

Kaypro Journal

KAYPRO II
SELECT™



* INDENT LESS THAN LEFT.

— TEXT — = UNDERLINE

^ TEXT ^ = BOLD FACE

\JC> = JUSTIFY CENTER

\JN> = JUSTIFY NONE (FREE FORM)

\E> = END PAGE

= PAGE # PROMPT.

SELECT

WORD PROCESSING SYSTEM



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SECTION I: WELCOME TO SELECT!!!

SELECT is a word processor. What is a word processor?

It's not the machine you bought; that's a mini-computer or micro-computer.

It is a program that turns your computer into an electronic typewriter, but, unlike a regular typewriter, you can do some pretty astounding things. You can add, delete, move, copy and juggle your text with such ease that you'll probably never stop being amazed.

But that's far from the whole story. **SELECT** comes with
* **SUPERSPELL**; a fully integrated spelling checker that guarantees you'll never send out another letter with a misspelling or a typographic error.

The most impressive thing about **SELECT** is that it's easy. It's easy to learn and it's easy to use. Yet, as simple as it is to use **SELECT**, there isn't a more powerful word processor on the market.

The next few pages will show you how to install **SELECT** on your system. After **SELECT** is up and running, the computerized **TEACHing** program will show you how to use the word processor.

* available as an option from Kay Computers.

WHAT YOU GET

The **SELECT** package you received contains one of the following sets of disks:

* 2 Disks	+ 3 Disks	4 Disks
SELECT	SELECT	SELECT
INSTALL/ TEACH	SUPERSPELL INSTALL/ TEACH	SUPERSPELL TEACH FORMATTER/ INSTALL

WHAT YOU NEED

- A micro-computer with CP/M, MP/M, or CDOS operating system.
- A screen that can display 80 characters horizontally.
- At least two disk drives (A: and B:).
- 48K or more of RAM memory.

DISK SAFETY PROCEDURES

- MAKE A BACK BACK-UP COPY OF ALL YOUR **SELECT** DISKS. Put the original disks away in a safe place. If you ever damage a disk, you can always make a new copy.
- ALWAYS KEEP AN EMPTY FORMATTED DISK NEARBY. If you ever run out of room on a disk, you'll be able to merge all your work onto this empty disk.
- AT THE END OF EACH DAY BACK-UP YOUR WORK. You do this by using the PIP, XFER, or COPY commands provided with your operating system. If you ever damage your working disks, your documents are still safe.

* Standard with KAYPRO.

+ Option available from Kay Computers.

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SECTION II: HOW TO USE THIS MANUAL

This manual was designed to be a complete reference on using the **SELECT** word processor. It is divided into these major sections:

- I: WELCOME TO SELECT
- II: HOW TO USE THIS MANUAL
- III: CUSTOMIZING SELECT
- IV: SELECT MAIN MENU COMMANDS
- V: SELECT EDITING COMMANDS
- VI: SELECT FORMATTING COMMANDS
- VII: PROGRAMMERS' NOTES
- VIII: THINGS THAT GO BUMP IN THE NIGHT
- IX: ADVANCED USERS' GUIDE

Read this manual through Section III: CUSTOMIZING SELECT. Once you've customized **SELECT** for your computer, take the computerized **TEACHing** program provided with your package.

We made **SELECT** easy to use. You will rarely have to pick up the manual. But if you still have any questions about using **SELECT**, or if you want more details than you were given in the **TEACH** program, the manual is for your reference.

Use the **Index** at the back of the manual to make it easier to find what you need.

SECTION III: CUSTOMIZING SELECT

IF YOU HAVE NEVER USED A COMPUTER BEFORE...

Don't worry. **SELECT** was designed especially for you. However this does mean you will need a little more help getting started.

You will need someone to show you how to: turn on your computer; load the operating system; and back-up your disks. After you can do these operations, you're all set.

IF YOUR DEALER HAS ALREADY CUSTOMIZED SELECT FOR YOU:

1. Turn on your computer components.
2. Load your operating system.
3. Put the INSTALLED MASTER disk in drive A:
4. Put the TEACH disk in drive B:
5. Type "SELECT".
6. When the Main Menu appears, type "T" for TEACH.

IF YOUR DEALER DID NOT CUSTOMIZE SELECT FOR YOU:

SELECT is designed to run on a great variety of computers. To be used on your computer, it must be customized for your terminal and printer. Here's how to do it:

1. Make a disk with ONLY (choose one):
 - *CP/M, PIP.COM, and SUBMIT.COM
 - or**
 - MP/M, PIP.PRL, and SUBMIT.PRL
 - or**
 - CDOS, XFER, and @
2. Put the label "**INSTALLED MASTER**", which came with your **SELECT** disks, on this new disk.
3. Put this new disk in drive A:
4. Put the **SELECT MASTER** disk into drive B:.
5. Type Control C (^C).
6. Type "SUBMIT B:INSTALL" (or @ B:INSTALL for CDOS) and press the RETURN key.
7. Follow the simple directions displayed on your terminal.

Note The disk you have just made and installed is your working copy of **SELECT**. Put the **SELECT MASTER** away in a safe place.

*For more information on using CP/M commands, try the CP/M PRIMER by Murtha and Waite (Howard Sams & Sons, publisher).

MAIN MENU

When you have finished customizing SELECT for your computer, the SELECT Main Menu will automatically appear on the screen.

The Main Menu lists all the different kinds of things you can do using SELECT. Here's what it looks like:

SELECT: Create Edit Delete View List Name Print Spell Teach Merg Help Quit Run

Create - to CREATE a new document
Edit - to EDIT or change a document
Delete - to DELETE a document
View - to get a scrolling VIEW of a document
List - to LIST all the documents in your directory
Name - to assign a new NAME to a document

* Print - to PRINT a document
Spell - to check your SPELLING

Teach - to TEACH you to use SELECT
Merge - to MERGE a document with a mailing list
Help - to HELP explain the commands
Quit - to QUIT your SELECT work session

Run - to RUN a program outside SELECT
Alter - to place SELECT into program development mode

* Spell will not appear on standard SELECT; it is available as optional

The best way to learn SELECT is to PUT THE MANUAL DOWN
NOW!

Type "T" for TEACH and take the SELECT tutorial.

CALLING UP SELECT AGAIN

Whenever you want to use SELECT do the following:

1. Load (boot) your computer's operating system.
2. Put the **INSTALLED MASTER** disk in drive A:
3. Put a formatted disk on which to store your document in drive B:

When you see this:

```
A>
```

4. Type SELECT.

SELECT Serial Number and Copyright Information will appear briefly:

```
SELECT - A Screen Oriented Word Processing System
Copyright (c) 1981, Select Information Systems, Inc.
Yourterm xx/yy Terminal
```

```
Version 01.04
Serial # A1-12345-12345
```

Then the Main Menu will appear.

HOW TO RECONFIGURE SELECT

If you change computer or printer and want to reinstall your **INSTALLED MASTER** to match the change, this is what you do.

1. Put your **INSTALLED MASTER** disk in drive A:
2. Put the **INSTALL** disk in drive B:
3. Log onto drive B: by typing **B:** (RET)
4. Type **INSTALL A:** (RET)
5. Follow the Install directions on the screen

SECTION IV: SELECT MAIN MENU COMMANDS

This section covers the commands you use from the Main Menu.

SELECTing COMMANDS

SELECTing the right command is easy. Simply type the first letter of the command you want to use.

After you've chosen a command, SELECT will help you use it by giving you a short instruction on the very first line of the screen. For example, if you type "C" for **Create**, you'll see this on your screen:

>CREATE: Document name, then (RET)

Just type the name of the document, then press the return key.

Now you're ready to learn about the commands from the Main Menu.

ALTER

Lets you change the operating mode from word processing to program development. Now, the **List** command is different, it lists all disk files, their size, extent and number of records. The **Format** defaults to an appropriate coding format.

1. Type "A".

The following change in the Main Menu will appear:

*** ALTER**

There will also be an * at the top right of the screen.

To change back to the word processing mode, just type "A" again.

CREATE

Establishes a new document on the disk.

1. Type "C".

The following message will appear on the screen:

>CREATE: Document name, then (RET)

2. Type a name for the document you want to create, then **(RET)**.

CREATE, cont.

NOTE:

Here's how to name a document:

1. Type the letter code of the disk drive you want to put the file on and a colon (usually A: or B:). **If you don't enter a disk drive letter code, the document will automatically be placed on the SELECT disk → not a good idea.** (EXCEPTION: See List)
2. Type name of document (up to 8 characters).
3. Type a "." (period).
4. Type up to 3 more letters (e.g. DOC for document or LTR for letter)

THIS IS O.K.

B: SAMPLE.DOC
A: DEALER.LTR

THIS IS NOT O.K.

B: SAMP...DOC
A: DEALER:LTR

TIP:

Naming a document precisely the first time is a handy way of keeping a catalog of documents on your disk. Try using the first eight characters to describe the name of the document, and the last three characters to describe the type of document that you are writing.

DELETE

Removes a document from the disk.

1. Type "D".

The following message will appear on the screen:

>DELETE: document name, then (RET)

2. Type the name of the document you want to erase, then **(RET)**.

BE CAREFUL!! Once you DELETE it, it's gone forever.

EDIT

Changes a document you have already CREATED.

