

Indica

SuperSCRIPSI[®]

**TRS-80[®]
MODEL 4**

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SuperSCRIPSIT®
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CONCEPT INDUSTRIES INCORPORATED
Stamford, Connecticut

INTRODUCTION

This is the Reference Manual for the Model 4 SuperSCRIPSIT® word processing program. The Reference Manual contains all the information you need to use SuperSCRIPSIT.

SuperSCRIPSIT enables you to take full advantage of your Model 4 capabilities as a word processor. You can type, proofread, revise, and print quickly and easily. What's more, the disk drives greatly enhance accessibility and storage capacity.

As a result, you can print form letters, perform global changes, print with proportional spacing and justification, hyphenate automatically, reformat, align columns of figures, print with headers and footers and automatic page numbering, and much more.

How to Use the Reference Manual

The manual is designed as a handy desk-top reference. You will find thorough documentation whether you want to refresh your memory about a command or feature or you want to learn a new feature from "scratch." You can find information in the Reference Manual by reviewing individual sections or by checking the index.

By Section. After this introduction and before the Appendices, you will find the seven main sections of the Reference Manual:

- Installation
- Starting Up
- Typing
- Revising
- Printing
- Managing Files
- System Setup

These sections follow the usual order of word processing work flow. For example, you will find information about setting margins and tabs in the Typing section, information on editing text with block-action commands in the Revising section, and so on.

By Index. You can also find information in the Reference Manual 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. Then turn to the page listed with "align character, change."

Brief Descriptions of the Sections

Installation

You will want to pay special attention to the Installation Overview at the beginning of the Reference Manual, especially if you are not that familiar

with the Model 4. This overview describes the components, the Model 4 64K disk drive(s), and printer, that you will need as you use SuperSCRIPSIT.

Starting Up

In this section you will find instructions for turning on the Model 4, loading TRSDOS, and loading SuperSCRIPSIT.

Typing

This section tells you how to open a document and type text. You will find information on margins, tabs, linespacing, pagination, centering, quitting a document, and so on.

Revising

This section presents the features that will enable you to efficiently manage how you store your documents on diskettes. It describes SuperSCRIPSIT functions and TRSDOS file management commands.

Printing

When you have typed and revised your document, you are ready to print it. In this section you will find information on Print Text Options, headers and footers, form letters, and print codes for such print features as bold and underline.

Managing Files

This section presents the features that will enable you to efficiently manage how you store your documents on diskettes. It describes SuperSCRIPSIT functions and TRSDOS file management commands. This section contains information concerning the conversion of Scripsit (26-1563) and SuperSCRIPSIT (26-1590) documents to SuperSCRIPSIT format for the Model 4. (See *ASCII Text Conversion Utility*.)

System Setup

This section describes the features you use to tailor SuperSCRIPSIT to your personal work requirements. It also provides information on user keys and user print codes.

The Appendices

Appendix I

After the main sections, Appendix 1 offers special instructions on using SuperSCRIPSIT with different printers. It includes a section on how to write your own printer driver.

Appendix 2

This appendix contains a complete list of system error messages.

A Few Words About Word Processing

Strictly speaking, all document preparation is word processing: typing, proof-reading, revising, typing the final draft, and filing. SuperSCRIPSIT word processing simplifies and speeds up word processing by eliminating the need for retyping and by utilizing the computer's ability to organize, search and manipulate data. It also enables you to prepare and revise documents in a highly efficient way (and regardless of the length of the documents). Here is a typical word processing work flow:

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

Proofread. View the document on the screen and make any obvious corrections.

Print out the first draft. Print your document for review. The printed document is also known as a "hard copy."

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

Finish. Once you have revised your document into final form, add the finishing touches, such as print codes, headers and footers, and final pagination.

Print. Print out the final draft of the edited document.

File. Store a copy of your document on the diskette, in an economical way. Reopen the document later as needed. Make a Backup of important documents.

Printer Drivers

There are six printer drivers on the program diskette supporting the Daisy Wheel II, Daisy Wheel 210, Daisy Wheel 410, Line Printer IV, Line Printer VIII, Dot Matrix 2100, and Dot Matrix 400. Serial Printers are not supported. If you own a Line Printer III, V, or VI, use the Daisy Wheel II driver. If you own a Dot Matrix 100 or 120, use the Line Printer IV driver. If you own a Dot Matrix 200 or 500, use the Dot Matrix 400 driver. If you don't need more than one printer driver, delete the other ones to free some space on the diskette. This enables you to move larger blocks of text within the word processor.

If you want to delete unneeded drivers, the screen will show TRSDOS Ready. Then use this procedure.

You type	if you don't have the following:
----------	----------------------------------

<code>REMOVE LP8 /CTL</code>	Line Printer VIII or a DWP series printer
<code>REMOVE LP4 /CTL</code>	Line Printer IV, or DMP 100, 120
<code>REMOVE DW2 /CTL</code>	Daisy Wheel II or LPIII, V, VI, Daisy Wheel 210
<code>REMOVE DW410 /CTL</code>	Daisy Wheel 410
<code>REMOVE DMP400 /CTL</code>	Dot Matrix 400
<code>REMOVE DMP2100 /CTL</code>	Dot Matrix 2100

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INSTALLATION OVERVIEW

The following discussion will help you to make sure that your Model 4 is correctly installed for use as a word processor with the SuperSCRIPSIT program.

The Program

Are you equipped for SuperSCRIPSIT?

To work with the program, you need:

- Model 4, 64K with at least one disk drive.
- A printer.
- The SuperSCRIPSIT program diskette.

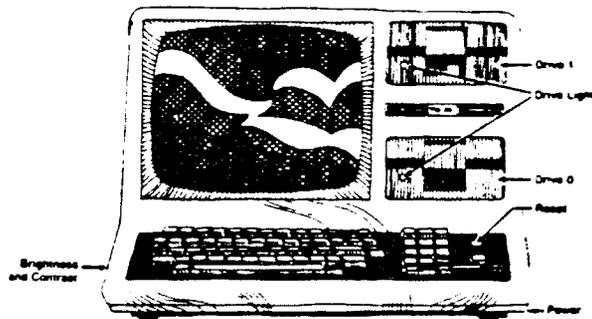
The Model 4

Is your Model 4 correctly installed?

The SuperSCRIPSIT program enables you to use the Model 4 as a word processor. Naturally, the Model 4 must be "up and running" before you can use it.

If you have not yet installed your Model 4 or you are unfamiliar with the operation of the disk drives, then read the *TRS-80 Model 4 Introduction To Your Disk System*, Chapter 2.

If you have not yet installed your printer, then read the manual that came with it. Be sure you are familiar with the operation of your printer. You should know how to install a ribbon and how to use the pitch switch, on and off line switch, test switch, on/off switch, paper bale roller, copy control lever, and paper release lever.



The Disk Drives

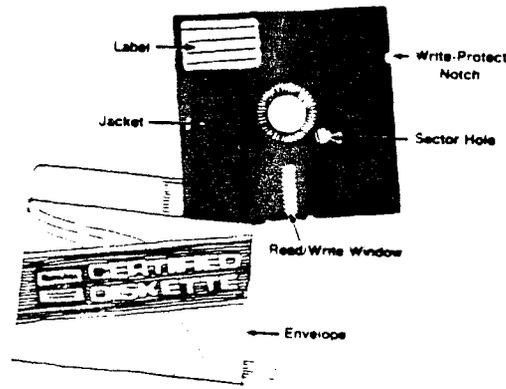
How many disk drives do you have?

To use the SuperSCRIPSIT program, you must have at least one disk drive. However, the program and the Model 4 can support up to eight (four floppy & four hard) disk drives.

The program identifies each drive as a number from 0 to 7.

On a floppy drive system, the bottom drive in the Model 4 console is Drive 0. The top drive in the console is Drive 1. If you have expansion drives, they are Drives 2 and 3. Remember, the program diskette *must* be in Drive 0 whenever you work with SuperSCRIPSIT.

Do you know the parts of a diskette?



- **Storage envelope.** While the diskette is not in use, keep it in the envelope for protection.
- **Write protect notch.** When this notch is covered, the Model 4 will not write any information on the diskette. The notch must remain *uncovered* on all SuperSCRIPSIT diskettes.
- **Read/Write window.** The disk drives use this opening to read and write information. Be careful not to touch the opening, because soil may damage the exposed surface of the diskette.
- **Label.** Use the label to identify the diskette. Do not write on a diskette with anything but a felt-tipped pen. Pencils or ball-point pens can damage the diskette surface.

Do you know how to care for diskettes?

Magnetic media such as flexible diskettes are fragile, and you should care for them accordingly. For example:

- 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.
- 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 it from pressure.

Do you know how to insert the diskette into a disk drive?

One of the leading causes of damage to diskettes is improper insertion into a disk drive. Always insert diskettes carefully. Never jam them in.

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.**

The Disk Operating System

Do you know about TRSDOS?

TRSDOS stands for Tandy Radio Shack Disk Operating System. The SuperSCRIPSIT program diskette contains TRSDOS. You use TRSDOS for two reasons when working with this program:

- TRSDOS enables the Model 4 to read and write information on diskettes. You use TRSDOS to load SuperSCRIPSIT from the program diskette to the Model 4's memory.
- TRSDOS commands enable you to manage the information stored on diskettes (See *MANAGING FILES*. It describes the TRSDOS commands that you can use to manage your SuperSCRIPSIT files.)

All Radio Shack disk operating systems use TRSDOS. Whenever you turn on a system, it first loads TRSDOS from the diskette in Drive 0. Therefore, you should always insert a TRSDOS diskette or a Radio Shack program diskette (such as SuperSCRIPSIT) in Drive 0 before you reset the Model 4.

Printer Selection

Which printer are you using?

SuperSCRIPSIT will print with any Radio Shack printer. To print with a non-Radio Shack printer, you may need to write your own printer driver. If you are using a non-Radio Shack printer, refer to *Appendix 1*.

SuperSCRIPSIT offers perhaps the most advanced print capabilities of any word processor on the market today: for example, proportionally spaced print-out and unit justification. However, because different printers offer different capabilities, some of the program's print features are not available on all printers.

Here is a chart showing which program features are available with which Radio Shack printers:

Feature	LPV VI	LPV IV	LPV VIII	DWII/ DWP410	DMP100	DMP200/ 400/500	DMP2100
				DWP210			
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, DWP 410, and DWP 210.

Do not attempt to use any of the above features unless your printer is capable of executing them.

Which print wheel are you using?

If you are using a Daisy Wheel printer, make sure that you know the pitch of the print wheel.

If you have a Daisy Wheel printer . . .

If you have a Daisy Wheel II, DWP410, or DWP210 you must have a proportional print wheel in order to take full advantage of the program's proportional printing capability. To purchase a proportional print wheel, visit your nearest Radio Shack store.

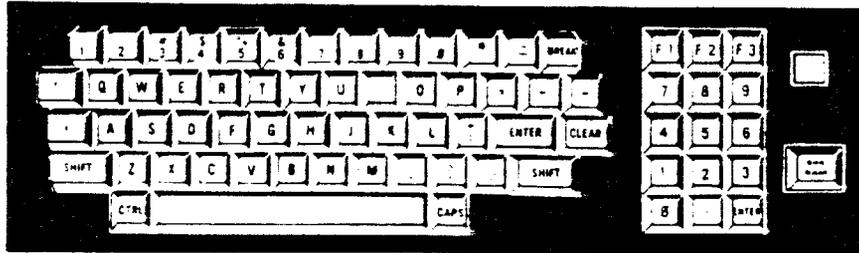
THE MODEL 4 AS A WORD PROCESSOR

To perform word processing with SuperSCRIPSIT, you use four main components:

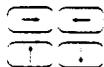
- Keyboard
- Diskettes and disk drives
- Screen
- Printer

The Keyboard

Most of the keys on the keyboard are the same as the keys on a typewriter, and you type as you would on a typewriter.



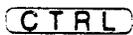
But some keys are different. you use these keys to enter commands, to type codes, or to position the cursor. These keys are explained in detail throughout this manual. However, here is a brief summary of their functions:



These keys enable you to move the cursor in the direction indicated by the arrow. You use these keys in combination with other keys to move the cursor to a specific page, line, word, and so on. (See *CURSOR MOVEMENT COMMANDS*.)



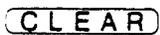
Use this key to end a paragraph while typing text, to complete a command, or to "lock in" your menu responses.



Use the control key in combination with other keys to enter commands. (@ functions interchangeably as the control key, but for simplicity the control key function will be indicated by CTRL through the remainder of the manual.)



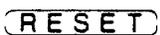
Use this key to cancel a function in progress or to cancel the responses you have typed on a menu.



Use this key to enter print codes in your text and to edit menus.



When you hold this key down and type a character, it appears as upper case on the screen and the printout.



The reset button is the orange button on the far right-hand side of the keyboard. You press this button to clear the memory. When you press RESET, you lose any text that is not stored on the diskette.

- F 1** Use this key to insert text in a page without retyping any text that follows. (**@ I** and **CTRL I** function interchangeably with **F 1** for inserting text.)
- F 2** Use this key to delete text in a page one character at a time (**@ D** and **CTRL D** function interchangeably with **F 2** for deleting small amounts of text.)
- CAPS** Use the **CAPS** key or **SHIFT @** to turn on, or turn off, the capital mode.

The Screen

You use the screen for three basic purposes:

To Display Text

When you type, you type into memory. The screen is a window into memory, and the program displays a "screen page" with tabs, margins, and so on, for you to view as you type or edit. (See *The Screen Page*.)

To Display Menus

From time to time, the program will ask you to make a choice or to provide information by displaying a menu. A menu is a list of functions or options that uses the full screen and temporarily replaces the screen page.

Menus appear when you open or print a document, when you print form letters, when you search and replace a block or document, when you use the help command, or when you use the utilities compress, ASCII conversion, and system setup.

To Display Prompts

A prompt is a message that appears in the status line below your text. A prompt either requests information or notifies you that you have entered a command incorrectly. For example, you see a prompt when you type the command to move the cursor to a specific page. The prompt asks for the number of the page you want.

To Adjust Brightness and Contrast

One wheel controls the brightness and another wheel controls the contrast of the screen display. The wheels are located under the keyboard on the left.

Diskettes and Disk Drives

With SuperSCRIPSIT you use the diskettes and disk drives for two primary purposes:

- To load the program.
- To store and recall documents that you have typed on the screen.

The Printer

When you have finished typing or editing your document, you use the printer to print out intermediate and final drafts.

STARTING UP OVERVIEW

■ Command Summary

Make sure that TRSDOS Ready appears on the screen.

Type **S C R I P S I T**.

Press **ENTER**.

How to Load SuperSCRIPSIT

1. Before turning on the Model 4, turn on all peripherals (printer, expansion drive units, and so on).
2. Turn on the Model 4.
3. Load TRSDOS.
 - Insert the SuperSCRIPSIT diskette in Drive 0, close the drive door, and press **RESET**
 - or
 - Exit whatever program you are using and replace the diskette with SuperSCRIPSIT. Press **RESET** to return to the TRSDOS Ready level.

The red light on Drive 0 comes on as the system loads TRSDOS. If you have just turned on the Model 4, TRSDOS then prompts for the date and time.

4. Type the date.

Type **M M / D D / Y Y** and press **ENTER**. For example, for July 4, 1983, type **0 7 / 0 4 / 8 3**. If you make an error when entering the date, the system will prompt you to enter the information again:

Date (MM/DD/YY)?

5. Type **S C R I P S I T** and press **ENTER**.

The red light on Drive 0 comes on as the Model 4 loads the program.

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

SuperSCRIPSIT MAIN MENU

***** *SCRIPSIT WORD PROCESSING — VERSION vv.rr.pp.* *****

- (O) Open a document
- (D) Display disk directory
- (S) System setup utility
- (P) Proofread a document
- (C) Compress a document
- (A) ASCII text conversion utility
- (E) Exit to TRSDOS

What is your selection?

The numbers that appear on the screen when you start up the computer (vv.rr.pp) represent the version number. This number indicates the number and type of revisions that have been made to the program. Refer to it when requesting information or help from Radio Shack. Do not be concerned if the number on the screen is not identical to the one in the manual.

How to Request a Document When Loading the Program

You can load the program, bypass the Main Menu, and request the document you want to work with.

1. From the TRSDOS Ready level, type **S C R I P S I T**, a space, and then the name of the document. For example:

S C R I P S I T D I N O S A U R

2. Press **ENTER**.

The program displays the Open Document Options for the document you requested.

TYPING OVERVIEW

In word processing terms, here are the steps you follow to type a first draft with SuperSCRIPSIT:

1. Open the document.

Assign the document a name and set the printing specifications: lines per page, pitch, linespacing, and so on.

2. Set up the screen page for the document. Edit the tab line to set margins and tabs.

3. Type the text.

Use the program's typing features (centering, tabbing, capital mode, and so on).

4. Quit the document.

OPENING A DOCUMENT

■ Command Summary

1. Display the Scripsit Word Processing menu.
2. Type **O**.
3. Type the document name.
4. Press **ENTER**.
5. Type responses to the Open Document Options.
6. If necessary, edit the fields.
7. Press **ENTER**.

* * * * * *SCRIPSIT WORD PROCESSING — VERSION vv.rr.pp.* * * * * *

- (O) Open a document
- (D) Display disk directory
- (S) System setup utility
- (P) Proofread a document
- (C) Compress a document
- (A) ASCII text conversion utility
- (E) Exit to TRSDOS

What is your selection?

You use the open document function for two primary purposes: to create or print a *new* document and to edit or print an *existing* document.

A document is called *open* because the program "opens" a file for it on a diskette and stands ready to store the text when you enter the quit command, when you type more than 11,821 characters, or when you enter the write command. (See *Quitting a Document, Write to Diskette.*)

How to Open a Document

1. Display the Scripsit Word Processing menu.

You can display the menu either by loading the program from TRSDOS or by quitting a document.

