

# LEADING EDGE™ WORD PROCESSING

## USER'S GUIDE

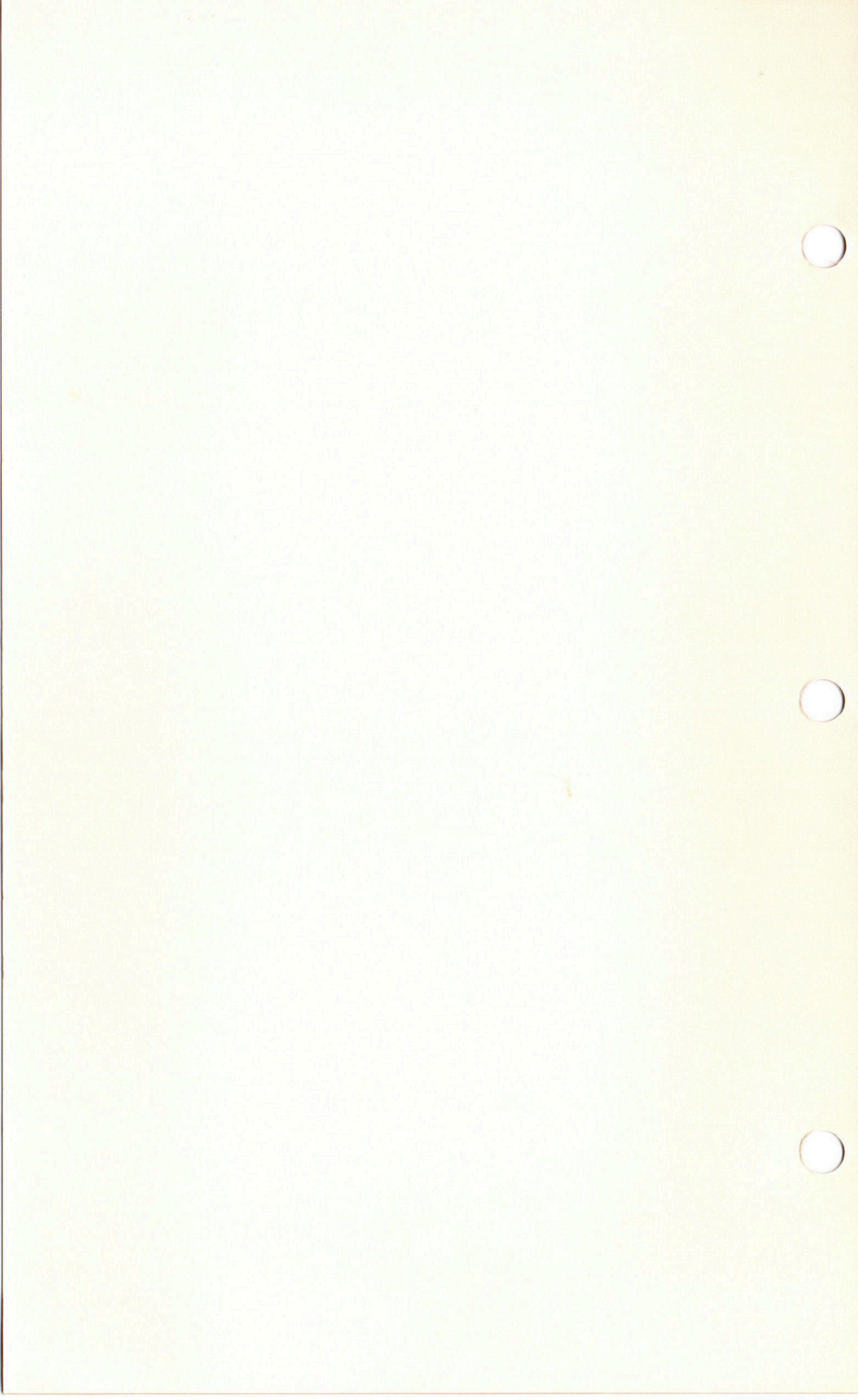
for the IBM,® Leading Edge™  
or IBM-Compatible Personal Computers

and

IBM PC XT, Leading Edge XT,  
or IBM-Compatible Hard-Disk Systems



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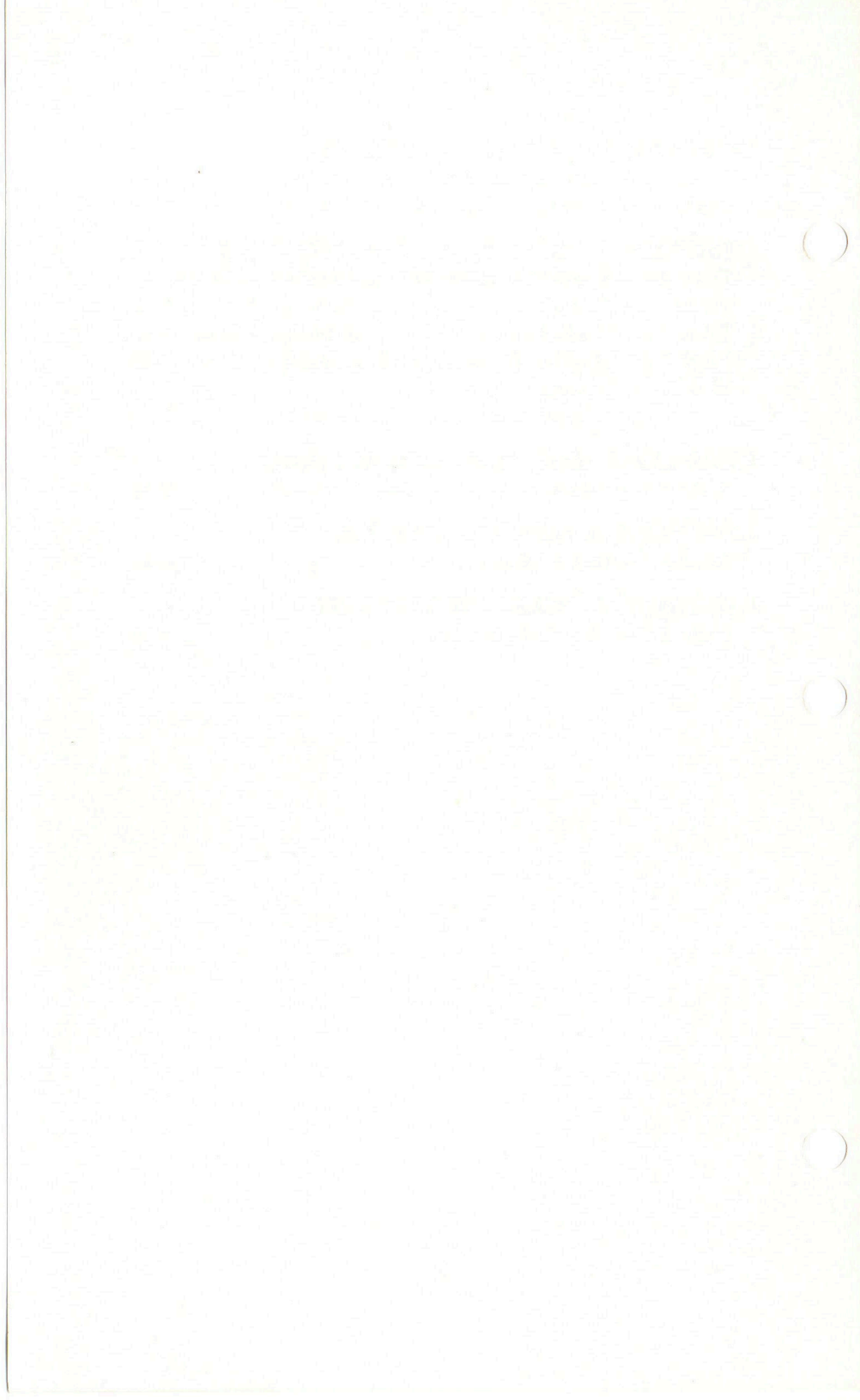
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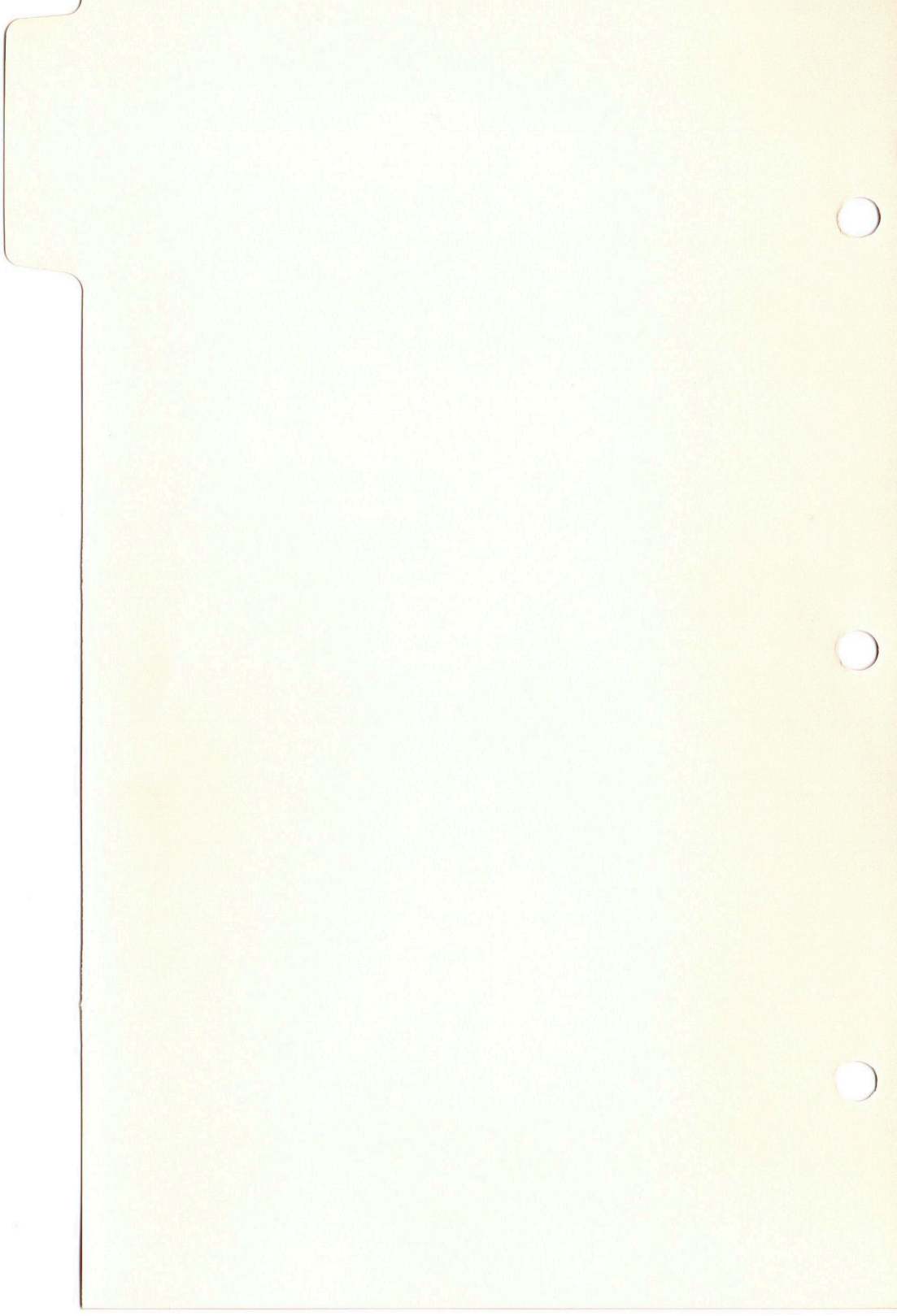
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# Preliminaries

*All right, I've spent the money. Now, what do I get?*

*Are you sure we've got all the pieces of the package?*

*Who do I call if you mess up?*

*But . . . what I do first?*

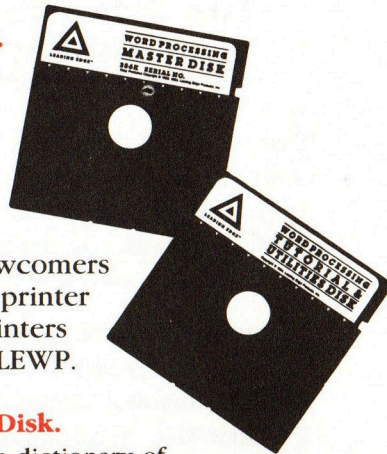


## **THE LEADING EDGE WORD PROCESSING PACKAGE**

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When you open your Leading Edge Word Processing (LEWP) package, you will find the parts illustrated in this foldout.

