SuperSCRIPSIT™

CAT. NO.
26-1590

TM

Radio Shack TRS-80 SOFTWARE

CUSTOM MANUFACTURED IN USA BY RADIO SHACK, A DIVISION OF TANDY CORP.

Addendum to SuperSCRIPSIT Reference Manual
(26-1590)

p.73 Caption over first illustration reads:

Type the first column with its own margins and type the code at the bottom.

SHOULD READ:
Type the first column with its own margins.

Because the Top of Form Code positions the printhead on the first line of the printed page, the column length cannot exceed the "line per page." When using the Top of Form Code, set the lines per page equal to the paper size (e.g., 66 on a vertical page , p. 51 on a horizontal page).

p.111 Item 5 Add:

Note: Allowable decimal codes are Ø thru 254.
The code 255 is not available.

Addendum to SuperSCRIPSIT™ (Cat. No. 26-1590)

This addendum contains information for the new release of SuperSCRIPSIT™. Specific instructions for using the new Radio Shack printers with SuperSCRIPSIT are provided along with other information you should know in order to use the program correctly.

Page numbers included with each item of information indicate the page(s) of the SuperSCRIPSIT Reference Manual where this information should either (a) be added to the existing information on the page, or (b) replace the existing information on the page.

Radio Shack®
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FORT WORTH, TEXAS 76102

How to Load SuperSCRIPSIT (for Model III owners)

On page 9, after you are instructed to turn on all peripherals in Step 1, turn on the Model III. Then, insert the SuperSCRIPSIT diskette in Drive 0, close the drive door, and press the orange RESET button.

Line Numbers and Linespacing

The number of the line indicated on the status line is computed using the default linespacing value specified on the Open Document Options screen (p. 15). If you vary linespacing within a document, or if the linespacing value on the status line is different from the default linespacing value, the line number will not be accurate (p. 59). However, the document will be printed correctly using varied linespacing values.

Proportional-Spacing Pitch

The average number of characters per inch ("pitch") in proportional-spacing varies by printer. The proportional characters on the DMP printers are slightly smaller than the Daisy Wheel characters (pp. 14-17).

When a specific pitch is used, the number of characters printed per inch never varies. For example, in 12 pitch, the program always prints 12 characters to the inch. However, in proportional-spacing, since each character is assigned a number of units, the pitch represents an average rather than an absolute value.

For example, on a Daisy Wheel II, since an "i" is approximately 1 unit wide and an "m" is approximately 3 units wide, 21 "i's" are printed per inch while only 9 "m's" are printed. The widths of "i" and "m" on the screen are the same. You can look at the ghost cursor to see the printed position of the characters.

Error Messages

If a problem occurs that causes you to return to TRSDOS Ready, press the RESET button before reloading SuperSCRIPSIT or attempting another action (p. 24).

Advanced Cursor Movement

On page 44, the command to move to a specified page should read "Arrow with [N]." The command to move to the next or previous page should read "Arrow with [P]."

Defining the Block

All block-action commands will be executed from the start block marker to the end of text if you did not mark the block with an end block marker (p. 51).

Global Search and Replace

The Global Search and Replace options are executed from the cursor position to the end of text. To search an entire document, press [SHIFT] [↑], and then enter the global search command (p. 59).

ASCII Text Conversion Utility

To convert a document created with the Disk SCRIPSIT program (26-1563), first load the desired file into Disk SCRIPSIT. Save the file as an ASCII file using the S,A command, and then use SuperSCRIPSIT's ASCII Text Conversion Utility to convert the ASCII file to a SuperSCRIPSIT file (p. 87).

Document Restrictions

1. The size limit for a document is a little over 170K. Do not exceed this limit even if you are using a hard disk system under LDOS. This size limit lets you back up any document from the hard disk to a floppy diskette.

2. When using [@] [N] to force a new page, you are limited to a maximum of 127 Force New Page codes per document. If you exceed this limit, unpredictable results may occur (p. 31).

3. While you may recall tab lines as often as necessary, you are limited to 50 manual changes to the tab line (p. 20).

   Note that when you move (or copy) text from one document and then recall it in another document, the tab settings do not follow the moved text.

4. When preparing a form letter, the defining character used to enclose variables can **only** be used as a defining character. The defining character should not appear in either document as anything other than a defining character.

   A variable must not contain a paragraph symbol within the defined variable -- only after a variable (pp. 78-83).

Write to Diskette

1. It is important for you to know the amount of disk space left (granules) on a diskette before you edit documents on that diskette. When the copy and move block-action commands are executed, SuperSCRIPSIT creates a file (MOVE/CTL), and there must be enough room on the diskette to accommodate that file. In addition, there must be adequate space on the diskette to accommodate the recalled block.

   If there is **any** space left on the diskette in Drive 0, SuperSCRIPSIT will attempt to create the file on that diskette. If there is not enough space to accommodate the file, you will see the error message, **There is no more**

space left on this diskette. If the disk full error message is displayed when moving or copying text, mark a much smaller block of text and try again. If the disk full error reoccurs, exit the document and SuperSCRIPSIT. At TRSDOS Ready, type KILL MOVE/CTL and press ENTER. Take the necessary steps to free up additional disk space. You can compress, move, or delete files to free more space for expanding documents. Then return to your document.

To find out how many free granules remain on a diskette, use the DIR command at TRSDOS Ready (or for the Model I, use the FREE command). (Check your Disk System Owner's Manual for details.) The number of free granules on the diskette is shown below the directory listing all files.

If you have another disk drive, you can copy the MOVE/CTL file that SuperSCRIPSIT created on Drive 0 to Drive 1. After you copy the file, use the KILL command to delete MOVE/CTL from Drive 0. Do not copy the MOVE/CTL file if you received a disk full error message.

2. SuperSCRIPSIT does not automatically write the text buffer to diskette until the document is closed ([@] [Q]), the text buffer fills up, or you execute the [@] [W] command. As a precautionary measure, it is recommended that you occasionally write the text to diskette when typing a long document or doing extensive editing. This ensures that the recorded text is recoverable in the event of a power failure or some other abnormal exit that fails to close the document file (p. 37).

User Keys

1. On page 105, in the chart below the sentence, "You must follow each keystroke with a comma," some keystroke information was omitted. The code ,,, represents the keystroke [,]. The code for the space keystroke is accurately shown. The code ,., represents the keystroke [.].

2. In the chart on the bottom of page 105, a keystroke and its corresponding code should be included. The keystrokes [SHIFT] (space bar) is displayed on the Edit User Key Sequence screen as Sp.

3. There are five User Keys already defined on the SuperSCRIPSIT diskette. Hold down [@] and type the user key number for the function you wish to execute.

User Key	Function
0	Adjust text
1	Word Delete
2	Paragraph Delete
3	End-of-Text Delete
9	Repeating User key for the Training Program

To adjust a document for a different printer type, first specify the new printer type on the Open Documents Options screen. Next, open the document, position the cursor at the beginning of the text, and then press [@] [0] to adjust the document so that it will be printed correctly.

To delete a word or paragraph, position the cursor anywhere in the word or paragraph you want to delete, and then use the appropriate User key.

To use the End-of-Text delete feature, position the cursor at the first character from which you wish to delete to the end of text, and then press [@] [3].

When taking the SuperSCRIPSIT Training Program, press [@] [9] when instructed to do so.

The Proofread Function and the SCRIPSIT Dictionary

1. The Proofread Program Diskette does not contain the SCRIPSIT™ Dictionary program (26-1591). However, this diskette does contain a file, PROOF/CTL, which lets you use the SCRIPSIT Dictionary with SuperSCRIPSIT. To install the Proofread option on the SCRIPSIT Dictionary diskette, insert a backup of your master copy of the SCRIPSIT Dictionary in Drive 1 and the Proofread diskette in Drive 0. Next, type DO INSTALL [ENTER] (pp. 138-139).

2. If you have previously used the SCRIPSIT Dictionary with SuperSCRIPSIT, copy your User List file, WORDS/CTL, from your old working copy of the SCRIPSIT Dictionary to the new working copy.

3. If you used the SCRIPSIT Dictionary with the original SCRIPSIT program, you must copy your User List file, WORDS/USR, to your new working copy of the SCRIPSIT Dictionary. If you have only two drives, insert a system diskette in Drive 0 and your old working copy of the SCRIPSIT Dictionary in Drive 1. Type COPY WORDS/USR:1 TO WORDS/CTL:1 [ENTER]. Follow the instructions on the screen for swapping diskettes. Your working copy of the SCRIPSIT Dictionary installed for SuperSCRIPSIT will now include your old User List file.

4. The SCRIPSIT Dictionary program (26-1591) creates a temporary file (MISSPELL/CTL) for spelling errors on Drive 0, and there must be enough room on that diskette to accommodate that file. Even if there is not sufficient space on the Drive 0 diskette to accommodate this temporary file, the program creates the file, and after the entire document has been checked, you return to TRSDOS rather than to the document. It is recommended that you "kill" unnecessary files on the diskette in Drive 0 to ensure that there is adequate space for the MISSPELL/CTL file so that the Dictionary program functions properly.

Print Test Demonstration

There is a print test document, DEMO100, for the DMP100 printer on the SuperSCRIPSIT diskette to use for demonstration purposes.

Printer/Printing Information

1. SuperSCRIPSIT now has a printer driver for the new DMP2100 dot matrix printer. Specify **DMP2100** as the Printer type on the Open Documents Options screen. All SuperSCRIPSIT print features are supported, with the exception of double-underscore (**pp. 5, 14**).

2. Note that when using the "Top of Form" instruction, a single sheet of paper is apt to catch on the paper-out switch of the DMP2100 as it rolls to the top of the form (**p. 73**).

   When using a pin-feed mechanism with pin-feed paper on any printer, reverse-feed routines such as superscript, subscript, and top of form can be inexact because of the movement of the paper through the pin-feed mechanism (**pp. 71-73**).

3. You can use a DMP200, DMP400, or DMP500 printer with SuperSCRIPSIT by specifying **DMP400** as the Printer type on the Open Documents screen (**p. 14**). Available pitches are 5, 6, 8, 10, 12, 16, and P. The Correspondence Font is used with 5, 10, and P only. Double-underscore is not supported.

4. If you are using a DMP100 printer, specify **DMP400** as the Printer type. Check the chart at the end of this addendum for the printing features available for the DMP100 printer.

5. A printer driver for the DMP2000 is not included in the new SuperSCRIPSIT release since the printer is not available.

6. On **page 118**, third paragraph, the reference to the serial driver being compatible with the Line Printer VIII means that the proportional table was constructed using LPVIII character widths. However, there is no serial protocol in this driver because these protocols vary widely from printer to printer. You must add the appropriate protocol for your printer. Refer to the general instructions in the section, **How to Write Your Own Printer Driver.**

7. The Line Printers V and VI do not support one-half linespacing (**p. 15**).

8. You should **KILL** the printer drivers you do not need from your **backup** diskette to increase the available space on the diskette. (See the section, **Printer Drivers** in the **Introduction.**)

9. The decimal code, 255 is not available for use as a User Print Code on the Model I (p. 108).

10. To use SuperSCRIPSIT with a hard disk, type DO HARDDISK [ENTER] at LDOS Ready. The following patches are included in the DO FILE.

```
PATCH SCRIPSIT/CMD(D09,11=E5 CD 90 42 E1 C0 23 23 AF 57 E5)
PATCH SCRIPSIT/CMD(D09,1C=06 AE 21 E0 7D 5E 0E 08 CB 13 38)
PATCH SCRIPSIT/CMD(D09,27=01 14 0D 20 04 23 5E 0E 08 10 F2)
PATCH SCRIPSIT/CMD(D09,32=E1 46 23 7E B7 3E FF 20 01 78 32)
PATCH SCRIPSIT/CMD(D09,3D=22 7E BA 38 04 7A 32 22 7E AF C9)
PATCH SCR17/CTL(D00,3C=E6 07 4F 06 00)
PATCH SCR17/CTL(D00,42=F0 8D)
PATCH SCR17/CTL(D00,36=38
PATCH SCR17/CTL(D00,68=5B)
PATCH SCR17/CTL(D00,AA=44 69 73 70 6C 61 79 20 77 68 69 63)
PATCH SCR17/CTL(D00,B6=68 20 64 72 69 76 65 20 28 30 2D 37)
PATCH SCR17/CTL(D00,C2=29 3F 20 F5 CD 09 42 3E E0 C4 09 44)
PATCH SCR17/CTL(D00,CE=CC 19 44 F1 C9)
PATCH SCR17/CTL(D02,69=4C 44 4F 53 20 20)
```

Printer Feature Chart

Feature	LPV/VI	LPIV	LPVIII	DWII/DWP410	DMP100	DMP200/400/500	DMP2100
Proportional-Spacing*	N	Y	Y	Y	N	Y	Y
Justification							
Proportional*	N	Y	Y	Y	N	Y	Y
Mono	Y	Y	Y	Y	Y	Y	Y
Print Codes							
Underscore	N	Y	Y	Y	Y	Y	Y
Double-underscore	N	N	N	Y	N	N	N
Bold	N	Y	Y	Y	N	Y	Y
Superscript	N	Y	Y	Y	N	Y	Y
Subscript	N	Y	Y	Y	N	Y	Y
Strike-through	N	Y	Y	Y	N	Y	Y
Top the Form	Y	Y	Y	Y	N	Y	Y
Pause Printout	Y	Y	Y	Y	Y	Y	Y
One-half Linespacing	N	Y	Y	Y	N	Y	Y

*Proportional print wheel required on Daisy Wheel II and DWP410.

Important Note to Model III Users

From time to time, Radio Shack may release new versions of TRSDOS, the TRS-80 disk operating system. Check with your local Radio Shack or the *TRS-80 Microcomputer News* for notices and instructions on these enhanced versions of TRSDOS.

If you receive a new version of TRSDOS, read the following before making any modifications to your existing software packages (applications, languages, or system utilities):

- Do not convert your Radio Shack software packages for use with the new version of TRSDOS unless you are instructed to do so.
- Before converting a Radio Shack supplied Model I software package to a Model III format, check to see if Radio Shack provides a Model III version of the package. If so, you should obtain a copy of that version.
- If you're using several different software packages, press the RESET button whenever you change software.

Thank-You!

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Addendum to SuperSCRIPSIT™
Cat. No. 26-1590

Additional printers, other than those discussed in the SuperSCRIPSIT Reference Manual, are supported by this program. Special drivers for the printers listed below are on the SuperSCRIPSIT Program diskette for Model III and the Proofread diskette for Model I. You should KILL the drivers you do not need to increase the available space on the diskette. Refer to the Printer Drivers section in the Introduction of the Reference Manual for detailed instructions.

DMP400 and DMP500

The printer driver name is DMP400/CTL. Specify DMP400 as the printer type in the OPEN DOCUMENT OPTIONS. Available pitches are 5, 6, 8, 10, 12, 16, and P. The Correspondence Font is used with 5, 10, and P only. Double Underscore is not supported.

DMP2000

The printer driver name is DMP2000/CTL. Specify DMP2000 as the printer type in the OPEN DOCUMENT OPTIONS. Available pitches are 5, 8, 10, and 16. Proportional pitch is not allowed, but proportional justification is supported. Be sure to program the built-in margin settings on your printer to TM=1, BM=66, LM=1, and RM=132. See the DMP2000 Owner's Manual for complete instructions. Double Underscore is not supported.

DWP410

The printer driver name is DWP410/CTL. Specify DWP410 as the printer type in the OPEN DOCUMENT OPTIONS. The printer will perform exactly like the Daisy Wheel II. All reference to the DWII in the Training Course and Reference Manual apply to the DWP410 also.

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1. START UP AND BASIC 'PING

Figure 1-1

Welcome to the Figures Book

As you take the SuperSCRIPSIT Training Program, the narrator will often refer you to the figures. You will find four different kinds of figures:

1. **Summary.** Some figures recap an instruction you have just practiced or list the steps for entering an instruction.
2. **Exercises.** Some figures provide exercises for you to use during the lessons.
3. **Illustrations.** Some figures illustrate the concepts and ideas under discussion.
4. **Review.** At the end of each lesson, you will find a figure that you can use as an exercise to see if you have mastered the lesson.

The narrator will always tell you when to refer to a figure, and since the figures are integrated with the tape, it's not a good idea to "skip ahead" to later figures. It *is* a good idea, however, to turn back to a previous figure if you need to refresh your memory about a feature or instruction.

Using the Audio Cassettes

1. Whenever you **REWIND** or **FAST FORWARD**, always press **STOP** before changing direction or pressing **PLAY**. (Failure to do so may cause the tape to stretch or break.)
2. Whenever you have completed a lesson, **FAST FORWARD** the tape so that it's ready for the next lesson.

Right now, take a moment to flip through the Figures Book to get a general idea of its contents. Then, when you are ready, restart the tape.

Figure 1-2

Goals and Materials

Goals

In Lesson 1, we will concentrate on five goals:

1. To learn how to use the SuperSCRIPSIT Training Program.
2. To tour the system to make sure that it is correctly installed.
3. To use TRSDOS to make a Backup copy of your SuperSCRIPSIT diskette.
4. To load SuperSCRIPSIT.
5. To type and print a short exercise.

