Scholastic

pfs: write

with integrated spelling checker and mail merge

A member of the integrated PFS Family of Software

- **The #1 best-selling word processor for professional and home use!**
- **Now includes *PFS: File* for creating personalized form letters.**

PFS: Write
(Apple version)
Apple IIe (128K),
IIc, IIGS

Scholastic
The Most Trusted Name in Learning ®

Educational Edition

Scholastic
pfs: write

With integrated spelling checker and mail merge

Scholastic *PFS:WRITE* is a powerful word processor and spelling checker designed to produce everything from term papers to professional documents quickly and easily. Writing and rewriting has never been easier because what you see on the screen is what *WRITE* prints. And creating personalized form letters is even easier using *WRITE* with the *PFS:FILE* program, also included in this package.

- Underline and boldface on screen
- Automatic centering
- Integrated spelling checker
- Local left margins
- Status line keeps track of where you are
- Help screens available
- Includes *PFS: FILE* to create personalized form letters (mail-merging)
- Right-justified printing option with microjustification*
- Superscripts, subscripts, and italics during printing*
- Prints *PFS:GRAPH* charts in documents (with *PFS:GRAPH*-supported printers)
- Includes *PFS:PLAN* worksheets or *PFS:REPORT* reports in documents

WRITE's integrated spelling checker helps you write polished documents, free of typos. It rapidly checks and corrects documents as you write, scanning for typographical errors, misspelled words, repeated words, and irregular capitalization. You can even add your own personal dictionary to complement *WRITE*'s 75,000 word dictionary.

...ted printers.

pfs is a registered trademark of Software Publishing Corporation.

Scholastic

pfs:® *write*

with integrated spelling checker

A member of the integrated PFS Family of Software

Scholastic
The Most Trusted Name in Learning®

Educational Edition

Apple IIc, *IIe* ProDOS,™ and IIGS

Scholastic
*pfs:*write

Scholastic Edition

Scholastic Inc.   New York   Toronto   London   Auckland   Sydney

CONTENTS

INTRODUCTION

Scholastic PFS: Write (ProDOS version) is a word-processing program that is easy to learn and use. You can use the *Write* program to create, store, edit, and print all kinds of documents such as letters, poems, stories, and term papers. You can also use *Write* to proof your document for spelling and capitalization errors and for words typed twice in succession.

This Reference Guide includes detailed procedures for learning how to use all of the functions and options that *Write* provides.

How the Reference Guide Is Organized
The Introduction lists the equipment and procedures you need to get started using the *Write* program. It provides an overview of the main ideas and functions of *Write*, and describes the usual flow of work for using the program. The Introduction includes a list of the special keys that you use with *Write*.

The sections that follow the Introduction focus on the five main functions of *Write*: Type/Edit, Define Page, Print, Get/Save/Remove, and Clear. Each section explains what one function is used for and what options the function includes. The sections also include detailed procedures for performing particular tasks, such as creating a new document, or storing a document on a disk. There is also a separate section explaining how to proof your document. It follows the Type/Edit section.

Getting Started

Equipment and Materials You Need
You need the following equipment, disks, and supplies to use *Write*:

- An Apple *IIe* or *IIc* computer with at least 128K memory, and a disk drive
- An 80-column text card (if you are using an Apple *IIe*)
- An 80-column video monitor properly connected to your computer
- A ProDOS User's Disk for copying and formatting disks
- A supply of double-sided, double-density, ProDOS formatted disks, or a hard disk for storing documents
- A printer properly connected to your computer, and printer paper

Optional Equipment
- A second floppy disk drive or a hard disk
- Apple II memory expansion card

Copying the Dictionary
Write's dictionary is on the back of the *Write* program disk. Before using the *Write* program make as many copies of the dictionary as you need. Follow the instructions for copying disks on page 100 of this Reference Guide. Give this disk the volume name /DICTIONARY.COPY.

Creating a Document Disk
Write saves the documents that you create and edit on floppy disks. The *Write* program refers to these data disks as *Document disks*. Any disk that has been formatted using the ProDOS Format a Volume command can be a document disk. The procedure for using the ProDOS Format command is on page 99 of this Reference Guide. It's a good idea to format several disks before you begin using the *Write* program. Once you've formatted these disks, you can use them to save *Write* documents.

Making Backup Copies of Document Disks
It is very important to make backup copies of document disks. To copy a document disk, use the ProDOS Copy a Volume command on the ProDOS User's Disk. See page 100 in this Reference Guide for instructions.

Using DOS 3.3 *Write* Document Disks
You cannot use Document disks written in DOS 3.3 format with the ProDOS version of *Write*. You must first convert these Document disks to ProDOS format, using the Convert disk included in this supplement. The Convert program requires 128K or more of memory. To use it, place the Convert disk in Drive 1 and turn on the computer. Instructions for converting to ProDOS format will appear on the screen.

Using *Write* with Different Equipment
Use this section to find out how the *Write* program works with different equipment. It includes information describing how to use *Write* most effectively if you're using a computer with one disk drive, two disk drives, or with a hard disk.

Using *Write* with One Disk Drive
You can use *Write* with just one disk drive. This is called Drive 1 in the Reference Guide. Keep the program disk in the drive while you are using the *Write* program. When you're ready to get or save a document, remove the program disk from the drive and replace it with your document disk. If you want to proof your document, remove the program disk and insert the Dictionary disk. *Write* will remind you to put the program disk back in the drive after using your document disk or the Dictionary disk.

Using *Write* with Two Disk Drives
If you have two disk drives and plan to proof your document, keep the program disk in Drive 1 (the internal drive on the Apple IIc) and your Dictionary disk in Drive 2. When you want to save your document remove the Dictionary disk from Drive 1 and insert your document disk. If you don't plan to proof your document, keep your document disk in Drive 2.

Using *Write* with a Hard Disk
If you have a hard disk (also called a *fixed disk*), you can install the *Write* program and dictionary on it. This greatly increases the program's speed. You must put the *Write* program disk in your disk drive before you can start *Write* from your hard disk. You can remove the program disk once the PFS: WRITE MAIN MENU appears. You can also store your *Write* documents on the hard disk but be sure and specify the prefix (volume name) of your hard disk when you save your documents.

How to Install the *Write* Program and Dictionary on a Hard Disk
NOTE: These instructions assume you are using the ProDOS User's disk. If you are using the ProDOS System Utilities disk, the commands may vary slightly.

To copy the *Write* program and dictionary into a subdirectory of a hard disk:

1. Create a subdirectory called PFS using the Make Directory command.

2. Press Esc to go back to the FILER MENU, type **F** to select File Commands, and then type **C** to select the Copy Files command.

3. Put the *Write* program disk in Drive 1 and type **/PFS.Write/** = as the pathname for your source files and press Return. (Make sure the *PFS: Write* label is facing up when you put the program disk in Drive 1.)

4. Assuming that the volume name of your hard disk is PROFILE, type **/Profile/PFS/=** as the pathname for your destination files, and press Return twice. (If your hard disk has another volume name, use that name instead of PROFILE.)

5. When you see the message Copy Complete, the *Write* program files and personal dictionary have been copied onto your hard disk.

6. Remove the program disk from Drive 1, turn it over so that the Dictionary disk label is facing up, and reinsert the disk in Drive 1.

7. While you are at the Copy Files screen, type **/Dictionary/=** as the pathname for your source files and press Return.

8. Type **/Profile/PFS/=** as the pathname for your destination files and press Return twice. The *Write* master dictionary files are copied onto your hard disk.

When creating document files, be sure to name your new files using the correct prefix for your hard disk.

NOTE: To load the Write *program from your hard disk, see Starting the* Write *Program on page 10.*

Using *Write* with a Memory Expansion Card
If you have an Apple *IIe* with the Apple II memory expansion card, you can copy the dictionary files and any documents you want to work with onto the expansion card before you begin work. This greatly increases the speed of the program.

Each time you turn on your computer, ProDOS automatically formats the expansion card. The volume name assigned during formatting is RAM*n*, where *n* is the slot number for the expansion card. However, for *Write* to locate its dictionary files on the expansion card, you must change its volume name from RAM*n* to DICTIONARY. Use the ProDOS Rename a Volume command to make this change.

Next, use the ProDOS Copy Files command to copy the master dictionary files from the dictionary side of the program disk. Since three dictionary files are required, you can simplify the process by using the wild card /DICTIONARY/= to designate the source files.

Finally, copy the document files you want to use onto the expansion card. (If you have several *PFS* programs that you plan to use during one session, you might also want to copy them onto the card.)

Since the expansion card only stores files temporarily, you must save your work onto a disk before you turn off the computer.

Starting the *Write* Program

If your computer is turned off, insert the *Write* program disk in Drive 1 and turn the computer and monitor on.

If the computer is already on, insert the *Write* disk in Drive 1, then press the Control, Open Apple, and Reset keys at the same time.

The PFS: WRITE MAIN MENU will appear on the screen. You are now ready to use the *Write* program.

NOTE: If you have two disk drives, insert the Write *program disk in Drive 1 and the* Dictionary *disk in Drive 2 before starting the program.*

If you have a hard disk, you can start *Write* from BASIC. Type a hyphen (-), the path to the *Write* program, then **/Write.System**. Then press Return. For example, to start *Write* from a hard disk with the volume name PROFILE and the subdirectory name PFS, type **-/Profile/PFS/Write.System** at the prompt, and then press Return.

You can also start *Write* from the ProDOS User's disk. This may be convenient if you are using the memory expansion card. First type Q to quit the ProDOS User's disk. Type the path for the program you want to run at the Quit and Load prompt, and then press Return. For example, to load *Write* from a disk with the volume name PFS.WRITE, type **/PFS.Write/Write.System**, and then press Return.

NOTE: If you start Write *from a hard disk or memory expansion card, the* Write *program disk must be in Drive 1. Once the PFS: WRITE MAIN MENU appears on the screen, you can remove the program disk from the drive.*

Write Overview

You can create all sorts of documents using the *Write* word-processing program. A document is any writing you create using *Write,* for example, a letter, a term paper, a list of things to do today, or notes from a history class. Computer documents are stored in files on floppy disks (or on a hard disk if you have one).

When you are typing, your document is kept in the computer's temporary memory. This temporary memory area is called the *working copy* of your computer. When your document is in the working copy, it is also called the working copy. To make a document permanent, or to make any changes to your document permanent, you must save the working copy on a document disk. The document disk can be any disk that has been formatted with the ProDOS User's disk.

Write can perform certain kinds of proofing tasks. When you use *Write*'s proof command, *Write* will detect spelling errors, certain kinds of capitalization errors, and repeated words.

PFS: WRITE MAIN MENU

After you have loaded the *Write* program, you will see the PFS: WRITE MAIN MENU on your screen. Listed on this menu are the five main functions and the Exit option of *Write*.

Choose any *Write* function you want to use by typing the number of your selection, and then pressing Return. If you wish to stop using *Write*, you may type **E** and press Return to exit (quit) the program. Remove your program and document disks from the disk drive and turn off your computer.

You can also leave a function at any time and return to the PFS: WRITE MAIN MENU by pressing the Esc key. Figure 1 shows what the PFS: WRITE MAIN MENU looks like. It is followed by descriptions of *Write*'s five main functions and the Exit option.

```
┌──────────────────────────────────────────┐
│                                          │
│          PFS:WRITE Main Menu             │
│                                          │
│                                          │
│    1. Type/Edit        4. Get/Save/Remove│
│                                          │
│    2. Define Page      5. Clear          │
│                                          │
│    3. Print            E. Exit           │
│                                          │
│              Selection: []               │
│                                          │
│ ──────────────────────────────────────── │
│ APPLE ? - Help              RETURN - Continue│
└──────────────────────────────────────────┘
```
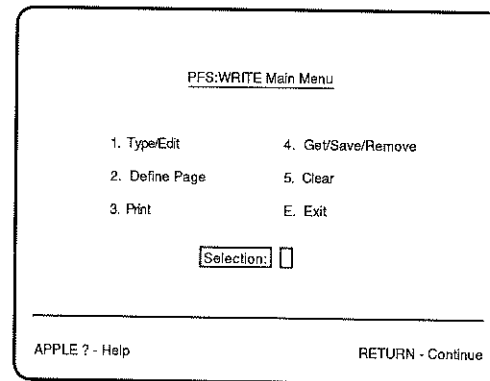
Figure 1

The following list describes the five main functions and the Exit option provided by *Write*:

1. Type/Edit

   Use the Type/Edit function to type your document, or to make any changes or corrections in your document. You also proof your document while you are using Type/Edit.

2. Define Page

   Use the Define Page function to change the standard settings for page length and margins, and to add headings, footings, and page numbers.

3. Print

   Use the Print function to print the working copy of your document on paper. You can print one or more copies of your document, a single page, or a range of pages within your document. You can single-space or double-space your printed document as well as right-justify it.

4. Get/Save/Remove

   Use this function to move copies of documents between the working copy of your computer and your document disk. You can retrieve your document from a disk, store it on a disk, or remove (erase) it from a disk. You can also use this function to get a list of all the documents on the disk and list the volumes (disks) available to you in your computer.

5. Clear

   Use this function to erase everything from the working copy and the screen so you can start a new document. If you want to keep your document, you must save it before you can clear it from the working copy and the screen.

E. Exit

   When you want to stop using *Write*, press Esc to get to the PFS: WRITE MAIN MENU (if it is not already on the screen). If your document disk is in Drive 1, replace it with the *Write* disk. Type **E** at the Selection prompt and then press Return. The file box appears showing you the files available to you. You can either start another ProDOS program (if you are using a hard disk or memory expansion card) or you can turn off your computer. Be sure to remove your disks from the disk drives before you turn off your computer.

Getting Help With the Apple-? Keys

Whenever you need help, press either the Open Apple or Closed Apple key and while it is down, press the ? key. If you have the PFS: WRITE MAIN MENU on your screen and press Apple-?, you will see a description of each of *Write*'s five main functions. If you are using the Type/Edit function and you press Apple-?, you will see a list of the editing functions available to you, as well as a list of the cursor movement keys. To return to your work, press Return.

Usual Flow of Work When Using *Write*

As you use *Write* for your word-processing activities, you will usually do the following:

1. Load the *Write* program. Be sure to have your document disk handy. In a few seconds, the PFS: WRITE MAIN MENU will appear on the screen.

2. Select Type/Edit to type in and proof your document.

3. Select Define Page from the PFS: WRITE MENU if you want to change the standard settings for page length or margins, or add headings, footings, or page numbers.

4. Select Get/Save/Remove to save your document on your document disk. As you are typing or editing a document, you should save your work every 20 minutes or so.

5. Select Print to print your working copy on paper.

6. Select Clear to clear the working copy from the computer's memory before you start a new document. Be sure you have saved your document before selecting Clear.

Figure 2 on the next page shows the usual flow of work when you are using *Write* to prepare a document. You can leave any of the five main functions and return to the PFS: WRITE MAIN MENU at any time by pressing Esc. Use the functions in any order you wish and at any time you wish.

Usual Flow of Work

PFS: WRITE   MAIN MENU

1. Type/Edit   2. Define Page   3. Print   4. Get/Save/Remove   5. Clear

ESC

ESC

WARNING

The Working Copy is about to be cleared.
Your latest changes are not saved.

Working Copy   0% Full   Line 1 of Page 1
Apple 7 - Help   Esc - Main Menu

GET/SAVE/REMOVE MENU

1. Get document
2. Save document
3. Remove file

Selection:
Prefix:
Filename:

Print Menu

From page:1   To page:1
Justify (Y/N): N   Number of copies: 1
Single/Double/Envelope (S/D/E): S
Name of PFS: FILE data file:
Select a printer (Y/N):
Pause between pages (Y/N): N
Indent: 0
Printer control codes:

DEFINE PAGE MENU

Left margin: 10
Right margin: 70
Top margin: 6
Bottom margin: 6
Lines per page: 66

Heading (Left/Center/Right):
Line 1:
Line 2:

Footing (Left/Center/Right):
Line 1:
Line 2:

↓ ↑ → ←   Cursor
-I   Insert
-F   Format
-B   Boldface
-U   Underline
-S   Search
-R   Remove Character
Delete   Remove Character
-W   Remove Word
-E   Remove Line

Figure 2

Special Keys Used With *Write*

There are a few keys you will be using quite often. Figure 3 below shows an Apple keyboard with those keys labeled. On the following page is a list of the keys and a description of what each key does.

NOTE: When you see the Apple key in combination with another key, it means you can press either the Open Apple key or the Closed Apple key. It doesn't matter which.

Esc 1! 2@ 3# 4$ 5% 6' 7& 8* 9(0) -_ =+ Delete Reset
TAB Q W E R T Y U I O P [{]} \|
CTRL A S D F G H J K L ;: '" Return
SHIFT Z X C V B N M ,< .> /? SHIFT
Cap Lock ~ □ SPACE BAR ← → ↓ ↑

Figure 3

Press:	To do this:
Apple-?	get help with the PFS: WRITE MAIN MENU or the Type/Edit function. To do this, hold down either the Open Apple key or the Closed Apple key and while it is down press the ? key.
Return	continue a function or operation on a menu, or, in Type/Edit, to move the cursor to the beginning of the next line.
Esc	return to the PFS: WRITE MAIN MENU.
Delete	erase the character to the left of the cursor.
Tab	move the cursor to the next option on a menu, or to the next tab stop in Type/Edit.
Open Apple-Tab	move the cursor to the previous option on a menu, or to the previous tab stop in Type/Edit. To do this, hold down the Open Apple key and while it is down press the Tab key.
Shift	produce an uppercase letter or a symbol. To do this, hold a Shift key down and press another key at the same time.
Caps Lock	switch the letter keys between lowercase and uppercase.
Arrow keys	move the cursor without changing text.

TYPE/EDIT

Use Type/Edit to type, edit, and proof your documents. Your text on the screen usually looks exactly the way it will look on paper.