2. Type to choose the open document function from the Main Menu.

The following prompt and field appear:

```
***** *SCRIPSIT — OPEN DOCUMENT OPTIONS* *****  
Name of document to open? .....
```

3. Type the name of the document you want to open.

If the document exists, you simply type the name. If you are opening a new document, you assign it a name in this field.

To assign a valid document name

The program uses TRSDOS to write files for your documents on a diskette. Therefore, the document name must be a valid TRSDOS file name. When assigning a document name, you must adhere to these rules:

- You cannot use more than 8 characters in the document name.
- You cannot use a numeral as the first character.
- You may add a 3-character extension to the 8-character name by typing a slash:

```
BASEBALL/TXT
```

- By typing a period, you may assign an 8-character password to limit access to the document:

```
BASEBALL/  
TXT.PASSWORD
```

or

```
BASEBALL.PASSWORD
```

If you name the document but do not specify a drive other than 0, the program opens the document on the SuperSCRIPSIT diskette in Drive 0. If you want to store the document on a drive other than Drive 0, you must specify the drive you want to use.

To open a new document on a formatted diskette in a drive other than Drive 0

1. Make sure that a formatted diskette is in the other drive (Drive 1, 2, or 3). (See *Format*.)
 2. After the document name, type a colon followed by the number of the drive you want to use; for example BASEBALL:1. (The colon and number are not stored as part of the document name.)
4. Lock in the document name by pressing **ENTER**, or cancel the process by pressing **BREAK**.
- If you press **ENTER**, you lock in the document name and bring the Open Document Options to the screen.
 - If you press **BREAK**, you cancel the process and return to the Main Menu.

..... *SCRIPSIT — OPEN DOCUMENT OPTIONS*

Document name:	-----
Author:	-----
Operator:	-----
Comments:	-----
Printer type:	DW2----
Lines per page:	54 (4-99)
Pitch:	P- (1-20 or P)
Line spacing (to 3+, " + " = 1/2):	1-
1st page to include header:	1-- (1-999)
1st page to include footer:	1-- (1-999)

5. Type your response to the Open Document Options.
- If you are opening a *new* document, you use the fields to type your choice for each option *except* Document name.
 - If you are opening an *existing* document, you use the fields to change any of the options *except* Document name. (See *Rename*.)

To answer the Open Document Options

Move the cursor from option to option and type your response.

- Use **↑** and **↓** to move the cursor from option to option.
- If you type the maximum number of characters allowed for a field, the cursor will move down to the next field.
- Use **←** and **→** to move the cursor within a field. (You cannot move the cursor beyond the last character in a field.)

The Open Document Options described

Document name. You entered the document name when you first chose the open document function and answered the prompt Name of document to open? You cannot change the document name on this menu.

Author. Use this field to identify the author of the document. You can type up to 32 characters.

acters 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 a unit equals $\frac{1}{60}$ th of an inch and since an "i" is approximately three units wide and an "m" is approximately seven 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.

Linespacing. Use this field to specify the linespacing you want for your printout.

- 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 with a half line of space between each line.
- 2 + Double-Space and a Half: text prints with $1\frac{1}{2}$ lines of space between each line.
- 3 + Triple-Space and a Half: text prints with $2\frac{1}{2}$ lines of space between each line.

Use this field to set the linespacing when you open a *new* document or to recalibrate the page number indicator in the status line of an *existing* document. The number of the line indicated on the status line is computed using the linespacing value specified on the Open Document Options screen. To change the linespacing of an *existing* document, use the block-action command. (See *BLOCK-ACTION COMMANDS*). After changing the linespacing with the block-action command, change it on the Open Document Options.

1st page to include header/footer. Use these fields to specify the first page on which you want the headers or footers, if any, to print. For example, if page 1 of your document is a title page, you specify that the headers and/or footers are to begin on page 2.

1 is the default response for both options.

6. If necessary, edit the fields to correct mistakes or to change the response to an option.

- SHIFT moves the cursor to the end of text in the field and enables you to add to the text you have already typed.
- SHIFT moves the cursor to the beginning of the field.
- and position the cursor on characters that already appear in the field.
- Overstrike replaces one character with another. (Simply type the new character on top of the old one.)
- F 2 deletes the character the cursor is on.
- F 1 inserts text into a field. All text to the right of the cursor moves to

the right of the field. (Type the text you want to insert. Press **F2** to close up the insert.)

- **SHIFT CLEAR** clears up text to the right of the cursor. If the cursor is on the first character of the field, you clear the entire field.

7. Complete your session with the Open Document Options by pressing **ENTER, or cancel the entries by pressing **BREAK**.**

- By pressing **ENTER**, you lock in the text you have typed or edited in the field.
- By pressing **BREAK**, you cancel any entries you have typed or edited and then return to the Scripsit Word Processing menu.

If you open a *new* document, a blank screen page appears, ready for you to type or format. If you open an *existing* document, the program displays the document with the cursor positioned where it was when you quit the document.

SETTING UP A DOCUMENT

The Screen Page

SuperSCRIPSIT uses a standard screen format to display text:

Cursor

Tab line Ghost Cursor
----- 1 ----- (-- I - 2 ----- + ----- 3 ----- + ----- 4 ----- + ----- 5 ----- + -----) -----
Status line BASEBALL Pg:1 Ln:1 Pos:1.8 Pitch:PS LS:1

The Tab Line

This line shows the position of margins and tabs.

(is the left margin. I is an indent tab.
) is the right margin. + is a tab.

The numbers represent inches on the printed page.

The Ghost Cursor

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

Use the ghost cursor to judge the placement of characters on the printout. On the screen the width of each character is the same, but on the printout the width of each character is defined by the pitch you specify in the Open Document Options. The ghost cursor shows you the printed position of your characters.

The program ends each line according to the width of the characters as they will print, not according to their screen width. The ghost cursor, however, always shows you the true length of the *printed* line. For example, the screen always displays 10 characters to the inch. In 12 pitch, the program will print 12 characters to the inch, so the ghost cursor moves along each inch of the tab line in increments of 12. In proportional spacing-pitch (PS), each character is assigned a number of units. For example, on a Daisy Wheel II printer an "m" is 7 units wide, an "i" is 1 unit wide. (On a Daisy Wheel II a unit equals 1/60th of an inch.)

The Status Line

In addition to identifying the document name, page, and position, the status line informs you of the print specifications of the document.

Document name: For example: BASEBALL.

Pg: Page you are on. For example: 1.
Ln: Line the cursor is now on. For example: 1.
Pos: Current horizontal cursor position in inches. For example: 1.8.
Pitch: The pitch you set in the Open Document Options. For example: PS.
LS: Linespacing for the paragraph that the cursor is now on. For example: 1.

Scrolling

You type into memory. The screen is a window into memory that enables you to view your text. The screen page displays 22 lines of text from top to bottom and 80 characters from left to right.

If your text is longer than 22 lines or wider than 80 characters, then the program "scrolls" your text so that you can view any portion of it. For example, when you type beyond line 22 the text scrolls up *vertically* (the top line moving off the screen) to enable you to view line 23. And when you type beyond character 80, the text scrolls *horizontally* 8 characters to the left so that you can view character positions 80 through 87.

Vertical Scrolling

When you type or move the cursor, the program scrolls your text up or down 1 line at a time.

Horizontal Scrolling

When you type or move the cursor, the program scrolls your text back or forth 8 characters at a time.

Tab Line Editing (Setting Margins and Tabs)

■ Command Summary **CTRL T**

Type **⌘** to set the left margin.

Type **⌘** to set the right margin.

Type **⌘** to set the indent tab.

Type **+** or **⌘** to set a tab.

Type **-** or press **SPACE** to clear a tab or margin.

To End the Tab Line Edit

Type **S** and then type **S** or a number from 0 to 9 to set the tab line and save it.

Type **R** and a number from 0 to 9 to recall a saved tab line.

Press **ENTER** to lock in the tab line.

Press **BREAK** to cancel the tab line edit.

When you open a *new* document, the program displays standard margins and tabs – the system (default) tab line. You may wish to use the system tab line to

type your document, or you may wish to edit the tab line to set your margins and tabs. Also, you may edit the tab line to set your own system (default) tab line.

The tab line controls the format of the document on a paragraph-by-paragraph basis. Each paragraph has its own tab line. You may have as many as 50 unique tab lines for a single document.

- The tab line you set on a blank screen page or at the end of text controls each subsequent paragraph you type.
- If you change the tab line of a paragraph, you change only the margins and tabs for that paragraph.

How to Edit the Tab Line

Whenever you want to set or change margins or tabs, edit the tab line.

1. From an open document, hold down **CTRL** and press **T** for *tab line*.

When you enter the tab line editing command, the cursor leaves the text area and a question mark appears within the ghost cursor.

2. Move the cursor to the position on the tab line where you want to set a margin or tab.

To move the ghost cursor along the tab line.

- Use **←** or **→** to move the cursor along the tab line.
- Use **SHIFT ←** to move the ghost cursor 6 spaces to the right.
- Use **SHIFT →** to move the ghost cursor to the extreme left.

3. Set each margin and tab. Clear any unwanted tabs from the tab line.

To set margins and tabs

- Position the cursor on the tab line where you want the margin. Type **⌈** to set a left margin. Type **⌋** to set a right margin. When you set a new margin, you delete the old margin automatically. If you plan to print the document using either an LP4 or LP8, do not set your right margin beyond 8.0.
- Position the cursor on the tab line and type **I** to set an indent tab.
- Position the cursor on the tab line and type **T** or **+** to set a regular tab or an align tab.

To clear a margin or tab

Position the cursor on the tab or margin you want to clear. Type **SPACE** or **←** to clear a margin or tab.

4. To conclude the tab line edit, press **BREAK** or **ENTER**, or type **S** or **R**.

- Press **BREAK** to cancel the changes. The cursor returns to the text area, and the format of the original tab line remains.

- Press **ENTER** to lock in the changes. The cursor returns to the text area.
- Type **S** for save and answer the prompt to lock in the changes and save the tab line. (See *Saving and Recalling Tab Lines*, which follows.)
- Type **R** and answer the prompt to recall a prerecorded tab line. (See *Saving and Recalling Tab Lines*.)

If you change the tab line for a paragraph, the program reformats the paragraph with the new margins and tabs you have set.

If you change the tab line for a new document or at the end of an existing document, all subsequent paragraphs you type will adhere to the format of the tab line you have set.

Saving and Recalling Tab Lines

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. Saving and recalling tab lines is helpful when you want to type documents that have complicated format requirements (such as outlines), to store tab lines that you use often, or to reformat single paragraphs.

While you may recall tab lines as often as necessary, you are limited to 50 manual changes to the tab line.

Note: 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.

To save tab lines

1. Enter the command to edit the tab line: From an open document, hold down **CTRL** and type **T**.

The cursor leaves the text area and ? appears in the ghost cursor.

2. Set the tab line you want to save: margins, tabs, and indent tab. (See *How to Edit the Tab Line*.)

3. Type **S** for save. This prompt appears:

Save as which Tab Line <0-9 or <S>system> ?

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 you save as the system tab line appears as the default tab line when you open a new document.

The program stores the tab line on a diskette and reformats the paragraph the cursor is on to the new tab line.

To recall tab lines

If you are recalling a tab line to reformat a paragraph, be sure you first move the cursor into the paragraph you want to change.

1. From an open document, hold down **CTRL** and type **T**.

The cursor leaves the text area and a ? appears within 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 program recalls the tab line from the diskette and reformats the paragraph the cursor is on to the new tab line.

The Tab Line Help Menu

If you type an invalid command while editing the tab line, the program displays a "Help menu" entitled Tab Line Edit Options. The Help menu lists all valid commands you can use to edit the tab line. (See *Using Help When Editing the Tab Line.*)

Margin Command

■ Command Summary

1. Position the cursor.
2. Hold down **CTRL** and type **M**.
3. Type **L**, **R**, or **I**.

To quickly change the indent tab or a single margin, use the margin command. You cannot use the margin command to position the new margin or to indent tab beyond the existing margins.

How to Use the Margin Command

1. In an open document, position the cursor where you want the new margin or indent tab.
2. Hold down **CTRL** and type **M**. The following prompt appears:
Set Left margin, Right margin or Indent (L, R, or I)?
3. To set the new margin or indent tab, type **L**, **R**, or **I**.
 - Typing **L** moves the left margin to the cursor position.
 - Typing **R** moves the right margin to the cursor position.
 - Typing **I** moves the indent tab to the cursor position.

The program moves the margin or indent tab to the cursor position and reformats the paragraph the cursor was on to the new setting. If you plan to print the document using either an LP4 or LP8, do not set your right margin beyond 8.0.

TYPING A DOCUMENT

Align Tab

■ Command Summary: **CTRL A**

You use align tab to type right-aligned text. For information on *setting* an align tab, see *Tab Line Editing*. For information on *typing* with an align tab, see *Tabbing*.

Break

Use **BREAK** to stop a command in progress or to exit a menu without locking in any of your responses. For example, if you are answering the Open Document Options and decide to stop and start over, press **BREAK**.

When you press **BREAK** to abort a command or to cancel a menu response, the program returns you to where you were before you entered the command.

You also use **BREAK** to close up an insert. (See *Insert*.)

Capital Mode

■ Command Summary: **CAPS**

You use capital mode to type all capital (also known as upper case) letters. When capital mode is turned on, every alphabetical character appears in upper case. The numerals, however, are not affected. To type the special characters

! " # \$ % & ' () @ * =

above the numeral keys, you hold down **SHIFT** and type the desired numeral key.

How to Turn On Capital Mode

Press **CAPS**.

C appears at the right of the status line to remind you that capital mode is on.

```
.....1.....(---I-2.....+.....3.....+.....4.....+.....5.....+.....)....  
BASEBALL Pg:1 Ln:1 Pos: 1.8 Pitch:PS LS:1 C
```

How to Turn Off Capital Mode

Press **CAPS**.

The C disappears from the status line to remind you that capital mode is off.

Center

■ Command Summary: **CTRL C**

Position the cursor in the paragraph you want to center.

You can use this command to center an existing paragraph or to center a paragraph *as* you type it. SuperSCRIPSIT always centers whole paragraphs. To center a single word, phrase, or line, first define the text as a paragraph by pressing **ENTER** at the end of it.

How to Center a Paragraph

1. **Position the cursor anywhere in the paragraph that you want to center.**
2. **Hold down **CTRL** and type **C** for center.**

The program centers the paragraph and displays the prompt Cen in the status line.

```
.....1.....(..I-2.....+.....3.....+.....4.....+.....5.....+.....)....  
BASEBALL Pg:1 Ln:1 Pos: 1.8 Pitch:PS LS:1 Cen
```

How to Center a Paragraph As You Type

1. **Before typing the paragraph that you want to center, hold down **CTRL** and type **C**.**

The cursor is centered between the margins, and the prompt Cen appears in the status line.

2. **Type the paragraph.**

As you type, the characters alternately move out in each direction from the center.

When you have finished typing the paragraph, press **ENTER to end the centering action and to define the centered text as a paragraph.**

When you press **ENTER**, the cursor moves out of the centered paragraph. The prompt Cen disappears from the status line.

How to Uncenter a Centered Paragraph

1. **Position the cursor anywhere in the centered paragraph that you want to uncenter.**
2. **Hold down **CTRL** and type **C**.**

The paragraph is uncentered, and the prompt Cen disappears from the status line.

Whenever you move the cursor into a centered paragraph, the prompt Cen appears in the status line to remind you that the paragraph is centered.

Clear

You use **CLEAR** to type print codes. (See *USING THE SYSTEM PRINT CODES*)

Enter

You use **ENTER** for two basic purposes: to end a paragraph that instructs the printer to line feed or to lock in responses to a prompt or menu.

- Press **ENTER** to end a line of text, to define a quantity of text as a paragraph, or to create a linespace when at the left margin. If you turn on view mode, a ¶ is displayed at each place in the text where you pressed **ENTER**. (See *View Mode*.)
- Press **ENTER** to lock in the response to a menu or prompt when the length of the response is less than the length of the field.

Error Messages

There are two kinds of error messages:

- System Messages. These appear in the status line to alert you to a specific problem. For example:

There is no more space left on this diskette.

Appendix 2 contains a complete list of system error messages, with an explanation of each. (See *ERROR MESSAGES*.)

- Press CONTROL-H to see an index of Scripsit commands. This appears in the status line if you attempt to type a nonexistent command.

When the CONTROL-H message appears, press **BREAK** to cancel the flashing message and hold down **CTRL** and type **H** to see the Help screens. (See *Help*.)

If a problem occurs that causes you to return to TRSDOS[®] Ready, press the reset button before reloading SuperSCRIPSIT or attempting another action.

Ghost Cursor

The ghost cursor moves along the tab line as the cursor moves along the text line. (See *The Screen Page*.)

Help

■ Command Summary **CTRL H**

When you are working in an open document, you can request Help at any time. The program will provide you with complete lists of commands and functions. You then page through the seven Help screens to find the command you need. For example, if you are typing or editing and forget the mnemonic for a command, simply request the Help screen.

How to Request and View the Help Screens

1. Hold down **CTRL** and type **H** for help.

The first of the seven Help screens appears. This prompt appears at the bottom of each Help screen:

* * * * * * * * * * "Use arrow keys to page, BREAK to return" * * * * * * * * * *

2. Use **↓** or **↑** to page through the seven screens.

- Press **↓** to move to the next Help screen.
- Press **↑** to move to the preceding Help screen.

The seven Help screens form a "loop." If you press **↓** while the seventh screen is displaying, the program displays the first Help screen again.

3. To return to the open document, press **BREAK**.

The displayed Help screen disappears, and the program returns you to the document. The program positions the cursor at the place where you left it.

Using Help When Editing the Tab Line

You can refer to an eighth Help screen when you edit the tab line. This help screen lists all the commands you use to edit the tab line.

To view the Help screen for editing the tab line

1. Hold down **CTRL** and type **T** to request tab line editing.

The cursor leaves the text area and ? appears in the ghost cursor.

