# PRESS

ASGARD SOFTWARE

PRESS
The next generation in word processors

Press has hundreds of features - including hundreds available in no other word processor for the TI-99/4A or its compatibles. You can easily do things in *Press* that are difficult or impossible in *TI-Writer* or enhancements of it such as *MY-Word*. Some of the major features are:

- The program will allow you to set a page width of up to 256 columns, and define one or more newspaper-style "columns" on the page, each with its own width. To format the text in columns simply tell the program the page width, the number of columns on it, and start typing. At the end of one column it will automatically send you to the top of the next.

- The program is entirely "what-you-see-is-what-you-get" (or WYSIWYG - pronounced "wiz-e-wig"). In other words, you'll see right-justification, centering, indentation, bold text, underline, italics, and other functions *on the screen*, as it will appear on the page. You don't need to learn a code language or read a printer manual to produce a great-looking page. There is no "formatter" in *Press* - all formatting is done on the screen as you type from options you select by pull-down menus or short-cut function key presses. Even page breaks are marked on the screen.

- Unlike any other editor for the TI-99/4A or Geneve, the length of your document is limited only by the amount of disk space available. You can easily create or edit 90K, 180K, or even 360K documents without breaking it up. If you have a hard-drive you can create a 1000-page book - all as a single document.

- A complete 100,000 word spelling checker is integrated into the program. To use it simply select a word, line or paragraph and tell it to check it. The program will tell you if there is a misspelling and the context it is in.

- The program supports the features of your printer - simply select your printer type from a list and your printers features will be available within your document - and on the screen.

- The program will accept a standard TI-Writer file - none of your documents have to be re-typed to be used in *Press.*

- The program has many more features than can be listed: block operations that include column manipulation, multi-line headers and footers, footnotes, "un-delete", a keyboard buffer so that you never lose characters while typing, mail-merge, and much more.

Press requires 32K, a disk drive, and either Extended BASIC or Editor/Assembler. It can utilize any 80-column card, most RAM-disks, an 8K or 32K Supercart, a hard-disk drive, any number of floppy drives, replacement keyboards, GRAM devices, and virtually any printer. It includes an extensive manual in a professional binder with tutorial and 4 disks.

PRESS
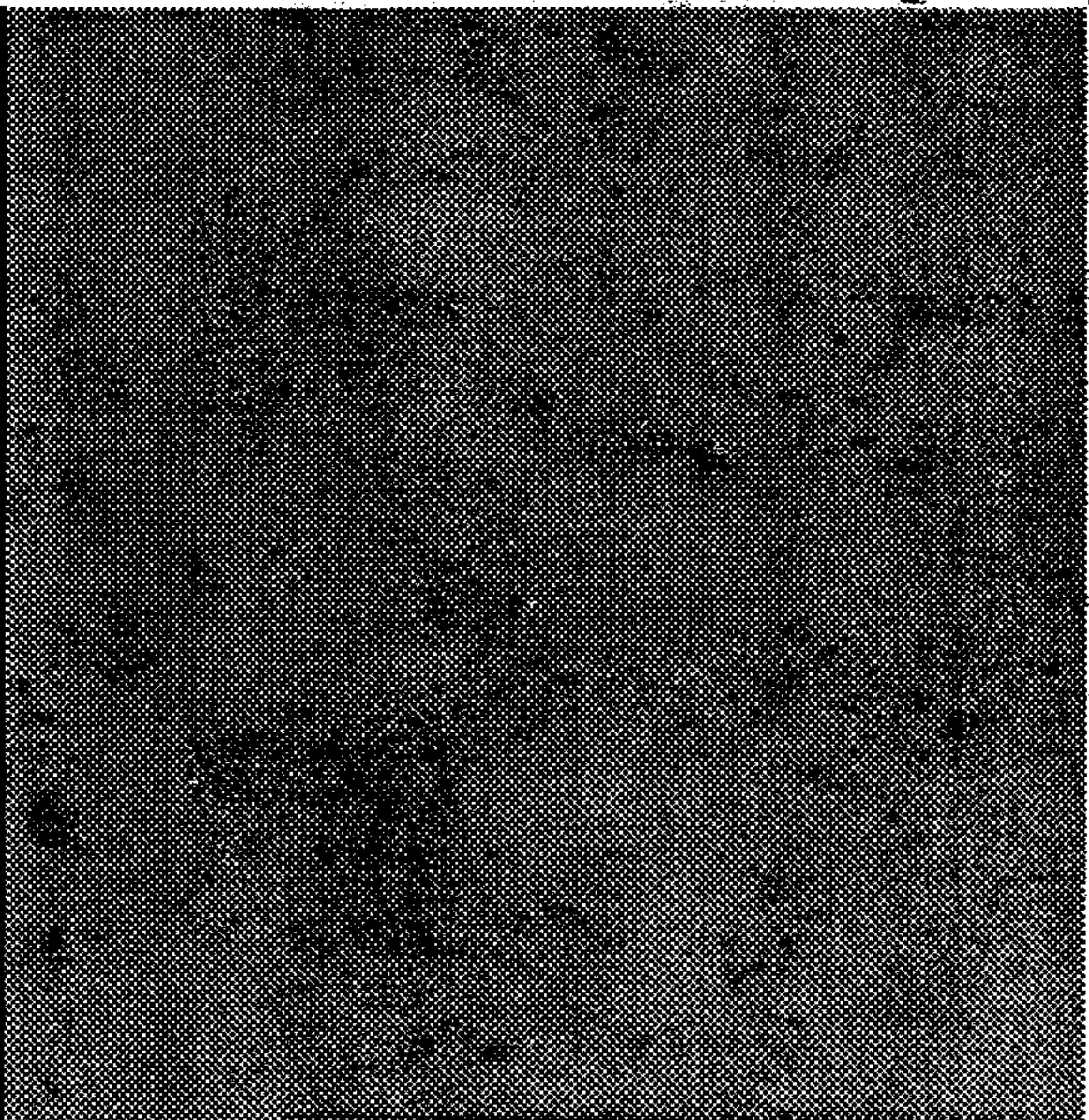
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Table of Contents

Editing Options(cont.)

INTRODUCTION:
Why Press?

As the invention of the first printing press was revolutionary, Press, the word processor for the TI-99/4a and Geneve 9640, is a new and exciting development in the TI community. It offers a wide range of features previously unheard-of in TI word processors, as well as the ease of use a complex program needs to be used successfully.

Perhaps the most revolutionary aspect of Press for TI-Writer users is that **THERE IS NO FORMATTER**. This does not mean that there is no formatting — quite the contrary. The document is formatted as you enter and revise, on screen, so that you can see what your final product will look like. You no longer have to run it through a formatter and then print it to see what you have created. For the same reason, there is no reformat key. All your changes are implemented immediately as you go over the text they affect.

Similarly, you will not see your formatting codes on screen — instead, you will see the results. Underlining, bold, and italics all appear on screen as underlined, bold, or italic characters. You can also show overstriking on screen. Of course, if you really *want* to see the codes you entered to achieve this, you can turn that on, too.

Another thing — if you've always wished you could edit larger files with your TI, Press is for you. The size of your document is no longer limited to the available memory; *you can edit a document as large as the available space you have on the disk you are editing from.* Press will also take advantage of the extra memory in minimems, supercarts, etc.

Columns, both snaking and parallel, make Press useful for producing newsletters and reports.

The integrated spelling checker can't make you a perfect writer, but it can help you get rid of pesky typo's before you send off your important documents.

User-definable macros can help you automate any repetitive word-processing tasks, from simple repeated words to complex multiple-global operations.

With Press, you can search out carriage returns, formatting commands and more as well as straight text. Wildcards are also allowed!

Block operations in Press are sophisticated, allowing the user to perform almost any operation within a block that can be performed on the whole document.

There is much, much more to Press than can be described in a simple introduction — but all this should serve as an indication of the word-processing power that Press unleashes for TI and Geneve users. It is truly an exciting entry into the world of TI software.

To make these features, possible, however, Press will need to read functions from disk occasionally. Users will one single-sided drive can still use Press, but switching the program diskette and the diskette with the document will slow the editing process down somewhat. Use of the spelling checker is not recommended for these users.

Using This Manual

Certain conventions in the manual have been used to make the documentation easier to read and refer to. Most importantly, actual keypresses are underlined. This way, it is easier to see the difference between the action "Enter" and the Enter key. Keypresses also

stand out, making them easy to find, yet they do not overwhelm the printed page as they would if they were shown in bold text.

Where the manual specifies fctn-9, Geneve users may use the Escape key as well.

Most sections of Press are explained two ways in the manual. First, functions are explained as they work in Press alone, often with an example or two. Next, functions are explained as they relate to similar functions in TI-Writer. These notes will look like this:

TI-Writer Users

Since Press is capable of importing TI-Writer documents that have been prepared for the formatter, at the end of each section there is a note to TI-Writer users. These notes explain differences between Press and TI-Writer, and how to do in Press what you used to do in TI-Writer. In cases where TI-Writer has no equivalent to a Press function, this also is noted.

GETTING STARTED: A QUICK TOUR

Your Press package should include: this manual, four disks (labelled, respectively, *Program Disk, Dictionary Disk #1, Dictionary Disk #2,* and *Dictionary Disk #3*), a disk page to hold the disks, a warranty card (please return for a free sample of a magazine with regular Press information), a Quick-Reference card (with complete key-chart), and a binder.

Hardware requirements for Press

Minimum Configuration

o TI-99/4a or Geneve 9640
o 32K memory expansion (4a only)
o 1 single-sided, single density diskette drive (2 is recommended)

Optional

o Additional diskette drives
o Ram disk
o 80-column card
o Hard disk
o Supercart, Super Space, or Minimem
o Printer
o RS232 Card (Required for Printer)

Preparation

DO NOT USE THE DISTRIBUTION DISKETTES FOR PRESS. Copy each diskette and put the originals away in a safe place. (ie away from extreme heat, magnetic fields and the like)

Initialize at least one data disk for your documents.