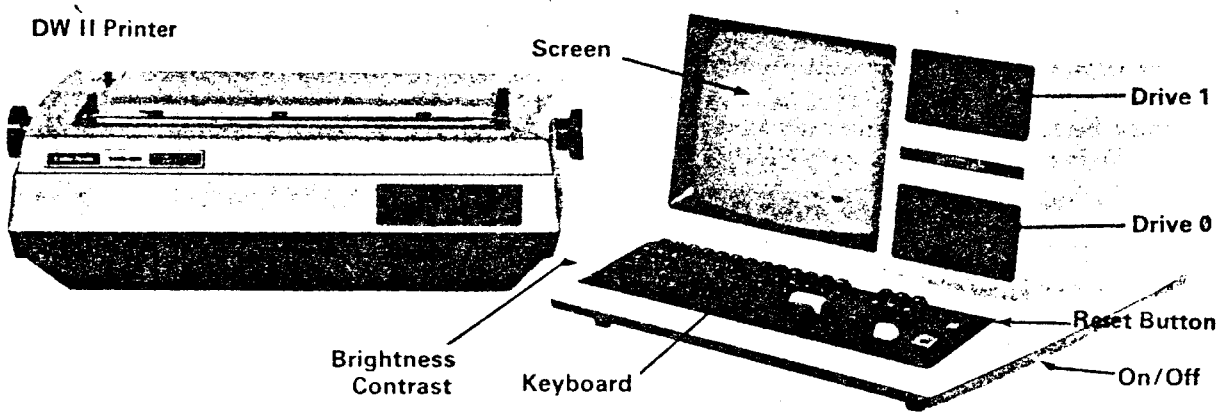
Materials

To complete the lesson, you will need the following:

- A cassette labeled "Lesson 1" and the Figures Book.
- A cassette tape recorder.
- The *Disk System Owner's Manual* for your Model III and the *SuperSCRIPSIT Reference Manual.*
- Your Model III 48K (with at least one disk drive).
- A Daisy Wheel printer with a Madeleine print wheel installed. If you are using one of the line printers or a non-Radio Shack printer, refer to Appendix I of the *SuperSCRIPSIT Reference Manual.* (Many of SuperSCRIPSIT's advanced print features function only on the Daisy Wheel II.)
- The SuperSCRIPSIT Program Diskette.
- A blank diskette.
- Some typing paper for your printouts.
- Note paper.

Figure 1-3

The TRS-80 Model III



As a Model III SuperSCRIPSIT user, you will work with four major components:

- keyboard
- screen
- disk drives
- printer

Major System Components

The keyboard. Most of the keys on the keyboard are identical to the keys on a typewriter, and when you type or edit, you type as you would on a typewriter. However, some of the keys are different, and we will discuss most of them in this lesson.

The screen. When you use SuperSCRIPSIT on your Model III, you type into memory. The screen is a window into memory, and you can use it as an "electronic page." As you type, you can see the text on the screen. As you delete, insert, or move text, you can see your revisions instantly.

The disk drives. You use the disk drives for two primary purposes: to load SuperSCRIPSIT from the SuperSCRIPSIT diskette to your Model III, and to store or recall documents that you have typed on the screen.

The printer. Finally, when you have finished typing or editing a document, you use the printer to print it out.

Reset and Screen Intensity

The two wheels that control brightness and contrast are located under the keyboard on the left-hand side. The Reset button is the orange button in the upper right-hand corner of the keyboard.

Continued on the next page.

What You Should Know Before You Begin

Installation

If your Model III is not already "up and running," refer to your Owner's Manual for instructions on how to install your computer.

Printer

Although you can print with a printer other than the Daisy Wheel II, most other printers are not equipped to handle many of SuperSCRIPSIT's advanced features, such as proportional spacing and double-underscore.

This Training Program is directed to those users with Daisy Wheel printers equipped with a Madeleine print wheel. If you are using one of the line printers, you may change the printer type on each of the sample documents. Refer to Appendix 1, "Changing Printers" in your *SuperSCRIPSIT Reference Manual*. If you are using a non–Radio Shack printer, you may have to write your own driver. Refer to Appendix 1, "How to Write Your Own Printer Driver" in your *SuperSCRIPSIT Reference Manual*.

Before you begin, make sure that your printer is correctly interfaced with your Model III. If not, refer to the manual that came with your printer.

Make sure that you are familiar with the operation of your printer: ribbon, pitch switch, on and off line switch, test switch, and on/off switch. You should also be familiar with the paper bale roller, copy control lever, and paper release lever.

TRSDOS

All Radio Shack disk systems use TRSDOS (pronounced "triss-doss"). Whenever you turn on a disk system, the first thing it does is load TRSDOS from the diskette in Drive Ø. Therefore, you should always make sure that a TRSDOS diskette or a Radio Shack Program Diskette (such as SCRIPSIT) is in Drive Ø before you turn on the system.

TRSDOS is the disk operating system that enables the computer to input and output information from diskettes. TRSDOS also enables you to manage the information (files) stored on diskettes.

The SuperSCRIPSIT Program Diskette contains TRSDOS. You will use TRSDOS commands to make a Backup and to load SuperSCRIPSIT.

Any TRSDOS commands that you will need as you work with SuperSCRIPSIT will be given in the Training Program. For more information about TRSDOS, consult your Model III *Disk System Owner's Manual*.

Figure 1-4

Using Your Diskettes

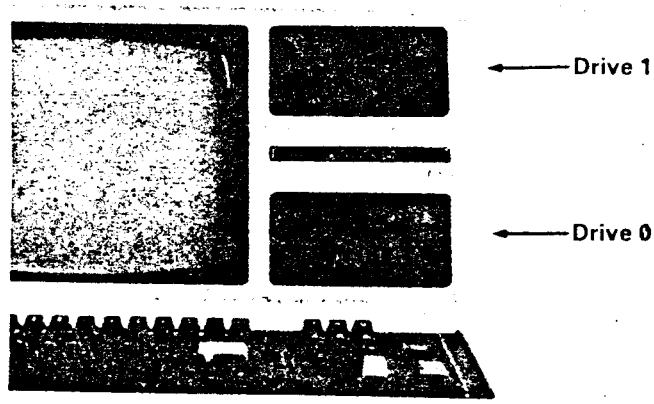
Care of Diskettes

Magnetic media such as your flexible diskettes are fragile. Handle them carefully.

- Don't bend a diskette.
- Don't touch exposed areas or allow a diskette to come into contact with any liquid or dirt.
- When a diskette is not in use, store it in its protective envelope.
- Don't insert a diskette into a disk drive while turning the system on or off.
- Keep diskettes away from anything magnetic (such as alternating current motors, transformers, or loud speakers).
- Don't write directly on a diskette. First write on the label; then affix it to the diskette. (If you must write on an affixed label, use a felt-tipped pen. Don't use a ball-point pen.)
- Don't paper-clip or staple a diskette.
- Don't expose a diskette to sunlight or extreme hot or cold.
- Store a diskette in a vertical file folder (just as you store phonograph records) to protect the diskette from pressure.

The Disk Drives

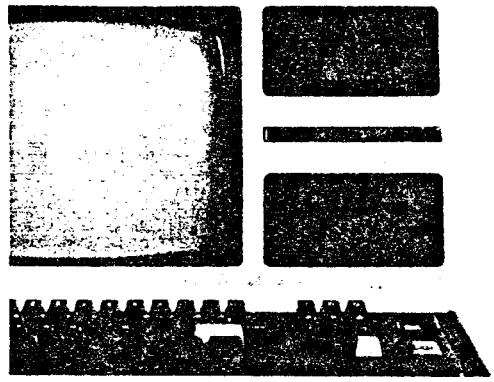
The bottom disk drive is Drive Ø. If you have two drives, the top drive is Drive 1.



Continued on the next page.

How to Insert a Diskette

1. Open the disk drive door.



2. Carefully insert the diskette, label up, as far as it will go.

3. Close the disk drive door.

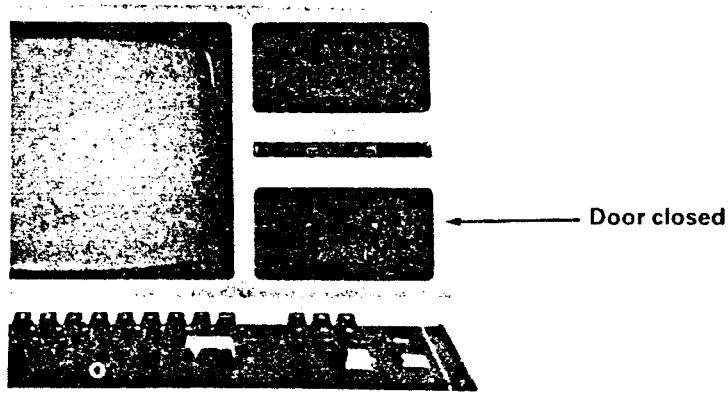


Figure 1-5

How to Backup a Diskette

Backup is a TRSDOS command that you use to copy the contents of one diskette to another.

If you are a Model III user with one disk drive, answer the source and destination prompts with Drive Ø. The system will stop and tell you when to swap diskettes.

To backup a diskette:

1. Make sure the system is at the TRSDOS Ready level. Then type B A C K U P and press ENTER. You see the prompt:

   SOURCE Drive Number?

2. Type the number of the drive that contains the diskette you want to copy *from*, and press ENTER. You see the prompt:

   DESTINATION Drive Number?

3. Type the number of the drive that contains the diskette you want to copy *to*, and press ENTER. You see the prompt:

   SOURCE Disk Master Password?

4. Type the password that protects the diskette, and press ENTER. (All Radio Shack Program Diskettes use the word *PASSWORD* as the password.)

   If the destination diskette already contains data, the system warns you with this prompt:

   Diskette contains DATA. Use Disk or not?

5. Type Y and press ENTER if you want to use the diskette anyway. To cancel the Backup and return to TRSDOS Ready, type N and press ENTER. If you type Y, the system asks the following:

   Do you wish to RE-FORMAT the diskette?

6. Type Y and press ENTER to reformat the destination diskette. Type N and press ENTER to copy the contents of the source diskette over the contents of the destination diskette.

   The system formats the destination diskette. The screen shows you what tracks the system is formatting. After the system has formatted the destination diskette, it begins the Backup. The system will read a few tracks at a time from the source diskette and then write them to the destination diskette. When the Backup is complete, the message ** Backup Complete ** appears, and the system returns to TRSDOS Ready.

Note

If you are a Model III user with one disk drive, the prompt Insert SYSTEM Diskette appears after the Backup is complete. Make sure that a diskette containing TRSDOS is in the drive, and then press ENTER.

Figure 1-6

How to Load SuperSCRIPSIT

Whenever you want to load SuperSCRIPSIT, you first have to make sure the system is at the TRSDOS Ready level.

1. Before turning on the Model III, turn on all peripherals: printer, expansion drive unit, if any; and so on.
2. Load TRSDOS:
   - Insert the SuperSCRIPSIT diskette in Drive Ø, close the disk drive door, and turn on the Model III.

     or

   - Exit whatever program you are using and replace the diskette with SuperSCRIPSIT. Press [RESET] and return to the TRSDOS Ready level.

     The red light on Drive Ø will come on as the system loads TRSDOS. If you have just turned on the system, TRSDOS will prompt for the date and time.

   Type [M][M][/][D][D][/][Y][Y] for the date and press [ENTER]. For example, for July 4th, 1983, type [0][7][/][0][4][/][8][3].

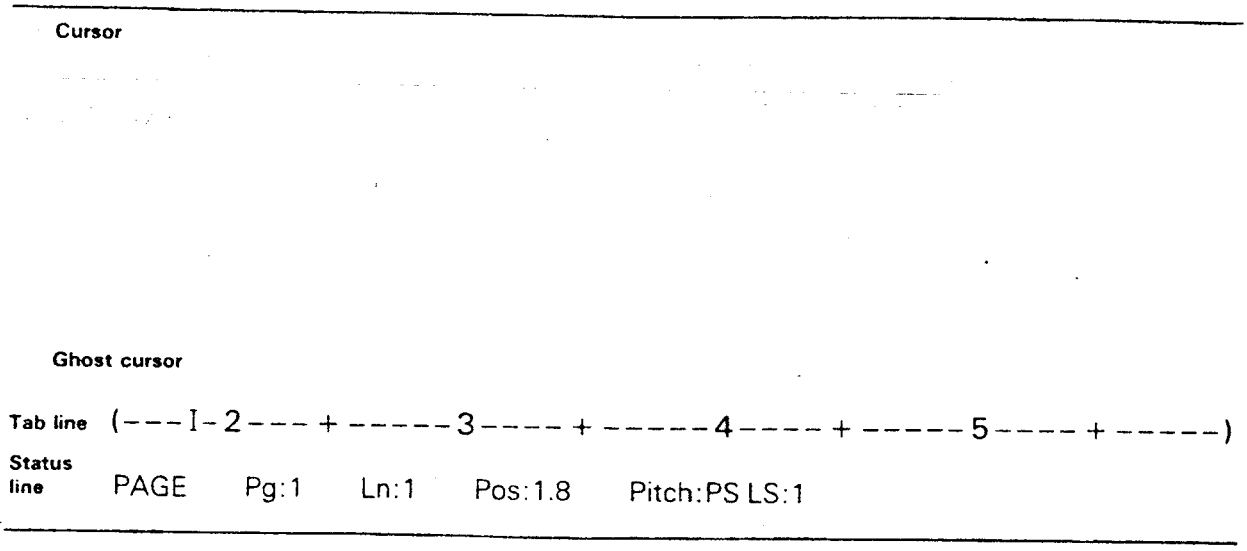
   Type [H][H][:][M][M][:][S][S] for the time and press [ENTER]. For example, if it's 9:05, type [0][9][:][0][5][:][0][0]. You can also bypass the prompt with [ENTER].
3. When TRSDOS Ready appears on the screen, type [S][C][R][I][P][S][I][T] and press [ENTER].

   The red light on Drive Ø comes on as the system loads SuperSCRIPSIT.

When the red light goes off and the Scripsit Word Processing menu appears on the screen, the program is loaded and ready to go.

Figure 1-7

The Screen Page



The cursor. The cursor is your pointer as you type or edit. It moves along the line as you type. You position it at the point in the text where you want to edit.

The ghost cursor. As the cursor moves along the typing line, the ghost cursor moves along the tab line. It lets you know how close you are to a margin or tab.

The tab line. This line shows the position of your margins and tabs.

(is the left margin.
) is the right margin.
I is the indent tab.
+ is a tab.
The numbers 1 through 5 represent inches on the printed page.

The status line. This line reminds you of the status of your page and displays the document name.

Pg	The page you are on.
Ln	The line the cursor is on.
Pos	The current horizontal cursor position in inches.
Pitch	The pitch that the document will print.
LS	The linespacing that the document will print.

Figure 1-8

Typing Assignment

Paragraph 1, Line 1

My model III is now a fully equipped word processor.

Remainder of Paragraph 1

Because of "wraparound" I never have to worry about where to end a line. When I reach the right margin, the text automatically wraps around to the next line. When I want to end a paragraph, I press ENTER.

Paragraph 2

Because of the system's indent tab, this paragraph was indented automatically. When lines wraparound, they start at the left margin, but after I press ENTER, the cursor moves to the indent tab to begin the next paragraph.

Figure 1-9

How to Move the Cursor Through Text

[→]	moves the cursor right.
[←]	moves the cursor left.
[↑]	moves the cursor up.
[↓]	moves the cursor down.
[SHIFT] + [↓]	moves the cursor to the end of the document.
[SHIFT] + [↑]	moves the cursor to the beginning of the document.
[SHIFT] + [→]	moves the cursor to the next tab and finally to the right margin.
[SHIFT] + [←]	moves the cursor to the left margin.
[→] + [W]	moves the cursor to the next word.
or	
[↓] + [G]	moves the cursor to the next paragraph.
[←] + [W]	moves the cursor to the previous word.
or	
[↑] + [G]	moves the cursor to the previous paragraph.

There is a knack to using the arrow keys in combination with the other keys. When you hold down an arrow key and press another key (for example, [→] [G]), you should hold down the arrow key first and then quickly press the second key. If you delay pressing the second key, the cursor moves in the direction of the arrow key before the second key takes effect.

There are other cursor instructions that we will discuss in later lessons.

Figure 1-10

Printing, Quitting, Returning to a Document

How to Print a Document

1. Insert paper in the printer.
2. Hold down the control key [@] and type [P].
3. The print options appear on the screen. Press [ENTER] to keep the default options and to begin printing.

How to Quit a Document

Hold down [@] and type [Q].

The document is recorded on the diskette, and the SuperSCRIPSIT Main Menu appears on the screen.

How to Return to a Document

When you quit a document, the program adds an eighth function to the menu:

<R> Return to current document

Type [R] to return to the document that you just quit and to bypass the Open Document Options.

How to Shut Down the System

1. Return to the SuperSCRIPSIT Main Menu. (From an open document, type [@] [Q].)
2. Choose the Exit to TRSDOS function: type [E].
3. Remove your SuperSCRIPSIT diskette. Turn off the peripherals. Then turn off the Model III.

Figure 1-11

Summary Exercise

Figure

1. Turn on the system and load SuperSCRIPSIT. (Use your Backup copy.) 1-6
2. Choose the open document function.
3. Ask for the PAGE document.
4. Press [ENTER] when the Open Document Options menu appears.
5. Type the following indented paragraphs at the end of the ones you already typed. 1-8

1-9

```
   The cursor movement keys make positioning the cursor
fast and easy.  I can use the arrows by themselves to move
the cursor one character at a time, or I can use them with
SHIFT to move the cursor to the boundaries of my document.
By using them with "W" and "G," I can move the cursor a
word or paragraph at a time.
   With overstrike, typos no longer mean retyping an
entire page. I just position the cursor over the mistake and
type the correct character over it.
```

6. Use overstrike to fix any typos.
7. Print the document. 1-10
8. Quit the document. 1-10
9. Shut down the system. 1-10

Figure 2-1

Goals, Materials, and Instructions

Goals

In Lesson 2, we will concentrate on four goals:

1. How to answer the 10 Open Document Options.
2. How to edit the tab line (change margins and tabs).
3. How to work with SuperSCRIPSIT's main typing features: center, tab, align tab, view mode, and caps mode.
4. How to use the basic editing features: insert, delete, and quick margin change.

