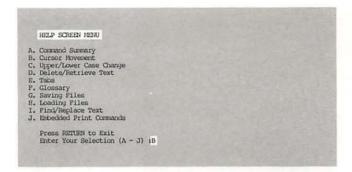
The 🕹 key acts here like the **CONTROL** key in a control command—that is, you hold it down while you press the **?** (and remember, you must hold down the **SHIFT** key to get a **?**). (Apple II+ users should see the Appendix on page 185.)

The Help Screen Menu will appear on the screen, replacing whatever was already there.

STEP 2. ENTER YOUR SELECTION AND PRESS RETURN TO SEE THE HELP SCREEN YOU'VE SELECTED

```
HELP SCREEN MENU

A. Command Summary
B. Cursor Movement
C. Upper/Lower Case Change
D. Delete/Retrieve Text
E. Tabs
F. Glossary
G. Saving Files
H. Loading Files
I. Find/Replace Text
J. Embedded Print Commands

Press RETURN to Exit
Enter Your Selection (A - J) :B
```

Each selection listed on the Help Screen Menu has its own help screen which explains how that particular command or procedure functions. These screens are displays only and are not actually loaded into memory (that is, you can call them onto the screen at any time without permanently replacing the work you are doing).

STEP 3. TYPE C TO CONTINUE READING HELP SCREENS—OR TYPE E TO EXIT—AND PRESS RETURN

```
APPLE WRITER // COMMAND SUMMARY        PAGE 2

                         CURSOR MOVEMENT

COMMAND/KEYSTROKE              ACTION

UP-ARROW                  CURSOR up 1 line
LEFT- or RIGHT-ARROW      CURSOR left/right 1 character
DOWN-ARROW                CURSOR down 1 line

SOLID-APPLE with
UP-ARROW                  CURSOR up 12 lines
DOWN-ARROW                CURSOR down 12 lines
LEFT-ARROW                CURSOR left 1 word
RIGHT-ARROW               CURSOR right 1 word

[B]   CURSOR to file Beginning and Data Line Arrow to >
[E]   CURSOR to file End and Data Line Arrow to <

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

Some of the help screens take up more space than one screen provides. Thus, when you type **C**, indicating that you wish to continue, the next portion of the screen will scroll into view on your monitor, and so forth, until the explanation is completed. Once a help screen is completed, you type **C** to return to the Help Screen Menu.

If you want to exit the entire help system, and return to your work, just type **E**. Remember that you must press **RETURN** after either of these instructions to tell Apple Writer you are ready to proceed.

WHEN YOU CAN'T REMEMBER WHICH COMMAND TO USE

STEP 1. SELECT [A] FROM THE HELP SCREEN MENU TO SEE A LIST OF COMMANDS

STEP 2. PRESS [C] AND [RETURN] TO SEE THE SECOND HALF OF THE COMMAND SUMMARY

```
           APPLE WRITER // COMMAND SUMMARY          PAGE 1A

                    CONTROL [ ] COMMANDS

COMMAND/KEYSTROKE               ACTION


   [B]    Moves Cursor to BEGINNING of file and sets Data Line Arrow >
   [C]    Enables CASE CHANGE Mode
   [D]    Sets DIRECTION of Data Line Arrow
   [E]    Moves Cursor to END of file and sets Data Line Arrow <
   [F]    FINDS and REPLACES text segments
   [G]    Enables GLOSSARY creation or access
   [L]    LOADS text file from disk
   [N]    CLEARS screen and memory of present file
   [O]    Displays DOS Commands Menu

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

```
           APPLE WRITER // COMMAND SUMMARY          PAGE 1B

                 CONTROL COMMANDS (continued)

COMMAND/KEYSTROKE               ACTION


   [P]    Accesses PRINT commands or WPL PROGRAMS
   [Q]    Displays Additional Functions Menu
   [R]    Character overstrike
   [S]    SAVES text files to disk
   [T]    TAB - set, clear, purge
   [V]    Accepts CONTROL characters as text entries
   [W]    Word delete or retrieve
   [X]    Paragraph delete or retrieve
   [Y]    Split screen enable/disable
   [Z]    Word wraparound disable/enable

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

Selection **A** on the Help Screen Menu is a list of all the Apple Writer commands and what they do.

Under the subheading COMMAND/KEYSTROKE, you will see the familiar capital letters enclosed in square brackets, which indicate that you must hold down the **CONTROL** key while you press the specified letter. Notice that the explanations given under the other subheading, ACTION, tell you only what the command does—not how to use it.

The command summary takes up two screens. To see the second screen, press **C** to continue and then press **RETURN**.
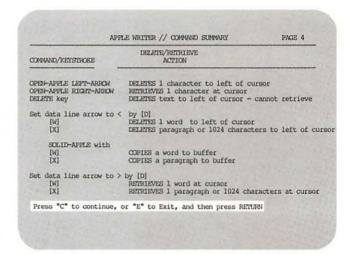
WHEN YOU CAN'T REMEMBER HOW TO USE A PARTICULAR COMMAND OR TECHNIQUE

STEP 1. ENTER THE LETTER OF THE HELP SCREEN YOU WANT TO SEE

```
HELP SCREEN MENU

A. Command Summary
B. Cursor Movement
C. Upper/Lower Case Change
D. Delete/Retrieve Text
E. Tabs
F. Glossary
G. Saving Files
H. Loading Files
I. Find/Replace Text
J. Embedded Print Commands

Press RETURN to Exit
Enter Your Selection (A - J) :D
```

Choose the letter for the help screen you want to see from the Help Screen Menu. Selections **B** through **J** provide brief explanations about how to accomplish certain tasks with Apple Writer. The help screens are organized by task, not by command. For instance, both how to use the arrow keys and how to use commands **[B]** and **[E]** are covered in selection **B**, Cursor Movement. Similarly, selection **D**, Delete/Retrieve Text, tells you how to delete and retrieve anything from a single character to a paragraph using a range of function keys and commands.

STEP 2. PRESS EITHER C OR E AND THEN RETURN

```
                    APPLE WRITER // COMMAND SUMMARY          PAGE 4

                                      DELETE/RETRIEVE
COMMAND/KEYSTROKE                        ACTION

OPEN-APPLE LEFT-ARROW       DELETES 1 character to left of cursor
OPEN-APPLE RIGHT-ARROW      RETRIEVES 1 character at cursor
DELETE key                  DELETES text to left of cursor - cannot retrieve

Set data line arrow to < by [D]
        [W]                 DELETES 1 word  to left of cursor
        [X]                 DELETES paragraph or 1024 characters to left of cursor

     SOLID-APPLE with
        [W]                 COPIES a word to buffer
        [X]                 COPIES a paragraph to buffer

Set data line arrow to > by [D]
        [W]                 RETRIEVES 1 word at cursor
        [X]                 RETRIEVES 1 paragraph or 1024 characters at cursor

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

When you have finished with a Help Screen, you have two options: You can press **C** and **RETURN** to go back to the menu and choose another help screen (or in some cases, to see a continuation of the screen you are currently viewing); or you can press **E** and **RETURN** to exit the help screen system altogether and go back to your work.

Entering Text

Entering text with a word processor is very much like typing on a typewriter. But that does *not* mean you have to know how to type, just as you don't have to know how to type to use a typewriter. If you're happy with hunt and peck, Apple Writer won't object.

Why do we say "entering text" instead of typing? It's a holdover from the days when computers were computers and typewriters were typewriters, and people called data entry operators entered data on a computer keyboard. With the merging of computer and typewriter functions into a new technology called word processing, we now "enter" text on a computer keyboard.

You enter text by typing on the computer keyboard just as you would with a regular typewriter. Until you come to the end of a line, there is little difference between a typewriter and Apple Writer.

DON'T PRESS RETURN AT THE END OF A LINE

Word wraparound on

> < Z Mem:46645 Len: 200 Pos: 199 Tab: 198 File:
>
> You enter text by typing on the computer keyboard just as you would with a regular typewriter. Until you come to the end of a line, there is little difference between a typewriter and Apple Writer.

Word wraparound off

> < Mem:46645 Len: 200 Pos: 199 Tab: 198 File:
>
> You enter text by typing on the computer keyboard just as you would with a regul ar typewriter. Until you come to the end of a line, there is little difference between a typewriter and Apple Writer.

You don't have to enter carriage returns at the end of each line. Apple Writer determines whether the last word will fit on the line. If there isn't room for the whole word, Apple Writer automatically drops it down to the next line and you can continue entering text without pressing **RETURN**.

This automatic carriage return feature is called *word wraparound*. Word wraparound is automatically on when you boot up Apple Writer. To turn it off, press **[Z]**. You will then see the text exactly as you entered it—with words broken off as the lines ended (although without hyphens). (*Note:* **[Z]** functions like a toggle switch—it turns word wraparound on as well as off.)

PRESS RETURN ONLY TO END PARAGRAPHS OR TO END INDIVIDUAL LINES BEFORE YOU REACH THE END OF THE SCREEN DISPLAY

> < Z Mem:46071 Len: 774 Pos: 774 Tab: 573 File:
> You enter text by typing on the computer keyboard just as you would with a regular typewriter. Until you come to the end of a line, there is little difference between a typewriter and Apple Writer. ⏎
>
> When you press the RETURN key, a new line begins—just as it does with a typewriter. Since word wraparound takes care of ending lines automatically when the entire width of the screen's display (80 or 40 columns, depending on your computer) has been reached, you use the RETURN key only when you want to end a line deliberately. You would do this, for example, at the end of a paragraph or when you are entering a list or a name and address. If you want to add lines of space between paragraphs, press the RETURN key as many times as necessary to get the space you want. ⏎

When you press the **RETURN** key, a new line begins—just as it does with a typewriter. Since word wraparound takes care of ending lines automatically when the entire width of the screen's display (80 or 40 columns, depending on your computer) has been reached, you use the **RETURN** key only when you want to end a line deliberately. You would do this, for example, at the end of a paragraph or when you are entering a list or a name and address. If you want to add lines of space between paragraphs, press the **RETURN** key as many times as necessary to get the space you want.

SEEING CARRIAGE RETURNS

Every time you press the **RETURN** key, Apple Writer enters an actual character, **]**, at the position the cursor is in. Although this carriage return character does not appear on the screen as you enter it, you can see a display of these characters by using the Additional Functions Menu.

STEP 1. PRESS CTRL Q TO GET THE ADDITIONAL FUNCTIONS MENU ON THE SCREEN

> ADDITIONAL FUNCTIONS MENU
>
> A. Load Tab File
> B. Save Tab File
> C. Load Print/Program Value File
> D. Save Print/Program Value File
> E. Load [G]lossary File
> F. Save [G]lossary File
> G. Toggle Carriage Return Display
> H. Toggle Data Line Display
> I. Connect Keyboard to Printer
> J. Convert Apple Writer 1.1 Files
> K. Quit Apple Writer
>
> Press RETURN to Exit
>
> Enter your selection (A - K) :

First, you have to call up the Additional Functions Menu before you can enter selection **G**, Toggle Carriage Return Display, from the menu.
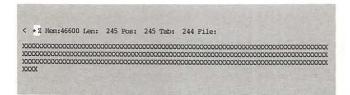
STEP 2. ENTER SELECTION G **AND PRESS** RETURN

```
<   Z Mem:46525 Len:   320 Pos:  320 Tab:   26 File: LETTER
Scituate, MA  02066]
]
Dear Ms. Johnson:]
]
I'm using your book "The Apple Writer Handbook" and have gotten this far
without blowing up the computer or causing an electrical power failure on the
entire East Coast.  Please send me my free diploma.]
]
]
Sincerely yours,]
]
(enter your own name here)]
```

Wherever you pressed **RETURN** in your text, you will see a]. There are a number of things you can do with Apple Writer that depend, at least in part, on knowing where you entered carriage returns. So being able to tell at a glance where they are can be very useful.

REPEATING CHARACTERS AUTOMATICALLY

```
<  * Z Mem:46600 Len:  245 Pos:  245 Tab:  244 File:

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXX
```

Most of the keys on the Apple IIe keyboard repeat automatically if you hold them down. When a character or function (like **DELETE**) is repeating, the symbol * appears next to the Z in the Data Line. This is just to remind you that you are holding down a key. A warning—the repeat speed is very fast, so use this feature with caution, especially when you are using the **DELETE** key. (Apple II+ users should see the Appendix on page 185.)

TIPS   Memory

Your Apple computer has an electronic memory in which it stores your work as you do it. This main, or central, memory is quite large (its exact capacity depends on the system you bought) and can hold an astonishing amount of information at one time.

A large part of central memory is reserved for the Apple Writer program (or other software). When you put the master disk into disk drive 1 and turn the computer on, a copy of the word processing program is loaded from the disk into this section of memory.

Another large part of central memory is reserved for storing the document you are working on. This is the part of memory that you "see" on your monitor screen—that is, a display of its contents appears on the screen. It can hold 27,645 characters at once (or more if you have expanded memory capacity), and the computer will let you know when you have filled it up by beeping. (*Note:* You will also hear a beep at other times, so don't automatically assume that it means memory is full. When you hear the beep and don't see an error message on the screen, look at the Data Line at the top of the screen. If you see a Ø after "Mem:" you'll know that you have used up memory.)

Various smaller portions of memory, called storage buffers, are reserved as temporary holding areas for special items like glossary terms or blocks of text that are in the process of being moved from one place to another in your document.

The ability to contain information in an electronic memory is what makes word processing so superior to typing. It means that you can compose, type, and correct, or alter virtually any kind of document before you even get out the paper. By the time a document is actually printed on paper, it is letter-perfect.

Setting Your Own Tabs

Just like a typewriter, Apple Writer allows you to set tabular positions across the screen and then reach them quickly with the **TAB** key. This can be useful for text documents and tables alike.

When you start up Apple Writer, the tabs are automatically preset at every eight spaces (or columns). As with a typewriter, you can change the tab settings to suit what you are doing at the moment. But Apple Writer has a bonus feature you won't find on any typewriter—you can save your own tab settings in a special file and reuse them later on.

DISPLAYING YOUR CURRENT TAB SETTINGS
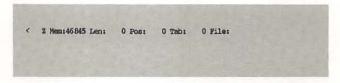
PRESS ESC **TO CHANGE THE DATA LINE TO A DISPLAY OF THE TAB SETTINGS**

```
<....'...1....'...2....'....3...'....4....'...5....'...6....'....7..'.'....
```

When you press **ESC** once, the Data Line changes to a display of the current tab settings, which we call the Tab Setting display. The line that you see at the top of the screen is divided into eight groups of ten columns each, each column represented by a dot. If you have an 80-column display, you will see all eight groups across the screen. Every tenth column is a number instead of a dot (the numbering stops at 7, but you can still see the last group of ten) and a small vertical straight line divides each group in half. The tab settings are marked with rectangles that look like non-blinking cursors.

If you have a 40-column display, you still have 80 possible tab settings. But only half of them appear in the Tab Setting display. That is, you still see numbered groups of ten dots, but you only see four of them. If you still have the default tab settings (every eighth column) in place, you can see that all ten of the settings exist in the 40-column format, just as they do in the 80-column format. Press the **TAB** key ten times. When the cursor reaches the fifth setting at column 40, it drops down to the next line to complete the other five settings. After the tenth setting, the **TAB** key will no longer move the cursor because it has reached Apple Writer's 80-column limit. (Apple Writer II+ does not have the tab display feature.)

PRESS ESC **TWICE TO RETURN TO THE DATA LINE**

```
<   % Mem:46845 Len:    0 Pos:    0 Tab:    0 File:
```
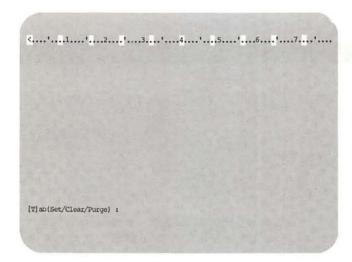
You must press the **ESCAPE** key twice to return to the Data Line. The first **ESCAPE** leaves the line blank.
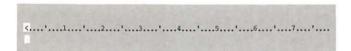
CHANGING THE TAB SETTINGS

STEP 1. TO CLEAR ALL EXISTING TAB SETTINGS, FIRST TYPE [CTRL] [T]

```
<....'....1....'....2....'....3....'....4....'....5....'....6....'....7...'...


[T]ab(Set/Clear/Purge) :
```
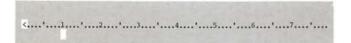
With the Tab Setting line displayed, hold down **CTRL** and press **T**. The prompt [T]ab(Set/Clear/Purge) : appears at the bottom of the screen.

STEP 2. TYPE [P] **AND PRESS** [RETURN]

```
<....'....1....'....2....'....3....'....4....'....5....'....6....'....7....'....

```
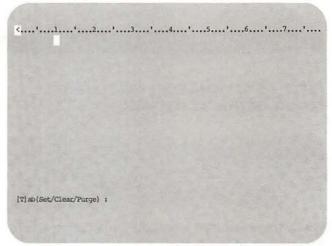
Now type **P** for purge in response to the prompt. It is not necessary to type in the whole word for the action you select; **P** is enough. Press **RE-TURN** and all the tab settings will disappear from the Tab Setting display. Now you are ready to set your own tabs.

STEP 3. PRESS THE SPACE BAR UNTIL THE CURSOR IS IN A POSITION WHERE YOU WANT TO SET A TAB

```
<....'....1....'....2....'....3....'....4....'....5....'....6....'....7....'....

```
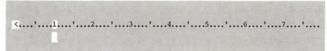
Beginning from the left margin, use the **SPACE** bar to position the cursor where you want to set the first tab. If your cursor is not at the left margin, use whatever combination of the **SPACE** bar and **DELETE** key you need to get to the place where you want to set a tab.

STEP 4. TO SET A TAB AT THE CURSOR POSITION, FIRST TYPE [CTRL] [T]

```
<....'....1....'....2....'....3....'....4....'....5....'....6....'....7....'....


[T]ab(Set/Clear/Purge) :
```

Hold down **CTRL** and press **T**. The prompt [T]ab(Set/Clear/Purge) : appears at the bottom of the screen.

STEP 5. TYPE [S]

```
<....'....1....'....2....'....3....'....4....'....5....'....6....'....7....'....

```
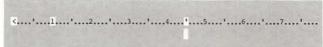
Type **S** (for Set) in response to the prompt and a new tab setting is entered at the cursor position.
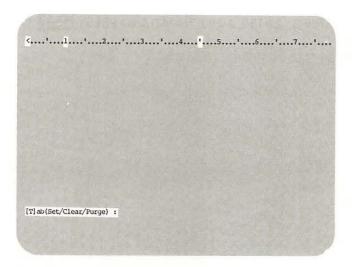
IF YOU SET A TAB IN THE WRONG PLACE . . .

STEP 1. MOVE THE CURSOR TO THE TAB YOU WANT TO ERASE

```
<....'....1....'....2....'....3....'....4....'....5....'....6....'....7....'....

```

Don't be concerned if you set a tab in the wrong place. You can easily correct it. First move the cursor to the tab you want to erase.

STEP 2. TO CLEAR THE TAB AT THE CURSOR POSITION, FIRST TYPE [CTRL] [T]

```
<....'....1....'....2....'....3....'....4...'....5....'....6....'....7....'....




[T]ab(Set/Clear/Purge) :
```

Hold down **CTRL** and press **T**. The prompt [T]ab(Set/Clear/Purge) : appears at the bottom of the screen.

STEP 3. TYPE [C]

```
<....'....1....'....2....'....3....'....4....'....5....'....6....'....7....'....
```

Type **C** (for Clear) in response to the prompt. The tab is now cleared from the Tab Setting display.

USING THE TAB KEY

Apple Writer's **TAB** key works just like the tab key on a typewriter, except that it won't move over existing text when you simply press **TAB**. (The Apple II+ keyboard has no **TAB** key. II+ users should type **[I]** wherever we ask them to press **TAB**.)

PRESS [TAB] **ONCE TO MOVE TO THE NEXT TAB SETTING WHEN NO TEXT EXISTS ON THE LINE**

```
a
<....'....1....'....2....'....3....'....4....'....5....'....6....'....7....'....

b
<....'....1....'....2....'....3....'....4....'....5....'....6....'....7....'....
```

No matter where the cursor starts out, it always moves to the *next* tab setting to the right when you press the **TAB** key. Spaces are inserted as the cursor moves, just as though you were pressing the **SPACE** bar. When the cursor reaches the last tab setting on the line, the **TAB** key will cease to move the cursor.

PRESS [🍎] [TAB] **TO TAB OVER EXISTING TEXT**

```
a
<....'....1....'....2....'....3....'....4....'....5....'....6....'....7....'....
The TAB key needs a little help when you want the cursor to move over existing
text.

b
<....'....1....'....2....'....3....'....4....'....5....'....6....'....7....'....
The TAB key needs a little help when you want the cursor to move over existing
text.
```

The **TAB** key needs a little help when you want the cursor to move *over* existing text. As long as you hold down the 🍎 key, you can move the cursor over existing text to the next tab setting by pressing the **TAB** key.
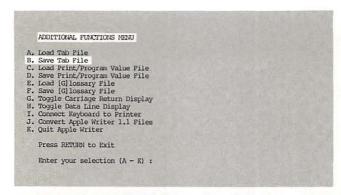
(Apple II+ users: With the cursor in the move mode, you can use **[I]** to move over existing text. See the Appendix on page 185.)

SAVING YOUR TAB SETTINGS

If you've spent some time setting up a compli-
cated TAB format that you might need again, you
can save it on your disk and then load it any time
you like.

STEP 1. TO CREATE A TAB FILE, FIRST TYPE
[CTRL] [Q]

```
          ADDITIONAL FUNCTIONS MENU

        A.  Load Tab File
        B.  Save Tab File
        C.  Load Print/Program Value File
        D.  Save Print/Program Value File
        E.  Load [G]lossary File
        F.  Save [G]lossary File
        G.  Toggle Carriage Return Display
        H.  Toggle Data Line Display
        I.  Connect Keyboard to Printer
        J.  Convert Apple Writer 1.1 Files
        K.  Quit Apple Writer

            Press RETURN to Exit

            Enter your selection (A - K) :
```

Hold down **CTRL** and press **Q**. The Additional
Functions Menu comes onto the screen.
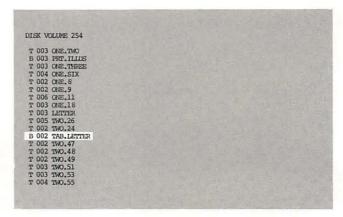
STEP 2. TYPE [B] FROM THE MENU

```
          ADDITIONAL FUNCTIONS MENU

        A.  Load Tab File
        B.  Save Tab File
        C.  Load Print/Program Value File
        D.  Save Print/Program Value File
        E.  Load [G]lossary File
        F.  Save [G]lossary File
        G:  Toggle Carriage Return Display
        H.  Toggle Data Line Display
        I.  Connect Keyboard to Printer
        J.  Convert Apple Writer 1.1 Files
        K.  Quit Apple Writer

            Press RETURN to Exit

            Enter your selection (A - K) :B

        Enter file name :LETTER
```

Type **B** from the menu, indicating that you want
to save a tab file. Next the prompt Enter file
name : appears at the bottom of the Additional
Functions Menu display.

STEP 3. ENTER A FILE NAME AND PRESS [RETURN]

```
      DISK VOLUME 254

        T 003 ONE.TWO
        B 003 PRT.ILLUS
        T 003 ONE.THREE
        T 004 ONE.SIX
        T 002 ONE.8
        T 002 ONE.9
        T 006 ONE.11
        T 003 ONE.18
        T 003 LETTER
        T 005 TWO.26
        T 002 TWO.24
        B 002 TAB.LETTER
        T 002 TWO.47
        T 002 TWO.48
        T 002 TWO.49
        T 003 TWO.51
        T 003 TWO.53
        T 004 TWO.55
```

Enter a file name in response to the prompt and
press **RETURN**. Apple Writer attaches the prefix
TAB. to the name you gave the tab file and stores
the file on the disk. The prefix identifies the type
of file to the computer.

Notice that your tab file is a *binary* file (you can
tell by the B next to it). This means it can be
loaded only with an Additional Functions Menu
command. The regular load command will not
work on a TAB. file.

*HINT: You can use the same name for both your
TAB. file and the text file it goes with since the
TAB. prefix will differentiate the two files.*

LOADING A TAB FILE

STEP 1. TO LOAD A TAB FILE FROM THE DISK, FIRST TYPE [CTRL] [Q]

```
ADDITIONAL FUNCTIONS MENU

A. Load Tab File
B. Save Tab File
C. Load Print/Program Value File
D. Save Print/Program Value File
E. Load [G]lossary File
F. Save [G]lossary File
G. Toggle Carriage Return Display
H. Toggle Data Line Display
I. Connect Keyboard to Printer
J. Convert Apple Writer 1.1 Files
K. Quit Apple Writer

Press RETURN to Exit

Enter your selection (A - K) :
```

Hold down **CTRL** while you press **Q**. The Additional Functions Menu appears on the screen.
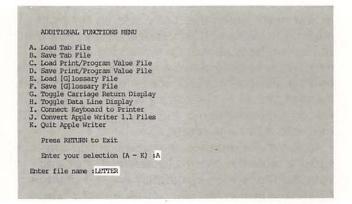
STEP 2. TYPE [A] FROM THE MENU

```
ADDITIONAL FUNCTIONS MENU

A. Load Tab File
B. Save Tab File
C. Load Print/Program Value File
D. Save Print/Program Value File
E. Load [G]lossary File
F. Save [G]lossary File
G. Toggle Carriage Return Display
H. Toggle Data Line Display
I. Connect Keyboard to Printer
J. Convert Apple Writer 1.1 Files
K. Quit Apple Writer

Press RETURN to Exit

Enter your selection (A - K) :A

Enter file name :
```

Enter selection **A**, which indicates that you want to load a tab file from the menu. The prompt En-ter file name : appears at the bottom of the screen.

STEP 3. ENTER THE NAME OF THE TAB. FILE— WITHOUT THE PREFIX—AND PRESS [RETURN]

```
ADDITIONAL FUNCTIONS MENU

A. Load Tab File
B. Save Tab File
C. Load Print/Program Value File
D. Save Print/Program Value File
E. Load [G]lossary File
F. Save [G]lossary File
G. Toggle Carriage Return Display
H. Toggle Data Line Display
I. Connect Keyboard to Printer
J. Convert Apple Writer 1.1 Files
K. Quit Apple Writer

Press RETURN to Exit

Enter your selection (A - K) :A

Enter file name :LETTER
```

Enter a file name in response to the prompt and press **RETURN**. When you select **A** from the Additional Functions Menu, Apple Writer knows that you want to load a TAB file and not any other kind of file. It is therefore unnecessary to type in the computer-assigned prefix as part of the file name.

After you press **RETURN**, your tab file is loaded into the special tab buffer in memory and your tabs appear on the Tab Setting display. (*Note:* When a tab file is loaded from the disk, it replaces the existing tabs. Therefore, if you want to preserve the tabs you already have, save them before loading another tab file.)

Entering Extra-Wide Tables and Lists

Even though your screen display is only 40 (or 80) columns wide, you can still prepare and print out tables and lists wider than this. The trick to entering extra-wide tables and lists is not to press **RE-TURN** at the end of each line. You do not press **RETURN** until you have entered all of the characters in a line. Thus you can enter a line as long as you need. When the cursor reaches the right edge of the screen, it will appear as if a new line has begun because word wraparound will force new words to drop down a line. This "new" line is only an illusion, however, for as long as your print margins are set to the correct width, the printer will continue printing a line as all one line until it runs into a carriage return.

Suppose, for instance, that you want to construct a table 89 columns (characters) wide and your monitor screen can display only 80 columns (characters) to a line. You can set up your table on the screen, 89 columns wide, but for each row of entries, characters (including spaces) from 81 to 89 will appear on a second line. When you print out the table, however, you set your margins to at least 89 columns across the page. Therefore each row of 89 columns will be printed out all on one line.
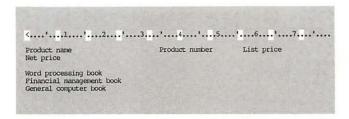
Tables normally contain (1) a title, (2) headings to identify the columns, (3) labels to identify the rows, (4) data at the intersections of columns and rows, and (5) ruled lines to separate the sections.

STEP 1. ENTER THE ROW LABELS

Row labels are entered so you will have some idea of the width of the longest label. You need to know this so you can align the column labels in the next step. Press the **RETURN** key to end each row and move the cursor to the next row.

STEP 2. ENTER THE COLUMN LABELS ACROSS THE TOP

Once you know the width of the longest row label, you can decide where to begin entering column labels. As you enter the column labels, be sure to leave enough space between them to accommodate the data entries that will fill the rows below.

STEP 3. SET TABS FOR THE DATA ENTRIES

Once you have entered all of the column labels, you can determine where you want the data entries to align below each label. First, move the cursor to the beginning of the column label line and type **[T] p** to purge the current tab settings (II+ users should see the Appendix on page 185 for instructions on moving the cursor). Then, using the → key to move the cursor over the labels, type **[T] s** to set a tab wherever you want the entries to align under each label.

HINT: If you plan to use this table or list, it is a good idea to save the tab format you have just set up in a TAB. file (see page 40).

STEP 4. ADD RULED LINES

```
<....'....1....'....2....'....3....'...4....'....5....'....6....'....7....'....

===========
Product name                    Product number        List price
Net price

Word processing book
Financial management book
General computer book
```

You can add ruled lines to separate the divisions of the list or table. Enter the first ruled line by moving the cursor to the beginning of the line just above the line on which you want to put the ruled line. Press the **RETURN** key to move that row down and clear a line above it for the ruled line. Now hold down the equal sign key (=) to enter a double ruled line, or the dash key (-) to enter a single line. (II+ users should hold down the **REPEAT** key while holding down one of these characters.)

HINT: Toward the end of the line, you should release the key and press it with single taps to finish off the line. This will save you from having your line turn out too long due to the high speed of the auto-repeat function.

STEP 5. MAKE A COPY OF THE RULED LINE

```
<....'....1....'....2....'....3....'...4....'....5....'....6....'....7....'....

===========
Product name                    Product number        List price
Net price

Word processing book
Financial management book
General computer book
```

To make a copy of the ruled line to use in other places in your list or table, first make sure the direction arrow at the left end of the Data Line is pointing to the left. If it isn't, type **[D]** to change its direction. Next, position the cursor at the end of the ruled line. Now hold down the key and type **[X]**. The cursor will jump to the beginning of the line above your ruled line. Apple Writer has stored a copy of the line in a temporary storage buffer and you can retrieve as many copies of it as you like with the next step.

STEP 6. RETRIEVE A COPY OF THE RULED LINE WHEREVER YOU WANT IT IN THE LIST OR TABLE

```
<....'....1....'....2....'....3....'...4....'....5....'....6....'....7....'....

==========
Product name                    Product number        List price
Net price

Word processing book
Financial management book
General computer book
============================
```

To insert a copy of the ruled line elsewhere in your table or list, move the cursor to where you want the line to appear. Type **[D]** to change the direction of the Data Line arrow, making sure that it points to the right. Then type **[X]** to retrieve a copy of the ruled line at this position.

HINT: To make more than one copy of the ruled line in the table or list, repeat Steps 5 and 6 as many times as you need to.

STEP 7. TYPE `CTRL` `S` TO SAVE THE TABLE IN A FILE

```
[S]ave :TABLE 1.1
```

If you plan to use the basic list or table again, but with different data, you can save the basic format at this point and you won't have to enter the column and row labels again. You can save it in a file by typing **[S]**. When the prompt [S]ave : appears on the screen, enter a name for the file and press **RETURN** (see page 86). Later, you can load the basic format into other documents or print it separately, as you need it.

If you want to use it in a document right now, go ahead and fill in the data (Step 8, below) and save the table. Next type **[N]** to erase memory (see page 61). Now type **[L]** to load the file into which you want to merge the table. When the prompt [L]oad : appears on the screen, enter the name of that file and press **RETURN** (see page 95). Next, use the arrow keys to move the cursor to where you want the table to appear in the document. Now type **[L]** to merge (load) the table into the file in memory.

STEP 8. COMPLETE THE DATA ENTRIES IN YOUR TABLE OR LIST

```
<  Z Mem:46226 Len:  619 Pos:  180 Tab:     0 File: TABLE 1.1

Product name                         Product number      List price
Net price

Word processing book                 100-100             14.95
  8.63
Financial management book            100-101             16.95
10.63
General computer book                100-102             15.95
10.18
```

Use the **TAB** key (II+ users type **[I]**) to move to the appropriate tab positions so that you can complete the list or table by filling in the entries at the intersections of the columns and rows.

STEP 9. FORMAT THE TABLE FOR PRINTING

You can format your table or list for printing any way you like, adding a title or footnotes, making column headings bold, using different typefaces for labels and entries, etc. (See Chapter 5 for information on Apple Writer's print commands.)

SETTING THE MARGINS FOR PRINTING THE TABLE

The most important part of print formatting is to set the margins so that the table or list will be printed to the correct width. Earlier, we mentioned that multicolumn tables and lists often print out wider than the width you are able to see on the screen. That is why each row may actually appear to occupy two or more lines of space on the screen. To ensure that each row will occupy only one line when it is printed out, you should be careful to enter the correct left and right margin settings.

Before you begin to enter format settings, you should first determine the width of the table by moving the cursor to the last character in the first row and looking at the Tab: counter on the Data Line. The number you see there is the width of your table, measured in columns. Thus, if the counter reads 96, you will need at least 96 columns between the left and right margin settings. You might, then, set the left margin at 10 and the right margin at 106 or greater. The number of columns you can fit onto your paper will depend on whether you are using a 10-pitch (ten columns to one inch) or 12-pitch (twelve columns to one inch) typeface. Measure the width of the paper with a ruler and multiply the number of inches by the pitch you are using to find out how many columns you can print in one row.

STEP 1. DETERMINE THE WIDTH OF THE TABLE BY CHECKING THE TAB: COUNTER ON THE DATA LINE

```
<  Z Mem:46226 Len:  619 Pos:  269 Tab:    89 File: TABLE 1.1

Product name                         Product number      List price
Net price

Word processing book                 100-100             14.95
  8.63
Financial management book            100-101             16.95
10.63
General computer book                100-102             15.95
10.18
```

STEP 2. ENTER MARGIN SETTINGS AT THE PRINT/PROGRAM COMMAND MENU

```
Print/Program Commands:

Left      Margin    (LM) = 10
Paragraph Margin    (PM) = 0
Right     Margin    (RM) = 99
Top       Margin    (TM) = 1
Bottom    Margin    (BM) = 1
Page Number         (PN) = 1
Printed Lines       (PL) = 58
Page Interval       (PI) = 66
Line Interval       (LI) = 0
Single Page         (SP) = 0          '
Print Destination   (PD) = 1
Carriage Return     (CR) = 0
Underline Token     (UT) = \
Print Mode (LJ,FJ,CJ,RJ) = LJ
Top Line            (TL) :

Bottom Line         (BL) :

Press RETURN to Exit

[P]rint/Program :
```

Once you have figured out the width you need to print out your table, you can begin to format it for printing. Type **[P]** and enter a question mark in response to the prompt [P]rint/Program : The Print/Program Command Menu appears on the screen in place of your table. At the bottom of this menu, you will see the prompt [P]rint/Program : again. Enter **LM**, the abbreviation for left margin, and then enter the number of characters from the left edge of the paper at which you want your left margin to be set. For example, to set the left margin at 10, you enter **LM10**. Now press **RETURN**. The left margin setting, listed at the top of the menu, changes to 10. To change the right margin (also measured in number of characters from the left edge of the paper), enter **RM** and the number at which you want to set that margin. Now press **RETURN** again; the right margin setting changes on the menu to the number you entered.

Using our example of the table 89 columns wide, you would have to set the right margin at least at 99 in order to print the list correctly if you set the left margin at 10. Thus, your margin entries would be **LM10** and **RM99**. (See page 120 for more information about how to change print format settings at the Print/Program Command Menu.)

CHANGING THE MARGINS FOR PRINTING THE TABLE AS PART OF A DOCUMENT

If you are going to print your table as part of a document, you should embed special, wider margin settings for the table within the document itself. By embedding the settings instead of changing them on the Print/Program Command Menu, you ensure that only the table, and not the entire document, will be printed with the wider margins.

```
<   Z Mem:46040 Len:  805 Pos:  391 Tab:    0 File:

Table 1.1 below shows an example of a partial inventory.

.RM99
                              TABLE 1.1
══════════════════════════════════════════════════════
══════════════════════════════════════════════════════
Product name                 Product number    List price
Net price
══════════════════════════════════════════════════════

Word processing book         100-100           14.95
8.63
Financial management book    100-101           16.95
10.63
General computer book        100-102           15.95
10.18
══════════════════════════════════════════════════════
.RM80

As you can see, most of our books are in the $15.95 range.
```

To embed margin settings, move the cursor to the line above the first line (including the title) of the table. Press **RETURN** to create a new line of space. Now type a period, making sure it is the first character to follow the carriage return. After the period, type **RM** and the number at which you want to set the right margin for the purpose of printing the table. Then press **RETURN** again, so that the embedded margin change is on a line by itself.

Next, move the cursor to the line below the last line of the table. Press **RETURN** and enter a period as the first character on the new line. Then type **RM** and the number of the normal setting for the right margin. Press **RETURN** again so that this margin change, too, is on a line by itself. This step changes the right margin back to the setting it should be at for the parts of your document that do not include the table. (See page 125 for more information about how to embed print format changes.)

45
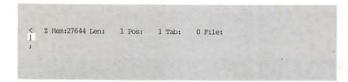
A Time-Saver: The Glossary Command

There are times when a hard-to-spell word or name, or a long, complex phrase, keeps cropping up in your text. Apple Writer provides two ways to avoid typing a troublesome word or phrase more than once—even if it appears fifty or a hundred times in your text!

The basic idea behind the glossary command is substitution. You can substitute a single predesignated character for a word or phrase up to 128 characters (and spaces) long. Then each time the word or phrase comes up, you type the predesignated character instead of the word or phrase. Although you type only the predesignated character, called a designator, the word or phrase you have previously assigned to that designator appears on the screen.

Here's how it works. First, you create a list of glossary entries, following the step-by-step instructions described below.

STEP 1. PRESS RETURN

```
  <  Z Mem:27644 Len:   1 Pos:   1 Tab:   0 File:
  ]
  ]
```

A glossary entry must begin with a carriage return (represented here by], its character form).

STEP 2. TYPE THE CHARACTER YOU'VE CHOSEN AS THE DESIGNATOR

```
  <  Z Mem:27643 Len:   2 Pos:   2 Tab:   1 File:
  ]
  W]
```

The next character you enter will be read by Apple Writer as the designator—the character that identifies this glossary term. Any character can be used as a designator, *except* ? and * (these are special characters in the glossary function). Uppercase letters are accepted by Apple Writer as distinct from lowercase letters when you use them as designators, so you have a very broad choice.

STEP 3. ENTER THE WORD OR PHRASE YOU WANT TO AVOID TYPING

```
  <  Z Mem:27623 Len:   22 Pos:   22 Tab:   21 File:
  ]
  WWord processing book]
```

Next comes the term itself—that is, the word or phrase you want to avoid typing over and over. It can be as long as 128 characters. (*Note:* If the first character after the designator is a space, Apple Writer considers it part of the term and will include it every time the term is entered on the screen.)

STEP 4. PRESS RETURN

```
  <  Z Mem:27622 Len:   23 Pos:   23 Tab:   0 File:
  ]
  WWord processing book]
  ]
```

The last character in a glossary entry is also a carriage return.

A finished glossary list

```
  <  Z Mem:27521 Len:  124 Pos:  124 Tab:   0 File:
  ]
  WWord processing book]
  FFinancial management book]
  fFederal tax guide book]
  GGeneral computer book]
  MMail list management book]
  ]
```

A glossary file cannot exceed a total of 2048 characters, and/or 99 separate entries. This is actually quite a lot of room.

SAVING AND LOADING A GLOSSARY LIST

After you prepare your glossary list, before you can use it you have to put it on the disk in a file and load it into a special glossary buffer in memory.

STEP 1. TYPE CTRL S TO CREATE A GLOSSARY FILE

```
<   Z Mem:46722 Len:  123 Pos:  123 Tab:   26 File:
]
WWord processing book]
FFinancial management book]
fFederal tax guide book]
GGeneral computer book]
MMail list management book]
```

```
[S]ave :
```

After you type **[S]** the prompt [S]ave : appears at the bottom of the screen, asking you for the name of the file to be saved. (See Chapter 4 for details on creating a file.)

STEP 2. ENTER A FILE NAME FOR YOUR GLOSSARY LIST AND PRESS RETURN

```
[S]ave :GLOSS.TABLE
```

Your glossary list is now a glossary file on your disk. In order to use it as you type in text, you have to load it into the glossary buffer, using a special load command from the Additional Functions Menu. It's a good idea to use a name that will help you remember that the file is a glossary and that it goes with a particular text file. We suggest using a prefix—like GLOSS.—with the actual file name. That way, as with TAB files, you can use the same name for the glossary file as you used for your text file. (*Note:* If your working disk is not in the current default drive—say, the current default is drive 1 and your disk is in drive 2—

type a comma and **D2**, or whatever the drive number is, after the file name. Be sure you type the disk drive designation immediately after the comma with no intervening spaces.)

STEP 3. TO LOAD A GLOSSARY FILE FOR USE, FIRST TYPE CTRL Q

```
ADDITIONAL FUNCTIONS MENU

A. Load Tab File
B. Save Tab File
C. Load Print/Program Value File
D. Save Print/Program Value File
E. Load [G]lossary File
F. Save [G]lossary File
G. Toggle Carriage Return Display
H. Toggle Data Line Display
I. Connect Keyboard to Printer
J. Convert Apple Writer 1.1 Files
K. Quit Apple Writer

    Press RETURN to Exit

    Enter your selection (A - K) :
```

When you type **[Q]**, the Additional Functions Menu appears on the screen.

STEP 4. ENTER SELECTION E FROM THE MENU

```
ADDITIONAL FUNCTIONS MENU

A. Load Tab File
B. Save Tab File
C. Load Print/Program Value File
D. Save Print/Program Value File
E. Load [G]lossary File
F. Save [G]lossary File
G. Toggle Carriage Return Display
H. Toggle Data Line Display
I. Connect Keyboard to Printer
J. Convert Apple Writer 1.1 Files
K. Quit Apple Writer

    Press RETURN to Exit

    Enter your selection (A - K) :E

Enter file name :
```

Type **E** from the Additional Functions Menu to indicate that you want to load the glossary file. The prompt Enter file name : appears at the bottom of the screen.

STEP 5. ENTER THE FILE NAME FOR THE GLOSSARY AND PRESS [RETURN]

```
ADDITIONAL FUNCTIONS MENU

A.  Load Tab File
B.  Save Tab File
C.  Load Print/Program Value File
D.  Save Print/Program Value File
E.  Load [G]lossary File
F.  Save [G]lossary File
G.  Toggle Carriage Return Display
H.  Toggle Data Line Display
I.  Connect Keyboard to Printer
J.  Convert Apple Writer 1.1 Files
K.  Quit Apple Writer

    Press RETURN to Exit

    Enter your selection (A - K) :E

Enter file name :GLOSS.TABLE
```

Enter the file name in response to the prompt and press **RETURN**. The Additional Functions Menu disappears from the screen and you are returned to a blank screen (or your work, if you were loading the glossary while already working on something). The glossary file was loaded into a specially preserved segment of memory called the glossary buffer. Later, when you want to insert one of your glossary terms from the file into your text, Apple Writer will search for the term in this buffer. (*Note:* Loading a glossary file into the glossary buffer automatically erases any terms already in the buffer.)

TIPS   Carriage Returns in Glossary Definitions

Since you begin and end a glossary definition by pressing **RETURN**, you can't actually enter a carriage return as part of a glossary term by using the **RETURN** key. But what if the term you want to define contains carriage returns—a name and address, for instance?

End each line of a term that requires separate lines with the character **]**, which represents the carriage return in Apple Writer. (Remember, this is the character you see when you activate the carriage return display. When you use it in a glossary term, it will cause an actual carriage return to be entered when the term is inserted in your text.)

If you want lines of space between the lines of a glossary term, end each line with the appropriate number of **]**s.

USING YOUR GLOSSARY LIST

With the glossary list waiting in its buffer, you are ready to use it as you type your text.

HOLD DOWN [🍎] AND TYPE THE DESIGNATOR FOR THE TERM YOU WANT TO INSERT

The term appears on the screen at the position of the cursor exactly as you typed it in the glossary list. (Apple II+ users should type **[G]** instead of holding down the 🍎 key.)

You can also create separate glossary definitions in the buffer as you work by using the glossary command.

STEP 1. TYPE CTRL G TO CREATE A NEW DEFINITION

```
<   Z Mem:46738 Len:  107 Pos:  107 Tab:  106 File: two.66

You can also create separate glossary definitions in the buffer as you work by
using the glossary command.
```

```
[G]lossary(?=Define/*=Purge) :
```

When you type **[G]**, the prompt [G]lossary (?=Define/*=Purge) : appears at the bottom of your screen.

STEP 2. TYPE ? TO CHOOSE DEFINE

```
WWord processing book
FFinancial management book
fFederal tax guide book
GGeneral computer book
MMail list management book

Enter new definition :
```

This is a prompt in which you are given several choices, just like the TAB prompt. Here, because we want to define a new glossary term, we type **?**.

The editing display is replaced by the glossary buffer display. Any definitions already in the buffer appear at the top, and a new prompt Enter new definition : appears at the bottom of the display.

STEP 3. ENTER A DESIGNATOR AND THE NEW TERM AND, PRESS RETURN

```
WWord processing book
FFinancial management book
fFederal tax guide book
GGeneral computer book
MMail list management book

Enter new definition :gGeneral management book
```

In response to the prompt Enter new definition :, enter a designator and the new term. This method of creating a new glossary definition does not require an initial carriage return for each entry. Simply type a designator and the term you want to define and then press **RETURN**.

When you press **RETURN** the editing display reappears. If you want to define more than one term with this method, you must go through the entire process each time. (*Note:* If you want to define more than a few terms, it is probably just as well to put your work away for the moment and create a glossary file, as outlined above.)

You can store definitions created with the glossary command permanently by selecting **F** on the Additional Functions Menu. (It works the same as selection **E**, described above.) Otherwise, when Apple Writer is turned off, all glossary terms currently stored in the buffer are lost. (Apple Writer for the II+ does not have this feature.)

ERASING THE GLOSSARY BUFFER

STEP 1. TYPE `CTRL` `G` **TO ERASE ALL TERMS IN THE GLOSSARY BUFFER**

```
[G]lossary(?=Define/*=Purge) :
```

The prompt [G]lossary(?=Define/*=Purge) : appears again at the bottom of your screen.

STEP 2. TYPE `*` **TO CHOOSE PURGE**

```
Enter new definition :
```

When you type * in response to the prompt, everything in the glossary buffer is erased. Not all your glossary terms are permanently erased, however. Those saved previously on your working disk remain on the disk. Only the *buffer* is purged.

MAKING LONGER GLOSSARY TERMS

If you want to use the glossary to define passages longer than 128 characters, you can do it on both the IIe and the II+. There are two ways you can do this, linking and nesting. We recommend that you use linking. It is by far the simpler method of the two and it accomplishes the same thing as nesting. You will be able to link a single glossary term of up to 1024 characters (half the total glossary capacity). It is also the method described here.

LINKING GLOSSARY DEFINITIONS

```
<   Z Mem:46717 Len:  128 Pos:  128 Tab:  128 File:
FFollow the instructions for creating a single definition in a glossary file.
Watch the counter marked Len: on the Data Line to




[G]lossary(?=Define/*=Purge) :
```

Follow the instructions for creating a single definition in a glossary file. Watch the counter marked Len: on the Data Line to determine when you have reached 128 characters (counting from the beginning of the file). At 128 characters, type [G], enter a new designator character, and then continue typing your definition.

```
<   Z Mem:46589 Len:  256 Pos:  256 Tab:  256 File:
FFollow the instructions for creating a single definition in a glossary file.
Watch the counter marked Len: on the Data Line to determine when you have
reached 128 characters (counting from the beginning of the file).  At 128
characters, type [G], enter a




[G]lossary(?=Define/*=Purge) :
```

You can repeat this process with up to eight designator characters, including the first one. The second link in the definition will take you up to 256 characters, the third to 384 characters, and so on.

```
>   Z Mem:46521 Len:  324 Pos:  324 Tab:  323 File:
Follow the instructions for creating a single definition in a glossary file.
   Watch the counter marked Len: on the Data Line to determine when you have
reached 128 characters (counting from the beginning of the file).  At 128
characters, type [G], enter a new designator character, and then continue
typing your definition.
```

When you have entered, saved, and loaded your linked glossary definition, type the first designator, while you press the ⌂ key, to insert the entire definition into your text. (Apple II+ users should type [G] and then type the first designator to insert the entire definition.)

Apple Writer has one glossary file already set up for you. It is called SPECIAL and it is on the Apple Writer Master disk. SPECIAL really is special. Unlike ordinary glossary files that contain text terms, SPECIAL contains some of the more commonly used control commands. You save time when you execute these commands as terms from the SPECIAL file, because you don't have to answer prompts.

```
ADDITIONAL FUNCTIONS MENU

A. Load Tab File
B. Save Tab File
C. Load Print/Program Value File
D. Save Print/Program Value File
E. Load [G]lossary File
F. Save [G]lossary File
G. Toggle Carriage Return Display
H. Toggle Data Line Display
I. Connect Keyboard to Printer
J. Convert Apple Writer 1.1 Files
K. Quit Apple Writer

Press RETURN to Exit

Enter your selection (A - K) :E

Enter file name :SPECIAL,D1
```

To load SPECIAL, type **[Q]** to get the Additional Functions Menu on the screen. Type selection **E** from the menu and when the prompt Enter file name : appears enter **SPECIAL,D1**. Here are the commands you can execute from the SPECIAL file once you have loaded it into the glossary buffer:

- **[G]p** is the same as **[P]np**: It prints the contents of memory (see page 138).