**Master Disk.**  
Contains the programs  
necessary to run  
Leading Edge  
Word Processing.

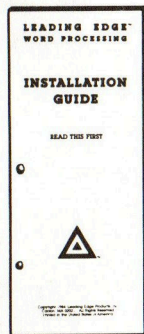


**Tutorial & Utilities Disk.**  
Contains six lessons for newcomers  
to word processing and printer  
installation utilities for printers  
compatible with LEWP.



**Spelling Disk.**  
Contains a dictionary of  
80,000 words and the  
programs necessary to  
run Spelling Correction.

**Installation Guide.**  
Installation and disk copying procedures  
are required before using LEWP  
software on a floppy-disk  
or a hard-disk system.

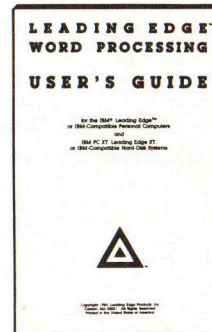


**Warranty Registration Card.**  
Be sure to complete it and  
mail it to Leading Edge (LE).  
It ensures you the rights and  
benefits of the LE Customer  
Protection Plan which is  
explained at the front  
of the User's Guide.

LEADING EDGE® WARRANTY REGISTRATION	
Leading Edge Software Name: Use Serial No. _____ Date Purchased: _____	
Company: _____	Name: _____
Address: _____	Department or P.O. Box: _____
City: _____	State: _____
Country: _____	Zip: _____
Phone: _____	Fax: _____
PLEASE FOLD AND TAP CLOSED BEFORE MAILING	
WARRANTY REGISTRATION: Leading Edge must agree upon your satisfaction of returning to the following address. Please call for registration details.	
NOTE: The registration card is void if tampered with and not used for warranty purposes only.	
<p>A. What type of installation did you use (check appropriate box):</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p> <p>7. _____</p> <p>8. _____</p> <p>9. _____</p> <p>10. _____</p>	

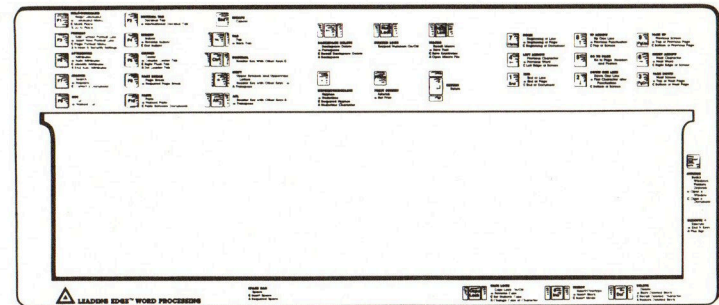
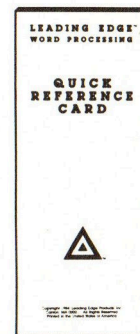
**User's Guide.**

A how-to guide for all users of  
LEWP software.



**Quick Reference Card.**

A brochure summarizing special  
purpose keys and software  
commands.



**Keyboard Overlay.**

A reference tool that fits over the keyboard. Use the  
velcro pieces inside the accompanying plastic bag to  
secure it to the keyboard.

Figure P-1—The Leading Edge Word Processing Package

## **The User's Guide: Organization and Features**

This Guide is designed to accommodate the information needs of all LEWP users, whether you are totally new to word processing, already familiar with other word processing software, or an expert. The Guide combines a how-to style and reference features.

**Its overall organization** moves you from the rudiments of word processing to mastery of sophisticated functions. Read the manual selectively, as suggested on Figure P-3—A User's Map to Quick Success, or from cover to cover.

**Its graphic features** help you in spotting important words or phrases:

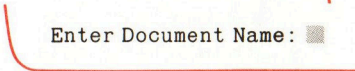
- ▲ Boldface headings and subheadings help you identify specific sections.
- ▲ The names of keys appear capitalized in ovals so you can quickly identify which keys to use.  
Example: Press the **EXECUTE** key.
- ▲ Screen prompts and commands appear to the right of the page. Each message is bordered by a line indicating its location on the screen.

Example:



End Edit?

Example:



Enter Document Name: █

- ▲ Warnings are presented in **boldface**. Read them carefully before proceeding.

A **caution** is in black print.

Example: **Your printer will work to capacity only if you have selected the appropriate Model when you issue the print commands.**

A **severe warning** is in red print.

Example: **When the red light of the disk drive is on, the computer is reading or writing information on the disk. Do not remove the disk at this time.**

**Its reference features** help you in browsing or consulting specific sections:

- ▲ A detailed **Table of Contents** describes sections in task-oriented terms.
- ▲ A **Header** at the top of each page indicates which topic is covered on a given page and the page number.
- ▲ **Summary Tables** appear at the end of chapters.
- ▲ An **Index** at the back of the Guide helps you to access specific functions quickly.

## **The Keyboard and Keyboard Overlay**

If you're new to word processing, the microcomputer keyboard may be unfamiliar to you. It's not as intimidating as it looks. Think of it as a typewriter keyboard flanked by special purpose keys.

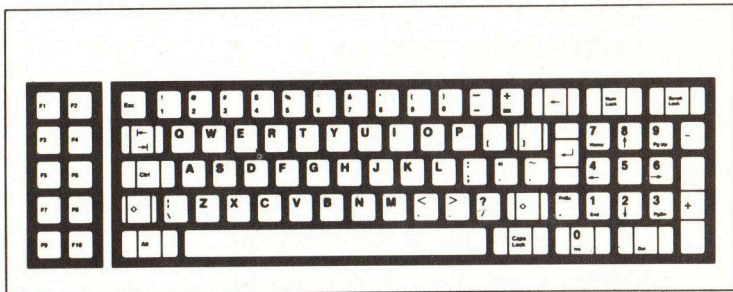


Figure P-2—The IBM-Style Keyboard

The typewriter keys enable you to type text. You're probably already familiar with **RETURN**, **SHIFT**, and **TAB** keys on a typewriter. While marked differently on a keyboard, these keys perform essentially the same functions.

What makes the microcomputer keyboard different from the typewriter keyboard is the special purpose keys. These give you powerful editing and file management features, from moving rapidly through your documents to inserting, formatting, and printing text.

You'll use two of the special purpose keys immediately. Once you load LEWP, you use these two keys to tell the system to carry out a function, action, or command, and to cancel a function, action, or command.

Press the **EXECUTE** key, marked as a plus sign on the right side of the keyboard to tell the system:

*Go ahead; carry out this command.*

Press the **ESCAPE** key, marked as ESC in the upper left corner of the keyboard, to tell the system:

*Cancel this action, and return to what I was doing.*

There are three special purpose keys—**SHIFT**, **CONTROL**, and **ALT**—which are always used in combination with other keys. If you press any one of these keys by itself, nothing happens. Used in combination with other keys, however, they become booster keys, allowing most

keys to perform several functions. You'll be using combination keystrokes frequently because LEWP has more functions than the number of keys on the keyboard.

**Whenever you are instructed to press a special purpose key in combination with another key, press the special purpose key first and hold it down while you press the other key.**

Example: Press the **(SHIFT)** and **(END)** keys.

Since it's easy to forget what a particular key can do, refer to the Keyboard Overlay as a reminder.

The other special purpose keys perform functions specific enough not to warrant discussion before you need them. Each will be explained, in the following chapters, as you require its use.

## **Help Screens and the Hotline**

In addition to the Installation Guide, the User's Guide, Keyboard Overlay, and Quick Reference Card, Leading Edge provides two other means of assistance.

**Help Screens** are screens of instruction and definitions that you can access using the **(HELP)** (F1) key on the gray pad at the left of the keyboard. Press the **(HELP)** (F1) key when you are using LEWP and you have instant access to on-screen instruction.



To access the Help Screen for the task/key for which you want assistance:

1. Press the **(HELP)** (F1) key.

If you are getting help from a menu, the Help Screen appears at this point.

**or**

If you are getting help while in a document, the system prompts you:

Press F1 again for HELP with any key  
Which Command?

- ▲ Press the **(HELP)** (F1) key again.

Help with what key?

- ▲ Press the key you want help with. Press only one key at a time. The instruction appears on the screen.

2. Press the **(ESCAPE)** key to return to your document or menu.

The **Hotline** is a software support service offered to all registered owners of Leading Edge Word Processing software. If you cannot find the answer to your problem in the User's Guide or other reference tools, call any time from 9:00 a.m. to 8:00 p.m. (Eastern Standard Time), Monday through Friday, and on Saturday, from 9:00 a.m. to 5:00 p.m., for assistance from knowledgeable technicians.

**Call 1-800-523-HELP**

**or**

**Massachusetts residents, call collect: (617) 449-6762**

# A USER'S MAP TO QUICK SUCCESS

Below are four routes to quick success with Leading Edge Word Processing. Each of them takes you through creating, editing, and printing a document. Choose the route best suited to your level of ability and interest.