Load Press. This may be done through Extended Basic, with the loader provided or with any XB loader that will load Editor Assembler Option 5 (program image) files. You may also use the Editor Assembler, TI-Writer, or the Minimem to load Press. To load Press with the minimem will require a loader, again either the one provided (MINILOAD) or one of your own.

Loading Press with Extended Basic

Insert your Press program diskette in drive 1 (DSK1) and select Extended Basic from the main TI menu, OR type RUN "DSK1.LOAD" and press <u>Enter</u>. If you wish to run the program from an alternate drive, you must modify the Extended Basic loader (LOAD). Replace the "DSK1." in the LOAD program with the appropriate path (e.g. "DSK2.")

Loading Press from the Editor/Assembler Module

Insert the Press program diskette in a disk drive (your choice), and select option 5 from the editor/assembler menu (run program file). When you are prompted for the program name, enter "DSKn.PRESS", where n represents the number of the drive containing the Press program diskette. You may also run the program from a hard disk, using full paths (e.g. "WDS1.PRESS.PRESS" to run Press from the directory "PRESS".)

Loading Press from the TI-Writer Module

(For a touch of irony!) Insert the Press program diskette in any drive. Select option 3 of TI-Writer (utility). When you are prompted for the program name, enter "DSKn.PRESS", where n represents the number of the drive containing the Press program diskette. You may also run the program from a hard disk, using full paths (e.g. "WDS1.PRESS.PRESS" to run Press from the directory "PRESS".)

Loading Press from the Minimem Module

Insert the Press program diskette in any drive. Select option 1 (load and run) from the Minimem menu. When you are prompted for the program name, enter "DSKn.MINILOAD", where n represents the number of the drive containing the Press program diskette. You may also run the program from a hard disk, using full paths (e.g. "WDS1.PRESS.MINILOAD" to run Press from the directory "PRESS".) Miniload will detect the device you are running it from, and will load Press from the same device.

When you load Press for the first time, if it has any difficulty recognizing the device it is being loaded from, it will prompt you for a new program path. Enter the device name (e.g. "DSK1." is the default), and Press will load properly. You may use paths such as those to a hard drive directory. (e.g. "WDSK.PRESS." for the Press directory.) Do NOT write-protect the disk Press is on or the file PRESS. You may change charal files, but the charal file must be on the same disk or in the same directory as Press itself.

If Press is loading for the first time (i.e. there is no configuration file present) and detects an 80-column device such as the Geneve or an 80-column card, it will ask whether or not you wish to use 80 columns. This

Using the Menus in Press

Many options in Press pull down menus of options for you to select from. Selecting from these menus is easy, especially since you always have two choices. On every menu, there is a highlighted bar. This bar is always sitting at the last option you selected, so if you want to select the default option, simply press <u>Enter</u>. If you wish to select a different option, you may move the highlighted bar to the option you do want with the arrow keys. (<u>e</u>, <u>s</u>, <u>d</u>, and <u>x</u>). If you don't like moving a bar around, or to get around a little faster, press the capital letter associated with the menu option for the same result as moving the bar and pressing <u>Enter</u>. (i.e. if a menu has the options "Move", "Copy", and "Delete", you can move, copy, or delete by pressing "m", "c", or "d" respectively.) In some menus, that will be the only step, or the option may be a toggle. In others, selecting a menu option will lead to a sub-menu of further options from which you may select.

To back up a menu, or to back out of an option without changing it, use <u>fctn-9</u> (Geneve users may use the <u>Escape</u> key).

<u>Fctn-9</u> is also the way INTO the menus from the edit mode of Press.

Another important key to remember is the Help key. In Press, <u>fctn-h</u> will bring up context-sensitive help screens with lists of keypresses and functions available to you in the area you are currently using.

To exit Press, use <u>fctn-=</u>.

Editing the Document

Reformatting in Press is done automatically, so there is no need for a "reformat" key. As you type, your text is displayed as it will look when you print it out. For example, if you have justification on, each line will be justified as you complete it and move to the next line. There is no need to press Enter at the ends of lines unless you want to break them before the margin is reached, since Press has word wrap. For information on moving around the document, see "cursor control", in the Editing section of this manual.

By default, text that is entered in Press is inserted in front of the current cursor position. If you wish to type over existing text, fctn-2 will toggle between insert and typeover modes in Press.

While you are editing a document, there is a status line at the bottom of your screen which shows the document name, the current cursor position (page, line, and column), whether Press is in "insert" or "typeover" mode, and any character attributes in use, such as bold, underlining, or italics.

The ruler line in Press shows your tab stops and margin settings. This line may be toggled on and off with fctn-1 (rule Line).

When you are finished editing your document, return to the "Disk" menu by pressing fctn-9, then D. Select "Close document", and your file will be saved to disk and closed, so you are ready to either exit the program or open another document. Most of your work will already be on disk, since Press uses the disk while you edit your document, but if you prefer to save your work periodically without closing the document, use ctrl-w (write to disk) from the edit mode. If you exit Press properly, with fctn-=, your document will be saved and closed for you.

Since Press allows you to edit large files by using the diskette, your changes are made to the actual file as you work. If you are making changes you are unsure of, or testing a macro, or doing anything else which you may not wish to make permanent, be sure to edit a COPY of the file, not your only original. This is a good practice in any case.

EDITING OPTIONS

Keypresses Available in the Edit Mode

Many of the options in Press are available through the menus, but a large number of them are also available as direct keypresses in the edit mode. Here is a list of these keypresses and their functions. (Details on each function may be found in the appropriate section of the manual.)

fctn-1 insert character	fctn-2 insert/typeover
fctn-3 delete text	fctn-4 roll down
fctn-5 window right	fctn-6 roll up
fctn-7 tab	fctn-8 copy block
fctn-9 command escape	fctn-0 move block
fctn-= quit	fctn-b block
fctn-d right arrow	fctn-e up arrow
fctn-h help	fctn-j word left
fctn-k word right	fctn-l rule line
fctn-m macro execute	fctn-n next column
fctn-q mail merge	fctn-s left arrow
fctn-v view codes	fctn-x down arrow

fctn-y page number (insert current page number)

ctrl-1 oops   ctrl-2 undo

ctrl-3 hidden hyphen   ctrl-4 next page

ctrl-5 window left   ctrl-6 last page

ctrl-7 back tab   ctrl-8 indent

ctrl-9 new page   ctrl-0 required space

ctrl-= literal   ctrl-a center

ctrl-b bold   ctrl-c column definition

ctrl-d define macro   ctrl-e end of line

ctrl-f format menu   ctrl-g goto

ctrl-h beginning of line (home cursor)

ctrl-i italics   ctrl-j justify

ctrl-k delete to end of line

ctrl-l line graphics   ctrl-n super/subscript

ctrl-o overstrike   ctrl-p print menu

ctrl-q top of document   ctrl-r release margin

ctrl-s search/search and replace

ctrl-t tab/margin set   ctrl-u underlining

ctrl-v speller (verify spelling)

ctrl-w write to disk   ctrl-x config menu

ctrl-y disk menu   ctrl-z end of document

Cursor Control

There are various ways to move the cursor in Press. You should choose among them according to which is the most efficient method of movement at the time. With practice you will find it faster to move around your document by moving word-by-word, rather than character-by-character, or by going directly to the end of the line instead of moving word-by-word, for example.

To move the cursor a character at a time, the usual fctn-e, s, d, & x diamond is used. Geneve users may use their arrow keys.

To move a word at a time, fctn-j and k, the left and right sides of the opposite diamond, are used. Fctn-j will move the cursor one word to the left, and fctn-k will move it one word to the right.

To move the cursor to the beginning of the line, press ctrl-h (for "home"). To move it to the end of the line, press ctrl-e (for "end of line"). This is similar to the commands used in the programmer's editor "PrEditor".

To move up one full screen, press fctn-6. (Geneve pgup)

To move down one full screen, press fctn-4. (Geneve pgdn)

To move up one *physical page*, press ctrl-6.

To move down one *physical page*, press ctrl-4.

A *physical page* differs from a screen in that it represents one formatted page of output. If your

document has 60 lines per page, for example, pressing ctrl-6 will advance to the next page break, as many as 60 lines, without regard to the amount of text that will be skipped in the screen display. If, however, your page depth is set at six lines (as it might be for printing labels or other very small documents), ctrl-6 will advance a maximum of six lines at a time to the next page break.

Moving to the top or bottom of the document can also be accomplished with a single keypress each:

To move to the top (beginning) of your document, press ctrl-q.

To move to the bottom (end) of your document, press ctrl-z.

To make large jumps to specific locations in the document, use the "goto" command, which will allow you to select the number of the page, column, and line to move to.

To "goto" a specific location in the document, press ctrl-g. A menu will appear with the options Column, Line, Page, and All. Select the option you wish to use by pressing the capital letter associated with that selection, type the line, page, or column number, and press Enter. For example, to move to page 56, press ctrl-g, then P, type "56" (without quotation marks), and press Enter. Note that the line option is dependent on the page, not the document. "All" allows you to enter the exact values for all three options. If you select "a" from the goto menu, you will be prompted to enter the page number, the line number, and the column you wish to move to. You could, for example, go to column 3 of line 5 of page 12 of your document.

To move from window to window, on a document that is wider than your screen can display, use <u>fctn-5</u> to window right, and <u>ctrl-5</u> to window left.

TI-Writer Users:

The character-by-character cursor keys are the same familiar ones, but instead of the word tab (<u>ctrl-w</u>), word left and right (<u>fctn-j</u>, <u>k</u>) have been added.

Moving to the beginning of the line is accomplished with <u>ctrl-h</u> instead of <u>ctrl-v</u>, and move to end of line (<u>ctrl-e</u>) is new to Press.