- **[G]c** is the same as **[O]a**: It displays a list of your files (see page 100).

- **[G]r** is a shortcut to restore the default print values to the Print/Program Menu (see page 123).

- **[G]q** is the same as **[Q]k**: It turns off Apple Writer (see page 30).

- **[G]n** is the same as **[N]y**: It erases memory (see page 61). You have to press **RETURN** first to use this one, however.
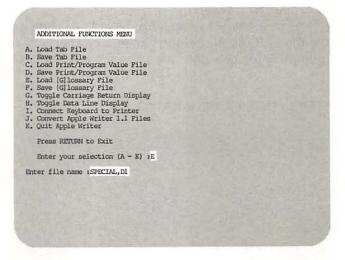
(The SPECIAL file on the Apple Writer II+ Master disk is different from the file described here. II+ users should see the Appendix on page 185.)

Apple IIe users can substitute the ⌂ key for **[G]**. Hold down the ⌂ and press the letter key indicated for the command you want.

SPECIAL also contains print enhancement and type-changing commands that users of Apple-compatible printers can embed in their documents before printing them out (see page 116). You will find a list of these commands on page 58 of the Apple Writer IIe manual.

To add embedded print commands of your choice to the SPECIAL file, follow the step-by-step instructions given below.

STEP 1. TYPE CTRL Q E AND THEN TYPE SPECIAL,D1

```
ADDITIONAL FUNCTIONS MENU

A. Load Tab File
B. Save Tab File
C. Load Print/Program Value File
D. Save Print/Program Value File
E. Load [G]lossary File
F. Save [G]lossary File
G. Toggle Carriage Return Display
H. Toggle Data Line Display
I. Connect Keyboard to Printer
J. Convert Apple Writer 1.1 Files
K. Quit Apple Writer

Press RETURN to Exit

Enter your selection (A - K) :E

Enter file name :SPECIAL,D1
```

To load SPECIAL into the glossary buffer, type **[Q]** and when the Additional Functions Menu comes on the screen, enter selection **E**. Then in response to the prompt Enter file name : enter **SPECIAL, D1**.

The Glossary File Called SPECIAL, Continued

STEP 2. TYPE `CTRL` `G` **AND ENTER A** `?` **IN RESPONSE TO THE PROMPT**

```
7V[VQ
2V[VE
OV[VN
BV[V!
bV[V"
_V[VX
~V[VY
KV[VD
JV[VU
cOA]
dQf
nNy
pPNP]
rQCSYS,d1]
qQKy


Enter new definition :
```

Next, tell Apple Writer you want to define a term by typing **[G]**. When the prompt [G]lossary (?=Define/*=Purge) : appears, type **?**. You will see the SPECIAL file on the screen with the prompt Enter new definition : at the bottom.

STEP 3. ENTER A DESIGNATOR

```
7V[VQ
2V[VE
OV[VN
BV[V!
bV[V"
_V[VX
~V[VY
KV[VD
JV[VU
cOA]
dQf
nNy
pPNP]
rQCSYS,d1]
qQKy


Enter new definition :O
```

Apple Writer will interpret the first character you type as a designator, so be sure you don't choose a designator that is already used in SPECIAL.

STEP 4. TYPE `CTRL` `V`, **THEN** `ESC`, **THEN THE COMMAND LETTER, THEN** `CTRL` `V` **AGAIN**

```
7V[VQ
2V[VE
OV[VN
BV[V!
bV[V"
_V[VX
~V[VY
KV[VD
JV[VU
cOA]
dQf
nNy
pPNP]
rQCSYS,d1]
qQKy


Enter new definition :OV[OV
```

You have to enter the term itself in exact sequence: First, enter **[V]**. When the term is inserted in text, this will put the command into delayed execution mode so that Apple Writer won't carry it out until it is time to print the document. Second, press the **ESC** key. This is usually the first key of a two-key print enhancement command. Third, press the letter key for the command you want to embed. Last, type **[V]** again to turn off the delayed execution mode so that your function keys will work properly as you type the rest of your document after you insert the glossary term command. (See page 133.)

```
7V[VQ
2V[VE
OV[VN
BV[V!
bV[V"
_V[VX
~V[VY
KV[VD
JV[VU
cOA]
dQf
nNy
pPNP]
rQCSYS,d1]
qQKy


OV[OV
Enter new definition :
```

You can use the find command to do many things as you enter and edit text. Each use of this command is discussed in detail as it comes up.

STEP 1. TYPE A SINGLE CHARACTER IN PLACE OF A WORD OR PHRASE THAT YOU DON'T WANT TO TYPE REPEATEDLY

```
>    Z Mem:46402 Len:  443 Pos:   0 Tab:    0 File:

Widget Manufacturing Co.
123 Elm Street
Anytown, MA  02345

Dear Shipping Department:

I am returning the widget you sent me.  This widget was actually purchased by
my cousin, *.  He is very unhappy about this mistake as the widget was intended
to automate life (that is, *'s life) and he is getting tired.

Therefore, please correct your error by sending the widget to * at 1225 Elm
Street, Anytown.

Sincerely yours,


Rudy McNally, Esquire
```

Instead of typing a troublesome word, name, or phrase over and over again, choose a single character as a substitute. Every time that word or phrase comes up in the text, type the substitute character instead.

STEP 2. CHECK THE DIRECTION OF THE ARROW ON THE DATA LINE

```
>    Z Mem:46402 Len:  443 Pos:   0 Tab:    0 File:

Widget Manufacturing Co.
123 Elm Street
Anytown, MA  02345

Dear Shipping Department:

I am returning the widget you sent me.  This widget was actually purchased by
my cousin, *.  He is very unhappy about this mistake as the widget was intended
to automate life (that is, *'s life) and he is getting tired.

Therefore, please correct your error by sending the widget to * at 1225 Elm
Street, Anytown.

Sincerely yours,


Rudy McNally, Esquire
```

Whenever you use the find command, the direction arrow on the Data Line has to be set according to the position of the cursor relative to what

you want to find. If the cursor is below the object of your search, the arrow should point to the left (so that you can do a backward search). Conversely, if the cursor is above what you want to find, the arrow should point to the right (so that you can do a forward search).

You can change the direction of the arrow in three ways: 1) **[D]** switches the direction of the arrow back and forth; 2) **[B]** automatically points the arrow to the right when it moves the cursor to the beginning of the file; 3) **[E]** automatically points the arrow to the left when it moves the cursor to the end of the file.

STEP 3. TYPE [CTRL] [F]

```
[F]ind :
```

When you type **[F]**, the prompt [F]ind : appears at the bottom of the screen.

STEP 4. ENTER A [/], THE SUBSTITUTE CHARACTER YOU'VE CHOSEN, ANOTHER [/], THE WORD OR PHRASE YOU'RE REPLACING, A THIRD [/], THEN TYPE [A] AND PRESS [RETURN]

```
>    Z Mem:46402 Len:  443 Pos:   0 Tab:    0 File:

Widget Manufacturing Co.
123 Elm Street
Anytown, MA  02345

Dear Shipping Department:

I am returning the widget you sent me.  This widget was actually purchased by
my cousin, *.  He is very unhappy about this mistake as the widget was intended
to automate life (that is, *'s life) and he is getting tired.

Therefore, please correct your error by sending the widget to * at 1225 Elm
Street, Anytown.

Sincerely yours,


Rudy McNally, Esquire


[F]ind :/*/Mr. Rand McNally, Esquire/A
```

The slashes (/) are delimiters (see page 91). They separate one item from another so that Apple Writer can read your instructions correctly.

The **A** at the end of the command tells Apple Writer that you want to replace all occurrences of the substitute character with the actual word or phrase you want in your text.

Apple Writer interprets the instructions in the illustration above like this: Find every "*" in this text and replace it with "Mr. Rand McNally, Esquire." After you enter the delimiters, the substitute characters are replaced with the real word or phrase instantly. The find prompt then disappears from the screen.

```
>    Z Mem:46330 Len:  515 Pos:    0 Tab:    0 File:

Widget Manufacturing Co.
123 Elm Street
Anytown, MA  02345

Dear Shipping Department:

I am returning the widget you sent me.  This widget was actually purchased by
my cousin, Mr. Rand McNally, Esquire.  He is very unhappy about this mistake as
the widget was intended to automate life (that is, Mr. Rand McNally, Esquire's
life) and he is getting tired.

Therefore, please correct your error by sending the widget to Mr. Rand McNally,
Esquire at 1225 Elm Street, Anytown.

Sincerely yours,


Rudy McNally, Esquire
```

3

Editing Text

Moving the Cursor

There are several ways in which you can move the cursor around in the text as you make corrections and changes. You can move it multidirectionally, one character or line at a time—or several characters or lines at a time. You can move it instantly to one end of the file or the other or to a specific place within the file. You can also use the repeat function of the arrow keys to scroll very rapidly through the text in one direction. (The Apple II+ has no arrow keys on its keyboard. II+ users should see the Appendix on page 185.)

MOVING THE CURSOR UP

- To move the cursor up one line, press the ↑ key once.

- To scroll up through the text continuously, hold down the ↑ key.

- To move the cursor up 12 lines, hold down the key and press the ↑ key.

- To move the cursor to the beginning of the file, press [B].

MOVING THE CURSOR DOWN

- To move the cursor down one line, press the ↓ key once.

- To scroll down through the text continuously, hold down the ↓ key.

- To move the cursor down 12 lines, hold down the key and press the ↓ key.

- To move the cursor to the end of the file, press [E].

MOVING THE CURSOR LEFT

- To move the cursor left one character, press the ← key.

- To scroll continuously to the left (backwards), hold down the ← key. (When the cursor passes the beginning of the line, it moves up to the end of the preceding line.)

- To move the cursor left (backwards) one word (maximum of 12 characters), hold down the key and press the ← key. To move backwards continuously one word at a time, continue pressing the ← key, as well as the key. With this method the cursor skips over the first word in the current line and jumps to the beginning of the last word in the next line. So it is a good idea to release the key before you reach the first word in a line.

MOVING THE CURSOR RIGHT

- To move the cursor right one character, press the → key.

- To scroll continuously to the right (forward), hold down the → key. (When the cursor passes the end of the line, it moves down to the beginning of the next line.)

- To move the cursor right (forward) one word (maximum of 12 characters), hold down the ⬛ key and press the → key. To move forward continuously, continue pressing the → key as well as the ⬛ key. With this method the cursor skips over the last word in the current line and drops to the end of the first word in the next line. So it is a good idea to release the ⬛ key before you reach the last word in a line.

- To move the cursor over text to the next tab position, hold down the ⬛ key and press the **TAB** key.

TIPS   Using the Arrow Keys

- To move the cursor from the last character in one line to the first character in the next line, press the → key.

- To move the cursor from the first character in one line to the last character in the previous line, press the ← key.

- To move quickly to the beginning of a paragraph, move the cursor to the line of space above the paragraph with either the ↑ or ↓ keys (depending on the position of the cursor) and then press the → key.

- To move to the end of the file when you are within a few lines of it, hold down the ⬛ key and press the ↓ key.

MOVING THE CURSOR TO A SPECIFIC PLACE IN YOUR TEXT

You can use the find command when you want to move the cursor instantly to a specific place in the text.

STEP 1. CHECK THE DIRECTION ARROW ON THE DATA LINE

```
>  Z Mem:46642 Len:  203 Pos:    0 Tab:    0 File:
First check the Data Line to see in which direction the arrow is pointing. If
you have to change the direction of the arrow, type [B] to make it point to the
right and [E] to make it point to the left.
```

First check the Data Line to see in which direction the arrow is pointing. If you have to change the direction of the arrow, type **[B]** to make it point to the right and **[E]** to make it point to the left (see page 53).

STEP 2. TYPE CTRL F
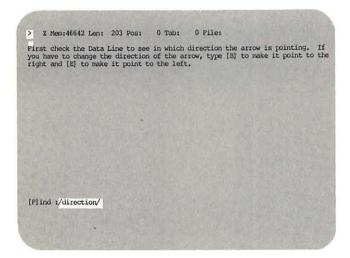
```
>  Z Mem:46642 Len:  203 Pos:    0 Tab:    0 File:
First check the Data Line to see in which direction the arrow is pointing. If
you have to change the direction of the arrow, type [B] to make it point to the
right and [E] to make it point to the left.



[F]ind :
```

When you type **[F]**, the prompt [F]ind : appears below the text on the screen.
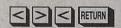
STEP 3. ENTER THE WORD OR PHRASE THAT MARKS THE PLACE YOU WANT TO FIND, ENCLOSE IT IN DELIMITERS AND PRESS [RETURN]

```
>   Z Mem:46642 Len:  203 Pos:    0 Tab:    0 File:

First check the Data Line to see in which direction the arrow is pointing.  If
you have to change the direction of the arrow, type [B] to make it point to the
right and [E] to make it point to the left.




[F]ind :/direction/
```

First, enter a slash, /, as a delimiter. Remember, delimiters separate different parts of your answer to the prompt so that Apple Writer can interpret your answer correctly. It may seem odd to use delimiters when your answer contains only one part, but that's the way Apple Writer is set up. If you fail to use delimiters, the find command will simply terminate.

TIPS Using the Find Command to Move from One Paragraph to Another

You can also use the find command to move quickly from one paragraph to another by entering the following sequence in response to the find prompt:

[<] [>] [<] [RETURN]

The two left-pointing brackets are the delimiters and the right-pointing bracket is a special symbol that tells Apple Writer to search for the next carriage return.

After you enter the first delimiter, enter the word(s) you want to find. Then enter the final delimiter, another slash, /, and press **RETURN**. If you entered the identifying word(s) correctly, the cursor will move instantly to the place you specified in your text. If you did not enter the identifier correctly, the find command will automatically terminate, and the cursor will move to the end of the file in the direction of the Data Line arrow.

```
>   Z Mem:46642 Len:  203 Pos:   43 Tab:   42 File:

First check the Data Line to see in which direction the arrow is pointing.  If
you have to change the direction of the arrow, type [B] to make it point to the
right and [E] to make it point to the left.




[F]ind:RETURN=Proceed
```

A new prompt [F]ind:RETURN=Proceed appears at the bottom of the screen. Press **RETURN** if you want to proceed to the next instance of the word(s) you specified.

STEP 4. PRESS ANY KEY OTHER THAN [RETURN] TO TERMINATE THE FIND COMMAND

```
>   Z Mem:46642 Len:  203 Pos:   43 Tab:   42 File:

First check the Data Line to see in which direction the arrow is pointing.  If
you have to change the direction of the arrow, type [B] to make it point to the
right and [E] to make it point to the left.
```

If you press **RETURN**, the search will continue and the cursor will move to the next instance of the word(s) you specified.

If you don't want to continue the search, press any key other than **RETURN**. The prompt will disappear from the screen and the cursor will remain where it is.

Deleting Unwanted Text

When you make a mistake with a typewriter, it can be very difficult to correct it. But with Apple Writer, corrections are always easy—this is because you do everything on the screen before you commit your text to paper. In order to make corrections all you have to do is delete the text you want to change and replace it with new material. When your document is exactly the way you want it, you can print it out on paper.

As with most Apple Writer functions, you have several options for deleting unwanted material. Select the particular delete function you want to use according to how much text you want to delete and whether you want to delete it permanently or be able to retrieve it if you change your mind.

DELETING CHARACTERS, WORDS, AND PARAGRAPHS

PRESS `DEL` TO DELETE CHARACTERS

```
<   Z Mem:46636 Len:  209 Pos:   77 Tab:   76 File:

a To delete a character, position the cursor to the immediate right of the
  chiaracter you want to delete.

b To delete a character, position the cursor to the immediate right of the
  character you want to delete.
```

To delete a character, position the cursor to the immediate right of the character you want to delete (A) and press the **DELETE** key. The character to the left of the cursor will be deleted (B).

To continue deleting characters, hold down the **DELETE** key. One character after another will be deleted as your cursor moves rapidly to the left. When the cursor reaches the left margin of a new line while the delete function is repeating, the carriage return in the line above will be deleted and the two lines will be joined.

HOLD DOWN THE ⌘ KEY AND PRESS THE ← KEY TO REMOVE A CHARACTER AND STORE IT

```
<   Z Mem:46535 Len:  310 Pos:  284 Tab:   76 File:

a To delete a character, position the cursor to the immediate right of the
  chiraacter you want to delete.

b To delete a character, position the cursor to the immediate right of the
  chracter you want to delete.

c To delete a character, position the cursor to the immediate right of the
  character you want to delete.
```

When you hold down the ⌘ key and press the ← key at the same time, you delete a character from your text—but not permanently. It is temporarily stored in a storage buffer. To get this character back, you press the ⌘ key and the → key at the same time (see page 77).

PRESS `CTRL` `W` TO DELETE WORDS

```
<   Z Mem:46590 Len:  255 Pos:   31 Tab:   30 File:

a With the direction arrow arrow pointing to the left, press [W] and one word at
  a time to the left of the cursor will be deleted.

b With the direction arrow pointing to the left, press [W] and one word at a time
  to the left of the cursor will be deleted.
```

The direction arrow has to be pointing left for **[W]** to function as a delete command. You can change the direction of the arrow with **[D]**.

With the direction arrow pointing to the left, press **[W]** and one word at a time to the left of the cursor will be deleted. In Apple Writer, a word is defined as *all the characters between two spaces or between a space and a carriage return*.

If you want to keep on deleting words, just hold down **W** while you hold down **CONTROL**. This activates the repeat function, and words, one after the other, will be deleted quite rapidly.

PRESS `CTRL` `X` TO DELETE PARAGRAPHS

```
a <   Z Mem:46459 Len:  386 Pos:  386 Tab:  178 File:

With the direction pointing to the left, press [X] and the entire paragraph to
the left of the cursor will be deleted.  In Apple Writer, a paragraph is
defined as all the text between two carriage returns.

If you want to delete more than one paragraph at a time, simply hold down X
while you hold down CTRL.  The cursor will move up the screen as paragraph
after paragraph is deleted.
```

```
b <   Z Mem:46638 Len:  207 Pos:  207 Tab:    0 File:

With the direction pointing to the left, press [X] and the entire paragraph to
the left of the cursor will be deleted.  In Apple Writer, a paragraph is
defined as all the text between two carriage returns.
```

Again, the direction arrow on the Data Line has to be pointing to the left in order for **[X]** to function as a delete command. You can change the direction of the arrow with **[D]**.

Deleting Unwanted Text, Continued

With the direction arrow pointing to the left, press **[X]** and the entire paragraph to the left of the cursor will be deleted. In Apple Writer, a paragraph is defined as *all the text between two carriage returns.*

If you want to delete more than one paragraph at a time, simply hold down **X** while you hold down **CTRL**. The cursor will move up the screen as paragraph after paragraph is deleted.

USING THE FIND COMMAND TO DELETE TEXT

STEP 1. CHECK THE DIRECTION OF THE ARROW ON THE DATA LINE

```
>   Z Mem:46595 Len:  250 Pos:    0 Tab:    0 File:

The arrow on the Data Line has to be pointing to the left if the word(s) you
want to delete is above the cursor, and to the right if the word(s) is below
the cursor.  You can make the arrow arrow point to the left with [E] and to the
right with [B].
```

The arrow on the Data Line has to be pointing to the left if the word(s) you want to delete is above the cursor, and to the right if the word(s) is below the cursor. You can make the arrow point to the left with **[E]** and to the right with **[B]**.

STEP 2. TYPE [CTRL] [F]

```
>   Z Mem:46595 Len:  250 Pos:    0 Tab:    0 File:

The arrow on the Data Line has to be pointing to the left if the word(s) you
want to delete is above the cursor, and to the right if the word(s) is below
the cursor.  You can make the arrow arrow point to the left with [E] and to the
right with [B].




[F]ind :
```

The prompt [F]ind : appears on the screen.

STEP 3. ENTER A DELIMITER, THE WORD OR PHRASE YOU WANT TO DELETE, TWO MORE CONSECUTIVE DELIMITERS, AND PRESS [RETURN]

```
[F]ind :/ arrow//
```

In response to the prompt [F]ind :, enter a delimiter (the usual delimiter is a /), the word(s) you want to delete, two consecutive delimiters with no intervening spaces (see page 91), and then press **RETURN**.

HINT: The object of any find search cannot exceed 128 characters.

```
<   Z Mem:46595 Len:  250 Pos:  191 Tab:  190 File:

The arrow on the Data Line has to be pointing to the left if the word(s) you
want to delete is above the cursor, and to the right if the word(s) is below
the cursor.  You can make the arrow arrow point to the left with [E] and to the
right with [B].




[F]ind:RETURN=Proceed / Y=Replace
```

The cursor moves to the first instance of the word(s) between the first two delimiters, and another prompt, [F]ind:RETURN=Proceed / Y=Replace, appears.

STEP 4. PRESS [Y] IF YOU WANT TO DELETE THE WORD(S) OR PRESS [RETURN] IF YOU DON'T

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

If you press **Y**, Apple Writer will replace the word(s) with whatever is between the second two delimiters—in this case, nothing. In other words, the word(s) is deleted. A third prompt, [F]ind:RETURN = Proceed, appears on the screen as soon as the replacement is made. Press **RE-TURN** if you want to go on with the search.

If you press **RETURN** instead of **Y**, Apple Writer will proceed to the next instance of the word and ask you if you want to replace it, and so on, until each instance of the word has been found. When the search produces no more occurrences of the word(s), the find command terminates and the cursor automatically goes to the end of the file in the direction of the Data Line arrow.

HINT: When you delete a word in the middle of a sentence, don't forget to delete one of the spaces around it so that there won't be an extra space left when it's gone.

STEP 5. PRESS ANY KEY OTHER THAN [Y] OR [RETURN] TO TERMINATE THE FIND COMMAND

```
<  Z Mem:46600 Len:  245 Pos:  190 Tab:  189 File:

The arrow on the Data Line has to be pointing to the left if the word(s) you
want to delete is above the cursor, and to the right if the word(s) is below
the cursor.  You can make the arrow point to the left with [E] and to the
right with [B].
```

When you press any key other than **Y** or **RE-TURN** before the search ends, the find prompt disappears and the cursor remains where it is.

*HINT: It is a good idea, for the sake of efficiency, to get into the habit of pressing the same key every time to terminate a word search—the **SPACE** bar, perhaps.*

DELETING EVERYTHING IN MEMORY

When you want to stop working on one document and start working on another, you should erase everything in memory before you load anything new.

STEP 1. TYPE [CTRL] [N] TO CLEAR MEMORY

```
<  Z Mem:46701 Len:  144 Pos:  144 Tab:  143 File:

When you want to stop working on one document and start working on another, you
should erase everything in memory before you load anything new.




[N]ew (Erase Memory) Yes/No ?
```

When you type **[N]**, a warning prompt [N]ew (Erase Memory) Yes/No ? appears at the bottom of your screen.

STEP 2. TYPE [Y] FOR "YES" AND PRESS [RETURN]

```
<  Z Mem:46701 Len:  144 Pos:  144 Tab:  143 File:

When you want to stop working on one document and start working on another, you
should erase everything in memory before you load anything new.




[N]ew (Erase Memory) Yes/No ?Y
```

The warning prompt is just to give you time to reconsider whether you really want to erase everything in memory. If you forgot to save your work, for instance, you would be able to respond to the prompt with **N** for "No" (see Chapter 4).

Inserting new text in your document is the simplest part of using Apple Writer. Just move the cursor one space to the right of the point at which you want to insert something new and start typing. Each character will appear on the screen to the left of the cursor, and everything already to the right of the cursor will move over as you type.

```
  >    Z Mem:46451 Len:  394 Pos:  177 Tab:  176 File:

a Inserting new text in your document is the simplest part of using Apple Writer.
   Just move the cursor one space to the right of the point at which you want to
   insert something and start typing.

b Inserting new text in your document is the simplest part of using Apple Writer.
   Just move the cursor one space to the right of the point at which you want to
   insert something new and start typing.
```

TO INSERT A CHARACTER IN A WORD

Begin by positioning the cursor over the character to the right of where you want the new character to appear. Then type the new character and the text will move over to make room for it.

TO INSERT A WORD IN A SENTENCE

Place the cursor over the first letter of the word that will appear to the right of the new word. Type the new word and press the **SPACE** bar to insert a space between the new word and the word to the right of it. The rest of the paragraph will move to the right to make room for the extra word.

TO INSERT A SENTENCE INTO AN EXISTING PARAGRAPH

Position the cursor one space to the right of the period that ends the previous sentence. Press the **SPACE** bar to insert spaces before the beginning of the new sentence (two spaces are usually used between sentences) and begin typing. As you enter the new sentence, the existing text will move to the right to accommodate it.

TO INSERT A NEW PARAGRAPH OR MORE

To insert a paragraph, begin by inserting blank lines to create space for the new paragraph. Move the cursor to the end of the preceding paragraph and press **RETURN** a few times to move the following paragraph down.

Now place the cursor on the line where you want to begin the new paragraph and enter it as you would any text. As the paragraph gets longer and lines of text begin to wrap (word wraparound), the text that follows will move down to make space for it. When you finish entering the new text, check the spacing between it and the text above and below to make sure it is consistent with the rest of the document. You can press the **RETURN** key to add additional blank lines if you need to, or if you have too many blanks, delete the extras with the **DELETE** key.

If you are creating a new paragraph by splitting an existing paragraph, place the cursor after the period in the last sentence that will remain in the first paragraph and press **RETURN**. The rest of the paragraph will move down to a new line, forming a new paragraph.

Replacing Text Without Deleting

There are two ways to replace existing text without deleting it first: You can use a special replace command or the find command.

THE REPLACE COMMAND

STEP 1. POSITION THE CURSOR AT THE POINT WHERE YOU WANT TO BEGIN REPLACING TEXT

```
<    Z Mem:46738 Len:  107 Pos:   13 Tab:   12 File:

The Replace function begins operating at the exact position of the cursor—not
to the left or right of it.
```

The Replace function begins operating at the exact position of the cursor—not to the left or right of it.

STEP 2. TYPE CTRL R TO TURN ON THE REPLACE FUNCTION

```
< R Z Mem:46738 Len:  107 Pos:   13 Tab:   12 File:

The Replace function begins operating at the exact position of the cursor—not
to the left or right of it.
```

An R will appear in front of the Z on the Data Line indicating that the replace function is turned on.

STEP 3. TYPE THE TEXT YOU WANT

```
< R Z Mem:46739 Len:  106 Pos:   20 Tab:   19 File:

The Replace command begins operating at the exact position of the cursor—not
to the left or right of it.
```

As long as the R remains on the Data Line, the text you type automatically replaces the text that was there.

STEP 4. TYPE CTRL R TO TURN OFF THE REPLACE FUNCTION

```
<    Z Mem:46739 Len:  106 Pos:   20 Tab:   19 File:

The Replace command begins operating at the exact position of the cursor—not
to the left or right of it.
```

The R in the Data Line disappears and the replace function ceases. If you use the **DELETE** key or any of the arrow keys while the replace function is on, these keys will cause it to turn off.

WARNING: Use the replace command cautiously. If you go too far with it, you can end up replacing text you didn't want to replace.

USING THE FIND COMMAND TO REPLACE TEXT

You can also use Apple Writer's find command to replace anything from a single word to a whole phrase automatically—without even moving the cursor. You just tell Apple Writer what word or phrase you want to replace and what you want to replace it with and let the computer do the searching and typing for you. You can even control how many times the same word or phrase is replaced. The find command will go slowly, one by one, allowing you to make the choice of whether or not to replace each instance of the word in your text. Or, if you want to replace all instances at once, you have the option to do so.

If you used the shortcut method for entering text described in Chapter 2, you're already familiar with this use of the find command. The only difference is that, in this case, the text you are replacing was not purposely entered as shorthand for real text; it could be a mistake you made, a name that you want to change throughout the text, etc.

Replacing Text Without Deleting, Continued

STEP 1. CHECK THE DIRECTION OF THE ARROW ON THE DATA LINE

```
>  Z Mem:46590 Len:  255 Pos:    0 Tab:    0 File:

Make sure that teh arrow on the Data Line is pointing in teh direction in which
the cursor will search the text with the find command (left for a backward
search and right for a forward search).  You can change the direction of the
arrow with [B] or [E].
```

Make sure that the arrow on the Data Line is pointing in the direction in which the cursor will search the text with the find command (left for a backward search and right for a forward search). You can change the direction of the arrow with **[B]** or **[E]** (see page 53).

STEP 2. TYPE CTRL F **TO BEGIN YOUR SEARCH**

```
[F]ind :
```

The prompt [F]ind : appears on the screen.

STEP 3. ENTER THE WORD(S) YOU WANT TO REPLACE AND THE NEW WORD(S), SEPARATED AND ENCLOSED BY DELIMITERS

```
>  Z Mem:46590 Len:  255 Pos:    0 Tab:    0 File:

Make sure that teh arrow on the Data Line is pointing in teh direction in which
the cursor will search the text with the find command (left for a backward
search and right for a forward search).  You can change the direction of the
arrow with [B] or [E].







[F]ind :/teh/the/
```

In response to the prompt, enter the old and new word(s), separated and enclosed by delimiters (see page 91). Remember that it's very important not to enter any spaces unless they are actually a part of the word(s) itself. Apple Writer is very literal; it will search for the *exact* sequence of characters between the first two delimiters. This means that you must be precise about capitalization as well.

STEP 4. PRESS RETURN **TO ACTIVATE THE SEARCH**

```
>  Z Mem:46590 Len:  255 Pos:   16 Tab:   15 File:

Make sure that teh arrow on the Data Line is pointing in teh direction in which
the cursor will search the text with the find command (left for a backward
search and right for a forward search).  You can change the direction of the
arrow with [B] or [E].









[F]ind:RETURN=Proceed / Y=Replace
```

The cursor jumps to the first occurrence of the old word(s) and a new prompt [F]ind:RETURN= Proceed / Y=Replace appears in place of the old one.

STEP 5. PRESS Y **TO REPLACE THE OLD WORD(S) WITH THE NEW WORD(S)**

```
>  Z Mem:46590 Len:  255 Pos:   19 Tab:   18 File:

Make sure that the arrow on the Data Line is pointing in teh direction in which
the cursor will search the text with the find command (left for a backward
search and right for a forward search).  You can change the direction of the
arrow with [B] or [E].









[F]ind:RETURN=Proceed
```

If you want to replace this particular occurrence of the old word(s), press **Y** for replace. The new word(s) then appears in place of the old one(s), and the prompt now reads [F]ind :RETURN= Proceed. If you decide against making the replacement, press **RETURN** instead of **Y**.

STEP 6. PRESS [RETURN] TO PROCEED TO THE NEXT OCCURRENCE OF THE OLD WORD(S)

```
>  Z Mem:46590 Len:  255 Pos:  58 Tab:  57 File:

Make sure that the arrow on the Data Line is pointing in teh direction in which
the cursor will search the text with the find command (left for a backward
search and right for a forward search).  You can change the direction of the
arrow with [B] or [E].




[F]ind:RETURN=Proceed / Y=Replace
```

The search proceeds to the next occurrence of the old word(s) and you repeat the process again unless you decide to terminate the search.

HINT: If you want to make all the replacements at once, type A after the last delimiter when you respond to the first prompt. A stands for "all" and instructs Apple Writer to make all the replacements immediately. When it finishes all the replacements, the find command terminates and the cursor appears at the end of the file.

STEP 7. PRESS ANY KEY OTHER THAN [Y] OR [RETURN] TO TERMINATE THE FIND COMMAND

```
>  Z Mem:46590 Len:  255 Pos:  61 Tab:  60 File:

Make sure that the arrow on the Data Line is pointing in the direction in which
the cursor will search the text with the find command (left for a backward
search and right for a forward search).  You can change the direction of the
arrow with [B] or [E].
```

When you press any key other than **Y** or **RE-TURN** before the search ends, the find prompt disappears and the cursor remains where it is.

AUTOMATICALLY REPLACING TEXT IN SEVERAL FILES AT ONCE

When you want to change the same word or phrase in more than one file, you can use a WPL program called REPLACE to make the changes on the disk itself. Using REPLACE will save you the time and trouble of loading and changing each file separately.

Unlike some of the other WPL programs described in this book, REPLACE is not already on the Apple Writer Master disk for the IIe version. But the program is listed on page 66 for you to type in and save on the Apple Writer Master disk, or one of your working disks if you prefer. The program can be run from either disk drive and from any disk on which it has been saved. Just remember to specify the correct disk drive.

(*Note:* This program is already on the Apple Writer II+ Master disk, so II+ users should skip this step and just run REPLACE from the master disk. When you get to Step 2 below, simply type **DO REPLACE,D1**.)

WARNING: Enter the REPLACE program exactly as it appears below—a single typing error could change the program significantly enough to pre-vent it from running properly. Remember to save the typed program.

THE REPLACE PROGRAM

```
START      PND
           PPR
           PPR **** Automatic String Replacement ****
           PPR
SOURCE     PIN Enter the string to be sought : =$A
           PCS/$A//
           PGO SOURCE
           PPR
REPLCMT    PIN Enter the replacement : =$B
           PCS/$B//
           PGO REPLCMT
           PPR
NEXTFIL    PIN Enter file name (Quit = Q) : =$C
           PCS/$C//
           PGO NEXTFIL
           PCS/$C/Q/
           PGO QUIT
           PCS/$C/q/
           PGO QUIT
           NY
           L $C
           PSX 0
           B
LOOP       F/$A/$B/
           Y?
           PGO SETUP
           PGO SAVE
SETUP      PSX +1
           PGO LOOP
SAVE       S $C
           PPR
           PIN (X) cases of "$A" replaced by "$B" in file "$C" (Press RETURN)
           PGO NEXTFIL
QUIT       PPR
           PIN End of Automatic Replacement (Press RETURN)
           PYD
```

STEP 1. TYPE [CTRL] [P] TO GET THE PRINT/ PROGRAM PROMPT

```
[P]rint/Program :
```

When you type **[P]**, the prompt [P]rint/Program : appears at the bottom of the screen.

STEP 2. IN RESPONSE TO THE PROMPT, TYPE DO REPLACE, ENTER A COMMA AND THE CORRECT DISK DRIVE NUMBER, AND PRESS [RETURN]

```
[P]rint/Program :DO REPLACE,D2
```

Enter **DO REPLACE,D2** (or **D1** if the correct drive is drive 1) in response to the prompt and press **RETURN**. Don't leave any intervening spaces between **REPLACE** and the comma. Then the drive will whir for a short time and the message Enter the string to be sought: appears.

STEP 3. ENTER THE WORD OR PHRASE YOU WANT TO REPLACE AND PRESS [RETURN]

```
**** Automatic String Replacement ****
Enter the string to be sought : the
```

After you enter the word or phrase you want to replace and press **RETURN**, a second message Enter the replacement : appears. You can enter any word or group of words as long as the total length doesn't exceed 128 characters.

STEP 4. ENTER THE REPLACEMENT WORD OR PHRASE AND PRESS [RETURN]

```
**** Automatic String Replacement ****
Enter the string to be sought : the
Enter the replacement : our
```

After you enter the replacement word or phrase and press **RETURN**, Apple Writer will ask you for the name of the first file in which you want the replacement to be made. The prompt Enter file name (Quit=Q) : appears on the screen.

STEP 5. ENTER THE NAME OF THE FIRST FILE IN WHICH THE REPLACEMENT IS TO BE MADE AND PRESS [RETURN]

```
**** Automatic String Replacement ****
Enter the string to be sought : the
Enter the replacement : our
Enter file name (Quit = Q) : FOOTNOTES
```

In response to the prompt, enter the first file name and press **RETURN**. All the replacements are made automatically in the file on the disk, just as though you were using the find command with a file in memory. When the replacement operation is completed, the message _____ cases of _____ replaced by _____ in file _____ (Press RETURN) appears at the bottom of the screen, telling you how many cases of the word or phrase were found and replaced and reminding you to press **RETURN** to continue with another file.

STEP 6. PRESS [RETURN] WHEN THE PROMPT REMINDS YOU TO

```
**** Automatic String Replacement ****
Enter the string to be sought : the
Enter the replacement : our
Enter file name (Quit = Q) : FOOTNOTES




8 cases of "the" replaced by "our" in file "FOOTNOTES" (Press RETURN)
```

When you press **RETURN** a new file name prompt Enter file name (Quit=Q) : appears at the bottom of the screen.

STEP 7. ENTER THE NAME OF THE SECOND FILE IN WHICH THE REPLACEMENT IS TO BE MADE AND PRESS `RETURN`

```
8 cases of "the" replaced by "our" in file "FOOTNOTES" (Press RETURN)
Enter file name (Quit = Q) : UNDERLINING
```

Just like the first file, when the replacement operation is completed in this file, the message _____ cases of _____ replaced by _____ in file "Second file name" (Press RETURN) appears. And again, when you press **RETURN** after having entered the second file name, a new file name prompt appears.

STEP 8. KEEP ENTERING FILE NAMES UNTIL YOU HAVE EXHAUSTED THE LIST OF FILES IN WHICH YOU WANT TO MAKE THIS PARTICULAR CHANGE

```
8 cases of "the" replaced by "our" in file "FOOTNOTES" (Press RETURN)
Enter file name (Quit = Q) : UNDERLINING
12 cases of "the" replaced by "our" in file "UNDERLINING" (Press RETURN)
Enter file name (Quit = Q) :
```

The file name prompt continues to appear after each replacement operation as long as you keep entering file names.

STEP 9. TYPE `Q` **AND PRESS** `RETURN` **TWICE TO STOP THE REPLACE PROGRAM**

```
8 cases of "the" replaced by "our" in file "FOOTNOTES" (Press RETURN)
Enter file name (Quit = Q) : UNDERLINING
12 cases of "the" replaced by "our" in file "UNDERLINING" (Press RETURN)
Enter file name (Quit = Q) : Q

End of Automatic Replacement  (Press RETURN)
```

The first time you press **RETURN**, the message End of Automatic Replacement (Press RETURN) appears, telling you that the program has been discontinued. When you press **RETURN** again, you are returned to memory.

(Apple II+ users—If you have only one disk drive, you must switch from the Apple Writer Master disk to your storage disk *after* you have loaded REPLACE into memory. All users—If you have two disk drives, remember to specify drive 2 after the first file name you enter.)

Changing the Case of a Letter

It is very easy to change an uppercase letter to a lowercase letter, and vice versa.

STEP 1. POSITION THE CURSOR TO THE LEFT OF THE LETTER YOU WANT TO CHANGE

```
<   Z Mem:46760 Len:   85 Pos:   6 Tab:   5 File:

It is VERY easy to change an uppercase letter to a lowercase letter, and vice
versa.
```

Begin by positioning the cursor to the left of the letter in which you want to change the case.

STEP 2. TYPE [CTRL] [C] ONCE TO CHANGE FROM LOWER- TO UPPERCASE LETTERS

```
U   Z Mem:46760 Len:   85 Pos:   6 Tab:   5 File:

It is VERY easy to change an uppercase letter to a lowercase letter, and vice
versa.
```

When you press **[C]**, a U, which stands for uppercase, appears in place of the direction arrow in the Data Line. This is to remind you that if you move the cursor either right or left, all letters you encounter will be uppercase.

STEP 3. TYPE [CTRL] [C] AGAIN TO CHANGE FROM UPPER- TO LOWERCASE LETTERS

```
L   Z Mem:46760 Len:   85 Pos:   6 Tab:   5 File:

It is VERY easy to change an uppercase letter to a lowercase letter, and vice
versa.
```

Typing **[C]** a second time changes the U on the Data Line to an L, which stands for lowercase. As long as the L appears on the Data Line, when you move the cursor over your text all the uppercase letters will be changed to lowercase. (*Note:* **[C]** is a special kind of toggle command—as you continue to press **[C]**, the letter in the Data Line switches back and forth from U to L, but it does not turn off the case change function itself.)

STEP 4. USE [←] OR [→] TO MOVE THE CURSOR OVER THE TEXT YOU WANT TO CHANGE

```
L   Z Mem:46760 Len:   85 Pos:   11 Tab:   10 File:

It is very easy to change an uppercase letter to a lowercase letter, and vice
versa.
```

You can change the case of letters in either direction, left or right. As the cursor moves over each letter, the case changes according to whether L or U, the case change symbol, appears on the Data Line. (*Note:* The case change function does not affect nonalphabetic characters, such as numbers and punctuation marks.)

STEP 5. PRESS ANY KEY OTHER THAN [←] OR [→] TO TURN OFF THE CASE CHANGE FUNCTION

```
<   Z Mem:46760 Len:   85 Pos:   11 Tab:   10 File:

It is very easy to change an uppercase letter to a lowercase letter, and vice
versa.
```

After you have turned off the case change function, the direction arrow is restored to the Data Line.

TIPS Changing the Case of an Entire Word

The trick of holding down the key while you press the ← or → key to move the cursor an entire word at a time also works when the case change function is on. You can change the case of an entire word by moving the cursor over the word when the symbol for the case you want appears on the Data Line. For example, to change a word to the right of the cursor from lowercase to uppercase letters, type **[C]** once. When U appears on the Data Line, hold down the key and press the → key. The entire word becomes uppercase at once.

Comparing Two Segments of a File in Memory

Sometimes you may want to make quick comparisons between two different segments of a file on which you are working, or between two different files. You can do both things quite easily with Apple Writer.

STEP 1. TYPE `CTRL` `Y` TO SPLIT THE FILE IN MEMORY INTO TWO COPIES DISPLAYED ON YOUR SCREEN

```
<   Z Mem:46524 Len:  321 Pos:  276 Tab:     0 File: letter
Ms. Kate Johnson
P. O. Box 827
Scituate, MA 02066

Dear Ms. Johnson:

I'm using your book "The Apple Writer Handbook" and have gotten this far
without blowing up the computer or causing an electrical power failure on the
entire East Coast.  Please send me my free diploma.

Sincerely yours,

(enter your own name here)




[Y] SplitScreen (Yes/No/RETURN=Switch)
```

The prompt [Y] SplitScreen (Yes/No/RETURN= Switch) appears at the bottom of your text display, giving you three options: Yes, to turn on the split screen; No, to turn off the split screen; and RETURN=Switch, to activate one screen or the other so you can move the cursor around in the activated screen. Once the split screen display is turned on, pressing [Y] and then RETURN acts like a toggle switch: the first time you do it, one screen will be activated. The second time, the other screen will be activated, and so on, back and forth.

STEP 2. TYPE `Y` AND PRESS `RETURN` TO TURN ON THE SPLIT SCREEN

```
<   Z Mem:46524 Len:  321 Pos:  276 Tab:     0 File: letter
I'm using your book "The Apple Writer Handbook" and have gotten this far
without blowing up the computer or causing an electrical power failure on the
entire East Coast.  Please send me my free diploma.

Sincerely yours,

(enter your own name here)

<   Z Mem:46524 Len:  321 Pos:  276 Tab:     0 File: letter
I'm using your book "The Apple Writer Handbook" and have gotten this far
without blowing up the computer or causing an electrical power failure on the
entire East Coast.  Please send me my free diploma.

Sincerely yours,

(enter your own name here)
```

The screen is split horizontally into two; each display is 12 lines long and has its own Data Line and copy of your text. The cursor flashes in just one of the screens, and you are able to move the cursor around and make changes only in this activated screen.

STEP 3. TYPE `CTRL` `Y` `RETURN` TO ACTIVATE THE CURSOR IN THE OTHER HALF OF THE SCREEN

```
<   Z Mem:46524 Len:  321 Pos:  276 Tab:     0 File: letter
I'm using your book "The Apple Writer Handbook" and have gotten this far
without blowing up the computer or causing an electrical power failure on the
entire East Coast.  Please send me my free diploma.

Sincerely yours,

(enter your own name here)

<   Z Mem:46524 Len:  321 Pos:   31 Tab:    13 File: letter
Ms. Kate Johnson
P. O. Box 827
Scituate, MA 02066

Dear Ms. Johnson:

I'm using your book "The Apple Writer Handbook" and have gotten this far
without blowing up the computer or causing an electrical power failure on the
entire East Coast.  Please send me my free diploma.
```

RETURN=Switch means that if you have a split screen and you press **[Y] RETURN**, the cursor switches from one screen to the other. This allows you to compare different parts of your text, since each cursor can be moved independently. All changes made in either screen will appear in your text when the split screen is turned off.

STEP 4. TYPE `CTRL` `Y` `N` TO TURN OFF THE SPLIT SCREEN

```
<   Z Mem:46524 Len:  321 Pos:  276 Tab:     0 File: letter
I'm using your book "The Apple Writer Handbook" and have gotten this far
without blowing up the computer or causing an electrical power failure on the
entire East Coast.  Please send me my free diploma.

Sincerely yours,

(enter your own name here)

<   Z Mem:46524 Len:  321 Pos:   31 Tab:    13 File: letter
Ms. Kate Johnson
P. O. Box 827
Scituate, MA 02066

Dear Ms. Johnson:

I'm using your book "The Apple Writer Handbook" and have gotten this far
[Y] SplitScreen (Yes/No/RETURN=Switch) N
```

A single screen appears on the monitor again, with a single copy of your document in memory.

Comparing Two Files

When you want to compare two different files on your screen at once, you have to use a combination of the load and split screen commands.

Before comparing two files, it is a good idea to make sure that both of them are saved on a disk. If you aren't sure whether you have saved the current version of the file in memory, type **[S]**. When the prompt [S]ave : appears below the file, enter the file name—and a drive location (example: **,d2**) if the drive you want to save to is not the current default drive—and press **RETURN**. Then proceed with the instructions below for comparing two files.

STEP 1. TYPE CTRL E **TO MOVE THE CURSOR TO THE END OF THE FILE CURRENTLY IN MEMORY**

```
<   Z Mem:45181 Len: 1664 Pos: 1664 Tab:     0 File: letter.1

                    Ralph O. Simmons
                    Publisher

P.S. If you act now, we'll send you a free Snow Magazine shoulder badge!

Ros:1
```

You have to position the cursor like this because in order to compare two files on the screen at once, the second file must be loaded at the end of the first file. Remember that information from the disk is always loaded at the position of the cursor.

STEP 2. TYPE CTRL L **TO LOAD A FILE FROM DISK INTO MEMORY**

```
<   Z Mem:45181 Len: 1664 Pos: 1664 Tab:     0 File: letter.1

                    Ralph O. Simmons
                    Publisher

P.S. If you act now, we'll send you a free Snow Magazine shoulder badge!

Ros:1




[L]oad :
```

The prompt [L]oad : will appear at the bottom of your screen.

STEP 3. ENTER THE NAME OF THE FILE YOU WANT TO LOAD AND PRESS RETURN

```
<   Z Mem:45181 Len: 1664 Pos: 1664 Tab:     0 File: letter.1

                    Ralph O. Simmons
                    Publisher

P.S. If you act now, we'll send you a free Snow Magazine shoulder badge!

Ros:1




[L]oad :LETTER.2
```

If your working disk isn't in the current default drive, you have to type a comma and the correct drive number after the file name (e.g., **,D2**). (See TIPS on page 88.) After you press **RETURN**, you will have one large document in memory, consisting of two files. The text you see on the screen is the end of the second file.

STEP 4. TYPE CTRL Y **TO SPLIT THE FILE IN MEMORY INTO TWO COPIES ON YOUR SCREEN**

```
<   Z Mem:44007 Len: 2838 Pos: 2838 Tab:     0 File: letter.1

                    Sincerely yours,

                    Ralph O. Simmons
                    Publisher

ROS:2

P.S. If you act now, we'll send you a free Snow Magazine shoulder badge!




[Y] SplitScreen (Yes/No/RETURN=Switch)
```
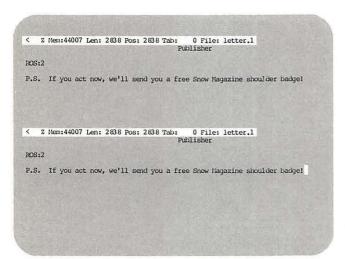
The prompt [Y] SplitScreen (Yes/No/RETURN= Switch) appears at the bottom of your text display, giving you three options: Yes, to turn on the split screen; No, to turn off the split screen; and RETURN=Switch, to activate one screen or the other (see page 72).

Comparing Two Files, Continued

STEP 5. TYPE [Y] AND PRESS [RETURN] TO TURN ON THE SPLIT SCREEN

```
< Z Mem:44007 Len: 2838 Pos: 2838 Tab:    0 File: letter.1
                     Publisher

POS:2

P.S.  If you act now, we'll send you a free Snow Magazine shoulder badge!



< Z Mem:44007 Len: 2838 Pos: 2838 Tab:    0 File: letter.1
                     Publisher

POS:2

P.S.  If you act now, we'll send you a free Snow Magazine shoulder badge!
```

The screen is split horizontally into two screens, each displaying the same text segment (the end of the second file). The cursor flashes in just one of the screens and you are able to move the cursor around and make changes only in this activated screen (see Step 7).