Features of the Type/Edit Function
With the Type/Edit function, you can:

- Type and edit text.
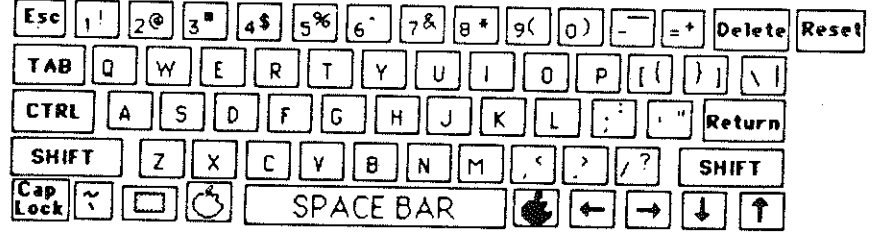- Proof text.
- Move the cursor anywhere in your document.
- Insert, remove, or replace text in your document.
- Set tabs.
- Search for and replace any word or phrase.
- Center, right-justify, or left-justify a line of text.
- Remove, copy, or move sections (blocks) of text.
- Insert documents into working copy.
- Combine documents during printing.
- Combine *Write* documents on the screen.
- Indicate that graphs from *PFS: Graph*, reports from *PFS: Report*, or worksheets from *PFS: Plan* are to be added during printing.
- Indicate that information from *PFS: File* is to be added during printing.
- Indicate that a new page is to be started during printing.
- Indicate that a section of text is to be right-justified during printing.
- Indicate characters to be underlined or boldfaced.
- Indicate codes for special printing features.

Selecting Type/Edit
1. Start from the PFS: WRITE MAIN MENU. If the PFS: WRITE MAIN MENU is not on your screen, press Esc and it will appear.

2. Select Type/Edit from the menu by typing 1 and then pressing Return. In a moment, the Type/Edit screen will appear.

The Type/Edit Screen

After you have selected Type/Edit, your screen will show a portion of your document (if you have already typed one). If you haven't typed a document yet, a blank screen containing the outline of a blank piece of paper will appear, and you can begin typing your document. Figure 4 shows the blank Type/Edit screen.

Figure 4

As you look at the screen, you will see the cursor, the ruler, the status line, and the page boundaries. A description of each of these follows.

The Cursor

The small blinking rectangle on your screen is the *cursor.* It signals where the next character you type will appear. When you begin a new document, *Write* automatically sets the right and left margins and the top and bottom margins. The cursor first appears at the point where the left and top margins meet. By using the arrow keys or other key combinations, you can easily move the cursor all around your document.

The Ruler

The number line located at the bottom of the screen is the ruler. It shows:

* The left and right margin settings, shown by [and].
* The tab settings, shown by T for typewriter tab and D for decimal tab.
* The column position of the cursor, shown by a highlighted rectangle on the ruler.
* Numbered column positions.

Figure 5

The Status Line

The status line appears at the bottom of your screen. It shows this information:

* The name of your document (if you have saved it), or the words Working Copy (if you are typing a new document that you have not yet saved)
* The percentage of working copy space you've used
* The line and page number of the cursor position
* When you are inserting text
* When the cursor is on text that is bold or underlined
* When you have asked for a special editing operation, such as Search. *Write* then asks you for the appropriate information needed to complete the operation
* When you have asked to Quick Save your document
* When an operation can't be completed because of an error

Figure 6

The Page Boundaries

The page boundaries mark an area of your screen the size of a standard sheet of paper (8 1/2-by-11 inches). The boundaries stay the same for each document unless you change them. The top and bottom boundaries are seen as horizontal lines. The right and left boundaries are seen as vertical lines.

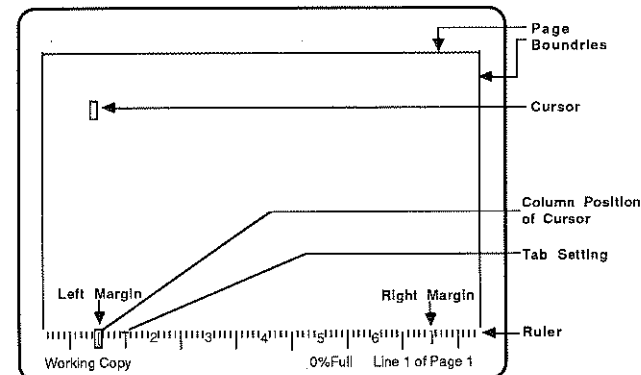Because the 66 lines that comprise a full page cannot appear on the screen at the same time, the top and bottom page boundaries appear together on the screen only when you reach the end of one page of text and the beginning of another. The cursor automatically moves from one page to the next.

Typing a New Document

Start with the PFS: WRITE MAIN MENU on the screen. If the PFS: WRITE MAIN MENU is not on your screen, press Esc and it will appear. Then follow the steps listed below to begin typing your document:

1. Select Type/Edit by typing 1 and then pressing Return. In a moment, the Type/Edit screen will appear.

2. Using the arrow keys, move the cursor to the place on the page where you want to start your document.

3. Start typing.

4. When you get to the end of a line, keep typing. *Write* will automatically put the next word you type on the next line. This is called *wordwrap*.

5. When you reach the end of a paragraph and wish to start a new one, press Return. Then press Tab, and continue typing, or press Return twice and continue typing.

Document Length

Since an entire document is held in an area of the computer's temporary memory called the working copy, the length of a single document depends on how much memory your computer has. If your computer has 128K of memory, a document can include up to eight standard pages (pages that are 66 lines long). If your computer has more than 128K of memory, more pages can be accommodated in the working copy. In both cases, more pages can be accommodated if your document contains shorter page lengths and blank lines.

The amount of working copy used is always shown at the bottom of the Type/Edit screen as "%Full." When the working copy is about 90 percent full, save the document, clear the screen, and continue typing in a new document using a different name. When the entire piece of writing is finished, the documents can be printed in succession.

Moving the Cursor

The cursor movement keys move the cursor without changing the text in your document. You use them to move the cursor around in your document to reach the places where you want to delete text, add text, remove unwanted text, and replace text. Below is a list of the cursor-movement keys and a description of what each key does:

Press: **when you want to move the cursor:**

↑ ↓ ← →   one space in a specified direction.

Apple-G, then B   to the beginning of the document.

Apple-G, then E   to the end of the document.

Open Apple ←   to the previous word.

Open Apple →   to the next word.

Closed Apple ←   to the beginning of a line.

Closed Apple →   to the end of a line.

Apple-Down Arrow   to the next screen and display the next screen of text.

Apple-Up Arrow   to the previous screen and display the previous screen of text.

Tab   to the next tab or decimal stop.

Apple-Tab   to the previous tab or decimal stop.

Return   to the beginning of the next line.

NOTE: When you see Apple followed by another key (for example, Apple-G), this means to press either the Open Apple or Closed Apple key and, while it is down, press the specified key.

Correcting Mistakes and Changing Text

There are a number of ways to correct or change the text in your document. As you develop your skill with *Write*, you will find the ways that are most comfortable for you.

When you first select Type/Edit from the PFS: WRITE MAIN MENU, *Write* places you in the Strikeover text entry mode. (A mode is the way your computer is organized to work at the moment.) If you make a mistake in this mode, you can simply go back and type over the error. The new characters will replace the old. Unfortunately, if you type more new characters than were there originally, you'll type over characters or spaces that you did not want to erase.

One way to avoid this problem is to use the Insert mode. To enter the Insert mode, press Apple-I while you're in the Strikeover mode. In the Insert mode, you can type new characters between other characters without deleting what is already on the screen. All the characters on the screen simply move over to make room for the newcomers.

The sections that follow provide some specific editing examples.

Correcting Simple Mistakes as You Type

As you type your document, you will make mistakes that you see right away and will want to correct. There are two ways to correct these simple mistakes.

- Press the Delete key to back up over and erase errors. Then type the correction. Each press of the Delete key erases the character to the left of the cursor.
- Press the arrow keys to move the cursor to the beginning of the error. Then, while in Strikeover mode, type over your mistake. This is called Strikeover because typing over the error replaces the unwanted text.

Be very careful when you use this method of correcting. It's easy to type over and lose text that you wanted to keep.

Inserting Text With the Apple-I Key

When you are typing your document or looking back over text you have typed, you may see places where you want to add text or blank spaces without changing the rest of the document. Use the following procedure to insert text in your document:

1. With the cursor control keys, move the cursor to where you want to start inserting.
2. Press Apple-I (for insert). The cursor will blink more rapidly, and the word "Inserting" will appear on the status line.
3. Type the text or blank spaces you want to insert. Press the Space Bar or the Return key to insert blank spaces or lines.

   As you insert, all the text to the right of the cursor moves to the right and, if necessary, down to the next line.

4. When you have finished inserting, press Apple-I if you wish to return to the standard text entry (Strikeover) mode.

NOTE: Although you can enter text without being in Insert mode, most people prefer typing in this mode, since it reduces the chance that you will accidentally type over and erase material you've already entered. Write's editing operations work the same way regardless of whether or not you are in Insert mode.

Removing Text With Apple-R

While you are editing or looking back over text you have typed, you may find characters, spaces, words, or lines that you want to remove. To remove characters or spaces, press Apple-R.

First, place the cursor on the first character or space you want removed. Then press Apple-R. Keep pressing until all the unwanted characters and spaces are gone. The characters and spaces to the right of the removed characters will automatically move over to fill up the empty space.

Removing an Entire Word With Apple-W

To remove an entire word, place the cursor anywhere in the word and press Apple-W. The word and the spaces that follow the word will be removed, and the characters to the right of the word will move over to fill up the empty space.

REMEMBER: When you see Apple followed by another key (for example, Apple-W) you should press either the Open Apple or Closed Apple key and, while it is down, press the specified key.

Removing an Entire Line With Apple-E

To remove an entire line of text or blank space, place the cursor anywhere on the line that you want to remove. Then press Apple-E. Once you do, the entire line will be removed and the lines below will move up.

Replacing Text by Removing and Inserting in Insert Mode

It is best to be in Insert mode when you are editing text. If you are not in Insert mode, press Apple-I. The fastest and easiest way to edit text is to move the cursor to the beginning of the text you want to replace. To do this, use the arrow keys or other cursor control keys. To remove the undesired text, press Apple-R, Apple-W, or Apple-E. Finally, to insert the correct text, type the insertion.

Replacing Text by Striking Over

If you are not in Insert mode, you can replace text directly. To do this, move the cursor to the first character that you want to replace, and then type the replacement. If the replacement has fewer characters than the original text, remove the leftover characters by pressing Apple-R. If the replacement has more characters, you'll have to enter Insert mode. Press Apple-I to insert the characters that don't fit.

NOTE: This method of editing is usually not recommended. When you use this method of editing, you must be very careful not to type over text that you want to keep.

Removing Space From a Page

Sometimes you need to close up text on a page by removing unwanted space. To remove the unwanted space, press Apple-E and Apple-R. For example, suppose you want to combine two paragraphs that are separated by a blank line. Follow these steps to combine the paragraphs.

1. Position the cursor on the blank line that separates the paragraphs and press Apple-E to erase it.
2. Position the cursor at the end of what had been the last line of the first paragraph. To do this, use the arrow keys to move the cursor to any point in that line, then press Closed Apple-Right Arrow. (This places the cursor on the invisible marker made by the Return key.)
3. Now press Apple-R. The lower paragraph will be combined with the first paragraph.

Here's another method you can use to combine the two paragraphs. First, make sure you are in Insert mode. (Press Apple-I if you are not.) Then, place the cursor on the first character of the paragraph you want to move up and hold down the Delete key. This action will "drag" the second paragraph up to meet the end of the first.

Setting Tab Stops

Tab stops are markers you put on the ruler that is displayed at the bottom of the screen. If you set tab stops, you can easily move the cursor to set positions along a line by pressing the Tab key. You can set tab stops and change tab stops as often as you want, whenever you want.

Write automatically sets one tab stop for the normal five-space paragraph indentation. To indent a paragraph, press the Tab key once and then begin typing your paragraph.

Write recognizes two kinds of tab stops: typewriter tab stops, represented on the ruler by T, and decimal tab stops, represented by a D.

Typewriter Tabs

This tab works just like a typewriter tab. When you press the Tab key, the cursor moves to the closest tab stop to its right. This makes it easy for you to line up text. If you press Apple-Tab, the cursor moves to the first tab stop to the left.

Decimal Tab

A decimal tab lines up the decimal points in a column of numbers. The decimal tab makes it easy for you to enter lists of figures, such as price lists or numerical test scores, in a document. As with typewriter tabs, you press the Tab key to move to a decimal tab stop. As you type numbers at the decimal tab stop, *Write* places the characters to the left of that tab until you type a decimal point. After that, any characters you type are placed to the right of the tab stop.

Setting Typewriter or Decimal Tab Stops

Use the following procedure whenever you want to set tab stops:

1. Move the cursor to the place where you want to set a tab stop and press Apple-T. You will see this message on the status line: "Type in tabs (T or D); then press Return."
2. Type T for typewriter or D for decimal. The letter T or D will appear on the ruler indicating the position of the tab stop.
3. Press Return. The message on the status line will disappear but the tab stops will remain.

Removing Typewriter or Decimal Tab Stops

Use the following procedure whenever you want to remove tab stops:

1. Move the cursor to the tab stop you want to remove and press Apple-T. In a moment, the tab stop message will appear on the status line.
2. Press the Space Bar to move the cursor across the unwanted tab stop. When you do, the tab stop will disappear.
3. Press Return. When you do, the message on the status line will disappear.

Search and Replace

Write's Search operation automatically searches through your document, starting with the first word following the cursor. It searches for any word or phrase, or any partial word or phrase, that you want to find.

Use *Write*'s Search operation to accomplish these four related tasks:

- *Search*. Searches for the first occurrence of a word or phrase in the text following the cursor.
- *Manual search and replace*. Replaces any or all occurrences of a word or phrase with another word or phrase, allowing you to manually select, one by one, which occurrences to replace.
- *Automatic search and replace*. Automatically replaces all occurrences of a word or phrase with another word or phrase without manual selection.
- *Counting words*. Counts the number of occurrences of a word or phrase.

Rules for Search

The *Write* program uses the following rules when searching for a word or phrase:

- Search ignores spaces before and after the search phrase.
- Search ignores spaces in the search phrase. Thus, the search phrase "silver dollar" would find "silver dollar."
- Search ignores letter case. Thus, the search phrase "Dr. Livingstone" would find "dr. Livingstone" or "dr. livingstone" or even "dR. LivingStone."

Searching for a Word or Phrase

Use the following procedure to search for a word or phrase in your document:

1. Using the cursor control keys, move the cursor to where you want to start the search. For example, if you want to start at the beginning of your document, press Apple-G, then B.

2. Press Apple-S to display the following prompt on the status line:

   Search for:

   Replace with: Manual or Automatic (M/A):M

   Notice that the cursor is prompting you to type the search phrase.

3. Type the word or phrase that you want to search for.

NOTE: If you have done a search previously, part of the old search phrase may remain at "Search for." Press the Space Bar to erase any unwanted characters that may be left over from a previous search.

4. Press Return to begin searching.

The *Write* program will search your document for the first occurrence of the word or phrase following the cursor. The cursor will appear on the first character of the word or phrase.

If the word or phrase does not appear in your document after the point where you placed the cursor in Step 1, the cursor will not move and *Write* will display the message, "Search phrase not found." Press Return to continue. When you press Return, the Search operation is canceled and the search prompts disappear from the status line.

NOTE: For more information, read the following sections on search words and phrases.

Searching for Multiple Occurrences

Write leaves the search word or phrase from the previous search at "Search for." For example, if you search once for "Dr. Livingstone," the next time you press Apple-S, the status line will look like this:

Search for: Dr. Livingstone
Replace with: Manual or Automatic (M/A): M

When this prompt appears, you can find the next occurrence of "Dr. Livingstone" without retyping the phrase. To do this, simply press Return. From this point, each time you press the Apple-S/Return sequence, *Write* will find each successive occurrence of your search word or phrase until no more occurrences can be found.

To find a new word or phrase, type the new word or phrase at the "Search for" prompt and remove any leftover letters from the old word or phrase using the Space Bar.

Partial Matches

You can use the Search operation to find partial words or partial phrases in a document. If you put two periods in a row in the search phrase, the *Write* program will let the two periods stand for unknown characters. Then, once you press Return, *Write* will find anything that matches the rest of the search word or phrase. Here are some examples:

If you search for:	*Write* will find:
educat..	education
	educational
	educating
..tion	education
	fiction
	classification
..ir..	chirp
	first
	mirror

Replacing Words and Phrases

You can use the Search operation not only to find words or phrases, but also to replace them. This can be done manually, letting you decide whether or not to make each replacement. It can also be done automatically, letting the *Write* program replace each occurrence of the search word or phrase.

Manual Search and Replace

Use the following procedure to search for a word or phrase and replace it with another word or phrase:

1. Move the cursor to the place in your text where you want the Search and Replace operation to begin. (If you want to start searching from the beginning of your text, press Apple-G, then B.)

2. Start the Search operation by pressing Apple-S. The search prompts will appear on the status line.

3. Type the search phrase.

4. Press Tab to move the cursor to "Replace with."

5. Type the replacement text.

   Notice that the "Manual or automatic (M/A)" prompt is set to M. Leave it that way.

6. Press Return.

   Write will find the first occurrence of the word or phrase you typed next to "Search for" and place the cursor at the beginning of that occurrence. *Write* then asks whether or not you want to make the replacement by modifying the status line to:

   Search for:

   Replace with: Replace (Yes/No/Quit)?

7. To make the replacement, press Y for yes. The *Write* program will make the replacement and continue the search.

   If you do not want to replace this particular occurrence, but might want to replace some later occurrence, press N for no. The Search operation will continue.

   If you do not want to replace this particular occurrence or any later occurrences, press Q for quit.

8. When the last occurrence has been found and acted upon, *Write* stops the search process and the Search prompts disappear.

Automatic Search and Replace

Use the following procedure to search for a word or phrase and automatically replace each occurrence with another word or phrase:

1. Move the cursor to the place in your text where you want the Search operation to begin. If you want to start at the beginning, press Apple-G and then B.

2. Start the Search operation by pressing Apple-S. The prompts will appear on the status line.

3. Type the search word or phrase next to "Search for."

4. Press Tab to move the cursor to "Replace with."

5. Type the replacement word or phrase.

6. Press Tab to move the cursor to "Manual or Automatic (M/A)."

7. Press A to select the automatic replace option.

8. Press Return to start searching and replacing.

   The *Write* program will search for every occurrence of the search phrase (from the cursor position to the end of the document) and replace it with the replacement phrase.

9. After the last replacement is made, *Write* will show you the number of replacements that were made. Press Return to remove the search prompts from the screen. *Write* will leave the cursor at the end of the last replacement.

   To stop the Search and Replace operation while it is in progress, press the Space Bar.

   Using the Search and Replace operation is a good way to correct words that are consistently misspelled. However, it's easy to make a mistake with automatic Search and Replace. When you finish using the Search and Replace operation, be sure to scan your document to see whether you got the result you intended.

