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# MicroFile/MicroWord

Running under CP/M Plus

## Soft 07053

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# Section 1.

## Learning MicroWord

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### Getting started.

What's needed to start using MicroWord.

- \* An AMSTRAD CPC6128 or PCW8256 computer.
- \* Some blank disks so that you can make a working copy of the MicroWord programs and to keep your documents for later use.
- \* You should know how to turn on your computer, **LOAD CPM Plus**, and how to format and copy disks.
- \* A printer and a supply of paper - these are not absolutely essential to start with but are very useful.

### Making a work disk.

You should NEVER use the program distribution disk to run the MicroWord programs on your computer. Use this disk only for making a **WORK DISK** to be used for day to day processing of your texts.

The MicroWord programs are NOT copy protected so you can make as many copies as you need for your own personal use. However each copy does contain an individual serial number and wherever we find that this trust has been abused the full weight of the law will be used against any software thief or pirate.

Making a work disk is very simple :

**STEP 1.** **FORMAT** a blank disk using the **DISCKIT** program on your **CPM** system disk.

**STEP 2.** Put the distribution disk in drive **A:** and the **FORMATTED BLANK DISK** in drive **B:** (If you haven't a second drive don't worry - the computer will prompt you to swap disks as necessary). Type **MAKEDISK [RETURN]** and all the files for a work disk will be copied to your blank disk.

Now put the MicroWord distribution disk in a place where it can be kept safe in case you ever need to make another **WORK DISK**.

MicroWord has been designed so that it can be used with many different printers and take advantage of the features which they offer. To achieve this **PRINTER CONTROL FILES** for many of the popular printers have been included on the MicroWord disk and these will have been transferred to your **WORK DISK**.



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Most people using MicroWord will , over quite a long period , probably only use one, or at most two, different printers. To save having to specify which **PRINTER CONTROL FILE (PCF for short)** you are using each time you **LOAD** the program MicroWord will automatically look for and **LOAD** a **DEFAULT PCF** which will be called **D.PCF**. To start with the file **D.PCF** contains a copy of the **PCF** for the general family of **EPSON** printers and compatible types but if you need to use a different **PCF** then you can set the **DEFAULT** file to another printer type in this way.

**STEP 1.** Place the **WORK DISK** in the current drive.

**STEP 2.** Type **REN D.PCF=SANPLEDS.PCF [RETURN]**

This will copy the printer control details for the **SANPLE** Daisy Step printer into the default control file. Now each time you run MicroWord it is those details which will be used instead of those for the **EPSON** type printers.

Don't worry if you can't see a **PCF** specifically for your printer - you can experiment with the other files on the disk or , if really necessary , make a new file specially for your printer. (see **Printer Control Files** in the **REFERENCE SECTION** for further details).

The **AMSTRAD PCW8256** printer is compatible with the **EPSON PCF** which is also the **DEFAULT PCF**.

## **Starting the program.**

MicroWord can be run from any of the disk drives on your computer the only restriction is that the MicroWord programs must be on the disk which is in the current drive. There is no reason why you should not also store your document files on the same disk but equally you might use any disk drive which is attached. On the **PCW8256** drive **M:** is used to store the **OVERLAY FILES** so once MicroWord has been loaded onto that computer the work disk may be removed from drive **A:** if you wish.

Assuming that the current drive is drive **A:** place the work disk into that drive and set up your keyboard for use with MicroWord by typing **SETKEYS KEYS.MWJ** (for the 8256) or **SETKEYS KEYS.MWP** (for the 6128) then type **MW8 [RETURN]** (**MW6 [RETURN]** for the **CPC6128**). On the screen you should now see a **MENU** of choices like this -

---

## MICROWORD .

Written by Saxon Computing for AMSOFT .

### MAIN MENU

EDIT an EXISTING DOCUMENT .

CREATE a NEW DOCUMENT .

PRINT a DOCUMENT .

HELP .

CUSTOMISE a PRINTER FILE .

DISPLAY a DISK DIRECTORY .

EXIT from MICROWORD .

USE ARROW KEYS TO MOVE HIGHLIGHT BAR - PRESS [RETURN] TO SELECT .

Drive is A:

To make a choice from the **MENU** simply use the **ARROW KEYS** to move the **HIGHLIGHT BAR** to the option which you want to use then press the **[RETURN]** key.

We suggest that you spend an hour or so experimenting with MicroWord to familiarise yourself with the program before attempting any serious work. If you need a reminder about a particular command then you can call up the **HELP MENU** whilst you are **EDITING** your document by pressing the **[f1]** key. In a similar way you can display the **DIRECTORY** of any disk drive on your computer by pressing **[f2]** and the Printer Control Codes in use can be displayed by pressing **[f3]**.

If you are very new to computing or word processing and still don't feel too confident then read on through the introduction where there's a closer look at the computer's **KEYBOARD** and an example of MicroWord in use. Those of you who are old hands can skip the introduction and just dip into the **REFERENCE** section as and when you need to.

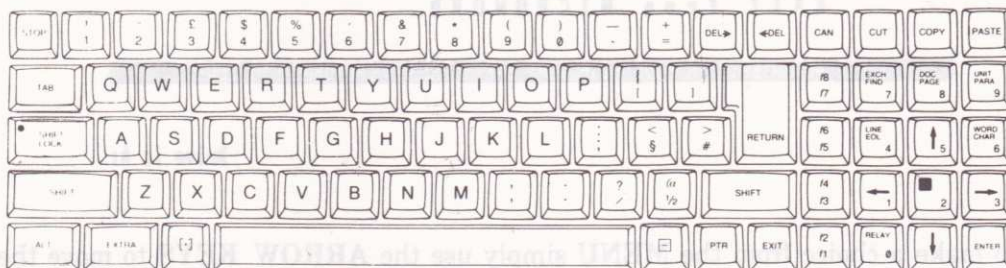


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## Introduction.

### The Keyboard.

If you are using an AMSTRAD PCW8256 computer then the keyboard will look like the picture in figure 1. On the CPC6128 some of the keys will be in a different position and some may have different names. You should know that keys marked **[CTRL]** and **[ALT]** will perform the same function, so will those marked **[ESC]** and **[EXIT]**. Throughout this manual we will use the terms **[CTRL]** and **[ESC]**. The CPC6128 computer has NO key marked **[EXTRA]**.



The keys fall into four main groups :-

- \* The **FUNCTION** keys. These are used for dedicated program features like **HELP** !
- \* The **SHIFT** type keys - these are used in conjunction with other keys on the keyboard to alter the meaning of these other keys. At the simplest level the **SHIFT** keys determine whether a key produces an **UPPER** or **LOWER CASE** character. Also included in this group are the keys marked **[CTRL]** this is the **CONTROL** key or **[ALT]** the **ALTERNATE** key.
- \* The **NUMERIC KEYPAD** - on the right hand side of the keyboard. The keys here can have two different uses. On the PCW8256 you can make these keys produce numbers by pressing them together with the **[EXTRA]** key. On the CPC6128 numbers will normally be produced but used with **[SHIFT]** or **[CTRL]** will give you the **FUNCTION KEYS**.
- \* The remaining keys are used to produce the characters with which they are marked - except when used in conjunction with the **[CTRL]** key.



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IF YOU ARE FAMILIAR WITH THE POPULAR WORDSTAR WORD PROCESSING PROGRAM THEN YOU WILL BE INTERESTED TO KNOW THAT MicroWord ALSO USES THE 'MAGIC DIAMOND' CURSOR CONTROLS. MOST OF THE COMMANDS ARE WORDSTAR COMPATIBLE TOO.

