

no. A-132



# mecc writer

**from the series  
composing information**

instructional computing courseware  
for the **apple® II** computer



**the computing and  
information collection**

Basic skills for the information age.

This manual is compatible  
with  
the MECC Writer diskette  
Version 1.x

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# MECC's Computing and Information Collection

## MECC Courseware Development under the Minnesota High Technology and Educational Improvement Act

MECC Writer is part of MECC's **Computing and Information** software collection. This collection comprises a wide range of software designed to teach students strategies for using electronic technology to process information. The **Computing and Information** project was funded in part by the Minnesota High Technology and Educational Improvement Act of 1983.

Two basic assumptions are behind the development of these products:

We are moving toward a world in which the ability to work with information is becoming critical. Students will need to know how to use electronic tools to access and display information, to organize and manipulate information, and to evaluate information. This knowledge will enable them to solve problems and to create, develop, and communicate their own ideas.

Information technology is changing the nature of what needs to be learned and how instruction will be provided. As technology evolves, we need to continually evaluate and develop more efficient methods of working with information.

The **Computing and Information** collection is intended for students in grades 4-12. Although the collection is not specifically designed to be used in a particular sequence, many skills presented in packages for middle school students are further developed in packages intended for older students. MECC Writer is part of the Composing Information series. The four other series in the **Computing and Information** collection are Keyboarding, Displaying Information, Accessing Information, and Evaluating Information. MECC will be adding packages to the collection in the future. For more information contact the MECC Software Division.

Also available is the MECC Computing and Information Teacher's Guide, which shows how the packages in the collection can be used as a course in computer literacy or information processing. The Guide identifies goals and objectives and gives specific plans for using the products in several different types of instructional sequences. A special feature of the Guide is a set of Student Activity Cards, which provide student-centered classroom activities for each package in the **Computing and Information** collection.

The matrix on the next page outlines the **Computing and Information** collection by product title, description, and grade range.

## The MECC Computing and Information Collection

Product		No.	Grade Level									
Course Guide			4	5	6	7	8	9	10	11	12	
Keyboarding Series	<i>MECC Keyboarding Primer</i> teaches typing techniques	A-130										
	<i>MECC Keyboarding Master</i> builds typing speed and accuracy	A-131										
Composing Information Series	<i>MECC Writer</i> presents a basic word processing system	A-132										
	<i>MECC Speller</i> identifies misspelled and confusing words	A-134										
	<i>MECC Editor</i> reviews and edits student writing	A-135										
	<i>MECC Write Start</i> encourages creativity with word processing	A-133										
Displaying Information Series	<i>MECC Graphing Primer</i> reviews graph construction and analysis	A-136										
	<i>MECC Graph</i> produces graphs with student-supplied data	A-137										
Accessing Information Series	<i>MECC Stuff and Fetch</i> teaches practical database organization	A-138										
	<i>MECC Trivia Machine</i> develops key word searching strategies	A-139										
	<i>MECC Dataquest: The Presidents</i> retrieves information on U.S. Presidents	A-140										
	<i>MECC Dataquest: The Fifty States</i> retrieves information on the United States	A-163										
	<i>MECC Dataquest: The World Community</i> retrieves information on countries around the world	A-197										
	<i>MECC Dataquest Composer</i> allows you to create databases for student use	A-172										
	<i>Databases in the Classroom: Dataquest Sampler</i> <i>Databases in the Classroom: AppleWorks Sampler</i> provide ten databases for student use	A-173 A-174										
Analyzing Information Series	<i>Spreadsheets for Mathematics and Science: AppleWorks Sampler</i> provides ten spreadsheets for student use	T-610										
Evaluating Information Series	<i>MECC Information Manager</i> promotes use of productivity tools to solve problems	A-141										

## OVERVIEW FOR TEACHERS

MECC Writer is an introductory word processing program that is designed for students at the middle school level or above. It is an uncomplicated program that is easy to use yet powerful enough to enable students to:

- use the same screen to compose, edit, and print (there is no need to move from an entry mode to an edit or print mode);
- insert or delete single characters, words, and paragraphs with ease;
- move and rearrange text efficiently and quickly;
- arrange the text on the screen the way it will be printed or use embedded commands to adjust margins;
- print information (a file) immediately or save it on a data diskette. If a file is saved, it can be loaded back into the computer at a later time to edit or print it.

The word processing capabilities of MECC Writer are also embedded in selected MECC products. These capabilities constitute an "implantable word processor," which allows students to write sentences and paragraphs while using a MECC courseware product.

MECC Writer and the implantable word processor operate in essentially the same way. Thus students need to learn only one word processing system. A minimum number of commands and features have been included to meet instructional needs.

### **The Support Manual**

The support manual consists of six sections. Some of these sections are designed specifically for students. You may want to duplicate and distribute the sections of the manual that are appropriate for your students and that complement your approach to teaching word processing.

**Student's Introduction to MECC Writer** - gives **students** an overview of MECC Writer and defines important words.

**Primer I** - gives **students** basic information about using the Delete Key, the Shift Key, the Caps Lock Key, the Space Bar, the Return Key, and the Arrow Keys.

**Primer II** - introduces **students** to the process of creating, saving, loading, printing, and deleting a file.

**MECC Writer Reference Section** - gives detailed information about all of MECC Writer's special commands and features.

**MECC Writer Reference Card** - gives a summary of MECC Writer's commands. The card can be copied and given to each student.

**Glossary** - defines terms used in this manual.

## OVERVIEW FOR TEACHERS

### The Equipment

To use MECC Writer, you will need the following equipment:

MECC Writer program diskette

Apple //e computer with an 80-column text card or an Apple //c computer

Monitor (text will not be legible on most color monitors)

One or two disk drives

Printer

A data diskette that you create for saving your files

### Preparing a Data Diskette

You can type and print information (a file) by using just the MECC Writer diskette. However, if you want to save what you type, you will need a prepared data diskette. (It is a good idea to save what you type so that you can edit or print it at any time.) You cannot save a file on the MECC Writer diskette.

