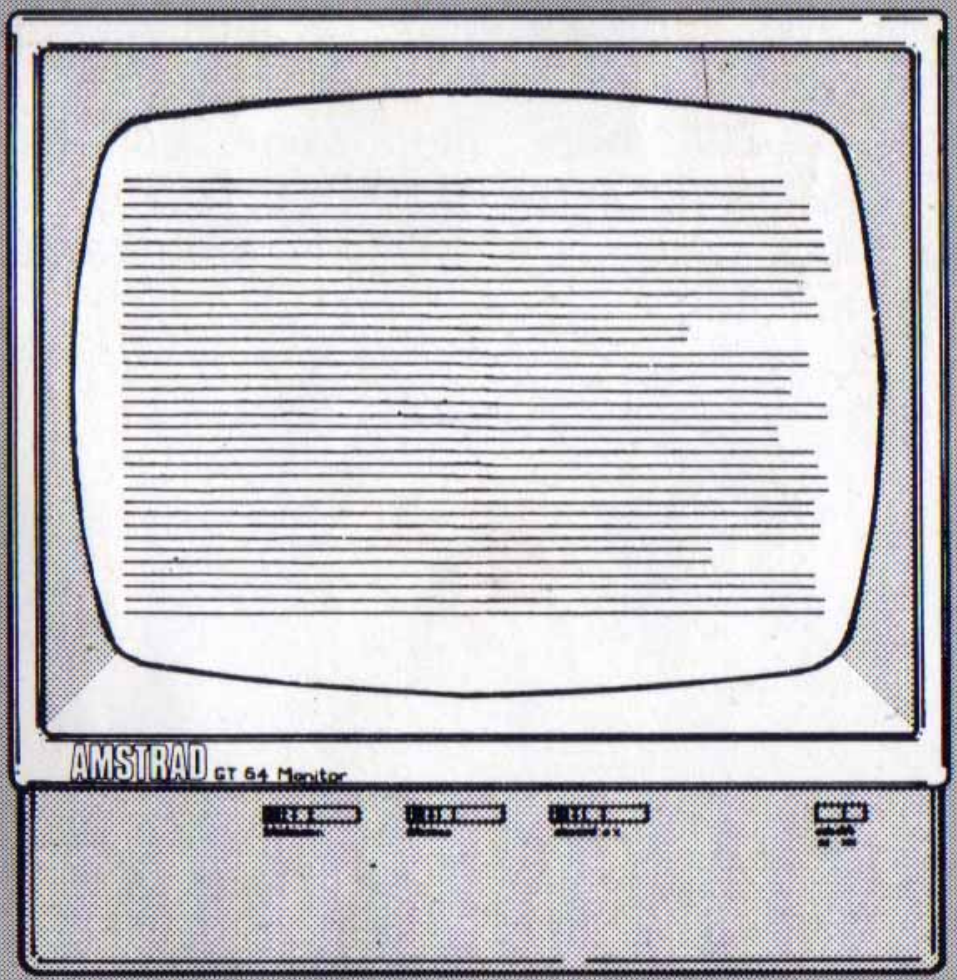
SOFT 154

Amsoft

EASI-AMSWORD

Computer wordprocessor



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INSTRUCTIONS FOR USE

EASI-AMSWORD,
an elementary word processor

GETTING STARTED

Reset the computer by holding down CTRL, SHIFT and ESC keys together in that order. Place cassette into the Datacorder. Rewind tape to the beginning and then press STOP/ EJECT once. Press CTRL and small ENTER keys simultaneously then press PLAY followed by any key. This tape will take up to six minutes to load, after which the programme will display its main menu, accompanied by a 'beep'.

This word processor contains a number of different menus. Items on any of the menus are selected by typing the initial letter of the required menu item. Typing a letter which does not exist as the first letter of an item will result in a 'beep', and will otherwise be ignored.

THE MAIN MENU

The main menu lists the major functions available to you. These are:

1. Create
2. Edit
3. Name
4. Retrieve
5. Save
6. Print
7. Tapeprint
8. Define colours

Each of these items is explained more fully in the following text. Some of the items cannot be selected unless the document has already been created or retrieved. Selecting an item which requires a document to operate upon, when no document is present, will result in the warning message "NO DOCUMENT TO PROCESS" after which the selection will be ignored.

