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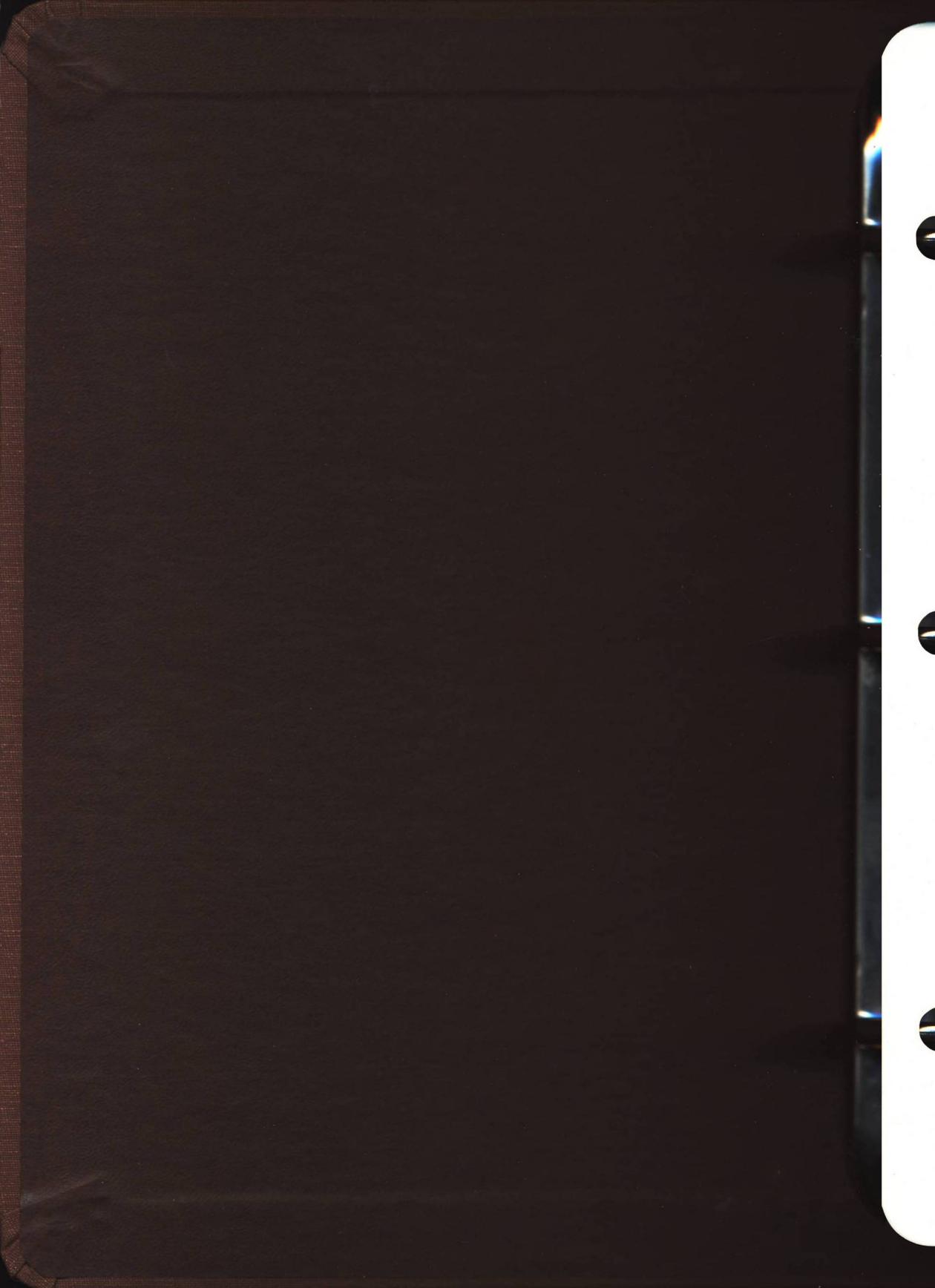


VIP Writer™

Word Processing System



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VIP Library



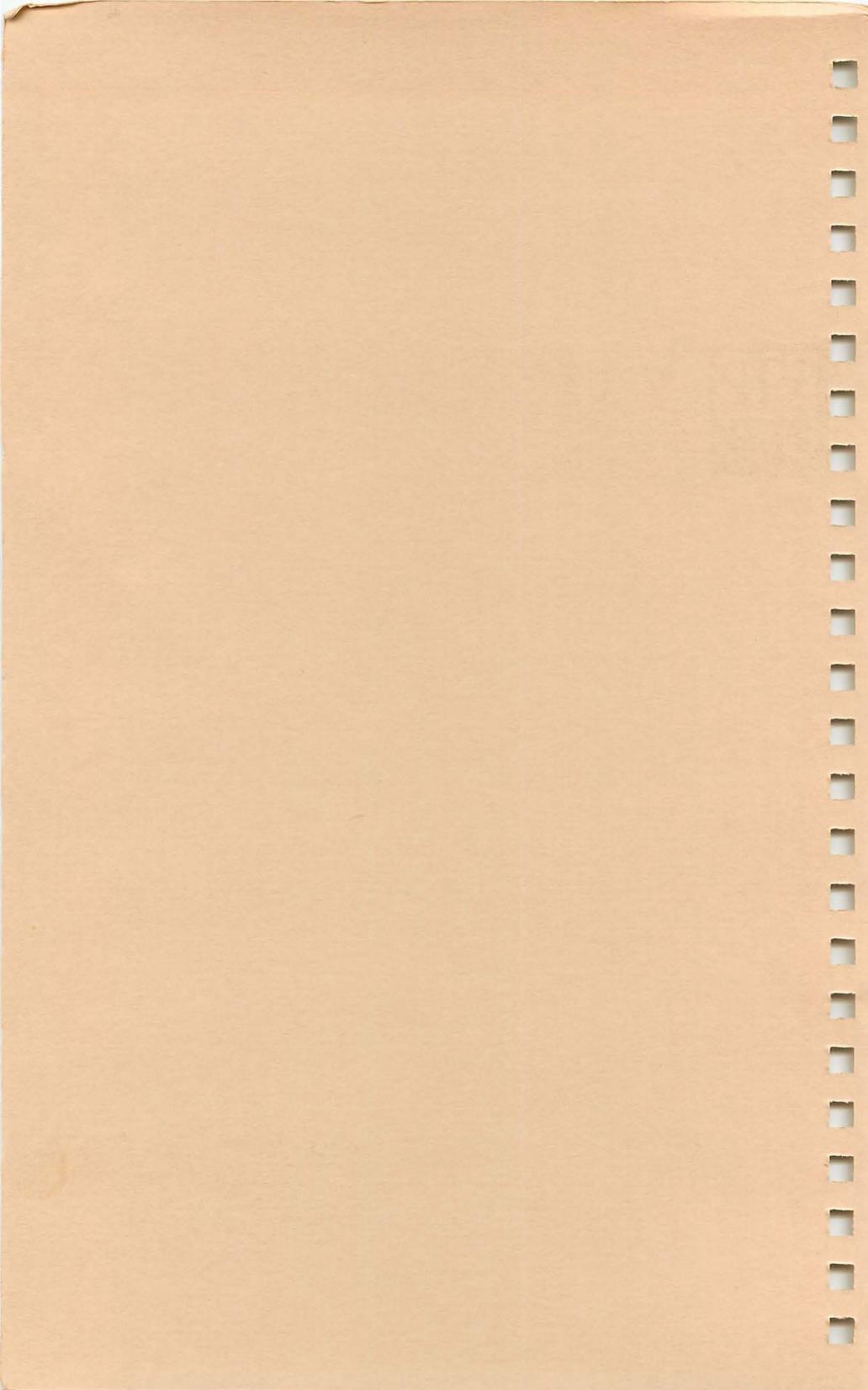
VIP WriterTM

Word Processing System

Tutorial



For the TRS-80 Color and TDP System 100 Personal Computer





VIP Writer™

Word Processing System

Tutorial



For the TRS-80 Color and TDP System 100 Personal Computer

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Written by Tim Nelson

VIP WRITER TUTORIAL

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VIP WRITER TUTORIAL

GETTING VIP WRITER UP AND RUNNING

Welcome to VIP Library and to word processing. You now own a very powerful word processor with many useful features. With VIP Writer you can do just about anything with text and your printer. So let's get started.

First, load VIP Writer from your tape or disk. To do this, turn on your system, first your TV and disk drive and then your computer. Next take out your program tape or disk. If you are using the tape version, ready your cassette recorder and place the program tape in it. Make sure that it is rewound to the beginning of the tape. Be sure that the cable is properly connected to the computer and the tape recorder. Now, type CLOADM on your computer and press 'ENTER'. Next press the Play button on your tape recorder.

If you are using the disk version, first make sure that your disk drive is on. Next, place the program disk in the drive and type LOADM"Writer" on your computer and press 'ENTER'. The drive will become active and the program will begin to load.

When loading from either tape or disk, a billboard will appear, and then the editing screen of the Writer, with a blinking cursor after the word Command. Now take your tape out of the recorder or the disk out of the drive and place it away for safe keeping.

You are almost ready to begin to write your first letter. First, if you are using the disk version, be sure to backup your VIP Writer onto another disk using the Backup command from BASIC. This will assure that you will have the original should something happen to the one you use all the time. Those using tape should know that it contains two copies of the program.

Lesson One WRITING AND PRINTING A LETTER

The cursor is blinking after the word Command. Press 'BREAK'. Now the cursor has entered the text area, lying below the top line which now contains the title VIP Writer and some other indicators. The "C1" indicates the column location of the cursor; the "L" indicates that you can enter lowercase letters.

There's no mystery. You can now begin to write a letter, typing to your heart's content. Just start typing. When you reach the end of a paragraph, press the 'ENTER' key for a carriage return:

Dear Mary,'ENTER'
'ENTER'

I finally got my word processor. This is just what the doctor ordered for my writing. You won't have to put up with my messy handwriting and spelling errors any more. I can correct all my errors, and when I print the text, it won't strain your eyes.'ENTER'

'ENTER'

Let me know what you think of my new printer. See ya later.

'ENTER'

Jim'ENTER'

Right away, when typing the letter, you noticed that the screen seemed to move when you reached the right edge. This is caused by an edit window, a special feature about which you will learn more later. Since most people don't want their screen moving like that when typing letters and the like, let's change the line length so it will fit on the screen without moving. Since the screen right now will hold 51 characters on a line, let's change the line length to one less than the screen display, or 50. To do this, first press the 'CLEAR' key twice. This puts your cursor on the top line of the screen after the word Command. This is the Command line. On the Command line type Width50 and press 'ENTER'. Now press 'BREAK' to exit the Command line and return to the text mode. Now your text does not go off the screen.

Now back to the letter. Even in this short letter, or whatever letter you chose to write, you must have made some mistakes you wished you could change. You probably by now have found, by guessing and poking around, that the arrow keys will move you left, right, up and down. You also found that you could type right over mistakenly typed letters to correct them. You may also have found some editing commands.

Just what are editing commands? Well, editing commands allow you to delete and insert text and move around on the screen. Editing commands in VIP Writer work by pressing the 'CLEAR' key plus another letter on the keyboard. Press the 'CLEAR' key. See how the cursor changes to a blinking underline? This tells you that the system is waiting for a command key. Press '?'. Now you have a help menu which tells you what will happen when you press the indicated keys after pressing 'CLEAR'. Press any key to continue to the end of the help menu and return to your text. There it is, just as you left it.

Let's try the Delete commands you found in the help menu. As you see, the delete commands comprise many of the keys on the middle row of the keyboard: A, S, D, F, H, and J. You should try these on your newly typed letter. You can delete a character (D), to the end of the line (S), to the beginning of the line (A), a whole line (F), the next word (J) and the previous word (H).

Try deleting a single character. Now press 'CLEAR' and then 'G'. Notice that the letter that you deleted has returned. This is a special "undo" feature which allows you to undo any deletion except deletion of a whole line (F).

How about inserting a character? Press 'CLEAR' and then 'I'. Now you can insert as many characters as you like. When you are done inserting characters, press 'CLEAR'-'I' again.

There are quite a few more commands in that help table that you can try. Many will not make immediate sense to you, but you will soon learn them. Let's try another one - let's print your letter.

First, let's move the cursor to the top of the file, since we wish to print the whole file. To do this from anywhere in your letter, press 'CLEAR', then hold the shift key while pressing the up arrow key. ('CLEAR' plus the other arrow keys or 'CLEAR' plus the shift key and the arrow keys allow you to move all over the screen.) Now we're ready to print.

First make sure that your printer is on and properly connected to your computer. Next, adjust the paper so that the top of the page is at the start line by the print head. Now press 'CLEAR' and then 'P'. On the top line you will be prompted: Print or Window. Press 'P' again to have your letter sent to the printer.

There, you've printed your first letter within ten minutes from first starting to use VIP Writer! And it even has justified left and right margins!

Lesson Two PUTTING YOUR LETTER ON TAPE OR DISK

Now that you have printed your first letter, you should learn how to save and load files.

As you saw above, when you press the 'CLEAR' key twice your cursor is put on the Command line. You are then in the Command mode. It is called this because there are many special non-editing commands which are best used in an area separated from your text. Such commands have to do with saving and loading files, changing the screen display, clearing your work area and the like.

For example, what if you wanted to save your letter for later use? You may save it either to tape or to disk. First, move your cursor to the top of your text area by pressing 'CLEAR' and then hold the shift key while pressing the up arrow key. Now press 'CLEAR' twice to enter the command mode. The procedures for saving to tape and disk are similar.

To save your letter to tape, ready your cassette recorder making sure the cable is properly connected and your tape is ready. Next, type 'CS' (for Cassette Save) followed by a name for your letter, for example, 'myletter'. Start your cassette recorder recording and press 'ENTER' on your computer. The file will be saved to tape, and you will be told when the save is done.

To save your file to disk (disk version only), insert a formatted data diskette (it's best not to use your VIP Writer diskette) in your disk drive. Now, from the Command line type 'DS' (for Disk Save) followed by your file name, again let's use 'myletter'. Finally press 'ENTER'. When the file has been saved, you will be told so on the command line. Press 'BREAK' to exit to your text.

Now that your file has been saved, you'll probably want to start on a new letter, report or whatever. Thus, you will wish to discard the letter. To do this, press 'CLEAR' twice to enter the Command mode. Next type "C-l-e-a-r" and press 'ENTER'. You will be asked if you are sure. If you press 'Y' your letter will be erased so you can start anew. Once done, press 'BREAK' to go back to the text area.

What if you want to load your letter back in now from tape or disk? That's easy. Press 'CLEAR' twice to go to the command mode. To load a program from tape, ready your cassette with your letter ready to load. Now press 'CL' (for Cassette Load), press 'ENTER' and press the play button on your recorder. If you've adjusted the volume correctly, your letter will load in. The name of your letter will appear on the Command line, and you will be told when it has finished loading. Press 'BREAK' and you will see your text.

To load from disk, make sure that the disk containing your letter is in the drive. Now press 'CLEAR' twice to get to the Command mode. To see the name of your letter, press 'DI' (for Directory) and you will get a list of the files on your disk. To load your letter, press 'DL' plus the name of your letter, here 'myletter.vip' and press 'ENTER'. The last three letters of the name, after the period, are the extension given your files by VIP Writer. Once your letter has been loaded, press 'BREAK' to see your file.

Lesson Three GETTING FANCY WITH YOUR PRINTER

Now it's time to get a little fancy - to use some of the fancy features of your printer and of VIP Writer itself. We can really spruce up that letter.

Here are a few additions to show off. Type them in:

```
'CLEAR'-'K'lm8,rm72,l=27;45,2=27;39,pn1'ENTER'
```

```
'CLEAR'-'Less Than'June 10'ENTER'
```

```
'ENTER'
```

```
'ENTER'
```

```
Dear Mary,'ENTER'
```

```
'ENTER'
```

I finally got my word processor. This is just what the doctor ordered for my writing. You won't have to put up with my messy handwriting and spelling errors any more. I can correct all my errors, and when I print the text, it won't strain your eyes.'

```
'ENTER'
```

```
'CLEAR'-'K'lm13,rm68
```

I can change my margins whenever I have to. By the way, let me know what you think of my new printer. It has

```
'CLEAR'-'1'underlining
```

```
'CLEAR'-'2' and a lot of other great features.
```

```
'ENTER'
```

```
'CLEAR'-'K'lm8,rm72
```

Now I suppose you'll be wanting to use my system for your term papers - you're welcome of course!

```
'ENTER'
```

See Ya Later,'ENTER'

Jim'ENTER'

When you type this, notice that the the characters within apostrophes are command keys. Go ahead and type in the letter just as you see it. For example, for the first line type 'CLEAR' and 'K', then type the string "lm8 etc., and then 'ENTER'.

You have just made a fancy letter. You have indented a paragraph, you have put the date flush to the right side of your letter and you have underlined a word.

So how did you do all that? By using a few features of VIP Writer. You see some inverted k's on you screen followed by numbers. These are called format lines because you use these to change the format of your text, such as margins. You also see some inverted 0's and d's. The 0's are printer code markers. They set off special codes sent to your printer to make it do such things as underlining. The d's stand for "driver" and indicate that the following number is the number of that printer driver. The inverted f stands for "flush right marker". All these, and many more, are special tools to help you make nice looking letters and other writings.

To explain the format lines, etc., let's start with the bottom of the letter and go up. The last format line starts with the inverted k, contains some text,

and ends with an 'ENTER'. The inverted k is a format marker, and it tells the system that what follows will affect how the text is printed. The whole line with the format marker will not, however, itself be printed.

The line in question sets the left (LM) and right (RM) margins to 8 and 72. These are the standard margins for printing; in fact, your VIP Writer comes preset with these margins as you saw with your first print out of your letter. You will see that the format line at the beginning of your letter sets the margins the same as this line. Why the redundancy? Because there is another format line in the letter which sets the margins to 13 and 68 to indent a paragraph in the letter five spaces on each side. The first format line also sets the page number (PN) to 1. This is necessary to orient the system so that it knows where it is.

OK, now you have an idea about how format lines work. So what are those funny equations? Those equations are the beginning of a printer driver. Printers react to "codes", or numbers, to start and end features such as underlining and boldface type. The numbers are in your printer manual. Looking in my printer manual, I found that when the numbers 27 and 45 are sent to my printer, underlining will be turned on; and when my printer receives a 27 followed by a 39 underlining will cease. To avoid typing in all those numbers every time I want to start and stop underlining, I can instead "program" one key to put those numbers in my text. This "programming" is done in a format line. I have "programmed" the '1' key to turn on underlining in my printer and the '2' key to turn it off. (I could do eight more just like it for other control codes of my printer.) Of course, I followed the "programming rules" exactly. When you type the letter you should change the equations by putting in your printer's codes for turning underlining on and off.

Once I've programmed my printer codes, when I want to turn on underlining, I press 'CLEAR' plus the '1' key; to turn it off I press 'CLEAR'-'2'. This was done in the letter to have my printer underline the word "underlining". There's the 'CLEAR'-'1' and the 'CLEAR'-'2'. In my text the 'CLEAR'-'1' comes out as an inverted 0, an inverted d, a 1 and another inverted 0; 'CLEAR'-'2' is identical except that the number is a 2. These 0's, etc., are not themselves printed. They only tell VIP Writer to send the numbers you programmed to the printer. They also serve to tell you what you have done, and they protect your text from being upset during justification.

There's one more marker in the letter: the flush-right marker. The inverted f indicates that what follows will be printed all the way over to the right. This marker is there for your convenience to save you from having to count spaces. There are several other of this kind of marker, the most useful of which is the center marker which automatically centers the text after it. These are discussed fully in the manual.

Now that you understand why everything is in your letter, you are ready to print it. But first, let's look at how it will appear on paper, just in case you made any mistakes in formatting. What we will do is "print" it to your screen.

Lesson Four SCREENS AND WINDOWS

"Printing" your document to the screen before actually printing it on paper is a great way to save the time and paper which would be devoted to a poorly formatted letter. Say, for example, that after you printed your letter you saw that your signature would not fit on the page; or perhaps only two lines of the letter went onto the next page. You would want to rearrange your letter so that it all could fit on one page. For this you need a format window to see how your text will be printed.

To make the most of the format window in VIP Writer, you will probably want to use a display other than the one in which you edit text. So far you have only used the stock display: 51 characters per line and 21 lines per screen. VIP Writer offers many other displays and options. You have a choice of 32, 51, 64 and even 85 characters per line and 21 or 24 lines per screen. You can also choose among a green, white or inverted screen.

For the format window, the preferred display is 85 characters per line with 24 lines per screen since this allows you to see so much of your text. I like to use the inverted display as well. To get these press 'CLEAR' twice to get to the Command line. Now type '85', then 'ENTER'; next '24' and 'ENTER'; and finally 'I' ("invert") and 'ENTER'. You now should have a blank inverted display. Press 'BREAK' and your letter will reappear with the cursor at the upper left hand corner of the text area.

Notice that the characters are small. The lines also fill up only about half the screen. The short lines are due to the width of the display. Remember? We set it to 50. If you wish you may reset the width to 84 by pressing 'CLEAR' twice, then typing "width84" and then pressing 'BREAK'. However, since you probably won't be editing in this display there is no need to do this.

Now it's time to look at our letter in the format window. Press 'CLEAR' and then 'P' as if to start printing. This time, instead of pressing 'P' again, press 'W' for Window. Just watch! Your letter is formatted and appears centered on the screen. All margins, top, left, right and bottom, have been implemented. Your date is now flushed to the right, the indented paragraph is indented, and best of all, the format lines and printer codes are not there. Your letter appears as it will be printed, except that printer controlled features, such as underlining, do not show up on the screen.

Look at the bottom of the screen. You are told several things about your letter: the page number, column number, line number and margins. These are very helpful when looking at many pages of text. Press 'ENTER'. Carriage returns now appear on the screen, better defining your margins. Press 'ENTER' again and they disappear. Press the down arrow. You now can see the end of your letter. Press the up arrow and you're back at the top.

Press 'E' ("End") to leave the format window. Now you can print your letter by pressing 'CLEAR'- 'P'- 'P', or you can change your display to your liking and resume work on your letter.

Lesson Five PRINTING MULTIPLE COPIES

Suppose that your letter was a newsletter to all the members of your computer club, and you want to distribute 50 copies. Of course you could print one copy and get it photocopied, but that takes a lot of time and costs money. You could also stand in front of your printer and print those 50 copies. That takes just as much time with you just standing there and punching 'CLEAR'-P'-P' for every print.

Instead, you can tell VIP Writer to print them all out for you while you go read a book or make a few phone calls. This is done with what is called a programmable function. You "program" VIP Writer to perform several commands in the sequence you want and the exact number of times that you want.

There's a whole section in the manual devoted to programming functions which you can read later. Here let's go through the process to get you printing 50 copies of your newsletter. The first thing to do is program the function. To get started, press 'CLEAR'-Z'. "Prog Function" appears on the command line, awaiting you to tell which of three functions you are programming, E, R, or T (these letters were chosen for their convenient location). Here press 'E'. Next press the up arrow. This gets you to the programming stage. Now the command line is blank, awaiting the keystrokes you want programmed. We want to print, which requires us to press 'CLEAR'-P'-P', so press those keys. You will see them appear on the command line. Now press the down arrow. This tells the system that you are done programming. As a response the "#" sign comes up on the command line, asking you the number of times that you wish the function to be performed. Since you want to print 50 copies, type "50" and press 'ENTER'.

OK, now you are done programming your multi-print function into the 'E' key. Let's go print those 50 copies. First something should be added to your letter. Since our sample letter fills only part of a page, were you to print consecutive copies, more than one would be printed on the same page. But you surely want each copy to be on its own page, starting at the same point on each page.

To the rescue the formfeed marker. When you place a formfeed marker anywhere in your file, the system automatically sends the number of carriage returns necessary to complete the page so that the next part of your text will start at the top of the next page. If a formfeed ends your file, the paper in the printer will feed to the top of the next form to properly start your next printing job. Your next printing job here is to print another copy of the letter, and so you need a formfeed at the end of your letter. Thus, after the last character in your letter, an 'ENTER', press 'CLEAR' and then '/'. Now when the printer gets to the end of your letter it will respond to the formfeed by automatically feeding the next form for printing.

To begin the printing process to get the 50 forms press 'CLEAR' 'SHIFT' 'UP' to get the cursor to the top of your file, get your printer ready and press 'CLEAR' and then 'E'. Now go relax. Your printer will be busy for 50 copies of your letter. (And if you need 50 more, press 'CLEAR'-E' again!)

Programmable functions can do a whole lot more than print multiple copies. That's why there's a whole section devoted to them. You are only limited by your imagination.

WHERE DO I GO NOW?

In five short lessons you have gotten right to the meat of the program. You now can do quite a bit of what there is to do with VIP Writer. Still, you have only touched on the power of this word processor. You haven't learned about many powerful commands such as Locate and Change, Block Move, Dump, plus many other print features.

There is a thoroughly documented manual waiting to help you. Each chapter is devoted to one major aspect of the program, starting with the introduction, through edit commands, saving and loading files, print formatting and programmable functions. Each of the commands is thoroughly explained, and examples are given.

Don't forget about the Appendices. Appendices C and D contain command summaries which can be used as quick reference cards. The other appendices also contain much useful information.

There also is an exhaustive glossary to help you understand the new terms to which you are being introduced. And please don't forget to use the index. It will help you find the answers to many questions very quickly.

Section 1 INTRODUCTION

-- 1-A Learning Word Processing

If you have a need to write, occasionally or professionally, the VIP Writer will save you a lot of time, frustration, ink and paper, while giving you a beautiful final printed product. And you can save your textfile and use it over and over again, with or without alteration. Your teachers will be amazed and impressed, your boss will appreciate your economy and good taste, and you will reap unending satisfaction. All this because the VIP Writer makes one of your most fundamental tasks, communication, infinitely easier.

What exactly is "word processing"? What will it do for you? Word processing is a blend of typing, correcting errors, inserting, deleting and otherwise manipulating text. At least that is what word processing was until just recently with the old "dumb" printers. Now smart printers have arrived. These incredibly versatile machines have allowed word processing to assume still another facet - typesetting. Now nearly anything can be done with your text.

This program is one of the first in a line of new generation word processors which will revolutionize word processor software technology. You now possess one of the most powerful and versatile word processors available for any computer no matter the price! All these features and power are at your command from a keyboard as uncomplicated as that on your computer.

Really, word processing is pretty simple. All you do is type your ideas into your computer and they will appear on the screen. The VIP Writer then provides powerful and convenient functions that allow you to manipulate and perfect the text in every imaginable way, from insertion and deletion to moving around sentences and paragraphs to where you want them. You can easily move around your file to make all the changes you desire. While getting your ideas down you'll soon start thinking about adding special features for your final product such as centering your text, making commentaries, or putting in headers or footers. When you've done all this you'll want to begin to prepare your new "document" for printing. All this requires is a consideration of such things as margins, placement of headers and footers, line spacing, and decisions about what special features of your printer you want to use. Of course, you'll want to use the Format Window to make sure your decisions are properly implemented. It's really pretty easy. How far you want to go will depend on your needs and desires. The VIP Writer will allow you to do anything with your text and your printer, so don't be afraid to experiment.

If you want to become somewhat more familiar with word processing basics, there are several good books available discussing word processing. For example, you could read *Introduction to Word Processing* by Hal Glatzer, Sybex, Inc., 1981, or *The Word Processing Handbook* by Russell Allen Stultz, Spectrum, 1982. If you are new to word processing and haven't the time to read any of those works, be assured that this Tutorial will teach you what you need to know.

The best way to learn how to use the VIP Writer is to sit down at the computer, with this Tutorial at your side and your printer at your heels, and try each command to see how it works. In learning to use a word processing

system, experience will be your best teacher. There simply is no way to adequately describe the results to be obtained from following the instructions in this Tutorial. You should take some time to become familiar with the commands. Within the constraints of the keyboard we have tried to make all commands easy to use and remember. You must also get to know your printer well, and learn how it interacts with this system. With a little practice, in no time at all you will be proficient.

-- 1-B System Overview

The VIP Writer is a full featured character (screen) oriented word processing system that combines simplicity and ease of use with features for even the most demanding professional. It was designed to have almost inexhaustible flexibility and power. The longer you use it the more you will be amazed by its great versatility. With the ability to put printer control codes anywhere within the text you have total control over all your printer features. With the Format Window you can view your text before printing, even if you have margins set for condensed mode printing at 132 or more characters per line!

The system provides nine different display options and four display color options. Text is manipulated through three modes: the Text mode, with its edit window, the Command mode and the Window mode. In the Text mode, text is entered into the buffer, and a set of commands may be used to insert, delete, locate, etc. In the Command mode, instructions such as clear file, load, save, color change, program function, etc., are used. The Format Window mode is used to display formatted text for final inspection before printing.

The VIP Writer can be used to edit any ASCII data including files that were generated by the VIP Terminal, VIP Calc and the VIP Database. the system is designed for use with any printer and allows you to enter all control codes from the keyboard. A set of 27 print format parameters allows total control of how your text is formatted and sent to the printer, including margins, headers and footers, page numbering and baud rate. You may create customized printer drivers to control your printer's features and easily insert printer control codes while entering text. The system even has a set of 10 programmable codes to send character codes over decimal 127 as well as nulls, and control A-Z.

-- 1-C Conventions Used in This Tutorial

The syntax used in this Tutorial assumes that you are familiar with the glossary of terms found at the end of this Tutorial. Keyboard notation is consistent throughout, and is as follows: 'CLEAR' indicates pressing the CLEAR key. 'SHIFT'A' indicates holding the shift key while pressing the A key. 'CLEAR'-'A' indicates pressing the CLEAR key and then pressing the A key. "CLEAR" and 'C-l-e-a-r' indicate pressing the keys C-l-e-a-r.

Important

To facilitate the printing of this Tutorial, many of the examples used throughout substitute printable characters, e.g., \$,%,&,#,!, and *, and underlined characters for non-printable or command characters described in the

text, e.g., format markers, printer codes and other marks having significance to the printer. This was done because if we used the non-printable or command characters, for the example, when printing the Tutorial the printer would either not be able to print the characters, not recognize the characters, or the characters would command the printer to perform the function instead of being printed for illustration. Please, therefore, mentally substitute the mark described in the text for the printable mark we have used to indicate how and where the non-printable or command character should be placed.

Section 2 GETTING STARTED

-- 2-A Getting Started

Be Sure That the Joysticks Are Unplugged.

After the program has executed, a billboard displaying the proprietary information will be displayed. Press any key to enter the program itself. You will then be in the Command Mode. The system awaits your command for such things as selecting your screen display and loading a file for editing or printing. Loading files is discussed below in Section 4. The first tasks you must consider are choosing your screen display size and color, and the size of your text line length. These topics are all discussed in the following sections.

-- 2-B The Screen Displays

Unless you are using a tape or disk version of the program in a 16K computer, which must use the 32 by 16 screen display, you are in the 51 by 21 display, i.e., you can enter 51 characters per line, with 21 lines per screen. If, after reading the rest of this section you decide that this is the display you want, you may exit from the Command Mode into the Text Mode by pressing 'BREAK' to begin entering text. The Command and Text Modes are discussed below in Sections 2D and 2E.

The 51 by 21 screen display is only one of many display options available with the VIP Writer (to be distinguished from display Widths in the Edit Window discussed below in Sections 2-D and 6-A). VIP Library programs offer an astounding variety of display options. There are nine different display sizes and four different display color choices. This variety should satisfy just about every need and taste.

