Marcel Word Processor—Shareware Version 2.3

Hello!

We're glad you're taking the time to check out the v2.3 version of Marcel Word Processor. No matter what kind of writing you do, we think you'll enjoy it more by using Marcel. It's a word processor designed to allow you to express yourself through words, with a minimum of technical effort.

So let's get started! The first thing to do is open a new window for yourself, so you can type whatever you like—and get the feel of Marcel Word Processor. Using the mouse, go into the **File** menu and select **Open (new)**. After you've typed a few things, come back to this window, so you can learn more about Marcel. It's easy to flip back and forth between open windows—*just press the F2 key*. And while you're typing, try using the Control-W command to erase words. Also try changing the text style (italic, bold, etc.) by using the **Style** menu or its keyboard equivalents. Remember, press F2 to come back here.

Okay! Now let's split the screen into two windows. Press the F3 key now. You can still flip back and forth between windows with F2. Adjust the positioning by using the slider to the right.

In your [unnamed] window, press Return to start a new paragraph. Then press F8—this indents the first line. Now type a couple of lines of text (without pressing Return). Now press Return again.

You see that the indenting of the previous paragraph has been recreated in the new one—no need to press F8 every time.

Now let's restore the windows to full size. Press Control-F3 and then press F2, if necessary, until this window is on top.

Want to select some text? Some programs use drag-select or function keys. With Marcel it's much easier. Position the mouse arrow at the beginning of your selection and click-left (once). Move the mouse to the end of the selection and click-right. Voilá! To change the selection, reposition the mouse and click-right again.

With the text selected, press the Delete key. This cuts the selected region. Press Insert to paste it back. (You can also use the more traditional Alt-C-V-P.)

You may already have *inserted* text, by typing in the middle of one of your text lines. Most other programs run your text off the right edge, where you can't see it. Marcel temporarily splits the line in two. A little symbol on the left end of the line tells you that it's a partial line. After a second or so (or when you press Return before a split line), it is automatically reformatted. Try it! The interval for the automatic reformatting can be adjusted to your liking, from 0 to 9 seconds.

Also notice that with Marcel you can use the full width of the standard window when you type—you see more of your text at one time. When printing, line length can be specified to whatever you like.

And speaking of the screen, if you're using Warp 9, you may want to turn off the screen accelerator part of it—it interferes with Marcel's display of italics (there's no problem with NVDI's accelerator, however).

Marcel lets you assign up to 80 characters to each function key, so you can insert predefined text instantly. Let's try it. Put the cursor in the blank line below.

Type whatever text you like (perhaps using italics, etc.).   Now press Control-Shift-F1, which "copies" the current line into the F1 key.   Move the cursor to another location and press Shift-F1.   Your stored text is inserted.   These assignments can be saved to a file so they will always be available.

Like to use special characters, like é and ß and £?   With Marcel it's easy.   Try making the one-half symbol, ½, in your window.   First press the Escape key (once).   Then type 1 and 2. Now try making the accented e: é.   You probably guessed.   It's Escape, e, and '.   See **Special chars** under the **Help** menu for a complete list.

Now let's use Marcel's **Notes** feature.   Suppose, while you're writing away in a Marcel window, you think of something you want to write about or do later.   Instead of writing it down, use Marcel Notes!   It's easy.   Press F1 and a special window is opened—a window that is associated with the one you've just been using.   Type whatever you like and press F1 again to revert to the main window.   You can flip back and forth between a window and its Notes with F1.   If you press F3 with a Notes window open, the screen will be split to show both.

When you save the contents of a window to a file, any Notes are saved with it.   Notes are not printed or exported, so only you see them.

Now let's restore all the windows to full size.   Press Control-F3 and then press F2, if necessary, until this window is on top.

If you want to *import* a file from another word processor, use **Open (existing)** and select the file.   If it's not an RTF file (Marcel's default format, which is an industry standard), you'll see the Marcel Import screen.   Go ahead and select the appropriate format, press Return, and see your how well your file imports into Marcel—chances are it will look identical to the original.

