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LETTRIX an  
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DESKTOP PUBLISHING  
Version 7.31  
REL#19890315

Asysta Consultants  
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CHAPTER 1

STARTING UP

WHAT YOU NEED AND WHAT YOU GET

Files needed to run CITYDESK	Optional Files
CTDESK71.EXE	INSET.EXE
CTDESK.DEF	LETTRIX
CTDESK.MNU	NICEPRINT
CTDESK.002 (PRINTER.DEF FILES)	LX.BAT*/LETRIX.LST*
IBM-PRO.DEF	NICE.LST*

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information  
the followin  
for you to  
this table  
and the IB  
the values  
CTDESK.DEF.  
characters,  
CHR\$(15) for

The distribution disk contains all the files in the needed column. The files indicated by the asterisk are included as a guide for preparing your own customized versions of them.

S

GETTING THE SYSTEM READY

If you will be working with a floppy disk only system the first thing to do is to make a BACKUP copy of the distribution disk. You may use DISKCOPY A: B: with the distribution disk in drive A: or you may use COPY A:\*. \* B: to make your BACKUP copy.

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CTDESK.DEF  
CITYDESK is  
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step of

CHAPTER 2

If you will be working with a fixed disk system it is recommended that a SUBDIRECTORY named CTDESK be created to isolate your needed files for DESKTOP publishing. To do this be sure to exit any subdirectories to the ROOT directory and then at the DOS prompt type MD CTDESK. Then change directory to the CTDESK subdirectory by typing at the DOS prompt CD\CTDESK. With the distribution disk in drive A: type at the DOS prompt COPY A:\*. \*.

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INSET(tm) o  
with CITYDES  
into either  
unique inte  
INSET. Any  
generators,  
screens or  
and resized  
truly fine  
ASCII graphi

INSET.EXE may be located in the CTDESK subdirectory also but this is not necessary. What is necessary is that INSET be loaded as a memory resident program before running

HEADERS AND  
incorporated

CityDesk

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right justified on the same line. Page numbering may be displayed as "- 2 -" or "PAGE 2" in any of the six possible locations. The current computer date, if elected, will be displayed in the MM-DD-YYYY format at any of the six possible locations. The final page footer may be made to print a sign-off message in the right justified column consisting of "SOURCE:MYFILE.TXT DATE TIME."

location.

AUTOMATIC INDEXING is available with CITYDESK. With advanced format procedures, CITYDESK will create an alphabetical INDEX and print it as the last page, listing all designated lines with the correct page number.

10

Dot command are placed and precede or period. Following t entered to dot command by the tex are:

With the introduction of version 7 a previous short coming of not being able to index line wrapped names such as John Doe has been augmented with the new left caret "<" command which may be used to insert words or phrases into the index. The right caret ">" ADDINDEX feature allows for indexing inserted pages not printed via CITYDESK.

.B\ Produce  
.U\ Produce  
.I\ Produce  
(Note  
.BUI\ Bold,

20

MERGED TEXT FILES can be inserted into documents published with CITYDESK. These may include memo or letter files, graphic screens or binary format ready to print files or even fully formatted CITYDESK output files.

These enhan line with blank under produce the using the underlined to mark a concatenated desired res Italic and set up in CITYDESK an published do

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DISK OUTPUT FILES are an option offered by CITYDESK which redirects the printer output to a file. This fast output option produces a fully formatted two or three column file with all the escape code enhancements included so that one may reproduce the publish document at will merely by typing COPY DOCUMENT.OUT PRN at the DOS prompt.

CHAPTER 3

TEXT ENHANCEMENT

CITYDESK is unique in that it makes possible producing enhanced printed documents with bold, italic and underline modes with relatively simple enhancement commands. Emphasis may be added to any line, group of lines or paragraph and even to a single letter, word or phrase within a line by incorporating "DOT", "TILDE" or "BANG" commands at the beginning of a line in any ASCII file.

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Tilde comma same B, U single lett Tilde comma zero-th. po offset (bla is at the the text.