## The Function Keys.

MicroWord uses the **FUNCTION KEYS** for the following purposes :-

- \* **[f1] HELP !**  
Any time during editing you can call up the **HELP** menu if you need to look up the use of a particular command or feature. Please note that the **HELP** function is not available whilst printing.
- \* **[f2] DISK DIRECTORY.**  
There are many occasions when it is useful to be able to look at the directory of a particular disk to check on a filename etc. You can do this at any time when MicroWord is asking you to enter a filename or at any time when editing a document. When you have finished with the directory pressing **[RETURN]** will return you to your previous task.
- \* **[f3] PRINTER CONTROL.**  
It is useful to be able to call up a list of the **PRINTER CONTROL CODES** as defined by the **PCF** which is resident. Pressing **[f3]** whilst editing will show you the list - press **[ESC]** to return to editing your document.
- \* **[f4] AUTOMATIC DOCUMENT BACK UP.**  
Whilst you are editing a document every ten minutes MicroWord will stop for a few moments and save your document to the current disk drive under the name **BACKUP . TXT**.
- \* **[f5] AUTOMATIC INDENT ON / OFF.**
- \* **[f6] INSERT MODE ON / OFF.**
- \* **[f7] GO.**  
Used during printer control file set up and when setting up a print run to indicate that all data entry is finished.

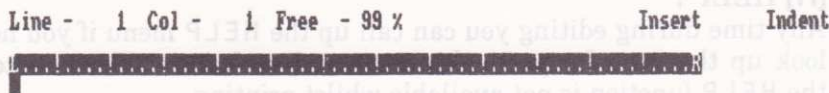
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## Sample letter.

If you're not familiar with word processing a good way to start is by following a short example. Experienced users will probably skip this section and be able to get started with no further delay and get by with the built in HELP facility.

Start the MicroWord program as described on page 2 then choose option 2 Start a New Document from the main menu. The computer screen should then look like this :-

```
Line - 1 Col - 1 Free - 99 % Insert Indent
```



The top line gives you information about the current status of your document and which of the various modes of operation are being used.

If you press the **[F5]** key several times you will see how the indicator changes as you vary the mode between **INSERT** and **OVERWRITE**. Now try pressing the **[CTRL]** followed by **[M]** and notice how this has exactly the same effect. The duplication of command keystrokes is for the benefit of the many people who are familiar with the WORDSTAR word processor program and would not want to re-learn a whole new command structure.

---

Now try the [f6] ( or use [CTRL] [Q] [I]) to alternatively turn on & off the automatic indent.

As you enter more and more text the indicator at the top will tell you how much free space is left for you to use. If you try to use the **CURSOR** keys when the document is empty you will find that it won't move. This is because its movement is limited to the length of text typed on the current line and vertically to the last line of the document. If you haven't typed anything then there's nowhere to go.

Type in the example letter exactly as shown in the following box. Don't press the [RETURN] key at the end of each line unless that key is also used in the example. If you make a mistake and notice it straight away then delete it using the [CLR] , [DEL➤ ] or [DEL◀ ] keys but otherwise leave any errors for now.

Type this in exactly as shown :-

10th July, 1985, [RETURN]

[RETURN]

[RETURN]

[RETURN]

Mr F.Bloggs, [RETURN]

21, The Avenue, [RETURN]

Anytown, [RETURN]

Shire. [RETURN]

[RETURN]

[RETURN]

Dear Mr.Bloggs, [RETURN]

[RETURN]

Your subscription to the Anytown Historic Car Club for

1985/86 is now due and I will be grateful if you would

let me have your cheque before the Annual General

Meeting on 31st July. [RETURN]

I hope that your 1935 MG Sports is in its usual fine

condition. [RETURN]

[RETURN]

Yours sincerely, [RETURN]

[RETURN]

[RETURN]

Club Secretary. [RETURN]



Typing mistakes apart your letter should look something like this

```

Line - 23 Col - 1 Free - 97 %           Insert   Indent
-----|-----|-----|-----|-----|
21, The Avenue,                         <
Anytown,                                 <
Shire.                                   .
                                           <
Dear Mr Bloggs,                           <
                                           .
Your subscription to the Anytown Historic Car Club for 1985/86 is
now due and I will be grateful if you would let me have your
cheque before the Annual General Meeting on 31st July.           <
I hope that your 1935 MG Sports is in its usual fine condition. <
                                           .
Yours Sincerely,                           <
                                           .
Club Secretary.                             <
|
```

The top few lines have been scrolled off the screen because the letter is too long to be shown all at once. If you wish you can now use the **CURSOR** keys to view different parts of the document.

**Correcting mistakes.**

You can do this in a variety of ways. Use the **CURSOR** keys to move the **CURSOR** to the error ; you can then either :-

- \* **DELETE** the error using **[CLR]**, **[DEL→ ]** or **[← DEL]** keys.
- or
- \* Change to **OVERWRITE** mode and simply type over the error.

For more drastic changes there are powerful commands to delete whole words, whole lines or parts of lines and to reform a paragraph if you have inserted lots of new text and the layout has become untidy. You can also change the left and right margins and reform paragraphs to fit within the new margins if you wish.



---

When you have corrected any typing errors complete the exercise by **SAVING** your document to disk. Do this by typing :-

**[CTRL][K] [X]**

You will then be prompted for the name of a file to use. If you want to check the contents of the disk first press **[f2]** to display the disk directory.

Type

**LETTER.TXT [RETURN]**

to save your letter in the file called **LETTER.TXT** on the current drive.

After your letter has been saved MicroWord will check that you want to return to the main menu - press **[Y]** for yes. ( There are several different combination commands for saving and returning to the menu -see **HELP** screens for more details ).

## **Congratulations.**

You have typed and saved your first document using a word processor. If you have a printer attached we can now move on to printing it out.

### **Printing the letter.**

Firstly check that your printer is properly connected to the computer , that it is switched on , on-line and has a good supply of paper.

Now select the option **Print a Document** from the main menu. MicroWord will ask you for the name of the document to be printed.

Type

**LETTER.TXT [RETURN]**

and your letter will be loaded from the file of that name on the current disk drive.

The screen will now look like this :-

**DOCUMENT PRINT SETTINGS**

```
Number of lines per page ..... 06
Line spacing ..... 1
Top margin ..... 03
Bottom margin ..... 08
With page numbers ..... Y
Start printing at page number ..... 001
Stop printing at page number ..... 999
Number of copies ..... 01
Page offset ..... 07
Right justify ..... N
Paper width ..... 000
Right margin ..... 72
Pause between pages ..... N
Suppress print formatting ..... N
Output to - Parallel printer ..... Y
          - Serial port ..... N
          - Disk file ..... N
          Filename .....
Printer control filename ..... M:D.PCF
```

Use **↑** **↓** **→** **[RETURN]** to Edit Settings - Press **[f7]** when finished.

Drive is A:

To keep things simple for the moment you need not make any changes to the **DEFAULT** values given to the printer settings. Because we have not used any special print formatting **CODES** we don't even need to worry about whether the correct **PCF** is the correct one for the printer.

Press **[f7]** the **GO** key and your letter will be printed out. When printing has finished control automatically returns to the main menu.

### How to get a more complex print out ?

Features such as **MERGE PRINTING** or **LINKING DOCUMENTS** are all handled by special instructions called **DOT COMMANDS**. These are different from the **PRINTER CONTROL CODES** in that they are independant of any special features of the printer ( ie. you can use these whether your printer has a thousand features or none at all ). When you have confidently mastered the basics of simple letters take a look at the **REFERENCE SECTION** pages on **DOT COMMANDS** for a full list of what is available.

