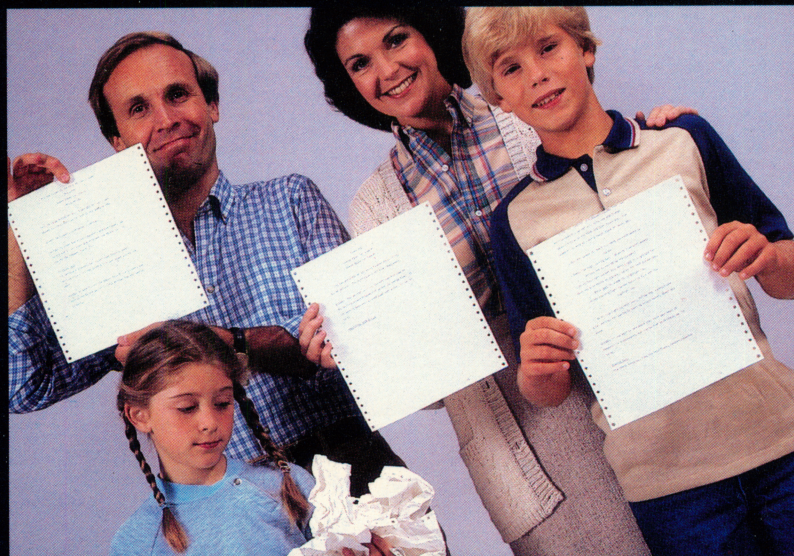


The Scarborough System.

MasterType'sTM WritingWizardTM

By Learningways Inc.

The "new generation" word processor for the whole family. It can actually improve the way you write.



For ages 8 to adult

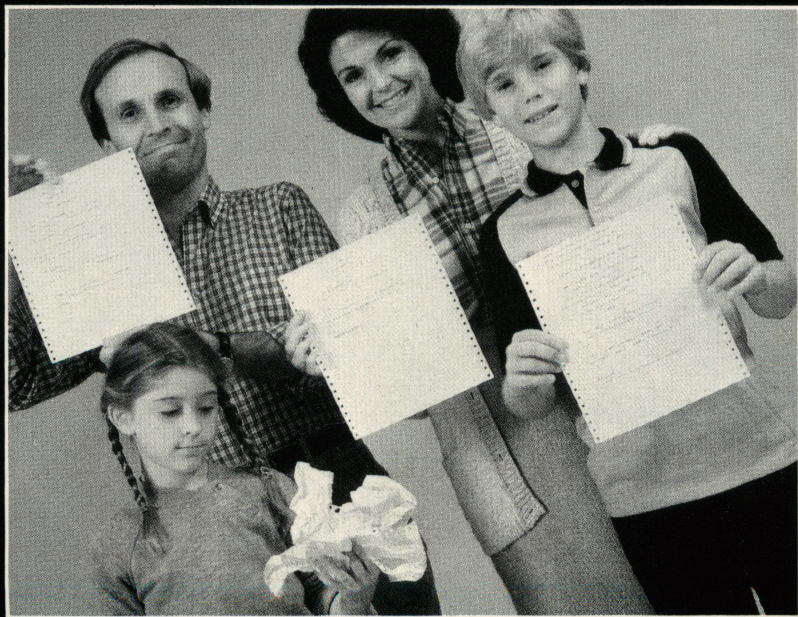
Apple IIe (128K), IIc

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CREATED BY LEARNINGWAYS, INC.

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CREDITS

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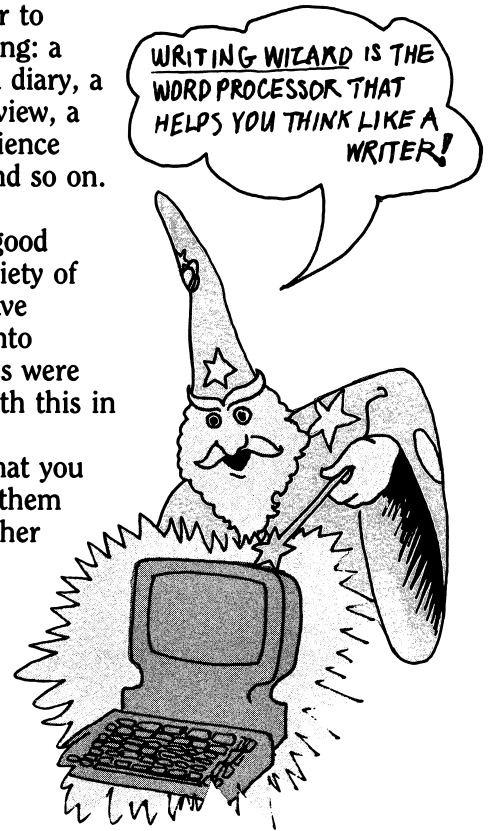
The ability to imagine is a writer's best friend. No computer software package can take the place of a good idea for a poem, play, article, or story. But once you've got an idea, then it's time to discover all the things word processing can do for you.

Writing Wizard helps you to approach writing the way many published authors do. The program includes tools that enable young and old alike, novice or professional, to visualize what they want to do. It allows the user to PLAN, COMPOSE, and REVISE any piece of writing: a short story, a novel, a play, a song, a TV script, a diary, a magazine feature or newspaper article, a book review, a letter to your aunt, an English composition, a science report about rocks, a business letter or report, and so on. It is an important tool for the whole family.

Organizing one's thoughts is the first step to good communication. *Writing Wizard* offers you a variety of tools to help you do this. For example, we all have difficulty turning our randomly scribbled notes into compositions. Wouldn't it be useful if these notes were right at hand when we began to write? It was with this in mind that we developed *Writing Wizard*.

Writing Wizard gives you a "split screen" so that you can jot down your ideas on one screen and have them right in front of you as you are writing on the other screen. *Writing Wizard* also allows you to:

- ☆ use a color TV or monitor for word processing
- ☆ make revisions quickly and simply
- ☆ easily move blocks of text around
- ☆ find and replace words
- ☆ change type fonts



- ☆ highlight words in color and then “filter out” large blocks of text so you can concentrate on *exactly* what matters
- ☆ sort data alphabetically or numerically
- ☆ create pictures and animation
- ☆ choose either menus or commands to utilize the program’s many features

And there’s lots more. For example, *Writing Wizard* offers a variety of Activities that invite you to learn about writing *by* writing. Many are stories written by professionals using the program’s tools. These stories can be used to spark your own creativity.

The pages that follow introduce you to *Writing Wizard*. By the time you master all the exciting aspects of the program, we think you’ll consider it the writer’s second best friend.

Three Tools to Help You Write



SUPERDELUXE ELECTRONIC TYPEWRITER. This tool helps you compose your story.

Once an idea is sizzling in your brain, you will want to get the words down fast. But as your fingers hit the keyboard, mistakes will happen—typing errors, misspellings, wrong words, right words in the wrong order.

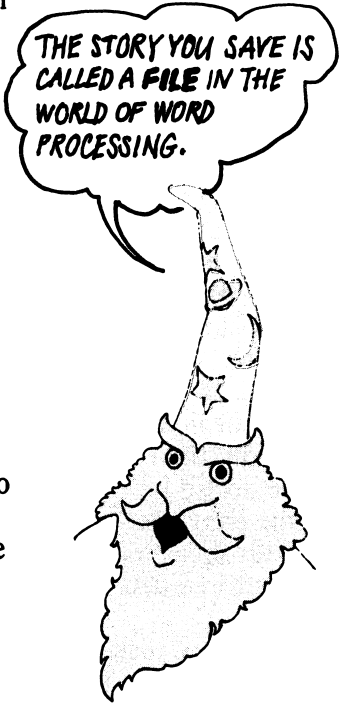
Writing Wizard helps you get down your ideas fast and fix typing errors, change words, and shift sentences around quickly and easily—*before* the story is printed out. This is what we usually think of as *word processing*.

Word processing also allows you to save what you write. You can print it on paper using a printer. Or you can save it on your data disk, much as you would record a song or a speech on audio tape.

Think of every poem, play, article, letter, essay, report, or chapter you write as a story. In this manual, the word “story” will refer to any type of file, fiction or nonfiction. When you save a story, you must give it a name. Later, you can load it into the computer by using that name.

Word processing also makes it easy for you to find any word or group of words instantly. You can even replace a particular word or phrase with something new—a great way to change the name of a character in a novel or to correct a word that you continually misspell!

Another virtue of word processing is the ability to shift text around. You can “mark” a block of text and move it from one position to another. You can even copy a paragraph from one part of the file to another. Moving and copying allow you to rewrite again and again without retyping.



THE STORY YOU SAVE IS
CALLED A **FILE** IN THE
WORLD OF WORD
PROCESSING.

2 **WINDOWS.** This important *Writing Wizard* tool helps you plan a story.

Writing is like cooking. Some people can do it without anything to guide them. Others need a recipe—a plan.

Writing Wizard divides the computer screen into two separate “windows”—two distinct writing areas—that can share text or information. This means you can use one area for planning, the other for composing.

3 **HIGHLIGHTING.** This unique *Writing Wizard* tool helps you revise a story.

The first way you write down a thought is not necessarily the best way. Often, you will want to try out a new version of a sentence—without losing the first version.

Highlighting is a kind of “magic eraser.” It lets you

make groups of words disappear and reappear at the touch of a key.

We'll discuss these last two features of *Writing Wizard* after we introduce some of the program's more traditional word-processing features.

What You Will Find in Your Package

Writing Wizard comes with two different disks, a *Program Disk* and a *Story Disk*.

Also in your package is a small machine-specific guide giving you the program's "boot-up" procedure and identifying the special keys you will use to run certain features of the program on your specific brand and model of computer.

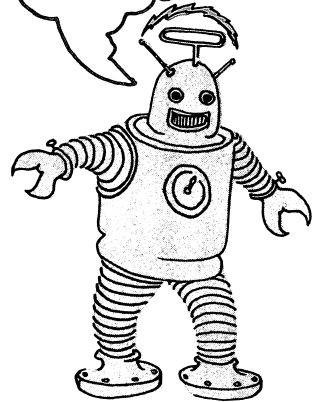
Your Program Disk contains the complete set of writer's tools—story editor, color, split screen, and more. It also contains "help" screens that can aid you if you run into trouble.

You begin a writing session by loading the Program Disk into the computer. (See your guide for instructions.) Once loaded in, the tools contained on this disk will stay in the computer until you turn the computer off.

With the computer still on, remove the Program Disk and put in a data disk (see below). You are now ready to write.