Materials

To complete the lesson, you will need the following:

- Your Model III 48K (with at least one disk drive).
- A Daisy Wheel II printer equipped with a Madeleine print wheel. If you are using one of the line printers or a non-Radio Shack printer, refer to Appendix 1 of the *SuperSCRIPSIT Reference Manual.*
- Your Backup of the SuperSCRIPSIT Program Diskette.
- Some typing paper for your printouts.
- Note paper.

Before You Begin

Follow these instructions to get ready.

1. Make sure that the Model III is *off.*
2. Make sure all peripherals (printer, expansion drives, etc.) are *on.*
3. Insert your copy of the SuperSCRIPSIT diskette in Drive Ø.

Figure 2-2

Document to Prepare

Document name: CARS
Author: ERNIE HUBBEL
Operator: YOUR NAME
Comments: FLYER

Ernie's Used Cars

Announces Some Simply

Incredible Deals!!

Thank you Greensboro! You've made Ernie's the Number 1 Used Car Dealership in the Triangle Area. And now that we're on top, we're going to stay there.

In fact, our inventory has grown so much that we've run out of space. Take advantage of the situation. We're practically giving some models away!

Take a Look at These Beauties!

1975	Thunderbird	5,799.99
1962	MGB	6,999.99
1967	Ford Fairlane	899.99
1897	Stanley Steamer	19,899.00
1952	DeSoto	499.99

Famous deals have been Ernie's trademark for thirty years. Come in and make your deal today.

Guaranteed service and warranties on every Ernie's used car explains why so many of our customers come back to see us year after year.

Figure 2-3

The Open Document Options

Whenever you choose the open a document function and type in the name of the document, the following options appear on the screen:

Option	Field	
Document name:	----------	
Author:	----------	
Operator:	----------	
Comments:	----------	
Printer type:	DW2 ------	
Lines per page:	54	(4-99)
Pitch:	P–	(1-2Ø or P)
Linespacing (to 3+, "+" = 1/2):	1–	
1st page to include header:	1--	(1-999)
1st page to include footer:	1--	(1-999)

Document name. The system enters the name of the document when you first choose the open a document function and answer the prompt Name of document to open? Be sure that the document name is a valid TRSDOS file name:

1. The name can be no longer than 8 characters. (You can include extensions and passwords. See the *SuperSCRIPSIT Reference Manual.*)
2. The name can contain no spaces.
3. The first character must be a letter.

Author. Use this option to note the name of the author of the document. You can type any combination of up to 32 characters.

Operator. Use this option to note the name of the operator who prepared the document. You can type any combination of up to 32 characters.

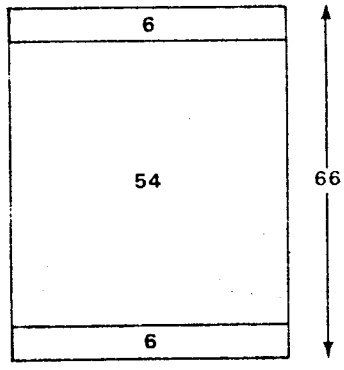
Comments. Use this option as a "memory jogger" to identify the document. You can type any combination of up to 32 characters.

Printer type. Use this option to specify which printer you are using:

D W 2	Daisy Wheel II (the default option)
L P 4	Line Printer IV
L P 8	Line Printer VIII
S	Serial Printer

Lines per page. Use this option to specify the number of lines that will print on each page. You can specify any number of lines from 4 to 99. Remember that there are 6 lines per inch. (A piece of paper 11 inches long contains a maximum of 66 printable lines.) The default option is 54 printed lines per page, allowing 6 lines for the top border and 6 lines for the bottom.

Continued on the next page.



Pitch. Use this option to establish the number of characters that will print to the inch. You can choose any number from 1 to 20. (Make sure your printer or Daisy Wheel is compatible with the pitch you set.) P, for proportional spacing, is the default option.

Linespacing. Use this option to set the linespacing for your printed document.

1	Single-space	Text prints on every line (default).
2	Double-space	Text prints on every other line.
3	Triple-space	Text prints on every third line.
1+	Space and a half	Text prints leaving half a line of space between each line.
2+	Double-space and a half	Text prints leaving one and a half lines of space between each line.
3+	Triple-space and a half	Text prints leaving two and a half lines of space between each line.

Headers and Footers. Use this option to create the standard lines of text that print at the top or bottom of every page. We will discuss these options further in Lesson 5.

Checking Your Responses for the CARS Document

Your Open Document Options list for the CARS document should look like this. If yours is different, use the arrow keys with overstrike to correct the options, or press BREAK and start over.

```
                Document name: CARS ----------------------
                      Author: ERNIE HUBBEL ----------------------
                    Operator: YOUR NAME----------------------
                    Comments: FLYER ----------------------
                  Printer type: DW2 ------
              Lines per page: 54      (4-99)
                       Pitch: P-      (1-2Ø or P)
Linespacing (to 3+, "+" = 1/2): 2-
    1st page to include header: 1--     (1-999)
    1st page to include footer: 1--     (1-999)
```

If your Open Document Options are the same as those above, restart the tape.

Figure 2-4

Working With the Open Document Options

Answering the Options

To answer the options, move the cursor to the option and type your choice.

- Use [↓] and [↑] to move the cursor from option to option.
- Use [→] and [←] to move the cursor within the field for any one option. (You cannot move the cursor beyond the last typed character in a field.)

Clearing the Field for an Option

If you make a mistake when answering the option, you can clear the entire field for the option and retype your answer.

Hold down [SHIFT] and press [CLEAR].

The field is cleared and you can retype your answer.

Locking In or Canceling the Options

- To lock in the options and bring the document to the screen, press [ENTER].
- To cancel all the options you have typed and to return to the Main Menu, press [BREAK].

Figure 2-5

How to Edit the Tab Line

Whenever you want to change margins or tabs, enter the instruction for editing the tab line: Hold down [@] and type [T]. The cursor will leave the text area, and a question mark will appear in the ghost cursor.

Moving the Ghost Cursor Along the Tab Line

- To move the cursor along the tab line, press [→] or [←].
- To move the ghost cursor 6 spaces to the right, press [SHIFT] [→].
- To move the ghost cursor to the extreme left position, press [SHIFT] [←].

Setting Margins and Tabs

- To clear a margin or tab, position the ghost cursor and press [SPACE BAR].
- To set margins, position the ghost cursor and type [[] for a left margin and []] for a right margin.
- To set tabs, position the ghost cursor and type [I] for an indent tab or [T] or [+] for a tab.

Ending the Tab Line Edit

- To cancel the changes and return the cursor to the text area, press [BREAK].
- To lock in the changes and return the cursor to the text area, press [ENTER].

Using Help Menus

The Tab Line Help Menu

If you type an invalid command while editing the tab line, SuperSCRIPSIT will display a Help menu entitled TAB LINE EDIT OPTIONS. The Help menu lists all valid commands that you can use to edit the tab line.

The SuperSCRIPSIT Help Menu

If you type an invalid command while typing or editing a document, a flashing message appears:

Press CONTROL-H to see an index of Scripsit commands

- To view the Help menu, hold down [@] and type [H]. SuperSCRIPSIT lists all valid commands.
- To clear the Help menu and redisplay the text, press [BREAK].

Note

The Help menus are especially useful if you want to use a certain command but can't remember the mnemonic.

Figure 2-6

Typing Assignments

↵ = Enter
\ = Tab
' = Align Tab

Assignment 1

Ernie's Used Cars ¶

Announces Some Simply ¶

.Incredible Deals!! ¶

¶

Thank you Greensboro! You've made Ernie's the Number 1 Used Car Dealership in the Triangle Area. And now that we're on top, we're going to stay there. ¶

¶

In fact, our inventory has grown so much that we've run out of space. Take advantage of the situation. We're practically giving some models away! ¶

¶

Take a Look at These Beauties! ¶

¶

Assignment 2

\	1975 \	Thunderbird'	5,799.99 ¶
\	1962 \	MGB'	6,999.99 ¶
\	1967 \	Ford Fairlane'	899.99 ¶
\	1897 \	Stanley Steamer'	19,899.00 ¶
\	1952 \	DeSoto'	499.99 ¶

¶

Continued on the next page.

Assignment 3

Famous deals have been Ernie's trademark for thirty years. Come in and make your deal today.

Guaranteed service and warranties on every Ernie's used car explains why so many of our customers come back to see us year after year.

Figure 2-7

Centering Text

To center text:

1. Position the cursor anywhere in the paragraph that you want to center.
2. Hold down [@] and type [C]. The text is centered and the prompt Cen appears in the status line.
3. Repeat to uncenter text.

Using Tab and Align Tab

To type text at a regular tab:

Hold down [SHIFT] and press [→]. The cursor moves to the next tab stop.

To type text at an align tab:

1. Hold down [@] and type [A]. The cursor moves to the next tab, and all text moves left as you type.
2. To end the alignment, type [.], press [ENTER], or tab to the next tab stop.

Besides decimal alignment, you can use align tab to type columns of right-aligned text:

```
\                          Bill Li\          555-1621
\                        Stuart Gibson\      555-1234
\              Horace MacPeterson, Esq.\     555-4321
```

Figure 2-8

Modes

View Mode

To view embedded codes, turn on view mode:

1. Hold down [@] and type [V].

   Vw appears in the status line.

   ¶ indicates that [ENTER] was pressed at the end of a paragraph.

   \ indicates that [SHIFT] [→] was pressed.
   ' indicates that [@] [A] was pressed.

2. To turn off view mode, repeat Step 1.

In later lessons, you will encounter situations where view mode is particularly helpful. Some users prefer to do most of their routine typing with view mode on, while others prefer to type with it off. Experiment with it both ways to see which one you prefer.

Caps Mode

To turn on caps mode:

1. Hold down [SHIFT] and press [@]. The prompt C appears in the status line, and every character you type appears in upper case. In caps mode, you must use [SHIFT] to type the symbols on the top half of the numeral keys.

2. To turn off caps mode, repeat Step 1.

Figure 2-9

Basic Editing Features

Deleting Characters

To delete:

1. Position the cursor on the first character you want to delete.
2. Hold down [@] and type [D].
3. If you want to delete more than one character in a row, continue to hold down [@] and type [D].

When you complete the delete or delete all the characters from the cursor to the right margin, SuperSCRIPSIT reformats the paragraph to compensate for the deleted characters.

Inserting Characters

To insert:

1. Position the cursor at the place where you want to insert text.
2. Hold down [@] and type [I]. The text opens up and allows you to insert as much text as you need. (If view mode is on, *insert blocks* are visible in the text opening.)
3. Type the text you want to insert.
4. When you finish typing the inserted text, press [BREAK] or use [@] [D] to close up the text and reformat the paragraph around the inserted text.

How to Quickly Change Margins or Indent Tab

1. In the paragraph you want to change, position the cursor where you want the new margin or indent tab.
2. Hold down [@] and type [M]. This prompt appears in the status line:

   Set Left margin, Right margin or Indent (L, R or I)?

3. Type [L] to move the left margin to the cursor position.
   Type [R] to move the right margin to the cursor position.
   Type [I] to move the indent tab to the cursor position.

SuperSCRIPSIT changes the margin or indent tab and reformats the paragraph automatically to the new setting.

Note

You can also use insert and delete to edit your choices when typing in the fields for the Open Document Options.

Figure 2-10

Summary Exercise

Figure

1. Open a document with the following specifications: 2-3, 2-4

Document name:	BOOKS ----------	
Author:	ACME PUBLISHING ----------	
Operator:	YOUR NAME ----------	
Comments:	NEW TITLES ----------	
Printer type:	DW2 ------	
Lines per page:	54	(4-99)
Pitch:	P-	(1-2Ø or P)
Linespacing (to 3+, "+" = 1/2):	2-	
1st page to include header:	1--	(1-999)
1st page to include footer:	1--	(1-999)

2. Edit the tab line: 2-5

   Clear the indent tab.
   Set the left margin at 1.5.
   Set the right margin at 6.5.
   Set tabs at 2.2 and 5.5.

3. Type the text on the next page.
   Use caps mode and centering where required. 2-7
   Use tabs to type the list of books and prices. 2-8
   (Be sure to use align tab for the prices.) 2-9

4. Use overstrike, insert, and delete to fix any typos.

5. Print a copy.

6. Edit the text to make the following changes:

   In line 13, change *best* to *newest.*
   In line 17, insert the word *Particle* before *Physics.*
   In the last paragraph (beginning at line 43):

   - Use the quick margin change feature to change the left margin to position 2.Ø. 2-9
   - Edit the tab line and place an indent tab at position 1.5.
   - Make each sentence into a separate paragraph. (HINT: Insert a paragraph symbol between the two sentences.)

7. Print the revised text.

8. Shut down the system.

Continued on the next page.

New Scientific Titles ¶

from ACME PUBLISHING COMPANY ¶

¶

Acme continues its commitment to publishing the most recent research for discerning scientists. ¶

¶

Our new titles represent some of the best work published by the scientific community. For its Spring catalog, Acme is especially pleased to be offering works in Physics and Molecular Biology. ¶

¶

NEW TITLES THIS SPRING ¶

¶

\ "T" AND "-T" IN HIGH-SPEED ¶
\ IRRADIATION \ 39.95 ¶

¶

\ BAINBRIDGE'S WHOLE CATALOG ¶
\ OF ENZYME MOLECULES \ 285.95 ¶

¶

\ PHOTON INTERACTION WITH ¶
\ PINEAL HORMONES \ 27.50 ¶

¶

To order our Spring Catalog, fill out the enclosed name and address form. Take advantage of Acme's unique membership plan for accredited scientists. ¶

3. WORKING WITH BLOCKS AND PAGES

Figure 3-1

Goals, Materials, and Instructions

Goals

In Lesson 3, we will concentrate on two goals:

1. How to work with pages
   - Moving the cursor through a document
   - Using automatic pagination
   - Forcing a new page
2. How to work with blocks
   - Defining a block
   - Deleting, moving, and recalling a block
   - Adjusting a block

Materials

To complete Lesson 3, you will need the following:

- Your Model III 48K (with at least one disk drive).
- A Daisy Wheel printer with a Madeleine print wheel. If you are using one of the line printers or a non-Radio Shack printer, refer to Appendix I of the *SuperSCRIPSIT Reference Manual.*
- Your Backup of the SuperSCRIPSIT Program Diskette.
- Some typing paper for your printouts.
- Note paper.

Before You Begin

Follow these instructions to get ready.

1. Make sure that the Model III is *off* and that all peripherals (printer, expansion drives, etc.) are *on.*
2. Start up the Model III and load SuperSCRIPSIT.
3. When the Main Menu appears on the screen, come back to the tape.

Figure 3-2

Typing Assignment

1. The Open Document Options

When you open the GRANT document, fill in the fields with the information shown:

Document name:	GRANT ----------	
Author:	MORRIS JONES ----------	
Operator:	YOUR NAME ----------	
Comments:	RESEARCH PROPOSAL ----------	
Printer type:	DW2 -----	
Lines per page:	54	(4-99)
Pitch:	P-	(1-2Ø or P)
Linespacing (to 3+, "+" = 1/2):	2-	
1st page to include header:	1--	(1-999)
1st page to include footer:	1--	(1-999)

2. The Margin and Tab Settings

When the blank page appears on the screen, use the tab line editing function to set these margins and the indent tab:

Left margin	1.5
Right margin	6.Ø
Indent tab	2.Ø

3. The Text

Type the following text. Press ENTER to create a paragraph where shown.

Continued on the next page.

PROPOSAL FOR THE DEVELOPMENT OF COMPUTER PROGRAMS TO ASSIST IN OCCULT STUDIES

In the years since 1970, sporadic attempts have been made to combine computer technology with the age old practices of divination. Perhaps the most promising computer application to occult studies is the programmed oracle.

Computer development of horoscopes is perhaps the best-known effort to combine information technology with occult divination. Few will dispute the success of the better programs in alleviating the tiresome and time consuming task of plotting charts. But to date, no program has been able to interpret charts to the satisfaction of serious astrologers. In my view, the I Ching, or "Book of

Continued on the next page.

Changes," is far more computer-applicable than astrology.

In his best-selling book POWERS OF MIND, author Adam Smith recounts the efforts of Stanford's Department of Economics to predict the stock market with a computerized version of the I Ching.

In the computer program written for the Stanford experiment, the sixty-four hexagrams of the I Ching were entered as data statements. Then the program used random numbers to assign hexagrams to various companies. The analysts interpreted the hexagrams in simple terms of success or failure and compared the predictions to the stocks' performances.

The first predictions were astoundingly accurate. The I Ching's predictions out-distanced the more relied upon technical and economic indicators. When the results were announced, eyebrows were raised, but the department allocated funds to continue the research. With each subsequent forecast, however, the I Ching program grew less reliable. The predictions finally leveled off to random probability.

One programmer, however, was bright enough to ask the I Ching program why its accuracy was in decline. The answer:

"Even a good hunter cannot find game in an empty field."

Continued on the next page.