Counting Words or Phrases

You can use the Search operation to count the number of times a particular word or phrase occurs in your document. To get such a count, use the following procedure:

1. Put the cursor at the place in your document where you want the count to begin.

2. Press Apple-S. The search prompts will appear on the status line.

3. At "Search for," type the word or phrase to be counted.

4. Press Tab twice to move the cursor to "Manual or Automatic (M/A)." (Make sure "Replace with" is blank.)

5. Press A to select the automatic replace option.

6. Press Return to initiate the Search operation.

The *Write* program will then search for all occurrences of the word or phrase and display a running tally of the number of matches at the bottom of the screen. When the last occurrence has been found, press Return to continue.

NOTE: To count the total number of words in a document, follow the procedure listed above but type .. (two periods) at Search for.

Formatting (Adjusting) a Line of Text

You can use *Write* to adjust the position of individual lines on the page. To make these adjustments, use Apple-F. You can move lines up against the left margin, move lines over to the right margin, or center lines on the page. Use the following procedure to format a line of text:

1. Move the cursor to the line you want to adjust.

2. Press Apple-F. *Write* will highlight the line selected and display this prompt on the status line: Left Center Right (L/C/R).

3. Press L to move the line so that its first character is at the left margin, C to center the line between the left and right margins, or R to move the line so that its last character is at the right margin.

Write will adjust the position of the line and remove the format prompt.

Block Editing

The block editing operations allow you to remove, move, and copy lines or a partial line of text. The first step in any of these functions is to label or mark the boundaries of the block of text that you want to remove, move, or copy.

Labeling a Block of Text

Follow the steps listed below to label a block of text that you want to remove, move, or copy:

1. Move the cursor to the first character in the block you want to label, and press Apple-L. The word "Labeling" will appear on the status line.

2. Move the cursor to the last character in the block of text you want to label. You can use any of the cursor movement keys while labeling your text. For example, if you are labeling whole lines of text, you can use the Return key, Down Arrow key, Closed Apple-Right Arrow, Apple-Down Arrow, or even Apple-G, then E. The labeled text will be highlighted on your screen.

   If you change your mind and want to unlabel a block of text, press Apple-L. The highlighting will disappear. You can also unlabel a block if you move the cursor to any point before the labeled section, or if you press Esc.

3. Once you've labeled a block of text, you're ready to remove, move, or copy that text. Instructions for performing each of these operations are provided in the sections that follow.

Removing a Block of Text

To remove a block of text, label the text by following Steps 1 through 3 above, then press Apple-R to remove it.

The *Write* program removes the block of labeled text and places it in an area of the computer's memory called the *block buffer*. The block of text remains in the block buffer until it is replaced by another block of text, two documents are joined at print time, you exit *Write*, or turn off the computer.

NOTE: If you try to remove a block that is bigger than the block buffer, you will see the following message on the status line:

Block too large to save. Remove anyway (Y/N)?

If you do not intend to move or copy the block to some other location in your document, press Y for yes. But be careful. When you press Y, the block of text is erased and you cannot get it back.

NOTE: If you want to move or copy the block, press N for no. The cursor is placed at the end of the labeled block. Use the Up Arrow key to reduce the size of the block and remove it in smaller segments.

Moving a Block of Text

To move a block of text follow the steps listed below. You may also find it helpful to read the sections on labeling and removing a block of text on page 33.

1. Label the block by pressing Apple-L and moving the cursor over the text you want to move.
2. Remove the block by pressing Apple-R. If you receive a warning on the status line that the block is too large to save, press N when *Write* asks if you want to remove it anyway. Use the arrow keys or other cursor control keys to reduce the size of the block.
3. Move the cursor to the place in your document where you want the labeled text to appear.
4. Press Apple-D to duplicate the block of text. Once you do, the *Write* program brings a copy of the block from the block buffer and inserts it at the cursor location. A copy of the block will remain in the block buffer.

Copying a Block of Text

When you copy a block of text, the block stays in the original location and you place a copy of it in another location. To copy a block of text, follow the steps below:

1. Label the block of text by pressing Apple-L and moving the cursor to the end of the text you want to copy.
2. Press Apple-D. The *Write* program makes a copy of the labeled text and places it in the block buffer. You may get a warning on the status line that the block is too large to duplicate. Press N when *Write* asks if you want to remove it anyway, and then make the block smaller.
3. Move the cursor to the place in the document where you want to insert the block. Press Apple-D. *Write* will insert a copy of the block at that location.

You can insert more copies of the same block of text by moving the cursor to different locations in your document and pressing Apple-D.

Moving or Copying Text from One Document to Another

Use the following procedure to move or copy a block of text from document 1 to document 2.

1. Begin with document 1 in the working copy. Label the text to be moved or copied.
2. Press Apple-R if you want to remove and move the labeled text, or Apple-D if you want to copy the labeled text.
3. Save document 1.
4. Get document 2 on the screen (even if it is stored on another document disk). Move the cursor to the place in document 2 where you want the text to appear.
5. Press Apple-D. The labeled text will appear in document 2.

REMEMBER: Labeled text remains in the block buffer until you replace it with different text, join two documents at print time, press E at the PFS: WRITE MAIN MENU, or turn off your computer.

Inserting Another Document into Working Copy

You can insert a *Write* document that is on your document disk into a document you have in the working copy. Once the document has been inserted, it can be edited and saved - just as if you had typed it in. This operation is called *append*.

The appended document will be inserted beginning at the left margin, at the position of the cursor. The margins of the appended document will be automatically reformatted to the margins of the document currently in the working copy.

Appending

Use the following procedure to append a document into working copy:

1. Place the cursor at the point in your document where you want the appended document to appear.
2. Press Apple-A. You will see the following on the status line:

   Document to append:

3. Type the name of the document you want to append. (Include the prefix if the document you want to append is on a different disk. For example, type **/Docs/Zebra** if the prefix is Docs and the document name is Zebra.)
4. If you are using one disk drive, remove the *Write* program disk from Drive 1 and insert the document disk that contains the document you want to append. (If you have two disk drives, make sure the document disk that contains the document you want to append is in Drive 2.)
5. Press Return. The document to be appended will be moved into working copy.
6. Remove the document disk from Drive 1 and insert the *Write* program disk. Press Return. The appended document will be inserted into the document that is currently in the working copy at the position that you specified.

NOTE: It is a good idea to save your new appended document. See the Get/Save/ Remove section for information on how to save documents.

Joining Documents When Printing

When you are printing, you can combine or join documents or files. To do this, you must add a special command to your working copy document at the point where you want the other document added. This command is *Join name*.

In this example, "name" represents the name of the document or file to be added while printing. For example, to join a document named Animals you would type *Join Animals*. The command can be abbreviated to *J Name*. If you are using two drives or a hard disk, specify the prefix or complete pathname.

The Join command does not actually add the file to the working copy. It simply prints any files you specify at the location you have specified. You should use *Join name* rather than Apple-A (append) when the document to be added is too large to fit into working copy.

NOTE: See page 65 for detailed instructions on how to use Write's Print function.

You can use the Join command to:

* combine Write documents with ASCII files.
* combine Write documents with other Write documents.
* combine Write documents with reports created with Scholastic PFS: Report.
* combine Write documents with worksheets created with PFS: Plan.

Example of Joining Another Write Document

In the following example, you want a Write document named Zebra to be added to the Write document in working copy when it is printed.

1. Type *Join Zebra* at the place in working copy where you want the document Zebra printed when the working copy is printed. (You can type the command in uppercase or lowercase letters. It doesn't matter which.)

   If the document you want joined is on another disk, include the prefix of the disk as well as the document name. For example, type *Join/Docs/Zebra* when the prefix is Docs and the document name is Zebra.

2. Use Write's Print function to print the working copy.

   If you have one disk drive, select Print from the PFS: WRITE MAIN MENU. Then remove the Write program disk and insert the document disk that contains Zebra. Continue with the Print procedure.

   If you have two disk drives, make sure the document disk that contains the document you want to join is in Drive 2.

The joined document will be printed in your document where the command appears. Any blank lines before or after the command will be printed before or after the joined document. The margins of the joined document will be unchanged.

You can join as many documents as you want. This is helpful when you are working on a document that is too long to be held in working copy. Split the document up into smaller documents as you work. At the end of the first small document, add a *Join name* command for each subsequent document. When you print your first small document, all the other documents will be printed in order.

NOTE: If you want each document to be printed starting on a new page, you must insert the special New Page command (*N*) between each Join command. See page 41 for more information on this procedure.

Adding a *PFS* Report or Worksheet

You can join reports produced by *PFS: Report*, and worksheets produced by *PFS: Plan*, to a *Write* document during printing if they have been saved on a disk and printed to a disk file. (See the *Scholastic PFS: Report* Reference Guide and the *PFS: Plan* manual for details.)

NOTE: You must have printed the worksheet or the report to a disk file (also called ASCII file) before you can join it to a Write *document.*

Before you print a report or worksheet to a disk, set its page width (on the PRINT MENU) so that it's the same as the page width of the *Write* document you're joining it to. The report or worksheet will be centered in the *Write* document when the *Write* document is printed. If you make the page width smaller than the *Write* document's page width, the report or worksheet will be printed off-center to the left. If you make them larger, the lines of the report or worksheet will wrap around, causing the alignment of the columns to be lost.

Use the Join command described above. For example, if you want to print a report named Countries, type ***Join Countries*** at the place in the working copy where you want the report to appear when the working copy is printed.

You can join as many reports, worksheets, and ASCII files to your *Write* document as you want.

Troubleshooting

If a *PFS* report or worksheet or an ASCII file is wider than the document you want to join it to, you will need to use the *Printer* command to print the file in compressed mode. If your printer offers a compressed mode feature, the command that activates it should be listed in your printer manual. Place the *Printer* command that starts compressed printing just before the *Join* command. Place the *Printer* command that returns the printer to normal printing just after the *Join* command. See page 42 in this Reference Guide for a description of the *Printer* command.

If you are printing an entire document right-justified, you may want to turn off justification before a worksheet or some other document is joined. See the section on justifying below.

Justifying a Document

You can right justify a section of text within your document using the *Justify Yes* and *Justify No* commands. That means that every line of text will end flush with the right margin. Place the *Justify Yes* command before the section of text you want to justify and place the *Justify No* command after the section of text.

Write has a special PRINT MENU option that allows you to print an entire document justified to the right margin. (See page 75 for more information.) If you are adding a report or worksheet to a *Write* document that you intend to print right-justified, you will not want the report or worksheet to be printed justified as well. You will need to turn off justification just before the file to be joined is printed and then turn it back on after it is printed. These commands are shown below:

Justify No
Join name
Justify Yes

When you print the document, press Y at "Justify (Y/N)" on the PRINT MENU. *Write* will print the document right-justified, except for the file you joined.

Adding a *PFS* Graph When Printing

You can print a graph created with *PFS: Graph* at any location in a *Write* document as long as that graph has been saved on a disk and printed to a disk file. (See the *PFS: Graph* manual for details.)

To add a graph, type a special command into the working copy at the point where you want the graph to be printed. That command is *Graph name*.

The word *name* represents the name of the graph to be printed. This command can be abbreviated to *G name*.

For example, to print a graph that you previously saved and printed onto a disk file under the name Grades, you would type **Graph Grades** at the desired location in your document.

When you are ready to print, place the disk containing the graph in Drive 1 if you have one disk drive, or Drive 2 if you have two disk drives.

When *Write* reaches the part of the document where the graph is to appear, it reads the disk file and prints the graph in the correct location. The graph will look just like it did when you printed it with *Graph*, and it will take up the same amount of space. The graph will be indented from the left margin exactly as you specified in *Graph*. If you want to change the indentation, use *Graph* to do so.

As with the Join command, you don't need to insert blank lines in your document where the graph will be printed. However, you can insert about 20 blank lines if you want the page breaks in the working copy to match exactly the page breaks of the printed document after the graph is printed.

If the graph will not fit on the current page, *Write* will start a new page before printing it. If you do insert blank lines in your document (so the page breaks in the working copy will match those in the printed document), make sure you leave enough space on your page for the graph.

You can print as many graphs in a document as you wish. Just type the Graph command wherever you want a graph to appear. Be sure to use the same kind of printer as you originally used to print the graph, or your graph may not look the same.

Example of Adding a *PFS* Graph

In the following example, you want to add a graph named Grades when you print your working copy. Here's how to do it:

1. Type **Graph Grades** at the place in working copy where you want the graph named Grades printed when the working copy is printed. (You can type the command in uppercase or lowercase letters. It doesn't matter which.)

   If the graph you want added is on another disk, include the prefix of the disk as well as the graph name. (For example, type **Graph/Docs/Grades** when the prefix is Docs and the graph name is Grades.)

2. Use *Write's* Print function to print the working copy.

   If you have one disk drive, select Print from the PFS: WRITE MAIN MENU. Then remove the *Write* program disk and insert the document disk that contains Grades. Continue with the Print procedure.

   If you have two disk drives, make sure the document disk that contains the graph is in Drive 2.

The *Write* program will print your working copy and add the graph at the designated location.

Starting a New Page

You can start a new page at any point in your document when it is being printed by typing the command **New Page**.

This command can be abbreviated to *N*.

The line following the *New Page* command will begin on the next page of your printed document. If you use this command, the pages and page numbers in your working copy will not be the same as those in your printed copy.

Special Printing

Most printers have different ways of printing your text. For example, with some printers, you can underline or boldface your text. With others, you may be able to print in italics or change the width and height of the characters. The following sections explain how to mark your text for underlining and boldface printing, and how to send special codes to your printer for other kinds of printing.

Underline and Boldface

You can mark portions of your document so that they will be underlined or appear in boldface type on the printed copy. To do this, position the cursor over the character to be underlined or in boldface and press:

- Apple-U to underline
- Apple-B to boldface

Write will highlight the character under the cursor and move the cursor to the next character to the right. To underline an entire word or phrase, hold down the Apple key and the U key at the same time until the entire word or phrase is highlighted. To boldface an entire word or phrase, hold down Apple-B until the entire word or phrase is highlighted. You can even mark text first with the underline key and then with the boldface key (or vice-versa), so it will be both underlined and in boldface by repeating the procedure.

To remove the boldfacing or underlining from a section of text, retype the text. You can type over the highlighted text if you are not in Insert mode. If you are in Insert mode, you can remove the text and retype it.

If you move the cursor over a character that has been underlined or made boldface, the message "Underlined" or "Boldface" appears on the status line at the bottom of the screen.

Characters marked for boldface are printed twice, so the letters are darker.

Sending Special Codes to Your Printer

You can command your printer to do special printing by sending it control codes. At the point in your document where you want special printing, type ***Printer code 1, code 2, code 3***.

The codes in the command are ASCII decimal equivalents for the desired control code. Separate the control codes with spaces or commas. *Printer can be abbreviated to *P.

At the end of the text that you wish to have printed in a special way, you must send the appropriate code that turns off the special printing and returns the printer to normal printing.

For example, suppose you are using an Imagewriter printer and you want the title of your report (Zebras) to be printed in a special double-wide style. You would type this at the position your title is to appear: ***Printer 14* Zebras *Printer 15***

In this example, the command *Printer 14* tells the Imagewriter to print the title Zebras in double-wide style, and the command *Printer 15* instructs the printer to return to its normal printing style.

NOTE: Each brand of printer has different control codes. Refer to your printer manual for the correct codes.

Form Letters Using Data Files From *PFS: File*

A form letter is a letter that is sent to each person whose name appears on a list. You can use *Write* to print a batch of form letters that are personalized for each person on the list. For example, letters might be tailored to tell each of a number of students about supplies he or she ordered from the school store. Instead of sending every student a letter that begins "Dear student," you can have John's letter begin with "Dear John," Nancy's with "Dear Nancy," and so on. The letters could also tell each student what he or she ordered and how much was owed the store for the purchases. Another example would be letters that tell each teacher in a school about his or her room assignment. You can have *Write* automatically print each teacher's room assignment when it prints the letter instead of having someone fill in a blank.

To use the form letter facility you will need a program called *PFS: File* (*File* for short). *File* keeps forms that include information such as a person's name and other items. For our student store, *File* could keep the customers' first and last names, their purchases, the cost of those purchases, and delivery information. For the letter to teachers, it could keep track of each teacher's name, class schedule, and room assignment. Scholastic can provide you with a school edition of *File*.

This section of the Reference Guide assumes that you know how to use the *File* program and that you are familiar with the terms used in the *Scholastic PFS: File* Reference Guide. Recall that the entire collection of information is called a *file*; that the information on a single person or topic is called a *form*; and that a single piece of information, such as a first name or room assignment, is called an *item*.

Using the instructions that follow, you will create a sample form letter that tells students about orders from the school store. One such letter might look like this:

Ms. Ermentrude Golightly
1730 Fantasyland Boulevard
Disneyland, CA 12345

Dear Ermentrude:

The blank disks that you ordered from the school store have arrived. When you come to pick them up, please bring $14.27 to cover the following expenses:

Supplies	12.64
Tax	.63
Shipping	1.00
Total	14.27

Sincerely,

Mickey Mouse, Prop.
Disneyland Country Day School

Figure 7

This letter is to be sent to a number of people. Some part of the letter will be the same for every recipient. Other parts, outlined in the above example, will be different for each recipient. We will call these latter parts *blanks*.

Creating Form Letters

Here is how to use *Write* and *File* to print form letters:

1. Use *File* to store and organize the information needed to select people who should receive the letter and to fill in the blanks in each of their form letters. This information is stored on individual forms in a file.

2. Use *Write* to create a form letter document.

3. Use the Print function of *Write* to print the letters.

You can do Steps 1 and 2 in either order. Here are instructions about each step.

Storing the Information in a File

Using *File*, you can create a mailing list for all the people who have bought products from the student store. This file will have two kinds of information:

* Items containing information to be put in the blanks (for example, names and addresses).

* Items that allow you to select people to send the letter to (whether or not their order has arrived).

Of course, you can have other sorts of information in the file if you are using it for other purposes. Figure 8 shows a *File* form for our sample letter.

```
LAST NAME: Golightly          FIRST: Ermentrude

ADDRESS: Ms. Ermentrude Golightly
         1730 Fantasyland Boulevard
         Disneyland, CA 12345

ORDER: blank disks            COST: 12.64

TAX: .63                      SHIPPING: 1.00

TOTAL: 14.27

STATUS: received

CUSTOMER.PFS        Add Form.              Page 1 of 1
APPLE ? - Help    ESC-Main Menu  APPLE RETURN - Continue
```

Figure 8

In this *File* form, the First, Address, Order, Cost, Tax, Shipping, and Total items will be used to fill in the blanks in the form letter. The Status item will be used to select people to print letters for. The Last Name item is not used in this application.