---

## Summary.

By now you should be able to at least produce simple , no frills, documents and letters. MicroWord is , however , capable of much more than these basics. You can:-

- \* Link documents together which is how we produced this manual using MicroWord.
- \* Produce multiple personalised copies from a standard letter using **MERGE PRINTING**.
- \* Sort information in ascending or descending order based on a flexible columnar layout.
- \* Use special effects on your printer to highlight information.

Please take some time to read through the **REFERENCE SECTION** where you will find all the details you need to take advantage of these powerful features of MicroWord.

---

## Hints, Tips, Do's & Don'ts.

- DO** make regular back up copies of your data disks (see APPENDIX B for precise instructions on how to do this). Remember disks are cheap -your time isn't.
- DON'T** keep your back up copies with the originals.
- DON'T** expose your disks to
- HEAT
  - MOISTURE
  - MAGNETS
  - STICKY FINGERS
- DON'T** remove the write protect tab from the original program disk and **DON'T** use the original disk as a work disk.
- DON'T** Turn off the power to the computer or disk drive whilst the program is running OR with a disk still in the drive.
- HINT** If you want to use continuous stationery in the PCW8256 printer remember to use the UTILITY program PAPER to set up the printer before starting MicroWord.



# Section 2. Reference

---

## Keyboard

**MOVE UP a LINE.**

[CTRL] [E]  
or [↑]

**MOVE DOWN a LINE.**

[CTRL] [X]  
or [↓]

**MOVE LEFT one CHARACTER.**

[CTRL] [S]  
or [←]

**MOVE RIGHT one CHARACTER.**

[CTRL] [D]  
or [→]

**MOVE LEFT one WORD.**

[CTRL] [A]  
or [CTRL] [←]

**MOVE RIGHT one WORD.**

[CTRL] [F]  
or [CTRL] [→]

**MOVE UP one PAGE.**

[CTRL] [R]  
or [SHIFT] [↑]

**MOVE DOWN one PAGE.**

[CTRL] [C]  
or [SHIFT] [↓]

**GOTO TOP of PAGE.**

[CTRL] [Q] [E]  
or [CTRL] [↑]

**GOTO BOTTOM of PAGE.**

[CTRL] [Q] [X]  
or [CTRL] [↓]

**GOTO TOP of DOCUMENT.**

[CTRL] [Q] [R]

**GOTO END of DOCUMENT.**

[CTRL] [Q] [C]

**GOTO START of LINE.**

[CTRL] [Q] [S]  
or [CTRL] [←]

**GOTO END of LINE.**

[CTRL] [Q] [D]  
or [CTRL] [→]

**GOTO NEXT TAB Stop.**

[CTRL] [I]  
or [TAB]

## Editing a document

### WORDWRAP.

MicroWord will use WORDWRAP when you are in INSERT mode and

- \* if you are typing in new text and you reach the **RIGHT MARGIN**.
- or
- \* if you are inserting some text into a passage which already exists and the current line is about to overflow the maximum allowable line length.

WORDWRAP will also be used when you are in **OVERWRITE** mode and creating new text.

### SET LEFT MARGIN

[CTRL] [O] [L]

### SET RIGHT MARGIN

[CTRL] [O] [R]

---

**SEARCH for a PHRASE**

[CTRL] [Q] [F]

**SEARCH and REPLACE**

[CTRL] [Q] [A]

Options for search & replace-

**B** search backwards from **CURSOR**  
**G** work **GLOBALLY** over whole document.  
**N** no user check before replacing  
**U** ignore upper/lower case differences.  
**W** find/replace whole words only.

**REPEAT LAST SEARCH/REPLACE OPERATION**

[CTRL] [L]

**DELETE Character LEFT.**

[CTRL] [H]

or [← DEL] or [DEL]

**DELETE Character under CURSOR.**

[CTRL] [G]

or [CLR] or [DEL→]

**DELETE Current LINE.**

[CTRL] [Y]

**DELETE WORD to RIGHT of CURSOR.**

[CTRL] [T]

**DELETE from CURSOR to END of LINE.**

[CTRL] [Q] [Y]

**DELETE from CURSOR to START of LINE.**

[CTRL] [Q] [DEL]

**DELETE current BLOCK**

[CTRL] [K] [Y]

**INSERT MODE ON/OFF**

[CTRL] [V]

or [f6]

---

**INSERT a LINE.**

[RETURN]  
or [CTRL] [N]  
or [CTRL] [J]

**CENTRE current LINE.**

[CTRL] [O] [C]

**REFORM current PARAGRAPH.**

[CTRL] [B]

- \* The current **PARAGRAPH** is taken from the **CURSOR** line to the next line ending with a **HARD CARRIAGE RETURN**. The current margin settings will be used as the margins for the paragraph when re-formed.

**MARK BLOCK BEGINNING**

[CTRL] [K] [B]

**MARK BLOCK END**

[CTRL] [K] [K]

**COPY current BLOCK to CURSOR POSITION**

[CTRL] [K] [C]

**MOVE current BLOCK to CURSOR POSITION**

[CTRL] [K] [V]

**REMOVE BLOCK MARKERS**

[CTRL] [K] [U]

## Storing documents on disk

### DISK DIRECTORIES.

There will be many occasions when you will want to check the contents of a disk whilst you are working with MicroWord. You can do this at any time whilst you are editing text or when MicroWord is prompting you to enter a **FILENAME** simply by pressing the [f2] key.

When you have finished with the **DIRECTORY** you can return to what you were doing before by pressing the [f2] key.

**SAVE DOCUMENT then CONTINUE editing.**

[CTRL] [K] [S]



---

**SAVE DOCUMENT** then return to **MENU**.

[CTRL] [K] [X]

**SAVE DOCUMENT** then **START** a **NEW DOCUMENT**.

[CTRL] [K] [D]

**SAVE MARKED BLOCK** to disk. ( **WRITE** block )

[CTRL] [K] [W]

**READ BLOCK** from disk.

[CTRL] [K] [R]

Please note that if you give the name of an existing file as the name of a file to be **SAVED** then the old file in that name will be overwritten. A **WARNING** will always be given before this happens and you will be able to change your mind should you wish to do so.

#### **AUTOMATIC DOCUMENT BACKUP.**

MicroWord will automatically back up your current document to a file **BACKUP.TXT** once every 10 minutes whilst you are editing. This is to guard against loss due to power failure or loss due to inadvertently returning to the **MENU** without saving your document first. (Note that you cannot do this without MicroWord first warning you of the danger.)

If you would prefer not to have this feature then you can turn it **OFF** (and back on again ) by pressing the **[f4]** key.

If you are editing a number of documents in a sequence then, of course, when you change to a new document the first automatic backup will overwrite the backup of the previous one. It is best to regard this feature as a last resort in cases of power or hardware failure and keep proper security copies of all your important files.

## **Printing a document.**

To print out a MicroWord document which you have previously saved onto disk you should select the **PRINT** option from the main **MENU**. You will then be asked for the filename of the document which you want to print. As always you may press **[f2]** if you want to examine a disk directory whilst entering the filename.

If MicroWord cannot find a file with the name which you entered then you will be returned to the main menu. Similarly you may change your mind and not wish to print a document; in this case press the **[ESC]** key to return to the **MENU**. Pressing the **[ENTER]** key without having typed any other letters will have the same effect.

When MicroWord has found and **LOADED** your document a screen like the one below will be displayed.