Mr. Smith assesses the failure of the experiment in the light of Carl Jung's preface to the Wilhelm I Ching. Jung suggests that the I Ching performs best in a specific situation:¶

¶

1. When the individual seeks guidance from the oracle. Jung coins the term "synchronizity" to explain the relation between the situation of the inquirer and the hexagram suggested by the oracle. According to Jung, the "common sense" notion of cause and effect may stem as more from myth than truth.¶

¶

2. When the individual projects his current concerns on the image of the hexagram and interprets it in that light.¶

¶

Both situations were absent in the Stanford experiment.¶

I propose that a computer program using random numbers could be devised to fulfil both conditions.¶

It's time that the venerable Book of Changes entered the computer age.¶

Figure 3-3

How to Move the Cursor Through Text

[↓] or [→] + [V]	moves the cursor to the *next* video page. A video page is a "screenful" (14 lines).
[↑] or [←] + [V]	moves the cursor to the *previous* video page.
[↓] or [→] + [P]	moves the cursor to the *next* printed page. A printed page is the number of lines specified by the Lines per page option in the Open Document Options.
[↑] or [←] + [P]	moves the cursor to the *previous* printed page.
[↓] or [→] + [S]	moves the cursor to the *next* occurrence of the specified search string.
[↑] or [←] + [S]	moves the cursor to the *previous* occurrence of the specified search string.
[↓] or [→] + [N] [↑] or [←]	moves the cursor to the page number you type in answer to the prompt.

How to Use the Page Number Instruction to Move the Cursor

1. Hold down [↑], [↓], [→], or [←] and press [N]. The following prompt appears:

   Document page number on which to place cursor (1-999)?

   The page that the cursor was on appears in the field after the prompt.
2. Type the page number you want to see and press [ENTER]. The cursor moves to the page specified.

How to Use the Search Instruction to Move the Cursor

Use the search instruction to locate a specific word or phrase in the document.

1. To find the *next* occurrence of a word or phrase, hold down [↓] or [→] and type [S]. To find the *previous* occurrence of a word or phrase, hold down [↑] or [←] and type [S]. The following prompt appears:

   Enter search string:----------
2. Type the word or phrase that you want to find *exactly* as it appears in the document, and then press [ENTER]. The cursor moves to the nearest occurrence of the word.
3. To find the *previous* occurrence of the same word or phrase, hold down [↑] or [←] and press [S] and [ENTER]. To find the *next* occurrence of the same word or phrase, hold down [↓] or [→] and press [S] and [ENTER].

Note

The system retains the search string in memory until you enter a new string or turn off the system.

Figure 3-4

Editing Assignment

Change linespacing to one and a half.

PROPOSAL FOR THE DEVELOPMENT
OF COMPUTER PROGRAMS TO ASSIST IN
OCCULT STUDIES

In the years since 1970, sporadic attempts have been made to combine computer technology with the age old practices of divination. ~~Perhaps the most promising computer application to occult studies is the programmed oracle.~~

Move the last ¶ here. →

Computer development of horoscopes is perhaps the best-known effort to combine information technology with occult divination. ~~Few will dispute the success of the better programs in alleviating the tiresome and time consuming task of plotting charts.~~ But to date, no program has been able to interpret charts to the satisfaction of serious astrologers. In my view, the I Ching, or "Book of

Continued on the next page.

Changes," is far more computer-applicable than astrology.

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> "Even a good hunter cannot find game in an empty field."

Indent quote: Left margin 2.0 Right margin 5.5
Change it to single space.

Continued on the next page.

Mr. Smith assesses the failure of the experiment in the light of Carl Jung's preface to the Wilhelm I Ching. Jung suggests that the I Ching performs best in a specific situation:

1. When the individual seeks guidance from the oracle. Jung coins the term "synchronizity" to explain the relation between the situation of the inquirer and the hexagram suggested by the oracle. According to Jung, the "common sense" notion of cause and effect may stem as more from myth than truth.

2. When the individual projects his current concerns on the image of the hexagram and interprets it in that light.

Adjust these numbered 9's to match the quote on the previous page.

Both situations were absent in the Stanford experiment.

I propose that a computer program using random numbers could be devised to fulfil both conditions.

It's time that the venerable Book of Changes entered the computer age.

More this 9 to page 1 where shown.

Figure 3-5

Working With Blocks

SuperSCRIPSIT's block-action commands provide you with a wide range of editing capabilities. The basic steps are simple. You define any amount of text as a block, and then you choose the desired block-action command.

Two Ways to Define a Block

Cursor Position

1. Position the cursor at the beginning of the text you want to define.
2. Hold down [@] and type [S] for "start." A [appears in the text to mark the starting point of the block.
3. Position the cursor at the end of the text you want to define.
4. Hold down [@] and type [E] for "end." A] appears in the text to mark the ending point of the block.

Text Quantity

In most cases, you will want to use this method to define a block.

1. Position the cursor at the beginning of the text you want to define.
2. Hold down [@] and press [X]. This prompt appears:

   Word, Sentence, paraGraph, Page, End-of-text, Block-action?

3. Define the amount of text you want to be included in the block by pressing any combination of these letters:

   [W] to define one word at a time.

   [S] to define one sentence at a time.

   [G] to define one paragraph at a time.

   [P] to define one page at a time.

   [E] to define all the text from the cursor position to the end of the document.

   As you begin to define the block, a [appears at the start of the block. Each time you specify an amount of text, the cursor moves to the end of it to show you how much text you have defined.

4. When you finish defining the text, type [B] to bring the list of block-action commands to the screen, or press [BREAK] to define the block and return the cursor to the text area. A] appears at the end of the block.

How to Select a Block-Action Command

1. If you used [@][S] and [@][E] to define the block, hold down [@] and type [B] for "block."

   or

   If you used [@][X] to define the block, just type [B]. The following prompt appears in the status line:

   Delete Copy Move Adjust Search Freeze Hyph Print Linespace?

Continued on the next page.

2. Type the first letter of the function you want to perform:

Delete. When you type [D], a new prompt appears in the status line:

You have asked to remove this block. Are you sure (Y or N)?

Type [Y] to delete the block. Type [N] to cancel the delete and to return the cursor to the text.

Copy. When you type [C], the block remains on the screen. The program copies the block onto the diskette.

To recall the block, position the cursor where you want the copy of the block to appear. Hold down [@] and type [R] for "recall." The block is inserted at the cursor position.

Move. When you type [M], the block is deleted from the text but saved onto the diskette.

To recall the block, position the cursor where you want the saved block to appear. Hold down [@] and type [R] for "recall." The block is inserted at the cursor position.

Adjust. When you plan to use the adjust command, position the cursor on the model paragraph before using [@] [B] or [B] to choose the block-action commands.

When you type [A], the format of the block (margins, tabs, and linespacing) is changed to match the format of the paragraph where the cursor is positioned.

Search. This option enables you to search a block for all occurrences of a word or phrase and then replace, delete, or find it. The option will be thoroughly covered in Lesson Six.

Freeze. When you type [F], the following prompt appears in the status line:

Freeze or Unfreeze block (F or U)?

Type [F] to freeze the block. Type [U] to unfreeze the block.

Once a block is frozen, you cannot delete or insert text in the block or change its format or linespacing until you freeze it.

Hyph. This option enables you to make sure the maximum number of characters prints on each line. When you use this option, the program presents you with hyphenation decisions. This option will be thoroughly discussed in Lesson Six.

Print. When you type [P], the default print options appear on the screen. To print the block with the default print options, press [ENTER]. The block is printed.

Linespace. When you type [L], the following prompt appears in the status line:

New linespacing value for this block (use " + " for 1/2)?

Type in the new linespacing for the block.

[1]	for single-space
[1] [+]	for space and a half
[2]	for double-space
[2] [+]	for two and a half
[3]	for triple-space
[3] [+]	for three and a half

If you type two characters (for example, 1+), the instruction is completed automatically. If you type one character (for example, 3), press [ENTER] to complete the instruction. The linespacing for the block will be changed.

If you use the linespace block-action command to change the linespacing for the entire document, the document prints with the new linespacing, but the line number indicator does not reflect the new spacing. To recalibrate the line number indicator to reflect the new linespacing, bring the Open Document Options for the document to the screen, and answer the Linespacing Option with the new linespacing.

Figure 3-6

Summary Exercise

	Figure
1. Choose the Open Document Option and re-open the GRANT document.	3-2
2. Define the document as a block, and change the linespacing to double-spacing. (You will have to "work around" the frozen blocks.)	3-5
3. Change the margins for one paragraph; then use the adjust command to reformat the entire document: Change the left margin to 1.0. Change the right margin to 7.0. Change the indent tab to 1.5. (Again, you will have to "work around" the frozen paragraphs. Also, since the centered paragraphs are adjusted as well, you will have to re-center them.)	3-5
4. Move and delete the text as shown on the Editing Assignment for this figure. (Note: To delete text in a frozen paragraph, you will have to first "un-freeze" the paragraph. After you have completed the deletion, freeze the paragraph again.)	3-5
5. Print the revised document and compare it with the confirmation printout beginning on page 44. If your document is different, edit it to conform with the confirmation printout. Print out a final copy.	
6. Quit the document. If you are not going directly to Lesson Four, shut down the system.	

Continued on the next page.

PROPOSAL FOR THE DEVELOPMENT
OF COMPUTER PROGRAMS TO ASSIST IN
OCCULT STUDIES

Continued on the next page.

In the years since 1970, sporadic attempts have been made to combine computer technology with the age old practices of divination.

It's time that the venerable Book of Changes entered the computer age.

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Figure 4-1

Goals, Materials, and Instructions

Goals

In Lesson 4, we will concentrate on two goals:

1. Using the printer control codes

   Bold
   Underscore and double-underscore
   Superscripts and subscripts
   Strike-through
   Pause print
   Top of form

2. Using the Print Text Options

   Paper size
   Pause between pages
   Method of justification
   Number of copies
   Display codes
   Suppress widow lines
   Column to start printing

Materials

To complete Lesson 4, you will need the following:

- Your Model III 48K (with at least one disk drive).
- A Daisy Wheel printer with a Madeleine print wheel. If you are using one of the line printers or a non-Radio Shack printer, refer to Appendix I in your *SuperSCRIPSIT Reference Manual.*
- Your Backup of the SuperSCRIPSIT Program Diskette.
- Some typing paper for your printouts.
- Note paper.

Before You Begin

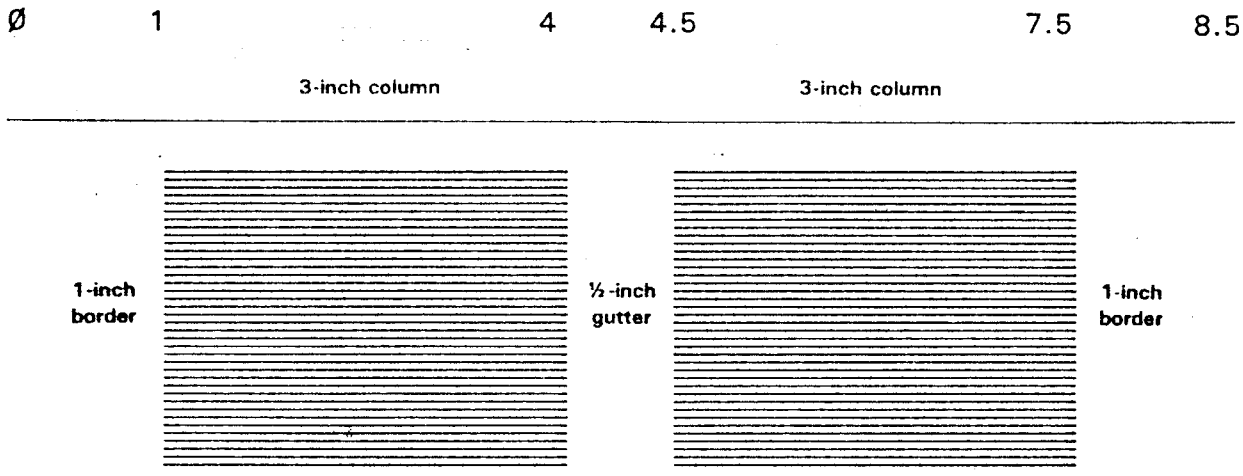
Follow these instructions to get ready for Lesson 4:

1. Turn on the Model III and use your Backup to load SuperSCRIPSIT.
2. Choose the open a document function from the Main Menu, and request the prerecorded DEMO document.
3. When the Open Document Options for the DEMO document appear on the screen, restart the tape.

Figure 4-2

Preparing the PRINTING Document

Plan the Column Margins



Open the PRINTING Document

1. Return to the Main Menu.
2. Type [O] to choose the open a document function.
3. Type [P] [R] [I] [N] [T] [I] [N] [G] to answer the prompt Name of document to open.
4. Answer the options as shown below:

Option	Field	
Document name:	PRINTING ----------	
Author:	RADIO SHACK ----------	
Operator:	YOUR NAME ----------	
Comments:	LESSON FOUR/PRINT CODES----------	
Printer type:	DW2----	
Lines per page:	66	(4-99)
Pitch:	P-	(1-2Ø or P)
Linespacing (to 3+, "+" = 1/2):	1+	
1st page to include header:	1--	(1-999)
1st page to include footer:	1--	(1-999)

Set the Margins and Tabs for the Left Column (Page One)

Edit the tab line:

Left margin	1.Ø
Right margin	4.Ø
Indent tab	Delete it
Regular tabs	1.2 and 3.2 only

When you have finished, restart the tape.

Figure 4-3

The Left Column (Page One)

©+ Super Printing With SuperSCRIPSIT ©+ ¶

¶

Radio Shack's new word processing program for the Model III, Super SCRIPSIT, has some remarkable printing features. ¶

¶

For example, proportional spacing with justification is the default option! ©- Proportional spacing in combination with the Madeleine print wheel creates an almost "print quality" printout. In fact, this demonstration document has been reproduced from camera ready copy typed with my new SuperSCRIPSIT program. ¶

¶

Personally, I am fond of the many print codes available. Those of you who need to type financial information will find double underscore and align tab useful: ¶

¶

©+ Widgets Sold ©+ ¶

¶

\ June\	42.56 ¶
\ July\	685,473.59 ¶
\ August\	1,473.99 ¶
\ September\	©- 1,248,483.00 ©- ¶
¶	
\ TOTAL\	©= 1,935,473.14 ©= ¶

¶

And for those of you who are fond of bold-face print, SuperSCRIPSIT is a dream come true. ¶

Bold and centered

underscore

Bold and centered

underscore

double underscore

Figure 4-4

The Right Column (Page Two)

Top of form
bold + centered

©>©+ Other SuperSCRIPSIT¶
Special Print Features©+¶

¶

If you are a person who types scholarly or scientific documents you'll find subscripts and superscripts easy to work with.¶

¶

You may want to say that "Bainbridge claims that the Hundred Year's War lasted only 99 years."[1]©.¶

superscript ©*

¶

SuperSCRIPSIT helps you out with a superscripted footnote.¶

¶

On the other hand, if you need to write scientific notation, you can use both super©.scripts and ©.sub©*scripts, ranging from the familiar:¶

superscript
subscript ©*

©. H_2O©*¶

to the bizarre:¶

X=C©*2©.(W©.o©**L©*23©./(-T©*x©.©.r©*-V1)*W©.o3©*)¶

$X=C^2(W_o*L^{23}/(-T^x_r-V1)*W_{o3})$¶

¶

There is also a print code that enables you to print "strike-through" text:¶

©' ~~000000000000000000000000000000~~©'¶

¶

You can also type a code to pause printout. This is helpful if you want to change paper or print wheels. Finally, SuperSCRIPSIT even gives you the capability to design your own customized print codes.¶

Figure 4-5

Print Codes

When you want to print text underscored, double-underscored, bold, and so on, you type a print code. You type the code *before* the text to turn *on* the special print function and then type the code *after* the text to turn *off* the special print function. Each print code takes up two spaces on the screen but takes up no space on the printout.

Underscore. Before and after the text you want to underscore, type CLEAR -. ©- will appear on the screen.

Double-underscore. Before and after the text that you want to double-underscore, type CLEAR =. © = will appear on the screen.

Bold. Before and after the text you want to print bold, type CLEAR +. © + will appear on the screen.

Strike-through. Before and after the text you want to strike-through, type CLEAR /. ©/ will appear on the screen.

Superscript. Before the text you want to print *above* the line, type the superscript code to make the printer print half a line higher: Type CLEAR *. Then type the text and the subscript code to bring the printer back down to the normal point line: Type CLEAR .. For example:

©*Super© ·script

Subscript. Before the text you want to print *below* the line, type the subscript code to make the printer print half a line lower: Type CLEAR .. Then type the text and the superscript code to move the printer back up to the normal print line: Type CLEAR *. For example:

©.Sub©* script

Top of Form. To make the printer roll the paper up to the top of the page, type CLEAR > as the first character of the next column. ©> appears on the screen. If you use the top of form code to print multicolumn documents, make sure that you use the same value for both the Lines per page and the Paper size.

Pause printout. To stop the printer during printout, type CLEAR and ? at the point in the text where you want the printer to stop. ©? appears on the screen. When the printer encounters the code, it will stop printing and display this prompt:

Do you wish to continue printing (Y or N)?

Type Y to continue. Type N to cancel the print job.

This code is useful for print wheel changes.