STEP 6. MOVE THE CURSOR TO THE DESIRED COMPARISON POINT IN THE FIRST FILE

```
< Z Mem:26614 Len: 1031 Pos:  957 Tab:    0 File: c3.57
                     Publisher

POS:2

P.S.  If you act now, we'll send you a free Snow Magazine shoulder badge!


< Z Mem:26662 Len:  983 Pos:  606 Tab:    5 File: c3.57
YOU SAVE MONEY.  Most magazines offer new subscribers discounts and expect old
friends to renew at the full rate, but not Snow Magazine.  We offer you an "old
friends" savings on your renewal that's equal to, or better than any of our new
subscriber rates.

          ... SAVE $6.00 when you renew for 2 years (36 issues)!
You get two years — a regular $15.25 subscription value — for only $9.25!
          ... SAVE $3.55 on the shorter 1 year (18 issues) renewal.
You get one year — a regular $8.50 subscription value — for only $4.95!
```

Position the mobile cursor in the first file at the point in the text at which you wish to make a comparison.

STEP 7. TYPE [CTRL] [Y] [RETURN] TO SWITCH SCREENS

```
< Z Mem:26614 Len: 1031 Pos:  957 Tab:    0 File: c3.57
                     Publisher

POS:2

P.S.  If you act now, we'll send you a free Snow Magazine shoulder badge!


< Z Mem:26662 Len:  983 Pos:  606 Tab:    5 File: c3.57
YOU SAVE MONEY.  Most magazines offer new subscribers discounts and expect old
friends to renew at the full rate, but not Snow Magazine.  We offer you an "old
friends" savings on your renewal that's equal to, or better than any of our new
subscriber rates.

          ... SAVE $6.00 when you renew for 2 years (36 issues)!
You get two years — a regular $15.25 subscription value — for only $9.25!
          ... SAVE $3.55 on the shorter 1 year (18 issues) renewal.
You get one year — a regular $8.50 subscription value — for only $4.95!
```

Switch the cursor mobility to the other screen by typing **[Y]** and pressing **RETURN**.

STEP 8. MOVE THE CURSOR TO THE DESIRED COMPARISON POINT IN THE SECOND FILE

```
< Z Mem:26614 Len: 1031 Pos:    0 Tab:    0 File: c3.57
Dear Subscriber,

Your Snow Magazine subscription has already expired, but I have extended your
privileges to renew at preferred rates ...

          1 year (18 issues) for just $4.95!  You
          save $3.55 off the regular $8.50 subscrip-
          tion value.

          2 years (36 issues) for just $9.25!  You
< Z Mem:26662 Len:  983 Pos:  606 Tab:    5 File: c3.57
YOU SAVE MONEY.  Most magazines offer new subscribers discounts and expect old
friends to renew at the full rate, but not Snow Magazine.  We offer you an "old
friends" savings on your renewal that's equal to, or better than any of our new
subscriber rates.

          ... SAVE $6.00 when you renew for 2 years (36 issues)!
You get two years — a regular $15.25 subscription value — for only $9.25!
          ... SAVE $3.55 on the shorter 1 year (18 issues) renewal.
You get one year — a regular $8.50 subscription value — for only $4.95!
```

Position the mobile cursor in the second file at the place in the text where you wish to compare the files.

STEP 9. SWITCH BACK AND FORTH BETWEEN SCREENS AS NEEDED

Continue switching the cursor mobility back and forth between the two screens as needed to make your comparisons of the text.

When the split screen is turned on, you are able to perform all the usual editing operations within

the activated screen. You can also transfer text between the two screens by using **[X]** or **[W]** to delete text in one half, switching halves, and then using the same commands to retrieve that text in the other half (see page 77).

STEP 10. WHEN YOUR COMPARISON IS FINISHED, TYPE [CTRL] [Y] [N] TO TURN OFF THE SPLIT SCREEN

```
< Z Mem:26614 Len: 1031 Pos:    0 Tab:    0 File: c3.57
Dear Subscriber,

Your Snow Magazine subscription has already expired, but I have extended your
privileges to renew at preferred rates ...

               1 year (18 issues) for just $4.95!  You
               save $3.55 off the regular $8.50 subscrip-

[Y] SplitScreen (Yes/No/RETURN=Switch) N
< Z Mem:26662 Len:  983 Pos:  606 Tab:    5 File: c3.57
YOU SAVE MONEY.  Most magazines offer new subscribers discounts and expect old
friends to renew at the full rate, but not Snow Magazine.  We offer you an "old
friends" savings on your renewal that's equal to, or better than any of our new
subscriber rates.

        ... SAVE $6.00 when you renew for 2 years (36 issues)!
You get two years — a regular $15.25 subscription value — for only $9.25!

        ... SAVE $3.55 on the shorter 1 year (18 issues) renewal.
You get one year — a regular $8.50 subscription value — for only $4.95!
```

Turn off the split screen display by typing **[Y]** and then entering **N** for "No" in response to the prompt (Yes/No/RETURN=Switch).

STEP 11. DELETE WHAT YOU DON'T WANT FROM THE SCREEN AND SAVE THE REST

```
< Z Mem:26031 Len: 1614 Pos: 1420 Tab:    0 File: c3.57
Send no money now.  Your credit is established with us so we'll be happy to
bill you later if that's what you prefer.

All I really want now is your O.K. to renew your Snow Magazine subscription.
 For guaranteed savings and continued service, mail me your renewal
instructions before the date in the green box.  Thank you.

               Cordially yours,

               Ralph O. Simmons
               Publisher

P.S. If you act now, we'll send you a free Snow Magazine shoulder badge!

[S]ave :
```

If you want to continue working on your original file, delete the file you loaded for the comparison process—and vice versa. (See page 59 for delete techniques and page 86 for the save procedure.)

AN ALTERNATE METHOD FOR COMPARING TWO FILES

You can also use the load command by itself to compare two files. You won't be able to view both of the files at the same time, however. Instead, this method lets you review a display of a file from a disk while you are working on another file in memory.

The load/display command can be executed any time while you are editing another file. Instead of actually loading a second file from the disk, this command sends a display of that file to the screen, where it temporarily replaces the file you already have in memory. The display scrolls quickly up the screen, but you can stop it at any point by typing **[S]**. This interrupts scrolling so that you can study a particular point in the file before continuing. To continue scrolling, you just type **[S]** again.

STEP 1. TYPE [CTRL] [L] TO SEE A DISPLAY OF A FILE FROM THE DISK

```
< Z Mem:26026 Len: 1619 Pos: 1427 Tab:    5 File: c3.57
bill you later if that's what you prefer.

All I really want now is your O.K. to renew your Snow Magazine subscription.
 For guaranteed savings and continued service, mail me your renewal
instructions before the date in the green box.  Thank you.

               Cordially yours,

               Ralph O. Simmons
               Publisher

P.S. If you act now, we'll send you a free Snow Magazine shoulder badge!

ROS:1

[L]oad :
```

The prompt [L]oad : appears on the screen.

STEP 2. ENTER THE NAME OF THE FILE YOU WANT TO REVIEW, FOLLOWED BY A BACKWARD SLASH, AND PRESS RETURN

```
<   Z Mem:26026 Len: 1619 Pos: 1427 Tab:    5 File: c3.57
bill you later if that's what you prefer.

All I really want now is your O.K. to renew your Snow Magazine subscription.
  For guaranteed savings and continued service, mail me your renewal
instructions before the date in the green box.  Thank you.


                         Cordially yours,


                         Ralph O. Simmons
                         Publisher


P.S. If you act now, we'll send you a free Snow Magazine shoulder badge!


ROS:1

[L]oad :letter.2\
```

The \ after the file name tells Apple Writer that you want to see only a display of the file named in the load command. Remember to specify a drive number if necessary. (Apple II+ users should see the Appendix on page 185.)

After you press **RETURN**, the text in memory is replaced briefly by text from the disk, which scrolls up the screen quite rapidly.

STEP 3. TYPE CTRL S **TO STOP THE SCROLLING**

```
P.S. If you act now, we'll send you a free Snow Magazine shoulder badge!


ROS:1

.cj
Your savings priviledges extended . . .
.lj

Dear Subscriber,

Your Snow Magazine subscription has already expired, but I have extended your pr
iviledges to renew at preferred rates ...

          1 year (18 issues) for just $4.95!  You
          save $3.55 off the regular $8.50 subscrip-
          tion value.
```
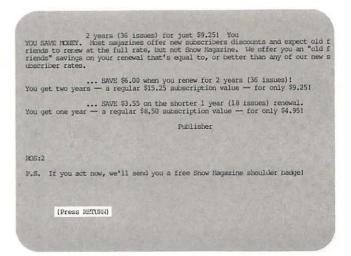
When you see a part of the text that you want to examine closely, type **[S]** to stop the scrolling. The text will remain in a fixed position on the screen until you are ready to proceed.

STEP 4. TYPE CTRL S **TO BEGIN THE SCROLLING AGAIN**

[S] functions here like a toggle switch, turning the scrolling on and off.

STEP 5. PRESS RETURN **TO GO BACK TO THE FILE IN MEMORY**

```
                2 years (36 issues) for just $9.25!  You
YOU SAVE MONEY.  Most magazines offer new subscribers discounts and expect old f
riends to renew at the full rate, but not Snow Magazine.  We offer you an "old f
riends" savings on your renewal that's equal to, or better than any of our new s
ubscriber rates.

          ... SAVE $6.00 when you renew for 2 years (36 issues)!
You get two years — a regular $15.25 subscription value — for only $9.25!

          ... SAVE $3.55 on the shorter 1 year (18 issues) renewal.
You get one year — a regular $8.50 subscription value — for only $4.95!

                         Publisher


ROS:2

P.S.  If you act now, we'll send you a free Snow Magazine shoulder badge!


          (Press RETURN)
```

When the display reaches the end of the file, a message appears telling you to press **RETURN** to turn off the temporary display. When you press **RETURN** after viewing the display, the text disappears and you are returned to your original file.

*HINT: You cannot scroll backwards when reviewing a file from the disk in this way. If you miss something the first time around, you have to repeat the entire procedure. Thus it is a good idea to keep the **CTRL** key depressed with your finger poised above the **S** while the display is scrolling. If you see a portion of the file at which you want to stop, you can discontinue the scrolling immediately.*

Copying Text

There is no sense in typing the same text twice if you don't have to. With Apple Writer, you can insert a copy of text you have already typed anywhere in the file you are currently working on.

You can copy text from one place to another within the file (Apple Writer for the II+ does not have this feature), or you can just as easily copy text from a file on a disk to this file.

COPYING WITHIN A FILE

This technique is particularly useful for setting up a table or form with repetitive information in it. Rather than type the same text over and over, you simply type it once and then copy it to other positions within the document.

STEP 1. POSITION THE CURSOR TO THE IMMEDIATE RIGHT OF THE TEXT YOU WANT TO COPY

```
<   Z Mem:46226 Len:  619 Pos:  179 Tab:    89 File: table 1.1

Product name                     Product number       List price
Net price

Word processing book             100-100              14.95
  8.63
Financial management book        100-101              16.95
10.63
General computer book            100-102              15.95
10.18
```

The copying function within a file takes place from right to left, just like deleting text.

STEP 2. HOLD DOWN THE ⌘ KEY AND TYPE [CTRL] [W] **OR** [CTRL] [X]

```
<   Z Mem:46226 Len:  619 Pos:  179 Tab:    89 File: table 1.1

Product name                     Product number       List price
Net price

Word processing book             100-100              14.95
  8.63
Financial management book        100-101              16.95
10.63
General computer book            100-102              15.95
10.18
```

Make sure the arrow on the Data Line is pointing to the left, the same direction as when you are deleting text. (You can change the direction of the arrow with **[D]**.) Then, hold down the ⌘ and **CONTROL** keys and type **W** or **X** as many times as you need to to copy the text you want. You use **[W]** or **[X]** depending on the size of the text

you want to copy; **[W]** is for one or more words and **[X]** for one or more paragraphs.

As the cursor moves over the text being copied, it appears as if nothing is happening. Actually, however, Apple Writer is storing a copy of the text in a special buffer, ready to reproduce it in another location on the screen.

STEP 3. REPOSITION THE CURSOR WHERE YOU WANT TO INSERT THE COPY

```
<   Z Mem:46226 Len:  619 Pos:  179 Tab:    89 File: table 1.1

Product name                     Product number       List price
Net price

Word processing book             100-100              14.95
  8.63
Financial management book        100-101              16.95
10.63
General computer book            100-102              15.95
10.18
```

Move the cursor to the place in the text where you want to insert the copy.

STEP 4. TYPE [CTRL] [W] **OR** [CTRL] [X]

```
>   Z Mem:46137 Len:  708 Pos:  708 Tab:    89 File: table 1.1

Word processing book             100-100              14.95
  8.63
Financial management book        100-101              16.95
10.63
General computer book            100-102              15.95
10.18

Product name                     Product number       List price
Net price
```

Make sure the arrow on the Data Line is pointing to the right. (You can change the direction of the arrow with **[D]**.) Then type either **[W]** or **[X]**, depending on which command you used for the copying process. The text you copied will appear to the left of the cursor as you insert it with **[W]** or **[X]**.

Copying Text, Continued

COPYING FROM ONE FILE TO ANOTHER

Using the same text material in more than one document is an expedient commonly employed in business. Apple Writer also provides you with a way of copying text from one file (on disk) to another (in memory).

STEP 1. POSITION THE CURSOR AT THE POINT WHERE YOU WANT TO INSERT TEXT FROM A FILE ON DISK

```
<   Z Mem:46760 Len:   85 Pos:   85 Tab:    0 File:

The text you copy from the file on the disk is inserted to the left of the
cursor.
```

The text you copy from the file on the disk is inserted to the left of the cursor.
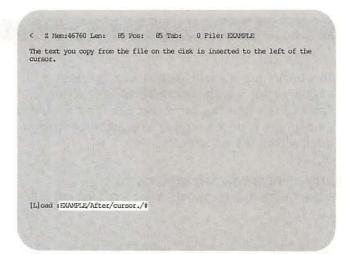
STEP 2. TYPE [CTRL] [L] TO BEGIN THE COPYING PROCESS

```
<   Z Mem:46760 Len:   85 Pos:   85 Tab:    0 File:

The text you copy from the file on the disk is inserted to the left of the
cursor.












[L]oad :
```

A prompt [L]oad : appears at the bottom of the screen, asking you for the name of the file you want to load.

STEP 3. ENTER THE FILE NAME AND TYPE [#]

```
<   Z Mem:46760 Len:   85 Pos:   85 Tab:    0 File: EXAMPLE

The text you copy from the file on the disk is inserted to the left of the
cursor.











[L]oad :EXAMPLE/After/cursor./#
```

Answer the prompt by first entering the name of the file from which you want to copy text. If the disk you want to load from is not in the current default drive, enter a comma and the drive number after the file name (e.g., ,d2). In most cases, you will not want to copy the whole file, so you will need to specify a segment of the file on the command line as well (see page 97). To do this, type a delimiter (/) after the file name, then enter a marker for the beginning of the text segment (a marker is the smallest sequence of characters that uniquely identifies a given point in the text). Next type a second delimiter (/) and enter a marker for the end of the segment you want to load. Follow the end marker with a final delimiter (/). Type # at the end of the command line.

STEP 4. PRESS [RETURN] TO COMPLETE THE COMMAND

```
<   Z Mem:46624 Len:  221 Pos:  221 Tab:  136 File: EXAMPLE

The text you copy from the file on the disk is inserted to the left of the
cursor.
After you press RETURN, a copy of the file segment you specified will be loaded
from the disk into memory at the position of the cursor.
```

After you press **RETURN**, a copy of the file segment you specified will be loaded from the disk into memory at the position of the cursor.

Moving Text

When you are working with Apple Writer you can move text from one place to another in your file quickly and without retyping, whether it's a single character or a large block of text.

All of the methods below are essentially based on Apple Writer's capacity for storing text temporarily while you shift the cursor around. In fact, it's a lot like storing your furniture while you look for a new apartment.

MOVING ONE CHARACTER AT A TIME

STEP 1. POSITION THE CURSOR

```
<   Z Mem:46765 Len:   80 Pos:   44 Tab:   43 File:
Begin by positioning the cursor to the right of the character you want to move.
```

Begin by positioning the cursor to the right of the character you want to move.

STEP 2. PRESS 🍎 AND ⬅ TO STORE THE CHARACTER

```
<   Z Mem:46766 Len:   79 Pos:   43 Tab:   42 File:
Begin by positioning the cursor to the riht of the character you want to move.
```

The character disappears from the screen as if you had deleted it. Actually, though, it is being stored in a special buffer where it will remain until you retrieve it. This buffer can hold 128 characters at a time; its contents are erased, however, when you turn off Apple Writer.

STEP 3. MOVE THE CURSOR TO WHERE YOU WANT TO REINSERT THE CHARACTER

```
<   Z Mem:46766 Len:   79 Pos:   42 Tab:   41 File:
Begin by positioning the cursor to the riht of the character you want to move.
```

Remember that when you reinsert the character, it will appear to the left of the cursor.

STEP 4. PRESS 🍎 AND ➡ TO RETRIEVE THE CHARACTER AT THE POSITION OF THE CURSOR

```
<   Z Mem:46765 Len:   80 Pos:   43 Tab:   42 File:
Begin by positioning the cursor to the right of the character you want to move.
```

The character you deleted from its original position reappears at the current position of the cursor.

TIPS   Moving Text

- Text deleted with the [X] and [W] commands is stored in the same buffer, which can hold up to 1024 characters at a time. Once this buffer is filled, new deletions write over and erase previous deletions. To determine the number of characters in a paragraph, place the cursor next to the last character in the paragraph and read the number next to Tab: on the Data Line.

- You can move more than one character, word, or paragraph at a time using the methods described simply by pressing the appropriate keys repeatedly. But keep in mind the space limitations of the temporary storage buffers—and *do not use the automatic repeat function of these keys for this purpose because it moves too fast.* The buffers will be filled before you know it, and you will have lost some of the text that you were trying to move.

Moving Text, Continued

MOVING ONE WORD AT A TIME

STEP 1. POSITION THE CURSOR

```
< Z Mem:46764 Len: 81 Pos: 58 Tab: 57 File:
Begin by positioning the cursor to the right of the first word you want to
move.
```

Position the cursor to the right of the word you want to move.

STEP 2. CHECK THE DIRECTION OF THE ARROW ON THE DATA LINE

```
< Z Mem:46764 Len: 81 Pos: 58 Tab: 57 File:
Begin by positioning the cursor to the right of the first word you want to
move.
```

Recall that in order to delete text with [W] or [X], the arrow on the Data Line has to point to the left. Type [D] to change the direction of the arrow.

STEP 3. TYPE [CTRL] [W] TO STORE THE WORD TEMPORARILY

```
< Z Mem:46770 Len: 75 Pos: 52 Tab: 51 File:
Begin by positioning the cursor to the right of the word you want to move.
```

The word disappears from the screen as if you had deleted it, but it is really being stored in a buffer where it will remain until you retrieve it. This buffer can hold 1024 characters at once; its contents are erased, though, when you turn off Apple Writer.

STEP 4. MOVE THE CURSOR TO WHERE YOU WANT TO REINSERT THE WORD

```
< Z Mem:46770 Len: 75 Pos: 74 Tab: 73 File:
Begin by positioning the cursor to the right of the word you want to move.
```

Remember that all text is inserted to the left of the cursor.

STEP 5. TYPE [CTRL] [D] TO CHANGE THE DIRECTION OF THE ARROW ON THE DATA LINE

```
> Z Mem:46770 Len: 75 Pos: 74 Tab: 73 File:
Begin by positioning the cursor to the right of the word you want to move.
```

The direction arrow on the Data Line must point to the right in order for text to be retrieved with [W] or [X]. You can change the direction of the arrow with [D].

STEP 6. TYPE [CTRL] [W] TO REINSERT THE WORD AT THE POSITION OF THE CURSOR

```
> Z Mem:46764 Len: 81 Pos: 80 Tab: 79 File:
Begin by positioning the cursor to the right of the word you want to move
first.
```

The word you stored now appears in its new position to the left of the cursor.

MOVING ONE PARAGRAPH AT A TIME

Moving a paragraph works just like moving a word, except you use the command **[X]** instead of **[W]**.

STEP 1. POSITION THE CURSOR

```
< Z Mem:46470 Len: 375 Pos: 175 Tab: 72 File:

  Moving a paragraph works just like moving a word, except you use the
command [X] instead of [W].
  Position the cursor to the right of the paragraph you want to move.
  Recall from the section on deleting text that in order for text to be
deleted with [W] or [X], the arrow in the Data Line must point to the left.  To
change the direction of the arrow, type [D].
```

Position the cursor to the right of the paragraph you want to move.

STEP 2. CHECK THE DIRECTION OF THE DATA LINE ARROW

```
< Z Mem:46470 Len: 375 Pos: 175 Tab: 72 File:

  Moving a paragraph works just like moving a word, except you use the
command [X] instead of [W].
  Position the cursor to the right of the paragraph you want to move.
  Recall from the section on deleting text that in order for text to be
deleted with [W] or [X], the arrow in the Data Line must point to the left.  To
change the direction of the arrow, type [D].
```

Recall from the section on deleting text that in order for text to be deleted with **[W]** or **[X]**, the arrow in the Data Line must point to the left. To change the direction of the arrow, type **[D]**.

STEP 3. TYPE [CTRL] [X] TO STORE THE PARAGRAPH TEMPORARILY

```
< Z Mem:46543 Len: 302 Pos: 102 Tab: 101 File:

  Moving a paragraph works just like moving a word, except you use the
command [X] instead of [W].
  Recall from the section on deleting text that in order for text to be
deleted with [W] or [X], the arrow in the Data Line must point to the left.  To
change the direction of the arrow, type [D].
```

The paragraph you want to move disappears from the screen as if you had deleted it. In fact, though, it is being stored in a buffer that holds 1024 characters at once.

STEP 4. MOVE THE CURSOR TO WHERE YOU WANT TO REINSERT THE PARAGRAPH

```
< Z Mem:46543 Len: 302 Pos: 302 Tab: 199 File:

  Moving a paragraph works just like moving a word, except you use the
command [X] instead of [W].
  Recall from the section on deleting text that in order for text to be
deleted with [W] or [X], the arrow in the Data Line must point to the left.  To
change the direction of the arrow, type [D].
```

Remember, all text is inserted to the left of the cursor.

STEP 5. TYPE [CTRL] [D] TO CHANGE THE DIRECTION OF THE DATA LINE ARROW

```
> Z Mem:46543 Len: 302 Pos: 302 Tab: 199 File:

  Moving a paragraph works just like moving a word, except you use the
command [X] instead of [W].
  Recall from the section on deleting text that in order for text to be
deleted with [W] or [X], the arrow in the Data Line must point to the left.  To
change the direction of the arrow, type [D].
```

The arrow in the Data Line must point to the right in order for text to be retrieved with **[W]** or **[X]**. You can change the direction of the arrow with **[D]**.

STEP 6. TYPE [CTRL] [X] TO REINSERT THE PARAGRAPH AT THE POSITION OF THE CURSOR

```
> Z Mem:46470 Len: 375 Pos: 375 Tab: 72 File:

  Moving a paragraph works just like moving a word, except you use the
command [X] instead of [W].
  Recall from the section on deleting text that in order for text to be
deleted with [W] or [X], the arrow in the Data Line must point to the left.  To
change the direction of the arrow, type [D].
  Position the cursor to the right of the paragraph you want to move.
```

The paragraph you stored now appears in its new position to the left of the cursor.

Moving Text, Continued

MOVING BLOCKS OF TEXT LARGER THAN 1024 CHARACTERS

When you want to move blocks of text too large for the temporary storage buffers to handle, you can do so with the save and load commands. The save command allows you to use disk space for temporary storage, and the load command acts as a retrieval command for this purpose.

STEP 1. POSITION THE CURSOR AT THE BEGINNING OF THE TEXT BLOCK YOU WANT TO MOVE

```
< Z Mem:43483 Len: 3362 Pos:   1 Tab:   0 File:

Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block *

Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
```

In order to use the save command for moving text, first you have to position the cursor at the beginning of the text block you want to move. This marks the beginning of the text block for Apple Writer.

STEP 2. TYPE [CTRL] [S] TO BEGIN THE MOVING PROCESS

```
[S]ave :
```
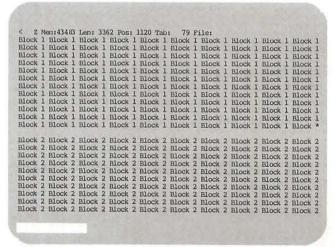
The prompt [S]ave : appears at the bottom of the screen asking you for a file name.

STEP 3. ENTER A FILE NAME AND SPECIFY WHERE THE TEXT BLOCK ENDS

```
[S]ave :BLOCK 1/*/
```

Choose a file name you haven't used already (preferably one that is easy to remember) and enter it at the prompt. If the disk you want to save on is not in the drive you used last, enter a comma and the drive number (e.g., **,d2**) next to the file name. Enter a delimiter after the file name (or drive number, if you use one) to separate the file name from the rest of the command—the usual delimiter is /. Next, choose the smallest portion of text that will uniquely identify the end of the text and enter it after the delimiter. Finally, enter another delimiter. Remember to enclose the marker in delimiters (see page 90).

STEP 4. PRESS [RETURN] TO ACTIVATE THE SAVING PROCEDURE

```
< Z Mem:43483 Len: 3362 Pos: 1120 Tab:  79 File:
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block *

Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
```

The disk drive whirs, and the red light goes on, indicating that the text is being saved. When the saving procedure is finished the prompt disappears from the screen, but nothing else has changed.

STEP 5. DELETE THE STORED TEXT BLOCK FROM THE SCREEN

```
<   Z Mem:43483 Len: 3362 Pos: 1120 Tab:   79 File:
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1

Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2

Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
```

```
<   Z Mem:44604 Len: 2241 Pos:   0 Tab:   0 File:
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2

Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
```

First, check the arrow in the Data Line—it should be pointing to the left to delete text. You can type **[D]** to change the direction of the arrow. Next, position the cursor to the right of the last character in the text block. Now press **[X]** as many times as necessary to delete the entire text block (see page 59).

STEP 6. POSITION THE CURSOR WHERE YOU WANT TO REINSERT THE TEXT BLOCK

```
<   Z Mem:44601 Len: 2244 Pos: 1122 Tab:   0 File:
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2

Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
```

The reinserted text block will appear to the left of the cursor.

STEP 7. TYPE [CTRL] [L]

```
[L]oad :BLOCK 1
```

The prompt [L]oad : appears at the bottom of the screen, asking for the name of the file you want to load (see page 95).

TIPS   Building Documents from Permanently Stored Text Blocks
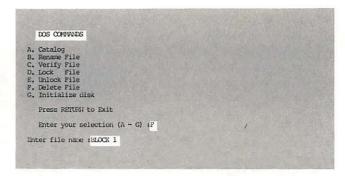
By using Apple Writer's save and load procedure, you can very easily create stock documents such as contracts or certain kinds of form letters. When experience tells you a paragraph (or longer text block) will be needed for several different documents, save it under its own file name. Then, when you need to create one of these documents, you can do so by loading the text blocks you want in the order required for that document.

Moving Text, Continued

STEP 8. ENTER THE FILE NAME YOU GAVE THE TEXT BLOCK WHEN YOU SAVED IT AND PRESS [RETURN]

```
<   Z Mem:43482 Len: 3363 Pos: 2241 Tab:   79 File: BLOCK 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block *

Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
```

The text block is reinserted at the position of the cursor.

STEP 9. TYPE [CTRL] [O] [F] TO DELETE THE TEMPORARY FILE FROM YOUR DISK

```
DOS COMMANDS

A. Catalog
B. Rename File
C. Verify File
D. Lock   File
E. Unlock File
F. Delete File
G. Initialize Disk

   Press RETURN to Exit

   Enter your selection (A - G) :F

Enter file name :BLOCK 1
```

When you type **[O]**, the DOS Command Menu replaces your text on the screen. Enter **F** in response to the prompt Enter your selection (A–G) : (II+ users should enter **5** instead of **F**.) The prompt Enter file name : then appears at the bottom of the menu. Enter the file name of the text block you temporarily saved and press **RETURN**. The disk drive whirs, and when it stops, another display of the DOS Command Menu appears below the first. Press **RETURN** to go back to your work.
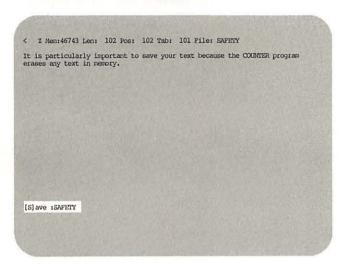
Automatically Counting the Words in a File

COUNTER, a WPL program on the Apple Writer Master disk, can count the words in a file and tell you the total when it is finished. This is very handy for students, professional writers, and others who need to know how long a document is in noncomputer terms (remember that you can always find out the length of a document in number of characters by looking at the designation Len: on the Data Line).

The Apple Writer Master disk has to be in drive 1 before you can use COUNTER.

HINT: Apple Writer interprets all characters between two spaces as one word.

STEP 1. SAVE ANY TEXT YOU ARE CURRENTLY WORKING ON WITH [CTRL] [S]

```
<   Z Mem:46743 Len:  102 Pos:  102 Tab:  101 File: SAFETY
It is particularly important to save your text because the COUNTER program
erases any text in memory.




[S]ave :SAFETY
```

It is particularly important to save your text because the COUNTER program erases any text in memory (see page 86).

STEP 2. TYPE [CTRL] [P] TO GET THE PRINT/PROGRAM PROMPT ON THE SCREEN

```
[P]rint/Program :
```

When you type **[P]**, the prompt Print/Program: appears on the screen.

STEP 3. TYPE DO COUNTER,D1 AND PRESS [RETURN]

```
[P]rint/Program :DO COUNTER, D1
```

In response to the prompt, type **DO COUNTER, D1** and press **RETURN**. The message Enter Disk File name: then appears asking for the name of the file you want to count.

STEP 4. ENTER THE FILE NAME, A COMMA, AND THE DISK DRIVE NUMBER AND THEN PRESS [RETURN]

```
Word Counter
Enter Disk File Name:LETTER,D2
```

When you press **RETURN** after having entered the file name, a comma, and the disk drive number, COUNTER loads the file into memory (you will hear the whir) and begins to count the words. It counts them silently and may take quite a long time, depending on the length of the file. (For instance, a test file containing 3087 words took 5 minutes and 43 seconds.) When the program is finished, the message Total number of words in file (Your file name) = (Total) (Press RETURN) appears at the bottom of the screen. (*Note:* If you mistype a file name when using COUNTER, the program is discontinued.)

STEP 5. PRESS [RETURN] TO COUNT ANOTHER FILE

```
Total number of words in file "LETTER,D2" = 55. (Press RETURN)
```

After you read the total number of words in the file, press **RETURN**. The file name prompt reappears; enter the file name of the next file you want to count and press **RETURN**. If you don't wish to count any more files, go on to the next step.

STEP 6. PRESS [RETURN] **AT THE FILE NAME PROMPT TO QUIT THE PROGRAM**

```
     Word Counter

  Enter Disk File Name:
  End of Word Count      (Press RETURN)
```

After you hear the beep, the message End of Word Count (Press RETURN) appears at the bottom of the screen.

STEP 7. PRESS [RETURN] **TO RETURN TO MEMORY**

```
>    Z Mem:46530 Len:  315 Pos:  315 Tab:  315 File: LETTER,D2
     Ms. Kate Johnson P. O. Box 827 Scituate, MA 02066 Dear Ms. Johnson: I'm using
     your book "The Apple Writer Handbook" and have gotten this far without blowing
     up the computer or causing an electrical power failure on the entire East
     Coast. Please send me my free diploma. Sincerely yours, (enter your own name
     here)
```

The last file counted remains in memory. It will look odd because Apple Writer loaded it without the carriage returns for the purpose of counting. The file as you typed it, however, remains on the disk.

If you want to go on to some new work, or reload this file with its carriage returns, type **[N]** to clear memory. The prompt [N]ew (Erase Memory) Yes/No? appears on the screen. Type **Y** and press **RETURN**. The counted file will disappear from the screen.

4

Managing Files

When you turn the computer off, everything in memory is irretrievably lost. So in order to protect the work that you have already done (whether typing or editing), you must be able to store it until the next time you want to work on it.

This is the purpose of the save command. When you have finished working on a segment of text in memory, you can save it on your storage disk for retrieval later on.

Whenever you save text, you are actually telling the computer to send a copy of the text to the disk drive, where it will be recorded on your storage disk. In order to retrieve this text from the disk later, you must give it a name at the time you save it. As soon as it has a name, the text (whether it consists of a letter, a paragraph, or a series of separate documents) becomes a file and the name you gave it is its file name.

SAVING YOUR WORK IN A NEW FILE

STEP 1. TYPE `CTRL` `S` **TO SAVE YOUR WORK IN A NEW FILE**

```
<   Z Mem:46435 Len:  410 Pos:  410 Tab:  284 File:

The Apple Writer command to save text is [S].  When you press [S], the prompt
[S]ave : appears at the bottom of the screen.

Whenever you see the prompt [S]ave :, you will know that this is the cue for
you to type in the name of the file you are saving.  If you haven't previously
saved this text, you have to assign it a new file name.  Just enter the file
name next to the prompt with no intervening spaces.




[S]ave :
```

The Apple Writer command to save text is **[S]**. When you press **[S]**, the prompt [S]ave : appears at the bottom of the screen.

STEP 2. ENTER A FILE NAME TO CREATE A NEW FILE

```
[S]ave :SAVE EXAMPLE
```

Whenever you see the prompt [S]ave :, you will know that this is the cue for you to type in the name of the file you are saving. If you haven't previously saved this text, you have to assign it a new file name. Just enter the file name next to the prompt with no intervening spaces.

STEP 3. TYPE `,` `D` `1` **OR** `,` `D` `2` **IMMEDIATELY AFTER THE FILE NAME**

```
[S]ave :SAVE EXAMPLE,D2
```

Whether you type **,D1** or **,D2** depends, of course, on which drive you want to save your file to. The important things to remember are that you have to precede the drive number with a comma and that you should not put a space between the file name and the comma. Apple Writer will interpret a space between the file name and the comma of the drive designation as part of the file name. (A space between the comma and the drive number will not make any difference, but it isn't necessary.)

STEP 4. PRESS `RETURN` **TO PROCEED WITH THE COMMAND**

```
<   Z Mem:46435 Len:  410 Pos:  410 Tab:  284 File: SAVE EXAMPLE,D2

The Apple Writer command to save text is [S].  When you press [S], the prompt
[S]ave : appears at the bottom of the screen.

Whenever you see the prompt [S]ave :, you will know that this is the cue for
you to type in the name of the file you are saving.  If you haven't previously
saved this text, you have to assign it a new file name.  Just enter the file
name next to the prompt with no intervening spaces.
```

The red light on the disk drive will come on and you will hear a whirring noise, as Apple Writer saves your text in a file on the disk. After the file is saved, you will still have a copy of it on the screen and can continue working on it if you wish. Remember that from now on, the drive you just specified becomes the default drive. When you want to change it again, you have to enter another drive designation.

TIPS How to Choose a File Name

An Apple Writer file name must have the following characteristics:

- It must begin with a letter

- It must not exceed 30 characters in length

- It must not contain any of the special characters reserved for other purposes in Apple Writer (see page 65 of your Apple Writer IIe manual, or page 42 of your Apple Writer II+ manual)

Otherwise, you can use any file name that does not already appear in the list of files on the storage disk you are currently using (see page 100). Because Apple Writer accepts upper- and lowercase characters in a file name interchangeably, the use of one over the other will not create a distinction between files. A file name typed originally in all uppercase letters can later be referred to using all lowercase letters, or a mixture of the two.

RESAVING AN EXISTING FILE

In addition to creating new files, you can use the save command to resave old files after you have made changes to them.

STEP 1. TYPE CTRL S TO RESAVE AN OLD FILE

```
<  Z Mem:46313 Len:  532 Pos:  532 Tab:  120 File: SAVE EXAMPLE,D2

The Apple Writer command to save text is [S].  When you press [S], the prompt
[S]ave : appears at the bottom of the screen.

Whenever you see the prompt [S]ave :, you will know that this is the cue for
you to type in the name of the file you are saving.  If you haven't previously
saved this text, you have to assign it a new file name.  Just enter the file
name next to the prompt with no intervening spaces.

In addition to creating new files, you can use the save command to resave old
files after you have made changes to them.
```

[S]ave :

The same prompt [S]ave : appears at the bottom of the screen as if you were saving a new file.

STEP 2. ENTER THE OLD FILE NAME AND PRESS RETURN TO SAVE A NEW VERSION OF AN EXISTING FILE

[S]ave :SAVE EXAMPLE

When the prompt [S]ave : appears, you type in the file name that has already been assigned to the file you are working on. The effect is that the original version of the file on the disk is replaced with the new version of the file in memory. It is important to understand that this command does *not* add the text you have just typed to the end of the file on the disk. It replaces the entire file on the disk with the entire file from memory.

TIPS A Shortcut for Resaving an Existing File

TYPE = INSTEAD OF THE FILE NAME WHEN THE OLD FILE NAME ALREADY APPEARS ON THE DATA LINE

You can use a shorthand method for entering the file name if the file name is already displayed on the Data Line. When you want to save a newly edited version of an old file under its original name, instead of typing the full file name just type = when you see the prompt [S]ave : This tells Apple Writer that you want to save the text in memory under the name that currently appears on the Data Line.

RESAVING AN EXISTING FILE UNDER A NEW NAME

This version of the save command allows you to store an edited version of an old file under a new name. You use this command when you want to keep the original version of the file intact. As a result, you end up with two different files on your disk with two different file names.

STEP 1. TYPE CTRL S TO RESAVE AN OLD FILE WITH A NEW NAME

```
<    Z Mem:46313 Len:  532 Pos:  532 Tab:  120 File: SAVE EXAMPLE,D2

The Apple Writer command to save text is [S].  When you press [S], the prompt
[S]ave : appears at the bottom of the screen.

Whenever you see the prompt [S]ave :, you will know that this is the cue for
you to type in the name of the file you are saving.  If you haven't previously
saved this text, you have to assign it a new file name.  Just enter the file
name next to the prompt with no intervening spaces.

In addition to creating new files, you can use the save command to resave old
files after you have made changes to them.




[S]ave :
```

After you have made all the changes you want to make in your old file, type **[S]**. The prompt [S]ave : appears at the bottom of the screen.

STEP 2. ENTER A NEW FILE NAME IN RESPONSE TO THE PROMPT AND PRESS RETURN

```
<    Z Mem:46313 Len:  532 Pos:  532 Tab:  120 File: SAVE EXAMPLE

The Apple Writer command to save text is [S].  When you press [S], the prompt
[S]ave : appears at the bottom of the screen.

Whenever you see the prompt [S]ave :, you will know that this is the cue for
you to type in the name of the file you are saving.  If you haven't previously
saved this text, you have to assign it a new file name.  Just enter the file
name next to the prompt with no intervening spaces.

In addition to creating new files, you can use the save command to resave old
files after you have made changes to them.




[S]ave :NEW NAME EXAMPLE
```

```
<    Z Mem:46313 Len:  532 Pos:  532 Tab:  120 File: NEW NAME EXAMPLE

The Apple Writer command to save text is [S].  When you press [S], the prompt
[S]ave : appears at the bottom of the screen.

Whenever you see the prompt [S]ave :, you will know that this is the cue for
you to type in the name of the file you are saving.  If you haven't previously
saved this text, you have to assign it a new file name.  Just enter the file
name next to the prompt with no intervening spaces.

In addition to creating new files, you can use the save command to resave old
files after you have made changes to them.
```

Instead of entering the old file name or =, enter a new file name.

TIPS Changing the Default Disk Drive

When you boot up Apple Writer, it is programmed to read from or write to drive 1, which is the default drive. Default means that in the absence of instructions to the contrary, Apple Writer will continue to assume that you mean drive 1 whenever you tell it to perform operations on a disk. If you specify that you want to do something to a disk in drive 2 instead, Apple Writer will assume from then on that drive 2 is the default drive—again, until you tell it otherwise. In other words, the default drive is the last drive used, and this drive continues to be the default drive until you issue instructions to the contrary.

When you want to change disk drive locations, you tell Apple Writer this by entering a drive designation as part of your answer to a file management command prompt (e.g., [S]ave :, [L]oad :, Enter file name :, etc.). After you enter a file name in response to one of these prompts, type a comma, a D, and the number of the drive you are designating. (For example, if you wanted to save a file on a disk in drive 2, your answer to the prompt would look like this: [S]ave: **file name,D2**). Do not enter a space between the file name and the comma, because Apple Writer will interpret the space as part of the file name.)

TIPS   What Is a File?

A file in a word processor is really not very different from the files you keep in your filing cabinet. A file is the basic unit in which you store your work. When you finish typing a document on a typewriter—a document you want to save—you store a copy of it in a file folder (you either create a new file or add the document to an old file). It works similarly with Apple Writer. When you have finished entering some new text that you want to keep, you either save it in a new file on a storage disk or add it to a file that already exists on the disk.

The main difference between an Apple Writer file and a paper file is that an Apple Writer file usually—though not necessarily always—contains a single document. This is because it is more difficult to extract a single document from an Apple Writer file than it is from a paper file. With a paper file, you simply pick out the papers you want from the filing cabinet and carry them back to your desk. In contrast, when you load an Apple Writer file into memory (your workspace), the entire file is loaded. Then you have to execute a complicated sequence of commands to separate one document from the file and put the rest of it away again. And even further problems arise when you try to put the document back into its file. It ends up being much simpler and faster just to create a new file for each new document.

Using Markers and Delimiters

You may often find it expedient to save a segment of a file separately—such as a commonly used contract clause—so that you can use it later in other files (see page 93). Or, you may want to load just a few paragraphs of a stored file into the text you are currently working on (see page 97). To do either of these things, you need to know about markers and delimiters.

Whenever you work with a file segment, you will need to mark either the beginning or the end of the segment, or both, so that Apple Writer can identify the segment correctly when it searches through the larger file. You do this with *markers*. But with Apple Writer, unlike other word processing programs you may be familiar with, you don't place markers *in* your text. Rather, you enter the marker(s) along with the file name when you answer a command prompt such as [L]oad :

The markers themselves are actually copied from the text segment—for example, you might choose the first word of a text segment as a

marker to identify the beginning of that segment, or the last word as a marker for the end. You determine which portion of text will best identify a particular segment in a file, and then enter that text as a marker in the command line when the prompt reminds you to.

To separate your markers from each other, as well as from the file name or the drive designation, you must also enter *delimiters* on the command line. If you have used the find command, [F], you know about delimiters already. Delimiters are simply single characters placed between two parts of a command line to distinguish one from the other.

In the following sections, you will find complete step-by-step instructions for how to choose markers and delimiters and where to place them on a command line. This will prepare you for actually using them in the commands described later on in this chapter.

MARKERS

A marker is any sequence of characters that will uniquely identify a particular point in a text. For example, the sequence, "paragraph.", uniquely identifies the end of this paragraph.

```
<   Z Mem:46659 Len:  186 Pos:  186 Tab:  185 File:

A marker is any sequence of characters that will uniquely identify a particular
point in a text.  For example, the sequence, "paragraph.", uniquely identifies
the end of this paragraph.




[S]ave :MARKER EXAMPLE/paragraph./
```

A marker does not have to be a word—only a unique sequence of characters that will serve sufficiently to identify the beginning or end of your text segment. It is actually more efficient—up to a point—to use the shortest possible marker that will still be unique. For instance, in our example above, "h." would serve to mark the end of the

paragraph just as well as "paragraph.", but it would take Apple Writer less time to find it. (Note that we could not, however, make the marker even smaller by using just "." because there are two periods in the paragraph. Apple Writer would interpret the first period as our marker—which would be wrong, of course.)

When you are working with a long document and you want to save some computer search time by using a short marker, it can actually end up taking more time than it's worth to comb the entire text to determine whether a one- or two-character sequence is unique (Apple Writer can search the text many times faster than you can anyway). Under these circumstances, it is usually wiser to choose a word or even a phrase that is obviously unique even if it is a little longer than is strictly necessary.

TEMPORARILY ADD A CHARACTER (NOT USED ELSEWHERE IN YOUR TEXT) TO CREATE A UNIQUE MARKER

```
<   Z Mem:45723 Len: 1122 Pos: 1122 Tab:    1 File:
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1 Block 1
@
```

If you have trouble finding unique markers for a particular text segment, don't worry about it. You can always create a marker by temporarily adding a character. But make sure it doesn't appear anywhere else in your text—such as the @ in our example at left.

Later, after you have saved the text, you can simply load the file back into memory and delete the unwanted character.

DELIMITERS

The marker you choose when saving a text segment must be set off from the rest of the save command so that Apple Writer can identify it correctly as a marker, and not as part of the file name. Thus, a marker must always be enclosed by special characters called delimiters. Delimiters, literally, define the limits between the marker and the other parts of the command. In Apple Writer,

the slash (/) has been set aside as the usual delimiter. You enter it both before and after the marker, so your command looks like this: [S]ave **:filename/marker/**.

SPECIAL DELIMITERS AND SYMBOLS IN APPLE WRITER

Occasionally, when you answer the prompt for a find, load, or save command, you may need to include slashes as part of the text to be found (a date, for example). But we also use slashes as delimiters for these commands. How can Apple Writer tell the delimiter slashes from the text slashes? It can't.

The only way you can get around this problem is to use another character as a delimiter. Therefore, five other characters have been reserved in Apple Writer as delimiters for such special situations: <, #, &, !, and *. You can use them as delimiters for the find, save, and load commands any time. We say that / is the standard delimiter only because it is easier to use one character for this purpose most of the time instead of choosing a different character each time—and also because / doesn't have the property the others have of turning on special character sets.

SPECIAL CHARACTER SETS

Each of the five special delimiters listed above— < # & ! *—also has a second purpose in Apple Writer. When you use any of them as delimiters in a find, save, or load command, they also allow you to use certain other characters as special symbols within the delimiters. Each delimiter has its own set of special symbols and we have listed them in the table below.

Delimiter	Any Length Symbol	Carriage Return Symbol	Any Character (Wildcard) Symbol
<	=	>	?
#	$	%	&
&	'	(	)
!	"	#	$
*	+	,	—

Note: Apple Writer will not accept any of the above characters as part of a file name.

Any Length
The first is the *any length* symbol, which can represent any number of characters between two specified characters. For example, if you use # as a delimiter, the character $ becomes the any length symbol, and the character string "t$e" represents an enormous number of words, such as "the," "these," "those," "there" and, literally, any other word that begins with "t" and ends with "e." Similarly, if you gave a command to find the character string "($)," Apple Writer would search for any words contained within parentheses.

Carriage Return
The second special symbol is the *carriage return* symbol. This allows you to include a carriage return as part of the text you want to locate—a particularly handy feature when you need to locate text at the end of a paragraph. Thus, if you use the delimiter &, and tell Apple Writer to locate each (, it will actually locate each carriage return in your text.

Any Character (Wildcard)
The third special symbol is the *any character* or *wildcard* symbol. Like the any length symbol, the wildcard can be used to represent any (single) character as long as you specify its position. For instance, if you answer the prompt, [F]ind:, with the sequence, !t$ll!, Apple Writer will search for any word that begins with "t", ends with "ll" and has a single letter in between, such as "tell," "tall," "till" or "toll."

SAVING A TEXT BLOCK UNDER ITS OWN FILE NAME

Sometimes you might want to save only a portion of the text in memory. For instance, you might want to save one part of a document for future use in other documents.

STEP 1. MOVE THE CURSOR TO THE BEGINNING OF THE TEXT SEGMENT YOU WANT TO SAVE

```
<   Z Mem:43481 Len: 3364 Pos: 2243 Tab:     0 File:
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2

Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
```

When you want to save only part of your text, whether in a new or an old file, you must first position the cursor at the beginning of the text segment you want to save. This tells Apple Writer where you want to begin saving text.

STEP 2. TYPE CTRL S AND ENTER THE FILE NAME WHEN THE PROMPT APPEARS

```
<   Z Mem:43481 Len: 3364 Pos: 2243 Tab:     0 File:
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2

Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3

[S]ave :BLOCK 3
```

Once you have positioned the cursor, type [S]. When you see the prompt [S]ave :, enter the file name you want to use just as you would in an ordinary save operation. *But do not press RE-TURN*.

STEP 3. ENTER A MARKER TO INDICATE WHERE YOU WANT TO STOP SAVING TEXT, ENCLOSING THE MARKER WITH DELIMITERS
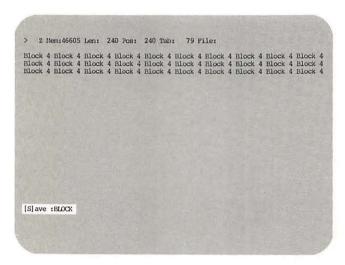
```
>    Z Mem:26203 Len: 1442 Pos:   800 Tab:    0 File: block 3
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2
Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2 Block 2

Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3 Block 3
@

[S]ave :BLOCK 3/@/
```

After you enter the file name, enter a marker to tell Apple Writer where the text segment that you want to save ends. Enclose the marker with delimiters, which are slashes (/) in Apple Writer (see page 90).

Adding to Existing Files

Sometimes you may prefer to add the text in memory to the end of a file already on your storage disk rather than replace the entire file. The following technique saves wear and tear on your disks, thus making them last longer, as well as saving you the time it would take to resave a long file when all you want to do is tack a paragraph or two onto the end of it. A note of caution—you can only add to the end of a file with this command; it does not allow you to add text into the middle or at the beginning of a file.