## WHICH ARE YOU? TAKE THIS ROUTE:

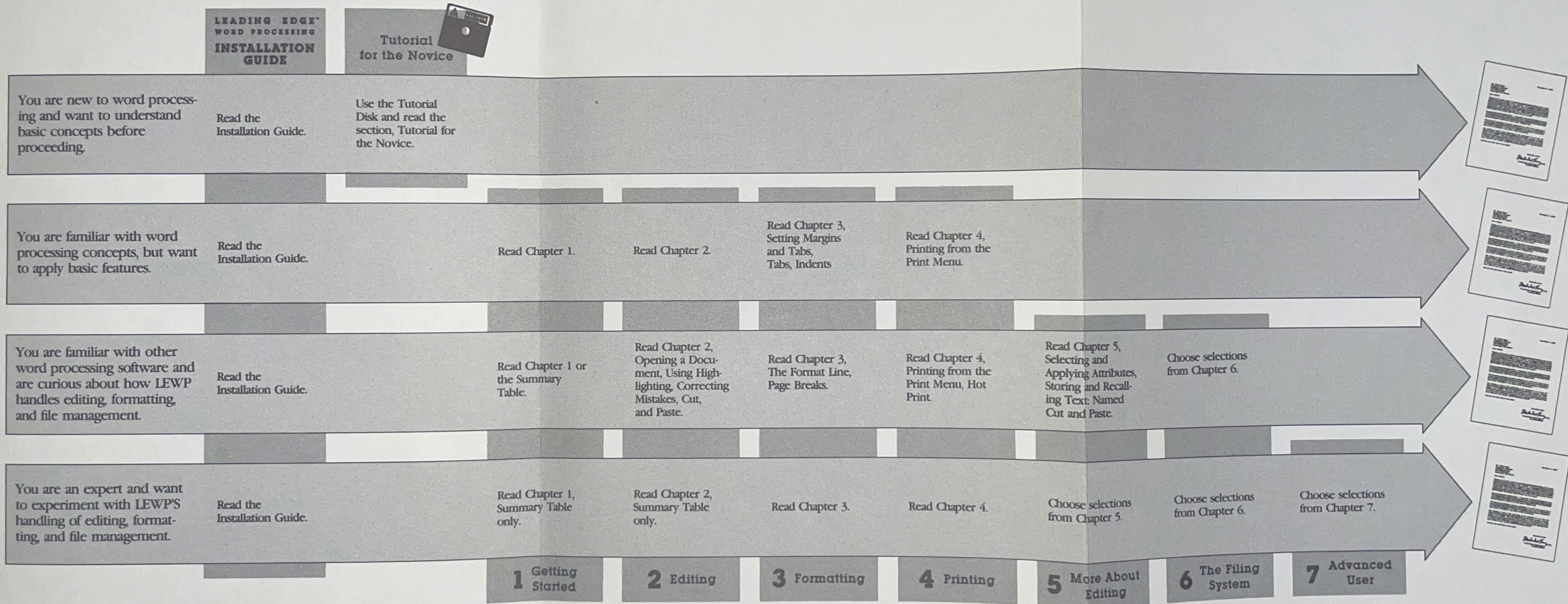
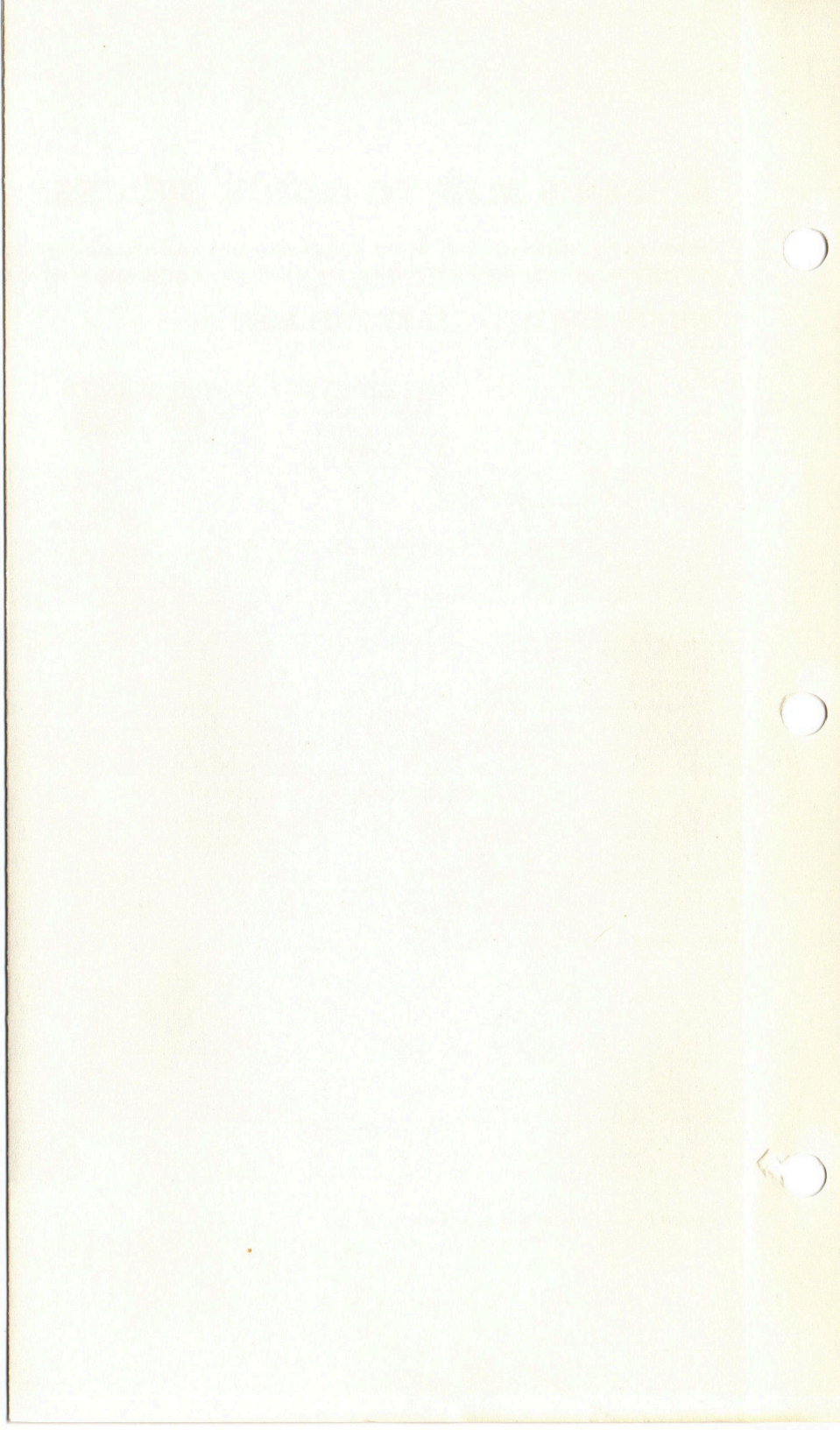
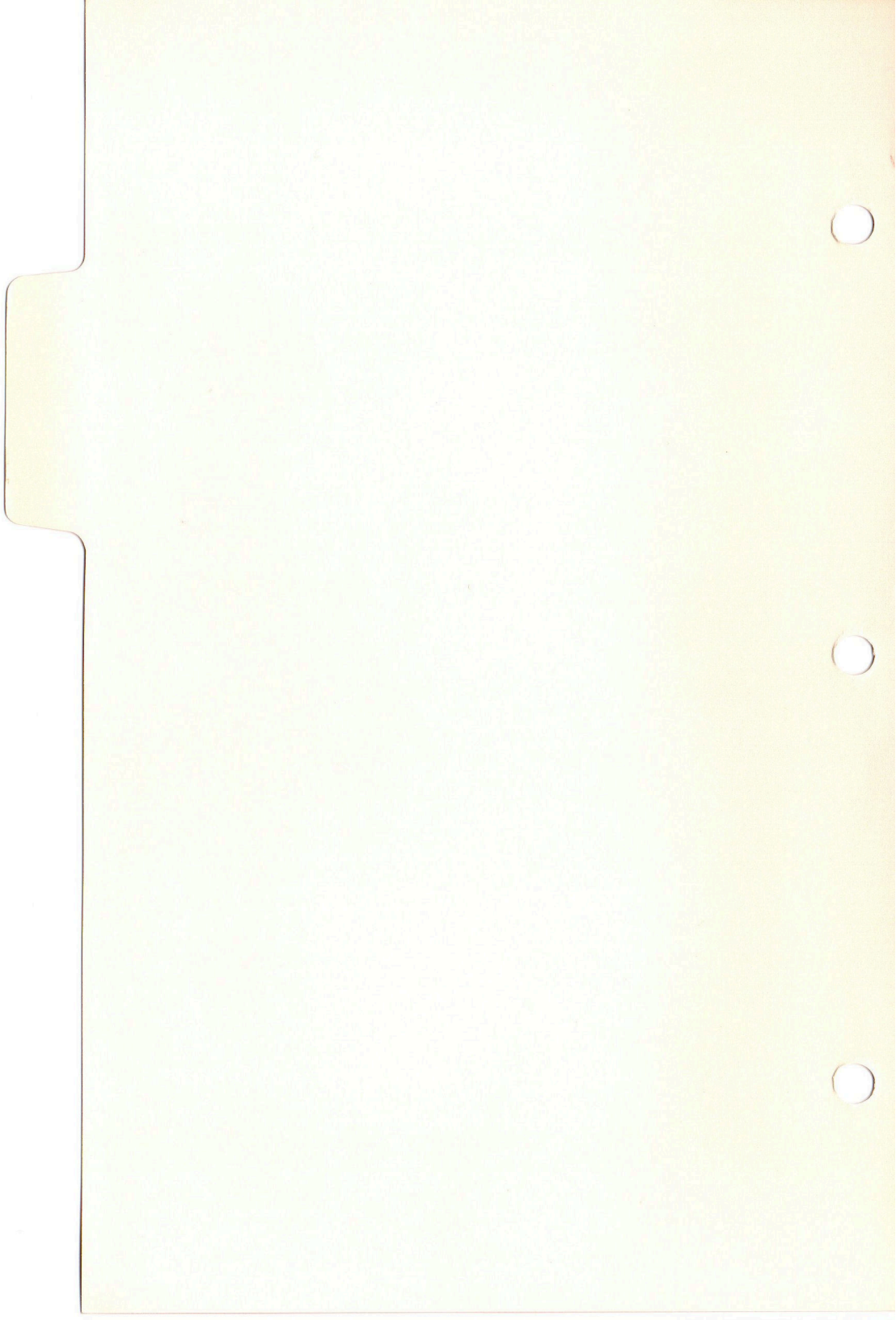


Figure P-3 — A User's Map to Quick Success



**Tutorial  
for the Novice**



---

# Tutorial for the Novice

*If I press this, will the whole thing blow up?*

*Who ran off with my White Out?*

*This letter has to fit on one page. Now I'll have to change the margins and retype the whole thing.*

*This resume has to be perfect... but I can't even get through my first job description without making mistakes.*

## **WELCOME**

It's a safe assumption that you'd like to save time and improve your efficiency in any kind of writing assignment, whether it's a repetitive task in the office or writing letters to friends. Why should any writing activity take longer than it has to? Why should you have to work hard to make a document look good?

Leading Edge Word Processing (LEWP) makes traditional writing hassles disappear. You have the power to:

- ▲ **Produce error-free material** because you correct mistakes before printing.—No more correction fluid or correction tape. You make changes on the screen before you put your text on paper.
- ▲ **Rearrange, insert, or delete text in a document** whenever you choose.—No more cutting and pasting with scissors and cellophane tape. You can move portions of text or whole documents. The text automatically adjusts to accommodate any changes you make.
- ▲ **Change the format of a document** for any section of the text.—No more frustrating adjustments to margins, tabs, and indents to allow for tables, graphs, and charts within a document.
- ▲ **Produce multiple copies of a document.**—No more hours at the photocopier making less-than-perfect copies. You can request multiple letter-quality copies of any document.
- ▲ **Insert customized information in multiple copies of standard forms.**—No more laborious retyping of repetitive letters with a different name and address on each copy.

- ▲ **Store and retrieve documents as needed.**—  
No more bulging file drawers because all your material is saved on disks.

**You're the boss.** You tell LEWP what you want to do. You choose from options on the screen and press keys that send orders to the software. In return, you get fast response and messages to guide you.

You can see exactly how your document will appear before you print it. You can change your mind about how it should look, whether to print it now or later, or where to store it on your disk.

**You'll love the simplicity of LEWP** and this tutorial will speed you on your way to fast and efficient management of your writing activities. The tutorial lessons and outlines are tools for mastering basic word processing concepts.

## **USING THE TUTORIAL LESSONS**

Each lesson is an independent unit. You can try the lessons individually or all at once because each one takes only a short time to complete. Before starting a lesson, read the appropriate Lesson Outline. At the end of each lesson—or before starting the next one—read the Lesson Summary to review what you've learned. Suggestions for further reading are also included.

**Before you use the tutorial lessons, you must follow the instructions in the Installation Guide. You need to do this only once.**

If you're using floppy disks, remember these helpful points:

1. Handle disks carefully. You can damage them by bending them, exposing them to temperature extremes, or scratching them.
2. Hold the disk by the label and insert it into the appropriate disk drive with the label side up.