The display size options vary by the number of characters per line and the number of lines per page. You may choose from the standard 32 by 16 display and several hi-res displays with lowercase characters: 51 characters per line and 21 lines on the screen (51 by 21), 51 by 24, 64 by 21, 64 by 24, 85 by 21 and 85 by 24. Lowercase is offered in all hi-res displays, with descenders on lowercase characters which extend below the line. Additionally, in the 64 by 21 and 64 by 24 displays, you have the choice of two character sets, a narrow one and a wide one. The difference between the 21 and 24 line per screen options is that some people may find the character set more attractive and easy to read with only 21 lines per screen since there is more space between lines. The color options are black characters on a green or white background and green or white characters on a dark background (inverse display). (In the 32 by 16 display the color options are green or orange characters on a black background.) NOTE that in the inverted displays, although the background in the display area is dark, the border areas are either green or white (the same color as the characters). This is due to the video display generator graphics chip used in your computer which we cannot change.

The most dense hi-res display, 85 characters per line, may be difficult for some to read well. The 85 by 21 or 24 display is nearly impossible to read when you have selected all uppercase characters. First of all the 85 character display is offered primarily for formatting rather than for editing or reading text. You should use it to look at the shape of your text to see if it was properly formatted. Of course, if your TV or monitor allows you to easily read this display, so much the better.

The possible inability to easily read this display is due to the inadequacies of the common color TV, the background color you have chosen, and/or the amount of interference you are experiencing. You can vary the color control on your color TV; you also can try to eliminate sources of interference with your TV or monitor by working with the wires, etc. If none of these helps and you still desire to have a clear, crisp display, you may have to consider getting a new TV or monitor.

OK, now you know the options. So what would make you choose any particular display? Aside from memory and speed considerations, the choice depends on your mood, your visual acuity, the quality of your TV or monitor and the degree of interference you are experiencing when using your computer. First the speed considerations. The 32 by 16 display is the standard display and is built right into the hardware. On the other hand, the other displays are software generated, taking up memory space and requiring software routines to process and display on the screen. The extra processing time for the hi-res displays makes them somewhat slower than the 32 by 16 mode. Thus, for example, you will notice that when you use the 32 by 16 display scrolling is very fast, whereas, when you use the hi-res displays scrolling is somewhat slower. This is due to the extra processing time necessary. We assure you that the processing is as fast as is possible.

The memory aspect is similarly a result of a software, rather than hardware, source. The creation of the hi-res display eats 8K bytes of memory. At times, however, those 8K bytes become necessary so that you can load or work on a textfile. At that time you will have to select the 32 by 16 display and opt not to use the hi-res capability to give you the extra memory you need. This process is discussed in Section 2-1 below.

Outside of these constraints you have wide latitude to match the VIP Writer to your tastes and monitor performance. Monitor performance was discussed above. Here it should be emphasized that the white background does not work very well on a color TV unless the color is turned down to give you a black and white display. This is because white, unlike green, is not one of the primary colors used by the color TV; instead, it is a composite of all three, red, blue and green. If you select the white display on a color TV you get color blooms and shadows which blotch up the characters and make them very difficult to read. It is best to either use the pure green display or turn the color down on your color TV.

As for your tastes, well, there's no accounting for tastes. What we hope is that given the available display options you will find at least one that perfectly suits your needs. The methods to select the different display options will be set out in the following paragraphs of this Tutorial.

The 32 by 16 display, the exclusive display for 16K tape and disk users, is the colorful display, making full use of the color potential of your computer. It does not, however, feature true lowercase characters. Its lowercase characters are displayed just as they are in BASIC: light uppercase characters on a dark background. Numbers, symbols and punctuation will also be displayed in this way. The border and spaces are black. Only uppercase characters, control characters and markers will be light. The LCA-47 Lowercase Adapter sold by Micro Technical Products, Inc., Mesa, Arizona will give you true lowercase with the 32 by 16 mode. The hi-res displays all have true lowercase characters with descenders.

The system starts with the 51 by 21 hi-res mode. You may freely go between displays at any time by specifying a different line length, line number for the hi-res displays, and character set for the 64 display. To select the desired line length press 'CLEAR'-'CLEAR' to enter the Command mode, then type the number of the display line length you desire, e.g., 32, 51, 64, or 85, then press 'ENTER'. With the 64 display you have one additional option: you may choose between a narrow or a wide character set. This is done by entering from the Command mode either "64N" or "64W" and then pressing 'ENTER'. To select the desired number of lines per screen, either 21 or 24 (for the 51, 64 and 85 displays only), from the Command mode press either 21 or 24, then press 'ENTER'. Selection of color options is discussed below.

Command Line At the top of the screen, no matter the display, will always be a Command line. On the right-hand side of the Command line are two indicators. The "C" tells you the column number of the column position of the cursor from the left side of the page. The "L" on the extreme right-hand side of the Command Line is the "case status" indicator. "L" represents availability of both upper and lowercase and "U" represents availability of uppercase only. In the "L" mode the keyboard acts like an ordinary typewriter keyboard. Typing 'SHIFT'0' toggles the case just as in BASIC. Later you will learn that this "L" or "U" will turn to lowercase "l" and "u" when you are using the Verify feature during Locate. See Section 3-D.

Key Beep and Error Signal VIP Writer provides an audible "beep" each time you press a key. It also provides a "bell" whenever you are within 5 characters from the end of each line. If you want this key beep, turn the volume of your television set up to hear it. You may toggle key beep off and on by typing 'B-e-e-p'- 'ENTER' from the Command mode. You may toggle the "bell" by typing "B-e-l-l"- 'ENTER. Turning up the volume will also allow you to hear the Error detect warning beep which will sound whenever the system detects an error, such as in formatting, or when you load a faulty textfile.

Now to select the screen color. . . .

-- 2-C Changing The Display Color

When in the 32 display you may change the display color from green to orange; in the hi-res mode you may change the background color from green to white. To do so first press 'CLEAR'-'CLEAR' to enter the Command mode. Next press 'C'-'ENTER' to toggle the display color between green and white (orange in the 32 display). You may press 'BREAK' to exit to the Text mode. In the 32 display

the display color option, along with the tint control on your color television set, give you a wide selection of video display colors to suit your mood.

You can also invert the screen in all displays, giving you green or white characters on a dark background in the hi-res displays or the same display as BASIC in the 32 display. This is done from the Command mode by pressing 'I'-'ENTER', which toggles the inverse display. You will note that when the display is inverted, the screen borders will still be white or green. This is due to your computer's hardware and cannot be avoided.

After one last selection you will be ready to begin entering text: The line length for the Edit Window.

-- 2-D Text Mode

The Text mode is where you'll be spending most of your time, so a thorough understanding of its operation is important. Before discussing text entry, the Edit Window and text Width concepts will be explained.

-- The Edit Window Display

There are three distinct but related elements of text display. The first is the screen display dimensions, discussed above. These dimensions are static, although several options are offered. The second is the text Width display in the Edit Window, to be discussed here. The third is the display of how the text will be printed, discussed in Section 6 and Section 7.

All your text is written with the goal of being printed. Thus, ideally you want to have the line length displayed on the screen the same as that which you will print. Yet, none of the several display modes necessarily exactly fits the length of your finally printed line. Some are too short and some are too long. The text Edit Window function together with the Width command were designed to solve this problem. The Width command allows you to make the line length which can be displayed on the screen the same as your printed line length, up to 240 characters per line, no matter the display size, from 32 to 85 characters per line, even if you switch from one display mode to another. This does not mean that you can display 85 characters per line at one time on the screen when in the 64 display. Instead, an Edit Window is used to view the number of characters allowed per line on the screen for the display, and when you reach the end of the line on the screen the system will automatically move over sixteen more columns to allow entry of more text, and so on until the designated Width has been reached. As the system adds sixteen columns at one side it subtracts them from the other since the display line length is limited. Of course, if you have a Width of 60 in the 64 display the whole line length will be in the Edit Window. Thus, when in the Text mode you are always in an Edit Window (to be distinguished from the Format Window discussed in Section 6-B). This window works both horizontally and vertically so that you can scroll anywhere within the text. All editing and formatting functions are input through this "Window".

The Width is initially set to 64, the standard printed line length. There is no need to select your printed line length as your Width. In fact, if you select a Width equal to one character less than the display line length you have

selected (31, 50, 63 or 84) you will be able to eliminate the need to use horizontal scrolling to read and edit your text, and will only have to scroll vertically to review and edit it. We actually recommend that you do this for editing your file. Since your final printed page may also be shorter than the display size you selected, e.g., a 60 character line in the 64 display, you may also wish to set the Width shorter than your display size for a display of your text similar to the final printer product. NOTE, however, that since the text displayed will still contain special printing format information, and since format functions such as justification, centering, headers, etc. are not implemented in the Text Mode, you will need to use the Format Window to view the text exactly as it will be printed (see Section 6).

To select your text Width, if you desire other than the default Width of 64, enter the Command mode by pressing 'CLEAR'-'CLEAR' and type 'W-i-d-t-h' followed by the desired Width, then press 'ENTER'. Thus, if you desire the Edit Window display width to be the same as your 60 character printed line you would type "Width60'ENTER". The maximum Width allowed is 240 characters per line. You may find a Width equal to one character less than your display line length to be easy to use for editing your text, e.g., a Width of 31, 50, 63 or 84.

-- Entering Text in the Text Mode

Once you have made these display selections, press 'BREAK' to exit the Command mode into the Text mode. In the Text mode, you can type three classes of characters into the text buffer: The first is Printable characters (letters, numbers, punctuation, symbols etc.). The second and third, which you will soon learn about, are Non Printable characters (printer control codes), and Function markers. Printable characters appear in the text buffer just as they will appear on the printed page (except in the 32 display where lowercase characters are displayed on the screen as light letters on a dark background as in BASIC). Non Printable characters appear as inverse characters (in the 32 display as either dark symbols on a light background or as graphics blocks), and will not be printed. Rather, they control special functions within the printer. Function markers also appear on the screen as inverse characters (in the 32 display as colored blocks) and will not go to the printer at all. Non Printable characters and Function markers are discussed in Sections 7-J and 5-B.

'BREAK', 'CLEAR' and 'SHIFT'@' have special functions in the Text mode. Pressing 'BREAK' halts the present command being executed by the system, acts as an escape from some commands, and breaks you out of the Command mode. 'CLEAR' acts as the function control key for the Text mode. When 'CLEAR' is pressed, the cursor becomes a blinking underscore, indicating that the system is waiting for the next key to be entered (you can abort by pressing 'BREAK'). When the function is entered, it is displayed on the command line. 'SHIFT'@' is the only means to continuously repeat the last command entered. Commands will not repeat if the command key is held down; this may only be done by holding down 'SHIFT'@'.

-- Practice Text

We have devised some practice text for you to use to get to know the system. Before getting started with practice text, however, let's talk about the cursor. This blinking block will always let you know where you are. All your actions

take place from the position of the cursor (i.e., they are "cursor oriented"). The cursor has three different appearances. In the normal TEXT mode it is a blinking block. In the Character Insert mode, it is a blinking half-block (a blue block in the 32 display) (see Section 3-B). In the Command mode it is a blinking underscore (a white half-block in the 32 display). These transformations have been designed to help prompt you to know which mode you are in.

Since the system was designed so that the cursor always "knows" where it has to be, you will have to learn some of the cursor's idiosyncracies. Some of these idiosyncracies will be stated in rules; others will be left for your discovery and accommodation. To get started type the following:

This is a test.'ENTER'

If you made a mistake or wish to change anything you've typed, just use the arrow keys to position the cursor over the character you wish to change and type the new character. This feature is called "type-over": you can type over and change already entered text. (The opposite of type-over is perpetual Insert in which characters do not replace the text, but are inserted into it. This function is discussed in Section 3-B). When you reach the end of a line when typing-over you will automatically enter into the Line Insert mode (see Section 3-B) and the next line will open up for you to continue entering text. If you make a mistake when typing over a few words and have not gone on to the next line, press 'CLEAR'-'G' and the typed over text will be returned (the Undo feature - see Section 3-B).

Notice the character after the word "test". This character represents a carriage return and is used to terminate a line. Also notice that the cursor has moved to the beginning of the next line. This is normal whenever you press 'ENTER'. A word about carriage returns. Carriage returns are used to end blocks of text, be they one word, one line, or one long paragraph. Thus, if you wish to create lines of text shorter than the length of your print margin (see Section 7-B), be sure to use carriage returns after each shortened line.

Lets try another test (this test assumes that you are using the default 51 by 21 display with the Edit Window Width of 64). Type the following:

This is a simple test of the VIP Writer
word wrap around feature.'ENTER'

Notice that when you reached the end of the screen, the display shifted giving you 16 more columns for text entry. This is the automatic scrolling in the Edit Window allowed because the default line length is 64 characters per line (Width64), which is longer than the 51 display. When you got to within 5 characters from the end of the line you also heard a "bell" to tell you that you were near the end of the line.

Notice also that when you typed "feature." it was moved to the beginning of the next line on the screen and that it was not split in half. This is referred to as word wrap around. If the word being typed is too long to fit on the line you're on, the word is "wrapped around" to the next line. There will never be a need to hyphenate a word at the end of a line for a pleasing display unless YOU want to. The word wrap around feature may be toggled off and on for those of

you who do not like it. To do so, press 'CLEAR'-'CLEAR' to enter the Command mode, then type 'W-R-A-P'-'ENTER'.

When wrapping around the system does not move the space preceding the word, however. That space stays on the previous line, and you should remember this when you are manipulating text. If a sentence ends at the end of a line on the screen and is not terminated by a carriage return, the following sentence beginning on the next line will be indented one space (provided you put two spaces between sentences). This is because the previous line claims one of the spaces.

The last two tests were simple sentences and normally shouldn't be terminated with an 'ENTER'. You will usually type some form of punctuation (i.e., .,?) at the end of each sentence, only typing 'ENTER' at the end of a paragraph. 'ENTER' is also used to put a blank line between paragraphs or anywhere else. Another function for 'ENTER', is to create lines shorter than your margin length.

Now it's time for you to try typing a sentence or two on your own to get a feel for the system. If you wish to indent, space over the amount you need, or press 'SHIFT'-'Left Arrow' once for five spaces and twice for eight. (For other tabs see Section 2-G below.) To terminate the paragraph press 'ENTER'. Feel free to move about using the arrow keys to change or correct anything you've typed. Also note that when typing text, if any key except 'ENTER', 'BREAK', 'SHIFT' or 'CLEAR' is held down for more than one-third of a second, the character or function will repeat on the screen. This feature is called key repeat. It allows you to quickly repeat key entries such as spaces or underline characters.

An additional feature which you will find immensely powerful is Type-Ahead. Type-Ahead is a feature which allows you to continue to type up to 40 keystrokes into the buffer while the screen or system is busy processing text. Once the system has returned to responding to your input it will immediately begin to process what you have previously entered into the Type-Ahead buffer until it catches up to your current input or until you press 'BREAK' to stop Type-Ahead. This feature is extremely powerful, and once you become more familiar with the VIP Writer you will begin to use its power to do such things as type in a new set of commands while the system is saving a file or performing some other task. At times, such as when deleting text, this feature can be both a help and a nuisance, so you must be careful.

Now that you know how to put text on the screen, it's time to learn how to use the system to edit your text. But first. . .

The Following Sections provide other useful general information which helps you move through the text, get Help in remembering commands, clear the buffer of text, etc.

-- 2-E Commands in the Text, Command and Window Modes

To manipulate your text for printing, saving, formatting and other functions you will have to learn the special commands devised for those tasks. The commands were created to be logical and easy to remember, so don't be afraid of

being bowled over by a confusing mass of technicalities. The commands you will use fall into different categories.

Many of the commands may be entered directly from the Text mode, and require a one or two or sometimes three-keystroke sequence to implement. Single-keystroke commands control cursor movement and are implemented by using the arrow keys. Single keystroke commands will repeat if held down. For two and three-keystroke commands you first press the 'CLEAR' key, and then press the key(s) for the particular Text mode command. When you press the 'CLEAR' key, the cursor will turn white in the 32 display and become a blinking underscore in the hi-res displays awaiting your command key. Commands which are initiated by pressing 'CLEAR' will not repeat if held down. You must press 'SHIFT'@' to repeat such commands. These Text mode commands are summarized in Appendix C. Some of these commands require user input, such as the Locate command (see Section 3-D), and the Programmable Functions (see Section 8). When input is required, the cursor will move to the Command line at the top of the screen after a prompt and will await your input. The Command line is also used with many commands for prompts requiring you to specify the number of times of execution, or to authorize execution by pressing 'Y' for "Yes". Entry on the Command line is limited for the two relevant Text mode commands to 21 characters for the Locate command (see Section 3-D) and 28 keystrokes for the Programmable Functions (see Section 8-A). As in BASIC, 'SHIFT'Left Arrow' will delete any input on the Command line and allow you to begin input again.

Another set of commands are Command mode commands. The Command mode is a special mode entered by pressing 'CLEAR'-'CLEAR'. When you do this the cursor will appear on the Command line at the top of the screen after the a "Command:" prompt. Command mode commands generally control tape and disk access, display options, text buffer clearing, and alteration of format parameters. Command mode commands are summarized in Appendix C. These functions generally require input of character strings for performance and thus the need for the Command line as a convenient place for such input. Input on the Command line for Command mode commands is limited by the screen display: 21 characters for the 32 display, 40 characters for the 51 display, 53 for the 64 display and 74 for the 85 display. As in BASIC, 'SHIFT'Left Arrow' will delete any input on the Command line and allow you to begin your input over again. The Command line will also provide necessary prompts when you are using the Command mode. Command mode commands are progressive in that you do not automatically exit from the Command mode when the current command has been executed; instead, you remain in the Command mode in case you wish to perform other commands. To exit the Command mode you may either press 'BREAK' or '/'-'ENTER'.

A third mode is the Format Window mode (see Section 6) which also has its own set of commands for scrolling and movement of the text in the Format Window. These commands are summarized in Appendix C. The command line is used in this mode to provide prompts. The Format Window mode also has a separate status line at the bottom of the screen to inform the user of text position in the window.

-- 2-F Cursor Control SUMMARY

The following keys move the cursor in the indicated directions in the Text mode (all single-keystroke commands repeat if the key is held down; others

require pressing 'SHIFT'@' or re-implementation of the command again for continuous repeat):

MOVEMENT	KEY(S)
Cursor Up (Scrolling)	'UP ARROW'
Cursor Down (Scrolling)	'DOWN ARROW'
Cursor Left	'LEFT ARROW'
Cursor Right	'RIGHT ARROW'
Cursor Left One Word	'CLEAR'-'Q'
Cursor Right One Word	'CLEAR'-'W'
Cursor To beginning of line	'CLEAR'-'LEFT ARROW'
Cursor To end of line	'CLEAR'-'RIGHT ARROW'
Cursor Home (Screen Top)	'CLEAR'-'SHIFT'-'LEFT ARROW'
Cursor Bottom of Screen	'CLEAR'-'SHIFT'-'RIGHT ARROW'
Page ahead one page of text	'CLEAR'-'DOWN ARROW'
Page back one page of text	'CLEAR'-'UP ARROW'
Cursor Top of Text	'CLEAR'-'SHIFT'-'UP ARROW'
Cursor End of Text	'CLEAR'-'SHIFT'-'DOWN ARROW'
Tab 5,8,16,24..72 (programmable)	'SHIFT'-'LEFT ARROW'

NOTE: Scrolling and paging can only be accomplished if there is at least one page plus one line of text in the buffer. When paging, the system will move ahead or back one full page minus one line, i.e., 14 lines in the 32 by 16 display, 19 lines in the 21 display and 22 lines in the 24 display (one line is devoted to the Command line).

-- 2-G Tabs 'SHIFT'-'LEFT ARROW'

To help with your indentation needs, the VIP Writer provides you with ten Tab positions (5,8,16,24,32,40,48,56,64,72). The cursor is tabbed to successive positions by pressing 'SHIFT'-'Left Arrow' the number of times necessary to get to the desired Tab.

The Tab positions are also reprogrammable by you from 0 to 240 in case you have needs other than the default Tab values. Reprogramming is accomplished by replacing any or all of the ten default values. To display the default values press 'CLEAR'-'CLEAR' for the Command mode, type 'T-a-b' and then 'ENTER'. The default values will be displayed on the Command line. To change the defaults to new values press 'CLEAR'-'CLEAR' to enter the Command mode and type 'T-a-b' and enter the new values, each separated by a comma, beginning with the lowest value. If you do not wish to change a particular value, replace that value in the sequence with a comma. End the sequence with an 'ENTER'. The new values, with the changes, will be displayed.

EXAMPLE 1: 'CLEAR'-'CLEAR'TAB'ENTER'

EXAMPLE 2: 'CLEAR'-'CLEAR'TAB4,,18,25,30'ENTER'

EXAMPLE 3: 'CLEAR'-'CLEAR'TAB,10'ENTER'

The first example will display the current tab values. The second will reprogram the first, fourth, fifth and sixth tabs to the indicated values while leaving the second, third and seventh thru tenth tabs unchanged. The third example will reprogram the second tab to the indicated value while leaving the

other nine tabs unchanged. (NOTE that if you wish to program over six values in the 32 display, you will have to do it in two steps since the display size limits the number of characters which can be programmed. To do this, program the first six, then use commas for these when programming the second part.)

-- 2-H Clearing the Text Buffer and Exiting to BASIC

There are three options to choose from when clearing the text buffer, plus two other buffer related commands:

"CLEAR" Clears the ENTIRE textfile.
"AFTER" Clears all text AFTER the cursor position.
"BEFORE" Clears all text BEFORE the cursor position.
"OOPS" Recalls text mistakenly CLEARed or AFTERed.
"END" Exits the program to go back to BASIC.

To clear all or part of the text buffer, press 'CLEAR'-'CLEAR' for the Command mode. Now type the desired command, followed by an 'ENTER'. The system will respond with the prompt "Are you sure?". Press 'Y' to execute the command. Pressing any other key will abort the command and return you to the Text mode. After the command has executed the system will remain in the Command mode so that you can immediately access another file. If you accidentally clear the buffer using the "CLEAR" or "After" commands (but not the "Before" command!) enter the Command mode and type Oops 'ENTER' and the file will return. The first character of the cleared text, however, will have been changed to a space, so you must restore it to its original value.

You may at times desire to conveniently permanently exit the VIP Writer to BASIC to use another program, etc. To do so, type "End 'ENTER'" from the Command mode. You will then be prompted "Are you sure?" Press 'Y' to exit. (In the rompak version this command does not exit to BASIC. It may, however, be used to clear the buffer and regain the hi-res displays if you have Dumped.)

-- 2-I Clearing the Hi-Res Displays for Extra Memory

The eight hi-res displays offered by the VIP Writer are software generated and consume around 8K of work area which you could use. The system therefore allows you to opt not to use the hi-res displays and instead use the memory devoted to them for your text. When you choose this option it is permanent; you will have to reload the program to re-obtain use of the hi-res displays. You do not have to choose to have the extra memory until the system gives you the "Full" message when your work area is full. When you want to have the extra memory, enter the Command mode and type "Dump'ENTER'". You will then be prompted "Are you sure?". Press 'Y' to Dump the hi-res displays.

-- 2-J Available Memory 'CLEAR'-';' and Word Count

Your text is stored in the buffer in bytes of data. Each byte essentially amounts to a character, including spaces and markers. Thus, the word "the" is stored in the buffer as three bytes of data. The VIP Writer allows you to display both the amount of memory bytes remaining to be used and the amount of

memory bytes already used. To display the memory, press 'CLEAR'-';'. The number of bytes left to be used will be displayed on the Command line to the left followed by the number of bytes used. In the disk version the Command line will also show the number of granules the textfile will occupy on the diskette.

You may also find out the the number of "words" in your file, for example, for those picky teachers who want only 500 words. The system actually counts the words in the file and the count is very accurate. To get a word count type "Word'ENTER'" from the Command mode. The word count will then be displayed on the Command line.

-- 2-K Help 'CLEAR'-'?'

A Help table is built into the system as a quick reference to aid you with the most often used commands and markers. The Help table comprises several "pages". Type 'CLEAR'-'?' to display the first "page" of the Help table, press any key to go to the next "pages". Pressing 'BREAK' will exit to the text mode from any page; pressing any key will exit to the text mode from the last page. Help may be accessed at any time without destroying any of the text that you have entered. Use Help as a reminder when you are first getting started but not as a substitute for the manual since it contains only the most important commands, markers and functions available to you.

Section 3 EDITING FUNCTIONS

-- 3-A Editing Functions

Now that you are familiar with the screen, the cursor movements and the rudiments of creating a textfile, managing usable memory, clearing the buffer and getting Help, it's time to learn the editing commands. To be a word processor instead of a text editor requires sophisticated editing functions. The system must allow free insertion and deletion of text, it must allow flexible movements of blocks of text, and it must provide a versatile ability to locate strings of text for manipulation such as changing and deletion. The VIP Writer meets all of these requirements. The following sections describe this system's sophisticated editing commands. Note that editing is faster in the 32 display than in the hi-res displays. You may therefore consider doing your editing in the 32 display and your formatting in the hi-res displays.

-- 3-B Insert

The VIP Writer has two insert commands: Insert Character and Insert Line. Inserting text is useful whenever you change your mind about what you previously typed or if you would like to add additional text to that which you previously typed. The Insert Line command will be welcomed by programmers who constantly insert lines in their programs. A "Full" message will appear on the Command line if the text buffer is filled during Insert. With the added feature of fast Type-Ahead you will not have to wait for the computer to catch up each time you wrap around to the next line.

-- Insert Character 'CLEAR'-'I'

The Insert Character function in the VIP Writer is always on until you turn it off, and vice versa. The Insert mode is useful for many editing tasks, and some people prefer to always have insert on. It should be noted that character insertion, like all editing, is faster in the 32 display than in the hi-res displays.

When the Insert Character mode is off you are in the type-over mode. In the type-over mode the cursor is a flashing block. You will be able to type-over text from the cursor position until you reach the end of the line, at which time the text will open up and you will enter the Line Insert mode discussed below. Type-over is on when the program begins so you will have to switch to the Insert mode if you want that mode instead. To enter or leave the character Insert mode press 'CLEAR'-'I'. When in the Insert mode the cursor will be blue in the 32 display and a blinking half-block in the other hi-res modes. To Insert a character within the text buffer, position the cursor immediately over the character before which you desire to insert a character and press the key for the character. You may continue typing your text from there. The text will be inserted ahead of the cursor. To open a line to enter text, use the Line Insert command discussed below.

-- The Undo Command

If you have inserted text and desire to delete the inserted text and restore it as it was, press 'CLEAR'-'G'. This is an "Undo" edit function command which restores the line you were working on to its former status. This Undo command works with the Insert and Delete commands and the type-over mode ONLY. The Undo command only works to restore the original line. If, while inserting text, you wrap around to the next line, the previous line is saved and the original line totally eliminated. The Undo command will then only serve to clear the line you are working on.

-- Insert Line 'CLEAR'-'O'

The Line Insert command allows for perpetual line insert. To Insert a line within the text buffer, position the cursor immediately over the character from which you desire to begin inserting new text and press 'CLEAR'-'O'. (The Line Insert mode is also entered when you have typed over text and reached the end of the line.) The text buffer will open up to allow any amount of text to be inserted. Lines of text will continue to be inserted, even when you have pressed 'ENTER' to end a paragraph. Pressing 'BREAK', 'Up Arrow' or 'Down Arrow' will close up the text buffer and exit back to the Text mode. If you press 'BREAK', 'Up Arrow' or 'Down Arrow' the text will close up joining your inserted text with the text where you initiated the Line Insertion.

Frequently you will be using Line Insert to add sentences or even paragraphs. While Inserting this new text you may decide that you want to alter something that you just wrote or you might wish to check to see if what you are going to write will be consistent with what you have already written. If such an alteration or verification will be on the same line that you are on, you may go back in the line without any problem. Yet, usually, to make such alterations or verifications will require that you move up or elsewhere in the file with the up or down arrow keys. If you do, and you are in mid sentence, to avoid the text closing up leave a carriage return where you want to leave off, make your alteration, and then come back to the carriage return and type right over it.

NOTE: While in either the Insert Character or Line mode, the Delete commands (see 3-C below) are usable.

-- Programmable String Insert

The system allows you to insert strings of text by use of Programmable Functions or Programmable Character Codes. See Sections 8-B and 7-I.

-- 3-C Delete

The system has eight Delete commands. Six of the commands are for deleting characters or lines from the text file. These are cursor oriented, as they will affect the character or string from where the cursor is located. The seventh and eighth are for deleting blocks and block markers and are discussed in Section 3-H, Block Manipulation.

The table below lists the Delete commands and their respective functions. Once a Delete command is selected, it can be repeated by holding 'SHIFT'@'. All deletions except the Delete Line command may be undone immediately after execution with the Undo command (Section 3-A) by pressing 'BREAK'.

FUNCTION	DELETE	KEY(S)
DELETE CHR	Character at cursor	'CLEAR'-'D'
DELETE TO BEG	Cursor to start of line	'CLEAR'-'A'
DELETE TO END	Cursor to line end(not CR)	'CLR'-'S'
DELETE LINE	Entire line (not CR)	'CLEAR'-'F'
DELETE LE WORD	Word to the left of cursor	'CLR'-'H'
DELETE RI WORD	Word to right of cursor	'CLEAR'-'J'
DELETE BLOCK	Block of text with markers	'CLR'-'V'
DELETE MARK	Specified block markers	'CLEAR'-'Y'

The Delete Left and Right Word commands delete the previous or next word up to the next space, Nonspace or punctuation mark (,;!?:). It treats hyphenated words as one word for deletion purposes. The Delete to End command will not delete end-line carriage returns.

-- 3-D Locate 'CLEAR'-'L'

The VIP Writer has a very sophisticated global Locate command. Locate allows you to Locate, Locate and Change, and Locate and Delete any string of characters, including characters followed by an 'ENTER', while being able to control the number of changes or deletions to be made. In addition, it uses a Masking capability that allows you to locate a string regardless of whether it is uppercase, lowercase, or any mixture. The Locate command also has a Wild Card character which, when used in the string to be located, will act as a "don't care" character.

-- Locate String

To perform any Locate function the cursor must first be moved to a position in the textfile above the string to be located or to the top of the textfile - only strings below the cursor can be located. To Locate a character or string of characters, press 'CLEAR'-'L'. Now type any string of text, up to 21 characters long, which you wish to locate within the text buffer (this could include 'ENTER's, Control Codes and Markers). When you are finished, press the 'Down Arrow' to actually locate the string. (When pressing the 'Down Arrow' key you MUST be in lowercase.) When the string is located, it will be displayed on the screen with the cursor after it. By pressing 'CLEAR'-'C' you will command the system to continue to the next occurrence of the string within the text buffer. For easy Location, hold the 'CLEAR'-'C' to continue to the end of the text buffer. If the string is not found, "None Located" will be displayed.

-- Locate Masked String

Often you will wish to Locate a word but you won't know if all or any part of it is in uppercase (capitalized). For example, you might wish to find all

occurrences of the word "therefore", but you know that sometimes it is used at the beginning of a sentence and would thus have the first letter capitalized. With the VIP Writer there is no need to do two or more separate searches. Instead you may use the Mask capability with the Locate command so the system will ignore the case of the string to be searched. The Mask must FIRST be enabled by pressing 'CLEAR'- '-' which toggles the Mask. (Pressing 'CLEAR'- '-' again will disable the Mask.) The Mask cannot be enabled while actually performing the Locate function. When the Mask is enabled an "M" will appear to the left of the case status indicator on the Command line. After enabling the Mask, follow the instructions set out in the above paragraph for Locate. Note that when using the Mask feature, Function Markers are not distinguished, and an attempt to Locate a particular Marker will not be successful, but will result in the location of every kind of marker. Location of particular markers must be done when not using the Mask feature.