1. Create

This option enables you to create a new document from scratch. Any document previously held in memory will be deleted when this option is selected. You will be asked to enter the name of your document. This name is used as the file name when saving the document on cassette tape. The program only uses the first sixteen characters which are

typed in.

Having entered the name of the document, you will be asked whether you require a 40 or 80 column screen display. After you have entered the appropriate value, you will be put into EDIT mode – see page 12.

2. Edit

This option enables you to edit the document which currently resides in memory, and which must, of course, have been CREATEd or RETRIEVEd. You will be put directly into EDIT mode – see page 12.

3. Name

This option enables you to rename a document and is primarily intended to be used when you wish to keep several versions of a document on tape.

4. Retrieve

This option enables you to retrieve from cassette tape. The document must, of course, have previously been SAVEd. Upon selecting this option, the CASSETTE MENU will be displayed. This has three items, namely:

Toggle Save Speed
Abort (Back to Main Menu)
Ready (Datacorder Set Up)

The first item is used only for SAVE (section 5, page 7).

'Abort' abandons the cassette operation, and takes you back to the MAIN MENU.

'Ready' advises the program that you want to retrieve the document.

Before selecting this, you must:

– Insert the tape containing your data file.
– Rewind the tape, if necessary.
– Press PLAY.

Upon selecting 'Ready', you will be asked for the name of the document which you wish to retrieve. You now have two options. You may either:

– enter a document name followed by ENTER, in which case the program will search for that document on the tape, or
– press ENTER, in which case the first document found on the tape will be retrieved.

Once a document has been retrieved, you will be returned to the MAIN MENU.

5. Save

This option enables you to save the current document on to cassette tape. Upon selecting this option, the CASSETTE MENU will be displayed. The 'Ready' and 'Abort' options are as for Retrieve – see section 4, page 6 .

'Toggle Save Speed' enables the save speed to be switched between slow and fast.

Do not select 'Ready' until you have:

– Inserted a cassette on which you wish to save the document.

– Rewound if it is necessary.
– Pressed REC and PLAY
After the save operation has completed, you will be returned to the main menu. As well as the text itself, the screen mode, TAB settings and printer settings are saved.

6. Print

This option enables you to print the document currently held in memory. Printing is carried out without breaking words. Lines are broken at space, full stop, comma or semi-colon.

Upon selecting the Print option, the PRINT MENU will be displayed. This menu enables you to specify how the document is to be formatted when printed. The PRINT MENU has the options listed alongside:

Width of page
Length of page
Justify RH Margin
Double Spaced
Set printer codes
Margin LH
Page (Form) Feed
First Page No.
Abort
Ready

6.1 Width of Page

The figure entered here defines the maximum number of characters, including the left-hand

margin, that you wish to be printed across the page. The maximum value of this figure is 255.

6.2 Length of Page

The figure entered here defines the maximum number of lines you wish to print on a page. When using the AMSTRAD DMP1 printer with standard length continuous stationery, this item should be set to 66.

6.3 Justify RH Margin

This item enables you to select whether the right-hand margin is straightened off (justified) [Y], or is ragged [N]. Justification is achieved by padding the inter-word spacing.

6.4 Double Spaced

Setting this option to [Y] will cause a blank line to be printed between each line of print.

6.5 Set Up Printer Codes

Many printers are programmable. This option allows you to specify up to ten ASCII control characters which are sent to the printer at the start of printing. If you require less than ten to be sent, terminate the input of numbers by '0' or ENTER. You will find a list of control codes in your printer handbook. The default codes are set to 'ESCAPE @', a suitable initialisation for many printers. The AMSTRAD DMP1 will ignore the default codes.

6.6 Margin LH

This item enables you to specify the width of

the left-hand margin, in characters.

6.7 Page (Form) Feed

This item defines the control character which is to be sent to the printer at the end of a page. Check your printer handbook for the correct value. The AMSTRAD DMP1 does not support a page feed and will ignore the default value.

Note that a new page will be forced whenever the CTRL/F 'Smiling Face' character is encountered in a document.

6.8 First Page No.

This item sets the page number printed at the bottom of the first page. Subsequent page numbers increase by one each page. If set to zero then page numbers are suppressed.