**DOCUMENT PRINT SETTINGS .**

```
Number of lines per page ..... 66
Line spacing ..... 1
Top margin ..... 03
Bottom margin ..... 08
With page numbers ..... Y
Start printing at page number ..... 001
Stop printing at page number ..... 999
Number of copies ..... 01
Page offset ..... 07
Right justify ..... N
Paper width ..... 000
Right margin ..... 72
Pause between pages ..... N
Suppress print formatting ..... N
Output to - Parallel printer ..... Y
          - Serial port ..... N
          - Disk file ..... N
          Filename .....
Printer control filename ..... M:D.PCF
```

Use **↑** (RETURN) to Edit Settings - Press **[F7]** when finished.

Drive is A:

These print settings have been pre-set to some commonly used values which are built into MicroWord but you can change them to different ones if you wish. To move the **CURSOR** use the **UP** and **DOWN ARROW** keys ( or the **[RETURN]** key which acts like the **DOWN** arrow). Press the **[F7]** key when you are happy to accept the settings as displayed.

**NUMBER OF LINES per PAGE.**

This refers to the **TOTAL** number of print lines which can be printed on the paper you are using **NOT** the number of lines you wish to print. The most common size of fanfold computer paper is 66 lines per sheet so this is the **DEFAULT** value. Other common sizes are 48 and 72 lines per sheet. A4 size single sheets rate 70 lines per page on normal printers.

You can set the number of lines per page anywhere between 10 and 99 lines.

**LINE SPACING.**

The default line spacing is set to 1 but you can set this as high as 10 should you have a need to. The line spacing may also be varied whilst printing by use of the **DOT COMMAND .SPnn** - see the section on **DOT COMMANDS** for further details.



---

## **TOP MARGIN.**

This refers to the number of lines printed at the top of each page before printing of the body of the text begins. These lines are normally blank but may include a page **HEADER** as set by the **DOT COMMAND .HE**.

The top margin may be set to **ZERO** or as many as 20 lines.

## **BOTTOM MARGIN.**

This refers to the number of lines between the end of the body of the text and the bottom of the page. These lines may include a page number and / or a page **FOOTER** as set by the **DOT COMMAND .FO** The bottom margin may be set between **ZERO** and 20 lines - but note that page numbers and footers will be abandoned if the bottom margin is set to fewer than 5 lines.

The top and bottom margin default values are arranged so that 55 lines per page will be printed on standard 66 lines per page paper.

## **WITH PAGE NUMBERS.**

You may enter either **Y** ( for yes ) or **N** ( for no ) here. If you enter **Y** then the number of each page will be printed in the centre of each page in the **BOTTOM MARGIN**. Page numbers are assumed to start at 1 but this can be altered through the **DOT COMMAND .PNnnn**.

The printing of page numbers may be turned off at will by the use of **DOT COMMAND .OP** ( Omit Pagenumbers ) and you can change the print column in which the number is printed by the **DOT COMMAND .PCnn** ( Pagenumber Column ).

## **START PRINTING at PAGE NUMBER.**

It may be that you don't want to print the whole of a document but just a few pages from the middle. For this reason you may specify the page numbers at which printing is to commence and cease. The default start page is number one. Entering a page number below one will not be allowed.

## **STOP PRINTING at PAGE NUMBER.**

Used in conjunction with Start Page Number. The default value is set to page 999. If the end of the document is reached before the Stop Page Number then printing will cease at the last printed page. Entering a number below the Start Page Number will not be allowed.

---

## **NUMBER of COPIES.**

You can have any number of copies printed between one and ninety nine. Multiple copies may be printed even when linking documents together. The default Number of Copies is one. When using the MERGE PRINT facility the Number of Copies should be set to the number of individual letters to print.

## **PAGE OFFSET.**

This value determines how far in from the left extreme of your printer's travel the printing will begin. The value of the LEFT MARGIN in your documents will be ADDITIONAL to the Page Offset. ( eg. If Page Offset = 6 and LEFT MARGIN = 4 then printing will start at print position 10 ).

The default Page Offset is 7.

## **RIGHT JUSTIFY.**

You may enter Y ( for Yes ) or N ( for No ) here. The default value is N so that if you want to right justify your documents you must positively switch on this feature. You may further affect RIGHT JUSTIFICATION by using the DOT COMMAND .RJ ON / OFF .

## **PAPER WIDTH.**

You may need to use paper which is wider than the standard 80 character width so we have provided the facility to change the setting of the paper width. If a line is longer than this setting then it will be split into two lines at the character position which you enter. The minimum acceptable value is 10 and the maximum is 255. If you enter a value which is greater than the highest value your printer can cope with then you will probably get a very messy printout. The default value is 80 characters.

## **RIGHT MARGIN.**

This setting is used only when RIGHT JUSTIFY is in use otherwise it will be ignored. When used text which can be aligned to this margin will be printed in line with this margin. Lines which are longer than this setting will be printed as entered. The default value is 72 so that , when allied to the default Page Offset of 7 characters , gives a default printed width of 65 characters.

## **PAUSE BETWEEN PAGES.**

Here is another setting which can only be Y or N . When set to Y printing will be halted at the end of each page so that you can hand feed single sheets of paper into your printer. To resume printing press the [RETURN] key. The default is for no pause ie. printing will be continuous. (Please note that if you want to use continuous stationery in the PCW 8256 printer you must use the UTILITY program PAPER to set up the printer before starting MicroWord.)



---

### **SUPPRESS PRINT FORMATTING.**

Possible settings are Y or N. If you enter Y here then all **DOT COMMANDS** will be ignored and printed exactly as you entered them so that you can, effectively, print a map of **DOT COMMANDS** used. The default setting is N ie. **DOT COMMANDS** are obeyed.

### **OUTPUT to PARALLEL PRINTER.**

You can vary the destination to which your report will be printed. If Y is entered here then your report will be sent to the printer attached to your computers **PARALLEL** port. You should note that if you answer Y to more than one output device then the output will be sent to each device simultaneously - the devices **DO NOT** override each other. It is, therefore, possible to print a report to a **PARALLEL** dot matrix printer, to a disk **FILE**, and to a **SERIAL** printer all at the same time. The default setting is Y.

### **OUTPUT to SERIAL PORT.**

A document may be 'printed' to any device which you may have attached to the **SERIAL** port on your computer ( if you have one ). Typically this might be a **SERIAL** printer, a **MODEM** or even another computer. The default for this setting is N. ( ie the feature is not used until you switch it on by entering Y ).

### **OUTPUT to DISK FILE.**

It is possible to 'print a report to disk' so that someone else may replay the report using the **CPM TYPE** or **PIP** commands. This is different from saving a document on disk as a data file in that the file will be fully **FORMATTED** in accordance with the **DOT COMMANDS** and **PRINTER CODES** you have used.

By using this facility you could store a long report onto a disk and send it halfway round the world and have a printer there obey the commands which you recorded onto the disk even if there were not a copy of the MicroWord program within a thousand miles. The default setting for this feature is N ( ie. not used ).

### **FILENAME.**

If using the Output to Disk feature you must, obviously, tell the computer the name of a file to store your report in. Should you turn on the **Output to DISK** feature and **NOT** specify a filename then you will cause a disk error message and the print run will be terminated.

## PRINTER CONTROL FILENAME.

If you happen to have a printer attached which is not matched to the default Printer Control File and you have forgotten to change the default file then you may change the name of the PCF to be used. The file used will be the one whose name matches the one displayed when you press the [f7] key. The default file is D.PCF.

## MERGE PRINTING.

Sometimes you may find that you have to send what is, essentially, the same letter to several people but, in each individual letter, there are a few details which are different.

To avoid having to type many different letters or even taking a short cut and editing the changes into a standard letter we can make life very easy and use MicroWord's MERGE PRINT facility.