-- Locate String Using Wild Card

Often you will need to Locate a word that you think you may have misspelled, or the spelling of which you are not sure. To do this you must be able to replace the question-raising characters with surrogate characters which the system will ignore except for the purpose of determining word length. These surrogate characters are called Wild Card characters. To illustrate the use of the Wild Card character during Locate, suppose the string to be located is "recieve" (sic.) or "receive". To locate either spelling, use the Wild Card characters instead of the "ie" or "ei" when typing the string. The 'Right Arrow' generates the Wild Card character while you are using the Locate command.

Using the above example, the procedure would be as follows: Type 'CLEAR'- 'L' for Locate. Then type "rec'Right Arrow'"Right Arrow've'Down Arrow'". The system will search through the text buffer to locate "recXX've", and locate either spelling.

-- Locate and Change String

The Locate and Change function is extremely powerful. It allows you to change only one occurrence, a specified number of occurrences, or to change multiple occurrences while specifying, upon inspection, whether each consecutive occurrence should or should not be changed.

-- Single Occurrence Execution

To Locate and Change a single occurrence of a character or string of characters, press 'CLEAR'- 'L'. Now type the string of text which you wish to locate within the text buffer. When you are finished, press the 'Up Arrow'. Now type the string of text (up to 21 characters long) with which you wish to replace the original string. Pressing the 'Down Arrow' will locate and change a single occurrence of the character or string of characters specified. When the original string is located, it is changed and its replacement is displayed on the screen with the cursor after it. If the original string cannot be found, "None Located" will be displayed on the command line. Again, 'CLEAR'- 'C' is the

command which allows you to continue Locating and Changing the string in the file.

-- Multiple Execution

To Locate and Change the number of occurrences you specify, follow the instructions for Locate and Change for single occurrences above, except that instead of pressing the 'Down Arrow' to Locate and Change, press the 'Up Arrow'. A "#" prompt will then appear on the Command line asking the number of times you wish the Change and Locate to be performed. After providing the number (999 should do the whole file), press 'ENTER'. The specified number of occurrences will be Located and Changed and the number will appear on the command line.

-- Verified Multiple Execution

Perhaps you want to change some but not all occurrences of a particular string in the file. To do this you may enable the Verify function and perform a Locate and Change. The Verify function allows you to sequentially locate every occurrence of a string in the file and decide whether to implement the change in each particular instance. To use this function, Verify MUST be enabled before the Locate and Change command is used. To enable Verify press 'CLEAR'- 'ENTER'. Enabling of Verify will be indicated on the command line by a change in the case-status indicator: instead of the L or U being uppercase, it will be lowercase, (light on a dark background in the 32 display).

Once Verify is enabled, you follow the normal procedure for Locate and Change of a specified number of occurrences described above. Instead of all changes being automatically made upon pressing 'ENTER', the system will find the first occurrence of the string and wait for your response. Pressing 'Y' will cause the change to be made, and the system will then proceed to the next occurrence; pressing 'N' or any other key except 'BREAK' will cause the system to go immediately to the next occurrence without making any change. Pressing 'BREAK' at any time will break out of Locate and Change. After changing the final occurrence in your file, the system will indicate on the command line the total number of occurrences that have been changed. Pressing 'Y' again will give a "None Located" prompt.

-- Wild Card in Locate and Change

The Wild Card can also be used in the Locate and Change function to change a character or string of characters which could be attached to many different strings of characters. This could be very helpful to correct spelling, grammatical or formatting errors. When a string of characters to be Located is given Wild Card characters (by pressing 'Right Arrow'), and the new string also has Wild Card characters in the same positions in the string, those positions will not be affected by the change.

For example, suppose you are creating a work with a chapter having section numbers such as "8.1A-8.9A." After creating several other chapters with other numbers, you decide that chapter eight should now be chapter five, that the period between the chapter number and the section number should be a dash, and

that the letter A at the end should be preserved (i.e., 8.1A to 5-1A). The easiest and safest way to change all the "8."s to "5-"s and preserve the rest of the number would be to use the Wild Card.

This would be accomplished as follows: Type 'CLEAR'-L' to begin the Locate function and type the string to be searched: '8'-'-'-Right Arrow'-'A'; then press the 'Up Arrow' to make a change and enter the new string: '5'-'-'-Right Arrow'-'A'; next you press the 'Up Arrow', enter the number of times you want the change made, and then press 'ENTER'. NOTE that if you had desired to use Verify you would have had to enable it before beginning the Locate function. Further, note that if Wild Card characters are used on both the locate and the change lines, both MUST be of the same length.

When you press 'ENTER' the system will locate the specified number of occurrences of "8.XA" and change them to "5-XA". Of course you could just Locate and Change all "8."s to "5-"s without using Wild Card characters, but it is possible that somewhere in your file you may have an eight followed by a period that is not a chapter and section indicator that you do not wish to change to a "5-".

-- Locate and Delete - Single Occurrence

To Locate and Delete a character or string of characters, press 'CLEAR'-L'. Now type the string of text which you wish to locate within the text buffer. When you are finished, press the 'Up Arrow', which enters a string containing nothing, then the 'Down Arrow' to delete a single occurrence. When the string is located and deleted, its previous position is displayed on the screen with the cursor after it. If the string cannot be found, "None Located" will be displayed on the command line.

-- Multiple Execution / Verify

If you wish to Locate and Delete a specified number of occurrences, or all occurrences in the file, press 'CLEAR'-L' to enter the Locate function, enter the string to be deleted, press the 'Up Arrow' twice, answer the "#" prompt with the number of occurrences to be deleted (999 for all in the file) and press 'ENTER'. To use the Verify function FIRST enable Verify by pressing 'CLEAR'-ENTER', then follow the procedures set out immediately above, and answer the prompt when the system stops at each occurrence.

-- 3-E Block Manipulation 'CLEAR'-B'; 'B0' TO 'B9'

The VIP Writer allows you to move, copy and delete blocks of text, for example, moving, copying or deleting paragraphs, sentences, titles, etc. You may even deal with up to ten blocks of text at the same time.

You are offered two modes of operation, essentially for your convenience. One, with which the system starts, only allows one block manipulation, and gives you one Block marker; the other gives ten different block markers and allows ten block manipulations. The difference is that in the single Block mode all Block commands, except the Block Delete command, are not prompted; while in the ten

Block mode all Block commands are prompted to determine which block of text is to be affected by the command. As you can see, the single Block mode is more convenient if you are only interested in manipulating one block of text since Block marker entry is easier and there will be no Block number prompting. Still, you may switch at any time to and from the ten block mode. To toggle between modes, enter the Command mode and type "Block 'ENTER'".

To use the Block commands, the text to be manipulated must first be marked with identical Block markers. Block Markers are created differently depending on the mode. In the single Block mode, Block markers are created by pressing 'CLEAR'-'B'; in the ten Block mode Block markers are created by pressing 'CLEAR'-'B' followed by the number of the block you intend to use, from 0 through 9. Block markers appear as an inverse "b" plus a "0" (an orange graphics block plus a "0" in the 32 in display) in the single Block mode, and are followed by a number from 0 to 9 in the ten Block mode.

Block markers must be used in pairs placed before AND after the Block to be manipulated. NOTE that in the ten Block mode block markers MUST be used in identical pairs. The block of text to be manipulated must be marked with block markers of the same number, i.e., a 'B0' would mark the beginning and end of a block of text to be moved. Remember that spaces at the beginning of a paragraph are recognized by the system, and so should be preceded by the Block marker when doing Block manipulations if you want them included in the move, etc.

Block markers are automatically inserted when created. If there aren't exactly two Block markers of the same type in the text buffer during any Block manipulation attempt, "Marker error" will appear on the command line. To delete Block markers of a given type from the text buffer, press 'CLEAR'-'Y'. If you are in the ten Block mode, you will be prompted for the specific Block number before markers of that type will be deleted. You may also respond with '*' which will cause ALL Block markers in your textfile to be deleted. There is no "Undo" command to restore mistakenly performed Block manipulations, so be CAREFUL!

As mentioned above, manipulations in the ten Block mode are prompted. Thus, when you press the command keys ('CLEAR'-'M', etc.) the system will prompt "#" to request the number of block you wish to manipulate, controlled by the Block marker pair you have used. When you press the number the command will be implemented, except with the Block Delete command which will then elicit an "Are you sure?" prompt to which you must answer 'Y' (plus the Block number in the ten Block mode) to have the command executed.

NOTE: When in the ten block mode, block marker pairs may be used within other block marker pairs for block manipulation, but care must be taken to avoid getting confused, which could result in the manipulation of the wrong block.

-- Block Copy 'CLEAR'-'X'

To copy (xerox) a block of text, mark the block to be copied with block markers as described above. Move the cursor to the position in the text where the duplicate block is to be located and press 'CLEAR'-'X' (plus the Block number in the ten Block mode). The block will be copied at the new position, and the original block will remain where it was, Block markers and all. If you

wish to duplicate the block more than once, hold 'SHIFT' '@' to repeat the function. "Full" will be displayed on the command line if you don't have enough memory to copy the entire block of text. When this happens try copying the block of text in smaller pieces, piece by piece. Be sure to delete the Block markers after you're done with the Block Copy, unless you want to manipulate that text some more. To delete the Block markers and start over press 'CLEAR'-'Y' (plus the number in the ten Block mode).

-- Block Move 'CLEAR'-'M'

Do not confuse Block Move with Block Copy. The difference between the two is that Block Move moves the block of text to the new cursor position and deletes the old block, including block markers, at the same time; Block Copy moves the block to the new cursor position but leaves the old block intact, including block markers. To move a block of text, follow the instructions for Block Copy above but press 'CLEAR'-'M' (plus the number in the ten Block mode).

-- Block Delete 'CLEAR'-'V'

Block Delete is easily accomplished. Mark the block to be deleted as described above and press 'CLEAR'-'V' (plus the Block number in the ten Block mode). The command line will then say "Are you sure?" Pressing 'Y' will delete both the text marked and the block markers. Any other response will exit to the Text mode.

Section 4 SAVING AND LOADING TEXTFILES

TAPE FILE ACCESS

-- 4-A Saving Textfiles to Tape

The VIP Writer allows you to save textfiles using a portable cassette recorder. The entire textfile, or any portion of it, may be saved to tape to be reloaded at any time. (See Appendices A and B for details about loading, creating, editing and saving BASIC programs and ASCII files usable by many utility programs including VIP Library programs.)

For your convenience the VIP Writer uses progressive commands. This means that after any tape command is executed you do not automatically go back to the Text mode, but you can either enter the next command directly or press 'BREAK' to return to the Text mode.

Saving is a cursor-oriented function - you can save all text from the current cursor position to the end of the buffer. For example, if you want to save the bottom half of your textfile, move the cursor to that position and save; if you want to save the entire file contents, be sure to move the cursor to the beginning of the file and save.

To save, first move the cursor to the position from which you wish to save the file, and press 'CLEAR'-'CLEAR' to enter the Command mode. Place the recorder in the record mode, type "CS" followed by a filename not to exceed eight characters and press 'ENTER'. If no filename is specified, the textfile will be saved with the last filename used. If no filename has been used so far, the textfile will be saved without a filename. The file contents, beginning with the current cursor position, will be saved to the tape. If you do save a partial file, the system will indicate this by sounding the Error detect signal and giving a "(Filename) part saved" message on the Command line to give you a warning in case you did not wish to save a partial file. When the textfile has been saved, the system will return to the Command mode, prompting "(Filename) saved." To display the last filename used, press 'CLEAR'-'CLEAR' to enter the Command mode, then type 'C'-'N'-'ENTER'. The last filename will be displayed on the Command line.

Sometimes after you have begun to save a textfile you may decide that you want to abort the save. You may abort the save by pressing 'BREAK'.

-- 4-B Loading a Textfile From Cassette

You may load any ASCII (not binary) file into the VIP Writer. To load a textfile from tape, press 'CLEAR'-'CLEAR' for the Command mode. Ready the cassette recorder, type "CL" followed by 'ENTER', then press "Play". The filename, if any, will appear on the Command line. When the file is loaded, the Command line will show the message "(Filename) loaded" with the cursor after it. Press 'BREAK' to enter the Text mode. If an error occurs during loading, "Error" will be displayed on the Command line, the error detect warning will sound and the system will return to the Command mode displaying the partially

loaded textfile. To start over you should clear the buffer and try loading again. If you are still unsuccessful, see Section 4-E.

If you wish to break out of a tape load, press 'BREAK'. If no file or no leader has been found by the system when loading, the "S" prompt for "searching" will remain on the screen until the system is reset. Press the reset button and the system will return with the cursor on the Command line.

-- 4-C Appending Textfiles

The system allows you to load as many textfiles as will fit in the text buffer. To append one textfile after another, load the first then load the second. If the file to be loaded is too large, the system will accept all of the file that will fit in the buffer, and "Full" will be displayed on the Command line.

-- 4-D Tape File Linking

Tape file linking is discussed completely in Section 8-A, Programmable Functions.

-- 4-E Recovering Textfiles From Bad Tapes

Sometimes, because of a bad tape, bad line connection, or some other problem, your file saved to tape will be bad. The system allows you to recover most of your saved file. The VIP Writer uses the same ASCII tape format as your computer. The tape format consists of one start block followed by separate data blocks. If a particular data block causes an error during loading, the rest of the textfile can be recovered by proceeding as follows:

- 1) After loading the textfile and encountering the error, note the position of the tape counter to mark the spot.
- 2) Rewind the tape to the beginning of the file and re-load the tape JUST to the point where the filename appears on the Command line.
- 3) Fast-forward the tape to the place where the error occurred.
- 4) Unplug the earphone plug to listen to the tape to position it at the beginning of the next data block.
- 5) Plug the earphone plug back in and press "Play". The remainder of the textfile will load in with the exception of the block of data with the error. You may then go back and repair your textfile.

If the error occurs in the initial start block which serves to tell the system that a file has begun, you may still load the file by doing the following:

- 1) Take the tape containing any textfile created and saved with the VIP Writer and load it JUST the point where the filename appears on the command line.

- 2) Return to the original tape and locate the bad initial block. Unplug the earphone plug to listen to the tape to position it at the beginning of the next data block.
- 3) Begin to load the defective textfile with the first good block.
- 4) Once the file has loaded, you may make any repairs if necessary, and then resave the file with the original filename.

DISK FILE ACCESS (DISK ONLY)

-- 4-F Disk Commands and System Defaults

For your convenience the VIP Writer uses progressive commands. This means that after any disk command is executed you do not automatically go back to the Text mode, but you can either enter the next command directly or press 'BREAK' to return to the Text mode.

The VIP Writer initializes with a default extension of "/VIP" and a default drive number of "0". These defaults can be changed at any time. The default extension assumes the last extension used and is changed by entering a new extension during any disk access ("DS" to SAVE, "DL" to load, "DN" to check the diskfile name, "DR" to rename or "DK" to kill). The same is the case with the default drive number. Changing defaults will be discussed more in later sections.

-- 4-G Displaying a Diskette Directory

To display a disk directory, mount a diskette in Drive 0 (default drive), type 'CLEAR'-'CLEAR' to enter the Command mode, then press 'D'-'I'-'ENTER'. The directory for Drive 0 will be displayed in a two-column format with the drive number and number of free granules displayed on the Command line. If the number of entries exceeds 1 page the display will pause. To continue to the second page of entries press any key except 'BREAK'. A maximum of 68 entries are allowed on the disk. When you have found the file that you are looking for, press 'BREAK' to escape the directory and freeze the last directory page displayed. Each entry on the directory will be followed by a number indicating the number of granules allocated to the file on the disk, and the letter "A" for ASCII or "B" for Binary to indicate the nature of the file.

Sometimes, due to disk operating system failure or some other reason, your disk may have been "crashed". The VIP Writer permits you to load files from a crashed disk. When you call up the directory of a crashed disk some of the files of the disk will be followed by an asterisk. Those files MAY NOT be loaded. The asterisk indicates that those files are bad. The other files may be loaded. Be sure to load these files and save them on another disk. Once all the good files have been saved from the bad disk, you then should bulk erase the disk, re-initialize it and use it again to save files - if the disk has not been totally ruined. Do not save files onto a bad disk since they will not be saved properly! If you have VIP Disk-ZAP you should be able to fix the underlying error.

If you wish to display the directory for a drive other than Drive 0 type 'D'-'I' followed by the drive number and then press 'ENTER'. The directory will be displayed for the drive number that you specified.

EXAMPLE: DI3'ENTER'

This example will display the directory for the diskette mounted in Drive 3.

-- 4-H Saving a Textfile to the Diskette

The VIP Writer saves textfiles to the diskette in the ASCII format for compatibility with VIP Library files, BASIC programs saved in ASCII (see your BASIC manual) and all other programs using pure ASCII.

When the VIP Writer saves a textfile to a specific drive it first checks to see if the file already exists on the diskette mounted in the drive specified. If the file exists the system will save the new textfile over the old one. If the file does not exist the textfile will be saved to the diskette mounted in the drive specified. The VIP Writer always verifies when it saves to disk to assure that your textfile has been saved error free.

IMPORTANT

From time to time your operating system may error while saving the textfile. The exact error encountered will be displayed on the Command line and the Error warning signal will sound. If an error such as this should occur, resave the textfile on both the same diskette and a backup diskette as well. Errors during the save, if undetected, would cause you to lose all of your hard work. To avoid a calamity of this sort it is recommended that you ALWAYS save your files on two separate diskettes. Then if you have difficulty with one of your files, you will still have a copy of your work. If you own the VIP Disk-ZAP you should be able to repair the underlying disk error.

Diskettes Are Cheap; Your Time Isn't!!

Saving is a cursor-oriented function - you can save all text from the current cursor position to the end of the buffer. For example, if you want to save the bottom half of your textfile, move the cursor to that position and save; if you want to save the entire file contents, move the cursor to the beginning of the file and save. Since more often than not users do not wish to save partial files, whenever you attempt to save a partial file the error detect signal will sound and the message "(Filename) part saved" will appear on the Command line. This will make you check to be sure that you want to save a partial file, and we hope it will save you from a potential "disaster".

To save, first move the cursor to the position from which you wish to save the file, and press 'CLEAR'- 'CLEAR' to enter the Command mode. Mount a formatted diskette in Drive 0. Do not use the VIP Writer master diskette. Type 'D'-'S' followed by the filename (not to exceed 8 characters) and press 'ENTER'. The prompt "Are you sure?" will appear only when a file with the same filename exists on the disk. Pressing 'Y' will cause the save; pressing any other key will abort the save. In all other cases the save is automatic.

EXAMPLE: DSTESTFILE'ENTER'

In this example the textfile "Testfile/vip" will be saved on the diskette mounted in Drive 0, and "Testfile saved" will be displayed. Press 'BREAK' to return to the Text mode.

If you wish to use a different extension such as "/BAS", type the extension after the filename.

RULE: Extensions must be preceded with a "." or a "/".

EXAMPLE: DSTESTFILE/BAS 'ENTER'

In this example, the textfile "Testfile/bas" will be saved on the diskette mounted in Drive 0.

If you wish to save your textfile to a diskette mounted in a drive other than Drive 0, type ":" followed by the number of the drive on which you wish your file to be saved.

RULE: Drive numbers must be preceded by a ":".

EXAMPLE 1: DSTESTFILE:1'ENTER'

EXAMPLE 2: DSTESTFILE/BAS:2'ENTER'

In example 1, the file Testfile/vip will be saved on the diskette mounted in Drive 1. In example 2, the file Testfile/bas will be saved to the diskette in Drive 2.

-- Using and Changing Diskname Defaults

After you have saved a textfile to disk, the filename, extension, and drive number are stored in a buffer and are retained for later use. To display the filename press 'CLEAR'-'CLEAR' to enter the Command mode, then type 'D'-'N' 'ENTER'. The last name, extension and drive number will be displayed on the Command line.

Because the filename is retained, you can save the same textfile without entering the filename, extension, or drive number each time. To save a textfile using the existing filename type 'CLEAR'-'CLEAR'-'D'-'S' and press 'ENTER' 'Y'. Your file will be saved to the diskette mounted in Drive 0 with the previous filename, here "Testfile/vip".

To save a textfile using the existing filename to a diskette mounted in a drive other than Drive 0, type 'CLEAR'-'CLEAR'-'D'-'S'-':' then the Drive number, for example, '2', and press 'ENTER' 'Y'. Your file will be saved to the diskette mounted in Drive 2 with the previous filename, here "Testfile/vip".

You may change the default diskname, extension and/or drive from the DiskName command by entering the new name after typing 'D-N', and then pressing 'ENTER'. This will change the filename for automatic diskfile command execution.

-- 4-I Determining Free Space on the Diskette

To determine whether or not there is enough free space remaining on a diskette to save your file, determine the granule allocation figure for your textfile by pressing 'CLEAR'-'; to display memory (see Section 2-J), and compare it with the number of granules remaining on your disk as shown when you call up the directory (see Section 4-G).

-- 4-J Loading Textfiles from the Diskette

The VIP Writer allows you to load or append, and edit any ASCII (not binary) file from diskette, including VIP Library files, BASIC programs saved in ASCII (consult your BASIC manual), editor/ assembler source files, etc.

To load any textfile saved in ASCII press 'CLEAR' twice to enter the Command mode then type 'D'- 'L' followed by the filename and drive number, then press 'ENTER'. If no extension is specified the default extension will be used. When loaded the message "(Filename) loaded" will be displayed on the Command line. Pressing 'BREAK' will exit to the Text mode.

EXAMPLE: DLTESTFILE/VIP:0'ENTER'

The VIP Writer will look for the file Testfile/vip on Drive 0. If the file is found it will be loaded from the diskette. A warning will sound and the "(Filename) not found" message will appear on the Command line if no such file exists.

As mentioned earlier, the filename, extension and drive number are retained, allowing you to load the previously entered textfile by typing 'D'- 'L' and pressing 'ENTER'.

EXAMPLE 1: DLTESTFILE/BAS:2'ENTER'

EXAMPLE 2: DL'ENTER'

Example 1 will load the file Testfile/bas from the diskette mounted in Drive 2. Example 2 will load the previously entered textfile, in this case Testfile/bas, from the diskette mounted in Drive 2.

-- 4-K Appending Textfiles

The system will allow you to append as many textfiles as will fit in the text buffer. To append one textfile after another, load the first, then load the second. When appending one textfile to another, if the file to be appended is too large, the system will accept all that the buffer will hold, and a "Full" message will be displayed on the Command line. If this happens, you may have to break your textfile to be loaded down into smaller pieces and save each smaller file separately.

-- 4-L Renaming Disk Files

The system will allow you to rename your disk files without having to resave your files. All file name rules discussed above apply concerning filenames and extensions. To rename your file enter the Command mode, type 'D'-'R' plus the file name you want changed and then press 'ENTER'. After you have pressed 'ENTER' the system will respond with the prompt: "New file name?" You may then type in the new file name and press 'ENTER'. The system will then rename your file.

EXAMPLE: DRTESTFILE 'ENTER' NEWNAME 'ENTER'

The above example renames the file "Testfile/vip" to "Newname/vip."

-- 4-M Killing Textfiles

To kill a textfile from the diskette, press 'CLEAR'-'CLEAR' to enter the Command mode, then type 'D'-'K' followed by the filename, extension and drive number, and press 'ENTER'. The system will respond with "Kill (filename) Y/N?" A 'Y' response will kill the file. Any other response will exit to the Command mode.

EXAMPLE: DKTESTFILE/VIP:0 'ENTER' Y

This example will kill the file Testfile/vip from the diskette mounted in Drive 0.

As with all other commands, "DK" will kill the previously entered textfile if you type 'D'-'K'-'ENTER' and answer the "Kill (filename) Y/N?" prompt with a "Y".

EXAMPLE: DK'ENTER' Y

This example will kill the previously entered textfile Testfile/vip from the diskette mounted in Drive 0.

-- 4-N Transferring Tape Files to the Diskette

The VIP Writer supports cassette I/O. This allows you to load any textfile from tape and transfer it to the disk, or vice versa. See Section 4-B Loading Textfiles From Tape.

-- 4-O Linking Diskette Files for Continuous Printing

Disk file Linking is discussed in Section 8-C in the chapter devoted to Programmable Functions.

Section 5 ADVANCED FEATURES

-- 5-A Advanced Features

The VIP Writer has many special features to aid you in producing professional looking results. The advanced features in this section are aids to text formatting. That is, functions are introduced which allow you to control arrangement of elements of text, such as centering, flush right, non-breakable spaces, and the likes of headers, etc. All of these features and many others introduced later make use of Function Markers which are discussed in the first section below.

-- 5-B Function Markers

The VIP Writer uses function markers such as Block markers to set aside different types of text within the textfile or to represent special characters that couldn't ordinarily be placed in the textfile. Many of the markers are discussed immediately below in their respective sections. A complete list of the markers used can be found in Appendix D.

RULE: Only Nonspace (see Section 5-G), Programmable Character Codes, Printer Driver Codes, P Code (see Sections 7-I and 7-J) and Pause Print markers (see Section 7-L) may be placed within a line of text if it is to be printed properly. All others **MUST** be placed at the beginning of a new line (the previous line being terminated by a carriage return unless they are being placed at the beginning of the file).

-- Important

The following sections discuss and give examples of the use of Function Markers. To facilitate the printing of this Tutorial the examples given to illustrate the proper use of Function Markers use underlined printable characters (e.g., n, /, ', u, ', k) in place of the actual Function Markers described for each function (the underline indicates that the character underlined is the function key and must be preceded by pressing 'CLEAR'). This is because Function Markers are either non-printable characters, or are characters which would command the printer to perform the function itself while printing the Tutorial. Therefore, when reading examples PLEASE mentally substitute the Function Marker as described in the text for the printable character used in its place.

-- 5-C Centering 'CLEAR'-'U'

The VIP Writer takes the hassle out of centering text on the printed page. Before setting up text for centering, you first **MUST** establish the margins to be used for the centered text if the text to be centered will differ in line length or in print font from that used so far. (See Section 7-C and Appendix C below.) Centering is accomplished with a Center marker. The Center marker is represented on the video display as an inverse "u" (a blue block in the 32 display), and is generated by pressing 'CLEAR'-'U'. To set aside a line of text to be centered, press 'CLEAR'-'U' at the beginning of a new line (the previous

line must have been terminated by a carriage return), then type the line to be centered followed by an 'ENTER'. The system will do the rest. If P Code or other markers, described in Section 7-J below, are being used, the Center marker should come after the first P Code pair or marker.

EXAMPLE 1: This is centered text.'ENTER'

EXAMPLE 2: This is QXQemphasized, centered text.QYQENTER'

Q = P Code marker

= Center marker.

X = Control code to turn on emphasize.

Y = Control code to turn off emphasize.

-- 5-D Flush-Right 'CLEAR'-'LESS THAN'

While formatting text, there are often times when you might want to have a string of characters flush to the right side of the page, such as when typing a letter with a date. Word processor designers have had to develop an easy means to place text flush-right, aside from the obvious one of counting spaces.

The VIP Writer uses a Flush-right marker to accomplish this task. The Flush-right marker alternates with the Auxiliary Line A command key sequence (see Section 5-E): 'CLEAR'-'Less than'. The default marker for this key sequence is the Flush right marker. To toggle the marker to be generated with this key sequence, press 'A'-'ENTER' from the command mode. Then, to generate the Flush-right marker press 'CLEAR'-'Less Than'. (This was necessary because of the small keyboard.) The Flush-right marker is represented on the screen by an inverse 'f' (a red diagonal block in the 32 display). Flush-right markers must be placed at the beginning of a new line (the previous line must have been terminated by a carriage return) directly before the string of text to be flushed to the right and must be terminated with an 'ENTER'. You need not manually count and generate the spaces. The system will do the rest. If Programmable Character Codes or P Code markers, described in Sections 7-I and 7-J below, are being used, the Flush-right marker must come before the Programmable Printer Code or P Code pair (see centering example 2 above).

EXAMPLE 'This text will be Flushed right.

' = Flush-right marker.

-- 5-E Headers, Footers and Auxiliary Markers 'CLEAR'-'', ''', 'Less Than' and 'Greater Than'

Headers, Footers and Auxiliary lines are lines of text used for various purposes. Headers usually are lines of text which you would want printed at the top of every page, such as the chapter name of a book or the origin of a business letter. Footers are the same, except that they usually go at the bottom of the page. They can be used for footnotes and the like. Auxiliary lines are additional lines available to you for the same purposes if the Header and Footer are not enough.

The VIP Writer allows Headers, Footers and Auxiliary lines within the textfile. These lines are set aside from other text with Header, Footer and two

Auxiliary line markers. The Header marker is represented as an inverse ", (a yellow block in the 32 display), and is generated by pressing 'CLEAR'-','. The Footer marker is represented as an inverse " (a red block in the 32 display), and is generated by pressing 'CLEAR'-'. The Auxiliary marker alternates with the Flush right and Link marker command key sequence (see Sections 5-D and 8-C): 'CLEAR'-'Less Than' and 'Greater Than'. The default markers for this key sequence are the Flush right and Link markers. To toggle the marker to be generated with this key sequence, press 'A'-'ENTER' from the command mode. The Auxiliary A marker is represented by an inverse 'Less Than' (a yellow block absent its lower right quarter in the 32 display), and is generated by pressing 'CLEAR'-'Less Than'. The Auxiliary B marker is represented by an inverse 'Greater Than' (a red block absent its lower right quarter in the 32 display), and is generated by pressing 'CLEAR'-'Greater Than'. Headers, footers and auxiliary lines can be as long as you wish, can be centered and can be set to begin on any line on the page.

To use Header lines proceed as follows: Go to the beginning of a new line (the previous line must be terminated by a carriage return unless the line begins the file) and press 'CLEAR'-','. Next, type the text which you wish to appear as the Header. Terminate the line with an 'ENTER'. The Header will be printed on line four of the printed page. You can, however, change the line on which the Header will be printed by setting the "HL" parameter (see Section 7-C) to the desired line. To suppress the header, set "HL" to zero. Unless otherwise specified, when not suppressed, the Header will be printed on every page. The system also permits you to specify that the Header be printed only on odd or even pages. To specify Odd, set the HS (Header status) parameter to O; to specify Even, set it to E; to return to printing the Header on All pages, set "HS" to A.

EXAMPLE: This is a header.'ENTER'
 = Header marker.

To use Footer lines proceed as follows: Go to the beginning of a new line (the previous line must have been terminated by a carriage return) and press 'CLEAR'-'. Now type the text which you wish to appear as the Footer. Terminate the line with an 'ENTER'. The Footer will be printed on line sixty-two of each printed page. You can also change the line on which the footer will be printed by setting the "HL" parameter to the desired line (see Section 7-C). To suppress the footer, set "FL" to zero. The Footer status "FS" parameters A, E, and O govern printing Footers on All, Even, or Odd pages, with the default being All as with Headers.

EXAMPLE: This is a footer.'ENTER'
 = Footer marker.

Creation of Auxiliary lines A and B follow the procedures above for Headers and Footers. Go to the beginning of a new line (the previous line must have been terminated by a carriage return) and press 'CLEAR'-'" for an Auxiliary A marker, type the text and press 'ENTER'. Press 'CLEAR'-'" for an Auxiliary B marker, type the text and press 'ENTER'. The line number on which the auxiliaries are to appear MUST be specified by setting the parameters, "AL" for Auxiliary line A and "BL" for Auxiliary line B, to their appropriate values. The default is zero to suppress them. The Auxiliary status parameters "AS" for

Auxiliary status A and "BS" for Auxiliary status B must be set at 'A'll, 'E'ven or 'O'dd in a Format line.