2. Type **H**.

The prompt TAB LINE EDIT OPTIONS: appears on the screen.

3. Press **BREAK** to return the cursor to the text area.

The Tab Line Edit Options disappear and the cursor returns to the text area. To resume editing the tab line, press **CTRL T** again.

***** *SCRIPSIT — INDEX OF VALID COMMANDS* *****

- CTRL-Q quit editing and perform one of the following:
- O open new document
 - P proofread a document
 - C compress a document
 - A convert a document from or to ASCII or SCRIPSIT
 - E exit to TRSDOS
 - R return to current document (if any)
 - S display System Setup menu and do one of the following:
 - O set up Open Document options
 - P set up printer options
 - S set up search and replace options
 - A change align character

(System Setup commands continued on next screen)

***** *Use arrow keys to page. BREAK to return* *****

***** *SCRIPSIT — INDEX OF VALID COMMANDS* *****

(System Setup options cont.: press CTRL-Q, S, and . . .)

- U edit user key sequence
 - C edit printer codes
 - V change block delete verify option
- CTRL-U user key programmer on/off (followed by digit if on)
- CTRL-V view mode on or off
- CTRL-W write text to disk
- CTRL-X "quick" block marker (followed by length of block)
- CTRL-Y reserved for future versions of SCRIPSIT
- CTRL-Z reserved for future versions of SCRIPSIT

***** *Use arrow keys to page, BREAK to return* *****

Modes

SuperSCRIPTSIT offers two modes. You can type in all capital letters with capital mode, or you can view the codes that are embedded in text with view mode. (See *Capital Mode; View Mode.*)

Paginating

■ Command Summary: **CTRL N**

The program paginates your text as you type. It keeps track of the linespacing and lines per page that you set when you answered the Open Document Options. As soon as you type a line that exceeds the lines per page, the program starts a new page. In the status line, the program advances the page number indicator by 1 and resets the line number indicator to 1.

You can override the program's pagination and force a new page by typing a force new page code where you want the new page to begin.

How to Force a New Page

1. Position the cursor at the *beginning* of the paragraph that you want to appear first on the new page.

You cannot force a new page in the middle of a paragraph. If you are forcing a new page at the beginning of an existing paragraph, position the cursor on the first character of the paragraph. When you type the force new page code, the program *automatically* inserts it before the paragraph. (See *Insert*.)

When using **CTRL 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.

2. Hold down **CTRL** and type **N** for *new*.

The program turns on view mode and inserts a ^ into the text. the ^ will not print.

Whenever you position the cursor on the line that contains the code, the program advances the page number indicator by 1 and resets the line number indicator to 1. When it prints the document and encounters the code, the program instructs the printer to eject the paper and begin printing a new page.

In addition, the program repaginates the rest of the document to accommodate the new page. For example, if you force a new page on line 20 of page 1, the line becomes line 1 of page 2. The program recalculates the pagination of each subsequent page.

- In text with **[←]** and **[→]** to move the cursor to the beginning of a line or to a tab. (See *Tabbing*.)
- In text with **[↑]** and **[↓]** to move the cursor to the beginning or end of a document. (See *CURSOR MOVEMENT COMMANDS*.)

Spaces

To type a space, you press the space bar.

Many typists type two spaces after end punctuation such as a period. If you type two or more spaces in a row, the program displays a delta Δ for every two spaces you type.

When a sentence ends at the end of a line, SuperSCRIPSIT uses the delta to avoid beginning the next line with a space. The program also uses the delta to assure you of the best possible interline spacing for justified text. Whenever possible, the program calculates the delta as two spaces.

To take full advantage of the feature, you must type two spaces after each sentence and display the delta.

How to Type Two or More Spaces in a Row

Hold down **[SHIFT]** and type a space. (Press the space bar.)

Now you can type as many spaces as you want without displaying a delta. The program will print each space without any recalculation during justification.

Status Line

The status line appears at the bottom of the screen page and displays the current status of your document. (See *The Screen Page*.)

Tab Setting

To set a tab, you edit the tab line. (See *Tab Line Editing*.)

Tabbing

■ Command Summary

Hold down **[SHIFT]** and press **[←]** to type at a tab.

Hold down **[CTRL]** and type **[A]** to align text at a tab.

Press **[ENTER]** to position the cursor at an indent tab.

Typists use tabs for three primary purposes: to type columns aligned at the left, to type columns aligned on a decimal point (or on the right), and to indent the first line of a paragraph. The program provides you with three kinds of tab commands: regular, align, and indent, one for each kind of tabbing.

The program uses the same tab setting to align text at the left and right. Whether you will type the column at a *regular* tab or at an *align* tab, the program moves the cursor to the next + in the tab line. It treats a + as regular tab or as an align tab, depending on the command you use to move the cursor to the +.

To indent the first line of a paragraph, use the I in the tab line.

The program uses + as a regular tab or as an align tab.

..... 1 (..... 2 + 3 + 4 + 5 +)

The program uses I only as an indent tab.

..... 1 (--- I --- 2 + 3 + 4 + 5 +)

How to Type at a Regular Tab

1. Hold down **SHIFT** and press **→**.

The cursor moves to the next + in the tab line. If view mode is turned on, appears in the text where you typed the instruction to move the cursor to the regular tab.

2. Type the text you want aligned left at the +.
3. If you are typing more than one column, repeat Steps 1 and 2 to move the cursor to each +.

Here are columns typed at a regular tab:

| | |
|----------------|---------------|
| Chairperson | Jane Watson |
| Secretary | Carl Fritz |
| Treasurer | Coco Gonzales |
| Vice-President | Mabel Summers |

... (. 1 ... + 2 3 + .. 4 5) ...

How to Type Text at an Align Tab

1. Hold down **CTRL** and type **A**.

The cursor moves to the next +. If view mode is turned on, appears in the text where you typed the instruction to move the cursor to the align tab.

As you type, each character is displayed at the tab position. As you continue to type, previously typed characters are moved *left*.

2. To end the alignment, type **←** (the default align character), press **ENTER**, or tab to the next tab stop. If you type **←** to end the alignment and then type additional characters, they move right as usual.

How to Turn On View Mode

If view mode is off, hold down **CTRL** and type **V**.

- Vw** appears in the status line.
- ¶** indicates that you have pressed **ENTER** to end a paragraph. (See *Enter.*)
- ** indicates that you have used **SHIFT** **←** to tab to a regular tab. (See *Tabbing.*)
- ^** indicates that you have held down **CTRL** and typed **A** to tab to an align tab. (See *Tabbing.*)
- I** indicates that you have held down **CTRL** and typed **I** to insert text. (See *Insert.*)
- ^** indicates that you have typed a force new page code. (See *Paginating.*)
- Ⓞ** indicates that you have typed a print code. (See *USER PRINT CODES.*)
- [** indicates the start of a block you have defined. (See *BLOCK-ACTION COMMANDS.*)
-]** indicates the end of a block you have defined. (See *BLOCK-ACTION COMMANDS.*)

How to Turn Off View Mode

If view mode is on, hold down **CTRL** and type **V**. **Vw** disappears from the status line.

The program automatically turns on view mode when you enter any of the following commands:

CTRL S to mark the start of a block. (See *BLOCK-ACTION COMMANDS.*)

CTRL E to mark the end of a block. (See *BLOCK-ACTION COMMANDS.*)

CTRL X to define a block by text quantity. (See *BLOCK-ACTION COMMANDS.*)

CTRL N to force a new page. (See *Paginating.*)

CLEAR to type a print code. (See *USER PRINT CODES.*)

Wraparound

One advantage of SuperSCRIPSIT word processing is that you never have to decide where to end lines of text. When you type a word that will not fit at the end of a line, the program moves the word down to begin the next line. The program "wraps" the text around.

When to Write Text to the Diskette

- When the buffer is almost full.

When you come within 300 characters of filling up the buffer, the program displays this message.

300 LEFT

If you continue to type, the program begins a countdown, continuously displaying the number of characters that remain in the buffer. If you type until the countdown reaches 0 and the buffer is full, the program automatically writes the contents of the buffer to the diskette. During the diskette write, no keyboard entries will be recognized.

To avoid losing text, enter the write command before the countdown reaches 0.

- When the electric current is unreliable.

The write command is helpful in areas where the electric current is variable or sufficiently unreliable to cause the Model 4 to "crash." During a system crash, you lose any text that is in the buffer. By entering the write command from time to time during the text input, you can store text that you might lose during a crash.

How to Write Text to the Diskette

1. Hold down **CTRL** and type **W** for *write*.

If there is any text in the buffer that has not as yet been written to the diskette, the program writes it to the diskette.

This prompt appears and temporarily takes the place of the status line:

PLEASE WAIT A MOMENT

2. When the prompt disappears and the status line reappears, resume typing.

REVISING OVERVIEW

Here is a list of the SuperSCRIPSIT features you can use to revise text:

1. Cursor Movement Commands
 - The Arrow Keys
 - Text Quantity Definitions
 - Simple Commands
 - Advanced Commands
2. Basic Editing
 - Delete
 - Insert
 - Overstrike
3. Block-Action Commands
 - Defining the Block
 - Executing the Block-Action Commands
4. Global Search and Replace

CURSOR MOVEMENT COMMANDS

SuperSCRIPSIT is rich with instructions for moving the cursor. For example, you can move it to a specific word, phrase, or code; to a specific page or line number; to a header or footer page.

The Arrow Keys

The four arrow keys are used to move the cursor exclusively. All cursor movement commands use the arrow keys alone or in combination with another key.

Text Quantity Definitions

In order to move the cursor effectively, you must understand how the program defines the text quantities.

Character

A *character* is a space, a letter, or a numeral. With view mode turned on, the program also defines the codes `^ @ [` and `]` as characters. With view mode turned off, the program does not define these codes as characters.

Characters

•
a

Word

A *word* is any group of characters with a space after it. The program includes the space after the word as part of the word.

Words

the murmuring brook
↑
space

Sentence

A *sentence* is any group of characters with end punctuation before and after it: . ? !

Sentences

...of the earlier time? They knew it now. Still, there was...
↙ ↘
end punctuation end punctuation

Paragraph

A *paragraph* is any group of characters with the paragraph symbol ¶ before and after it. Naturally, the first paragraph in a document is not preceded by a paragraph symbol. (The program embeds the symbol in the text when you press ENTER. You can view the paragraph symbols by turning on view mode.)

Page

A *page* is the number of lines set as lines per page in the Open Document Options for the document. If you set the lines per page at 54, then the program defines the page as 54 lines: page 1 is line 1 through line 54; page 2 is line 55 through line 108; and so on. The actual number of text lines (the absolute line number) depends on the linespacing:

- If you set the lines per page at 54 and the linespacing at 1 for single-space, each page will have 54 lines of text.
- If you set the lines per page at 54 and the linespacing at 2 for double-space, each page will have 54 lines, but because the text prints on every other line, each page will have 27 lines of text.

Video Page

A *video page* (22 lines) is the number of lines that are visible on the screen at one time.

Absolute Line Number

The actual number of text lines from the beginning to the end of the document is called the *absolute line number*. No matter what lines per page or linespacing option you select, the absolute line number does not vary. For example, if you are typing with the linespacing set at 1 for single-space and lines per page

set at 54, then *page 1, line 54* is absolute line number 54. *Page 2, line 54* is absolute line number 108. However, if you are typing with the linespacing set at 2 for double-space, then *page 1, line 54* is absolute line number 54.

The Two Kinds of Cursor Movement Commands

You can use two kinds of commands to move the cursor:

- **Simple:** \rightarrow , \leftarrow , \uparrow , or \downarrow by itself or with **SHIFT**.
- **Advanced:** \rightarrow , \leftarrow , \uparrow or \downarrow with keyboard character, such as **W**, **G**, **V**, **P**, **N**, **L**, **S**, **H**, or **F**.

Simple Commands

■ Command Summary

\rightarrow moves the cursor right.

\leftarrow moves the cursor left.

\uparrow moves the cursor up.

\downarrow moves the cursor down.

SHIFT \rightarrow moves the cursor to the next tab.

SHIFT \leftarrow moves the cursor to the left margin.

SHIFT \uparrow moves the cursor to the beginning of the document.

SHIFT \downarrow moves the cursor to the end of the document.

How to Move the Cursor With the Four Arrow Keys

To move the cursor one character left, right, up, or down, press one of the four arrow keys. If you hold down an arrow key, the cursor moves in the direction of the arrow until you release the key.

\rightarrow moves the cursor right.

\leftarrow moves the cursor left.

\uparrow moves the cursor up.

\downarrow moves the cursor down.

You cannot move the cursor beyond the last *typed* character in a field or line of text. For example, if you hold down \rightarrow or \leftarrow in a *field*, the cursor stops when it reaches the end or beginning of the field. If you hold down \rightarrow in *text* and the cursor reaches the last typed character of the line, the cursor wraps around to the beginning of the next line and continues to move along that line.

If you continue to hold down \uparrow or \downarrow in text or while a menu with fields is displayed, the cursor stops when it reaches the first or last line or field.

How to Use the Arrow Keys With Shift

Use **SHIFT** with the arrow keys to move the cursor to a tab or to the beginning of a document or to the left margin.

To move the cursor to the next tab

Hold down **SHIFT** and press **→**.

The cursor moves to the next tab, and if you continue to hold down **SHIFT****→**, the cursor moves to the right margin. (See *Tabbing*.)

To move the cursor to the left margin

Hold down **SHIFT** and press **←**.

The cursor moves to the left margin.

To move the cursor to the beginning of the document

While in an open document, hold down **SHIFT** and press **⌘**.

The cursor moves to the beginning of the document.

To move the cursor to the end of a document

While in an open document, hold down **SHIFT** and press **⌘**.

The cursor moves to the end of the document.

Advanced Commands

■ Command Summary

Arrow with **F** to move to a footer page.

Arrow with **G** to move to the next or previous paragraph.

Arrow with **H** to move to a header page.

Arrow with **L** to move to an absolute line number.

Arrow with **N** to move to a specified page.

Arrow with **P** to move to the next or previous page.

Arrow with **S** to move to a word or phrase using the search string.

Arrow with **W** to move to the next or previous word.

Arrow with **V** to move to the next or previous video page.

The advanced cursor movement commands provide flexibility and precision in moving the cursor through text.

You can move to a word, paragraph, printed page, video page, or header/footer page. You can move by page number or absolute line number. You can even move to a specific word or phrase.

How to Move the Cursor to a Footer Page

Hold down any arrow key and press **F** to request a footer page. (See *HEADERS AND FOOTERS*.)

How to Move the Cursor to the Nearest Paragraph

To move the cursor to the next paragraph

Hold down **→** or **↓** and type **G**.

The cursor moves to the next paragraph. If you continue to hold down the arrow key with **G**, the cursor moves through the text, one paragraph at a time, until it reaches the end.

To move the cursor to the previous paragraph

Hold down **←** or **↑** and type **G**.

The cursor moves to the previous paragraph. If you continue to hold down the arrow key with **G**, the cursor moves through the text, one paragraph at a time, until it reaches the beginning.

How to Move the Cursor to a Header Page

Use arrow **H** to request a header page. (See *HEADERS AND FOOTERS*.)

How to Move the Cursor to an Absolute Line Number

For a definition of *absolute line number*, see *Absolute Line Number*.

1. Hold down **→**, **←**, **↑**, or **↓** and type **L**.

This prompt appears in the status line:

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

The absolute line number that the cursor was on when you entered the command now appears in the field.

2. In the field, type the absolute line number you want.
3. If the number contains fewer than five digits, press **ENTER**.

If the number you type is five digits long (the length of the field), the instruction is entered when you type the fifth digit.

The status line returns to normal and the cursor moves to the absolute line specified.

How to move the Cursor to a Specified Page

1. Hold down **←**, **→**, **↑**, or **↓** and type **N**.

This prompt appears in the status line:

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

The page number of the page that the cursor was on when you entered the command now appears in the field.

2. In the field, type the number of the page you want.
3. If the page number contains fewer than three digits, press **ENTER**.

If the number you type is three digits long (the length of the field), the instruction is entered when you type the third digit.

The status line returns to normal and the cursor moves to the page specified.

How to Move the Cursor to the Next or Previous Page

For a definition of *page*, see *Page*.

To move the cursor to the next page

Hold down **→** or **↓** and type **P**.

The cursor moves to the next page. If you continue to hold down the arrow key with **P**, the cursor moves through the text, one page at a time, until it reaches the end.

To move the cursor to the previous page

Hold down **←** or **↑** and type **P**.

The cursor moves to the previous page. If you continue to hold down the arrow key with **P**, the cursor moves through the text, one page at a time, until it reaches the beginning.

How to Move the Cursor to a Word or Phrase

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**.

This prompt appears in the status line:

Enter search string - - - - -

2. Type the word or phrase that you want to find. Be sure to type it *exactly* as it appears in the document.

To type the search string

Make sure the search string contains the same combination of spaces, as well as upper and lower case characters, as the target string.

You can use spaces to narrow the search:

- If you type the as the search string, the program will not find either, theatre, and so on.
- If you type the without spaces as the search string, the program will find either, theatre, and so on.

In addition to words and phrases, you can search for these embedded codes:

| Code | How to Type It
in the Field |
|------|--------------------------------|
| ^ | <u>CTRL</u> <u>N</u> |
| ␣ | <u>CLEAR</u> |
| † | <u>CTRL</u> <u>G</u> |
| | <u>CTRL</u> <u>S</u> |
| ! | <u>CTRL</u> <u>E</u> |

To edit the field for the search string prompt

The system retains a search string in memory until you either enter a new string or turn off the system. Therefore, if you want to use the command to search for more than one string during a work session, you may need to edit the field for the search string prompt.