For information about creating a data diskette, see the "Diskette Support" option on the main menu of the MECC Writer diskette. Also refer to Appendix C, "Using a Data Diskette with This Courseware." Note that you may use a data diskette that has been created with Apple Writer II (Apple //e version) or the Apple DOS 3.3 System Master. To use MECC Writer with ProDOS data files, see Appendix D.

Since the process of creating a data diskette destroys all previous information stored on it, you will want to use a new diskette or one whose contents you no longer need. After you have created a data diskette, you can use it whenever you want to save a file.

### Setting Up Your Printer

You may also need to set up your printer to work with MECC Writer. To prepare your printer, choose the "Printer Support" option from the main menu and follow the directions. See Appendix B for more information.

### Reference Screens

Reference (help) screens can always be accessed while you are using the MECC Writer program by pressing Control-R. To press Control-R, hold down the Control Key and press the letter R at the same time. An option on the main menu of the MECC Writer diskette also enables you to print these reference screens.

## STUDENT'S INTRODUCTION TO MECC WRITER

### What MECC Writer Is

MECC Writer is a beginning word processing program that is easy to use and easy to learn—even if you have never used a computer before. It will allow you to work with words and ideas much more easily and quickly than with a pen or typewriter. With MECC Writer you will be able to:

- compose, edit, and print what you type;
- insert (add) or delete (erase) single characters, words, and paragraphs;
- move and rearrange information efficiently and quickly;
- arrange the information on the screen the way you want it to be printed or use commands in your text to adjust margins;
- print what you type right away. Alternatively, you can save your information (called a file) on a data diskette. If you save your work, you can come back to the computer at another time and load the file back into the computer. You can then edit, print, or delete your file.

### Important Words to Know

<b>characters</b>	Refers to what the keys on the keyboard stand for. Characters include letters, punctuation marks, numbers, symbols, and spaces.
<b>data diskette</b>	A diskette that can store the information you type.
<b>delete</b>	To erase.
<b>file</b>	A collection of information stored as a unit on a diskette or in the memory of the computer.
<b>insert</b>	To add characters to a file.
<b>load</b>	To bring into the computer's memory.
<b>memory</b>	The temporary storage inside the computer for files or programs.
<b>save</b>	To store information (a file) on a diskette.

## STUDENT'S INTRODUCTION TO MECC WRITER

### Where to Find What You Need

There are several ways to learn how to use MECC Writer. Follow your teacher's instructions or select the sections of the manual described below that will help you the most.

#### Primer I

This is a good place to start if you are not familiar with MECC Writer. It will tell you how to delete (erase) characters, how to use upper- and lower-case letters, and how to use the Arrow Keys to move to the place you want to type or edit. It also explains how to use the Space Bar and the Return Key. See pages 6-8.

#### Primer II

Primer II will take you through the steps that are involved in creating, saving, loading, printing, and deleting a file. See pages 9-11.

#### MECC Writer Reference Section

You can use the Reference Section of this manual for detailed information about all of MECC Writer's special commands and features. See pages 12-20.

#### MECC Writer Reference Card

This card will give you a quick guide to the commands used in MECC Writer. See page 21.

#### Glossary

You can use the Glossary to help you understand new terms. See page 22.

## STUDENT'S INTRODUCTION TO MECC WRITER

### When You Need Immediate Help

With a bit of practice you will soon become acquainted with MECC Writer's features and commands. For help in learning MECC Writer's commands, you can:

- Use the easy MECC Writer Reference Card (see page 21). You can place a copy of it next to the computer.

OR

- Use Control-R to see the reference screens any time you are using the MECC Writer program. To press Control-R, hold down the Control Key and press R. An option on the main menu also lets you make a printed copy of these screens.

One final note:

Your teacher may have already prepared the data diskette you will need to use if you want to save what you write. However, if you need to set up your printer and create your data diskette, refer to Appendices B and C.

## PRIMER I - TEN EASY STEPS

Primer I tells you how to delete (erase) characters, how to use upper- and lower-case letters, and how to use the Arrow Keys to move to the place where you want to type or edit. It also explains how to use the Space Bar and the Return Key.

Place the MECC Writer diskette into the disk drive and turn on the computer and monitor. If your instructor has set up the "Diskette Support" option (Option 5 on the main menu) to work with two disk drives, put the prepared data diskette in the second drive now.

Choose the MECC Writer program from the main menu. (Type 1 and press the Return Key.) When the program is ready to use, you will see a blank screen with a flashing rectangle (called the cursor). Work through each step below. A blank line has been provided next to each step so that you can check off your progress as you go.

### \_\_\_\_\_ Step One: The Cursor

To get started, type the letter h seven or eight times.

hhhhhhh

Each letter will appear at the location of the cursor.

### \_\_\_\_\_ Step Two: The Delete Key

Find the Delete Key at the top right of your keyboard. Press the Delete Key and you will be able to erase the letters. Note that the Delete Key erases the letters to the left of the cursor. Mistakes will be a breeze to fix with a word processor!

### \_\_\_\_\_ Step Three: The Shift Key

Find the Shift Key on your keyboard. Hold the Shift Key down and type a capital (upper-case) H seven or eight times.

HHHHHHH



## PRIMER I - TEN EASY STEPS

### Step Seven: The Return Key

Find and press the Return Key. The cursor will move to the far left of the next line. Add your address and press the Return Key again.

Mark Johnston  
4567 Able Lane

Add your city and state and then press the Return Key again.

Mark Johnston  
4567 Able Lane  
St. Paul, Minnesota

Whenever you press the Return Key, you move the cursor to the beginning of the next line. Press the Return Key two more times. The cursor will skip a line. You can use the Delete Key to remove a "return." Press the Delete Key until you move the cursor back to the end of your address.

### Step Eight: The Arrow Keys

Locate the Arrow Keys on your keyboard. Press the Up-Arrow Key. The cursor will move **up** one line. Press the Down-Arrow Key. The cursor will move **down** one line. Experiment with the Left-Arrow and Right-Arrow Keys. Use the Arrow Keys to move the cursor to your name. Add your middle initial to your name. Move the cursor again and add your ZIP code after your state.