Preparing the Form Letter Document

Here is how you would draft the form letter for this example using *Write*.

```
*address*

Dear *customer*:

The *order (T)* that you ordered from the school store
have arrived. When you come to pick them up, please
bring $*total (T)* to cover the following expenses:

    Supplies              *cost (R)*
    Tax                    *tax (R)*
    Shipping               *shipping (R)*

    Total                  *total (R)*
            Sincerely,

            Mickey Mouse, Prop.
            Disneyland Country Day School

LETTER                        2% Full   Line 1 of Page 1
```

Figure 9

When drafting your letter, you use names called *identifiers* for each blank. Enter the identifier, surrounded by asterisks, at the location of its corresponding blank in the letter. You can use any names you want for the indentifiers, but printing (Step 3) will be easier if identifiers are the same as their item names in the *PFS* file. In our example we used *customer* as the identifier for the first item, but kept the other identifiers (such as *order* and *total*) the same as their item names on the form. You must also decide how you want *Write* to format the information that it fills in each blank. The following are three ways that *Write* can format the information:

* *Left-justified.* The information is normally printed in your letter starting at the first asterisk, just as it appears in your *File* form. If it takes more than one line in *File*, it will take more than one line in *Write.* You don't have to do anything special if you want *Write* to print the information in this manner. This is how we have printed the *address* blank in the example.

* *Text. Write* will combine separate lines of the form and only change lines when it comes to the right margin of your document. Use this method of printing to put information into running text in your letter. To use the text option, put a "T" in parentheses after the identifier but before the second asterisk. Look at the example draft on this page to see how we have done this in the *order (T)* blank.

* *Right-justified.* The information can be printed right-justified so that it lines up with the second asterisk - the one at the *end* of the identifier. This option is useful if you are putting a series of items in a column and want to align the right margin of the column. To use the right-justified option, put an "R" in parentheses between the blank name and the second asterisk, and position the second asterisk where you want the right end of the item to appear. This is how we have printed the *cost (R)*, *tax (R)*, *shipping (R)*, and one of the *total (R)* blanks in the example.

Using *Write* to Print Form Letters

Once you have prepared a data file and draft of the form letter, follow this procedure to print the form letters:

1. With your form letter document in *Write*'s working copy, select Print from the PFS: WRITE MAIN MENU by typing **3** and then pressing Return.

2. If the disk with your data file is not in the computer, insert that disk in Drive 1 or, if you are using two disk drives, in Drive 2.

3. With the PRINT MENU on the screen, change any of the options you wish. For example, you may want *Write* to pause between pages so you can print the letters on single sheet stationery.

4. When you reach "Name of PFS: File data file," type the name of the data file you created with *PFS: File* to store the information on each person. If your file is on a disk that is different than the disk your letter is on, type the disk's prefix before the file name (for example, **/Store.File/Customer**).

5. Press Return to continue.

   Write will display a blank form, just as you designed it with *File*. The file name, page number, and the words "Type search criteria" will appear at the bottom of the screen. See Figure 10.

6. Fill in the form with retrieval specifications which select forms for those people that you want to receive letters. Use the procedure that is provided in the Search/Update section of the *Scholastic PFS: File* Reference Guide.

In our example, you would type **received** in the status item, since you want to retrieve forms of only those persons whose orders have been received.

```
┌─────────────────────────────────────────────────────┐
│                                                       │
│   LAST NAME:            FIRST:                         │
│   ADDRESS:                                             │
│                                                       │
│                                                       │
│   ORDER:               COST:                          │
│   TAX:                 SHIPPING:                       │
│   TOTAL:                                               │
│   STATUS: received                                     │
│                                                       │
│ ─────────────────────────────────────────────────── │
│ CUSTOMER.PFS     Type in search criteria      Page 1 │
│              ESC-Main Menu   APPLE RETURN - Continue  │
└─────────────────────────────────────────────────────┘
```

Figure 10

7. Press Apple-Return to continue.

   Write will show you the same blank form. This time it is labeled "Type identifier format" at the bottom of the screen. See Figure 11.

8. Fill in the form with the identifiers (the names of blanks in the *Write* form letter) that are different from their file items.

NOTE: If all of your identifiers are the same as the file items used to fill in these blanks, you can skip this step.

In our example, you would only specify that *customer* was used as the identifier for the first item by typing **customer** next to Last Name.

```
┌─────────────────────────────────────────────────────┐
│                                                       │
│   LAST NAME:            FIRST: customer                │
│   ADDRESS:                                             │
│                                                       │
│                                                       │
│   ORDER:               COST:                          │
│   TAX:                 SHIPPING:                       │
│   TOTAL:                                               │
│   STATUS: received                                     │
│                                                       │
│ ─────────────────────────────────────────────────── │
│ CUSTOMER.PFS     Type identifier format       Page 1 │
│              ESC-Main Menu   APPLE RETURN - Continue  │
└─────────────────────────────────────────────────────┘
```

Figure 11

9. Press Apple-Return to continue. *Write* will remind you to put a new page in the printer.

10. Make sure that the printer is on and the paper is positioned at the top of the page. Then press Return.

    Write will print each of the form letters in turn, using those forms that fit the Retrieve Spec. You can stop the printing process at any time by pressing the Space Bar.

11. Return your *Write* program disk to the disk drive if necessary and press Return to return to the PFS: WRITE MAIN MENU.

NOTE FOR HARD DISK USERS: If you have installed Write *on a hard disk, your data file can reside either on the hard disk or on a floppy disk. If the data file is on a hard disk, type the full pathname of the data file at "Name of PFS: File data file." If your data file is on a floppy disk, type the prefix of that disk before the file name.*

PROOFING

With the *Write* program you can easily perform certain kinds of proofing tasks on your document. You can check for spelling errors, some types of capitalization errors, and for repeated words.

Errors in punctuation, grammar, and word usage will not be detected.

NOTE: Before you use Write*'s proofing command, make a copy of* Write*'s dictionary. You may make as many copies as you need. The dictionary is on the reverse side of the* Write *program disk. See the instructions for copying disks on page 100 of this Reference Guide.*

How Proofing Works
Proof your document when it is on the Type/Edit screen by using *Write*'s Apple-V (for verify) command.

Proofing begins with the word the cursor is on. If the cursor is on a space or punctuation mark, it begins with the word before the cursor. Proofing stops and you are notified each time one of the following possible errors is detected:

* a word is misspelled
* a word is irregularly capitalized
* a word is repeated
* a number is improperly expressed

Finding Misspelled Words
Write's proofing command compares each word in your working copy with the words on your *Write* Dictionary disk. *Write*'s dictionary contains about 70,000 words. In addition to the 70,000 words, you can add about 200 words to a personal dictionary. These words will also be used during the proofing process.

Write considers a word misspelled if it does not match a word in its dictionary or your personal dictionary. This means:

* many proper nouns will be detected as misspelled. For example, the names Julie, Henry, and Richard would be considered misspelled.

  You can add proper nouns to your personal dictionary so that proofing will not stop when *Write* checks them.
* correctly spelled words that are not in the dictionary will be detected as misspelled.

  You can add such words to your personal dictionary, but be sure they are spelled correctly before doing so.

CAUTION: A word that is spelled correctly but used improperly will not be detected. For example, the improper use of the word "to" would not be detected in the sentence "I ate to much."

A single letter will be considered correct. For example the letter "b" in the sentence "My b cat is hungry." would not be detected.

Two words that are spelled correctly but hyphenated when they shouldn't be will not be detected. For example, "Middle-Ages" would not be detected.

Finding Capitalization Errors
A word is detected as irregularly capitalized if there are some lowercase letters in the word and some capital letters in the word besides the first letter. For example, "BoAT", "joUrneY", "BeaUTIFUL," and "pICTURE" would be detected as improperly capitalized.

Also, a word would be detected if it is a proper noun that is not capitalized. For example, "sunday," "norway," "ohio," "mr.," and "june" would be detected as improperly capitalized.

CAUTION: Some words may be proper nouns on some occasions but not on others. Such words are not detected. For example, the word "may" in the sentence "Every may I go to the mountains." would not be detected. The words "river" and "new" in the sentence "The Mississippi river flows through new Orleans." would not be detected.

A word is considered properly capitalized by *Write* if it is entirely in upper case. For example, "BOAT," "MR.," "JOURNEY," and "MONDAY" would be accepted.

A word is considered properly capitalized if it is entirely in lower case but not a word that is always a proper noun. For example, "boat" and "journey" would be accepted but "california" and "sunday" would not.

CAUTION: Since a word that is entirely in lower case is accepted, unless it is a proper noun, the word "my" in the sentence "my dog's name is Jack." would not be detected even though the first word in the sentence should be capitalized.

Write considers a word properly capitalized if only the first letter is in upper case. For example, "The," "Boat," and "Journey" would be accepted.

CAUTION: Since the first letter of any word may be capitalized regardless of its position in a sentence, the word "Boat" in the sentence "My Boat is beautiful." would be accepted.

Finding Repeated Words

Proofing will stop at the second occurrence of a repeated word. For example, *Write* will stop at the second occurrence of the word "is" in the following sentence: "The world's climate is is slowly changing."

Finding Improper Numbers

Proofing will stop at numbers that are improperly expressed. For example, the following numbers would be detected as improper:

3st   2rd

The following numbers would be considered correct:

3rd   2nd   2 nd

Proofing Your Document

You can proof your document any time it is in working copy and on the Type/Edit screen.

If you have one disk drive, remove the *Write* program disk and insert the copy of the Dictionary disk.

If you have two disk drives, the *Write* program disk can be in Drive 1 and the Dictionary disk in Drive 2. Follow the steps below to proof an entire document.

NOTE: You can leave the Dictionary disk in Drive 1 while you are typing and editing your document. There will be some occasions when you will need to insert your program disk — for example, when you are searching and replacing — but Write *will tell you when you need to insert your program disk.*

Use the following procedure to proof an entire document:

1. Begin with your document on the Type/Edit screen.
2. Remove the *Write* program disk and insert the Dictionary disk.
3. Move the cursor to the beginning of your document by typing Apple-G and then B.
4. Press Apple-V to begin proofing.

   Write will begin checking each word. As each word is checked it will appear on the left side of the status line at the bottom of the screen.

   When *Write* detects a possible error, proofing stops. What you see on the screen next depends on the kind of error detected. The sections below describe how to respond the various errors.

   The proofing process may be stopped by pressing the Space Bar.

Detecting Errors

When *Write* detects a misspelled or irregularly capitalized word or an improper number, proofing stops. The section of text that contains the detected word or number appears on the screen, and the detected word or number is highlighted. *Write* spends a few seconds looking for suggested spellings or capitalizations, and then the Type/Edit screen looks like this:
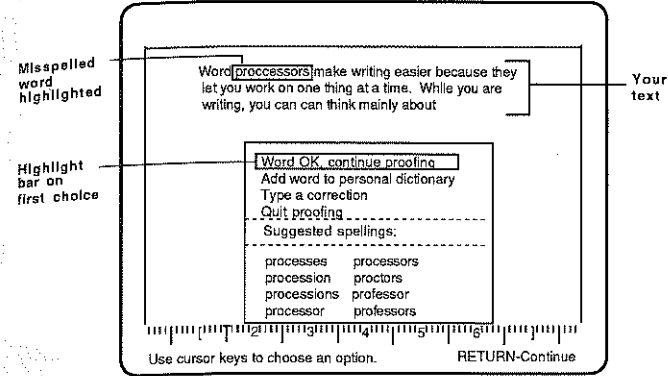

Figure 12

NOTE: If an irregularly capitalized word is detected, the words "Suggested capitalizations" will appear rather than "Suggested spellings." If an incorrect number is detected, the words "Incorrect number -- no suggestions" will appear.

Look at the highlighted word or number in your text and then look at your choices. Move the highlight bar with the Arrow keys to your choice and press Return.

- If you choose "word (or number) OK, continue proofing," the word or number in your text will not be changed and proofing will continue.

  Choose this option when the word or number is correct but you don't want it added to your personal dictionary.

  If you choose "word (or number) OK," subsequent occurrences will be skipped automatically, but the word or number will not be added to the dictionary.

- If you choose "add word (or number) to personal dictionary," the word or number in your text will not be changed and proofing will continue. The word or number along with its capitalization pattern will be saved automatically in your personal dictionary the next time you go to the PFS: WRITE MAIN MENU.

  Choose this option when the word or number is correct and you want it added to your personal dictionary.

CAUTION: Before you add a word to the personal dictionary, make sure it is capitalized and spelled correctly. You may want to add proper nouns to your dictionary if you use them often.

- If you choose "type a correction," a Correction item will appear with the detected word filled in. Type the correction over the word at the Correction item. Remove any unwanted characters with the Space Bar and press Return. The correction will be made in your text and proofing will continue.

    Choose this option when the word or number is incorrect and you don't see its correct spelling or capitalization listed under the suggested words.

- If you choose one of the "suggested spellings (or capitalizations)," move the highlight bar to the word you want before pressing Return. After you press Return, the selected word will replace the misspelled word or irregularly capitalized word in your text and proofing will continue.

    Choose this option when the word in your text is incorrect and you see its correct spelling or capitalization in the list of suggested words.

    Sometimes Write will detect a word that is misspelled, but does not include the correct spelling or capitalization of the word in the list of "Suggested spellings." This usually occurs when the first or second letter of the word is misspelled. For example, you typed "bood" instead of "good." Write will suggest "bold," "boll," "bolt," and "bomb." When this happens, select "Type in correction" and type the word correctly. If you are not sure of the spelling, look it up in a dictionary.

- If you choose "Quit proofing," proofing stops and the proofing prompts are removed from the Type/Edit screen. You may continue typing and editing your document or return to the PFS: WRITE MAIN MENU by pressing Esc.

A Repeated Word Is Detected

When Write detects a repeated word, proofing stops, the section of text containing the repeated word is displayed, and the second occurrence of the repeated word is highlighted. The Type/Edit screen looks like this:
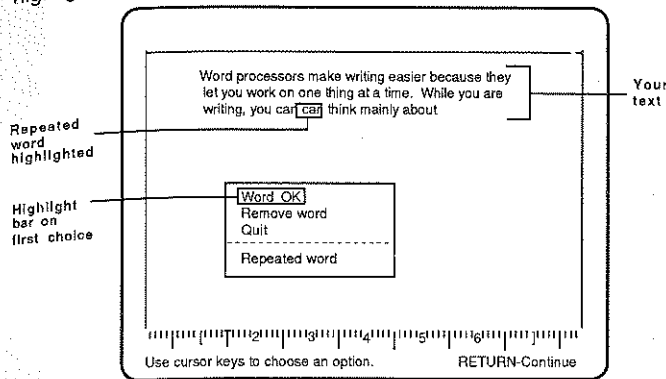

Figure 13

If necessary, move the highlighting bar with the arrow keys to your choice and press Return.

- If you choose "Word OK," the word will not be removed and proofing will continue.

    Choose this option when you want the repeated word to remain in your text.

- If you choose "Remove word," the word will be removed and proofing will continue.

    Choose this option when the repeated word is an error and you want it removed from your text.

- If you choose "Quit proofing," proofing stops and the proofing prompts are removed from the Type/Edit screen. You may continue typing and editing your document, or return to the PFS: WRITE MAIN MENU by pressing Esc.

When Proofing Is Completed

When proofing is completed, the proofing screen will disappear and the cursor will be at the end of your document.

You can continue to type or edit your document or you can press Esc to go to the PFS: WRITE MAIN MENU. If you want to go to the PFS: WRITE MAIN MENU, remove your Dictionary disk and insert the program disk. When you go the PFS: WRITE MAIN MENU the words you choose to add to your personal dictionary are saved onto the *Write* program disk automatically.

It is usually a good idea to save your document after you have proofed it. See Get/Save/Remove beginning on page 80 for information on how to save.

Proofing a Single Word

As you are typing or editing your document, you may want to check a single word. If the Dictionary disk is not in Drive 1, remove the program disk and insert the Dictionary disk. With the cursor resting on the word, the space, or the punctuation mark after the word, press Apple-V. If no words follow the word you checked, proofing will stop after the word has been checked. If words do follow the word you checked, select Quit proofing or press the Space Bar to stop proofing.

The Personal Dictionary

You can add about 200 words to your personal dictionary. The words in your personal dictionary will be used along with the words in *Write*'s dictionary to proof your document. You will probably want to add proper nouns like the names of people or places that are not in *Write*'s dictionary. You will also want to add words that are not among the 70,000 words in *Write*'s dictionary.

When you add a word to your personal dictionary, be sure to capitalize and spell it correctly. The capitalization pattern is saved along with the word.

You can add words as you proof your document or you can add them directly when you are editing your personal dictionary. You have already seen how to add words as you proof your document. The next section describes how to add words while you are editing your personal dictionary.

Editing the Personal Dictionary

Use the following procedure to add words, remove words, or correct words in your personal dictionary.

1. Begin with your *Write* program disk in Drive 1.

2. If the PFS: WRITE MAIN MENU is not currently on the screen, press Esc.

3. Select Get/Save/Remove by typing 4 and then pressing Return. In a moment, the GET/SAVE/REMOVE MENU will appear.

4. Select Get Document by typing 1.

5. If the Prefix item is not filled in with /PFS.WRITE/, move the cursor to the Prefix item by pressing Tab once and typing /**Pfs.Write**/. (This is the volume name of the *Write* program disk.)

6. Move the cursor to the Filename item, type **Personal.Spc**, and then press Return.

   You will see the words in your personal dictionary listed in alphabetical order.

7. If you are not in the Insert mode, press Apple-I.

8. Add words, remove words, or edit words.

   See the next section on editing your personal dictionary.

9. Save the updated personal dictionary. The Prefix item will be set to /PFS.WRITE/ and the Filename item to PERSONAL.SPC. During the saving procedure, *Write* will instruct you to exchange the program disk and the Dictionary disk. Follow the screen instructions.

   (*Write* automatically updates the personal dictionary on both the *Write* disk and the Dictionary disk, but you can only retrieve and edit the personal dictionary from the program disk.)

If you wish to continue using *Write* to work on a new document, clear the working copy. Be sure to change the Prefix item to the volume name of your document disk before using the Get/Save/Remove function.

Editing Your Personal Dictionary

When you edit your personal dictionary, you can use all of *Write*'s editing commands. For example, you can insert new words, remove words, and change the spelling and capitalizaton pattern of words. It will probably be easiest for you to edit while in Insert mode, so press Apple-I if you are not in Insert mode before you begin to edit.

If you are adding words, you can insert them anywhere in the list. When you save your revised personal dictionary, *Write* will alphabetize the words for you.