The Story Disk contains Activities and a step-by-step Tutorial that can teach you how to use *Writing Wizard*. If you have never used a word processor before, you will find the Tutorial very helpful. The Activities can help you learn how to use the program and can give you ideas for stories. We will briefly describe most of the items on the Story Disk in this manual. To load it, first boot the

IF YOU WANT TO SAVE A STORY, PUT IT ON A DATA DISK. THE PROGRAM WILL ASK WHETHER YOU WANT TO "INITIALIZE" THAT DISK. SAY "YES" IF THE DISK YOU ARE USING IS BLANK—THAT IS, HAS NOT BEEN USED BEFORE TO SAVE STORIES.



Program Disk, then remove it and put the Story Disk in the drive. Press **ESC**, **L**, then **RETURN**. Any of the files on the Story Disk, by the way, can be printed out by your printer for easier reading.

Finally, you will need your own data disk. Here is where you will store all the essays, poems, letters, reports, and novel chapters you write. Be sure to start with a *blank* disk.



The Tools of Composing— Word Processing

Using *Writing Wizard* is like writing on a very long sheet of paper. The computer screen shows you only part of the sheet at a time.

As you add more and more words, the “paper” automatically moves “up” to make room for them. When you want to change something, you must move the paper “down” to get those words back on the screen.

Word Processing—Nuts and Bolts

When you boot up *Writing Wizard*, you are automatically put into the “writing” or “editing” screen. You can begin typing immediately.

Type the following:

Once upon a time there were four little pigs. We already know what happened to the first three—it’s an old story. But the fourth little pig, the one who isn’t talked about much, built his house of soap bubbles, playing cards, and advertising claims. Can you make up a story about what happened to him?

Did you see how, when you reached the end of your line, the “paper” moved up automatically and your words “wrapped” around? You don’t need to press the RETURN key. You should press it *only* at the end of a paragraph. A RETURN symbol (a triangle pointing left) will appear on the screen.

WATCH THE COLORED LINE AT THE TOP OF THE SCREEN GROW AS YOU TYPE. IT SHOWS YOU YOUR CURRENT POSITION IN THE FILE. IT IS ALSO YOUR “GAS GAUGE.” WHEN IT STRETCHES ACROSS THE SCREEN, THE COMPUTER FILE IS “FULL,” AND THE COMPUTER WON’T ACCEPT ANY MORE TYPING. TO CONTINUE, YOU MUST START A NEW FILE.

Entering Text



Changing Text

You can easily reach any word in your story. Use the left and right cursor keys (see your machine-specific guide) to move the cursor along the lines of text. (The cursor is the little pyramid below the text that shows where the next letter you type will appear.) Use the up and down cursor keys for “scrolling.” (Note: The cursor will not move beyond written text. To create blank spaces on the screen below your text, you can use the **SPACEBAR** or the **RETURN** key.) Scrolling moves the lines of text on the screen up and down.

Why would you want to move your cursor around? To add letters and words to what you have already written, for one thing.

Practice using all the cursor keys for a while. Then move the cursor to the first letter of the word “bubbles” in our sample text. Type the words “chewing gum” (adding a space after the “m”). You’ll notice that, as you inserted the words, letters to the right of the cursor were pushed ahead.

How do you delete, or erase, letters or words from your text? You put the cursor one space *after* the letters you want to remove. Then you press the **DELETE** key. Try erasing the words “soap” and “bubbles” now from the sample text. Did you notice that whatever was to the left, even if it was a space, was erased?

Let’s review. So far, we’ve seen that we:

- ☆ Use the up and down cursor keys to move the text up and down
- ☆ Use the left and right cursor keys to move left and right on a single line of text
- ☆ Use the **DELETE** key to erase characters and spaces to the left of the cursor

Beyond the basic tools used for typing text into your computer and correcting mistakes, *Writing Wizard* also includes a complete “toolkit” of special-purpose tools, or commands.

Pressing ESC on your computer tells *Writing Wizard* that you want to use a tool from the toolkit. First you choose a tool, then you use it. Try pressing ESC right now.

There are three ways you can choose a tool in *Writing Wizard*: 1.) Press ESC, use the cursor keys to get to the tool you want, and press RETURN. 2.) Press ESC, then type the first letter of the tool (upper or lower case). 3.) Use the Control key plus a letter on the keyboard. This last allows you to skip pressing ESC, but we recommend that you begin by using the other methods; use these until you know all of the commands by heart.

ESC MEANS “ESCAPE.” YOU CAN ALWAYS PRESS IT TO RETURN TO YOUR WRITING WITHOUT MAKING A CHANGE. ALSO, WHEN YOU TYPE A PERIOD, YOU CAN GET TWO SPACES AND THE NEXT LETTER CAPITALIZED—AUTOMATICALLY! IF YOU WANT TO TURN THIS FEATURE ON, see p. 53.

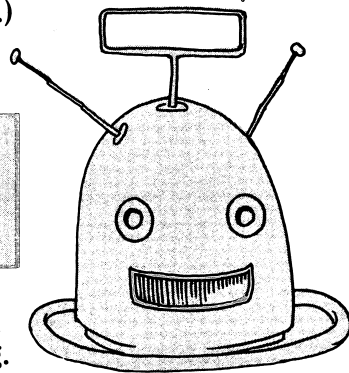
After you have chosen the tool, the menu disappears, and, in most cases you are returned to the writing screen. (You cannot write or edit as long as the menu is showing.)

Let’s review again. You:

- ☆ Press ESC to see the writer’s toolkit
- ☆ Type the first letter of the tool or
- ☆ Use the left and right cursor keys to move across the list and choose a tool; then press RETURN

If you change your mind and don’t wish to use the tool you have chosen, just press ESC to return to your writing.

Escape to Your Writer’s Toolkit



Saving a Story

Every character you type is stored in the computer's memory, but as soon as the computer is turned off it disappears—unless you save the words on a disk. A single data disk will hold a great many short stories, or a few very long ones. Before you try to save a file, be sure you have a *data* disk in the drive.

The first time you save anything on a disk your computer needs to “prepare” the disk. *Writing Wizard* does this “initializing,” or formatting, automatically. Just press Y when *Writing Wizard* asks you whether you want to do it and type in a name for the disk when it says **ENTER DISK NAME**. But be careful! Initializing a disk erases anything that is on it.

To save a story, you:

- ☆ Press ESC
- ☆ Choose **SAVE**
- ☆ Type in a name for your story
- ☆ Press **RETURN**

TO REPLACE AN OLD VERSION OF A STORY WITH A NEW ONE, USE THE UP AND DOWN CURSOR KEYS TO MOVE TO THE OLD NAME, THEN PRESS **RETURN**. IF YOU WISH TO SAVE BOTH VERSIONS, MOVE TO THE BLANK LINE USING THE DOWN CURSOR KEY AND TYPE IN A NEW NAME.

Save the story about the four little pigs right now. (Be sure you have inserted a data disk in place of the Program Disk before you do it, though.) Give the story any name you like, but don't use spaces or any punctuation marks except periods. (The period can also serve a very special purpose. See p. 35.) For example, you might choose **FOURPIGS**.



Loading a Story

When a story has been saved, choosing the **LOAD** command will bring it back to the screen. You can then read it, change it, print it, and save it again.

When you load a story, it appears just as it was when you saved it—even the cursor is in the same place!

To load a story, you:

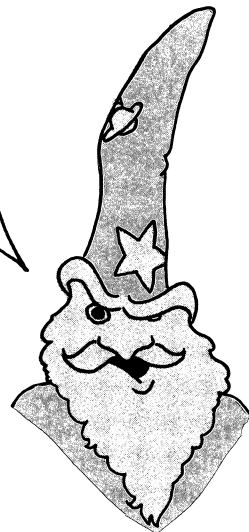
- ☆ Press **ESC**
- ☆ Choose **LOAD**
- ☆ Use the cursor keys to scroll to the story you want
- ☆ Press **RETURN**

Finding and Replacing Text

When you use the **FIND** command, *Writing Wizard* begins wherever you are in your story—that is, wherever the cursor is—and searches to the end for the first occurrence of the word or phrase you want. Any text above the cursor, however, will *not* be included in the search, so it is a good idea before you use **FIND** to put the cursor right at the beginning of your story (hint: type **Control A** to get there quickly). *Writing Wizard* will then be able to locate

THE NEXT TIME YOU USE **FIND**, *WRITING WIZARD* WILL SEARCH FOR THE LAST WORD YOU TYPED IN, UNLESS YOU CHANGE IT.

the word or phrase if it is anywhere in the story. After the word has been found, you are returned to the writing screen (the menu disappears) and can write and edit normally. If *Writing Wizard* does not find anything, you are simply returned to the writing screen.



Again, to find a word or phrase, you:

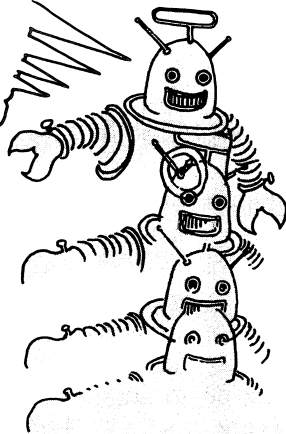
- ☆ Press ESC
- ☆ Choose FIND
- ☆ Type the word(s) you want to find
- ☆ Press RETURN

WRITING WIZARD GOES ONLY TO THE FIRST OCCURRENCE OF A WORD IN A FILE. IF YOU WANT TO FIND ALL OCCURRENCES OF THAT WORD IN A FILE, JUST TYPE THE WORD IN ONCE AND KEEP PRESSING **CONTROL F AND THEN **RETURN**.**

You can also replace an old word or phrase with a new one. Begin by finding the old word. Here are all the steps involved:

- ☆ Press ESC
- ☆ Choose FIND
- ☆ Type the word(s) you want to find
- ☆ Press the equals (=) key on your computer
- ☆ Type in the new word(s)
- ☆ Press RETURN
- ☆ Choose YES to replace the first occurrence of the word
- ☆ Choose ALL to replace all occurrences of the word
- ☆ Choose NO if you change your mind

Using the FIND function, locate the word “chewing” in our sample story. Now replace it with the word “bubble.” Practice for a while finding other words in the story and replacing them using this tool. See what you and your imagination can do to improve the story.