6.9 Abort

This item returns you to the MAIN MENU, without printing the document. If your printer is not connected, and the program is instructed to print, then the computer will lock up until either a printer is connected, or the program reset (with all data lost).

6.10 Ready

This informs the program that you have set up all the printer parameters, and are ready to print the document. Do not select this option until you have set up your printer, checked paper alignment, etc.

You will be asked how many copies you wish to print – enter this number, and the document will be printed.

7. Tapeprint

This option enables you to print all documents on cassette, in succession. The CASSETTE MENU will first be displayed – use as for 'Retrieve'. Note that the PRINTER MENU is not displayed – the printer parameters saved with the document are used.

8 Define Colours

This option allows you to change the colours in which the background and text is displayed on a Colour Monitor or colour TV. When using the Green Screen monitor the 'colour' change will alter the contrast between the paper and pen.

EDIT

EDIT MODE is entered by selecting 'Create' or 'Edit' on the MAIN MENU. This is the main text processing routine. First, some notes on the screen display. The bottom line of the screen contains several important parameters. On the left, you will see the name of the document which you are currently working on. To the right of this, you will see a letter 'L', followed by a number, which is the number of lines in the document. Following this is the letter 'P' and another number, which represents the position of the cursor from the start of the paragraph. On the right you will see either the word 'OVERTYPE' or 'INSERT', this is the INSERT TOGGLE value; more of this later.

The cursor is the flashing 'copyright' symbol, which will be in the top left corner of the screen, if you have entered EDIT MODE for the first time. The cursor is used to control all the text processing functions, by marking the position at which a particular function is to occur. For example, if you start typing now, you will see the cursor move along as you go, marking the position within the text at which the next character to be typed will be entered.

When entering text, do not worry that words will be broken at the right-hand edge of the screen – the important thing is that they

are not broken when printed!

Entering Text

As mentioned above, text is entered at the cursor position. The cursor can be moved around within the body of the document. When entering text other than at the paragraph end, the course of action is determined by the INSERT TOGGLE. If the toggle is set to 'INSERT', the old text will be moved to allow for insertion of the new text. The toggle value is changed with CTRL/TAB.

Moving the Cursor

The cursor is moved by using the following keys:

← Moves cursor left one position
→ Moves cursor right one position
↑ Moves cursor up one screen line
↓ Moves cursor down one screen line
CTRL ↑ Moves cursor to start of paragraph, or to start of document if already at start of paragraph.
CTRL ↓ Moves cursor to end of paragraph or to end of document if already set at end of paragraph.
CTRL ← Moves cursor to start of current line.
CTRL → Moves cursor to end of current line.
TAB Moves cursor to next TAB STOP if one exists.
COPY Moves the cursor continuously down the document (creating new blank lines if past

the previous end of document) until any key is hit.
SHIFT ↑ Moves the cursor up half a screen.
SHIFT ↓ Moves the cursor down half a screen.

Correcting Mistakes

You can remove text from your document as follows:
DEL DELetes the character to left of cursor.
CLR Deletes characters to the right of the cursor.
CTRL/K Deletes screen line below that containing the cursor.

TAB STOPS

You can set and cancel TAB STOPS as follows:
CTRL/O Sets the current cursor position as a TAB STOP.
CTRL/U Cancels the TAB STOP at the current cursor position.
NOTE – use the 'P' counter as a guide to setting TAB STOPS – TAB STOPS are relative to the start of the current paragraph, and are only active in the first screen line of a paragraph.

Forcing Page Throws

The program will start a new page on encountering the 'smiling face' CTRL/F character. Note that once inserted this character can only be removed by CTRL/K deletion.

Exiting from Edit Mode

To return to the MAIN MENU, press the CTRL/£ key.

GARBAGE COLLECTING

Garbage collecting is the process by which BASIC tidies up its memory space. Garbage collection is forced by the program when EDIT MODE is entered.

On this occasion a 'WAIT' message will be displayed.

The BASIC system will also initiate garbage collection as the memory space fills up – this is usually signified by the screen freezing for a few seconds – no 'WAIT' message is used. This situation happens more often with very long documents and when the text is being considerably edited, by frequently inserting or deleting, for example.