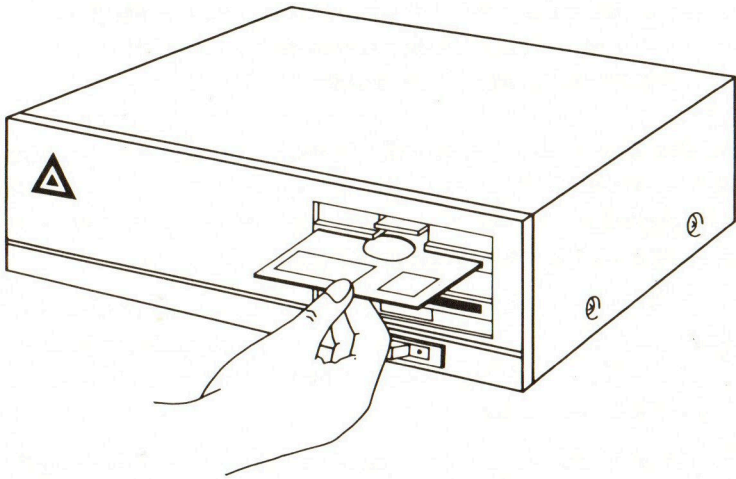


Figure T-1—Disk Handling

3. Remove a disk only when you see the DOS prompt on the screen or when instructed to do so by a screen message.

**When the red light of the disk drive is on, the computer is reading information from the disk or writing something on the disk. If you remove it at this time, you risk damaging the disk and/or your documents on the disk.**

4. Always store a disk in its protective envelope and file it in a safe place, such as a disk library.

When you've finished the installation procedure, you're ready to start the tutorial lessons. Before beginning a lesson, you need to boot the system and load the tutorial lessons. Booting prepares the computer to accept instructions and loading stores programs in the computer's memory until you shut off the system.

A floppy-disk system boots and loads in a different way from a hard-disk system. Booting and loading procedures

are described in this chapter for each of these systems. If you're using a floppy-disk system, read the next section, *Booting and Loading the Tutorial on a Floppy-Disk System*. If you're using a hard-disk system, read *Booting and Loading the Tutorial on a Hard-Disk System*.

## **Booting and Loading the Tutorial on a Floppy-Disk System**

You'll need the working copy of the LEWP Tutorial Disk.

1. With your computer off, insert the working copy of the LEWP Tutorial in Drive A and close the door. (Make sure you're using the copy you made because the distribution copy of the Tutorial & Utilities Disk won't work.)
2. Turn on your computer.  
After a few seconds, the screen prompts:

Enter new date:

3. Type the date using the same format as on the screen. Example: 10-31-84  
IF YOU MAKE A MISTAKE, press the  (Esc) key at the top left of the keyboard. You can retype the date or go to the next step.
4. Press the  (↵) key.  
The screen prompts:

Enter new time:

5. Type the time using the same format as on the screen. Example: 2:30  
IF YOU MAKE A MISTAKE, press the  (Esc) key at the top left of the keyboard. You can retype the time or go to the next step.

6. Press the  (↵) key.  
The screen displays the DOS prompt A>. Booting is complete and the computer is waiting for directions.
7. Type **tutor**  
IF YOU MAKE A MISTAKE, press the  (Esc) key and retype the command.
8. Press the  (↵) key.  
After a few seconds, the Leading Edge copyright screen appears.
9. Press any key to continue, as prompted by the screen message.  
The Tutorial Directory appears on the screen. See Figure T-2—The Tutorial Directory and Starting a Tutorial Lesson in this chapter.

## **Booting and Loading the Tutorial on a Hard-Disk System**

1. Open the door of Drive A.
2. Turn on your computer.  
After a few seconds, the screen prompts:

Enter new date:

3. Type the date using the format on the screen.  
Example: 10-31-84  
IF YOU MAKE A MISTAKE, press the  (Esc) key at the top left of the keyboard. You can retype the date or go to the next step.

4. Press the  (↵) key.

The screen prompts:

Enter new time:

5. Type the time using the format on the screen.

Example: 3:45

IF YOU MAKE A MISTAKE, press the  (Esc) key at the top left of the keyboard. You can retype the time or go to the next step.

6. Press the  (↵) key.

The screen displays the DOS prompt C>. Booting is complete and the computer is waiting for directions.

7. Type **cd \lewp**

IF YOU MAKE A MISTAKE, press the  (Esc) key and retype the command.

8. Press the  (↵) key.

9. Type **xttutor**

10. Press the  (↵) key.

After a few seconds, the Leading Edge copyright screen appears.

11. Press any key to continue, as prompted by the screen message.

The Tutorial Directory appears on the screen. See Figure T-2—The Tutorial Directory and Starting a Tutorial Lesson in this chapter.

<b>TUTORIAL LESSONS</b>	
for Leading Edge Word Processing	
<b>LESSON ONE</b>	<b>CREATING A DOCUMENT</b>
LESSON TWO	ENTERING TEXT
LESSON THREE	EDITING: MAKING CORRECTIONS
LESSON FOUR	EDITING: MOVING TEXT
LESSON FIVE	FORMATTING
LESSON SIX	PRINTING
Make a selection	— UP or DOWN ARROWS (↑ or ↓)
Carry out a selection	— EXECUTE (+)
Stop the Tutorial	— ESCAPE (Esc) then EXECUTE (+)

Figure T-2—The Tutorial Directory

## Starting a Tutorial Lesson

With the Tutorial Directory on the screen, note the high-  
lighted band on Lesson One. . . .Creating a Document.

1. Choose the lesson you want by pressing the **DOWN ARROW** (↓) or **UP ARROW** (↑) keys on the right side of the keyboard. As you press these keys, the highlighted band moves through the directory of tutorial lessons.  
  
Experiment with changing the lesson selections. When you're ready to begin, highlight the lesson you want.
2. Press the **EXECUTE** (+) key on the right side of the keyboard. This key tells the system to carry out an action—in this case, to begin a lesson.

Once you start a lesson, you'll be following instructions on the screen.

## Stopping a Lesson and the Tutorial

1. Press the  (Esc) key in the upper-left corner of the keyboard.  
A message appears in the upper-right corner of the screen:

Do you want to end this lesson?

2. Press the  (+) key.  
You'll return to the Tutorial Directory.
3. Press the  (↓) or  (↑) keys to select another lesson.  
**or**  
Press the  (Esc) key to stop the tutorial.
4. Press the  (+) key.  
If you select another lesson, that lesson begins. If you stop the tutorial, the DOS prompt (A> or C>) appears. Then you can remove any disks if you're using them and turn off your system.

## LESSON ONE: CREATING A DOCUMENT

**Lesson Outline**—This lesson teaches you

- ▲ How to begin word processing by loading LEWP.
- ▲ What to look for in the Document Directory.
- ▲ How to make selections from the Main Menu.
- ▲ How to create a new document.
- ▲ How to close a document and return to the Main Menu.
- ▲ How to exit from LEWP.

**Summary**—You learned to do the following functions using these keys:

TO DO THIS	DO THIS
Load LEWP on a floppy-disk system	<ol style="list-style-type: none"> <li>1. Type <b>le b b</b></li> <li>2. Press <input type="button" value="RETURN"/>.</li> </ol>
<b>or</b>	
on a hard-disk system	<ol style="list-style-type: none"> <li>1. Type <b>cd \lewp</b></li> <li>2. Press <input type="button" value="RETURN"/>.</li> <li>3. Type <b>le c c</b></li> <li>4. Press <input type="button" value="RETURN"/>.</li> </ol>
Select a Main Menu option	<ol style="list-style-type: none"> <li>1. Press <input type="button" value="RIGHT ARROW"/>.</li> <li>2. Press <input type="button" value="EXECUTE"/>.</li> </ol>
Create a document	<ol style="list-style-type: none"> <li>1. Press <input type="button" value="RIGHT ARROW"/> to select <b>Create</b> on the Main Menu.</li> <li>2. Press <input type="button" value="EXECUTE"/>.</li> <li>3. Type name of document.</li> <li>4. Press <input type="button" value="EXECUTE"/>.</li> </ol>
Close and save a document	<ol style="list-style-type: none"> <li>1. Press <input type="button" value="ESCAPE"/>.</li> <li>2. Press <input type="button" value="EXECUTE"/>.</li> </ol>
Exit from LEWP	<ol style="list-style-type: none"> <li>1. Press <input type="button" value="ESCAPE"/>.</li> <li>2. Press <input type="button" value="EXECUTE"/>.</li> </ol>

**Further Reading**—Topics in Lesson One are covered in Chapter 1, Getting Started.

## **LESSON TWO: ENTERING TEXT**

**Lesson Outline**—This lesson teaches you

- ▲ How to select and open a document from the Document Directory.

- ▲ How to enter text.
- ▲ What word wrap is and how to use the RETURN key.
- ▲ How to move the cursor using the ARROW, HOME, and END keys.
- ▲ How to use the Keyboard Overlay and HELP (F1) key as reference tools.

**Summary**—You learned to do the following functions using these keys:

TO DO THIS	DO THIS
Select a document	Press <b>UP ARROW</b> or <b>DOWN ARROW</b> .
Open a document	1. Select <b>Edit</b> . 2. Press <b>EXECUTE</b> .
Move the cursor:	
Left	Press <b>LEFT ARROW</b> .
Right	Press <b>RIGHT ARROW</b> .
Up	Press <b>UP ARROW</b> .
Down	Press <b>DOWN ARROW</b> .
To the beginning of a line	Press <b>HOME</b> .
To the end of a line	Press <b>END</b> .
Capitalize letters	Press <b>SHIFT</b> and type the letter(s).
End a line manually	Press <b>RETURN</b> .
Get help	Press <b>HELP</b> (F1).

**Further Reading**—There are fast and easy ways to move the cursor around in a document. See Chapter 2, Editing Text, Moving Through the Document. You'll also find a table of cursor movement combinations.



## **LESSON THREE: EDITING: MAKING CORRECTIONS**

**Lesson Outline**—This lesson teaches you

- ▲ How to switch from the Insert Mode to the Overtyping Mode when you enter text and correct mistakes.
- ▲ How to use the DELETE and BACKSPACE DELETE keys to correct mistakes.

**Summary**—You learned to do the following functions using these keys:

TO DO THIS	DO THIS
Replace characters	<ol style="list-style-type: none"> <li>1. Press <span style="border: 1px solid black; padding: 2px;">INSERT</span> key for the Overtyping Mode.</li> <li>2. Type new characters.</li> </ol>
Insert characters	<ol style="list-style-type: none"> <li>1. Press <span style="border: 1px solid black; padding: 2px;">INSERT</span> key for the Insert Mode.</li> <li>2. Type characters to be inserted.</li> </ol>
Delete characters	<p>Press <span style="border: 1px solid black; padding: 2px;">DELETE</span> when cursor is on unwanted character.</p> <p style="text-align: center;"><b>or</b></p> <p>Press <span style="border: 1px solid black; padding: 2px;">BACKSPACE DELETE</span> when cursor is to the right of unwanted character.</p>

**Further Reading**—The procedures for correcting mistakes are explained in Chapter 2, Editing Text, Correcting Mistakes.

It's possible to recall characters that you've just deleted. See Chapter 2, Editing Text, Recalling Deleted Characters.

## **LESSON FOUR: EDITING: MOVING TEXT**

**Lesson Outline**—This lesson teaches you

- ▲ How and when to highlight text.
- ▲ How to underline text.
- ▲ How to cut a block of text.
- ▲ How to move a block of text with Cut and Paste.