Moving and Copying Text

MOVE lets you move words from one part of your story to another. COPY lets you duplicate words. To MOVE or COPY a single word, you:

- ☆ Put the cursor under the word you want moved or copied
- ☆ Press ESC
- ☆ Choose MOVE or COPY
- ☆ Choose OUT
- ☆ Put the cursor where you want the words to reappear
- ☆ Press ESC
- ☆ Choose MOVE or COPY again
- ☆ Choose IN

Try moving the word “claims” in our story to after the word “gum.” Adjust punctuation as necessary. Use the COPY function to see what other humorous effects you can create.

Using your computer’s *Highlighting key* (see your machine-specific guide) will give you additional capabilities with the MOVE and COPY functions. For example, to move or copy a large block of text, you:

- ☆ Put the cursor on the first word you want moved or copied
- ☆ Press the Highlighting key (A white line will appear across the screen below the cursor.)
- ☆ Using the right cursor key, move *right* to highlight the text you wish moved or copied. Using the left cursor key, move *left* to erase the highlighting
- ☆ Press the Highlighting key again to turn off the highlighting



After highlighting your text, follow the instructions given earlier for moving or copying single words.

Erasing Text

The ERASE function, like the DELETE key, removes unwanted text. To erase a single word, you:

- ☆ Put the cursor on the word you want erased
- ☆ Press ESC
- ☆ Choose ERASE



TO CLEAR THE SCREEN COMPLETELY AND START OVER, \ GO TO THE END OF YOUR STORY AND HOLD DOWN THE **DELETE** KEY, OR USE THE **NEW** COMMAND (SEE p. 52). BUT BE CAREFUL! ERASING IS FOREVER.

To erase large blocks of text, highlight the text, then, with your cursor anywhere on the highlighted text, choose the ERASE function.

Using highlighting and the ERASE command, delete the phrase “the one who isn’t talked about very much” from our story. (Did you get the commas?) Do you like the story better now? Also, using either the DELETE key or the ERASE command, erase any other words you added to the story that don’t make sense.

Printing Text

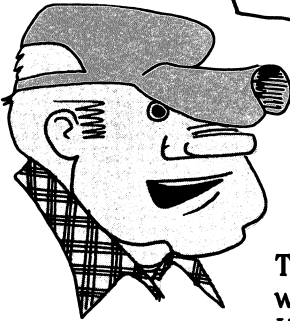
If you have a printer, you can put your story on paper. *Writing Wizard* lets you print a file just about any way you want. Before you begin, be sure to load the paper, turn on the printer, and turn on the select switch (if your printer has one).

To print a story, you:

- ☆ Press **ESC**
- ☆ Choose **PRINT**
- ☆ Choose **BEGIN**

You can press **ESC** at any point to stop the printing, but be patient. It may not stop immediately.

YOUR PRINTER WILL USE THE SETTINGS THAT CAME ON THE WRITING WIZARD PROGRAM DISK UNLESS YOU CHANGE THEM. IF YOU WANT TO MAKE YOUR PRINTED PAGE LOOK BETTER, SEE P. 36 TO 39.



Practicing Your Skills

The following Activities can help you master the basic word processing commands. You'll find them on the *Wizard's Story Disk*.

PICTION—Use the keyboard and cursor to create a mix of pictures and poems.

THE WORD SNATCHERS—In this battle of dullness you'll need vivid words on your side!

THE BOSS IS WORDY, TOO—The **DELETE** key will help you tighten and trim some amazing abuses of the English language.

THE BALD-HEADED CHICKEN—Can you think up some new escapes and crazy situations for this determined detective?



The Tools of Planning—Windows

The Writer's Roadmap

Writing is a little like searching for buried treasure. You look in one spot and dig, then you look somewhere else. You find deadends and promising places. You stumble upon clues, and you get lost. If you had a map maybe you could plan ahead and waste less time.

Professional writers use all kinds of planning tools. They write outlines, lists, first impressions, thumbnail sketches of people they meet, dreams, fragments of thought, random ideas, and so on. Writers are always leaving notes to themselves.

The WINDOW feature of *Writing Wizard* can help you in your search for verbal treasure. It allows you to divide your computer screen into two distinct writing areas—an upper “window” and a lower “window.” This is just like having two complete computers sitting one on top of the other, both using the same keyboard!

In one window you can do your actual writing. This can be your “composing” window. In the “planning” window, you can put your random thoughts, an outline, a list of names—whatever you like. Your planning window might contain descriptions of the main characters in your novel, a list of the ten most important facts about Jupiter, a set of terrible puns you want to include in your essay about humor, or some jottings about the events you want to cover in your autobiography. As you compose, you may want to copy or move facts or fragments from the planning window into the composing window. For this you would use the program's COPY or MOVE function.

The windows are independent, each representing a completely separate file in the computer's memory. Either window can be made larger or smaller. Either can be loaded separately, saved separately, and printed separately. Either can be used for planning or composing.

Windows—Nuts and Bolts

More Writer's Tools from ESC

When you press ESC, you see only the first set of writer's tools. WINDOW appears in the second set. Actually, there are three sets altogether. You move through these sets with the up and down cursor keys.

You choose tools from the second and third sets the same way you choose them from the first—by moving to them using the left and right cursor keys or typing the first letter of the function (command) name.

Again, to choose something from the second or third set of writer's tools, you:

- ☆ Press ESC
- ☆ Use the up and down cursor keys to reveal additional tools
- ☆ Choose a tool

Opening Second Window

When you boot up your program, one window fills the screen. You “open” the second window by choosing the WINDOW command in the second set of writer's tools. You move *between* windows by pressing the Window key (see your machine-specific guide).

MY BOUNCING BALL TELLS YOU IN WHICH WINDOW YOU ARE CURRENTLY WRITING.

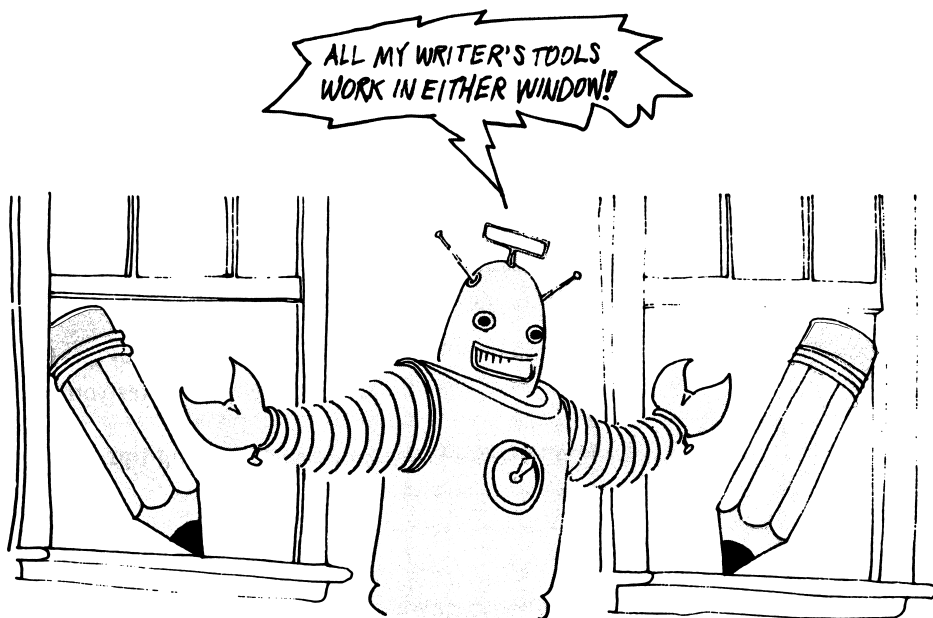


You can make either window larger or smaller. Or you can "close" the window you are not using by making it fill up the whole screen.

To change window size or open or close a window, you:

- ☆ Press **ESC**
- ☆ Choose **WINDOW**
- ☆ Use the up and down cursor keys to adjust window sizes
- ☆ Press **RETURN** or **ESC** to return to writing

Changing Window Size



Moving and Copying Text Between Windows

When you move or copy text, your text is actually shifted or copied from one window to the other. The text may be hidden from you if only one window is showing, but it is not gone. You may choose to put it back into the first window in a different place or leave it in the second window.

In the first chapter we discussed how to move or copy text (see p. 19). The procedure for moving or copying text from window to window is the same as for moving text around or copying text within a window.

Practicing Your Skills

The following Activities can help you learn how to use the **WINDOW** feature of *Writing Wizard* to plan your writing.

RHODA'S REPORT (Load **RHODA** into top window)—Use the lower window to turn the heaps of notes you see into a report.

FLAT MAX—Use the machine's writing tips to fix up Max's dreadful stories.

WRINKLEWREN (Load **WRINKLEWREN** into top window)—Using the story outline in the top window, write a tale in the bottom window.

STAR VOYAGERS—In this space fantasy, the inhabitants of two different worlds meet for the first time. Put a different alien in each window and keep the conversation going.



The Tools of Revising—Highlighting

Getting words onto paper—or onto a computer screen—is only half the writer's job. The words must *sound* right. They must say what you mean.

A good way to test a piece of writing is to read it aloud. Chances are, you won't be pleased with everything you hear.

With *Writing Wizard*, you can highlight the problem parts—words, sentences, even whole paragraphs—in a variety of colors. (On some computers, highlighting underlines the words in color. On others, the letters themselves appear in color.) For example, you might mark all confusing sentences in blue.

Did you find any dull words in your story—words like “very” or “nice”—that could be replaced with something snappier? Highlight them in orange.

Variety is the spice of writing. Did you use a particular phrase more than once? Mark it in yet another color.

Now you're ready to revise. First you “filter out” all the text—highlighted and unhighlighted. Your words will appear to be gone forever, but they aren't. They're merely hidden.

Later, when you want to see your confusing sentences, you can just “turn on” blue. The sentences will pop onto the screen—ready to be studied, dissected, and put back together in new ways.

Want to work with the dull words? Turn on orange.

Want to fix those repetitions? Turn on their color.

Highlighting can help you make a good piece of writing even better. For example, you might highlight everything your main character says, filter out the rest of the text, then study that character's dialogue. Is it believable? Or, you might highlight all of your chapter subheadings and later examine them for consistency.

You can use all of your writer's tools with any color turned on or off. Hidden text, however, cannot be changed, though it is saved with your file.

OF COURSE, IF YOU ARE USING A BLACK AND WHITE TV OR MONOCHROME MONITOR, YOU WON'T SEE THE COLORS, BUT THEY CAN BE MADE TO APPEAR AS DIFFERENT PATTERNS IF YOU SAVE THE **SETUP**. SEE P. 53.