EXAMPLE: kAL56,BL56,ASo,BSe,HL4,FL61,HSa,FSa

k = Format marker

The above example illustrates how Header, Footer and Auxiliary line parameters are set in a Format line. Auxiliary A will be printed on line 56 of the ODD numbered pages. Auxiliary B will be printed on line 56 of the EVEN numbered pages. The Header will be printed on line 4 of ALL pages and the Footer will be on line 61 of ALL pages.

Headers, footers and auxiliary lines can be centered by placing a Center marker directly after the Header, Footer or Auxiliary line A or B marker, but before the line of text.

EXAMPLE: uThis is a centered header.'ENTER'

a = Header marker.

u = Center marker.

As the system prints the textfile, when it comes to the line on which the Header, Footer or Auxiliary line is to be printed, it will print the most recent Header, Footer or Auxiliary line that was encountered. This allows you to change Headers, Footers or Auxiliary lines by placing additional Header, Footer or Auxiliary lines elsewhere within the textfile.

If you suppress headers, footers or auxiliary lines, they remain suppressed until you set the "HL", "FL", "AL" or "BL" parameter to a value other than zero (0).

RULE: Headers, Footers and Auxiliarys MUST be placed before any printable text in order to appear on the page on which they are entered. "HL", "FL", "AL" and "BL" cannot be set to appear on the same line if they are to be printed on the same page. Use the Window (see Section 6) if you are not sure these lines are properly placed.

-- 5-F Comment Markers 'CLEAR'-'+'

The VIP Writer permits you to make a commentary to what you have written by putting non-printable Comments in the text. Such a commentary can often be helpful if you are writing a document which will be used several times and you want to remember why you put some piece of information in, or you want to remind yourself of other alternatives, etc. For example, you may wish to create a file of comments to remind you of the keys to press to implement your printer driver. You could then load that before beginning work on a new file so that you could check it when you needed a reminder. Comment markers must be placed at the beginning of the line directly before the text to comprise your comment (the previous line must have been terminated by a carriage return), and the Comment must be terminated by an 'ENTER'. The Comment marker, an inverse "+" (a green diagonal block in the 32 display), is generated by pressing 'CLEAR'-'+'. Your Comment may be any length. When the printer comes to a Comment marker, it ignores everything that comes after it up to and including the first 'ENTER'.

EXAMPLE: ±This is a comment.'ENTER'
± = Comment marker.

-- 5-G Non-Breakable Space 'CLEAR'-'SPACE'

The Nonspace marker is represented as an inverse space (a block of a dark hue of the foreground color selected by you when using this program, i.e., green or orange in the 32 display), and is generated by pressing 'CLEAR'-'SPACE'. Nonspace markers can be very useful, especially for tying words together when using the justification feature.

The Non-Breakable Space marker is just like a space, in that the system treats it as a space, but it differs from the space in one important respect: spaces are "breakable." You've noticed that when characters are typed to form a word, the system will not split them apart when wrapping words around on the screen or when wrapping words around for printing. The system waits until it encounters a space to split up the text for wrap around. Spaces also are an area in which the system can insert more spaces to space words out during justification.

Non-Breakable spaces, on the other hand, are binding spaces. They bind the text together just like normal letters so that the text cannot be split where the space would be or so that spaces cannot be inserted during justification. Nonspaces are thus used to bind words together with only one or a specified number of spaces in between. Words joined by Nonspace markers are treated as one long word for word wrap around and justification purposes.

-- Word Spacing Within Justified Text

Justified text provides a handsome printed product with even and neat margins on both the left and right sides of the page. Justification does, however, occasionally cause problems since it works by inserting spaces next to other spaces in a line to extend the line to make the margins even. Sometimes, however, you do not want spaces inserted between some text. For example, you rarely would want the units of a proper name to have extra spaces inserted between them like this: John J. Doe; and you usually want to ensure that there are exactly two spaces after a colon (unlike the above example). To cure this problem (which only occurs when you are using the justification feature) you must use Nonspaces to bind the text together.

EXAMPLE: John Q. Smith'ENTER'
 = Nonspace marker.

(Since a space is not a visible character, it is shown as the underline character alone representing 'CLEAR'-'SPACE').

-- 5-H Formfeeds 'CLEAR'-'/'

The Formfeed marker is represented by an inverse "/" (a cyan block in the 32 display), and is generated by pressing 'CLEAR'-'/'. The Formfeed marker must be placed at the beginning of a new line (the previous line must have been terminated by a carriage return). (Formfeed characters intrinsically act as

carriage returns in the display, i.e., they are the only character on the line. This makes them easier to find.) Formfeeds are commands to the printer to skip lines until it reaches the top of the next page for printing. Formfeeds are used in two situations:

1) Where you wish to print a partial page and automatically feed the paper to the top of the next page. The Formfeed should be placed at the beginning of the line following the point at which you wish that page to end. This point could be determined using the Window mode (see Section 6).

2) Formfeeds are also used where the last printed page of a multiple-paged document is not a full page and you want the page number and/or footer (if located at the bottom) to be printed. Normally, printing is stopped at the last character in the file. Footers and page numbers are not technically part of the file, but are added automatically by the system from a special buffer. Without a Formfeed at the end of the text, the page number and footer, which are placed at the bottom of the page by the system, are not printed there since the system has not been allowed to get to where they were to be printed. Again, you will see this if you use the Format Window for final formatting. The Formfeed should be placed at the beginning of the line immediately following the end of text on the page.

Section 6 WINDOW MODES

-- 6-A The Edit Window

The edit window was introduced in Section 2-D. There is little that needs to be added about how the edit window works, since its workings are pretty simple and clear. What needs a small discussion is how to easily create columns and hyphenate text using the Edit Window.

-- Column Creation in the Edit Window

Column creation is so simple, it hardly needs discussion. Of course, you first have set the Width of your text to the width of your printed line. Now all you have to do is go across the first row and set up the columns. All you have to remember is to use a carriage return after each line so that no spaces are inserted if you are using justified text. Once you are satisfied with the spacing with the first row, you can then go and quickly program Tabs (see Section 2-G) for the column stops and create the remaining rows with the first row as a model.

-- Simple Hyphenation in the Edit Window

Although justified text is extremely pleasing to read, some prefer to combine justified text with hyphenation, or to use hyphenation without justification ("ragged right"). With the Edit Window, hyphenation, even within justified text, is a breeze. It is important to note, however, that if you are using printer codes of any type (see Sections 7-I thru 7-J) which take up line space in the Text mode, your hyphenation will be thrown off by these codes unless they are stripped from the file by you prior to hyphenation. If you cannot strip these codes, you will HAVE to use the Format Window, discussed below, to determine where to hyphenate your text, as it does strip such codes.

The first step is to create a Width the same as your printed line width so that your text will be displayed with your print margins, no matter the screen display you are using. Now, when you view your lines you will see exactly what the last word of the line will be and how many spaces are left from the last word to the true end of the line. It is those spaces which you have to fill with a hyphenated portion of the word beginning the next line. The aim is to split the first word in the next line at a syllable break (adding a hyphen and a space) so that the word will rewrap up to the previous line and use the extra spaces.

Of course, if the word beginning the next line is a single syllable word it cannot be split so you cannot use it to fix the previous line. You will have to either insert spaces in the previous line if you are not using justification or you may leave the space insertion to the automatic justification feature. If the first word of the next line is multi-syllabic, you may break the word at the syllable break which comprises the number closest to the number of spaces left on the line minus one space for the hyphen you will add. Split the word, add the hyphen and a space, and the system will rewrap the word to the previous line. Do this for all the lines of your text. If you want justified text, the

system will insert any remaining spaces in the line to give you an even right-hand margin. Otherwise you will have created a "ragged right" margin.

-- 6-B The Format Window

The VIP Writer offers hi-res displays with 51, 64 and 85 characters per line and the Width command to set the display to the line length which will be printed (see Section 2-D). These modes, without more, will display your normal text as a close facsimile of what will be printed. With use of the Edit Window you can view a reasonable facsimile when creating text with a line length greater than 85 characters per line, such as when creating special reports or diagrams using the compressed mode or the 15 pitch option of your printer to print between 120 and 132 characters per eight-inch line on the standard 8 1/2 by 11 inch page. With the Edit Window you can even view special formats for larger paper sizes such as 11 by 14 inch paper, or even larger, which allow more characters per line.

Still, the hi-res displays and Edit Window do not solve one essential hindrance to replicating the text EXACTLY as it will be printed. The VIP Writer allows you to freely enter and edit printer control codes, printer parameter Format lines, centered text, Headers and other special features to be used for printing when entering text. These features are dynamic. That is, you indicate by use of a marker the function to be performed when printing and the system or printer automatically implements the function when you print the text.

Until the text is printed, however, the Format lines, printer codes and markers, which will not be printed, remain in the Edit Window display. This characteristic prohibits EXACT replication in the Text mode of what you are writing in its final printed form, even with the hi-res displays using the Width command, since the Format lines and printer control codes necessary to tell you what you will be having your printer do take up text space on the screen.

We were sensitive to this need for replication of the final formatted text, so we included a formatted display Window in the VIP Writer. This Format Window displays the text the way it will look when printed, but you get to see it BEFORE it is committed to hard copy. Your text will be "printed" to the screen. All functions controlled by Format parameters and function markers are implemented and masked out of the display. Block markers and improperly used markers are not, however, masked, and the Format Window cannot be used with such markers in the file. Printer functions implemented by printer control codes and character codes are not implemented since they are created by the printer, not by your computer; they are, however, masked from the display.

Thus, if the text to be displayed is to be centered, it will be displayed, centered, in its proper position on the line (normal print fonts ONLY). If a header is to be displayed on the fourth line from the top, that is where you will find it. And so with page numbers, indented quotes, auxiliary lines, justification, flush right, footers and any other special formats you have selected. You can check to see that your columns are properly spaced and that there are no orphan lines. The Window does NOT, however, display printer-controlled format features such as double-wide, italics, emphasized or underlining the way they will appear since the screen display cannot represent them. In other words, if the text to be centered is in the double-wide

(elongated) print font with a left margin of zero and a right margin of 40, the text to be centered will be displayed offset from the rest of your text and will not appear as it will be printed.

-- 6-C Using the Format Window 'CLEAR'-'P'-'W'

To enter the Window mode first move the cursor to the portion of the text to be displayed and then press 'CLEAR'-'P' to initiate printing. The system will ask whether you want to print or use the Format Window. Press 'W' to enter the Window. When you wish to exit to the Text mode for editing, press 'E'. The cursor will be at the same position from which you entered the Window mode.

When entering the Format Window, you will notice a slight delay before the screen is updated. This is normal. The Command line will indicate that you are in the Window mode. The screen display will vary with the display mode. You will see either the first 32 characters of 14 lines of text or the first 51, 64, or 85 characters (provided your line is that long) of 19 lines of text (or 22 in the 24 lines/page option), beginning from the left margin, of the page of formatted text on which the cursor was positioned. Carriage returns will not appear on the screen unless you want them to be there. To display them, while in the Window mode, press 'ENTER'. To get rid of them, press 'ENTER' again. Note that when you select carriage returns, they will appear at the end of every line representing the carriage returns sent to the printer.

A Status Line at the bottom of the screen indicates your current position in the text. The Status Line provides you with the following information from left to right: PN (Page Number), LN (Line Number of the top line on the screen), CN (Column number in number of columns from number one of the left margin to the left side of the display), LM (the current Left Margin), RM (the current Right Margin).

NOTE: If you don't define the page number (PN) parameter at the beginning of your textfile in a Format line, the window will randomly assign a number to the first "page" of your textfile. It can be disconcerting when you see a page number of 65,400. The system may also get lost and not display the correct page of text. Moreover, if you have changed page numbers or interrupted the numbering sequence anywhere in the textfile, when the system encounters it in the Window mode, it will try to use the original number sequence it assigned your text and WILL NOT function properly. It is therefore very advisable to set the page number in a Format line (see the next Section) at the beginning of your file to avoid any confusion.

If a format error, such as incorrect margins, page length, footer placement, etc. (see Section 7-B) occurs while in the Window mode, an error message diagnosing the problem will be displayed on the Command line and the cursor will indicate the position of the error in the Format line (see Section 7-B). Correct the error and press 'CLEAR'-'P'-'W' to continue. You will find this is a great check on your page formatting.

-- 6-D Scrolling in the Format Window

Once you have entered the Format Window mode, you may exit to the Text mode by pressing 'E'. The following keys or combinations of keys perform the functions indicated in the Format Window:

'UP ARROW'.Scrolls up 12/17/20 lines(from mid-page).
Or to top of previous page (from top of page).
'DOWN ARROW'....Scrolls down in file 12/17/20 lines.
'LEFT ARROW'.Scrolls left in the file 16 characters.
'RIGHT ARROW'...Scrolls right in file 16 characters.
'SHIFT''UP ARROW'.....Displays the first page.
'SHIFT''DOWN ARROW'.....Displays the next page.
'SHIFT''LEFT ARROW'.....Displays left side of page.
'ENTER'.....Toggles the display of carriage returns.

All Format Window functions repeat if the keys are held.

Section 7 PRINTING AND PAGE FORMATTING

-- 7-A Printing With the VIP Writer

Up until now you have been primarily concerned with putting text in the buffer and editing your text. The end goal, however, has always been to print your work using your printer. Before you print your text you generally need to prepare it to meet your needs. Preparation of your text can be divided into two segments: system oriented page formatting functions (Format Parameters) and printer oriented functions (Programmable Character Codes, Printer Drivers and Printer Control Codes). Before we go into print preparation in depth, however, you should be aware of the fundamental Print mode commands.

-- Fundamental Print Commands

VIP Writer will automatically print your text perfectly centered on 8 1/2 by 11 inch pages of continuous-feed paper, and has a Single Sheet Pause option to allow the use of single sheets of paper as well (see Section 7-C). The margins and print length are preset for perfectly formatted text. For properly printed text, move the cursor to the top of the textfile, move your paper in your printer to top of form (the system will give you your top margin) and press 'CLEAR'-'P'. The system will then ask if you wish to Print or use the Format Window. Press 'P' to Print, 'W' for the Format Window, or any other key to abort. Everything will then be printed except Comments, see Section 5-F, or text enclosed by No-print markers, see Section 7-M. You can even print those if you use the Print Comment and No-print Print features (see Section 7-C). You may print any lesser portion of text below the cursor position by pressing 'CLEAR'-'P'-'P' after you have positioned the cursor.

Holding the 'Space Bar' will pause printing. Printing can be resumed by pressing any key. Holding down 'BREAK' will stop printing, and exit to the Text mode. You may use the Invisible Print feature (see Section 7-C) to recommence printing on the page from which you broke away from printing.

7-B Page Formatting

-- Introduction

The VIP Writer system controls the various aspects of page formatting such as margins, line spacing, pagination, headers, justification and page length. These formatting elements are called Print Format Parameters. These Parameters have been preset with default values to allow the novice a perfectly printed page without even having to consider the Format Parameters (see Section 7-A). Still, the more experienced user will periodically desire to change these default values to implement more sophisticated formatting, and the system also allows for this.

These parameters are listed below in Section 7-C along with the default values initially defined by the VIP Writer. This is your great chance to use the Window mode.

The Window will help you spot formatting errors and allow you to make better formatting decisions.

-- Elements of Page Formatting

-- Changing Margins

Before entering into a discussion of the method for altering default values, it would be helpful for you to understand a little bit about the reasons the original default values for the left and right margins were chosen. Printers offer several different options for printing text. Most SMART printers offer several print fonts to allow different means of emphasis. To do this, the printer uses a different amount of space to print the same character, and this affects how you format your text.

The normal 8 1/2 by 11 inch sheet of paper allows the printer eight inches of usable space per line. When in the normal print font, the printer prints ten characters per inch (cpi). With the total line length of eight inches, the printer is thus capable of printing 80 characters per line. The sizes of the other print fonts alter these figures. In the elongated (double-wide) font the printer can type 5 cpi, thus giving a total of 40 characters per eight inch line. In the elongated-compressed font the printer is capable of printing 8.3 cpi, for a total of 66.4 (67) characters per eight inch line. The twelve pitch option is a 12 cpi format, for a total of 96 characters per eight inch line. The fifteen pitch option is a 15 cpi format, for a total of 120 characters per eight inch line. Finally, in the compressed font, printers can handle 16.7 cpi, for a total of 132 characters per eight inch line.

Since you are usually in the normal font, we had to choose the proper default margins to use within the 80 character per line maximum. The common practice is to have a 64 character line, leaving an eight character space to the left and right of the text for a margin. Thus, we have set the left and right margins to 8 and 72 (8+64=72; 72+8=80).

If you want to print centered or flush right text using other fonts, or if you desire a different line length, the margin for the normal font is not always the proper one. Since the new line length is up to you, we will let you figure out the exact margins you require.

Whenever you wish to alter the print font (see Sections 7-I and 7-J dealing with printer drivers and P Codes) which is often the case with centered text which is often in a different print font, you must first alter the default left and right margins to reflect the number of characters per line that the printer can print in that font. Thus, when you want to switch from normal to elongated and then back to normal, the default values must be changed both before going from normal into elongated and again before going back into normal. The proper margins to be used for centering using each of the standard print fonts are as follows:

Elongated.....(5 C.P.I.).....	lm0,rm40
Elongated-compressed...(8.3 C.P.I.).....	lm0,rm67
Normal.....(10 C.P.I.).....	lm0,rm80

Twelve pitch.....(12 C.P.I.).....lm0,rm96
Fifteen pitch.....(15 C.P.I.).....lm0,rm120
Compressed.....(16.7 C.P.I.).....lm0,rm132

-- Changing Default Parameters

There are several important things which must be known about Format Parameters. Every time the system is started up the Format Parameters contain their default values. The current value of all parameters will be displayed if you press '.'-ENTER' from the Command mode. All Format parameters will stay with the system until actually changed. Merely turning off a parameter will not change it. Thus, if you have altered the Format parameters in a textfile, printed that textfile, and then cleared the buffer and started a new textfile, unless you change the parameters as they existed in the textfile that you just printed, the Format parameters will remain as they were set in the printed textfile until changed or until the system is turned off. This could cause problems since you may not remember your parameters, such as when you had turned justification off for a particular letter, and the effects may show up only when you use the Format Window mode or worse yet when you print your textfile. This is another reason to use the Format Window.

Alteration of the default values is accomplished in either of two ways:

1) You may at any time alter any parameter by going into the Command mode and entering the parameter syntax (listed below in Section 7-C). This is a very quick and convenient way to change any Format Parameter. It does, however, have one major drawback: if Format Parameters are changed in this manner, they do not become part of the textfile buffer, and therefore are NOT saved when you save the textfile to tape or disk.

EXAMPLE: 'CLEAR'-'CLEAR' 'L'-'M'-'2' will change the default left margin parameter, or the previous left margin, to a new left margin of zero.

2) Parameters may also be changed by entering a Format line. A Format line is composed of a Format marker, which is represented as an inverse "k" (a magenta block in the 32 display), followed by Format parameters and terminated by an 'ENTER'. Format lines can be placed anywhere within the textfile to change margins, line spacing, justification, etc. Format lines are not printed in the text.

Format lines are created by generating a Format marker at the beginning of a new line (the previous line must have been terminated with a carriage return). To generate a Format marker, press 'CLEAR'-'K'. Next type the parameter desired using the syntax listed in the table below. Then type the desired value to be assigned (within the limits listed under the same table heading). Many parameters can be typed on a single line, but each parameter MUST be separated by a comma; there is, however, no required order for entering Format parameters. The Format line MUST be terminated with an 'ENTER'.

The following example is a Format line which sets the left margin to 20, the right margin to 60, the line spacing to 2, the top margin to 10, the bottom margin to 62, justify off, and single sheet pause on.

EXAMPLE: kLM20,RM60,LS2,TH10,BM62,JUN,PAY'ENTER'
k = Format marker.

The above example of a Format line is the first of many examples to follow that use a "k" to represent a Format marker. Remember that the Format marker is generated by pressing 'CLEAR'-'K' and is represented on the video display as an inverse "k" (a magenta block in the 32 display).

The syntax of the Format parameters, and the 'Y', 'N', 'A', 'E', 'O', 'L', 'C', 'R' and 'T' electives can be typed in either upper or lower case. Format lines can be block moved and copied. Format lines will not be printed. When the textfile is saved to tape or disk, the Format lines will be saved as well, so the print format you've chosen will not be lost.

NOTE: While printing or while entering the Window mode, if the system encounters a Format parameter that is beyond the limits listed below, or the Format line has been incorrectly entered such as by not separating parameters with commas, one of several error messages will be displayed on the Command line, the error detect signal will sound and the system will return to the Text mode. The cursor will indicate the location of the error. The error message displayed will diagnose the error encountered, such as "BD not 1-8". Try again after making the necessary correction.

When a Format error is encountered in the middle of a page, printing must be resumed from the top of the page on which the error occurred because the system line counter is always reset to one when you press 'CLEAR'-'P'-'P' to print. To resume printing, first correct the error encountered. Next go to the top of the file and turn the Invisible Print parameter on (in a Format line), then locate the first word printed at the top of the page on which the error occurred and turn the Invisible Print parameter off. Finally, go to the top of the file and commence printing. The text up to where Invisible Print is turned off will be processed without being sent to the printer, then the text will be sent to the printer with the correct page number, etc.

RULE: When you intend to rely on the default value of a parameter for most of your textfile, but need to use a different value for a special purpose such as setting the bottom margin to a different length for just one page of your file, you MUST set the default value in a Format line prior to setting the new value in the file. If you don't do this, the system will apply the newly programmed value to the whole textfile, for example, applying your special bottom margin to all pages in your file. Once programmed, the new parameter will control until reprogrammed.

7-C Format Parameters

The following is a list of the Format parameters, all of which can be changed. You have one of two types of printer: a serial printer or a parallel printer. If you have a parallel printer you may also have a serial to parallel interface. Serial and parallel printers print the same, but data is sent to them differently. The only difference between serial and parallel for this manual is that those with serial printers, or parallel printers with a serial to parallel

interface, will find relevance with the Baud, Printer Handshaking and Word parameters, but those with parallel printers will not.

The status of all parameters may be displayed by pressing 'CLEAR'-'CLEAR' to enter the Command mode, then typing ':'-'ENTER', or the syntax of any parameter followed by 'ENTER'.

EXAMPLE: 'CLEAR'-'CLEAR'BD'ENTER'

The current status of all parameters will be displayed on the screen.

Parameters can also be changed if, instead of pressing 'ENTER' after entering the syntax, you type the substitute parameter.

EXAMPLE: 'CLEAR'-'CLEAR'BD5'ENTER'

This example changes the printer baud rate to 2400 baud.

All parameters can be reset to their default values either by putting an "@" in a Format line, or by pressing '@'-'ENTER' from the Command mode.

PARAMETER	SYNTAX	DEFAULT VALUE	LIMITS
AUXILIARY A LINE	AL	0	1-255 0=SUPPRESS
AUXILIARY B LINE	BL	0	1-255 0=SUPPRESS
AUXILIARY A STATUS	AS	A	A, E, or O
AUXILIARY B STATUS	BS	A	A, E, or O
BAUD RATE	BD	3	1=110,2=300,3=600 4=1200,5=2400,6=4800,7=9600
FOOTER LINE	FL	62	1-255 0=SUPPRESS
FOOTER STATUS	FS	A	A, E, or O
HEADER LINE	HL	4	1-255 0=SUPPRESS
HEADER STATUS	HS	A	A, E, or O
INVISIBLE PRINT	IP	N	Y or N
JUSTIFY	JU	Y	Y or N
LINEFEEDS(after CR)	LF	N	Y or N
LINE SPACING	LS	1	1-255
MARGIN BOTTOM	BH	60	2-254
MARGIN LEFT	LM	8	0-255
MARGIN RIGHT	RM	72	10-255
MARGIN TOP	TM	6	1-253
NO-PRINT PRINTING	NP	N	Y or N
NULLS	NL	0	0-255
PAGE LENGTH	PL	66	3-255
PAGE NUMBER	PN	1	1-65535
PAGE NUMBER LINE	PG	0	1-255 0=SUPPRESS
PAGE NUMBER PLACEMENT	PP	C	L C R or T
PRINT COMMENT	PC	N	Y or N
PRINTER HANDSHAKING	PH	Y	Y or N
SINGLE SHEET PAUSE	PA	N	Y or N
WORD LENGTH (PRINTER)	WD	8	7 or 8

A = All; E = Even; O = Odd; Y = Yes; N = No
L = Left; C = Center; R = Right; T = Toggle

The Baud parameter applies to serial, but not parallel, printers. Serial printers can accept incoming text at varying speeds which are set at the printer. (Parallel printers receive data as fast as your computer can send it.) With serial printers, your computer must send data at the same speed as the printer is ready to receive it. The Baud parameter allows you to alter the speed with which you can send your file to the printer. Make sure that your printer is set at the same rate (see your printer manual).

The Invisible Print function is used when, during printing a multi-paged document, you must stop printing midway because of format error, printer error, etc. Instead of starting printing all over, or resetting all parameters and printing from the beginning of the page on which printing stopped, you may set IP to "Y" at the beginning of the file and set IP to "N" at the beginning of the page on which printing stopped. IP is set to "N" in a Format line which must be preceded by a Formfeed (see Section 5-H). The Formfeed must replace the last line of the previous page or the wrong page number will be given. Start printing at the beginning of the file. The system will invisibly "print" all the text up to the IPN indicator, and then send text to the printer.

Linefeeds are needed by some printers (see your manual) to advance the paper to print the next line.

The No-print Printing parameter, when enabled by putting "NPY" in the format line, commands the system to print all text between No-print markers (see Section 7-M).

Nulls are empty characters required by SOME printers to give them time to move to the beginning of the next line for printing (see your printer manual). Some printer manuals refer to nulls as line delays.

The Page Number (PN), Page Number Line (PG), and Page Number Placement (PP) parameters are discussed below in Section 7-D, Pagination.

The Print Comment parameter, when enabled by putting "PCY" in the format line, commands the system to print all comments along with the rest of the text (see Section 5-F).

The Printer Handshake feature allows you to send your text to a printer that does not require handshaking (see your printer manual) or through the RS-232 port directly to a terminal without waiting for handshaking signals which are used by printers. The default is PH on ("Y") for normal printing.

The Single Sheet Pause function is useful for anyone having a printer which requires or allows the user to insert single sheets of paper for printing instead of using continuous feed paper. This function is enabled by putting "PAY" in the format line. When enabled the system will stop printing at the end of each page. Printing will not be resumed until you press any key (except 'BREAK') after inserting more paper.

The Word parameter is provided as a convenience to those few persons whose computer has a 7-bit printer driver and whose printer distinguishes between 7-bit and 8-bit word lengths. You will know this applies to you if your printer

works with all your BASIC programs but it prints "garbage" with VIP Writer. The VIP Writer has an 8-bit printer driver so that you can print those special characters such as copyright symbols (see Section 7-1). To alleviate this problem you could switch your printer to 8-bit when using the VIP Writer. In fact, if you intend to use the special characters supplied by your printer whose value is over 128, you will have to switch your printer to 8-bit. However, if you do not intend to use the special characters you may set the WD parameter to 7 and your text will be printed without any problem.

-- 7-D Pagination

Initially, the system suppresses pagination. If you wish to print page numbers, set the Page Number Line (PG) parameter (within a Format line) to the line on which you wish the page numbers to appear (e.g., PG62). You may specify placement of the page number (initially centered) at the left or right hand side or the center of the page by setting the Page Number Placement (PP) parameter to "L", "R" or "C". You may also alternate left and right sides of the page by setting the Page Number Placement parameter to "T". Page numbers will then appear on the right side of odd numbered pages and the left side of even numbered pages.

Page numbers will always start with number 1 unless you specify another page number with the Page Number (PN) parameter (within a Format line e.g., PN7) and will be printed centered on the page on the line you specified with the PG parameter. If you wish to start with a different page number, set the Page Number (PN) parameter to the desired number (less than 65535). If you wish to temporarily suppress page numbers, set PG to zero (0). Page numbers will still be incremented, but will not be printed. If you wish to re-enable page numbers, reset "PG" to the number of the line on which you want the page number printed on the page from which pagination is to resume.

EXAMPLE 1: `kpn3,pg4,ppr`

EXAMPLE 2: `kpg0`

`k` = Format marker

Example 1 sets the line on which the page number will be printed to line four, specifies that the page number will be printed at the right-hand side of the page, and sets the page number to 3. Example 2 suppresses page numbers.

-- 7-E Printer Oriented Functions

Text formatting with Format Parameters allows you to fully control margins, Headers, Footers, justification and several other page formatting features. However, there are many printer features available, depending on your printer, which are not system controlled, but are printer controlled. These printer controlled features, such as bold face, italics, compressed characters, elongated characters, superscripts, subscripts, underlining, special characters and backspacing, are implemented by transmitting printer control codes to the printer. Because these control codes are different from the ordinary letters of the alphabet, punctuation, numbers, etc, they must be "imbedded" into your textfile in special ways when you need them. This is so that you can use any printer to do anything.

Printer controlled features can be divided into three categories: programmable printer codes in your printer driver; programmable character codes; and printer control code controlled features. Each of these three will be explained so you can get started making full use of your printer. Before discussing these three printer control methods, it will be useful to discuss some fundamental concepts about printers and how they interact with the VIP Writer.

-- 7-F A Primer on Printers

Because the VIP Writer is so versatile, allowing it to be used with and control any printer, a discussion of how to use the program with all those printers is almost impossible to do well. This section will attempt to discuss the rudiments of using a printer to its best advantage, and using this program to make your printer shine. Since you already own a printer, you already own a printer manual. After a survey of the various printer manuals we have to conclude that you are surely lost. The manuals are a poor lot; it's a miracle that people make the printers work at all. We hope this section helps.

Printers can be divided into "impact" printers, including letter quality, and smart printers. "Impact" printers are those which usually lack "brains". They are sometimes very limited, lacking many features such as emphasized, compressed and double-strike fonts. Letter quality printers are extremely sophisticated "impact" printers which produce letter-quality hard copy and allow a change of print font by changing to a different thimble. The more expensive letter quality printers are actually smart printers, with many special features for the user. On the other hand, those with smart dot matrix printers can use many different print fonts without changing the print head.

-- "Impact" Printers

As stated above, "impact" printers often only provide the bare bones. Owners of letter quality printers, however, have reason to be proud. Their printers will produce beautiful letter-quality hard copy, and because they have many different thimbles or daisy wheels at their disposal, they have a variety of print fonts and styles to choose from. Nevertheless, letter quality printers will not produce many of the fonts available to the dot matrix printers. Thus, letter quality printer owners will have different concerns than those of smart printer owners. Particularly, letter quality printer owners will be interested in the Pause Print function (see Section 7-L) which can be used to stop the printer to change the thimble or daisy wheel. The other functions will also be of use, as limited by the capabilities of the printer.

-- Smart Dot Matrix Printers

Dot matrix printers are getting increasingly cheap and smart. Such printers offer an astounding variety of features to allow different print fonts, several modes of emphasis, superscript and subscript, and even graphics printing. The quality of print is also getting increasingly better, with a greater number of dots being used to represent a single character. Dot matrix printer owners will find all the print functions to be applicable.

-- 7-G Matching the VIP Writer With Your Printer

-- The ASCII System

The VIP Writer, like most other good word processing programs, is totally ASCII compatible. This means that everything that you put into the buffer is in the ASCII form. ASCII is a standard for symbols used in communications, the acronym standing for American Standard Code for Information Interchange. The ASCII standard potentially contains 256 symbols which are represented by numeric values from 0 to 255 decimal (0 to FF hexadecimal).