**Summary**—You learned to do the following functions using these keys:

TO DO THIS	DO THIS
Underline	<ol style="list-style-type: none"> <li>1. Press <b>SHIFT</b> and <b>UNDERLINE</b>.</li> <li>2. Move cursor to highlight.</li> <li>3. Press <b>EXECUTE</b>.</li> </ol>
Cut	<ol style="list-style-type: none"> <li>1. Press <b>CUT</b> (F9).</li> <li>2. Move cursor to highlight.</li> <li>3. Press <b>EXECUTE</b>.</li> </ol>
Move blocks of text (Cut and Paste)	<ol style="list-style-type: none"> <li>1. Press <b>CUT</b> (F9).</li> <li>2. Move cursor to highlight.</li> <li>3. Press <b>EXECUTE</b>.</li> <li>4. Move cursor to new position.</li> <li>5. Press <b>PASTE</b> (F10).</li> </ol>

**Further Reading**—Topics in Lesson Four are covered in Chapter 2, Editing Text, Using Highlighting to Define Blocks of Text, Cut, and Paste.

When you've mastered Cut and Paste, you can investigate Named Cut and Paste, which allows you to store blocks of deleted text for later recall. See Chapter 5, More About Editing, Storing and Recalling Text: Named Cut and Paste.

## **LESSON FIVE: FORMATTING**

**Lesson Outline**—This lesson teaches you

- ▲ How to use the Format Line to arrange text.
- ▲ How to set margins.
- ▲ How to set tabs.
- ▲ How to insert tabs.
- ▲ How to insert a Page Break.
- ▲ How to center text and titles.

**Summary**—You learned to do the following functions using these keys:

TO DO THIS	DO THIS
Use the Format Line	1. Press <input type="text" value="FORMAT"/> (F3). 2. Make settings. 3. Press <input type="text" value="EXECUTE"/> .
Set margins in Format Line	1. Move cursor to margin position(s). 2. Type <b>l</b> and/or <b>r</b>
Set tabs in Format Line	1. Move cursor to tab position. 2. Press <input type="text" value="TAB"/> .
Insert tabs in text	Press <input type="text" value="TAB"/> .
Insert a Page Break	Press <input type="text" value="PAGE BREAK"/> (F8).
Center text	1. Press <input type="text" value="CENTER"/> (F6). 2. Type text.

**Further Reading**—See Chapter 3, Formatting, for further explanation of these and more advanced formatting techniques, such as indenting and setting special tabs.

## **LESSON SIX: PRINTING**

**Lesson Outline**—This lesson teaches you

- ▲ How to access the Print Menu.
- ▲ How to tell LEWP which printer you want to use.
- ▲ How to confirm the settings you've made.
- ▲ How to print a document.

**Summary**—You learned to do the following functions using these keys:

TO DO THIS	DO THIS
Access the Print Menu	<ol style="list-style-type: none"> <li>1. Press <b>RIGHT ARROW</b> to select <b>Print</b> on the Main Menu.</li> <li>2. Press <b>EXECUTE</b>.</li> </ol>
Make Printer Settings: <ul style="list-style-type: none"> <li>Set Printer Model</li> </ul>	<ol style="list-style-type: none"> <li>1. Press <b>DOWN ARROW</b> to select <b>Model</b>.</li> <li>2. Press <b>EXECUTE</b>.</li> <li>3. Type the Printer Model.</li> <li>4. Press <b>EXECUTE</b>.</li> </ol>
Set Connection Type	<ol style="list-style-type: none"> <li>1. Press <b>DOWN ARROW</b> to select <b>Connection</b>.</li> <li>2. Press <b>EXECUTE</b>.</li> <li>3. Press <b>RIGHT ARROW</b> to select Connection Type.</li> <li>4. Press <b>EXECUTE</b>.</li> </ol>
Confirm Settings and Print	<ol style="list-style-type: none"> <li>1. Press <b>UP ARROW</b> to select <b>ACCEPT SETTINGS AND PRINT</b>.</li> <li>2. Press <b>EXECUTE</b>.</li> </ol>

**Further Reading**—See Chapter 4, Printing, Printing from the Print Menu, for an explanation of the other options on the Print Menu.

## **SUMMARY**

Congratulations! Now that you've completed the six lessons of the tutorial, you're no longer a novice. You've learned

- ▲ How to load LEWP to start word processing.
- ▲ How to Create and Edit a document.
- ▲ How to enter text with word wrap.
- ▲ How to move the cursor within a document.
- ▲ How to correct mistakes.
- ▲ How to close and save a document.
- ▲ How to use the Keyboard Overlay and HELP (F1) key for reference.
- ▲ How to move text with Cut and Paste.
- ▲ How to set margins and tabs.
- ▲ How to insert a Page Break.
- ▲ How to center text.
- ▲ How to print a document.

Here is a summary of the Function keys presented in the tutorial.

FUNCTION	KEY	FURTHER READING
Help	F1	Preliminaries, Help Screens and the Hotline
Edit Format Line	F3	Chapter 3, Formatting, The Format Line
Center Text	F6	Chapter 3, Formatting, Centering Text

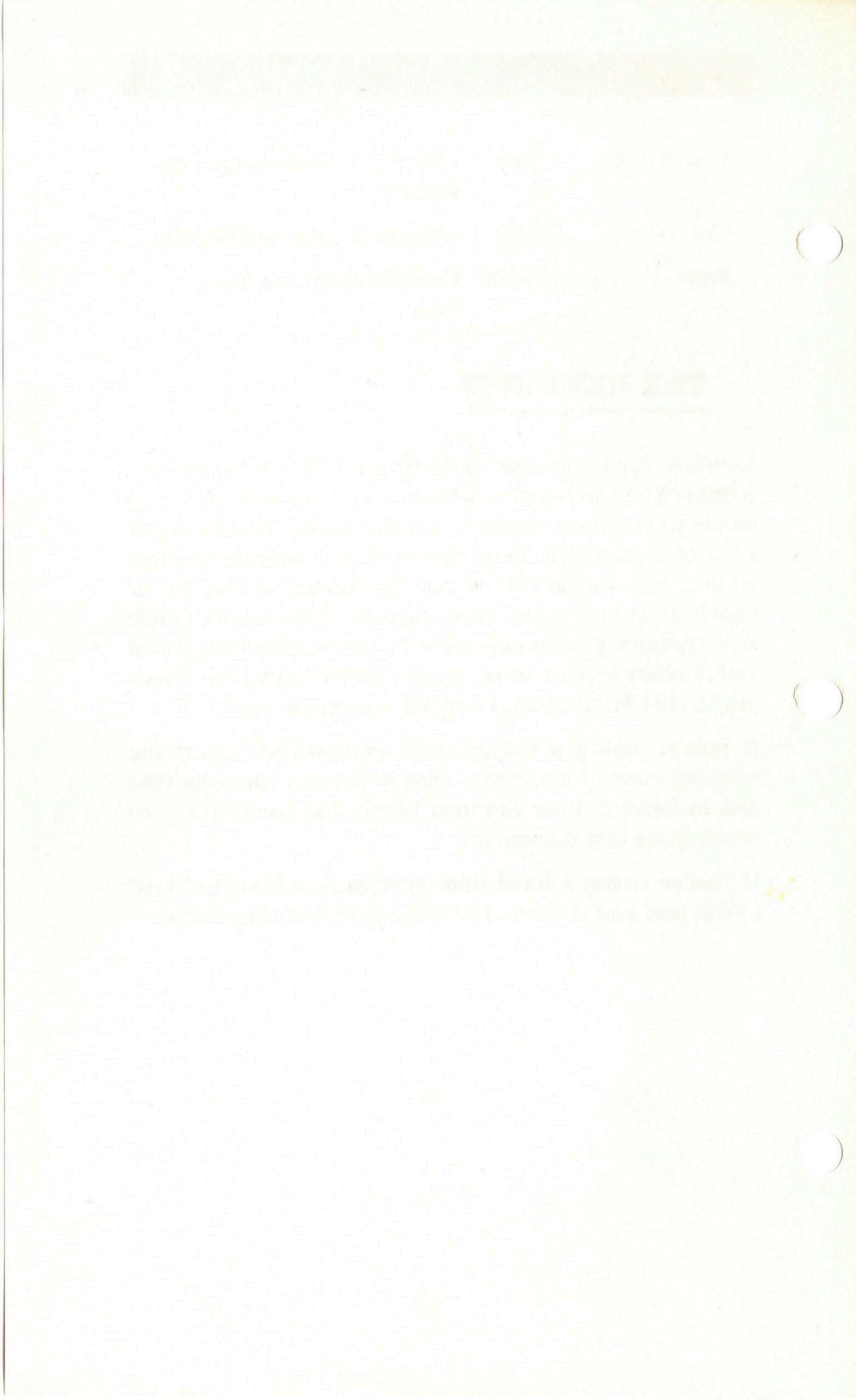
Page Break	F8	Chapter 3, Formatting, Page Breaks
Cut	F9	Chapter 2, Editing Text, Cut
Paste	F10	Chapter 2, Editing Text, Paste

## **THE NEXT STEP**

Now you have the basic skills to use LEWP for your own writing. You can practice what you've learned by writing a memo to your boss asking for a raise, a letter to a friend, or a list of errands you need to run. If you need help when editing, you can always check the Keyboard Overlay or Quick Reference Card. Each chapter of the User's Guide also contains a summary table for easy reference. When you're ready to learn more about LEWP features, the User's Map in the Preliminaries chapter will guide you.

**If you're using a floppy-disk system,** just insert the working copy of the Master Disk in Drive A and your data disk in Drive B, boot and load LEWP, and you're ready to create your first document.

**If you're using a hard-disk system,** just boot and load LEWP, and you're ready to create your first document.









# 1

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# Getting Started

*Now how do we start this thing?*

*Whaddaya mean, boot the system? I'll show ya how to give it a **real** boot.*

*What's today's luncheon special on the Main Menu?*

*When I turn it off, will I lose all my stuff?*

## WHAT YOU NEED TO GET STARTED

If you're using Leading Edge Word Processing (LEWP) for the first time, you must follow the instructions in the Installation Guide before you can start. You only need to do this once.

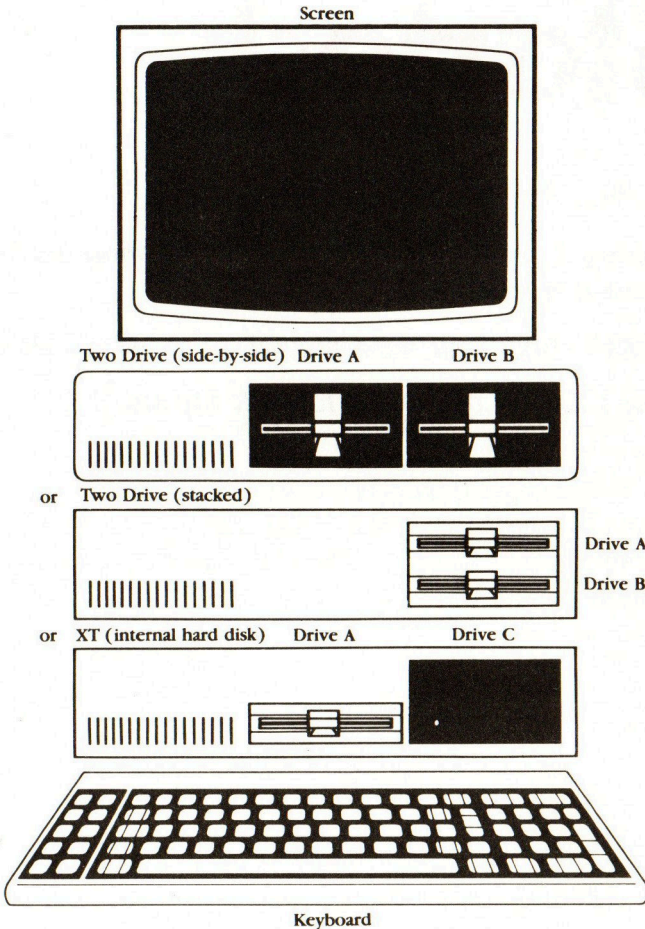


Figure 1-1—The System and Drive Configuration

**A Few Words on Floppy Disks.** Disks have a reasonable lifetime—as much as two years—depending on frequency of use, if you handle and store them with care.