Figure 4-6

Print Text Options

When you command SuperSCRIPSIT to print, the Print Text Options appear whether you are working with a document or a block.

```
* * * * * * * * * * SCRIPSIT—PRINT TEXT OPTIONS * * * * * * * * * *

          Document name:   ------------
                Paper size:   66      (1-99)
      Pause between pages:   Y       (Yes/No)
  Begin numbering as page:   1---    (1-9999)
     Method of justification:   P       (Proportional/Mono/None)
          Number of copies:   1-      (1-99)
             Display codes:   N       (Yes/No)
      Suppress widow lines:   N       (Yes/No)
   Column to start printing:   1--     (1-132)
```

Choosing the Print Text Options

To choose a particular option, use [↓] and [↑] to move the cursor to the field for the option. Then type the characters or numerals to specify the option you want.

To edit an option, use [SHIFT] [CLEAR] to clear the entire field, use [@] [D] to delete a single character, or use [@] [I] to insert characters.

To cancel all the options and the print job, press [BREAK].

To lock in the options and begin printing, press [ENTER].

The Print Text Options

Document name. This field displays the name of your document.

Paper size. Use this option to specify the length in lines of the paper you will print on. There are six lines to the inch. (11-inch paper is 66 lines long. 14-inch paper is 84 lines long.)

[6] [6] is the default specification.

Pause between pages. If you choose [Y] for "yes," SuperSCRIPSIT will stop printing after each page, and this message will flash on the screen:

Do you wish to continue printing (Y or N)?

Insert a sheet of paper in the printer and type [Y] to continue printing. Type [N] to cancel the print job.

If you choose [N] for "no," SuperSCRIPSIT will advance the next page and continue printing automatically. Use this option to print with a sheet feeder or on continuous form paper. [Y] is the default option.

Begin numbering as page. Use this option when printing with headers and footers to specify the number you want for automatic page numbering. We will discuss it fully in the next lesson.

Continued on the next page.

Method of justification. Justified text is printed with an even right margin. SuperSCRIPSIT offers you two methods of justification. You can also choose to print without justification.

- If you type [P] to choose the proportional method, SuperSCRIPSIT inserts partial spaces, or units, between the words to even up the right margin.
- If you type [M] to choose the mono method, SuperSCRIPSIT inserts whole spaces between words to even up the right margin. (You should choose this option if you want to justify a document typed with a pitch other than proportional.)
- If you type [N] for "none," SuperSCRIPSIT does not justify the text.

[P] is the default option.

Number of copies. Use this option to specify how many copies of the document you want to print.

[1] is the default option.

Display codes. If you type [N] for "no," the codes on the screen do not print. If you type [Y] for "yes," SuperSCRIPSIT prints the codes that appear when you turn on view mode:

¶ prints as $	\ prints as \
\ prints as \	©+ prints as ~ +
©/ prints as ~ /	©= prints as ~ =
©- prints as ~ -	© › prints as ~ ›
©* prints as ~ *	©. prints as ~ .
©? prints as ~ ?	

The print codes do not function when you print with the display codes option. The ∧ (force new page) code cannot be printed. It does function, however, with this option.

[N] is the default option.

Suppress widow lines. Most typists try to avoid stranding the first line of a new paragraph at the bottom of a page. They also avoid leaving the last line of a paragraph at the top of a page. Such stranded lines are called widows.

If you type [Y] for "yes," SuperSCRIPSIT will avoid widows, either by printing an extra line at the bottom of a page or by printing one less line at the bottom of a page. If you type [N], SuperSCRIPSIT ignores widow lines.

[N] is the default option.

Column to start printing. You can use this option to specify a different starting point on the printer.

SuperSCRIPSIT counts from the column position to the left margin. For example, if the column position is set at 1, and the left margin is set at 1 (1 inch), SuperSCRIPSIT will start counting to the left margin from position 1 on the pitch scale. Your left margin will then print at position 10. But if the column position is set at 20, and the left margin is set at 1, SuperSCRIPSIT will start counting to the left margin from position 20 on the pitch scale. Your left margin will then print at position 30.

[1] is the default option.

Figure 4-7

Summary Exercise

Figure

Reopen the PRINTING document and edit it to print in a *three*-column format. An example follows.

1. Open the document and change the options as necessary. Calculate the lines per page so that there is 2½ inches of border space to split between the top and bottom borders. To compute the number of lines per column, subtract the border from the length of the paper and multiply that number by six lines per inch. (Remember, when you print, you will insert the paper in the printer sideways.)
2. Edit the tab lines for the 3 pages (columns). Calculate the margins for the columns so that they will print with a ½-inch gutter. (HINT: Each column will be 3 inches wide.) Remember to carry over the tabs for the new "Widget" page. 4-2
3. Use block-action commands to reformat the text where necessary.
4. Edit the print codes as shown in the following example. (Remember to delete the old top of form codes and insert the new ones at the top of each page.) 4-5
5. Print the edited document.

Continued on the next page.

Super Printing With SuperSCRIPSIT

Radio Shack's new word processing program for the Model III, SuperSCRIPSIT, has some remarkable printing features.

For example, proportional spacing with justification is the default option! Proportional spacing in combination with the Madeleine print wheel creates an almost "print quality" printout. In fact, this demonstration document has been reproduced from camera ready copy typed with my new SuperSCRIPSIT program.

Personally, I am fond of the many print codes available. Those of you who need to type financial information will find double underscore and align tab useful:

Add ¶ to make "Widgets" start on page 2.

Widgets Sold

June	42.56
July	685,473.59
August	1,473.99
September	1,248,483.00
TOTAL	1,935,473.14

Delete ¶

And for those of you who are fond of bold-face print, SuperSCRIPSIT is a dream come true.

¶ Add.

Other SuperSCRIPSIT Special Print Features

If you are a person who types scholarly or scientific documents you'll find subscripts and superscripts easy to work with.

Underscore

You may want to say that "Bainbridge claims that the Hundred Year's War lasted only 99 years."[1]

Delete ¶

SuperSCRIPSIT helps you out with a superscripted footnote.

On the other hand, if you need to write scientific notation, you can use both superscripts and subscripts, ranging from the familiar:

H_2O ← bold

to the bizarre:

¶ Add.

$$X=C^{2}(W_{o}*L^{23}/(-T^{x}_{r}-V1)*W_{o3})$$

There is also a print code that enables you to print "strike-through" text:

~~0000000000000000000000000000~~

You can also type a code to pause printout. This is helpful if you want to change paper or print wheels. Finally, SuperSCRIPSIT even gives you the capability to design your own customized print codes.

Edited Document in Three-Column Format

Figure 5-1

Goals, Materials, and Instructions

Goals

In Lesson 5, we will concentrate on two goals:

1. Finishing a document

   Headers and footers
   Page numbering
   Pagination considerations

2. File management

   SuperSCRIPSIT Directory
   SuperSCRIPSIT file function: COMPRESS
   TRSDOS Directory
   TRSDOS file commands: COPY, RENAME, KILL

Materials

To complete the lesson, you will need the following:

- Your Model III 48K (with at least one disk drive).
- A Daisy Wheel printer with a Madeleine print wheel. If you are using one of the line printers or a non-Radio Shack printer, refer to Appendix 1 of your *SuperSCRIPSIT Reference Manual.*
- Your Backup of the SuperSCRIPSIT Program Diskette.
- An extra diskette.
- Some typing paper for your printouts.
- Note paper.

Before You Begin

Follow these instructions to get ready for the lesson:

1. Turn on the Model III and load SuperSCRIPSIT.
2. Choose the open a document function from the Main Menu, and request the prerecorded CATALOG document.
3. Bring page one of the CATALOG document to the screen.
4. Restart the tape.

Figure 5-2

Header and Footer Text for the Catalog

The Header

Lamar Junior College Extension Division ¶
¶

The Footer

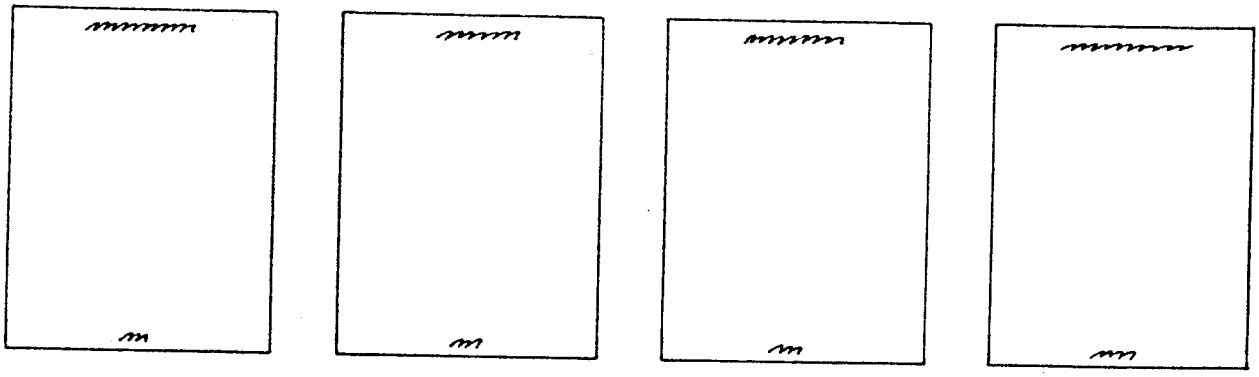
¶

Fall Catalog - - 1985 ¶
Page ©p ¶

Figure 5-3

Headers and Footers

Headers are lines of text that print at the top of a page. Footers are lines of text that print at the bottom. You can use either a header or footer to request automatic page numbering for your printout.



SuperSCRIPSIT supports two headers and two footers per document. This provides you with flexibility in deciding how you want to print your headers and footers. For example, you can print one header on all even-numbered pages and another on all odd-numbered pages. If you want a header or footer to print on *all* pages of a document, prepare just one header or just one footer.

How to Create a Header or Footer

1. Hold down [↓], [↑], [→], or [←] and type [H] to request a header page or [F] to request a footer page. This prompt appears:

   Print on Even or Odd numbered pages (E or O)?

2. Type [E] to request a header or footer page for even-numbered pages. Type [O] to request a header or footer page for odd-numbered pages. If you want only one header or footer, type either [E] or [O] (it doesn't matter which). The requested header or footer page then appears on the screen. The tab line and status line of the header or footer page are identical to that of the document.

3. Type the text you want for your header or footer. If you want different margins for your header or footer, you can edit the tab line. You can also use the block-action command if you want the header or footer to print with a different linespacing.

   The maximum length of a header or footer is 768 characters.

4. Record your header or footer and return to the document. Hold down [↓], [↑], [→], or [←] and type [L] for line number or type [N] for page number. If you use arrow [L], this prompt appears:

   Document line number on which to place cursor (1-65535)?----

   If you use arrow [N], this prompt appears:

   Document page number on which to place cursor (1-999)?---

   In the field you see the number of the page you were on when you requested the header or footer page.

   Press [ENTER] to return to the page you were on, or type a page number and press [ENTER] to return to a specific page.

Continued on the next page.

How to Request Automatic Page Numbering

You request automatic page numbering by typing a print code in the header or footer.

1. Make sure a header or footer page is on the screen.
2. At the place in the header or footer where you want the page number to appear, press CLEAR and then type a (lower case) p. You will see ©p on the screen.
3. Record the header or footer page. When SuperSCRIPSIT encounters the print code, it prints the current page number.

Figure 5-4

How to Print With Headers and Footers

If you have prepared header or footer pages for a document, SuperSCRIPSIT provides you with two options for printing them.

1. First page to include a header or footer.
2. Begin numbering as page.

First Page to Include Header or Footer

You can use the Open Document Options to specify the first page on which you want your header or footer to print.

Option	Field	
* * * * * * * * * SCRIPSIT – OPEN DOCUMENT OPTIONS * * * * * * * * *		
Document name:	----------	
Author:	----------	
Operator:	----------	
Comments:	----------	
Printer type:	DW2----	
Lines per page:	52	(4-99)
Pitch:	P-	(1-2Ø or P)
Linespacing (to 3+, "+" = 1/2):	1+	
1st page to include header:	1--	(1-999)
1st page to include footer:	1--	(1-999)

Sometimes you don't want to begin your header or footer on the first page. For example, if page 1 of your document is a title page, you probably want to begin printing the headers or footers on page 2. In the field for the header or footer option, type the number of the first page where you want the header or footer to print. [1] is the default option.

Begin Numbering as Page

You can use the Print Text Options to specify the first number to print when SuperSCRIPSIT numbers your pages.

* * * * * * * * * * SCRIPSIT—PRINT TEXT OPTIONS * * * * * * * * * *		
Document name:	----------	
Paper size:	66	(1-99)
Pause between pages:	Y	(Yes/No)
Begin numbering as page:	1---	(1-9999)
Method of justification:	P	(Proportional/Mono/None)
Number of copies:	1-	(1-99)
Display codes:	N	(Yes/No)
Suppress widow lines:	N	(Yes/No)
Column to start printing:	1--	(1-132)

Sometimes you may want to begin your automatic page numbering with a number other than 1. For example, if you are printing Chapter 2 of the "great American novel," you want to begin numbering the pages from where you left off in Chapter 1. SuperSCRIPSIT

Continued on the next page.

will number each succeeding page consecutively. For example, if you number the first page as *32*, SuperSCRIPSIT will number the next page as *33*, the one after that as *34*, and so on. Then, in the field for the "Begin numbering as page" option, type the number you want SuperSCRIPSIT to begin with as it numbers your pages.

[1] is the default option.

Figure 5-5

Confirmation Printout

Compare your printout with the one that follows. If there are major differences, edit the CATALOG accordingly and reprint it.

If your printout is similar, restart the tape and we will begin our discussion of file management.

Continued on the next page.

Hedley Lamar Junior College
Curriculum of
Continuing Adult Education

Fall Catalog
1985

Since 1969, Lamar Junior College has emphasized adult education. If your interests are practical, you may want to enroll in one of Lamar's courses on real estate, accounting, or business administration. Or, if your interests are cultural, you may want to take a course in photography, art, creative writing, or music.

Program for Better Living

This year we have added a new category of courses to our continuing education program. The "Program for Better Living" offers courses for those who want to explore the inter-personal problems and solutions that confront us in the 1980's. For example, Therapist Mabel Summer will teach "Learning to Live With Divorce," a working seminar for those of you who want to learn to cope with loneliness and the "newly single" experience.

The Guest Lecture Series

In addition to our regular courses, Lamar will continue its popular "Wednesday Night Lecture Series," featuring prominent speakers from the arts, business, and industry. Some of the lecturers scheduled for the coming year are

Britt Ecklund, Joseph Cotton, Galway Kinnel, Donald MacHenry, and Judith Crist.

To register for any of Lamar's exciting offerings, just clip the coupon, fill in the course or series of your choice, and mail it to Lamar.

Continued on the next page.

Lamar Junior College Extension Division

Wednesday Night Lecture Series

Britt Eckland — October 14

Ms. Eckland provides a candid glimpse of her life in the movies. Her lecture reveals the lives "behind the scenes" in "Tinsel Town."

Donald MacHenry — October 21

United States Ambassador to the UN during the Carter Administration, Donald MacHenry, discusses the Diplomacy of Containment versus the Human Rights Diplomacy of the Carter Administration. Mr. MacHenry places special emphasis on U.S. policies in Africa.

To Be Announced — October 28

Joseph Cotton — November 4

Academy Award winner Joseph Cotton entertains and informs during his anecdotal retrospective of forty years in the cinema. Mr. Cotton will show film clips and "outtakes" of Citizen Kane and The Magnificent Ambersons.

Galway Kinnel — November 11

Winner of the National Book Award, poet Galway Kinnel reads from his selected poems.

Lamar Junior College Extension Division

To Be Announced — November 18

Judith Crist — November 25

Nationally known film critic Judith Crist (TV Guide) discusses "The New Escapism in the Cinema." Americans of the Depression craved lavish spectacles and musicals. In our own time, "fantasy adventures" of the Star Wars would claim the biggest box office share. Ms. Crist explores the connection between entertainment and the economy.

To Be Announced — December 2

Continued on the next page.

BUSINESS, ECONOMICS, AND REAL ESTATE

Starting Your Own Small Business at Home

Harrison Rainey, owner/operator of one of Smallville's most successful mail order businesses, offers practical, no-nonsense advice of interest to anyone who wants to start a small business. How to develop and test your product, how to develop a mailing list, how to ship, and how to take advantage of low-cost advertising are just a few of the topics that Mr. Rainey will cover.

Tuesdays at 8:30 PM $125

Introduction to Accounting

Ever wanted to read a balance sheet or a profit and loss statement -- to understand terms such as amortization and depreciation? This practical accounting course is designed for anyone who wants a working knowledge of accounting. Not designed for those working toward CPA certification, the course is for those interested in increasing their understanding of financial terms and documents. The instructor is Mat Beverfeld, CPA.

Mondays at 9:15 PM $95

Getting Started in Real Estate

Pam Shelby, Chairperson of Smallville's Board of Realtors, teaches this introduction to real estate. The course

provides guidance in preparing for a career in real estate, full or part-time. Mrs. Shelby discusses the state Real Estate Board Exam, the two forms of certification required, and the problems and advantages of starting a real estate career in the Smallville market.

Wednesdays at 7:15 PM $115

Preparing for the State Real Estate Board Exam

Pam Shelby helps those who are about to take the state Real Estate Boards. Not intended as a general real estate course, the seminar is designed to prepare broker candidates for the state boards. Students take sample tests and Mrs. Shelby grades and discusses the results. Calculator required.