There is no equivalent to the next and last paragraph keys. The roll up and down keys (<u>fctn-6</u>, <u>4</u>) in Press are similar to those in TI-Writer, but a physical page up and down have been added as well (<u>ctrl-6</u>, <u>4</u>).

Instead of using the goto command with 0 and e to go to the top of the document, direct keypresses are available (<u>ctrl-q</u>, <u>z</u>). For exact location specification, the goto command in Press can be used to specify page, line, and column numbers.

It is possible to move both left and right between windows with Press (<u>fctn-5</u>, <u>ctrl-5</u>) instead of right only.

Tabs and Indents

To enter a tab in Press, press <u>fctn-7</u>. To enter a back tab, press <u>ctrl-7</u>.

To create indent in your document, press <u>ctrl-8</u>. You will be prompted to select the type of indent you wish to use:

> Left
> Right
> left And right

A left indent causes text entered after the indent is activated to be indented one tab stop to the right of the current cursor position for each time the indent key is pressed. The left margin will be effectively changed for the duration of the paragraph (until the next hard return, or until the next time the <u>Enter</u> key is used).

A right indent causes text entered after the indent is activated to be indented one tab stop to the left of the current cursor position for each time the indent key is pressed. The right margin will be effectively changed for the duration of the paragraph (until the next hard return, or until the next time the <u>Enter</u> key is used).

A left and right indent works somewhat differently. Each side is indented one tab stop from its margin for each time the indent key is pressed. That is, if indent left and right is selected twice, the effective left margin will be two tab stops to the right of the permanent margin, and the effective right margin will be two tab stops to the left of the permanent margin. This setting is effective for the duration of the current paragraph, or until the <u>Enter</u> key is used.

The tab and back-tab keys in Press have similar functions to those in TI-Writer, but only the tab key uses the same keypress, <u>fctn-7</u>. The back-tab key in Press is <u>ctrl-7</u> instead of <u>ctrl-t</u>.

The indent key as it is used within the edit mode of Press has no equivalent in TI-Writer. The TI-Writer indent command ".IN" is equivalent to the paragraph indent and outdent settings in the Format menu of Press.

Underlining

If, as you are typing new text, you wish to begin underlining what you type, press <u>ctrl-u</u> (underline), and continue typing. Your text will be underlined on screen as you type. When you reach the end of the text to be underlined, press <u>ctrl-u</u> again, and text typed after that point will not be underlined. If you have some existing text that you wish to underline, mark the text as a block, then press <u>ctrl-u</u>. If you have text that is underlined and you wish to remove the underline, you may either edit the codes in the "view codes" mode, or simply mark the text to be "un-underlined" as a block, press <u>ctrl-2</u>, the undo key, and select "underline" as the action to undo.

Where TI-Writer used an ampersand (&) to indicate begin underline and a space to end underline, Press offers more control over underlining. <u>Ctrl-u</u> will both start and end underlining, so it is not necessary to use hard spaces between words if you wish underlining to continue. It is also possible to underline only *part* of a word. Instead of removing the underlining by removing the ampersand, you may either remove the underline code in the view codes mode, or use the block and

undo method. To produce an & in text, "&&" is not necessary. "&" is sufficient.

Bold

Bold works like underline. If you wish to begin typing bold text, press <u>ctrl-b</u> (bold) and continue to type. At the end of your bold text, press <u>ctrl-b</u> again, and continue. To make existing text bold, mark the text as a block and press <u>ctrl-b</u>. To undo the bold, either edit the codes in the "view codes" mode, or mark the block to be made light again, press the undo key (<u>ctrl-2</u>), and select "bold" as the attribute to undo.

TI-Writer Users

Bold in Press is what is referred to in the TI-Writer manual as "overstrike". Instead of placing an at symbol (@) in front of words to be made bold, <u>ctrl-b</u> is used to indicate the beginning and end of bold text. Text is bold until bold is turned off, so there is no need to connect bold words with hard spaces. It is also possible to make only part of a word bold. To produce an @ symbol does not require "@@" in text, only "@"

Italics

Again, italics are used the same way as bold and underline. To being using italics, press <u>ctrl-i</u>. To end italics, press <u>ctrl-i</u>. again. To change existing text into italics, mark the text as a block and press <u>ctrl-i</u>. To change text back to roman style instead of italics, you may edit the codes in "view codes" mode, or mark the text as a block and use the undo key, <u>ctrl-2</u>.

TI-Writer Users

There is no TI-Writer equivalent to the italics command.

Overstriking

If you need to create a character that your printer does not support, but which is the combination of one or more characters that it does have, use the overstrike key. "Overstrike" means that the next character entered will be in the same position as the previous one. For example, to combine an "a" and carat, press "^", then overstrike (ctrl-o), then "a". This will result in the accented character Ê. It may not be necessary to build all accented characters this way, since many printers will support an extended ASCII character set which includes some of them. The overstrike could also be used to put slashes through text, if you wish to indicate something that has been revised. For example, to put slashes through the word "bird", type "b ctrl-o / i ctrl-o / r ctrl-o / d ctrl-o /."

Characters that you have created with overstriking are considered as one character from that point forward, and may be deleted with only one keypress. For example, "b overstrike /" is one character.

TI-Writer Users

TI-Writer users should take care not to confuse overstriking with bold. Overstrike, as it is used in this manual and in Press itself, refers to placing a character on top of the previous character. Overstrike as explained in the TI-Writer manual is equivalent to bold in Press.

Super/subscripting

If a character must be raised or lowered relative to the main line of text, superscript or subscript may be used. The same keypress, ctrl-n, is used for both options. Ctrl-n brings up a menu with the options "suPerscript"

and "suBscript". Select either "p" for superscript or "b" for subscript, and you will be returned to the edit mode ready to enter a character. The character that is typed immediately after the superscript/subscript selection will be either raised or lowered according to which option was chosen. Superscript and subscript are used to change one character at a time.

<center>**TI-Writer Users**</center>

There is no equivalent to the Super/subscript command in TI-Writer.

Combining Attributes

Any combination of attributes may be applied to any text in Press. It is possible to have bold, underlined, italic text with overstriking, although this would not be likely to be aesthetically pleasing. Italic text is not usually underlined, for example, although you may wish to do this to create equations.

The Undo Key

Ctrl-2 is the "undo" key. This is *not* an undelete key, nor is it interchangeable with the "oops" key. It is used to undo certain commands that have been performed on the area of text that includes the current cursor position. It may also be used to undo those commands on a marked block of text. If ctrl-2 is pressed while the cursor is positioned in some bold, underlined text, for example, the "undo" menu will appear, and you may select the attribute you wish to undo. You will be returned to the text, which will no longer show the attribute you asked to have undone. If no block of text is marked, the undo will extend to the beginning and end of the current areas affected by the attribute. If a whole paragraph is underlined, for example, undoing the underline will affect the whole paragraph, but not

underlined areas in the rest of the document. If part of the paragraph is to be left underlined, the area where the underlining is to be undone should be marked as a block before the undo key is used.

Entering Hidden Hyphens

Since Press uses word wrap, when a word is too long to fit at the end of a line, it is brought down to the next line automatically. This frees the typist from the necessity of entering carriage returns at the end of each line.

Occasionally, however, if the word that will not fit at the end of the line is very long, it may leave an undesirable gap at the end of the line (if justification is not being used) or the gaps between words may be too large (if full justification is being used). In cases such as these, it may be useful to hyphenate the long word. To allow for future revisions of the document, where the long word might be moved into the middle of a line, a hidden hyphen may be used to show where the word may be broken *if* it is too long to fit at the end of a line. When the hyphenation is unnecessary, no hyphen will be shown, but if it is necessary to break the word, the hidden hyphen will be used. The word will be broken, and the hyphen will be displayed at the end of the first section of the word. Hidden hyphens are entered with ctrl-3.

Regular hyphens are non-breaking characters in Press. That is, in the expression "figure 2-5", the figure number will not be allowed to break and leave the 5 on its own line. If you wish to allow Press to break words at hyphens in the words, such as that in co-ordination, type a hidden hyphen after the regular hyphen. If the word falls at the end of a line and must be broken, Press will display only the original hyphen, not both the regular and the hidden hyphen.

The hidden hyphen has no equivalent in TI-Writer.

Entering Required Spaces

Occasionally, it is desireable to keep two words from being separated by line breaks or justification spaces. In these cases, a required space, ctrl-9 should be entered instead of a space between the two words. The two words will then be treated as one, and the required space will not be used to break the words at the ends of lines, nor will be considered for spacing out justified text. The required space does not show on screen any differently than an ordinary space, but it may be checked through the View codes option.

The required space in Press has a similar function to that in TI-Writer, but it is entered differently. Instead of using a carat (^) to indicate a required space, ctrl-9 is used, and the carat may be used as itself in regular text.

New Page

To force a page break before the normal end of page will be reached, press ctrl-9.

This is the same keypress that is used in TI-Writer.

Display Current Page Number

Although this command will usually be used in a header or footer, it may have uses in the main text of a document. To tell Press to display the current page number, press fctn-y.

This command is similar to the percent sign in TI-Writer headers and footers. In Press, however, the "display current page number" command may be used anywhere in the document.

Deleting Text

Fctn-1 will delete a character at a time.

Fctn-3 is a more comprehensive delete key.

You may delete a block of text by first marking it as a block and then pressing fctn-3. You will asked whether or not you wish to delete the current marked block. Press "y" if you wish to delete the block, and "n" if you have changed your mind or pressed the delete key by accident.
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If no block has been defined, fctn-3 is still active. Pressing it will present you with a menu of options to delete: The current character, word, sentence, line, end of line, beginning of line, paragraph, column, page, rest of document. Select from these by either moving the menu bar to your choice and pressing Enter, or by pressing the capital letter associated with your choice (e.g. "w" for "word"). The last option you used is highlighted, so if you wish to delete a paragraph, and paragraph was the last item you deleted, it will already be highlighted and you may simply press Enter.