- Use SHIFT = to move the cursor to the end of the text in the field; then add to the text you have already typed.
 - Use SHIFT = to move the cursor to the beginning of the field.
 - Use = and = to position the cursor on any character that already appears in the field.
 - Use overstrike to replace one character with another. Simply type the new character on top of the old one.
 - Use CTRL D to delete the character the cursor is on.
 - Use CTRL I to insert text in a field. All text to the right of the cursor moves to the right of the field. Type the text you want to insert. Type CTRL D to close up the insert.
 - Use SHIFT CLEAR to clear all text to the right of the cursor. If the cursor is on the right of the first character of the field, the entire field is cleared.
3. If the search string contains fewer than 32 characters and spaces (the length of the field), press ENTER.

If the string is 32 characters long, the search begins when you type the thirty-second character.

The status line returns to normal and the cursor moves to the nearest occurrence of the word or phrase.

4. You can continue to find occurrences of the same word or phrase.

To find the previous occurrence

- Hold down **←** or **↑** and type **S**.

The prompt reappears in the status line. The field retains the most recently typed search string.

- Press **ENTER**.

The status line returns to normal and the cursor moves to the specified word or phrase.

To find the next occurrence

- Hold down **→** or **↓** and type **S**.

The prompt reappears in the status line. The field retains the most recently typed search string.

- Press **ENTER**.

The status line returns to normal and the cursor moves to the specified word or phrase.

How to Move the Cursor to the Next or Previous Word

To move the cursor to the next word

Hold down **→** or **↓** and type **W**.

The cursor moves to the next word. If you continue to hold down the arrow key with **W**, the cursor moves through the text, one word at a time, until it reaches the end.

To move the cursor to the previous word

Hold down **←** or **↑** and type **W**.

The cursor moves to the previous word. If you continue to hold down the arrow key with **W**, the cursor moves through the text, one word at a time, until it reaches the beginning.

How to Move the Cursor to the Next or Previous Video Page

For a definition of *video page*, see *Video Page*.

To move the cursor to the next video page

Hold down **→** or **↓** and type **V**.

The cursor moves down 22 lines to the next video page. If you continue to hold down the arrow key with **V**, the cursor moves through the text, 22 lines at a time, until it reaches the end.

To move the cursor to the previous video page

Hold down **←** or **↑** and type **V**.

The cursor moves up 22 lines to the previous video page. If you continue to hold down the arrow key with **V**, the cursor moves through the text, 22 lines at a time, until it reaches the beginning.

BASIC EDITING: DELETE, INSERT, OVERSTRIKE

Delete

■ **Command Summary:** **F 2** (**CTRL D**), or **@ D**)

You use the delete command, either in text or in menu fields, to delete one character at a time. If you want to delete larger quantities of text, you use the block-action delete command. (See *BLOCK-ACTION COMMANDS*.)

How to Delete One Character at a Time

1. Position the cursor on the first character you want to delete.
2. Press **F 2** for delete.
3. If you want to delete more than one character in a row, continue to hold down **F 2**.

The program deletes one character at a time as long as you continue to hold down **F 2**. When you release **F 2** or delete all the text from the cursor to the end of the line, the program reformats the paragraph to compensate for the deleted characters. If you delete characters from centered text, the undeleted text remains centered.

Insert

■ **Command Summary**

1. Position the cursor.
2. Press **F 1**, **CTRL I**, or **@ I**.
3. Type the insert.
4. Press **BREAK** or **F 2**.

You use the insert command to insert characters either in text or in fields. With this command, you can insert any amount of text into a document.

How to Insert

1. Position the cursor in the paragraph or field where you want to insert text.

2. Press **F1**.

The paragraph or field opens up to allow you to insert text. In a paragraph, you can insert as much text as you want. In a field, you can insert text until you use the maximum number of characters permitted in the field.

If you insert text when view mode and reverse video are displayed, available character positions are denoted by periods.

3. Type the text you want to insert.

4. When you finish inserting the text, press **BREAK**, or **F2** to close up the text around the insert.

If you insert in a field, you *must* use **F2** to close up the insert. If view mode is turned on, the insert blocks disappear when you close up the insert. When you finish inserting, the program reformats to compensate for the inserted characters. If you insert characters into centered text, the text remains centered.

Overstrike

■ Command Summary

1. Position the cursor.
2. Type the desired character.

Overstrike is the simplest editing technique: you just type one character over another. It is especially useful for correcting typos.

| | |
|-------------------------------------|--------|
| For example, if you type | iptown |
| just position the cursor over the i | iptown |
| and type u over it: | uptown |

BLOCK-ACTION COMMANDS

Block-action commands are the key to SuperSCRIPSIT's editing capability. You can define any amount of text as a block and then delete it, copy it, move it, adjust it, search it, freeze or unfreeze it, hyphenate it, print it, or change its linespacing. And editing with the block-action commands is easy. You use two basic steps:

1. Define the block.
2. Execute the block-action command.

Defining the Block

■ Command Summary

Cursor Position Method

1. Position the cursor at the start.
2. Hold down **CTRL** and type **S**.
3. Position the cursor at the end.
4. Hold down **CTRL** and type **E**.

Text Quantity Method

1. Position the cursor.
2. Hold down **CTRL** and type **X**.
3. Type **W**, **S**, **G**, **P**, or **E**.
4. Type **B** or press **BREAK**.

You have two ways to define a block. You can use the cursor to mark the beginning and end of the text you want to define or you can define a quantity.

How to Define a Block: Cursor Position Method

1. Position the cursor at the beginning of the text you want to define as a block.
2. Hold down **CTRL** and type **S** for *start*.
3. Position the cursor at the end of the text you want to define.
4. Hold down **CTRL** and type **E** for *end*.

A close bracket **]** appears in the text to mark the end of the block.

If you don't mark the block with an end block marker, the text is displayed in reverse video from the start block marker to the end of the text. In this case, all block-action commands are executed from the start block marker to the end of text.

How to Define a Block: Text Quantity Method

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

1. Position the cursor anywhere in the text you want to define.
2. Hold down **CTRL** and type **X**.

This prompt appears in the status line:

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

3. Define the text quantity by typing one or more of these letters in any combination you need. (See *Text Quantity Definitions*.)

- Type **W** to define one word at a time. When the cursor is positioned on the word and you type **W** for *word*, the word from beginning to end is included in the block.
- Type **S** to define one sentence at a time. When the cursor is positioned in the sentence and you type **S** for *sentence*, the sentence from beginning to end is included in the block.
- Type **G** to define one paragraph at a time. When the cursor is positioned in the paragraph and you type **G** for *paragraph*, the paragraph from beginning to end is included in the block.
- Type **P** to define one page at a time. When the cursor is positioned on the page and you type **P** for *page*, the page from beginning to end is included in the block.
- Type **E** to define all the text from the cursor position to the end of the document. Unlike the other commands, when you type **E**, the block is defined *from the cursor position* to the end of the document.

As you begin to define the block, [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. Type **B** or press **BREAK** to finish defining the block.

Type **B** to bring the list of block-action commands to the screen. (See list below.) Press **BREAK** to define the block and return the cursor to the text area.

A] appears at the end of the defined text to mark the block.

When you use **CTRL S** or **CTRL X** to mark a block, reverse video mode denotes the marked area.

Certain symbols used in SuperSCRIPSIT are not available in reverse video mode. The following characters are substituted on screens that contain reverse video:

| Standard Video | Reverse Video |
|----------------|---------------|
| ¶ | ⌘ |
| ⋮ | ⋮ |
| Δ | ⋮ |
| ⋮ | ⋮ |
| ⋮ | ⋮ |

Executing the Block-Action Commands

■ Command Summary

Display the block-action commands in the status line.

Type **D** to delete the block.

Type **C** to copy the block.

Type **M** to move the block.

Type **A** to adjust the block.

Type **S** to search the block.

Type **F** to freeze or unfreeze the block.

Type **H** to hyphenate the block.

Type **P** to print the block.

Type **L** to change the block's linespacing.

To recall a moved or copied block, hold down **CTRL** and press **R**.

Once you have defined a quantity of text as a block, you can use any one of the nine block-action commands on it. Here is the basic procedure for using a block-action command.

1. Display the list of commands in the status line.
2. Select the command you want.
3. Answer the prompts, if any.

How to Display the Block-Action Commands

Before you can execute a block-action command, you must first display the list of commands in the status line.

- If you have used **CTRL S** and **CTRL E** to define the block, hold down **CTRL** and type **B**.
- If you have used **CTRL X** to define the block and the text quantity prompts are still displayed in the status line, type **B**.
- If you have used **CTRL X** to define the block and you have pressed **BREAK** to finish defining, hold down **CTRL** and type **B**.

This prompt then appears in the status line:

Delete Copy Move Adjust Search Freeze Hyphenate Print Linespace?

How to Execute a Block-Action Command

You can execute only one block-action command at a time. After performing a block-action command with the exception of search, block markers are automatically removed from the document.

If you freeze a block, you must unfreeze it before you can use any other block-action command on the frozen block.

Once you have defined a block and displayed the list of commands in the status line, select the command by typing its first letter:

- | | | |
|-----------------|-----------------------------|--------------------|
| D Delete | A Adjust | H Hyphenate |
| C Copy | S Search | P Print |
| M Move | F Freeze or unfreeze | L Linespace |

To delete a block

Type **D**.

This 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 command. The status line returns to normal and the cursor returns to the text.

You can instruct the program not to request verification of the delete block command. (See *Verify Deletions*.)

To copy a block.

Type **C**.

Use the copy command when you want a block to appear in more than one place. The copy block command is especially useful for duplicating text (such as column heads and tables).

When you type **C**, the block remains on the screen. The program copies the block into temporary storage on the diskette. The program stores only one copied block at a time. When you copy a block, the program erases any block that you previously copied.

To recall a copied block

- Position the cursor where you want a copy of the block to appear.
- Hold down **CTRL** and type **R** for *recall*. The program inserts the block at the cursor position.

You can recall a copied block anywhere in the document, or even in a different document. Once you have copied a block, you can recall it as often as you want it.

To move a block

Type **M**.

Use the move command to move a block from one place to another.

When you type **M**, the program deletes the block and saves it onto the diskette. The program stores only one moved block at a time. When you move a block, the program erases any block that you previously moved.

To recall a moved block

- Position the cursor where you want the moved block to appear.
- Hold down **CTRL** and type **R** for *recall*. The program inserts the block at the cursor position.

You can recall a block anywhere in the document, or even in a different document. Once you have moved a block, you can recall it as often as you want it.

Note: It is important for you to know the amount of disk space left (kilobytes) 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 **R E M O V E M O V E / C T L** 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 much free space (in kilobytes) remain on a diskette, use the DIR command at TRSDOS Ready. (Check your Model 4 *Disk System Owner's Manual* for details.) The number of free kilobytes on the diskette is shown on the same line as the drive number.

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 REMOVE command to delete MOVE/CTL from Drive 0. Do not copy the MOVE/CTL file until you have successfully copied text into the file.

To adjust a block

Type **A**.

Use the adjust command to copy the format of a model paragraph. When you adjust a block, the program reformats the block to match the model paragraph (margins, tabs, and linespacing).

When you plan to use the adjust command, you must define the block you wish to reformat. (See *Defining the Block*.)

1. Before displaying the block-action commands, position the cursor on the paragraph whose format you want to copy.
2. Hold down **CTRL** and type **B** to display the block-action commands in the status line.
3. Type **A**.

The program changes the format of the block (margins, tabs, and linespacing) to match the format of the paragraph where the cursor was positioned.

Define the block and position the cursor on the paragraph whose format you want to copy.

Many of the professors disagreed. Martin was no exception.

If the Dean wants budget cuts, let him cut his own department.

However, the majority of professors sympathized with Dean Prescott, including Mabel Sommers.

If recent government cutbacks demand economy, then I believe that each of us should do our bit.

Choose the adjust block command.

Many of the professors disagreed. Martin was no exception.

If the Dean wants budget cuts, let him cut his own department.

However, the majority of professors sympathized with Dean Prescott, including Mabel Sommers.

If recent government cutbacks demand economy, then I believe that each of us should do our bit.

The program adjusts the block to match the model paragraph.

To search a block

Type **S**.

Use the search command to locate every occurrence of a word, phrase, or code and to find, delete, or replace it with another word, phrase, or code.