As you play around with this tool, you'll discover how to make it work for you. You'll probably discover uses for highlighting nobody ever thought of before.

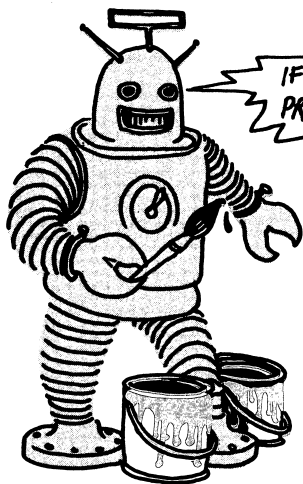
Highlighting—Nuts and Bolts

Use your computer's Highlighting key (see your machine-specific guide) to turn the highlighting on or off. When you turn it on, a white line appears under the cursor. The long color bar on the left side shows the current highlighting color.

You can highlight as you type or add the highlighting later. If the highlighting function is turned on, your text will be highlighted automatically as you type. If you add it later, use the right cursor key to put in the highlighting.

You can highlight in different colors. Note that "clear" can be used to erase any other color, though you can also erase highlighting (when the feature is turned on) using the left cursor key.

To select a color, choose **COLOR** on the second set of writer's tools and move the cursor to the color you want.



IF YOU WANT TO CHANGE COLOR QUICKLY,
PRESS **CONTROL X**.

Here are all the steps involved:

- ☆ Press **ESC**
- ☆ Move to the second set of writer's tools
- ☆ Choose **COLOR**
- ☆ Use the left and right cursor keys to choose a color
- ☆ Press **RETURN**
- ☆ Press the Highlighting key to turn on the highlighting

FILTERS: **HIDING** **and** **REVEALING** **Words**

By using filters, you can hide or reveal text. When you “hide” a color, everything highlighted in that color disappears. (The bars on the color line below your text show you which colors are hidden and which are showing.) The words are still in your file—they have not been lost. And they will be saved with your file. But they will not be moved, copied, erased, or printed along with the text you can see. (Note: To hide text that is not highlighted, filter out “clear.”)

You “reveal” hidden words the same way you hide them. Here are the steps:

- ★ Press ESC
- ★ Move to the second set of writer's tools
- ★ Choose **FILTER**
- ★ Use the left and right cursor keys to select colors
- ★ Press the SPACEBAR to hide or reveal the color selected
- ★ Press RETURN to continue writing

For Advanced Highlighters

The editing tools work only with the text that you see on the screen. Thus, if you want to do something with a hidden word, you must first reveal it on the screen.

Showing highlighted words by themselves on the screen can be very useful. For example, you can highlight in purple all of the words you think are misspelled. Later, you can retrieve them and make needed corrections. When you are finished, they will automatically be where they belong in your story.

If you put your chapter titles in a color, say blue, then you can study them as a group by filtering out everything but blue.

You can use color to make notes to yourself, to try out a different version of a paragraph, or to give each person reading your story a color of his or her own for making changes or improvements.

Finally, if you are writing a paper with references, put them in a color. When you finish, turn on only the references color, move the references to the other window, and voila! You have an instant bibliography. You can even sort your references (see pp. 44 to 46).

Practicing Your Skills

The following Story Disk Activities help you learn about color highlighting.

LIES FOR SALE—Turn on Color #1, then Color #2. Then write some new dialogue for the scene.

JAKE'S SNAKES—Turn the colors on and see Jake stretch the truth further and further. Turn them off and see what “really” happened.

COOKIE MYSTERY—Here is a mystery that becomes terrifying, funny, or crazy, depending on what colors you turn on.



4.

Advanced Features

Writing Wizard is easy to use but has lots of “bells and whistles”—special features—that make it a powerful and flexible program. In this section we will introduce those features. Here’s a brief preview of what we’ll be exploring in this section:

WRITING WIZARD COMES WITH LOTS MORE TOOLS
TO MAKE WRITING FUN AND EASY!



A printer will do amazing things once you get your computer talking to it. *Writing Wizard*’s Printer Settings screen helps you here. Experiment with many different settings.

Printer
Options

Why press the same sequence of keys over and over when a computer can do it for you? Be sure to check out the “Magic” key. It can help remove the drudgery from the writing process.

Magic
Commands

DATA-Management TOOLS

With these you can create your own personal dictionary of easily misspelled words, an alphabetized mailing list, a bibliography, a standardized form, or even a set of numbered note cards.

TYPEFACES

Want to see a different typeface when you write on the screen? You can change the size or shape of the letters to make them easier to read. Or redesign the typeface to fit your mood!

Pictures and Animation

Writing Wizard offers graphics and cartooning capabilities not normally found in a word processor.

SHORTCUTS

Soon after learning to use *Writing Wizard*, you should check into these tricks. The Control key on your computer is like a second Shift key. When held down while you are pressing another key, it gives the other key a different function. There are a number of shortcuts that use the Control key in *Writing Wizard*.

Printing

The way your story looks on paper is often as important as what it says. With *Writing Wizard*, you can control exactly how the story will be printed out.

Printer settings let you change the margins (the white space surrounding the printed text) and the space between lines. You can even set it up so that different paragraphs have different margins and line spacing. With many printers you can underline your text, make it boldface, or even stretch it out.

Using VIEW, you can see on the screen exactly what the printout will look like before you print it on paper, or you may be able to print an exact image of what is on your

screen with the **GRAPHICS** tool. You can even print a series of files one after the other.

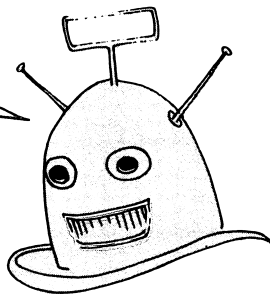
Here is the basic procedure for printing out a story:

- ☆ Press **ESC**
- ☆ Choose **PRINT**
- ☆ Choose **BEGIN** to begin printing
- ☆ Choose **SETTINGS** to change printer settings
- ☆ Choose **VIEW** to see page breaks and your formatted text on the screen. Use the **SPACEBAR** to stop and restart scrolling and **ESC** to return to your writing
- ☆ Choose **GRAPHICS** to print out your story exactly as it appears on the screen

If you are writing a story longer than one disk file you can make *Writing Wizard* automatically print out all your files at once. Simply give all the files the same beginning name, add a period, then number them in order. For example, calling your files **STORY.1**, **STORY.2**, and **STORY.3** will make them all print out in order. Simply answer **Y** when *Writing Wizard* asks **ALL STORIES?** Whatever file you are currently in, *Writing Wizard* will start printing from the first file and use the first file's format for all the files.

HERE'S A TIP. TO PRINT ONLY PART OF A FILE, COPY THAT PART INTO THE OTHER WINDOW AND PRINT IT FROM THERE.

REMEMBER, YOU PRINT THE HIGHLIGHTED WORDS THAT ARE TURNED ON. TURN OFF WHAT YOU DON'T WANT PRINTED!



Printer Settings—Nuts and Bolts

When you choose **SETTINGS**, you get the Printer Settings screen. This is where you tell the printer exactly how you want the printed page to look. The **MARGINS** and **COLORS** settings you choose are saved with the story file. The rest of the settings should be adjusted for your particular printer and can then be saved on the Program Disk using the **SETUP** function (see p. 53). These will then stay the same every time you use the program.

To change printer settings you:

- ☆ Use the up and down cursor keys to scroll to the line you want
- ☆ Use the right and left cursor keys to move to the setting you want
- ☆ Press the > and < keys to change the setting

Margins

There are four possible margin formats. These control the left and right margins and line spacing. The margin format is always set to **Normal** (though you can change what is **Normal**), and it always returns to **Normal** after you press **RETURN**. If you want a paragraph in your story printed with a different margin format, press the **TAB** key. One **TAB** (pressing the **TAB** key once) indents a single line the amount you set. Two **TABS** changes the margins. (The **RETURN** at the end of your paragraph will return your printing to the **Normal** setting.) Three **TABS** gives you a different margin format, and four **TABS** yet another format. Five **TABS** will center your text on the page. You can also set top and bottom margins.

To review, here are what the margin symbols and words mean:

Normal	This is the standard format you will get with no TABS
>>	This is the margin format you will get by pressing the TAB key twice
>>>	This is the margin format you will get by pressing the TAB key three times
>>>>	This is the margin format you will get by pressing the TAB key four times
>	This inserts the desired number of spaces (from the Normal margin) anywhere on a single line of text
>>>>>	This centers a line of text
TOP MARGIN	Printing begins this number of lines from the top of the paper
BOTTOM MARGIN	Printing stops this number of lines from the top of the paper

To create a page with up to four columns lined up neatly one under the other, use the **TAB** key to create your columns. The first column will use the **Normal TAB** setting, the second the double **TAB (>>)** setting, the third the triple **TAB (>>>)** setting, and the fourth the quadruple **TAB (>>>>)** setting. On the screen your text should look something like this:

```

PROTEIN>>FAT>>>SUGAR>>>>STARCH
meat>>oil>>>candy>>>>bread
fish>>butter>>>cake>>>>pasta
milk>>cream>>>cookies>>>>potato

```

Use the **TAB** settings that appear in the Margins part of the Printer Settings screen to set your columns. The

MOST PRINTERS FEATURE PICA TYPE, WHICH IS 10 CHARACTERS PER INCH (CPI), OR 85 CHARACTERS PER LINE ON STANDARD PAPER. ELITE IS 12 CPI, OR 102 CHARACTERS PER LINE. IF YOU WANT MARGINS OF AN INCH ON EACH SIDE OF YOUR PAPER, SET A PICA PRINTER TO 10 AND 75. NORMALLY, A PRINTER WILL PRINT 6 LINES PER INCH, OR 66 LINES PER 11-INCH PAPER. THUS, A ONE-INCH MARGIN TOP AND BOTTOM WOULD BE AT 6 AND 60.



numbers shown refer to the distance from the edges of your printed page. Thus, if your Normal margin settings are 5 and 70, you might set your >>, >>>, and >>>> TABs at 15 and 28, 30 and 43, and 45 and 58, respectively. This will give you four columns approximately fifteen spaces apart. You will have to experiment a little with different formats to achieve just the effect you want.

Highlighting and Print Type

You can use highlighting to mark text you want the printer to underline, print in boldface, or print in expanded type. Using your up and down cursor keys, scroll to the color you used to mark the text, then use the < and > keys to select normal, boldface, underline, or special type. If you are using a black-and-white TV or monochrome monitor, note that the colors are represented by different patterns on your screen.