STEP 1. TYPE [CTRL] [S] AND ENTER THE FILE NAME

```
>   Z Mem:46605 Len:  240 Pos:  240 Tab:   79 File:

Block 4 Block 4 Block 4 Block 4 Block 4 Block 4 Block 4 Block 4 Block 4 Block 4 Block 4
Block 4 Block 4 Block 4 Block 4 Block 4 Block 4 Block 4 Block 4 Block 4 Block 4 Block 4
Block 4 Block 4 Block 4 Block 4 Block 4 Block 4 Block 4 Block 4 Block 4 Block 4 Block 4




[S]ave :BLOCK
```

Type **[S]**, just as you would for an ordinary save command. When the prompt [S]ave : appears, enter the name of the file to which you want to add text.

If you are adding only a segment of the text in memory, you should position the cursor at the beginning of the segment before you type **[S]**. Then enter a delimiter (/) after the file name and a marker (a word or two from the end of the segment) to identify where you want Apple Writer to stop saving text. Follow the marker with a second delimiter and proceed with the instructions below.

STEP 2. TYPE [+] AFTER THE LAST COMMAND ENTRY

```
[S]ave :BLOCK+
```

Tell Apple Writer you want to add to the named file by typing a + as the last entry in your save command. (The + should follow the final delimiter if you are saving a text segment as shown above.) When Apple Writer reads the + at the end of a save command, it adds the text being saved to the end of the file named in the command instead of replacing the file.

Correct line spacing is not automatic with this command. The text you are saving is added onto the file at the place where the last character or carriage return was entered in the file. Thus, when you want the text you are adding to be a new paragraph in your file, you should include the correct number of lines of space at the beginning of the segment. You can omit this step if the space already exists at the end of the file.

TIPS   Determining How Many Lines of Space Exist at the End of a File

If you need to see the file in order to determine whether extra spaces exist at the end, type **[L]**. When the prompt [L]oad : appears, enter the file name, followed by a backward slash. Then press **RETURN**. The backward slash in the command line tells Apple Writer that you want to see a quick display of the file on the screen. The file will scroll up the screen and stop at the end. You will see the message (Press RETURN) at the very end of the file—after any extra spaces that may have been entered in the file before the final carriage return was entered. Thus you can tell at a glance how many lines of space are there. Press **RETURN** to go back to your work.

Loading a File

Once you have saved a file on your storage disk, you need a way of retrieving it, or getting it back into memory, so you can make changes and corrections in it or print it out.

In Apple Writer, the load command retrieves a file from the disk and puts it into memory where you can work on it. When you press **[L]**, the prompt [L]oad : appears at the bottom of the screen asking you to enter the file name of the file you want to load into memory. (This is the name you gave the file when you first saved it.)

The load command has several uses—some of which are explained in other sections of this book—but the main use is to retrieve copies of files from the storage disk and put them into memory. What you are actually loading is a copy of the file, not the file itself—as though you were taking a photocopy of a paper document to your desk to work on, leaving the original document in the filing cabinet. When you load a file in Apple Writer, the original file stays on the disk. Thus, any changes you make in the text after loading the file affect only the copy in memory. The file on your disk remains unchanged until you use the save command to replace it with the edited copy from memory.

STEP 1. TYPE CTRL N TO ERASE ANYTHING ALREADY IN MEMORY


```
<   Z Mem:46550 Len:  295 Pos:  295 Tab:  294 File:

Loading a new file does not clear memory of its previous contents.  Files
simply stack up, one after the other as in a filing cabinet, until memory is
used up.  Therefore, it is very important that you use [N] to clear memory when
you have finished working on one file and want to load another.

[N]ew (Erase Memory) Yes/No ?
```

Loading a new file does not clear memory of its previous contents. Files simply stack up, one after the other as in a filing cabinet, until memory is used up. Therefore, it is very important that you use **[N]** to clear memory when you have finished working on one file and want to load another.

When you press **[N]**, the message [N]ew (Erase Memory) Yes/No ? appears at the bottom of the screen, warning you that if you proceed with the command it will erase your work in memory. This gives you the opportunity to change your mind in case you have forgotten to add something important, save your file, etc.

STEP 2. PRESS Y AND RETURN TO CLEAR MEMORY


```
[N]ew (Erase Memory) Yes/No ?Y
```

You do not have to type the word "yes" in answer to this query; a simple **Y** will do. (The same holds for a "no" answer—just press **N**.) After you press **Y**, press **RETURN**. Your screen will become blank, except for the Data Line.

It is a good idea to get into the habit of clearing memory automatically before you load a new file. (Even if memory is already empty, it won't hurt anything if you clear it anyway.) But always be sure that you save any important work *before* you clear memory. Remember—clearing memory permanently erases anything you haven't saved.

STEP 3. TYPE CTRL L TO LOAD A FILE


```
[L]oad :
```

Type **[L]** to load a file into memory from your storage disk. The prompt [L]oad : appears at the bottom of the screen.

STEP 4. ENTER THE NAME OF THE FILE YOU WANT TO WORK ON AND PRESS `RETURN`

[L]oad :LETTER

Enter the name of the file you want to load when you see the prompt. Remember to follow the file name with the correct drive designation (e.g., **,d2**) if the drive you want to load from is not the current default drive (see TIPS on page 88).

Press **RETURN** after you have entered the file name (and drive designation if necessary). The red light on your disk drive will go on and you will hear the whirring sound that tells you the disk is being read.

Once the file is loaded, the file name appears at the end of the Data Line and the end of the file comes on your screen. (Apple Writer always loads files so that the end instead of the beginning of the file appears on the screen. Just move the cursor to the point in the file where you want to begin working—see page 56.)

```
<   Z Mem:46525 Len:  320 Pos:  320 Tab:   26 File: LETTER
Scituate, MA  02066

Dear Ms. Johnson:

I'm using your book "The Apple Writer Handbook" and have gotten this far
without blowing up the computer or causing an electrical power failure on the
entire East Coast.  Please send me my free diploma.


Sincerely yours,

(enter your own name here)
```

Loading a File Segment

Often you may want to work only on a particular segment of a long file. In that case, it is more convenient to load only that segment into memory rather than loading the entire file.

Enter a beginning marker immediately after the file name to uniquely identify the place from which you want to begin loading.

STEP 1. TO LOAD A FILE SEGMENT TYPE `CTRL` `L` **AND ENTER THE FILE NAME**

```
[L]oad :LETTER
```

Type **[L]** to get the prompt [L]oad : at the bottom of the screen; then enter the name of the file from which you wish to load a segment.

STEP 2. ENTER A BEGINNING MARKER, ENCLOSED BY DELIMITERS, TO IDENTIFY THE BEGINNING OF THE SEGMENT

```
[L]oad :LETTER/I'm/
```

Loading a file segment is a little different from the procedure for saving a text segment; with the save procedure you mark the beginning of the segment by placing the cursor there. When you load a file segment from the disk, however, you have to use markers to identify both the beginning and the end of the segment (see page 90).

STEP 3. ENTER AN ENDING MARKER, FOLLOWED BY A FINAL DELIMITER, TO IDENTIFY THE END OF THE SEGMENT AND PRESS `RETURN`

```
[L]oad :LETTER/I'm/diploma./
```

After you enter the second delimiter, enter an ending marker to uniquely identify the end of the segment you want to load. Then enter a final delimiter to enclose the ending marker. The second delimiter, which you entered in Step 2, will serve for both markers.

```
<   Z Mem:46643 Len:  202 Pos:  202 Tab:  202 File: LETTER
I'm using your book "The Apple Writer Handbook" and have gotten this far
without blowing up the computer or causing an electrical power failure on the
entire East Coast.  Please send me my free diploma.
```

When you have entered everything correctly, press **RETURN**. Soon, the segment you marked appears on the screen at the position of the cursor.

LOADING A SEGMENT FROM THE BEGINNING OF A FILE TO A MIDPOINT

STEP 1. TYPE `CTRL` `L` **AND ENTER THE FILE NAME WHEN THE PROMPT APPEARS**

```
[L]oad :LETTER
```

Type **[L]** to get the prompt [L]oad : on the screen; then enter the name of the file from which you want to load a segment.

STEP 2. TYPE TWO DELIMITERS WITH NOTHING IN BETWEEN

```
[L]oad :LETTER//
```

After you enter the file name, type two delimiters in sequence with nothing (not even a space) between them. This tells Apple Writer that you want to start loading from the beginning of the file.

STEP 3. TYPE AN ENDING MARKER AND A FINAL DELIMITER AND PRESS [RETURN]

    [L]oad :LETTER//diploma./

Type an ending marker after the second delimiter to tell Apple Writer where you want to stop loading. After you have entered everything correctly,

press **RETURN**. The segment you marked will soon appear on the screen at the position of the cursor.

    <   Z Mem:46572 Len: 273 Pos: 273 Tab: 202 File: LETTER
    Ms. Kate Johnson
    P. O. Box 827
    Scituate, MA 02066

    Dear Ms. Johnson:

    I'm using your book "The Apple Writer Handbook" and have gotten this far
    without blowing up the computer or causing an electrical power failure on the
    entire East Coast. Please send me my free diploma.

LOADING A SEGMENT FROM A MIDPOINT TO THE END OF THE FILE

STEP 1. TYPE [CTRL] [L] AND ENTER THE FILE NAME WHEN THE PROMPT APPEARS

    [L]oad :LETTER

Type **[L]** and when you see the prompt [L]oad :, enter the file name from which you want to load a segment.

STEP 2. ENTER A BEGINNING MARKER, ENCLOSED BY DELIMITERS

    [L]oad :LETTER/Dear/

After you enter the file name, type a delimiter. Then enter the marker that identifies the place in the file from which you want to begin loading and follow it with another delimiter.

STEP 3. PRESS [RETURN]

    [L]oad :LETTER/Dear/

This tells Apple Writer that you want to load the file all the way to the end. When you have entered the final delimiter, press **RETURN**. Soon you will see the segment you marked on the screen at the position of the cursor.

LOADING A FILE SEGMENT WITHOUT LOADING THE MARKERS

For the purpose of loading a file segment, the markers you use don't necessarily have to fall within the segment itself. For instance, if you were unable to find a suitable ending marker from the actual end of the file segment you want to load, you could choose a marker from the beginning of the next sentence instead.

If you selected a marker that fell outside of the file segment you wanted to load, you would not want to load the marker along with the file segment. Apple Writer provides for this possibility by allowing you to load a segment of a file from the disk without also loading the markers you use to identify the segment. Be careful when you use this method, for neither the beginning nor the ending marker will be loaded. If you choose one marker from outside the actual file segment, you have to choose the other marker from outside the file segment as well.

TYPE [N] AT THE END OF THE LOAD COMMAND LINE TO PREVENT THE MARKERS FROM BEING LOADED

```
[L]oad :LETTER/Johnson:/(enter/N
```

When you want to load a file segment, but prefer not to load the markers with it, type **N** (which stands for "no markers") at the end of your completed command line before you press **RETURN** to execute the command. The **N** tells Apple Writer that you want to load text from the beginning marker to the ending marker without actually loading the markers themselves. Otherwise, you follow the same instructions for loading a file segment as given on page 97.

```
<    % Mem:46620 Len:  225 Pos:  225 Tab:     0 File: LETTER

I'm using your book "The Apple Writer Handbook" and have gotten this far
without blowing up the computer or causing an electrical power failure on the
entire East Coast.  Please send me my free diploma.

Sincerely yours,
```

From time to time, you may want to see a list of the files you have saved on a disk in order to determine such things as the name of an old file, how much storage space is left on the disk, which files you can safely delete from the disk, or whether you have already used a file name.

Apple Writer provides three methods for displaying a list of the files on a disk. Two of them involve making command selections from either the DOS Command Menu or the Additional Functions Menu. The first and simplest method allows you to execute a command directly from your current work in memory, thus bypassing the extra step of going to a menu first. We suggest that you use this shortcut method when you are entering or editing text and use the commands in the DOS Command and Additional Functions Menus only when you have already gone to those menus for another purpose.

GETTING A FILE LIST WHILE EDITING

Most often, you want to see a list of the files on your storage disk while you are actually entering or editing text. Either you need to know the name of a file you want to load or you want to see if you have already used the file name under which you would like to save your current work.

You can use either the load or the save command to get a list of files directly from the disk while you are working in memory.

STEP 1. TYPE EITHER CTRL L OR CTRL S
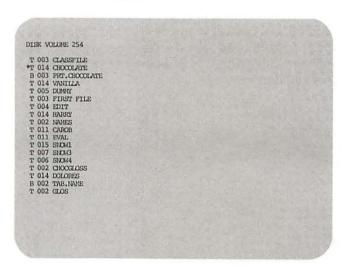
The familiar file name prompt [L]oad : appears at the bottom of the screen when you type **[L]** and [S]ave : appears when you type **[S]**.

STEP 2. TYPE ? IN RESPONSE TO THE PROMPT

[L]oad :?

Instead of typing a file name when you see the prompt, type **?**. (Be sure to enter a drive designation if the disk isn't in the default drive; see TIPS on page 88.) The question mark tells Apple Writer that you want to see a list of the files on the disk you are using before you carry out your load or save command.

STEP 3. PRESS RETURN TO SEE THE LIST

```
DISK VOLUME 254

T 003 CLASSFILE
*T 014 CHOCOLATE
B 003 PRT.CHOCOLATE
T 014 VANILLA
T 005 DUMMY
T 003 FIRST FILE
T 004 EDIT
T 014 HARRY
T 002 NAMES
T 011 CAROB
T 011 EVAL
T 015 SNOW1
T 007 SNOW3
T 006 SNOW4
T 002 CHOCGLOSS
T 014 DOLORES
B 002 TAB.NAME
T 002 GLOS
```

The file list appears on the screen in place of your work.

STEP 4. PRESS RETURN TO PROCEED WITH THE LOAD OR SAVE COMMAND

```
T 002 CLIENTS
B 002 TAB.APPENDIX B
T 004 MALDAS
T 004 APPENDIX B
Press RETURN to Exit

[L]oad :
```

When you press **RETURN** after looking at the file list, the file name prompt for the command you used (either [L]oad : or [S]ave :) reappears at the bottom of the screen.

STEP 5. ENTER A FILE NAME OR PRESS [RETURN] TO EXIT THE COMMAND
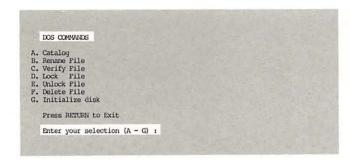
```
[L]oad :CLIENTS
```

When you see the prompt, enter a file name and press **RETURN** to carry out the command. Or if you prefer not to carry out the command at this time, just press **RETURN** and you will be returned to your work.

*HINT: Apple Writer will display a maximum of 23 file names at a time. To see all of a longer list, you may have to press **RETURN** or the **SPACE** bar (it doesn't matter which) several times. Each time you press **RETURN** (or the **SPACE** bar), a new segment of your file list will scroll up onto the screen.*

THE DOS CATALOG COMMAND
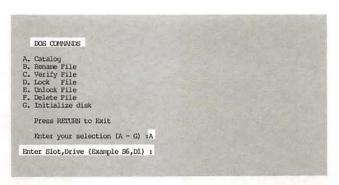
Another way to see the file list is to use the catalog command on the DOS Command Menu. This is the most formal and complicated (though by no means difficult) of the list commands.

STEP 1. TYPE [CTRL] [O] TO GET THE DOS COMMAND MENU ON THE SCREEN

```
DOS COMMANDS

A. Catalog
B. Rename File
C. Verify File
D. Lock   File
E. Unlock File
F. Delete File
G. Initialize disk

   Press RETURN to Exit

   Enter your selection (A - G) :
```

In order to execute the catalog command, you must first get the DOS Command Menu on the screen by typing **[O]**. The menu appears on the screen with the prompt Enter your selection (A– G) : at the bottom asking you to enter the letter name of the command you wish to execute.
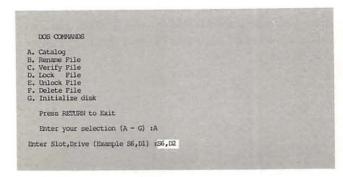
STEP 2. TYPE [A] AND PRESS [RETURN] TO INDICATE YOUR SELECTION

```
DOS COMMANDS

A. Catalog
B. Rename File
C. Verify File
D. Lock   File
E. Unlock File
F. Delete File
G. Initialize disk

   Press RETURN to Exit

   Enter your selection (A - G) :A
Enter Slot,Drive (Example S6,D1) :
```

When you type **A** and press **RETURN** in response to the prompt, an A appears next to that prompt to indicate the selection you have made. (II+ users should type **1** instead of **A**.) Then a new prompt Enter Slot, Drive (Example S6,D1) : appears below the first, asking you to enter the slot and drive numbers.

STEP 3. ENTER THE CORRECT SLOT AND DRIVE NUMBERS

```
DOS COMMANDS

A. Catalog
B. Rename File
C. Verify File
D. Lock   File
E. Unlock File
F. Delete File
G. Initialize disk

   Press RETURN to Exit

   Enter your selection (A - G) :A

Enter Slot,Drive (Example S6,D1) :S6,D2
```

When the prompt Enter Slot, Drive (Example S6,D1) : appears, enter the correct slot and drive numbers for your system (see page 25).
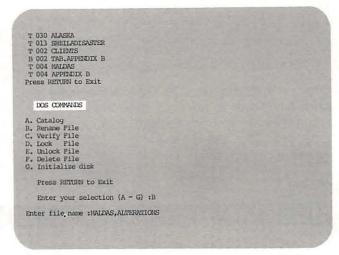
STEP 4. PRESS RETURN **TO EXECUTE THE CATALOG COMMAND**

```
DISK VOLUME 254

 T 003 CLASSFILE
*T 014 CHOCOLATE
 B 003 PRT.CHOCOLATE
 T 014 VANILLA
 T 005 DUMMY
 T 003 FIRST FILE
 T 004 EDIT
 T 014 HARRY
 T 002 NAMES
 T 011 CAROB
 T 011 EVAL
 T 015 SNOW1
 T 007 SNOW3
 T 006 SNOW4
 T 002 CHOCGLOSS
 T 014 DOLORES
 B 002 TAB.NAME
 T 002 GLOS
```

After you enter the slot and drive numbers, press **RETURN**. The red light will go on, the disk drive will whir, and then the list of files will appear on the screen in place of the DOS Command Menu.

STEP 5. PRESS RETURN **WHEN YOU HAVE FINISHED WITH THE FILE LIST**

```
 T 030 ALASKA
 T 013 SHEILADISASTER
 T 002 CLIENTS
 B 002 TAB.APPENDIX B
 T 004 MALDAS
 T 004 APPENDIX B
Press RETURN to Exit

   DOS COMMANDS

A. Catalog
B. Rename File
C. Verify File
D. Lock   File
E. Unlock File
F. Delete File
G. Initialize disk

   Press RETURN to Exit

   Enter your selection (A - G) :B

Enter file name :MALDAS,ALTERATIONS
```
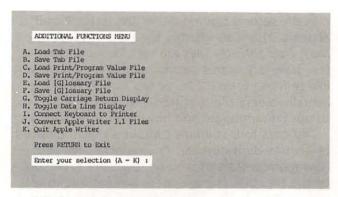
After you press **RETURN**, the DOS Command Menu reappears on the screen, and you can make another selection based on the information you got from looking at the list of your files. If you do not want to execute another DOS command at this time, simply press **RETURN** and you will be returned to your work.

GETTING A FILE LIST FROM THE ADDITIONAL FUNCTIONS MENU

When you look at the Additional Functions Menu, you can see that the first six selections, **A–F** (or **1–5** on the II+), deal with files and therefore require that you enter a file name in response to a file name prompt. Because you may not always remember the name of a file you want to load (se-

lections **A**, **C** and **E**) or whether you have already used the file name under which you've chosen to save a new file (selections **B**, **D** and **F**), Apple Writer allows you to check a list of your files through the Additional Functions Menu.

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STEP 1. TYPE `CTRL` `Q` **TO GET THE ADDITIONAL FUNCTIONS MENU ON THE SCREEN**

```
ADDITIONAL FUNCTIONS MENU

A. Load Tab File
B. Save Tab File
C. Load Print/Program Value File
D. Save Print/Program Value File
E. Load [G]lossary File
F. Save [G]lossary File
G. Toggle Carriage Return Display
H. Toggle Data Line Display
I. Connect Keyboard to Printer
J. Convert Apple Writer 1.1 Files
K. Quit Apple Writer

   Press RETURN to Exit

   Enter your selection (A - K) :
```

When you type **[Q]**, the Additional Functions Menu appears on the screen in place of your work. The prompt Enter your selection (A–K) : appears at the bottom of the menu asking you to enter your selection from among the commands listed.

STEP 2. ENTER YOUR COMMAND SELECTION, `A`-`F`

```
Enter your selection (A - K) :A

Enter file name :
```
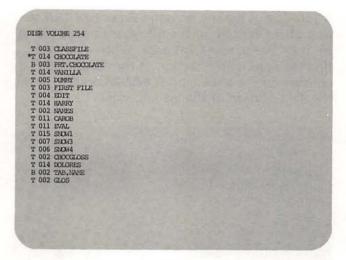
Type your selection, **A** through **F**. A file name prompt then appears below the selection prompt.

STEP 3. TYPE `?` **IN RESPONSE TO THE FILE NAME PROMPT**

```
Enter file name :?
```

After you enter the letter name of your command selection, Apple Writer asks you to enter a file name. Enter **?** instead of a file name in response to this prompt. You do not have to specify the slot number, as with the DOS catalog command, but be sure to enter a drive designation (e.g., **,d2**) if the drive you want is not the current default drive (see TIPS on page 88).

STEP 4. PRESS `RETURN` **TO EXECUTE THE COMMAND**

```
DISK VOLUME 254

  T 003 CLASSFILE
 *T 014 CHOCOLATE
  B 003 PRT.CHOCOLATE
  T 014 VANILLA
  T 005 DUMMY
  T 003 FIRST FILE
  T 004 EDIT
  T 014 HARRY
  T 002 NAMES
  T 011 CAROB
  T 011 EVAL
  T 015 SNOW1
  T 007 SNOW3
  T 006 SNOW4
  T 002 CHOCGLOSS
  T 014 DOLORES
  B 002 TAB.NAME
  T 002 GLOS
```

A list of files from the disk you specified appears in place of the Additional Functions Menu.

STEP 5. PRESS `RETURN` **WHEN YOU HAVE FINISHED LOOKING AT THE FILE LIST**

```
  T 002 TEST
  T 004 OFFER1
  T 003 OFFER3
  T 011 SHEILA C
  T 008 CAROLE ANN
  T 007 ELAINE
  T 006 NG
  T 030 ALASKA
  T 013 SHEILADISASTER
  T 002 CLIENTS
  B 002 TAB.APPENDIX B
  T 004 MALDAS
  T 004 APPENDIX B
  Press RETURN to Exit

  Enter file name :
```

When you have finished with the file list, press **RETURN** again. The file name prompt reappears on the screen.

STEP 6. ENTER A FILE NAME TO CARRY OUT THE COMMAND OR PRESS `RETURN` **TO EXIT THE MENU**

```
Enter file name :APPENDIX B
```

If you do not want to enter a file name and carry out your Additional Functions command selection, just press **RETURN** to return to your work.

WHAT THE FILE LIST TELLS YOU

If you do not see the message Press RETURN to Exit at the bottom of the list, your list is too long to fit on the screen all at once. When you have finished reading the section of the file list that appears on the screen, press **SPACE** once to scroll the next portion of the list into view.

```
DISK VOLUME 254

 T 003 CLASSFILE
*T 014 CHOCOLATE
 B 003 PRT.CHOCOLATE
 T 014 VANILLA
 T 005 DUMMY
 T 003 FIRST FILE
 T 004 EDIT
 T 014 HARRY
 T 002 NAMES
 T 011 CAROB
 T 011 EVAL
 T 015 SNOW1
 T 007 SNOW3
 T 006 SNOW4
 T 002 CHOCGLOSS
 T 014 DOLORES
 B 002 TAB.NAME
 T 002 GLOS
```

The first thing you see in the file list is the heading "DISK VOLUME" followed by a three-digit number (in our example above, the number is 254). This is an internal labeling number that Apple Writer assigned to the disk when it was initialized.

In the first column of the list itself, a space is reserved so that an asterisk can appear next to a locked file. If a file has an asterisk next to it, it cannot be altered or deleted from the disk.

In the second column either the letter T or B appears. This is to identify the type of file it is. Most Apple Writer files are text files and therefore have a T in this column. Other files, however, like printing format files or tab format files, are actually binary files (written in a binary coded computer language) and have a B in this column.

The next four columns contain a space followed by a three-digit number. This number tells you how many sectors of storage space are taken up by the file. Disk storage space is measured in sectors, and each Apple Writer disk has 496 sectors. If you want to know how much space is left on your disk, add up the total number of sectors used by all the files on the disk. (A sector holds 256 characters. If you want to know how many characters are in a file, multiply the sector number by 256.)

The sector number is followed by the file name. Binary files have a prefix attached to their name to identify the purpose of the file. For instance, a printing format file name would have a prefix of PRT. and a tab format file name, TAB.

At the end of every file list, the message Press RETURN to Exit appears. When you press **RETURN**, the appropriate prompt for the command you used appears on the screen. For example, if you got your list with the catalog command, you would be returned to the DOS Command Menu for further selection. If you decide not to proceed with a command, press **RETURN** again to go back to your work.

PRINTING A FILE LIST

When you use any of the methods described above to get a file list on your screen, Apple Writer displays a copy of the disk catalog without actually loading it into memory. This display cannot be printed out because printing must be done from memory. But you can load a copy of the catalog into memory very simply, and from there, print it out. (Apple Writer for the II+ does not have this feature.)

STEP 1. ENTER A FILE LIST COMMAND

```
[L]oad :?
```

Enter a file list command using **[L]** or **[S]** or a selection from the DOS Command Menu or the Additional Functions Menu (see pages 100–103).

STEP 2. TO LOAD A FILE LIST FOR PRINTING, TYPE # AT THE END OF THE COMMAND
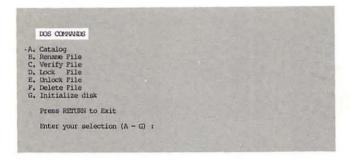
```
[L]oad :?#,D2
```

The # is a special symbol in Apple Writer, telling the program to copy something into memory. If # is the final entry (except for a drive designation) in any of the Apple Writer file list commands, your file list will be loaded into memory rather than temporarily displayed on the screen. Once the file list is in memory, you can print it out (see Chapter 5). The # symbol must be entered before you press **RETURN**.

```
<    Z Mem:44356 Len: 2489 Pos: 2489 Tab:    0 File:
*T 003 OFFER3
 T 011 SHEILA C
 T 008 CAROLE ANN
 T 007 ELAINE
 T 006 NG
 T 030 ALASKA
 T 013 SHEILADISASTER
 T 002 CLIENTS
 B 002 TAB.APPENDIX B
 T 004 MALDAS
 T 004 APPENDIX B
```

The DOS "Housekeeping" Commands

In addition to the initializing command (selection **G**, page 24) and the catalog command (selection **A**, page 101), the DOS Command Menu contains five housekeeping commands, **B–F** (or **2–5** on the II+), the collective function of which is to maintain your files. With these commands, you can rename your files, check to see if a file exists on your disk, lock or unlock an important file, and delete files you no longer need.

STEP 1. TYPE ⌃CTRL ○O TO SEE THE DOS COMMAND MENU

```
        DOS COMMANDS

-A. Catalog
 B. Rename File
 C. Verify File
 D. Lock   File
 E. Unlock File
 F. Delete File
 G. Initialize disk

   Press RETURN to Exit

   Enter your selection (A - G) :
```

When you type **[O]**, the DOS Command Menu appears on the screen in place of your work. As with the file lists, this is only a display. In fact, the DOS Command Menu cannot be loaded into memory without special software.

STEP 2. ENTER THE LETTER OF YOUR COMMAND SELECTION AND PRESS ⎷RETURN⎠

```
   Enter your selection (A - G) :B
 Enter file name :
```

At the bottom of the menu the prompt Enter your selection (A–G) : appears. Type in the letter of the command you want to execute and press **RETURN**. Now a prompt appears asking you for a file name.

STEP 3. ENTER A FILE NAME AND PRESS ⎷RETURN⎠

```
   Enter your selection (A - G) :B
 Enter file name :EXAMPLE 1,EXAMPLE 2
```

Enter a file name according to the individual instructions for the menu selection and press **RETURN**. After you enter a file name, the red light goes on and the disk drive whirs, but there is no positive indication that the command has been executed successfully. A new menu display simply appears on the screen beneath the old one.

If you want to check that the command was correctly executed, you have to use the catalog command (selection **A**, page 101) or the verify command (selection **C**, page 107), depending on the command you used.

RENAMING A FILE

The rename command, selection **B** on the DOS Command Menu (**2** on the II+), allows you to change the name of a file in one step without having to load and resave it.

```
        DOS COMMANDS

 A. Catalog
 B. Rename File
 C. Verify File
 D. Lock   File
 E. Unlock File
 F. Delete File
 G. Initialize disk

   Press RETURN to Exit

   Enter your selection (A - G) :
```
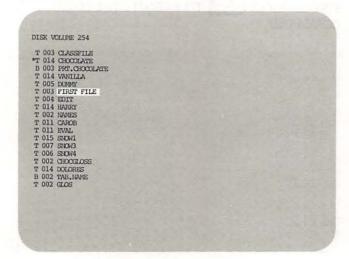
STEP 1. WHEN THE FILE NAME PROMPT APPEARS, ENTER THE NAME OF THE FILE YOU WANT TO RENAME, A COMMA, AND THE NEW NAME

```
   Enter your selection (A - G) :B
 Enter file name :FIRST FILE,SECOND FILE
```

When the file name prompt appears, enter the old file name, a comma, and the new file name, in succession, as illustrated above. Make sure you don't enter any spaces between the old file name, the comma, and the new file name.

STEP 2. PRESS [RETURN] TO EXECUTE THE RENAME COMMAND

Old name

New name

```
DISK VOLUME 254

  T 003 CLASSFILE
 *T 014 CHOCOLATE
  B 003 PRT.CHOCOLATE
  T 014 VANILLA
  T 005 DUMMY
  T 003 FIRST FILE
  T 004 EDIT
  T 014 HARRY
  T 002 NAMES
  T 011 CAROB
  T 011 EVAL
  T 015 SNOW1
  T 007 SNOW3
  T 006 SNOW4
  T 002 CHOCGLOSS
  T 014 DOLORES
  B 002 TAB.NAME
  T 002 GLOS
```

```
DISK VOLUME 254

  T 003 CLASSFILE
 *T 014 CHOCOLATE
  B 003 PRT.CHOCOLATE
  T 014 VANILLA
  T 005 DUMMY
  T 003 SECOND FILE
  T 004 EDIT
  T 014 HARRY
  T 002 NAMES
  T 011 CAROB
  T 011 EVAL
  T 015 SNOW1
  T 007 SNOW3
  T 006 SNOW4
  T 002 CHOCGLOSS
  T 014 DOLORES
  B 002 TAB.NAME
  T 002 GLOS
```

The old name will be replaced with the new name on the file list and, henceforth, that file will be accessible only by the new name. (You can check this with selection **A**, the catalog command.)
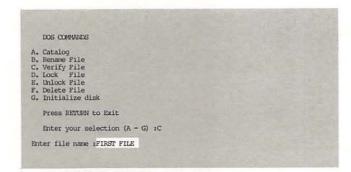
VERIFYING A FILE

When you have a long list of files, the verify command, selection **C**, is a quick way to tell whether you have used a file name before. (The verify command does not exist in Apple Writer for the II+.)

STEP 1. ENTER THE NAME OF THE FILE YOU WANT TO VERIFY AT THE PROMPT

```
    DOS COMMANDS

A. Catalog
B. Rename File
C. Verify File
D. Lock   File
E. Unlock File
F. Delete File
G. Initialize disk

   Press RETURN to Exit

   Enter your selection (A - G) :C

Enter file name :FIRST FILE
```

When the prompt asking for the name of the file appears on the screen, enter the name of the file you want to verify.

STEP 2. PRESS [RETURN] TO EXECUTE THE VERIFY COMMAND

```
Enter file name :FIRST FILE



DOS :FILE NOT FOUND
```
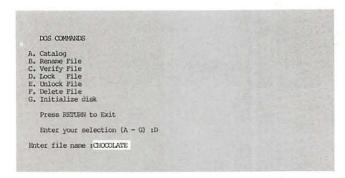
Apple Writer will check the file catalog to see if the file you have named appears there. If the file is in the catalog, the only positive indication that it is there will be that a new menu display appears beneath the old one. But if the file is not found, you will hear a beep and an error message DOS :FILE NOT FOUND will appear at the bottom of the screen. (Press **RETURN** to erase the message.)

The DOS "Housekeeping" Commands, Continued

LOCKING A FILE

If you want to protect a particularly important file from accidental alteration or deletion, you can lock it with selection **D** (**3** on the II+). However, it is important to realize that since a file can be as easily unlocked as locked, this will not protect your files from deliberate tampering.

STEP 1. ENTER THE NAME OF THE FILE YOU WANT TO LOCK AT THE PROMPT

```
        DOS COMMANDS

A. Catalog
B. Rename File
C. Verify File
D. Lock   File
E. Unlock File
F. Delete File
G. Initialize disk

    Press RETURN to Exit

    Enter your selection (A - G) :D

Enter file name :CHOCOLATE
```

When the prompt asking for the name of the file appears on the screen, enter the name of the file you want to lock.

STEP 2. PRESS [RETURN] TO EXECUTE THE LOCK COMMAND

```
DISK VOLUME 254

 T 003 CLASSFILE
*T 014 CHOCOLATE
 B 003 PRT.CHOCOLATE
 T 014 VANILLA
 T 005 DUMMY
 T 003 SECOND FILE
 T 004 EDIT
 T 014 HARRY
 T 002 NAMES
 T 011 CAROB
 T 011 EVAL
 T 015 SNOW1
 T 007 SNOW3
 T 006 SNOW4
 T 002 CHOCGLOSS
 T 014 DOLORES
 B 002 TAB.NAME
 T 002 GLOS
```

When the file has been locked, an asterisk appears next to it in the file list. (You can check this with selection **A**, the catalog command.)

UNLOCKING A FILE

If you want to make changes in or delete a locked file, you have to unlock it first with selection **E** (**4** on the II+).

STEP 1. ENTER THE NAME OF THE FILE YOU WANT TO UNLOCK AT THE PROMPT

```
        DOS COMMANDS

A. Catalog
B. Rename File
C. Verify File
D. Lock   File
E. Unlock File
F. Delete File
G. Initialize disk

    Press RETURN to Exit

    Enter your selection (A - G) :E

Enter file name :CHOCOLATE
```

When the prompt requesting the file name appears on the screen, enter the name of the file you want to unlock.

STEP 2. PRESS [RETURN] TO EXECUTE THE UNLOCK COMMAND

```
DISK VOLUME 254

 T 003 CLASSFILE
 T 014 CHOCOLATE
 B 003 PRT.CHOCOLATE
 T 014 VANILLA
 T 005 DUMMY
 T 003 SECOND FILE
 T 004 EDIT
 T 014 HARRY
 T 002 NAMES
 T 011 CAROB
 T 011 EVAL
 T 015 SNOW1
 T 007 SNOW3
 T 006 SNOW4
 T 002 CHOCGLOSS
 T 014 DOLORES
 B 002 TAB.NAME
 T 002 GLOS
```

When you unlock a file, the asterisk that appeared next to the name in the file list disappears and the file once again is vulnerable to alteration or deletion. (You can check this with selection **A**, the catalog command.)

DELETING A FILE FROM THE DISK

From time to time you may find it necessary to create more space on a work disk by deleting one or more outdated files. With selection **F** (**5** on the II+), you can delete whichever file you choose from your disk, but beware . . . file deletion is permanent!

STEP 1. ENTER THE NAME OF THE FILE YOU WANT TO DELETE AT THE PROMPT

```
DOS COMMANDS

A. Catalog
B. Rename File
C. Verify File
D. Lock   File
E. Unlock File
F. Delete File
G. Initialize disk

Press RETURN to Exit

Enter your selection (A - G) :F

Enter file name :DUMMY
```

When the prompt asking for the file name appears on the screen, enter the name of the file you want to delete from your disk.

STEP 2. PRESS RETURN TO EXECUTE THE DELETE COMMAND

```
DISK VOLUME 254

T 003 CLASSFILE
T 014 CHOCOLATE
B 003 PRT.CHOCOLATE
T 014 VANILLA
T 005 DUMMY
T 003 SECOND FILE
T 004 EDIT
T 014 HARRY
T 002 NAMES
T 011 CAROB
T 011 EVAL
T 015 SNOW1
T 007 SNOW3
T 006 SNOW4
T 002 CHOCGLOSS
T 014 DOLORES
B 002 TAB.NAME
T 002 GLOS
```

```
DISK VOLUME 254

T 003 CLASSFILE
T 014 CHOCOLATE
B 003 PRT.CHOCOLATE
T 014 VANILLA    ←
T 003 SECOND FILE
T 004 EDIT
T 014 HARRY
T 002 NAMES
T 011 CAROB
T 011 EVAL
T 015 SNOW1
T 007 SNOW3
T 006 SNOW4
T 002 CHOCGLOSS
T 014 DOLORES
B 002 TAB.NAME
T 002 GLOS
T 003 KINKY
```

The file is now erased from the disk and the file name no longer appears in the catalog of files. (You can check this with selection **C**, the verify command.)

Making Backup Copies of Your Work

Because there is such a high risk of damage to floppy disks, it is imperative that you make and maintain copies of all the work you do in Apple Writer. This cannot be stressed too much.

There are two ways of copying your work: You can copy one file at a time or you can copy an entire disk.

Normally, you would use a combination of these techniques, copying one file at a time when you need to back up only a small volume of work and using the disk copying method when you have a large volume of work. But you may find that you favor one technique over the other most of the time. (For instance, the one-file method does not require exiting Apple Writer and booting up the DOS System Master program.)

COPYING A SINGLE FILE

If your system has two disk drives, this is a very simple procedure.

STEP 1. SAVE THE FILE ON YOUR ORIGINAL WORKING DISK

```
<   Z Mem:46492 Len:  353 Pos:  353 Tab:  218 File:

Using [S], save the file on the disk on which you are currently working.

Next place an initialized disk intop the other disk drive.

Using [S], save the file again on the second disk.  Enter a drive designation
after the file name.  If you have only one disk drive, you have to trade your
original disk for the new one before you can carry out Step 3.





[S]ave :COPY EXAMPLE,D1
```

Using **[S]**, save the file on the disk on which you are currently working.

STEP 2. INSERT AN INITIALIZED DISK INTO THE OTHER DISK DRIVE

Next, place an initialized disk into the other disk drive.

STEP 3. SAVE THE FILE AGAIN ON THE SECOND DISK

```
[S]ave :=,D2
```

Using **[S]**, save the file again on the second disk. Enter a drive designation after the file name (see TIPS on page 88). If you have only one disk drive, you have to trade your original disk for the new one before you can carry out Step 3.

AUTOMATICALLY MOVING FILES FROM ONE DISK TO ANOTHER

There will probably be many times, as you do your word processing work with Apple Writer, when you need to make room on a disk that contains files you still need. What do you do when you need to get rid of a few files from a particular disk but you don't want to lose them? You use MOVER to transfer those files onto another disk, and then you delete them from the disk they were originally on with selection **F** (the delete file command) from the DOS Command Menu.

MOVER is a WPL program that is already on the Apple Writer Master disk; you can also use it to make backup copies of your work on a second storage disk. (*Note:* MOVER transfers *copies* of files, not actual files. So if you use it to make room on a disk, you also have to delete the files from that disk after you have moved them.)

The Apple Writer Master disk has to be in drive 1 before you can use MOVER.

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STEP 1. SAVE ANY TEXT YOU ARE CURRENTLY WORKING ON WITH CTRL S

```
<   Z Mem:46745 Len:  100 Pos:  100 Tab:   99 File:

It is particularly important to save your text because the MOVER program erases
any text in memory.




[S]ave :SAFETY
```

It is particularly important to save your text because the MOVER program erases any text in memory (see page 86).

STEP 2. TYPE CTRL P TO GET THE PRINT/PROGRAM PROMPT ON THE SCREEN

```
[P]rint/Program :
```

When you type **[P]**, the prompt [P]rint/Program : appears on the screen.

STEP 3. TYPE: DO MOVER,D1 AND PRESS RETURN

```
[P]rint/Program :DO MOVER,D1
```

Type **DO MOVER,D1** and press **RETURN**. The message Enter Source disk drive (Example Entry: "S6,D1") : appears asking you for the source drive, that is, the number of the drive in which the file that you want to copy or move is located.

STEP 4. ENTER THE LOCATION OF THE DISK WHICH CONTAINS THE FILE YOU WANT TO MOVE AND PRESS RETURN

```
Enter the Source disk drive

(Example entry: "S6,D1"): S6,D1
```

Enter the slot number and disk drive number of the disk which contains the file you want to move and press **RETURN**. S6 stands for slot 6—that is, the slot inside your Apple where the disk drive controller card is usually installed. If your disk drives are controlled from another slot, enter the number of that slot instead. D1, of course, refers to drive 1. Type **D2** if your disk is in drive 2. When you press **RETURN**, a second message Enter the Destination Drive: appears asking for the disk drive number of the disk to which you want to copy or move the file.

STEP 5. ENTER THE LOCATION OF THE DISK YOU WANT THE FILE MOVED TO AND PRESS RETURN

```
Enter the Source disk drive

(Example entry: "S6,D1"): S6,D1

Enter the Destination drive: S6,D2
```

When you specify the disk to which you want the file moved, again, you must specify both the slot number and the drive number. When you press **RETURN**, a new message Enter File Name (Q = Quit): appears, asking you to enter a file name.

STEP 6. ENTER THE NAME OF THE FILE YOU WANT TO MOVE AND PRESS RETURN

```
Enter File Name (Q = Quit): LETTER
```

As soon as that file is moved, another file name prompt appears. You can continue entering file names as long as you wish, but all of the files must originate from the disk that you originally specified as the source drive.

Be very careful when you enter the file names, for if you mistype a file name when using MOVER, the program is immediately discontinued.
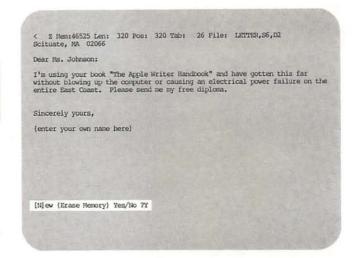
STEP 7. TYPE [Q] AND PRESS [RETURN] TWICE TO STOP MOVING FILES

```
Enter File Name (Q = Quit): Q
End of File Mover    (Press RETURN)
```

When you are ready to stop, type **Q** and press **RETURN** once. The message End of File Mover (Press RETURN) appears reminding you to press **RETURN** again to return to memory.
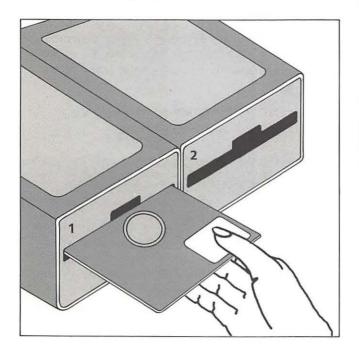
The last file moved remains in memory. To erase this file from memory, type **[N]**. The prompt [N]ew (Erase memory) Yes/No ? appears. Type **Y** and press **RETURN**. The file will disappear from the screen.

```
<   Z Mem:46525 Len:  320 Pos:  320 Tab:   26 File:  LETTER,S6,D2
Scituate, MA  02066

Dear Ms. Johnson:

I'm using your book "The Apple Writer Handbook" and have gotten this far
without blowing up the computer or causing an electrical power failure on the
entire East Coast.  Please send me my free diploma.

Sincerely yours,

(enter your own name here)



[N]ew (Erase Memory) Yes/No ?Y
```

COPYING AN ENTIRE DISK
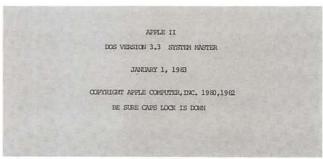
You can make a copy of an entire disk (including initialization) with the DOS COPY program. Follow the steps described below if your computer has two disk drives. If your computer has only one disk drive, see TIPS on page 114.

STEP 1. REMOVE THE APPLE WRITER MASTER DISK FROM DRIVE 1 AND INSERT THE DOS SYSTEM MASTER DISK

Begin by removing the Apple Writer Master disk from drive 1. Then put the DOS System Master disk into drive 1.

STEP 2. TYPE [CTRL] [⌂] [RESET]

```
                    APPLE II
          DOS VERSION 3.3  SYSTEM MASTER

                  JANUARY 1, 1983

        COPYRIGHT APPLE COMPUTER,INC. 1980,1982
              BE SURE CAPS LOCK IS DOWN
```

Boot up the DOS system by typing **CTRL**, ⌂, and **RESET**. (You have to boot up the DOS system in order to be able to run the DOS COPY program.)

STEP 3. TO BEGIN THE COPYING PROCEDURE, TYPE RUN COPY

```
                    APPLE II

          DOS VERSION 3.3  SYSTEM MASTER

                  JANUARY 1, 1983

         COPYRIGHT APPLE COMPUTER,INC. 1980,1982
              BE SURE CAPS LOCK IS DOWN

              ]RUN COPY
```
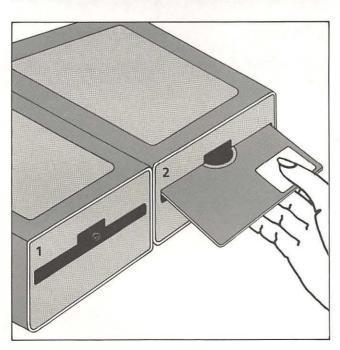
```
        ─         APPLE DISK DUPLICATION PROGRAM


                  ORIGINAL  SLOT:    DEFAULT = 6
```

After you type **RUN COPY** the message APPLE DISKETTE DUPLICATION PROGRAM ORIGINAL SLOT: DEFAULT = 6 appears on the screen.

STEP 4. REMOVE THE DOS SYSTEM MASTER DISK FROM DRIVE 1 AND INSERT THE ORIGINAL DISK

Take out the DOS System Master disk from drive 1 and put your original disk (the disk that you want to be copied) into drive 1.

STEP 5. INSERT THE DUPLICATE DISK INTO DRIVE 2
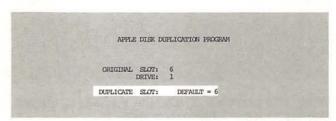
Put the duplicate disk (the disk onto which the material from the original disk will be copied) into drive 2. You do not need to initialize the duplicate disk before copying it because the copying procedure copies the initialization as well as the files from the original disk.

STEP 6. IF YOUR DISK CONTROLLER CARD IS IN SLOT 6, PRESS RETURN —OTHERWISE, ENTER THE CORRECT SLOT NUMBER, AND THEN PRESS RETURN

```
              APPLE DISK DUPLICATION PROGRAM


              ORIGINAL  SLOT:    6
                        DRIVE:       DEFAULT = 1
```

If your disk controller card is in slot 6, then press **RETURN**. If, however, your disk controller card is located in a different slot, enter that slot number, and then press **RETURN**. In either case, after you press **RETURN**, a new prompt DRIVE: DEFAULT = 1 appears on the screen.

STEP 7. PRESS RETURN

```
              APPLE DISK DUPLICATION PROGRAM


              ORIGINAL  SLOT:    6
                        DRIVE:    1
              DUPLICATE  SLOT:      DEFAULT = 6
```
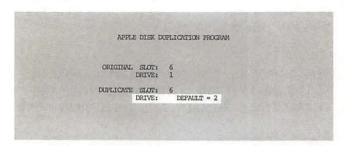
When you press **RETURN**, the prompt DUPLI-CATE SLOT: DEFAULT = 6 appears.

113
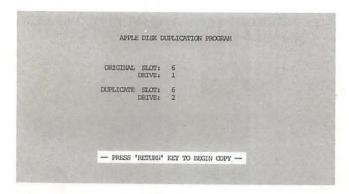
STEP 8. PRESS `RETURN` **AGAIN OR ENTER THE CORRECT SLOT NUMBER, IF NOT 6, THEN PRESS** `RETURN`

```
        APPLE DISK DUPLICATION PROGRAM


        ORIGINAL  SLOT:   6
                  DRIVE:  1

        DUPLICATE SLOT:   6
                  DRIVE:     DEFAULT = 2
```

If 6 is the correct slot number for your disk controller card, just press **RETURN**, otherwise enter the correct slot number before pressing **RETURN**. The prompt DRIVE: DEFAULT = 2 appears next.

STEP 9. PRESS `RETURN`

```
        APPLE DISK DUPLICATION PROGRAM


        ORIGINAL  SLOT:   6
                  DRIVE:  1

        DUPLICATE SLOT:   6
                  DRIVE:  2




        — PRESS 'RETURN' KEY TO BEGIN COPY —
```

When you press **RETURN**, the message — PRESS 'RETURN' KEY TO BEGIN COPY — appears.

STEP 10. PRESS `RETURN`

```
                DO YOU WISH TO MAKE ANOTHER COPY?
```

Pressing **RETURN** begins the copying procedure. When the copying is completed, the message DO YOU WISH TO MAKE ANOTHER COPY? appears.

STEP 11. PRESS `Y` **TO MAKE ANOTHER COPY, OR** `N` **TO STOP**

```
                DO YOU WISH TO MAKE ANOTHER COPY?N
```

If you press **Y**, be sure to insert a new disk as a duplicate before you press **RETURN** to indicate that the copying should begin. If you press **N**, you will exit the copy program and be returned to the main DOS System.