1. Type "E".

The following message will appear on the screen:

>EDIT: Document name, then (RET)

2. Type the name of the document, then **(RET)**.

The following message will appear:

New document name, then (RET)

3. You now have a choice:

- To rename the document, enter the new name and press **(RET)**. (Doing this gives you two similar documents with different names.)

or

- To leave the document name the same, just press **(RET)**.

EDIT, cont.

NOTE:

If you don't have enough room on your disk to work on a document, SELECT will warn you at this point.

HELP

Explains how to use any SELECT command.

1. Type "H".

The following message will appear on the screen:

>HELP: Enter command,

2. Type the first letter of the command with which you need help.
3. Read the step-by-step instructions.
4. Press (ESC) to go back to your document.

LIST

Displays a list of all the documents on a disk and how much space is left on the disk.

1. Type "L".

The following message will appear on the screen:

>LIST: letter (A-P)

LIST, cont.

2. Type the letter code of the disk drive (A-P) you want to list.

You'll see a display like this:

B:CORPMEMO	DOC	B:CORPMEMO	SEL
B:JONES	LTR	B:JONES	BAK

There is room for 47,000 characters on this disk.
It is 34% full.

NOTE:

If you are in word processing mode, after you do a List for a drive, it becomes the DEFAULT drive. This means you no longer have to type that drive name first to work on a document.

MERGE

Allows you to merge a document or letter with a mailing list.

1. Type "M".

The following message will appear on the screen:

>MERGE: Enter document name, then (RET)

2. Type the name of the document or letter.

The following message will appear:

Enter mailing list file name, then (RET)

3. Type the name of the mailing list file.

MERGE, cont.

From this point the directions follow those of the PRINT command on page 22 starting at step #3 and proceeding through step #7. After the MERGE program is loaded the following screen will appear:

Select Mail: Processing a letter to...

(person's name)

Press (ESC) to stop letter and exit to Select.

If you don't press (ESC), the screen will show that the program is formatting the letter.

While the letter is printing you'll have the same options as those for the PRINT command at the top of page 24.

As each name on the mailing list is being merged with the letter, the name will appear on the screen. This process will be repeated over and over until all the names on the list are merged.

NOTE:

Printing a MERGED document or letter is easy. There are two files you need to make. One is a mailing list, and the other is a MERGEable document. These should be on the same disk. If you already have a mailing list made using a name and address entry program like NAD produced by Structured Systems, you can use it. If you are starting from scratch, follow the directions for making a mailing list very carefully.

MERGE, cont.

A. Creating a MERGEable Mailing List

A mailing list is a list of names, addresses, and other information. Each name and its accompanying information is an entry in the list. The name, address, and other information in the entry are called items. To use SELECT's MERGE program each entry must have 8 items.

To create your own mailing list follow these directions.

- On the SELECT Main Menu choose **Alter**.

This supresses the margin commands.

- Create a document and name it to reflect that it is a mailing list.

Examples:

B:CUSTOMER.LST
NAMEADDR.DAT

- Insert the entries following these rules:
 1. Each entry must have the following items:
 - Name - up to 30 characters
 - First address line - up to 30 characters
 - Second address line - up to 30 characters
 - City - up to 24 characters
 - State - 2 characters
 - ZIP code - up to 9 characters
 - Phone number - up to 12 characters, includes (,), and -

MERGE, cont.

Reference - up to 127 characters

WARNING... If an item is longer than the specified number of characters, the merge will not happen correctly, and the document will not look the way you expect.

2. Each item must be separated by commas.
3. If a comma is part of an item, then the whole item must be in quotes (").

Examples:

"Myers*Marilyn,Mrs.",...

...,"35 Broadway Blvd., Suite 122",...

4. Important

- Name may be entered as follows:

"last name*first name,prefix",...

Notice the quotes, asterisk, and comma! The asterisk and the comma are used by the MERGE program to pull out the separate parts of the name when merging the mailing list with a document. See below Creating A Mergeable Document and Added Features.

- Name may also be entered as:

Mr. Henry Jones,...

or

Acme Painting Company,...

Entered this way the whole name is used just as written in the mailing list when MERGED into a document.

MERGE, cont.

5. If an entry is longer than the 80 character screen width, keep typing and go to the next line without pressing (RET).
6. Each entry must be ended by a (RET).
7. If an entry does not have an item, hold its place with double commas (,,).

Examples:

...,3456 East 21st. Ave.,,Tempe,AZ....

...,94121,,Horace<

Here is an example of a mailing list with 3 entries.

```
"Horner*Nancy,Mrs.",1346 E. Harcourt Lane,,Phoenix,AZ,85021,669-77
73,Nance<
"Millstone*Henry,Dr.",Hailey County General Hospital,1254 N. Prosp
ect Blvd.,Dudleyville,CA,94904,,Hank<
"Blakley*Susan,Mrs.",456 Paradise Dr.,,Fairfax,CA,,(415)789-4457,S
usie<
```

Note:

- The second address line in the first entry is omitted.
- The phone number is omitted from the second entry.
- The second address line and the ZIP code are omitted from the third entry.

MERGE, cont.

B. Creating A MERGEable Document

Creating a MERGEable document requires the insertion of item names in the places in the document where they should be when the document is printed. To collapse any unwanted spaces the document should be written using margins that are **justified right**.

The letter below is an example of a MERGEable document.

Nov. 2, 1981

@NAME
@ADDR1
@ADDR2
@CITY, @STATE @ZIP

Dear @REF:

I tried to contact you by phone the other day, but no one answered. @REF, is your number still @PHONE? If not, please contact my office and leave your new number.

Yours truly,
A. Friend

If the mailing list has..."Jones*Howard,Mr.",1345 E. Hayward Ave.,,Berkeley,CA,94111,234-5555,Shorty< as the first entry, then the first letter will look like this:

Nov. 2, 1981

Mr. Howard Jones
1345 E. Hayward Ave.
Berkeley, CA 94111

MERGE, cont.

Dear Shorty:

I tried to contact you by phone the other day, but no one answered. Shorty, is your number still 234-5555? If not, please contact my office and leave your new number.

Yours truly,
A. Friend

Notice that ADDR2 did not print, but left no empty line. This occurs only when the document is justified right, because the empty spaces are squeezed out by the word processor. Two address lines are included, because you might want to include a company name or apartment number in the address of the second person on the list. The reference, Shorty, was used in the greeting, as well as in the body of the letter, because it was referred to in both places.

In creating a MERGEable document be sure to place the **items'** names you want merged in the places you want them, and include the @ in front of them. Here they are listed again by their MERGE names.

@NAME @ADDR1 @ADDR2 @CITY @STATE @ZIP @PHONE @REF

C. ADDED FEATURES

MERGE has some added features, and that is why the item NAME is listed in such a peculiar way in the mailing list entries. In a document you can also refer to @GREET, @LAST, @FIRST, and @PREFIX. Doing this produces the follow effects. Let's use Mr. Jones again as an example.

MERGE, cont.

Dear @Greet: will produce **Dear Mr. Jones:** if REF is empty. @GREET pulls out and combines PREFIX and LAST name to replace REF. If REF is not empty, @GREET pulls out what is in REF.

@LAST	Jones
@FIRST will produce	Howard
@PREFIX	Mr.

You can use these in place of REF or GREET in the salutation and free up REF for other information.

NAME

Renames a document.

1. Type "N".

The following message will appear on the screen:

>NAME: document name, then (RET)

2. Type the document name, then (RET).

The following message will appear:

Enter new document name, then (RET)

3. Type the new name, then (RET).

PRINT

Prints out a document from a disk.

1. Type "P".

The following message will appear on the screen:

>PRINT: document name, then (RET)

2. Type the document name you want to print, then (RET).

You'll see this on the screen:

Final - Format and print final copy(s) using page formatting
Draft - Print draft copy(s) without page formatting
Reprint - Reprint final copy(s) that have been previously formatted

(To Reprint a document there must be a SEL file on the disk. - e.g. EDITING.SEL)

3. Type the letter code you want.

For Final or Reprint Copies, you'll see this:

SELECT: Print options (choose command by letter) (ret) or (esc)

Final Copy

Continuous forms	Yes
Start at page	first
End at page	last
Number of copies	1
Offset page	none

PRINT, cont.

TEST. LET
Label 2. BAK

4. If no changes are needed, press **(RET)**.

or

Change the entries by typing the letter command,
then **(RET)**. Press **(RET)** again to continue.

NOTE:

- If you turn continuous forms off, the print process will stop after every page, thus allowing you to put a new sheet of paper in the printer.
- To print a single page, make the "Start at page" and "End at page" the same number.
- Offset page requires the number of spaces you want the entire text moved over to the right. This is helpful when using automatic paper feeders.

5. Turn on your printer and align forms.

6. Press **(RET)** to print or **(ESC)** to abort.

You'll see this on the screen:

Loading print formatting program for
(file name)
please stand by . . .

Then you'll see this:

Now formatting file (file name)
onto (file name)

page 1 completed
page 2 completed
etc.

Successful completion.

PRINT, cont.

While the document is printing you'll see this:

**Press (ESC) to stop printing
and return to SELECT.**

**Press the space bar once
to make the printer PAUSE.**

**Press the space bar again
to make the printer continue.**

7. After the document is printed, SELECT will return to the Main Menu, or if you are using a FORMATTER disk, you will be asked to put the INSTALLED MASTER back into drive A.

QUIT

Allows you to leave SELECT and return to your computer's operating system.

1. Type "Q".

The following message will appear on the screen:

>QUIT: System Run (ESC)

System - to return to resident operating system.
Run - to run a program outside of SELECT.
(ESC) - to return to the SELECT Main Menu.