DEFINE PAGE

Write automatically sets the top, bottom, left, and right margins of the pages of your document; the program also sets the number of lines per page. *Write* uses these standard settings (called *default settings*) because they conform to the typical printed page. You can use the Define Page function to change these default settings. If you change the default settings, you will change the way your document looks, both on the screen and on the printed page. You can also use Define Page to add headings, footings, and page numbers to your document.

Selecting Define Page

To change the Define Page settings, you must go to the DEFINE PAGE MENU. Here's how you do it:

1. Start from the PFS: WRITE MAIN MENU. If the PFS: WRITE MAIN MENU is not on the screen, press Esc and it will appear.

2. Select Define Page from the PFS: WRITE MAIN MENU by typing **2** and then pressing Return. In a moment, the DEFINE PAGE MENU will appear.

The DEFINE PAGE MENU

Define Page has seven options that you can use to do the following:

* Change the size of the left and right margins
* Change the size of the top and bottom margins
* Specify the number of lines printed on a page
* Put a heading or footing on each page
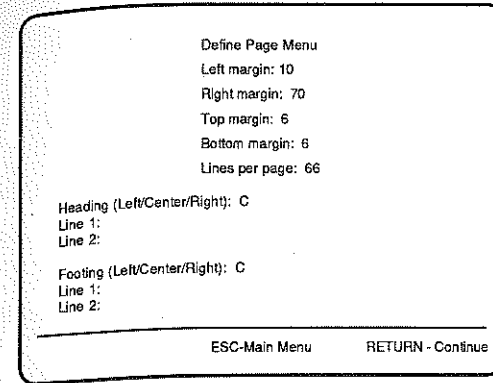* Automatically number pages

```
                    Define Page Menu
                    Left margin: 10
                    Right margin: 70
                    Top margin: 6
                    Bottom margin: 6
                    Lines per page: 66

  Heading (Left/Center/Right):  C
  Line 1:
  Line 2:

  Footing (Left/Center/Right):  C
  Line 1:
  Line 2:

  _____

             ESC-Main Menu        RETURN - Continue
```

Figure 14

Figure 14 shows the DEFINE PAGE MENU with its options and default settings.

How Define Page Settings Work

The *Write* program automatically sets up your page with the default settings shown on the DEFINE PAGE MENU. They are the most frequently used settings. If your document is a letter or report, it will look fine if you use them.

There can be only one set of Define Page settings in a document. Any or all of the settings may be changed as often as you wish, but you may not have different settings for different parts of your document. For example, you may not use the Define Page margin settings to indent only one section.

You can change the Define Page settings before, during, or after you have typed your document. Any changes you make will be shown on the Type/Edit screen.

When you save the working copy of your document on your document disk, the Define Page settings are also saved as part of the document and will be restored the next time you retrieve this document. When you clear the working copy from your screen, *Write* clears any settings you have changed in Define Page and restores the default settings.

Changing the Define Page Default Settings

You can use the Define Page function to change the default settings before, during, or after you have typed your document. Follow the steps below to change any of the settings:

1. Start from the PFS: WRITE MAIN MENU. If the PFS: WRITE MAIN MENU is not on your screen, press Esc and it will appear.

2. Select Define Page by typing **2** and then pressing Return. Once you do, the DEFINE PAGE MENU will appear.

3. Press the Tab key to move the cursor to the default setting you want to change.

4. Type in your change. If you make a mistake, use the Delete key.

5. Repeat Steps 3 and 4 until you have made all your changes.

6. Press Return to store the changes and return to your working copy.

When the working copy appears on the screen, you will see the changes you have made. When you save the document, *Write* saves the new Define Page settings on the DEFINE PAGE MENU with the document. When you clear the working copy or retrieve another document, *Write* clears any new values you have entered and restores the default settings.

NOTE: While you're at the DEFINE PAGE MENU, you may cancel any changes you have made by pressing Esc. You will then return to the PFS: WRITE MAIN MENU.

Description of Define Page Options

The following sections contain descriptions of the Define Page options and examples for using each option.

Left Margin and Right Margin

The left and right margins are the areas of space between the left and right edges of the paper and your text. The cursor will not enter these areas. When you are using the Type/Edit function, the ruler shows the left margin position by [and the right margin position by].

With the Left Margin and Right Margin options, you can determine the width of the left and right margins and, thus, the width of the text on each page.

Default Settings for the Left and Right Margins

• The default setting for the left margin is 10 characters.

• The default setting for the right margin is 70 characters.

This allows each line to be no more than 60 characters long.

Rules for the Left and Right Margin Settings

• The lowest setting for the left margin is 1 character.

• The highest setting for the right margin is 78 characters.

• Each margin must have a setting.

• The setting for the left margin must be lower than the setting for the right margin.

Example of Changing the Left and Right Margin Settings

Suppose that you are writing an article for a classroom newspaper and you want to type a column of text that is 3 inches wide. Your printer prints 10 characters per inch. Follow the procedure below to change your margins. You can do these steps before, during, or after typing your document.

1. Start from the PFS: WRITE MAIN MENU. If the PFS: WRITE MAIN MENU is not on your screen, press Esc and it will appear.

2. Select Define Page by typing **2** and then pressing Return. In a moment, the DEFINE PAGE MENU will appear.

3. Move the cursor to the Right Margin option by pressing Tab once.

4. Change the default setting by typing **40**. If you make a mistake, press Delete.

   (10 characters for the left margin + 30 characters for the line length = 40 characters for the proper right margin setting.)

5. Leave the DEFINE PAGE MENU by pressing Return. In a moment, the Type/Edit screen will appear. You may work on your document or press Esc to go to the PFS: WRITE MAIN MENU.

Top Margin and Bottom Margin

The top and bottom margins are the areas of blank space between the top and bottom edges of your paper and your text. The cursor cannot enter these areas. The horizontal lines on the Type/Edit screen show the top and bottom margins of the page.

With the top margin and bottom margin settings, you determine the size of the top and bottom margins and, thus, the number of lines you print on each page.

Default Settings for the Top and Bottom Margins
• The default setting for the top margin is 6 lines.

• The default setting for the bottom margin is 6 lines.

Standard 8 1/2-by-11-inch paper is 66 lines long. The default settings allow 54 lines of text on each page. If you are using longer or shorter paper, see "Lines Per Page" on the next page.

Rules for Top and Bottom Margin Settings
• The highest setting for the top margin is 18 lines.

• The highest setting for the bottom margin is 18 lines.

• The sum of the two margins must be less than the Lines Per Page setting.

Example of Changing the Top and Bottom Margin Settings

Suppose that you have typed a document using the default settings of 6 lines for both the top and bottom margins. You want the document to fit on one page. When you finish, you see that the last two lines go to the next page. Follow the procedure below to change the top and bottom margin settings so your document will fit on one page. You can follow these steps before, during, or after typing your document.

1. Start from the PFS: WRITE MAIN MENU. If the PFS: WRITE MAIN MENU is not on your screen, press Esc and it will appear.

2. Select Define Page by typing **2** and then pressing Return. The DEFINE PAGE MENU will appear.

3. Move the cursor to the Top Margin option by pressing Tab twice.

4. Change the default setting by typing **5**. If you make a mistake, use the Delete key.

5. Move the cursor to the Bottom Margin option by pressing Tab once.

6. Change the default setting by typing **5**. You have reduced the margins by two lines, thus gaining two extra lines for text.

7. Leave Define Page by pressing Return. The Type/Edit screen will appear. You may work on your document or press Esc to go to the PFS: WRITE MAIN MENU.

Lines Per Page

With the Lines Per Page option, you specify the length of each page, including the top and bottom margins. The top and bottom of each page are shown by horizontal lines on the Type/Edit screen.

Default Setting for Page Length
• The default setting for page length is 66 lines. This is correct for most printers if you are using 8 1/2-by-11-inch paper.

• Most printers print 6 lines of text per inch.

Standard Page Lengths
• 66 lines for standard (8 1/2-by-11) paper

• 84 lines for legal (8 1/2-by-14) paper

• 102 lines for ledger (11-by-17) paper

• 0 to print one continuous page with no page breaks

Example of Changing Page Length Setting

Suppose that you want to print a short form letter (22 lines long, including top and bottom margins) three times on each sheet of 8 1/2-by-11-inch paper. Follow the procedure below to change your Lines Per Page setting. You can do these steps before, during, or after you have typed your document into working copy.

1. Start from the PFS: WRITE MAIN MENU. If the PFS: WRITE MAIN MENU is not on your screen, press Esc and it will appear.

2. Select Define Page by typing **2** and then pressing Return. In a moment, the DEFINE PAGE MENU will appear.

3. Move the cursor to the Lines Per Page option by pressing Tab four times.

4. Change the default setting by typing **22.** If you make a mistake, press Delete.

   Each form letter is 22 lines including the top and bottom margins. Since there are 66 lines on a page that is 11 inches long, the form letter will be printed three times on each page as long as you indicate that you want multiple copies before you begin printing.

5. Leave Define Page by pressing Return. In a moment, the Type/Edit screen will appear. You may work on your document or go to the PFS: WRITE MAIN MENU by pressing Esc.

Heading and Footing

Use the Heading and Footing options to print a heading at the top of each page, a footing at the bottom of each page, or both. You can even have your pages numbered automatically by placing a number in the footing.

A *heading* is any information (for example, a word, phrase, or date) that appears at the top of each page of your document. It can be one or two lines, either centered or flush with the right or left margin.

A *footing* is any information that appears at the bottom of each page of your document. It can also be one or two lines, centered or flush with the right or left margin. If you choose to have them, page numbers may be included in the footing.

Default Settings for Heading and Footing

If you leave the Heading and Footing options blank, your document will not have a heading or a footing. Both the Heading and the Footing options have a default setting of C (for centered).

Rules for Heading and Footing

• Each heading and footing can be two lines long. First, type the first line. Then press Tab and type the second line.

• The top and bottom margins must contain enough space on the page for the heading or footing.

• A number in the footing is interpreted by *Write* as a page number. *Write* automatically increases that page number by one for each new page.

• If there is more than one number in the footing, *Write* interprets the last number as the page number.

Numbering Pages

Write will automatically number the pages of your document if the starting page number appears in the footing. The number can appear in either line of the footing. you put numbers in both lines of the footing, *Write* uses the last number in the second line as the starting page number for your document. So, for example, if you want to include today's date in the footing along with a page number, make sure you place the date first and the page number last.

• To start numbering with page 1, make sure the phrase *Page 1* is the last phrase in the footing that contains a number. (Page numbers will appear as Page 1, Page 2, Page 3, etc.)

• To start numbering with 16, make sure 16 is the last number to appear in the footing. (Page numbers will appear as 16, 17, 18, etc.)

• To start numbering with 2.1.1, make sure 2.1.1 is the last number to appear in the footing. (Page numbers will appear as 2.1.1, 2.1.2, 2.1.3, etc.)

• To start numbering with A-1, make sure the phrase A-1 is the last phrase that contains a number in the footing. (Page numbers will appear as A-1, A-2, A-3, etc.)

Example of Adding a Heading and Footing

Suppose you want your document to have your name and address flush with the left margin at the top of each page. You also want a page number centered at the bottom of each page. Follow the procedure below to add this heading and footing. You can go through these steps before, during, or after you have typed your document.

1. Start from the PFS: WRITE MAIN MENU. If the PFS: WRITE MAIN MENU is not on your screen, press Esc and it will appear.

2. Select Define Page by typing **2** and then pressing Return. The DEFINE PAGE MENU will appear.

3. Move the cursor to Heading (Left/Center/Right) and replace the default setting C by typing **L** (for left-justified). If you make a mistake, use the Delete key.

4. Move the cursor to Line 1 by pressing Tab. Type your name.

5. Move the cursor to Line 2 by pressing Tab. Type your address.

6. Move the cursor to Line 1 of Footing (Left/Centered/Right) by pressing Tab twice. Type the number **1** as the beginning page number for your document.

7. Leave the DEFINE PAGE MENU by pressing Return. The Type/Edit screen will appear. Notice that the heading and footing have been added to each page of your document. You may work on your document, or press Esc to get back to the PFS: WRITE MAIN MENU.

Making a Cover Page Without a Heading and Footing

If you want the first page of your document to be a cover or title page, you probably don't want it to have a heading, footing, or page number. To omit them, type **0** (zero) as the page number in the footing. *Write* will print the first page of your document (your cover page) without a heading, footing, or page number. It will start printing the heading and footing on the next page of your document, and begin page numbering with your numbering system.

PRINT

Use the Print function to produce a paper copy of the document in working copy. *Write* will work with any printer that is properly connected to your computer. By selecting different print options, you can print your document in a variety of ways. For example, you can print an entire document, a single page of a document, or a range of pages. You can single-space or double-space your document. You can even print right-justified, so that each line in the document ends at the right margin.

If you want to use special print features (for example, underlining or boldfacing), see the section called "Special Printing."

Selecting Print

1. Start from the PFS: WRITE MAIN MENU. If the PFS: WRITE MAIN MENU is not on your screen, press Esc and it will appear.

2. Select Print from the PFS: WRITE MAIN MENU by typing **3** and then pressing Return. In a moment, the PRINT MENU will appear.

You are now ready to use the PRINT MENU.

The PRINT MENU

The PRINT MENU has 10 options that you can use to:

- print your entire document, a page of your document, or a range of pages from your document.
- print using continuous-form paper or loose paper.
- print your document right-justified, with each line ending at the right margin.
- print multiple copies of your entire document, multiple copies of a single page, or a range of pages from your document.
- single-space or double-space documents.
- automatically address envelopes from the address in a letter.
- insert *PFS: File* information into your document during printing.
- shift an entire page of text to the right during printing.
- send control codes to the printer to print the document in special styles or sizes.

```
                    Print Menu

        From page: 1        To page: 1
        Justify (Y/N):  N      Number of copies:  1
        Single/Double/Envelope (S/D/E): S
        Name of PFS:FILE data file:
        Select a printer (Y/N):  N
        Pause between pages (Y/N):  N
        Indent:  0
        Printer control codes:


              ESC-Main Menu        RETURN - Continue
```

Figure 15

The PRINT MENU above shows the various options and their default settings. When you select the Print function, *Write* automatically fills in the default settings.

If you do not change any of the default settings, the following will apply to your document when it is printed:

- One copy of your document will be printed.
- The document will be single-spaced.
- The printer will not pause between pages.
- There will be no insertions of *PFS: File* information.
- The document will not be printed right-justified.

Printing Without Changing Default Settings

The simplest way to print your working copy on paper is not to change the default settings. If you leave the default settings unchanged, you must use continuous-form paper. You may leave the PRINT MENU any time before printing by pressing Esc.

Use the following procedure to print without changing the default settings:

1. Turn on your printer.
2. Start from the PFS: WRITE MAIN MENU. If the PFS: WRITE MAIN MENU is not on the screen, press Esc and it will appear.
3. Choose Print by typing **3** and then pressing Return. The PRINT MENU will appear.
4. Press Return.

   Write will remind you to put a new page in the printer. Make sure you have paper in the printer and that the paper is properly aligned with the print head at the top of the page.
5. Press Return to begin printing.

During printing, the screen will show the page number of the page being printed.

After your document has been printed, *Write* will return to the PFS: WRITE MAIN MENU.

To stop printing after it has started, press the Space Bar. At this point, if you want to resume printing, press Return. If you want to cancel printing completely and return to the PFS: WRITE MAIN MENU, press Esc. *Write* will print the contents of the printer's buffer and then return to the PFS: WRITE MAIN MENU.

Changing the Print Default Settings

If you have nonstandard printing needs, you can easily change the default setting before you print your document. You may cancel the print options you have changed any time before printing by pressing Esc at the PRINT MENU.

Use the following procedure to change the Print default settings:

1. Turn on the printer.

2. Start from the PFS: WRITE MAIN MENU. If the PFS: WRITE MAIN MENU is not on your screen, press Esc and it will appear.

3. Select Print by typing **3** and then pressing Return. The PRINT MENU will appear.

4. Press Tab until the cursor is on the setting of the option you want to change.

5. Replace the default setting by typing the setting you want. If you make a mistake, press the Delete key.

6. Repeat Steps 4 and 5 until you have made all your changes.

7. Press Return.

   Write will remind you to put a new page in the printer. Make sure you have paper in the printer and that the paper is properly aligned with the print head at the top of the page.

8. To begin printing, press Return.

During printing, the screen will show the page number of the page being printed. After your document has been printed, *Write* will return to the PFS: WRITE MAIN MENU.

If necessary, you may halt printing after it has started by pressing the Space Bar. At this point, if you want to resume printing, press Return. If you want to cancel printing completely, press Esc. *Write* will print the contents of the printer's buffer and then return to the PFS: WRITE MAIN MENU.

Description of Print Options

In the following pages, each Print option is explained and examples are provided.

From Page and To Page

Use this option to print your entire document, a single page, or a range of pages. (You might want to print a single page if you have corrected one page of a document and don't want to reprint the entire document.)

Default Settings for From Page and To Page

• The default settings are automatically set to print your entire document.

• From Page is set at 1 and To Page is set at the number of pages in your document.

Example of Changing From Page and To Page Settings

Suppose you wanted to print just page 2 of a three-page report. Follow the steps listed below.

1. Start from the PFS: WRITE MAIN MENU. If the PFS: WRITE MAIN MENU is not on your screen, press Esc and it will appear.

2. Select Print by typing **3** and then pressing Return. The PRINT MENU will appear.

3. With the cursor resting on the From Page option, change the default setting by typing **2**. If you make a mistake, use the Delete key.

4. Move the cursor to the To Page option by pressing Tab once. Change the default setting by typing **2**.

5. Press Return if you are ready to start printing, or press Tab to select the next option.

To print pages 3 through 5 of a 10-page report, use these alternate Steps 3 and 4:

3. Change the From Page default setting by typing **3**.

4. Change the To Page default setting by typing **5**. If there are any numbers to the right of 5, erase them with the Space Bar.

Note that the page numbers that appear both in the From Page and To Page settings and on the status line may not necessarily correspond to the page numbers you have assigned in the footing. For example, if you are writing a document that is the fifth chapter in a book and the fourth chapter ended on page 64, you could number the first page of this document 65 using Footing (Left/Center/Right) on the DEFINE PAGE MENU. When you print this document, the first page will be numbered 65, the second 66, and so on. In this example, the status line will still display "Page 1," as will From Page on the PRINT MENU. This shows that, regardless of what page number you want to be printed out, the text now on the screen is actually the first page in this document or file.

NOTE: If you print double-spaced or if you include in your document a *Join*, *Graph*, or *New Page* command or information from PFS: File, the page numbers appearing in the footing of the printed pages will probably not correspond to the page numbers appearing in the footing of the working copy.