As long as we're talking about *im*porting, we want to mention Marcel's *exporting* capability.   You can export in RTF (same as Save, except Notes are not exported), 1st-Word, and ASCII.   With ASCII, you can specify a line length for the exported file.

Marcel's printing feature has many options and supports the following printers: PostScript, Hewlett-Packard DeskJet and LaserJet (PCL2 and PCL4/5), Epson and compatibles, Citizen, and Atari Laser (with Diablo emulator).   You select your printer type via the **Preferences** form (in the **Options** menu).   Before printing, you can select a printer font, set headers and footers with page numbers, specify line length and spacing, and even direct the printer output to a file (for printing on another machine).   Five pre-defined page layouts are supplied (letter, manuscript, term paper, etc.); you can modify these to your liking.   The **Print Preview** feature shows you on screen how the printed version of your file will look (using the system font).

And Marcel's spell checker, stocked with 45,000 words, is *fast*.   With the list loaded in memory, it checks about 75 words a second.   If there isn't enough memory, you can also run it directly from the disk (hard disk only).   You have a choice of an American spelling list or a British one—consult your shareware source.   Installing the spell-check file is explained in the README.TXT file.   You can supply your own (ASCII) list of words (see the manual).

Now let's play some more with indenting.   Put the mouse somewhere in this paragraph.   Press F8.   This sets the format for the paragraph to a single first-line indent.   Now press F9, which converts the format to an "outdent," or hanging indent.   Pressing F10 gives a block-indented paragraph.   Press F7 to restore the paragraph to the default format.   By using the Control and Alt keys in combination with F7-F10, you can change the format to just about anything you like (see the Para menu).

You can center a one-line paragraph with F6.   Try it with the following paragraph:

Put the cursor here and press F6.

To see how fast Marcel scrolls the screen, press the + and - keys at the far right end of the keyboard—this is the equivalent of using the slider (you can also use Ctrl-[and Ctrl-] to scroll).

Finally, let's look at a few handy keyboard commands.   Press Control-M now to mark the current line.   Now press Clr/Home (which will take you to the top of the file) and Control-G (which will go to the next marked line).   Are you back?   Great!

Try pressing Control-V—this changes the case of the letter under the cursor.

Marcel WP comes with a handy built-in screen saver.   Just press Shift-Esc (and then any key to resume your Marcel session).

Press Clr/Home and use Control-D to skip down here again—this command goes to the end of the current paragraph.

Another great feature is paragraph sorting.   Select the following lines (click-left at the beginning of the following section and click-right at the end of it):

Oregon
Texas
Alaska
Montana
Illinois
Delaware

Now, with the six lines highlighted, click on the **Sort Paragraphs** item in the **Edit** menu; you'll be asked to select your sorting order.   You can also do numeric sorts—try it!

Like to get a word count or other statistic about the current window?   Try the **Statistics** item in the **Options** menu.

Now scroll the text until this line is at the *top* of the window.

Below are two paragraphs from a magazine article.   Put the cursor in the first one, on the "&".   Press Control-P.   With one command, you've selected the whole paragraph (which can then be deleted, copied, etc.).   Press Control-S for the current sentence.   Now put the cursor at the beginning of the mistyped word "orck."   Press Control-X, followed by the letter *c*.   This means "transpose characters."   You can also transpose words and screen lines.   Another handy command let's you "open up" a new paragraph below the one you're in.   Press Control-O.

After strolling through the voluminous production building, we were led down a long hallway to the caves.   Dimly lit, with niches containing neo-classical statuettes, these tunnels were carved out of the soft volcanic & orck that forms the hillside.   We paused to consider the wonder of it.

It is here that Pontchart Winery's wines are aged in an environment where the air has a constant temperature and humidity.

Now we'd like to invite you to explore Marcel WP v2.3 on your own.   Take a look at some of the other menu items.   And press the Help key to see the keyboard commands.

Start word-processing in comfort and style—with Marcel!   If you decide to use it regularly, please register as a shareware user.   Information regarding registration, and the very

low fee, is in the READ.ME file (an ASCII file).
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jsldf aldf alfd lasdf