Mark K. Johnston  
4567 Able Lane  
St. Paul, Minnesota 55112

### Step Nine: Printing Your Address (Optional)

If you have a printer hooked up to your computer, turn it on. You can print what you wrote by pressing Control-P. To do this, hold down the Control Key and the letter P at the same time. Then you will see the question "Do you want to print the text?" Type Yes and press the Return Key. You will see the message "Single or double spacing (1-2)?" Press 1 if you want single spacing and 2 if you want double spacing.

### Step Ten: Quitting MECC Writer

When you are completely finished, press the Control Key and the letter Q (for Quit). You will then see the question "Are you sure you want to quit?" Type Yes and press the Return Key. This will bring you back to the main menu.

## PRIMER II - FILE MAGIC

Primer II will take you through the steps involved in creating, saving, loading, printing, and deleting information (called a file).

Place the MECC Writer diskette into the disk drive and turn on the computer and monitor. If your instructor has set up the "Diskette Support" option (Option 5 on the main menu) to work with two disk drives, put the prepared data diskette in the second drive now.

Choose the MECC Writer program from the main menu (Option 1). When the program is ready to use, you will see a screen with a flashing rectangle (called the cursor). Work through each step below. A blank line has been provided next to each step so that you can check off your progress as you go.

### \_\_\_\_\_ Step One: Creating a File

You create a file by starting to type! The letters will appear at the location of cursor. For practice, type the following saying from Mark Twain. The words will automatically wrap around from one line down to the next. You will not need to press the Return Key yet.

Don't, like the cat, try to get more out of an experience than there is in it. The cat, having sat upon a hot stove lid, will not sit upon a hot stove lid again. Nor upon a cold stove lid.

Mistakes are easy to fix. Use the Left-Arrow ( ← ) Key to back up the cursor just to the right of the characters (letters, numbers, spaces, symbols) you want to erase. Use the Delete Key to erase characters. You can insert (add) characters at the location of the cursor. Try experimenting with the Left ( ← ), Right ( → ), Down ( ↓ ), and Up ( ↑ ) Keys. Try making mistakes and fixing them!

Press the Return Key at the end of your paragraph. The cursor will move down to the far left of the next line. Press the Return Key again to skip a line. Now type this:

—Mark Twain

## PRIMER II - FILE MAGIC

### Step Two: Saving a File

After you are satisfied with your typing, press Control-S to save it. To do this, hold down the Control Key and press S. You will see a message at the bottom of the screen reminding you that your data diskette must be in the appropriate disk drive and asking you to press the Space Bar. You will then see the question "File name to save?" Type in the name SAYINGS (in either upper or lower case) and press the Return Key. A copy of your file is now saved on the data diskette under the name SAYINGS. The file is still in the computer's memory (the storage place inside the computer) and is visible on your screen.

### Step Three: Erasing the Memory

After you have saved your file on the data diskette, you can erase the file in the computer's memory and clear the screen for a new file. This will **not** destroy the copy of your file that you saved on the data diskette. To erase the memory, press Control-N. (Hold down the Control Key and press N.) Type Yes when you see the question "New (erase memory)?" Then press the Return Key.

### Step Four: Creating Another File

You should now have a clear screen with the cursor at the top. Start a new file by typing a friend's name and pressing the Return Key. Add your friend's street address and press the Return Key. Finally, add the city and state and press the Return Key. When you are satisfied with your typing, save the file (Control-S) under the name DATA. Erase the memory (Control-N).

### Step Five: Loading the First File Back into the Memory

Both of the files that you created have been saved on the data diskette. You can load (bring) these files back into the computer's memory at any time to edit or print what you typed. To load a file, press Control-L. You will first see a list of all the file names on the data diskette. Then you will see the message "Last file accessed: DATA." This tells you that the file named DATA was the last file in the computer's memory.

You will also see the question "File name to load?" Type in the name SAYINGS. You may use upper- or lower-case letters. Spell the name exactly as you spelled it when you saved it. The SAYINGS file will be loaded into the computer's memory. The cursor will appear at the END of the file you loaded. (You can press Control-B to go to the beginning of a file.) Add this quotation to the file:

Results! Why, man, I have gotten a lot of results. I know several thousand things that won't work.

—Thomas Alva Edison

## PRIMER II - FILE MAGIC

You will now need to update the file to save the changes you made. To do this, press Control-S. You will see the list of the file names on the data diskette and the name of the file that you last accessed (SAYINGS). Type the same name for the question "File name to save?" This will update the old file named SAYINGS and replace it with the new file named SAYINGS.

### \_\_\_\_\_ Step Six: Printing a File

Turn on your printer and press Control-P. You will see the question "Do you want to print the text?" After you type Yes, you will see the question "Single or double spacing (1-2)?" Type 1 for single spacing and 2 for double spacing. The text will be printed the way you arranged it on the screen.

### \_\_\_\_\_ Step Seven: Deleting a File

If you no longer need a file, you may want to delete it from the data diskette. To delete a file, first press Control-O and then choose the option to delete a file. To delete the SAYINGS file or the DATA file, type in the name of the file. If you do not want to delete a file, simply press the Return Key.

### \_\_\_\_\_ Step Eight: Quitting MECC Writer

When you have completely finished using MECC Writer, press Control-Q. You will see this message: "If you have not saved your changes to your files, you may want to do so before quitting. Are you sure you want to quit?"

If you type Yes, you will return to the main menu. If you type No, you will return to the file you were working on.

Primer II provided a quick introduction to creating, loading, saving, printing, and deleting a file. See the MECC Writer Reference Section of this manual for specific information about the program's special features and commands.

#### **Please note:**

**Do not press the Control Key and the Reset Key at the same time! Doing this will take you back to the main menu—and if you haven't saved your file, it will be lost!**

## MECC WRITER REFERENCE SECTION

### MOVING THE CURSOR

<u>Press:</u>	<u>Result:</u>
↑	Moves the cursor <b>up</b> one line
↓	Moves the cursor <b>down</b> one line
←	Moves the cursor <b>left</b> one character
→	Moves the cursor <b>right</b> one character
Control-B	Moves the cursor to the <b>beginning</b> of your file
Control-E	Moves the cursor to the <b>end</b> of your file

### DELETING AND RETRIEVING TEXT

<u>Press:</u>	<u>Result:</u>
Delete Key	Deletes (erases) characters one at a time to the left of the cursor. You will <b>not</b> be able to retrieve (restore) this text.
Control-W	Deletes the <b>word</b> to the left of the cursor.
Control-X	Deletes the <b>paragraph</b> to the left of the cursor. A paragraph is defined as the information (text or spaces) between two "returns."  You may retrieve the word or paragraph that you deleted and place it in a new location. Move the cursor to the new location and press Control-V or Control-Z.
Control-V	Retrieves a <b>word</b> and inserts it to the left of the cursor.
Control-Z	Retrieves a <b>paragraph</b> and inserts it to the left of the cursor. A paragraph is defined as the information between two "returns."