Number of Copies
With this option, you can print as many copies of your document as you want.

Default Setting for Number of Copies
The default setting for Number of Copies is 1.

Example of Changing the Number of Copies Setting
Suppose that you wanted to print five copies of your document. Follow the steps listed below.

1. Start from the PFS: WRITE MAIN MENU. If the PFS: WRITE MAIN MENU is not on your screen, press Esc and it will appear.

2. Select Print by typing 3 and then pressing Return. The PRINT MENU will appear.

3. Move the cursor to the Number of Copies option by pressing Tab three times.

4. Change the setting by typing 5. If you make a mistake, press the Delete key.

5. Press Return if you are ready to start printing, or press Tab to select the next option.

Write will print the desired number of copies before it stops printing. An entire document is printed before a new copy is started.

You can also print multiple copies of a single page or a range of pages from your document. Just change the From Page and To Page default settings before you start printing.

Pause Between Pages
If you are printing on loose sheets of paper rather than continuous-form paper, you will want the printer to pause between pages so you'll have time to insert a sheet of paper for each page.

Default Setting for Pause Between Pages
The default setting for Pause Between Pages is N (for no). This setting is correct if you are using continuous-form paper in your printer.

Example of Printing Using Loose Paper
Suppose you wanted to print a document that is more than one page using single sheet paper. Follow the steps listed below.

1. Start from the PFS: WRITE MAIN MENU. If the PFS: WRITE MAIN MENU is not on your screen, press Esc and it will appear.

2. Select Print by typing 3 and then pressing Return. The PRINT MENU will appear.

3. Move the cursor to the Pause Between Pages option by pressing Tab seven times.

4. Change the default setting to yes by typing Y. If you make a mistake, press Delete.

5. Press Return if you are ready to start printing, or press the Tab key to move to the next option.

6. After each page has been printed, Write will instruct you to insert a new sheet of paper in your printer. After you have inserted the paper, press Return to print the page.

Single/Double/Envelope
Use Single/Double/Envelope to choose single (S) or double (D) line spacing for your printed document, or to print an address on an envelope (E).

Default Setting for Single/Double/Envelope

The default setting for Single/Double/Envelope is S, for single-spacing. This prints your document with the line spacing as it appears on the screen, unless you are inserting *PFS: Graph, File, Report,* or *Plan* information, or another *Write* document.

Example of Changing the Single/Double/Envelope Setting

To double-space your document, follow the steps listed below.

1. Start from the PFS: WRITE MAIN MENU. If the PFS: WRITE MAIN MENU is not on your screen, press Esc and it will appear.

2. Select Print by typing **3** and then pressing Return. The PRINT MENU will appear.

3. Move the cursor to Single/Double/Envelope by pressing Tab four times.

4. Change the default setting by typing **D**, for double. If you make a mistake, press Delete.

5. Press Return if you are ready to start printing, or press Tab to select the next setting.

If you choose double-space, each single line on your screen will be double-spaced when your document is printed.

Printing an Address on an Envelope

You can use *Write* to print the address of a letter onto a business-sized envelope. When you are typing your letter, start the address you want printed on the envelope at the left margin. The only text that begins at the left margin that may precede the address is the date.

Write uses the following method to find the address from your letter: The program looks for the first line of text in your document (letter) that starts at the left margin. If the line ends with at least two digits, *Write* interprets it as a date and does not print it. The program then looks for the next nonblank line and interprets it as the first line of the address to be printed on the envelope. The *Write* program prints the first line of the address and continues printing until it reaches the next blank line, or until it runs out of room on the envelope.

NOTE: If the first line that starts at the left margin does not end with a date or another number with at least two digits, the Write *program interprets it as the first line of the address.*

1. Start from the PFS: WRITE MAIN MENU. If the PFS: WRITE MAIN MENU is not on your screen, press Esc and it will appear.

2. Choose Print by typing **3** and then pressing Return. The PRINT MENU will appear.

3. Press Tab four times so the cursor is resting on Single/Double/Envelope.

4. Change the setting to Envelope by typing **E**. If you make a mistake, press Delete.

5. Press Tab three times so the cursor is resting on Pause between pages.

6. Change the setting to Yes by typing **Y**. If you make a mistake, press Delete.

7. Press Return. When you do, the *Write* program will instruct you to position an envelope in the printer.

8. Place the envelope in your printer and position it so the top edge of the envelope is at the print head.

9. To start printing, press Return. The *Write* program will print the address centered on the envelope, 10 lines down and indented 35 spaces.

Indent

At the time of printing, you can change the Indent setting to shift the left margin of your document toward the right. Some printers print very close to the left edge of the paper, even though the margin appears to be set correctly on the Type/Edit status line. The Indent setting is also useful if you are printing with 12 characters per inch (elite pitch).

Default Setting for Indent

The default setting is 0. This is the correct setting for most printers.

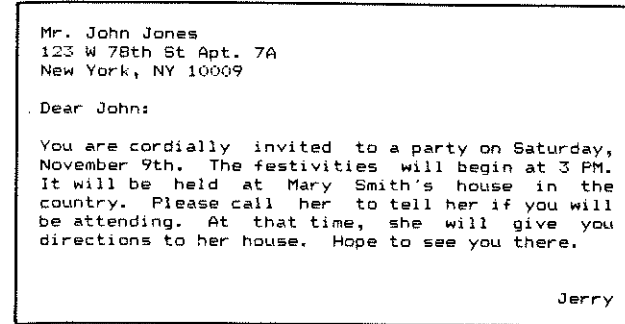## Example of Changing the Indent Setting

Suppose that you printed your document and the left margin was only three spaces wide rather than the 10 spaces you expected.

1. Start from the PFS: WRITE MAIN MENU. If the PFS: WRITE MAIN MENU is not on your screen, press Esc and it will appear.

2. Select Print by typing **3** and then pressing Return. The PRINT MENU will appear.

3. Move the cursor to Indent by pressing Tab eight times.

4. Change the default setting by typing **7**. If you make a mistake, press Delete.

5. Press Return to start printing, or press Tab to select the next option.

These Indent instructions will be saved along with the text when you save the document. Whenever you print this document, it will be printed with the same indentation, unless you change the Indent setting again.

Justify

Write gives you the option of printing a document so that each line ends exactly at the right margin (except for the last line in the paragraph). This is called right-justifying a document. *Write* right-justifies a document by inserting spaces between words so that each line is the same length. A letter that is right-justified looks like this:

```
Mr. John Jones
123 W 78th St Apt. 7A
New York, NY 10009

Dear John:

You are cordially  invited  to a party on Saturday,
November 9th.  The festivities  will begin at 3 PM.
It will be  held  at  Mary  Smith's  house  in  the
country.  Please call  her  to tell her if you will
be attending.  At  that time,  she  will  give  you
directions to her house.  Hope to see you there.

                                              Jerry
```

Figure 16

Default Setting for Justify

The default setting for Justify is N (for no). If you print your document using the default setting, it will be printed with a *ragged right* margin (like this page). With a ragged right margin, each line of text may not end exactly at the right margin and the text appears exactly as it does on the Type/Edit screen, with equal spacing between each word.

Example of Changing the Justify Setting

Suppose that you wanted to right-justify a document that is to be an article in a school newspaper. That is, you want each line of your article to end exactly at the right margin. Follow the steps listed below.

1. Start from the PFS: WRITE MAIN MENU. If the PFS: WRITE MAIN MENU is not on your screen, press Esc and it will appear.

2. Select Print by typing **3** and then pressing Return. The PRINT MENU will appear.

3. Move the cursor to Justify (Y/N) by pressing Tab two times.

4. Change the default setting by typing **Y** (for yes). If you make a mistake, use the Delete key.

5. Press Return to start printing.

NOTE: Research shows that justified text is harder to read, since people use the varying line lengths in ragged documents to help keep their place. For this reason, it's probably not a good idea to justify long documents.

Turning Justification On and Off

When you change the Justify setting on the PRINT MENU, your entire document will be printed right-justified. If you want a section of text within that document to be printed with a ragged right margin (not justified), you can use *Write's* *Justify* command to turn the justification off and then back on again.

For example, if you are adding a *PFS: Plan* worksheet to a right-justified document, you would want to turn off justification just before the inserted worksheet, and then turn justification back on again right after the worksheet.

To turn off text justification in an otherwise justified document type ***Justify No*** in the document before the section where you want to stop right-justifying text (in this example, before the worksheet). At the end of this section, type: ***Justify Yes***. This command will cause the remainder of the document to be printed justified. (These commands can be abbreviated to *JY No* and *JY Yes*.)

When you're ready to print this document, you would go to the PRINT MENU and change the default setting for Justify (Y/N) to Y. In this example, *Write* would justify the entire document except for the worksheet.

Select a Printer (Microjustification)

Your printer may be able to print justified text with microjustification. (Check your printer manual.) That means that the spaces inserted between words at the time of printing justified text are inserted uniformly among the words on a line. Without microjustification the spaces between the words will probably be unequal. Micro-justification improves the appearance of justified text.

To set up *Write* to microjustify justified text, select Print and then type **Y** at "Select a printer" on the PRINT MENU. You will see the list of printers capable of micro-justification with *Write*.

```
                    Printer Menu

       1. Apple Dot Matrix        10. Epson RX-80
       2. Apple Imagewriter       11. Epson RX-100
       3. Apple Scribe            12. IDS Prism
       4. Apple Color Scribe      13. IDS Microprism
       5. C. Itoh Prowriter       14. NEC 8023
       6. Epson FX-80             15. Okidata 84
       7. Epson FX-100            16. Okidata 92
       8. Epson MX-80             17. Okidata 93
       9. Epson MX-100             0. Other

                   Selection:  0

    ─────────────────────────────────────────
              ESC-Main Menu      RETURN - Continue
```

Figure 17

Type the number of the printer you are using. If the printer is not on the list, choose Other. Press Return to start printing.

You only have to do this once. From then on, *Write* will justify your text with micro-justification whenever you print justified text.

Name of *PFS: File* Data File

This option allows you to merge information from a *PFS: File* data file with a *Write* document during printing. You can use this option to create form letters. To do this, you first type a command in the *Write* document at the place where you want the data added from your *File* data file. When you're ready to print, enter the name of the data file at "Name of PFS: File data file" on the PRINT MENU. See the Type/Edit section for more information about adding data from a *PFS: File* document to your document.

Printer Control Codes

Many printers can print in different styles and sizes (such as italics and enlarged type). Read your printer manual to find out what options your printer offers and what control codes it uses to activate different styles and sizes of type. With *Write*, you can send any control codes your printer recognizes. The codes that *Write* recognizes are ASCII decimal equivalents for the desired control codes. Your printer manual should contain a list of these codes.

You can send codes to your printer in one of two ways. The method you select depends on whether you want a part of your document affected by the codes (for example, one section printed in italics) or the entire document affected by the codes (for example, the entire document printed in proportionally spaced type).

To print sections of your document with different styles and sizes of type, you insert commands directly in the text while you're writing on the Type/Edit screen. For example, you may want to have only the title of an article you are writing printed in enlarged type, or you may want to have important notes to your readers appear in italics. In both cases, you need to insert special printing commands that affect only these sections of your document. See the "Type/Edit" section for instructions on using these special printing commands.

You can also print an entire document in a different style and/or size by using Printer Control Codes on the PRINT MENU. Read the next section, "Special Printing for an Entire Document," for instructions.

Special Printing for an Entire Document

If you want your entire document printed in a different style and/or size, enter the appropriate control code or codes at Printer Control Codes on the PRINT MENU. If you are using more than one code, or if the code itself contains a series of numbers, separate each by a space or a comma.

For example, suppose you are using an Imagewriter printer and you want to print an announcement in double-wide, boldface style. The manual for the Imagewriter indicates that the code used to activate double-wide print is 14 and the code to activate boldface is 27 33. Therefore, you would type 14 27 33 at Printer Control Codes on the PRINT MENU.

When you are finished printing, clear your printer of any special control codes by turning it off and then on again. The next time you use the PRINT MENU, erase the special codes with the Space Bar or the Delete key.

Troubleshooting with Special Printing

If you have entered a printer control code but it isn't working properly, make sure that you have used the decimal form of the control code. Hexadecimal or key combinations won't work. For example, Esc-G translates into the decimal code 27, 71. Also, make sure you have separated codes with a space or a comma. Most printer manuals include a chart for converting hexadecimal codes or key combinations to their ASCII equivalents.

GET/SAVE/REMOVE

Use the Get/Save/Remove function to manage the documents and other files that are stored on your document disk. *Write* documents are one of the types of files that can be stored on a ProDOS disk. With Get/Save/Remove, you can pass copies of documents between the computer's temporary memory (the working copy) and your document disk in the disk drive. Using Get/Save/Remove, you can save the working copy on disk, retrieve a document or file from a disk, or remove a document or file from a disk. If you wish, you can use the file box to list the documents or files on a disk or list the available volumes (disks) in your computer before performing any of these functions.

In the first part of this chapter, you will first learn how getting and saving a document works and the role of the file box, prefixes, and file names. The second part of this chapter contains the procedures for listing volumes and files and getting, saving, and removing documents. If you understand the use of prefixes and file names in ProDOS, you may want to go directly to the procedures beginning on page 88.

Requirements for Using Get/Save/Remove
To use the Get/Save/Remove function, you must have a disk that was formatted with a ProDOS User's disk. The disk you use to save your *Write* documents on is called a document disk. You may save your documents as well as other files on any ProDOS formatted disks. See page 7 for information on formatting a disk.

NOTE: You cannot get a document from a Write *document disk that was formatted in DOS 3.3. To use those documents in ProDOS* Write, *you must first convert them to ProDOS, using the Convert program. See page 7 for discussion of the Convert program.*
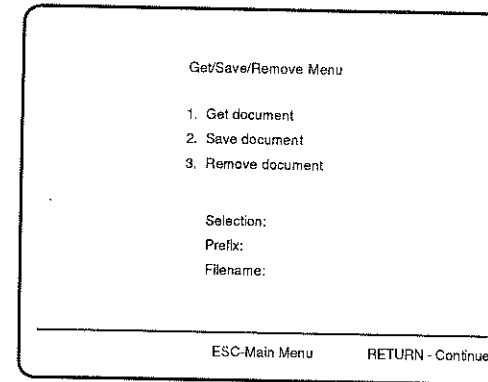
One or Two Disk Drives
If you have one disk drive, you must switch the *Write* program disk with your document disk when you use the Get/Save/Remove function. The instructions in this Reference Guide will tell you when to make the switches.

NOTE: If you have one disk drive, the Write *program will prompt you to exchange your document disk with your program disk after you have used the Get/Save/ Remove function.*

If you have two disk drives, and you don't plan to proof your document, simply load the program with your *Write* program disk in Drive 1 and your document disk in Drive 2. If you plan on proofing your document, put the Dictionary disk in Drive 2. Then when you are ready to save your work, remove the Dictionary disk and insert your document disk.

The GET/SAVE/REMOVE MENU
The GET/SAVE/REMOVE MENU is shown below:

```
┌─────────────────────────────────────────────┐
│                                              │
│         Get/Save/Remove Menu                 │
│                                              │
│         1. Get document                      │
│         2. Save document                     │
│         3. Remove document                   │
│                                              │
│                                              │
│            Selection:                        │
│            Prefix:                           │
│            Filename:                          │
│                                              │
│    ─────────────────────────────────────     │
│         ESC-Main Menu      RETURN - Continue │
└─────────────────────────────────────────────┘
```

Figure 18

Use this menu to select the following functions:

* *Get Document.* Use Get Document to get a copy of a document from the document disk and put it into your computer's temporary memory.
* *Save Document.* Use Save Document to put a copy of the document that is in your computer's temporary memory onto your document disk.
* *Remove File.* Use Remove File to remove a document or file from your document disk permanently.

You can also list the documents and other files on your document disk or list the volumes available when you are using any of these three functions.

Understanding Get and Save

When you type a document using *Write*, you are putting it into the *working* copy (temporary memory of the computer). Your document is only a working copy as long as your computer is on.

If you want to keep a *permanent* copy, you must save your working copy on your document disk. After you save your document, it is both in the working copy and on your document disk.

Saving Your Working Copy

You will lose your working copy under the following conditions:

* If you turn off your computer
* If there is a temporary power outage
* If you clear the working copy with the Clear function
* If you get another document
* If you exit the *Write* program

Therefore, it is always important to:

* save your working copy before turning off the computer.
* save your working copy every 20 or 30 minutes if you are working in long stretches.
* save your working copy before you use Clear or Get Document.
* save your working copy before you exit the *Write* program.

When you get a document from your document disk, a copy of the document is put in the working copy of your computer. You can then add to it, edit it, or print it. It is important to understand that, when you get a document, it is only a copy of the document. If you make any changes that you want to keep, you must save the document again.

Understanding Prefixes

When you formatted your document disk, you were asked to give it a volume name. That volume name is the *prefix*. When you get, save, or remove a document, you must tell *Write* the prefix of the disk you want to work with.

Each time you start *Write* it automatically supplies the prefix of the *Write* program disk at the Prefix item on the GET/SAVE/REMOVE MENU. This prefix is /PFS.WRITE/. The first time you use Get, Save, or Remove during a session with *Write*, you must change the prefix to the volume name of your document disk. Do not save documents on your *Write* program disk.

NOTE: If you do not know the prefix for your document disk, see "Listing Volumes," page 87.

To change the Prefix item to the volume name of your document disk, press Tab to move the cursor to the Prefix item and type slash (/) followed by the volume name. Press the Space Bar to remove any left over characters. Press Delete to correct mistakes. Once you have set the prefix and retrieved, saved, or removed a document, *Write* remembers it and supplies it automatically each time you use Get, Save, or Remove until you exit the program or turn off the computer.

If you want to use another document disk, just change the prefix on the GET/SAVE/REMOVE MENU.

NOTE: If you are using a hard disk, you must supply the prefix of your hard disk in the Prefix item. It is a volume name. If you are using subdirectories, you must also type the name of the subdirectory after the volume name in the Prefix item. Separate the volume name and subdirectory names with slashes (e.g., Profile/Reports .85/ English). The entire pathname may be no more than 64 characters, including slashes. The pathname is the prefix plus the file name.

Rules for Naming Your Document

To the computer, *Write* documents look just like other ProDOS files. They can even be stored on disks with other files (for example, ProDOS *PFS: File* data files).

Each document must be given a name when it is saved. Each document that is saved on any one document disk must have a different name. When you name your documents, you must follow the rules for naming files specified in the ProDOS User's Manual. Here are a few guidelines for naming documents:

* A document name can be from one to 15 characters long.