When you type **S**, the text temporarily disappears from the screen and the Search and Replace Options appear on the screen:

```
..... *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) |

Select the options you want and press **ENTER** to begin the search or **BREAK** to cancel the search. (See *GLOBAL SEARCH AND REPLACE* for information about how to select and use the Search and Replace Options.)

To freeze or unfreeze a block

Type **F**.

Freeze a block so that it cannot change. When a block is frozen, you cannot delete from it, insert text into it, or change its format or linespacing.

When you type **F**, this 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

If you need to change a frozen block, use the freeze block-action command and answer the prompt by typing **U** for unfreeze.

To hyphenate a block

Type **H**.

Use the hyphenate command to ensure that the maximum number of characters prints on each line. Use hyphenation especially when you plan to print a

document justified, because hyphenation minimizes the amount of space inserted to even out a line and thus improves the appearance of justified text.

When you type **H**, the program scans the document for lines that have space available. When it finds space at the end of a line, it positions the cursor on the first word in the next line. The cursor position shows you that 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

Make each hyphenation decision as the program presents it to you, or cancel the hyphenation process by pressing **BREAK**. In the above example, use the left arrow to move the cursor:

conclude

Then press **-** to hyphenate the word at the cursor position.

How to Make Hyphenation Decisions

The program presents one word at a time for a hyphenation decision. If you decide *not* to hyphenate the word, press **ENTER** or **↓** to move to the next hyphenation decision. If you decide to hyphenate, use **-** and **-** to position the cursor at the current hyphenation point. For example:

conclude

Type **-** to hyphenate the word at the cursor position. The program hyphenates the word and moves on to the next hyphenation decision.

The program continues to present you with hyphenation decisions until it finishes scanning the block. When the hyphenation process is complete, the status line returns to normal.

To print the block

Type **P**.

Use the print command to print the block. The print block command is helpful when you want to print a portion of the document instead of the entire document with **CTRL P**.

When you type **P**, the Print Text Options appear on the screen:

***** *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) |

Select the options you want and press **ENTER**, or press **BREAK** to cancel the print job. (See *How to Print* for information about how to select and use the options on the Print Text Options.)

To change the linespacing of the block

Type **L**.

Use the linespace command to change the linespacing of a block. For example, if you type a double-spaced document but want to single-space some sections, such as quotations, use the linespace command to change the linespacing for the quotations.

This is the only way to change the linespacing of a document. To change the linespacing of an entire document, just define the entire document as a block and then use the linespace block-action command.

When you press **L**, this prompt appears in the status line:

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

Answer the prompt by typing the new linespacing for the block.

- | | | |
|------------|-------------------------|--|
| 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 with a half line of space between each line. |
| 2 + | Double-space and a half | Text prints with 1½ lines of space between each line. |
| 3 + | Triple-space and a half | Text prints with 2½ lines of space between each line. |

Lock in your response.

If the response contains less than 2 characters, press **ENTER**. If the response you type is 2 characters long (the length of the field), the instruction is entered when you type the second character.

When you use the linespace block-action command to change the linespacing of an entire document, the program prints and paginates the document with

the new linespacing, but the line number indicator in the status line does not reflect the new linespacing. If the linespacing varies within a document, the line number will not be accurate; however, the document will be printed correctly using the varied spacing.

Use the linespacing field in the Open Document Options to change the line number indicator in the status line to reflect the new linespacing.

GLOBAL SEARCH AND REPLACE

■ Command Summary

Hold down **CTRL** and type **G**.

Answer the options.

Press **ENTER**.

Answer the prompts, if any.

When you want to find, replace, or delete several occurrences of a word, phrase, or code, use the global search command to search an entire document or the block-action search command to search a block. To search an entire document, first press **SHIFT I** to move the cursor to the beginning of the document; then enter the global search command.

How to Begin a Search and Replace

If you want to search a block, first define the block and display the block-action commands. Then type **S**. (See *BLOCK-ACTION COMMANDS*.)

If you want to search an entire document, hold down **CTRL** and type **G**.

The Search and Replace Options appear.

* * * * * *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 Answer the Options

1. Type of search

- To *find* every occurrence of a word or phrase, keep the default response **F** for *find*.

- To *delete* every occurrence of a word or phrase, type **D** for *delete*.
- To *replace* every occurrence of a word or phrase, type **R** for *replace*.

2. String to find

Type the word, phrase, or code that you want to find exactly as it appears. You can type up to 32 characters. In addition to words and phrases, you can search for these embedded codes:

| Code | How to Type It
in the Field |
|------|--|
| A | <input type="checkbox"/> CTRL <input type="checkbox"/> N |
| D | <input type="checkbox"/> CLEAR |
| G | <input type="checkbox"/> CTRL <input type="checkbox"/> G |
| S | <input type="checkbox"/> CTRL <input type="checkbox"/> S |
| E | <input type="checkbox"/> CTRL <input type="checkbox"/> E |

3. Search by word or character

- To prevent the program from finding the search *within* other words or phrases, type **W** to specify a word-by-word search. For example, if you search for the word *so* with the Word Option, the program will not find *Social, Some, Soul, insolent, console*, etc.
- To instruct the program to find the search string *within* other words or phrases, type **C** to specify a character-by-character search. If you search for *so* with the Character Option, the program 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** for *yes*. If you search for *So* with the Yes 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** for *no*. If you search for *So* with the No Option, the program will not find *so*.

5. Replace with

If you specified replace by typing **R** in response to the first option, type the string you want the program 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*, the program pauses after it finds each occurrence of the search string.
- If you type **N** for *no*, the program finds, replaces, or deletes all occurrences of the search string without pausing.

How to Edit the Fields on the Search and Replace Options

If you make a mistake or change your mind when answering an option, you will want to edit your response. Once you fill in the field for String to find or Replace with, the response remains in the field until you turn off the system. Therefore you may want to edit the fields:

- Use **SHIFT** **→** to move the cursor to the end of text in the field and add to the text you have already typed.
- Use **SHIFT** **←** to move the cursor to the beginning of the field.
- Use **→** and **←** to position the cursor on any characters that already appear in the field.
- Use overstrike to replace one character with another. Simply type the new character on top of the old one.
- Use **F2** to delete the character the cursor is on.
- Use **F1** to insert in a field. All text to the right of the cursor moves to the right of the field. Type the text you want to insert. Type **F2** to close up the insert.
- Use **SHIFT** **CLEAR** to clear all text to the right of the cursor. If the cursor is on the first character of the field, you clear the entire field.

When you have answered or edited the options, press **ENTER** to begin the search.

How to Find Every Occurrence Without Pause

If you specify *find without pause*, the program searches the entire document and displays the number of occurrences it found. For example: Found 16.

Press **BREAK** to cancel the message.

How to Find Every Occurrence With Pause

If you specify *find with pause*, the program stops after the first occurrence and displays this prompt:

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

To answer the prompt

- Type **Y** for yes 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 program completes the search, it displays the total number of occurrences it found.

Press **BREAK** to cancel the message.

How to Replace Every Occurrence Without Pause

If you specify *replace without pause*, the program searches the entire document and displays the number of occurrences it replaced. For example: Replaced 16.

Press **BREAK** to cancel the message.

How to Replace Every Occurrence With Pause

If you specify *replace with pause*, the program stops after the first occurrence and displays this prompt:

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

To answer the prompt

- Type **Y** for *yes* to replace this occurrence and to find the next occurrence of the string.
- Type **N** for *no* to bypass this occurrence and to 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 program completes the search, it displays the total number of occurrences it replaced.

Press **BREAK** to cancel the message.

How to Delete Every Occurrence Without Pause

If you specify *delete without pause*, the program searches the entire document and displays the number of occurrences it deleted. For example: Deleted 16.

Press **BREAK** to cancel the message.

How to Delete Every Occurrence With Pause

If you specify *delete with pause*, the program stops after the first occurrence and displays this prompt:

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

To answer the prompt

- Type **Y** for *yes* to delete this occurrence and to find the next occurrence of the string.
- Type **N** for *no* to bypass this occurrence and to 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, the program displays the total number of occurrences it deleted:

Press **BREAK** to cancel the message.

PRINTING OVERVIEW

SuperSCRIPSIT offers an enormous variety of print capabilities. For example, you can use *proportional spacing* and *justification* to create high quality printouts. You can type *print codes* in your text to print bold, to print underscores and double underscores, to print superscripts and subscripts, and so on. You can print *headers* and *footers* that include automatic page numbering. You can also print *form letters* (standard text that prints over and over with variable information each time).

PRINTING A DOCUMENT

■ Command Summary: **CTRL P**

Answer the Print Text Options.

Press **ENTER**.

After you have typed and revised a document, you are ready to print it. You can make some decisions about printing before you print.

Getting Ready to Print

You set most of the point specifications when you answer the Open Document Options. (See *The Option Document Options described.*) These specifications are:

- Printer type
- Lines per page
- Pitch
- Linespacing
- 1st page to include header
- 1st page to include footer

Before printing, you can change any of these print specifications (except linespacing) by quitting the document, opening it, displaying the Open Document Options, and editing the fields on the Options menu. If you change printer types, you must change the printer codes stored in the document.

If you want to change the linespacing before printing, you must use the line-space block-action command. (See *BLOCK-ACTION COMMANDS.*)

How to Print

To print a document, you enter the print command and then respond to the Print Text Options. Make sure that the printer is correctly connected, that it is turned on, and that it is on line.

1. Type the print command: from an open document, hold down **CTRL** and type **P**.

The Print Text Options appear on the screen. These options also appear on the screen when you print with the print block-action command. (See *To print the 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) |

2. Type your responses to the Print Text Options.

To answer the Print Text Options

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

Use **←** and **→** to move the cursor from option to option. (If you type the maximum number of characters allowed in a field, the cursor will move down to the next field.)

Use **⏪** and **⏩** to move the cursor within a field. (You cannot move the cursor beyond the last typed character in a field.)

The Print Text Options described

Document name. The program displays the name of your document. You cannot change the name of the document on this menu. (See *The Open Document Options described.*)

Paper size. Use this field to specify the length (in lines) of the paper you will print on. There are 6 lines to the inch. (11-inch paper is 66 lines long. 14-inch paper is 84 lines long.)

If you print with a form feeder, the program uses the response for this option to correctly feed the paper between pages.

6 6 lines for 8½ x 11 inch paper is the default option.

Pause between pages. Use this field to specify whether or not you want the program to pause after it prints each page. If you type **Y** for yes, the program stops printing after each page and this message flashes 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 type **N**, the program advances the next

page and continues printing automatically. Use this response to print with a sheet feeder or on continuous form paper.

Y is the default option.

Begin numbering as page. If you have prepared headers or footers for the document, and if you have typed the page numbering code on either the header or footer, use this field to specify the number you want to print on the first numbered page. (See *HEADERS AND FOOTERS*). For example if you type 7 in response in the field for this option, the program numbers the first page as 7, the next page as 8, and so on.

This option is helpful when you are printing a long document in sections and each section is typed as a separate document. You can use this option to begin numbering each section after the last page of the previous section.

Method of justification. Text printed with an even right margin is called *justified*. Use this field to choose whether or not you want to print justified and, if you do, to specify the method of justification you want to use.

- If you choose P (the default option) for *proportional justification*, the program inserts partial spaces (called *units*) between the words to fill out the line and even up the right margin. You select this option if you want to justify text typed with proportional spacing.
- If you type M to choose the *mono* method of justification, the program inserts whole spaces between words to fill out the line and to even up the right margin. (You should choose this option if you want to justify a document that you will print with a printer that does not support proportional spacing.)
- If you type N for *none*, the program does not justify the text.

Number of copies. Use this field to specify how many copies of the document you want to print. The program prints your document as many times as you specify.

1 is the default option.

Display codes. Use this field to specify whether or not you want the codes embedded in the text to print. If you type N for *no*, the codes on the screen do not print. If you type Y for *yes*, the program prints the codes that appear when you turn on view mode. (See *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 if you print them. The ^ (force new page) code cannot be printed. It does function, however, with this option.

N is the default option.

Suppress widow lines. Use this field to specify whether or not you want the program to suppress widows. Most typists try to avoid stranding the first line

of a new paragraph at the bottom of a page, or the last line of a paragraph at the top of a page. Such stranded lines are *widows*.

- If you type **Y** for yes, the program avoids widows, if possible, 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 print with **Y**, the length of the printed page may differ by one line from the length of the screen page as shown by the page indicator in the status line.
- If you type **N** for no, the program ignores widows.
N is the default option.

Column to start printing. Use this field to specify the starting point for the print wheel or print head. The program counts from the *column position* to the left margin. For example, assume that you are typing in 10 pitch. If the column position is set at 1 and the left margin is set at 1 (1 inch), the program counts to the left margin from position 1 on the pitch scale. Your left margin begins at position 10. But if the column position is set at 20 and the left margin is set at 1, the program counts to the left margin from position 20 on the pitch scale, and your left margin begins at position 30.

1 is the default option.

3. If necessary, edit the fields to correct mistakes or to change the response to an option.

To edit the fields

SHIFT **=** moves the cursor to the end of text in the field and enables you to add to the text you have already typed.

SHIFT **=** moves the cursor to the beginning of the field.

= and **=** position the cursor on any character that already appears in the field.

Overstrike replaces one character with another. (Simply type the new character on top of the old one.)

F2 deletes the character the cursor is on.

F1 inserts text in a field. All text to the right of the cursor moves to the right of the field. (Type the text you want to insert. Press **F2** to close up the insert.)

SHIFT **CLEAR** clears all text to the right of the cursor. If the cursor is on the first character of the field, you clear the entire field.

4. Press **BREAK** or **ENTER**.
 - Pressing **BREAK** cancels any entries you have typed or edited and returns you to the text.
 - Pressing **ENTER** locks in the text you have typed or edited in the field and begins the printing.

How to Monitor the Printout

If you are printing a document of more than one page and you have requested the program to pause between pages, the program ejects the paper and after it prints each page displays this message beneath the Print Text Options:

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

To continue printing, insert another sheet of paper and type **Y**. To cancel the print job and redisplay the text on the screen, type **N**.

How to Interrupt the Print Job

During printing you can interrupt the print job.

1. Press **BREAK**.

The program halts the printer and displays this message:

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

2. To resume printing type **Y**.
3. To cancel the print job and redisplay the text on the screen, type **N**.

USING THE SYSTEM PRINT CODES

■ Command Summary

Press **CLEAR** and type **_** to underscore.

Press **CLEAR** and type **=** to double-underscore.

Press **CLEAR** and type **+** to print bold.

Press **CLEAR** and type **/** to strike-through.

Press **CLEAR** and type **^** to subscript.

Press **CLEAR** and type ***** to superscript.

Press **CLEAR** and type **>** to top the form.

Press **CLEAR** and type **?** to pause printout.

When you want to print text underscored, double-underscored, bold, and so on, you type a print code in the text. When it prints, the program encounters the print code and performs the corresponding print function.

To type a print code, press **CLEAR** and then type the character that signifies the print function you want. When you press **CLEAR**, the program turns on view mode automatically.

With view mode turned on, each print code takes up two spaces on the screen; with view mode turned off, one space, since the **␣** does not appear. *Print codes take up no space on the printout.*

The Toggle Print Codes

Some of the print codes are toggle codes. A toggle is simply an on/off switch. A toggle code turns *on* the print function the first time the printer encounters it and turns *off* the function the second time the printer encounters it.

The toggle print codes are:

- Underscore
- Double-underscore
- Bold
- Strike-through

Type a toggle code *before* the text to turn *on* the print function; then type the code *after* the text to turn *off* the print function.

The other print codes (superscript, subscript, pause printout, and top of form) are not toggle codes. In addition to the eight system print codes, you can design your own print codes.

How to Underscore

Before and after the text you want to underscore, press `CLEAR` and type `=`.

On the screen

If view mode is turned off, the program turns it on and `=` appears on the screen. When view mode is off, `=` appears on the screen.

On the printout

The text enclosed by the underscore codes prints underscored:

When in the course of human events . . .

How to Double-Underscore

Before and after the text you want to double-underscore, press `CLEAR` and type `=`.

On the screen

If view mode is turned off, the program turns it on and `=` appears on the screen. When view mode is off, `=` appears on the screen.

On the printout

The text enclosed by the double-underscore codes prints double-underscored:

When in the course of human events . . .

This print feature is available only on the Daisy Wheel II.

How to Print Bold

Before and after the text you want to print bold, press **CLEAR** and type **+**.

On the screen

If view mode is turned off, the program turns it on and **⊕** appears on the screen. When view mode is off, **+** appears on the screen.

On the printout

The text enclosed by the print bold codes prints bold:

When in the course of human events . . .

How to Strike-through

Before and after the text you want to strike-through, press **CLEAR** and type **/**.

On the screen

If view mode is turned off, the program turns it on and **⊃/** appears on the screen. When view mode is off, **/** appears on the screen.

On the printout

The text enclosed by the strike-through codes prints with a dash through each character:

~~When~~

Non-Toggle Print Codes

A non-toggle print code instructs the printer to perform a specific action. The non-toggle codes are superscript, subscript, top of form, and pause print.

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.

How to Superscript

Superscript characters print above the line. They are used primarily for footnotes: 1.

1. **Type the superscript code: press **CLEAR** and type *****.**

When the printer encounters the superscript code, it prints a half line higher (reverse line feed).

2. **Type the text that you want superscripted.**

3. **After the text, type the subscript code: press **CLEAR** and type **⊃**.**

When the printer encounters the subscript code, it prints a half line lower (line feed) and returns to the normal typing line.

On the Screen

If view mode is turned off, the program turns it on. $\text{\textcircled{S}}$ * appears *before* the text to be superscripted, and $\text{\textcircled{S}}$ appears *after* the text. For example:

$\text{\textcircled{S}}$ *Super $\text{\textcircled{S}}$.script

When view mode is off, *Super.script appears on the screen.

On the printout

The text preceded by $\text{\textcircled{S}}$ * and followed by $\text{\textcircled{S}}$ prints as superscript:

Super_{script}

How to Subscript

Subscript characters print below the line. They are often used for mathematical expressions and chemical formulas, such as:

H₂O

1. **Type the subscript code:** press CLEAR and type $\text{\textcircled{S}}$.

When the printer encounters the subscript code, it prints a half line lower (line feed).

2. **Type the text you want to subscript.**

3. **After the text, type the superscript code:** press CLEAR and type $\text{\textcircled{*}}$.

When the printer encounters the superscript code, it prints a half line higher (reverse line feed) and returns to the normal printing line.

On the screen

If view mode is turned off, the program turns it on. Then $\text{\textcircled{S}}$ appears *before* the text to be subscripted, and $\text{\textcircled{*}}$ appears *after* the text. For example:

$\text{\textcircled{S}}$.Sub $\text{\textcircled{*}}$.script

When view mode is off, .Sub*script appears on the screen.

On the printout

The text preceded by $\text{\textcircled{S}}$ and followed by $\text{\textcircled{*}}$ prints subscripted:

Sub_{script}

How to Top the Form

When the program encounters a top of form code while printing, it rolls the paper back down and positions the paper at the first printed line on the page. This instruction is useful for printing pages with a column format and for double-pass printing. Use the same value for both the Lines per page and Paper size.

1. Position the cursor on the line where you want the printer to roll up.

The code *must* appear at the beginning of a line of text or on a line by itself.

2. Press CLEAR and type >.

3. Press ENTER.

On the screen

If view mode is turned off, the program turns it on and $\oplus > \uparrow$ appears on the screen. When view mode is off, \oplus appears on the screen.

On the printout

When the program encounters the code, it rolls the paper down to the first printed line on the page following the header (if any) and continues printing.

Note: When using the "Top of Form" instruction, a single sheet of paper is apt to catch on the paper-out switch of the DMP 2100 as it rolls to the top of the form.

Using the Top of Form Code to Print Columns

Type the first column with its own margins.

Type the code and the second column with a set of margins.

How to Type a Pause Print Code

Use a pause print code to stop the printer temporarily during printout. This code is useful for changing print wheels during printout.

1. On the screen, position the cursor wherever you want the printout to pause.

2. Press CLEAR and type ?.

On the screen

If view mode is turned off, the program turns it on and $\oplus ?$ appears on the screen. When view mode is off, \oplus appears on the screen.

On the printout

When the printer encounters the code, it stops printing and displays this prompt:

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

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

HEADERS AND FOOTERS

■ Command Summary

Hold down ARROW and type H, or hold down ARROW and type F.

Select even or odd.

Type the text.

Hold down ARROW and type N, or hold down ARROW and type L.

A *header* is a line (or lines) that prints at the top of a page. A *footer* is a line (or lines) that prints at the bottom of a page. You can use either a header or footer to request automatic page numbering for your printout.

When you want to print the same line at the top of every page of a document, you create a header. When you want to print the same line at the bottom of every page of a document, you create a footer. Each header or footer is stored with the document as a separate page on the diskette.

Once you have created the header or footer page, you can still delete or insert large amounts of text. The program paginates the text, taking into account the length of the headers and footers.

When the program prints the header and/or the footer, it positions the header or footer in the same place on each page of the document.

The program supports two headers and two footers per document. This provides you with flexibility in deciding how to use them. For example, you can print one header on all even-numbered pages and another on all odd-numbered pages. This is useful when you print documents on both sides of the paper. You can easily distinguish the front and back of each page. The *maximum* length of a header or footer is 768 characters.

You use two basic steps to print with headers and footers.

1. You prepare the header or footer page.
2. When you print the document, you specify the first page to print with the header or footer and you specify the number with which it will print.

How to Prepare a Header or Footer Page

1. **From an open document, request a header or footer page. Hold down ARROW and type H to request a header page or type F to request a footer page.**

This prompt appears in the status line:

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

2. **Specify the pages on which you want the header or footer to print and answer the prompt. Type **E** to request a header or footer page to print on even-numbered pages. Type **O** to request a header or footer page to print on odd-numbered pages.**

The requested header or footer page appears on the screen.

If you prepare only one header page (even or odd) for a document, the header prints on *all* pages of the document. If you want alternating headers or footers (one that prints on every other page) you must prepare both an even and an odd header or footer page.

3. **On the header or footer page, type the text you want to print on each document page, and if you want it, request automatic page numbering.**

To separate the header text from the document page

After the text of the header, press **ENTER** once for each line of space you want between the header text and the text of each document page.

To separate the footer text from the document page

Before the text of the footer, press **ENTER** once for each line of space you want between the text of each document page and the footer text.

Header and footer margins and linespacing

When the header or footer page appears, the margins and linespacing are the same as that of the paragraph the cursor was on when you requested the page.

- If you want the header or footer to print with different margins, edit the tab line.
- If you want the header or footer to print with different linespacing, type the text and then use the linespace block-action command.

To request automatic page numbering.

At the place in the header or footer where you want a page number to appear, press **CLEAR** and then type a lower case **P**. **ⓅP** appears on the screen.

You use the Print Text Options to specify the number that you want the program to begin numbering with. (See *How to Print With Headers and Footers.*)

As the program prints the document, it numbers pages and prints the current page number in the header or footer whenever it encounters the page code.

4. **Record the header or footer and return to the document.**

Hold down **ARROW** and type **N** for page number. This prompt appears in the status line:

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

The number of the page you were on when you requested the header or footer page is displayed in the field. Press **ENTER** to return to the page you were on, or type a page number and press **ENTER** to return to a specific page.

You also can hold down **ARROW** and type **L** to record the header or footer and return to the document. (See *CURSOR MOVEMENT COMMANDS*.)

The prompt **PLEASE WAIT A MOMENT** appears as the program writes the header or footer to the diskette and repaginates the document to make room for the header or footer.

When the program has recorded the header or footer, the header or footer page leaves the screen and the program redisplayes the text of the document.

How to Print With Headers and Footers

When you have prepared headers or footers for a document, the program provides you with two options for printing them.

Specify the first page to include header or footer

Sometimes you do not want to begin printing the headers or footers on the first page of the document. For example, if page 1 of the document is a title page, you would probably want to begin printing the headers or footers on page 2. You use the Open Document Options to specify the first page on which you want the header or footer to print.

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

| | |
|----------------------------------|----------------|
| Document name: | ----- |
| Author: | ----- |
| Operator: | ----- |
| Comments: | ----- |
| Printer type: | DW2----- |
| Lines per page: | 54 (4-99) |
| Pitch: | P- (1-20 or P) |
| Line spacing (to 3+, "+" = 1/2): | 1- |
| 1st page to include header: | 1-- (1-999) |
| 1st page to include footer: | 1-- (1-999) |

To begin headers on a page other than the first

In the field 1st page to include header, type the number of the first page on which you want the header to print. When you print the document, the program begins printing the header when it comes to that page.

To begin footers on a page other than the first

In the field 1st page to include footer, type the number of the first page on which you want the footer to print. When you print the document, the program begins printing the footer when it comes to that page.

To begin numbering pages with a specific number

If you decide to use automatic page numbering on one or more of your header or footer pages, you may want to begin the automatic page numbering with a

FORM LETTERS

■ Command Summary

Prepare the master document.

Prepare the variables document.

Open the master document.

Hold down **CTRL** and type **F**.

Press **ENTER**.

Type the name of the variables document.

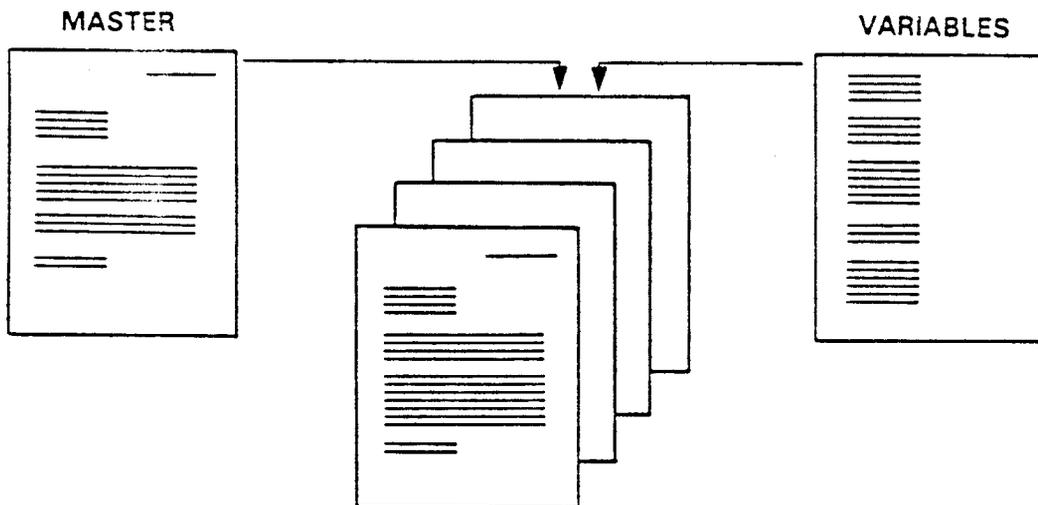
Press **ENTER**.

Preparing a Form Letter

A form letter is a letter that you print more than once, inserting different information (variables) each time. For example, a letter soliciting political contributions may contain the same text, but the name and address will vary from letter to letter.

How to Prepare a Form Letter

1. Open and type a master document that contains the standard text of the letter, typing a code name where you want the program to insert each variable.
2. Open and type a variables document that contains the list of code names and the variables for each letter.
3. Merge the two documents with **CTRL F** (for *form*) and print one letter for each group of variables.



Sample Form Letter

In this sample letter, the tinted words are variables. They will be different for each letter.

1 April 1985

Mr. Jonathan Cosgrave
1215 Fernando Heights
Fresno, California 90912

Dear Mr. Cosgrave:

We have just received our new shipment of TRS-80's. We are holding the 64K Model 4 you reserved.

Sincerely,
Radio Shack

Preparing the Master Document

The master document contains the text of the form letter with a code name where each variable is to appear. You can prepare as many master documents as you want to merge with the same variables document. You can also use the same master document to merge with different variables documents.

How to Prepare a Master Document

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

1. Name each variable with a code. For example:

FIRSTNAME/
LASTNAME/
MPMRS/
ADDRESS/

Each variable must have a unique name, but you can type the 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 person's name to appear.

2. Make each variable name into a code name by enclosing it within the defining character of your choice.

The defining character must appear before and after the name of the variable. Once you have decided on a defining character for the code names, you must use it consistently throughout the master document and the variables document. Here are some examples of defining characters for code names:

/LASTNAME/
@LASTNAME@
&LASTNAME&
(LASTNAME)

If you were to merge the master document illustrated here with a variables document, the program would insert the variables wherever the corresponding code name appears.

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.

Sample Master Document

* April 1985

MRMRS/ /FIRST/ / LAST/
STREET/
CITY/ /STATE/ /ZIP/

Dear /MRMRS/ /LAST/:

We have just received our new shipment of TRS-80's. We are holding the /K/
MODEL/ you reserved.

Sincerely,
Radio Shack

Preparing the Variables Document

The variables document contains the variable information that you want to insert into each form letter. You type the variables for each letter in groups. There is no limit to the number of variable groups you can type.

How to Prepare a Variables Document

1. Open and name a document for the variables.
2. Using the same defining character you used in the master document, type the complete list of code names.

The defining character *must* appear as the first character in the variables document.

3. To end the list of code names, press **ENTER** twice, once after the last code name and once to separate the code name from the lists of variables.

You *must* separate the list of code names from the variable groups by typing a paragraph symbol on a line by itself. A variable must not contain a paragraph symbol within the defined variable.

4. Following exactly the same order you used to type the list of code names, type each variable.

As with the code names, type the defining character before and after each variable. You do not have to type each variable on a line by itself. You can type the variables side by side as long as there is a space between each one.

/FIRST/ /LAST/ /ADDRESS/ /CITY/ /STATE/ /ZIP/

5. After each group of variables, press **ENTER** twice, once after the last variable and once to separate the list of variables from the other lists of variables.

You *must* separate each list of variables by typing a paragraph symbol on a line by itself.

6. After the very last group of variables, press **ENTER** three times.

You *must* signify the end of *all* the variables in the variables document by typing three paragraph symbols – one after the last variable and then two more.

The following variables document is for the sample master document illustrated previously. It begins with a list of code names and then lists the group of variables for each form letter. The variables in each group are typed in the order of the code names that name them. (Note that in the last variables group the variables are typed side by side. Use the method that you find most convenient.)