Page Numbers

You can have your pages numbered automatically, either in the upper right corner of each page or centered along the bottom. Choose NONE under LOCATION to turn page

numbering off. When you select "0" as the starting number, the first page will be unnumbered; the next page will be "1." *Writing Wizard* can number up to 250 pages.

Answer YES to SINGLE SHEETS if you want the printer to pause after every page. This lets you insert a new piece of paper. Answer NO if you are using computer paper that comes on a roll (continuous feed).

Paper

With LINES PER SHEET, you tell the printer how long each sheet of paper is. An 8½ × 11-inch sheet of paper is 66 lines long.

Printer Hardware

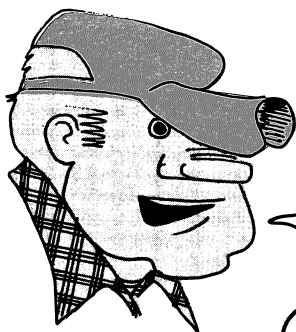
Most printers have Automatic Line Feed. If your printer is not giving you the line spacing you set, then change this setting.

WHEN YOU WANT TO START A NEW PAGE ON THE PRINTER, TYPE CONTROL **N** IN YOUR STORY. IN ALL OTHER CASES, PAGE LENGTH IS DETERMINED BY PRINTER SETTINGS.



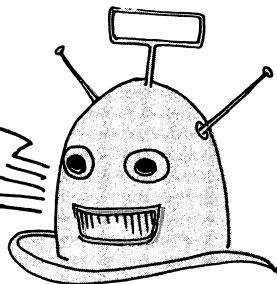
Most printer cards are located in Slot #1. If your computer has no slots, choose Slot #1. If nothing happens when you choose BEGIN, check the cables and the printer. If nothing else works, change the slot number.

Writing Wizard has automatic settings for certain printers. If yours is not compatible with those listed, then put the setting on OTHER and use the printer's manual to find out the proper printer codes for underlining, boldfacing, or expanded text. (Some letter-quality printers may not make these features available to you.) These codes can be entered on the lines below PRINTER TYPE (which will appear only if you have chosen OTHER).



EVERY KEY PRESS (CHARACTER) HAS A NUMBER CODE. TO PUT IN **ESC** (ESCAPE) CODES, YOU MUST FIRST ENTER THE NUMBER FOR **ESC**. (HINT: IT IS PROBABLY 155.) THEN ENTER THE DECIMAL NUMBERS FOR THE ACTIONS YOU WANT TO TAKE PLACE (SEE YOUR PRINTER'S MANUAL).

USING THESE CODES, YOU CAN MAKE YOUR PRINTER DO SOME WILD THINGS. SEE YOUR STORY DISK.



Magic Commands

When you have to do the same thing over and over, wouldn't it be great if you had someone "pushing the buttons" for you? With *Writing Wizard* you can create a magic command that will do just that! First, you "teach" the computer what to do. Then, whenever you push the Magic key (see your machine-specific guide), the magic command will "push the buttons" that you have taught it.

You can also think of these magic commands as memory devices. *Writing Wizard* will remember exactly what you teach it.



Suppose you use a long word many times in your story. Maybe you are writing about a cat named Bartholemew McKensie Winkler III. You can save a lot of wear and tear on your fingers by creating a magic command to type "Bartholemew McKensie Winkler III." Then, just push one key, the Magic key, to type the whole name.

A magic command can be used to load a story, print, find, erase, or filter colors. Some examples of its use are included in the Story Disk in the file called MAGIC ADVENTURE.

Magic Commands—Nuts and Bolts

Your machine-specific guide tells you which key is your computer's Magic key, the one used to execute the current magic command. Use this same key to tell *Writing Wizard* you are finished teaching it a particular command.

Each magic command that you “teach” the computer receives a number between 1 and 20. When *Writing Wizard* is “learning” a magic command, the line at the top of the screen moves. Magic commands can be very long. But the longer they are, the fewer you can create.

To teach *Writing Wizard* a magic command, you:

- ☆ Press Control T
- ☆ Type your text or set of commands (or both)
- ☆ Press the Magic key when you've finished

Using a Magic Command

Press the Magic key. All the keystrokes you used when you created the magic command will be repeated automatically.

There is another way to execute a magic command. Here it is:

- ☆ Press ESC
- ☆ Press a number key to execute any magic command between 1 and 10
- or
- ☆ Hold down the Shift key while pressing the number keys for magic commands between 11 and 20.

YOU CAN VIEW THE MAGIC COMMANDS ANY TIME BY PRESSING **SHIFT** PLUS THE MAGIC KEY.



Since you can create up to twenty magic commands, you will need to keep track of which is which. *Writing Wizard* helps you do this. It keeps a list for you. Alongside each number are pictures of the keys that make up that magic command. The one currently pointed to by the arrow is the magic command that will be executed by pressing the Magic key.

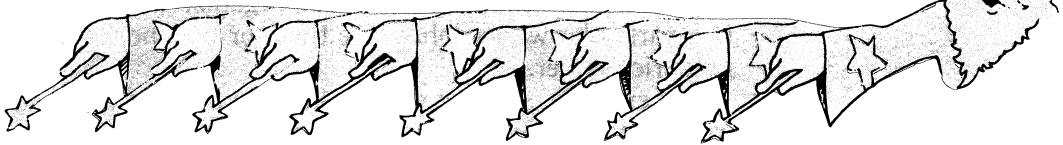
You cannot edit magic commands, but you can erase them and substitute others. The entire magic command next to the arrow can be erased by pressing the DELETE key. You can then use that number over.

To erase or switch to a different magic command, you:

- ☆ Press ESC
- ☆ Move to the second set of writer's tools
- ☆ Choose MAGIC
- ☆ Choose VIEW
- ☆ To erase a magic command, scroll to it and press **DELETE**
- ☆ To use a new magic command, scroll to it and press **RETURN**

Viewing and Changing Magic Commands

YOU CAN MAKE ANY MAGIC COMMAND REPEAT ITSELF OVER AND OVER. JUST PRESS **CONTROL R.** TYPE ANY KEY TO STOP THE REPETITIONS.



Saving and Loading Magic Commands

You can also use Shift Magic key to see a list of magic commands and change the current one on the Magic key.

Magic commands can be saved on a disk, just like stories. When they are given the same name as a story, they are automatically loaded when the story is loaded.

To save or load a magic command, you:

- ☆ Press ESC
- ☆ Move to the second list of writer's tools
- ☆ Choose MAGIC
- ☆ Choose SAVE
- or
- ☆ Choose LOAD

If you wish to erase all the magic commands at once, choose NEW.

Data-Management Tools

Usually when you write something, you think of the words as . . . well, words. You put the words together to make sentences and the sentences together to make stories. But you can also think of the words and sentences in your stories as data. With SORT and other *Writing Wizard* features, you can “manage” that data.

To do this, you first group the data (the words and numbers) into “chunks.” Then you organize those chunks in a particular way—alphabetize them or put them in numerical order.

For example, suppose you are keeping a list of your friends’ names together with their addresses, telephone numbers, and birthdays. Each chunk in this list is a friend’s name plus the information about that friend.

Now, suppose you want to organize your list by month of birth—a good way not to forget anyone’s birthday! You simply have the computer “sort”—rearrange—the chunks according to birthdays. You can make another list that prints out the friends’ names alphabetically by last name.

Using the data-management features of *Writing Wizard* you can even create a “fill-in-the-blanks” form.

Record Markers

WANT TO REORGANIZE ALL THE PARAGRAPHS IN YOUR STORY? WITH WRITING WIZARD, IT'S EASY. JUST PUT A NUMBER AT THE BEGINNING OF EACH ONE, INDICATING ITS NEW POSITION. THEN USE **SORT** TO REORDER THE PARAGRAPHS.



The chunks of information in your list are called *records*. A *record marker* indicates the beginning or ending of a record. Everything from one record marker to the next is a record.

To create a record marker, you type three dashes (---). *Writing Wizard* automatically extends the dashed line across the entire screen. You then type whatever should be in that record, followed by three more dashes to create the next record marker.

Everything inside a record stays with the record when you move, copy, or erase it. Even hidden text is kept with the record.

To move or copy a record to the other window, you:

- ☆ Put the cursor on the second record marker
- ☆ Press **ESC**
- ☆ Choose **MOVE** or **COPY**
- ☆ Press **RETURN**

To delete a record, you follow the same steps as above, except choose **ERASE** instead of **MOVE** or **COPY**.

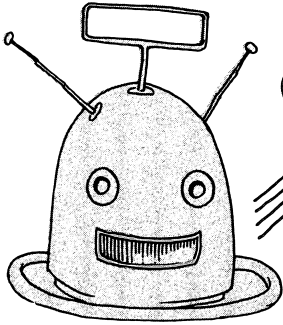
Use the **DELETE** key to erase a record marker.

YOU CAN INSERT RECORD MARKERS TO ERASE LARGE CHUNKS OF TEXT. PUT A RECORD MARKER AT THE BEGINNING AND END OF THE TEXT YOU WANT ERASED. THEN PUT YOUR CURSOR ON THE END MARKER AND CHOOSE **ERASE**. FINALLY, DELETE THE FIRST RECORD MARKER USING THE **DELETE** KEY.



Sort

A file containing record markers will be sorted by records. A file without record markers will be sorted by paragraphs (text followed by a RETURN). The sorted file is placed in the *other* window. Since this erases whatever is currently in that window, make sure to first save your text before starting SORT.



WANT TO PRINT A FORM LETTER TO ALL YOUR FRIENDS, OR MEMBERS OF YOUR CLUB? IF YOU HAVE A MAILING LIST, IT'S EASY. JUST DESIGN A MAIL MERGE. TO LEARN HOW TO DO THIS, LOAD **MAIL MERGE** FROM THE STORY DISK.

To sort word lists, separate each word or phrase by a RETURN and then choose SORT.

Sorting Records by Fields Within Records

You can sort within records, too. Just highlight the information that should serve as the basis for sorting (birthday months, for example). This information is considered a *field*. Then, using the FILTER function, hide the rest of the text. Be sure to filter out all other colors, including clear; the first thing showing in your record must be the information you want sorted. Then use SORT to organize your data.

BLANKS

Blank spaces in your file, even when you are inserting new text, push the text that follows to the right. Therefore, you can't just leave blank spaces in a "fill-in-the-blanks" form. However, you can use your computer's underlining

BE CAREFUL NOT TO CONFUSE YOUR UNDERLINE KEY WITH WRITING-WIZARD'S HIGHLIGHTING KEY, WHICH WILL UNDERLINE THE TEXT ON SOME COMPUTERS.



key (—) for this purpose. When *Writing Wizard* sees an underline, it automatically changes to overstrike mode (see p. 55) and replaces the underline (a blank character, here) with the character you type.