If you have available a TSR font driver such as NICEPRINT or LETTRIX, you may additionally call these font changes via the DOT, TILDE or "BANG" commands to cause additional emphasis or changes in the font type. These commands may be used on the fly to cause changes in font or style with Laserjet printers. When using LETTRIX or NICE PRINT it is best to let CITYDESK handle the font changes using the number of the font desired. This particularly if you elect to have CITYDESK simulate justification because of the

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any line t to the fact line. Immed enhanced an or I or a backslash ( necessary a

calculation of white space. The \ escape commands for these font drivers will throw off the justification. If you do not use justification then the normal methods for using LETTRIX and NICE PRINT may be acceptable provided they do not cause the line length to exceed the one specified. The use of these escape commands on a single line without concurrent text will cause CITYDESK to introduce a blank line at that

the print unenhanced broken bar the line i with the bro  
NOTE: Tilde

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and may not be used in conjunction with a DOT command. Some illustration are provided below.

Leave a blan

CENTERED

~(Produces bold underlined)~BU\CENTERED|

Bold, "DARK as an opti other Bang underlining control (^) off by the D

First letter Produce a bold F at beginning

~~B\F|first letter Produce a bold F at beginning

10

NOTE: Bold either LETTR normally us characters o

The particular word to be underlined is "word."

~The particular ~u\word| to be underlined is "word."

The phrase to be highlighted is the last one.

~The phrase to be highlighted ~bui\is the last one.|

In addition arabic nume TILDE or BA by the TSR f

BANG COMMANDS

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Bang (!), exclamation mark, commands serve the same purpose as DOT commands but on a global basis. Bang commands are used to turn on any or all of the bold, underline or Italic enhancements for emphasis of whole paragraphs or longer sections of the document. Bang commands must be entered in the zero-th. position of a line and not be followed by any text (which would be lost if there.) Lines with Bang commands do not produce a line feed at the printer so if a line spacing is desired be sure to include it in addition to the Bang command. With this method of operation it is possible to turn on enhancement for the later part of a paragraph without producing a blank line break.

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Also the m commands to with the B to printing and then B remainder o turn on or BANG command

To end the Bang or return to normal printing the control symbol (^) is entered as the first and only character on a line (zero-th. position.) Like the Bang command itself the control (^) does not produce a line feed, so that a middle section of a paragraph can be emphasized without producing a blank line break.

40

Finally the command to phrase. Do throw a blan

EXAMPLES OF THIS SECTION CHAPTER 4

The Bang command may be called again while one is in effect to add to the enhancement. However the control (^) will cancel any or all enhancements in effect.

Optionally the DOT and TILDE commands may be invoked while a BANG is operating to alter the output for a single line. Examples of BANG COMMANDS are:

```
!B\  
All text following this command will be printed with bold  
enhancement.  
This line would appear as bold and in Italic. The next  
line is just bold because the dot command only controls a  
single line. Now this word will be underlined.  
^ Turn off BANG
```

50 All of the  
same disk  
All of the  
same subdir  
satisfactori  
located anyw  
  
NAVIGA  
  
Any menu  
up or down  
press Return

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Any menu item may also be selected by pressing the key corresponding to the first letter of the menu item. In the case of the HEADER/FOOTER sub menu use the capitalized letter within the menu selection. In the case of the PRINTER definition file selection or delete use the arabic numeral to the left of the selection.

to process  
discrete an  
selected in  
original fi  
prepared w

At the PUBLISH FUNCTION level you may press Ctrl-E at anytime to review the parameters which you have established. A diamond marker is used as a reminder of menu choices which have been acted upon. Markers do not appear for the defaults until they have been selected or reselected.

10 CITYDESK  
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having to ma  
B. DESTINATI

At the PUBLISH FUNCTION level or from the REVIEW parameters screen you should enter Ctrl-P to commence the printing of the document. One may also intitiate printing by pressing Alt-P. In this case each page of printing will pause at the end so that in single sheet feed mode another piece of paper may be inserted to the printer.

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Printer

Exit from the sub menu levels to return to the PUBLISH FUNCTIONS level is accomplished by pressing the Esc key.