Ctrl-k is also available as a quick way to delete from the cursor to the end of the line.
)

Ctrl-k in Press works just as it did in TI-Writer — it deletes to the end of the line. Fctn-1, delete character,

is similar to <u>fctn-1</u> and <u>ctrl-f</u> in TI-Writer. TI-Writer's Delete line, <u>fctn-3</u>, has been expanded in Press to offer more choices on what may be deleted, and line is just one of these. You may also use <u>fctn-3</u> to delete a character, a word, a sentence, a paragraph, a page, a column, the rest of the document, to the beginning of the line, and to the end of the line. Instead of deleting by line numbers from the command line of TI-Writer, in Press, a block is marked and deleted with <u>fctn-3</u>.

The "Oops" Key (or "undelete")

If you accidentally delete or type over some text, you can recover it with <u>ctrl-1</u> (Oops). If you press <u>ctrl-1</u>, the last text that was deleted or replaced is displayed at the current cursor position. You will be prompted to decide whether or not you wish to restore the text displayed. (Restore? y/n). If you want to restore the text in the current position, press "y". If you wish to use the oops key to check what you deleted, but do not want it restored, press "n" and the action will be cancelled. <u>Fctn-9</u>, or Escape on the Geneve, will also cancel the action.

It is also possible to restore the second-to-last deletion. When you are prompted for a decision about the last deletion, instead of choosing "y" or "n", press <u>ctrl-1</u> (oops) again. The previous deletion will then be displayed, and may be restored the same way as the last deletion.

TI-Writer Users

The Oops key in Press is the same key as in TI-Writer, but it works somewhat differently. It is not necessary to use it immediately after you make an unwanted deletion, nor is text automatically restored. Two levels of deleted text may be restored at the current cursor position, so if you don't notice your mistake immediately, you will probably still be able to recover

your text. You are also prompted to decide whether or not to restore the displayed text. This way, if you see by the display that you are recovering it in the wrong place in the document, you can abort the recovery and try again in a new position.

Block Operations

A block of text is a part of your document that you define if you have an operation you want to perform on that specific part of the document. To define a block, move your cursor to the first character of the text you want to block, and press fctn-b (block). Next, simply move your cursor to the character *after* the end of the block you wish to mark, and press fctn-b again. For example, to mark the block "the telephone" in the phrase, "to set the telephone on the table", move the cursor to the "t" in the first "the", press fctn-b, move the cursor to the space between "telephone" and "on", and press fctn-b again. The block will be highlighted, and is ready for you to perform your operation. If you change your mind and do not wish to leave the block marked, use the undo key (ctrl-2), and select "block mark" as the attribute to undo.

Copying a block

To copy a block, mark the block, then move your cursor to the point in the text before which you want the block copied, and press fctn-8, copy block. The block will appear in the new position, leaving the old block in place as well. You will be prompted to decide whether or not to remove the block marks. If you plan to copy the block several times, answer "n", for "no", until you have no further use for the block. At that point, answer "y" for "yes", and the block marks will be undone.

Moving a block

Moving a block is similar to copying it: Mark the block, move your cursor to the new position for your block, and press <u>fctn-0</u>, move block. The block will be inserted in the new position, and the old block will be removed. Again, you will be prompted to remove the block marks. If you have no further use for the block, answer "y", to undo the block.

Deleting a block

To delete a block of text, mark the block, then press <u>fctn-3</u>. You will be prompted "Delete Block? y/n". If you change your mind, or pressed <u>fctn-3</u> accidentally, press "n" for "no". Otherwise, press "y", and your block will be deleted. The block marks will be deleted with the block, since it is not possible to perform another action on a block that has been deleted. The block may be undeleted with the "Oops" key, <u>ctrl-1</u>, but its block marks must be re-inserted if you wish to use it as a block again.

Saving a Block to a File

If you wish, you may save a marked block of text to another file. Mark the block, then go to the disk functions, either with the quick Disk key, <u>ctrl-y</u>, or through the menu bar. Select "Save block", either with the menu bar and <u>Enter</u>, or by pressing "S". You will be prompted for a file name. If a file by that name exists, the block of text is appended to the existing file. The existing file will not be overwritten.

When there is a block of text marked, many of the options in Press may be applied to that block, such as justification changes, centering, spell checking, search or search and replace, or printing. Simply mark the block and activate the desired function the same way you would if the action were to apply to the entire

document. More is discussed about operations on blocks in the appropriate sections. (e.g. You will find more about searching within a block in the section of the manual on searches.)

TI-Writer Users

Block operations in Press are very different from those in TI-Writer. Most importantly, they are not line oriented as they are in TI-Writer. They are not specified by line numbers, but instead the beginning and end of the block are marked with <u>fctn-b</u>. Once the block is marked, it can be deleted with <u>fctn-3</u> (delete text). It can also be copied or moved without your knowing the number of the line for the new location. Instead, you simply move the cursor to the position for inserting the new text and press the key for the desired operation. Other operations can be performed on the block as well, almost as if it were a separate document. Another important feature to note is that blocks do not have to be complete lines.

Search/Search and Replace

The Search and Search and Replace functions of Press are quite powerful. In addition to visible characters, you may also search for carriage returns, hidden hyphens, formatting codes, and other non-visible characters. Searches may proceed either backwards or forwards, and wildcards may be used if desired. Searches are case-sensitive for upper-case characters, which means that strings entered in lower case will apply to all occurrences of the strings, whether upper or lower case, but a string entered in upper case will only be searched for upper case strings. "bold" will find both "bold" and "BOLD", but "BOLD" will find only "BOLD" and not "bold". The case of the string you replace will be automatically preserved; if you replace "bold" with "light", "bold" will become "light", "Bold"

will become "Light", and "BOLD" will become "LIGHT".

Search/Search and Replace are activate through the direct keypress, <u>ctrl-s</u>.

To activate a search or a search and replace beginning at the current cursor position, press <u>ctrl-s</u>. A menu of options will appear, with the current settings displayed. Here, you may choose the direction (forward or backward), the mode (search only or search and replace), whether or not to use wildcards (on or off), whether or not to verify replacements, and whether you want to replace just the first occurrence only of a string or all occurrences. The latter two options are active only during search and replace.

To change a setting, press the capital letter of the option you wish to modify. That setting will toggle back and forth between the two available options. For example, if the direction of the search is set "forward" and you wish to search "backward", press "d". If you change your mind and wish to leave it at "forward", press "d" again. You may also move the menu bar to the option and press <u>Enter</u> to toggle between the two available options.

If all settings are correct, or once you have changed them for the current operation, press "c" to continue. You will be prompted to enter the text you wish to search for. Enter the text, as well as any special characters or codes that you want to be included in the search (without delimiters). Add special characters or codes simply by pressing the keys you would normally use to call them up in the document. If wildcards are on, the characters * (string) and ? (single character) will not be searched as themselves, but will be considered to stand for any character or string. If wildcards are off, you may use * and ? to search for the actual characters "*" and "?". The wildcard characters

may be changed through the configuration menu if so desired.

When you have keyed in the string you want to search, press <u>ctrl-s</u> again. If you are searching only, the search will proceed and you will be returned to edit mode. If you are using replace, you will be prompted for the replacement string. Key it in the same way you would the search string. *Note: If wildcard characters are entered in the replacement string, they will be treated as the actual characters * and ? only, not as wildcards. Once the replacement string has been keyed in, press <u>ctrl-s</u> once again and the action will proceed.

If verify has been turned off, the string will be replaced either for one or all occurrences as specified, and you will be returned to the edit mode of the document with your cursor positioned after the last string replaced. If verify is on, you will be prompted to answer either yes or no (y or n) at each occurrence of the string. If you should decide to break off the search and replace during this operation, press <u>fctn-9</u>, and you will be returned to edit mode in the position you were at when you broke off the search.

Please note that the <u>Enter</u> key is not used to indicate when you have finished entering strings for this purpose. This is because it is possible to search carriage returns as well as text, so if you press <u>Enter</u> after keying in your search text, for example, a carriage return will be included in your search string. If you do this inadvertantly, simply delete it from your search string and continue by pressing <u>ctrl-s</u>.

To confine a search (or search and replace) to a block, mark the block and then activate the search as you would for the whole document. When a block is searched, however, the direction option is ignored, as the starting position of the search is assumed to be the

beginning of the block, and the search proceeds forward through the whole block.

TI-Writer Users:

It is not necessary to go to a command line to use search/search and replace. Instead of using the commands "FS" or "RS", <u>ctrl-s</u> activates either command. No delimiters (/) are required to separate the search string and replace string, as they are entered separately. Instead of choosing whether or not to verify and how many occurrences to change when the first occurrence is found, these options are set before the search is initiated (verify on or off, occurrences once or all). If you are verifying each occurrence during a search and replace, you may break out of it at any time by pressing <u>fctn-9</u>.