- ▲ Hold them by the label and never touch the exposed magnetic area.
- ▲ Write on disk labels with a felt-tip pen only.
- ▲ Label and date your disks so you know their contents.
- ▲ Insert a disk in the disk drive with the label up and towards you.
- ▲ Store disks in their sleeves after use.
- ▲ Never remove a disk while the red light on the disk drive is on.

**If you're using a floppy-disk system, you'll need**

- ▲ The working copy of the LEWP Master Disk, which contains word processing programs.
- ▲ A blank formatted data disk, on which you'll store the documents you create.

**If you're using a hard-disk system, you don't need any floppy disks:** word processing programs were copied onto the hard disk when you installed LEWP; you'll keep documents on the hard disk as well.

## **BOOTING THE SYSTEM**

To run LEWP or any program, you need to turn on the system and get it ready to work for you. This is called *booting* the system: it's a simple procedure that loads the operating system into the computer's memory so that it can carry out your commands. The instructions below tell you how to boot both floppy- and hard-disk systems.

To Boot the System:

1. With the system turned off:

**Floppy-disk system:** Insert the working copy of the LEWP Master Disk in Drive A and a blank formatted disk in Drive B. Close the doors of the disk drives.

**Hard-disk system:** Open the door to Drive A. This causes the system to boot from the hard disk.

2. Turn on the system.  
In a few moments, a date appears in the upper-left corner of the screen followed by a prompt asking you to enter the current date.
3. Type the current date in the numeric format shown on the screen. Example: 9-30-84  
If you make a mistake, press the ESCAPE key at the top left of the keyboard. You can retype the date or go to the next step.
4. Press the  key.  
A time indication and a prompt for the current time appear immediately below the new date.
5. Type the current time using the format on the screen. Type the hour, in the 24-hour system, and use colons to separate hour and minute indications. Example: 2:15. Only the hour and minutes need to be entered. You've now set the clock on your system.

If you make a mistake, press the ESCAPE key at the top left of the keyboard. You can retype the time or go to the next step.

6. Press the  key.  
The DOS prompt appears. On a floppy-disk system, the DOS prompt is A>; on a hard-disk system, it's C>. Whenever the DOS prompt appears, the system is waiting for instructions.

## **LOADING LEADING EDGE WORD PROCESSING**

So far you have been operating with DOS (the Disk Operating System). To run LEWP you need to load the word processing program and store it in the computer's memory. Once you've done so, the program remains in memory until you return to DOS.

To Load LEWP:

1. At the DOS prompt:

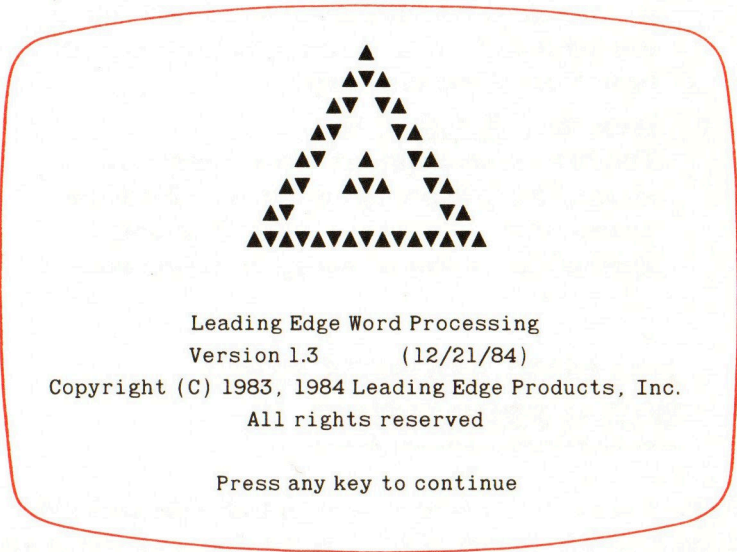
**Floppy-disk system:** Type **le b b** and press .

**Hard-disk system:** Type **cd \lewp** and press .

Type **le c c** and press .

If you make a mistake, press the  key and retype the command.

The system loads LEWP. When it has finished, the screen clears and the LEWP copyright screen appears.



*Figure 1-2—The Leading Edge Copyright Screen*

2. Press any key, as prompted at the bottom of the copyright screen.  
The Document Directory and Main Menu appear.

## **THE DOCUMENT DIRECTORY AND MAIN MENU SCREEN**

The Document Directory and Main Menu screen is your entry point to Leading Edge Word Processing. You see it every time you load or leave LEWP.

**Title Line.** Displays time and date and the version of software that you're using.

**Status Line.** Identifies the Current Folder and Drawer and tells how much space on the data disk you have used.

3:10pm 12-29-84 LE WORD PROCESSING Version 1.3 (12/21/84)  
 CURRENT FOLDER: INITIAL DOCUMENT FOLDER CURRENT DRAWER: B 2% FULL

Document Name	Pages	Last Date	Time	Create Date	Time
Standard Document	1	12-29-84	3:10p	12-29-84	3:10p

Edit Print Create Delete Copy Rename Move Archive Folder Utilities

Edit a document.

Figure 1-3—The Document Directory and Main Menu Screen

## The Filing System

This initial screen lets you see how LEWP stores your documents and what you can do with them. It organizes them in much the same way as you keep written material in folders in a filing cabinet. The difference is that LEWP's filing cabinet is an electronic one, with all the advantages in automation and speed that you'd expect to find.

The disk drive acts as a drawer of the filing cabinet. You open the drawer when you insert a data disk. The information that you keep in that drawer is stored on the data disk.



LEWP creates folders on your disk as you need them. The folders help you organize your work and contain the documents you create. It's simple: documents are stored in folders, folders are stored in drawers.

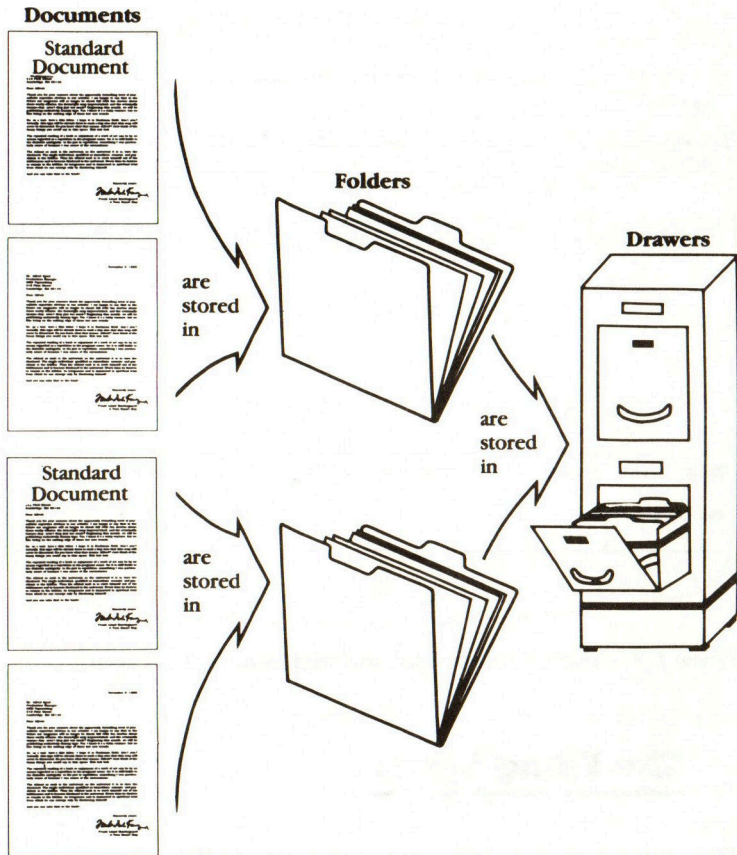


Figure 1-4—The Filing System

You can refer to any of your documents at any time, just as you can pull a file from a standard filing cabinet. See Chapter 6, *The Filing System*, for a detailed discussion on managing LEWP's filing system.

## **The Document Directory**

The Document Directory contains detailed information about documents in the current folder.

**Document Name.** This column lists the names of all the documents in the folder. You can name documents using words or phrases up to 30 characters long (but not ? or \*). This lets you identify documents with names that remind you of the document contents. The Document Directory lists the names of your documents alphabetically and numerically (if you've numbered your documents) after the Standard Document. Document names appear on the screen in uppercase letters regardless of how you first type them.

**Pages.** The number of pages in each document is listed in this column.

**Last Date, Time, Create Date, and Time.** These last four columns indicate the date and time the document was last closed (either created, edited, or just displayed) as well as the date and time the document was created.

**The Standard Document.** The first document in the directory is the Standard Document. This is the one document always listed no matter what data disk you use or what other documents you create. LEWP creates this document so that you can do your word processing efficiently, without having to make a lot of decisions before you start. For more information on the Standard Document, see Chapter 6, The Filing System.

**The Selector.** The bright band over the Standard Document is the selector. To select the document you want to work on, press the UP ARROW and DOWN ARROW keys to move the selector. When you add more documents to the folder, the selector highlights the last document you worked on before turning off the system.

## The Main Menu

The Main Menu is where you choose word processing operations, such as Edit, Print, Create, Delete, Copy, Rename, and Move.

**Edit: The Preset Selection.** Whenever you view the Document Directory and Main Menu, the option Edit has a bright band, or selector, over it. Below Edit, the message "Edit a document." appears in highlighted letters.

Press the **RIGHT ARROW** and **LEFT ARROW** keys to move to other Main Menu selections. When you change selections, each menu option is accompanied by a message explaining its function.

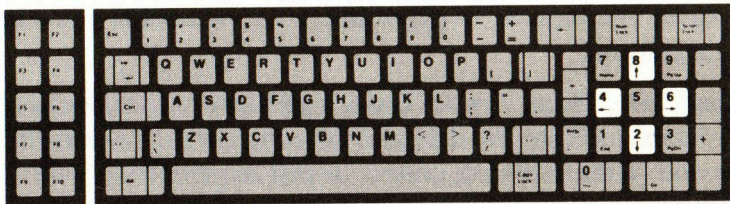


Figure 1-5—The Arrow Keys on the Numeric Keypad

## CREATING A DOCUMENT

To add a new document to your folder, you first Create it. Use the Create option on the Main Menu to do so. Follow the steps below:

1. Press the **RIGHT ARROW** key to move the selector in the Main Menu to **Create**.

Create a document.

2. Press the **EXECUTE** key.
3. Type a name for your document.  
Remember, the name can contain up to 30 characters (including spaces) but not ? or \*. If this is your first experience with LEWP, you might want to create a practice document. Give it a name like **letters and memos**.
4. Press **EXECUTE** again.

Opening document

You've just created a document; a new document (a blank page, essentially) is ready for you to begin word processing.

5. Type your document.  
You can type anything from a couple of sentences to a whole book. See Chapter 2, *Editing Text*, for discussion on entering, correcting, and moving text.

## **AUTOMATIC SAVE**

As you add text to your document, notice that the red light on the drive where your documents are stored comes on periodically. LEWP automatically saves your text by writing it to your data disk from the part of memory where it's stored.

This feature offers you maximum protection in case of power loss. With LEWP you won't spend hours entering valuable data, only to lose it when the power goes off.

Automatic Save is designed to minimize interruptions in your work. It takes place only when the keyboard is free for fifteen seconds. Even then, you can continue to type when the red light is on. What you type will appear on screen when the light goes off.