## MECC WRITER REFERENCE SECTION

### FINDING AND REPLACING TEXT

#### Press:

Control-F/text/

Control-F/old text/new text/

Control-F/old text/new text/a

#### Result:

Finds the text you put between slashes or asterisks. You may proceed to the next occurrence of the text by pressing the Space Bar. You can stop by pressing the letter S.

Finds the old text you put between slashes or asterisks. You may replace the old text with the new text by pressing the letter R. You may proceed to the next occurrence of the text by pressing the Space Bar. You can stop by pressing the letter S.

Finds and replaces **all** occurrences of old text with new text.

#### Hints:

There are many uses for the Find command. For example, you can use it to locate a word that starts a section of your file. Thus you will not have to scroll up and down through your file with the Arrow Keys. You can also use the find and replace feature to replace a word or to correct misspelled words throughout your file.

For each Find command, place the cursor at the **beginning** of the text you want to search. All searches proceed down through the text.

Type the text you want to find exactly as you originally typed it—including misspellings, upper- and lower-case letters, and spaces.

#### Error Messages:

##### **Pattern Not Found**

If you get this message, the text you put between the slashes was not found in the file. Reminder: Put the cursor at the beginning of the text you want to search.

## MECC WRITER REFERENCE SECTION

### SAVING A FILE

Press:

Result:

Control-S

You will see:

1. a message at the bottom of the screen that reminds you to have a data diskette in the appropriate disk drive. Press the Space Bar and you will see:
2. a list of all the files on the data diskette, followed by one or both of these messages:
  - a. "Last file accessed: \_\_\_\_\_"
  - b. "File name to save?"

#### Hints:

The message "Last file accessed: \_\_\_\_\_" will appear only if you have just loaded or saved a file. It refers to the last file that was in the computer's memory.

If you are working on a new file, save it under a **new** name. Saving a new file under the same name as one already on the list will destroy the old file and replace it with the new file.

If you are working on a file that you have saved previously, you will probably want to save it with the **same** name. Simply type an equal sign ( = ) to answer the question "File name to save?"

A file name may contain up to thirty characters, spaces, and numbers. Start a file name with a letter of the alphabet. You can use upper- or lower-case letters.

#### Error Messages:

##### **Unable to Access Diskette**

If you get this message, check to see if:

1. the data diskette is in the drive and the drive door is closed. Put the data diskette in, press Return, and press Control-S again.
2. you have a prepared data diskette. If you have access to another computer, you can use it to prepare your data diskette. Thus you will not lose any text that you have entered in the first computer's memory. You can use the "Diskette Support" option on MECC Writer or an Apple DOS 3.3 System Master to create a data diskette.
3. you have the correct data diskette. It is also possible that your data diskette may be defective.

## MECC WRITER REFERENCE SECTION

### SAVING A FILE (continued)

#### **Incorrect File Name**

If you get this message, save your file under a name that starts with a letter of the alphabet.

#### **Diskette Write-Protected**

If you get this message, check to see if:

1. there is a "write-enable" notch on the data diskette. Use a data diskette that has a notch.
2. there is a "write-protect" tab over the notch of the diskette. Remove the tab and press Control-S again.

#### **Diskette Full**

If you get this message, you can:

1. delete a file or two on the data diskette before trying to save the file in memory.
2. save your file on another prepared data diskette.

#### **File Locked**

If you get this message, you will need to unlock the file before you can change or delete it. Press Control-O and then choose the option to unlock a file. See page 20 for more information on locking and unlocking files.

## MECC WRITER REFERENCE SECTION

### LOADING A FILE

Press:

Result:

Control-L

You will see:

1. a message at the bottom of the screen that reminds you to have a data diskette in the appropriate disk drive. Press the Space Bar and you will see:
2. a list of all the files on the data diskette, followed by one or both of these messages:
  - a. "Last file accessed: \_\_\_\_\_"
  - b. "File name to load?"

Hints:

The message "Last file accessed: \_\_\_\_\_" will appear only if you have just loaded or saved a file. It refers to the last file that was in the computer's memory.

After you have loaded and worked on a file, decide whether to save your changes. Be sure to clear the screen and memory (Control-N) before you load the next file.

If you want to join files together, you can load a second file into the file you are already working on. The new file will appear at the location of the cursor. When you join files, do **not** use Control-N before you load the second file.

There are 20,000 characters available in memory to use for each file. This is approximately eight printed pages (20,000/2500). It is a good idea to occasionally check to see how many characters you have already entered into memory and how many more you may enter. To do this, press Control-C. You will see the number of characters left in memory and a rough estimate of the remaining number of pages you can print.

Error Messages:

**File Not Found**

If you get this message, check to see if:

1. the correct data diskette is in the drive.
2. you have typed the name exactly as you typed it before.

## MECC WRITER REFERENCE SECTION

### LOADING A FILE (continued)

#### Unable to Access Diskette

If you get this message, check to see if:

1. the data diskette is in the drive and the drive door is closed. Put the data diskette in, press Return, and press Control-L again.
2. you have the correct data diskette. It is also possible that your data diskette may be defective.

#### Incorrect File Name

If you get this message, load your file again with the correct name.

## MECC WRITER REFERENCE SECTION

### PRINTING A FILE

Press:

Result:

Control-P

You will see the question:

"Do you want to print the text?"

If you decide to print the text, you will see the message:

"Single or double spacing (1-2)?"

Enter 1 for single spacing or 2 for double spacing.

Hints:

#### **Arrangement of Text on the Screen and Printed Page**

In general, the way you arrange text **across** the screen is the way it will appear on the printed copy. Thus, by simply using the Space Bar to push characters across the screen, you can center words or make columns. You can also use the Tab Key to move characters across the screen five spaces at a time.