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to guide CIT  
CTDESK.DEF  
FX printer.

At anytime while CITYDESK is printing to the printer you may halt the printing by pressing Ctrl-S. The printer will not necessarily stop immediately but will continue until the printer's buffer is empty and then cease. If CITYDESK caused an immediate halt some information could be lost from the buffer on restart. Printing will resume after pressing any other key. However, if you wish to abort the process you may enter Ctrl-Z. This is the route to follow to abort printing rather than using Ctrl-Break so that CITYDESK may properly close all open files and in the case of TSR font drivers remove the font with the cancel font string.

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Output m  
path. The a  
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disk or tr  
that the f  
same escape  
used above.

NOTE: If Ctrl-S is pressed while the last page is in the process of printing no halt will occur.

question fo  
escape codes  
printer enh  
enhancements

A. INPUT TEXT FILE

The Input section of CITYDESK is the first selection option and this is where you will enter the name of the text file which you wish to publish. The file may be located on any accessible disk drive or in any subdirectory. Be sure to enter the full DOS PATH name.

Text File to Publish

A:mytext.doc  
\WORD\PCWRITE\mytext.doc  
MYFILE.DOC , etc.

Convert WordStar file

CITYDESK must process clean ASCII text files! If you have prepared the document in WordStar then after entering the Publish file name above select this option to convert the WordStar file to a form acceptable to CITYDESK. For CITYDESK

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PAGE 4

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a line wrapped phrase could not be indexed properly. To overcome this the ADDINDEX command, left caret "<" has been added which allows for insertion of such cases or to index areas of interest not mentioned in the text. An illustration of ADDINDEX is given below:

<My Full Name,Your Full Name,Topic of Interest

Note in the example that several items may be indexed with one ADDINDEX command with the delimiter being a comma. Be sure that there is no blank space after the comma or the item will appear at the top of the index instead of proper alphabetical order because the sort places space before a or A. The items inserted with the ADDINDEX command will be indexed to the page number currently active in CITYDESK.

Additionally the right caret ">" command has been added which makes it possible to index externally generated pages for the next page number. For example in the ASCII text file if the output is currently for page 3 and one would want to insert a chart at page 4 it could be indexed for page 4 in the following manner:

>CHART INSERT

In conjunction with this you would use the !PN command (see below) to force CITYDESK to skip page 4 in the numbering sequence and number the next page as 5 so that the chart could be inserted in the proper numerical order. The right caret ">" command operates in exactly the same manner as the left caret command so that several items can be indexed for the page to be inserted.

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line length  
column or  
margin expan

## Multiple Copy

CITYDESK will print any number of copies of the publish file upon selection of this command. However, one should take into account that every copy printed is extra wear and tear on the printer and more than just a few copies might be better handled with a copy service.

## Length page

This feature allows CITYDESK to adjust to various form lengths. Any page length may be used within the limits available on your printer. The default of an 11 inch page need not be reselected.

## C. LINE / PAGE

This area is where the number of lines on the printed page is determined. The actual number of printed lines will be somewhat less depending on whether page numbering or with registered copies HEADERS and FOOTERS have been chosen and on the first page if a BANNER headline was printed. Selection of the number of lines per page should be made before altering the page length (above.) The default is 66 lines per page.

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## CityDesk

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The first page of the document may have a BANNER headline of approximately 32 characters optionally enclosed in a box consisting of one decorative character selected from the keyboard such as #, \*, +, =, etc.

Alternatively the boxing of the banner line may be bypassed simply by pressing RETURN instead of any decorative character. Also if you wish to use a preprinted letter-head form, selecting Top Banner and pressing return instead of entering a banner headline and pressing return again instead of entering a decorative character will produce a one inch top margin before printing. This is most often a big enough gap to accomodate most letter-heads.

## Left

The printed page may have the text blocked to the left or starting in column 1 on the printer. This is the default location on all printers.

## Center Text

The printed page may have the text blocked to center or starting at column 4 on the printer. This is established by the PRINTER.DEF file in response to the escape code for left margin of 4. To fine tune your operation you may enter another code to establish the margin at 3, 5 or 6 if

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E. FORMAT PA

Top Banne

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NOTE: With via the \#N make the p approach he line of te that such margins.