* The first character must be alphabetic (a letter).

* The other characters can be letters, numbers, or periods. The document name cannot contain any spaces or punctuation other than periods.

Here are some examples of document names:

English   Letter.5.4.86   Report.4.PFS

NOTE: If you want your document saved as a simple ASCII text file, add .Text to the document's name. For example, to save the document named English, save the document using the name English.Text.

When you save a document as an ASCII text file, the document's margins, headings, footings, and text enhancements like underlining or boldface are not saved. Write does try to preserve line breaks.

Using the File Box

Write's file box provides a way for you to see the names of documents and other files on a disk. You can use the file box to:

* list the documents and other files on a disk.

* get, save, and remove files.

* list the volume names of the disks currently in your computer.

* list subdirectories.

* save dated documents.

The file box screen displaying the files on a document disk is shown below.

Figure 19

As you can see, the file box shows a list of the documents and other files on the disk. Next to each file name is the date it was last modified. The program does not date files automatically; you must do that. The procedure for saving documents tells you how to date your documents. In the column headed "Type," you will see the kind of program that created the file. For example, documents you created with *Write* will have WRITE in the Type column. Your ProDOS manual tells you more about types. At the bottom of the screen, next to the Prefix item, you can see the volume name of the disk that is listed.

Listing Documents and Other Files

Use the following procedure to list the documents and other files on a disk.

1. Start from the PFS: WRITE MAIN MENU. If the PFS: WRITE MAIN MENU is not on the screen, press Esc and it will appear.

2. Select Get/Save/Remove by typing **4** and then pressing Return. In a moment, the GET/SAVE/REMOVE MENU will appear.

3. If you have one disk drive, remove the *Write* program disk and insert the document disk you want to list.

4. Select Get Document by typing **1**.

5. Check the Prefix item to see if it is filled in with the name of the volume (disk) you want to list. (If you don't know the disk's volume name, see the procedure for listing volumes in the next section.)

   If you need to change the prefix, press Tab to move the cursor to the Prefix item and type the prefix. For example, if the volume name is Docs, type **/Docs**. Remove any unwanted characters with the Space Bar. If you make a mistake, press Delete.

6. Press Return.

The file box showing a list of the documents and other files on the disk will appear on your screen.

If *Write* can't find the disk you specify at the Prefix item, it will tell you. Insert the correct disk and press Return.

You may now get a document or return to the PFS: WRITE MAIN MENU. In the next sections, the Get Document procedure explains how to use the file box to get a document. The Save Document procedure explains how to use the file box to save and date documents.

If you wish to return to the PFS: WRITE MAIN MENU, press Esc. If you have one disk drive, remove your document disk and insert the *Write* program disk.

Listing Volumes

There may be times when you need to see a list of the volumes (disks) you have available in your computer or need to see the name of a volume (disk) so you can set the Prefix item. Use the following procedure.

1. Start from the PFS: WRITE MAIN MENU. If the PFS: WRITE MAIN MENU is not on the screen, press Esc and it will appear.

2. Select Get/Save/Remove by typing **4** and then pressing Return. In a moment, the GET/SAVE/REMOVE MENU will appear.

3. If you have one disk drive, remove the *Write* program disk and insert the document disk whose volume name you want to know. If you have two disk drives, put the disk whose volume name you want to know in Drive 2.

4. Select Get Document by typing **1**.

5. Press Tab to move the cursor to the Prefix item and type a question mark (?) or an equals sign (=) in place of the /.

6. Press Return.

   You will see the file box with a list of volume names available to you. Notice that they are of the DIR type. That means they are directories.

   You can select the volume you want to work with by moving the highlight bar with the arrow keys to the volume name and then pressing Return.

   If you press Return, you will see the file box with a list of the documents on that volume (disk). The Prefix item at the bottom of the screen is filled in with the volume name of that disk.

7. You can either return to the PFS: WRITE MAIN MENU by pressing Esc or you can get a document. (See the Get Document procedure in the following section.) If you get a document, *Write* will set the Prefix item on the GET/SAVE/REMOVE MENU to the volume name of that disk.

   If you have one disk drive, remove the document disk and insert the *Write* program disk.

Listing Subdirectories

Like volumes, subdirectories are of the DIR type. They will be listed along with volumes when you list the volumes available to you. You can use the file box to see the files in a subdirectory by moving the highlight bar to the name of the subdirectory and pressing Return. When you select a subdirectory, its name is added to the prefix so you can continue to work with the files in the subdirectory without having to change the prefix.

Get Document

Use Get Document to get (or retrieve) a copy of your document from your document disk and put it in the working copy of your computer. Before you use the Get Document procedure, read about setting the Prefix item at the beginning of this section.

Getting (Retrieving) a Document

Use the following procedure to retrieve your document from a disk and place it into the working copy of your computer.

1. Start from the PFS: WRITE MAIN MENU. If the PFS: WRITE MAIN MENU is not on the screen, press Esc and it will appear.

2. Select Get/Save/Remove by typing 4 and then pressing Return. In a moment, the GET/SAVE/REMOVE MENU will appear.

3. If you have one disk drive, remove the *Write* program disk and insert your document disk.

4. Select Get Document by typing 1. If you need to change the prefix, press Tab to move the cursor to the Prefix item and type the prefix. Then press Return.

   A list of the *Write* documents and other files on the disk will appear on your screen, along with the prefix of the disk and file name of the first document on the list.

   If *Write* can't find the disk you specified after Prefix, it will tell you. Insert the correct disk and press Return.

5. Using the arrow keys, move the highlight bar to the name of the document that you want to get and press Return.

   If your disk contains more files than can be shown on the screen, press Apple-Down Arrow key to scroll to the next page of files and Apple-Up Arrow to scroll to the previous page.

   If the document isn't on the list:

   • You may have the wrong document disk in the drive. Press Esc to return to the PFS: WRITE MAIN MENU and start over with the correct document disk.

   • If you have two disk drives, you may have forgotten to specify the correct disk to list. Use Tab to move the cursor to the Prefix item and type the correct prefix. Then press Return.

   You can also get a document using the file box by typing the document name after the Filename item at the bottom of the screen. Use the Space Bar to erase any left over characters. Use the Delete key to correct any errors.

If you have one disk drive, *Write* will remind you to remove your document disk and replace it with the *Write* program disk.

A copy of the document you have selected is now in the working copy of your computer. You will see it on the Type/Edit screen. Proceed with your work. You can print, add to, or edit your document. Remember to save your document if you make any changes that you want to keep.

CAUTION: If you try to get a document when there is already a document in the working copy that has not been saved, or if you haven't saved the latest version of the document, you'll see the following warning on the screen:

```
                    WARNING
                    ───────

          Working Copy is about to be cleared.
            Latest changes are not saved.
          Press ESC to abandon this operation.
            Press RETURN to continue.
```
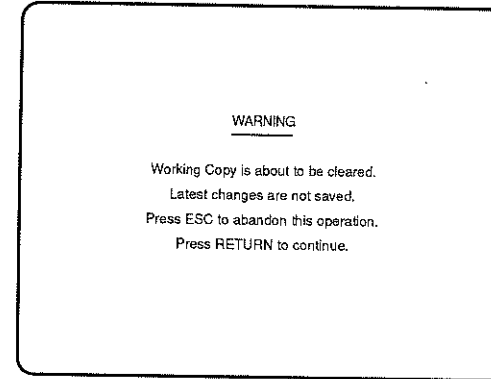
Figure 20

If you do not want to lose the current version of the working copy, follow the steps listed below:

1. Press Esc to stop the Get Document procedure and return to the PFS: WRITE MAIN MENU.

2. Save the working copy.

3. Begin the Get Document procedure again.

If you do not want to save the working copy, press Return.

Getting a Document Without Using the File Box

If you do not need to see a list of the documents before getting a document, select Get Document by typing 1 at the GET/SAVE/REMOVE MENU. If necessary, press Tab to move the cursor to the Prefix item and type the correct prefix. Press Tab to move the cursor to the Filename item, and type the name of the document that you want to get. Finally, press Return.

Getting Other Text Files

You can use the Get Document procedure to retrieve documents that were not created with *Write*, but they must be standard ASCII text files. To get a non-*Write* document, use the Get Document procedure described above. *Write* sets the top and bottom margins to 0 and the left and right margins to 1 and 78 respectively. The document's page length is set to 0, so there are no page breaks. A tab stop is set at 8. *Write* replaces any nonprintable characters, such as those used to indicate special formatting instructions, with spaces. Once it is in working copy, you may edit the document to format it the way you want it.

Getting a Document From a Hard Disk

Documents can be retrieved from a hard disk by entering the appropriate prefix (the volume name of your hard disk plus any subdirectories) at the Prefix item. If you have installed *Write* on a hard disk, but you want to get documents from a floppy disk, type the volume name of the floppy disk at the Prefix item.

Save Document

Use Save Document to save your working copy on a document disk. Before you use the Save Document procedure, read about setting the Prefix item at the beginning of this section (see page 83).

CAUTION: The working copy is in the temporary memory of the computer. You will lose the working copy of your document if you do not save it.

Save your working copy:

* before turning off the computer.
* before using Get Document to retrieve a different document.
* before using Clear to clear the working copy to start a new document.
* before exiting the *Write* program.

Use Save Document to:

* save a new document.
* save the latest version of a document you've been editing.
* make a backup copy of your document onto another document disk.

Saving a New Document

Use the following procedure to save a document you have just typed and are saving for the first time. Make sure you have a document disk ready.

1. Start from the PFS: WRITE MAIN MENU. If the PFS: WRITE MAIN MENU is not on the screen, press Esc and it will appear.

2. Select Get/Save/Remove by typing **4** and then pressing Return. In a moment, the GET/SAVE/REMOVE MENU will appear.

3. If you have one disk drive, remove the *Write* disk and insert your document disk.

4. Select Save Document by typing **2**.

5. If you need to change the prefix, press Tab to move the cursor to the Prefix item and type the prefix of the disk. Then press Return. (Press the Space Bar to remove any unwanted characters.)

   A list of documents and files on the disk will appear on your screen, along with the prefix of the disk. The cursor will be next to the Filename item. Look over the list of documents and choose a name that is not on the list.

6. Type a name for your document.

   If you want to record the date you worked on the document, set the date by pressing Tab to move the cursor to the Date item and typing the date in the YY-MM-DD format (for example 86-4-23). Type right over the date that is filled in. Remove any unwanted characters with the Space Bar. Correct errors with the Delete key.

7. Press Return to save the document.

   If you have mistakenly chosen a name that is already on the disk, *Write* will warn you that the document on the disk is about to be replaced. Press Esc to cancel the replacement and start this procedure again, but use a new name when you name your document.

8. If you have one disk drive, remove your document disk from the drive and insert the *Write* program disk in its place.

Your document is now in the working copy of the computer and saved on the document disk. Now you can:

* continue working on the document. Select Type/Edit.

* work on a new document. Select Clear.

* work on another document on your document disk. Select Get/Save/Remove, and then select Get Document.

Saving a Document Without Using the File Box

If you do not need to see a list of the documents before saving a document, select Save Document by typing **2** at the GET/SAVE/REMOVE MENU. If necessary, press Tab to move the cursor to the Prefix item and type the correct prefix. Press Tab to move the cursor to the Filename item and type the name of your document. Finally, press Return to save your document.

Saving a Document You Have Saved Before

You will often want to save a document you have saved before. You have to decide whether to save it using the same name or a different name.

* If you save using a different document name, you will keep both the original version of your document and the new version. You may want to do this if you are revising a letter so it will be suitable for a somewhat different purpose.

* If you save using the same document name, you will replace the original version of your document with the new version. In this case, you are erasing the original version and you cannot get it back. If you are working on a document and saving it every 20 minutes, you will probably want to keep the same document name each time you save.

Use the following procedure to save a document that you have saved before. You must begin with this document in the working copy.

1. Start from the PFS: WRITE MAIN MENU. If the PFS: WRITE MAIN MENU is not on the screen, press Esc and it will appear.

2. Select Get/Save/Remove by typing 4 and then pressing Return. In a moment, the GET/SAVE/REMOVE MENU will appear.

3. If you have only one disk drive, remove the Write disk and insert your document disk.

4. Select Save Document by typing 2. The Prefix item should show the volume name of the document disk containing the document you saved before. (If it doesn't, press Tab to move the cursor to the Prefix item and type the correct name.)

5. Press Return.

   Write will show you a list of all of the documents on your document disk. Write will automatically fill in the prefix and document name.

6. If you want to use a different name, type over the old name and use the Space Bar to erase any unwanted characters. Use the Delete key to correct any mistakes. Press Return. Write will save your document.

   If you want to use the same name, press Return. Write will warn you that you are about to erase the old version and replace it with the new version. Press Return again to save your document.

7. If you have one disk drive, remove your document disk from the drive and insert the Write program disk in its place.

After your document has been saved, Write will return you to the PFS: WRITE MAIN MENU. Your document is now in the working copy of the computer and saved on the document disk.

Using Quick Save
You can use Write's Quick Save command to save a document without leaving the Type/Edit function. Use Quick Save to save your work every 20 or 30 minutes when you are working on a long document. You can only use Quick Save when you have a document in working copy on the Type/Edit screen.

1. Start with the document you want to Quick Save on the Type/Edit screen.

2. If you have one disk drive, remove the Write program disk and insert your document disk. If you have two disk drives, make sure your document disk is in Drive 2.

3. Press Apple-Q. If you have saved the document before or if you have used the Get Document procedure to get the document from your document disk, the document's name will be next to the Save Working Copy prompt as on the status line.

   If this is a new document you must type in the document's file name next to the Save Working Copy As prompt. If you have not previously set the document disk's prefix on the GET/SAVE/REMOVE MENU and used it to get or save a document, you will have to include the disk's prefix when you fill in the Save Working Copy as prompt.

4. Press Return. Your document is saved.

After your document has been saved, Write will return you to the Type/Edit screen so you can continue to work on your document. If you have one disk drive Write will remind you to put your program disk in the drive when it is necessary. If you want to proof your document, insert the Dictionary disk.

NOTE: It is recommended that you use Quick Save only after you have used the regular Save Document procedure or the Get Document procedure.

Saving a Document as an ASCII File

You can save a document as an ASCII text file by ending the file name with .Text. For example, a document with the file name Grades will be converted to an ASCII text file if you save it as Grades.Text. This feature can be helpful if you want to use a file with another word processor or transfer it to another computer over a communications link.

When you save a document as an ASCII text file, the document's margins, heading, footing, and any text enhancements like underlining and boldface are not saved. However, *Write* does try to preserve the line breaks.

Saving with a Hard Disk

Documents can be saved on a hard disk by entering the appropriate prefix (the volume name of your hard disk plus any subdirectories) at the Prefix item and entering the document's name at the Filename item. If you have installed *Write* on a hard disk but you want to save documents on a floppy disk, type the volume name of the floppy disk at the Prefix item and the document name at the Filename item.

Making a Backup Copy of Your Document

If you have spent a lot of time writing a valuable document, such as a term paper, you should make a backup copy of the document. This will protect your work if something happens to the original disk. Save the backup copy on a different disk from the disk the original copy is on.

1. Save the document on a document disk.

2. Remove the document disk on which you just saved the document from your disk drive and replace it with a different document disk.

3. Change the Prefix item to the volume name of the new document disk and save the document again.

Now you have two copies of your document.

Remove Document

Use the Remove Document procedure to *permanently* erase a document or file from your document disk. Do not use the Remove Document procedure unless you are absolutely sure you no longer want to keep the document or file on your document disk. Once you remove it, there is no way to get it back.

Removing a Document

Use the following procedure to permanently remove a document or file from a disk.

1. Start from the PFS: WRITE MAIN MENU. If the PFS: WRITE MAIN MENU is not on the screen, press Esc and it will appear.

2. Select Get/Save/Remove by typing **4** and then pressing Enter. In a moment, the GET/SAVE/REMOVE MENU will appear.

3. If you have one disk drive, remove the *Write* program disk and insert your document disk.

4. Select Remove Document by typing **3**.

   If you need to change the prefix, press Tab to move the cursor to the Prefix item and type the prefix of your document disk. Use the Space Bar to remove any unwanted characters. Use the Delete key to correct any mistakes. Then press Return.

   A list of the documents and files on the disk will appear on your screen, along with the prefix of the disk and the file name of the first document on the list.

   If *Write* can't find the disk you specify after the prefix, it will tell you. Insert the correct disk and press Return.

5. Using the arrow keys, move the highlighting bar to the name of the document that you want to remove and press Return.

   If your disk contains more files than can be shown on one screen, press the Apple-Down Arrow key to scroll to the next page of files and the Apple-Up Arrow key to scroll to the previous page.

   If the document isn't on the list:

   • You may have the wrong document disk in the drive. Press Esc to return to the PFS: WRITE MAIN MENU and start over with the correct document disk.

   • If you have two disk drives, you may have forgotten to specify the correct disk to list. Use Tab to move the cursor to the Prefix item and type the correct prefix. Press Return.

   You can also remove a document by typing the document name after the Filename item at the bottom of the file box screen. Use the Space Bar to erase any leftover characters. Use the Delete key to correct any errors.

6. After you press Return, *Write* will warn you that it is going to remove the document. Press Return to remove the document, or Esc if you have changed your mind.

Your document or file is now permanently erased from your document disk. In a moment, the PFS: WRITE MAIN MENU will appear on your screen. A document in working copy is not affected by this operation.

If you have one disk drive, remove your document disk and replace it with the *Write* program disk.

Removing a Document Without Using the File Box
If you do not need to see a list of the documents before removing a document, select Remove Document by typing **3** at the GET/SAVE/REMOVE MENU. If necessary, press Tab to move to the Prefix item and type the correct prefix. Press Tab to move the cursor to Filename, and type the name of the document that you want to remove. Then, press Return.

Removing Documents from a Hard Disk
Documents can be removed from a hard disk by entering the appropriate prefix (the volume name of your hard disk plus any subdirectories) at the Prefix item and entering the document's name at the Filename item. If you have installed *Write* on a hard disk but you want to remove documents from a floppy disk, type the volume name of the floppy disk at the Prefix item and the document's name at the Filename item.

Formatting a Disk
Before you can save any documents on a new disk, you *must* format that disk using the Format a Volume command on your ProDOS User's disk. It's a good idea to keep a few formatted disks handy whenever you are working with *Write*.

You will need double-sided, double-density disks. These disks can be new blank disks, or old disks containing information that you no longer need. You will also need the ProDOS User's disk that came with your computer or that you purchased for use with your computer.