- 1) Type "S", "R", or (ESC).

RUN

Lets you use other computer programs without leaving SELECT.

1. Type "R".

The following message will appear on the screen:

>RUN: Type Command line, then (RET)

2. Type the name of the program and (RET).

NOTE:

When you're finished, press (ESC) to return to SELECT.

***SPELL** (Available as option: SUPERSPELL)

Automatically proofreads a document.

1. Type "S".

The following message will appear on the screen:

>SPELL: document name, then (RET)

2. Type the document name, then (RET).

You'll see a display like this:

>SUPERSPELL (Now proofreading)

Dictionary File: A:SELECT.DIC 9,346 words
Dictionary File "SELECT.DIC" Text File "file name"

<u>#Words</u>	<u>#Words</u>	<u>%Words</u>	<u>#Words</u>	<u>%Words</u>	<u>%Proofing</u>
<u>Read</u>	<u>Unique</u>	<u>Unique</u>	<u>Mismatch</u>	<u>Mismatch</u>	<u>Done</u>

SPELL, cont.

3. When "%Proofing Done" reads 100%, you'll see this:

>SUPERSPELL (proofreading complete)

(RET) to enter WORD REVIEW or **(ESC)** for dictionary examination.

WORD REVIEW

Let's assume you press **(RET)** for word review. Your screen will look like this:

>SUPERSPELL: Add Mark Ignore Return Help Exit

REGULAR WORD REVIEW

A ADD correct word to dictionary
M MARK incorrect word
I IGNORE word (will not add to dictionary or mark)
R RETURN to previous word for re-reviewing
H HELP - show instructions on what to do next
E EXIT regular word review and enter SPECIAL REVIEW

Recap for Prior Word
Word (Action Chosen)

Current Word for Reviewing
Number Word-->(Your response)

4. Type the appropriate letter command for each word.

TIP:

SPECIAL WORD REVIEW allows you to hurry through the correction process. You can Add, Mark, or Ignore ALL the marked words at one time.

SPELL, cont.

When you've finished reviewing the marked words, your screen will look like this:

>SUPERSPELL (Word Review Done)

(Begin dictionary update and text mark)

Number of words being added to dictionary = 14
Number of words marked for correction = 3

After a short time, you'll see this:

Words will be shown as they are being marked in text.

#1..... #2..... etc.

Words have already been marked by SUPERSPELL prior to this proofreading.

The words marked are in the file: "(file name)"

5. SUPERSPELL now takes you back to the document.

You'll see this display at the top of your screen:

>SPELL: (word)

Enter new text, then (RET)

6. If the word is correct, press **(ESC)**. If not, type in the correct spelling, then **(RET)**. SUPERSPELL will move to the next marked word.

NOTE:

If you press **(RET)** without typing in a new word, the old word will just **disappear**.

SPELL, cont.

TIP:

If you want to stop spelling before you've corrected all the marked words, correct a word, press (RET), and quickly press (ESC). The words stay marked until they're corrected, so you can finish Spelling later by Editing the document and typing "S" for Spell.

7. After you've corrected the last word, SELECT will take you back to the top of your document. Quit and Keep it.

DICTIONARY EXAMINATION

If you pressed (ESC) when you saw this:

>SUPERSPELL (Proofreading Complete)
(RET) to enter WORD REVIEW or (ESC) for Dictionary Examination-->

Your screen will look like this:

>SUPERSPELL Dictionary Exit
D Dictionary reorganization and examination
E Exit from SUPERSPELL and return to SELECT
Press letter-->

SPELL, cont.

If you type "D", this display appears on your screen:

SUPERSPELL List Combine Subtract Reorganize Make Help Exit

L LIST words in a dictionary
C COMBINE two dictionaries
S SUBTRACT one dictionary from another
R REORGANIZE a dictionary
M MAKE a copy of a dictionary
H HELP - show instructions on what to do
E EXIT, return to SELECT

--press letter-->

TIP:

To remove misspelled words from your dictionary:

1. First create a dictionary called "BADWORD.DIC" and put the misspelled words in it. Here's how:
 - a) PIP your current dictionary (SELECT.DIC) onto another disk. Be sure the disk has room for it. (See your CP/M manual for directions on PIP.) Erase SELECT.DIC from your SPELL disk or INSTALLED MASTER disk.
 - b) Create a document named "BADWORD.DOC" on your SPELL or INSTALLED MASTER disk and enter all the words you want to eliminate from your dictionary.
 - c) Spell "BADWORD.DOC".
 - d) Because there is no dictionary on the disk, SUPERSPELL will ask you if the document you are working on is a new dictionary. Enter "Y" for yes.

SPELL, cont.

A new file named SELECT.DIC will be created on the disk containing BADWORD.DOC, but it won't have any words in it.

- e) So...You have to go back and **Spell** "BADWORD.DOC" again.

Superspell will tell you that SELECT.DIC has 0 words, but it will proofread BADWORD.DOC anyway. Of course all of the words in BADWORD.DOC will mismatch.

- f) After proofreading is finished, you **Add** the words to SELECT.DIC, instead of **Marking** them in the document.

- g) Return to the Main Menu and rename SELECT.DIC to BADWORD.DIC using the **Name** command.

2. Subtract the "BADWORD.DIC" dictionary from the old dictionary.

- a) PIP the original SELECT.DIC back on your SPELL or INSTALLED MASTER disk. Make sure it has the name SELECT.DIC.
- b) Put an empty formatted disk in drive B: and type **^C**.
- c) Enter SELECT and Spell "BADWORD.DOC" again.
- d) Enter DICTIONARY EXAMINATION by pressing (ESC).
- e) Type "D" for Dictionary Reorganization and examination.
- f) Type "S" and subtract BADWORD.DIC from SELECT.DIC.

SPELL, cont.

- g) Put the new dictionary on the disk in B: drive and name it something like NSELECT.DIC.
- h) Erase both SELECT.DIC and BADWORD.DIC from your SPELL disk or INSTALLED MASTER disk.
- i) PIP NSELECT.DIC over to the SPELL disk or the INSTALLED MASTER disk.
- j) Enter SELECT and reName NSELECT.DIC, SELECT.DIC.

TEACH

Tutors you in SELECT.

1. Type "T".
2. Follow the directions on the screen.

NOTE:

- To use TEACH you have to use the TEACH disk provided in your SELECT package. Place it in drive B:.
- Once the pointers are set, they will show up on the screen any time you type P for pointer. Don't worry about where they are. Move them to where you want them.

VIEW

Allows you to see a quick, scrolling view of a document without changing it.

1. Type "V".

The following message will appear on the screen:

>VIEW: document name, then (RET)

2. Type the document name, then **(RET)**.

To stop or restart scrolling at any point just press the space bar.

NOTE:

Changes to the text cannot be made in VIEW.

SECTION V: THE SELECT EDITING COMMANDS

This section covers the commands that you use while Creating and Editing documents. Each one is described on the following pages.

Think of each of the SELECT Commands as a fine, specialized tool... If you do, you will easily understand the following procedure for using them.

pick up a tool.....SELECT THE RIGHT COMMAND
use the tool.....EXECUTE THE COMMAND
put the tool down.....TYPE THE RETURN OR ESCAPE KEY
pick up the next tool....SELECT NEXT COMMAND

When you type "C" to Create or "E" to Edit, SELECT loads its editor and makes space for your document on the disk.

A portion of the SELECT commands you can use appear at the top of the screen. Not all commands are displayed at once. To see more commands, just type "N" and the Next line will appear. There are three Command Lines in all.

COMMAND LINE I:

>SELECT: Insert Erase Pointer Goto Locate Replace Display.Quit Next

COMMAND LINE II:

>SELECT: Spell Format Append Verify Xchng Tab Next Help

COMMAND LINE III:

>SELECT; Move Copy Zap Output Write Justify Next

You can choose any SELECT command, even if it's not displayed on the screen. To use a command, move the cursor to the point in your text where you want to do your work. Type in the first letter of the command (e.g., E for **E**rase). A helpful message will then appear at the top of your screen to show you how to type the rest of the command. With certain commands you'll be asked to provide additional information. (See the individual commands for details.)

SPECIAL KEYS

Before you begin learning the different SELECT commands, let's look at a few important keys...important, because you'll be using them constantly.

Direction Control

>SELECT:

The symbol next to the word SELECT at the top of your screen tells you in which direction the word processor is working. Some SELECT commands move through the text in the direction indicated by the arrow.

The greater-than symbol (>) tells you that the word processor is working FORWARD (toward the end of the document). To change the direction of SELECT from forward to REVERSE, simply type the lesser-than symbol (<) above the comma. This is what you'll see:

<SELECT:

SELECT will now work toward the beginning of the document. To return to forward, press the ">" key above the period.

SPECIAL KEYS, cont.

Cursor Keys

These are 4 keys with arrows pointing in the direction of the compass. They move the cursor around the screen.

NOTE:

If you **don't** have the 4 Cursor keys on your keyboard, you can still move the cursor around the screen by doing the following:

- To move the cursor to the right, use the **SPACE BAR**
- To move the cursor down, use the **RETURN KEY**.
- To move the cursor to the left, press the "<" key, then the **SPACE BAR**. **SELECT** is now in reverse. When you finish moving to the left, press the ">" key to put **SELECT** back into forward.
- To move the cursor up, use the "<" and ">" keys as described above, then use the **RETURN KEY**.