## WHAT IS MERGE PRINTING ?

Merge printing involves typing a standard letter but leaving spaces for the text which will change in each copy. A second file is made up which contains, in sequence, the missing information which will be fitted into the spaces. When the letters are printed MicroWord will merge the changeable information into the spaces so that each letter appears to have been individually typed. The file in which the variable information is stored is called the Merge Data File.

10th July, 1985.

```
.DFmergeinf.dat
.RVname
.RVaddress1
.RVaddress2
.RVaddress3
.RVsalutation
.RVcarowned
```

```
&name&
&address1&
&address2&
&address3&
&salutation&
```

Your subscription to the Anytown Historic Car Club for 1985/86 is now due and I will be grateful if you would let me have your cheque before the Annual General Meeting on 31st July.

I hope that your &carowned& is in its usual fine condition.

Yours Sincerely

Club Secretary.

Mr F. Bloggs,  
21, The Avenue,  
Anytown,  
Shire.  
Dear Mr Bloggs,  
1935 MG Sports  
Mr G. Jones,  
3, High Street,  
Anytown,  
Shire.  
Dear Gordon,  
1948 Daimler  
Mr T. Smith,  
15, Main Street,  
Upchester,  
Shire.  
Dear Mr Smith,  
1952 Jaguar C type

10th July, 1985.

Mr F. Bloggs,  
21, The Avenue  
Anytown,  
Shire.

Dear Mr Bloggs

Your subscription to the Anytown Historic Car Club for 1985/86 is now due and I will be grateful if you would let me have your cheque before the Annual General Meeting on 31st July.

I hope that your 1935 MG Sports is in its usual fine condition.

Yours Sincerely

Club Secretary.



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## HOW TO SET UP A MERGE PRINT RUN.

You will need to do three things :-

1. Compose a standard letter.
2. Make up a Merge Data File.
3. Print the letters.

### Compose a Standard Letter.

A letter which you are going to use for merge printing is much like any other document except for two features :-

- a. **DOT COMMANDS** are included which instruct MicroWord to read the next piece of variable information from the Merge Data File.
- b. The places where the information is to be merged are marked with & characters. **NOTE THAT THE OPENING & MUST NOT BE FOLLOWED BY A SPACE and THE CLOSING & MUST NOT BE PRECEDED BY A SPACE.** This is so that MicroWord can check whether you are using the & as a marker or just part of the ordinary text.

### Set Up a Merge Data File.

You can do this with MicroWord or by using a database program such as MicroFile which can selectively export information from its data files so that it can be used by other computer programs. The variable information may contain printer control codes if you wish to, say, print in **BOLDFACE** or italics.

- \* **THE ORDER AND NUMBER OF MERGE ITEMS ARE VERY IMPORTANT. IF YOU SPECIFY THE NAMES OF THE MERGE ITEMS IN A DIFFERENT ORDER FROM THAT IN THE MERGE DATA FILE OR IF YOU MISS AN ITEM THEN DATA WILL BE MERGED INTO THE WRONG PLACES IN YOUR LETTER.**

Take a look at the example to see how the information from the Merge Data File finds its way into the final printed document.

You may have a Merge Data File which you have used before but find that it contains one or two data items which you don't want to merge into your next letter. Editing those items out is not necessary - all you need to do is include a **DUMMY** read in your standard letter. MicroWord will then recognise the correct order in the Merge Data File but skip over the dummy item each time. You can have as many dummy items as you need ; you are not restricted to just one.

---

The information to be merged should be pure **ASCII** text as any special formatting characters inserted by , say , an external database program may not be interpreted by MicroWord in the same way. If your merge information does contain such characters then you can either :-

a. edit out the special characters.

or

b. build a special Printer Control File which will interpret them.

or

c. put up with any messy printing which results from them.

**THE MAXIMUM NUMBER OF ITEMS WHICH CAN BE MERGED INTO EACH LETTER IS FIFTY .** You can of course have as many letters , each with up to fifty merge items , as you can have copies printed ie. 999.

### **LINKING DOCUMENTS TOGETHER.**

MicroWord can handle documents which are up to 1000 lines long. For letters and short reports this is more than adequate but sometimes you may need to produce a manuscript which is much longer.

The solution is very easy because you can link your documents together using a simple **DOT COMMAND** ( . L filename ) so that you can print many document files as if they were one long document.

This arrangement gives you the speed and convenience of editing shorter documents with the ability to produce longer manuscripts. If you plan the arrangement of your texts into suitable document files it will be possible to use them in a modular way so that long and complex manuscripts can be produced from 'building bricks'. That is how this manual was produced using MicroWord.

By using linked documents the maximum size of manuscript which you can produce is limited only by the disk capacity of your computer.

### **INTERRUPTING A PRINT RUN.**

Printing may be suspended at any time by pressing the **[ESC]** key. You may wish to do this for a number of reasons :-

1. You want to go for coffee and don't want to leave the printer running unattended.
2. You are on the phone and can't hear for the noise of the printer
3. The paper has come off the tractor feed and is in a real mess.
4. You forgot to make some important changes before printing the document and wish to abandon this print run.



---

MicroWord will cope with all of these situations easily. On pressing the [ESC] key to suspend printing you will see a short menu like this :-

M I C R O W O R D .

Written by Saxon Computing for A M S O F T .

PRINTING INTERRUPTED.

CONTINUE PRINTING DOCUMENT.

RECOVER from PAPER WRECK.

QUIT PRINT RUN.

USE ARROW KEYS TO MOVE HIGHLIGHT BAR - PRESS RETURN TO SELECT.

Drive is A:

When recovering from a paper wreck you can specify a restart from any page number which is part of the document file currently being printed so if your printer sometimes chews up printouts, which some do, you don't have to start a long document all over again.

PLEASE NOTE THAT IF YOUR PRINTER HAS A BUFFER PRINTING WILL NOT CEASE UNTIL THAT BUFFER HAS BEEN EMPTIED.

---

## Printer control files.

Most printers have special features such as **BOLDFACE** printing, special character sets etc. To make use of these features you need to send to the printer special sequences of **CODES** which tell it to begin using one or more of these features.

A typical **CODE** sequence would be made up of numbers and look, to the printer, like this :-

27 70 27 52

To any Epson brand printer or one of the many which use the same control sequences this would mean

Start using **BOLDFACE** printing ( 27 70 )

Start using **ITALICS** characters ( 27 52 )

There is, however, little agreement amongst printer manufacturers about what **CODE** should mean what to the printer and **CODES** which make sense to one brand are gobbledegook to another.

Even if all printers used the same **CODES** to control the special features it would be tedious to have to type a long and complex sequence of numbers each time you wanted to make use of one.

To overcome this problem MicroWord uses a **PRINTER CONTROL FILE** (PCF for short) which translates simple keystrokes into complex **PRINTER CONTROL CODES** for you. There are many of these PCFs on your distribution disk but you will only be interested in the ones which match your printer(s).

## The default printer control file.

When you are about to print a document you have the option to use any **PCF** which is on any disk in your computer. But as most of us use only one printer for long periods of time it would be very tedious having to name the file before each print run. To avoid this MicroWord will look for a **PCF** with the filename

D.PCF

and load this if it is present.

---

You can make any PCF into the default PCF by using the CPM COMMAND RENAME like this :-

```
A>REN D.PCF=EPSON.PCF [RETURN]
```

On your DISTRIBUTION DISK the D.PCF file contains a copy of EPSON.PCF.