Thursdays at 8:45 PM $115

Consumers' Guide to Banking and Investment

Bernie Gertler helps you to untangle the complex variety of investment vehicles such as Treasury Notes, Certificates of Deposit, Mutual Funds, Retirement Accounts, Bonds, Municipal Bonds, Stocks, Precious Metals, and Commodities Futures. Mr. Gertler does not claim to prepare you for a career on Wall Street, but he will acquaint you with the many investment opportunities available to the small investor.

Thursdays at 8:45 PM $115

Continued on the next page.

Lamar Junior College Extension Division

ARTS AND LEISURES

Photography for Beginners

If you don't know the difference between a shutter speed and an "f-stop," then this is the course for you. Murray Lichtbalm starts at the beginning and explains the fundamentals of photography: light and lenses, film, focus, shutter speeds, and f-stops. Mr. Lichtbalm demonstrates some of the many cameras available, from the popular Polaroid and Instamatic to the more sophisticated Haselblad and Leica.

Saturdays at 2:00 PM $165

Advanced Photography

If you have taken Murray Lichtbalm's first course, or if you are a self-taught photographer and want to learn more about depth of field, film speed, artificial lighting, and darkroom technique, then you should sign up for Mr. Lichtbalm's advanced course. 35 mm camera and wide-angle lens required.

Sundays at 2:00 PM $165

Dance Your Way to a Healthy Body

In one of our most popular courses, Hannah Windsong shows you how to exercise and enjoy it. Combining yoga, ballet, tap, and jazz into a harmonious whole, Ms. Windsong

Lamar Junior College Extension Division

demonstrates how enjoyable it is to dance. Be careful, you may find that besides enjoying the dancing, you will lose a few pounds in the bargain.

Tuesdays at 7:15 PM $225

Going to the Movies

This course, taught by Junior Stein, film critic of the Smallville Dispatch, will help to increase your enjoyment of the movies. Mr. Stein shows some of his favorite films and discusses the cinematic techniques involved. Among the films you will see are Citizen Kane; Frankenstein; The Thirty-Nine Steps; Casablanca; Play It Again, Sam; and Benji, Come Home.

Saturdays at 2:00 PM $165

Writing Poetry

Local poet Sharon Boswell, author of My Tears Fall Up and Balloons and Other Necessities, conducts this vigorous poetry workshop. During the early classes, each student is required to read at least two original compositions for critique by Ms. Boswell and the class. At the end of term, each student will submit one or more poems for inclusion in an anthology to be published by the class.

Mondays at 9:15 PM $95

Continued on the next page.

Lamar Junior College Extension Division

Writing Fiction

William Koller, author of Who's Minding the CIA? and The Man Who Forgot to Remember, teaches the practical course in the techniques of narrative fiction. Mr. Koller stresses plot and character development, and is known for his rigorous and challenging between-class assignments.

Thursdays at 8:45 PM $115

Lamar Junior College Extension Division

PROGRAM FOR BETTER LIVING

Learning to Live With Divorce

As the national divorce rate continues to rise, many adults are faced with the traumatic and difficult fact of separation. This course seeks to help recently divorced persons get through the initial stages of divorce. Smallville Therapist Mabel Summer discusses some typical problems confronted by newly divorced persons and suggests coping mechanisms to deal with them.

Wednesdays at 7:15 PM $115

Succeeding at Family Life

Sociologists differ on the challenges confronting today's family: the increasing number of working women, economic pressures, changing values. Whatever the causes, Family Counselor Bill Tobin believes that family life can be a viable and rewarding life choice. The course focuses on the practical problems of the two-income family, budgets and incomes, household management, and the scarcity of leisure time. Mr. Tobin also works with couples on the more personal aspects of successful family living.

Mondays at 9:15 PM $95

Continued on the next page.

Lamar Junior College Extension Division

Getting the Most Out of Retirement

For many newly retired persons, the so-called "golden years" turn out to be frustrating and disappointing. Cornelius Macgregor, a retired psychoanalyst, debunks some common notions about retirement and suggests some ideas and programs to truly invigorate the golden years.

FALL CATALOG -- 1985
PAGE 11

Figure 5-6

Word Processing Work Flow

SuperSCRIPSIT word processing is a highly efficient way to prepare and revise documents, whether they are one page or many pages in length. Here is a typical word processing work flow.

1. *Input*

   Set up the formats (margins, linespacing, lines per page, pitch, etc.) and type the document. It appears on the screen.

2. *Proofread*

   Read the document on the screen and make any obvious corrections.

3. *Print Out the First Draft*

   Print your document for review. (Printing is also known as making a "hard copy.")

4. *Edit and Revise*

   After noting any changes on the hard copy, reopen the document and make the needed changes.

5. *Finish*

   Once you have revised your document into final form, add any finishing touches. These can include print codes, headers and footers, and final pagination considerations.

6. *Print*

   Print out the final draft of the edited document.

Figure 5-7

Opening a Document on a Diskette in a Specified Drive

When you open a document, SuperSCRIPSIT creates a file for the document on the diskette. The file name is the same as the document name.

In this Training Program, you have used files that were stored on the SuperSCRIPSIT Program Diskette in Drive Ø. But if you have two or more disk drives, you can use your additional drives for storing documents. However, whenever you work with SuperSCRIPSIT, the diskette in Drive Ø *must* be a SuperSCRIPSIT Program Diskette.

How to Format a Diskette

Before you can use a diskette on the Model III, it must be formatted. Format is a TRSDOS command that prepares a diskette for use by the Model III. Use format to prepare a blank diskette or to erase everything from a previously used diskette.

1. Make sure that the Model III is on the TRSDOS Ready level. (A program diskette must be in Drive Ø.)
2. Type [F] [O] [R] [M] [A] [T] and press [ENTER]. This prompt appears on the screen:

   Format Which Drive?

3. Type the number of the drive you want to use to format the blank diskette and then press [ENTER]. For example, if you have two disk drives, insert a blank diskette in Drive 1 and type [1]. (If you only have one disk drive, leave the program diskette in Drive Ø and type [Ø].) This prompt appears on the screen.

   Diskette Name?

If you are using Drive Ø to format, after the above prompt appears, remove the system diskette and insert the diskette to be formatted.

4. Type a name for the diskette and press [ENTER]. You may type any combination of 8 letters or numerals. The first character must be a letter. For example, if the diskette is to contain correspondence with XYZ company, you may want to name it XYZCOR. This prompt appears after you press [ENTER]:

   Master Password?

5. If you want to protect your diskette with a password, type the password you want to use and press [ENTER]. (For additional information about passwords, see your Model III *Disk System Owner's Manual.*) This prompt appears after you press [ENTER]:

   Analyzing Diskette

6. If the diskette is blank, the formatting process begins. If there is data on the diskette, this prompt appears:

   Diskette Contains DATA. Use Disk or not?

   To begin the formatting process and erase the data on the diskette, type [Y] and press [ENTER]. To cancel the format command, type [N] and press [ENTER].

TRSDOS divides the diskette into tracks and sectors. When the formatting is complete, the Model III returns to TRSDOS Ready.

If you format a diskette in Drive Ø, after the formatting is complete, insert a program diskette in Drive Ø and press [ENTER].

Continued on the next page.

How to Open a Document on a Diskette in a Drive Other Than Drive Ø

If you don't tell SuperSCRIPSIT to open a document in a specific drive, the program will assume you want to open it on the SuperSCRIPSIT diskette in Drive Ø.

To instruct SuperSCRIPSIT to open a new document on a formatted diskette in another drive:

1. Make sure that the formatted diskette is in the other drive (Drive 1, 2, or 3).
2. From the SCRIPSIT WORD PROCESSING Main Menu, type [O] to choose the open a document function. This prompt and field appear:

   Name of document to open?----------

3. Type the name of the document as usual, but at the end, type a colon followed by the number of the drive you want to use. For example, to open a document named NOVEL on a diskette in Drive 1, type [N] [O] [V] [E] [L] [:] [1].
4. Press [ENTER]. SuperSCRIPSIT creates a file for your new document on the diskette in the specified drive. The colon and number are not stored as part of the document name.

Figure 5-8

File Management

As you work with SuperSCRIPSIT, you will eventually want to maximize your disk space. For example, as you open and type one document after another, you may find that you have soon filled up many diskettes. To help manage your files in the most economical way, use the SuperSCRIPSIT function COMPRESS and the TRSDOS commands KILL, COPY, and RENAME:

COMPRESS	Rewrites a SuperSCRIPSIT document in the least possible amount of disk space.
KILL	Deletes a file from the diskette.
COPY	Makes a copy of an existing file.
RENAME	Changes the name of a file.

When you edit a document, the document begins to take up extra space on the diskette. The more extensively you edit, the more that unnecessary space accumulates in the file. Let's say that you have edited extensively a document named CHANDLER. It's now finished. You want to store it on a diskette in the economical way.

First, you use the SuperSCRIPSIT compress function to copy the CHANDLER document to a new file named CHAN. Compress rewrites the CHANDLER file onto the CHAN file using the least possible amount of disk space. But now you have *two* copies of the document: the old, wasteful CHANDLER file and the new, compressed CHAN file. So, you kill the old CHANDLER file and then use RENAME to change the name of the new CHAN file back to CHANDLER.

Compress

Compress rewrites a file to a new file using the least possible amount of space. Before using compress, make sure that your diskette has enough space to hold both the old file and the new, rewritten file.

To compress a document:

1. Bring the SCRIPSIT WORD PROCESSING Main Menu to the screen.
2. Type [C] to choose the compress a document function. This prompt appears on the screen:

   Existing document to be compressed:

3. Type the name of the document you want to compress, and then press [ENTER]. This prompt appears on the screen:

   New document to hold compressed text:

4. Type a new name for the document, and then press [ENTER]. Normally you should name the new document so you can identify it with the original: for example, CHAN for *Chandler.* If you want to compress the document on a diskette in a drive other than Ø, after the name type a colon followed by the number of the drive you want to use: for example, [C] [H] [A] [N] [:] [1].

SuperSCRIPSIT rewrites the existing document onto a new document using the least possible amount of disk space.

Continued on the next page.

Kill

To kill a file:

1. Make sure the prompt TRSDOS Ready appears on the screen.
2. Type the word [K][I][L][L], a space, and the name of the file you want to delete. For example:

   [K][I][L][L] [N][O][V][E][L]

3. Press [ENTER].

SuperSCRIPSIT finds the file, wherever it is, and deletes it from the diskette.

Copy

Use the TRSDOS copy command to make a copy of an existing file. You can copy a file from one diskette to another or make a copy of it on the same diskette. (To copy an entire diskette, use the Backup command explained in Lesson 1.)

To copy a file:

1. Make sure the prompt TRSDOS Ready appears on the screen.
2. Type the word [C][O][P][Y], a space, the name of the file you want to copy, a space, and the name you want to assign to the copied file. For example:

   [C][O][P][Y] [C][H][A][N][D][L][E][R] [C][H][A][N]

   If you want to copy the file onto a diskette other than the one in Drive 0, after the name of the new file type a colon and the number of the drive you want to copy to. For example:

   [C][O][P][Y] [C][H][A][N][D][L][E][R][:][0] [:][1]

3. Press [ENTER].

Note: If you are using one drive, the Model III prompts you to insert Destination diskette and Source diskette. Remember that the diskette containing the original file is the source diskette, and the diskette onto which you are copying is the destination diskette. If you are copying one file to another on the same diskette, just press [ENTER] when either prompt appears.

Rename

To rename a file:

1. Make sure the prompt TRSDOS Ready appears on the screen.
2. Type the word [R][E][N][A][M][E], a space, the name of the file you want to change, a space, and the new name you want to assign to the file. For example:

   [R][E][N][A][M][E] [C][H][A][N] [C][H][A][N][D][L][E][R]

3. Press [ENTER].

The Model III finds the file, wherever it is, and renames it.

Figure 5-9

Summary Exercise

	Figure
1. From the TRSDOS Ready level, format a diskette in Drive 1.*	5-7
2. From the TRSDOS Ready level, copy the GRANT file to a file named CHING on the formatted diskette in Drive 1.*	5-8
3. Load SuperSCRIPSIT and open the CHING document in Drive 1. Delete the force new page code at the beginning of page 2.	
4. Add the headers and footers shown on the next page. Use automatic page numbering for the header.	5-3
5. Print the document so that the first page to include a header or footer is page two. Compare your printout with the following Confirmation Document. Make any required changes.	5-4
6. Compress the CHING document onto a new file named COMPRES.	5-8
7. Kill the old CHING document.	5-8
8. Rename the COMPRES document as CHING.	5-8
9. Perform some housecleaning on your Backup of the SuperSCRIPSIT Program Diskette:	5-8
Kill PAGE, GRANT, CARS, BOOKS, DEMO, PRINTING, and CATALOG.	
10. Look at the directory to confirm that the files have been deleted.	

*NOTE: If you have only one disk drive, you can perform all the assignments in this figure. Just use Drive Ø. When you perform TRSDOS commands such as copy, extra prompts will appear instructing you when to insert the destination diskette and the source diskette. Also, when you complete a TRSDOS command, be sure to replace the SuperSCRIPSIT diskette in Drive Ø and press ENTER.

Header and Footer Text for the CHING Document

Header

© + Grant Proposal © + ¶
© p ¶

Footer

© + Occult Studies © + ¶

Continued on the next page.

Confirmation Document

PROPOSAL FOR THE DEVELOPMENT
OF COMPUTER PROGRAMS TO ASSIST IN
OCCULT STUDIES

Computer development of horoscopes is perhaps the best known effort to combine information technology with occult divination. But to date, no program has been able to interpret charts to the satisfaction of serious astrologers.

In the years since 1970, sporadic attempts have been made to combine computer technology with the age old practices of divination.

It's time that the venerable Book of Changes entered the computer age.

In his best-selling book POWERS OF MIND, author Adam Smith recounts the efforts of Stanford's Department of Economics to predict the stock market with a computerized version of the I Ching.

In the computer program written for the Stanford experiment, the sixty-four hexagrams of the I Ching were entered as data statements. Then the program used random numbers to assign hexagrams to various companies. The

analysts interpreted the hexagrams in simple terms of success or failure and compared the predictions to the stocks' performances.

The first predictions were astoundingly accurate. The I Ching's predictions out-distanced the more relied upon technical and economic indicators. When the results were announced, eyebrows were raised, but the department allocated funds to continue the research. With each subsequent forecast, however, the I Ching program grew less reliable. The predictions finally leveled off to random probability.

One programmer, however, was bright enough to ask the I Ching program why its accuracy was in decline. The answer:

> "Even a good hunter cannot find game in an empty field."

Mr. Smith assesses the failure of the experiment in the light of Carl Jung's preface to the Wilhelm I Ching. Jung suggests that the I Ching performs best in a specific situation:

> 1. When the individual seeks guidance from the oracle. Jung coins the term "synchronizity" to explain the relation between the situation of the inquirer and the hexagram suggested by the oracle.
>
> 2. When the individual projects his current concerns on the image of the hexagram and interprets it in that light.

Continued on the next page.

Both situations were absent in the Stanford experiment.

I propose that a computer program using random numbers could be devised to fulfil both conditions.

Figure 6-1

Goals, Materials, and Instructions

Goals

In Lesson 6, we will concentrate on two goals:

1. Saving and recalling tab lines
2. Global changes

   Search and replace
   Hyphenation

Materials

To complete the lesson you will need the following:

- Your Model III 48K (with at least one disk drive).
- A Daisy Wheel printer with a Madeleine print wheel. If you are using one of the line printers or a non-Radio Shack printer, refer to Appendix 1 of your *SuperSCRIPSIT Reference Manual.*
- Your Backup of the SuperSCRIPSIT Program Diskette.
- Some typing paper for your printouts.
- Note paper.

Before You Begin

Follow these instructions to get ready for the lesson:

1. Turn on the Model III and load SuperSCRIPSIT.
2. Open the DINOSAUR document and bring page 1 to the screen.
3. Restart the tape.

Figure 6-2

Reformat and Complete the DINOSAUR Document

Report on the 47th Annual Convention

American Cretaceous Society

Change overall margins to 1.0 and 7.0.

April 1, 1985

Single-space all indented ¶'s.

Although there were no significant discoveries or new theories reported at this year's convention, there was a discernible shift of opinion among the members regarding the two conflicting dinosaur extinction theories.

The so-called Slow Extinctionists, led by Dr. Robert Luxenberg, lost ground this year to the gathering forces of the Quick Extinctionists, led by Dr. Stuart M. Gibson.

Perhaps the best explanation of the Quick Extinction theory is the one put forward by SMU paleontologist Brenda Lake:

1.5 →

Growing evidence suggests that a layer of oxidized ferrous and magnesium dust blankets the earth. It seems reasonable to conclude, therefore, that a small asteroid collided with the earth during the Cretaceous Period and caused a devastating explosion.

6.5 ←

Continued on the next page.

The explosion produced an enormous dust cloud that shrouded the earth for a number of years and effectively blocked out the sun. The resulting ecological calamity so quickly disrupted the food chain that the dinosaurs, the dominant life form, starved to death.

1.5 →

6.5 ←

Since the Quick Extinction theory was first proposed, the Slow Extinctionists have regarded the Quick Extinction theory as totally insupportable. Indeed, Maurice Blankenship went so far as to label it "an irresponsible, crackpot theory." However, evidence supporting the cataclysmic collision of a large meteorite or asteroid with the earth about 58,000 years ago quickly mounts. More and more Slow Extinctionists have "crossed the aisle" to join forces with the Quick Extinctionists.

The view of the Slow Extinctionists was defended this year by the esteemed Italian paleontologist, Bronto Saurus, in his paper given on the opening day.