```
/MRMRS/¶
/FIRST/¶
/LAST/¶
/STREET/¶
/CITY/¶
/STATE/¶
/ZIP/¶
/K/¶
/MODEL/¶
¶
/Mr./¶
/Jonathan/¶
/Cosgrave/¶
/1215 Fernando Heights/¶
/Fresno/¶
/California/¶
/90912/¶
/64K/¶
/Model 4/¶
¶
/Ms./¶
/Lucy/¶
/Diamond/¶
/202 Barclay/¶
/Chapel Hill/¶
/North Carolina/¶
/27514/¶
/64K/¶
/Model 4/¶
¶
/Mrs./ /Pamela/ /Snodgrass/ /15 East 61st Street/ /New York/¶
/New York/ /10011/ /64K/ /Model 4/¶
¶
¶
```

Merging the Master Document With the Variables Document

Once you have prepared both the master and variables documents, you are ready to merge them. The program prints one form letter for each group of variables you typed in the variables document.

How to Merge the Master and Variables Documents

To merge and print the variables document with the master document, use the form letter command.

1. **Display the master document on the screen.**

2. **Hold down CTRL and type F.**

The Print Text Options appear. (See *How to Print*.)

3. **Select the options you want and press ENTER.**

This prompt appears:

Name of file to be merged?

4. **Type the name of the file (document) that contains the variables you want to merge, and press ENTER.**

The program prints the master document and inserts the first group of variables.

5. **Continue to print the form letter until you have merged and printed each variable group.**

- If you are printing with the Pause Print Option, type Y after you have printed each letter in order to continue printing.
- If you are printing without the Pause Option (with a sheet feeder or forms tractor), then the form letters print automatically until all the variable groups have printed. (To interrupt the print merge operation, press BREAK.)

Some Common Mistakes in Preparing Form Letters

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

- A missing defining character.
- A code name in the master document that does not appear in the variables document (or vice versa).
- An incorrect sequence of variables in the variables document (as when the sequence does not correspond with the sequence of code names).
- A typo in a code name.
- A variable group that contains too few or too many variables.

Merging with Non-SuperSCRIPSIT Files

You can merge using variables files generated by programs other than SuperSCRIPSIT. To use a non-SuperSCRIPSIT variables file for merging, make sure that the file is written in ASCII format and that you use the same defining character in both the master and variables documents. For example, SCRIPSIT (26-1563) documents can be saved as merge files with the S, A option.

Merge files can also be created by Profile III Plus (26-1592 Model III only). See the Profile III Plus manual for details on creating the variables file. Once created, use the CONV command to transfer a variables document from a Model III disk to a Model 4 disk. (See the Model 4 *Disk System Owner's Manual* for instructions.) Once converted, Model 4 SuperSCRIPSIT correctly combines the variables document with a Model 4 SuperSCRIPSIT master document to produce form letters.

3. The program displays the directory for the diskette in the specified drive.

This flashing message appears:

Press BREAK to return to menu

A Sample Disk Directory

```
LECTURES. 0 SCR33.CTL: 0 SCR35/CTL: 0 DINOSAUR 0
LP4/CTL. 0 HELP.CTL: 0 SCRIPSIT/CTL: 0 SCRIPSIT/CMD 0
SCR50/CTL: 0 DWP210.CTL: 0 DEMO 100: 0 SCR32.CTL. 0
CATALOG 0 SYSTEM/CTL: 0 PAGE. 0 DWP410/CTL. 0
CONV/CMD 0 DW2.CTL: 0 SCR19/CTL: 0 ERRORS/CTL. 0
SCR18.CTL 0 DMP2100.CTL: 0 LESSON/JCL. 0
```

4. Press BREAK to return to the Main Menu.

Compress

■ Command Summary

1. From the Main Menu, type C.
2. Type the name of the file to be compressed and press ENTER.
3. Type a new file name and press ENTER.

You use the compress function to rewrite a file to a new file in the least possible amount of space. When you finish compressing the file, the old wasteful file and the new compressed file remain on the diskette. Therefore, before using compress, make sure that your diskette has enough space to hold both the old file and the new file.

How to Compress a File

1. From the Main Menu, type C to choose the compress function.

This prompt appears:

Existing document to be compressed:

2. Type the name of the file you want to compress and press ENTER.

This prompt appears:

New document to hold compressed text:

3. Type a new name for the file and press ENTER.

Normally, you should name the new file so that the program associates the new name with the original: for example, new CHAN for original CHANDLER.

If you want to compress the file on a diskette in a drive other than 0, type a colon after the name, followed by the number of the drive you want to use: for example, CHAN:1.

The program rewrites the existing file onto a new file using the least possible amount of space on the diskette. After you have compressed the file, you will probably want to "remove" the original. (See *Remove*)

ASCII Text Conversion Utility

■ Command Summary

1. From the Main Menu, type A.
2. Type S to convert SCRIPSIT to ASCII, or type A to convert ASCII to SCRIPSIT.
3. Type the name of the SCRIPSIT file and press ENTER.
4. Type the name of the ASCII file and press ENTER.

You use the ASCII text conversion utility to convert SCRIPSIT documents into ASCII files (and vice versa). ASCII stands for the American Standard Code for Information Interchange. In ASCII, each character is identified by a certain decimal number. For example, a space in ASCII is 32. ASCII is a standard text storage format used in computer applications such as communications. Documents created by the original SCRIPSIT program (26-1563) and saved on a diskette in ASCII may be converted to SuperSCRIPSIT documents with this utility. ASCII documents cannot be spell checked with the Proofread option.

Before You Convert ASCII to SCRIPSIT

When you convert from ASCII to SCRIPSIT, no advance preparation is necessary: the program creates the SCRIPSIT document for you. However, if you want the newly converted SCRIPSIT document to have a specific format (tabs, margins, etc.), you have to open a SCRIPSIT document prior to the conversion and then format it. Thus, when you perform the conversion, the program copies the ASCII file into the SCRIPSIT document you have prepared.

Converting Documents Created by Model III Disk SCRIPSIT

To convert a document created with the Disk SCRIPSIT program (26-1563), follow these steps:

1. Load the desired file into Disk SCRIPSIT.
2. Save the file as an ASCII file using the S,A command (as described in the *Disk SCRIPSIT Owner's Manual*).

3. Use the CONV command to transfer documents from a Model III disk to a Model 4 disk. (See the Model 4 *Disk System Owner's Manual* for instructions.)
4. Use SuperSCRIPSIT's ASCII Text Conversion Utility to convert the ASCII file to a SuperSCRIPSIT file.

How to Convert ASCII and SCRIPSIT Files

1. From the Main Menu, type A to choose the ASCII text conversion utility.

This prompt appears:

FROM which format do you wish to convert (Scripsit/Ascii)?

2. Type S or A to specify the format from which you want to convert.
 - Type S to convert a file *from* SCRIPSIT *to* ASCII.
 - Type A to convert a file *from* ASCII *to* SCRIPSIT.

No matter which format you are converting from, this prompt appears:

Name of Scripsit file:

3. In the field, type the name of the SCRIPSIT file that you want to convert either *from* or *to* and press ENTER.

This prompt appears:

Name of ASCII file:

4. In the field, type the name of the ASCII file that you want to convert either *from* or *to* and press ENTER.

The program performs the conversion.

When converting *from* ASCII *to* SCRIPSIT

A few seconds after the conversion begins, the program displays the Open Document Options for the SCRIPSIT document *to* which you are converting.

- If you want the new SCRIPSIT document to have different specifications, change the Default Options.
- Continue the conversion by pressing ENTER, or cancel by pressing BREAK.

Whether you are converting from ASCII to SCRIPSIT or the other way around, the program displays the SCRIPSIT document when the conversion is complete.

Converting Documents Created By Model III SuperSCRIPSIT

Use the CONV command to transfer documents from a Model III disk to a Model 4 disk. (See the Model 4 *Disk System Owner's Manual* for instructions.) Then open the converted document, displaying the SCRIPSIT - Open Document Options Screen. Position the cursor on the first small square dot at the end of the Printer type entry and press SHIFT CLEAR.

TRSDOS FILE MANAGEMENT COMMANDS

SuperSCRIPSIT uses the TRS Disk Operating System (TRSDOS) to write documents on diskettes as files. To manage your files, you use these TRSDOS commands:

- BACKUP Copies the complete contents of one diskette to another.
- COPY Copies a file from one diskette to another or to the same diskette.
- FORMAT Prepares a diskette for use by the Model 4.
- REMOVE Deletes a file from the diskette.
- RENAME Changes the name of a file.

There are other TRSDOS file commands besides these. For more information, refer to your *Disk System Owner's Manual*.

Backup

■ Command Summary

1. From TRSDOS Ready, type BACKUP and press ENTER.
2. Type the source drive number and press ENTER.
3. Type the destination drive number and press ENTER.

Note: If your Model 4 has *one* disk drive, answer both *source* and *destination* prompts with Drive 0. TRSDOS will stop and tell you when to swap diskettes back and forth.

Backup is a TRSDOS command that you use to copy the contents of one diskette to another. Refer to your Model 4 *Disk System Owner's Manual* for a complete discussion of backup.

The destination disk must be formatted before the backup begins. To format a disk, see "How to Format a Diskette."

How to Back Up a Diskette

1. From TRSDOS Ready, type B A C K U P and press ENTER.

This prompt appears:

Source drive number?

2. Type the number of the drive that contains the diskette you want to copy from, and press ENTER.

This prompt appears:

Destination drive number?

3. Type the number of the drive that contains the diskette you want to copy to, and press ENTER.

Unless the destination diskette contains data, the backup begins.

If the Destination Diskette Already Contains Data

If the destination diskette contains data, you have one more prompt to answer.

This prompt appears:

Destination disk ID is different: Name = DISKNAME Date = MM/DD/YY
Are you sure you want to backup to it <YN>?

1. 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.

TRSDOS begins the backup. It reads a few tracks at a time from the source diskette and then writes them to the destination diskette.

When TRSDOS has completed the backup, this prompt appears:

* * Backup Complete * *

The system returns to TRSDOS Ready.

Backups With the (X) Parameter

When you specify the (X) parameter, you do not need a system disk in Drive 0 when you back up a disk. TRSDOS prompts you to insert the proper disk in the proper drive.

The main use for the (X) parameter is to back up non-system disks, such as data disks, in a two-drive system.

When you use this parameter, you are prompted to insert the proper disk in Drive 0. You may be prompted to re-insert a system disk into Drive 0 during certain backups. Refer to your Model 4 *Disk System Owner's Manual* for a complete discussion of (X) parameter backups.

Copy

■ Command Summary

1. From TRSDOS Ready, type `C O P Y` and then a space.
2. Type the file name and then a space.
3. Type the name of the file you want to copy to.
4. Press `ENTER`.

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 on the same diskette. (To copy an entire diskette, see *Backup*.)

How to Copy a File

1. From TRSDOS Ready, type `C O P Y` and then a space.
2. Type the name of the file you want to copy and then type a space.
3. Type 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, type a colon after the name of the new file, followed by the number of the drive you want to copy to. For example:

`C O P Y C H A N D L E R C H A N : 1`

If you want to copy a file from one diskette to another and keep the same name, type the name of the document, a colon, the number of the source drive, a space, a colon, and the number of the destination drive. For example:

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

4. Press `ENTER`.

If you are using one disk drive to copy, the system will prompt 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.

Format

■ Command Summary

1. From TRSDOS Ready, type `F O R M A T` and press `ENTER`.
2. Type the drive number and press `ENTER`.
3. Type the diskette name and press `ENTER`.
4. Type master password and press `ENTER`.

5. Type S or D for single or double density and press ENTER.
6. Type number of cylinders and press ENTER.

Before you use a diskette on the Model 4, you must format it. (Backup does not automatically format a diskette.)

Use the format command to prepare a diskette for use by the Model 4. You can prepare a blank diskette or erase everything from a previously used diskette.

For example, if you want to use a diskette in a drive other than Drive 0 to open SuperSCRIPSIT documents, you must format the diskette first. (See *How To Open A Document*.)

Remember: The diskette in Drive 0 *must* be the SuperSCRIPSIT Program Diskette.

How to Format a Diskette

1. With a program diskette in Drive 0 and from TRSDOS Ready, type F O R M A T and press ENTER.

This prompt appears:

Which drive is to be used?

2. 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 have only one disk drive, leave the program diskette in Drive 0 and type 0.) This prompt appears:

Diskette name?

If you are using Drive 0 to format, remove the system diskette after the prompt appears and insert the diskette you want to format.

3. Type a name for the diskette and press ENTER.

You may use any combination of 8 letters or numerals. The first character must be a letter. For example, if the diskette will contain correspondence with XYZ company, you may want to name it XYZCOR. This prompt appears:

Master password?

4. 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 *Disk System Owner's Manual*. This prompt appears:

Single or Double density (S.D)?

5. Enter S for single density or D for double density and press ENTER.

This prompt appears:

Number of cylinders?

6. Enter any number from 35 to 40 and press ENTER.

If the diskette is blank, the system begins formatting.

If the Diskette Contains Data

This prompt appears:

Disk contains data — Name = DATADISK Date = XX.XX/XX
Are you sure you want to format it?

- Type Y and press ENTER to begin formatting and to erase the data on the diskette, or type N and press ENTER to cancel the format command.
- If you format a diskette in Drive 0, after the formatting is complete, insert a program diskette in Drive 0 and press ENTER.

TRSDOS divides the diskette into cylinders. When it has completed the formatting, the system returns to TRSDOS Ready.

If there are *any* flawed cylinders on the diskette, you should not use it.

Remove

■ Command Summary

1. FROM TRSDOS Ready, type R E M O V E.
2. Type a space and the name of the file.
3. Press ENTER.

To delete a file from the diskette, use the TRSDOS remove command.

How to Remove a File

1. From TRSDOS Ready, type R E M O V E.
2. Type a space and the name of the file you want to delete. For example:

R E M O V E REPORT

If you have two diskettes inserted in different drives, and if you have a file with the *same name* on each, specify the drive number when typing the remove command. After the file name, type a colon and then the number of the drive that contains the file that you want to delete. For example:

R E M O V E REPORT 1

3. Press **ENTER**.

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

Rename

■ Command Summary

1. From TRSDOS Ready, type **R E N A M E**.
2. Type a space and the name of the file.
3. Type a space and the new file name.
4. Press **ENTER**.

Use rename to change the name of a file.

How to Rename a File

1. From TRSDOS Ready, type **R E N A M E**.
2. Type a space and the name of the file you want to change.
3. Type 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

4. Press **ENTER**.

TRSDOS finds the file, wherever it is, and renames it.

SYSTEM SETUP OVERVIEW

This section describes how to use the System Setup utility, user keys, and user print codes.

System Setup Utility

As you type, revise, and print with SuperSCRIPSIT, various menus appear enabling you to instruct the system. Many of the fields in the menus appear with a response already selected: the default response. Of course, if you want to specify a value different from the default response, you must change it.

The System Setup utility lets you write your own defaults. That way, when you use a menu, the fields appear with the default options that you have selected.

You can change the default responses for these menus:

- Open Document Options
- Print Text Options
- Search and Replace Options

In addition to menu responses, you can tailor other system defaults to your own needs:

- Align character
- Verify deletion of blocks

User Keys

User keys are keys you program to type often-used words and phrases, to store a sequence of commands, or to move the cursor. You can program user keys from an open document, or you can use the System Setup utility to edit user keys.

User Print Codes

In addition to system print codes, such as bold, underscore, and subscript, you can specify special characters or print actions for certain keys. You can use the System Setup utility to write your own print codes.

SYSTEM SETUP UTILITY

You use the System Setup utility to write your own defaults. In all cases you follow three basic steps:

1. Request the System Setup utility function from the Main Menu.
2. Select the menu whose defaults you want to write.
3. Write the defaults you want and press **ENTER**.

Requesting the System Setup Utility Menu

In order to write a default, you must first request the System Setup utility from the Main Menu.

1. Make sure the Main Menu is on the screen. (Quit a document or load the program.)
2. Type S to choose the System Setup utility from the Main Menu.

The System Setup menu appears:

```
..... *SCRIPSIT — SYSTEM SETUP* .....
                                set up <O>pen Document options
                                set up <P>rinter options
                                set up <S>earch and Replace options
                                change <A>llign character
                                edit <U>ser key sequence
                                enter printer <C>odes
                                <V>erify deletions of text blocks
                                What is your selection?
```

3. Type the letter (O, P, S, A, U, C, or V) representing the utility you want.
The menu for the utility you select appears on the screen.
4. Press ENTER or BREAK to exit the menu of the selected utility.
The System Setup menu returns to the screen.
5. Press BREAK to exit the System Setup menu and return to the Main Menu.

Open Document Options

■ Command Summary

From the Main Menu, type S.

From the System Setup menu, type O.

Type the defaults you want.

Press ENTER to lock in your defaults.

Press BREAK to cancel.

Use the System Setup utility to write your own defaults for the Open Document Options.

How to Set Up the Open Document Options

When you type **O** from the System Setup menu, the Open Document Options appear on the screen. (See *OPENING A DOCUMENT*.)

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

| | |
|------------------------------------|----------------|
| Document name: | ----- |
| Author: | ----- |
| Operator: | ----- |
| Comments: | ----- |
| Printer type: | DW2- ---- |
| Lines per page: | 54 (4-99) |
| Pitch: | P- (1-20 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.

To type defaults for the Open Document Options

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

→ and **↓** move the cursor from option to option. (If you type the maximum number of characters allowed for a field, the cursor will move down to the next field.)

← and **→** move the cursor within the field for any one option. (You cannot move the cursor beyond the last character in a field.)

To edit the fields

SHIFT **→** moves the cursor to the end of the text in the field and enables you to add to the text you have already typed.

SHIFT **←** moves the cursor to the beginning of the field.

← and **→** position the cursor on any character that already appears in the field.

Overstrike replaces one character with another. (Simply type the new character on top of the old one.)

F 2 deletes the character the cursor is on.

F 1 inserts text in a field. All text to the right of the cursor moves to the right of the field. (Type the text you want to insert. Press **F 2** to close up the insert.)

SHIFT **CLEAR** clears all text to the right of the cursor. If the cursor is on the first character of the field, you clear the entire field.

2. Complete your answers to the Open Document Options by pressing **BREAK** or **ENTER**.

- Pressing **BREAK** cancels entries you have typed or edited and returns you to the System Setup menu.
- Pressing **ENTER** locks in the text you have typed or edited in the field and returns you to the System Setup menu.

Print Text Options

■ Command Summary

From the Main Menu, type **S**.

From the System Setup menu, type **P**.

Type the defaults you want.

Press **ENTER** to lock in your defaults.

Press **BREAK** to cancel.

Use the System Setup utility to write your own defaults for the Print Text Options.

How to Set Up the Print Text Options

When you type **P** from the System Setup menu, the Print Text Options appear. (See *How to Print*.)

..... *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 except Document name.

To type defaults for the Print Text Options

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

↑ and **↓** move the cursor from option to option. (If you type the maximum number of characters allowed for a field, the cursor will move down to the next field.)

← and **→** move the cursor within the field for any one option. (You cannot move the cursor beyond the last character in a field.)

To edit the fields

SHIFT **→** moves the cursor to the end of the text in the field and enables you to add to the text you have already typed.

SHIFT **←** moves the cursor to the beginning of the field.

→ and **←** position the cursor on any character that already appears in the field.

Overstrike replaces one character with another. (Simply type the new character on top of the old one.)

F 2 deletes the character the cursor is on.

F 1 inserts text in a field. All text to the right of the cursor moves to the right of the field. (Type the text you want to insert. Press **F 2** to close up the insert.)

SHIFT **CLEAR** clears all text to the right of the cursor. If the cursor is on the first character of the field, you clear the entire field.

2. Complete your answers to the Print Text Options by pressing **ENTER**. Or press **BREAK** to cancel your entries.

- Pressing **ENTER** locks in the text you have typed or edited in the field and returns you to the System Setup menu.
- Pressing **BREAK** cancels entries you have typed or edited and returns you to the System Setup menu.

Search and Replace Options

■ Command Summary

From the Main Menu, type **S**.

From the System Setup menu, type **S**.

Type the defaults you want.

Press **ENTER** to lock in your defaults.

Press **BREAK** to cancel.

Use the System Setup utility to write your own defaults for all the Search and Replace Options except String to find and Replace with.

How to Set Up the Search and Replace Options

When you type **S** from the System Setup menu, the Search and Replace Options appear. (See *GLOBAL SEARCH AND REPLACE*.)

..... *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.**

To type defaults for the Search and Replace Options

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

→ and ↓ move the cursor from option to option. (If you type the maximum number of characters allowed for a field, the cursor will move down to the next field.)

← and → move the cursor within the field for any one option. (You cannot move the cursor beyond the last character in a field.)

To edit the fields

SHIFT → moves the cursor to the end of the text in the field and enables you to add to the text you have already typed.

SHIFT ← moves the cursor to the beginning of the field.

← and → position the cursor on any character that already appears in the field.

Overstrike replaces one character with another. (Simply type the new character on top of the old one.)

F2 deletes the character the cursor is on.

F1 inserts text in a field. All text to the right of the cursor moves to the right of the field. (Type the text you want to insert. Press F2 to close up the insert.)

SHIFT CLEAR clears all text to the right of the cursor. If the cursor is on the first character of the field, you clear the entire field.

2. **Complete your answers to the Search and Replace Options by pressing ENTER. Or press BREAK to cancel your entries.**

- Pressing ENTER locks in the text you have typed or edited in the field and returns you to the System Setup menu.
- Pressing BREAK cancels entries you have typed or edited and returns you to the System Setup menu.

Align Character

■ Command Summary

From the Main Menu, type **S**.

From the System Setup menu, type **A**.

Type the character you want, or press **BREAK**.

Use this utility to specify the character you want to use to terminate alignment at an align tab. (See *Tabbing*.)

How to Change the Align Character

1. Type **A** from the System Setup menu.

This prompt appears:

Please type new align character: .

2. Type the character that you want to use to terminate alignment at an align tab: **CTRL A**.

When you type your response, the program records it and returns you to the System Setup menu.

3. If you call the field to the screen and decide not to change the align character, press **BREAK** to return to the System Setup menu.

USER KEYS

You can program the ten number keys. You program these keys by storing keystrokes in them. These ten programmable keys are called user keys.

1 2 3 4 5 6 7 8 9 0

User keys are helpful for storing keystroke sequences that you type often, such as words or phrases, cursor movements, and command sequences.

You use three steps:

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

Programming a User Key

■ Command Summary

1. From an open document, hold down **CTRL** and type **U**.
2. Type a number key.
3. Type the keystroke sequence.
4. Hold down **CTRL** and type **U**.

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

How to Program a User Key

1. From an open document, hold down **CTRL** and type **U**.

The command turns on the user key programmer and this prompt appears:

Store command sequence under which user key (0-9)?

2. Type the number of the key you want to program. (Type one of the numeral keys from 0 through 9.)

The letters **Usr** appear on the right side of the status line to remind you that the user key programmer is now on.

3. Type the sequence of keystrokes that you want to store under the user key.

Type any sequence of 127 keystrokes. If you exceed this number, **Usr** disappears from the status line to tell you that the user key programmer is turned off and will accept no more keystrokes. The user key programmer, however, stores the first 127 keystrokes.

If you type the keystrokes to execute another user key or to loop a user key, then `Usr` disappears from the status line to tell you that the user key programmer is turned off and that it will accept no more keystrokes. (See *How to Loop a User Key* and *How to Chain a User Key*.)

4. Hold down `CTRL` and type `U` to end the sequence and turn off the user key programmer.

When you complete these steps, you have programmed the user key. When you execute the user key, it executes the sequence of keystrokes.

Executing a User Key

■ Command Summary

Hold down `CTRL` and type the user key number.

After you program a user key, use it as you would any command key.

How to Execute a User Key

Hold down `CTRL` and type the number of the user key you want to execute.

The program executes the sequence of keystrokes you have stored under the user key.

Editing a User Key

■ Command Summary

1. From the Main Menu, type `S`.
2. From the System Setup menu, type `U`.
3. Type the number of the key you want to edit.
4. Edit the user key fields.
5. Press `ENTER` to lock in the edit, or press `BREAK` to cancel.

Once you have programmed a user key, the program enables you to edit it. Use the System Setup utility to edit a user key.

How to Edit a User Key

1. From the Main Menu, type S to choose the System Setup utility.
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?
```

2. Type U to select the user key editing utility from the System Setup menu.

The program displays this prompt:

```
Which user key do you wish to edit (0-9)?
```

3. Type the number of the user key you want to edit.

The program displays the user key editing screen.

```
..... *SCRIPSIT — EDIT USER KEY SEQUENCE* .....  
Which user key do you want to edit (0-9)?  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....
```

4. Edit the fields to revise the sequence of keystrokes stored in the user key.

The program displays the keystrokes that you stored under the key in the fields. In this example, User Key 9 is programmed with a repeating message:

```
***** *SCRIPSIT — EDIT USER KEY SEQUENCE* *****
                Which user key to you want to edit (0-9)? 9
l. p,r,o,g,r,a,m,m,e,d. -----
u.s.e.r. ,k.e.y, ,9. ,t.o.-----
.p,r,i,n,t, ,t,h,i.s. ,r-----
e.p.e.a.t,i,n,g, ,m.e.s.s-----
a.g.e...e,n,e,n,W.h.e.n. ,y,o-----
u. ,w,a,n,t, ,t.o. ,s,t.o-----
p. ,t. ,f,r,o,m, ,r,e.p-----
e.a.t,i,n,g,,, ,j,u.s.t.-----
p.r.e.s.s. ,B,R,E,A,K...e,n-----
e,n,e,n,@9.-----
```

Special rules for editing the user key fields

You edit user key fields as you would any field, but there are some special considerations.

- You must follow each keystroke with a comma.

Remember that keystrokes such as space, ENTER, TAB, ␣, ␣, and so forth are unique keystrokes and must be separated from the following keystrokes by a comma. For example:

| <u>Keystroke</u> | <u>Code</u> |
|------------------|-------------|
| (comma) | ,, |
| (space) | , , |
| (period) | ,. |

- The program defines as one keystroke all commands that you type with @ and a character. For example, ,@p, is the print command. (To type a @, type SHIFT @.)

- You use special codes to define keystrokes such as the cursor movement commands and ENTER:

| Keystroke | Code |
|----------------------------------|---------|
| <u>BREAK</u> | br |
| <u>ENTER</u> | en |
| <u>SHIFT</u> (spacebar) | Sp |
| <u>CLEAR</u> | cl |
| <u>SHIFT</u> <u>CLEAR</u> | CL |
| <u>↑</u> | up |
| <u>SHIFT</u> <u>↑</u> | UP |
| <u>↓</u> | do |
| <u>SHIFT</u> <u>↓</u> | DO |
| <u>←</u> | le |
| <u>SHIFT</u> <u>←</u> | LE |
| <u>→</u> | ri |
| <u>SHIFT</u> <u>→</u> | RI |
| <u>←</u> or <u>→</u> | > (key) |
| with another key
for example, | > 1 |
| <u>←</u> or <u>→</u> | < (key) |
| with another key
for example, | < 1 |

To edit the user key fields

SHIFT ← moves the cursor to the end of the text in the field and enables you to add to the text you have already typed.

SHIFT → moves the cursor to the beginning of the field.

← and → position the cursor on any character that already appears in the field.

Overstrike replaces one character with another. (Simply type the new character on top of the old one.)

F2 deletes the character the cursor is on.

F1 inserts text in a field. All text to the right of the cursor moves to the right of the field. (Type the text you want to insert. Press F2 to close up the insert.)

SHIFT CLEAR clears all text to the right of the cursor. If the cursor is on the first character of the field, you clear the entire field.

5. Press **ENTER** or **BREAK** to conclude the editing session.

- Pressing **ENTER** locks in the revisions you have made.
- Pressing **BREAK** cancels any changes you have made and leaves the user key programmed as it was before you began to edit it.

Sample User Keys

To provide you a sample of user keys, there are five User Keys already defined on the SuperSCRIPSIT diskette. Hold down **CTRL** 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 **CTRL 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 **CTRL 3**.

When taking the SuperSCRIPSIT Training Program, press **CTRL 9** when instructed to do so.

Working With User Keys

Here are some ideas that will enable you to take full advantage of user keys.

How to Loop a User Key

You can program a user key to execute itself. It then loops around on itself, executing over and over again, until you press **BREAK** to break the loop.

1. Program the user key.
2. Type the command to execute the user key that you are programming as the last keystroke for the user key.

USER PRINT CODES

In addition to the system print codes such as underscore, bold, subscript, you can instruct the program to print special characters (£, c, ™, etc.) and to perform print actions such as backspace and line feed.

You can define any of the numeral keys, in both the shift and the unshift positions, as a user print code.

| | | | | | | | | | |
|---|---|---|----|---|---|---|---|---|---|
| ! | · | # | \$ | % | & | (|) | @ | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 0 |

The System Setup utility lets you write your own print codes.

Defining a User Print Code

■ Command Summary

From the Main Menu, type S.

From the System Setup menu, type C.

For each code, specify units, sequence, and comments.

Press ENTER to lock in the code(s) or BREAK to cancel.