Before going on with this discussion you should become familiar with the chart in Appendix E. This chart shows the Extended ASCII character set. The regular ASCII character set is comprised of ASCII symbols from decimal 0 through 127. The Extended ASCII character set is comprised of the standard ASCII character set plus the symbols for decimal 128 through 255. The first column gives the first 128 ASCII symbols in order; the second column states the manner in which the ASCII symbol is displayed in the 32 display when properly generated; the third column gives the display in the hi-res screens; the fourth column gives the decimal numeric equivalent of the ASCII symbol, and column five gives the hexadecimal equivalent; the sixth column explains common functions of some of the control codes; and the final column is the most important: it is the column which explains how to generate the ASCII symbol and its numeric equivalent with the VIP Writer through your keyboard. Thus, from Appendix E you can see that to generate the ASCII symbol "A", with the numeric value 65 decimal (41 hex) which is stored in the buffer, you press the "A" key. The screen display in all displays shows the letter "A".

The first 32 ASCII symbols, with numeric values from 0 to 31 decimal, are control characters. They were specifically devised to be used to control functions of devices which accept ASCII data. The next 96 ASCII symbols, from 32 to 127 decimal, are the alphabet, in upper and lower case form, the numbers, and the conventional symbols seen on the typewriter keyboard such as the colon, the ampersand, the dollar sign, etc. In every system adhering to ASCII the ASCII symbols represented by the numbers from 32 to 127 decimal will be the same.

The Extended ASCII symbols from decimal 128 to 255 are different. There is no standard symbolic equivalent for them. Each system (computer, printer, etc.) may use these decimal numeric equivalents to produce different symbols. It is very possible, therefore, that what will be represented on the screen and what will be printed when you generate decimal 128 to 255 will be different. You must therefore be sure to refer to your printer manual to see what you will be printing when you generate one of these numeric equivalents. In the VIP Writer the numeric equivalents from decimal 128 to 255 are generated by programming them through Format lines instead of directly by pressing the key sequence found in column seven in Appendix E. For a discussion of how to generate decimal 128 to 255 see Section 7-I dealing with Programmable Character Codes. Because of this lack of standard ASCII symbols, printer functions and monitor display for the numeric equivalents from decimal 128 through 255, the Extended ASCII character set in Appendix E does not show anything for those decimal equivalents.

As you can see, when you press a key on the keyboard, what you are really doing is putting a number into the buffer, that number being the numeric equivalent of the ASCII symbol you have generated. It just so happens that the letters of the alphabet and other standard keyboard symbols ARE the ASCII symbols themselves. Thus, when you press the "7" key, you have generated the ASCII symbol "7", which is represented on the screen as a "7". How is "7" represented in your buffer? By looking in Appendix E you can see that the numeric equivalent for the ASCII symbol for "7" is decimal 55 (37 hex). (Actually the buffer contains the binary equivalent of the decimal number 55. For convenience we will refer to decimal numbers when referring to buffer contents.) Thus when you press "7", your buffer receives a decimal 55 in the appropriate memory location. Since "7" is itself a number, why isn't it sent to the buffer as a decimal 7? Because the "7" on your keyboard and the "7" on your screen are merely symbols, the ASCII symbol "7" to be precise, and this symbol has been assigned the numeric equivalent of decimal 55 in the ASCII system. Decimal 7, on the other hand, is not the numeric equivalent of a "7" at all, but, as you can see from Appendix E, is the numeric equivalent of the ASCII symbol Control G, which is represented on the screen by an inverse apostrophe, and is not generated by pressing "7", but by pressing 'CLEAR'-SHIFT'G'. Well then, instead of pressing the 7 key to get an ASCII 7, can you press its numeric equivalent 55? No! By pressing 55 you generate TWO bytes of data for your buffer, both being the numeric equivalent of the ASCII symbol for "5", which is decimal 53 (35 hex). Get it now? To generate any given decimal equivalent of an ASCII symbol, go to Appendix E, find the decimal column and locate the number, then go to the last column to see how that decimal equivalent is generated. Follow the instructions in the last column to send the proper decimal value to the buffer.

You should now understand how ASCII symbols relate to their numeric equivalents, and how numeric equivalents are generated. This is important for proper use of your printer since you will have to generate decimal equivalents to implement many printer functions (see Sections 7-I and 7-J).

-- From Buffer to Printer

If you have your buffer chock full of text you want to have printed, your buffer will contain oodles of bytes, each containing a number from decimal 0 to 255 representing an individual ASCII symbol. Your printer is also programmed to work with the ASCII system, so when you hit 'CLEAR'-P'-P' to commence printing, your buffer sends its numbers one by one to the printer. The printer receives the numbers and interprets them for printing.

Many of the numbers, specifically decimal 32 to 127 (the alphabet, etc.), are printed by the printer as their ASCII equivalents. Not all numbers sent to the printer, however, are intended for printing. Take the ordinary space for example. When you press the space bar, you generate the ASCII symbol for space, which ain't much. Into your buffer goes a decimal 32 (20 hex). When the space goes to the printer, your buffer sends the decimal 32 to the printer. The printer receives the decimal 32, and in response it skips a space during printing. Thus, the decimal equivalent for the ASCII symbol for space does not have the printer "print" anything; instead, decimal 32 commands the printer to do something, i.e., skip a space.

Other ASCII symbols, and their numeric equivalents also serve as commands to the printer. Recall that the ASCII symbols from 0 to 31 are called control symbols. These symbols were designed to be used to control functions. With few exceptions, smart printer manufacturers have therefore taken these control symbols and adopted them to control certain functions within the printer. They are called control codes. This is great! By generating these control codes and putting them in your buffer you can send them to the printer while printing and control the printer functions! Now for the bad part: Although the numeric equivalents will always bring forth the same ASCII symbol, printer manufacturers do not use the same ASCII symbol and its numeric equivalent for the same printer function. This lack of uniformity requires that you carefully read your printer manual to see what the proper numeric equivalents are to implement the desired functions. This lack of standardization also stops us from supplying a chart showing how to uniformly affect certain printer functions.

A look at a typical smart printer shows that the user may choose from normal, elongated, compressed and other print modes and fonts, not to mention using superscripts, graphics and special character sets that the printer provides. To implement these functions requires that the printer be sent the proper control codes. The printer manual for your printer should have a control code summary chart which tells you which control codes will implement which functions. The chart should list the functions, and in columns next to the functions give the decimal and/or hexadecimal equivalents for the ASCII Control symbol which will implement the function. It is from this chart that you derive the control codes to use to make your printer dance.

The VIP Writer allows you to imbed these printer control codes right into your textfile. Control codes are normally imbedded using the printer driver (see Section 7-I) or are Programmable Character Codes (see Section 7-I). Yet, occasionally you will have to manually use P Code markers for imbedding text (see Section 7-J). Imbedding control codes with P Code markers requires entry of the actual ASCII or numeric equivalent of the code. An example should help here. The NEC Spinwriter Printer manual states that to start an underline requires that the printer be sent the control code which is a decimal 27 plus a decimal 45. This does not mean that you type "27" and "45" for the printer code. This would only send the printer four bytes of data, a decimal 50 (hex 32) for the ASCII symbol for "2", a decimal 55 (hex 37) for the ASCII symbol for "7", a decimal 52 (hex 34) for the ASCII symbol for "4" and a decimal 53 (hex 35) for the ASCII symbol for "5". Instead, you must go to Appendix E, look in column four for decimal 27 and 45, and look in column seven for the correct manner of generating these numbers to be sent to the printer. Appendix E shows that to generate a decimal 27, which is the numeric equivalent of the ASCII ESCape character, you must press 'CLEAR'- '@'; a decimal 45 is a the "-" character, so to generate it press '-'. When you generate decimal 27 and 45 between P Code markers the system will store these in the buffer, and they will be sent to the printer when you print your buffer. This is how printer control codes between P Code markers are handled. Use the procedures outlined above when you opt to manually use P Codes to imbed control codes rather than using the printer driver or programmable character codes.

Before going on to the specifics of programmable character codes, creation of a printer driver, P Code markers and other print commands, a word about a few common print control code practices. Many printers require that certain control

codes always be preceded by an escape code. Read your printer manual to see which, if any, of your printer functions require the use of the escape code. When the escape code is required, its decimal equivalent, 27 (generated by pressing 'CLEAR'- '@' in the lower case mode ONLY) must be placed before the control code for the new print font or mode to be used. Another common control code usage is to have one control code to turn on a function and another to turn off the same function. Thus, with the TRS-80 DMP 200 printer a decimal 15 starts underlining while a decimal 14 ends underlining. Some printer manuals explain that an escape plus a letter will work as a control code. Note that the letter MUST BE uppercase (uppercase characters have different decimal numeric equivalents than their lowercase counterparts - see Appendix E).

-- 7-H An Introduction to Imbedding Control Codes

The discussion on printers should have helped you understand the nature of printer control codes and how they fit in the ASCII system. Now it's time to learn how the VIP Writer "imbeds" those printer control codes so that you can control your printer.

Since printer control information is really only numbers being sent to the printer to have it perform a function, there is really only one form for a control code: a number between 0-31 and 128-255. Yet, logically, control codes can be split into two kinds. The first kind are control codes, usually found in the Standard ASCII Character Set, which actually command the printer to change a print font, or use a feature such as underlining, superscripts, or elongated characters. The second kind are codes which tell the printer to print a character not available with the Standard ASCII Character Set, but are from the Extended ASCII Character Set of your printer, such as a copyright symbol or a British pound sign. Each of these is imbedded somewhat differently by the system.

The first kind are called generally "printer control codes." These may be imbedded in two different ways: as programmable printer codes from your printer driver, and as the codes themselves placed between special markers called P Code markers. These two methods are not exclusive; either method may be used. The reason two methods were supplied was because of convenience and necessity. The VIP Writer allows you to customize a printer driver to control up to ten printer functions. The printer driver makes imbedding control codes into your text extremely easy. From this the convenience. Yet, because you might need to control more than ten printer functions, and because some printer functions, such as backspacing, are not easily implemented from a printer driver, another means to imbed control codes was necessary. The printer driver method is a procedure whereby you program keys of the keyboard to always implement one printer function. This bypasses the P Code marker method in which you must enter the control code between P Code pairs. Since these methods differ so, they will be discussed in separate sections.

The second kind of codes mentioned above are "programmable character codes," generally used to have the printer print special characters not available in the Standard ASCII Character Set. As the name implies, these character codes are programmed by you so that certain keys on the keyboard always implement each desired character code. The method for programming your character codes is essentially the same for programming your printer driver, so they will be discussed together.

-- 7-I Programming Printer Drivers and Character Codes

Programming your printer driver and programming a set of character codes are complementary operations. With each there are ten keys which may be programmed. Furthermore, they are similarly imbedded in your textfile. They differ in that character codes are represented on the screen by the ASCII equivalent of the code programmed, whereas the control codes are represented by an inverse "d" (a magenta block in the 32 display) followed by the number of the printer driver code used. Also, printer driver codes are supplied P Codes by the system when

you imbed them in your text, whereas if you are programming a printer control code into a character code you MUST supply P Codes yourself (P Codes are discussed below in Section 7-J). Finally, character codes may be used for programmable string insert, but driver codes MAY NOT.

Programming of character codes and driver codes is nearly identical. Both are done through Format lines, although each may also be done from the Command line. They both may be reprogrammed at any time. Command line programming is inadvisable since the codes so programmed will not be saved when you save your file, nor are they easy to check. Nevertheless, it is convenient if you are in a hurry. Format line programming allows your programmed codes to be saved for later reuse. They are also easier to refer to.

One essential thing to remember about programming Programmable Character Codes (but NOT driver codes) from the Format line is that they will NOT be able to be implemented until you "Window" through the Format lines once (see Section 6, Format Window). This is required to change the default values for programmable character codes. Therefore, you should place your programmed Format lines at the beginning of your file, and Window through them after you are done programming them and before you begin to use the individual codes. You only have to Window once to set the codes for all further use in the file until any of the codes is reprogrammed, you load a file with different programmed codes, or turn your computer off.

Programming character codes will be discussed first. The programming principles discussed there will then be applied when discussing how you can customize your printer driver.

-- Programmable Character Codes

Many users of the VIP Writer will be interested in printing characters in their text which cannot be generated by the keyboard and are not part of the standard ASCII character set but which are available in the Extended ASCII Character Set supported by some printers. For example, Epson owners may want to print German or French characters or Microline owners may want to print graphics in the text or may even want to use the VIP Writer to print a diagram along with text. Of course, you'll have to check your printer manual.

The VIP Writer supports all 128 ASCII characters from the keyboard. In addition, you are able to generate any character, including Extended ASCII Characters above 128, with any of the ten programmable characters. You must check your printer manual to see what symbols correspond to the numbers from 128-255 in the Extended ASCII Character Set.

To print these characters, the system supports ten programmable character codes that can be programmed to any value between 0 and 255 to create characters not normally available to you. These codes are used to send graphics or special characters to the printer. The screen display of PROGRAMMABLE characters is discussed below.

The ten Programmable Character Codes are created in the text file using 'CLEAR'- 'Shift' '1' through 'CLEAR'- 'Shift' '9' and 'CLEAR'- 'Shift' ':'. The

'SHIFT''1', etc., are the command keys ('SHIFT''1' equals "!", etc.). Initially the Programmable Codes are defaulted to generate some of the symbols in the Standard ASCII Character Set (see the asterisked key sequences in Appendix E). Until you program the key sequences to represent different character codes you may use them to represent their defaults.

Programming of the Programmable Codes is done just as the Format parameters are altered: through a Format line, or through the Command line. You may program up to ten character codes into a single key sequence if you separate each by a semicolon. You may also place one or all ten programmed key sequences in the same format line, but each must be separated by a comma, but no spaces may be inserted between programmed key sequences.

To program character codes, first generate a Format marker ('CLEAR'-'K'). Now you simply create equations where the command key (!, ", #, \$, %, &, ', (,), or *) equals (=) the character code(s) to be programmed for that key. If more than one character code is being equated to the key, each must be separated by a semicolon.

The character codes may be entered either as the numeric equivalent (hex or decimal) or as the ASCII equivalent. Character Codes for printing Extended ASCII characters may only be programmed with the numeric equivalent obtained by you from your printer manual. Markers and other characters may either be programmed using the ASCII or the numeric equivalent. Decimal numeric equivalents are directly entered after the equal sign; hex equivalents must be preceded by a dollar sign; a single ASCII equivalent MUST be preceded by an apostrophe (or alternatively may be enclosed in quotation marks); and if you are programming more than one ASCII equivalent they must be preceded and followed by quotes, but they are NOT separated by commas or semicolons.

As an example: The DMP 200 Printer prints a copyright character when it receives a decimal 171. To program the VIP Writer to send this character to your printer, first press 'CLEAR'-'K' for a Format marker. Next, press 'SHIFT''1' to create an exclamation point, followed by an equal sign. Next press "171" for the character code. (Instead of pressing decimal 171, you can enter hexadecimal if you precede it with a "\$").

EXAMPLE 1: `k!=171'ENTER'`

EXAMPLE 2: `k!=$AB'ENTER'`

The character code 171 (a copyright symbol in the DMP 200 Printer) is now programmed. In the first example it was programmed using a decimal equivalent; in the second example it was programmed using the hexadecimal equivalent (AB hex = 171 decimal). Before this code may be implemented in your textfile you must window through the format line so that the default value is changed (defaults are listed in Appendix E). The copyright symbol is then implemented in your textfile not by generating an exclamation mark 'SHIFT''1') as for programming the character code, but by pressing 'CLEAR'-'Shift''1'. Thus, to generate a copyright symbol for your DMP 200 Printer you would press 'CLEAR'-'Shift''1' at the appropriate place in the file. The display would show an inverse "+" in the hi-res displays (a graphics block in the 32 display). Whenever the system encounters this character in the textfile it will send a decimal 171 to your DMP 200 Printer.

To program this example using the Command line you would enter the Command mode and press `!171'ENTER'`. Command line programmed codes, just like Command line altered Format parameters, are immediately effective and may immediately be implemented. Character codes may be reprogrammed at any time by changing the original Format line, by entering a new Format line elsewhere in the file, or through the Command line.

The display of the Extended ASCII Character Set in the hi-res displays are the inverse of the characters from 0 to 127 in the Standard 128 ASCII Character Set. That is, the display for decimal 161 is the inverse of the display for 33 decimal ($161-128=33$), or an inverse exclamation point. To find the display of Extended ASCII Characters, 127 to 255, go to the Standard ASCII Character Set in Appendix E and find the correct number and its corresponding letter using a similar calculation. The display of Extended ASCII Character Set in the 32 display is the same as in BASIC (see your BASIC manual).

The following is an example of a Format line which sets one programmable code to a decimal 201 (hex C9) and another programmable code to decimal 255 (hex FF).

EXAMPLE 1: `k! =201,"=255'ENTER'`

EXAMPLE 2: `k!=$C9,"=$FF'ENTER'`

`k` = Format marker

`!` = 'SHIFT''1'

`"` = 'SHIFT''2'

`$` = Signals that what follows is in hex.

To generate the first (after windowing the Format line) you would press 'CLEAR'-'Shift''1' (!); to generate the second you would press 'CLEAR'-'Shift''2' ("). The first would be displayed as an inverse exclamation mark; the second as an inverse quotation mark.

One very beneficial use for Programmable Character Codes is to create special characters not available from the Standard ASCII Character Set but which may be created using other characters from that Set. The Standard ASCII Character Set does not contain a Yen symbol; yet you can easily create one by pressing "Y", backspacing and then pressing "-". You can program a Character Code to make your printer "automatically" do this for you at the press of one key sequence. The following example does this and illustrates all the programming rules:

EXAMPLE: `k!='Y';!Q;8;"-Q'ENTER'`

`!` = 'SHIFT''1'

`'` = Signal that an ASCII symbol follows.

`8` = Printer code for a backspace character.

`"` = Signals that contents are ASCII.

`Q` = P Code marker.

This example programs the key sequence 'CLEAR'-'Shift''1' to create a letter Y. Note that markers are programmed as ASCII equivalents. Note also that when you program more than one ASCII character they must be placed between quotation

marks, and they are not separated by commas or semicolons. The P Codes (discussed in Section 7-J) are required because whenever you backspace and "print over" a character, if the backspace character and character to be printed are not within P Codes the character count for justification would be thrown off (see Section 7-J on P Codes and Section 7-K on underlining and backspacing). When you press this sequence at the appropriate place in your textfile (after windowing through the Format line) you will see five characters: "Y", "0", "Left Arrow" (the "8" is represented by a left arrow - see Appendix E) "-" and "0". When the printer receives these codes it will create this special letter for you.

As you can see, the Programmed Character Code allows you to enter many characters by pressing just one key sequence. You could yourself enter this same sequence of characters with the same result, but Programmable Character Codes make the job simple, and if you have to use the character over and over, the trouble is well worth it. You can use this same method to create foreign language letters, such as a circumflexed vowels to be entered with one simple key sequence.

In fact, you can actually use Programmable Characters (but not driver codes - discussed below) to program any character string with up to TEN characters per code. The characters can be any regular character and even markers. They may NOT, however, be Commands. (For programming a series of commands see Section 8, Programmable Functions.) Thus, once programmed you can, with the press of one key sequence, have whole words, even P Code strings, placed in the file. And if you have toggled perpetual character insert, you essentially have a programmable string insert (see also Sections 3-B and 8-B). If you are going to program markers, such as P Code markers (discussed below), however, you MUST place the ASCII character in the equation, and not the numeric equivalent, i.e., for a P Code you must press 'CLEAR'-'0' (see the last example).

EXAMPLE 1: `k!="String"ENTER'`

EXAMPLE 2: `k$="0;X0"ENTER'`

`k` = Format marker.

`;` = ESCape code.

`0` = P Code marker.

`!` = 'SHIFT''1'

`$` = 'SHIFT''4'

`X` = Any printer code.

The first example programs the key sequence 'CLEAR'-'Shift''1' to be the word "String". The second example programs the key sequence 'CLEAR'-'Shift''4' to be a printer control code. Now, when you press either of these sequences, (after you have windowed the Format line) the specified programmed string will be placed in your file, and subsequently sent to the printer. If you had perpetual Insert on, you could also Insert the "String" or the printer control code in your file.

As you will see, Programmable Printer Codes could be used to create a file of additional programmed printer codes to supplement your programmed printer driver. The difference between the character codes and driver codes lies in how the programmed codes will be displayed. Programmed Character Codes are actually

displayed as the string programmed; the programmed printer driver code strings are represented by a two character code (see discussion below).

-- Programming Printer Drivers

The VIP Writer provides the ability to customize a printer driver to control up to ten of the usual printer control functions such as turning on and off bold, underlining, superscripts, subscripts, a different print font, or any unusual printer function you wish to use. Programming and implementation of your printer driver is nearly identical to that for Programmable Character Codes discussed above. Once you have created your customized printer driver, you can save it for permanent use with your printer. To use it again all you need do is load it at the beginning of your file and print your formatted file.

Programming of printer codes may also be done through Format lines or the Command line. To create your printer driver you program each of the ten programmable driver codes, if you desire that many. (It helps to comment your printer driver format lines for easy reference when you need to remember what the codes are for.) You have ten printer code strings you can program, controlled by 'CLEAR'-1' through 'CLEAR'-9' and 'CLEAR'-:'. Once programmed, these key sequences will make your word processing much simpler.

To create your printer driver you will first have to determine the ten printer control functions you most wish to include. Don't forget that you may need different codes for turning on and turning off certain functions such as underlining. The programming rules are the same as for Programmable Character Codes discussed above.

Some examples should help you learn how to customize your own printer driver. The following commented examples show how to program a printer driver for the DMP 200 Printer to turn on Bold, off Bold, on Underlining, off Underlining, Half Reverse Linefeed, Half Forward Linefeed, Select Condensed Characters, Select Standard Characters, Elongation on, and Elongation off. You should replicate this driver substituting your own printer codes:

± This DMP 200 printer driver performs as follows: 1 Bold on; 2 Bold off; 3 Underline on; 4 Underline off; 5 Half Reverse Linefeed; 6 Half Forward Linefeed; 7 Select Condensed Characters; 8 Select Standard Characters; 9 Elongation on; and : Elongation off.

```
EXAMPLE 1: k1=27;31,2=27;32,3=15,4=14,5=27;30,6=27;28,  
7=27;20,8=27;19,9=27;14, :=27;15'ENTER'
```

```
EXAMPLE 2: k1=$1B;$1F,2=$1B;$20,3=$0F,4=$0E,5=$1B;$1E,  
6=$1B;$1C,7=$1B;$14,8=$1B;$13,9=$1B;$0E,  
:=$1B;$0F'ENTER'
```

± = Comment marker.

k = Format marker.

1 = '1' key.

2 = '2' key.

3 = '3' key.

4 = '4' key.

5 = '5' key.
6 = '6' key.
7 = '7' key.
8 = '8' key.
9 = '9' key.
: = ':' key.
27= Escape code.
\$ = Signal that a hex number follows.

(This printer driver gives the default values for the keys in the VIP Writer. Thus, if you own a DMP 200 printer, and if you are satisfied with this printer driver, you do not have to customize your own. The keys are already set to perform the functions indicated.)

The examples program ten number keys, '1' through '9' and ':', one complete printer driver, to perform the functions indicated. Example 1 was programmed strictly in decimal numbers; example 2 was programmed strictly in hex. You could have programmed key '2' in an ASCII equivalent instead of in the numeric equivalent as follows:

```
EXAMPLE 1: k2=27;'SPACE'ENTER'  
EXAMPLE 2: k2=27;"SPACE"ENTER'
```

The space is the ASCII equivalent for 32 decimal and 20 hex. As you can see, you can either precede an ASCII equivalent with an apostrophe or you can surround it with quotation marks. Thus, if your printer manual gives you ASCII equivalents for the printer codes you can use the ASCII programming rules to create your printer driver. On the other hand, you can go to Appendix E to convert the ASCII characters into their numeric equivalents for programming. We recommend the latter for convenience and simplicity.

Programming driver codes may also be done from the Command line. Using the space example above you would type from the Command mode: 2=27;"SPACE"ENTER'.

Any of the driver codes may be reprogrammed by changing the Format line. You may also alter it for part of your file by creating a new Format line elsewhere in your file.

To implement any of these programmed printer codes and imbed them into your textfile all you have to do is press the key sequence for the printer function programmed. In the above example, to turn on bold, you would, at the appropriate place in your text, press 'CLEAR'-'1'. This key sequence will be represented in your display by an inverse "d" (a graphics block in the 32 display), which stands for "Driver", followed by a "1", and surrounded by system supplied P Code markers. Other keys will be represented by the inverse "d" and the number of the key, plus the P Code markers.

NOTE: It must be emphasized that although P Codes will be automatically inserted in the system for your ten programmed printer codes, P Codes will still have to be used for printer codes not in your printer driver and other special functions such as using backspace characters. Thus, for those rare instances

when you must go outside your customized printer driver to use a special feature, P Codes are in order. P Codes are discussed below.

These examples should give you an idea of just how easy it is to create one or more printer drivers. You could create multiple printer drivers for different editing functions you do, or for different printers. If you own two different printers the printer drivers can be made a matching set. The number keys can be programmed to always represent the same function, e.g., '1' always turns on bold and '2' always turns on underlining. Of course, the numeric or ASCII equivalent for the printer functions in the two printers will probably differ, and thus this will have to be considered when programming each printer driver. This method assures that the same text can be printed on both printers without changing printer codes in the text, provided you load the correct driver before printing.

If you find ten driver codes insufficient, remember that you can program up to ten character codes as printer code strings, giving you a total of twenty programmable, alterable, saveable and reloadable printer and driver codes. This should handle just about every need.

-- 7-J Control Codes in the Text 'CLEAR'-'0'

As was explained above, the ten functions programmable with your printer driver plus ten potential programmable character codes may not be enough to handle those occasional special needs. Moreover, some printer functions are not easily handled using the printer driver (i.e., underlining with some printers and functions requiring extensive backspacing). Therefore, the VIP Writer provides another means for imbedding printer control codes in your file: Printer control codes can be imbedded in the textfile with special markers called P Code markers (see Section 7-G). These markers are represented as an inverse "0" (a buff block in the 32 display) and are generated by pressing 'CLEAR'-'0'. Technically, these markers set aside a string of codes which is sent to the printer, but is not treated as printable text. This is important to note, as the system counts all printable text for justification purposes. If the codes were counted along with the printable text, the justification count would be off.

P Code marker pairs can be used anywhere within the textfile as long as they are used in pairs! P Code pairs need not be terminated by an 'ENTER' unless you desire a carriage return to end a line. If P Codes are used at the beginning of a paragraph and you wish to indent, the indented spaces must follow the P Code pair. NOTE that when you are using programmed driver codes from your customized printer driver (see Section 7-I) the system will automatically supply the P Code pair to save you the trouble. If, however, you are programming character codes to function as a supplemental printer driver, you MUST have P Codes around the printer codes.

Below are three examples of how P Code markers might be used to imbed control codes within the textfile. Remember! These are only examples. Please substitute your particular printer's codes as generated according to Appendix E in place of the symbols used.

The example below uses codes to underline text. Notice that the P Code pairs are placed directly before and after the text to be underlined. This is important!

EXAMPLE 1: This is an OXunderlineOY test.'ENTER'
O = P CODE marker.
X = Control code to turn on underline.
Y = Control code to turn off underline.

The example below uses codes to boldface text. Notice that more than one code can be placed within P Code pairs. It is advisable to switch on the new font to be used, if any, right after you have switched off the print font just used between the same P Code pair. It's convenient too.

EXAMPLE 2: This is a O;XOboldfaceO;Y test.'ENTER'
O = P CODE marker.
; = ESCAPE code.
X = Code to turn on boldface.
Y = Code to turn off boldface.

The next example switches print sizes with codes. Note that P Codes need not be followed by an 'ENTER'.

EXAMPLE 3: O;Z
O = P CODE marker.
; = ESCAPE code.
Z = Code to turn on alternate print size.

Certain printers require that some or all control codes be preceded by an escape code in the control sequence. Escape is generated from the keyboard, in the lowercase mode only, by pressing 'CLEAR'-'@'.

RULE: P Code markers must be used in pairs...or else!

-- 7-K Underlining, Backspaces, Superscripts & Subscripts

-- Underlining

Underlining has obvious advantages for emphasizing text, underlining book titles, or other uses. The VIP Writer supports underlining for all printers, and allows you to underline within justified text. Underlining is a printer-controlled feature. There are essentially two ways that printers control underlining: automatic and with backspaces. If your printer supports automatic underlining, this can be incorporated in your printer driver (see Section 7-1), and there is no need to read this section. If your printer does not support automatic underlining, this section will prove helpful. In fact,

EXAMPLE: Double_strike0bbbbbbbbbbDouble_strike0

0 = P Code marker.
b = Backspace character.
_ = Nonspace marker.

In this example the backspace characters are used to allow printers which do not support it directly to double strike the phrase "Double strike". Between P Code markers are placed the same number of backspace characters as there are characters in the string "Double strike", and then that string is sent to the printer again so that it will type over the first string to affect double strike. NOTE that Nonspace markers must be placed between words in the backspace function.

-- Superscripts and Subscripts

Superscripts and subscripts are printer controlled features. You can only have them if your printer allows you to. If your printer supports superscripts and subscripts (see your printer manual), they are enabled by incorporating the control codes in your printer driver or between P Code markers (see Sections 7-I and 7-J) just like other printer functions enabled by printer control codes. Note that some printer manuals refer to superscripts as half-reverse linefeeds, and to subscripts as half-forward linefeeds.

-- 7-L Pause Print Markers 'CLEAR'-'='

The Pause Print function is a special feature which allows you to pause the printer for such special applications as changing thimbles or daisy wheels on letter quality printers. This Pause Print function is intended for use with daisy-wheels, TTY's, and other non-buffered printers. The Pause Print function will usually not work properly on any printer that uses a buffer to store text. Experiment with your printer to see if the Pause Print function will work with it.

The Pause Print function is enabled by using the Pause Print marker between P Code markers. The Pause Print marker is generated by pressing 'CLEAR'-'=' and is represented by an inverse "=" (an orange diagonal block in the 32 display). When the system encounters the Pause Print marker (between P Code markers) it stops printing at that point. After you have completed the task of changing the thimble or whatever, you may restart printing by pressing any key.

EXAMPLE: The printer will stop here.0=0

0 = P Code marker.
= = Pause Print marker.

-- 7-M No-Print Marker 'CLEAR'-'N'

The VIP Writer provides a means to segregate portions of your text from that which you want to be printed, without deleting the segregated text from the

file. Text to be segregated is placed between No-print markers. These markers must be at the beginning of a new line (the previous line must have been terminated by a carriage return). To generate a No-print marker, press 'CLEAR'-'N'. The No-print marker is represented by an inverse "n" (an orange block absent the lower right-hand corner in the 32 display). When the printer encounters the first No-print marker it ignores the following text until it encounters another No-print marker which toggles the system back to resume printing from that point.

EXAMPLE:

nAll of this text, which was preceded by the first No-Print marker, is text that will not be printed.'ENTER'

nThis text, which was preceded by a the second No-Print marker, will be printed.

n = No-print marker.

Section 8 PROGRAMMABLE FUNCTIONS

-- 8-A Programmable Functions 'CLEAR'-'Z'

Programmable Functions are powerful functions which can be used to create any commands you can dream up. You may create up to three "newly created commands" (Programmed Functions). All of these new commands are stored in buffers and can be used whenever you wish. These Programmed Functions are created by incorporating any combination of up to 28 of the commands, functions, modes or keystrokes in the VIP Writer, and each Programmed Function can be executed up to 65535 times.