During the formatting procedure you will be asked to give a volume name to each disk you format. The volume name must begin with a letter, and can have no more than 15 characters made up of letters, numbers, or periods. If you are using *Write* in the classroom, it will be less confusing if you give all your disks the same volume name (for example, /Docs). Keep volume names short to reduce the risk of typing errors.

The instructions below explain how to format your disks.

1. Put a write-protect tab on your ProDOS User's disk.

2. Insert your ProDOS User's Disk in Drive 1. If your computer is off, turn it on. If your computer is on, press the Control, Apple, and Reset keys all at the same time.

   The ProDOS USER'S DISK MENU should be on your screen.

3. Type **F** (for ProDOS Filer Utilities).

4. Type **V** (for Volume Commands).

5. Type **F** (for Format a Volume).

6. Remove the ProDOS User's disk and insert the disk you want to format in Drive 1.

7. Press Return twice to accept the defaults for the volume slot and drive number.

8. Type the volume name. The slash is provided for you. Type over the default volume name, and don't worry about the extra characters. Just leave them.

9. Press Return.

   You will see the message "Formatting..." and ProDOS will format the disk.

10. Press Esc to Exit, or Return to format another disk.

11. Remove the newly formatted disk from Drive 1 and label it as a document disk with its volume name.

   If you wish to format other disks, repeat the process beginning at Step 7.

For more information on formatting disks, see your ProDOS User's disk manual.

Copying Entire Document Disks

You should always make backup copies of any disks that contain important information. Making backup copies protects you in case something happens to your original disk. You can use the ProDOS Copy a Volume command to copy entire disks. In addition to the original disk or disks you want to copy, you will need your ProDOS User's disk and some disks to put the copies on. These can be new, unformatted disks, or formatted disks containing information you no longer need.

Copying a Disk with One Disk Drive

The following instructions explain how to copy a disk with one disk drive. You can use these instructions even if you have a two disk drives, but you may want to consult your ProDOS User's disk manual for a much easier two-drive procedure.

1. Put a write-protect tab on your ProDOS User's disk and a write-protect tab on the disk you want to copy.

2. Insert your ProDOS User's disk in Drive 1. If your computer is off, turn it on. If your computer is on, press the Control, Apple, and Reset keys at the same time.

    The ProDOS USER'S DISK MENU should be on your screen.

3. Type **F** for ProDOS Filer (Utilities).

4. Type **V** for Volume Commands.

5. Type **C** for Copy a Volume.

6. Press Return two times to accept the "Volume in Slot 6" and "Drive 1" defaults.

7. Press Return once to accept the "To Volume in Slot 6" default.

8. Type **1** to change the Drive default to 1.

9. When the program asks, insert the source disk (the disk you are copying) in Drive 1 and press Return. The volume name of the source disk is filled in at "New Volume Name."

10. Press Return.

11. Remove the source disk and insert the destination disk (the disk you want to copy to). Press Return.

12. Follow the instructions about exchanging the source and destination disks on the screen until you see "Copy Complete" on the screen.

13. If you don't want to make another copy, press Esc to exit. If you do want to make another copy, press Return and repeat the process from Step 4.

14. Remove the write-protect tab from your original disk.

CLEAR

Use Clear to erase whatever is in the working copy of your computer. If you want to start a new document and there is a document in the working copy, you must use Clear to clear the working copy and the screen.

Be sure you have saved the working copy (using the Save Document procedure) before using Clear. If you do not, you will lose anything you've just typed or any revisions you have made to a document since the last time you saved it.

You do not need to use Clear if you have just saved a document and want to get another document.

Clearing the Working Copy

Use the following procedure whenever you want to clear the working copy:

1. Start from the PFS: WRITE MAIN MENU. If the PFS: WRITE MAIN MENU is not on your screen, press Esc and it will appear.

2. Select Clear by typing **5** and pressing Return. If you've saved the working copy, *Write* clears it, and a blank Type/Edit screen will appear.

    If there is something in the working copy that has not been saved, or if the latest changes haven't been saved, *Write* will deliver this message on the screen:

```
                    WARNING
                    ───────

          Working Copy is about to be overwritten.
              Latest changes are not saved.
           Press ESC to abandon this operation.
               Press RETURN to continue.
```
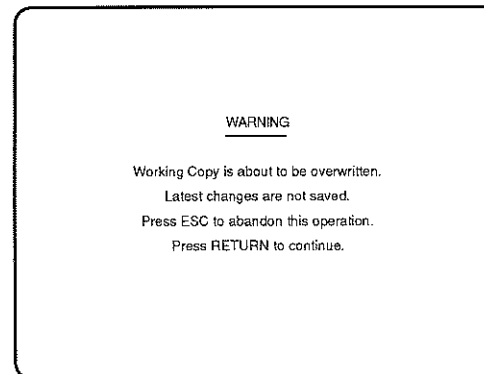
Figure 21

3. If you want to save the working copy, press Esc and start the Save Document procedure. If you don't want to save the working copy, press Return. *Write* will clear the working copy and the screen, and a blank Type/Edit screen will appear.

If you are sharing a computer with other people, you should get into the habit of saving any work you want to keep and clearing the working copy before leaving the computer. That way, there will be no confusion about what has been saved and what hasn't.

PRODOS APPENDIX

Word Processing Features

Features	DOS 3.3	ProDOS
Proofing		Proof documents for spelling, capitalization, and repeated word errors
Integrate other files into a document during printing	Other *PFS* documents and graphs	ASCII files, other *PFS* documents, reports, worksheets, and graphs
	Information from *PFS: File* into *Write* documents	Information from *PFS: File* into *Write* documents
Headings and Footings	Two lines each, centered only	Two lines each. May be centered, left or right justified
		May be deleted from cover page during printing
Justification		Print part of a document or entire document justified
		Microjustification during printing with most printers
Print Enhancements	Enhance printing from commands within document	Enhance printing from commands within document
		Enhance printing of an entire document with a PRINT MENU option
Quick Save		Save a document while in Type/Edit
Date Documents		Date documents in file box

Special Keys and Commands

General Function Keys	DOS 3.3	ProDOS
Continue with function	Ctrl-C	Return
Return to PFS: WRITE MAIN MENU	Esc	Esc
Help	Open Apple-H	Apple-?

Moves Cursor...	DOS 3.3	ProDOS
one character or space in direction of arrow	Arrow keys	Arrow keys
to the next word	Open Apple ←	Open Apple ←
to the previous word	Open Apple ←	Open Apple ←
to the end of a line	Closed Apple →	Closed Apple →
to the beginning of a line	Closed Apple →	Closed Apple →
to the beginning of a line	Return	Return
to the next tab stop	Tab	Tab
to the previous tab stop	Open Apple-Tab	Apple-Tab
to the next screenful of text	Ctrl-N	Apple-Down Arrow
to the previous screenful of text	Ctrl-P	Apple-Up Arrow
to the beginning of the document	Ctrl-G, then B	Ctrl-G, then B
to the end of the document	Ctrl-G, then E	Ctrl-G, then E

NOTE: Apple key means either the Open Apple key or Closed Apple key may be pressed.

Editing Operations	DOS 3.3	ProDOS
Append a document	Ctrl-A	Apple-A
Boldface text	Ctrl-B	Apple-B
Duplicate text	Ctrl-D	Apple-D
Erase a line	Ctrl-E	Apple-E
Format a line	Ctrl-F	Apple-F
Insert on and off	Ctrl-Y	Apple-I
Label text	Ctrl-L	Apple-L
Remove character or block of text	Ctrl-R	Apple-R
Search (and Replace)	Ctrl-S	Apple-S
Set tab stops	Ctrl-T	Apple-T
Underline text	Ctrl-_	Apple-U
Erase a word	Ctrl-W	Apple-W
Remove character to left of cursor	Delete	Delete
Quick Save		Apple-Q
Proof document		Apple-V

NOTE: *Apple key means either the Open Apple key or Closed Apple key may be pressed.*

Special Commands	DOS 3.3	ProDOS
Join document or file during printing	*Join filename*	*Join filename*
Insert graph into document during printing	*Graph name*	*Graph name*
Send ASCII code to printer to start and stop special printing	*Printer code 1, code 2, code 3...*	*Printer code 1, code 2, code 3...*
Start a new page during printing	*New Page*	*New Page*
Start right-justification during printing		*Justify Yes*
Stop right-justification during printing		*Justify No*

ERROR MESSAGES (ProDOS version)

An error message appears on your screen if you make a mistake using the program or if there are physical limitations or problems with parts of your computer system or disk.

The messages are usually displayed at the bottom of the screen, but they may also appear on a separate screen.

When you get an error message, look it up in the list on the following pages and follow the instructions for corrective action. To go on with your work, press Esc to get the PFS: WRITE MAIN MENU.

Here is the list of *Write* messages, arranged in alphabetical order.

Message	Explanation
Block is too large to save. Remove anyway (Y/N)?	You have labeled a block and tried to remove a block of text that will not fit in the block buffer, which holds about 10 lines. Type **Y** to delete the block without saving it, or **N** to return to the working copy. Then label the block in smaller sections to remove and save the smaller blocks one at a time.
Can't find master dictionary.	*Write* can't locate the master dictionary files named Master1, Master2, and Master3. If you are using a hard disk, make sure that the dictionary files are on the *Write* directory along with the *Write* program files. The master dictionary files may have been damaged. Recopy them from the Dictionary side of your *Write* program disk.
Can't find the file.	*Write* cannot find the document you specified when using the Get/Save/Remove function or the Append command. Make sure you have entered the prefix and file name correctly, and that the disk containing the document is in the drive. Also make sure you've entered the name of a *Write* document of ASCII text file.

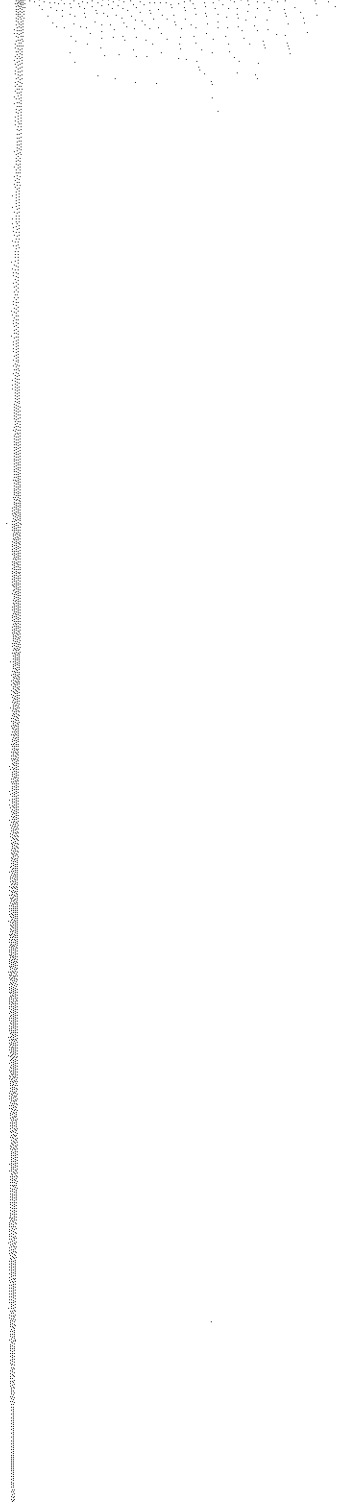| Message	Explanation
Can't find the subdirectory.	*Write* can't find the subdirectory you specified in the path name you entered when using the Get/Save/Remove function or the Append command. Make sure you have entered the subdirectory name correctly, and that the disk containing it is in the drive.
Can't find the volume.	The computer cannot find the disk. Insert the volume you specified, or if the drive is empty, insert a disk in the drive.
Could not find the file *filename*.	*Write* could not find the specified program file. Make sure that all your program files are on the disk from which you start the program. Also make sure that none of your program files have been renamed.
Directory is full.	There are too many files in the ProDOS directory you specified. You can't add a new file to the disk (volume) until you remove an old file from the disk.
Disk is full.	*Write* attempted to save the working copy and found that the specified disk did not have sufficient space. If you have some unnecessary files on the disk, use the Remove function to delete them. You could also use a different disk on which to save the working copy.
Disk is write-protected.	You tried to save the working copy to a disk that is write-protected. Undo the write-protection or save the working copy on another disk.
Document is too full to remargin.	Your working copy does not have enough room to adjust the margins. Make the document smaller before you adjust the margins.

Message	Explanation
Document is too large to append.	The document you tried to append will not fit in the working copy. Save the original document again in smaller sections and then append again, or join the document at print time.
Document is too large to get.	You have tried to get a document which was created with an earlier version of *Write*, and it will not fit in the memory. To get this document, you must return to the version of *Write* you used to create the document and save it again in smaller sections.
Enter a valid date.	The date you specified in the file box was not in the correct YY-MM-DD format. Enter a date again in the correct format.
Enter a valid filename.	*Write* cannot recognize the file name you typed. File names can be only 15 characters long; they can include only letters, numbers, and periods. The first character must be a letter. Retype the file name.
Enter a valid prefix.	*Write* cannot recognize the prefix you have typed. A valid ProDOS prefix may be no more than 64 characters long, including slashes; it can include only letters, numbers, and periods; the first character must be a letter. Retype the prefix.
Enter a valid selection.	You entered a number that is invalid. The number must be shown on the menu. Reenter a number that is shown on the menu.
Enter a valid volume name.	*Write* found no disk with the volume name you specified. Make sure the volume name is typed correctly and that it contains only letters, numbers, and periods. Volume names are limited to 15 characters and must start with a letter.

Message	Explanation
File is locked.	You are not allowed access to the file you specified in the Filename item. To unlock the file, you must use the ProDOS Filer.
File is not a PFS: FILE Data file.	The file whose name you entered in the "Name of PFS: File data file" item of the PRINT MENU is not a *PFS* file. (Type a file name here only if you're merging *PFS: File* data into a write document.) Make sure you are using the correct name, and that the disk containing the file is in the drive.
File is not a system file.	After exiting *Write* while you were at the PFS: WRITE MAIN MENU, you tried to start another program from a nonsystem file. Select a system file from the file box.
Files exist in your built-in RAM disk.	You have tried to start *Write* while files exist on your built-in RAM disk. If you proceed to start *Write*, your files on the RAM disk will be erased. If you don't want to lose the files, press Esc and save the files on a disk before you start *Write*. Otherwise, press Return to continue.
"From page" is too large.	The page number you entered in the "From Page" item of the PRINT MENU is larger than the number of the last page of the document. Enter a number smaller than the last page of the document.
Incorrect margins.	*Write* cannot use the margin numbers you have specified. The minimum left margin is 1 and the maximum right margin is 78. Both margins must be given a value, and the left margin must be less than the right margin value.
Insert the dictionary diskette in a drive.	*Write* needs access to the Dictionary disk (called "diskette" on the screen) in order to proof your document. Insert the disk in a drive.

Message	Explanation
Insert the program diskette in a drive.	Put the *Write* program disk in any drive and press Return. Make sure that all your program files are on the disk you are starting the program from. Also make sure that none of your program files have been renamed.
Margin must be less than 19.	You have entered a top or bottom margin that it too large. Enter a number smaller than 19 in the Top Margin or Bottom Margin item.
No files in the current directory.	You specified an empty directory when using the file box. Change the directory name.
No files of the required type found.	You specified a volume or subdirectory from which to retrieve system files and none was found. Change the volume or subdirectory, or specify another directory name.
No text to duplicate.	You have pressed Apple-D when there is neither a labeled block of text, nor any text in the block buffer. Label the text you want to place in the block buffer, then press Apple-D.
No volumes found.	*Write* could not locate a volume when you entered a = or ? wild card in a prefix. There is either no disk in the drive or the computer cannot find the disk drive. Place a disk in the drive or check the cable connections.
Page length is not long enough.	The page length you have entered is not large enough to accommodate the top and bottom margins. Enter a number at least one larger than the sum of the top and bottom margins.
Page length must be less than 1000.	You entered a number too large for the Page Length item on the DEFINE PAGE MENU. Enter a number less than 1000, or enter 0 to print the document as one continuous page (no page breaks).

Message	Explanation
Path is too long.	The pathname you specified is longer than the 64 characters allowed. Retype a pathname that has 64 characters or less, including slashes.
Personal dictionary is full.	There is no more space in the personal dictionary. Remove words from the dictionary to make room for more entries, or start a new personal dictionary.
ProDOS error #n	There is a physical problem with either the disk drive, the disk controller, or the disk. Some possible causes and solutions are: • The disk is inserted incorrectly. Remove the disk, then re-insert it properly. • The disk isn't formatted. Format the disk. • Loose cables. Check that cables between the computer and disk drives are properly connected. • Dirty head. If the disk drive has been in use for some time, the head may need cleaning. Refer to the disk drive manual or see your dealer. • Worn out disk. After 40 to 50 hours of use, the disk may need replacing. Try using a different disk. • Malfunction. DO NOT USE THIS DISK AGAIN. Make a copy of your backup disk and then use that copy. If the error persists, take the disk drive to your dealer for testing.
Put the program disk in the boot drive and restart the computer.	*Write* has encountered a system error. Put the program disk in the drive from which you normally start your computer and press Apple-Control-Reset to restart the computer.
Search phrase not found.	*Write* found no occurrences of the phrase you entered in the Search for item. *Write* begins the search from the position of the cursor. Usually you would want to start a search from the beginning of a document. Check the spelling of the search phrase.

Message	Explanation
Text is too large to duplicate.	You have labeled and tried to duplicate a block of text that will not fit in the block buffer. Press Return to return to the working copy and then duplicate the original block in smaller sections.
The files on /RAM are about to be removed.	The files on your RAM disk will be removed when you start *Write*. If you want to save the files, press Esc and copy them to another disk. Otherwise, press Return to start *Write*.
The PFS: Graph file is not of the correct type.	To print a *PFS* graph in a *Write* document, it must have been saved for *Write* using *PFS: Graph*. See the *PFS: Graph* manual for instructions on saving a graph to *Write*.
The printer is not ready.	You have tried to print and your printer is not responding. Make sure the printer is on-line and the printer cables are secure. Also make sure that you have enough paper and a printer ribbon. When you have found and corrected the problem, return to the PFS: WRITE MAIN MENU and select the Print function again.
Too many identifer criteria.	The *PFS* file items you have entered in the identifer format will not fit in *Write*'s internal storage space. Make the item names shorter. For example, use Zip instead of Zip Code.
Too many search criteria.	The search criteria you have entered for the *PFS* file will not fit in *Write*'s internal storage area. Specify fewer requests in the search criteria.
Working copy is full.	You have used all the space in the memory. Save the working copy on a disk. Then use Clear to continue with a new, blank working copy.