To make a form, design it with blanks (underlines), then put it into the other window as a record. Whenever you want to use it, just copy it (using the COPY command) into your working window and fill it in.

Typefaces

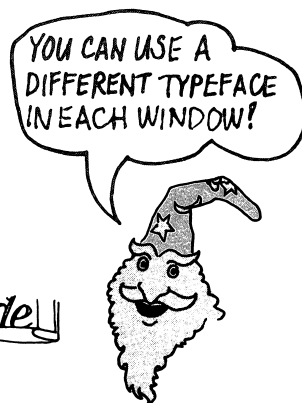
There are many different ways to form the letters of the alphabet. Compare the printed letters in a newspaper with those in a magazine article or book or advertisement. You will find many different printed styles, each one known as a *typeface* (or type font).

The letters printed on the computer screen are a particular typeface, too. Someone had to decide exactly how the characters would be “lit up.” Perhaps you noticed that the typeface used in *Writing Wizard* looks different from those you see in your other software. It is designed to be easy to read, especially in color.

Writing Wizard comes with a variety of typefaces on the Program and Story Disks. With some computers you can choose a small typeface so that more words fit on the screen, a larger one for easier reading, or a fancier one that looks like script.

Or, using the typeface “editor,” you can design your own set of characters. Would you prefer that all your letters be slightly taller? Go ahead and change them! What letter does your name begin with? Why not make that letter look really special?

lAbI lCdeI



Typefaces—Nuts and Bolts

When you load a different typeface, everything you have already written will be displayed with the new set of characters. When you save the file, *Writing Wizard* remembers which typeface you were using. Whenever that file is loaded, it is automatically displayed in that typeface.



YOU CAN CHANGE THE TYPEFACE THAT AUTOMATICALLY BOOTS UP WITH WRITING WIZARD. PUT IN THE TYPEFACE YOU WANT AND SAVE **SETUP**. SEE pp. 53 TO 54.

To load a new typeface, you:

- ☆ Check that your *Program* Disk is in the disk drive
- ☆ Press ESC
- ☆ Move to the second set of writer's tools
- ☆ Choose **TYPE**
- ☆ Choose **LOAD**
- ☆ Scroll through the list of typefaces and choose one
- ☆ Press **RETURN**
- ☆ Reinsert your data disk

Editing Typefaces

To use the typeface editor, you:

- ☆ Press ESC
- ☆ Move to the second set of writer's tools
- ☆ Choose **TYPE**
- ☆ Choose **EDIT**

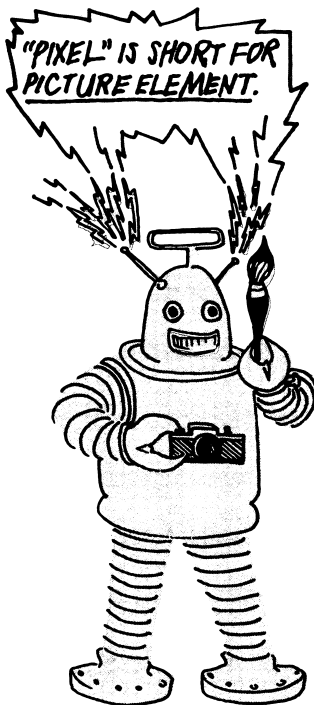
In the typeface editor, the left side of the screen displays the characters in the current typeface. The editing grid on the right side contains an enlarged version of the character above the cursor on the left side. You choose the character you wish to edit on the left and edit it on the right.

The four cursor keys allow you to scroll through the full character set. Pressing any key other than RETURN will move you to the character displayed by that key (for example, pressing the "P" key will move you to the "p" in the character set). Press RETURN to begin your editing.

How do you edit a character?

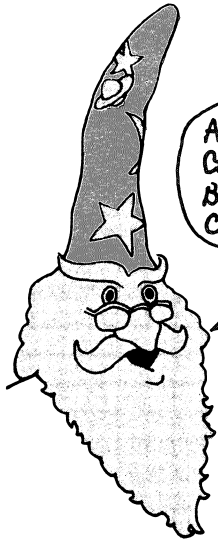
Every character in a typeface is made up of small dots, called *pixels*. You change the shape or color of a character by switching pixels on and off. Each box in the editing grid is one enlarged pixel. The dot in the editing grid indicates the pixel you are on.

To make changes in a character, use either the SPACEBAR, the DELETE key, or the < and > keys. Here's what you can do with these keys:



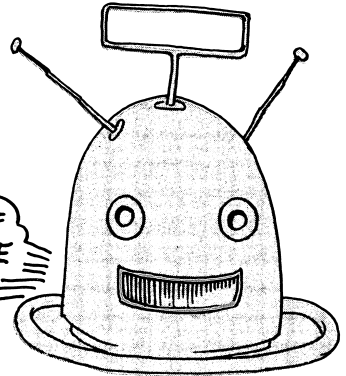
- ☆ Press the SPACEBAR to switch the pixel at the cursor on or off
- ☆ Press the DELETE key to turn the pixel at the cursor off
- ☆ Use the four cursor keys to move the cursor around the editing grid
- ☆ On some computers, use the < and > keys to change the width of the editing grid (and thus the amount of space the character takes up)

Press **RETURN** when you have finished with that character and want to work on a new character.



A FAST WAY TO REDESIGN A CHARACTER IS TO PRESS **DELETE** BEFORE YOU CHOOSE THE CHARACTER WIDTH WITH **RETURN**.

WHY NOT TRY USING SOME MAGIC COMMANDS IN THE TYPEFACE EDITOR!



Pressing the Window key changes the height of the grid in some computers. Pressing the Highlighting key changes the color of a character on the editing grid in some computers.

Advanced Editing Tools

The typeface editor allows you to store a character, then exchange it with another character. This means you can actually relocate characters to new keys. You can also exchange individual characters with another typeface. The character you store or exchange is saved in the "memory box" below the editing grid.

Here's how to proceed:

Press Control S	This stores the character in the editing grid into the "memory box."
Press Control X	This exchanges the character in the editing grid for a character in the memory box.

Pictures and Animation

Word processing used to be just that—*word* processing. Now, with *Writing Wizard*, you can make pictures a part of your word processing. You can use the typeface editor to change certain letters into pictures, then put these together to form larger designs. You can then use your pictures to decorate a page, make a story more interesting, or illustrate a point. With the **GRAPHICS** option, you may be able to print out exactly what is on the screen.

Because of the way it scrolls text, *Writing Wizard* can flip through a series of pictures so rapidly that they become an animation. You can actually create a movie from text or graphics. The speed at which a screen page moves depends on the number of lines on the page and the number of characters. Shorter pages scroll more quickly, and the cartoon moves much faster.

Pictures and Animation—Nuts and Bolts

YOU'LL PROBABLY WANT TO CHOOSE RARELY USED CHARACTERS, SUCH AS BRACKETS OR THE # (POUND) SIGN, TO CREATE PICTURES.



You can use the typeface editor to change some of the characters into graphics symbols—pictures.

A movie consists of many still pictures, each slightly different from the one before it. These pictures are called *frames*. First decide how big your frames are going to be. (An ideal height is one quarter to one half of the screen.) Then make your window that size. Type a picture into the frame. Now change screen pages to get a new frame. Using the overstrike mode (Control O), type the picture again with slight changes. Go to the next frame. Again, reproduce the picture with slight changes. And so on. (Use **COPY** to make this task easier.) Finally, go to the beginning of the file (Control A) and move (“flip”) through it page by page (Control G). Stop and edit any frames that look jerky.

Magic commands can be used to slow down your animation. Just start a magic command and press the page flip, then press ESC a number of times and the Magic key. *Writing Wizard* will repeat the ESC sequence without doing anything, and this will slow down the screen flip.

Several examples of animated text and graphics appear on the Story Disk. Be sure to take a look at the typefaces (character sets) that were used to produce the graphics animation. Then try your own.

Additional Tools

The following are from the third list of writer's tools. You "choose" a tool just as you did for all previous tools.

Add

LOAD erases everything from your window before bringing in a new story. Sometimes, though, you will want to keep your present story and add a previously written story to it. This is what **ADD** does. The earlier story will be added wherever the cursor is located in your present story.

NEW lets you start a new file. It clears the computer's memory and erases everything from the screen. Make sure that you have saved your current story on disk before you use **NEW**. Using **NEW** also causes a new filename to be requested when save your new file.

New

Files

You can lock, unlock, or delete files on the disk with this tool. You must first decide which files you want to change. Choose text for your story files, font for your typeface files, and magic for your magic command files. A locked file cannot be saved over or deleted. Choosing **DELETE** erases a file from the disk—forever, so **BE CAREFUL!!**

Volumes

This feature allows you (on some computers) to use two or more disk drives. Choosing **VOLUMES** shows you the name of the disk in each drive. Put the Volume (disk name) next to the arrow and press **RETURN**. See your machine-specific guide for more information on **VOLUMES**.

Setup

SETUP lets you change several features of *Writing Wizard* to make it work better for you. If you save these changes the program will make them for you automatically each time you start.

For example, if you are using a black-and-white TV or monochrome monitor, choose **SETUP**, switch from the **COLOR** to the **B-W** mode, and save it. The highlighting will now be in different patterns instead of different colors.

Be sure to reinsert your Program Disk when you save the **SETUP**. If you do not save the **SETUP**, the changes you make will only be temporary.

Here are all the **SETUP** options. Use the cursor keys to scroll through them and the **<** and **>** keys to change them:

HIGHLIGHTING

Choose either **B-W** or **COLOR**, depending on your monitor

AUTO PUNCTUATION

When you select **ON** here, each time you type a period, question mark, colon, or exclamation point, *Writing Wizard* will automatically add two spaces and capitalize the next letter. A comma or semicolon is automatically followed by a single space.

DISPLAY RETURNS

Select **YES** to see the **RETURN** character (the triangle pointing left) on your screen. Select **NO** if you prefer not to see it.

When you answer “Yes” (Y) to the question, “SAVE SETUP VALUES (Y/N),” all of your choices are saved on the Program Disk. Three other features are saved as well:

1 **TYPEFACE.** When you save the SETUP, the typeface you are currently using becomes the typeface that is loaded each time you start the program.