TIP:

Type any number then hit a cursor key. The cursor will move that many spaces right or left or lines up or down. For example, hit "54" then the down cursor key and you'll scroll down 54 lines.

SPECIAL KEYS, cont.

Apple Keys

Apple users, look at your keyboard! Where's the TAB key? Hmmm. Well, don't feel bad because SELECT has special commands that add these missing keys to your keyboard:

TAB = Control U
LEFT BRACKET = Control K
RIGHT BRACKET = Control N
BACKSLASH = Control B
UP CURSOR = Control W
DOWN CURSOR = Control Z

For other special Apple keys, consult your 80 column card manual.

Return Key (RET)

Most of the time you'll want SELECT to decide where to begin and end lines. Sometimes you won't.

The return key adds blank lines and manual (hard) carriage returns to a document. You use manual returns on lines where you don't want to add more text--like the ends of paragraphs.

You also use the return key to tell the word processor that you have finished adding information to a command.

Escape Key (ESC)

The escape key ends a command, allowing you to SELECT the next command from the menu. This is also the key you press when you change your mind and want to abort a command.

The following pages describe the commands, in alphabetical order, in the command lines.

APPEND

Copies a document from a disk onto another document.

1. Move cursor to where you want the copied document to appear.
2. Type "A". You will see this message at the top of the screen:

List Documents: Yes No

If you want to see a list of documents on a disk drive type "Y", then the letter code of the drive.

3. When you see this message:

>APPEND: document name, then (RET)

Type the letter of the disk drive containing the document, the document name, then (RET).

The document you named will appear in your text after the cursor.

COPY

Duplicates a block of text from one part of a document to another. (It's useful for repeating material that appears in more than one place in a document.)

1. Set first pointer (See POINTER) at top of block of text you want to copy.
2. Set second pointer at bottom of block of text you want to copy.
3. Move cursor to the point you want to copy the block of text.

COPY, cont.

4. Type "C".

The following message will appear:

>COPY: Top Bottom (pointers) From

5. Type the letter or number of the first pointer after **From**.

The screen will look like this:

>COPY: Top Bottom (pointers) From 1 To

6. Type the second pointer after **To** and the text will be copied.

NOTE:

Before copying you must know how to use pointers.

DISPLAY

Shows the next screen of your document.

1) Type "D".

TIPS:

- To move forward more than one screen, type the number of screens you want, then type "D".
- To move backwards, type "-D". (This will also change the Cursor Direction Control.)

ERASE

Removes spaces, letters, words, phrases, sentences, and lines from a document. **NOTE:** After ERASE, the text is justified.

1. Move cursor to beginning of text you want to erase.

Here's an example:

SELECT is fast and easy.

2. Type "E".
3. Move cursor one space beyond what you want to erase.

SELECT is fast and easy.

If you change your mind or if you erase too far, just back up the cursor over the words you want to keep.

4. Press (ESC).

SELECT is easy.

TIPS:

- The erase mode is "character sensitive". Once you type "E", the computer will search for the very next character you type.
- To erase a word at a time, type "E", then type a space.
- To erase a sentence at a time, type "E", then type a period. TRY IT!

FORMAT

Sets the format of your document (e.g., margins, indents, spaces, etc.).

1. Position the cursor at "Char:1" on the screen (flush left).
2. Type "F".

You will see the following screen:

FORMAT> Enter command, then value, then (RET); (ESC) to exit

Top Margin	6	Bottom Margin	8
Left Margin	10	Right Margin	75
Indent Margin	10		
Paper Length	66	Spacing of Lines	1
Characters per inch		Vertical lines per inch	
[10 or 12]	10	[6 or 8]	6
Number Pages	1		
Justify [Left or Center or Right or None]		L	
End current page [Yes]		N	
Automatic Return	Yes	Display Status Line	Yes
Mark Pointer	Yes	On Screen Justification	Yes

3. Type the first letter of the format setting you want to change.
4. Type the new setting.
5. Type (RET).
6. When you're finished, type (ESC) to return to your document.

FORMAT (cont.)

NOTE:

When you call up the FORMAT screen, the settings you see already listed are "default values". If you don't change anything, these are the values you get. They're set for the average office business letter.

For more information, see the Formatting section of this manual.

GOTO

Sends the cursor to a chosen point in your document. You may GOTO a Page, a "Pointer", the Top (beginning), or the Bottom (end) of the document.

1. Type "G". The following will appear at the top of the screen:

GO TO: Top Bottom Page (pointers)

2. Type "T" for Top, or "B" for Bottom, "P" for Page, or the number of any pointer.
3. If you type "P", you'll see this message:

Page: Enter page number, then (RET)

4. Type in the number of the page you want to go to and press (RET).

HELP

Explains how to use any SELECT command.

1. Type "H".

The following message will appear on the screen:

>HELP: Enter command,

2. Type the first letter of the command you need help with.
3. Read the step-by-step instructions.
4. Press (ESC) to go back to your document.

INSERT

Adds text to a document.

You use INSERT each time you start (Create) a new document and each time you place new text into a document you're working on. When you start a new document and SELECT displays the first page on the screen, type "I", then type your text.

NOTE: After INSERT, the text is justified.

1. Move cursor to where you want to insert text.

Here's an example:

SELECT is easy.

2. Type "I". The text to the right of your cursor will drop down two lines:

SELECT is

easy.

INSERT, cont.

3. Type the text.

SELECT is fast and

easy.

4. Type (ESC).

SELECT is fast and **easy.**

NOTE:

- If you want to insert a new word between two words, put your cursor over the first letter of the second word before typing "I". **Treat spaces as though they were letters.**
- ^ (Boldface), _ (Underline), [(Subscript), and] (Superscript) are ON/OFF switches you can use during Insert. **DON'T FORGET TO TURN THEM OFF.** See Formatting section of this manual.
- By moving the cursor backwards, you can delete the text to the left.
- **ONLY** the backwards cursor key works while using the Insert command.
- When you press "I" all the characters to the right of the cursor drop down two lines. When you press (ESC), the characters will come back up. Don't forget to leave a space at the end of the word you insert.

JUSTIFY

Resets the margins in a block of text.

1. Set first pointer at top of block of text you want to justify.
2. Set second pointer at bottom of block of text you want to justify.
3. Type "J".

The following message will appear:

>JUSTIFY: Top Bottom (pointers) From

4. Type the letter or number of the first pointer after **From**.

The screen will look like this:

>JUSTIFY: Top Bottom (pointers) From Top To

5. Type the second pointer after **To** and the text will be justified.

NOTE:

Before justifying you must know how to use pointers.

TIP:

Return addresses at the top right hand side of letters and large spaces in the middle of lines of text can only be done in Justify Left. In Justify Right, the spaces will close up when justified.

LOCATE

Searches for any character, word, or phrase in your document.

A search always moves in the direction indicated by the cursor direction control at the top of your screen.

1. Type "L". This message will appear:

>LOCATE: Enter text, then (RET)

2. Type the word you want to find.
3. Type (RET).

TIPS:

- To search the text before the cursor position, type "<" then type "L".
- To search the text after the cursor position, type ">".
- If you want to search the entire document, Goto the Top and type "L".
- If you want the **second** occurrence of a word, type "2" before you type "L". Follow this procedure for any number of occurrences.
- When you've located a word, you may find all the following occurrences by simply typing "L" and (RET).
- If you are searching for a phrase that contains a "hard return" (a carriage return you put in yourself), you must enclose the entire phrase in quotation marks before you begin the search.

MOVE

Transports a block of text from one part of your document to another part.

1. Set first pointer at top of block of text you want to move.
2. Set second pointer at bottom of block of text you want to move.
3. Move cursor to the point you want to move the block of text.
4. Type "M".

The following message will appear:

>MOVE: Top Bottom (pointers) From

5. Type the letter or number of the first pointer after **From**.

The screen will look like this:

>MOVE: Top Bottom (pointers) From 1 To

6. Type the second pointer after **To** and the text will be moved.

NOTE:

Before moving you must know how to use pointers.

NEXT

Displays the next row of commands.

1. Type "N".
2. Continue typing "N" to see all the commands.

TIP: A command doesn't have to be displayed to use it.

OUTPUT

Prints a marked block of text on your printer exactly as it looks on the screen.

1. Set first pointer at top of block of text you want to print.
2. Set second pointer at bottom of block of text you want to print.
3. Type "O".

The following message will appear:

>OUTPUT: Top Bottom (pointers) From

4. Type the letter or number of the first pointer.

The screen will look like this:

>OUTPUT: Top Bottom (pointers) From 2 To

5. Type the second pointer after **To**.

This message will appear:

Output with format commands: Yes No

6. Choose whether you want page formatting commands printed with the text, then wait for the text to be printed.

NOTE:

- OUTPUT text will not be formatted. To print formatted text, use the PRINT command from Main Menu.
- Before outputting you must know how to use pointers.
- Make sure your printer is connected and on.

POINTER

Marks any point in a document.

1. Move the cursor to the point you want to mark.
2. Type "P".

The following message will appear at the top of the screen:

Set Pointer: 1 2 3 4 5 6 7 8

3. Type a number. You can reuse a number if you want.

TIPS:

- Type "P" to see the marked points in your text, they look like this: [1].
- You can use the **POINTER** command to temporarily mark a reference point in your text. Such reference points are used with the GOTO, MOVE, LOCATE, WRITE, JUSTIFY, OUTPUT, COPY, and ZAP commands. You can set up to eight such pointers, referred to by numbers 1 through 8. You may reassign a **POINTER** by simply reusing its number.
- Every document automatically comes with two additional built in pointers: **Top** and **Bottom**!