## CLOSING A DOCUMENT

After you finish working on your document, you leave it by closing it.

To close your document:

1. Press the  key.

End Edit?

2. Press  to say Yes.  
The screen clears.

CLOSING DOCUMENT

Now you're back at the Main Menu and Document Directory screen where two documents are listed: the Standard Document and the first document you created in this folder.

Look at the disk space message on the screen.

CURRENT DRAWER: B —% FULL

Notice that the percentage has increased. Every time you create a document or add text, you use disk space.

You can now either choose another Main Menu option or follow the steps to turn off the system.

## **TURNING OFF THE SYSTEM**

**Always follow these instructions to turn off the computer or you may lose important data.**

You must exit from LEWP software and return to DOS before turning off the system.

1. Return to the Document Directory and Main Menu screen.
2. Press .

Return to DOS?

3. Press the  key to return to DOS. The prompt, A> or C>, appears on the screen, which means that you are back in DOS.  
If you have a floppy-disk system, wait for the red light on Drive A to go off before proceeding.
4. If you're using floppy disks, remove them from both drives and store them in their disk sleeves in a safe place.
5. Turn off the system.

## ENTERING AND EXITING LEWP

ACTIVITY	ENTRY FROM	COMMANDS	
		Floppy-Disk System	Hard-Disk System
Booting		1. Insert working Master in Drive A and close door. 2. Insert data disk in Drive B and close door. 3. Turn system on. 4. Type date. 5. Press <b>(RETURN)</b> . 6. Type time. 7. Press <b>(RETURN)</b> .	1. Open Drive A door. 2. Turn system on. 3. Type date. 4. Press <b>(RETURN)</b> . 5. Type time. 6. Press <b>(RETURN)</b> .
Loading LEWP	DOS Prompt	1. Type <b>le b b</b> 2. Press <b>(RETURN)</b> .	1. Type <b>cd \lewp</b> 2. Press <b>(RETURN)</b> . 3. Type <b>le c c</b> 4. Press <b>(RETURN)</b> .
Creating a Document	Main Menu		1. Select <b>Create</b> . 2. Press <b>(EXECUTE)</b> . 3. Type a document name. 4. Press <b>(EXECUTE)</b> .
Closing a Document	Document		1. Press <b>(ESCAPE)</b> . 2. Press <b>(EXECUTE)</b> .
Exiting from LEWP	Main Menu		1. Press <b>(ESCAPE)</b> . 2. Press <b>(EXECUTE)</b> .

*Table 1-1—Summary Table*

**2** Editing





# 2

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# Editing Text

*Editing? I haven't written anything yet!*

*You forgot to cc: O'Brien. She won't like that.*

*Three weeks to get this approved! We'll have to redo the whole thing: by then, the dates will be off.*

*Shouldn't we move that paragraph to the last page?*

When you compose a document, it's not unusual to change your mind about how something ought to look, or how it ought to read, or even to make mistakes. In word processing, you can see what you write before it appears in print. If you're not happy, change it. When you change your document in any way, you're editing it.

Generally changing, or editing, is something you do to a finished, or nearly finished document. With LEWP, when you type text, even for the first time, or when you delete, underline, or move text, you're changing... editing... your document. That's because once you give your document a name, LEWP creates it immediately: it makes a copy of the Standard Document in your current folder and assigns it a name. Hence all documents in the same folder begin as boilerplate versions of the Standard Document.

## **OPENING A DOCUMENT**

There are two ways of opening a document. When you create a document, it opens automatically. When you want to work on that document again, select Edit.

To open a document:

1. Select the document from the Document Directory that you want to edit.  
Move the selector with the **UP ARROW** and **DOWN ARROW** keys to highlight the appropriate document name.
2. Select **Edit** on the Main Menu.
3. Press **EXECUTE**.

## The Newly Opened Document

In a moment, your document appears on the screen. If this is your first editing session with this document and if you have not altered the Standard Document in this folder, the screen is empty below three lines of information.

This doesn't mean, however, that this is an empty document. Far from it. Even without text, current information always appears on the screen when you open a document.

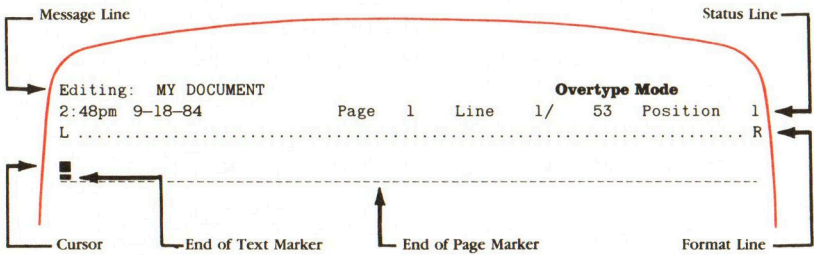


Figure 2-1—The Document Screen: Newly Opened Document

## The Message Line

LEWP displays the name of your document on the left end of the Message Line. At the right end, you'll see many of LEWP's screen messages, asking what you want to do or telling you what the system is doing.

## The Status Line

On the Status Line, LEWP displays the current time, date, and your location within the document. Your location is

expressed in three elements: page number in the document, line number on that page—including number of lines remaining—and position on that line. When you're at the beginning of a document, the Status Line shows the location: Page 1, Line 1/53, Position 1.

## **The Format Line**

The Format Line displays Left and Right Margins and Tab settings. The Format Line that appears on your document screen has been copied from the Standard Document. It originally has Margins preset at 1 and 80 with no Tab stops. Dots on the Format Line correspond to position numbers in a line. In Chapter 3, you'll learn how to change the Margins and set Tab stops on the Format Line.

## **The Cursor**

The cursor is a pointer; it marks your place in your document. Its location is indicated on the Status Line. All the editing functions you perform take effect at the cursor location. Keys and key combinations to move the cursor are discussed below.

## **The End of Text and Page Markers**

The square End of Text Marker indicates the end of your document. When you open a document for the first time, it appears over the cursor. The Page Marker is the dotted line below it. It appears after the End of Text Marker and after any Page Breaks you insert. Like the perforations on printer paper, it indicates the end of a page.

## **MOVING THROUGH THE DOCUMENT**

When you work at an ordinary typewriter, you can move down a page by advancing the carriage manually or by pressing the RETURN key. After every page, you have to take the paper out and put another sheet in. And if you catch an error on page 8 after typing page 10, undoing the mistake is awkward at best and may well involve a lot of retyping.

On a word processor, however, you move through your document much more easily and quickly. A document created on a word processor is more like a scroll than a series of pages. Instead of switching between different pieces of paper, you simply move horizontally in a line or vertically between single lines or blocks of lines.

As you begin typing text, the cursor and End of Text Marker move one space to the right. While the End of Text Marker always stays immediately after the last character, the cursor can be moved anyplace in the document where you want to make changes.

### **Word Wrap**

When the cursor reaches the end of a line, it automatically carries text over to the next line. If the last word on a line is too long, the entire word is carried over. This feature is called *word wrap*. With word wrap, don't bother with the RETURN key at the end of a line.

**The RETURN Key.** There are times when you want to end a line manually: to start a new paragraph, for instance. To do this, press RETURN. The screen displays the graphic character ◀, and the cursor moves to the first space in the next line. If you want a blank line between paragraphs, press RETURN again.

## Cursor Movement Keys

Controlling cursor movement is important because you carry out all editing functions at the cursor location. Leading Edge Word Processing offers more than 28 ways of moving the cursor to where you want it. You'll probably use only some of these 28 combinations: your choices being based on the kinds of documents you typically produce and your keyboard skills.

The key combinations that move the cursor are described below. Remember that the SHIFT and CONTROL keys augment the function of the cursor movement keys and are themselves referred to as Booster keys.

**The ARROW keys** move the cursor horizontally by character and vertically by line, one unit at a time. With the SHIFT key, the ARROW keys move the cursor to the next or last word. SHIFT also moves an ARROW key to the last punctuation mark or to the first character after the next one. With the CONTROL key, the ARROW keys move the cursor to edges of the screen.

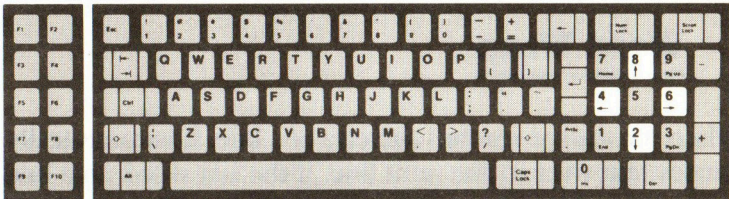


Figure 2-2—The ARROW Keys

**The HOME and END keys** move the cursor to the beginning or the end of a unit. When they're used alone, that unit is a line. With the SHIFT key, the unit is the page; with the CONTROL key, the unit is the entire document.

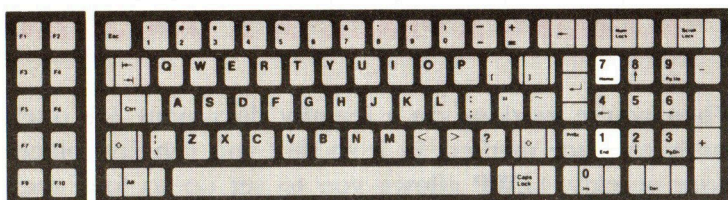


Figure 2-3—The HOME and END Keys

The **PAGE UP** and **PAGE DOWN** keys allow you to move up and down through your document, one screen at a time. (A screen contains 21 lines of text.) Used alone, the PAGE UP and PAGE DOWN keys place the cursor in either the previous or the following screen. With the SHIFT key, they place the cursor at the top of either the previous or the following screen. With the CONTROL key, they move the cursor to the bottom of the previous or the following screen.

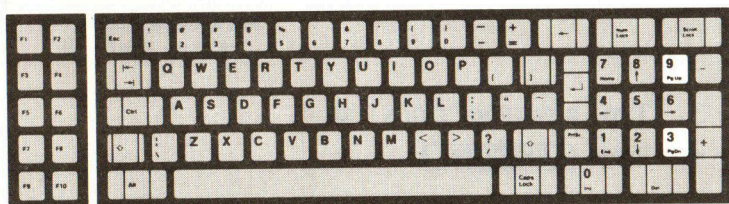


Figure 2-4—The PAGE UP and PAGE DOWN Keys

These keys enable you to move within a page, from page to page, and to either end of the document. Another key, the **GO TO PAGE** key, lets you skip several pages at once and go directly to the one you want. Use it to scan your document, as you might flip through a book, to put you in the vicinity of where you want to be. See Chapter 3, **Formatting**, for further explanation of this key.



## MARKING A PLACE IN A DOCUMENT

When you're working on a lengthy document, it's often handy to place markers in it so that you can find places more quickly. LEWP allows you to set up to four such markers, 1-4, in each document. There's a fifth marker, 0, that the system sets. It records the cursor position when you close the document, so that when you open it you can return immediately to the place where you were last working.

To set a marker in a document:

1. Move the cursor to the place where you want to set a marker.
2. Press the **CONTROL** and **COMMAND** (F1) keys.

Mark This Place  
Entry Name: ■

3. Type a number from **1** to **4**.
4. Press **EXECUTE**.

LEWP marks that place invisibly until you close the document or mark another place in the document with that number.

To go to a place that you've marked:

1. Press the **ALT** and **COMMAND** (F1) keys.

Go To This Place  
Entry Name: ■

2. Type the number you used to mark the place. Type **0** to go to the position from which you closed the document.

3. Press **EXECUTE**.

The cursor goes to the marked place. If no mark is allocated to the number you entered, it goes to the beginning of the document.