Viewing and Editing Codes

In order to format your text and show the attributes of characters on screen, Press uses hidden codes. These codes may be viewed and edited directly with <u>fctn-v</u> (View codes). The screen showing the codes will no longer be formatted in any special way — you will not see lines justified, for example, since the codes take up room themselves. You will, however, see carriage returns where you inserted them, as well as the symbol for the hard returns. If you wish to remove formatting commands or character attribute codes such as margin settings or underlining from this screen, simply delete the code in the View codes mode. This mode can be used if you are having difficulties determining exactly what is causing a certain problem with the format of your document, but should not be necessary unless you prefer to work this way. In most cases, the undo key (<u>ctrl-2</u>) should be able to correct any problems. The following codes may appear in your document in the View codes mode:

Bold on {B}   Bold off {/B}

Centre line t {C}t{/C}   Centre Page {CP}

Column definition {COL:start, width}

Column end {/COL}   Footer t {F}t{/F}

Hard return (Enter) {HRT}

Header t {H}t{/H}   Hidden hyphen {-}

Indent left {IL}   Indent right {IR}

Indent left and right {IC}   Italics on {I}

Italics off {/I}   Justify left {JL}

Justify right {JR}

Justify left and right (full) {JF}

Lines/inch {LI:8 or 6}   Lines/page {LP:#}

Literal character {L:###}   Margin release {M}

Margin settings (right and left) {RM:#}, {LM:#}

Merge code {ML:#}   New page {NP}

Next column {NC}   Note {NT}

Overstrike {O}

Page number display {DP}

Pitch change {PF:A, B, OR C}

Printer command {PR,command}

Required space { }   Set Page number {SP:#}

Soft return (Press will break line here
automatically — decided by margin setting) {SRT}

Soft page break {PB}   Spacing {LS:#}

Subscript {SUB}   Superscript {SUP}

Tab {T}   Tab settings {TS:#,#,#}

Top margin {TM:#}   Underline on {U}

Underline off {/U}

The Literal Key

Occasionally, you may wish to use an ASCII or extended ASCII character which cannot be typed from the keyboard. This can be done by using the literal key to enter the decimal value of the desired character into your document. To enter the literal value of a character, press <u>ctrl-=</u> (literal). A window will pop up asking you for the decimal value of the character you wish to enter. Type the decimal value of the character you want to insert, and press <u>Enter</u>. The character will be shown in your document either as itself it is a displayable character, or with a highlighted square if it is not, to preserve the spacing of your document. The decimal value that was entered can be checked with the View codes option.

TI-Writer Users

Instead of using a transliterate (.TL) command to convert existing characters into others, the actual character may be entered into the document with the Literal key, or <u>ctrl-=</u> and the decimal ascii value of the desired character.

Press - Asgard Software - Page 32

Line Graphics

To draw simple lines and boxes in Press, press <u>ctrl-l</u>. This will put Press in a "line graphics drawing mode". In this mode, the <u>e</u>, <u>s</u>, <u>d</u>, and <u>x</u> keys draw lines on the screen and in the document. <u>Fctn-e</u>, <u>fctn-s</u>, <u>fctn-d</u>, and <u>fctn-x</u> keys move the cursor without drawing. <u>Ctrl-e</u>, <u>ctrl-s</u>, <u>ctrl-d</u>, and <u>ctrl-x</u> erase lines that are already there.

Press is always in typeover mode while line graphics are activated. This will allow you to draw around existing text without moving it.

When you are finished drawing, press <u>fctn-9</u>, and you will be returned to editing your document normally. The characters that make up the lines can be moved, copied, or deleted the same way as other characters in this mode.

TI-Writer Users

There is no equivalent function in TI-Writer.

Inserting Printer Codes

If you wish to send a command to your printer that is not directly supported by Press, you have two ways of entering it.

One is through the Print menu. Call up the Print menu either through the menu bar (<u>fctn-9</u>, <u>P</u>) or with <u>ctrl-p</u>. Select "Insert codes", and enter the printer codes that you wish to insert in the document. These codes will not show in the document as characters, but they are visible through the View codes option.

The second method is by using the literal key to enter the ASCII characters to be sent to the printer as commands. These characters will each show as a highlighted spaces if they are not displayable characters (between 32 and 126), or as the characters themselves if they are displayable. This may affect any justification that is being performed on the text, but may be desirable in certain cases.

FORMATTING OPTIONS

Setting up your page format

Setting up your page formats in Press is easy, and is done through the Format menu. In the Format menu, you will be offered the following options:

Vertical dimensions	Margins
Tab settings	paragraph Indent
paragraph Outdent	Pitch
Justification	Header
Footer	pAge number set
Center	Define columns
Notes	

Vertical dimensions (select either with the menu bar or by pressing "V") determine the vertical size of your document. The options you may set are:

lines per Page (total)	Top margin
Bottom margin	lines per Inch 6, 8
line Spacing (1 1/2 not displayed, 1, 2, 3)	

Lines per page will prompt you for the *total* number of lines on your physical page, based on 6 lines per inch. The default is 66 lines, the standard number of lines on an 11-inch-long page. This will only be rarely changed, but you may wish to change it for such items

as mailing labels and envelopes. Enter the number of lines on your physical page and press <u>Enter</u>.

The top margin will prompt you for a new top margin setting in lines. The default is 6 lines, one inch if the lines per inch is set to 8. Type the new value for the top margin, in lines, and press <u>Enter</u>.

The bottom margin is also set at 6 lines, but may be changed by entering the new bottom margin in lines.

Lines per inch has a default of 6. Some printers can support switching to 8 lines per inch, which is somewhat crowded in pica, or 10-pitch type, but which looks acceptable when it is combined with elite, or 12-pitch characters. Use this if you have to crowd more information on the page than you would otherwise be able to. To change the setting, move the menu bar to the "lines per Inch", and press <u>Enter</u>, or simply press "i". This will toggle the setting between 6 and 8 lines per inch.

Margins

You may change your margin settings through the format menu, or from the edit mode with <u>ctrl-t</u>. In the format menu, select "m", for "Margins" (or, of course, move the menu bar and press <u>Enter</u>). You will be offered two choices:

> Left margin
> Right margin

To change the left margin, press "l", then enter the column number for the new left margin. This may be any number between 1 and 255. This will be the column number in which the first character of text on each line will appear.

To change the right margin, follow the same procedure. The right margin may be set at any column between 2 and 256, provided that the column number of the right margin is greater than that of the left margin. The default margins in Press are 10 (left) and 72 (right).

Press fctn-9 to return to the Format menu.

To change your margins from the edit mode of Press, press ctrl-t. You will be offered two choices:

    Margin set
    Tab set

Select "m", for "Margin set", and proceed as you would if you were setting your margins from the Format menu, described above.

Press fctn-9 twice to return to editing your document.

Setting Tabs

As with margins, tabs may be set either through the format menu or from the edit mode with ctrl-t.

To set tabs from the format menu, select "t" for "Tab settings". The ruler line will be displayed, showing current tab settings with a "t" at each point along the ruler line where a tab has been set. To create new tabs, insert a "t" at the position on the ruler line where you want a tab to be set. To remove a tab, type a space over it.

Press fctn-9 to return to the Format menu.

To set your tabs from the edit mode, press ctrl-t, select "t" for "Tab settings", and proceed as you would if you were setting them from the format menu, described above.

Press fctn-9 twice to return to editing your document.

Paragraph Indent

A paragraph indent is an indent that is applied to the first line of each new paragraph. A new paragraph is in effect each time the Enter key is pressed in the edit mode of Press. When "paragraph Indent" is selected, you will be prompted to enter a value for the indent. The first line of each new paragraph after the indent is set will start with the number of spaces specified for the indent. For example, if you wish to indent your paragraphs 5 spaces, select "i", for "paragraph Indent", type "5", and press Enter. This paragraph indent will be in effect until a new paragraph indent is set. To cancel paragraph indenting, a value of zero, which is the default for the setting, may be entered.

Paragraph Outdent

A paragraph "outdent" is a negative indent that is applied to the first line of each new paragraph. A new paragraph is in effect each time the Enter key is pressed in the edit mode of Press. When "paragraph Outdent" is selected, you will be prompted to enter a value for the outdent. The first line of each new paragraph after the outdent is set will start outside the current left margin by the number of spaces specified. For example, if you wish to use paragraphs with the first line "outdented" 5 spaces, select "o", for "paragraph Outdent", type "5", and press Enter. This creates a what is often called a "hanging indent". This paragraph outdent will be in effect until a new paragraph outdent is set. To cancel paragraph outdenting, a value of zero, which is the default for the setting, may be entered.

Selecting "Pitch", either with "p" or the menu bar, will bring up a menu of four options:

.A) 10

B) 12

C) compressed

D) proportional

You may select one option from A, B, or C, as well as setting option D to either on or off. To turn proportional spacing on or off, press D, or move the menu bar to option D and press <u>Enter</u>. This will toggle the option between the "on" and "off".

Justification

The justification option will display a menu of three possible settings:

Left

Right

Full

Left justification will result in text that has even margins on the left side of the page or column only. The right-hand margins will be ragged. (This setting is sometimes known as "ragged right".)

Right justification will result in text that has even margins on the right side of the page or column only. For example, this might be used to set the date on the right hand side of the page for certain business letter formats.

Full justification provides even margins on both sides of the page or column. Extra spacing will be added between words to force lines to end at the right margin position. The default setting for Press is full justification.

Each justification command remains in effect until a new justification command is applied to the document.

Justification may also be set directly from the edit mode of the document with ctrl-j.

Header

To add a running head to your document, select the "Header" option from the Format menu. A window will be displayed, in which you may enter your text and commands to be used in the header.

Formatting commands entered in the header apply to the header only. That is, if margin settings are changed in the header, those margins will only be in effect for the header itself; once the header is printed, the margin settings will return to those last in effect for the main body of the document.

Up to 255 characters may be entered in the header, including codes, which will be displayed as they are in the "view codes" mode of Press. Each code will be counted as only one character, regardless of the number of characters required to display the codes.

A header is displayed on screen for the first page on which it is entered. After that, it will not be displayed on screen to avoid clutter, but it will be printed on each page of the document after that point until it is cancelled. A header is cancelled by a new header, which may contain either text to display or a null header if no more headers are desired.

When you select "header" after a header has already been defined, the old entry will be displayed for modification. If you wish to clear the header, press fctn-3, which will blank out the window, and press fctn-9.

You may wish to add a header to your document to display the title of the document on the left side of the page and the current number of the page, leaving 2 blank lines between your header and the main text of the document. To do this, select "Header" from the format menu, press ctrl-j (justify), select "Left", type the title of the document, press ctrl-j again, select "Right", press fctn-y (current page number), and press Enter twice. Once you are satisfied with your header, press fctn-9 to return to the format menu, and your header is defined.