### Codes which are not used.

You will notice that there are only 21 codes listed in each PCF - one for each of the letters of the alphabet but with G H J M and Z missing. The reason for this is that the CONTROL CODE used is represented on your screen by the symbol associated with the [CTRL] key combined with A,B,C etc. By using these codes you can distinguish between ordinary letters and PRINTER CONTROL CODES. However, some of these , the missing ones have a very special meaning to your computer which means that they cannot be printed on the screen or incorporated into disk files :-

Code.	Number.	Meaning
[CTRL] [G]	7	Makes BEEP noise.
[CTRL] [H]	8	Backspace.
[CTRL] [J]	10	New line.
[CTRL] [M]	13	Carriage Return / End of line.
[CTRL] [Z]	26	Marks end of disk file.

It would be undesirable to have any of these coded symbols in an inappropriate place in a document ( eg. any characters saved on disk following a Ctrl Z would be incapable of being re-loaded ) so MicroWord is arranged so that there is no danger of this happening and these codes are not usable.

### What if you can't find a PCF for your printer.

We have tried to assemble PCFs for as many of the popular printers as possible but it may be that none of those is suitable for your printer. It is not very difficult to make up your own PCF using option 5 of the MicroWord main menu and your printer's operating manual.

Look for a table of special functions and the associated codes which are used to turn them on. Some of the codes may have strange names given to them like SO or Shift Out both of which represent the code number 14. You will find a full ASCII code table which lists the names , symbols and numbers at the back of this manual.



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You can then insert the appropriate code sequence against which ever of the 21 control symbols you wish to use.

Please note that to send an ASCII code 0 to the printer you need to enter code 255 in the Printer Control Code table. This is because a 000 is also used to indicate the end of a code sequence.

## What if you don't like our codes.

If you find that the **PRINTER CONTROL CODES** and functions we have used are unnatural for you or irritating then you can easily re-arrange the codes to some of your own liking then make your new file the default **PCF**.

## Dot commands.

These are special commands which are used to change the way a document is printed **WHILST PRINTING IS IN PROGRESS**. They are totally inactive unless printing is actually taking place. The format of a **DOT COMMAND** is as follows:-

a full stop ( DOT ) .

followed by TWO LETTERS ( which identify the command )

followed by ANY NECESSARY DATA ( this depends on the particular command )

### EXAMPLE.

```
.LFb:FWMANUAL.DOC
```

This **DOT COMMAND** says use the linkfile **B:FWMANUAL.DOC** when printing from the current file is finished and continue as if it were one long document.

## The rules for using Dot Commands.

These are straightforward :-

- \* The first character on the line must be a full stop
- \* The next two letters must identify the command. If you enter a pair of initials which are not a valid **DOT COMMAND** then the line will be ignored.
- \* If the particular **DOT COMMAND** requires additional information this must be provided in the required format. If incorrect the whole command will often be ignored but some instances will give rise to an error message.



- 
- . PA**      **FORCE A PAGE BREAK.**  
A new page will be started with the line following the command as the first main line.
  - . CPnn**    **CONDITIONAL PAGE BREAK.**  
Start a new page if there are nn or fewer lines remaining to be printed on this page.
  - . OP**      **OMIT PAGE NUMBERS.**  
Starting with the next occasion on which a page number would be printed page numbers will no longer be printed.
  - . PNnn**    **PRINT PAGE NUMBERS.**  
Starting with the next occasion on which a page number would be printed print page numbers at the foot of the page. If a whole number is included in the command then the page number used will be that number otherwise the next page number in sequence will be used.
  - . PLnn**    **PAGE LENGTH.**  
Set the page length to the number of lines specified by nn. If the number nn is less than 10 or greater than 99 then the command will be ignored.
  - . MTnn**    **TOP MARGIN.**  
Set the top margin to nn lines. If nn is less than 0 or nn is greater than 20 then the command will be ignored.
  - . MBnn**    **BOTTOM MARGIN.**  
Set the bottom margin to nn lines. If nn is less than 0 or nn is greater than 20 then the command will be ignored.
  - . HEtext**    **PAGE HEADER.**  
Use the text which follows the HE as a page header on every subsequent page until another HE command is encountered. This command will be overridden if the top margin becomes not deep enough to accommodate the header line ie. if fewer than three lines. You may include printer control codes in your header if you wish. If you want to include a header on the very first page of your document then the .HE command must be the first line of the document. If this is not so then the first page will be partly printed before the command is found.
  - . HMnn**    **HEADER MARGIN.**  
Sets the number of lines between the top margin and the header line to nn lines. The default value for this setting is 0. ( ie. the header is printed at the top margin ).
-

- 
- .FOtext**      **PAGE FOOTER.**  
Use the text which follows the **.FO** as a page footer on every subsequent page until another **.FO** command is encountered. The command may be overridden if the bottom margin becomes too shallow to accommodate a footer line ie. if less than 3 lines. You may include printer control codes into the footer.
  - .FMnn**        **FOOTER MARGIN.**  
Sets the number of lines between the bottom of the page and the line where the footer is printed. The default value for this setting is 0. (ie. the footer is printed immediately above the page number ).
  - .POnn**        **PAGE OFFSET.**  
Sets the zero left margin of the document nn characters in from the left hand edge of the page. The result of setting the page offset to 5 and the left margin ( in your document ) to 6 is to commence printing at column 11.
  - .RMnn**        **RIGHT MARGIN.**  
Allows you to set the right margin to nn characters. If the page offset PLUS the right margin exceed the paper width as fixed at the commencement of printing then the right margin will be set at the width of the paper less the page offset.
  - .SPnn**        **LINE SPACING.**  
Sets the line spacing within the limits of 1 to 10 lines. Setting nn outside these limits will be ignored.
  - .LFname**      **LINK FILE.**  
When the document currently being printed is completed, a page break is forced and printing continues with the document stored in the file identified by name . If that file cannot be found then the print run will be terminated. The link file may be on any disk drive connected to the computer and as many files may be chained together as required. If you name two link files in the same document then it is the LAST named file which will be used as the link.  
You may use link files and mutiple copies together if you wish. When printing of the first copy is finished MicroWord will start the cycle again with the first document file.
  - .PCnn**        **PAGE NUMBER COLUMN.**  
Sets the column number where the page number will be printed to nn. The default for this setting is column 38.
-

- 
- . D Fname**    **MERGE DATA FILE.**  
Identifies the Merge Data File to be used as name and turns on the MERGE feature. If you want to use more than one Merge Data File during a print run then you must close the previous **MDF** by using the **.CF** command before opening a second file. **YOU MAY ONLY HAVE ONE MERGE DATA FILE OPEN AT ANY ONE TIME.** If you attempt to open a second file the command will be ignored. If the file specified by name cannot be found then the print run will be terminated.
  - . CF**        **CLOSE CURRENT MERGE DATA FILE.**  
Closes the current Merge Data File. If one has not yet been opened then the command will be ignored.
  - . RVname**    **READ VARIABLE FROM MERGE DATA FILE.**  
Reads the next item of information from the Merge Data File and places it in the queue of information to be merged into the document. The name is an aid to reading information in the correct order and is not strictly necessary. **ITEMS OF INFORMATION WILL BE MERGED AND PRINTED IN THE ORDER IN WHICH THEY ARE READ FROM THE MERGE DATA FILE.**
  - . RJtext**    **RIGHT JUSTIFY ON / OFF.**  
You may use this command to turn the right justify feature on and off. If the text following the command contains the word **ON** then right justify will be activated with effect from the next line. Similarly including the word **OFF** will de-activate the feature. If you include both **ON** and **OFF** then **ON** will take precedence over **OFF**. The current status of the right justify feature is ignored so , say , turning it **OFF** twice will **NOT** turn right justify **ON**.



**.Pname** MERGE DATA FILE  
Identifies the Merge Data File to be used as name and turns on the MERGE feature. If you want to use more than one Merge Data File during a print run then you must close the previous MDP by using the .CF command before opening a second file. YOU MAY ONLY HAVE ONE MERGE DATA FILE OPEN AT ANY ONE TIME. If you attempt to open a second file the command will be ignored. If the file specified by name cannot be found then the print run will be terminated.