QUIT

Ends your work on a document.

Once you QUIT, you can either keep the document with the changes you just made, leave the document the way it was when you started working on it, or go back to the document.

1. Type "Q". You will see this display:

Keep - this will contain any changes made since the last Create and Edit.

Abandon - this will end editing without saving the changes made.

(ESC) - goes back to the document being edited.

2. Type "K", "A", or **(ESC)**.

REPLACE

Finds and replaces a word each time it appears in your document.

1. Type "R".

This message appears at the top of the screen:

REPLACE: Enter old text, (RET)

2. Type the word you want to replace then **(RET)**.

You'll see this message:

Enter new text, (RET)

REPLACE, cont.

3. Type the new text, then (RET).

You'll see this:

Prompt (RET)

4. To leave the Prompt on, press (RET). To turn the prompt off type "P".
5. When you see this:

REPLACE Prompt: Yes No

- Type "Y" or "N" as appropriate each time the cursor stops.

or

- If you turned the Prompt off, type the number of times you want the word replaced, then press RETURN. If you don't type a number, ONLY the first instance of the word will be replaced.
- To replace ALL instances of the word, turn the Prompt off and type the pound sign, #, then press RETURN.

TIPS:

To REPLACE a word like the, which can be part of other words, type quotes, a space, the, a space, and more quotes (" the ").

SPELL

Continues proofreading a document already marked.

1. Type "S".
2. Continue SPELLing. (See SPELL in Main Menu.)

NOTE:

To proofread a document not already marked, Quit and Keep the document, then SELECT Spell from the main menu.

TAB

Sets tabs just like a typewriter.

1. Type "T". The following screen will appear:

Set TABS: Enter "T" at correct location, then (RET)

	1		2		6		7		8
12345678901	2345678901	234567			012345678901	234567890			
T	T	T	T	T	T	T	T	T	T

2. Using the space bar, move cursor to the desired TAB setting.
3. Type "T".
4. Repeat steps 2 and 3 for all tabs you want.
5. Type (RET).

NOTE:

You can't use the backspace while setting tabs. If you make a mistake, type (ESC) and start again.

Tabs are not used to indent paragraphs. The INDENT MARGIN does this.

VERIFY

If the screen goes blank or awry, VERIFY brings it back.

1. Type "V".

VERIFY redisplayes your current page on the screen, so you can check that all the changes have been made the way you want them.

WRITE

Creates a new document (new file) containing a block of text you mark.

1. Set first pointer at top of block of text you want to save.
2. Set second pointer at bottom of block of text you want to save.
3. Type "W".

The following message will appear:

>WRITE: Top Bottom (pointers) From

4. Type the first pointer after **From**.

The screen will look like this:

>WRITE: Top Bottom (pointers) From 2 To

5. Type the second pointer after **To**.

This message will appear:

Document Name

WRITE, cont.

6. Give the block of text a new name (see CREATE), then (RET). Wait for the text to be written to the disk. You will then have created a BRAND NEW document with a new name out of this block.

NOTE:

Before writing, you must know how to use pointers.

TIPS:

- Use this command to develop a library of stock paragraphs for form letters and contracts.
- Backup Copies

When working on long documents, make a backup copy by Writing from the Top of the text to the Bottom of the text. Should your computer fail (loss of electrical power) you'll still have your work. It's really worth the time.

XCHNG

Exchanges letters or words character by character.

1. Place the cursor over the character you want to change.
2. Type "X".
3. Type the new character.
4. Type (ESC).

ZAP

Permanently erases marked blocks of text.

BE CAREFUL.

1. Set first pointer at top of block of text you want to ZAP.
2. Set second pointer at bottom of block of text you want to ZAP.
3. Type "Z".

The following message will appear:

>ZAP: Top Bottom (pointers) From

4. Type the first pointer after **From**.

>ZAP: Top Bottom (pointers) From Top To

5. Type the second pointer after **To** and the text will be zapped.

NOTE:

Before zapping you must know how to use pointers.

SECTION VI: FORMATTING

FORMAT COMMANDS

When you type "F" for **Format**, here's what you see on the screen:

FORMAT> Enter command, then value, then (RET); (ESC) to exit

Top Margin	6	Bottom Margin	8
Left Margin	10	Right Margin	75
Indent Margin	10		
Paper Length	66	Spacing of Lines	1
Characters per inch [10 or 12]	10	Vertical lines per inch [6 or 8]	6
Number Pages	1		
Justify [Left or Center or Right or None]			L
End current page [Yes]			N
Automatic Return	Yes	Display Status Line	Yes
Mark Pointer	Yes	On-Screen Justification	Yes

The **Format** commands are explained on the following pages.

FORMAT COMMANDS, cont.

1. **TOP MARGIN:** Sets number of lines between top of page and first line of text.
2. **BOTTOM MARGIN:** Sets number of lines between last line of text and bottom of page.
3. **LEFT MARGIN:** Sets number of spaces from left side of page and the first character on a line. (This is displayed on the top of the editing screen like this ----L-----)
4. **RIGHT MARGIN:** Sets number of characters from left side of page and the last character on a line. (This is displayed at the top of the editing screen like this -----R-----)
5. **INDENT MARGIN:** Sets left margin for first line after a manual (hard) carriage return.

TIPS:

By setting the Indent margin to a larger number than the Left margin, you'll automatically indent for new paragraphs.

By setting the Indent margin to a lower number than the Left margin, you can leave room to number paragraphs (**UNDENT**).

NOTE: UNDENT is a very useful tool, however it is best to understand what UNDENT is, so you won't have problems with it. UNDENT isolates the lead characters. Because they are isolated, they don't respond to the formatting command JUSTIFY. They also do not justify after ERASE or INDENT. See the section on THINGS THAT GO BUMP IN THE NIGHT.

FORMAT COMMANDS, cont.

6. **PAPER LENGTH:** Sets page size in lines per page (66=11 inches at 6 lines per inch, 88 at 8 lines per inch).
7. **SPACING OF LINES:** Sets line spacing. 1= single space, 2= double space, etc.
8. **CHARACTERS PER INCH:** Sets character spacing at 10 or 12 characters per inch. This number can be set only once for each document.
9. **VERTICAL LINES PER INCH:** Sets line spacing in lines of text per inch. This number can be set only once for each document.

TIP:

Set Spacing of Lines to 2 and Vertical lines per inch at 8. You'll get 1 1/2 line spacing.
10. **NUMBER PAGES:** Starts the page number that you select, at the first # or ## sign in the text. (May be a Header or Footer.)

To use the Number Pages command:
 1. Place cursor at the very top of the document you are working on.
 2. Type "F" for **Format**.
 3. Type "N" for **Number Pages**.
 4. Type "1" (or whatever number you want to start with).
 5. Press **(ESC)** to continue work.

FORMAT COMMANDS, cont.

TIP:

Number Pages allows you to start numbering after tables of contents, introductory pages, etc. with any number you choose.

NOTE:

For more help with page numbering see Header or Footer Page Numbering on page 62.

11. JUSTIFY: Sets text margins. You have four choices:

Left

Justified left copy will be even on the left margin and ragged on the right just like this text.

Right

Justified right copy will be flush on both margins of the page.

Center

Justify in the Center. This is what happens.

None

Justify none gives you free margins to do with as you wish.

You can lay out forms of all kinds.

12. END OF PAGE: Sets a page break wherever you want. To use the command:

1. In your document place the cursor where you want to end a page and begin a new page.

FORMAT COMMANDS, cont.

2. Type "F" for **F**ormat.
3. Type "E" for **E**nd of Page.
4. Type "Y" for **Y**es.
5. Type **(ESC)** to continue work.

TIP:

If you change your mind and do NOT want to end the page here, you have to **E**rase the **\E** symbol in your document.

The following FORMAT commands are always on - unless you turn them off. (In programmers' mode, they're always off unless you turn them on. See Alter.)

13. **AUTOMATIC RETURN:** Starts new lines of text without having to press **(RET)**. This is SELECT's "automatic wraparound" feature.
14. **DISPLAY STATUS LINE:** Displays at the top of your screen:

Char:	Line:	Page:
--------------	--------------	--------------

for the cursor's position.

15. **MARK POINTER:** Displays marked pointers in your text when you type "P" for **P**ointer.
16. **ON SCREEN JUSTIFICATION:** Justifies or rejustifies text automatically after Inserting or Erasing text.

FORMAT COMMANDS, cont.

TIP:

If you are editing many portions of a document, turn this command off and Justify from **Top** to **Bottom** when done. That way there will be no delay for justification when you do each small edit.

BACKSLASH COMMANDS

After you've set the format of your document using the **Format** command, you'll see backslash (\) commands in the left margin of your document. You can **Insert** these commands to give formatting instructions **without** calling up the **Format** screen.

Here's how:

1. Place the cursor at "Char: 1" (flush left) on the screen.
2. Type "I" for **Insert**.
3. Type "\"
4. Type the letter code for your formatting command (and the value you want):

T (value) = Top Margin
B (value) = Bottom Margin
L (value) = Left Margin
R (value) = Right Margin
I (value) = Indent Margin
P (value) = Paper Length
S (value) = Spacing of Lines
C (value) = Characters per inch
V (value) = Vertical lines per inch
N (value) = Number Pages
E = End of Page
JC = Justify Center
JL = Justify Left
JR = Justify Right
JN = Justify None

BACKSLASH COMMANDS, cont.