Up to seventy characters per line can be displayed on the screen. Lines will be centered on the printer paper for a pica pitch (ten characters per inch) if the printer paper is properly positioned in your printer. Your printer manual should explain how to set your printer for pica or elite pitch (twelve characters per inch). If you use elite pitch, you may want to center the text on the printer paper by adjusting the right and left margins. (See "Elite Pitch Adjustment" on page 19.)

#### **Adjusting Margins**

MECC Writer has a default left margin of five. This means that MECC Writer starts printing each new line of text five spaces from the left edge of the first column the printer can use. The default right margin is seventy-five. Thus, there are seventy characters per line on the screen and on the printed copy.

You can change MECC Writer's margins by putting special commands into your text. This is an extremely useful feature for creating columns of various widths for newspaper articles, newsletters, and so on. Note, however, that if you use embedded margins, your screen display will be different from the arrangement on the printed copy. (The screen will display seventy characters. The printed copy will have the margins you specified.)

To set a left margin, use the command `.LM#`, where "#" is the number of spaces from the left edge of the first column the printer can use. For example, the command `.LM15` will set the left margin fifteen spaces from the left edge of the first column the printer can use. Place the `.LM#` command on a **separate line** before the text where you want that margin to begin.

## MECC WRITER REFERENCE SECTION

### PRINTING A FILE (continued)

To set a right margin, use the command `.RM#`. The command `.RM40` will set the right margin forty spaces from the left edge of the first column the printer can use. Place the `.RM#` command on a **separate line** before the text where you want that margin to begin.

To adjust a margin temporarily, you can use the `.LM` command followed by a plus sign and a number and the `.RM` command followed by a minus sign and a number. Thus, to indent a paragraph eight spaces further from the left margin and five spaces further from the right margin, you would place `.LM+8` on a separate line followed by `.RM-5` on a separate line. After the paragraph, reverse the plus and minus signs. Type `.LM-8` on a separate line and `.RM+5` on a separate line.

### Elite Pitch Adjustment

If you are using elite pitch (twelve characters per inch), you may want to adjust the right and left margins in order to center the text on the printer paper. To do this, set your left margin at `.LM6` and your right margin at `.RM88`.

### Starting a New Page

Each printed page automatically has 58 lines unless you place a special command in your text. This special command is `.FF` (which stands for Form Feed). Put `.FF` at the left margin on a separate line where you want a new page to start.

To print on single sheets of paper rather than on continuous fanfold paper, put the `.SP` command at the left margin at the beginning of your file. (Remember to place the command on a separate line.) The printer will stop after printing the first sheet. Then you will be prompted to insert another sheet and to press the Space Bar to continue printing.

You can stop the printer by pressing the Escape Key once.

### Underlining Text

You can underline text on supported printers by using a backslash (`\`) before and after the word(s) you want to underline. Check your printer manual to determine if your printer allows backspaces. If you use the underline feature, you may want to check your arrangement on the screen since the backslashes will not be present on the printed copy.

Note that as you are typing, the period or other punctuation mark will sometimes occur at the end of the screen line. If you follow standard typing procedures and put two spaces after the punctuation mark, the next line will be indented one character to the right on the screen. You do not need to make any adjustment to the screen, however, since the indentation will not appear on the printed copy.

## MECC WRITER REFERENCE SECTION

### FILE OPTIONS

#### Press:

#### Results:

Control-O

Gives options to:

1. see the list of file names.
2. unlock a file.
3. lock a file.
4. delete a file.

#### Hints:

Locking a file prevents anyone from accidentally replacing or deleting a file. You need to unlock a locked file before you can change or delete it. Locked files are preceded by an asterisk on the list of file names.

#### Error Messages:

##### **File Locked**

If you get this message, you will need to unlock the file before you can change or delete it. Press Control-O and choose the option to unlock a file.

##### **File Not Found**

If you receive this message, check to see if the correct data diskette is in the drive and that you have typed the name exactly as you typed it before.

##### **Unable to Access Diskette**

If you get this message, check to see if:

1. the data diskette is in the drive and the drive door is closed. Put the data diskette in, press Return, and press Control-O again.
2. you have a prepared data diskette. If you have access to another computer, you can use it to prepare your data diskette. Thus you will not lose any text that you have entered in the first computer's memory. You can use the "Diskette Support" option on MECC Writer or an Apple DOS 3.3 System Master to create a data diskette.
3. you have the correct data diskette. It is also possible that your data diskette may be defective.

(Fold along this line)

MECC WRITER REFERENCE CARD

To Move the Cursor:

Press:

UP one line



DOWN one line



LEFT one character



RIGHT one character



to BEGINNING of file  
to END of file

Control-B  
Control-E

To Delete:

a character  
a word  
a paragraph

Press:  
Delete Key  
Control-W  
Control-X

To Retrieve:

a word  
a paragraph

Press:  
Control-V  
Control-Z

To Find:  
specific text

Press:  
Control-F/text/

To Replace:

old text with new text;  
all occurrences of old  
text with new text

Press:  
Control-F/old text/new text/  
Control-F/old text/new text/a

To Save:  
a file or update a file

Press:  
Control-S

To Erase:  
text in memory

Press:  
Control-N

To Load:  
a file

Press:  
Control-L

To Print:  
a file  
a new page

Press:  
Control-P

Type .FF in the text for new  
page; .RM for right margin; .LM  
for left margin; .SP for single  
page.

To Quit:  
MECC Writer

Press:  
Control-Q

To Check:  
numbers of characters  
in memory

Press:  
Control-C

To Refer to:  
reference screens

Press:  
Control-R

To See the Options:  
see file names, lock files,  
unlock files, or delete files

Press:  
Control-O



## GLOSSARY

<b>characters</b>	Refers to what the keys on the keyboard stand for. Characters include letters, punctuation marks, numbers, symbols, and spaces.
<b>cursor</b>	The symbol—here a flashing rectangle—that moves across the screen and indicates where you can insert or delete characters.
<b>data diskette</b>	A diskette on which you store files.
<b>delete</b>	To erase.
<b>file</b>	A collection of information stored as a unit on a diskette or in the memory of the computer.
<b>initialize</b>	To prepare or create a diskette to accept files.
<b>insert</b>	To add characters to a file.
<b>load</b>	To bring a stored file from a diskette into the computer's memory.
<b>lock</b>	To prevent the accidental replacing or deleting of a file. A locked file is preceded by an asterisk on the list of files.
<b>memory</b>	The storage inside the computer that temporarily allows you to use and store information and programs.
<b>menu</b>	The list of options from which you can choose.
<b>save</b>	To store information on a diskette.
<b>wraparound</b>	The automatic movement of the cursor to the next line.