TIPS   Using the DOS Copy Program with One Disk Drive

If your system has only one disk drive, the COPY program works a little differently. Everything is the same until you see the message DUPLICATE DRIVE: DEFAULT = 2 after step 8. Instead of pressing **RETURN** at step 9, type **1**, then **RETURN**.

Apple Writer now understands that you must use the same drive (drive 1) for both the original and duplicate disks in the copy procedure and will prompt you to switch disks when necessary.

5

Formatting and Printing

If you have ever used a typewriter, you know that in addition to the character keys, your typewriter has some mechanical devices for setting up the format of the typed page. By pressing buttons or pushing metal tabs, you can determine such things as where your margins will be set and whether your text will be single-, double-, or triple-spaced. With Apple Writer, you format your text after you enter it by sending format settings and commands to the printer along with the text itself. You can control margin settings and line spacing automatically, as you can with a typewriter. But you can do much more than that.

With Apple Writer, you don't have to indent each paragraph as you enter it, because you can indent all your paragraphs at once—automatically. You can even indent selected paragraphs if you want to, and leave the others in block form. You can control how much space will be left at the top and bottom of each page, how many lines will be printed on one page, where the text will break for a new page, and when and where page numbers will be printed—all automatically.

And even that's not all! Your printer will automatically align text at the left margin, the right margin, or both at once. It will also center each line on the page, underline words as it types, and print headers and footers on each page of a document. All you have to do is tell the printer what kind of format you want with Apple Writer commands. And that's what this chapter is about.

There are two kinds of printing commands you can use to create the look you want for any document: *print format commands* and *print enhancement commands*. Print format commands control things like margins, spacing, indenting, page numbering, page length, and headers and footers. Apple Writer's print format commands are displayed on a menu called the Print/Program Command Menu. Each command already has a numeric value assigned to it, called the default value, every time you boot up Apple Writer. But you can easily change the default values on the menu to suit your own needs as you print out different kinds of documents. And whenever you need to, you can change things like margin settings and line spacing within the same document by embedding new values in the text itself.

Print enhancement commands enable you to emphasize key words and phrases by underlining, printing in boldface or doublestrike, or changing typefaces. These commands have to be embedded in your text wherever you want a particular piece of text to stand out.

Once you have formatted a document to your specifications, you just enter a simple printing command and Apple Writer will send your text and all the printing specifications you selected to the printer via the cable that connects it with the computer. In addition, your Apple Writer Master disk contains ready-to-use WPL programs that will chain-print several files as one document or print out multiple files as separate documents. All you have to do is enter a command that tells Apple Writer to run the program you want, and then enter the names of the files you want printed.

Apple Writer will send formatted text to most printers if the printer or the printer interface card connecting it to the computer is compatible with the Apple. This means that if your printer is an Apple, Qume, or Centronix, you're all set. If you don't have one of these printers, however, but you were prudent enough to buy a compatible interface card, such as #A2B0007, #A2B0002, or #A2B0005 (all Apple products), you'll still be okay. But if (like the author of this book) other printer features were more important to you than compatibility, you may have to make some adjustments in some of the commands you send to the printer.

Every printer has its own *command protocol*—or way of doing things—a compatible printer is one that accepts the commands your program uses. Most printers will have no trouble carrying out the Apple Writer page format commands contained on the Print/Program Command Menu (see page 117). The commands that may be a problem are the ones required for using footnotes in a document and for emphasizing key words (e.g., underlining, boldfacing, and changing dot matrix typefaces).

Apple Writer has its own commands for footnotes and underlining (see page 135). To print in boldface, however, or to change typefaces within a document, you will have to know the right commands for your printer. Once you learn what these commands are (consult the operator's manual for your printer), and how to embed them in a text (see page 133), Apple Writer will have no difficulty processing them along with its own printing commands.

If you find that your printer refuses to carry out one of the Apple Writer commands described in this chapter, check your printer manual. You may be able to figure out which commands your printer will respond to. If the printer manual doesn't make the protocol clear, ask your dealer to help you figure it out.
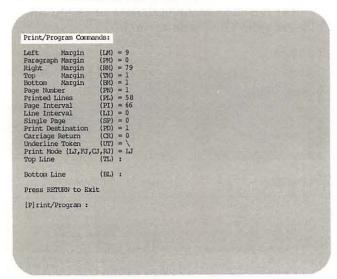
The Print/Program Command Menu

Of Apple Writer's twenty or so printing format commands, sixteen are contained in a special menu called the Print/Program Command Menu.

TYPE `CTRL` `P` `?` **AND PRESS** `RETURN` **TO SEE THE PRINT/PROGRAM COMMAND MENU**

```
[P]rint/Program :?
```

When you type **[P]**, the prompt [P]rint/Program : appears at the bottom of your screen. In response to this prompt, type **?** and press **RETURN**. Whatever you had on the screen disappears temporarily and is replaced by a list of printing format commands on the Print/Program Command Menu.

The Print/Program Command Menu

```
Print/Program Commands:

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

Bottom Line         (BL) :

Press RETURN to Exit

[P]rint/Program :
```

Most of these commands should more properly be called settings, because they control the margins, spacing, page numbering, and so on, when you print out a document.
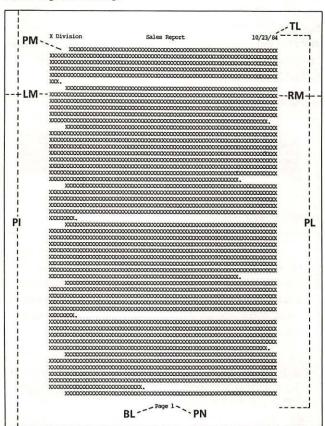
Here is what each setting on the list controls:

Left Margin (LM): The number of blank spaces from the left edge of the paper before printing begins.

Paragraph Margin (PM): The number of spaces each paragraph is indented.

Right Margin (RM): The number of spaces from the left edge of the paper that the last character on a line is printed.

Print/Program settings

Top Margin (TM): The number of lines of space between the top line entry (see below) and the first line of text.

Bottom Margin (BM): The number of lines of space between the last line of text and the bottom line entry (see below).

Page Number (PN): The number with which automatic page numbering begins. This setting does not control page numbering; it just sets the first number.

Printed Lines (PL): The maximum number of lines to be printed on one page.

Page Interval (PI): The total number of lines that can fit on one page. (At 6 lines to an inch, 66 is the page size of a sheet 11 inches long.)
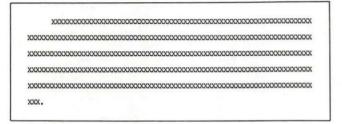
The Print/Program Command Menu, Continued

Line Interval (LI): The number of lines of space between lines of text. In other words, this setting determines the vertical spacing: 0 creates single-spaced text (because there are 0 lines of space between lines of text), 1 is the setting for double-spaced text, and so on.

Single-spaced text

```
        xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxx.
```

Double-spaced text

```
        xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

xxx.
```

Single Page (SP): Tells the printer whether you are using continuous (pin-fed) paper or single sheets, which have to be inserted at the end of every page. This is important, because if SP is set at 1, for single sheets, the printer stops at the end of every page and the message [Insert sheet, press RETURN] appears on the screen. As soon as you insert a new sheet and press **RETURN**, printing continues.

Print Destination (PD): Determines which printer, if you have more than one, can receive and print your text. The number is the number of the slot in which your printer interface card is located. The default setting is 1 because Apple recommends that you connect your printer in slot 1 if you have only one printer. Of course, if you have more than one printer, you have to identify the slot in which the printer you want to use is connected. You can also use this setting to display your text on the screen in its printing format to see how it will look before you actually print it out (you use the setting 0 for this). In addition, you use this setting to print your file to a disk with all of its embedded format settings (you use the setting 8 for this).

Carriage Return (CR): Determines whether or not Apple Writer will insert a line of space at a carriage return when a document is being printed. This depends on whether the printer itself issues a linefeed when it encounters a carriage return in your text. If you aren't sure, check the Apple Writer manual for a list of compatible printers. The list indicates whether or not each printer issues a linefeed. If your printer isn't on the list, try printing something with CR set at 0, the default setting. If a line of space isn't printed at every carriage return, change this setting to 1.

Underline Token (UT): Tells you which character to use as a signal to notify Apple Writer that you want to underline a certain portion of your text (this is not really a setting). That is, which character Apple Writer will read as *Start/stop underlining here* when you type it in your text. The default character is the backward slash (located above the **RETURN** key). (Apple Writer for the II+ does not display the underline token on the Print/Program Command Menu.)

The screen

```
<   Z Mem:46581 Len:  264 Pos:  137 Tab:  136 File:

Underline Token (UT): Tells you which character to use as a signal to notify
Apple Writer that you want to \underline a certain portion\ of your text. That
is, which character Apple Writer will read as "Start/stop underlining here"
when you type it in your text.
```

The printout

```
Underline Token (UT): Tells you which character to use as a signal to
notify Apple Writer that you want to underline a certain portion of
your text. That is, which character Apple Writer will read as
"Start/stop underlining here" when you type it in your text.
```

Print Mode (LJ,FJ,CJ,RJ): Used for printing text as either justified or unjustified; the J in these settings stands for justified. When text is justified, all the lines are even, forming a "hard" edge. The other letters in the settings stand for left, fill, center, and right, respectively. Left justified prints out text with a hard left edge and a ragged right edge. Right justified prints out text with a hard right edge and ragged left edge, whereas fill justified makes both left and right edges hard, as in a book. Center justified centers each line on the page, so that neither edge is hard.

Top Line (TL): Used to enter information for printing across the top of each page in the printed document. This line is frequently referred to as a *header*. Such information might include the title of the document in abbreviated form, the date, your name, the page number, etc. (see page 121).

Bottom Line (BL): Used to enter information for printing across the bottom of each page. This line, often called a *footer*, most often contains information to identify the document (see page 121).

Left justified text

```
Print Mode (LJ, FJ, CJ, RJ): Used for printing text as either
justified or unjustified; the J in these settings stands for
justified. When text is justified, all the lines are even, forming a
"hard" edge. The other letters in the settings stand for left, fill,
center and right, respectively. Left justified prints out text with a
hard left edge and ragged right edge.
```

Fill justified text

```
Print Mode (LJ, FJ, CJ, RJ):  Used  for  printing  text  as  either
justified   or   unjustified;  the  J  in  these  settings  stands  for
justified.   When  text  is  justified,  all  the  lines  are  even,  forming  a
"hard"  edge.  The  other  letters  in  the  settings  stand  for  left,  fill,
center  and  right,  respectively.   Fill  justified  makes  both  left  and
right edges hard, as in a book.
```

Center justified text

```
Print Mode (LJ, FJ, CJ, RJ): Used for printing text as either
justified or unjustified; the J in these settings stands for
justified. When text is justified, all the lines are even, forming a
"hard" edge. The other letters in the settings stand for left, fill,
center and right, respectively. Center justified centers each line on
the page so that neither edge is hard.
```
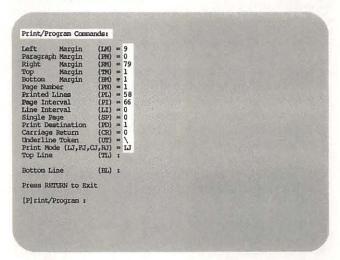
Right justified text

```
Print Mode (LJ, FJ, CJ, RJ): Used for printing text as either
justified or unjustified; the J in these settings stands for
justified. When text is justified, all the lines are even, forming a
"hard" edge. The other letters in the settings stand for left, fill,
center and right, respectively. Right justified prints out text with
a hard right edge and ragged left edge.
```

USING THE DEFAULT SETTINGS

When you boot up Apple Writer, the Print/Program Command Menu settings are preset at their *default values*. This means that these settings will print your document with a left margin of 9 and a right margin of 79 (that is, with 70 characters to a line), a total of 58 lines to a page, and with the lines justified at the left margin. There will be no paragraph indentations unless you entered them previously with the **SPACE** bar or **TAB** key, and your document will also be single-spaced. Other default settings will tell Apple Writer to print your document on pin-fed (continuous form) letter-size paper, automatically scrolling down to a new page when the current page is filled with text, with the printer connected in slot 1. Text will be underlined if it falls between two backward slashes. No headers or footers will be printed on the pages nor will the pages of your document be numbered.

The default print format values

```
Print/Program Commands:

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

Bottom Line          (BL) :

Press RETURN to Exit

[P]rint/Program :
```

The Print/Program Command Menu, Continued

TAILORING THE PRINT FORMAT SETTINGS TO YOUR NEEDS

You can easily change the default print format settings to fit your design for the document you want to print.

STEP 1. TO CHANGE FORMAT VALUES ON THE MENU, TYPE [CTRL] [P] [?] AND PRESS [RETURN]

    [P]rint/Program :?

When you type **[P]**, the prompt [P]rint/Program : appears at the bottom of the screen. Enter **?** in response to this prompt and then press **RETURN**. The Print/Program Command Menu temporarily replaces your text on the screen. At the bottom of the menu is the prompt [P]rint/Program : Depending on how you answer this prompt, you can do one of two things: change the format settings on the Print/Program Command Menu, or enter commands to actually print a document. Right now, though, we are concerned only with changing format settings.

TIPS   Changing Print Format Settings Without the Print/Program Command Menu

You can also change format values without the menu if you already know the abbreviation of the setting you want to change. Just type **[P]**, and instead of answering the prompt [P]rint/Program : with a question mark to get the Print/Program Command Menu on the screen, enter the setting abbreviation and its new value. Then press **RE-TURN**. You won't see the change, of course, unless you look at the menu. But as you become more experienced with Apple Writer, you'll be able to enter the correct abbreviations automatically.

    [P]rint/Program :LM15

STEP 2. TYPE THE TWO-LETTER ABBREVIATION FOR THE SETTING YOU WANT TO CHANGE AND THEN ENTER THE NEW VALUE AND PRESS [RETURN]

   Print/Program Commands:

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

    Bottom Line   (BL) :

    Press RETURN to Exit

    [P]rint/Program :LM12

For instance, if you want to change the left margin from 9 (the default value) to 12, type **lm12** as in the illustration above. It doesn't matter whether you type a space between the abbreviation and its new value or whether you type the abbreviation in upper- or lowercase letters. Apple Writer will respond to your instructions just the same.

    Print/Program Commands:

    Left   Margin   (LM) = 12
    Paragraph Margin   (PM) = 0
    Right   Margin   (RM) = 79

When you press **RETURN**, the new value you entered replaces the former value at the format setting you specified.

*HINT: An important exception to this method is the print mode group of commands, which you use to change the type of justification on your document. Just type the two-letter abbreviation (for instance, **FJ**) for the justification you want; you do not enter a numerical value.*

    [P]rint/Program :FJ

You use the same format to enter either a top or bottom line. Thus, the following instructions serve for both entries:

STEP 1. TYPE CTRL P ? AND PRESS RETURN

```
[P]rint/Program :?
```

The Print/Program Command Menu, from which you make either kind of entry, appears on the screen.

STEP 2. TYPE THE TWO-LETTER ABBREVIATION T L OR B L FOR THE KIND OF ENTRY YOU WANT TO MAKE

```
[P]rint/Program :TL
```

When you see the prompt [P]rint/Program : at the bottom of the menu, type the two-letter abbreviation (**TL** or **BL**) for the kind of entry you want to make (top or bottom line).

STEP 3. ENTER THE FIRST DELIMITER, THEN THE INFORMATION YOU WANT PRINTED AT EACH POINT ON THE PAGE, FOLLOWING EACH PART OF THE ENTRY WITH THE SAME DELIMITER

```
[P]rint/Program :TL*
```

```
[P]rint/Program :TL*X Division*Sales Report*10/23/84*
```

Top and bottom line entries have a three-part format. Information can be printed at the left margin, in the middle of the page, and/or at the right margin. You might decide to use one, two, or all three spaces in your entry. You separate the three parts of the entry from each other by delimiters when you make the entry at the prompt. You can use any character as a delimiter, *except #*, and of course characters that appear in the text entry itself. Make sure that whatever character you use for a delimiter immediately follows **TL** or **BL** without a space in between, because Apple Writer reads the character in that position as the first delimiter.

The menu

```
Top Line        (TL) :
 *X Division*Sales Report*10/23/84*
Bottom Line     (BL) :

Press RETURN to Exit

[P]rint/Program :
```

The printout

```
    X Division              Sales Report              10/23/84
          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

After you enter the first delimiter, enter the information you want printed at each point on the page (left, center, and right). Follow each part of the entry with the same delimiter. Remember—you have only one line for all your information, so keep the entries brief! If you want to use only one or two of the spaces (say, the left and right), simply leave the delimiters blank for the space(s) you don't want to use. (Leaving delimiters blank means typing two consecutive delimiters with nothing—not even spaces—in between them.)

121

The Print/Program Command Menu, Continued

AUTOMATICALLY NUMBERING THE PAGES OF A DOCUMENT

TO NUMBER THE PAGES OF YOUR DOCUMENT AUTOMATICALLY, ENTER A `#` AS PART OF YOUR TOP OR BOTTOM LINE ENTRY
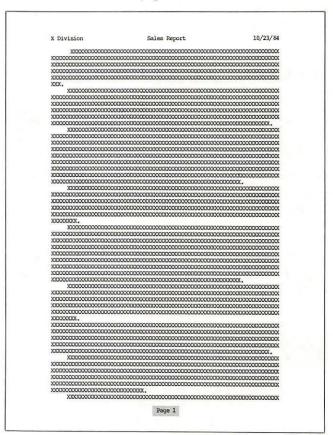
```
Print/Program Commands:

Left      Margin    (LM) = 9
Paragraph Margin    (PM) = 0
Right     Margin    (RM) = 79
Top       Margin    (TM) = 1
Bottom    Margin    (BM) = 1
Page Number         (PN) = 1
Printed Lines       (PL) = 58
Page Interval       (PI) = 66
Line Interval       (LI) = 0
Single Page         (SP) = 0
Print Destination   (PD) = 1
Carriage Return     (CR) = 0
Underline Token     (UT) = \
Print Mode (LJ,FJ,CJ,RJ) = LJ
Top Line            (TL) :
  *X Division*Sales Report*10/23/84*
Bottom Line         (BL) :
  **Page #**
Press RETURN to Exit

[P]rint/Program :
```

Apple Writer automatically numbers the pages of your document for you. All you need to do is include the special numbering symbol, #, in a top or bottom line entry. You can add the word **page** or simply **p.**, depending on the style you prefer. But the important character is #. It tells the printer that you would like the page number printed on each page in that position. For instance, in the example opposite, each page number would be printed in the center of the bottom of the page, as **page 1**, **page 2**, and so on. The numbering begins with the number assigned to (PN) on the Print/Program Command Menu (default = 1), and is increased by one for each page. If you don't want your document to begin with page 1, change the value of PN to suit your needs (see page 120).

Document with numbered pages

TO SAVE SPECIAL PRINT FORMATS ON YOUR DISK, TYPE CTRL Q D

```
ADDITIONAL FUNCTIONS MENU

A. Load Tab File
B. Save Tab File
C. Load Print/Program Value File
D. Save Print/Program Value File
E. Load [G]lossary File
F. Save [G]lossary File
G. Toggle Carriage Return Display
H. Toggle Data Line Display
I. Connect Keyboard to Printer
J. Convert Apple Writer 1.1 Files
K. Quit Apple Writer

   Press RETURN to Exit

   Enter your selection (A - K) :D

Enter file name :SALES REPORT
```

If you want to save the format values you set for a specific document, you can do so by using selection D (4 on the II+) from the Additional Functions Menu. After you change the values on the Print/Program Command Menu to your satisfaction, press **RETURN** to go back to your work in memory and then call the Additional Functions Menu onto the screen with **[Q]**. Enter D in response to the prompt Enter your selection (A–K) : Next, Apple Writer will ask you to enter a file name for your printing format.

```
DISK VOLUME 254

T 008 FIVE.3
T 016 FIVE.6
B 003 PRT.FIVE.6
T 004 LETTER.M
T 004 LETTER.E
T 003 LETTER.F
T 004 LETTER.L
T 004 LETTER.W
T 003 FIVE.15
T 003 FIVE.11
T 003 FIVE.16.A
T 003 FIVE.16.B
T 003 FIVE.16.C
T 003 FIVE.16.D
B 003 PRT.\
B 003 PRT.SALES REPORT
Press RETURN to Exit
```

Since Apple Writer assigns your print format file the prefix PRT. (so that it can distinguish it from a text file of the same name), you can give it the same name you used for the document it goes with. After you enter the file name, press **RE-TURN**. Your print format is ready now for the next time you want to print out the document.

TO LOAD A PRINT FORMAT FILE FROM YOUR DISK, TYPE CTRL Q C

```
ADDITIONAL FUNCTIONS MENU

A. Load Tab File
B. Save Tab File
C. Load Print/Program Value File
D. Save Print/Program Value File
E. Load [G]lossary File
F. Save [G]lossary File
G. Toggle Carriage Return Display
H. Toggle Data Line Display
I. Connect Keyboard to Printer
J. Convert Apple Writer 1.1 Files
K. Quit Apple Writer

   Press RETURN to Exit

   Enter your selection (A - K) :C

Enter file name :SALES REPORT
```

To load a print format file from the disk, you follow the same procedure except that you enter C (3 on the II+) instead of D when you are prompted to make a selection from the Additional Functions Menu. Enter the file name you assigned to the file when you saved it. Omit the PRT. prefix because Apple Writer doesn't need it. After the file is loaded, you will be returned to your work. The only way you can check to see if the correct format file was loaded is to look at the Print/Program Command Menu (**[P]** ?).

TO RESTORE THE DEFAULT VALUES TO THE PRINT/PROGRAM COMMAND MENU, LOAD THE FILE NAMED SPECIAL, PRESS ⌂, AND TYPE r

You load SPECIAL

```
Enter file name :SPECIAL,D1
```

SYS is automatically loaded

```
Enter file name :SYS,d1
```

When you want to restore the default values to the Print/Program Command Menu, you have to load the glossary file called SPECIAL. Type **[Q] E**, at the file name prompt, type **SPECIAL,D1** and press **RETURN**. When the disk drive stops whirring, press the ⌂ key and type **r**. The default values are then restored to the menu. (Apple Writer for the II+ does not have this feature.)

The Print/Program Command Menu, Continued

PERMANENTLY CHANGING THE DEFAULT FORMAT SETTINGS

IF YOU FIND YOU *ALWAYS* HAVE TO CHANGE THE DEFAULT FORMAT VALUES . . .

```
Print/Program Commands:

Left     Margin    (LM) = 12
Paragraph Margin   (PM) = 5
Right    Margin    (RM) = 87
Top      Margin    (TM) = 1
Bottom   Margin    (BM) = 1
Page Number        (PN) = 1
Printed Lines      (PL) = 62
Page Interval      (PI) = 66
Line Interval      (LI) = 0
Single Page        (SP) = 0
Print Destination  (PD) = 4
Carriage Return    (CR) = 0
Underline Token    (UT) = \
Print Mode (LJ,FJ,CJ,RJ) = LJ
Top Line           (TL) :
  *X Division*Sales Report*10/23/84*
Bottom Line        (BL) :
  **Page #**
Press RETURN to Exit

[P]rint/Program :
```

You can change the default values on the Print/Program Command Menu permanently, by using the above procedure to save new values on the Apple Writer Master disk. When Apple Writer asks you for the file name, type **SYS** to replace the original system (default) values with your new ones. Be sure you save these new values on the same disk drive as the Apple Writer Master disk or the values won't be changed!

```
Enter file name :SYS,D1
```

TIPS   Changing Margin Settings

You can change the value of a margin setting in two ways: absolutely (e.g., from **.RM79** to **.RM85**) or relatively, by adding to or subtracting from the current value (e.g. **.RM+6** to change from a right margin of 79 to a right margin of 85, and **.RM-6** to change back to 79). You might find it easier to use relative values when you embed new margin settings since you don't have to know the original margin settings to do so.

For example, if you want to block indent a segment of text 5 spaces from the rest of the text, you simply embed the command **.LM+5** on the line above that block, and the command **.LM-5** on the line below that block, to produce the desired visual effect. You never have to refer to the original left margin setting at all.

Use the carriage return display feature, **[Q] G** (on the II+: **[Z] [Q] 6**), to make sure each embedded command is preceded and followed by a carriage return.

```
< Z Mem:45074 Len: 1771 Pos: 787 Tab:   5 File:
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.]
]
.lm+5]
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXX.]
].lm-5]
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.]
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

Apple Writer allows you to change the format during printing, so that you can print one part of a document in one format and another part in a different format. In fact, you can change the format as many times as you like—without even stopping your printer! You can change most of the settings on the Print/Program Command Menu from within a document, by *embedding* new values in the text itself.

When you want to change a format setting in the middle of a printing operation, you have to plant, or embed, a new value in the text at the point where you want the format to change. The new value is sent to the printer along with the text to be printed and the printer can interpret the new setting automatically without stopping the printing process.

TYPE THE TWO-LETTER ABBREVIATION FOR THE SETTING YOU WANT TO CHANGE AND THEN ENTER THE NEW VALUE

```
<   Z Mem:46338 Len:  507 Pos:  282 Tab:    4 File:
]
Whenever you enter an embedded format command, you have to precede the command
with a period as the first character in the line.  This is so the printer will
be able to distinguish the embedded format value from ordinary text and not
print out the command as part of the text.]
.LM5]
The period has to be preceded by a carriage return.  Check to see if the line
above was ended with a return by typing [Q] G to turn on the carriage return
display; if not, enter a carriage return before you enter the period.]
```

Next to the period, enter the setting abbreviation and a new value—just as though you were changing this setting on the Print/Program Command Menu.

TO BEGIN EMBEDDING A PRINT FORMAT COMMAND, PRESS `RETURN` **AND TYPE** `.`

```
<   Z Mem:46341 Len:  504 Pos:  279 Tab:    1 File:
]
Whenever you enter an embedded format command, you have to precede the command
with a period as the first character in the line.  This is so the printer will
be able to distinguish the embedded format value from ordinary text and not
print out the command as part of the text.]
.]
The period has to be preceded by a carriage return.  Check to see if the line
above was ended with a return by typing [Q] G to turn on the carriage return
display; if not, enter a carriage return before you enter the period.]
```

Whenever you enter an embedded format command, you have to precede the command with a period as the first character in the line. This is so the printer will be able to distinguish the embedded format value from ordinary text and not print out the command as part of the text. The period has to be preceded by a carriage return. Check to see if the line above was ended with a return by typing **[Q] G** to turn on the carriage return display; if not, enter a carriage return before you enter the period. (To see carriage returns on the II+, first type **[Z]** to turn off word wraparound. Then type **[Q]** and enter **6** to turn on the carriage return display. To turn it off, repeat these steps in reverse.)

TO END AN EMBEDDED PRINT FORMAT COMMAND, PRESS `RETURN`

```
<   Z Mem:46337 Len:  508 Pos:  283 Tab:    0 File:
]
Whenever you enter an embedded format command, you have to precede the command
with a period as the first character in the line.  This is so the printer will
be able to distinguish the embedded format value from ordinary text and not
print out the command as part of the text.]
.LM5]
]
The period has to be preceded by a carriage return.  Check to see if the line
above was ended with a return by typing [Q] G to turn on the carriage return
display; if not, enter a carriage return before you enter the period.]
```

An embedded print format command has to be on a line by itself, preceded and followed by carriage returns, and the line has to begin with a period.

Using the example illustrated here, let's assume your left margin was already set at 10. The embedded format command in the illustration would change the margin to 5 for all the text that followed.

TIPS Summary: Embedding Format Commands

STEP 1. MAKE SURE THE EMBEDDED COMMAND BEGINS ON A NEW LINE—PRESS [RETURN] IF NECESSARY

Begin an embedded command on a new line; press **RETURN** if a carriage return wasn't entered at the end of the previous line.

STEP 2. TYPE [.]

Type . as the first entry in the line.

STEP 3. ENTER THE TWO-LETTER ABBREVIATION FOR THE SETTING YOU WANT TO CHANGE AND THE NEW VALUE

After you enter the two-letter abbreviation for the setting you want to change, enter the *new* value. (Enter print mode and top and bottom line entries as described above.)

STEP 4. PRESS [RETURN] TO COMPLETE THE COMMAND

The screen

```
>   Z Mem:44026 Len: 2819 Pos:  200 Tab:   0 File:
]
Local Business Owner]
000 Main Street]
Anytown, MA  00000]
]
.CJ]
]
Save Time and Money by Giving Your Office Staff Time Off—With Pay!]
.LJ]
]
]
]
Dear Neighbor:]
] '
.PM5]
If you've decided to buy a personal computer or word processor for your
business, you've made a smart decision!  There are many aspects of your
everyday operation that can be automated to save you time and money.  But...]
   ... there may be a hidden cost involved that you didn't realize.  Your staff
is going to have to learn to operate the new equipment.  And if your employees
are like millions of Americans, they have never used a computer before.]
What are your options?  Well, most of them are both expensive and
time-consuming.]
```

The final step in the command is to press **RETURN**.

The printout

```
                                              October 23, 1984

Local Business Owner
000 Main Street
Anytown, MA  00000

   Save Time and Money by Giving Your Office Staff Time Off—With Pay!

Dear Neighbor:

     If you've decided to buy a personal computer or word processor
for your business, you've made a smart decision!  There are many
aspects of your everyday operation that can be automated to save you
time and money.  But...
     ... there may be a hidden cost involved that you didn't realize.
Your staff is going to have to learn to operate the new equipment.
And if your employees are like millions of Americans, they have never
used a computer before.
     What are your options?  Well, most of them are both expensive and
time-consuming.
     You can send your staff to the training sessions offered by the
company who sold you the equipment — maybe in Burlington, or
Lexington, or Framingham.  The sessions usually take three or four
days and you pay for the time and transportation, not to mention the
work that doesn't get done while your employees are away.  You may
even have to pay hundreds of dollars for the training itself!
     Or, if you have a pioneering spirit — and lots of time — you
can sit everybody down with the operating manuals and try to figure it
out.  If you're very lucky, you bought a system with a
clearly-written, easy-to-follow set of manuals.  But the sad fact is,
most documentation for personal computer and word processing systems
is impossible for the beginner to fathom.  (They simply assume too
much prior knowledge of computers.)  So, chances are, your employees
will spend a lot of of your valuable time getting nowhere.
     But don't despair...because you have a third option!  One that's
close to your location, inexpensive and won't take your staff away
from their work for days at a time!
     PERSONAL COMPUTER RESOURCES, located near you, is now offering
short courses designed specifically to introduce small business
personnel to the use of personal computers in the office.  In just a
few short (1-1/2 - 2 hours) classes, your staff can learn the basics
of operating a computer, doing paperwork with a word processor, or
keeping your books with an electronic spreadsheet.
     The best part is—everything they learn can be easily applied to
the system you have.  With a solid background in the basics, they'll
be able to make sense out of those mysterious manuals in no time!
     So, if you'd like to save time, money and trouble—both for you
and your staff—give us a call at 871-5396.  We'll be happy to send
you the details of our current programs!

                                           Yours sincerely,

                                           George Hamzah
                                           President
                                           PCR
```

Example: To automatically indent each of the block paragraphs in the body of the letter in the above illustration, without also indenting the address and salutation (which is what would happen if we changed the paragraph margin setting on the Print/Program Command Menu), we had to embed a new PM setting in the line above the first paragraph.

To do this, we first moved the cursor to the line above the first paragraph and pressed **RETURN** to ensure that the command line was preceded by a carriage return. Then we typed **.PM5** on the blank line.

When the printer encountered this command in the text, it automatically indented each of the following paragraphs 5 spaces.

Any changes you make in the format by embedding new values will remain on the menu unless you change them back to the original settings. For example, if you embed a command to change the margin settings to produce an indented block, be sure to embed a second command at the end of the block to change it back to the original setting.

Special Embedded Format Commands

CONTROLLING WHERE THE PAGE BREAKS

EMBED `.` `F` `F` TO CONTROL WHERE PAGE BREAKS OCCUR

Bad page break

FF stands for *form feed*. Each time Apple Writer encounters a form feed command embedded in text it is printing out, it tells the printer to stop printing on the current page and scroll down the paper to the top of a new page before resuming printing.
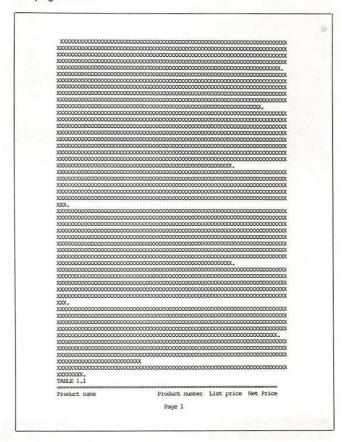
HINT: Apple Writer will print bottom line entries and footnotes on the last page of a document only if a form feed command is embedded at the end of the file. Do not follow a final form feed with a carriage return.

CONDITIONAL FORM FEEDS

A form feed command is issued automatically if Apple Writer determines that the remaining text will not fit on the page as formatted. When you want to make sure that an entire text segment is printed on the same page, embed a form feed command above the text segment, followed by the number of lines in the segment. Apple Writer will issue the form feed command only if the number of lines left on the page is fewer than the number of lines left to be printed.

For example, suppose that you have set up your printing format so that 58 lines will be printed on each page (PL = 58 on the Print/Program Command Menu) and after the 58th line has been printed, the printer will advance to a new sheet

of paper. And suppose that in the document you are printing, there is a section that you particularly want printed all on the same page, but you are afraid that the printer will reach the 58th line before the whole section has been printed. This is what the conditional form feed command is for. It allows you to tell Apple Writer to keep lines of text together.
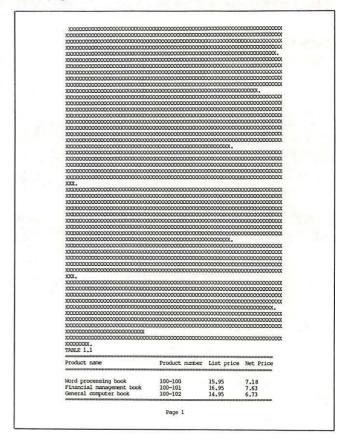
You embed the conditional **.FF** command above the text segment you want to keep together, followed by the number of lines in the segment. For example, if you have a table that is 9 lines long that you want printed together on the same page, embed **.FF9** on the line above the table. When the document is printed, if the table won't fit at the bottom of one page, Apple Writer will automatically print it at the top of the next page—keeping all 9 lines together on one page.

Embed a conditional form feed

```
>   Z MEM:46428 LEN:  417 POS:    0 TAB:    0 FILE:

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXX.
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
.FP9
TABLE 1.1
════════════════════════════════════════════════════
Product name            Product number  List price  Net price
════════════════════════════════════════════════════

Word processing book    100-100         15.95       7.18
Financial management bbok 100-101        16.95       7.63
General computer book   100-102         14.95       6.73
════════════════════════════════════════════════════
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.
```

Better page break

```
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
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XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXX.
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
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XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXX.
TABLE 1.1
══════════════════════════════════════════
Product name        Product number  List price  Net Price
══════════════════════════════════════════

Word processing book    100-100     15.95     7.18
Financial management book 100-101    16.95     7.63
General computer book   100-102     14.95     6.73
══════════════════════════════════════════

                    Page 1
```

PRINTING PART OF A DOCUMENT WITH THE END PRINT COMMAND

EMBED `.E P 0` AND `.E P 1` TO PRINT ONLY PART OF A DOCUMENT

EP stands for *end print*. When Apple Writer encounters an **.EP0** command, it stops printing until it encounters an **.EP1** command, which tells it to start printing again. Thus, when you have made changes to only a small section of a long document and want to see how it will look in print, you can use **.EP0** to suppress printing of the parts of the document you didn't change and **.EP1** to print the section you did change.

The screen

```
>   Z Mem:44227 Len: 2618 Pos:  144 Tab:    4 File: PCR LETTER
.EP0]
Local Business Owner]
000 Main Street]
Anytown, MA  00000]
.cj]
]
Save Time and Money by Giving Your Office Staff Time Off—With Pay!]
]
.lj]
]
.EP1]
Dear Neighbor:]
]
If you've decided to buy a personal computer or word processor for your
business, you've made a smart decision!  There are many aspects of your
everyday operation that can be automated to save you time and money.  But...]
.EP0]
... there may be a hidden cost involved that you didn't realize.  Your staff
```

The printout

```
Dear Neighbor:

If you've decided to buy a personal computer or word processor for
your business, you've made a smart decision!  There are many aspects
of your everyday operation that can be automated to save you time and
money.  But...
```

EMBED [.][I][N] WHEN YOU WANT TO STOP THE PRINTER IN PROGRESS TO REMIND YOURSELF TO DO SOMETHING

The screen

```
<    % Mem:44191 Len: 2654 Pos: 2406 Tab:     0 File:
personal computers in the office.  In just a few short (1-1/2 - 2 hours)
classes, your staff can learn the basics of operating a computer, doing
paperwork with a word processor, or keeping your books with an electronic
spreadsheet.

The best part is—everything they learn can be easily applied to the system you
have.  With a solid background in the basics, they'll be able to make sense out
of those mysterious manuals in no time!

.IN Change to plain paper here. (Press RETURN)

So, if you'd like to save time, money and trouble—both for you and your
staff—give us a call at 871-5396.  We'll be happy to send you the details of
our current programs!


Yours sincerely,



George Hamrah
President, Personal Computer Resources
```

The printout

```
everybody down with the operating manuals and try to figure it out.
If you're very lucky, you bought a system with a clearly-written,
easy-to-follow set of manuals.  But the sad fact is, most
documentation for personal computer and word processing systems is
impossible for the beginner to fathom.  (They simply assume too much
prior knowledge of computers.)  So, chances are, your employees will
spend a lot of of your valuable time getting nowhere.

But don't despair...because you have a third option!  One that's close
to your location, inexpensive and won't take your staff away from
their work for days at a time!

PERSONAL COMPUTER RESOURCES, located near you, is now offering short
courses designed specifically to introduce small business personnel to
the use of personal computers in the office.  In just a few short
(1-1/2 - 2 hours) classes, your staff can learn the basics of
operating a computer, doing paperwork with a word processor, or
keeping your books with an electronic spreadsheet.

The best part is—everything they learn can be easily applied to the
system you have.  With a solid background in the basics, they'll be
able to make sense out of those mysterious manuals in no time!
```

The **.IN** command allows you to stop the printer midway through printing a document in order to give yourself a chance to do something, for example, to change the printwheel. You can use this command to give yourself messages on the screen, reminding yourself of something you might want to do before printing resumes.

Like other embedded format commands, **.IN** has to be on a line by itself and the line has to begin with a period. Any message you want to appear on the screen should be typed on the same line as **.IN**, and the line should end with a carriage return. This means that you can use the **.IN** command only between paragraphs. If you try to use it within a sentence, the text following the command line will be printed as a new paragraph.

Once you have read the message, done what you wanted to do, and are ready to resume printing, press **RETURN** to notify Apple Writer. In fact, it is a good idea to include a note to that effect in your on-screen message to yourself as we did in the example above.

HINT: If you are going to be away from the computer while it is printing, you can embed a command in your .IN command that will cause a bell to ring. The bell command in Apple Writer is [G] (to learn how to embed control commands, see page 133).
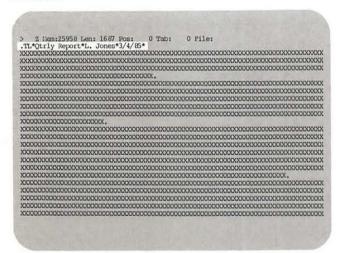
PREVENTING TOP OR BOTTOM LINES FROM PRINTING ON THE FIRST PAGE

For many documents, it is inappropriate to include top and/or bottom line entries—especially the page number—on the first page. To avoid having these entries print out on the first page, simply embed them in your document instead of entering them on the Print/Program Command Menu.

EMBED A TOP LINE ENTRY AT THE BEGINNING OF THE DOCUMENT TO PREVENT IT FROM APPEARING ON THE FIRST PAGE
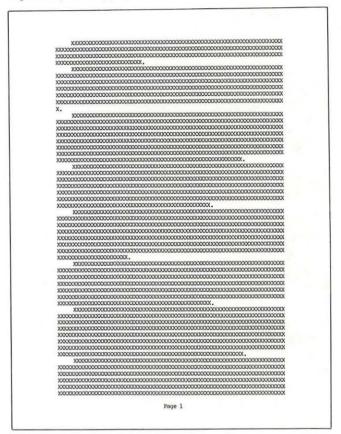
The screen
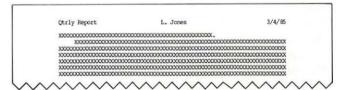
You embed **.TL** and **.BL** entries in the same way you embed other print format commands. That is, the command must be on a line by itself, and the line must begin with a period. Since you are embedding the **.TL** command at the beginning of the file (i.e., before any text), you do not need to enter a carriage return before you enter the command. You should make sure, however, that there is no preexisting **.TL** entry on the Print/Program Command Menu. Any command (not just **.TL** and **.BL** commands) left in the menu from a previous printing will take precedence over an embedded command.

For example, say you have typed a report several pages long and you would like the header, "Qtrly Report   L. Jones   3/4/85," to appear on all but the first page. So you embed the command, **.TL*Qtrly Report*L. Jones*3/4/85*** at the beginning of the file on the screen to suppress the entry on the first printed page. Then you print out the document once. The **.TL** entry is suppressed on the first page, just as you wanted.

Page 1: Top line suppressed

Page 2: Top line appears

But at the end of that first printing, Apple Writer automatically copies the top line entry from the embedded command onto the Print/Program Command Menu, making it a permanent feature of your print format. If you print the document a second time during the same session at the computer, Apple Writer will read the top line entry on the menu before it reads the embedded **.TL** command entry in the text. Thus, the menu entry will take precedence and the header that you didn't want printed on the first page will be printed there anyway.

In order to avoid this situation, you should always make sure that the top and bottom line entries are cleared from the Print/Program Command Menu before you print a document that contains embedded **.TL** or **.BL** commands.

Unwanted TL entry on menu

```
Print/Program Commands:

Left      Margin    (LM) = 9
Paragraph Margin    (PM) = 5
Right     Margin    (RM) = 79
Top       Margin    (TM) = 0
Bottom    Margin    (BM) = 1
Page Number         (PN) = 1
Printed Lines       (PL) = 58
Page Interval       (PI) = 66
Line Interval       (LI) = 0
Single Page         (SP) = 0
Print Destination   (PD) = 1
Carriage Return     (CR) = 0
Underline Token     (UT) = \
Print Mode (LJ,FJ,CJ,RJ) = LJ
Top Line            (TL) :
 *Qtrly Report*L. Jones*3/4/85*
Bottom Line         (BL) :
 //Page #//
Press RETURN to Exit

[P]rint/Program :
```

To erase a previous **.TL** entry from the Print/Program Command Menu, simply type **[P]** to get the prompt [P]rint/Program : Then enter **TL** with no text entry in response to the prompt and press **RETURN**. The space reserved in the menu for top line text becomes blank.

```
[P]rint/Program :TL
```

```
Print/Program Commands:

Left      Margin    (LM) = 9
Paragraph Margin    (PM) = 5
Right     Margin    (RM) = 79
Top       Margin    (TM) = 0
Bottom    Margin    (BM) = 1
Page Number         (PN) = 1
Printed Lines       (PL) = 58
Page Interval       (PI) = 66
Line Interval       (LI) = 0
Single Page         (SP) = 0
Print Destination   (PD) = 4
Carriage Return     (CR) = 0
Underline Token     (UT) = \
Print Mode (LJ,FJ,CJ,RJ) = LJ
Top Line            (TL) :

Bottom Line         (BL) :
 //Page #//
Press RETURN to Exit

[P]rint/Program :
```

EMBED A BOTTOM LINE ENTRY SOMEWHERE ON THE SECOND PRINTED PAGE OF THE DOCUMENT TO PREVENT IT FROM APPEARING ON THE FIRST PAGE

```
>   Z Mem:42388 Len: 4457 Pos: 4457 Tab:  323 File:
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
]
 .BL//Page #//]
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.]
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XX.]
```

The mechanics for embedding a **.BL** command are the same as for a **.TL** command—or any other format command. However, the requirement that it be embedded on the second printed page of the document makes the placement of a **.BL** command a little more involved.

First, you have to know at what point in the text the second printed page will begin. The easiest way to determine this is to display the document on the screen before you print it out; that way you'll know what it will look like when it is printed. This means that before you can enter the **.BL** command, you have to change the print destination (PD) setting on the menu to 0 so you can "print" the document on the screen (see page 120).
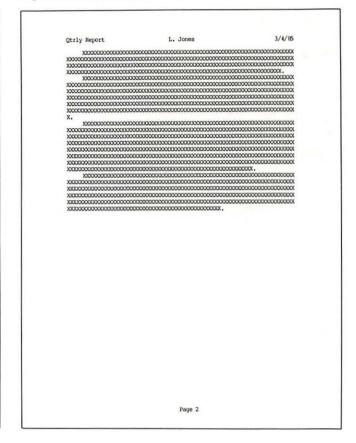
*WARNING: Since you embed the **.BL** command in the midst of other text, make sure it is preceded and followed by a carriage return. Also, before printing, as with the **.TL** command, check to see that there is no preexisting entry for a **.BL** command on the Print/Program Command Menu.*

Special Embedded Format Commands, Continued

Page 1: Bottom line suppressed

Page 2: Bottom line appears

Most printers have their own commands to add emphasis to the text or change the look of the characters themselves when they are printed on paper. These include underlining, printing in bold-face or shadow print, changing the typeface (dot matrix printers only), entering superscripts and subscripts, and placing footnotes at the bottom of the page. These commands are usually *escape commands*, which means that the code character is preceded by pressing the **ESC** key once.

We can't discuss all the escape commands used by all the different printers (the author has two printers and they use totally different escape commands). But we will cover the basic steps for entering escape commands in general. We suggest that you consult your printer's manual to discover its specific escape commands (collectively known as *protocol*).

Again, as with the print format commands, the problem of how to send these commands to the printer while printing is going on is solved by embedding commands in the text. But embedding escape commands is done differently, as we shall see.

STEP 1. TYPE [CTRL] [V] TO TURN OFF THE NORMAL FUNCTIONS OF THE [ESC] KEY

```
> V Z Mem:44239 Len: 2606 Pos:    62 Tab:    0 File: PCR LETTER

Local Business Owner
000 Main Street
Anytown, MA  00000
.cj

Save Time and Money by Giving Your Office Staff Time Off—With Pay!

.lj


Dear Neighbor:

If you've decided to buy a personal computer or word processor for your
business, you've made a smart decision!  There are many aspects of your
everyday operation that can be automated to save you time and money.  But...

... there may be a hidden cost involved that you didn't realize.  Your staff
is going to have to learn to operate the new equipment.  And if your employees
are like millions of Americans, they have never used a computer before.

What are your options?  Well, most of them are both expensive and
time-consuming.
```

Before you can enter an embedded escape command, you have to release the **ESC** key from its normal Apple Writer functions (see page 37 and TIPS on page 144). You do this by typing **[V]**, which turns on the control character insertion feature and turns off the normal functions of the **ESC** key as well as several other important function keys. When you type **[V]**, a V appears on the Data Line next to the Z, to let you know that Apple Writer is now in the embedding mode.

When V appears on the Data Line, you cannot use the **DELETE** key, any of the arrow keys, the key, or the **TAB** key. In fact, if you try to use any of these keys, all of them except the **DELETE** key (which will do nothing) will produce a reverse (dark on light) capital letter on your screen. If you press one of these keys by mistake when control character insertion is on, type **[V]** again to turn off control character insertion and then use the **DELETE** key to erase any unwanted reverse characters. Remember to type **[V]** again to turn control character insertion back on afterwards.

With V on the Data Line, you can use the **RETURN** key, the **CONTROL** key, the **SHIFT** and **CAPS LOCK** keys, and the key, with which you can insert glossary terms (see page 48) and get the help screens (see page 32).

STEP 2. PRESS [ESC] AND ENTER THE LETTER CODE FOR THE COMMAND YOU WANT

```
> V Z Mem:44237 Len: 2608 Pos:    64 Tab:    2 File: PCR LETTER

Local Business Owner
000 Main Street
Anytown, MA  00000
.cj

[+Save Time and Money by Giving Your Office Staff Time Off—With Pay!

.lj


Dear Neighbor:

If you've decided to buy a personal computer or word processor for your
business, you've made a smart decision!  There are many aspects of your
everyday operation that can be automated to save you time and money.  But...

... there may be a hidden cost involved that you didn't realize.  Your staff
is going to have to learn to operate the new equipment.  And if your employees
are like millions of Americans, they have never used a computer before.

What are your options?  Well, most of them are both expensive and
time-consuming.
```

A reverse [(the escape symbol) appears in your text, followed by the letter in regular form. Depending on which letter code you enter, your printer will begin to do one of several things when it encounters the embedded escape command. For example, it might begin to underline all the text that follows the command, or it might print the text in boldface.

133

STEP 3. TO TURN THE FUNCTION KEYS BACK ON, TYPE [CTRL] [V] AGAIN

```
>   Z Mem:44237 Len: 2608 Pos:  64 Tab:   2 File: PCR LETTER

Local Business Owner
000 Main Street
Anytown, MA  00000
.cj

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are like millions of Americans, they have never used a computer before.

What are your options?  Well, most of them are both expensive and
time-consuming.
```

As soon as you type **[V]** again, the V disappears from the Data Line and you are able to use all the keys for their normal functions again. (**[V]** is a toggle command, turning the function keys on and off as you continue to type it.)