When you want to define a user print code, choose the System Setup utility and request the print code entering selection. The program displays the fields you use to define the print action you want for the new code.

Before You Begin

Before you can write a user print code, you must have information about your printer. This information should be included in the manual that came with your printer.

- You need to know the number of units (the width) of the character or print action you plan to define.
- You need to know the decimal code that your printer requires to print the special character or execute the print action.
- Of course, you must be sure that your printer is capable of printing the code or executing the print action.

How to Define a User Print Code

You use the System Setup utility to define print codes.

1. From the Main Menu, type **(S)** to choose the System Setup utility.

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?
```

2. Type **(C)** to enter print codes.

The first of two print code screens appears on the screen.

```
..... *SCRIPSIT — EDIT PRINTER CONTROL SEQUENCE* .....
Code  Units  Sequence: up to 11 codes will be counted  Comments
  0  0- -  .....
  1  0- -  .....
  2  0- -  .....
  3  0- -  .....
  4  0- -  .....
  5  0- -  .....
  6  0- -  .....
  7  0- -  .....
  8  0- -  .....
  9  0- -  .....
```

Press <ENTER> to edit next screen

3. **Position the cursor in the units field for the code you want to define. You can define any of the 10 codes listed in the code column.**

For example, if you want to define 0 as the English pound symbol (£), position the cursor in the units field for code 0.

→ moves the cursor right within the field. Each time you press →, the cursor moves to the beginning of the next field. If you continue to press →, you move the cursor through each field on the screen, all the way to the end.

← moves the cursor left within the field. Each time you press ←, the cursor moves to the beginning of the previous field. If you continue to press ←, you move the cursor through each field on the screen, all the way to the beginning.

If the first screen is displayed (0-9), pressing ENTER displays the second of the two screens (! " # \$ % & ' () @):

The Second Print Code Screen

..... *SCRIPSIT — EDIT PRINTER CONTROL SEQUENCE*

| Code | Units | Sequence: up to 11 codes will be counted | Comments |
|------|-------|--|----------|
| ! | 0- | | |
| " | 0- | | |
| # | 0- | | |
| \$ | 0- | | |
| % | 0- | | |
| & | 0- | | |
| ' | 0- | | |
| (| 0- | | |
|) | 0- | | |
| @ | 0- | | |

Press <ENTER> to return to System Setup menu

4. **In the units field for the code you are defining, type the width of the character or print action you want.**

For example, on the Daisy Wheel II, the English pound symbol is five characters wide, so you type:

0 0 5

If you type fewer than three digits, use ← to move the cursor to the sequence field for the code.

5. In the sequence field, type the code to instruct your printer to print the special character or print action you want.

For example, if you use a Daisy Wheel II with a Madeleine print wheel, type the decimal code 163 to instruct the printer to print the English pound symbol.

You can type up to 11 unique codes.

If the sequence you type contains fewer digits than the length of the sequence field, use to move the cursor to the comments field for the code.

6. Use the comments field to type a memo of the character or print action you have specified for the code.

For example, if you use 0 to print English pound symbol, you might type Eng pnd as the comment.

If you want to define another code and the comment you type contains fewer characters than the length of the comments field, use to move the cursor to the next field for the code.

7. When you have defined the codes you want, press to lock in your responses or to cancel them.

The program writes the print code(s) to the program diskette.

0 Defined as a Print Code for the English Pound Symbol £

***** *SCRIPSIT — EDIT PRINTER CONTROL SEQUENCE* *****

| Code | Units | Sequence: up to 11 codes will be counted | Comments |
|------|-------|--|-----------|
| 0 | 005 | 163 | Eng pnd - |
| 1 | 0- | | |
| 2 | 0- | | |
| 3 | 0- | | |
| 4 | 0- | | |
| 5 | 0- | | |
| 6 | 0- | | |
| 7 | 0- | | |
| 8 | 0- | | |
| 9 | 0- | | |

Executing a User Print Code

■ Command Summary

Press **CLEAR** and type the code.

Once you have used the System Setup utility to define a user print code, you type it in the text as you would a system print code.

How to Execute a User Print Code

1. Position the cursor in the text where you want the printer to print the special character or execute the print action you have defined.
2. Press **CLEAR** and type the code you have defined.

For example, if you have defined 0 as the English pound symbol, press **CLEAR** and type 0.

If view mode is off, the program turns it on and displays £0. When view mode is off, 0 appears.

When the program encounters the code, it instructs the printer to print the special character or to execute the defined print action.

Editing a User Print Code

■ Command Summary

From the Main Menu, type **S**.

From the System Setup menu, type **C**.

Position the cursor and edit the field.

Press **ENTER** to lock in the edit or press **BREAK** to cancel.

Once you have programmed a user print code, the program enables you to edit it. Use the System Setup utility to edit user print codes.

How to Edit a User Print Code

1. From the Main Menu, type **S** to choose the System Setup utility.

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> ligin character
edit <U> ser key sequence
enter printer <C> odes
<V> enfy deletions of text blocks

What is your selection?
```

2. Type **C** to select the Enter Print or Code utility from the System Setup menu.

The program displays the print code editing screen:

```
***** *SCRIPSIT — EDIT PRINTER CONTROL SEQUENCE* *****
Code  Units  Sequence: up to 11 codes will be counted  Comments
  0  005  163 ..... Eng pnd -
  1  0-  .....
  2  0-  .....
  3  0-  .....
  4  0-  .....
  5  0-  .....
  6  0-  .....
  7  0-  .....
  8  0-  .....
  9  0-  .....
```

3. Position the cursor in the field of the code you want to edit.

→ moves the cursor right within the field. Each time you press **→**, the cursor moves to the beginning of the next field. If you continue to press **→**, you move the cursor through each field on the screen, all the way to the end.

How to Change the Verify Deletions Default

1. Type V from the System Setup menu.

This prompt appears:

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

2. To request verification whenever you delete a block, type Y.

With Y as the response, the program displays this prompt whenever you use the block-action delete command:

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

3. If you do not want the program to request verification when you delete a block, type N.

When you type your response, the program records it and returns you to the System Setup menu.

Appendix 1:

SuperSCRIPSIT AND PRINTERS: TECHNICAL INFORMATION

Using SuperSCRIPSIT With the Radio Shack Printers

SuperSCRIPSIT provides many advanced print features, such as justification, proportional spacing, superscripts and subscripts.

If your printer is a Daisy Wheel II, Line Printer VIII, Line Printer VI, or serial (RS-232) interfaced printer, you must specify this in the printer type option in the Open Document Options. (You should change the Open Document Options defaults so that your printer type is specified automatically every time you open a document. See *SYSTEM SETUP OVERVIEW*.)

Notes on Radio Shack Printers

Here is some additional information for those of you who print with Radio Shack printers. (See also the chart of available features.)

Notes on Printer Types Included With the Program

The following printer types are included with SuperSCRIPSIT.

DW2 for use with Daisy Wheel II, Line Printer V, and Line Printer VI.

DW410 for use with Daisy Wheel 410 and Daisy Wheel 210.

LP8 for use with Line Printer VIII.

LP4 for use with Line Printer IV.

DMP2100 for use with Dot Matrix 2100.

DMP400 for use with Dot Matrix 400, Dot Matrix 200, and Dot Matrix 500.

For DW2 proportional-space users, the DW2 printer driver includes a feature whereby it is possible to vary the minimum number of units between words. This feature is activated whenever you specify **P** as the document pitch and **D W 2** as the printer type on the Open Document menu. The system default for this value is 04 units. Therefore, on a line where no filler units are inserted, the space between words will be four-sixtieths, or one-fifteenth, of an inch. You may find it more pleasing to the eye to use a larger or smaller value. To change it, enter the following command from TRSDOS Ready

```
P A T C H _ D W 2 / C T L _  
( X _ B A D 5 _ = N E W W I D T H )
```

where "old" is the old value (the first time this value will be 04) and "new" is the new value. Do not exceed 06 units.

For users of printers that do not support proportional spacing (including Line Printers III, V, and VI), you must *never* specify **P** on the Open Document

menu. Most of these printers use 10 pitch. Answer this question **1 0**. When printing, do not specify **P** in answer to the question justification type. You may specify **M** or **N**. Since **P** is the default response to both the Open Document and Print Document menus, it is recommended that you change these responses under System Setup utility.

For users of Line Printer VIII, the elongated pitches, as well as 16.7 pitch supported by Line Printer VIII, are available under SuperSCRIPSIT. To use 16.7 pitch, specify **1 6** in response to Pitch at Open Document. To use elongated 16.7 (8.3) pitch, specify **8**. To use elongated 10 pitch (5 pitch), specify **5**. Elongated proportional spacing is not available.

For users of proportional space on serial printers, the LP VIII driver included with SuperSCRIPSIT is intended as a base to modify for use with your particular printer. If you intend to use proportional spacing or special print codes with a serial printer, you will probably need to modify the driver. Use the following source listing, along with the explanation of user drivers, to guide your modifications. You must add the appropriate serial protocol for your printer.

Writing Your Own Printer Driver

If you have a non-Radio Shack printer, you may need to write your own printer driver. If your printer is a serial printer, you can use the TRSDOS utility SETCOM to configure the serial port.

How to Write Your Own Printer Driver

All SuperSCRIPSIT printer drivers adhere to a well-defined structure to make it easier to interface different printers to the program. All printer drivers consist of three main sections: a table containing information about character widths and linefeeds after carriage returns, a table containing "jump" instructions up to 20 subroutines that drive the printer, and the subroutines themselves. All printer drivers begin at hex location BAD3 in the Model 4 RAM and must end at or before location C1D2, for a maximum total of 1792 bytes. The driver is stored on a diskette under the name used to recall it under Open Document, followed by the extension CTL. For example, the driver DW2 is accessed under Open Document as DW2 and stored on a diskette under the file name DW2/CTL. For an example of the implementation of a user driver, see the listing for the DW2 driver given below.

The Proportional Spacing Table

The first 100 bytes of the printer driver are arranged as follows:

- 0 Number of proportional units in one inch.
- 1 Average number of characters in one inch (pitch).
- 2-97 Unit widths of characters in ASCII order from ASCII 20H to 7FH.
- 98 Equals zero to suppress linefeed after carriage return.
- 99 Defines the number of nulls to send after a carriage return.

The Subroutine Vectors

The next 60 bytes consist of jumps to subroutines in the third section, followed by the address of the first available byte of free memory following the subroutines. In version 1.0, only 11 subroutines are defined. The routines are defined below, and the jumps must be in the order in which they are defined.

Specifications for Subroutines

All subroutines must handle their own errors using the system error routine defined below. All subroutines may change the contents of register A but may not alter any other register.

- PRINIT: Initialize printer hardware.
Entry: Don't care.
Exit: CY set if printout aborted.
- SETPCH: Initialize printer to proper pitch.
Entry: A=pitch as specified under Open Document.
If A=0, use proportional pitch.
Exit: CY set if printout aborted.
- PRTCHR: Output one character to printer.
Entry: A=character or code to print.
Exit: CY set if printout aborted.
- PRTSPC: Output unit space to printer.
Entry: BC=number of units to output.
(If in non-proportional pitch, BC must be a multiple of the unit value of a blank.)
Exit: CY set if printout aborted.
- BACKSP: Backspace print head by specified number of units.
Entry: BC=number of units to backspace.
Exit: CY set if printout aborted.
- TOGFEA: Toggle special print feature.
Entry: A=code for feature to toggle.
A=hyphen to toggle underscore.
A=plus sign to toggle boldfacing.
A=equals sign to toggle double-underscore.
A=slash to toggle strike-through.
Exit: CY set if printout aborted.
- EXFEA: Execute special print feature (called if feature has been toggled ON).
Entry: A=code for feature to execute (see TOGFEA).
D=character just printed (needed for boldfacing only).
B=unit value of character just printed.
C=unit value of space following character (=0 if no space).
Exit: CY set if printout aborted.

- HAFFOR: Print forward half-linefeed (subscript).
 Entry: Don't care.
 Exit: CY set if printout aborted.
- HAFREV: Print reverse half-linefeed (superscript).
 Entry: Don't care.
 Exit: CY set if printout aborted.
- RDYTST: Test printer for ready condition.
 Entry: Don't care.
 Exit: CY set if printout aborted.
 Z set if printer ready.
- SETTBL: Initialize character width table.
 Entry: A=pitch as set at Open Document.
 A=0 for proportional pitch.
 Exit: Units per inch, characters per inch, and unit widths for all
 ASCII characters initialized.
 Note: Normally, the values included with the printer driver will be
 correct for proportional spacing. This routine is used to mod-
 ify them for monospacing. For most printers, the characters
 per inch will equal the pitch, and each character will have a
 width equal to units per inch divided by pitch.

System Support Routines for User Drivers

The following SuperSCRIPSIT routines may be called from the user driver:

- PRTERR: Handle printer not ready error.
 Call: BAB5H.
 Entry: Don't care.
 Exit: CY set if user requested abort.
 Note: This routine displays the Printer not ready error message and
 waits for a Yes/No response to continue.
- PRPAUS: Pause printout and wait for Yes/No response to continue.
 Call: BAB8H.
 Entry: Don't care.
 Exit: CY set if user requested abort.
 Note: Displays Continue (Yes/No) message and waits for response.
- PRSTOP: Test for BREAK key pressed, and pause if so.
 Call: BABBH.
 Entry: Don't care.
 Exit: CY set if user requested abort.
 Note: Scans keyboard for BREAK key pressed, calls PRPAUS if
 so.

Changing Printers

SuperSCRIPSIT embeds all printer control codes within its documents. The specific codes are determined by the printer driver selected on the Open Document options. Merely specifying a new driver on an existing document will not automatically replace the old print codes with new ones. You must block adjust the entire document to cause the substitution. If centering or multiple format lines are used within a document, you must block adjust the paragraphs associated with each format line separately.

To assist in changing from one printer to another, user key 0 has been set up to automatically block adjust the document and change the printer codes. The following key sequence has been stored in user key 0.

Hold down Type

CTRL **S**

- **G**

-

CTRL **E**

CTRL **B**

A

- **G**

CTRL **0**

To change a document from LP8 to DW2, change printer type on Open Document Options and follow these steps:

1. Position the cursor at the beginning of the document.
2. Press **CTRL 0**.
3. When the cursor reaches the end of the document, press **BREAK**.

If the document contains frozen paragraph, an error message will be printed and the sequence will end. Move the cursor to the first character following the frozen paragraph and press **CTRL 0** again.

Appendix 2:

ERROR MESSAGES

In certain instances, SuperSCRIPSIT informs you of problems or mistakes by displaying an error message. For example, if your diskette is nearly full, the program displays this prompt: There is no more space left on the diskette

Here is a complete list of error messages and suggestions for the appropriate action you should take as a response.

System Messages and Explanations

Following is a complete list of system messages that may be displayed while operating SuperSCRIPSIT:

There are too many forced new pages in this document. You attempted to insert more than 127 forced pages (**CTRL** **N**).

There is no more space left on this diskette. The diskette is almost full. Quit the current document and copy it onto a new diskette, or remove some files.

A frozen paragraph cannot be altered. You attempted to edit a paragraph that has been frozen under block-action. Mark the paragraph and use block-action to unfreeze it.

There are too many characters and codes on this line. No line may contain more than 255 characters and codes combined.

Printer driver shows zero units or characters per inch. The user printer driver attempted to set characters per inch or units per inch to zero.

There are too many unique tab lines in this document. You attempted to set more than 50 different tab lines.

Press CONTROL-H to see an index of Scripsit commands. You attempted to enter a command not recognized by SuperSCRIPSIT.

A new page can be forced only at the start of a paragraph. You attempted to enter **CTRL** **N** but not immediately after a paragraph symbol.

There are too many characters in this header or footer. You attempted to create a header or footer longer than 768 characters.

WARNING: Header and footer both will not fit on page. You attempted to create header and footer text whose combined length is greater than the number of lines allotted to each page at Open Document menu.

Header or footer may contain only one page. You attempted to enter **CTRL** **N** while creating a header or footer.

Please try again with a different document name. You attempted to open a document using extension /CTL.

You have set left and right margins out of sequence. You attempted to place the right margin before the left while editing the tab line.

The left or right margin is missing. One of the margins was erased while editing the tab line but was not replaced.

Please mark a block and try again. You attempted to perform a block-action command without marking the start of the block.

Please "Move" or "Copy" a block and try again. You attempted to recall (CTRL R) a block before moving or copying one onto the diskette.

Disk failure — check disk drive and diskette. A hard disk error was received while attempting to read or write to the diskette. When this error occurs, some text has probably been lost. Replace the current document with the last Backup if possible. If errors persist, have the computer checked by the repair center.

Help not available. The file `HELP/CTL` is not in the system and the CTRL H command was issued.

This is not a Scripsit document. You attempted to open, convert, or compress a non-SCRIPSIT document.

Do you wish to continue printing (Y or N)? The end of a page was encountered with Pause Between Pages turned on, or a special print code to pause the print-out was encountered in text.

Printer not ready. Continue (Y or N)? The printer is off line, out of paper, out of ribbon, not properly interfaced, or not able to function for any reason. If the problem can be fixed while the message flashes, answer Y when the printer is ready, and the printout will continue as if nothing happened.

Base document variable not in code names group. A variable was called for in a form letter that was not defined in the variables document.

Code name contains too many characters. You attempted to define a variable name containing more than 256 characters.

Paragraph contains too many characters. No paragraph in the form letter may contain more than 3936 characters.

Code names group contains too many names. You attempted to define a group of variables for a form letter that contains more than 1024 characters. This is usually due to forgetting to place an extra carriage return between groups.

Merge text contains more than one paragraph. You attempted to embed a paragraph marker within a variable for a form letter. This is usually due to forgetting to close the variable.

No search string given. You attempted to search (ARROW S) or global search (CTRL G) with an undefined search string.

No replacement string given. You attempted to global replace with an undefined replacement string.

File to be converted must be ASCII format. You attempted to use the convert utility on a non-ASCII file.

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