## **APPENDICES**

**CREDITS**

The following MECC staff contributed to the development of MECC Writer: Maria Backus, Project Coordinator; Craig Carlson, Assembly Language Programmer; and Frederick Steinmann, Programmer. Shirley Keran also contributed to the initial development of the project.

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**TO THE READER:**

MECC has made every effort to ensure the instructional and technical quality of this courseware package. Your comments—as user or reviewer—are valued and will be considered for inclusion in any future version of the product. Please address comments to:

MECC Courseware Development  
3490 Lexington Avenue North  
St. Paul, Minnesota 55126

**USING A PRINTER WITH THIS COURSEWARE**

A printer is required or may be used with this product. To connect your printer to an Apple II, II Plus, or //e computer, you will need the appropriate printer card (called an interface card) inserted into a slot (usually slot number 1 or 2) in the computer. To connect an Apple //c computer, use the printer port on the back of the computer. (The Apple //c contains the equivalent of a serial interface card in slot 1.)

**This product is initially set to work with an Apple Parallel card, an Apple Serial card, or an Apple Communications card located in either slot 1 or slot 2. If you have this setup, you do not need to do anything further.**

If your printer uses a different setup than described above or if you need or want to enter special printing commands, you will need to use the "Printer Support" option contained on the diskette.

Depending on which MECC software you are using, you can select the "Printer Support" option from the main menu or from the Management Options menu. (The Management Options menu is accessed by pressing Control-A while viewing the main menu. To press Control-A, hold down the Control Key and press the letter A.) You will then see the Printer Support menu as shown in Figure 1.

**Option 1, "Check current printer settings," shows the current printer settings.**

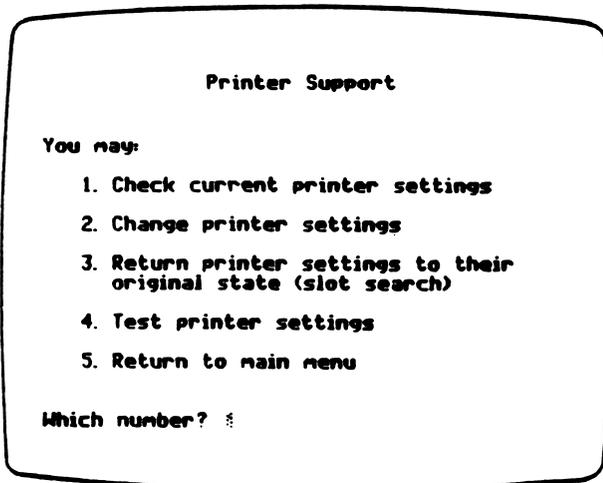


Figure 1

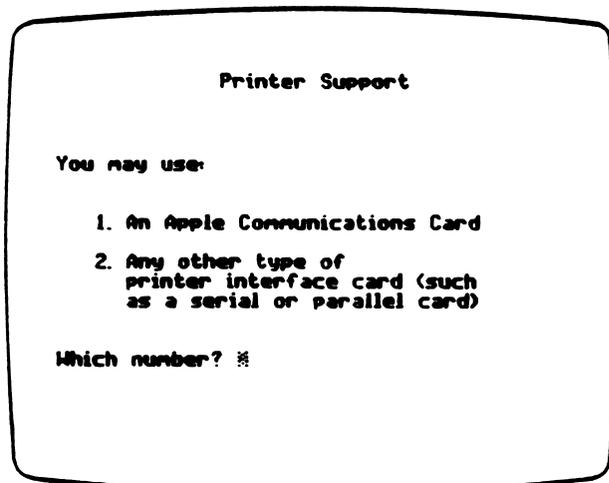


Figure 2

**Option 2, "Change printer settings," enables you to change the printer settings. To do this, you will first need to identify the type of printer card you are using (Figure 2). If you are using an Apple Communications card, specify the printer speed and the slot number. If you are using any other type of printer card, specify the slot number and whether your printer requires special commands.**

Special commands enable certain types of printers to operate and also permit special printing formats. These commands are listed in your manufacturer's printer or interface card manual. To illustrate, Figure 3 below shows the special command you could enter to produce compressed printing on an Apple Dot Matrix, Apple Imagewriter, or Apple Scribe printer. Figure 4 shows the special command you could enter to produce compressed printing on most Epson printers. Press the Return Key after entering a special command. The CHR\$(n) command will be translated into its corresponding character on the screen. You may then enter another command or simply press Return to end.