5. Press **(RET)**, then **(ESC)**

TIP:

After you've inserted your backslash command, Justify the text to see how your document looks.

HEADERS AND FOOTERS

A header is a line (or lines) of text that appears at the top of every page of your document. A footer appears at the bottom of every page (like the copyright information at the bottom of this page). They can be as many lines as you like.

Here's how to enter them:

1. Place your cursor at "Char: 1" (flush left) on the screen.
2. Type "I" for Insert.
3. Type "\" (backslash).
4. Type "H" for header or "F" for footer.
5. Type one line of text, then **(RET)**
6. Repeat steps 3-5, as needed.

TIPS:

- Make sure your top or bottom margin is larger than your header or footer. Headers and footers have to fit in the margins.
- If you type a Justify Center command (\JC) before the header or footer lines, they'll be centered like the number at the bottom of this page.

HEADERS AND FOOTERS, cont.

- To start headers or footers on a page other than page 1, type them at the top of the page you want them to start on.
- To turn headers or footers off, type "\H" or "\F" on the page you want them to stop.

HEADER OR FOOTER PAGE NUMBERING

You can number pages in the header or footer. In each header or footer, SELECT does the actual numbering for you.

Here's how:

YOU TYPE:	IT LOOKS LIKE:
\H Page #	Page 1
\F Page ##	Page one
\F #	1

TIP:

If you want to center the page number, type "\JC", then **(RET)**. Then type "\H" (or "\F") and the number.

NOTE:

For more help with page numbering see Number Pages on page 57.

HIDDEN MESSAGES

You can type notes in the text that won't print out in the final copy by typing "*" in the left margin on each line to be hidden, your text, then **(RET)**. Like this:
"*This letter is confidential."

PRINTING SPECIAL SYMBOLS

If you want to print these symbols alone:

[,], _, or ^

or

If you want to print this symbol in a Header or Footer:

#

Then type a backslash before the symbol like this

\[, \], _, \^, or \#.

The backslash doesn't print.

BOLDFACE, UNDERLINES, SUBSCRIPT AND SUPERSCRIFT

If your keyboard can produce these characters, you can create text that looks like it came right from a print shop.

COMMAND NAME	WHAT IT DOES	HOW TO TYPE IT	WHAT IT LOOKS LIKE
Bold Face	Produces a very dark character	^BOLD^	BOLD
Underline	underscores text	_Underline_	<u>Underline</u>
Subscript	types 1/2 line lower	this is [lower[this is lower
Superscript	types 1/2 line	this is]higher]	this is higher

NOTE:

Be careful to type these commands in pairs-- no one wants to end up with a six page underlined letter.

FORMATTING SAMPLES

There are as many different ways of formatting a document as there are people to dream them up. As you become more proficient in using **SELECT**, you will design more and more sophisticated formats. To assist you in starting to use the considerable formatting tools at your disposal, we have included this section in the manual.

This section provides several sample documents composed on **SELECT**. These samples will highlight some of the many things you can do. Keep in mind that these documents, as well as this entire manual, were written using **SELECT**.

This section is organized as follows:

1. A Final, formatted document.
2. A Draft copy of this same document including, the format commands. The circled numbers are used to mark those formatting issues explained in the commentary that follows.
3. A commentary explaining each circled item.

For further information, refer to the section on Editing commands and the beginning of this section.

December 22, 1981

Mr. Kirby Fitzpatrick
124 Woking Way
Chelsea, MA 01234

Dear Mr. Fitzpatrick:

I don't believe that you will remember me, but we met last Christmas on a windy corner downtown. I remember that day well, because the snow had just stopped and the ground was covered with a new angelic blanket of crystalline beauty. My car had gotten stuck in the snow, and you were kind enough to spend your valuable time on Christmas Eve helping me to get home to my family. What you didn't know at that time was that I was the beneficiary of a very wealthy grandfather. His will read in part:

Whomsoever shall assist any of my heirs on the eve of my favorite holiday, Christmas, shall be invited to my home that following year on the same night. They shall be eligible to receive...

Mr. Fitzpatrick, if you will come to my home on Christmas Eve, I will be able to tell you of the rest of the will, and deliver to you what you so rightfully deserve.

With my most sincere holiday wishes,

Marianne Appleby

① December 22, 1981

Mr. Kirby Fitzpatrick
124 Woking Way
Chelsea, MA 01234

Dear Mr. Fitzpatrick:

\I 15
\S 2 ②

I don't believe that you will remember me, but we met last Christmas on a windy corner downtown. I remember that day well, because the snow had just stopped and the ground was covered with a new angelic blanket of crystalline beauty. My car had gotten stuck in the snow, and you were kind enough to spend your valuable time on Christmas Eve helping me to get home to my family. What you didn't know at that time was that I was the beneficiary of a very wealthy grandfather. His will read in part:

\L 20
\R 65
\I 20 ③
\S 1
\JR

④ ^Whomsoever shall assist any of my heirs on the eve of my favorite holiday, Christmas, ⑤ shall be invited to my home that following year on the same night. They shall be eligible to receive... ⑥

\S 2
\L 10
\I 15 ⑦
\R 75
\JL

Mr. Fitzpatrick, if you will come to my home on Christmas Eve, I will be able to tell you of the rest of the will, and deliver to you what you so rightfully deserve.

With my most sincere holiday wishes,

⑧
Marianne Appleby

COMMENTARY ON APPLEBY LETTER

1. Notice that the the spaces between the left margin and the first word in this line (the leading spaces) were not collapsed. This was done by pressing the RETURN key right after she typed the date.*
2. Since Marianne prefers to indent each paragraph five spaces in from the left margin, she changed the Indent margin from 10 to 15. She also prefers to use double spacing; hence the S 2.
3. These commands allow her to set this quote apart from the rest of the text. She narrowed both her margins; set the indent margin to match the left margin; returned to single spacing; and switched to Justify Right. This makes the quote tidy, compact and formal looking.
4. To make the quote **REALLY** stand out, she also decided to put it in boldface. This symbol turns it ON.
5. Christmas is special enough to justify underlining. The first underline symbol turns the underlining ON; the second underline symbol turns the underlining OFF.
6. This symbol turns the boldface OFF.
7. The letter continues. These commands return to the format she was using before the quote.
8. See number 1.

* This ONLY works when you are composing in Justify Left. Justify Right ALWAYS collapses extra spaces. Remember, when you begin a new document you're format is already in Justify Left.

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Dear Igor:

This is the information you wanted. The cost of getting it was incredible. You know the price, if you get caught with it. With it we will win. Without it all is lost: **BE CAREFUL.**

ATHENA SUBMARINES:

1. The new paint on the hulls makes them virtually invisible. The paint now contains a formula of $C_6H_{12}O_{22}$, which makes light reflect in a new fashion.
2. Fabrication is now in a polymer substance described as C19. We know no more.
3. The ship can be seen from our "secret observation post" at the following sailing times:

<u>DAY</u>	<u>ARRIVES</u>	<u>LEAVES</u>
Tue	9:40 a.m.	9:47 a.m.
Thur	10:25 a.m.	10:40 a.m.
Sat	2:15 p.m.	2:23 p.m.

Igor, if you can duplicate this stuff, you'll have the best toy store in the city.

Your Pal,

Gino

\T 12
\S 2 ①
\V 8

Dear Igor:

This is the information you wanted. The cost of getting it was incredible. You know the price, if you get caught with it. With it we will win. Without it all is lost: "BE CAREFUL." ②

ATHENA SUBMARINES: ③

\L 25
\I 20 ④
\JR

1. The new paint on the hulls makes them virtually invisible. The paint now contains a formula of C[6[H[12[O[22[, which makes light reflect in a new fashion. ⑤
2. ⑥ Fabrication is now in a polymer substance described as C[19]. We know no more. ⑦
3. The ship can be seen from our "secret observation post" at the following sailing times:

\JL
\I 25 ⑧

DAY	ARRIVES	LEAVES
Tue	9:40 a.m.	9:47 a.m.
Thur	10:25 a.m.	10:40 a.m.
Sat	2:15 p.m.	2:23 p.m.

 ⑨

\L 10
\I 10 ⑩

Igor, if you can duplicate this stuff, you'll have the best toy store in the city.

Your Pal,

Gino

COMMENTARY ON GINO'S COMMUNIQUE

1. Gino's top margin began at the standard setting of 6 lines. Here he changes it to 12. Gino's into big Top margins. More interesting are the next two formatting commands: `\S 2` and `\V 8`. By combining double Spacing with a Vertical measure of 8 lines per inch, Gino was able to produce a ONE AND A HALF SPACED letter.
2. The first ^ turned the boldface ON. The second ^ turned the boldface OFF.
3. The first underline symbol turned the underlining ON. The second underline symbol turned it OFF.
4. This set of commands allowed Gino to create numbered paragraphs. Notice that the Indent margin is now SMALLER than the Left margin. That's commonly called an UNdent or a Hanging Indent. Gino wanted these paragraphs to have neat right margins, so he also changed the justification to Justify Right.
5. This is a whole series of subscripts. The first left bracket turns the subscript ON. The next bracket turns it OFF (Then ON, then OFF, then ON then OFF) That's how you can write chemical formulas.
6. Notice here that the left margin on the first line of this paragraph is ragged. Sometimes, this may happen on the screen; but when you print it, it straightens out and follows the format commands.
7. This is a superscript. Again, the first right bracket turns it ON and the second bracket turns it OFF.
8. Now Gino wants to create columns for his timetable. First, he changes to Justify Left. This allows him to leave spaces between words on the same line (something you CAN'T do in Justify Right). He also changes the Indent margin to 25 so that the first column will line up under the previous paragraph.
9. Here are the columns. Notice that he DID NOT line up the body of text directly beneath each heading above. The underline symbols do not occupy space on the paper when you print out a document; although they appear to do so on the screen. You have to compensate for that when you're composing. To line up columns, use the Character Counter.
10. Now he is ready to close the letter, so he returns to the original margins.