**.CF** CLOSE CURRENT MERGE DATA FILE  
Closes the current Merge Data File. If one has not yet been opened then the command will be ignored.

**.RVname** READ VARIABLE FROM MERGE DATA FILE  
Reads the next item of information from the Merge Data File and places it in the queue of information to be merged into the document. The name is an aid to reading information in the correct order and is not strictly necessary. ITEMS OF INFORMATION WILL BE MERGED AND PRINTED IN THE ORDER IN WHICH THEY ARE READ FROM THE MERGE DATA FILE.

**.RJust** RIGHT JUSTIFY ON /OFF  
You may use this command to turn the right justify feature on and off. If the text following the command contains the word ON then right justify will be activated with effect from the next line. Similarly including the word OFF will de-activate the feature. If you include both ON and OFF then ON will take precedence over OFF. The current status of the right justify feature is ignored so, say, turning it OFF twice will NOT turn right justify ON.



# Section 3. Appendices

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## Glossary

### A:

Refers to disk drive A on your computer. When used in a **FILENAME** ( eg. **A: LETTER.TXT** ) it means the **FILE LETTER.TXT** on disk drive **A**. See also **B:** and **C:**

### A,

Called the A prompt. This is displayed on the screen by **DOS** when the computer is waiting for a command to run a program. You will not see the A prompt whilst MicroWord is running.

### ASCII codes.

The most popular standard for representing characters so that they can be understood by the computer. Short for American Standard Code for Information Interchange.

### B:

Refers to disk drive B on your computer. See also **A:** and **C:**

### BACKSPACE

A key on your keyboard which moves the **CURSOR** left 1 place then deletes the character there.

### BACKUP.

Making a copy of a **FILE** or a whole disk which can be used should the original become damaged or mislaid. Remember your time is of much greater value than the extra disks used as **BACKUP** copies.

### BOLDFACE.

Characters which are more heavily printed than normal. Some printers refer to this characteristic as **EMPHASISED** print.

---

## **BOTTOM MARGIN**

A number of blank lines between the end of the body of the printing and the bottom of the paper.

## **BYTE.**

The unit amount of memory space needed to store one character of information. (Note that 1K equals 1024 bytes - an approximation to Kilobyte.)

## **C:**

Refers to disk drive C on your computer. See also A: and B: . Disk drive C is often the designation given to a hard disk when a computer has both hard and floppy disks.

## **CARRIAGE RETURN.**

ASCII code 13 which when printed on the screen or a printer causes the **CURSOR** to move to the start of the line.

See also **ENTER KEY**.

## **CODES.**

Numbers or symbols which act as instructions to your computer or printer.

## **COMMAND.**

An instruction to MicroWord (or to the computer for that matter) to perform a specific action. Commands usually have particular keywords which must be typed in very precisely in order to work.

## **CPM.**

Control Program for Microprocessors. A disk based operating system by Digital Research which provides a standard systems interface to software written for a range of microprocessor based systems.

## **CPM Plus.**

A later, more advanced, version of CPM supplied with your AMSTRAD computer. Sometimes called CPM 3.0

## **CURSOR.**

A blinking underline or block character which marks the position on the screen where characters entered at the keyboard will appear.

---

## **CURSOR KEYS.**

The keys on the keyboard which move the **CURSOR**. These are the **ARROW KEYS**.

## **DEFAULT.**

The standard value which MicroWord will assume for certain settings (eg. **TOP MARGIN**). You may alter the **DEFAULT** values to ones of your own choice whilst operating the program.

## **DIR.**

A DOS command which is used to view a list of files which are stored on a disk.

## **DIRECTORY.**

A list of the **FILES** on a disk. The list is automatically kept up to date by the computer. MicroWord will allow you to view the directory of any disk currently on the computer either when prompting you for a **FILENAME** or whilst **EDITING** a document.

## **DOCUMENT.**

Any text **FILE** produced by MicroWord. This may be a letter, manuscript, report, note etc.

## **DOS.**

Disk Operating System . This is the resident program which actually runs the computer and handles such basics as storing and retrieving information on the disks. You should be familiar with the basics of the **DOS** on your computer if you want to handle data and programs in a competent manner. The **DOS** for the AMSTRAD PCW8256 and CPC6128 computers is called **CPM Plus**.

## **EDIT.**

The act of creating a new **DOCUMENT** or updating or changing an existing one.

## **ENTER KEY.**

The key which occupies the same position on the keyboard as the **CARRIAGE RETURN** key on an electric typewriter. This may be marked **[ENTER]** or **[RETURN]** or with a 'Broken Arrow' symbol. It acts to send the **CURSOR** to the left edge of the screen and move it down one line in the manner of a **CARRIAGE RETURN** plus a line feed on an electric typewriter. Also used to signal to the computer that a **COMMAND** or entry of a line of data is completed.



---

## **FILE.**

A collection of data stored on a computer disk. To be able to identify one collection from another each **FILE** is given a different name. New **FILES** may be created and old ones changed, merged together or sliced up into separate parts.

## **FILENAME.**

**FILES** must be given names which conform to certain rules. Please refer to your computers operating manual if you are not sure what these rules are. A typical filename might consist of three parts -

1. the drive designator ( eg. B: ).
2. the main name (eg. LETTER).
3. the extension (eg. .DOC).

so that the complete name would appear as **B:LETTER.DOC** . The drive designator and extension are usually optional.

## **FONT.**

A print style. A dot matrix printer may have different fonts built in and daisywheel printers can usually work with changeable wheels with different fonts. Sometimes spelled **FOUNT**.

## **FORMAT.**

Generally the appearance of the printed page. Also the act of editing or changing that appearance.

## **FORMAT DISK.**

Preparing a new disk to receive information. Invoked by a **CPM** command , see your computer's manual for further details.

## **FUNCTION KEYS.**

Keys which are set aside from the main keyboard, and which are usually reserved for special jobs within a particular program. MicroWord uses these keys to display Help Screens , disk directories etc. Other programs may use the function keys in a different way.

## **GLOBAL.**

Action which affects the whole document.

---

## **INSERT MODE.**

When **INSERT MODE** is on, as indicated at the top of the screen whilst **EDITING** a **DOCUMENT**, what you type in is included within the text surrounding the **CURSOR**. The opposite of **INSERT** mode is **OVERWRITE** mode.

## **JUSTIFY.**

Lining up the ends of the text so that all the lines are of the same length. This is done by inserting spaces between the words until the right hand edges are even at a certain character position.

## **LOAD.**

Copying a **FILE** from disk into the computer.

## **MACRO**

A series of keystrokes which have been stored and can be replayed by pressing a single key. If the series contains program or **DOS** commands it may be called a **MACRO INSTRUCTION**.

## **MARGIN.**

The space between the text and the edges of the paper. **TOP** and **BOTTOM** margins are measured in lines, **LEFT** and **RIGHT** margins in characters.

## **MENU.**

A list of the choices available to you at a particular time. Each option is numbered and you may choose only one by moving the highlight bar to the option and pressing the **[ENTER]** key.

## **MERGE.**

Inserting words, phrases etc. which have been stored in a file into a document at specific places. Used to give the appearance of a personalised document to a circular letter.

## **OVERWRITE MODE.**

Text which is entered replaces any existing text at the **CURSOR** position. See also **INSERT MODE**.