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Number li

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Vertical

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desired.

Right

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Page # to

The printed page may have the text blocked to the right for punched hole or stapled binder relief. Fine turning of this location may also be accomplished as in the CENTER case by entering a different value for the PRINTER.DEF file in response to the escape code for left margin of 8. Users of wide carriage printers have greater leeway.

If you you may ha off with t index will correct.

Bold Print Entire Document

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This option causes the entire document to be printed in bold or double strike. This will negate the effect of bold enhancement used in DOT, TILDE, and BANG commands. It will increase the required printing time and add extra wear and tear on the printer. It is definitely not desirable with TSR fontdrivers such as NICEPRINT or LETTRIX since they use a double pass at print for character development.

With the has been i run or exam the exact telling CIT different s First is for the FORMAT center bott command on Second is wh or FOOTERS. actually cre The !pn co little pract

Justify text in columns

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Raw and ragged text files will be line justified in the two or three columns with the selection of this option, offering a neat "professional" appearance to your work. When using LETTRIX or NICEPRINT avoid using the \j and \J to turn on and off justification since this will confuse the heck out of CITYDESK.

F. PRINTER S

This are another set CTDESK.DEF. or models

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codes and want to switch to the second printer. Also the printer definition files contain the printer address LPT1:, LPT2:, COM1:, COM2:, etc. for redirection of output.

If the T the final the current

Select Printer .DEF File

Used to select which PRINTER.DEF file will be active.

Delete Printer .DEF File

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H. EXTERNAL

Used to delete unwanted PRINTER.DEF files.

The sect operated out

Create a Printer .DEF File

Exit to D

This option activates the PRINSET module which allows you to create a new PRINTER.DEF file. CITYDESK will catalog and access up to ten different files. Please take your printer manual and complete the CRIB SHEET following page 1. The entering of printer escape codes is quite straight forward and not very time consuming since the ESC key on the keyboard may be used to enter the CHR\$(27) escape code and

May be the DOS env or for doi CITYDESK jus

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Reset (Cl

most escape codes may be entered as the alphabetic symbol. A few codes such as CHR\$(15) or CHR\$(4) must be entered by holding down the Alt key while entering the numerals via the key pad. A help screen is available in the PRINSET module.

When CIT  
you are re  
parameters  
and you cou  
If you wis  
select this

### G. HEADERS FOOTERS

CITYDESK supports three section headers and footers which are entered as separate items although a header or footer prints all three on the same line with left and right justification and centering. Menu accessing of choices for entry may be done by using the cursor up/down keys or pressing the capitalized letter listed in the choice. Exceptionally long titles should be avoided keeping in mind that the total header line length (Left + Center + Right) should not exceed 2 times the COLUMN width selected.

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Search Di  
Use this  
other di

Left header  
Center header  
Right header  
lEft footer  
ceNter footer  
rIght footer

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Install (  
Use this  
NICEPRINT or

The LX.BAT  
line to ca  
LX.BAT file  
printing an  
font driver  
(example: FO  
font strings  
TILDE and  
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the 10th. s  
font string  
of the f  
(See Appendi

All of the three headers or footers are optional and each may be selected in conjunction with or in the absence of the other two. If the word "PAGE" is entered for any header or footer that particular location will be used for the page numbering in the mode PAGE N. If the character # (octothorpe) is entered for any header or footer that particular location will be used for the page numbering in the mode - N -. If the word "DATE" is entered for any header or footer that particular location will present the current computer date in the format MM-DD-YYYY.

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Time Stamp [last page]

Most printe

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like all of us, are subject to wear and tear. Please don't envisage that costly printer as a printing press. If you're planning to publish a newsletter or prepare more than a very few copies, especially with bit-mapped graphic renditions, please consider the duplicating machine at QIKCOPY or PIP. The cost will be little compared to ribbons, paper and maybe shorted life expectancy of old reliable. In addition, if you don't use INSET, you can resort to the well established method of cut and paste for graphic displays.

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