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SECTION VII: PROGRAMMERS' NOTES

The previous sections of this manual were written by professional manual writers and reflect our effort to be non-technical. This section was written by SELECT's chief programmer and is aimed only at the trained programmer. It was written to answer frequently asked technical questions about SELECT. IT MAY BE COMPLETELY IGNORED BY THE NON-TECHNICAL SELECT USER.

This is how SELECT was written.

After a shell of commands was constructed (i.e. Insert, Erase, etc.), SELECT was written using SELECT itself. We call this the "BOOTSTRAP" approach. As more commands were added, SELECT became easier and easier to use.

SELECT was designed to operate as a series of overlays with one principal design consideration: the Editor should allow as much buffer space as possible to avoid constant accessing of the disk. We felt that excessive disk accessing was one of the most detrimental features in the bulk of word processors currently on the market. Only the edit commands are in memory when using the editor.

While editing, most Central Processing Unit (CPU) time is taken up waiting for a character to be sent to the console. So, we decided to separate out the formatting and printing functions. These are run as overlays to the basic design. While the editor and the main menu were written in 8080 machine code, the formatter was written primarily in RATFOR and FORTRAN. This language was chosen because of the availability of a good starting point in RATFOR and for the ease of development. The modular structure of SELECT made this type of development easy to accomodate.

CUSTOMIZATION NOTES

SELECT messages and commands are maintained in document files which were processed by a program which converts the document to an assembly source file. The source file is then assembled by relocating the macro assembler and linked with the rest of SELECT. This allows for foreign translation of SELECT simply by translation of the document file, renaming of the command to suit the foreign language and relinking of the SELECT modules.

Customization for additional terminals is accomplished by creating an individually tailored module called a CSET (cursor set) for the terminal. The CSET contains calls to clear the screen, move the cursor, etc., as well as an initialization call to return the terminal identification and other properties of the operating environment.

Configuration for different printer types is handled similarly through the use of individualized PSETs (printer set).

Finally, SELECT contains a number of highly useful system calls (in CP/M these are calls to BDOS at location 5). These include the ability to process a command line, address the CSET commands, load data files, etc. These features can be made available to programs which run under the RUN command in the SELECT Main Menu through the execution of stand-alone programs called ATRIB. This program defuses the COM file to be allowed access to the SELECT system calls.

In all SELECT took two man-years to write and underwent a man-century of testing prior to its initial release. We see it as a dynamic and responsive product always in the process of improvement. We welcome any and all suggestions regarding techniques and features.

SECTION VIII: THINGS THAT GO BUMP IN THE NIGHT

Word processing is, by its very nature, complex. If it weren't, then we couldn't do all the things we want to do. SELECT tries to make it easy for you, but there is no short cut to practice. While practicing, you may encounter some mysterious events. This section will help you recognize them or prevent them from happening.

BDOS ERR ON B: R/O

When you change disks in the drives, especially the disk to which you are writing your documents, you should go out of SELECT and type a Control C (^C) to let the computer know what is in the disk drives. If you don't, you might get BDOS ERR R/O, which means the computer can only read from the disk not write to it.

Here's how to type Control C:

1. Find the control key. It probably looks like "CTRL" or "CNTL".
2. Be sure you are in the operating system. A> should be on the screen.
3. Press the control key down and, while it is still down, type the letter C.

LIST and Document Names

If you are in word processing mode, and you use the following as extensions to your document names, they won't show up on a Listing of the disk they're on. INT, REL, COM, PRL, RSP, SPR, SEL, SIS, FIL, and DIC are extensions for program files. They will show up if you List them in programmers' mode (see Alter).

DELETE

If you Delete a document with .\$\$0 or .\$\$1 (These are names of aborted files.) as the extension, "document cannot be found" will appear on the screen, but the name will be erased from the Listing.

If you Listed the document names and Deleted from the List screen, List the document names again, and the deleted name won't appear.

EDIT

1. "Sorry can't open that document" when choosing Edit.

If you get this message, most likely your disk directory is full. Disk directories hold a limited number of entries. Once that number is exceeded, the disk is locked up. This happens when you have many small documents on one disk.

Use **STAT DSK:** (see your CP/M manual) to check the size of your disk's directory.

Use Delete on the MAIN MENU to erase backup files (document names with **BAK** as the extension) one at a time until you can use the disk again. Once you can access the disk, **PIP** (see your CP/M manual) some of the documents to another disk.

2. **JUSTIFY**

If after a justification has taken place the margins aren't correct any more, check your formatting commands (backslash commands).

If you are inserting the formatting commands on the left side of the screen, the commands must begin at character one, and you cannot use the lowercase L (l) as a one.

See also, No. 3. XCHNG and BACKSLASH COMMANDS.

3. **XCHNG and BACKSLASH COMMANDS**

If you change the contents of a backslash command using Xchng, the formatter might not recognize it. Run the cursor through the changed backslash command, up and down, so that the formatter can recognize what you have done. This happens, because the editor is expecting the backslash commands to be Inserted not Xchnged.

4. **Cursor Direction Control...affects Erase, Spell, Display, Locate, and Replace**

If you get your cursor direction control (<SELECT:) turned around and don't know it, you might not be able to move in the direction that you want.

If Spell, Locate, or Replace don't seem to work, check the cursor direction control to be sure SELECT is searching in the direction that you want the search made.

5. **Pointers**

If, after setting pointers, they remain visible, VERIFY the screen to get the text back to what it is supposed to be.

If you type P for pointer just to look at them and press (ESC), they won't disappear until your next cursor move or command.

6. **VERIFY**

If the screen changes from the way you think it should look, type V, to check to see if the changes are really there or if the screen was only temporarily awry.

If the screen is still awry, check Edit numbers 3, 7, 8, 9 and Print and Edit numbers 1 and 5.

7. **Changing text from Justified Right to Justified Left**

If you try to change text from justified right to justified left, nothing will happen. SELECT cannot tell the difference between spaces separating words and the spaces added to right justify text. But all is not lost. This is what you can do to remedy the situation.

- a. Change backslash command from \JR to \JL.
- b. Type **R** for Replace.
- c. Type " " (quotes, two spaces, and quotes).
- d. Type " " (quotes, one space, and quotes).

Prompt (RET) will appear on the screen.

- e. Type **P** and 1000, then (RET).

This will take out all the double spaces and replace them with single spaces and thus make the right side of the text ragged like left justified text.

8. **Erase and Undent**

If you **Erase** the line above the first line of a portion of undented text and let the cursor go over to the lead characters in the undented text, these numbers or letters will pop over to the extreme left of the screen. This is not a bug. Because of the nature of indent, the computer can't second guess what you are trying to do, and you have just erased all the spaces in front of the lead characters.

To prevent this from happening, make sure when you **Erase** the line above that you move the cursor back to the extreme left of the screen away from the undented characters before pressing (ESC).

To recover from this "BUMP":

- a. Position the cursor on the first character of the misplaced text.

Continued on next page.

- b. Type **I** for Insert
- c. Press the space bar once and then (ESC)
- d. Move the cursor one space to the left, right next to the leading characters.
- e. Erase the space you Inserted.

This will reposition the leading characters of your undented text.

9. **Tabs**

Tabs will hold in Justify Left, if there is a hard carriage return (<) at the end of the line on which the tabs occur. They will not hold, if there is a soft carriage return at the end of the line on which they occur. Soft carriage returns are put in the text when word wrap occurs.

EDIT and PRINT

1. SELECT's **undent** is a very powerful tool, but you must remember to use it correctly.

Don't undent paragraphs which you want to be written normally.

Typing "We have...." in Undent will look like this:

"We have....".

OR

When printing, the first line of the paragraph will go out to the right edge of the paper like this.

2. **Top and Bottom Margins...** affect number of lines of text

The format screen reflects the top and bottom margins, as they were set at the beginning of the document.

Continued on next page.

If they are changed later, the changes will not show up on the format screen, and the line counter will not reflect the changes. However when the document is printed, the new settings will change the top and bottom margins. This can be an advantage, if it is used correctly, or it can cause much anguish at printing time, because the number of lines of text on a page is changed.

3. Backslash Commands

Do not put text on the same line as a backslash command, or it will be considered as a comment and not printed.

The wrong way:

\JR This sentence will not print in a final draft.

The right way:

\JR<
This will print, because it is on a separate line.

4. \E

If you put \E on line one of a page, you will add an empty page to your document....be careful.

5. ^, _, [, and]....affect the number of characters per line on the screen but not the character counter.

The spaces occupied by the underline, boldface, superscript, and subscript are not counted by the character counter, but they do take up space on the screen. Use the character counter, if you are trying to align text.

Also count characters, if the screen appears to have an extra line or hard carriage return.

PRINT

1. The pages don't break where they did on the screen.

- a. Check to make sure you haven't changed the Top or Bottom margin in the middle of the document.