If you make an error while entering an escape command or if you need to delete something, simply type **[V]** to use the function keys briefly and then type **[V]** again to proceed with embedding your command.

HINT: If you have an Apple-compatible dot matrix or letter-quality printer, you can use the glossary file called SPECIAL on the Apple Writer Master disk to embed many of these commands without going through the steps described above (see page 51). (Also see the Apple Writer IIe manual, page 58.)

TURNING OFF AN ESCAPE COMMAND

The screen

```
> V Z Mem:44235 Len: 2610 Pos: 133 Tab:  71 File: PCR LETTER

Local Business Owner
000 Main Street
Anytown, MA  00000
.cj

[+Save Time and Money by Giving Your Office Staff Time Off—With Pay![&

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... there may be a hidden cost involved that you didn't realize.  Your staff
is going to have to learn to operate the new equipment.  And if your employees
are like millions of Americans, they have never used a computer before.

What are your options?  Well, most of them are both expensive and
time-consuming.
```

Except for commands that change the typeface, which you might use for an entire document, escape commands must be turned off when the function for which they were entered is finished (e.g., underlining or boldface). Escape commands are not toggle commands; another command is always required to turn an escape command off. For example, on some printers the command to turn on underlining is **ESC X** and the command to turn it off is **ESC Y**.

The printout

```
Local Business Owner
000 Main Street
Anytown, MA  00000

        Save Time and Money by Giving Your Office Staff Time Off—With Pay!


Dear Neighbor:

        If you've decided to buy a personal computer or word processor
for your business, you've made a smart decision!  There are many
aspects of your everyday operation that can be automated to save you
time and money.  But...
```

SUPERSCRIPTS AND SUBSCRIPTS

To print a character above or below the rest of a line—for example, a raised footnote number or a subscript in mathematical notation—Apple Writer uses two escape commands: **ESC U** to print below a line, and **ESC D** to print above a line. To print either above or below the current line, you have to embed these commands together; whether the off-line printing is done above or below the line depends on the order in which you embed the commands. That is, if you want to print a super-scripted character (above the line), you embed **ESC D** before the character and **ESC U** after it. What happens then is this: when the printer reads **ESC D**, it scrolls the paper down and prints the next character(s) above the rest of the line. Then when it reads **ESC U**, it scrolls the paper back up and continues printing the rest of the line. To print a subscripted character (below the line), you reverse this process, embedding **ESC U** before the character to scroll the paper up and **ESC D** after the character to scroll the paper back down.
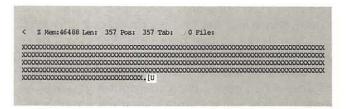
STEP 1. WITH THE APPLE WRITER MASTER DISK IN DRIVE 1, TYPE CTRL Q E TO LOAD THE GLOSSARY FILE CALLED SPECIAL

```
ADDITIONAL FUNCTIONS MENU

A. Load Tab File
B. Save Tab File
C. Load Print/Program Value File
D. Save Print/Program Value File
E. Load [G]lossary File
F. Save [G]lossary File
G. Toggle Carriage Return Display
H. Toggle Data Line Display
I. Connect Keyboard to Printer
J. Convert Apple Writer 1.1 Files
K. Quit Apple Writer

Press RETURN to Exit

Enter your selection (A - K) :E

Enter file name :SPECIAL,D1
```

Normally, you would use the steps outlined above to embed these two escape commands. But luckily, you don't have to because they are included as glossary terms in the SPECIAL file on your Apple Writer Master disk. To embed them from the glossary, you simply have to load SPECIAL into the glossary buffer by typing **[Q]** and entering **E**. When the prompt Enter file name : appears, enter **SPECIAL,D1** and press **RETURN**.

STEP 2. HOLD DOWN THE ⌘ KEY AND PRESS ↓ TO EMBED ESC U

```
< Z Mem:46488 Len:  357 Pos:  357 Tab:   0 File:
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX.[U
```

When the cursor is where you want it, hold down the ⌘ key and press the ↓ key to embed the command, **ESC U**. The ESC character, [, and an upper-case U will appear together at the position of the cursor.

STEP 3. HOLD DOWN THE ⌘ KEY AND PRESS ↑ TO EMBED ESC D

The screen

```
< Z Mem:46485 Len:  360 Pos:  359 Tab:  359 File:
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX.[U3[D
```

When the cursor is where you want it, hold down the ⌘ key and press the ↑ key to embed the command, **ESC D**. The ESC character, [, and an upper-case D will appear together at the position of the cursor.

The printout

```
            XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXX.[3]
```

Achieving Special Effects with Your Printer, Continued

AUTOMATIC UNDERLINING

To underline text with Apple Writer you just insert a backward slash, \, immediately before and after the word or words you want underlined. You won't see the words underlined on the screen, but when the text is printed out, any text enclosed between two backward slashes will be underlined with a single rule.

Whether or not the spaces between words will be underlined depends on the printer you use— some printers will automatically underline spaces and some won't. If your printer doesn't underline spaces, use the uppercase dash in place of spaces between words.

Apple Writer's underlining technique will only be accepted by a few compatible printers (see page 116). If yours isn't one of them, consult the operator's manual for your printer for instructions on how to prepare text to be underlined.

The screen

```
<    Z Mem:46543 Len:  302 Pos:  263 Tab:  262 File:

To underline text with Apple Writer you just insert a backward slash,
immediately before and after the text you want underlined.  You won't see the
words underlined on the screen, but when the text is printed out, any \text
enclosed between two backward slashes\ will be underlined with a single rule.
```

The printout

```
To underline text with Apple Writer you just insert a backward slash,
immediately before and after the text you want underlined.  You won't
see the words underlined on the screen, but when the text is printed
out, any text enclosed between two backward slashes will be
underlined with a single rule.
```

TIPS   Printing Footnotes at the Bottom of the Page

The screen

```
<    Z Mem:46456 Len:  389 Pos:  386 Tab:  386 File:
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.[U3[D (<[U3[D See Martin, 1983>)
```

To ensure that a footnote will be printed at the bottom of the page on which it belongs, type it anywhere within the text on that page and enclose the entire footnote in parentheses and pointed brackets, as shown in the illustration.

The printout

```
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
xxx.[3]




[3] See Martin, 1983
```

Printing a Document

DISPLAYING YOUR FORMAT ON THE SCREEN BEFORE PRINTING

Before you print out a document on paper, you might want to see how it will actually look. You can do this by "printing the document to the display," which means sending a copy of the document to the screen display instead of to a printer.

STEP 1. TYPE [CTRL] [P] TO GET THE PRINT/ PROGRAM PROMPT

```
< Z Mem:44234 Len: 2611 Pos: 157 Tab:    0 File:
000 Main Street
Anytown, MA  00000
.cj

Save Time and Money by Giving Your Office Staff Time Off—With Pay!

.lj


Dear Neighbor:
.pm5

If you've decided to buy a personal computer or word processor for your
business, you've made a smart decision!  There are many aspects of your
everyday operation that can be automated to save you time and money.  But...

  ... there may be a hidden cost involved that you didn't realize.  Your staff
is going to have to learn to operate the new equipment.  And if your employees
are like millions of Americans, they have never used a computer before.


[P]rint/Program :
```

When you type **[P]**, the prompt [P]rint/Program : appears on the screen.

STEP 2. TYPE [P] [D] [0] IN RESPONSE TO THE PROMPT AND PRESS RETURN

```
[P]rint/Program :PD0
```

After you type **PDO** and press **RETURN**, the prompt disappears and it appears as if nothing has happened. But in fact, the print destination on the Print Program Command Menu has been changed to 0—the setting for printing to the display instead of to a printer.

STEP 3. TYPE [CTRL] [P], THEN ENTER [S] [P] [1] IN RESPONSE TO THE PROMPT AND PRESS [RETURN]

```
[P]rint/Program :SP1
```

Entering **SP1** in response to the prompt tells Apple Writer to stop for another sheet of paper at the end of each page. Of course you won't be using paper, but this is helpful because your document will scroll up the screen as it prints. Stopping at the end of each page will make it easier for you to follow the text.

STEP 4. TYPE [CTRL] [P] AGAIN, THEN ENTER [N] [P] IN RESPONSE TO THE PROMPT AND PRESS [RETURN]

```
[P]rint/Program :NP
```

A message appears, telling you to insert a sheet of paper and then press **RETURN** to proceed with printing. This is because you selected single page in Step 3 above. Just press **RETURN**.

Formatted screen printout

```
      short courses designed specifically to introduce small business
   personnel to the use of personal computers in the office.  In just a
   few short (1-1/2 - 2 hours) classes, your staff can learn the basics
   of operating a computer, doing paperwork with a word processor, or
   keeping your books with an electronic spreadsheet.

      The best part is—everything they learn can be easily applied to
   the system you have.  With a solid background in the basics, they'll
   be able to make sense out of those mysterious manuals in no time!

      So, if you'd like to save time, money and trouble—both for you
   and your staff—give us a call at 871-5396. We'll be happy to send




[ Insert sheet, press RETURN ]
```

Your formatted document will scroll up the screen. If you want to stop it before it reaches the end of a page, press **[S]**. (Remember that **[S]** also restarts scrolling.)

This is the time to check for such things as page breaks in the right places, and so on—especially if you have used many headings and subheadings (see page 127).

PRINTING OUT A DOCUMENT

After you have finished formatting a document, it is very easy to print it out.

STEP 1. MAKE SURE THE PRINT DESTINATION (PD) AND SINGLE PAGE (SP) SETTINGS ARE AS YOU WANT THEM

```
Print/Program Commands:

Left      Margin    (LM) = 9
Paragraph Margin    (PM) = 5
Right     Margin    (RM) = 79
Top       Margin    (TM) = 0
Bottom    Margin    (BM) = 1
Page Number         (PN) = 1
Printed Lines       (PL) = 58
Page Interval       (PI) = 66
Line Interval       (LI) = 0
Single Page         (SP) = 1
Print Destination   (PD) = 0
Carriage Return     (CR) = 0
Underline Token     (UT) = \
Print Mode (LJ,FJ,CJ,RJ) = LJ
Top Line            (TL) :

Bottom Line         (BL) :

Press RETURN to Exit

[P]rint/Program :PD1
```

Always make sure you set the print destination to the correct slot number before you initiate printing. Also, if you are going to use single sheets of paper, set SP to 1; otherwise, keep it at 0. (See page 120).

STEP 2. TURN THE PRINTER ON AND MAKE ANY NECESSARY ADJUSTMENTS TO IT

Make sure you turn on the right printer and that there is paper in the feed. Also check to see that whatever setting controls (e.g., pitch, paper length, or line spacing) your printer has are adjusted the way you want them.

STEP 3. TYPE [CTRL] [P] TO GET THE PRINT/ PROGRAM PROMPT

```
>  Z Mem:44234 Len: 2611 Pos:    0 Tab:    0 File:

Local Business Owner
000 Main Street
Anytown, MA  00000
.cj

Save Time and Money by Giving Your Office Staff Time Off—With Pay!

.lj


Dear Neighbor:
.pm5

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business, you've made a smart decision!  There are many aspects of your
everyday operation that can be automated to save you time and money.  But...

... there may be a hidden cost involved that you didn't realize.  Your staff
is going to have to learn to operate the new equipment.  And if your employees

[P]rint/Program :
```

Typing **[P]** turns on the print mode, which allows you to make format changes and also to print out a document.

STEP 4. TYPE [N] [P] IN RESPONSE TO THE PROMPT AND PRESS [RETURN]

```
[P]rint/Program :NP
```

As soon as you type **NP** and press **RETURN**, printing will commence. Your document will be printed by the printer specified as the print destination (e.g., PD1).

Saving a Formatted File on Disk

You can use this option when you want to give a disk copy of a document to someone who doesn't use Apple Writer. As the printing process takes place, Apple Writer translates your print format settings into control and escape commands from which a printer can work. Thus, if you give someone a disk copy of a document that has been printed onto the disk rather than saved in the usual way, the print control commands are embedded in the document, ready for another printer to work from.

STEP 1. CHANGE THE PRINT DESTINATION (PD) SETTING ON THE PRINT/PROGRAM COMMAND MENU TO 8

```
Print/Program Commands:

Left       Margin    (LM) = 9
Paragraph Margin     (PM) = 5
Right      Margin    (RM) = 79
Top        Margin    (TM) = 0
Bottom     Margin    (BM) = 1
Page Number          (PN) = 1
Printed Lines        (PL) = 58
Page Interval        (PI) = 66
Line Interval        (LI) = 0
Single Page          (SP) = 1
Print Destination    (PD) = 1
Carriage Return      (CR) = 0
Underline Token      (UT) = \
Print Mode (LJ,FJ,CJ,RJ) = LJ
Top Line             (TL) :

Bottom Line          (BL) :

Press RETURN to Exit

[P]rint/Program :PD8
```
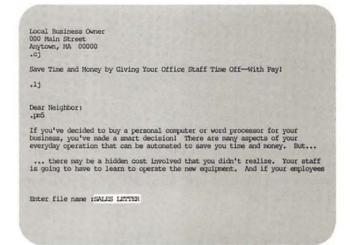
There is no slot 8 on the IIe, so Apple Writer is preset to interpret slot 8 as a command to print to a disk. (Apple Writer for the II+ does not have this feature.)

STEP 2. TYPE [CTRL] [P] THEN [N] [P] AND PRESS [RETURN]

```
[P]rint/Program :NP
```

Before printing begins, Apple Writer prompts you for a file name. (Every document on a disk has to have a file name.)

STEP 3. ENTER A FILE NAME, SPECIFYING THE DRIVE YOU WANT TO PRINT TO, AND PRESS [RETURN]

```
Local Business Owner
000 Main Street
Anytown, MA  00000
.cj

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everyday operation that can be automated to save you time and money.  But...

    ... there may be a hidden cost involved that you didn't realize.  Your staff
is going to have to learn to operate the new equipment.  And if your employees

Enter file name :SALES LETTER
```

The drive whirs and the red light goes on, just as though your document were being saved in file. But if you load it afterwards, you will see that the print format commands were executed in the printing process and your document is now displayed on the screen in the format you specified (i.e., with paragraph indentations, double-spaced lines, page numbers, etc.).

Using Your Keyboard and Printer as a Typewriter

You can connect your keyboard directly to the printer, if you like, to do things like type envelopes or single invoices. (Apple Writer for the II+ does not have this feature.)

STEP 1. SET THE PRINT DESTINATION (PD) TO THE PRINTER YOU WANT TO USE AND TURN THE PRINTER ON

```
Print/Program Commands:

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

Bottom Line           (BL) :

Press RETURN to Exit

[P]rint/Program :
```

Make sure that you set the print destination correctly so that Apple Writer will send text to the printer you want to use. Also, don't forget to turn the printer on.

STEP 2. TYPE [CTRL] [Q] THEN [I] TO TYPE DIRECTLY FROM THE KEYBOARD

```
Press ConTRoL-Q to Quit
```

Selection **I** from the Additional Functions Menu connects your keyboard directly to the printer, bypassing memory. This means you can use this feature without first clearing memory or worrying about whether you have saved a file you were working on—nothing in memory will be affected. When you type **[Q] I**, the message Press Control-Q to Quit replaces the memory display.

STEP 3. START TYPING

Depending on your printer, what you type is either printed immediately or it is delayed until you press **RETURN**. (*Note:* When using your keyboard as a typewriter, you have to press **RETURN** at the end of each line.)

STEP 4. TYPE [CTRL] [Q] TO STOP TYPING

Typing **[Q]**, by itself, takes you out of the direct printing mode.
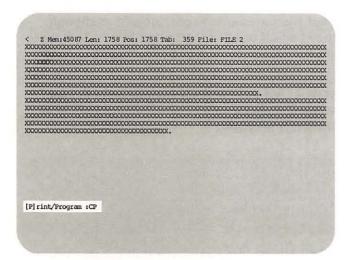
TIPS   Warnings About Using Selection [I] from the Additional Functions Menu

• If you are typing from the keyboard directly to a dot matrix printer, you may find that the screen display looks odd—it may have an echoing effect or start to print diagonally down the screen. To avoid this, after you turn on the direct typing feature, type **[I]80N** (make sure you type an uppercase **N**).

• Your printed page will reflect the screen display format when you print directly from the keyboard. This means that margin settings on the Print/Program Command Menu will be ignored, and each line will begin at the lefthand edge of the paper (column 0) and end at the 40th character if you don't have an 80-column text card, and at the 80th if you do. The **TAB** key also won't function in this mode. Therefore, if you want to begin a line in any column other than 0, you must carefully use the **SPACE** bar to get to where you want to begin typing. You won't have a Data Line on the screen display to tell you how far you've gone across the page, so use the **SPACE** bar slowly and carefully to make sure you indent no further than you intend.

• According to the Apple Writer IIe manual, if you have an Apple Super Serial Interface Card, you must type the sequence **[I] T** (space) **E RETURN** before typing any text directly to the printer.

Printing Several Files as One Document

You may sometimes have to save a very long document in several smaller files and then put them together for the final printout. There are two ways in which you can print more than one file as one document. You can do it manually, clearing memory and loading and printing a new file each time a file finishes printing. Or you can run the WPL program called CONTPRINT from the Apple Writer Master disk. Although CONTPRINT requires a little more work at the beginning, after it is set up you can walk away from the computer because it will take care of all the clearing, loading, and printing functions by itself until the last file has been printed. (Apple Writer for the II+ does not include CONTPRINT on the Master disk. We have included it in the Appendix, however, so you can enter and save it yourself. See page 185.)

MANUALLY . . .

Print the first file as you would any file (see page 138). When the file is finished printing, clear memory with **[N]** (see page 61), load the next file you want to print with **[L]** (see page 95), and type **[P] C P** to tell Apple Writer you want to continue printing.
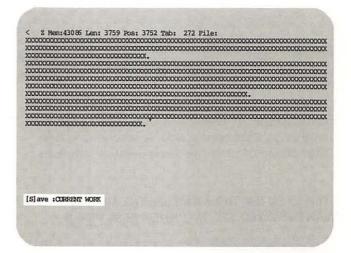
The second file will start printing where the first one stopped. If you are using page numbering, it will remain consecutive.

Follow this procedure until you have printed all the files you want to include in the document.

AUTOMATICALLY . . .

The Apple Writer Master disk must be in drive 1 before you can use the CONTPRINT program.

STEP 1. SAVE ANY TEXT YOU ARE CURRENTLY WORKING ON IN MEMORY WITH CTRL S

It is particularly important to save your text because the CONTPRINT program erases memory (see page 86).

STEP 2. TYPE CTRL P **TO GET THE PRINT/ PROGRAM PROMPT**

When you type **[P]**, the prompt [P]rint/Program : appears on the screen.

STEP 3. IN RESPONSE TO THE PROMPT, TYPE: DO CONTPRINT,D1 AND PRESS RETURN

Drive 1 whirs for a short time and then the message Enter name of first file to be printed : appears on the screen.

STEP 4. ENTER THE NAME OF THE FILE YOU WANT PRINTED FIRST AND PRESS [RETURN]

```
**** CONTINUE PRINT ****
Enter name of first file to be printed: SALES REPORT 1,D2
```

If the file you want printed isn't in drive 1, you must also specify the drive number after the file name (e.g., **File name,D2**). A second message Enter name of next file to be printed : appears.

STEP 5. ENTER THE NAME OF THE FILE YOU WANT PRINTED SECOND AND PRESS [RETURN]

```
**** CONTINUE PRINT ****
Enter name of first file to be printed: SALES REPORT 1,D2
Enter name of next file to be printed: SALES REPORT 2
```

The message Enter name of next file to be printed : will continue to appear as long as you keep entering file names.
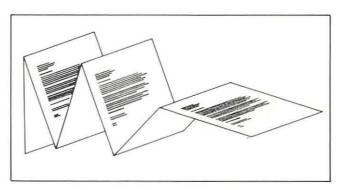
STEP 6. CONTINUE ENTERING FILE NAMES YOU WANT TO PRINT AS ONE DOCUMENT

```
**** CONTINUE PRINT ****
Enter name of first file to be printed: SALES REPORT 1,D2
Enter name of next file to be printed: SALES REPORT 2
Enter name of next file to be printed: SALES REPORT 3
Enter name of next file to be printed: SALES REPORT 4
Enter name of next file to be printed: SALES REPORT END
Enter name of next file to be printed:
```

Keep entering file names until you have exhausted the list of files you want to print as one document.

STEP 7. WHEN YOU ARE READY TO START PRINTING, PRESS [RETURN] **IN RESPONSE TO THE FILE NAME PROMPT**

Before you press **RETURN** to commence printing, be sure the printer you want to use is turned on and you have specified it as the print destination (e.g., **PD1**).

The drives whir again as the program collects the files to be printed, and then printing begins. Your files are printed continuously, as though they had all been in the same file, and the pages are numbered consecutively from start to finish.

STEP 8. PRESS [RETURN] **TO GO BACK TO BLANK MEMORY WHEN THE CONTPRINT PROGRAM IS FINISHED RUNNING**

```
<    Z Mem:46845 Len:    0 Pos:    0 Tab:    0 File:
End of Continue Print.      (Press RETURN)
```
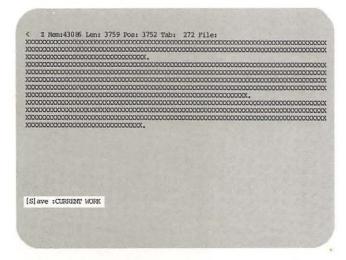
When all the files have been printed, you will hear a beep and see the message End of Continue Print (Press RETURN) on the screen. When you press **RETURN**, you will be returned to blank memory.

(*Note:* If you have only one disk drive, you have to switch from the Apple Writer Master disk to your storage disk after you load CONTPRINT into memory. If you have two disk drives, remember to specify drive 2 after the first file name you enter.)

Automatically Printing a Series of Documents

The Apple Writer Master disk must be in drive 1 in order for you to use the AUTOPRINT program.

STEP 1. SAVE ANY TEXT YOU ARE CURRENTLY WORKING ON IN MEMORY WITH CTRL S

```
<  % Mem:43086 Len: 3759 Pos: 3752 Tab:  272 File:
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.
XXXXXXXXXXXXXXXXXXXXXXXXXX.
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.



[S]ave :CURRENT WORK
```

It is particularly important to save your text because the AUTOPRINT program erases memory (see page 86).

STEP 2. TYPE CTRL P TO GET THE PRINT/ PROGRAM PROMPT

```
[P]rint/Program :
```

When you type **[P]**, the prompt [P]rint/Program : appears on the screen.

STEP 3. IN RESPONSE TO THE PROMPT, TYPE DO AUTOPRINT,D1 AND PRESS RETURN

```
[P]rint/Program :DO AUTOPRINT,D1
```

Drive 1 whirs for a short time and then the message Enter name of file to be printed : appears asking you for a file name.

STEP 4. ENTER THE NAME OF THE FILE YOU WANT PRINTED FIRST AND THEN PRESS RETURN

```
**** AUTOMATIC PRINT ****
Enter name of file to be printed: SALES LETTER 1,D2
```

If the file you want printed isn't in drive 1, you must also specify the drive number after the file name, (e.g. **File name,D2**). The message Enter name of file to be printed : appears a second time.

STEP 5. ENTER THE NAME OF THE FILE YOU WANT PRINTED SECOND AND PRESS RETURN

```
**** AUTOMATIC PRINT ****
Enter name of file to be printed: SALES LETTER 2
```

The message Enter name of file to be printed : will continue to appear as long as you keep entering file names.
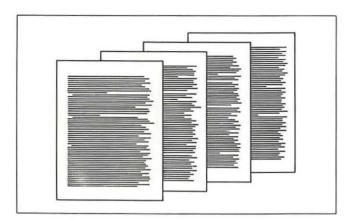
STEP 6. CONTINUE ENTERING FILE NAMES OF FILES YOU WANT TO PRINT

```
**** AUTOMATIC PRINT ****
Enter name of file to be printed: SALES LETTER 6
```

Keep entering file names until you have exhausted the list of files you want to print. You can enter up to 30 file names during one run of AUTOPRINT.

STEP 7. WHEN YOU ARE READY TO START PRINTING, PRESS RETURN **IN RESPONSE TO THE FILE NAME PROMPT**

Be sure the printer you want to use is turned on and that you have specified it as the print destination (e.g., **PD1**) before you press **RETURN**.

The drives whir as each file is loaded from the disk and then printed. As long as each file ends with .FF, the files are printed as separate documents.

STEP 8. PRESS RETURN **TO GO BACK TO MEMORY WHEN AUTOPRINT IS FINISHED**

```
<    2 Mem:46845 Len:    0 Pos:    0 Tab:    0 File:
      End of Automatic Print.      (Press RETURN)
```

When all the files have been printed, you will hear a beep and see the message End of Automatic Print   (Press RETURN) on the screen. When you press **RETURN**, you will be returned to blank memory.

(Note: If you have only one disk drive, you have to switch from the Apple Writer Master disk to your storage disk AFTER you load AUTOPRINT into memory. If you have two disk drives, remember to specify drive 2 after the first file name you enter.)

TIPS   Interrupting Printing

PRESS ESC **TO STOP THE PRINTER IN PROGRESS**

If you want to stop the printer—perhaps because you've just seen a mistake you hadn't noticed before—press the **ESC** key. Because the printer continues printing until its buffer is empty, there will probably be a delay between the time you press **ESC** and the time the printer stops printing. (Pressing **ESC** doesn't actually affect the printer. It simply tells Apple Writer to stop sending text to the printer's buffer.)

TURN THE PRINTER OFF TO STOP PRINTING IN PROGRESS

You can also simply turn off the printer while printing is in progress if you want to save time and ink. It won't hurt anything and it will insure that nothing from the file you were printing will remain in the print buffer until the next time you print something out. But if you turn the printer off before Apple Writer has sent the entire file to the print buffer, you may have to press **CONTROL** and **RESET** together in order to continue working on the file and make sure that all of the file is printed out.
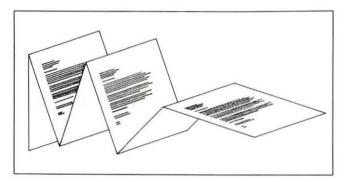
6

Automated Letter Writing
with Apple Writer

Introduction to Personalized Form Letters

One of the most exciting things about using a word processor instead of a typewriter is that it can be programmed to carry out automatically all of the tedious steps required to fill in and print form letters. And—best of all—your form letters don't give themselves away. You can make them as personalized as you want and, since each one is individually typed, they don't look "filled in."

FORM LETTERS
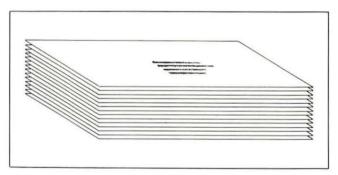
Like other word processing programs, Apple Writer gives you the capability of sending out hundreds of individually typed, personalized letters—automatically. All you have to do is write a basic form letter, then merge each copy of it with variable information such as names, addresses, dates, and prices. The variable information for each letter can be entered by the operator at the time of printing or automatically entered from a previously established file. This gives you the power to dramatically increase the effectiveness of your direct mail advertising campaigns, product promotion, publicity, collections, and almost every other aspect of your business that requires you to reach a large number of people with the same—or similar—messages.

But unlike other programs, Apple Writer allows you to customize form letter programs to suit your individual needs. Using the WPL manual included in your Apple Writer package, you can learn to write your own programs or modify the form letter program provided on your Apple Writer Master disk, AUTOLETTER. There is a brief overview of how AUTOLETTER works in this chapter (see page 148)—to give you a little headstart on learning WPL if you choose to.

But many of you will not have the time to learn programming techniques before you need to utilize Apple Writer's form letter capabilities. Anticipating this, we have included a range of ready-to-use general programs that will be suitable to many of your form letter needs. All you have to do is enter them on your keyboard, save them on a disk, and follow the step-by-step instructions to personalize your own master letters and then merge them with your mailing list.
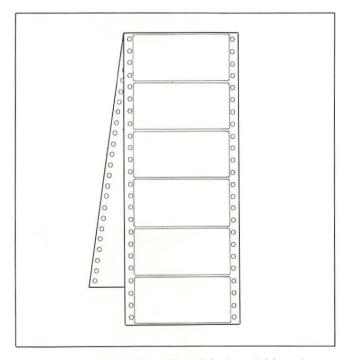
These form letter programs are also ideal for preparing and mailing other standard documents such as contracts, purchase orders, medical forms, and leases—or any other document with standard text, completed by names, addresses, and other data that vary from one document to the next.

ENVELOPES

You can quickly and easily address envelopes with the program called ENVELOPES & LABELS included in this chapter (see page 179). First you enter and save the program. Then, using the same address file you used to type the form letters, you give your printer the necessary commands to format for an envelope and merge-print the blank envelopes with the file. Each envelope will be individually addressed to match the form letters.

MAILING LABELS

You can also run off mailing labels quickly using ENVELOPES & LABELS. With your mailing list entered and maintained in a file, you can print out up-to-date labels in any format you want whenever you need them. You will also save the cost of an expensive mailing label machine or hours of your typist's time.

This chapter has been designed to show you the logic of a simple form letter program, let you enter and save any or all of our ready-to-use programs, and then show you how to set up and run off a typical form letter. Most of the features you would want to use in processing form letters are described here. You begin by entering and saving a billing program, BILLING:ENTRY. Then you enter and code a master collection letter to be sent to two people. In the process of running this letter through the program, BILLING:ENTRY, you will see how data can be merged into the letter from a separate file or entered by the operator. The lesson is followed by a reference section expanding on each of the features used and explaining some that were not included in the lesson. And finally, mailing list maintenance is covered in a section on renumbering edited lists.

Before you attempt to use a WPL form letter program for your own purposes, it will be very helpful to you to see how automated letter writing works by following the lesson and the example presented.

How a Form Letter Program Works: AUTOLETTER
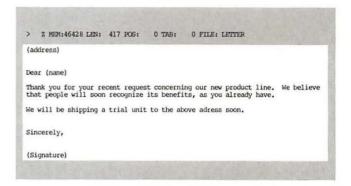
WPL uses the same Apple Writer control commands that you use at the keyboard, plus a few programming commands that provide the automatic structure so that Apple Writer can merge the personalized information with the master form letter. The main difference between operating Apple Writer from the keyboard and using a WPL program is that when you use a program, the commands as well as the order in which they will be executed are predetermined by the programmer. We call the order in which the commands for a program are entered and executed the logic of the program.

Let's look at the logic of AUTOLETTER, a simple form letter program already entered and saved for you on the Apple Writer Master disk. AUTOLETTER will load a blank, or master, letter called FORMLETTER from drive 1 and merge the names and addresses from the file called ADDRS (also in drive 1) into the blanks in the letter.

The master letter


```
>    Z MEM:46428 LEN:  417 POS:    0 TAB:    0 FILE: LETTER

(address)

Dear (name)

Thank you for your recent request concerning our new product line.  We believe
that people will soon recognize its benefits, as you already have.

We will be shipping a trial unit to the above adress soon.

Sincerely,

(Signature)
```

The address file


```
>    Z MEM:46428 LEN:  417 POS:    0 TAB:    0 FILE: ADDRESS

<1>John Smith
123 Elm Street
Anytown, U.S.A.
12345
<2>Terry Jones
321 Palm Lane
Centerville, Fla.
54321
<3>Egbert Q. Manly
1984 Orwell Place
Future, Pa.
14151
<4>Harry Q. Public
1953 Warren Court
Sublime, Wi.
09876
<5>Mary Sanders
0000 Null Result
Meander, OH.
54637
<
```

AUTOLETTER

```
 1 START    PSX 1
 2 LOOP     NY
 3          L FORMLETTER,D1
 4          B
 5          F/(Address)//
 6          Y?
 7          LADDRS,D1/<(X)>/</N
 8          PGO FOUND
 9          PGO QUIT
10 FOUND    PLSADDRS,D1/<(X)>/ /N=$A
11          B
12          F/(Name)/$A/A
13          PNP
14          PSX +1
15          PGO LOOP
16 QUIT     PIN   Done at address (X) (press RETURN)
17          NY
```

LABELS

Note that four words, START, LOOP, FOUND, and QUIT, are outside of the rest of the program. These words are labels that identify certain parts of the program internally. When you use the programming command, **GO**, which tells Apple Writer to carry out a specific part of the program, the labels tell it where to go.

THE PROGRAMMING COMMANDS

About half the commands in the program begin with **P**. This is the same **P** that you use every time you type **[P]** from the keyboard as an Apple Writer command. It identifies the command as a print or programming command. Programming commands do the internal work of the program, such as setting numeric variables, assigning string (word) variables, and telling Apple Writer in what order to carry out the word processing commands in the program.

THE APPLE WRITER COMMANDS

All the commands that do not begin with **P** work like regular Apple Writer commands. When the computer encounters one of these single-letter commands while reading the program, it will do the same thing it would do if you pressed **CONTROL** and that letter. For instance, the first character in line 3 is **L**. When Apple Writer reads line 3, it will load (**L**) the file FORMLETTER as though you had typed **[L]** from the keyboard and answered **FORMLETTER,D1** in response to the [L]oad : prompt.

THE PROGRAM'S LOGIC

Now let's look at the logic of this program line by line:

Line 1 is labeled START, so we know it must be one of the locations the computer will return to again and again. We also know that the command is a programming command, because it begins with a **P**. The command itself (**SX 1**) sets the variable, X, equal to 1. You will see why there has

to be a variable X and why it has to be set equal to 1 in a minute.

Line 2 is labeled LOOP. In programming, a loop is a sequence of commands that can be executed as many times as necessary in order for the program to accomplish its task. When the computer finishes its first run through the loop, it starts a second run, and so on, until a predetermined cue tells it to break out of the loop. The loop begins on this line with the Apple Writer command to clear memory: **NY (New/Yes)**.

Line 3 loads the file FORMLETTER from drive 1.

Line 4 moves the cursor to the beginning of the file.

Line 5 finds the string (Address) and prepares to replace it with a blank. When the find command is completed in line 6, (Address) will be deleted from the letter (replaced by a blank) and the cursor will remain in that spot, ready for the actual address to be loaded.

Line 6 is actually a continuation of the find command from line 5. Remember that Apple Writer responds to a **[F]** command entered on the keyboard with the following prompt: [F]ind: RETURN=Proceed / Y=Replace. If you type **Y**, indicating that you want to replace the string, another prompt appears: [F]ind:RETURN= Proceed. When you want to end the search, you type any other character besides **RETURN**. Line 6 simply duplicates this process. The **Y** tells the computer to make the replacement and the **?** is the "any other character" that ends the search.

Line 7 loads the address of the person to whom the letter is addressed. The command actually instructs the computer to load a segment from the file ADDRS, starting with the beginning marker, <current value of **X**> and ending with the marker, <. (It is a convention of programming that whenever you want the computer to read a variable at its present value—instead of just as X or Y or whatever—you enclose the variable name in parentheses. That is why we have <**(X)**> here instead of <**X**>.) The net effect of this command on the first pass through the loop is this: the computer looks up a file called ADDRS, picks the text

Automated Letter Writing with Apple Writer

How a Form Letter Program Works, Continued

segment located between <1> and the next < out of that file, and loads it into memory at the position of the cursor—which happens to be the blank left by the find command of Lines 5 and 6. This makes sense when you look at the addresses contained in ADDRS and see that they are numbered <1>, <2>, <3>, and so on. On the second pass through the loop, **X** will be equal to 2 and the computer will load the address between <2> and the next <. On each subsequent pass, **X** will be increased by 1 and the computer will load the next address into a letter.

Line 8 is a programming command that tells the computer to move on to the part of the program labeled FOUND.

Line 9 tells the computer to go to the section labeled QUIT, which ends the program. However, this line is read only if no new address is found when Line 7 is executed. If there are no new addresses, your mailing list is exhausted and there is no further need to run the program.

Line 10 extracts a name from the address that was loaded in line 7. This line begins the FOUND command sequence with a programming command to load from ADDRS the text string that begins with the marker <**(X)**> (in this case <1>) and ends with a space. You can see from the illustration of ADDRS above that this string is a name. The command line then assigns the string to a string variable, **$A**. (String variables, as opposed to numeric variables, are always preceded by a $.) As we will see a bit further on, a string variable is needed here so that the name can change from letter to letter.

Line 11 takes the cursor to the beginning of FORMLETTER once again.

Line 12 finds all instances of (Name) and replaces them with the string assigned to **$A**. (In the first letter it is John.)

Line 13 prints the finished first letter.

Line 14 sets **X** equal to its current value, plus 1 (in this case, 2).

Line 15 tells the computer to return to LOOP and begin the entire process again for a second letter. This time, **X** is equal to 2, and therefore the computer loads address <2> and name <2>. The process is repeated until every address and name are loaded into a copy of FORMLETTER and printed.

When the addresses run out, the computer is directed to QUIT by the **GO** command on line 9.

Line 16 is the end of the program. The **IN** command prints a message on the screen telling you that the program has finished at the last address (using the current value of **X**). It also tells you to press RETURN; you are now returned to memory.

Line 17 clears memory for you.

A Short Course in Form Letters

In this lesson, we will go through all the steps necessary to produce a personalized form letter with an Apple Writer WPL program. We will start by entering BILLING:ENTRY, a program that allows us to personalize collection letters by entering individual amounts from the keyboard. We will then save it on the Apple Writer Master disk. Next we will type a master collection letter, leaving markers in all the places where personalized information, such as names, addresses, and amounts, will be inserted into the individual letters later. Then we will set up a data file with the names and addresses of those to whom we are sending the letter. And finally, we will run the BILLING:ENTRY program, which will automatically merge the blank letter with each name and address in the address file, prompt us to enter the amount owed by each party, and print out each letter separately.

The Data Line appears on the screen

```
<   Z Mem:46845 Len:    0 Pos:    0 Tab:    0 File:
```

To get started, insert your Apple Writer Master disk in drive 1 and an initialized disk in drive 2. Turn on the computer, load Apple Writer, and press **RETURN** to go directly to the Data Line and blank memory.

ENTERING THE FORM LETTER PROGRAM

Before we can actually begin to produce form letters, you need to enter the program we will be using, BILLING:ENTRY, and save it on your Apple Writer Master disk. Once it is saved on the master disk, you will be able to use it for this lesson and also for your own collection letters in the future.

WARNING: BE SURE TO ENTER EACH CHARACTER, SPACE, AND CARRIAGE RETURN EXACTLY AS IT APPEARS ON PAGE 167—ONE SMALL ERROR, SUCH AS A COMMA OR SPACE IN THE WRONG PLACE, COULD CHANGE THE PROGRAM SIGNIFICANTLY AND CAUSE IT TO MALFUNCTION.

STEP 1. ENTER THE PROGRAM BILLING:ENTRY

```
<   Z Mem:46715 Len:  130 Pos:  130 Tab:   58 File:

START   PSX1
        PIN ENTER LETTER FILENAME (AND PRESS RETURN): =$A
        PIN ENTER ADDRESS FILENAME (AND PRESS RETURN): =$B
```

Enter the program exactly as it appears on page 167. Be sure to press **RETURN** at the end of each line. All the labels for the program (START, LOOP, FOUND, DELTEMP, and QUIT) begin in column 1 (lefthand edge of the screen) of their respective lines. All the command lines, which make up the rest of the program (e.g., PSX 1 or PIN ENTER LETTER FILENAME (AND PRESS RETURN): =$A), begin in column 8. Because column 8 is where the first tab is set (with the default tab settings), you can move the cursor to that position from the left by pressing the **TAB** key once. (II+ users should type **[I]** to tab.)

STEP 2. PROOFREAD WHAT YOU ENTER

After you finish entering the program, check each character, space, and carriage return you entered against the illustration on page 167. Proofreading the entire program this way may seem tedious, but in the long run it can actually save you much more time than you will spend doing it.

HINT: To see where you entered carriage returns, type [Q] to get the Additional Functions Menu on the screen and then select G, Toggle Carriage Return Display, from the menu. (II+ users should type[Z] to turn off word wraparound before typing [Q] and enter 6 instead of G.) You will see Apple Writer's carriage return symbol,], at every point where you pressed RETURN. To turn off this display of carriage returns, repeat the same steps. (II+ users should repeat steps in reverse: [Q] 6 [Z].)

Automated Letter Writing with Apple Writer

A Short Course in Form Letters, Continued

STEP 3. MAKE ANY NECESSARY CORRECTIONS

Uncorrected program

```
<   Z Mem:45481 Len: 1364 Pos:  297 Tab:   10 File:

START    PSX 1
         PIN ENTER LETTER FILENAME (AND PRESS RETURN): =$A
         PIN ENTER ADDRESS FILENAME (AND PRESS RETURN): =$B
         PIN ENTER TODAY'S DATE (AND PRESS RETURN): =$C
LOOP     NY
         P LOAD LETTER INTO MEMORY
         L. $A
         B
         P LOAD DATE INTO LETTER
         F/Date/$C/
         Y?
         B
         PIN Enter $ Amount (and press RETURN) :=$D
         B
         P LOAD AMOUNT INTO LETTER
         F/(Amount)/$D/A
         Y?
         B
         F/(Address)//
         Y?
         P LOAD ADDRESS AT TOP OF LETTER
         L $B/<(X)>/</N
```

Corrected program

```
         B
         P LOAD DATE INTO LETTER
         F/(Date)/$C/
         Y?
         B
```

Use the editing commands described in Chapter 3 to correct any errors you might have made in entering the program.

STEP 4. SAVE THE PROGRAM BILLING:ENTRY ON THE APPLE WRITER MASTER DISK IN DRIVE 1

```
<   Z Mem:45479 Len: 1366 Pos: 1366 Tab:   10 File:
         F/@F@/ /A
DELTEMP  P REMOVE TEMPORARY ADDRESS FROM BOTTOM OF LETTER
         E
         X
         F/()/()/
         Y?
         PGO DELTEMP
         PNP
         PSX +1
         PGO LOOP
QUIT     PIN         Done at address (X) (press RETURN)
         NY




         [S]ave :BILLING:ENTRY,D1
```

With the Apple Writer Master disk in drive 1, type **[S]** to save the program for later use. When the prompt [S]ave : appears on the screen, enter the file name BILLING:ENTRY and a comma and the drive designation D1. Then press **RETURN**. (Actually, you can give the program any file name you wish, but for the purpose of this lesson, we will call it BILLING:ENTRY.)

The drive will whir as BILLING:ENTRY becomes a permanent file on your Apple Writer Master disk.

SETTING UP THE MASTER LETTER

Now that you have entered and saved BILLING:ENTRY, we can begin to create the master copy of our collection letter. First, we will enter the main parts of the letter—that is, the parts that won't change from copy to copy—leaving simple blanks in all the places where individual dates, addresses, names, or amounts will be inserted. Next, we will identify which kind of variable will eventually be inserted into each blank by BILLING:ENTRY. Once we know that, we can go back and put markers in the blanks to tell BILLING:ENTRY exactly where to insert each piece of variable information as it goes through the merging process. We will also add a few embedded print format commands to the letter. Finally, we will save it.

STEP 1. TYPE THE UNCHANGING PORTIONS OF YOUR LETTER

```
<   Z Mem:46428 Len:  417 Pos:    0 Tab:    0 File:
Dear:

In spite of the fact that we have sent you four past due notices in the last
six months, we still have not received the balance due of $ on your account.

If we do not receive your check for $ in the next 7 days,,we will be forced to
refer your delinquent account to a collection agency.

Please call our credit office immediately to make arrangements for payment.

Thank you,


Dead-eye Tracer
Credit Manager
```

Type the body of your form letter, as illustrated above, as though it were any other letter. But make sure you leave all the variable parts blank.

STEP 2. IDENTIFY THE PARTS OF THE LETTER TO BE PERSONALIZED (VARIABLES)

```
<   Z Mem:46428 Len:  417 Pos:    0 Tab:    0 File:
Dear:

In spite of the fact that we have sent you four past due notices in the last
six months, we still have not received the balance due of $ on your account.

If we do not receive your check for $ in the next 7 days,,we will be forced to
refer your delinquent account to a collection agency.

Please call our credit office immediately to make arrangements for payment.

Thank you,


Dead-eye Tracer
Credit Manager
```

Our collection letter will include the variables Date, Address (the name and address of the person to whom you are writing), Title and Lname (his or her title and last name), and Amount (the amount owed).

STEP 3. INSERT THE VARIABLES INTO THEIR CORRECT PLACES IN THE LETTER, ENCLOSING EACH ONE IN PARENTHESES

```
<   Z Mem:46354 Len:  491 Pos:    0 Tab:    0 File:
(Date)

(Address)

Dear (Title) (Lname):

In spite of the fact that we have sent you four past due notices in the last
six months, we still have not received the balance due of $(Amount) on your
account.

If we do not receive from you a check for $(Amount) in the next 7 days, (Title)
(Lname), we will be forced to refer your delinquent account to a collection
agency.

Please call our credit office immediately to make arrangements for payment.

Thank you,


Dead-eye Tracer
Credit Manager
```

Now we insert the variables in their correct places, following the illustration above, and enclose each one in parentheses. Enclosing the variable in parentheses makes it a marker (Variable + Parentheses = Marker).

Here is what you enter:

1. Type **[B]** to move the cursor to the top left-hand corner of the letter. (Unless you pressed **RETURN** before beginning the letter in Step 1, the cursor should be resting on the **D** in **Dear**.) Next, press **RETURN** once to create a line of space above and move the cursor onto that line. Now, enter **(Date)**.

2. Press **RETURN** twice to enter two lines of space and enter **(Address)** at the beginning of the second line.

3. Press **RETURN** twice to enter two lines of space between the line that now contains **(Address)** and the salutation.

4. Move the cursor to the right of the **r** in **Dear**, press the **SPACE** bar once, and enter **(Title)**.

5. Press the **SPACE** bar again and enter **(Lname)**.

6. Move the cursor to the right of **$** in the first sentence and enter **(Amount)**.

7. Move the cursor to the right of **$** in the first sentence of the second paragraph and enter **(Amount)** again.

8. Move the cursor to the right of the first comma in the first sentence of the second paragraph (the same sentence), press the **SPACE** bar, and enter **(Title)**.

9. Press the **SPACE** bar again and enter **(Lname)**.

STEP 4. EMBED A RIGHT JUSTIFY COMMAND **.[R][J]** TO ALIGN THE DATE AT THE RIGHT MARGIN

```
<   Z Mem:46350 Len:  495 Pos:    3 Tab:    3 File:
.RJ]
(Date)]
]
(Address)]
]
Dear (Title) (Lname):]
]
In spite of the fact that we have sent you four past due notices in the last
six months, we still have not received the balance due of $(Amount) on your
account.]
]
If we do not receive from you a check for $(Amount) in the next 7 days, (Title)
(Lname), we will be forced to refer your delinquent account to a collection
agency.]
]
Please call our credit office immediately to make arrangements for payment.]
]
Thank you,]
]
]
Dead-eye Tracer]
Credit Manager]
```

On a line by itself, above where you entered the marker (Date), enter **.RJ**. Make sure that the period in the command is the first character on the line and if necessary press **RETURN** before entering the command.

A Short Course in Form Letters, Continued

STEP 5. EMBED A LEFT JUSTIFY COMMAND `.` `L` `J` TO ALIGN THE REST OF THE LETTER AT THE LEFT MARGIN

```
<    Z Mem:46346 Len:  499 Pos:   15 Tab:   3 File:
.RJ]
(Date)]
]
.LJ]
(Address)]
```

Move the cursor below the line that contains (Date), press **RETURN**, and enter **.LJ**.

STEP 6. EMBED A PARAGRAPH MARGIN COMMAND `.` `P` `M` TO INDENT THE BEGINNING OF EACH PARAGRAPH IN THE BODY OF THE LETTER

```
Dear (Title) (Lname):]
]
.PM5]
In spite of the fact that we have sent you four past due notices in the last
six months, we still have not received the balance due of $(Amount) on your
account.]
```

Move the cursor to the line between the salutation and the first sentence of the letter. Press **RETURN** and enter **.PM5**. This will tell the printer to indent five spaces at the beginning of each paragraph in the body of the letter.

STEP 7. EMBED A SECOND `.` `P` `M` TO TURN OFF PARAGRAPH INDENTATION

```
Please call our credit office immediately to make arrangements for payment.]
]
.PM0]
Thank you,]
]
]
```

We don't want our closing to be indented as well, so we have to embed another paragraph margin command—this time, **.PM0**—to go back to the block format. Move the cursor to the line above "Thank you" and press **RETURN**. Then enter **.PM0**.

STEP 8. EMBED A FORM FEED COMMAND `.` `F` `F` AT THE END OF THE LETTER

```
]
]
]
Dead-eye Tracer]
Credit Manager]
.FF]
```

Enter a carriage return at the end of your letter (if you haven't done so already). Now enter **.FF** on the new line. This will cause the printer to eject each letter.

STEP 9. TYPE `CTRL` `S` TO SAVE THE MASTER LETTER IN A FILE

```
[S]ave :COLLECTION LETTER,D2
```
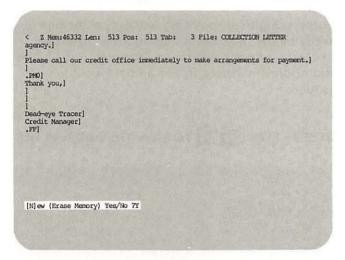
When you type **[S]**, the prompt [S]ave : will appear at the bottom of the screen. Enter the file name **COLLECTION LETTER**, a comma, and the drive designation, **D2**. Then press **RETURN**. Drive 2 will whir as the letter is saved on your working disk.