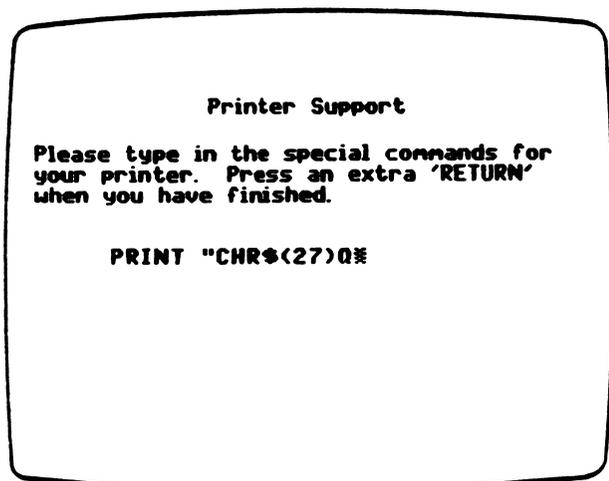


Figure 3

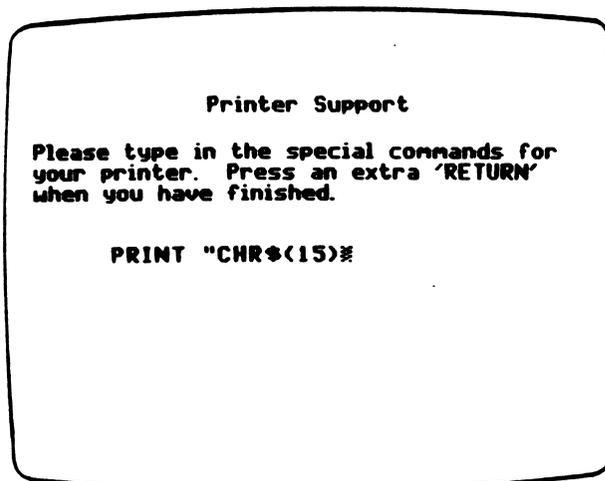


Figure 4

The chart below shows other frequently used special commands for the Apple Dot Matrix and Imagewriter printers.

Pica (10 cpi) CHR\$(27)N	Elite (12 cpi) CHR\$(27)E	Bold  CHR\$(27)!
--------------------------------	---------------------------------	------------------------

After you have made the necessary changes to the printer settings, you will be asked to specify the type of printer you are using. This information will be displayed when Option 1, "Check current printer settings," is selected.

**Option 3**, "Return printer settings to their original state (slot search)," tells the program to search slots 1 and 2 for a printer card and that no special commands will be used.

**Option 4**, "Test printer settings," prints out all the keyboard characters. If these characters do not appear, check to see whether you have connected your printer correctly or check your printer or interface card manual for special commands.

**Note:** Once the new printer settings have been established, the standard slot-searching routine will not be used. Instead, the computer will use the slot and any special commands you have specified.

The commands are saved on the diskette and are permanent until you use the "Printer Support" option again to change the printer settings.

## USING A DATA DISKETTE WITH THIS COURSEWARE

"Diskette Support" is a utility to help you set up, use, and maintain a data diskette. You can prepare a data diskette from a blank diskette or one whose contents you no longer need.

After you select the "Diskette Support" option on the main menu, you will see a screen similar to that in Figure 1. This screen shows the current drive setup for your data diskette. If you want to change the setup, select Option 1, "Change the disk drive setup." You will then be asked to select one or two drives or to select a special disk drive setup (Figure 2). Choose Option 3, "Select special disk drive setup," only if you are using a hard disk or more than one disk drive controller card. You will then need to specify the slot, drive, and volume you are using for your data diskette.

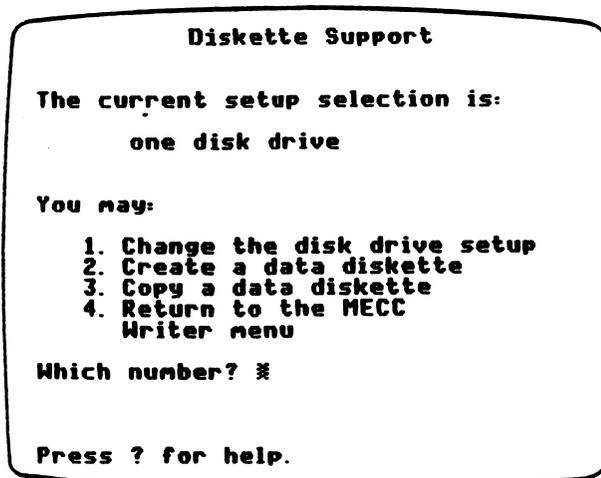


Figure 1

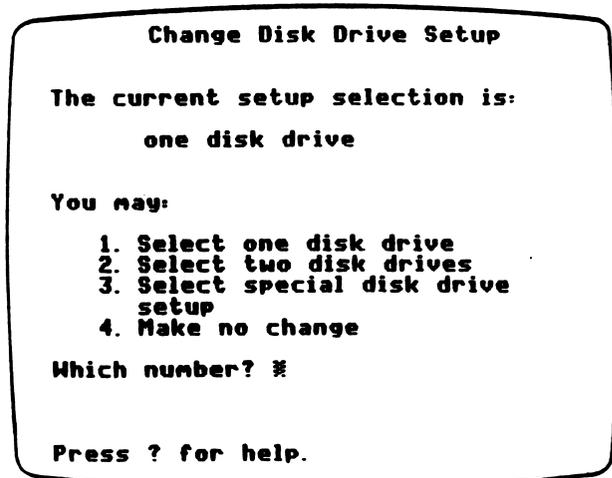


Figure 2

You will need to create a data diskette before you can store information on it. You may use any blank diskette or one whose contents you no longer need. When you create a diskette, you will lose any information previously stored on it. To create your diskette, choose Option 2, "Create a data diskette" (Figure 1).

You may make backup copies of a data diskette by selecting Option 3, "Copy a data diskette." It is a good idea to make a backup copy of a data diskette whenever you make significant changes (additions or deletions) to it.

To access more information about "Diskette Support," press the ? when the message "Press ? for help" appears at the bottom of the screen.

## USING PRODOS DATA FILES WITH THIS COURSEWARE

If your data diskette was created with Apple Writer II Version 2.0 or the Apple ProDOS User's Disk, you will have to convert your files before they can be used with MECC Writer, MECC Speller, or MECC Editor. Apple Writer II Version 2.0 and the Apple ProDOS User's Disk use an operating system called ProDOS, while the MECC products use DOS 3.3. The DOS-ProDOS conversion program called CONVERT can be used to copy files from ProDOS diskettes onto DOS 3.3 diskettes and vice versa, without altering the content of the files. The process for converting files is explained below.

If your data diskette was created using a DOS 3.3 product, it is not necessary to convert your files.

To use CONVERT, you must have an Apple //e or //c computer with two disk drives, an Apple ProDOS User's Disk, your ProDOS data diskette, and a formatted DOS 3.3 data diskette.