You can change the top and bottom margins in the middle of a document, but the changes won't show up on the format screen and the line counter won't reflect them. If you change these margins be sure to keep track of what you are doing. Top and bottom margin changes only show on the format screen, if they are at the very beginning of a document.

- b. Microspacing cannot be done on the screen, therefore you see large spaces between the words to justify the text. The formatter in the screen editor counts the lines for a page, as the lines appear on the screen.

The print formatter microspaces and then counts the lines for the pages. Because microspacing closes up the large spaces, sometimes the printed page takes up one less line than the same amount of text on the screen.

This will print the first line of text from a page on the last line of the previous page, if there is not a forced page break (\E) present.

You can tell that this is happening, if there are more lines of text on the screen page than there are on the corresponding printed page down to where you thought the page was supposed to break.

If this happens, simply Edit the document, Insert a forced page break \E, and print the affected pages again.

See also number 2 on the next page.

2. If you lose a blank line or space between two lines of text, check the hard carriage return on the upper line.

Sometimes in editing text you get hard carriage returns (<) out of place and lose what you think is a line you left blank.

Example: This is what you see on the screen.

This sentence has the carriage return on the next line.

<

When these two sentences are printed they will come out together.<

This is what is printed.

This sentence has the carriage return on the next line.
When these two sentences are printed they will come out together.

3. Be sure to clear the printer before choosing Print.

If you don't, you might end up with funny stuff being printed at the beginning of your document, or having the first line pushed over to the right.

4. Be sure to end a document with a hard carriage return, so that the print function will finish properly.

SPELL

Once you are in a document correcting the spelling, you must correct at least one word, then, if you want to stop the correction process, press (RET), then (ESC) in order to leave Spell and still keep all uncorrected, marked words.

ALTER mode and MAILING LIST for MERGE

A mailing list to Merge with a document must be created using Alter mode on the Main Menu. All those extra spaces for the left and right margins added to a mailing list in word processing mode cause things to go bump in the night.

SECTION IX: ADVANCED USERS' GUIDE

This section has been written to give advanced users tips on short cuts. These help make the job of using **SELECT** in certain situations a lot faster and easier. Of course you don't have to be an expert to use this information, but it is advisable to have used **SELECT** a little before attempting these short cuts. Some practice with **SELECT** will help in understanding what is being described.

CREATING COLUMNS OF DATA WITH EMPHASIZED LABELS

Below is an example of columns where the labels are boldfaced. The problem faced with underlining or boldfacing labels is lining up the data underneath, because the underline and boldface characters take up spaces on the screen and move the labels over to the right. To create columns like these where labels are underlined or boldfaced, follow these directions.

Example:

COLOR	SIZE	SHAPE
pink	small	square
green	large	circle
blue	medium	triangle

1. Put in Justify None (\JN<) or Justify Left (\JL)
2. Type **T** for TAB and set tabs for labels
3. Use **Insert** and enter labels
4. Set tabs for data, if different
5. Use **Insert** and enter data

Continued on next page.

6. Go back to labels.

- a. Put cursor on first letter of a label.
- b. Use Insert and enter first underline or boldface symbol.
- c. Press (ESC).
- d. Move cursor to first space after last letter in the label.
- e. Use Insert and enter second underline or boldface symbol.
- f. Repeat a-e for all labels.

If you follow these directions in the order given, you won't have to use the character counter in order to line up labels and data columns.

INSERTING FORMAT COMMANDS

The format commands can be added to text while in the Insert mode, without going to the Format screen.

1. Type I for Insert.
2. Put cursor at character 1 on the left side of the screen.
3. Type \
4. Type the command (can be either upper or lower case letters and no spaces are necessary)
5. Press (RET).

Your finished command should look like this: \JN< or \L10<

\L 15<

SPEEDING UP EDITING

When correcting copy, inserting and erasing short bits of text can be time consuming, because **SELECT** justifies text after Insert and Erase. To speed the process up, follow these directions:

1. Type **F** for Format.
2. Find **On-screen justification Yes** on the Format Screen.
3. Type **O** to turn it off.
4. Press (ESC) to return to your document.
5. Set a **Pointer** at the beginning of the text to be corrected.
6. Make insertions, erasures, and other corrections.
7. Set a **Pointer** at the end of the portion of text that you have just corrected.
8. Go back to Format Screen and type **O** to turn justification back on.
9. Type **J** for Justify and Justify from first pointer to second pointer.

XCHNG

You can use **Xchg** and correct a lot of work without ESCaping, if you use the cursor keys (the arrow keys) to move the cursor around.

HANDLING LARGE DOCUMENTS

After a document gets so big, it takes a lot of time to just scroll through it. Going from top to bottom can take minutes of your time. To prevent wasting your work time, break a large document up into sections. Several smaller documents are easier to scroll through and edit. Saving them is faster, and so is their formatting and printing. If corrections need to be made, they are made more easily on a small document. If you accidentally type Goto Bottom, the bottom is closer. Fifteen pages seems to be a good maximum.

"BOILER PLATE" PARAGRAPHS

"Boiler plate" is the name given to a paragraph which can be used over and over again. To make "boiler plates" of frequently used stock paragraphs follow the directions below.

1. "Boiler plates" can be **Created**, or they can be made from a larger document using the **Write** command.
2. Each small document ("boiler plate") should have a name which describes its contents and is easy to remember.
3. Save room on the disk for a large document also.
4. To create a document using boiler plates:
 - a. **Create** a new document.
 - b. **Append** the paragraphs **into** the document in the order that you want them. Remember that you can **Insert** new text into the document too.
 - c. **Quit** and **Keep** the new document.
5. If you want to transfer this document onto another disk, use the CP/M **PIP** routine to copy it. (see your CP/M manual)

FORMS

Compose form letters or documents and save them for later use.

1. **Create** your form letter or documents using names which describe what they are and are easily remembered.
2. **Instead** of typing in blanks to be filled in later, use **symbolic** names. See example below.

Example:

*date

To *name:

Continued on the next page.

Re: *subject

This is to inform you that our next meeting will be on *date at *time. Please be sure to bring *thing with you.

3. Save these forms.
4. To use a form, choose **E** for Edit on the Main Menu.
 - a. Type the name of the form letter and then use the **renaming** option of Edit to give the form letter a new name.
 - b. Use **Replace** to replace the symbolic names with the information you want in the "blanks".
 - c. When you **Quit** and **Keep** this letter, you will have created a new document and also preserved the original form letter.

REMOVING HARD CARRIAGE RETURNS

Sometimes you put hard carriage returns (<) where you don't want them. This happens if you accidentally Justify Center text which shouldn't be. The easy way to remove a series of hard carriage returns is with **Replace**. Here's how.

1. Type **R** for replace.
2. Type "**^M**". 'Control M' equals a hard carriage return.

This is done by typing quotes, holding the CTRL key down and typing an M, and typing more quotes.
3. Type " " .

This is done by typing quotes, pressing the space bar, and typing more quotes.
4. Press (RET) to keep the prompt on.
5. Remove the carriage returns that you want, and press (ESC) when you are finished.

The carriage returns which you designate will be removed.

Entering SELECT, EDIT and a DOCUMENT at the same time.

If you are in a hurry and know what document you want to edit, here is a quick way to get into **SELECT** and your document.

Type **SELECT**, drive name if necessary, document name, and press (RET).

Example: A>**SELECT B:DOCUMENT.NAM**

Entering SELECT, EDIT and a MAILING LIST at the same time.

If you are in a hurry and know what mailing list you want to edit, here is a quick way to get into **SELECT** and your list.

Type **SELECT**, drive name if necessary, list name, \$, and press (RET).

Example: A>**SELECT B:NAMEADDR.LST \$**

SELECT will come up in programmers' mode with your list.

CHECKING ON PAGE BREAKS

Before Printing a document it is a good idea to check the page breaks to see that they are where you want them to be. To do this use the **Goto** command.

1. Type **G**.
2. Type **P** for page, the page number, and (RET).

The screen will scroll to the first line of the page you designated.

3. If line one comes after a forced page break (**\E**), scroll forward and backward to check to see that you don't have 3 page numbers right in a row.

This will happen, if you have put **\E<** on the first line of a page.

Continued on next page.

Example: On line 1 of page 3 you have put \E<. If you have typed G, P, and 3, the cursor will land on line one of page 3. Move the cursor down one line, and you'll be on line one of page 4. Move it back 2 lines and you are on the last line of page 2. When this is printed page 3 will be blank.

4. If the page breaks at an awkward spot, scroll back down the previous page to a better spot and put in a \E<.

QUICK CURSOR MOVE to FAR RIGHT of SCREEN

If you want to move the cursor quickly to the right side of a line of text, use a cursor key or (RET) to get to the beginning of the line below it (far left of screen). Type BACKSPACE key or left arrow cursor key and pop right up there.

ERASE

1. Erase is not affected by the cursor direction control (<SELECT), if you use the right arrow cursor key to move past where you want to erase.
2. You can type a number and the right arrow cursor key or the down arrow cursor key, and move that number of spaces or lines to the right or down to erase.
3. You can type a number and the left arrow cursor key or the up arrow cursor key, and move that number of spaces to the left or up to bring erased text back before pressing (ESC).

TO PREVENT DISASTER

Always keep an empty formatted disk handy, in case you run out of room on the disk you are using.

If your document becomes too large, and there isn't enough room on the disk to save the it, you will be asked to put an empty disk in drive A, so that SELECT can save your document. Like the Boy Scouts, you should always be prepared.

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