Some examples will greatly clarify the usefulness of this feature and the mechanics of its use. But first an outline of how to "create a command." The three Programmed Functions you can create are an E Function, an R Function and a T Function. Programming of each Programmable Function option is initiated by pressing 'CLEAR'-'Z', which puts the prompt "Prog Function" on the Command line. In response, you must indicate which of the three functions you wish to Program: either 'E', 'R' or 'T' (these letters were arbitrarily chosen to be conveniently located on the keyboard). After you have chosen the particular Function you wish to program by pressing 'E', 'R', or 'T', you may select either instant execution of your function on request or authorized execution (i.e., you have to answer 'Y' to the "Are you sure?" prompt) by pressing an 'Up Arrow' for instant or a 'Down Arrow' for prompted execution. After you have selected execution by pressing one of the arrows, a blank Command line will be displayed awaiting entry of up to 28 commands, characters, etc. Once you have entered your Function, you may press 'Down Arrow' and the "#" prompt will appear. You then enter the number of times you desire the function to be performed (up to 65535 times) and press 'ENTER'. This completes the programming of your desired Function. Reprogramming uses the same procedures.

When you want any of your Programmed Functions to be executed, place the cursor in the desired position, and press 'CLEAR' and then the letter of your function, i.e., E, R or T. If you have selected instant execution the function will immediately occur; if you selected prompted execution the system will respond with the "Are you sure?" prompt. Pressing 'Y' will execute the specified Programmed Function the designated number of times. Pressing any other key or 'BREAK' will exit to the Text mode.

A few examples should get you going using this powerful feature. One example, showing how to print multiple copies of a form letter, is contained in the tutorial at the beginning of this manual. Other useful examples follow.

-- Cassette Textfile Linking

EXAMPLE 1: An excellent example of how this function can be used is the programmed function we call "cassette file linking". This function is a combination of the following commands: "CLEAR" the textfile, "CL"oad a textfile from cassette and 'P'rint the textfile that was just loaded. This programmed function can be executed (repeated) as many times as you specify. Before trying this example you need at least two consecutive formatted textfiles (see Section 8-C Disk File Linking) on a cassette. You will also need to use the remote jack on your cassette player. Ready the cassette and printer, and let's go.

To program the Programmable Function to link consecutive cassette files type , 'CLEAR'-'Z'. (For this example you'll probably want to CLEAR the text buffer first.) The system will respond with the prompt "Prog Function", asking for you to designate the Function name, E, R or T. Let's press 'E' here. Now press 'Down Arrow' for prompted execution. The system will now display a blank command line with an "L" on the right. Any command, function or keystroke (except 'BREAK' - see rule 7 below) can be typed including 'ENTER'. Type the commands just as they are ordinarily entered (up to 28 keystrokes) (subject, however, to some rules which will be covered in a later example). For this example, enter the keystrokes just as they appear below. Remember that 'CLEAR' represents the clear key while 'C-l-e-a-r' represents pressing the keys C-l-e-a-r. On the blank command line type the following command string:

```
'CLEAR' 'CLEAR' 'C-L-E-A-R' 'ENTER' 'Y' 'C-L' 'ENTER'  
'/' 'ENTER' 'CLEAR' 'P' 'P' 'DOWN ARROW'
```

This sequence will clear the buffer, enter the Command mode, Cassette Load a file into the buffer, exit the Command mode and then print the buffer contents. The 'Down Arrow' tells the system that entry of the "command string" is complete. The system will respond with the prompt "#". Enter the number of times that you want the function executed. For this example, we will use the two consecutive textfiles on tape, so type '2'-'ENTER'. Any number from 1 to 65535 can be used. Function E is now programmed and ready for prompted execution.

Set the cursor to the desired position and we'll be ready to execute the function. Press 'CLEAR'-'E' to call Programmed Function E. The system will respond with an "Are you sure?" prompt. Press 'Y'. If your entries are correct the system will execute your command. If you press any other key the system will exit to the Text mode.

If you would like to try "cassette file linking" again, there is no need to re-program the function. Your new command will be stored in the buffer as Programmed Function E until you re-program it or turn the computer off. Just move the cursor to the position you want your function to start and press 'CLEAR'-'E'. The system will again respond with an "Are you sure?" prompt on the command line. Pressing 'Y' will execute the function.

But what if you want to change the number of times an existing Programmed Function is executed? Press 'CLEAR'-'Z' as if to reprogram a function and answer the "Prog Function" prompt with the name of the Function you desire to change, here 'E', and 'Down Arrow'. Since you do not wish to completely reprogram the function, but only change the number of times it is executed, next press 'Up Arrow'. This will keep the Programmed Function the same, and will elicit the prompt "#" so that you can change the number. Now enter the new number and press 'ENTER'. Programmed Function E is ready for prompted execution the new number of times.

-- Create a Column

EXAMPLE 2: Another example, which covers the other programming rules governing this command, consists of two separate programmed functions. Let's

call the first newly programmed function "create a column". clear the text buffer, move the cursor to TOP, press 'CLEAR'-'Z', select your Programmed Function, here 'R', and press 'Down Arrow' for prompted execution. On the blank command line type the following command string exactly:

This test creates a column'ENTER'

Press 'Down Arrow' to tell the system that you are done entering the command, respond to the "#" prompt with a "15" and 'ENTER'. Next execute the Function by pressing 'CLEAR'-'R' and answering the "Are you sure?" prompt with a 'Y'. This command creates a column of 15 lines of text.

Let's call the second programmed function "column insert". To perform this new command you must understand the arrow functions. All commands and keystrokes other than the arrow keys perform the same functions when Programming Functions as in the text mode. When programming a function the arrow keys, however, perform triple duty. First, they move the cursor right or left on the command line, their usual functions. The arrow keys also serve to tell the system what to do with the cursor during the newly created Function (e.g., move up, down, left or right). The arrow keys also are used in this system to complete parts of a stepped command, such as the use of the 'Down Arrow' in the creation of the Programmed Function to end the entry of the functions and to elicit the "#" prompt. "Column insert" is a good example to illustrate how they work.

Move the cursor to the TOP of the file again. You should now see the column of text you just created. Press 'CLEAR'-'Z', 'T', a 'Down Arrow' for prompted execution, and on the blank command line enter the following command string as it appears:

```
'CLR'"I"Space"Space"Space"Space"CLR"-'I'
```

You must turn the insert function off since otherwise, when you went to second implementation of the function the insert function would be toggled off, and then on with the third implementation, and so on.

Now press 'Left Arrow'. Notice that when you pressed the 'Left Arrow', the cursor backspaced over what you just typed. Restore the 'SPACE' and press 'SHIFT'0' to change the arrow mode. In this mode the case indicator will change to a "U". Now if you press the 'Left Arrow', a representation of the 'Left Arrow' will appear. (In the "U" arrow mode in the 32 display the only confusing symbol is the 'Down Arrow' which is represented by an asterisk.)

Let's continue where we left off entering functions. In the "U" mode enter the following:

```
'LEFT ARROW' 'LEFT ARROW' 'LEFT ARROW'  
'LEFT ARROW' 'LEFT ARROW' 'DOWN ARROW'
```

Now press 'SHIFT' 0' to change the mode and then a 'Down Arrow' to end the programmed line, answer the "#" prompt with "15" and an 'ENTER', press 'CLEAR'-'T', answer the "Are you sure?" prompt with a 'Y' and watch! If everything went according to plan, the new Function should have inserted five spaces at the beginning of the line, backspaced to the beginning of that line

and moved down to the next line, 15 times. Note that this insert function did not have to be programmed in; instead, you could have executed the five space insert while in the perpetual Insert mode (see Section 3-B).

To re-execute this example you need only set the cursor at the desired position, turn off perpetual Insert by pressing 'CLEAR'-I', press 'CLEAR'-R' and then 'Y', move the cursor back to the beginning after the R Function is through and press 'CLEAR'-T' and then 'Y'. You could also reprogram the R Function to move the cursor to the home position and then execute the T Function itself.

To clear the Programmed Functions, press 'CLEAR'-Z', 'R', press the 'Down Arrow' twice, and then press 'ENTER', and do the same for the 'T' Function. Reprogramming of a function will clear the old function.

The examples above should serve to illustrate just how powerful this command really is. Other helpful uses for the Programmed Functions include creating functions to insert and delete spaces when formatting columns, and causing your file to be saved to disks in two drives and then printed. If you experiment some on your own you'll find the possibilities to be endless. To amuse yourself, try animating a little cartoon using the graphics blocks and the paging commands.

The Following Are Some Special Rules:

- 1) Programmable Functions begin execution from the Text mode; thus Command mode commands must be preceded by 'CLEAR'-CLEAR'. '/'-'ENTER'. exits the Command mode.
- 2) Programmed Functions start at the cursor position.
- 3) A 'Down Arrow' in the "L" mode after entry of the desired function letter elicits prompted execution; an 'Up Arrow' elicits immediate execution.
- 4) 'SHIFT'0' toggles "L" and "U" for arrow modes.
- 5) Programmable character codes (see Section 7-1) must be entered from the "U" mode.
- 6) Control codes 'CLEAR'-Shift'A-Z' (decimal 1-26) 'Shift'@' and 'CLR'-Shift'CLR' must be entered by pressing 'CLEAR' from the "U" mode, and then entering the remaining keystroke from the "L" mode.
- 7) When programming a function you may need to execute a 'BREAK' from the Command mode. Pressing 'BREAK' itself when programming the Function will not program the Function to break, but instead will break out of the programming procedure altogether. To program the function to break, 'BREAK' (the same as 'CLEAR'-Shift'C') must be entered as follows: In the "U" mode press 'CLEAR'; then return to the "L" mode and press 'Shift'C' (see Rule 6).
- 8) You MAY program Programmed Functions into other Programmed Functions, i.e., an E into an R. When you do this you do not have to follow the imbedded 'CLEAR'-E' (or 'R' or 'T') with a 'Y' to authorize use of the imbedded Programmed Function. You may NOT, however, program a function into itself, or

program another function containing a particular Programmed Function into that function (i.e., if your R has a T, you MAY NOT program the R into the T).

-- 8-B Programmable String Insert

As was seen in the Column Insert example in Section 8-A, the Insert command can be used to great advantage as part of a Programmable Function. When so used, the Insert command becomes a great supplement to the Locate and Change command. Locate and Change is used to change, add to, or subtract from a particular string of text (see Section 3-D). Locate and Change requires, however, that the same string throughout the textfile be altered. For example, you might wish to change the contents of every P Code pair which turns on the elongated print font so that it will instead turn on the italics font. To do this you would Locate and Change the desired strings from `0$0` to `0#0` (`0` illustrates the P Code marker, `$` illustrates the printer code for elongate and `#` illustrates the printer code for italics).

But what if you wish to add a particular string of text at different places in your textfile unrelated to any particular string of text; for example, what if you decided that several portions of your text currently in the normal print font should be printed in the emphasized print font? Locate and Change would not be of much help since the strings by which you would want to place the appropriate P Code pairs would not be the same. Without some other means to insert the P Code pairs, you would have to laboriously insert every character of every P Code pair everywhere you desired to change the print font.

To the rescue the Programmable String Insert function. Instead of that laborious task, you can instead create two Programmable Functions, one to turn on emphasize by Line Inserting the P Code pair with the appropriate printer code just before the text to be emphasized, and one to turn off emphasize by Line Inserting a P Code pair with the appropriate printer code after the text to be emphasized (if this is the method prescribed by your printer manual). Of course, character insert may also be used instead of line insert. To create the first Programmable Function:

Press 'CLEAR'-'Z', select the desired function (here let's use E), press 'Up Arrow' for immediate execution, and then enter on the blank command line: 'CLEAR'-'O' 'CLEAR'-'0' '(your printer code for turning on emphasize)' 'CLEAR'-'0', go into the "U" mode and press 'Up Arrow' and return to the "L" mode. These last keystrokes instruct the function to break out of the Line Insert function - see Section 3-B. Next press the 'Down Arrow' and respond to the "#" prompt with a 1 and press 'ENTER'. (Instead of using the Line Insert function, you could program the P Code and execute the function with perpetual insert on.)

The second Function to turn off emphasize would be exactly the same except that you select a different Function letter (here let's use R) and you would put your printer code for turning off emphasize between the P Code markers. Both Functions are programmed to be performed only once.

Now for the labor saving! Move your cursor to the position where the P Code string is to be inserted and execute the E Function by pressing 'CLEAR'-'E'-'Y'. The E Function will be executed once, Inserting the P Code string. To Insert the P Code string to turn off the emphasize font, similarly execute Function R.

Programmable Character Codes (Section 7-I) can also be used for programmable string insert, in fact, for the identical function described above, except with character insert instead of line insert. You would choose a Programmable Function when you wish to combine several Commands, such as cursor movements. Thus, Programmable Functions are the choice for Inserting and Deleting spaces when altering columns.

-- 8-C Linking Diskette Files for Continuous Printing

The VIP Writer has the ability to link diskette textfiles together for continuous printing of lengthy documents. This feature is totally programmable for hands-off operation once the files have been properly formatted.

Diskette file linking is accomplished by using the Programmable Function to successively load and print as many textfiles as desired and is similar to cassette file linking outlined in Section 8-A with two differences: 1) Textfiles stored on the diskette have filenames and unlike tape files do not require sequential access, so a list of the filenames desired ("Linking List") must be created at the top of the text buffer to tell the system which files are to be loaded and in what order; and 2) The special Disk Load command for linking, "DL;", is used instead of "CL" for tape file linking.

Linking can be done in many ways, but for simplicity, we suggest the following procedure. Each textfile to be linked should be saved as a group of full pages of formatted text. Your many textfiles comprised of such grouped pages can then be easily linked. To group your pages and create a linkable textfile, first use the Format Window to determine the beginning and end of each page of text for the group of pages constituting a textfile. Be sure to use Formfeeds (see Section 5-H) at the end of your files if you want each formatted file to begin at the top of a new page. A format line containing all of the pertinent format information such as page number (PN), page number line (PG), margins (LM,RM) and so on, should be placed at the top of each of the textfiles to be linked. Once the textfile is properly formatted, save the file with the appropriate name and continue to the next group of pages. After the linkable textfile groups are created, you next generate a "Linking List".

The linking process can be explained best by using an example. Assume that four formatted textfiles have been saved to the diskette. Each textfile has six formatted pages of text for a total of 24 pages. The first file has the name "File1/vip" (pages 1-6). The second file has the name "File2/vip" (pages 7-12). The third file has the name "File3/vip" (pages 13-18). The last file has the name "File4/vip" (pages 19-24).

A "Linking List" must now be created using these files. The "Linking List" will be the only resident text in your buffer when you begin linking. To create the "Linking List" a Link marker must be used. This marker sets aside textfile names. The Link marker is represented on the video display as an inverse lowercase "L" (a blue diagonal block in the 32 display). The command key sequence for the Link marker is alternated with that for the Auxiliary B marker: 'CLEAR'-'Greater Than' (there are only so many keys on the keyboard!). The default marker generated is the Link marker. To toggle to generate the Link marker, press 'A'-'ENTER' from the command mode. Each Link marker must be

followed by a filename (same rules apply as in disk access) and terminated by an 'ENTER'. The Linking List must be at the top of the text buffer. So, for our example:

```
EXAMPLE:  
_File1/vip'ENTER'  
_File2/vip'ENTER'  
_File3/vip'ENTER'  
_File4/vip'ENTER'
```

X (marks the spot where the cursor must be located when the Programmed Function is implemented).

NOTE: An underlined "L" is used to represent the LINK marker.

The above "Linking List" constitutes the list of filenames that the system will use while in the linking function. The order in which they appear, from top to bottom, is the order in which the files will be loaded and linked. (Once the "Linking List" has been created, it can be saved for future use.)

Diskette file linking is accomplished by using the Programmable Function to perform the following functions:

- 1) Clear the buffer AFTER the "Linking List" (this preserves the "Linking List" through the entire linking process).
- 2) Load a file, using the next filename in the "Linking List" sequence, from the diskette.
- 3) Print the textfile.
- 4) Execute this programmed function for the number of filenames in the "Linking List".

The special linking command, "DL;" is used rather than "DL" so that the system knows to take the filenames, in order, from the "Linking List" at the beginning of the text buffer.

Using the "Linking List" example above, the procedure for diskette file linking is as follows:

- 1) Position the cursor at the line below the last entry in the "Linking List" and all the way to the left (X marks the spot in the example above).
- 2) Press 'CLEAR'-'Z' to program the linking function E. Answer the "Prog Function" prompt with an 'E', 'Down Arrow' for prompted execution, and type the following key sequence:

```
'CLEAR' 'CLEAR' 'A-f-t-e-r' 'ENTER' 'Y' 'D-L-;' 'ENTER' '/' 'ENTER' 'CLEAR' 'P' 'P' 'Down Arrow'
```

(This key sequence will cause the system to clear the buffer AFTER the cursor position, go into the command mode and load from the disk the first disk file to

be linked, exit the command mode and print the file just loaded. If you are using the single sheet pause feature and formfeeds, you will have to add a 'BREAK' or any other keystroke before the 'Down Arrow' in the above sequence to break away from the printer.) When you have finished with this sequence, the # prompt will appear. Answer it with a "4", the number of textfiles in this example, and then press 'ENTER' for prompted execution. Diskette file linking is now programmed and can be executed by pressing 'CLEAR'-'E' and answering the "Are you sure?" prompt with a 'Y'.

RULE: The cursor must be positioned below the "Linking List" as outlined above. Remember, X marks the spot.

Any time the diskette file linking function has been interrupted in progress by pressing 'BREAK', a semicolon will appear on the Command line next to the case indicator. The semicolon indicates that linking is in progress. Until that linking function has been either resumed or reset, it is impossible to proceed with any other identical or different linking function.

Resetting the linking function allows you to restart from the first name in the "Linking List". To reset linking to the first filename in the "Linking List" and eliminate the semicolon, press 'CLEAR'-'CLEAR' to enter the Command mode, type ';' and press 'ENTER'. If you do not wish to reset linking, you may instead resume linking.

Resumption of the linking function results in a continuation of the original sequence starting with the next filename in your "Linking List". To resume after the interruption, sequentially press 'CLEAR'-'Z', 'E', 'Down Arrow', 'Up Arrow', respond to the "#" prompt, giving the number of files remaining in the sequence, to be linked and press 'ENTER'. Next press 'CLEAR'-'E', and answer the "Are you sure?" prompt with a 'Y'. Since one of the textfiles was not fully printed, the semicolon will remain.

NOTE: The "DL;" command can be used at any time and for any other function you need, provided you use a "Linking List".

APPENDICES

APPENDIX A ASCII FILE HANDLING

You are able to load, create, edit or save any kind of text file saved in ASCII with the VIP Writer. This means that you can load BASIC programs that have been saved using the ASCII option (CSAVE"filename",A'ENTER' for tape or SAVE"filename",A'ENTER' for disk), ASCII files and BASIC programs that were created with VIP Library programs, or any ASCII file that was created using your computer, right into the textfile buffer to be edited, saved to tape or disk, or printed!

APPENDIX B EDITING BASIC PROGRAMS

Follow these rules when editing BASIC programs:

- 1) All commands, strings and variables must be in upper case.
- 2) Program lines must be preceded by a line number and a space,
- 3) Line numbers must be in sequential ascending order (from the smallest to the biggest number).
- 4) All lines must be no longer than 240 characters followed by an 'ENTER' to properly load into BASIC.

The VIP Writer is an excellent tool for changing variables, PRINT@'s, etc., by using the Locate and Change command. Refer to Section 3-D.

When you save a BASIC program, in the ASCII format, to tape or disk, the BASIC interpreter inserts a carriage return as the first character to reside within the textfile. This carriage return is unnecessary for BASIC loading and will create problems if you load the textfile to another computer system. Therefore, once you have loaded your BASIC program into the VIP Writer for editing, the first thing you should do is delete this carriage return.

BASIC programs generated by other programs may sometimes have text that lies outside of line numbers causing "Direct statement in file" (DS) errors when loaded into BASIC. This problem can be corrected using the VIP Writer if you proceed as follows. Load the program into your computer and LIST the program to locate the last line number loaded. The error will lie just after this line. Load the VIP Writer into the computer. Now load the program into the text buffer and scroll to the suspected line number. Edit out the erroneous text and resave the program to tape or diskette using the VIP Writer. If necessary, repeat the process to find additional errors.

APPENDIX C COMMAND SUMMARIES

-- Text Mode Command Summary

(SEE THE HELP TABLE 'CLEAR' '?')

COMMAND	KEY(S)
BLOCK COPY (xerox)	'CLEAR'-'X'
BLOCK DELETE	'CLEAR'-'V'
BLOCK MOVE	'CLEAR'-'M'
COMMAND mode	'CLEAR'-'CLEAR'
CONTINUE LOCATE	'CLEAR'-'C'
Cursor down	'DOWN ARROW'
Cursor left	'LEFT ARROW'
Cursor left one word	'CLEAR'-'Q'
Cursor right	'RIGHT ARROW'
Cursor right one word	'CLEAR'-'W'
Cursor up	'UP ARROW'
Cursor to left of screen	'CLEAR'-'LEFT ARROW'
Cursor to right of screen	'CLEAR'-'RIGHT ARROW'
Cursor to top of textfile	'CLEAR'-'SHIFT''UP ARROW'
Cursor to end of textfile	'CLR'-'SHIFT''DOWN ARROW'
Cursor to home	'CLEAR'-'SHIFT''LEFT ARROW'
Cursor to screen bottom	'CLR'-'SHIFT''RIGHT ARROW'
DELETE CHARACTER	'CLEAR'-'D'
DELETE TO END OF LINE	'CLEAR'-'S'
DELETE LINE	'CLEAR'-'F'
DELETE BLOCK MARKERS	'CLEAR'-'Y'
DELETE TO BEGINNING OF LINE	'CLEAR'-'A'
DELETE WORD LEFT	'CLEAR'-'H'
DELETE WORD RIGHT	'CLEAR'-'J'
COMMAND	KEY(S)
FUNCTION E	'CLEAR'-'E'
FUNCTION R	'CLEAR'-'R'
FUNCTION T	'CLEAR'-'T'
HELP	'CLEAR'-'?'
INSERT character	'CLEAR'-'I'
INSERT line	'CLEAR'-'O'
LOCATE or CHANGE	'CLEAR'-'L'
MEM display memory (GRANules disk only)	'CLEAR'-';'
MASK case (during LOCATE only)	'CLEAR'-'_'
Page back 14/19/22 lines	'CLEAR'-'UP ARROW'
Page ahead 14/19/22 lines	'CLEAR'-'DOWN ARROW'
PRINT textfile from cursor position	'CLEAR'-'P'-'P'
PROGRAMMABLE FUNCTION	'CLEAR'-'Z'
REPEAT last function	'SHIFT'-'@'
TAB 5,8,16,24,32,40,48,56,64,72	'SHIFT''LEFT ARROW'
UNDO COMMAND	'CLEAR'-'G'
VERIFY LOCATE	'CLEAR'-'ENTER'
WINDOW MODE	'CLEAR'-'P'-'W'

-- Command Mode Command Summary

The following commands must be entered from the Command mode. To enter to the Command mode press 'CLEAR'-'CLEAR'. To exit the Command mode press 'BREAK' or '/'-'ENTER'.

COMMAND	KEY(S)
ALTERNATE (LINK, FLUSH RIGHT/AUX.)	'A'-'ENTER'
CASSETTE LOAD	'C-L'-'ENTER'
CASSETTE NAME	'C-N'-'ENTER'
CASSETTE SAVE	'C-S'-'ENTER'
CHANGE DISPLAY COLOR	'C'-'ENTER'
CHARACTER SIZE IN 64 DISPLAY	'6-4-W/N'-'ENTER'
CLEAR TEXTFILE	'C-L-E-A-R'-'ENTER'
CLEAR TEXTFILE AFTER CURSOR	'A-F-T-E-R'-'ENTER'
CLEAR TEXTFILE BEFORE CURSOR	'B-E-F-O-R-E'-'ENTER'
DISKETTE DIRECTORY	'D-I'-'ENTER'
DISKETTE KILL	'D-K'-'ENTER'
DISKETTE LOAD	'D-L'-'ENTER'
DISKETTE LOAD (LINKING)	'D-L;'-'ENTER'
DISKETTE NAME	'D-N'-'ENTER'
DISKETTE RENAME	'D-R'-'ENTER'
DISKETTE SAVE	'D-S'-'ENTER'
DISPLAY PRINT PARAMETERS	'.'-'ENTER'
DUMP HI-RES DISPLAYS-EXTRA MEMORY	'D-U-M-P'-'ENTER'
EXIT COMMAND MODE	'/'-'ENTER'
EXIT TO BASIC	'E-N-D'-'ENTER'
INVERT DISPLAY	'I'-'ENTER'
OBTAIN WORD COUNT OF TEXTFILE	'W-O-R-D'-'ENTER'
"OOPS" BUFFER RECALL	'O-O-P-S'-'ENTER'
RESET DEFAULT FORMAT PARAMETERS	'e'-'ENTER'
RESET LINKING LIST	','-'ENTER'
SCREEN DISPLAY MODE SELECT	'32/51/64/85'-'ENTER'
TAB DEFAULTS (PROG., see Sec. 3-D)	'T-A-B'-'ENTER'
TOGGLE "BELL"	'B-E-L-L'-'ENTER'
TOGGLE BETWEEN 1 & 10 BLOCK MODE	'B-L-O-C-K'-'ENTER'
TOGGLE KEY BEEP	'B-E-E-P'-'ENTER'
TOGGLE WORD WRAP AROUND	'W-R-A-P'-'ENTER'
WIDTH OF EDIT WINDOW	'W-I-D-T-H' (#) 'ENTER'

-- Window Mode Command Summary

The Format Window is entered by pressing 'CLEAR'-'P'-'W' and exited by pressing 'E'. The following keys or combinations of keys perform the functions indicated in the Format Window (functions repeat if the key is held):

'UP ARROW'.Scrolls up 12/17/20 lines(from mid-page).
Or scrolls to top of previous page(from page top).
'DOWN ARROW'....Scrolls down in file 12/17/20 lines.
'LEFT ARROW'.....Scrolls left in file 16 characters.
'RIGHT ARROW'...Scrolls right in file 16 characters.
'SHIFT''UP ARROW'.....Displays the first page.
'SHIFT''DOWN ARROW'.....Displays the next page.
'SHIFT''LEFT ARROW'.....Displays left side of page.
'ENTER'.....Displays carriage returns.

-- Format Parameter Commands

The following Format parameters can be changed either by using the Command mode or by using a Format line. Their status can be displayed by pressing 'CLEAR'-'. from the Command mode. The parameters may be reset to their default values by pressing '@'-'ENTER' in the Command mode, or an '@' in a Format line.

PARAMETER	SYNTAX	DEFAULT VALUE	LIMITS
AUXILIARY A LINE	AL	0	1-255 0=SUPPRESS
AUXILIARY B LINE	BL	0	1-255 0=SUPPRESS
AUXILIARY A STATUS	AS	A	A, E, or O
AUXILIARY B STATUS	BS	A	A, E, or O
BAUD RATE	BD	3	1=110,2=300,3=600 4=1200,5=2400,6=4800,7=9600
FOOTER LINE	FL	62	1-255 0=SUPPRESS
FOOTER STATUS	FS	A	A, E, or O
HEADER LINE	HL	4	1-255 0=SUPPRESS
HEADER STATUS	HS	A	A, E, or O
INVISIBLE PRINT	IP	N	Y or N
JUSTIFY	JU	Y	Y or N
LINEFEEDS(after CR)	LF	N	Y or N
LINE SPACING	LS	1	1-255
MARGIN BOTTOM	BM	60	2-254
MARGIN LEFT	LM	8	0-255
MARGIN RIGHT	RM	72	10-255
MARGIN TOP	TM	6	1-253
NO-PRINT PRINT	NP	N	Y or N
NULLS	NL	0	0-255
PAGE LENGTH	PL	66	3-255
PAGE NUMBER	PN	1	1-65535
PAGE NUMBER LINE	PG	0	1-255 0=SUPPRESS
PAGE # PLACEMENT	PP	C	L, C, R or T
PRINT COMMENT	PC	N	Y or N
PRINTER HANDSHAKING	PH	Y	Y or N
SINGLE SHEET PAUSE	PA	N	Y or N
WORD LENGTH	WD	8	7 or 8

A = All; E = Even; O = Odd; Y = Yes; N = No
L = Left; C = Center; R = Right; T = Toggle

-- Margins for Centering

The proper margins to be used for centering with each of the standard print fonts are as follows:

ELONGATED.....(5 C.P.I.).....	LM0, RM40
ELONGATED-COMPRESSED.(8.3 C.P.I.).....	LM0, RM67
NORMAL.....(10 C.P.I.).....	LM8, RM72
TWELVE PITCH.....(12 C.P.I.).....	LM0, RM96
FIFTEEN PITCH.....(15 C.P.I.).....	LM0, RM120
COMPRESSED.....(16.7 C.P.I.).....	LM0, RM132

APPENDIX D SUMMARY OF MARKERS

MARK KEY	DISPLAY*	DECIMAL(value of marker)	FUNCTION
AUX A '<'	yel 3/4	158	Marks line to be used as Auxiliary A on printed page.
AUX B '>'	red 3/4	190	Marks line to be used as Auxiliary B on printed page.
BLOCK 'b' or		255	Marks block of text for block manipulation (2 req'd).
CENT. 'u' blue		175	Marks line to be centered between left & right margins.
COMM. '+' gr diag.		137	Marks line for masking during printing.
FL RT "<" red dg.		185	Marks line to be flushed to the right margin.**
FOOTER'.' red		191	Marks line to be used as footer on printed page.
FORMAT'k' magenta		239	Marks line of format parameters to be altered.
FORMFD'/' cyan		223	Represents formfeed character used to bring paper to top.
HEADER',' yel		159	Marks line to be used as Header on a printed page.
LINK ">" blue dg		169	Marks line containing filename to be used during linking.**
NO PR 'n' or 3/4		254	Marks start and end of text not to be printed.
NONSP 'SP' dark		128	Represents space that won't be broken during justification.
PS PR '=' or dg.		249	Marks position for print pause (non-buffered printers ONLY).
P CODE'0' buff		207	Marks string of printer control codes (2 req'd).

* In hi-res displays the markers are inverse characters of the command key, except Flush right (inv. "f") and Link (inv. "l").