Footer

To add a footer to your document, select the "Footer" option from the Format menu. A window will be displayed, in which you may enter your text and commands to be used in the footer.

Formatting commands entered in the footer apply to the footer only. That is, if margin settings are changed in the footer, those margins will only be in effect for the footer itself; once the footer is printed, the margin settings will return to those last in effect for the main body of the document.

Up to 255 characters may be entered in the footer, including codes, which will be displayed as they are in the "view codes" mode of Press. Each code will be counted as only one character, regardless of the number of characters required to display the codes.

A footer is displayed on screen for the first page on which it is entered. After that, it will not be displayed on screen to avoid clutter, but it will be printed on each page of the document after that point until it is cancelled. A footer is cancelled by a new footer, which may contain either text to display or a null footer if no more footers are desired.

When you select "footer" after a footer has already been defined, the old entry will be displayed for modification. If you wish to clear the footer, press fctn-3, which will blank out the window, and press fctn-9.

You may wish to add a footer to your document to display the title of the document on the left side of the page and the current number of the page, leaving 2 blank lines between your footer and the main text of the document. To do this, select "Footer" from the format menu, press ctrl-j (justify), select "Left", type the title of the document, press ctrl-j again, select "Right", press fctn-y (current page number), and press Enter twice. Once you are satisfied with your footer, press fctn-9 to return to the format menu, and your footer is defined.

Page Number Set

This command is used to change the current page number of the document. If you want the first page of your document to be numbered "2", for example, select "a", for "pAge number set", type "2", and press Enter. This command is useful when you are using a running head or footer and wish to skip a page number or range of page numbers without adding blank pages to your document.

This command should not be confused with the current page number command, fctn-y, and should not be used in a header or footer. If, for example, you had a header to print the current page number at the top of

each page, and also used the page number set command to set the current page to 2 *within the header,* all of your pages would show the page number "2".

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Center

The Center command has two options:

> Text
> Page

Center text will center the current line of the document within the margins, or, if a block is defined, it will center each line of the block within the margins. Thus, if you wish to center a two-line heading, such as the title and author of an article, mark the two lines as a block, go to the format menu, press "C", for "Center", then press "t", for "Text".

The "Page" option of the Center command will center the current page vertically between the top and bottom margins of the page. This is particularly useful for the cover pages of documents.

The Center command is also available directly from the edit mode by pressing <u>ctrl-a</u>.

Define Columns

If you select "Define columns" from the Format menu, you will be prompted to enter the type of columns to use (snaking or parallel), whether or not to have Press calculate the column widths for you, and any data that is required by Press for either choice. More about defining columns may be found in the section on columns.

The "Notes" option of the Format menu allows non-printing notes to be inserted into your document. If "N", for "Notes", is selected from the Format menu, you will be prompted to enter a note of up to 255 characters, which will be displayed in a window on the line above the current cursor position. This is useful if you are passing a document to someone and wish to ask them a question about something in the text. If they forget to remove your comment after checking the document, the comment will not be printed.

COLUMNS

Defining Columns

Columns are defined from the Format menu. There are two types of columns available in Press: Snaking and Parallel. There are also 2 ways of determining column positions and widths. It can be done relatively automatically by press, or they can be custom-designed by you.

To begin defining and using columns, select "d", "Define columns, from the Format menu.

Format, "O" for columns, type Snaking or Parallel, Automatic or custom, then prompt # columns, then if automatic gutter width. If custom, start column 1 in row x, end column 1 in row x, start column 2 in row x, end column 2 in row x, etc.

Selecting Column Type

First, you will be prompted to select either snaking or parallel columns.

Snaking columns are also commonly known as "newspaper" columns. As the text reaches the bottom of the first column, it automatically goes to the top of the next column, and continues "snaking" until it reaches the bottom of the page. Then it starts again at the top of the first column of the next page.

Parallel columns are used more for tabular information. Each column is top-aligned with the last entry in the previous column. It is useful for tables that have flowing text within the columns. (Tables with single-line entries only are easily entered using tabbed columns.)

When Press calculates columns for you automatically, you must enter the number of columns you wish to use, and the gutter width, or width between columns. The gutter width is counted in spaces. Press will then fit as many such columns as possible between the two margins, making each column the same width.

Custom columns should be selected if you wish to have more control over column placement, or need columns of varying widths. This is more usual when parallel columns are used.

For example, to set up 2 snaking columns with a gutter width of 4:

Go to the format menu, press "d", for define columns, press "s", for snaking columns, press "a", for automatic, type "2" when you are prompted for the number of columns, press <u>Enter</u>, and type "4" when you are prompted for the gutter width. You are ready to begin entering your columns, so you may return to the edit mode of Press by using <u>fctn-9</u> to back out of the menus.

To set up 3 parallel columns, with the first column between positions 2 and 12, the second between 15 and 30, and the third between 35 and 72:

Go to the Format menu, select "Define columns", press "p", for "Parallel", press "c", for "Custom", and enter "3" when you are prompted for the number of columns. You will then be prompted to enter the starting and ending position of each column in turn, so would enter, as prompted, 2, 12, 15, 30, 35, 72 in succession. You are then ready to return editing your document.

Moving Between Columns

When you return to editing from defining columns, you are automatically placed in the first column, ready to type.

When you are using snaking columns, ordinarily there is no need to jump to the next column, so just keep typing! If, however, you wish to break a column off before the bottom of the page is reached and move to the top of the next column, press fctn-n, (Next column). This space may be useful for pasting in a photograph or other such additions to your document.

When you are using parallel columns, however, each time you finish the information for a column, you will jump to the next parallel column with fctn-n. You may skip a column for a specific entry by pressing fctn-n twice.

As you continue typing, you will remain in the column mode until you move beyond the boundaries of the columns by pressing the down arrow key (fctn-x). At this point, you will be returned to normal text editing.

Block Operations on Columns

Block Operations work differently on snaking and parallel columns.

On snaking columns, from the point you begin marking the block, the block will be marked as you move your cursor through the document by marking the snaking column as it "snakes". That is, you will block down the first column, then as the end of that column is reached, blocking will continue down the second column, and so on. If the block is moved or copied, it will remain in column format. The column markers may be deleted either through the view codes option,

or with the undo key by blocking and selecting "undo columns".

On parallel columns, the block is marked down the page entry by entry. That is, all the columns across the page are included in the block marking. Again, if the block is moved or copied, it remains in column format unless the column marks are either removed with the view codes option or the undo key.

PRINTING OPTIONS

The Print menu in Press ("Printing Press") may be accessed either from the command menu (fctn-9 from the edit mode) or directly from the edit mode with ctrl-p (Print). The options available in the Print menu are:

Current document

External document

Select printer

Device/path

Paper feed options

Insert printer code

Print Current Document

To print the document you are currently editing, select "c", for "Current document" from the Print menu. You will then be prompted to select from "Selected pages", "Range of pages", "All", or "Merge".

Selecting "a", of course, means that your whole document will be printed for you.

"Selected pages" allows you to print one or more single, specific pages. Type the numbers of the pages you want printed separated by commas and press Enter. For example, to print pages 6, 9, and 11, type "6,9,11" and press Enter when you are prompted to enter your selected pages.

To print a "Range of pages", press "r", then type the range or ranges of pages you wish to print, with hyphens to indicate ranges, and commas separating the ranges. For example, to print pages 1 through 5 and pages 12 through 15, type "1-5,12-15" and press <u>Enter</u> when you are prompted to enter the range(s) of pages to print.

If "Merge" is selected, Press will use your current document as the merge letter, and you will be prompted to enter the name of the address list document, including the diskette or directory where it is to be found.

A screen will be displayed while your document is printing, with information about the status of your print job. To cancel the print job, press <u>fctn-9</u>. You will be prompted to "Cancel print job? (y/n)". If you wish to cancel the job, press "y". If you pressed <u>fctn-9</u> by accident, or change your mind, press "n", and the print job will continue.

Print External Document

It is not necessary to be editing a document in order to print it. Selecting "e", for "External document" will allow you to print a Press document that you have on disk. You will be prompted to enter the document name, including the disk drive or directory on which it may be found.

You will be offered the same options as you see when you print the current document — selected pages, range of pages, etc. — the same status screen will be displayed, and cancelling the print job is the same procedure.

If you select "Merge", you will be prompted first for the name of the merge letter, including the disk drive

or directory where it is to be found, and then the name of the address list.

Select Printer

If you wish to change printers before you print your document, you may need to select a new printer driver, either one of the ones supplied with your Press package, or one you have modified or created yourself. If this is the case, before printing your document, select "s", for "Select printer", and enter the file name of the printer driver you wish to use. For a list of currently available printer drivers, consult the "Printer Driver Files" list that came with your Press package.

Device/Path

You may set the printer device or path to any printer device or diskette drive or directory. When you press "d", for "Device/path", you will be prompted to enter the new device or path name. The default device is PIO.CR. The ".CR" option should always be used if you are printing through the pio port or the RS232 port.

Note: All printer commands associated with the printer driver in effect will be sent to whatever device you are using for output. Printing to disk with a standard printer driver will *not* eliminate printer codes from the document. This will allow you to save a ready-to-print version of the file for different printers. If you then use Vermenu to send that file to disk, for example, the printer codes such as bold or italics will be used.

To save a document do disk *without* printer codes, use the export option in the Disk menu to save a D/V 80 file.

Paper Feed Options

Selecting "p", for "Paper feed options" allows you to select either continuous feed (press "c") or single-sheet feed (press "s"). If single-sheet feed has been selected, Press will wait for you to press <u>Enter</u> before it begins printing each page of the document. Roll single sheets into the printer *without* allowing for the top margin; Press will advance the sheet for the top margin itself.