Some of my distinguished colleagues have argued persuasively in favor of the idea that the dinosaurs vanished quickly from the face of the earth as the result of a cosmic collision. But there are other facts that this explanation fails to address.

1.5 →

6.5 ←

Continued on the next page.

Is it a mere coincidence that the earth underwent profound climactic changes during the ten thousand year period under consideration? These climactic changes are in themselves sufficient to account for the slow disappearance of the large reptiles.

1.5 →

Nor do my colleagues account for the quick rise of mammalian life forms during the same period. The evolution of small warm-blooded creatures who fed on reptile eggs not only helps to explain the slow disappearance of the dinosaurs, but also raises a curious paradox that I challenge my opponents to refute.

6.5 ←

Why would a collision of cataclysmic proportions wipe out reptiles and perpetuate mammals?

The Quick Extinctionists quickly rose to the challenge. Dr. Gibson, as expected, supported the collision explanation by announcing new discoveries of "space dust" in diverse locations.

1.5 →

In the twelve months since our last meeting, the Baylor Geological Team in Antarctica has reported the discovery at 7,000 feet of soil samples that contain uncharacteristic concentrations of oxidized

6.5 ←

Continued on the next page.

ferrous and magnesium traces. This discovery, in conjunction with those previously reported in the African Savannah, the Grand Canyon, and the Frozen Tundra, add increasing support to the collision and dust cloud theory.

1.5 →

6.5 ←

What's more, improved radioactive dating techniques continue to discredit many dinosaur fossils previously thought to date not less then 58,000 years ago.

Type at end of report.

In her closing address before the convention, Chairperson Marian Hotchkiss likened the controversy to the "continental drift" dispute that divided geologists for so many years. Her closing statement was a call for objectivity.¶

¶

> We must, without bias, direct our efforts to the assiduous gathering of data to resolve the disagreement, and we must rigorously resist the temptation to slant our inquiries in favor of one theory or the other. ¶

¶

By the end of the convention, no decisive resolutions had been passed, nor had any substantive measures been adopted. But unlike last year's convention, which closed on an acrimonious note, this year the Quick Extinctionists and the Slow Extinctionists agreed as scholars to disagree.¶

Figure 6-3

Saving and Recalling Tab Lines

Saving and recalling tab lines is helpful for typing documents that have complicated format requirements (such as outlines), storing tab lines that you use often, and reformatting single paragraphs. SuperSCRIPSIT enables you to save as many as 11 tab lines. You can save 10 for later recall and 1 as the "system" tab line. The tab line you save as the system tab line appears as the default tab line when you open a new document.

How to Save and Recall Tab Lines

To save a tab line:

1. Hold down [@] and type [T]. The cursor leaves the text area and a ? appears in the ghost cursor.
2. Set the tab line you want to save (margins, tabs, and indent tab), but do not press [ENTER].
3. Type [S] for "save." This prompt appears:

   Save as which Tab Line (Ø-9 or <S>ystem)?

4. To save the tab line for later recall, type a number from 0 through 9. To save the tab line as the default tab line, type [S] for "system." The tab line is stored on the diskette, and the paragraph that the cursor is on is reformatted to the new tab line.

To recall a tab line:

If you want to reformat a paragraph or change the tab line while typing, first you must position the cursor in the text area.

1. Hold down [@] and type [T]. The cursor leaves the text area and a ? appears in the ghost cursor.
2. Type [R] for "recall." This prompt appears:

   Recall which Tab Line (0-9)?

3. Type the number of the tab line you want to recall. The tab line is recalled from the diskette, and the paragraph that the cursor is on is reformatted to the new tab line.

Writing to the Diskette

In order to make sure that your text is stored on the diskette, you can use another method besides quitting the document. You can use the instruction to write to the diskette.

To write to the diskette:

Hold down [@] and type [W]. The program writes any text that is not already stored to the diskette. If the write takes longer than a few seconds, this prompt appears:

* * * * * * * * * * * * * * PLEASE WAIT A MOMENT * * * * * * * * * * * * * * *

Figure 6-4

Revisions to the DINOSAUR Document

Words to Be Changed	
	Quick to *Sudden*
	Slow to *Gradual*

Continued on the next page.

Report on the 47th Annual Convention

American Cretaceous Society

April 1, 1985

Although there were no significant discoveries or new theories reported at this year's convention, there was a discernible shift of opinion among the members regarding the two conflicting dinosaur extinction theories.

The so-called Slow Extinctionists, led by Dr. Robert Luxenberg, lost ground this year to the gathering forces of the Quick Extinctionists, led by Dr. Stuart M. Gibson.

Perhaps the best explanation of the Quick Extinction theory is the one put forward by SMU paleontologist Brenda Lake:

> Growing evidence suggests that a layer of oxidized ferrous and magnesium dust blankets the earth. It seems reasonable to conclude, therefore, that a small asteroid collided with the earth during the Cretaceous Period and caused a devastating explosion.
>
> The explosion produced an enormous dust cloud that shrouded the earth for a number of years and effectively blocked out the sun. The resulting ecological calamity so quickly disrupted the food chain that the dinosaurs, the dominant life form, starved to death.

Since the Quick Extinction theory was first proposed, the Slow Extinctionists have regarded the Quick Extinction theory as totally insupportable. Indeed, Maurice Blankenship went so far as to label it "an irresponsible, crackpot theory." However, evidence supporting the cataclysmic collision of a large meteorite or asteroid with the earth about 58,000 years ago quickly mounts. More and more Slow Extinctionists have "crossed the aisle" to join forces with

Continued on the next page.

the Quick Extinctionists.

The view of the Slow Extinctionists was defended this year by the esteemed Italian paleontologist, Bronto Saurus, in his paper given on the opening day.

> Some of my distinguished colleagues have argued persuasively in favor of the idea that the dinosaurs vanished quickly from the face of the earth as the result of a cosmic collision. But there are other facts that this explanation fails to address.
>
> Is it a mere coincidence that the earth underwent profound climactic changes during the ten thousand year period under consideration? These climactic changes are in themselves sufficient to account for the slow disappearance of the large reptiles.
>
> Nor do my colleagues account for the quick rise of mammalian life forms during the same period. The evolution of small warm-blooded creatures who fed on reptile eggs not only helps to explain the slow disappearance of the dinosaurs, but also raises a curious paradox that I challenge my opponents to refute.
>
> Why would a collision of cataclysmic proportions wipe out reptiles and perpetuate mammals?

The Quick Extinctionists quickly rose to the challenge. Dr. Gibson, as expected, supported the collision explanation by announcing new discoveries of "space dust" in diverse locations.

> In the twelve months since our last meeting, the Baylor Geological Team in Antarctica has reported the discovery at 7,000 feet of soil samples that contain uncharacteristic concentrations of oxidized ferrous and magnesium traces. This discovery, in conjunction with those previously reported in the African Savannah, the Grand Canyon, and the Frozen Tundra, add increasing support to the collision and dust cloud theory.
>
> What's more, improved radioactive dating techniques continue to discredit many dinosaur fossils previously thought to date not less then 58,000 years ago.

In her closing address before the convention, Chairperson Marian Hotchkiss

Continued on the next page.

likened the controversy to the "continental drift" dispute that divided geologists for so many years. Her closing statement was a call for objectivity.

> We must, without bias, direct our efforts to the assiduous gathering of data to resolve the disagreement, and we must rigorously resist the temptation to slant our inquiries in favor of one theory or the other.

By the end of the convention, no decisive resolutions had been passed, nor had any substantive measures been adopted. But unlike last year's convention, which closed on an acrimonious note, this year the Quick Extinctionists and the Slow Extinctionists agreed as scholars to disagree.

Figure 6-5

Global Search and Replace

When you want to find, replace, or delete several occurrences of a word or phrase, you can use SuperSCRIPSIT's global search and replace. You can also use the global search command to find print codes, force new page codes, and so on.

How to Begin a Global Search

You can search an entire document or search a block.

To search an entire document:

1. Open the document you want to search.
2. Hold down [@] and type [G].

To search a block:

1. Define the block you want to search.
2. If you use [@] [X] to define the block, type [B] to request the block-action commands. If you use [@] [S] and [@] [E] to define the block, use [@] [B] to request the block-action commands.
3. Type [S] to request the Search and Replace menu.

Whether you are searching a block or an entire document, the Search and Replace menu appears:

```
* * * * * * * *  SCRIPSIT—SEARCH & REPLACE OPTIONS  * * * * * * * *

                Type of search:   F      (Find/Delete/Replace)
                 String to find:   ------------------------------
   Search by word or character:   W      (Word/Character)
       Ignore upper/lower case:   Y      (Yes/No)
                  Replace with:   ------------------------------
          Pause after each find:   Y      (Yes/No)
```

How to Choose Your Responses to the Options

1. Type of Search

- To *find* every occurrence of a word or phrase, keep the default response [F] for the Type of search option.
- To *delete* every occurrence of a word or phrase, type [D] in response to the Type of search option.
- To *replace* every occurrence of a word or phrase, type [R] in response to the Type of search option.

2. String to Find

Type the word, phrase, or code that you want to find exactly as it appears. You can type any combination of up to 32 characters.

Continued on the next page.

3. **Search by Word or Character**

- To prevent the program from finding the word or phrase as it may appear *within* other words or phrases, type [W] to specify a word-by-word search. If you search for *so* with the word option, SuperSCRIPSIT will *not* find *Social, Some, Soul, insolent, console,* etc.

- To request the program to find the word or phrase as it may appear *within* other words or phrases, type [C] to specify a character-by-character search. If you search for *so* with the character option, SuperSCRIPSIT *will* find *Social, Some, Soul, insolent, console,* etc.

4. **Ignore Upper/Lower Case**

- To request the program to find every occurrence of the search string, whether or not it contains upper or lower case characters, type [Y]. If you search for *So* with the [Y] option, the program will find *so.*
- To request the program to find only those occurrences of the search string that are capitalized exactly like the search string, type [N]. If you search for *So* with the [N] option, the program will not find *so.*

5. **Replace With**

If you specify replace by typing [R] in response to the first option, type the string you want SuperSCRIPSIT to put in place of the search string. You can type any combination of up to 32 characters or codes as the replace string.

6. **Pause After Each Find**

- If you type [Y] for "yes," SuperSCRIPSIT will pause after it finds each occurrence of the search string.
- If you type [N] for "no," SuperSCRIPSIT will find, replace, or delete all occurrences of the search string without pausing.

When you have answered the options, press [ENTER] to begin the search.

Figure 6-6

Finding Every Occurrence of the Search String

Find

Without Pause

If you use the Search and Replace menu to specify find without pause, the program will search the entire document and display the number of occurrences it found: for example, Found 16. Press BREAK to cancel the message.

With Pause

If you use the Search and Replace menu to specify find with pause, the program will stop after the first occurrence and display this prompt:

Finding no. 1 Find next (Yes/Cancel/All)?

- Type Y to find the next occurrence of the string.
- Type C to cancel the search.
- Type A to find all occurrences of the string without further pause.

When the search is complete, SuperSCRIPSIT will display the total number of occurrences it found. Press BREAK to cancel the message.

Figure 6-7

Finding and Replacing or Finding and Deleting Every Occurrence

Find and Replace

Without Pause

If you use the Search and Replace menu to specify replace without pause, the program will search the entire document and display the number of occurrences it replaced: for example, Replaced 16. Press [BREAK] to cancel the message.

With Pause

If you use the Search and Replace menu to specify replace with pause, the program will stop after the first occurrence and display this prompt:

Finding no. 1 Replace (Yes/No/Cancel/All)?

- Type [Y] to replace this occurrence and find the next occurrence of the string.
- Type [N] to bypass this occurrence and find the next occurrence of the string.
- Type [C] to cancel the search and replace.
- Type [A] to search and replace all occurrences of the string without further pause.

When the search is complete, SuperSCRIPSIT will display the total number of occurrences it replaced. Press [BREAK] to cancel the message.

Find and Delete

Without Pause

If you use the Search and Replace menu to specify delete without pause, the program will search the entire document and display the number of occurrences it deleted: for example, Deleted 16. Press [BREAK] to cancel the message.

With Pause

If you use the Search and Replace menu to specify delete with pause, the program will stop after the first occurrence and display this prompt:

Finding no.1 Delete (Yes/No/Cancel/All)?

- Type [Y] to delete this occurrence and find the next occurrence of the string.
- Type [N] to bypass this occurrence and find the next occurrence of the string.
- Type [C] to cancel the search and delete.
- Type [A] to search and delete all occurrences of the string without further pause.

When the search is complete, SuperSCRIPSIT will display the total number of occurrences it has deleted. Press [BREAK] to cancel the message.

Editing the Search and Replace Fields

1. Use [@] [D] and [@] [I] to delete and insert characters in the field for search string or replace string.
2. Use [SHIFT] [CLEAR] to clear a field from the cursor position to the end of the field.
3. Press [BREAK] to cancel all the options.

Figure 6-8

Hyphenating a Block

1. Define the block you want to hyphenate.

   If you use [@] [X] to define the block, type [B] to request the block-action commands.

   If you use [@] [S] and [@] [E] to define the block, use [@] [B] to request the block-action commands.

2. Type [H] to begin hyphenating.

   SuperSCRIPSIT will scan the document for lines that have space available. When it finds space at the end of a line, it will position the cursor on the first word in the next line. This means there is room on the line above for all the characters to the left of the cursor position. For example:

   conclude

   This prompt appears at the bottom of the screen:

   Left, right, down arrows, ENTER move cursor; hyphen hyphenates.

3. Make your hyphenation decision.

   If you decide *not* to hyphenate the word, press [ENTER] to move to the next hyphenation decision.

   If you decide to hyphenate, use [→] and [←] to position the cursor at the correct hyphenation point. For example:

   conclude

   Type [-] to hyphenate the word at the cursor position. SuperSCRIPSIT hyphenates the word and moves on to the next hyphenation decision. To cancel hyphenation, press [BREAK].

SuperSCRIPSIT continues to present you with hyphenation decisions until it finishes scanning the block.

Figure 6-9

Summary Exercise

	Figure
1. Open the DINOSAUR document and save two tab lines: Tab line 3 LM 1.5, RM 6.5 Tab line 4 LM 2.Ø, RM 6.Ø	6-3
2. Recall tab line 3 to reformat the unindented paragraphs, and recall tab line 4 to reformat the indented paragraphs.	6-3
3. Make sure that the unindented paragraphs are double-spaced and that the indented paragraphs are single-spaced.	
4. Use search and replace to find the number of times "Sudden Extinctionists" are mentioned and to find how many times "Gradual Extinctionists" are mentioned.	6-5 6-6
5. Use search and replace to delete all quotation marks (") from the report and to delete the word *oxidized.*	6-5 6-7
6. Use search and replace to replace *theory* with *explanation.*	6-5 6-7
7. Hyphenate and print the document.	6-8

7. USER KEYS AND FORM LETTERS

Figure 7-1

Goals, Materials, and Instructions

Goals

In Lesson 7, we will concentrate on two goals:

1. To learn how to program user keys.
2. To learn how to prepare form letters, using:

   Master document
   Variables document
   Merge

Materials

To complete the lesson, you will need the following:

- Your Model III 48K (with at least one disk drive).
- A printer.
- Your Backup of the SuperSCRIPSIT Program Diskette.
- Some typing paper for your printouts.
- Note paper.

Before You Begin

Follow these instructions to get ready for the lesson:

1. Turn on the Model III and load SuperSCRIPSIT.
2. Open a document named UK (User Keys). When the Open Document Options appear, keep all the default specifications by pressing ENTER. When the blank screen page of the UK document appears, restart the tape.

Figure 7-2

User Keys

These ten self-programmable keys are called user keys. You can program them yourself.

[1] [2] [3] [4] [5] [6] [7] [8] [9] [Ø]

You need three steps to take full advantage of user keys:

1. Program the user key.
2. Execute the user key.
3. Edit the user key.

How to Program a User Key

When you program a user key, the system deletes any keystrokes that had previously been stored under that key.

1. Make sure that you are in an open document.
2. Turn on the user key programmer. Hold down [@] and type [U]. This prompt appears:

   Store command sequence under which user key (Ø-9)?

3. Type the number of the key you want to program. The letters Usr appear on the right side of the status line to remind you that the user key programmer is on.
4. Type the sequence of keystrokes that you want to store under the user key. You may type any sequence of 127 keystrokes. If you exceed this number, Usr disappears from the status line, which tells you that the user key programmer is turned off and that no more keystrokes will be accepted. The first 127 keystrokes, however, are stored under the user key.

   If you type the keystrokes to execute another user key (see Figure 7-3, "Chaining User Keys Together") or to loop a user key (see Figure 7-3, "Looping User Keys"), Usr disappears from the status line to tell you that the user key programmer is turned off and that no more keystrokes will be accepted.
5. To end the sequence, turn off the user key programmer. Hold down [@] and type [U].

How to Execute a User Key

Once you have programmed a user key, use it as you would any other command key. Hold down [@] and type the number of the key you want to execute. The sequence of keystrokes you stored under the key is executed.

How to Edit a User Key

If you want to change the sequence of keystrokes stored under a user key, you can edit it. See the section on user keys in your *SuperSCRIPSIT Reference Manual.*

Figure 7-3

Looping and Chaining User Keys

Looping User Keys

You can program a user key to execute itself. It will loop around on itself, executing over and over, until you press [BREAK] to break the loop.

To loop a user key:

Program a user key and, for the last keystroke of the sequence, type the instruction to execute the same user key that you are programming.

Here is a sequence of keystrokes for User Key 3 that illustrates a looped user key.