---

## **PARALLEL PRINTER.**

A type of printer which is connected to the parallel port on your computer. Called parallel because up to eight signals travel simultaneously down eight wires to the printer. Sometimes called CENTRONICS after a printer company who popularised the use of this type of printer. ( cf **SERIAL PRINTER.** )

## **PROMPT.**

A request for information from the computer. This may be as cryptic as DOS's A> prompt or an instruction such as ENTER **FILNAME.**

## **PROPORTIONAL SPACING.**

Varying the spacing between printed characters according to the width of the individual character.

## **REFORMAT.**

A **COMMAND** which rearranges the lines of text so that they all fit within the current margins. It is usually used to tidy up a paragraph after inserting or deleting some text.

## **RIGHT JUSTIFY**

Adjusts the spacing between characters so that the right hand ends of each line are level.

## **SAVE.**

Storing a **FILE** onto disk. See also **LOAD.**

## **SEARCH.**

A **COMMAND** to MicroWord to look for a word, phrase or character pattern and put the **CURSOR** at that position.

## **SERIAL PRINTER.**

One which uses the **SERIAL** port ( or RS232 port ) on your computer. Called **SERIAL** because all the signals travel down a single wire in **SERIES.** ( cf **PARALLEL PRINTER.** )



---

## TOP MARGIN.

A number of blank lines between the start of the body of the printing and the top of the paper.

## WORDWRAP.

When the **CURSOR** reaches the right margin MicroWord automatically inserts a **CARRIAGE RETURN** and ensures that whole words are not broken up by line ends.

---

## Appendix A: Making back up copies.

Not very often , but strictly in accordance with Murphy's law , ( ie. at the very worst possible moment ) you will experience some problem which causes the loss of a document file. There are several possible reasons most of which are outside your control.

- \* POWER FAILURE.
- \* VOLTAGE SPIKES due to storms and surges.
- \* DISK FAILURE.
- \* HUMAN ERROR.
- \* DISK DAMAGE ( Coffee spills, pet eats disk, children with sticky fingers etc.etc.)

Relative to the cost of your time the cost of a few extra disks to make back up copies of your document files is very small. If you don't think so now you will just after the first time you lose a file which took six or seven hours to type.

There are several ways in which you can make you back up copies, it doesn't really matter which you use as long as you do make them.

1. Use the **DISCKIT** program to copy the whole of the disk containing the data files. This method is most appropriate if you keep all your documents together on one or more disks. When you use this method it is a **VERY** good idea to **WRITE PROTECT** the **ORIGINAL** disk. This will prevent disaster if you put the disks in the wrong drives and copy an empty disk onto the good data disk. It sounds silly but it does happen.
2. Use the **CPM PIP** program to copy individual files onto a backup disk.
3. When using MicroWord to save a document , save it a second time onto another disk.

**REMEMBER TOO NEVER USE THE PROGRAM DISTRIBUTION DISK AS A WORK DISK. SEE GETTING STARTED FOR INSTRUCTIONS ON COPYING THE PROGRAM DISK.**

---

## Appendix B: Using MicroWord with a Hard disk.

Many popular programs are heavily copy protected and are almost impossible , or at least very inconvenient , to use with a hard disk based computer.

Not so MicroWord. To store the programs on a hard disk simply type :-

```
PIP C:=MW*.* [RETURN]
```

This assumes that your hard disk is labelled as drive C: .

That's all there is to it.



---

## Appendix C: The MicroWord Programs.

On your program distribution disk you should have the following files :-

- \* **MW.CHN** this is the main program.
- \* **FWPRINT.CHN** a sub-program which takes care of all the printing.
- \* **FWPCF.CHN** a sub-program used for altering or creating new PCFs.
- \* **???.PCF** many files with a **.PCF** extension. These are the printer control files. The **REFERENCE SECTION** contains the details of how to use the one for your printer.
- \* **MW8.COM**  
**MW6.COM** **LOADER** programs which set up MicroWord for the appropriate computer.
- \* **README.NOW** If this file is present it will contain any up to date information which we feel is important to you. If it isn't there don't worry. You can read this file by loading it into MicroWord like any other document or view it using the **DOS TYPE** command.

**TYPE README.NOW [RETURN]**

## Appendix D: ASCII Code Table

DEC	OCTAL	HEX	ASCII characters	DEC	OCTAL	HEX	ASCII	DEC	OCTAL	HEX	ASCII
0	000	00	NUL ((CTRL)@)	50	062	32	2	100	144	64	d
1	001	01	SOH ((CTRL)A)	51	063	33	3	101	145	65	e
2	002	02	STX ((CTRL)B)	52	064	34	4	102	146	66	f
3	003	03	ETX ((CTRL)C)	53	065	35	5	103	147	67	g
4	004	04	EOT ((CTRL)D)	54	066	36	6	104	150	68	h
5	005	05	ENQ ((CTRL)E)	55	067	37	7	105	151	69	i
6	006	06	ACK ((CTRL)F)	56	070	38	8	106	152	6A	j
7	007	07	BEL ((CTRL)G)	57	071	39	9	107	153	6B	k
8	010	08	BS ((CTRL)H)	58	072	3A	:	108	154	6C	l
9	011	09	HT ((CTRL)I)	59	073	3B	;	109	155	6D	m
10	012	0A	LF ((CTRL)J)	60	074	3C	<	110	156	6E	n
11	013	0B	VT ((CTRL)K)	61	075	3D	=	111	157	6F	o
12	014	0C	FF ((CTRL)L)	62	076	3E	>	112	160	70	p
13	015	0D	CR ((CTRL)M)	63	077	3F	?	113	161	71	q
14	016	0E	SO ((CTRL)N)	64	100	40	@	114	162	72	r
15	017	0F	SI ((CTRL)O)	65	101	41	A	115	163	73	s
16	020	10	DLE ((CTRL)P)	66	102	42	B	116	164	74	t
17	021	11	DC1 ((CTRL)Q)	67	103	43	C	117	165	75	u
18	022	12	DC2 ((CTRL)R)	68	104	44	D	118	166	76	v
19	023	13	DC3 ((CTRL)S)	69	105	45	E	119	167	77	w
20	024	14	DC4 ((CTRL)T)	70	106	46	F	120	170	78	x
21	025	15	NAK ((CTRL)U)	71	107	47	G	121	171	79	y
22	026	16	SYN ((CTRL)V)	72	110	48	H	122	172	7A	z
23	027	17	ETB ((CTRL)W)	73	111	49	I	123	173	7B	{
24	030	18	CAN ((CTRL)X)	74	112	4A	J	124	174	7C	
25	031	19	EM ((CTRL)Y)	75	113	4B	K	125	175	7D	}
26	032	1A	SUB ((CTRL)Z)	76	114	4C	L	126	176	7E	-
27	033	1B	ESC	77	115	4D	M				
28	034	1C	FS	78	116	4E	N				
29	035	1D	GS	79	117	4F	O				
30	036	1E	RS	80	120	50	P				
31	037	1F	US	81	121	51	Q				
32	040	20	SP	82	122	52	R				
33	041	21	!	83	123	53	S				
34	042	22	"	84	124	54	T				
35	043	23	#	85	125	55	U				
36	044	24	\$	86	126	56	V				
37	045	25	%	87	127	57	W				
38	046	26	&	88	130	58	X				
39	047	27	'	89	131	59	Y				
40	050	28	(	90	132	5A	Z				
41	051	29	)	91	133	5B	[				
42	052	2A	*	92	134	5C	\				
43	053	2B	+	93	135	5D	]				
44	054	2C	,	94	136	5E	^				
45	055	2D	-	95	137	5F	_				
46	056	2E	.	96	140	60	`				
47	057	2F	/	97	141	61	a				
48	060	30	0	98	142	62	b				
49	061	31	1	99	143	63	c				

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