Insert Printer Code

If you wish to insert a printer code manually into your document, select "I", for "Insert Printer Code", type the decimal ASCII values of the characters for the command, separating them with commas, and press <u>Enter</u>. For example, to send the command sequence "127 77" (Escape m), type "127,77" and press <u>Enter</u>. That command will be embedded in your document at the current cursor position.

Printing a Block

If you have a block marked when you press <u>ctrl-p</u> or select the Print menu through the command bar, you will not see any of the print options. Instead, you will be asked "Print Block? (y/n)". If you wish to print the block you have marked in the document, press "y". If you do not, press "n". When a block is being printed, the status screen is displayed and the print job may be aborted by pressing <u>fctn-9</u>.

DISK MANAGEMENT

The Disk menu of Press has the following options:

Open Document
Close Document
Merge Document
Get Document
Import file
Export file
Save Block
Directory

Open Document

Before any editing in Press is done, a document must be opened. When "o", for "Open document" is selected, you will be prompted to enter the name of the document to open. If the document you specify (e.g. DSK2.MYFILE) is not there, you will be asked "Open new document? (y/n)" If you answer "y", you will have a new, empty document to work with. If you answer "n", you will be asked again for the name of the document to open. Your previous document name will be there for you to edit, or, if you simply did not have the correct diskette in the drive, insert the diskette and press Enter, to allow Press to try again.

Close Document

Since only one Press document can be open at once, before you start work on a new document, you must close the old one. To do this, select "c", for "Close Document", and your document will be closed. Before you do any more editing, however, you must open a new document. Your Press document will be closed

automatically when you exit Press properly (i.e. with the "Quit" option).

Merge Document

If you select "m", for "Merge document", you will be prompted to enter the name of the merge letter and its location, the name and location of the address list, and, finally, the name and location of the new Press document in which to store the merged letters.

Get Document

When you are editing a Press document, you can import another Press document at the current cursor position by pressing "g" for "Get document". You will be prompted for the name of the Press document to import into your current document, then you will be returned to your document to continue editing.

Import file

Press can import 2 kinds of files: TI-Writer files that have been prepared for the formatter, and standard D/V 80 text files. To import either of these files you must open a Press document and then select "i", for "Import file" from this menu. You will be offered two options:

TI-writer
D/v 80

Select "t" to import a TI-Writer file, and "d" to import a D/V 80 file. You will then be returned to your document to continue editing.

Export file

Selecting "e", for "Export file" will allow you to export a D/V 80 text file only. You will be prompted to enter a new file name for the D/V 80 file, including its location (e.g. DSK2.TEXTFILE).

Margin settings will be respected for the length of the line only. There will be no leading spaces in place of the left margin. It is recommended that files intended to be saved this way have margins which do not exceed 80 characters in length, as longer lines will be broken.

Save Block

This option may be selected only when a block has been marked. When "s", for "Save block" is selected, you will be prompted for a filename for the block. If the file already exists, the block will be appended to the end of this file.

Directory

When "d", for "Directory is selected, you will be prompted for a path to catalog. This may be either a diskette or a directory on a hard drive, but the path must end in a period. For example, DSK1., WDS2.PRESS., and DSK.MYDISK. are all legal paths.

A catalog of the selected path will be displayed, including the names of subdirectories.

To perform an action on a file, move the highlighted bar to the file you wish to use, and press <u>Enter</u>. A menu of the following options will be displayed:

Open	Get
Import	View
Copy	Move
Delete	Rename
Protect	Unprotect

Open

If "o", for "Open" is selected when no Press document is currently open will open the chosen document as a Press file.

Get

If "g", for "Get" is selected, the chosen Press file will be brought into Press at the current cursor position the same way as when "Get" is selected from the main Disk menu.

Import

Import will offer the same TI-Writer and D/V 80 options for importing a file as the main Disk menu.

View

Press "v" to "View" a file. View will display a file on disk without bringing it into the document. Pressing any key will advance to the next screen of data. Fctn-9 will abort the view and return to the catalog.

Copy

If you press "c", for "Copy", you will be prompted to enter the new path for the file. If the path is identical to the path you are using, you will be prompted to swap disks (press "s") or enter a new file name (press "e").

Move

If you press "m", for "Move", you will be prompted to enter the new path for the file. If the path is identical to the path you are using, you will be prompted to swap disks (press "s") or enter a new file name (press "e").

Delete

To delete the current highlighted file, press "d". You will be asked to confirm your action.

Rename

To rename the highlighted file, press "r". You will be prompted to enter a new name for the file. Do not include the path the name in this case.

Protect

If you press "p", the highlighted file will be protected.

Unprotect

If you press "u", the highlighted file will be unprotected.

Changing Directories

If the highlighted bar is on a directory, press "f" for "Forward", and the new directory catalog will be displayed. To return to the previous directory, press "b" for "Back". To jump directly to the root directory, press "r".

Press fctn-9 to return to the Disk menu.

THE SPELL CHECKER

Invoking the Spell Checker

The Spelling Checker may be invoked either through the command menu (Spell) or by pressing <u>ctrl-v</u> (Verify spelling) from the edit mode of Press. The Spell checker should be on the same diskette as the Press Program, and the dictionary files will be on multiple dictionary diskettes.

The options on the Spell menu are:

> Count
> Word
> Selected pages
> Range of pages
> All
> External document

Count

Selecting "c" for "Count" will ask Press to count the words in your document, or, if there is a block marked, Press will count the words in the block. The word count will be displayed in a status screen until <u>fctn-9</u> is pressed, and you will be returned to your document.

Checking a Word

To check the spelling of a word in Press, position your cursor on the word to be checked, go to the Spell menu, and select "w", for "Word". Press will check the dictionary path from its configuration file (the default is DKS1.). If the required dictionary disk is not in the

specified drive, you will be prompted to insert specific dictionary disk numbers in the specified drive. If the checker does not find the word on one of its diskettes, it will check the Press diskette for a user-defined dictionary. If it fails to find one, it will prompt you to "Insert disk with user-defined dictionary in drive x". If you have no additional disk with a user-defined dictionary, abort the spell-check with <u>fctn-9</u>, and you will be returned to your document.

Checking a Document

To spell check a specific part of your document, you may select either "r", for "Range of pages" or "s" for "Selected pages". When you are prompted for a range (or ranges) of pages to print, enter the range(s) with hyphens between the related pages, and commas between the separate ranges. Whey you are prompted for selected pages to check, enter the numbers of the single pages separated by commas. For example, to check pages 12 through 35 and 40 through 60, select "r", type "12-35,40-60" and press <u>Enter</u>. To check pages 3, 7, and 10, select "s", type "3,7,10" and press <u>Enter</u>.

You may also choose "a", for "All" to spell-check your entire document.

You may also choose to spell-check a document other than the one currently being edited. To do this, select "e", for "External document". You may check only whole external documents, not specific pages or ranges of pages.

If a block has been marked when you select the spell checker, you will not be offered any of the other options. You will simply be asked "Check block? (y/n)", and if you respond "y", your block will be checked as if it were a document.

Press will go through the document checking each word. When it does not find a word in its dictionaries, you will be shown the word in a 40-column line context. You will be offered 4 choices:

> Skip
> skip Once
> Add to user dictionary
> Edit

Pressing "s", for "Skip" will tell Press to ignore that word whenever it sees it again in the text. Pressing "o", for "skip Once" will tell Press to skip the word this time, but if it finds it again to ask again.

"Add to user dictionary" will tell Press to add the word to the your user-defined dictionary. If you press "a", you will be prompted to either insert your user dictionary disk (usually the Press program disk) or create a new dictionary.

If you select "e", for "Edit", Press will allow you to edit the word in the document. When you finish changing the word, leave the cursor on the word and press Enter. You will be prompted "Change all occurrences? (y/n)" If you select "y", all occurrences of the original word will be changed to match your edit. If you answer "n", Press will continue to stop at individual occurrences of that word.

MACROS

What is a Macro?

In Press, a macro is a series of stored keypresses which may be invoked while you are editing a document. A macro can be used to save time entering repetitive words, or it can be used to perform the same series of tasks on several documents.

Deciding Where to Use a Macro

Where should you use a macro? Anything you are going to do twice or more than twice should be recorded the first time. This applies to repeated characters combinations, repeated searches, moving to specific points in the document, whatever you do frequently in more than two keystrokes.

Creating a Macro

Creating a macro in Press is easy: All you have to do is start recording, then perform operations as you would normally.

First, press <u>ctrl-d</u>, for (Define macro). You will be prompted to select a keypress for the macro. Press whatever key on the keyboard you have decided to use for the macro. (For example, if you want to use "d" as a quick keypress, press <u>ctrl-d</u>, then <u>d</u>.) From that point on, every keystroke you make and every function you perform is recorded. When you are at the end of what you want included in the macro, press <u>ctrl-d</u> again, and the macro will be closed.

Invoking a Macro

Invoking a macro is even easier than entering one. Press <u>fctn-m</u> (Macro execute), then the key you chose for your macro. (For example, <u>fctn-m</u>, then <u>d</u>.) If the macro is long, or is working on a large document, you may have to wait while it executes. It may take time, but not nearly as much as it would if it waited for you to enter each command and character.

Sample Macros

To make a quick macro for the title "Press", press <u>ctrl-d</u>, then "p". Type the word "Press", followed by a space. Press <u>ctrl-d</u> again. Now, whenever you press <u>fctn-m</u>, then "p", the word "Press" will be typed into your document for you. It even includes the space, so you are ready to type the next word in your sentence. That isn't the most useful macro you are likely to create, but it shows how easy macros are to create!