[↑] + [@] [3]

After you store this sequence in User Key 3 and then execute it, the program will move the cursor down one line and then execute User Key 3, which will move the cursor down one line and execute User Key 3, which will move the cursor down one line, and so on. The loop will function until you press [BREAK] to stop it.

Chaining User Keys Together

You can program one user key to execute another. In fact, you can chain all ten user keys to execute a maximum of 1,270 keystrokes with just one command!

To chain user keys:

Program a user key and, for the last keystroke of the sequence, type the instruction to execute another user key. For example, you can program User Key 1 to execute User Key 2, program User Key 2 to execute User Key 3, and so on.

Some Ideas for Using User Keys

Following are just a few of the useful sequences you can store under a user key.

- Often-used words and phrases:

  Vocabulary (e.g., "rhododendron").
  Phrases (e.g., "party of the first part").
  Address blocks.
  Signature blocks.

- Often-used commands:

  Delete a word or sentence.
  Define a block and use a block-action command (e.g., reformat, copy, move, linespace, etc.).
  Prepare often-used headers or footers.

- Cursor movement commands:

  Scroll up or down through a document, a line at a time.
  Move the cursor to the end of the current line.

Figure 7-4

Part 1

Ernie Hubbel's House of Wax
1711 Cherubim Trail
Wickland, Wisconsin 80801

April 1, 1985

Mr. Art Larsche
515 West 23rd. Street
New York, New York 10017

Dear Mr. Larsche:

As a person who uses American Express, we know that you are someone with discernment and taste who will appreciate the craftsmanship and artistry required to produce the finest wax fruit.

Please accept with our compliments this [redacted] and [redacted]. If these gifts meet with your approval, we at Ernie Hubbel's House of Wax are confident that you will buy more fruit from our Fall Harvest of Values catalog.

Sincerely,

O. Dorlis
Fruit Division

Part 2

VARIABLES

Mrs. Janet Duryea
1122 Fairchild Avenue
Richmond, Virginia 29331
Master Card
Rome Beauty
Nectarine

Mr. Fernando Santiago
203 Wabash Place
Pierre, South Dakota 12002
Visa
Plum
Pomegranate

Mr. Sam Solomon
1492 Ocean Boulevard
Burbank, California 07933
American Express
Grapefruit
Fig

Mr. Van Chandler
600 Fleet Street
New Orleans, Louisiana 45002
Diners Club
Navel Orange
Pineapple

Figure 7-5

Ernie Hubbel's House of Wax
1711 Cherubim Trail
Wickland, Wisconsin 80801

April 1, 1985

/MRMRS/ /FIRST/ /LAST/
/ADDRESS/
/CITY/

Dear /MRMRS/ /LAST/:

As a person who uses /CARD/, we know that you are someone with discernment and taste who will appreciate the craftsmanship and artistry required to produce the finest wax fruit.

Please accept with our compliments this /GIFT1/ and /GIFT2/. If these gifts meet with your approval, we at Ernie Hubbel's House of Wax are confident that you will buy more fruit from our Fall Harvest of Values catalog.

Sincerely,

O. Dorlis
Fruit Division

Figure 7-6

How to Lay Out a Variables Document

```
/MRMRS/↵
/FIRST/↵
/LAST/↵
/ADDRESS/↵
/CITY/↵
/CARD/↵
/GIFT1/↵
/GIFT2/↵
↵
/Mrs./↵
/Janet/↵
/Duryea/↵
/1122 Fairchild Avenue/↵
/Richmond, Virginia 29331/↵
/Master Card/↵
/Rome Beauty/↵
/Nectarine/↵
↵
/Mr./↵
/Fernando/↵
/Santiago/↵
/203 Wabash Place/↵
/Pierre, South Dakota 12002/↵
/Visa/↵
/Plum/↵
/Pomegranate/↵
↵
/Mr./↵
/Sam/↵
/Solomon/↵
/1492 Ocean Boulevard/↵
/Burbank, California 07933/↵
/American Express/↵
/Grapefruit/↵
/Fig/↵
↵
/Mr.//Van//Chandler//600 Fleet Street//New Orleans, Louisiana
45002//Diners Club//Navel Orange//Pineapple/↵
↵
↵
```

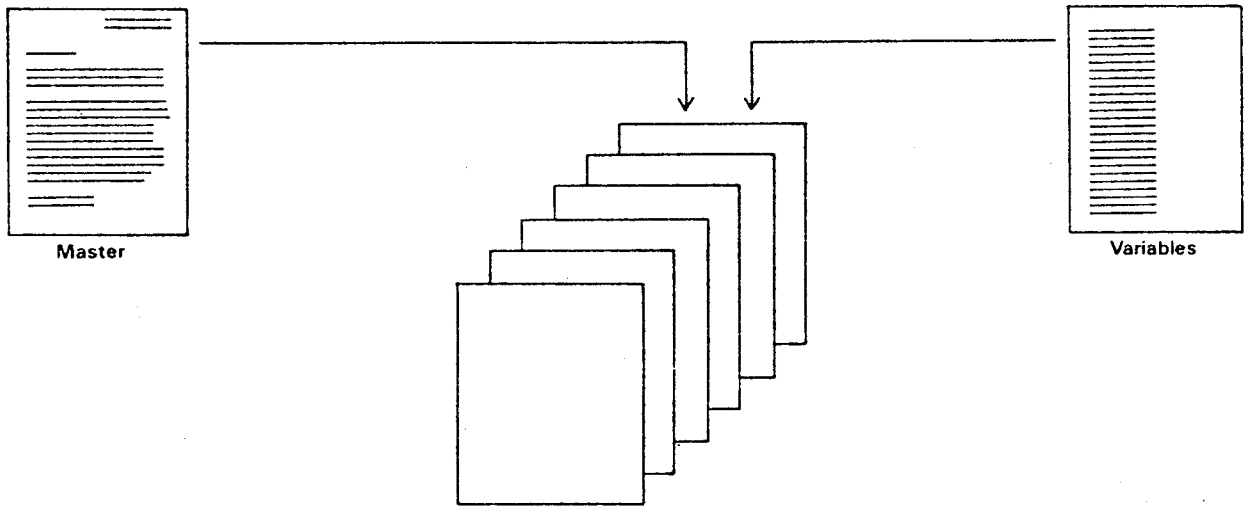
Figure 7-7

Preparing the Master and Variables Documents

To prepare a form letter, you open and type two documents:

- A master document that contains the standard text of the letter.
- A variables document that contains a group of variables for each letter.

Then you merge the two documents using [@] [F]. SuperSCRIPSIT prints one letter with each group of variables.



How to Prepare the Master Document

Open a document and type the text of the letter. At each place where you want variable information, type the code name of the variable.

Rules for Code Names in the Master Document

1. Name each variable (such as FIRSTNAME, LASTNAME, AMOUNT, ADDRESS). Each variable must have its own unique name, but you can type a code name in the master document as often as you want the variable that it names to appear. For example, if you want a person's name to appear four times, just type the unique code name /NAME/ in the master document at each place where you want the name to appear.
2. You must identify all code names by a defining character of your choice. You must type the defining character before and after the name of the variable. You must use the same character in both the master and the variables documents. Following are several examples of defining characters:

   /LASTNAME/ @LASTNAME@ &LASTNAME& ›LASTNAME›

How to Prepare the Variables Document

1. Open a document for the variables.
2. Using the defining character for each, type the complete list of code names, one for each variable.

Continued on the next page.

3. Follow the *same* order you used to type the list of code names to type each variable. As with the code names, type the defining character before and after each variable.

Rules for Typing the Variables Document

1. You must separate the list of code names from the variables groups by a paragraph symbol on a line by itself.
2. You must separate each variables group from the next by a paragraph symbol on a line by itself.
3. You must signify the end of all the variables by typing three paragraph symbols—one after the last variable and then two more.

Figure 7-8

Merging the Master and Variables Documents

To merge the master and variables documents:

1. Display the master document on the screen.
2. Hold down [@] and type [F]. The Print Text Options appear on the screen.
3. Select the options you want and press [ENTER]. This prompt appears on the screen:

   Name of file to be merged?

4. Type the name of the file (document) that contains the variables you want to merge, and then press [ENTER]. SuperSCRIPSIT prints the master document and inserts the first group of variables. If you are printing with [Y] for the Pause Print Option, answer the prompt by typing [Y] to print the master document with each subsequent group of variables.

Some Common Mistakes in Preparing Form Letters

The correct preparation of form letters requires precise typing. Here are some common mistakes:

1. A missing defining character.
2. A code name in the master document that does not appear in the variables document, or vice versa.
3. An incorrect sequence of variables in the variables document (does not correspond with the list of code names).
4. A typo in a code name.
5. One of the variables groups contains too few or too many variables.

Figure 7-9

Summary Exercise

	Figure
1. Prepare a master document for the following form letter. Choose your own margins and linespacing. Program a User Key to print out "Wallah Wallah Kasbah Resorts" every time it appears. The tinted information will be different for each letter.	7-7 7-2
2. Prepare a variables document for the form letters using the information that follows.	7-7
3. Print the form letters.	7-8

Continued on the next page.

Wallah Wallah Kasbah Resorts
Wallah Wallah, Michigan 30207

April 1, 1985

Mr. Frank Tyrone
Euclid Heights
Blaise, Idaho 15032

Dear Mr. Tyrone:

We are making a special offer to a select group of residents from the Blaise area.

Wallah Wallah Kasbah Resorts is giving away as our Grand Prize a brand new Mercedes! Other prizes include trips to Tahiti, color TV's, and stereos. Plus thousands of other prizes including toaster ovens, watches, and clock radios.

Everyone who comes to Wallah Wallah Kasbah Resorts to look at our new lake front condominiums wins a prize. Guaranteed!

Just drive to Wallah Wallah Kasbah Resorts and show us your winning number -- A7249BC107. Your prize is already waiting for you! The smallest prize is a clock radio! Your number could be the one on the license plate of the Mercedes! Come to Wallah Wallah Kasbah Resorts and see for yourself.

Mr. Tyrone, we're giving away these valuable gifts because we believe that when you see the luxury, the beauty, and the convenience of Wallah Wallah Kasbah Resorts, you will want to buy one of our prestige condos.

So, Mr. Tyrone, come to Wallah Wallah Kasbah Resorts, look at our condos, and pick up your free prize.

Sincerely,

Mark Spruce
General Manager
Wallah Wallah Kasbah Resorts

Continued on the next page.

Information for the Letters From Wallah Wallah Kasbah Resorts

Miss Marian Franklin
Salty Flat Road
Soreno, Michigan 11902
A7881BB215

Mrs. Harriet Milbourne
18201 Puget Avenue
Detroit, Michigan 11918
B9203XV815

Ms. Marcia Lane
Pike Point
Boise, Idaho 15061
A7441GC832

Mr. Julius Plunkett
18 Piebold Place
Boise, Idaho 15067
A6023ZZ891

Mr. Jonathan Maxfield
200 Homewood Drive
Orlando, Washington 08207
A7003BL562

Mr. Frazier Debolt
101 Vancouver Street
Mount St. Helens, Washington 08191
A6000DD515

Figure 8-1

Goals, Materials, and Instructions

Goals

In Lesson 8, we will concentrate on three goals:

1. To use the System Setup utility to write defaults, using:

   Open Document Options
   Print Text Options
   Search and Replace Options
   Align Character
   Delete Verify

2. To introduce user key editing and user print codes.
3. To introduce the *SuperSCRIPSIT Reference Manual.*

Materials

To complete Lesson 8, you will need the following:

- Your Model III 48K (with at least one disk drive).
- A printer.
- Your Backup of the SuperSCRIPSIT Program Diskette.
- Note paper.
- The *SuperSCRIPSIT Reference Manual.*

Before You Begin

To get ready for Lesson 8, turn on the Model III and load SuperSCRIPSIT.

Figure 8-2

Writing Your Own Defaults Using the System Setup Utility

You can use SuperSCRIPSIT's System Setup utility to write your own defaults for the Open Document Options, the Print Text Options, the Search and Replace Options, and Align Character, and to choose whether to verify deletion of text blocks.

How to Request a System Setup Utility

1. Make sure the Main Menu is on the screen.
2. Type [S] to choose the System Setup utility from the Main Menu. The System Setup menu appears on the screen.

```
* * * * * * * * * * * * *SCRIPSIT—SYSTEM  SETUP * * * * * * * * * * * *

                    set up  <O> pen Document options
                    set up  <P> rinter options
                    set up  <S> earch and Replace options
                    change  <A> lign character
                    edit  <U> ser key sequence
                    enter printer  <C> odes
                    <V> erify deletions of text blocks

                    What is your selection?
```

3. Type the letter, surrounded by < >, representing the option you want to modify.
4. The options will appear on the screen. Edit them or type them as you want them to appear every time they are displayed. The responses you enter become the new default options.
5. To cancel the changes you have made to the options, press [BREAK]. To lock in the changes you have made, press [ENTER]. The System Setup menu returns to the screen.
6. Press [BREAK] to return to the Main Menu.

Figure 8-3

System Setup Selections

set up <O> pen Document options

When you type [O] from the System Setup menu, the Open Document Options appear on the screen.

```
* * * * * * * * * SCRIPSIT—OPEN DOCUMENT OPTIONS * * * * * * * * *

                    Document name:  ------------------
                           Author:  ----------------------
                         Operator:  ----------------------
                         Comments:  ----------------------
                     Printer type:  DW2----
                   Lines per page:  54      (4-99)
                            Pitch:  P-      (1-2Ø or P)
Linespacing (to 3+, "+" = 1/2):  1-
     1st page to include header:  1--     (1-999)
     1st page to include footer:  1--     (1-999)
```

1. Type or edit the fields to specify the defaults you want for any of the options except Document name.
2. After making all the changes you want, press [ENTER] to lock in the answers you have typed. They appear as the default options every time you open a new document.
3. To cancel all the changes you have made, press [BREAK].

set up <P> rinter options

When you type [P] from the System Setup menu, the Print Text Options appear.

```
* * * * * * * * * * SCRIPSIT—PRINT TEXT OPTIONS * * * * * * * * * *

                    Document name:  ------------------
                       Paper size:  66      (1-99)
                Pause between pages:  Y       (Yes/No)
          Begin numbering as page:  1--     (1-9999)
          Method of justification:  P-      (Proportional/Mono/None)
                Number of copies:  1-      (1-99)
                    Display codes:  N       (Yes/No)
                Suppress widow lines:  N       (Yes/No)
          Column to start printing:  1--     (1-132)
```

1. Type or edit the fields to specify the defaults you want for any of the options.
2. After you have made the changes you want, press [ENTER] to lock in the answers you have typed. They appear as the default options every time you print a document, print with the block-action command, or print a form letter.
3. To cancel all the changes you have made, press [BREAK].

set up <S> earch and Replace options

When you type [S] from the System Setup menu, the Search and Replace Options appear on the screen.

Continued on the next page.

```
* * * * * * * * SCRIPSIT—SEARCH & REPLACE OPTIONS * * * * * * * *

                Type of search:   F        (Find/Delete/Replace)
                 String to find:   ---------------------------
        Search by word or character:  W        (Word/Character)
            Ignore upper/lower case:  Y        (Yes/No)
                  Replace with:   ---------------------------
             Pause after each find:  Y        (Yes/No)
```

1. Type or edit the fields to specify the defaults you want for any of the options except String to find and Replace with.
2. After you have changed the options you want, press [ENTER] to lock in the answers you have typed. They appear as the default options every time you search a block or document.
3. To cancel all the changes you have made, press [BREAK].

change ‹A› lign character

When you type [A] from the System Setup menu, the following prompt appears on the screen:

Please type new align character:

Type the character you want to terminate alignment with, using align tab: [@] [A]. When you type your response, SuperSCRIPSIT will record it and return you to the System Setup menu.

edit ‹U› ser key sequence

Use this selection to edit user keys once you have programmed them. You will find complete information in the *SuperSCRIPSIT Reference Manual.*

enter printer ‹C› odes

Use this selection from the System Setup menu to write your own customized print codes. You will find complete information in the *SuperSCRIPSIT Reference Manual.*

‹V› erify deletions of text blocks

When you type [V] from the System Setup menu, the following prompt appears on the screen:

Do you wish to verify deletions of text blocks (Y/N)?

1. If you want SuperSCRIPSIT to request verification whenever you delete a block, type [Y]. With [Y] as the response, the program displays this message whenever you use the block-action delete command:

   You have asked to remove this block. Are you sure (Y or N)?

2. If you do not want SuperSCRIPSIT to request verification whenever you delete a block, type [N]. When you type your response to the delete verify prompt, the program records it and returns you to the System Setup menu.

Figure 8-4

Using the SuperSCRIPSIT Reference Manual

There are two ways to find information in the *SuperSCRIPSIT Reference Manual:*

- *By Section*
- *By Index*

1. By Section

After the introduction and before the Appendices, there are seven sections of the reference manual.

1. INSTALLATION
2. STARTING UP
3. TYPING
4. REVISING
5. PRINTING
6. MANAGING FILES
7. SYSTEM SETUP

APPENDICES

1. SuperSCRIPSIT and Printers
2. Error Messages
3. The Proofread Function and SCRIPSIT Dictionary

2. By Index

Another way to find information in the *SuperSCRIPSIT Reference Manual* is by referring to the Index at the end. For example, if you want to find how to change the align character, look under *A* in the Index.

Advanced cursor movement
Align character
Align tab:
operation
setting

Take some time now to look through the *SuperSCRIPSIT Reference Manual;* then restart the tape.