### 1. Starting the CONVERT program

- a. Place the ProDOS User's Disk in drive 1 and turn on your computer. You will see the ProDOS main menu (Figure 1).
- b. Press C to select the "DOS <-> ProDOS Conversion" option. You will then see the CONVERT menu (Figure 2).

```

*****
*          PRODOS USER'S DISK          *
*          COPYRIGHT APPLE COMPUTER,   *
*          INC. 1983                   *
*****
YOUR OPTIONS ARE:
? - TUTOR: PRODOS EXPLANATION
F - PRODOS FILER (UTILITIES)
C - DOS <-> PRODOS CONVERSION
S - DISPLAY SLOT ASSIGNMENTS
T - DISPLAY/SET TIME
B - APPLESOFT BASIC
PLEASE SELECT ONE OF THE ABOVE :

```

Figure 1

```

CONVERT Menu
Direction: DOS 3.3 S6,02 ----> ProDOS
Date: <NO DATE>
Prefix: /USERS.DISK/
-----
R - Reverse Direction of Transfer
C - Change DOS 3.3 Slot and Drive
D - Set ProDOS Date
P - Set ProDOS Prefix
T - Transfer (or List) Files
-----
Enter Command: ? - Tutor, Q - Quit

```

Figure 2

2. Setting up the program parameters

Three lines at the top of the CONVERT menu show how the program is currently set to copy. Before you can copy files, you must modify those parameters as follows:

- a. Press R to change the Direction parameter. The arrow on the Direction Line will change directions to show that the program is now set up to copy from a ProDOS diskette to a DOS 3.3 diskette.
- b. Put your DOS 3.3 data diskette in drive 2.
- c. Press D and enter the date.
- d. Remove your ProDOS User's Disk and put your ProDOS data diskette in drive 1.
- e. Press P to choose the "Select ProDOS Prefix" option from the menu. The program will ask if you want to set the prefix by entering the pathname or by entering the slot and drive.
- f. Press S to select the "by Slot and Drive" option.
- g. Press the Return Key when you see the prompt for entering the slot number and the drive number. The program will check your ProDOS data diskette in drive 1 and put the correct pathname on the Prefix Line. You are now ready to copy files.

3. Copying files

- a. Press T to select the "Transfer (or List) Files" option when you are ready to copy a file from your ProDOS data diskette onto your DOS 3.3 data diskette.
- b. Press the Return Key when you are asked the name of the file you want to copy. The program will show you a list of the files on the ProDOS data diskette you are copying from (Figure 3).

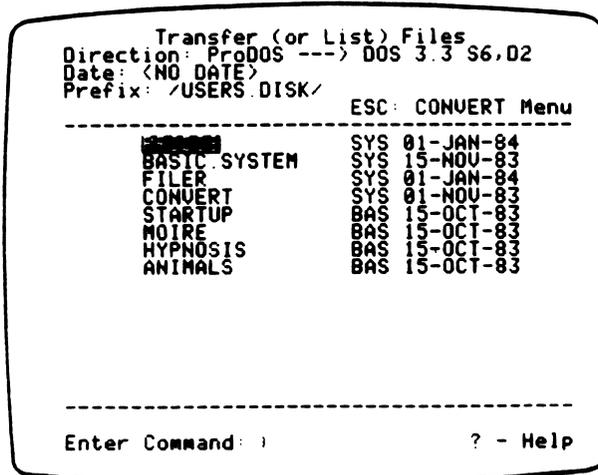


Figure 3

- c. Move the lighted cursor to the file you want to copy by pressing the Up-Arrow and Down-Arrow Keys.
- d. Press the Space Bar to select that file. An arrow will appear next to the name to confirm your selection. You can select more than one file if you wish.
- e. Press the Return Key when you have selected the file(s) you want to copy. The files will be copied from the ProDOS data diskette onto the DOS 3.3 data diskette.

4. Using the converted files

When you are done copying files, you can restart your computer with MECC Writer, MECC Speller, or MECC Editor, and use the DOS 3.3 data diskette, which now contains copies of your files.

5. Reversing the process

If you modify a file using MECC Editor or any other DOS 3.3 product, you may want to replace the copy of the file on your ProDOS data diskette. (Please note that you only made a copy of your ProDOS file onto the DOS 3.3 data diskette. The original file is still on your ProDOS data diskette.) To copy the file from your DOS 3.3 data diskette back onto your ProDOS data diskette, repeat the steps listed above with the following exceptions:

- a. Set the Direction parameter (step 2a) to copy from the DOS 3.3 diskette onto the ProDOS diskette.
- b. Remember that the file names you see when you copy files (step 3b) will be a list of the files on the DOS 3.3 data diskette (since that is the diskette you are copying from).

Please note:

You can press the ? at any time during the CONVERT program to receive a brief explanation of the options available. If you need further instruction, consult the ProDOS User's Manual.

## MECC SERVICES

MECC is an organization established in 1973 to assist Minnesota schools in implementing educational computing. MECC provides a variety of services to education, including 1) development and distribution of instructional computing courseware; 2) in-service training for educators and development of materials for conducting training; and 3) educational computing assistance through newsletters and equipment purchase contracts. MECC's knowledge and expertise in the educational computing field comes from more than fifteen years of working with and providing leadership for thousands of educators on a daily basis.

- **MECC Educational Computing Catalog**  
A catalog containing descriptions of instructional computing courseware as well as training and planning materials is published annually and distributed at no charge. To request a catalog, write or call MECC Customer Services.
- **MECC Memberships**  
Educational institutions may become MECC Members, which qualifies them to obtain MECC courseware and training at specially reduced prices. To learn more about MECC Memberships, write or call MECC Marketing.
- **Training Programs**  
MECC conducts educational computing workshops for educators throughout the United States. For information on workshop schedules or to arrange a special training activity, write or call MECC Training Services.
- **MECC Network Newsletter**  
Published regularly throughout the school year, MECC's newsletter focuses on MECC activities, services, and products. To obtain, write or call indicating your interest in the *MECC Network* newsletter.

For information on all the above items, use the MECC General Information telephone number: 612/481-3500.

- **Help Line**  
If you have any problems using MECC software:
  - 1) make note of the *name* and *version number* of the product;
  - 2) note the *brand* and *model* of the equipment involved, as well as the type of *printer card* used if the problem concerns a printer;
  - 3) write or call the Help Line to describe the problem (612/481-3660).

MECC  
3490 Lexington Avenue North  
St. Paul, MN 55126  
(General Information: 612/481-3500)