2 **VOLUMES.** The current choice made under VOLUMES is saved as well.

3 **PRINTER SETTINGS.** All the printer hardware settings are saved when you save the SETUP; these are the settings that the program will automatically boot up with.

When you choose QUIT, you leave *Writing Wizard* and are ready to boot up a new program.

Quit

Shortcuts

Most *Writing Wizard* shortcuts involve holding down your computer’s Control key while pressing another key. For every command on the first ESC menu there is a corresponding Control key. Control keys can also get you to the beginning or end of a story almost instantly. Other Control keys advance your story one screen at a time, switch your highlight color, or let you “write over” (overstrike) typed letters instead of having to erase them and insert new ones.

The following commands duplicate those listed in the first ESC menu. You don’t need to press ESC (go to the menu) to use them. Just press:

Control S	to SAVE a story
Control L	to LOAD a story
Control F	to FIND a word or phrase
Control V	to MOVE (moVe) what the cursor is pointing to
Control C	to COPY what the cursor is pointing to
Control E	to ERASE what the cursor is pointing to
Control P	to PRINT a story

In addition, pressing Control **D** will allow you to adjust window size. It is like choosing WINDOW on the ESC menu.

With the following Control keys, you can move to different parts of your file very quickly:

Control A	takes you to the beginning of your file
Control Z	takes you to the end of your file
Control G	moves you forward (Goes forward) a screen at a time
Control B	moves you Backwards a screen at a time

Each of the following Control keys is like a toggle switch. Use it once to make the change; use it again to unmake the change:

Control O	allows you to switch between <i>insert</i> (typing) and <i>overstrike</i> modes
------------------	---

Normally, when you type something into your story, letters to the right are pushed ahead. But you can choose instead to “overstrike.” This means that the letters are replaced as you type over them. Overstriking is especially useful for fixing misspelled words and changing from upper to lower case and vice versa.

Note that the cursor changes shape as you switch back and forth between the insert and overstrike modes.

Other “toggle-switch” Control keys are:

Control W	allows you to switch between moving forward by character and moving forward by word
Control X	allows you to switch from one highlighting color to another



*CONTROL KEYS DO NOT WORK FROM **ESC**.*

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MasterType's *Writing Wizard* Guide For The Apple IIe & IIc

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Introduction

Welcome to *Writing Wizard* for the Apple computer. This is your machine-specific guide for the Apple IIe and IIc. You will also find in your Scarborough package a complete manual that describes in detail how *Writing Wizard* works. However, we recommend that you read this guide first. It will give you important information on how to operate *Writing Wizard* on your Apple computer.

Required Equipment

To use *Writing Wizard* you will need:

- 1 An Apple IIc or IIe with a minimum 128K RAM.
- 2 A black-and-white or color monitor or a black-and-white or color television set with RF Modulator.
- 3 The *Writing Wizard* Program Disk.
- 4 An unformatted (blank) diskette.
- 5 At least one disk drive. A second disk drive is optional and can be used for making backup copies of your files or to look at files on two separate data disks.
- 6 A printer (optional but highly recommended).

If you wish to use the program with a joystick, make sure that the stick is properly centered (standing straight up) and that the joystick is plugged in before you boot the program.

Loading Instructions

To load *Writing Wizard*:

- 1 Insert your Program Disk into drive 1.
- 2 Turn on your TV or monitor.
- 3 Turn on your Apple computer. The red light on the disk drive will go on and off several times as the program is loading.

That's it! You will soon see the title screens, and then you'll be all set to start typing.

ProDOS requires extremely accurate speed on the drives. If you are having trouble loading either the program or your files, have your drives checked at your dealer's.

If you have questions about particular *Writing Wizard* features, you can check out the "help screens" on your program disk. Choose LOAD, load the HELP file, then select the topic you wish to see.

The Keyboard

Writing Wizard was designed to take full advantage of the Apple IIe and IIc keyboards. Notice that the UP, DOWN, LEFT, and RIGHT ARROW keys, which are your cursor keys, are located in the lower right-hand corner of your keyboard and that the DELETE key is the last key on the right, top row. Also notice that the TAB, CONTROL, and ESCAPE (ESC) keys are all located on the left side of your keyboard. (See illustration on p.13)

Writing Wizard also uses the following three keys for special functions:

- 1 The CLOSED APPLE key for highlighting.
- 2 The OPEN APPLE key to change windows.
- 3 The TILDE (~) key (the one next to the CAPS LOCK) for executing magic commands.

Locate these keys now on your keyboard.

Creating and Copying Data Disks

CREATING A NEW DATA DISK

Each file in each window will hold up to 16K of text. This is about 10 double-spaced pages. Magic commands will hold up to 1K of text.

In order to save your data you must have a new blank disk or an old disk that you don't need for anything else. The text can be saved on any ProDOS formatted disk.

Writing Wizard will initialize, or format, a blank disk for you automatically when you are ready to save your first file on it. Initializing a disk completely erases it in preparation for saving the data.

ProDOS allows you to name a disk. If you have more than one disk drive, you can place a different data disk in each drive. Selecting VOLUMES from the menu will then show you which disk is in which drive and will allow you then to choose the disk you want to use by name or by drive.

COPYING A DATA DISK

There are three kinds of files, each with their own subdirectory under FILES:

- 1 Text files fall under TEXT.
- 2 Magic command files fall under MAGIC.
- 3 Typeface files fall under FONT.

To make a copy of a data disk, use the ProDOS copy program or COPY A from DOS

3.3. You can also use the following procedure to copy a data disk:

- 1 Load into the computer's internal memory the file you wish to copy from the original disk.
- 2 Insert the new, unformatted disk into the drive.
- 3 Select SAVE to transfer the data from the original disk to the new disk (*Writing Wizard* will format the blank disk for you automatically).

THE PROGRAM DISK IS NOT COPYABLE.

Printing Your Text

Writing Wizard can be made to work perfectly with almost any printer just by selecting the proper printer hardware on the Printer Settings screen (Control P, S). Configurations are already set for Apple and Apple-compatible printers, Epson and Epson-compatible printers (including the Star Gemini-10X and 12X), the Okidata 92 and 93, and the C-Itoh ProWriter printer. You simply select either the APPLE, EPSON, OKIDATA, or C-ITOH printers, and your particular printer interface card, under HARDWARE. (If you are using an Apple IIC computer, select the IIC/Apple Serial Card as your interface. If your interface card is not listed, choose OTHER.) Be sure to highlight the text you want treated specially, then match the color with the feature under COLORS and PRINT TYPE on the Printer Settings screen.

If you have a printer not mentioned, your text should still print out with no problem, but you may need to enter printer *control codes* to utilize the special features of the printer such as underlining, boldface, italics, etc. These codes can be found in your printer manual.

To enter the codes, you must first select OTHER under PRINTER TYPE on your Printer Settings screen. This will allow you to scroll to the settings below. There you will enter the appropriate ASCII code numbers. Put an escape code in the first column (decimal number 27 or 155), then the decimal numbers that your printer uses for its special features in the other columns. (Some codes are up to four numbers long, but one or two numbers is far more common.) Always enter the code numbers for both ON and OFF, choose SPECIAL for features other than underlining or boldface, and be sure to save the file again with the control codes entered.

For a screen dump on Apple, Epson, Okidata, and C-Itoh printers, which will allow you to print out exactly what you see on your screen, choose the GRAPHICS subcommand under PRINT. If you are using another printer, you must have a Grappler or Grappler+ (or similar) interface card, and you must enter the appropriate graphics codes (no escape number needed here) in the ASCII columns where indicated. Beware, however, that some printers do not have the ability to do graphics.

To get correspondence-quality type on the Okidata, choose SPECIAL for one of the colors

under PRINT TYPE on the Printer Settings screen. Then insert a single character in that color at the beginning of your file. (Just turn on the highlighting function and press the SPACEBAR once.) This will turn the feature on for the entire file. If you wish to return to data-processing type for a second printing of the same file, simply shut off the printer for a moment, remove the highlighted character, and you will again be in data-processing mode.

SPECIAL will produce italics on Epson and Epson-compatible printers that have this feature and expanded type on Apple and Apple-compatible printers.

If you have a printer other than the ones designated in the program, and your printer does not work with the codes you have entered, try adding 128 to the numbers your manual gives. For example, if your manual gives 41 as the control code for turning underlining on, add together 41 and 128 (169) and put this number in the assigned column. If your printer still does not work properly, try resetting some of the printer's "DIP" switches. Check your printer manual to find out where they are and what each switch does. Also, be sure you are not using *hexadecimal* or *octal* figures by mistake (convert them to decimal if you are), and always remember to put 27 or 155 (the escape code) in the first column for each control code you enter except for graphics codes.

Even if you are using a printer named by *Writing Wizard*, you may experience printing difficulties due to changes in escape codes or

special hardware configurations. Should this occur, simply choose OTHER for printer type as well as OTHER for interface card type, and manually enter the escape codes. If you continue to have problems, check with the manufacturer of your printer to be sure you are using the latest codes.

If your computer “hangs up” (your keyboard locks) because you have chosen the wrong hardware on the Printer Settings screen or forgot to turn on the printer before you selected BEGAN, simply press down CONTROL-RESET. Your data should not be lost.

Colors on the Apple

Images on the Apple IIe/c screen are produced by pixels being turned on and off. (Refer to the section on Editing Typefaces in your *Writing Wizard* manual for more on pixels.) White characters and lines are easy to produce. Just turn on any two adjacent horizontal pixels.

Colors are a little more complicated. Colored lines and characters are produced by turning on every other horizontal pixel. Four basic colors are possible, but only two at any given pixel position. The even columns on the screen can only be blue or orange, the odd columns can only be green or purple. To change to the other color at each position, press the Closed Apple Key when editing a colored character.

Converting Files From Other Word Processors

If you have some programming skills and technical knowledge of the Apple, you can convert binary files from other word processors or assemblers to *Writing Wizard* files. If your files were created using DOS 3.3, first convert them to ProDOS. Then create a *Writing Wizard* "header" on a data disk. To create a header, save a file with only one character in it. Quit the program, BLOAD this file at \$4000, and BLOAD the other file after it at \$4062. Now change bytes \$4010 and \$4011 to the file length (low byte first) of the two files combined. Then BSAVE the new file in a TEXT subdirectory. For example, BSAVE/VOL.NAME/TEXT/FILE.NAME, A\$4000,L\$XXXX.