TI-Writer Users might find this one more interesting. Press does not have a specific "Duplicate line" key, but we'll make one. We won't, however, cause it to overwrite a line. Take the following steps:

Press <u>ctrl-d</u>
Press d
Press the up arrow once
Press <u>ctrl-h</u>
Press <u>fctn-b</u>
Press <u>ctrl-e</u>
Press the right arrow key once
Press <u>ctrl-b</u>
Press <u>fctn-8</u>
Press the down arrow key once
Press <u>ctrl-d</u>

MAIL MERGE

Creating an Address File

Each field in each merge record must be numbered with the mail merge code at the left margin. To enter a field, press _fctn-q_ (mail merge), then enter a number between 1 and 256. When the input window has closed, press _Enter_ again, so that you start your text on a new line. Enter the text for the field. You are not restricted to a single line of input. To add the next field to the record, move to a new line (the carriage return at the end of the field will not be used when the data is merged) and press _fctn-q_ (mail merge) again, repeating the process until you have as many fields as you require for a record.

When you are finished entering a record, press _ctrl-9_ (New page). You are then ready to begin adding the fields to the second record. Continue this procedure for as many records as you require in your address list, then close the document.

It is not necessary to convert your TI-Writer address files to Press format. They may be merged into a letter in their present format.

Creating the Merge Letter

In an ordinary Press file, specify the places to call data from the address file with the following steps:

Move the cursor to the position in the document where you want to call in field x. Press <u>fctn-q</u> (mail merge), and enter the number x, for the field you want inserted at that point. Continue adding merge codes for fields wherever necessary, and close the document.

TI-Writer merge *letters* must be converted to Press format by importing them through the Disk menu of Press. It is not necessary to re-enter the merge codes, as these will be converted to the format Press requires.

Merging

There are two ways to use your merge letter and address list.

You may create a new Press document by selecting the "Merge document" option from the Disk menu. In this case, you will be prompted to enter the name of the merge letter, the address list, and a new document for storing the merged file. If you are using an external merge letter, you will be prompted for the names and locations of both files used for the merge, and the merged letters will be printed out.

You may merge the letters directly to the printer through the Print menu, using either the current document or an external document as your merge letter. If you use the current document, you will be prompted only for the name and location of the address list.

APPENDIX 1:
TI-WRITER COMMAND EQUIVALENCES

The following table should assist those familar with TI-Writer when they are trying to peform familiar actions. It is not meant to take the place of the manual; it is intended merely as a reminder. Following the keypresses under "Press" should enable TI-Writer users to perform equivalent actions in Press. In some cases, the keypresses given will lead to a menu from which the necessary selection should be clear. A plus sign (+) means "followed by" in the Press keypress column. Many of the options in Press may be selected by moving a highlighted menu bar, but the keypresses listed are the fastest way to select options.

Key Commands

TI-Writer	Press
ctrl-1 (Oops!)	ctrl-1
ctrl-2 (Reformat)	unnecessary
ctrl-3 (Screen Color)	ctrl-x + c
ctrl-4 (Next Paragraph)	none
ctrl-5 (Duplicate Line)	none (sample macro)
ctrl-6 (Last Paragraph)	none
ctrl-7 (Word Tab)	fctn-k
ctrl-8 (New Paragraph)	Enter
ctrl-9 (New Page)	ctrl-9
ctrl-0 (Word Wrap)	none
ctrl-a (Roll Down)	fctn-4
ctrl-b (Roll Up)	fctn-6
ctrl-c (Command/Escape)	fctn-9
ctrl-d (Right Arrow)	fctn-d
ctrl-e (Up Arrow)	fctn-e

Key Commands (cont)

TI-Writer	Press
ctrl-f (Del. Character)	fctn-1
ctrl-g (Insert Character)	fctn-2 (ins/typeover)
ctrl-h (Last Paragraph)	none
ctrl-i (Tab)	fctn-7
ctrl-j (Next Paragraph)	none
ctrl-k (Delete End Of Line)	ctrl-k
ctrl-l (Home Cursor)	none
ctrl-m (New Paragraph)	Enter
ctrl-n (Delete Line)	fctn-3 + l
ctrl-o (Insert Blank Line)	Enter
ctrl-p (New Page)	ctrl-9
ctrl-r (Reformat)	unnecessary
ctrl-s (Left Arrow)	fctn-s
ctrl-t (Back Tab)	ctrl-7
ctrl-v (Beginning Of Line)	ctrl-h
ctrl-w (word tab)	fctn-k
ctrl-x (down arrow)	fctn-x
ctrl-y (L. margin release)	ctrl-r
ctrl-z (oops)	ctrl-l
fctn-1 (del character)	fctn-1
fctn-2 (insert character)	fctn-2 (ins/typeover)
fctn-3 (delete line)	fctn-3 + l
fctn-4 (roll down)	fctn-4
fctn-5 (next window)	fctn-5
fctn-6 (roll up)	fctn-6
fctn-7 (tab)	fctn-7
fctn-8 (insert blank line)	Enter
fctn-9 (command/escape)	fctn-9
fctn-0 (display line numbers)	none
fctn-= (screen colour)	ctrl-x + c
fctn-d (right arrow)	fctn-d
fctn-e (up arrow)	fctn-e
fctn-s (left arrow)	fctn-s
fctn-x (down arrow)	fctn-x

Command line instructions

TI-Writer

TI-Writer	Press
C (Copy)	fctn-b + fctn-b + fctn-8
D (Delete)	fctn-3
DF (Delete file)	ctrl-y + d + d
E (Edit)	e
FS (Find String)	ctrl-s
LF (Load File)	Disk + o, g, or i
M (Move)	fctn-b + fctn-b + fctn-0
PF (Print File)	ctrl-p
P (Purge)	ctrl-y + c
Q (Quit)	fctn-=
RE (Recover Edit)	n/a
RS (Replace String)	ctrl-s
SF (Save File)	ctrl-w or ctrl-y + c
S (Show)	ctrl-g
SD (Show Directory)	ctrl-y + d
T (Tabs)	ctrl-t + t

Dot Commands

TI-Writer	Press
.AD (Adjust)	ctrl-j + f
n (Alternat Input)	fctn-q + #
.BP (Begin Page)	ctrl-9
.CE (Center)	ctrl-a
.CO (Comment)	ctrl-f + n
.DP (Define Prompt)	none
.FI (Fill)	ctrl-j + f
.FO (Footer)	ctrl-f + f
.HE (Header)	ctrl-f + h
.IF (Include File)	ctrl-y + g
.IN+ (Indent)	ctrl-f + i
.IN- (Outdent)	ctrl-f + o
.LM (Left Margin)	ctrl-t + m + l
.LS (Line Space)	Enter
.ML (Mailing List f)	n/a

Dot Commands (cont)

TI-Writer	Press
.NA (No Adjust)	ctrl-j + r or l
.NF (No Fill)	n/a - Enter at end of line
@ (Overstrike)	ctrl-b
.PA (Page Number Reset)	ctrl-f + a.
.PL (Page Length)	ctrl-f + v + p
.RM (Right Margin)	ctrl-t + m + r
^ (Required Space)	ctrl-O (zero)
.SP (Space n lines)	Enter times n
.TL (Transliterate)	ctrl-= (literal)
& (Underscore)	ctrl-u

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Quick-Reference Card

Edit Function Keys:

fctn-1 insert character   **fctn-2** insert/typeover
fctn-3 delete text   **fctn-4** roll down
fctn-5 window right   **fctn-6** roll up
fctn-7 tab   **fctn-8** copy block
fctn-9 command escape   **fctn-0** move block
fctn-= quit   **fctn-b** block
fctn-d right arrow   **fctn-e** up arrow
fctn-h help   **fctn-j** word left
fctn-k word right   **fctn-l** rule line
fctn-m macro execute   **fctn-n** next column
fctn-q mail merge   **fctn-s** left arrow
fctn-v view codes   **fctn-x** down arrow
fctn-y page number (insert current page number)
ctrl-1 oops   **ctrl-2** undo
ctrl-3 hidden hyphen   **ctrl-4** new page
ctrl-5 window left   **ctrl-6** last page
ctrl-7 back tab   **ctrl-8** indent
ctrl-9 new page   **ctrl-0** required space
ctrl-= literal   **ctrl-a** center
ctrl-b bold   **ctrl-c** column definition
ctrl-d define macro   **ctrl-e** end of line
ctrl-f format menu   **ctrl-g** goto
ctrl-h beginning of line (home cursor)
ctrl-i italics   **ctrl-j** justify
ctrl-k delete to end of line
ctrl-l line graphics   **ctrl-n** super/subscript
ctrl-o overstrike   **ctrl-p** print menu
ctrl-q top of document   **ctrl-r** release margin
ctrl-s search/search and replace
ctrl-t tab/margin set   **ctrl-u** underlining
ctrl-v speller (verify spelling)
ctrl-w write to disk   **ctrl-x** config menu
ctrl-y disk menu   **ctrl-z** end of document

EDIT KEY REFERENCE CHART

Oops 1 Ins.Ch.	Undo 2 Insert	Hid.Hyp. 3 Del.Txt	Nxt.Pge 4 Roll Dn	Win.Lft 5 Win.Rgt	Lst.Pge 6 Roll Up	Bck.Tab 7 Tab	Indent 8 Cpy.Blk	New Pge 9 Escape	Req.Spc 0 Mve.Blk	Literal - Quit

Top/Doc Q MailMrg	Wrt/Dsk W	EOL E UpArrow	Rel.Mar R	Tab Set T	DskMenu Y PgeNum	Undrln U	Italics I	Ovrstrk O	PrtMenu P	/

Center A	Search S LftArrw	Def.Mac D RtArrow	ForMenu F	Goto G	Home H HELP	Justify J WrdLeft	Del-EOL K WrdRght	LneGrph L RuleLine	;	ENTER

SHIFT	End/Doc Z DnArrow	ConfMenu X	Col.Def. C	Speller V ViewCds	Bold B Block	Sup/Sub N NxtColmn	M MacExec.	.	.	SHIFT

ALPHA LOCK	CTRL	S P A C E								FCTN

CTRL keys/Upper   FCTN keys/Lower