The address file is a numbered list of names and addresses. For the purpose of this lesson, we will create an address file that contains the names and addresses of two people.

STEP 1. TYPE CTRL N TO CLEAR MEMORY

```
<   Z Mem:46332 Len:  513 Pos:  513 Tab:    3 File: COLLECTION LETTER
agency.]
]
Please call our credit office immediately to make arrangements for payment.]
]
.PM0]
Thank you,]
]
]
Dead-eye Tracer]
Credit Manager]
.FF]




[N]ew (Erase Memory) Yes/No ?Y
```

When the safety prompt [N]ew (Erase Memory) Yes/No ? appears, type **Y** for "yes" and press **RETURN**.

STEP 2. TYPE < 1 > TO BEGIN THE ADDRESS FILE

```
<   Z Mem:46842 Len:    3 Pos:    0 Tab:    0 File:
<1>
```

The first address, naturally, will be number 1. Enclose the numeral in pointed brackets. *Do not press the SPACE bar or RETURN key.*

STEP 3. ENTER THE NAME LINE OF THE FIRST ADDRESS AND THEN PRESS RETURN

```
<   Z Mem:46820 Len:   25 Pos:   25 Tab:   25 File:
<1>Mr.@F@John P. @L@Smith
```

To enter the name line of the first address, type **Mr.@F@John P.@L@Smith** and then press **RETURN**. If you look at the illustration of an address file above, you will see that the first line of each address is the name line. You will also see that the separate parts of each name are coded, the first name with "@F@" and the last name with "@L@". (The middle initial doesn't require coding.) These codes identify the first and last names so that later on the program can find and drop them into other parts of the letter (such as the salutation). (Don't worry about the codes ending up in your letter—the program contains commands that will delete them from the letter when they are no longer needed.)

STEP 4. ENTER THE REST OF THE ADDRESS, PRESSING RETURN AT THE END OF EACH LINE

```
<   Z Mem:46754 Len:   91 Pos:   91 Tab:   19 File:
<1>Mr.@F@John P. @L@Smith
Association of Word Processors
123 Elm Street
Cohasset, MA  02025
```

The rest of the address doesn't need to be coded, so you can just enter it straightforwardly, line by line. Be sure to press **RETURN** at the end of each line.
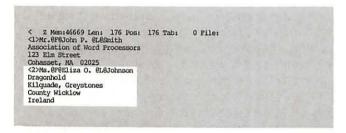
A Short Course in Form Letters, Continued

STEP 5. ENTER `<` `2` `>` **ON THE LINE BELOW THE FIRST ADDRESS**

```
<   Z Mem:46750 Len:   95 Pos:   95 Tab:   3 File:
<1>Mr.@P@John P. @L@Smith
Association of Word Processors
123 Elm Street
Cohasset, MA  02025
<2>
```

The second address will have the same format as the first, except that it is number 2. We begin by entering <**2**>. *Do not press the* **SPACE** *bar or* **RETURN** *key.*

STEP 6. ENTER THE SECOND ADDRESS

```
<   Z Mem:46669 Len:  176 Pos:  176 Tab:   0 File:
<1>Mr.@P@John P. @L@Smith
Association of Word Processors
123 Elm Street
Cohasset, MA  02025
<2>Ms.@P@Eliza O. @L@Johnson
Dragonhold
Kilquade, Greystones
County Wicklow
Ireland
```

Again, we have to code the first and last names for the program.

Note that our second address contains an extra line for the country. Don't worry about this—it will be given exactly the space it requires when it is inserted into the letter.

STEP 7. ENTER A SINGLE `<` **ON THE LINE BELOW THE SECOND ADDRESS TO END THE ADDRESS FILE**

```
<   Z Mem:46668 Len:  177 Pos:  177 Tab:   1 File:
<1>Mr.@P@John P. @L@Smith
Association of Word Processors
123 Elm Street
Cohasset, MA  02025
<2>Ms.@P@Eliza O. @L@Johnson
Dragonhold
Kilquade, Greystones
County Wicklow
Ireland
<
```

Enter a single left-pointing bracket on the line directly below the second address. This gives the program a final delimiter to use when it loads the last address; without it, the address wouldn't be loaded.

STEP 8. TYPE `CTRL` `S` TO SAVE THE ADDRESS FILE

```
<   Z Mem:46668 Len:  177 Pos:  177 Tab:   1 File:
<1>Mr.@P@John P. @L@Smith
Association of Word Processors
123 Elm Street
Cohasset, MA  02025
<2>Ms.@P@Eliza O. @L@Johnson
Dragonhold
Kilquade, Greystones
County Wicklow
Ireland
<




[S]ave :ADDRESSES,D2
```

When the file name prompt [S]ave : appears, enter the file name **ADDRESSES**, a comma, and the drive designation, **D2**. Then press **RETURN**. The address list you just entered now becomes a file on your working disk.

Before we run the BILLING:ENTRY program with our new collection letter and address list, we need to set up the final printing format and get the printer ready to go.

STEP 1. TYPE `CTRL` `P` `?` **TO SEE THE PRINT/ PROGRAM COMMAND MENU**

```
[P]rint/Program :?
```

When you type **[P]**, the prompt [P]rint/Program : appears. Enter **?** and press **RETURN**. The Print/ Program Command Menu appears on the screen. While we have the menu on the screen, we can quickly change some of the format settings to suit our collection letter.

STEP 2. TYPE `L` `M` `1` `2` **TO SET THE LEFT MARGIN AT 12**

```
Print/Program Commands:

Left      Margin    (LM) = 9
Paragraph Margin    (PM) = 0
Right     Margin    (RM) = 79
Top       Margin    (TM) = 1
Bottom    Margin    (BM) = 1
Page Number         (PN) = 1
Printed Lines       (PL) = 58
Page Interval       (PI) = 66
Line Interval       (LI) = 0
Single Page         (SP) = 0
Print Destination   (PD) = 4
Carriage Return     (CR) = 0
Underline Token     (UT) = \
Print Mode (LJ,FJ,CJ,RJ) = LJ
Top Line            (TL) :

Bottom Line         (BL) :

Press RETURN to Exit

[P]rint/Program :LM12
```

Remember that to change format settings you first type the two-letter abbreviation that appears in parentheses next to the name of the setting on the menu. Then you type the number you want the setting changed to and press **RETURN**. In this case, because we want to set the left margin at 12, type **LM12**. As soon as you press **RE-TURN**, you will see the setting on the menu change to 12.

STEP 3. TYPE `R` `M` `8` `7` **TO SET THE RIGHT MARGIN AT 87**

```
Print/Program Commands:

Left      Margin    (LM) = 12
Paragraph Margin    (PM) = 0
Right     Margin    (RM) = 79
Top       Margin    (TM) = 1
Bottom    Margin    (BM) = 1
Page Number         (PN) = 1
Printed Lines       (PL) = 58
Page Interval       (PI) = 66
Line Interval       (LI) = 0
Single Page         (SP) = 0
Print Destination   (PD) = 4
Carriage Return     (CR) = 0
Underline Token     (UT) = \
Print Mode (LJ,FJ,CJ,RJ) = LJ
Top Line            (TL) :

Bottom Line         (BL) :

Press RETURN to Exit

[P]rint/Program :RM87
```

Again, enter only the abbreviation for right margin, **RM**. Then—with no intervening spaces—enter the number **87** and press **RETURN**.

STEP 4. TYPE `T` `M` `1` `0` **TO SET THE TOP MARGIN AT 10**

```
Print/Program Commands:

Left      Margin    (LM) = 12
Paragraph Margin    (PM) = 0
Right     Margin    (RM) = 87
Top       Margin    (TM) = 1
Bottom    Margin    (BM) = 1
Page Number         (PN) = 1
Printed Lines       (PL) = 58
Page Interval       (PI) = 66
Line Interval       (LI) = 0
Single Page         (SP) = 0
Print Destination   (PD) = 4
Carriage Return     (CR) = 0
Underline Token     (UT) = \
Print Mode (LJ,FJ,CJ,RJ) = LJ
Top Line            (TL) :

Bottom Line         (BL) :

Press RETURN to Exit

[P]rint/Program :TM10
```
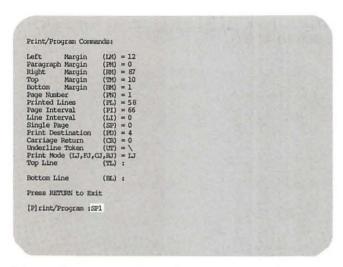
In order to begin typing our letters well below any letterhead that might be on the paper, we will change the top margin setting to 10. This means your printer will skip 10 lines of space before it begins printing. Don't forget to press **RE-TURN** after entering **TM10**.

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STEP 5. TYPE S P 1 **TO USE SINGLE SHEETS OF PAPER**

```
Print/Program Commands:

Left      Margin     (LM) = 12
Paragraph Margin     (PM) = 0
Right     Margin     (RM) = 87
Top       Margin     (TM) = 10
Bottom    Margin     (BM) = 1
Page Number          (PN) = 1
Printed Lines        (PL) = 58
Page Interval        (PI) = 66
Line Interval        (LI) = 0
Single Page          (SP) = 0
Print Destination    (PD) = 4
Carriage Return      (CR) = 0
Underline Token      (UT) = \
Print Mode (LJ,FJ,CJ,RJ) = LJ
Top Line             (TL) :

Bottom Line          (BL) :

Press RETURN to Exit

[P]rint/Program :SP1
```

Most printers can take either continuous form (computer) paper or single sheets. The single page setting on the menu is where you tell the printer which kind of paper you are using. We want to feed in a separate sheet for each letter, so type **SP1** to indicate this.

STEP 6. ENTER THE PRINT DESTINATION ABBREVIATION, P D **, AND THE NUMBER OF THE SLOT INSIDE YOUR COMPUTER WHERE THE PRINTER IS CONNECTED**

```
Print/Program Commands:

Left      Margin     (LM) = 12
Paragraph Margin     (PM) = 0
Right     Margin     (RM) = 87
Top       Margin     (TM) = 10
Bottom    Margin     (BM) = 1
Page Number          (PN) = 1
Printed Lines        (PL) = 58
Page Interval        (PI) = 66
Line Interval        (LI) = 0
Single Page          (SP) = 1
Print Destination    (PD) = 4
Carriage Return      (CR) = 0
Underline Token      (UT) = \
Print Mode (LJ,FJ,CJ,RJ) = LJ
Top Line             (TL) :

Bottom Line          (BL) :

Press RETURN to Exit

[P]rint/Program :PD1
```
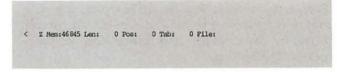
If your printer cable is not connected to the computer in the default slot, 1, or if you have more than one printer, be sure to enter the correct slot number for print destination (PD).

STEP 7. PRESS RETURN **TO LEAVE THE PRINT/ PROGRAM COMMAND MENU**

```
<   Z Mem:46845 Len:   0 Pos:   0 Tab:   0 File:
```

In order to actually run the program and print the two letters, we need to return to the Data Line.

STEP 8. TURN ON THE PRINTER

This may seem like an oversimplification, but it's actually easy to forget.

Now we are ready to actually merge the address and amount information with the master letter and print out the finished form letters. BILL-ING:ENTRY will do most of this for us. All you have to do is tell Apple Writer to "run" the program and then stand by to answer a few prompts.

STEP 1. TYPE CTRL P TO GET THE PRINT/ PROGRAM PROMPT

```
[P]rint/Program :
```

So far, you have probably used the [P]rint/ Program: prompt only to enter print commands. Now you will use it to enter a program command.

STEP 2. AT THE PROMPT, TYPE DO BILLING:ENTRY,D1 AND PRESS RETURN

```
[P]rint/Program :DO BILLING:ENTRY,D1
```

Once you have the [P]rint/Program: prompt on the screen, type **DO BILLING:ENTRY,D1** and then press **RETURN**. Drive 1 will whir as BILL-ING:ENTRY is loaded into memory. Once it is loaded, the program will prompt you for the date and the names of the files it is to use.

STEP 3. WHEN YOU SEE THE FIRST PROMPT, TYPE COLLECTION LETTER,D2

```
<  Z Mem:46845 Len:    0 Pos:    0 Tab:    0 File:
   ENTER LETTER FILENAME (AND PRESS RETURN): COLLECTION LETTER,D2
```

The first thing you will see on the screen after the program is loaded is the prompt ENTER LETTER FILENAME (AND PRESS RETURN): Enter **Collection Letter,D2** the name we gave the letter when we saved it, and then press **RETURN**.

STEP 4. WHEN YOU SEE THE SECOND PROMPT, TYPE ADDRESSES

```
<  Z Mem:46845 Len:    0 Pos:    0 Tab:    0 File:
   ENTER ADDRESS FILENAME (AND PRESS RETURN): ADDRESSES
```

The second prompt will ask you for the file name of your address list: ENTER ADDRESS FILENAME (AND PRESS RETURN): Enter **Addresses** and press **RETURN**.

STEP 5. ENTER TODAY'S DATE WHEN YOU SEE THE PROMPT TO DO SO

```
<  Z Mem:46845 Len:    0 Pos:    0 Tab:    0 File:
   ENTER TODAY'S DATE (AND PRESS RETURN): January 23, 1984
```

The third prompt will ask you for a date: ENTER TODAY'S DATE (AND PRESS RETURN): Enter the date with the month spelled out (i.e., "January 23, 1984")—dates that are all numeric with slashes (i.e., 1/23/84) will not work with the programs in this book. Press **RETURN**.

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```
>    Z Mem:46322 Len:  523 Pos:    0 Tab:    0 File:  COLLECTION LETTER,D2
     Enter $ Amount (and press RETURN) :
January 23, 1984

.LJ
(Address)

Dear (Title) (Lname):

.PM5
In spite of the fact that we have sent you four past due notices in the last
six months, we still have not received the balance due of $(Amount) on your
account.

If we do not receive from you a check for $(Amount) in the next 7 days, (Title)
(Lname), we will be forced to refer your delinquent account to a collection
agency.

Please call our credit office immediately to make arrangements for payment.

.PMO
Thank you,
```

After you enter the date and press **RETURN**, the program will begin the work of merging information into the letter. First, it will load the file you named as the letter file. You will see it on the screen. Next it will move the cursor to the (Date) marker and replace it with the date you entered in Step 9. Then it will pause to prompt you for the amount due. You will see this prompt (as well as all in-progress prompts used by this program and others) at the top of the screen.

STEP 7. ENTER 49.95 IN RESPONSE TO THE AMOUNT PROMPT AND PRESS [RETURN]

```
>    Z Mem:46322 Len:  523 Pos:    0 Tab:    0 File:  COLLECTION LETTER,D2
     Enter $ Amount (and press RETURN) :49.95
January 23, 1984
```

When you see the prompt Enter $ Amount (and press RETURN) :, type **49.95** and press **RETURN**. You don't need to enter $, because it is already in the letter.

```
<    Z Mem:46265 Len:  580 Pos:    0 Tab:    0 File:  COLLECTION LETTER,D2
.RJ
January 23, 1984
     [ Insert sheet, press RETURN ]
.LJ
Mr. John P. Smith
Association of Word Processors
123 Elm Street
Cohasset, MA  02025

Dear Mr. Smith:

.PM5
In spite of the fact that we have sent you four past due notices in the last
six months, we still have not received the balance due of $49.95 on your
account.

If we do not receive from you a check for $49.95 in the next 7 days, Mr. Smith,
we will be forced to refer your delinquent account to a collection agency.

Please call our credit office immediately to make arrangements for payment.

.PMO
```
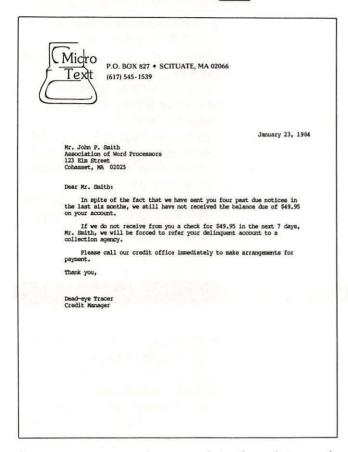
Once you have entered the amount, BILLING: ENTRY will replace all the (Amount) markers with 49.95 and proceed to merging the file AD-DRESSES with the letter on the screen. You will actually see the first address from the file appear in place of the (Address) marker. Then you will see the same address appear at the bottom of the letter. Don't let this confuse you—BILLING:ENTRY is simply making a temporary copy of the address from which it can then extract the title and last name of the addressee. Next you will see the markers (Title) and (Lname) disappear, to be replaced by the actual title and last name of the addressee—in this case, "Mr. Smith." Finally, BILL-ING:ENTRY will delete the code symbol @L@ from the last name wherever it appears in the letter and then delete the temporary address from the bottom of the letter.

When the letter is complete and ready to print, the prompt [Insert sheet, press RETURN] will appear near the top of the screen.

STEP 9. PUT A SHEET OF LETTERHEAD PAPER INTO THE PRINTER AND PRESS [RETURN]

```
        ┌─────┐
        │Micro│     P.O. BOX 827 • SCITUATE, MA 02066
        │Text │     (617) 545-1539
        └─────┘

                                              January 23, 1984

        Mr. John P. Smith
        Association of Word Processors
        123 Elm Street
        Cohasset, MA  02025

        Dear Mr. Smith:

            In spite of the fact that we have sent you four past due notices in
        the last six months, we still have not received the balance due of $49.95
        on your account.

            If we do not receive from you a check for $49.95 in the next 7 days,
        Mr. Smith, we will be forced to refer your delinquent account to a
        collection agency.

            Please call our credit office immediately to make arrangements for
        payment.

        Thank you,



        Dead-eye Tracer
        Credit Manager
```

As soon as you put the paper into the printer and press **RETURN**, the first letter will begin printing and a fresh copy of the blank master letter will be loaded into memory, appearing on the screen. BILLING:ENTRY will again fill in the date and then ask you to enter the amount owed.

STEP 10. WHEN YOU SEE THE AMOUNT PROMPT FOR THE SECOND LETTER, TYPE 159.00 AND PRESS [RETURN]

```
   >    Z Mem:46322 Len:  523 Pos:    0 Tab:    0 File:  COLLECTION LETTER
        Enter $ Amount (and press RETURN) :159.00
        January 23, 1984
```

Each time the program loads a new letter to process, it will ask you for the correct amount for that letter. For our second letter, we will enter **159.00**.

After you press **RETURN**, the letter will be completed with the second address from our address list. Again, when it is complete, you will be prompted to insert paper and press **RETURN**, and when you do, that letter will be printed out and a new one started.

STEP 11. THE THIRD TIME YOU ARE PROMPTED FOR AN AMOUNT, PRESS [RETURN] INSTEAD OF ENTERING AN AMOUNT

```
   >    Z Mem:46322 Len:  523 Pos:    0 Tab:    0 File:  COLLECTION LETTER
        Enter $ Amount (and press RETURN) :
        January 23, 1984
```

After the second letter is finished, BILLING:ENTRY will attempt to process a third letter. It will load a fresh copy, fill in the date, and then prompt you for a new amount. Don't panic. Just press **RETURN** instead of entering an amount. BILLING:ENTRY will then look for an address to merge into the letter. When it doesn't find one, the program will stop and tell you it is finished.

STEP 12. PRESS [RETURN] TO STOP PROCESSING FORM LETTERS

```
   >    Z Mem:46347 Len:  498 Pos:   26 Tab:    0 File:  COLLECTION LETTER
        .RJ
        January 23, 1984

        .LJ
              Done at address 3 (press RETURN)
```

When you see the message Done at address 3 (press RETURN), press **RETURN**. Everything will be erased from memory and you will be ready to do something else.

Form Letter Programs You Can Use

In the following pages, we have included five ready-to-use form letter programs, as well as a program to address envelopes and mailing labels, and one to renumber your address lists when you add new names to them. The instructions below will show you how to enter and save any of these programs on your Apple Writer Master disk.

The form letter programs are FIRSTNAME, LAST-NAME, BILLING:ENTRY, BILLING:MERGE, and MULTIVARIABLE. Each one will process a different kind of form letter.

FIRSTNAME is suitable for informal letters because it personalizes your letters with first names only.

LASTNAME is better for more formal correspondence becuase it personalizes your letters with the addressee's title and last name.

The two BILLING programs are useful for collec-

tion letters—or any kind of document that contains figures that change; the difference between the two is that BILLING:ENTRY will prompt you to enter an amount for each letter from the keyboard, while BILLING:MERGE will merge in amounts from a separate data file that you set up to match the address file.

MULTIVARIABLE is an all-purpose program which allows you to change whole words and phrases from one letter to the next.

These programs appear on pages 165–170. All you have to do is follow the instructions below for entering them into memory and saving them on your Apple Writer Master disk (which has enough extra room on it to accommodate all the programs in this book). Then you will have them on hand to use whenever you put the Apple Writer disk in drive 1.

ENTERING THE PROGRAMS

The following instructions will help you enter and save any of the programs listed in this chapter on your Apple Writer Master disk. Once you have the programs on the master disk, you can use the instructions on page 177 to run these programs to create many different form letters with matching envelopes or address labels.

WARNING: BE SURE TO ENTER EACH CHARACTER, SPACE, AND CARRIAGE RETURN EXACTLY AS IT APPEARS IN THE ILLUSTRATION—ONE SMALL ERROR, SUCH AS A COMMA OR SPACE IN THE WRONG PLACE, COULD CHANGE THE PROGRAM SIGNIFICANTLY AND CAUSE IT TO MALFUNCTION.

STEP 1. ENTER THE PROGRAM

```
<  Z Mem:46715 Len: 130 Pos: 130 Tab:  58 File:

START   PSX1
        PIN ENTER LETTER FILENAME (AND PRESS RETURN): =$A
        PIN ENTER ADDRESS FILENAME (AND PRESS RETURN): =$B
```

Enter the program exactly as it appears in the appropriate illustration (programs appear on pages 165–170). Press **RETURN** at the end of each line in the program. All the labels in uppercase letters, which divide each program into sections (such as START, LOOP, or QUIT), begin in column 1 (left-hand edge of the screen) of their respective lines. All the command lines, which make up the rest of the program (e.g., PSX 1 or PIN ENTER LETTER FILE-NAME (AND PRESS RETURN) : =$A), begin in column 8. Because column 8 is where the first tab is set (with the default tab settings), you can move the cursor to that position from the left by pressing the **TAB** key once. (II+ users should type **[I]** to tab.)

STEP 2. PROOFREAD WHAT YOU ENTER

```
>  Z Mem:45362 Len: 1483 Pos:   0 Tab:   0 File:
START   PSX 1
        PIN ENTER LETTER FILENAME (AND PRESS RETURN): =$A
        PIN ENTER ADDRESS FILENAME (AND PRESS RETURN): =$B
        PIN ENTER TODAY'S DATE (AND PRESS RETURN): =$C
LOOP1   NY
        P LOAD LETTER INTO MEMORY
        L $A
        B
        P LOAD DATE INTO LETTER
        F/(Date)/$C/
        Y?
        PSY 1
LOOP2   B
        PIN Enter Variable (Y) OR enter "none" (and press RETURN) :=$D
        PCS/$D/none/
        PGO ENDLOOP
        B
        P LOAD VARIABLES INTO LETTER
        F/(Variable (Y))/$D/
        Y?
        PSY +1
        PGO LOOP2
```

After you finish entering the program, check each character, space, and carriage return you entered against the illustration. Proofreading the entire program this way may seem tedious, but in the long run it can actually save you much more time than you will spend doing it.

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HINT: *To see where you have entered carriage returns, first type* [Q] *to get the Additional Functions Menu on the screen and then select* G Toggle Carriage Return Display, *from the menu. (II+ users should type* [Z] *to turn off word wraparound before typing* [Q] *and enter* 6 *instead of* G.) *You will see Apple Writer's carriage return symbol*] *at every point where you pressed* RETURN. *To turn off this display of carriage returns, repeat the same steps (II+ users should repeat steps in reverse:* [Q] 6 [Z].)

STEP 3. MAKE ANY NECESSARY CORRECTIONS

Uncorrected program

```
>   Z Mem:45362 Len: 1483 Pos:    0 Tab:    0 File:

START    PSX 1
         PIN ENTER LETTER FILENAME (AND PRESS RETURN) : =$A
         PIN ENTER ADDRESS FILENAME (AND PRESS RETURN) : =$B
         PIN ENTER TODAY'S DATE (AND PRESS RETURN) : =$C
LOOP1    NY
         P LOAD LETTER INTO MEMORY
         L $A
         B
         P LOAD DATE INTO LETTER
         F/ Date /$C/
         Y?
         PSY 1
LOOP2    B
         PIN Enter Variable (Y) OR enter "none" (and press RETURN) :=$D
         PCS/$D/none/
         PGO ENDLOOP
         B
         P LOAD VARIABLES INTO LETTER
         F/(Variable (Y))/$D/
         Y?
         PSY +1
         PGO LOOP2
```

Corrected program

```
>   Z Mem:45364 Len: 1481 Pos:  370 Tab:   27 File:
         PIN ENTER ADDRESS FILENAME (AND PRESS RETURN) : =$B
         PIN ENTER TODAY'S DATE (AND PRESS RETURN) : =$C
LOOP1    NY
         P LOAD LETTER INTO MEMORY
         L $A
         B
         P LOAD DATE INTO LETTER
         F/(Date)/$C/
         Y?
         PSY 1
LOOP2    B
         PIN Enter Variable Y OR enter "none" (and press RETURN) :=$D
         PCS/$D/none/
         PGO ENDLOOP
         B
         P LOAD VARIABLES INTO LETTER
         F/(Variable (Y))/$D/
         Y?
         PSY +1
         PGO LOOP2
ENDLOOP  B
         F/(Address)//
         Y?
```

Use the editing commands described in Chapter 3 to correct any errors you might have made in entering the program.

STEP 4. TYPE CTRL S TO SAVE THE PROGRAM ON THE APPLE WRITER MASTER DISK IN DRIVE 1

```
>   Z Mem:45362 Len: 1483 Pos: 1483 Tab:   10 File:
        F/@P@/ /A
DELTEMP P REMOVE TEMPORARY ADDRESS FROM BOTTOM OF LETTER
        E
        X
        F/()/()/
        Y?
        PGO DELTEMP
        PNP
        PSX +1
        PGO LOOP1
QUIT    PIN      Done at address (X) (press RETURN)
        NY




[S]ave :MULTIVARIABLE
```

With the Apple Writer Master disk in drive 1, type [S] to save the program for later use. When the prompt [S]ave : appears on the screen, enter the name of the program, a comma, and the drive designation D1. Then press RETURN.

The drive will whir as the program becomes a permanent file on your Apple Writer Master disk.

FIRSTNAME

FIRSTNAME (page 165) will personalize an informal form letter with the current date and the addressee's first name. Clearly, you will not want to use this for a formal business letter, but it may come in handy when you have an informal note you need to send to more than a few people.

FIRSTNAME will issue the following initial prompts:

ENTER LETTER FILENAME (AND PRESS RETURN):
ENTER ADDRESS FILENAME (AND PRESS RETURN):
ENTER TODAY'S DATE (AND PRESS RETURN):

```
<   Z Mem:46598 Len:  247 Pos:    1 Tab:    0 File:

(Date)

Dear (Fname),

Here is our quarterly sales report for you to review before Tuesday's sales
meeting.  I'm looking forward to meeting with you and the other branch
managers, (Fname).

Best Wishes,


Dorothy Parks
Vice President, Sales
.ff
```

LASTNAME

LASTNAME (page 166) will personalize a formal form letter with the current date and the addressee's title (Mr., Mrs., Miss, or Ms.) and last name. You can use this with a formal business letter that doesn't contain references to variable amounts of money.

LASTNAME will issue the following initial prompts:

ENTER LETTER FILENAME (AND PRESS RETURN):
ENTER ADDRESS FILENAME (AND PRESS RETURN):
ENTER TODAY'S DATE (AND PRESS RETURN):

```
<   Z Mem:46321 Len:  524 Pos:  206 Tab:  156 File:
.RJ
(Date)

.LJ
(Address)

Dear (Title) (Lname):

Thank you for your resume, which we received today.  The response to our
advertisement for a sales representative has been overwhelming, and we estimate
that it will take us three to four weeks to screen all applicants and select
candidates for interviews. We will let you know the status of your application
at that time, probably around November 30.

We appreciate your patience and your interest in Financial Information Systems.
```

BILLING:ENTRY

BILLING:ENTRY (page 167) is designed so that you can merge the date, name, and address while you enter different monetary amounts from the keyboard for each letter. This means that you don't have to set up a separate amount file (as described below), but it also means that you have to sit at the keyboard through the entire form letter process in order to enter an individual amount for each letter.

BILLING:ENTRY will issue the following initial prompts:

ENTER LETTER FILENAME (AND PRESS RETURN) :
ENTER ADDRESS FILENAME (AND PRESS RETURN) :
ENTER TODAY'S DATE (AND PRESS RETURN) :

```
<   Z Mem:46344 Len:  501 Pos:  204 Tab:  154 File:
.RJ
(Date)

.LJ
(Address)

Dear (Title) (Lname):

In spite of the fact that we have sent you four past due notices in the last
six months, we still have not received the balance due of $(Amount) on your
account.

If we do not receive from you a check for $(Amount) in the next 7 days, (Title)
(Lname), we will be forced to refer your delinquent account to a collection
agency.

Please call our credit office immediately to make arrangements for payment.
```

FIRSTNAME

```
START      PSX 1
           PIN ENTER LETTER FILENAME (AND PRESS RETURN): =$A
           PIN ENTER ADDRESS FILENAME (AND PRESS RETURN): =$B
           PIN ENTER TODAY'S DATE (AND PRESS RETURN): =$C
LOOP       NY
           P LOAD LETTER INTO MEMORY
           L $A
           B
           P LOAD DATE INTO LETTER
           F/(Date)/$C/
           Y?
           B
           F/(Address)//
           Y?
           P LOAD ADDRESS AT TOP OF LETTER
           L $B/<(X)>/</N
           PGO FOUND
           PGO QUIT
FOUND      E
           D
           F<<>()<
           Y?
           P LOAD ADDRESS AT BOTTOM OF LETTER
           L $B/<(X)>/</
           B
           F/()/()/
           Y?
           P CREATE WORKFILE FROM BOTTOM ADDRESS
           S WORKFILE,D2#%<#
           PLS WORKFILE,D2!@F@! !N=$D
           B
           P LOAD FIRST NAME INTO LETTER
           F/(Fname)/$D/A
           B
           P REMOVE MARKERS FROM ADDRESS IN LETTER
           F/ @L@/ /A
           B
           F/@F@/ /A
DELTEMP    P REMOVE TEMPORARY ADDRESS FROM BOTTOM OF LETTER
           E
           X
           F/()/()/
           Y?
           PGO DELTEMP
           PNP
           PSX +1
           PGO LOOP
QUIT       PIN   Done at address (X) (press RETURN)
           NY
```

Automated Letter Writing with Apple Writer

LASTNAME

```
START       PSX 1
            PIN ENTER LETTER FILENAME (AND PRESS RETURN): =$A
            PIN ENTER ADDRESS FILENAME (AND PRESS RETURN): =$B
            PIN ENTER TODAY'S DATE (AND PRESS RETURN): =$C
LOOP        NY
            P LOAD LETTER INTO MEMORY
            L $A
            B
            P LOAD DATE INTO LETTER
            F/(Date)/$C/
            Y?
            B
            F/(Address)//
            Y?
            P LOAD ADDRESS AT TOP OF LETTER
            L $B/<(X)>/</N
            PGO FOUND
            PGO QUIT
FOUND       E
            D
            F<<>()<
            Y?
            P LOAD ADDRESS AT BOTTOM OF LETTER
            L $B/<(X)>/</
            B
            F/()/()/
            Y?
            P CREATE WORKFILE FROM BOTTOM ADDRESS
            S WORKFILE,D2#%<#
            PLS WORKFILE,D2!>!@!N=$D
            B
            P LOAD TITLE INTO LETTER
            F/(Title)/$D/A
            PLS WORKFILE,D2<@L@<><N=$D
            B
            P LOAD LAST NAME INTO LETTER
            F/(Lname)/$D/A
            B
            P REMOVE MARKERS FROM ADDRESS IN LETTER
            F/@F@/ /A
            B
            F/ @L@/ /A
DELTEMP     P REMOVE TEMPORARY ADDRESS FROM BOTTOM OF LETTER
            E
            X
            F/()/()/
            Y?
            PGO DELTEMP
            PNP
            PSX +1
            PGO LOOP
QUIT        PIN   Done at address (X) (press RETURN)
            NY
```

BILLING:ENTRY

```
          START      PSX 1
                     PIN ENTER LETTER FILENAME (AND PRESS RETURN): =$A
                     PIN ENTER ADDRESS FILENAME (AND PRESS RETURN): =$B
                     PIN ENTER TODAY'S DATE (AND PRESS RETURN): =$C
          LOOP       NY
                     P LOAD LETTER INTO MEMORY
                     L $A
                     B
                     P LOAD DATE INTO LETTER
                     F/(Date)/$C/
                     Y?
                     B
                     PIN Enter $ Amount (and press RETURN) :=$D
                     B
                     P LOAD AMOUNT INTO LETTER
                     F/(Amount)/$D/A
                     Y?
                     B
                     F/(Address)//
                     Y?
                     P LOAD ADDRESS AT TOP OF LETTER
                     L $B/<(X)>/</N
                     PGO FOUND
                     PGO QUIT
          FOUND      E /
                     D  /
                     F<<>()<
                     Y?
                     P LOAD ADDRESS AT BOTTOM OF LETTER
                     L $B/<(X)>/</
                     B
                     F/()/()/
                     Y?
                     P CREATE WORKFILE FROM BOTTOM ADDRESS
                     S WORKFILE,D2#%<#
                     PLS WORKFILE,D2!>!@!N=$D
                     B
                     P LOAD TITLE INTO LETTER
                     F/(Title)/$D/A
                     PLS WORKFILE,D2<@L@<><N=$D
                     B
                     P LOAD LAST NAME INTO LETTER
                     F/(Lname)/$D/A
                     B
                     P REMOVE MARKERS FROM ADDRESS IN LETTER
                     F/ @L@/ /A
                     B
                     F/@F@/ /A
          DELTEMP    P REMOVE TEMPORARY ADDRESS FROM BOTTOM OF LETTER
                     E
                     X
                     F/()/()/
                     Y?
                     PGO DELTEMP
                     PNP
                     PSX +1
                     PGO LOOP
          QUIT       PIN   Done at address (X) (press RETURN)
                     NY
```

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BILLING:MERGE

In addition to merging names and addresses from the address file, with BILLING:MERGE (page 169) you can merge monetary amounts into your billing letter from a separate amount file. The advantage here is that although you have to spend some time entering these amounts into a separate file, you will be free to do other things while the program is running. Overall, you will save time using BILLING:MERGE to personalize your dunning letters. (IMPORTANT NOTE: When using BILLING:MERGE, you must include the current date in the master letter; the program will not ask you for the date while it is running.)

```
<   Z Mem:46334 Len:  511 Pos:   20 Tab:   16 File:
.RJ
January 23, 1984

.LJ
(Address)

Dear (Title) (Lname):

In spite of the fact that we have sent you four past due notices in the last
six months, we still have not received the balance due of $(Amount) on your
account.

If we do not receive from you a check for $(Amount) in the next 7 days, (Title)
(Lname), we will be forced to refer your delinquent account to a collection
agency.

Please call our credit office immediately to make arrangements for payment.

Thank you,

Dead-eye Tracer
Credit Manager
.FF
```

BILLING:MERGE will issue the following initial prompts:

```
ENTER LETTER FILENAME (AND PRESS RETURN):
ENTER ADDRESS FILENAME (AND PRESS RETURN):
ENTER TODAY'S DATE (AND PRESS RETURN):
```

MULTIVARIABLE

MULTIVARIABLE (page 170) is an all-purpose form letter program that is designed in much the same way as our collection letters program, BILLING:ENTRY. MULTIVARIABLE will merge names and addresses into your letters from a separate file, while allowing you to enter other kinds of variable information, such as words, phrases, names, dates, amounts, record numbers, or just about anything else, from the keyboard.

```
<   Z Mem:46511 Len:  334 Pos:   49 Tab:    0 File:
.RJ
(Date)
.LJ

(Address)

Dear (Title) (Lname):

I am sorry to inform you that the widget you ordered for your company,
(Variable 1), in a letter dated (Variable 2), is out of production.

For your convenience, I include your purchase order number, (Variable 3), so
you can update your records.

Sincerely,

J.P. Morgan
Order Filler
```

MULTIVARIABLE will issue the following initial prompts:

```
ENTER LETTER FILENAME (AND PRESS RETURN):
ENTER ADDRESS FILENAME (AND PRESS RETURN):
ENTER AMOUNT FILENAME (AND PRESS RETURN):
```

Before you use MULTIVARIABLE, you should read "Special Instructions for Using MULTIVARIABLE" below, "Setting Up a Master Letter" on page 172, and "Running a Form Letter Program" on page 177.

SPECIAL INSTRUCTIONS FOR USING MULTIVARIABLE

When you want to use the MULTIVARIABLE program to process form letters, you have to include special numbered markers in your master letter. MULTIVARIABLE will merge the letter with the date and an address file, just like the other programs. But in each place where you want to personalize the letter with something specific in the text (that is, a change other than the name, address, or the current date), you have to insert a marker, for example, (Variable 1), (Variable 2), (Variable 3), and so on. You insert as many of these markers as you need to complete the letter.

BILLING:MERGE

```
          START     PSX 1
                    PIN ENTER LETTER FILENAME (AND PRESS RETURN): =$A
                    PIN ENTER ADDRESS FILENAME (AND PRESS RETURN): =$B
                    PIN ENTER AMOUNT FILENAME (AND PRESS RETURN): =$C
          LOOP      NY
                    P LOAD LETTER INTO MEMORY
                    L $A
                    B
                    F/(Address)//
                    Y?
                    P LOAD ADDRESS AT TOP OF LETTER
                    L $B/<(X)>/</N
                    PGO GET$
                    PGO QUIT
          GET$      P LOAD AMOUNT IN LETTER
                    B
                    F/(Amount)//
                    Y?
                    PGO FOUND1
                    PGO FOUND2
          FOUND1    L $C/<(X)>/</N
                    PGO GET$
          FOUND2    E
                    D
                    F<<>()<
                    Y?
                    P LOAD ADDRESS AT BOTTOM OF LETTER
                    L $B/<(X)>/</
                    B
                    F/()/()/
                    Y?
                    P CREATE WORKFILE FROM BOTTOM ADDRESS
                    S WORKFILE,D2#%<#
                    PLS WORKFILE,D2!>!@!N=$D
                    B
                    P LOAD TITLE INTO LETTER
                    F/(Title)/$D/A
                    PLS WORKFILE,D2<@L@<><N=$D
                    B
                    P LOAD LAST NAME INTO LETTER
                    F/(Lname)/$D/A
                    B
                    P REMOVE MARKERS FROM ADDRESS IN LETTER
                    F/@F@/ /A
                    B
                    F/ @L@/ /A
          DELTEMP   P REMOVE TEMPORARY ADDRESS FROM BOTTOM OF LETTER
                    E
                    X
                    F/()/()/
                    Y?
                    PGO DELTEMP
                    PNP
                    PSX +1
                    PGO LOOP
          QUIT      PIN   Done at address (X) (press RETURN)
                    NY
```

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Automated Letter Writing with Apple Writer

MULTIVARIABLE

```
START      PSX 1
           PIN ENTER LETTER FILENAME (AND PRESS RETURN): =$A
           PIN ENTER ADDRESS FILENAME (AND PRESS RETURN): =$B
           PIN ENTER TODAY'S DATE (AND PRESS RETURN): =$C
LOOP1      NY
           P LOAD LETTER INTO MEMORY
           L $A
           B
           P LOAD DATE INTO LETTER
           F/(Date)/$C/
           Y?
           PSY 1
LOOP2      B
           PIN Enter Variable (Y) OR enter "none" (and press RETURN) :=$D
           PCS/$D/none/
           PGO ENDLOOP
           B
           P LOAD VARIABLE INTO LETTER
           F/(Variable (Y))/$D/
           Y?
           PSY +1
           PGO LOOP2
ENDLOOP    B
           F/(Address)//
           Y?
           P LOAD ADDRESS AT TOP OF LETTER
           L $B/<(X)>/</N
           PGO FOUND
           PGO QUIT
FOUND      E
           D
           F<<>()<
           Y?
           P LOAD ADDRESS AT BOTTOM OF LETTER
           L $B/<(X)>/</
           B
           F/()/()/
           Y?
           S WORKFILE,D2#%<#
           PLS WORKFILE,D2!>!@!N=$D
           B
           P LOAD TITLE INTO LETTER
           F/(Title)/$D/A
           PLS WORKFILE,D2<@L@<><N=$D
           B
           P LOAD LAST NAME INTO LETTER
           F/(Lname)/$D/A
           B
           P REMOVE MARKERS FROM ADDRESS IN LETTER
           F/ @L@/ /A
           B
           F/@F@/ /A
DELTEMP    P REMOVE TEMPORARY ADDRESS FROM BOTTOM OF LETTER
           E
           X
           F/()/()/
           Y?
           PGO DELTEMP
           PNP
           PSX +1
           PGO LOOP1
QUIT       PIN   Done at address (X) (press RETURN)
           NY
```

Then, as the program processes each letter, it will prompt you to enter the correct information for each variable as it encounters the marker designating that variable.

The letter in the example above, for instance, could be sent to any number of clients. The basic text could apply to anyone, but your response has to include the client's company name, the date of the client's letter, and the correct purchase order number for each client who ordered the widget.

INSERT NUMBERED MARKERS WHERE VARIABLE INFORMATION SHOULD BE ENTERED FROM THE KEYBOARD

```
<   Z Mem:46511 Len:  334 Pos:   49 Tab:    0 File:
.RJ
(Date)
.LJ

(Address)

Dear (Title) (Lname):

I am sorry to inform you that the widget you ordered for your company,
(Variable 1), in a letter dated (Variable 2), is out of production.

For your convenience, I include your purchase order number, (Variable 3), so
you can update your records.

Sincerely,


J.P. Morgan
Order Filler
```

When you set up the master form letter for a letter like this, you mark the places where these three items should be inserted with (Variable 1), (Variable 2) and (Variable 3), respectively. Then, while each individual letter is being processed, MULTIVARIABLE will prompt you to enter the variables. First, it will ask you to Enter Variable 1 (and press RETURN):, and in response to the prompt you enter the client's company name. When asked to Enter Variable 2, you enter the date of the letter in which the client requested your widget. And when asked to Enter Variable 3, you enter the client's purchase order number.

WHEN YOU HAVE FILLED IN ALL THE VARIABLES, ENTER none IN RESPONSE TO THE PROMPT

```
>   Z Mem:46496 Len:  349 Pos:    0 Tab:    0 File:  REGRETS LETTER
    Enter Variable 4 OR enter "none" (and press RETURN) :none
January 23, 1984
.LJ

(Address)

Dear (Title) (Lname):

I am sorry to inform you that the widget you ordered for your company,
Dragonhold, Ltd., in a letter dated December 12, 1983, is out of production.

For your convenience, I include your purchase order number, 0024687A, so you
can update your records.

Sincerely,


J.P. Morgan
Order Filler
```

When you want to tell MULTIVARIABLE that there are no more variables to enter, you simply enter **none** and press **RETURN**. The program will then turn to its next task of locating an address to merge with the letter.

USE AS MANY VARIABLES AS YOU NEED IN ONE LETTER

```
<   Z Mem:46513 Len:  332 Pos:    0 Tab:    0 File:
.RJ
(Date)
.LJ

(Address)

Dear (Title) (Lname):

I am sorry to inform you that the widget you ordered for your company,
(Variable 1), in a letter dated (Variable 2), is out of production.

For your convenience, I include your (Variable 3) number, (Variable 4), so you
can update your records.

Sincerely,


J.P. Morgan
Order Filler
```

The (Variable) markers can be used to mark a place for any kind of text—words, phrases, amounts, or names. And you can enter as many markers in one letter as you need. However, you must be careful and make sure that they are numbered consecutively, beginning with (Variable 1), etc. For example, if you need two variables, you would use (Variable 1) and (Variable 2) as markers; and if you need four variables, you would use (Variable 1), (Variable 2), (Variable 3), and (Variable 4).

Setting up a master letter to use with an Apple Writer form letter program is very easy. Instead of leaving blanks for text that changes from letter to letter (variable information), you leave markers so that the find commands in the program (explained above in lines 5 to 6 and 12) can locate the right place in your letter to drop in a date, name, address, amount, or other variable. You don't even have to count the number of lines to leave blank for an address—each address will be loaded into the exact space it requires, leaving the format the same regardless of the number of lines.

STEP 1. TYPE THE MASTER FORM OF YOUR LETTER

```
>   Z Mem:46593 Len:  252 Pos:   96 Tab:   89 File:
Dear:

I am sorry to inform you that the widget you ordered for your company,, in a
letter dated, is out of production.

For your convenience, I include your purchase order number,, so you can update
your records.

Sincerely,


J.P. Morgan
Order Filler
```

Type the body of your form letter as though it were any other letter but leave out the variable information for now. (Remember that you are using a word processor, so there won't be any problem going back to insert information later.) Any text that doesn't change from letter to letter requires no special preparation.

STEP 2. IDENTIFY THE PARTS TO BE PERSONALIZED (VARIABLES)

```
>   Z Mem:46593 Len:  252 Pos:   96 Tab:   89 File:
Dear:

I am sorry to inform you that the widget you ordered for your company,, in a
letter dated, is out of production.

For your convenience, I include your purchase order number,, so you can update
your records.

Sincerely,


J.P. Morgan
Order Filler
```

When you finish typing the master form letter, you must decide where you need to insert markers for the variable information. Each of the five

programs listed above employs a different subset of these six variables: Address, Date, Title, Fname, Lname, Amount, and Variable. In our example here, using the program BILLING:MERGE, the variables include Address (the name and address of the person to whom you are writing), Title and Lname (his or her title and last name), and Amount (the amount owed).

STEP 3. INSERT THE MARKERS (VARIABLES ENCLOSED IN PARENTHESES) INTO YOUR LETTER

```
<   Z Mem:46519 Len:  326 Pos:   20 Tab:    1 File:
(Date)

(Address)

Dear (Title) (Lname):

I am sorry to inform you that the widget you ordered for your company,
(Variable 1), in a letter dated (Variable 2), is out of production.

For your convenience, I include your purchase order number, (Variable 3), so
you can update your records.

Sincerely,


J.P. Morgan
Order Filler
```

Insert the variables into the master form letter and enclose each variable in parentheses. Enclosing the variable in parentheses makes it a marker (variable + parentheses = marker). The parentheses allow you to use the words "Address," "Name," and so forth, elsewhere in the letter without Apple Writer confusing them with the same words used as variables.

As you insert the markers, be sure to use the correct spacing. If you treat the marker as if it were the actual text to be inserted, your spacing should be perfect. For example, when inserting the marker (Address), pretend it *is* the entire name and address, no matter how many lines it contains. Leave the same number of blank lines between the marker and the salutation that you would leave between the last line of the actual address and the salutation. And treat the markers (Title) and (Lname) as though they were the person's actual title and last name. Type one space between the word "Dear" and (Title), another between (Title) and (Lname), and no space between (Lname) and the punctuation you use.

You can insert the same marker as many times as you like in one letter. (For instance, you might want to refer to a correspondent by name several times or you might want to mention an amount owed to you more than once.)

STEP 4. EMBED A FORM FEED COMMAND, . F F , AT THE END OF THE LETTER

```
<   Z Mem:46515 Len:  330 Pos:  330 Tab:    3 File:
I am sorry to inform you that the widget you ordered for your company,
(Variable 1), in a letter dated (Variable 2), is out of production.

For your convenience, I include your purchase order number, (Variable 3), so
you can update your records.

Sincerely,


J.P. Morgan
Order Filler
.FF
```

If you haven't already entered a carriage return at the end of your letter, you should do so now. Next, type **.FF** on the new line. This is a form feed command that causes the printer to eject each letter after it is finished printing. (*Note:* If you follow the form feed command with a carriage return, any top line entries will be printed on the next page.)

STEP 5. TYPE [CTRL] [S] TO SAVE YOUR LETTER

```
<   Z Mem:46515 Len:  330 Pos:  330 Tab:    3 File:
I am sorry to inform you that the widget you ordered for your company,
(Variable 1), in a letter dated (Variable 2), is out of production.

For your convenience, I include your purchase order number, (Variable 3), so
you can update your records.

Sincerely,


J.P. Morgan
Order Filler
.FF



[S]ave :YOUR LETTER FILE NAME
```

When you type **[S]**, a file name prompt [S]ave : appears at the bottom of the page. Enter a file name for your letter and press **RETURN**.

Setting Up the Variable Information Files
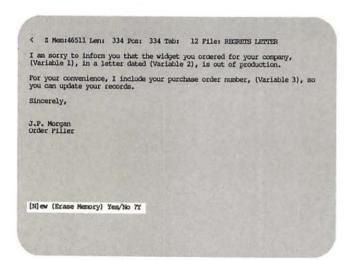
You need to set up only two possible variable files, one for addresses and the other for amounts. You either enter all other variable information from the keyboard when the program prompts you for it, or this information is extracted from the address file by the program itself. The address file is always used; the amount file is used only for letters that contain variable information pertaining to money.

THE ADDRESS FILE

The address file is a numbered list of names and addresses. This list has to be numbered because the program picks out each address in turn according to its number.

STEP 1. TYPE [CTRL] [N] TO CLEAR MEMORY

```
<   Z Mem:46511 Len:  334 Pos:  334 Tab:   12 File: REGRETS LETTER

I am sorry to inform you that the widget you ordered for your company,
(Variable 1), in a letter dated (Variable 2), is out of production.