Command Summary

WRITING AND EDITING

←, →	Moves cursor right and left
↑, ↓	Scrolls up and down
RETURN ◀	Starts new paragraph
Single TAB ▶	Indents a given number of spaces in a line
DELETE	Erases character to the left of the cursor
⌘	Changes windows
⌘	Turns highlighting on and off
~	Executes magic command
Shift ~	Displays magic commands
CTRL A	Goes to the beginning of file
CTRL B	Goes back to last screen page
CTRL C	Copies
CTRL D	Adjusts window size
CTRL E	Erases
CTRL F	Finds (and replaces, if desired)
CTRL G	Goes forward to next screen page
CTRL L	Loads file from disk
CTRL N	Begins new page for printing
CTRL O	Switches between overstrike and insert modes
CTRL P	Prints
CTRL R	Repeats current magic command
CTRL S	Saves file to disk
CTRL T	Begins teaching function
CTRL V	Moves text around
CTRL W	Switches cursor from character to word movement
CTRL X	Changes highlighting color
CTRL Z	Goes to end of file

ESC—FIRST SET OF OPTIONS

SAVE	Saves story to disk (also initializes a blank disk)
LOAD	Loads a story from the disk
FIND	Finds and (if desired) replaces words
MOVE	Moves word or highlighted text at cursor
COPY	Copies word or highlighted text at cursor
ERASE	Erases word or highlighted text at cursor
PRINT	Prints text

ESC ↓—SECOND SET OF OPTIONS

WINDOW	Opens second window and changes window sizes
COLOR	Changes highlighting color
FILTER	Hides or reveals text
MAGIC	Allows you to save, load, display, and erase magic commands
TYPE	Allows you to create new typefaces or select those already in the program
SORT	Rearranges text numerically or alphabetically

ESC ↓↓—THIRD SET OF OPTIONS

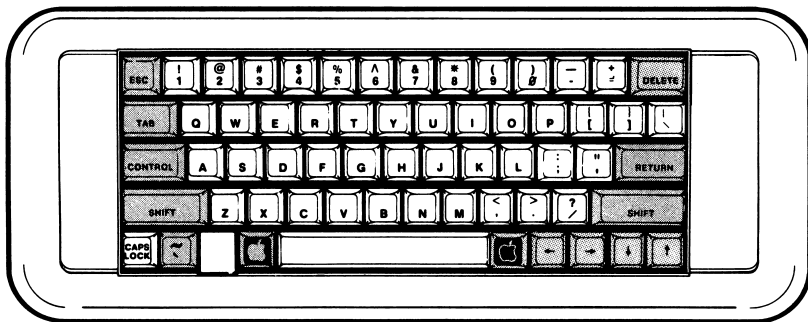
ADD	Adds one file from the disk to another in memory at the cursor
NEW	Erases current file from the screen and from memory
FILES	Displays files of your text, fonts, and magic commands and allows you to lock, unlock, or delete them
VOLUMES	Displays volume names in disk drives or switches between drives
SETUP	Provides program setup for monitor (color or black-and-white options); automatic spacing and capitalization after punctuation (. ! ? :); and RETURN symbol display
QUIT	Leaves <i>Writing Wizard</i> program

JOYSTICK

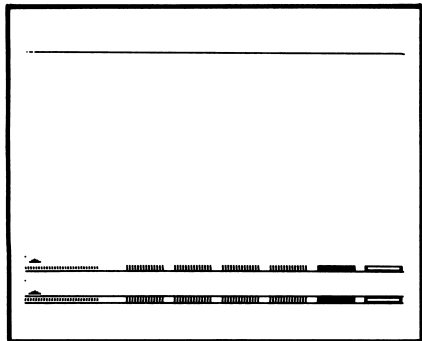
BUTTONS	Operate windows and highlighting
STICK	Scrolls up and down and moves cursor back and forth

The keyboard below depicts *Writing Wizard's* "special" keys. The illustrations that follow, which are of various *Writing Wizard* screens, can be used as guideposts to help you if you become confused while using the program.

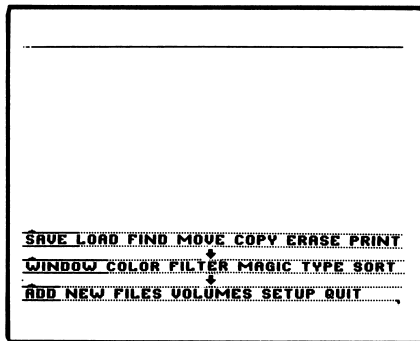
SCREEN REFERENCE GUIDE



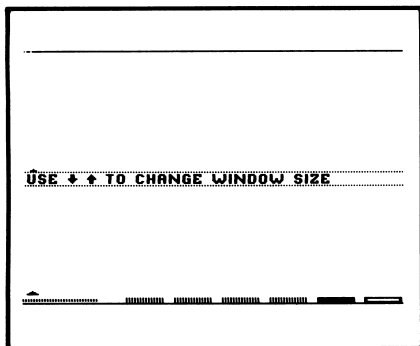
Open and Closed Apples, four cursor (arrow) keys, ESC, RETURN key, DELETE, TAB, SHIFT, Magic key, CONTROL key.



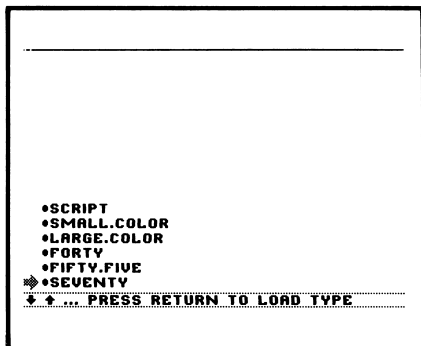
Writing screen and (below) writing screen with Highlighting key turned on. The writing screen is also the screen that *Writing Wizard* boots up with.



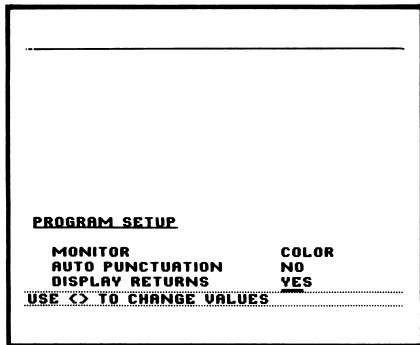
Main menu screens obtained by pressing the ESC and down arrow keys.



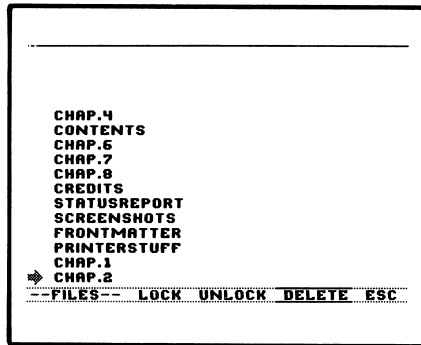
Adjusting window size screen.



Font files on the Program Disk.*

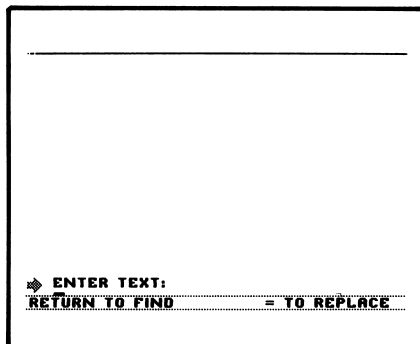
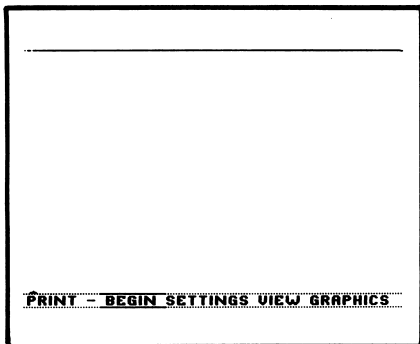


SETUP screen.

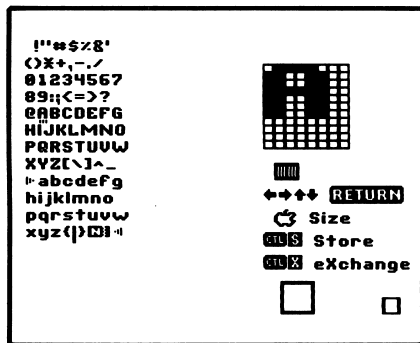


FILES screen.

*SEVENTY is a good typeface for use on a monochrome monitor and CHART (also on the Program Disk) is good for creating tables that must be printed out, since each character is the same width and thus your copy will print out exactly as shown.



PRINT and FIND submenus in program.



Typeface editor.

A word about Scarborough and MasterType's WritingWizard.™

Software from Scarborough is designed to take full advantage of the capabilities of your computer . . . and, at the same time, it is enjoyable and easy to use.

Each Scarborough program undergoes extensive testing and evaluation, and each step of the creative process is monitored to insure the delivery of a program that will bring new satisfaction and rewards to the home computer user.

Whether your interests in home computing are directed towards furthering education or increasing the productivity of your household, Scarborough's software fulfills the promises that heralded the arrival of your home computer.

The Scarborough System.

MasterType's Writing Wizard.™

MasterType's Writing Wizard is so much more than just a full-function word processor. It's loaded with new features that can help kids, college students and adults write more effectively, more creatively. There's so much learning potential in Writing Wizard that we've included a second disk packed with activities to polish your writing skills. Yet with all of its capabilities, Writing Wizard is the easiest and friendliest word processor you'll ever use.

Here are just some of the features:

Dual windows:

Create an outline in one and write in the other. You can even move text between the windows.

A magic key:

Frequently used phrases or commands can be combined into a single key stroke.

In a sense, we did not have history until the invention of the alphabet. Before that invention, the records of national events were passed on by singing bards. But, those bards had to have audiences patient enough to listen to a long, metered recitation.

Colors:

Six of them. For highlighting. For editing. For quick review.

Lots of typefaces:

Large or small. Or script. Or create your own. Even foreign language accents.

A handy database:

Create, sort, and integrate addresses into letters or footnotes into text.

Writing Wizard makes writing fun. And can make you write better. It's compatible with popular printers.

WORKS WITH THESE PRINTERS:

- Apple DMP
- Apple Imagewriter
- Apple Scribe
- Centronics 351
- C-Itoh ProWriter
- Data South 180
- Epson FX and MX (80 and 100)
- Hewlett-Packard Thinkjet 2225C
- NEC 3550
- NEC 7710 (Spinwriter)
- Okidata 92 and 93
- Qume Sprint II
- Star Gemini 10X and 12X

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