** Flush right and Link marker command keys alternate with Auxiliary A and B command keys with 'CLEAR'-'CLEAR'-'A'-'ENTER'

-- Programmable Printer Code Markers

CODE	32 DISPLAY	HI-RES	DEC	HEX	KEY(S)
CODE 1	GRAPHICS+1	INVERSE	d+1	228	E4 'CLEAR'-'1'
CODE 2	GRAPHICS+2	INVERSE	d+2	228	E4 'CLEAR'-'2'
CODE 3	GRAPHICS+3	INVERSE	d+3	228	E4 'CLEAR'-'3'
CODE 4	GRAPHICS+4	INVERSE	d+4	228	E4 'CLEAR'-'4'
CODE 5	GRAPHICS+5	INVERSE	d+5	228	E4 'CLEAR'-'5'
CODE 6	GRAPHICS+6	INVERSE	d+6	228	E4 'CLEAR'-'6'
CODE 7	GRAPHICS+7	INVERSE	d+7	228	E4 'CLEAR'-'7'
CODE 8	GRAPHICS+8	INVERSE	d+8	228	E4 'CLEAR'-'8'
CODE 9	GRAPHICS+9	INVERSE	d+9	228	E4 'CLEAR'-'9'
CODE 10	GRAPHICS+:	INVERSE	d+:	228	E4 'CLEAR'-':'

PRINTER DRIVER SYSTEM DEFAULTS FOR DMP 200

FUNCTION	DECIMAL	HEX	KEY(S)
hold on	27 31	1B 1F	'CLEAR'-'1'
Bold off	27 32	1B 20	'CLEAR'-'2'
Underline on	15	0F	'CLEAR'-'3'
Underline off	14	0E	'CLEAR'-'4'
Half rev linefeed	27 30	1B 1E	'CLEAR'-'5'
Half for linefeed	27 28	1B 1C	'CLEAR'-'6'
Select condensed	27 20	1B 14	'CLEAR'-'7'
Select standard	27 19	1B 13	'CLEAR'-'8'
Elongation on	27 14	1B 0E	'CLEAR'-'9'
Elongation off	27 15	1B 0F	'CLEAR'-':'

APPENDIX E EXTENDED ASCII CHARACTER SET

The VIP Writer supports the full 256 character Extended ASCII Character Set. The following table covers the first 128 characters, the Standard ASCII Character Set (see Section 7-F). Characters in the second Extended ASCII Character Set (128-255) may be generated using Programmable Character Codes (see Section 7-I). Programmable Character Codes key sequences are initially defaulted to generate ten of the characters from 1 to 127 (see asterisked characters below). The display of the second set in the 32 display is the same as in BASIC. In the hi-res displays only the display of characters 128-255 are the inverse display of the characters from 0-127.

ASCII	32X16	HI-RES	DEC	HEX	KEY(S)
NULL	NONE	NONE	0	0	PRINTER CODE ONLY
CTRL A	INVERSE !	+	1	1	'CLEAR'-'SHIFT''A'
CTRL B	INVERSE "	MOON	2	2	'CLEAR'-'SHIFT''B'
CTRL C	INVERSE #	LIGHTNING	3	3	'CLEAR'-'SHIFT''C'
CTRL D	INVERSE \$	PI	4	4	'CLEAR'-'SHIFT''D'
CTRL E	INVERSE %	SIGMA	5	5	'CLEAR'-'SHIFT''E'
CTRL F	INVERSE &	CHECK	6	6	'CLEAR'-'SHIFT''F'
CTRL G	INVERSE '	BELL	7	7	'CLEAR'-'SHIFT''G'
CTRL H	INVERSE (LEFT ARROW	8	8	'CLEAR'-'SHIFT''H'
CTRL I	INVERSE)	RGT ARROW	9	9	'CLEAR'-'SHIFT''I'
CTRL J	INVERSE *	UP ARROW	10	A	'CLEAR'-'SHIFT''J'
CTRL K	INVERSE +	DWN ARROW	11	B	'CLEAR'-'SHIFT''K'
CTRL L	INVERSE ,	FORMFEED	12	C	'CLEAR'-'SHIFT''L'
CTRL M	'ENTER'	WEDGE	13	D	'CLEAR'-'SHIFT''M'
CTRL N	INVERSE .	¥	14	E	'CLEAR'-'SHIFT''N'
CTRL O	INVERSE /	SECTION	15	F	'CLEAR'-'SHIFT''O'
CTRL P	INVERSE 0	ROOT	16	10	'CLEAR'-'SHIFT''P'
CTRL Q	INVERSE 1	REVERSE F	17	11	'CLEAR'-'SHIFT''Q'
CTRL R	INVERSE 2	EMPTY BOX	18	12	'CLEAR'-'SHIFT''R'
CTRL S	INVERSE 3	FULL BOX	19	13	'CLEAR'-'SHIFT''S'
CTRL T	INVERSE 4	LEFT T	20	14	'CLEAR'-'SHIFT''T'
CTRL U	INVERSE 5	RIGHT T	21	15	'CLEAR'-'SHIFT''U'
CTRL V	INVERSE 6	≠	22	16	'CLEAR'-'SHIFT''V'
CTRL W	INVERSE 7	BACK LE	AR23	17	'CLEAR'-'SHIFT''W'
CTRL X	INVERSE 8	BACK RT	AR24	18	'CLEAR'-'SHIFT''X'
CTRL Y	INVERSE 9	BACK DN	AR25	19	'CLEAR'-'SHIFT''Y'
CTRL Z	INVERSE :	BACK UP	AR26	1A	'CLEAR'-'SHIFT''Z'
ESCAPE	INVERSE ;	TWO o's	27	1B	'CLEAR'-'@'
FS	INVERSE '	CENT	28	1C	'CLR'-'SHT''CLEAR'
GS	INVERSE =	REVERSE E	29	1D	*'CLEAR'-'SHIFT''1'
RS	INVERSE '	MALE	30	1E	*'CLEAR'-'SHIFT''2'
US	INVERSE ?	MAN	31	1F	*'CLEAR'-'SHIFT''3'
SPACE	SPACE	SPACE	32	20	'SPACE BAR'
!	!	!	33	21	'!'!
"	"	"	34	22	'""'

ASCII	32X16	HI-RES	DEC	HEX	KEY(S)
#	#	#	35	23	'#'
\$	\$	\$	36	24	'\$'
%	%	%	37	25	'%'
&	&	&	38	26	'&'
'	'	'	39	27	"''"
(((40	28	'('
)))	41	29	')'
*	*	*	42	2A	'*'
+	+	+	43	2B	'+'
,	,	,	44	2C	','
-	-	-	45	2D	'-'
.	.	.	46	2E	'.'
/	/	/	47	2F	'/'
0	0	0	48	30	'0'
1	1	1	49	31	'1'
2	2	2	50	32	'2'
3	3	3	51	33	'3'
4	4	4	52	34	'4'
5	5	5	53	35	'5'
6	6	6	54	36	'6'
7	7	7	55	37	'7'
8	8	8	56	38	'8'
9	9	9	57	39	'9'
:	:	:	58	3A	':'
;	;	;	59	3B	','
LESS THAN			60	3C	'LESS THAN'
=	=	=	61	3D	'='
GREATER THAN			62	3E	"GREATER THAN"
?	?	?	63	3F	'?'
@	@	@	64	40	'@'
A	A	A	65	41	'A'
B	B	B	66	42	'B'
C	C	C	67	43	'C'
D	D	D	68	44	'D'
E	E	E	69	45	'E'
F	F	F	70	46	'F'
G	G	G	71	47	'G'
H	H	H	72	48	'H'
I	I	I	73	49	'I'
J	J	J	74	4A	'J'
K	K	K	75	4B	'K'
L	L	L	76	4C	'L'
M	M	M	77	4D	'M'
N	N	N	78	4E	'N'
O	O	O	79	4F	'O'
P	P	P	80	50	'P'
Q	Q	Q	81	51	'Q'
R	R	R	82	52	'R'
S	S	S	83	53	'S'
T	T	T	84	54	'T'
U	U	U	85	55	'U'
V	V	V	86	56	'V'
W	W	W	87	57	'W'

ASCII	32X16	HI-RES	DEC	HEX	KEY(S)
X	X	X	88	58	'X'
Y	Y	Y	89	59	'Y'
Z	Z	Z	90	5A	'Z'
[[[91	5B	'SHIFT''DOWN ARROW'
\	\	\	92	5C	'SHIFT''CLEAR'
]]]	93	5D	'SHT''RIGHT ARROW'
^	↑	^	94	5E	*'CLEAR''-SHIFT''4'
␣	LEFT ARROW	␣	95	5F	'SHIFT''UP ARROW'
␣	INVERSE @	␣	96	60	*'CLEAR''-SHIFT''5'
a	a	a	97	61	'a'
b	b	b	98	62	'b'
c	c	c	99	63	'c'
d	d	d	100	64	'd'
e	e	e	101	65	'e'
f	f	f	102	66	'f'
g	g	g	103	67	'g'
h	h	h	104	68	'h'
i	i	i	105	69	'i'
j	j	j	106	6A	'j'
k	k	k	107	6B	'k'
l	l	l	108	6C	'l'
m	m	m	109	6D	'm'
n	n	n	110	6E	'n'
o	o	o	111	6F	'o'
p	p	p	112	70	'p'
q	q	q	113	71	'q'
r	r	r	114	72	'r'
s	s	s	115	73	's'
t	t	t	116	74	't'
u	u	u	117	75	'u'
v	v	v	118	76	'v'
w	w	w	119	77	'w'
x	x	x	120	78	'x'
y	y	y	121	79	'y'
z	z	z	122	7A	'z'
{	INVERSE [{	123	7B	*'CLEAR''-SHIFT''6'
	INVERSE \		124	7C	*'CLEAR''-SHIFT''7'
}	INVERSE]	}	125	7D	*'CLEAR''-SHIFT''8'
~	INVERSE ↑	~	126	7E	*'CLEAR''-SHIFT''9'
Rub	INVERSE LE AR RUB	OUT127	7F		*'CLEAR''-SHIFT'':'

APPENDIX F WHAT IF YOUR TV IS FUZZY

After loading your VIP Library program and using it for a while with your television you may be dissatisfied with the screen display when you are using the 51, 64, or 85 displays. You may notice that when you are using color you have a rainbow of colors on the screen instead of the background color of green or white that you wanted, making it nearly impossible to read your text. This inability to have a sharp, clear, crisp display is NOT a problem with VIP Writer, it is a problem of the your computer and your particular TV.

Unfortunately, most computers lack adequate hardware to give a good TV picture. Color pictures are made up of over a million separate dots, each a composite of blue, green and red. Although they may be easily controlled by the electronic techniques used to generate TV shows, most computers do not have the hardware to control that many dots. Instead computers divide the screen up into many fewer dots. For example, your computer divides it into a little over 6000 dots. This does not allow a high degree of resolution. Thus, when the background color is not a pure color, red, green or blue, the color cannot be controlled to be pure. Shadows and blooms of other colors mix in. This causes the black letters sometimes to be blotched or to have shadows so that they are difficult to read. The smaller the letters the greater the problem. Thus, the 85 display is sometimes very hard to read.

Of course the 85 display, and to some extent the 64 display, were not designed for entering and editing text unless you use a monitor. They were designed for formatting purposes. If you can use them to input text, so much the better.

There are some things that can be done to help make your TV displays more readable. First, you can use the green background to avoid the problems associated with color mixing. You could also get a color monitor for better control of your display colors. Alternatively, you can use a black and white TV instead of a color TV. If all else fails, the 32 by 16 display will definitely work with your color TV.

Although many find the 32 by 16 display too small, others like it because it is easier to read, and since the lines are short like those of a newspaper, editing is faster. Of course, the 32 by 16 retains the reverse video display used by your computer for displaying lowercase characters.

The final option is to buy a monitor, a special kind of video machine, for displaying your text.

APPENDIX G OTHER VIP LIBRARY PROGRAMS

Each of the programs in the VIP Library, with the exception of VIP Speller and VIP Disk-ZAP, were specifically designed to create files compatible with other programs in the Library. With the Library you can perform the essential home business tasks and combine the results for many purposes.

The VIP Writer is one of the central programs in the Library. It contains the most sophisticated editing and printing features, and it is to be used to create all reports combining files created on other applicable Library programs. A companion to the Writer is VIP Speller. The Speller can be used to correct typos and misspellings in VIP Writer and other Library files.

VIP Calc is used to create financial or mathematical reports. It contains sophisticated print functions for independent printing of such reports. You may create files usable by the VIP Writer such as reports to be combined with other text.

VIP Terminal is a communications program capable of transmitting and receiving any ASCII file, including VIP Library files. ASCII files can be transferred to VIP Writer for further editing. The Terminal program also allows you to transfer files to work, clubs or friends. You can also print files received from others.

VIP Database, like to VIP Calc, has its own sophisticated print functions for independent printing of database files. You can also create files for use with the VIP Writer to create combined text and database files.

VIP Disk-ZAP is a disk repair utility designed to repair any kind of file created using the standard disk operating system. Of course, it therefore will also work on other Library files.

GLOSSARY OF TERMS

ASCII: An acronym for American Standard Code for Information Interchange. It is a standard set of characters and their numeric equivalents used by most systems for representing, storing and transmitting text.

Auxiliary Line: A line of text that can be placed anywhere on the printed page and which may be set to appear on every page, just even-numbered pages or just odd-numbered pages.

Baud Rate: The speed at which data is transferred from the computer to other serial peripherals such as printers and modems (see your printer manual).

Binary: The base 2 number system used to signify the states of computer memory circuits.

Binary File: A file in binary machine language code. The VIP Writer will not load binary files.

Block: A segment or string of text of any size.

Bottom Margin: The number of lines from the top of the page to the last line of printed text.

Buffer: Area set aside in computer memory for text storage.

Byte: A single unit of computer memory which is synonymous with a single character.

Carriage Return (CR): End of line terminator marker created by pressing 'ENTER'.

Case: A term which refers to the type of character generated (uppercase or lowercase).

Character: Single unit of text, e.g., number, letter, punctuation, or space.

Character Codes: Key sequences programmed to produce up to ten characters each for display on the screen and input into the buffer for printing.

Clear: The process of erasing the buffer contents.

Command Mode: The mode from which specific commands are executed, entered by pressing 'CLEAR'-'CLEAR'.

Compressed Font: A print font allowed by dot matrix printers which allows 16.7 characters to be printed per inch, versus the 10 characters per inch in the normal mode.

Control Code: See Printer Control Code.

Control Key: The 'CLEAR' key used to access commands in the Text mode.

GLOSSARY OF TERMS

C.P.I.: An abbreviation for Characters Per Inch.

Cursor: The blinking block indicating your current position.

Cursor Oriented: A term which refers to the system characteristic which requires that all functions be implemented from the position of the cursor.

Decimal: The numeric value of an ASCII symbol, expressed in the base 10 number system, ranging from 0 to 255.

Default Value: A value automatically assigned to a parameter, printer code or function at the start of the program.

Delimiter: A character which serves as a signal to the VIP Writer to treat that which precedes the character as one unit and to begin to look for another unit (i.e., commas in format lines).

Double Strike: A printer function which causes the printer to emphasize a string of text by printing the same string over itself a second time.

Double Wide: A print font used in dot matrix printers to print characters at 5 c.p.i., double the normal font width.

Driver Codes: Key sequences programmed in the printer driver to represent up to ten printer control codes.

Edit Window: A term for the screen display of the textfile when in the Text mode. The system allows you to edit line lengths longer than those which can fit on your screen, so the screen is like a window into your textfile.

Elongated: The same as "double wide".

Escape: A printer control code, generated by pressing 'CLEAR'-'@', which some printers require to precede certain control codes to tell the printer that the next code is a control code.

Extended ASCII Character Set: The ASCII characters represented by the numeric equivalents from 127 to 255 decimal, used by computer and printer manufacturers to generate special graphics and other characters.

Flush Right: The process of pushing a string of printed text to the right margin.

Footer: A line of text which may be set to appear on each printed page, or on odd or even pages, usually at the bottom of the page.

Formfeed: A character which causes the printer to feed the paper to the top of the next page.

GLOSSARY OF TERMS

Format Window: The mode used to view the textfile finally formatted for printing, checking for format errors and setting values for the character and printer driver codes.

Formatting: The process of arranging text to achieve a desired result when printed.

Global: A term which refers to the ability to perform a function on every occurrence of a string anywhere in the textfile, such as global Locate.

Granule (Gran): A unit of disk storage equal to 2304 bytes.

Handshaking: A term referring to the interchange of communication signals between printer and computer to control the flow of information. Terminals often do not exchange signals with the computer to control data transfer, and thus do not use handshaking.

Header: A line of text which may be set to appear on each printed page or on odd or even pages, usually at the top of the page.

Hexadecimal Equivalent: The numeric equivalent of an ASCII symbol expressed in the base 16 number system.

Hi-res: A term referring to the software-generated lowercase displays generically, including the 51, 64 and 85 displays.

Home: The upper left-hand corner of the video screen.

Insert: The process of opening up text at the cursor position and adding a character(s).

Inverse: A term which describes the display of a character on the screen as the opposite of the prevailing display, i.e., light character on a dark background where the rest of the screen has dark characters on a light background.

Invisible Print: A printing and formatting function which causes the system to process the textfile without sending it to the printer from where this feature is turned on to where it is turned off. Printing will be resumed where this feature is turned off, with the appropriate page number, etc.

Justification: The process of adding spaces to the printed text to create an even right hand margin.

Left Margin: The number of spaces from the left lock of the printer to the first character of the line.

Line: When referring to text to be printed, it means a line of text as printed according to your print margins. When referring to text displayed on the screen it means the text on one line on the screen, whether or not terminated by a carriage return.

GLOSSARY OF TERMS

Line Delay: A time delay required by some printers to allow the carriage time to return to the beginning of the line (see your printer manual).

Linefeeds: Characters required by some printers to advance paper one line. (See your printer manual.)

Line Length: The total difference between the left and right margins.

Line Spacing: The number of blank lines between each line of text.

Linking List: A list, created by the user and resident in the buffer when linking, which is comprised of the names of all disk files to be linked.

Marker: A character which sets aside a string of text or a character for a particular function.

Mask: A function of the system which allows the VIP Writer to disregard case during Locate.

Monitor: A cathode ray tube device designed specifically for optimum display of high resolution graphics.

Nonspace: A marker which binds text together and which is treated like a space by the printer.

No-print Print: A formatting feature which allows the system to print text blocked off from printing by NO-PRINT markers.

Nulls: Empty characters required by some printers to be added after lines to give the printer time to return the carriage (see your printer manual).

Numeric Equivalent: The number assigned to a specific ASCII symbol, expressed either in decimal or hexadecimal, which is generated by the key sequences set out in Appendix E (see your printer manual).

Orphan Line: A line which has been separated during printing from other lines of which it is an integral part, such as when one line of a paragraph is printed on one page and the rest on the next page.

P Code Marker: A marker used in pairs to set aside control codes to be sent to the printer.

Page Length: The total number of lines from the top of the page to the bottom of the page.

Paging: The function of moving up or down in the textfile one full screen at a time.

Parameter: A variable element of page formatting (e.g., page length, margins, line spacing, etc.), each of which controls a specific aspect of formatting and which may be altered through the Command mode or a Format line.

GLOSSARY OF TERMS

Pause Print: A function which allows non-buffered printers to be stopped to change thimbles, etc.

Perpetual Insert: The system characteristic of allowing characters or lines, including carriage returns, to be inserted until the INSERT feature is turned off when no longer desired.

Pitch: The number of characters printed per inch by your printer, e.g., a 10 pitch printer prints 10 characters per inch.

Pixel: ("Picture Element") A distinct, definable graphics unit used by the system in the 32 display to represent function markers, the cursor, the carriage return, etc.

Print Comments: A format parameter which allows normally non-printable comments to be printed along with the rest of the textfile.

Print Font: The style of typeface used by the printer, e.g., elongated, compressed, or italics (see your printer manual).

Print Mode: A term referring to special features available with some printers which allow such things as alteration of line spacing, dot matrix size, etc.

Printer Control Codes: Codes which control the printer's print fonts and print modes which codes are expressed in ASCII equivalents and which are usually defined differently by different printer manufacturers (see your printer manual and Appendix E).

Printer Driver: A customized reusable textfile of printer control code equivalents for the commands from 'CLEAR'-'1' through 'CLEAR'-'9' and 'CLEAR'-': created by the user to match his or her printer and special needs.

Printer Handshaking: See Handshaking.

Programmable Character Codes: User definable character or printer control codes used to control features or special characters available with printers (see your printer manual).

Right Margin: The number of spaces from the left lock of the printer to the last character on the line.

Scroll: The process of moving in the textfile up, down, left or right a specified number of lines or columns at one time.

Single Sheet Pause: A function which allows printing to be stopped at the end of a page so that a new sheet of paper may be added.

Standard ASCII Character Set: The 128 characters with the numeric equivalents from 0 to 127, containing the standard control codes, the alphabet in upper and lower case, numbers, punctuation, and other standard keyboard characters.

GLOSSARY OF TERMS

Status: The current setting of format parameters.

String: Any number of characters in a row, usually terminated by 'ENTER'.

String Insert: A programmable command with which a string of text, such as a name, can be inserted at one time.

Syster: A term which refers to the VIP Writer program itself.

Syster Line Counter: A line counter internal to the system which keeps count of the number of lines on a page and the number that have been printed. This line counter is reset to zero whenever the 'BREAK' key is used to halt printing.

Tab: Preset spacing for indentation.

Text Buffer: The work area for the textfile.

Toggle: To switch a mode or status on or off.

Top Margin: The number of lines from the top of the page to the first line of printed text.

Type-ahead: A feature which allows characters input to be stored for display, used when the system is engaged in another task or when the display is slowed down by other tasks such as word wrap around or line insert.

Type Over: The ability to retype text over previously entered text.

Undo: To reverse the effects of a delete, line insert or type over action.

Verify: A feature used during the Locate and Change or Delete command to allow sequential decisions about whether to change or delete a string of text.

Wild Card: The term for a character which represents a surrogate or "don't care" character during LOCATE.

Windowing: The process of using the Format Window to view text; with Programmable Character Codes, to go into the Format Window to set the values of the newly programmed codes (in a Format line) to allow their implementation in the textfile.

Word Length: The number of binary digits used to represent each character when sent to a serial printer. Word lengths of 7-bits may only convey the Standard ASCII Character Set, from 0 through 127 decimal; an 8-bit word length can also convey the Extended ASCII Character Set, from 128 to 255 decimal which requires an eighth bit in their binary representation.

Word Wrap Around: The ability of the system to move the entire word to the next line instead of splitting it up at the end of a line on the screen.

'CLEAR'-'A'	26	CN (cassette name)	32
'CLEAR'-'B'	30	Color options	13
'CLEAR'-'B0' to 'B9'	29	borders	13
'CLEAR'-'C'	26	screen borders	13
'CLEAR'-'CLEAR'	16	Color TV problems	14
'CLEAR'-' , '	40	readability	15
'CLEAR'-'D'	26	Column formatting	74
'CLEAR'-'-'	27	Column indicator	15
'CLEAR'-'E'	74	Commands	19
'CLEAR'-'ENTER'	28	Command mode	20
'CLEAR'-'='	71	Text mode	20
'CLEAR'-'F'	26	Window mode	20
Clear file/disk linking	79	Command line	15
'CLEAR'-'G'	25	entry in	20
*CLEAR'-'Greater Than'	40	in window mode	47
'CLEAR'-'H'	26	printer driver	66
'CLEAR'-'I'	24	Command mode	51
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'CLEAR'-'l'-'g' & ':'	66	Control characters ASCII	57
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'CLEAR'-'+'	42	on-off	59
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'CLEAR'-'R'	74	two kinds	61
'CLEAR'-'S'	26	Control symbols	58
'CLEAR'-';'	22	Conventions-literary	11
'CLEAR'-'/'	43	Copyright symbol	63
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'CLEAR'-'U'	39	CS (cassette save)	32
'CLEAR'-'V'	26,31	CSAVE	81
'CLEAR'-'W'	21	Cursor	80
'CLEAR'-'X'	30	control	20
'CLEAR'-'Y'	30	display	18
'CLEAR'-'Z'	73	in disk file linking	78
'CLEAR'-'O'	68	insert	24
'CLEAR'-'SHIFT'-'G'	58	Cursor-oriented	18,49
'CLEAR'-'SHIFT'-'H'	70	disk save	35
'CLEAR'-'SHIFT'-'O'	59	programmable functions	76
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hi-res	92		
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Type-over	18		
'Break'	18		
line insert	18		
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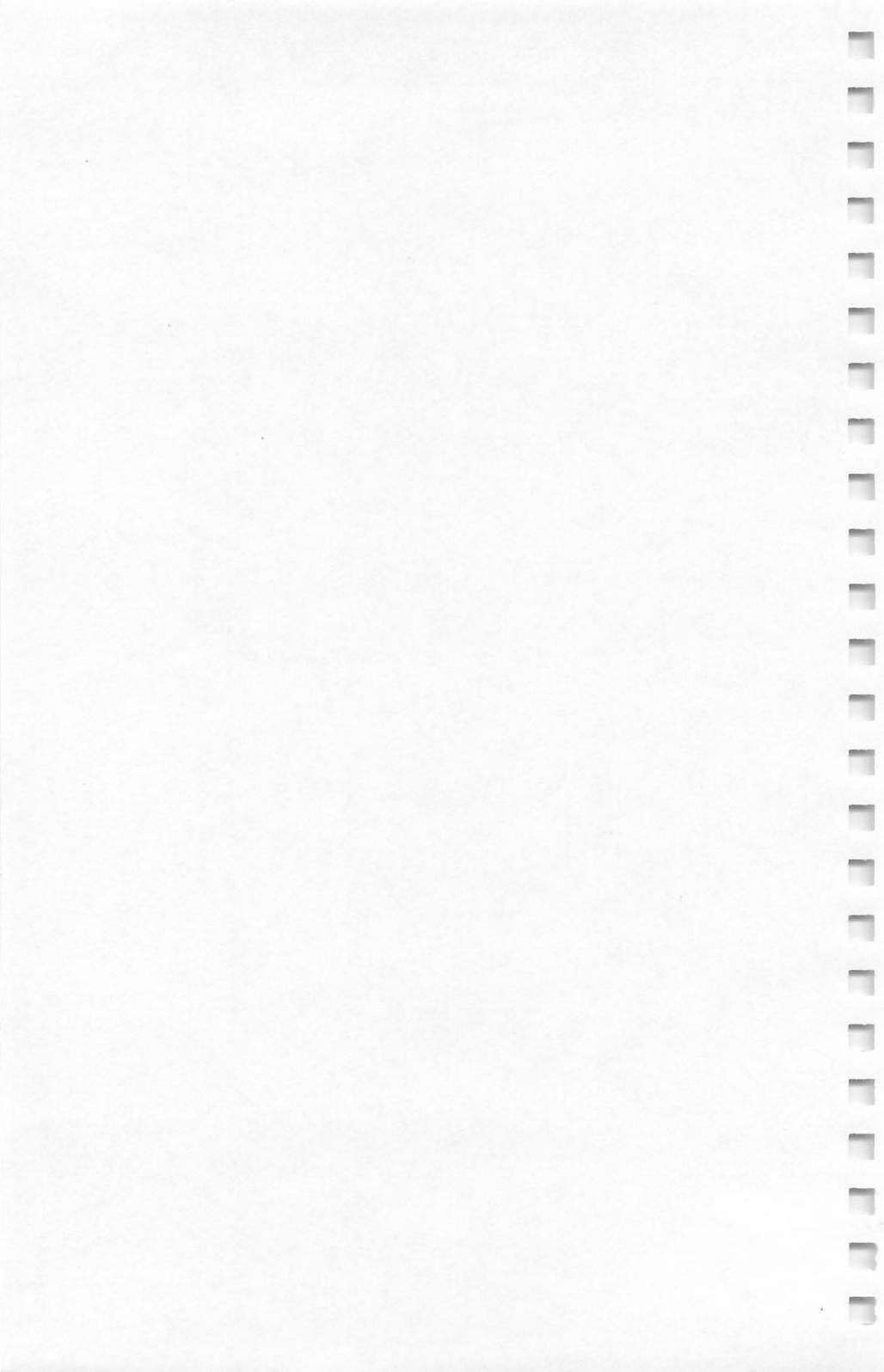
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VIP Speller™

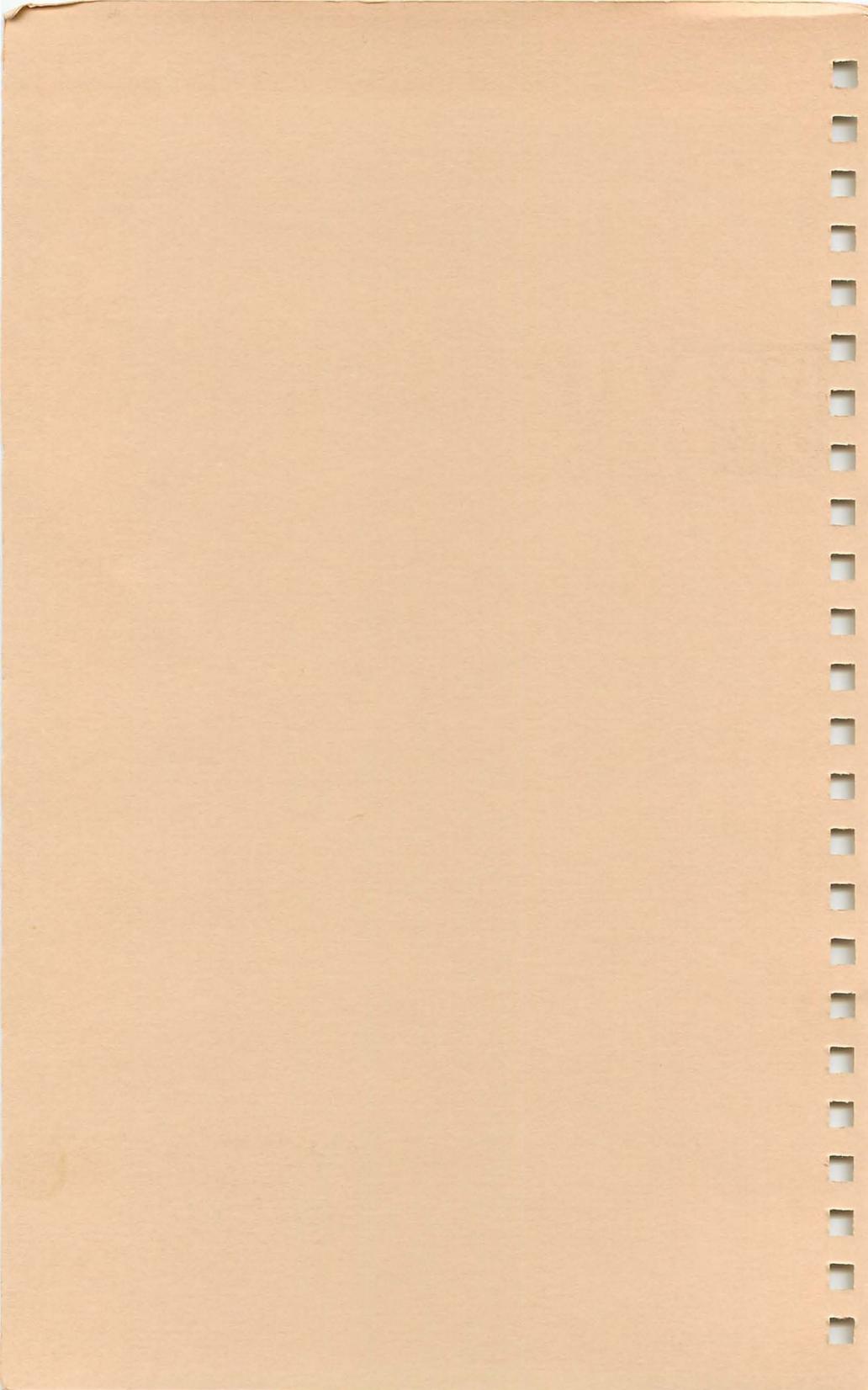
Text Proofreading System

Operator's Manual

The logo features the word "SoftLaw" in a white, elegant, cursive script font, with the word "Corporation" in a smaller, white, sans-serif font centered below it. The entire logo is set against a black rectangular background.

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For the TRS-80 Color and TDP System 100 Personal Computer





VIP Speller™

Text Proofreading System

Operator's Manual

SoftLaw
Corporation

For the TRS-80 Color and TDP System 100 Personal Computer

VIP Speller (TM)

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Written by Bill Argyros

VIP Speller Manual

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Softlaw Corporation 132 Aero Camino
Goleta, California 93117 805/968-4364

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Part 1 INTRODUCTION

-- 1-A What Is VIP Speller?

A spelling checker makes your computer into a proofreader. It helps you a lot with a task which for some of us is very hard: spotting misspellings and typos. It not only finds bad words, it will also allow you to look at the bad word in context, correct the word in your file, mark the word, or add or delete the word or words from your dictionary.