For your convenience, I include your purchase order number, (Variable 3), so
you can update your records.

Sincerely,

J.P. Morgan
Order Filler




[N]ew (Erase Memory) Yes/No ?Y
```

When the safety prompt [N]ew (Erase Memory) Yes/No ? appears on the screen, type **Y** for Yes and press **RETURN**. Memory will be cleared so you will be able to begin a new file.

STEP 2. TYPE [<] [1] [>] TO BEGIN THE ADDRESS FILE

```
<   Z Mem:46842 Len:   3 Pos:   0 Tab:   0 File:
<1>
```

The first address, naturally, is numbered 1. Enclose this numeral in pointed brackets. DO NOT PRESS THE **SPACE** BAR OR **RETURN** KEY.

STEP 3. ENTER THE FIRST LINE OF THE ADDRESS

```
<   Z Mem:46820 Len:   25 Pos:   25 Tab:   25 File:
<1>Mr.@F@John P. @L@Smith
```

Type in the first line (name line) of the address in the following format: **(Mr./Mrs./Ms.)@F@ Firstname Middle Initial@L@Lastname** and press **RETURN**.

In the illustration of an address file above, you can see that the first line of each address is the name line. You can also see that the separate parts of each name are coded, the first name as @**F**@ and the last name as @**L**@. (The middle initial doesn't require coding.) These codes identify separate parts of the name line so that they can be extracted by the program later and dropped into other parts of the letter (such as the salutation). Deletion of the codes from the finished letter is also built into the program.

STEP 4. ENTER THE REST OF THE ADDRESS AND PRESS [RETURN] AT THE END OF EACH LINE

```
<   Z Mem:46754 Len:   91 Pos:   91 Tab:   19 File:
<1>Mr.@F@John P. @L@Smith
Association of Word Processors
123 Elm Street
Cohasset, MA  02025
```

The rest of the address doesn't need to be coded, so you can just enter it straightforwardly, line by line, and press **RETURN** at the end of each line.

STEP 5. ENTER THE ADDRESSES ON YOUR LIST AND NUMBER THEM CONSECUTIVELY

```
<   Z Mem:46406 Len:  439 Pos:     0 Tab:    0 File:
<1>Mr.@F@John P. @L@Smith
Association of Word Processors
123 Elm Street
Cohasset, MA  02025
<2>Ms.@F@Eliza O. @L@Johnson
Dragonhold
Kilquade, Greystones
County Wicklow
Ireland
<3>Mr.@F@George @L@Hamrah
President
Personal Computer Resources
45 Pond Street
Norwell, MA  02061
<4>Ms.@F@Betty Jean @L@Whitney
Proprietor
Creative Cleaning Services
P.O. Box 67
Cohasset, MA  02025
<5>Ms. @F@Amanda @L@Fallon
328 Forest Avenue
Cohasset, MA  02025
```

All the addresses follow the same format as the first one, except that each address has a different (consecutive) number. *Don't forget to enclose each numeral in pointed brackets:<>.*

STEP 6. ENTER A SINGLE ◁ ON THE LINE BELOW THE LAST ADDRESS

```
<5>Ms. @F@Amanda @L@Fallon
328 Forest Avenue
Cohasset, MA  02025
<
```

Enter a single left-pointing bracket on the line directly below the last address to end the address file. This gives the program a final delimiter to use in loading the last address; without it, that address won't be loaded.

STEP 7. TYPE CTRL S TO SAVE THE ADDRESS FILE

```
[S]ave :YOUR MAILING LIST FILE NAME
```

When the file name prompt [S]ave : appears on the screen, enter a file name and press **RETURN**.

THE AMOUNT FILE

The amount file, like the address file, is a numbered list. In fact, the numbering system is the same: each number is enclosed in pointed brackets, and the last amount in the file is followed by a left-pointing bracket. The amounts, however, are entered in a linear sequence, with no carriage returns separating the lines.

STEP 1. TYPE CTRL N TO CLEAR MEMORY

```
[N]ew (Erase Memory) Yes/No ?Y
```

When the safety prompt [N]ew (Erase Memory) Yes/No ? appears on the screen, type **Y** for "yes" and press **RETURN**. Memory will be cleared so you will be able to begin a new file.

STEP 2. TYPE ◁ 1 ▷ TO BEGIN THE AMOUNT FILE

```
<   Z Mem:46842 Len:    3 Pos:    3 Tab:    3 File:
<1>
```

Do not press the **SPACE** bar or **RETURN** key after you type <1>.

STEP 3. ENTER THE FIRST AMOUNT

```
<   Z Mem:46836 Len:    9 Pos:   9 Tab:    9 File:
<1>768.59
```

Enter the amount that matches the first name and address entry in the address file—do not press the **SPACE** bar or **RETURN** key after you enter the amount. Each amount in the amount file has a matching name and address in the address file and both entries have the same number. You en-

ter the amounts one after another with no intervening spaces or carriage returns. When you reach the end of a line, the cursor automatically drops down to the next line (word wraparound). The current amount may even be divided into two parts, one on each line, but don't worry about it because the program will still read the amount as a whole.

Whether you include the **$** as part of the master letter or enter a dollar sign with each amount in the amount file is up to you. But if you include it in the letter, make sure that you enter it *outside* of the marker (e.g., **$(Amount)**).

STEP 4. TYPE ⟨ 2 ⟩ AND THE NEXT AMOUNT

```
<   Z Mem:46828 Len:   17 Pos:   17 Tab:   17 File:
<1>768.59<2>94.35
```

Again, remember not to press the **SPACE** bar or **RETURN** key after you enter the amount.

STEP 5. CONTINUE ENTERING NUMBERED AMOUNTS AND ADD A FINAL ⟨

```
<   Z Mem:46761 Len:   84 Pos:   84 Tab:   84 File:
<1>768.59<2>94.35<3>49.95<4>159.00<5>2,798.50<6>543.90<7>24.95<8>789.00<9>5,
432.89<
```

Continue entering numbered amounts, incrementing the number by one (1) for each amount you enter, until you have completed your list. Add a final < after the last amount.

STEP 6. TYPE CTRL S TO SAVE THE AMOUNT FILE

```
[S]ave :YOUR AMOUNT FILE NAME
```

When the prompt [S]ave : appears on the screen, enter a file name and press **RETURN**. The amount file will now be saved on a disk.

You can run any one of the five form letter programs you entered on your Apple Writer Master disk with the following steps:

STEP 1. CHANGE THE CURRENT PRINT FORMAT SETTINGS IF NECESSARY

```
Print/Program Commands:

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

Bottom Line           (BL) :

Press RETURN to Exit

[P]rint/Program :
```

You may want to adjust the margin settings for your form letter, or tell Apple Writer that you will be inserting single sheets of paper into the printer for each letter (rather than using continuous form computer paper). To change these and other settings for a customized print format, see Chapter 5.

STEP 2. TURN ON THE PRINTER

```
Print/Program Commands:

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

Bottom Line           (BL) :

Press RETURN to Exit

[P]rint/Program :
```

Type **[P] ?** to make sure that the printer you turned on is the one specified as PD (print destination) on the Print/Program Command Menu.

STEP 3. TYPE CTRL S TO SAVE YOUR WORK ON A DISK

```
[S]ave :CURRENT WORK
```

If you haven't already saved your work, do so now by typing **[S]**. When the file name prompt [S]ave : appears on the screen, enter the name of the file you are working on and press **RETURN**.

STEP 4. TYPE CTRL N TO CLEAR MEMORY

```
[N]ew (Erase Memory) Yes/No ?Y
```

When the safety prompt [N]ew (Erase Memory) Yes/No ? appears on the screen, type **Y** for Yes and press **RETURN** to clear memory. (It isn't actually necessary to clear memory because the program will do it for you once it begins. But, to save yourself confusion, it's nice to have a clear screen when you enter the commands and file names to run the program.)

STEP 5. TYPE CTRL P TO GET THE PRINT/PROGRAM PROMPT

```
[P]rint/Program :
```

Type **[P]** in order to get the prompt [P]rint/Program : on the screen.

STEP 6. TYPE DO (PROGRAM NAME), D1 AND PRESS RETURN

```
[P]rint/Program :DO BILLING:MERGE,D1
```

In response to the prompt, type **DO (Program Name),D1** and press **RETURN**.

STEP 7. ANSWER THE INITIAL PROMPTS AND PRESS [RETURN] AFTER YOU ANSWER EACH PROMPT

```
<   Z Mem:46845 Len:    0 Pos:    0 Tab:    0 File:
    ENTER LETTER FILENAME (AND PRESS RETURN) : COLLECTION LETTER 2,D2
```

The initial prompts appear on the screen one at a time. As you answer each prompt and press **RETURN**, the next prompt appears in its place.

Once you have answered the initial prompts, the program takes over, doing everything from loading the files to printing each letter. The programs BILLING:ENTRY and MULTIVARIABLE will prompt you to enter some of the variable information from the keyboard as they process the letters. When all the letters have been printed the message Done at address 00 (press RETURN) appears on the screen, telling you that the program is finished.

```
>   Z Mem:46343 Len:  502 Pos:   26 Tab:    0 File:  COLLECTION LETTER 2,D2
.RJ
January 23, 1984

.LJ
    Done at address 3 (press RETURN)

Dear (Title) (Lname):

In spite of the fact that we have sent you four past due notices in the last
six months, we still have not received the balance due of $(Amount) on your
account.

If we do not receive from you a check for $(Amount) in the next 7 days, (Title)
(Lname), we will be forced to refer your delinquent account to a collection
agency.

Please call our credit office immediately to make arrangements for payment.

Thank you,

Dead-eye Tracer
Credit Manager
.FF
```

STEP 8. PRESS [RETURN] TO END THE PROGRAM

You are ready to begin a new file

```
<   Z Mem:46845 Len:    0 Pos:    0 Tab:    0 File:
```

When you press **RETURN**, you are returned to blank memory and you are ready to begin a new file.

Addressing Envelopes and Mailing Labels

You can use the same address file that you used to personalize your form letters for automatically addressing envelopes or mailing labels. The program ENVELOPES AND LABELS, listed below, will merge your address file with a template that is for either envelopes or labels, and then it will print them out to your specifications.

First, enter the program by following the instructions on page 162 and then save it on your Apple Writer Master disk. Next, use the step-by-step directions below to create a simple template and print formats for envelopes and mailing labels. Once you have saved the template and print formats on a working disk, you will be able to run off matching envelopes or labels quickly every time you print out a batch of form letters.

ENVELOPES AND LABELS

ENVELOPES AND LABELS is a short program that will merge an address file with an envelope or label template and then automatically print out envelopes or address labels to match your form letters.

ENVELOPES AND LABELS will issue the following initial prompts:

```
ENTER TEMPLATE FILENAME (AND PRESS RETURN) :
ENTER ADDRESS FILENAME (AND PRESS RETURN) :
```

ENVELOPES AND LABELS

```
START    PSX 1
         PIN ENTER TEMPLATE FILENAME (AND PRESS RETURN): =$A
         PIN ENTER ADDRESS FILENAME (AND PRESS RETURN): =$B
LOOP     NY
         L $A
         B
         F/(Address)//
         Y?
         L $B/<(X)>/</N
         B
         F/ @L@/ /A
         B
         F/@F@/ /A
         PGO FOUND
         PGO QUIT
FOUND    PNP
         PSX +1
         PGO LOOP
QUIT     PIN  Done at address (X) (press RETURN)
         NY
```

CREATING THE MASTER TEMPLATE FOR ENVELOPES AND LABELS

STEP 1. ON THE FIRST LINE OF A BLANK SCREEN, ENTER THE MARKER (Address) AND PRESS [RETURN]

```
<    Z Mem:46835 Len:   10 Pos:   10 Tab:    0 File:
(Address)
```

If you have been working on something else, save it with **[S]** and clear memory with **[N]**. Then, in the top lefthand corner of the screen, enter the marker **(Address)**—the same marker you used in your master form letter—and press **RETURN**.

STEP 2. ON THE SECOND LINE, EMBED [.][F][F] —BUT DO NOT PRESS [RETURN]

```
<    Z Mem:46832 Len:   13 Pos:   13 Tab:    3 File:
(Address)
.FF
```

In order to get the printer to eject each addressed envelope or scroll up to the next label, we need to embed a form feed command **.FF** on the second line of our template. It is not necessary to press **RETURN** after entering this command, however.

STEP 3. TYPE [CTRL][S] TO SAVE THE TEMPLATE ON A DISK

```
[S]ave :ADDRESS TEMPLATE
```

Type **[S]**, and when the prompt, [S]ave :, appears, enter a file name for the template. Next to the file name, enter a comma and then a drive designation (**D1** or **D2**, depending on where your disk is). Now press **RETURN**.

The drive will whir as the template becomes a permanent file on your disk. You will be able to use it for either envelopes or labels, depending on the print format you use.

STEP 4. TYPE [CTRL][P][?] TO SET UP YOUR PRINT FORMATS ON THE PRINT/PROGRAM COMMAND MENU

```
[P]rint/Program :?
```

To set up the print formats that will determine how your addresses will be printed—that is, whether they will fit on envelopes or mailing labels—you need to use the Print/Program Command Menu. To see the menu, type **[P]**. When the prompt [P]rint/Program : appears on the screen, enter **?** and press **RETURN**. The menu will then appear on the screen.

STEP 5. CHANGE THE FORMAT SETTINGS YOU WILL NEED FOR PRINTING EITHER ENVELOPES OR LABELS

A typical envelope format

```
Print/Program Commands:

Left       Margin    (LM) = 40
Paragraph Margin    (PM) = 0
Right      Margin    (RM) = 75
Top        Margin    (TM) = 0
Bottom     Margin    (BM) = 0
Page Number          (PN) = 1
Printed Lines        (PL) = 8
Page Interval        (PI) = 25
Line Interval        (LI) = 0
Single Page          (SP) = 1
Print Destination    (PD) = 1
Carriage Return      (CR) = 0
Underline Token      (UT) = \
Print Mode (LJ,FJ,CJ,RJ) = LJ
Top Line             (TL) :

Bottom Line          (BL) :

Press RETURN to Exit

[P]rint/Program :
```

To change a format setting, you first enter the two-letter abbreviation that appears in parentheses next to the name of that setting on the menu. Next, you enter the number to which you want to change the setting. And finally, you press **RETURN**. For example, if you wanted to change the left margin from the default setting of 9 to 15, you would enter **LM15** and press **RETURN**. As soon as you press **RETURN**, the setting is changed on the menu.

The settings for envelopes are different from those for labels—and they will depend, of course, on the specific size of your materials. But here are some general guidelines:

	Envelopes	Labels
Left Margin	LM40	LM2
Right Margin	RM75	RM40
Top Margin	TM0	TM0
Bottom Margin	BM0	BM0
Printed Lines	PL8	PL6
Page Interval	PI25	PI6
Single Page	SP1	SP0
Print Mode	LJ	LJ

Remember that these settings are only approximate. You may need to experiment with different refinements to fit the envelopes or labels you are using.

HINT: Don't forget to enter a print destination (PD) setting if the printer you are going to use is not connected in slot 1 (the default setting).

STEP 6. PRESS [RETURN] AND TYPE [CTRL] [Q] [D] TO SAVE YOUR PRINT FORMAT IN A FILE ON A DISK

```
ADDITIONAL FUNCTIONS MENU

A. Load Tab File
B. Save Tab File
C. Load Print/Program Value File
D. Save Print/Program Value File
E. Load [G]lossary File
F. Save [G]lossary File
G. Toggle Carriage Return Display
H. Toggle Data Line Display
I. Connect Keyboard to Printer
J. Convert Apple Writer 1.1 Files
K. Quit Apple Writer

Press RETURN to Exit

Enter your selection (A - K) :D

Enter file name :ENVELOPE SETTINGS,D2
```

You will use these formats many times if you send out form letters frequently. Therefore it is wise to save them in a print format file on the same disk with the ENVELOPES AND LABELS program. (If possible, your address files should also be on this disk.) To save your print format, press **RETURN** after you have set up the final format on the Print/Program Command Menu. Then type **[Q]** to get the Additional Functions Menu on the screen. Enter **D** from the menu to indicate that you want to save the print format in a file (II+ users should enter **4** instead of **D**).
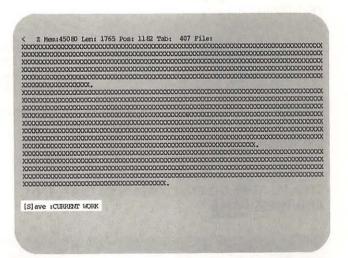
The prompt Enter file name: will appear. Enter a file name that you will be able to remember the next time you want to address envelopes or labels. If necessary, also enter a comma and a drive designation (**D1** or **D2**). Then press **RETURN**. You will hear the drive whir as the file is being saved and then you will be returned to memory.

STEP 7. TURN ON THE PRINTER YOU WILL USE TO ADDRESS YOUR ENVELOPES OR LABELS

```
[P]rint/Program :?
```

Type **[P] ?** to make sure that the printer you turned on is the printer specified as PD (print destination) on the Print/Program Command Menu.

STEP 8. TYPE [CTRL] [S] TO SAVE ANY WORK YOU HAVE IN MEMORY

```
<   Z Mem:45080 Len: 1765 Pos: 1182 Tab:  407 File:
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX.
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.

[S]ave :CURRENT WORK
```

If you haven't already saved the work you have in memory, do so now by typing **[S]**. When the file name prompt [S]ave : appears, enter the name of the file you are working on and press **RETURN**.

STEP 9. TYPE [CTRL] [N] TO CLEAR MEMORY

```
<   Z Mem:45080 Len: 1765 Pos: 1726 Tab:  327 File: CURRENT WORK
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.



[N]ew (Erase Memory) Yes/No ?Y
```

When the safety prompt [N]ew (Erase Memory) Yes/No ? appears, type **Y** for "yes" and press **RE-TURN**.

STEP 10. TYPE [CTRL] [P] TO GET THE PRINT/PROGRAM PROMPT

```
[P]rint/Program :
```

Type **[P]** to enter a program command. This command will get the prompt [P]rint/Program : on the screen.

STEP 11. TYPE DO ENVELOPES AND LABELS, D1 AND PRESS [RETURN]

```
[P]rint/Program :DO ENVELOPES AND LABELS,D1
```

To run ENVELOPES AND LABELS, type **DO ENVE-LOPES AND LABELS,D1** in response to the program prompt and then press **RETURN**.

STEP 12. ANSWER THE INITIAL PROMPTS, PRESSING [RETURN] AFTER EACH PROMPT

```
<   Z Mem:46845 Len:    0 Pos:    0 Tab:    0 File:
ENTER ENVELOPE OR LABEL FILENAME (AND PRESS RETURN): ADDRESS TEMPLATE,D2
```

The first thing the ENVELOPES AND LABELS program will do is prompt you to ENTER ENVELOPE OR LABEL FILENAME (AND PRESS RETURN) : Enter the name you gave to your template when you saved it.

```
<   Z Mem:46845 Len:    0 Pos:    0 Tab:    0 File:
ENTER ADDRESS FILENAME (AND PRESS RETURN) : ADDRESSES
```

Next, the program will prompt you for the name of the address file: ENTER ADDRESS FILENAME (AND PRESS RETURN) : Enter the name of your address file and press **RETURN**.

Once the initial prompts have been answered, the program will take over, doing everything from loading the files to printing each address. All you have to do is keep feeding envelopes or labels into the printer. When all the addresses have been printed, a "finished" message will appear on the screen: Done at address 9 (press RETURN). The number you see in this message will depend on how many addresses your file contains.

A printed envelope

```
                    Mr. John P. Smith
                    Association of Word Processors
                    123 Elm Street
                    Cohasset, MA  02025
```

STEP 13. PRESS [RETURN] TO BEGIN NEW WORK

```
<   Z Mem:27601 Len:   44 Pos:   44 Tab:    3 File:
        Done at address 9 (press RETURN)
.PF
```

When you press **RETURN**, you will be returned to blank memory. You are now ready to begin work on another file.

Renumbering a Variable File

Sometimes you might want to update your address or amount files by inserting new names or amounts throughout the list rather than just tacking them onto the end of the file. In that case, you have to renumber the list afterward so that the program can still read it sequentially.

Enter all new entries for a variable file with blank pointed brackets: < >

To renumber a variable file, type in the following program and save it with **[S]** under the file name LISTNUMBER on a working disk (preferably the same disk on which you saved the form letter programs). Then follow the instructions for running LISTNUMBER on page 184.

```
<  Z Mem:46290 Len:  555 Pos:  222 Tab:    7 File:
<1>Mr.@P@John P. @L@Smith
Association of Word Processors
123 Elm Street
Cohasset, MA  02025
<>Mr. Alec Johnson
Microtext
P.O. Box 827
Scituate, MA  02066
<2>Ms.@P@Eliza O. @L@Johnson
Dragonhold
Kilquade, Greystones
County Wicklow
Ireland
<>Mr. Charles Lee
P.O. Box 1000
Maryville, NC  20003
<3>Mr.@P@George @L@Hamrah
President
Personal Computer Resources
45 Pond Street
Norwell, MA  02061
<4>Ms.@P@Betty Jean @L@Whitney
Proprietor
```

LISTNUMBER

```
          NY
          PIN Enter the name of the file to be renumbered:=$A
          L $A
          B
          PND
          PSX 1
          B
LOOP      F#<$>#<(X)>#
          Y?
          PGO FOUND
          PGO QUIT
FOUND     PSX +1
          PGO LOOP
QUIT      S $A
          PIN Press RETURN to see the renumbered list.
```

Automated Letter Writing with Apple Writer

RUNNING LISTNUMBER

STEP 1. TYPE [CTRL] [S] TO SAVE YOUR WORK ON A DISK

```
[S]ave :NEW ADDRESSES
```

When the file name prompt [S]ave : appears on the screen, enter the name of the file you are working on and press **RETURN**.

STEP 2. TYPE [CTRL] [N] TO CLEAR MEMORY

```
[N]ew (Erase Memory) Yes/No ?Y
```

When the safety prompt [N]ew (erase memory) Yes/No ? appears on the screen, type **Y** for "yes" and press **RETURN** to clear memory.

STEP 3. TYPE [CTRL] [P] TO GET THE PRINT/ PROGRAM PROMPT

```
[P]rint/Program :
```

Type **[P]** so that the prompt [P]rint/Program : will appear on the screen.

STEP 4. TYPE DO LISTNUMBER, D1 AND PRESS [RETURN]

```
[P]rint/Program :DO LISTNUMBER,D1
```

In response to the prompt, type **DO LISTNUM-BER,D1** and press **RETURN**. When you press **RETURN**, a file name prompt appears on the screen.

STEP 5. ENTER THE FILE NAME OF THE LIST YOU WANT TO RENUMBER AND PRESS [RETURN]

```
<   Z Mem:46845 Len:    0 Pos:    0 Tab:    0 File:
Enter the name of the file to be renumbered:NEW ADDRESSES
```

The file is displayed on the screen and after a moment the message Press RETURN to see the renumbered list, telling you that the program is finished, appears on the screen.

STEP 6. PRESS [RETURN] IN RESPONSE TO THE MESSAGE

```
>   Z Mem:46290 Len:  555 Pos:    0 Tab:    0 File: NEW ADDRESSES
<1>Mr.@F@John P. @L@Smith
Association of Word Processors
123 Elm Street
Cohasset, MA  02025
<>Mr. Alec Johnson
Microtext
P.O. Box 827
Scituate, MA  02066
<2>Ms.@F@Eliza O. @L@Johnson
Dragonhold
Kilquade, Greystones
County Wicklow
Ireland
<>Mr. Charles Lee
P.O. Box 1000
Maryville, NC  20003
<3>Mr.@F@George @L@Hamrah
President
Personal Computer Resources
45 Pond Street
Norwell, MA  02061
Press RETURN to see the renumbered list.
Proprietor
```

```
<   Z Mem:46288 Len:  557 Pos:  259 Tab:    1 File: NEW ADDRESSES
Cohasset, MA  02025
<2>Mr. Alec Johnson
Microtext
P.O. Box 827
Scituate, MA  02066
<3>Ms.@F@Eliza O. @L@Johnson
Dragonhold
Kilquade, Greystones
County Wicklow
Ireland
<4>Mr. Charles Lee
P.O. Box 1000
Maryville, NC  20003
<5>Mr.@F@George @L@Hamrah
President
Personal Computer Resources
45 Pond Street
Norwell, MA  02061
<6>Ms.@F@Betty Jean @L@Whitney
Proprietor
Creative Cleaning Services
P.O. Box 67
Cohasset, MA  02025
```

The renumbered list appears on the screen. It was actually changed on the disk, so there is no need to save it.

Appendix for Apple II+ Users

Apple Writer for the II+ is different from Apple Writer for the IIe in two significant ways. First, it is different because the II+ keyboard does not have some of the convenient function keys that the later model IIe has. Thus, the Apple Writer II+ program was designed to do some of the same functions with commands instead of preprogrammed single keystrokes. For instance, the II+ keyboard does not have ↑ and ↓ keys, and you use the ← and → keys to delete and retrieve characters, not to move the cursor. On the II+, instead of moving the cursor around with arrow keys, you use the **ESC** key to switch from editing to move mode, and then press certain letters to move the cursor. The exact procedures for moving the cursor are described fully a little later in this appendix.

Second, Apple Writer for the II+ will perform most, but not all, of the operations described in this book. This is because when Apple Writer was adapted to the new IIe keyboard, it was also expanded to include some new functions (such as printing a list of files, verifying files on a disk, and typing directly from the keyboard to a printer). Some of the new functions were added as additional selections on the Additional Functions, DOS Command, and Print/Program Command menus, which means that the menus you see on your screen are slightly different from the ones illustrated in this book (illustrations of the menus as they appear in Apple Writer for the II+ appear below). The SPECIAL glossary file, which exists on both Apple Writer (II+ and IIe) Master disks, is also different.

This appendix explains the areas in which Apple Writer for the II+ and for the IIe differ and gives instructions for operations that are specific to Apple Writer for the II+.

BOOTING UP APPLE WRITER ON THE II+

To boot up Apple Writer on the II+, you follow the same procedure that you would use on the IIe (see page 22). The only differences are in what you see on the screen after you turn on the computer.

```
DO YOU HAVE LOWERCASE DISPLAY (Y/N):?
```

Unlike Apple Writer for the IIe, the first thing you see when you boot up Apple Writer on a II+ is the message: DO YOU HAVE LOWERCASE DISPLAY (Y/N): If your II+ has the ability to display lowercase letters, type **Y**. Otherwise, type **N** and press **RETURN**.

```
                Apple Writer ][

            Copyright 1981, Paul Lutus

          Copyright 1981, Apple Computer Inc.


        Press RETURN to begin :_
```

As with Apple Writer for the IIe, the next thing you see is the Apple Writer copyright screen. It has a message at the bottom Press RETURN to begin.

```
                Apple Writer ][

            Copyright 1981, Paul Lutus

          Copyright 1981, Apple Computer Inc.


        Frequently Used Control Characters:

        [L] Load a file
        [S] Save a file
        [N] Erase memory
        [O] Accept DOS commands
        [P] Print/Program commands
        [Q] Additional functions menu

            (for help, enter "?")

        Enter your selection or RETURN :_
```
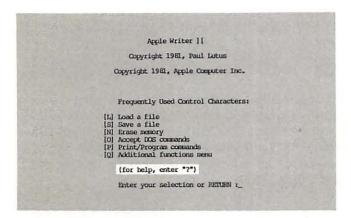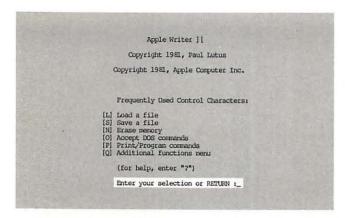
After you press **RETURN**, a menu, called the Editing Menu, replaces the copyright screen. The items on this menu are "Frequently Used Control Characters"—that is, the control commands that the programmer felt the average user would use most often. The square brackets ([]) around each character indicate that you should hold down the **CONTROL** key while you press that character to activate the command.

Appendix for Apple II+ Users, Continued

```
              Apple Writer ][

         Copyright 1981, Paul Lutus

      Copyright 1981, Apple Computer Inc.


       Frequently Used Control Characters:

   [L] Load a file
   [S] Save a file
   [N] Erase memory
   [O] Accept DOS commands
   [P] Print/Program commands
   [Q] Additional functions menu

         (for help, enter "?")

       Enter your selection or RETURN :_
```

Two messages appear beneath the list of control commands. The first, (for help, enter "?"), tells you how to call the help screens to your screen (see page 32 for how to operate the help screens). You simply enter a **?** from this menu to get the Help Screens Menu on the screen. (*Note:* You must be at the Editing Menu in order to call the help screens. To get to the Editing Menu while you are entering text, hold down **CONTROL** and press the **RESET** button.)

```
              Apple Writer ][

         Copyright 1981, Paul Lutus

      Copyright 1981, Apple Computer Inc.


       Frequently Used Control Characters:

   [L] Load a file
   [S] Save a file
   [N] Erase memory
   [O] Accept DOS commands
   [P] Print/Program commands
   [Q] Additional functions menu

         (for help, enter "?")

       Enter your selection or RETURN :_
```
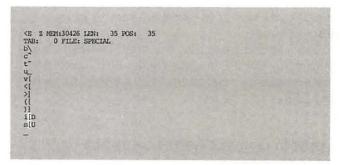
The second message, Enter your selection or RETURN :, tells you that you can select one of the commands listed on the menu to perform a specific operation, or you can press **RETURN** to begin entering text. When you press **RETURN**, the Editing Menu gives way to a blank screen with the Data Line at the top. You are ready to begin work.

SPECIAL CHARACTERS AND THE SPECIAL FILE

If you examine the two keyboards in the illustration, you see that the IIe has eleven more keys than the II+. Some of the new keys give IIe users the capability of typing characters that the II+ user has to enter with a command. Most of these commands are contained in the II+ SPECIAL glossary file, so you can call them to the screen with the glossary command. Next to each new IIe keyboard character listed below, you will find the method for entering that character with Apple Writer II+.
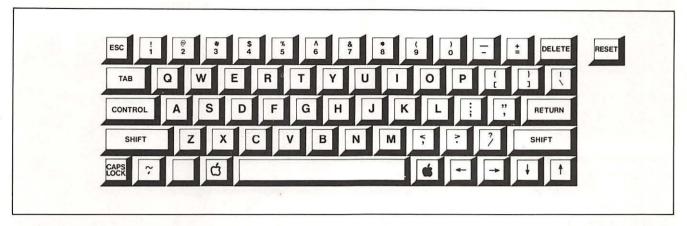
IIe keyboard character	How to get it with Apple Writer II+
{	SPECIAL (designator: ()
[	SPECIAL (designator: <)
}	SPECIAL (designator:))
]	SPECIAL (designator: >)
~	SPECIAL (designator: t)
°	**SHIFT P** (only when the second character on the Data Line is E)
_	SPECIAL (designator: u)
^	SPECIAL (designator: c)
|	SPECIAL (designator: v)
\	**CTRL SHIFT P** or SPECIAL (designator: b)

THE APPLE WRITER II+ SPECIAL GLOSSARY FILE

```
<E  Z MEM:30426 LEN:   35 POS:   35
TAB:    0 FILE: SPECIAL
b\
c^
t~
u_
v|
<[
>]
((
))
i[D
m[U

-
```
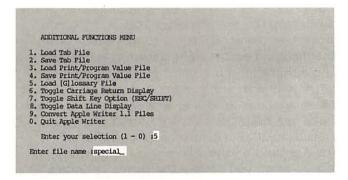
The Apple Writer II+ SPECIAL glossary file is devoted almost entirely to special characters that you enter by command rather than with a keystroke. Each command has been assigned a glossary designator with which you can call it from the SPECIAL file to the screen.

The Apple IIe keyboard

The Apple II+ keyboard


```
ADDITIONAL FUNCTIONS MENU

1. Load Tab File
2. Save Tab File
3. Load Print/Program Value File
4. Save Print/Program Value File
5. Load [G]lossary File
6. Toggle Carriage Return Display
7. Toggle Shift Key Option (ESC/SHIFT)
8. Toggle Data Line Display
9. Convert Apple Writer 1.1 Files
0. Quit Apple Writer

    Enter your selection (1 - 0) :5

Enter file name :special_
```

```
[G]lossary(?=Define/*=Purge) :_
```

When you see the prompt Enter file name : on the screen, enter **SPECIAL** and press **RETURN**. Once the file is loaded, type **[G]**, and when the prompt [G]lossary(?=Define/*=Purge) : appears, enter the designator listed above for the character you want.

When you want to use one of the characters in the SPECIAL glossary file on the Apple Writer II+ Master disk, first you load SPECIAL into the glossary buffer by typing **[Q]**. Typing **[Q]** calls the Additional Functions Menu onto the screen and then you type **5** to select Load [G]lossary File.

Appendix for Apple II+ Users, Continued

```
<E  Z MEM:30426 LEN:   35 POS:   35
TAB:    0 FILE: SPECIAL
b\
c^
t~
u_
v|
<[
>]
({
)}
i[D
m[U
-
```
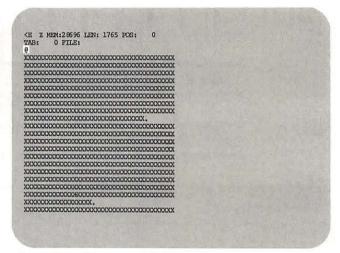
The only noncharacter entries in the II+ SPECIAL file are the commands you use to superscript or subscript a character in your text, such as a foot-note number (superscript) or certain mathematical variables (subscript). The command **ESC D** (SPE-CIAL designator: **i**) tells the printer to roll the platen down a half line, which has the effect of raising a character slightly above the rest of the line. To go back to the normal line position, you use **ESC U** (SPECIAL designator: **m**) to roll the platen back up a half line. Thus, to enter a super-scripted footnote number you would embed **ESC D**, then enter the number, then embed **ESC U**. To enter a subscripted character you would reverse this sequence, embedding **ESC U** first, then enter-ing the number, then embedding **ESC D**. These commands are included as glossary terms in SPE-CIAL to make it easier for you to enter them in your text. By entering them from the SPECIAL file, you avoid having to go through the entire control character insertion procedure outlined in Chapter 5 (see page 133).

MOVING THE CURSOR WITH APPLE WRITER II+

On the Apple II+, instead of using single strokes of arrow keys to move the cursor around in an Apple Writer document, you use letter keys. Be-fore you can use these keys to move the cursor, however, you must first turn off their normal function of character entry.

```
<E  Z MEM:28696 LEN: 1765 POS:    0
TAB:    0 FILE:
@
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX.
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXX.
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

The **ESC** key controls the change from edit mode, in which you enter text, to move mode, in which you can move the cursor around without perma-nently altering anything on the screen. Because you also use the **ESC** key to enter uppercase let-ters (by pressing it once before striking the letter key), you must press **ESC** twice to change from edit to move mode. (*Note:* If you have had the shift key modification made on your II+—see be-low—you will have to press **ESC** only once to go into move mode.)

When you press **ESC** twice, the symbol @ ap-pears in the cursor to remind you that you are in move mode. As long as that symbol appears in the cursor, you can use the letter keys in the cursor movement diamonds below to move the cursor. The diamond on the right is for single line and single character movement: when you press **i** the cursor will move up one line; when you press **m** it will move down one line; when you press **j** it will move one character to the left; and when you press **k** it will move one character to the right. The diamond on the left controls larger move-ments: when you press **e** the cursor will move up 12 lines; when you press **x** it will move down 12 lines; when you press **s** it will move one word (or a maximum of 24 characters) to the left; when you press **d** it will move one word (or a maximum of 24 characters) to the right.
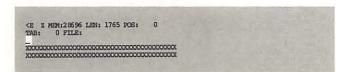
The Apple II+ keyboard

Here is a chart showing the II+ cursor movement command that corresponds to each of the IIe arrow keys (and arrows used with ⌘):

IIe Arrow Key	II+ Cursor Movement Command
↑	ESC ESC I
↓	ESC ESC M
←	ESC ESC J
→	ESC ESC K
⌘ + ↑	ESC ESC E
⌘ + ↓	ESC ESC X
⌘ + ←	ESC ESC S
⌘ + →	ESC ESC D

GOING BACK TO EDIT MODE

```
<E  Z MEM:28696 LEN: 1765 POS:   0
TAB:   0 FILE:

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

To go back to edit mode when you are finished moving the cursor, press any character other than the letters used to move the cursor. The @ disappears from the cursor, and you are ready to enter text again.

OTHER KEYBOARD DIFFERENCES

There are a few other IIe function keys that correspond to control commands or other keys on the II+. They are:

IIe Function Key	Purpose	II+ Command or Key
DELETE	Erase one character	←
TAB	Tabulate	CTRL I
CAPS LOCK	All uppercase letters	CTRL K
⌘ + ←	Delete and store character	←
⌘ + →	Retrieve stored character	→
⌘ + designator	Enter glossary term	CTRL G + designator
⌘ + TAB	Tab over existing text	ESC ESC CTRL I

PRESS ESC ONCE TO ENTER AN UPPERCASE LETTER

```
<E  Z MEM:30311 LEN: 150 POS: 150
TAB: 149 FILE:

YOU CAN'T USE THE SHIFT KEYS TO GET
UPPERCASE LETTERS ON THE II+ UNLESS YOU
HAVE HAD A WIRING MODIFICATION (CALLED
THE SHIFT KEY MODIFICATION) MADE. ^
```

You can't use the **SHIFT** keys to get uppercase letters on the II+ unless you have had a wiring modification (called the shift key modification)

made. Without this modification, an E (which stands for "ESC for uppercase") appears next to the direction arrow in the Data Line. You have to press the **ESC** key once before striking a letter in order to make it uppercase. When you press **ESC** once, a ^ appears in the cursor to let you know you are about to enter an uppercase letter. As soon as you enter the letter, the ^ disappears. If you do not have lowercase display, uppercase letters appear the reverse of your normal display colors (e.g., black on white instead of white on black).

```
<E  Z MEM:30311 LEN:  150 POS:  150
TAB:  149 FILE:

YOU CAN'T USE THE SHIFT KEYS TO GET
UPPERCASE LETTERS ON THE II+ UNLESS YOU
HAVE HAD A WIRING MODIFICATION (CALLED
THE SHIFT KEY MODIFICATION) MADE. █
```

IF YOU DO HAVE THE SHIFT KEY MODIFICATION

```
        ADDITIONAL FUNCTIONS MENU

    1. LOAD TAB FILE
    2. SAVE TAB FILE
    3. LOAD PRINT/PROGRAM VALUE FILE
    4. SAVE PRINT/PROGRAM VALUE FILE
    5. LOAD [G]LOSSARY FILE
    6. TOGGLE CARRIAGE RETURN DISPLAY
    7. TOGGLE SHIFT KEY OPTION (ESC/SHIFT)
    8. TOGGLE DATA LINE DISPLAY
    9. CONVERT APPLE WRITER 1.1 FILES
    0. QUIT APPLE WRITER

        ENTER YOUR SELECTION (1 - 0) :_
```

With the shift key modification, you can use the **SHIFT** keys instead of the **ESC** key to get uppercase letters, but first you have to turn on the modification. You do this through the Additional Functions Menu. First, you type **[Q]** to call the menu to the screen, then you type **7** to select Toggle Shift Key Option (ESC/SHIFT). The E (for ESC) in the Data Line is now an S (for SHIFT) and you are ready to use the **SHIFT** keys to get uppercase letters (in addition to the nonalphabetical uppercase characters they always got). With the shift key modification turned on, you will only have to press the **ESC** key once to go from edit mode into move mode when you want to move the cursor.

THE REPEAT KEY

```
REPT
```

One key that the II+ has and the IIe doesn't is the **REPEAT** key. This key is the predecessor to the IIe's automatic repeat feature described on page 36. Since the II+ does not have automatically repeating keys, the **REPEAT** key is necessary to make a character or function repeat. Simply hold down the **REPEAT** key while you hold down the key you want to repeat.

THE MENUS

Here are the menus as they appear on the Apple II+ screen. (Note the entries on the Additional Functions and DOS Command menus are numbered rather than lettered.)

```
        ADDITIONAL FUNCTIONS MENU

    1. LOAD TAB FILE
    2. SAVE TAB FILE
    3. LOAD PRINT/PROGRAM VALUE FILE
    4. SAVE PRINT/PROGRAM VALUE FILE
    5. LOAD [G]LOSSARY FILE
    6. TOGGLE CARRIAGE RETURN DISPLAY
    7. TOGGLE SHIFT KEY OPTION (ESC/SHIFT)
    8. TOGGLE DATA LINE DISPLAY
    9. CONVERT APPLE WRITER 1.1 FILES
    0. QUIT APPLE WRITER

        ENTER YOUR SELECTION (1 - 0) :_
```

```
        DOS COMMANDS

    1. CATALOG
    2. RENAME FILE
    3. LOCK   FILE
    4. UNLOCK FILE
    5. DELETE FILE
    6. INITIALIZE DISKETTE

        ENTER YOUR SELECTION (1 - 6) :_
```

```
    PRINT/PROGRAM COMMANDS:

    LEFT    MARGIN (LM) = 9
    PARA.   MARGIN (PM) = 0
    RIGHT   MARGIN (RM) = 79
    TOP     MARGIN (TM) = 1
    BOTTOM MARGIN (BM) = 1
    PAGE NUMBER    (PN) = 1
    PRINTED LINES  (PL) = 58
    PAGE INTERVAL  (PI) = 66
    LINE INTERVAL  (LI) = 0
    SINGLE PAGE    (SP) = 0
    PRINT DEST.    (PD) = 1
    CARR. RETURN   (CR) = 0
    PRINT MODE
          (LJ,FJ,CJ,RJ) = LJ
    TOP LINE      (TL) :

    BOTTOM LINE    (BL) :


    [P]RINT/PROGRAM :_
```

CONTPRINT FOR THE II+

Apple Writer for the II+ does not have the automatic chain-printing program, CONTPRINT, on the master disk as Apple Writer for the IIe does (see page 143). But we have included a printed copy of it here, so that you can enter it and save it on your own master disk if you want to. Just follow the instructions below for entering the program. Instructions for running it appear in Chapter 5 (page 143).

STEP 1. ENTER THE CONTPRINT PROGRAM

```
<E  Z MEM:30404 LEN:   57 POS:   57
TAB:   33 FILE:

START   NY
        PPR
        PPR****CONTINUE PRINT****_
```

Enter the program exactly as it appears on page 192. Be sure to press **RETURN** at the end of each line of the program. The program's labels (START, NAME, and QUIT) should each begin in column 1 (lefthand edge of the screen) of their respective lines. The command lines which make up the rest of the program (e.g., NY or PIN Enter name of first file to be printed: =$A) all begin in column 8. Since column 8 is where the first tab is set if you are using the default tab settings, you can move the cursor to that position from the left by typing **[I]** to tab.

WARNING: BE SURE TO ENTER EACH CHARACTER, SPACE AND CARRIAGE RETURN EXACTLY AS IT APPEARS ON PAGE 192—ONE SMALL ERROR, SUCH AS A COMMA OR SPACE IN THE WRONG PLACE, COULD CHANGE THE PROGRAM SIGNIFICANTLY AND CAUSE IT TO MALFUNCTION.

STEP 2. PROOFREAD WHAT YOU ENTERED

Check each character, space, and carriage return you entered against the illustration on page 192. Proofreading the entire program this way may seem tedious, but it can actually save you much more time than you will spend doing it.

HINT: To see where you have entered carriage returns, first type [Z] to turn off word wraparound, then type [Q] to get the Additional Functions Menu and enter 6 to select Toggle Carriage Return Display. You will see Apple Writer's carriage return symbol] at every point where you pressed **RETURN**. *To turn off this display of carriage returns, repeat the same steps in reverse: [Q] 6 [Z].*

STEP 3. MAKE ANY NECESSARY CORRECTIONS

Uncorrected program

```
<E  Z MEM:29818 LEN:  643 POS:  127
TAB:   55 FILE:
START   NY
        PND
        PPR
        PPR **** CONTINUE PRINT ****
        PIN ENTER NAME OF FIRST FILE TO
BE PRINTED: =$K_
        PCS/$A//
        PGO QUIT
```

Corrected program

```
<E  Z MEM:29818 LEN:  643 POS:    0
TAB:    0 FILE:
_START  NY
        PND
        PPR
        PPR **** CONTINUE PRINT ****
        PIN ENTER NAME OF FIRST FILE TO
BE PRINTED: =$A
        PCS/$A//
        PGO QUIT
```

Use the editing commands described in Chapter 3 to correct any errors you made in entering the program.

STEP 4. SAVE CONTPRINT ON THE APPLE WRITER MASTER DISK IN DRIVE 1

```
[S]AVE :CONTPRINT,D1_
```

With the Apple Writer Master disk in drive 1, type **[S]** to save the program for later use. When the prompt, [S]ave :, appears on the screen, enter the file name **CONTPRINT** and a comma, and the drive designation **D1**. Then press **RETURN**.

The drive whirs as CONTPRINT becomes a permanent file on your Apple Writer Master disk.

CONTPRINT

```
START    NY
         PND
         PPR
         PPR **** CONTINUE PRINT ****
         PIN Enter name of first file to be printed: =$A
         PCS/$A//
         PGO QUIT
         E
         D
         F<< NY><
         Y?
         F<< L $A><
         Y?
         F<< PNP><
         Y?
NAME     PIN Enter name of next file to be printed: =$A
         PCS/$A//
         PGO QUIT
         E
         D
         F<< NY><
         Y?
         F<< L $A><
         Y?
         F<< PCP><
         Y?
         PGO NAME
QUIT     F<< NY><
         Y?
         F<< PIN End of Continue Print.  (Press RETURN)><
         Y?
         S PRINTIT
         NY
         PYD
         PDO PRINTIT
```

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(*Note:* **Boldfaced** page numbers indicate that TIPS on the topic appear on that page.)

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[B] Moves cursor to the beginning of document; sets direction arrow at >.

[C] Turns on case change; depending whether U or L on Data Line, cursor will turn all characters it travels over into uppercase or lowercase characters.

[D] Sets the direction of the arrow on the Data Line.

[E] Moves cursor to the end of document; sets direction arrow at <.

[F] Finds and moves cursor to a word or phrase anywhere within the document; will replace one or all occurrences of word or phrase in the document.

[G] Provides access to glossary buffer; allows creation and modification of glossary files.

[L] Loads a copy of a file into memory.

[N] Clears display screen by erasing document in memory.

[O] Obtains the DOS Command Menu.

[P] ? Obtains the Print/Program Command Menu.

[Q] Obtains the Additional Functions Menu.

[R] Replaces text by allowing you to write over old text with new.

[S] Saves a document to a disk.

[T] Clears or sets tabs at cursor position. Can also be used to purge all tabs.

[V] Allows insertion of **CONTROL**-characters into text.

[W] Deletes or retrieves text a word at a time.

[Y] Splits the display into two different parts.

[Z] Turns word wraparound on and off.

 ? Displays the Help Screen Menu. Master disk must be in drive 1.

ESC Toggles between tab display line, no Data Line, or Data Line.

THE ONLY DESK REFERENCE YOU'LL EVER NEED
TO HARNESS THE POWER OF APPLE WRITER II ON YOUR IIe

The power and flexibility of Apple Writer II have made it the best-selling word processing program for the Apple IIe. You can do almost anything with Apple Writer II—enter and edit text, rearrange paragraphs or blocks of text, correct typos, insert information from other documents, reformat, proofread, and paginate—and get error-free and professional-looking results. But the power and flexibility that make Apple Writer II so attractive to experienced users also make it seem complicated to beginners. This handbook is designed to help beginners learn Apple Writer II and to help intermediate and advanced users take full advantage of the program's power. A special appendix is included for Apple II+ users.

This easily accessible, comprehensive desk reference will help you learn Apple Writer II the way it should be learned—not all at once but as you need it. The book is organized around the results you want to obtain, with bold page headings and tabs cross-indexed to the table of contents.

A brief tutorial on Apple Writer II introduces beginners to the program. A special tutorial on automated letter writing shows step by step how to create your own personalized form letters with an Apple Writer WPL program. And for those who don't have the time to learn programming techniques, we have included five ready-to-use general programs specially designed to meet many of your form letter needs.

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Can also be used with the new IIc

There are dozens of time-saving hints throughout the book and much, much more to make this the only desk reference you'll ever need to take full advantage of the power of Apple Writer II.

Time-saving features of the handbook include:

- At-a-glance organization
- Tabbed pages cross-indexed to the table of contents for easy reference
- Hundreds of step-by-step screen illustrations and clear, concise captions
- Guidelines on how to use combinations of commands to speed the preparation of documents
- Brief tutorials on Apple Writer II and form letters for the first-time user
- Five ready-to-use form letter programs—no need to learn WPL!
- Dozens of shortcuts and tips on applications and features of the program
- Special appendix for Apple II+ users

Another book for Apple Writer II users:
CONTEMPORARY BUSINESS LETTERS WITH APPLE WRITER II shows you how to produce professional, effective correspondence automatically with Apple Writer II. Includes dozens of ready-to-go form letters, letter-writing suggestions and techniques, and an Apple Writer II reference manual with hundreds of screen illustrations and captions.