A speller is not, however, the final word. It will not find grammatical errors, and it cannot tell that you used a correctly spelled word in the wrong place. For example, the speller cannot know that you meant "reed" instead of "read". Still, it helps you to make sure that there are no accidental typing errors or actual misspelled words, the most tedious part of proofreading.

VIP Speller is an easy to use, but extremely powerful spelling checker program for your Color Computer. It was designed to be a self-explanatory, self-contained menu-driven system. In fact, you probably could use it without even consulting the manual.

VIP Speller is designed to spell-check any ASCII file, no matter what program created it. To use the program, you will call in a file, compare it with the supplied word list, and choose whether or not to correct the incorrect words. If you want, VIP Speller will automatically rewrite your file with the corrections you have made so that you do not have to re-use the editor to change anything.

VIP Speller is dependent on a 50,000 word "dictionary" or wordlist. This dictionary contains 50,000 of the most used words in the English language. As a comparison, most of us have a working vocabulary of about 20,000 words, most of which are contained in this dictionary. The dictionary that comes with VIP Speller will thus be able to take care of almost every need. And if you find that you wish to add your own words or make your own special dictionaries for special purposes, you can!

-- 1-B What Do I Need To Use VIP Speller?

VIP Speller was designed to work with all models of the TRS-80C Color and TDP System 100 Personal Computers having a minimum of 32K of memory. Since it is a disk-only program, it requires that you own at least one disk drive. Further, it will work with a printer if you own one.

VIP Speller has been made to be fully compatible with all other VIP Library programs. You will find similar features and commands throughout. And of course, VIP Speller will check all ASCII files created using VIP Library programs.

-- 1-C Loading VIP Speller

You have either obtained VIP Speller as a separate product, or you have obtained it as part of your VIP Writer purchase. If you obtained it with your

VIP Writer, it is on the flip side of the distribution diskette. This diskette is dual sided so that it can hold both programs.

The VIP Speller diskette contains four files, the Speller, the dictionary and dictionary index, and a sample file to help you learn how to use this program. The only program you have to load is the Speller. It calls the dictionary and index when it needs them.

The first thing that you should do before loading the Speller is backup the VIP Speller distribution disk using the backup command from Basic. Then put the distribution diskette away for safe keeping and use the backup for all your purposes.

To load VIP Speller, put your Speller backup diskette in your drive, type LOADM"SPELLER" and press 'ENTER'. Almost immediately a billboard will appear and the program will continue to load. The program will perform memory sense and automatically execute. Now you're in the master menu ready to begin work.

Part 2 SPELL CHECKING A FILE

-- 2-A The Master Menu

Once the Speller has loaded, the master menu will appear. You are presented with the following selections:

*** VIP Speller ***

By Bill Argyros

```
S Spell Check File
E Examine Dictionary
D Disk Commands
R Remove Words from
  Dictionary
A Add Words to Dictionary
Q Quit
```

Selection:

These menu selections may be divided into four categories: spell checking files; adding or deleting words from the dictionary; examining the dictionary; and quitting the program. Adding and deleting words from a dictionary will be discussed in Part 2. After a discussion of general disk commands, how to examine your dictionary, and quitting the program, we'll go through the process of spell checking a file.

-- 2-B Disk Commands

From several menus in VIP Speller you are able to access your disks. There are several things that you are able to do. You can call up a directory, kill

files, rename files and change the diskname defaults. On the other hand, save and load functions are integral parts of the program for spell checking files or changing the dictionary. They have thus not been separately made part of the disk access commands.

To access the disk from the main menu, wordlist selections menu or correction menu, press 'D'. You will be presented with a blank screen except for a command line at the top of the screen with the prompt "Command:". From this line you may perform your disk functions.

VIP Speller's disk commands follow the same name rules that you are familiar with from BASIC and other VIP Library programs. The only real difference between BASIC disk commands and those of the VIP Library is that VIP Library disk commands are shorter than those of BASIC ("DI" vs. "DIR"). Diskfile names may be no more than eight characters long and may not contain a period, colon or slash; extensions must be three characters long, and must be separated from the file name by a "/" or a "."; the drive number comes last, separated from the rest by a ":".

For your convenience VIP Speller uses progressive commands. This means that after any disk command is executed you do not automatically go back to the menu, but you can either enter the next command directly or press 'BREAK' to return to the menu.

-- Using and Changing Diskname Defaults

VIP Speller frequently accesses its dictionary, its index, and text files which you specify. It therefore initializes with three different default extensions, two of which concern you, that of the dictionary and that for textfiles. For textfiles VIP Speller initializes with a default extension of "/VIP" and a default drive number of ":0". For the dictionary it initializes with a default extension of "/DIC" and a default drive number of ":0". These defaults may be changed at any time from the disk commands selection of the various menus. The default extension assumes the last extension used and is changed by entering a new extension during any disk access of a file or a dictionary ("DI" to call up a directory of the disk, "DN" to check the diskfile name, "DR" to rename or "DK" to kill). The same is the case with the default drive number. However, the default is not altered when you perform a disk access when creating another type of file, such as when saving the wordlist of "wrong" words to the disk. VIP Speller retains at all times the name of any file being spell checked.

To display the default filename type 'D'-'N' 'ENTER' on the command line. The last name, extension and drive number will be displayed. Because the filename is retained, your next disk access of that file may be made without entering the filename, extension, or drive number. You may also make a disk access changing only the part of the default name necessary, such as the drive number or the extension.

-- Displaying a Diskette Directory

To display a disk directory, mount a diskette in Drive 0 (default drive), from the command line type 'D'-'I' and press 'ENTER'. The directory for Drive 0 will

be displayed in a two-column format with the drive number and the number of free granules displayed on the Command line. If the number of entries exceeds 1 page the display will pause. To continue to the second page of entries press any key except 'BREAK'. A maximum of 68 entries are allowed on the disk. When you have found the file that you are looking for, press 'BREAK' to escape the directory. Each entry on the directory will be followed by a number indicating the number of granules allocated to the file on the disk, and the letter "A" for ASCII or "B" for Binary to indicate the nature of the file.

Sometimes, due to disk operating system failure or some other reason, your disk may have been "crashed". VIP Speller permits you to use files from a crashed disk. When you call up the directory of a crashed disk, some of the files of the disk will be followed by an asterisk. Those files MAY NOT be used. The asterisk indicates that those files are bad. The other files may be used. You should use VIP Writer to load these files and save them onto another disk. Once all the good files have been saved from the bad disk, you then should bulk erase the disk, re-initialize it and use it again to save files - if the disk has not been totally ruined. Do not use a bad disk since it will not work properly! If you have VIP Disk-ZAP you should be able to fix the underlying error.

If you wish to display the directory for a drive other than Drive 0, type 'D'-'I' followed by the drive number and then press 'ENTER'. The directory will be displayed for the drive number that you specified.

EXAMPLE: DI3'ENTER'

This example will display the directory for the diskette mounted in Drive 3.

-- Renaming Disk Files

VIP Speller will allow you to rename your disk files without having to resave your files. To rename your file type 'D'-'R' plus the file name you want changed and then press 'ENTER'. After you have pressed 'ENTER' the system will respond with the prompt: "New file name?" You may then type in the new file name or the relevant part and press 'ENTER'. The system will then rename your file.

EXAMPLE: DRTESTFILE 'ENTER' NEWNAME 'ENTER'

The above example renames the file "Testfile/vip" to "Newname/vip."

-- Killing Disk Files

This command is frequently used with VIP Speller. This is because VIP Speller creates a backup of your source file whenever you decide to correct your source file using VIP Speller. You will then have to kill the backup when you have finished correcting your file.

To kill a textfile from the diskette, type 'D'-'K' followed by the filename, extension and drive number, and press 'ENTER'. The system will respond with

"Kill (filename) Y/N?" A 'Y' response will kill the file. Any other response will return you to the command line.

EXAMPLE: DKTESTFILE/VIP:0 'ENTER' Y

This example will kill the file Testfile/vip from the diskette mounted in Drive 0.

As with all other commands, "DK" will kill the previously entered textfile if you type 'D'-'K' 'ENTER' and answer the "Kill (filename) Y/N?" prompt with a "Y".

EXAMPLE: DK'ENTER' Y

This example will kill the previously entered textfile Testfile/vip from the diskette mounted in Drive 0.

-- 2-C Examine Dictionary

Occasionally you may wish to look at parts of your dictionary to see if they contain a certain word or group of words, or just for the heck of it. To do this, press 'E' from the master menu. You will be then asked the specifics of the dictionary file to be examined. Give the name, extension and drive number and press 'ENTER'. You will then be asked to insert the disk containing the specified dictionary and press any key.

Once you have done this, you will be asked to indicate the point from which you wish to begin looking at the dictionary. You may then input two letters beginning any word. VIP speller will then display a list of dictionary words beginning with those letters. You may continue through the dictionary by pressing any key except 'BREAK'. Press 'BREAK' to specify a new entry point. If you press 'BREAK' again you will return to the master menu.

-- 2-D Quitting VIP Speller

"Quit" is used generically in VIP Speller to leave a menu to go to the previous menu, or, from the master menu, to exit to BASIC. When this option appears on a menu, press 'Q' to quit. When quitting to BASIC you will be asked if you are sure that you wish to exit. Upon pressing 'Y' you will exit to BASIC.

'Q' is also used throughout the program, as is the break key, to stop a function in progress, if feasible. When you press 'Q' or 'BREAK' you will be able to start the function anew.

-- 2-E Spell Checking a File

Now that you know most of the basic groundrules for using VIP Speller, it is time to learn how to spell check a file. To start spell checking a file, first

check to make sure you know the name and location of the file you wish to spell check using the disk commands.

To help you learn how to use the Speller we have provided a sample file on the disk called "Tryme.vip". This is a short text file created to show how to use VIP Speller. If you wish you may call up a directory to see how it is listed. Here is what the file looks like:

Spekling checkers are a boon to just about any writer, pro or not.
In just a few minuted, hours of tedious work can be eliminated.

This file contains three spelling errors: "spekling", "minuted", and "elinated".

Now that you know the file name, press 'S' from the master menu. You will be asked for the file name, the dictionary name and the index file name in succession. Here you would answer:

File to spell check
: Tryme.vip:0 'ENTER'

Dictionary file name
: Dict.dic:0 'ENTER'

Dict index table file name
: Dict.idx:0 'ENTER'

You could instead press 'ENTER' three times since these are the default file names.

Once you have entered the index file name you will be asked to insert the disk containing the file name "Tryme.vip". In this case this file is on the backup copy you made of your Speller disk. If you made a mistake when entering any of the names, you may press 'BREAK' to start entering the names afresh.

If you have more than one drive, you would specify one drive for your source file and the other for the dictionary and the index file. Then you could more conveniently spell check your file without changing disks.

Once you have properly specified the names, press any key, and VIP Speller will ask you whether you want to spell check for normal words, in a literal mode, or for all words including numbers.

VIP Speller is giving you a choice. If you choose to look for normal words, VIP Speller will look for all groupings of characters separated by a space, a "non-space character" (see your VIP Writer manual), and punctuation. It will ignore numbers and other symbols on the keyboard such as the dollar sign. If you select the literal mode, VIP Speller will look for all words just as with the normal selection, and it will also look for keyboard symbols, but it will not look for numbers. If you select the "with numbers" mode you are looking for just about any symbol which could appear, including numbers. In all of the modes, VIP Speller ignores function markers used in VIP Library programs, and

all characters with an ASCII value of 129 decimal or greater (see VIP Writer manual, Appendix E).

Usually you will wish to select the normal mode. Sometimes, however, you will wish to be very picky and use the literal mode just to make sure that some stray symbols have not slipped in, or if you have significant symbols in your text. When you have included significant numbers in your text, such as when you have included a VIP Calc or VIP Database file in a VIP Writer file, you will want to use the most stringent test, that "with numbers". After you select the mode, VIP Speller will proceed to read your file.

Here's what's going on when your source file is being read. VIP Speller searches through your text and pulls out each unique word, according to your choice of normal, literal or with numbers, and makes a list of them. A unique word is every individual and distinct spelling. Thus, VIP Speller finds the first "the" and ignores all other appearances of that word in your file. In making the wordlist, VIP Speller ignores whether the letters in the word have capital letters.

Once the Speller has found all the unique words, it tells you how many there are. With "Tryme.vip" there are 22 unique words. The Speller next sorts these words, putting them in alphabetical order. When it is done sorting it will ask you to insert the disk containing the dictionary you specified and press a key. Here the dictionary disk is already in the drive, so press any key but 'Q' or 'BREAK' and the Speller will check the dictionary.

What the Speller is doing is comparing the wordlist of unique words obtained from your source file with the words in the dictionary. The dictionary supplied is indexed. This means that as the words from the unique word list are being checked against the dictionary, letters for which there are no words are skipped.

As the dictionary is being compared with the wordlist, the current letter of the alphabet being checked is put on the screen, replacing the line of 26 periods. The checking of "Tryme.vip" is quite fast, and since the dictionary is indexed, whole groups of letters pop up at once.

Once the dictionary has been exhausted you will be asked whether you wish to check your file against another dictionary. This option is given since many of you will wish to create your own special dictionaries for special applications. Here we'll press 'N' for no. If you had another dictionary you would press 'Y' and give the name of the dictionary. Your file would then be checked against that dictionary as well.

When checking the dictionary, the Speller is making a new wordlist which contains all words from your file which are not in the dictionary. All words in your source file which have no match in the dictionary are placed in a new file. (Since the dictionary does not contain every word in the English language, some of the words put into the word list will actually be spelled correctly. If these are frequently used words, you may wish to add these words to the dictionary.) It is this wordlist of words which are not in the dictionary which will be the basis for the remaining spell checking.

After you are done with dictionaries, if no errors are found, you will be told so and returned to the master menu. If words are found which are not in your dictionary, after you press 'N' for no further dictionaries the Speller will take some time to clean up the wordlist. It then will present you with the wordlist selections menu.

-- 2-F The Wordlist Selections Menu

With the wordlist of words not in the dictionary you are ready for the next step. You are now presented with the wordlist selection menu:

*** Wordlist Selections ***

```
M Mark words in file
C Correct words
S Show wrong words
W Write words to new file
P Line print words
A Add all words to dict
D Disk commands
Q Quit
```

Selection:

In dealing with the "incorrect" words in your text, you have two general avenues of approach: working with your source file or working with the word list. When working with your source file you have two options. You may choose to mark all the words in your file for later action, or you may choose to correct them using VIP Speller. On the other hand, you might wish to deal with the wordlist of "incorrect" words as a whole, either saving it, printing it or adding it to your dictionary. We'll first discuss the disk commands and quit options and then we'll return to the wordlist option and the correction/markung option.

D Disk Commands

Disk commands were discussed above in section 2-C. Once you have finished correcting or marking your file, a backup file will remain on the disk. You probably will want to kill the backup file right away.

Q Quit

To exit the wordlist selections menu back to the master menu press 'Q' or 'BREAK'.

-- Wordlist Options

S Show wrong words

As a prelude to using the list of "wrong" words you will usually wish to take a look at them. To do this, press 'S'. The sorted list of wrong words will be displayed. If there are more than will fit on one page, press any key until you have reached the end of the list. In Tryme.vip there are three incorrect spellings.

If you have a long textfile, you might wish to scan the "wrong" words to determine which words have to be changed. If there are only a few changes necessary you might decide to note them and change them using the locate and change feature of VIP Writer rather than using VIP Speller which could take longer.

W Write words to new file

It is often useful to save the list of "wrong" words to a separate file. Usually this is done so that the wordlist can be expanded and added to your dictionary or used to create a new dictionary.

To write the words to a separate file, press 'W'. You will then be asked for the new file name. Be sure to use a name different from that of the file being spell checked. You will then be prompted to insert a disk to hold the file and press a key. When the file has been written the wordlist selections menu will reappear.

P Line print words

You may also print the list of wrong words for whatever purpose. To do this press 'P'. You will be asked to specify the baud rate and whether your printer requires linefeeds after carriage returns. The default is 600 baud without linefeeds, so press 'ENTER' twice if that is what you need and you'll be ready to print.

You may stop printing at any time by pressing 'BREAK'. When the list has been printed or printing has been stopped, the wordlist selections menu will reappear.

A Add all words to dict

If you wish you may add all the words in the list to your dictionary, or you may create a new dictionary. This procedure is discussed in Part 2 devoted to changing the dictionary.

-- Marking or Correcting Words

M Marking words in file

Sometimes you might wish to mark words in your file so that you can later correct them, change them to different words, or delete them altogether. VIP Speller will mark the "incorrect" words in your file by placing a "#" sign before them. This will make them easier to find when you later edit your file.

To mark the words in your file, press 'M'. The Speller will proceed to do two things. First it will make your source file into two files, a backup file and a new source file. The extension of the original file will be changed from ".VIP" to ".BAK" and a new file will be created. With our example, the source file "Tryme.vip" would be changed to "Tryme.bak" and a new "Tryme.vip" file would be opened. Thus, in order to mark a file it is necessary to have at least enough space left on the disk to create a file the same size as the original source file. When the words have been marked, the program will return to the wordlist selections menu.

C Correct words

After finding the incorrect words, most of you will desire to use VIP Speller to correct them. This can be easily done. First press 'C'. The Speller will then rename your original source file, changing the file extension ".VIP" to ".BAK", to give you a backup file. Next it will open a new file with the same name as your original file. In our example, "Tryme.vip" is changed to "Tryme.bak" and a new "Tryme.vip" is created. Your file, as corrected, will be written to the new file. To write the corrected file, the Speller searches for the first occurrence of an incorrect word in your file and displays the incorrect word. Beneath it is displayed a menu of choices. In our example the screen looks like this:

Spelling

- I Ignore for rest of text
- J Ignore just this once
- E Enter a new spelling
- D Display word in context
- A Add word to dictionary
- Q Quit

Selection:

As you respond to each word, the portion of the file containing the word is written to the new file on your disk. VIP Speller does not correct words in alphabetical order, but instead, corrects them in the order in which they appear

in the file. Rewriting the file continues until all the incorrect words have been fully dealt with and the file has been totally rewritten. Let's go through these options in order.

- I Ignore for rest of text
or
- J Ignore just this once

Ignoring words is usually done for one of two reasons. Either the word is correct but is not in the dictionary, or the word is incorrect but was meant to be spelled incorrectly. You have the choice of ignoring the word for the remainder of your text or for just one time.

If you choose to ignore the word for the rest of the text, you are done with that word for this text. Subsequent occurrences of that word in your textfile will not be displayed for action. If, however, you choose to ignore the word just this once, the Speller will display the word the next time it encounters it when reading the file. You again have all the choices available as before. Of course, to determine whether you wish to ignore the word just this once you will often wish to see the word in context.

- D Display word in context

VIP Speller allows you to view words in context. When you press 'D' several words surrounding the "incorrect" word are displayed on the screen. The words are displayed in their exact context, with upper and lower case. When in doubt, be sure to use this feature to help decide what to do with a troublesome word.

- E Enter new spelling

Here is where you get to correct the spelling of the word. Press 'E' and you will be asked to enter the new spelling. Type in the word exactly as you want it to appear in your text. The "L" in the upper right hand corner of the screen indicates that you can type both upper and lower case characters. By pressing 'SHIFT' and then '0' you can switch to caps lock. The "L" will then be changed to a "U". You may enter up to 255 characters. Press 'ENTER' to complete the correction. If you make a mistake while typing, pressing the shift key and the left arrow key will erase the entry and allow you to start over. If you decide not to correct the word, press 'BREAK'. Once you have corrected a word, the Speller will correct all subsequent occurrences of that words in your file as it encounters them.

- A Add word to dictionary

You have many choices when adding words to your dictionary. If you did not desire to add the entire list of "incorrect" words to the dictionary, but only a few of them, this selection gives you that option. You may go through the wordlist while correcting your file and select the words you wish to add to your dictionary. When you determine to add a word, the word is selected for addition and it is ignored for the rest of the file. Once you have finished with the

file you will be prompted to begin adding the words to the dictionary. Adding words to the dictionary is discussed in Part 3.

-- Q Quit

At any time while in the correction menu you may opt to stop the process and return to the wordlist selections menu. To do so, press 'Q'. When you do this the system will close the files, kill the new file being written, and change the extension of the original file from ".BAK" back to ".VIP". The program will then return to the wordlist selection menu ready for more work.

Part 3 CREATING AND CHANGING DICTIONARIES

-- 3-A What Is A Dictionary

Although everyone calls the file used to spell check files a dictionary, it is not a true dictionary in the common sense of that word. Instead it is an alphabetical word list containing thousands of words. Perhaps "lexicon" is better.

VIP Speller comes supplied with a 50,000 word indexed dictionary. Essentially, we have filled the disk to the brim with the dictionary to make sure that you have the largest dictionary possible with one diskette.

But a word count does not say it all. We not only offer 50,000 words, we offer 50,000 quality words. We have aimed to provide a dictionary which will be useful to every writer, from the casual letter writer to the poet, novelist, and the professional. It was created using the American Heritage Dictionary for accuracy, usage and completeness. All primary vocabulary words are included in the dictionary, with all their forms; and all verbs forms are given. And since you are using this program with your Color Computer, every effort has been made to include standard words associated with BASIC and as much "computerese" as possible.

So what is missing? Well, 50,000 words covers the general vocabulary quite nicely. However, since the dictionary was created with an eye towards helping everyone, the jargon of particular professions were not extensively included. Technical medical terms, or the arcane language of philosophy, sociology, etc., are not so complete.

Of course, you are not limited to the supplied dictionary. You can easily create one or several special dictionaries for your own purposes. You can either create a wordlist using VIP Writer or you can collect and expand on the words which you use in your writings but which are not in the supplied dictionary. Either way, you have the power to make VIP Speller even better suited to your needs.

Adding to the supplied dictionary requires that you have access to two drives. This is because adding words to the dictionary requires that the old dictionary be rewritten to a new dictionary, adding the new words. Since the supplied dictionary and the program occupy the entire disk, it is impossible to rewrite

the supplied dictionary to that disk. With the ability to access only one disk, this type of addition to the dictionary is not possible. However, with two drives this is not a problem.

Still, those of you with only one drive are not at all limited to the supplied dictionary. You can create as many auxiliary dictionaries as you want, and each auxiliary dictionary may be added to until it is the size of half a disk, about 25,000 words! And since spell checking is progressive, each additional dictionary checked against takes considerably less time than the last one. Only the words not eliminated by the previous dictionary are checked.

There are also sound reasons to create special dictionaries. For example, you may have one dictionary which is used only for spell checking legal documents, and thus contains only legal jargon. Or, you may have a special dictionary for writings on a special topic. You may even wish to create a dictionary containing only incorrectly spelled words.

Alteration of the dictionary may be done from three different points in VIP Speller. It may be done directly from the master menu; from the wordlist selections menu; or after correcting a file. Each of these options serves a slightly different purpose. Alteration of the dictionary from the master menu assumes that you have a wordlist which you have created which you wish to use to add to or subtract from the dictionary. This is the usual place from which you would create an auxiliary dictionary. Words may only be deleted from the master menu.

Adding words may also be done from the wordlist selections menu. Addition to the dictionary is done from here when you have a special file which contains many words not in the dictionary but which you feel you should add.

The final place from which words may be added to the dictionary is when you are correcting your file. Here you opt to add specific words to the dictionary. Addition from here is done where you wish to carefully select which words not in the dictionary should be added.

In any case, new dictionaries and additions to the old dictionary are done from wordlists. The types of words you will want to add are words in your active vocabulary not in the dictionary.

You will want to carefully create your wordlists used for dictionary making. One of the best ways to create a wordlist is to use VIP Writer. First you would want to spell check as many of your files as you desire, saving the "incorrect" words as separate files. Next you would load all the files into VIP Writer to edit out the incorrect ones and add additional forms of the verbs, etc. You can use this wordlist to create a new dictionary or add to the supplied one.

-- 3-B Creating and Adding to Dictionaries

Adding to, deleting from or making a new dictionary is done the same regardless of the point from which you do it. The only difference is the source of the wordlist and the nature of the change. In any case you have a wordlist to be affected.

A Add words to dictionary

You may add words to the dictionary, or create an auxiliary dictionary, from three places, the master menu, the wordlist selections menu and when correcting files. The procedure is the same for each. Adding words to the supplied dictionary requires two disk drives. Adding words to dictionaries smaller than half of a disk may be done with one drive. Creating an auxiliary dictionary only requires one drive.

When you select 'A' to add words from the master menu you are first asked whether you wish to add to a dictionary or create a new dictionary. Once you have made your choice you will be asked to give the name of the file containing the words to be added to the dictionary. If you elected to create a new dictionary you will be asked for the name of the new dictionary. If you elected to add to a dictionary you will be asked to give the name of the dictionary to be altered and the name of the new dictionary to be created. The Speller will then read the file, find all unique words and sort them in alphabetical order.

When words are added in wordlists, each of the words is unique. VIP Speller is capable of holding a very large wordlist. However, those with 32K computers will be limited in the number of words that can be added to the file at one time. If there are too many words, you will be told that the system is full. You will then have to break your wordlist down and add the files separately.

Once the file is read and sorted, the Speller will check to see if there is sufficient room on the disk to create a new dictionary or add to the existing one. If there is insufficient space on the disk for the new dictionary, you will be asked whether you wish to try another disk, and in the case of adding to a new dictionary whether you wish to create a new dictionary, and finally whether you wish to quit. In the case of single drive owners, if the same disk will not hold the old and new dictionaries, the only options are to create an auxiliary dictionary with the words or quit. Multiple drive owners may choose to use two drives.

If there is sufficient room on the disk, VIP Speller will create a dictionary containing these words and an index for that dictionary, or, if you are adding words, these will be added to the specified dictionary. When this is completed the system will return to the master menu.

When the sorted wordlist is added to the dictionary, Each word in the list will be displayed with the action taken. A message will appear saying that the word has either been added or that it already exists in the dictionary.

Creating an auxiliary dictionary or adding words to the dictionary from the wordlist selections menu or when correcting words is identical except that the wordlist will already be resident in memory and sorted. You will thus not have to specify a file of words to be added.

-- 3-C Removing Words from Dictionary Files

Removing words from your dictionary is something rarely done. This is because the usual reason for deleting words is to shorten the dictionary to make

processing time shorter. Since the dictionary supplied with VIP Speller is indexed, long dictionaries do not take much longer to read than short ones.

You may, however, find it helpful to remove words which you have added in an incorrect form, or you may wish to remove words when your dictionary fills the entire disk and you wish to add different words to it.

Since, when words are removed, a new dictionary file is created from the old, removing words from the supplied dictionary may only be done if you have more than one disk drive. However, removal of words from auxiliary dictionaries may be done so long as the auxiliary dictionary does not consume more than one half of a disk. Removing words from your dictionary is identical to adding words to the dictionary from the master menu. The only difference is that there is no provision for creating a new dictionary while removing words.

Upon pressing 'R' you are first asked to specify the file containing the words to be deleted from the dictionary. The unique words in the file will then be gleaned and sorted. You will then be asked the name of the dictionary from which the words will be removed and the name of the new dictionary to be written. Once you have specified these, the new dictionary will be rewritten. If there is insufficient room on the disk to rewrite the dictionary, you will be given the choice of trying another disk or quitting and returning to the master menu.

OTHER VIP LIBRARY PROGRAMS

Each of the programs in the VIP Library was specifically designed to create files compatible with other programs in the Library. With the Library you can perform the essential home business tasks and even combine the results.

VIP Writer is one of the central programs in the Library. It contains the most sophisticated editing and printing features, and it is to be used to create all reports combining files created with other applicable Library programs. A close companion is VIP Speller. The Speller can be used to correct typos and misspellings in VIP Writer and other Library files.

VIP Calc is used to create financial or mathematical reports. It contains sophisticated print functions for independent printing of such reports. You may create files usable by VIP Writer for reports to be combined with other text.

VIP Terminal is a communications program capable of transferring and receiving any ASCII file, including VIP Library files. ASCII files can be transferred to VIP Writer for further editing. The Terminal program also allows you to transfer files to work, clubs or friends. You can also print files received from others.

VIP Database is a very sophisticated program for organizing and using any kind of data. Like VIP Calc, VIP Database has its own advanced print functions for independent printing of database files. You can also use files with VIP Writer.

VIP Disk-ZAP is a disk repair utility designed to repair any kind of file. Of course, it therefore will also work on other Library files.

1. The first part of the report deals with the general situation of the library and the work done during the year.

2. The second part of the report deals with the work done during the year in the various departments of the library.

3. The third part of the report deals with the work done during the year in the various departments of the library.

4. The fourth part of the report deals with the work done during the year in the various departments of the library.

OTHER LIBRARY PROGRAMS

5. The first part of this section deals with the work done during the year in the various departments of the library.

6. The second part of this section deals with the work done during the year in the various departments of the library.

7. The third part of this section deals with the work done during the year in the various departments of the library.

8. The fourth part of this section deals with the work done during the year in the various departments of the library.

9. The fifth part of this section deals with the work done during the year in the various departments of the library.

10. The sixth part of this section deals with the work done during the year in the various departments of the library.

SOFTLAW CORPORATION CUSTOMER ASSURANCE PLAN FOR THE COLOR COMPUTER

INTRODUCTION

Softlaw Corporation has developed a Customer Assurance Plan which covers Softlaw's Registration, Replacement, Backup, Support and Limited Warranty policies regarding its products.

BACKUP AND SUPPORT POLICIES

Softlaw Corporation is solely responsible for the warranty, maintenance and support of this VIP Library program. All questions concerning this product are to be addressed to Softlaw Corporation, either by mail or by calling the customer service number: (805) 968-4364. To differentiate those who have legitimately purchased this program from those who have not, we ask that you immediately send in your warranty registration form. We also request that when writing or calling for support, you include your name and zip code so that your questions can be promptly answered.

The VIP Library program disk supplied in this package does not have a write-protect notch. This assures that you will not accidentally write on the disk and ruin it. The first thing you should do when you receive your VIP Library program disk is to make one backup of the program and place the master diskette away for safe keeping. The backup may be made from BASIC using the backup command.

THE WARRANTY REGISTRATION FORM

Please completely fill out the Warranty Registration Form and mail it in. When your ownership of this product is registered, Softlaw Corporation will have a record of your purchase. Warranty registration enables you to obtain a replacement tape or diskette as detailed in the Limited Warranty statement. Your name will also be included in Softlaw's mailing list for any program announcements which may issue from time to time.

REPLACEMENT POLICY

In the event your tape or diskette is found to be defective in materials and/or workmanship as detailed in the Limited Warranty statement, please return the defective tape or diskette to Softlaw Corporation for replacement if still within the 180 day limited warranty period. Softlaw must have received your Warranty Registraton Form and the defective program in order to ship a replacement copy. If you are applying for a replacement tape or diskette, include a note with a description of the nature of the defect, and return it with your tape or diskette to: Softlaw Corporation, Customer Service Dept., 132 Aero Camino, Goleta, CA 93117.

SOFTLAW CORPORATION LICENSING AGREEMENT

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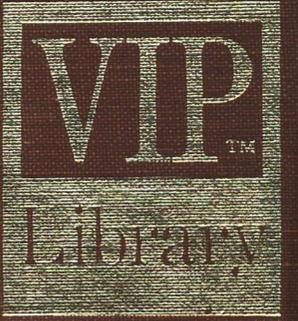
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VIP WriterTM



VIP

VIP Writer

VIP

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Personal Computer Software Library
Productivity Tools for Modern Times

VIP™

Library

VIP Writer™

For the TRS-80 Color and TDP System 100 Personal Computer
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