## **USING HIGHLIGHTING TO DEFINE BLOCKS OF TEXT**

It often happens in word processing that you want to alter the appearance or placement of a block of text. Maybe you want to delete it, or underline it, or print it in bold characters. Applying word processing functions, such as deleting or moving blocks of text, involves

- ▲ Pressing the key to activate the function or attribute — underlining, for example.
- ▲ Defining how much text you want to affect—by highlighting it.
- ▲ Pressing EXECUTE.

If you need help while you are highlighting text, press the HELP (F1) key for further information.

While you highlight text for several reasons, and always as an intermediary step, the procedure of highlighting itself never changes.

When you are highlighting text,

- ▲ You can use any of the cursor movement keys to move the cursor from its initial position to the end of the text you want highlighted.
- ▲ LEWP automatically highlights the first character at the cursor position.
- ▲ The arrow on the Message Line indicates the direction from the cursor in which text will be highlighted: → forward, ← backward.

Change the direction of the highlighting by *tooggling* (that is, touching the same key more than once) the key that prompted it in the first place. For example, when underlining, press SHIFT and the UNDERLINE key again.

It does no harm to continue changing the direction of the arrow. Just make sure that when you're through, it points in the direction of the text you want to highlight. Given this possibility, then, it really doesn't matter if you highlight a block of text forward—from the beginning, or backward—from the end.

A useful application of highlighting that you can see immediately on screen is the use of highlighting to underline text. Follow the procedure below to underline a block of text, but notice at the same time that highlighting is an intermediary step to accomplishing this.

To Underline text:

1. Position the cursor under the first character of the text you want to underline.
2. Press the **SHIFT** and **UNDERLINE** keys.

Underline What? →

3. Define the text you are underlining by moving the cursor through the block of text to the last character you want to underline. All text between the original and last cursor positions becomes highlighted.
4. Press **EXECUTE** to underline this block of text.

**or**

Cancel your decision to underline by pressing **ESCAPE** instead of **EXECUTE**.

Underlining appears as either underlining or reverse video, depending on your monitor.

## **Removing an Attribute Like Underlining**

What first seemed appropriate underlined may, on reflection, look better without it. Underlining, or any other attribute you get by highlighting text, isn't etched in stone. You can remove it simply by repeating the steps you used to create it.

To remove underlining, for example:

1. Move the cursor to either end of the underlined text.
2. Press the **(SHIFT)** and **(UNDERLINE)** keys.
3. Highlight to the other end of the underlined text.
4. Press **(EXECUTE)**.  
The underlining disappears.

## **CORRECTING MISTAKES**

As you type, no doubt you'll make typing errors and possibly omit letters or words as well. You'll need to remove characters and insert new ones. In this section, you will learn how to correct mistakes.

LEWP has two modes of operation: overtyping and inserting. LEWP is preset to the Overtyping Mode. Look at the Message Line for the name of the current mode.

To change modes:

Press the **(INSERT)** key.

or

Overtyping Mode

Insert Mode

## **Overtyping Mode**

When you're in the Overtyping Mode, you can write over your mistakes, replacing them with the text you want.

To type over text:

1. Move the cursor to the characters you want to change.
2. Type new text.  
Old text disappears and is replaced by new text.

## **Insert Mode**

When the Insert Mode is in effect, you can correct mistakes or make alterations by entering blank spaces, letters, words, or whole lines of additional material into text you've already written.

To Insert text in your document:

1. Move the cursor to the location where you want to add text.
2. Type new text.  
Old text moves to the right.

## **Deleting Text**

LEWP offers you several methods of deleting unwanted text. Two useful methods of deleting characters and small portions of text are the DELETE and BACKSPACE DELETE keys. While they have the same overall effect of eliminating text, they work in different ways. The chief differences are directional: the DELETE key removes characters to the right of the cursor; the BACKSPACE DELETE key removes characters to the left.

## THE DELETE KEY

To Delete a character at the cursor position:

1. Move the cursor to the character you want to delete.
2. Press the **DELETE** key.  
The character disappears, and the line of text to the right of the deleted character moves one space left.

If you continue pressing the DELETE key, text to the right of the cursor continues to move left, disappearing at the cursor position.

## THE BACKSPACE DELETE KEY

To Delete a character to the left of the cursor:

1. Move the cursor one space to the right of the character you want to delete.
2. Press the **BACKSPACE DELETE** key.  
The cursor moves to the left one space and the character disappears. Text to the right of the cursor moves one space left.

If you continue to press BACKSPACE DELETE, the cursor and text to its right continue to move one space left, deleting the character at that space.

## Recalling Deleted Characters

In case you make a mistake or just change your mind about text you've overtyped or deleted, LEWP allows you to recover it. You can recall up to 255 characters you've overtyped or removed with the DELETE and BACKSPACE DELETE keys.

To recall overtyped or deleted characters:

1. Move the cursor to where you want the recalled characters to reappear.
2. Press the **CONTROL** and **DELETE** keys to recall characters you overtyped or removed with the **DELETE** key.

**or**

Press the **CONTROL** and **BACKSPACE DELETE** keys to recall characters you removed with the **BACKSPACE DELETE** key.

Deleted text begins to appear, the last deleted character first. Hold down both keys until all the text you want to recall reappears. If more text returns than you want, you can delete unwanted characters as described above.

LEWP software maintains one storage unit, a buffer, for text deleted with Overtyping, DELETE, and BACKSPACE DELETE, regardless of the method or order of deletions. However, in recalling deleted text

- ▲ You must use the same key that you used to delete, in combination with CONTROL, to recall.
- ▲ You cannot recover more than 255 characters deleted with the DELETE or BACKSPACE DELETE keys or in Overtyping.

## CUT

While DELETE and BACKSPACE DELETE are useful for removing characters or small portions of text, you often need to get rid of several lines or pages at once. It would be tedious and time-consuming to delete more than a few words in the ways described above. Removing larger blocks of text, however, is easy with the CUT key.

To Cut text:

1. Move the cursor to the first character of the text you want to remove.
2. Press the **CUT** (F9) key.

Cut What? →

3. Highlight the text you want to cut. You can cut as little as a single character or as much as an entire document.
4. Press **EXECUTE**.  
The text disappears.

The text you've cut is stored in the document, where it remains until you make another cut. Each new cut displaces the previous one you made in that document.

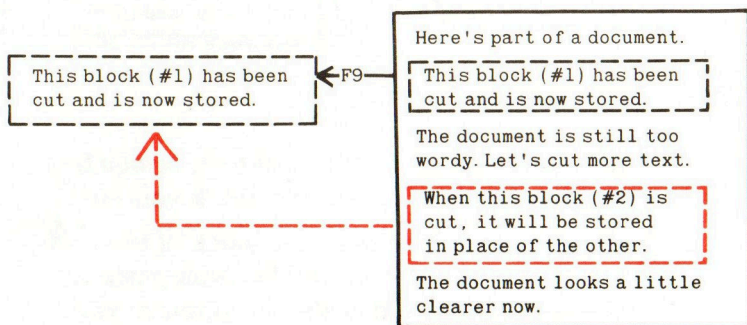


Figure 2-5— Cutting Text



## PASTE

Because the block of text you deleted with the CUT key is stored, you can recall it. To do so, you paste it back into your document. Use this function to replace the last block you cut in its original position or move it elsewhere: you can paste it anywhere in your document.

To Paste a block of text:

1. Move the cursor to where you want to relocate the text you've just cut.
2. Press the **PASTE** (F10) key.  
The last block of text you cut reappears, entire and intact.

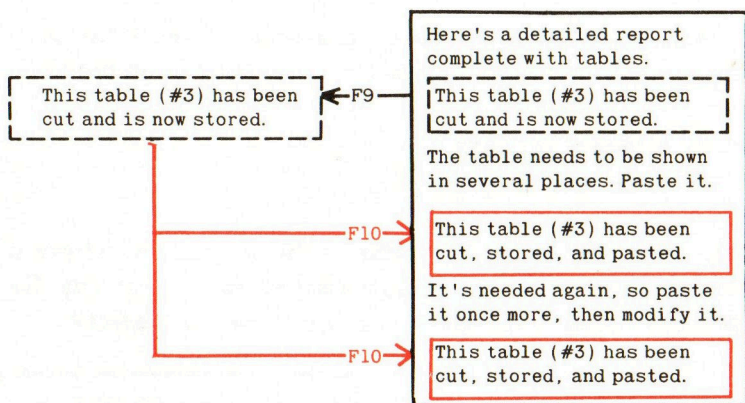


Figure 2-6— Pasting Text

- ▲ When you're pasting a block of text, remember you can recover **only** the last block you cut.
- ▲ Even though you've pasted the block of text, it's still stored in the document. You can paste it again—and again, and again—as often as you want.

- ▲ You can even paste the block into another document. See Chapter 5, More About Editing, Pasting Text Between Documents.
- ▲ There are several other ways of storing text: Named Cut, Stored Deletes. See Chapter 5, More About Editing, Storing and Recalling Text: Named Cut and Paste and Storing and Restoring Deleted Text.

## **BLOCK INSERT**

Often you need to insert a sentence or paragraph into text you are editing. You can do this in the Insert Mode, if you want, but sometimes it's more efficient to use Block Insert. Block Insert provides you with a scratch pad on the screen where you can draft and revise text before you insert it. You have greater control over your material and can work more quickly than you can in the Insert Mode because the cursor doesn't have to push text forward as you insert it.

To insert a block of text:

1. Move the cursor to where you want to insert text.
2. Press the **(SHIFT)** and **(INSERT)** keys.

Insert within Block

Your document splits at the cursor location and two broad bars appear on the screen, with the cursor between them. The bars define the scratch pad.

3. Type text on the scratch pad. You can Insert or Overtyp, Delete, Cut, Paste, and use any other LEWP function for which the cursor remains within the scratch pad.

4. Press the **EXECUTE** key when you have finished.  
The scratch pad disappears and its contents are inserted into your document at the original cursor location.

To discard the contents of the scratch pad:

1. Press the **ESCAPE** key.

Cancel block insert?

2. Press the **EXECUTE** key.  
The scratch pad and its contents disappear. Your document is rejoined at the cursor location.

## **EDITING TOOLS**

LEWP gives you several useful tools to help you make corrections even more quickly than with conventional word processing methods. Some are handy for correcting minor errors you may have made. Others give you more control over the way that word wrap shapes your text.

### **Transposing Characters**

Sometimes your fingers try to go faster than they should.

*this and that* come out as *btis adn htat*

LEWP lets you transpose two characters to correct mistakes like this easily.

1. Position the cursor to the right of the characters you want to transpose.
2. Press the **ALT** and **SHIFT** keys.  
The characters are transposed.

## Changing the Case of a Character

LEWP lets you alter the case of characters you've already typed. You can reverse each one as you come across it in a document.

To change the case of a character:

1. Move the cursor to the character.
2. Press the **ALT** and **CAPS LOCK** keys.  
The character under the cursor changes case, and the cursor moves forward one character.

## Changing Case of Text: Reverse Block Case

You can also alter the case of entire blocks of text. You can reverse the case of words you've already typed.

Example:

*his final bow* becomes **HIS FINAL BOW**

**THIS YEAR'S MODEL** becomes *this year's model*

*what a @#!% day!* becomes **WHAT A @#!% DAY!**

If you left CAPS LOCK on, it saves the day:

**dEAR sIR hUMPHREY** becomes *Dear Sir Humphrey*

To reverse the case of a block of text:

1. Move the cursor to the beginning of the text you want to change.
2. Press the **SHIFT** and **CAPS LOCK** keys.

Reverse Case of What? →

3. Highlight the text you want to change.
4. Press the **EXECUTE** key.  
LEWP reverses the case of every character in the highlighted block of text.

## **Creating Uniformity of Case: Set Uniform Case**

Sometimes you don't want to reverse everything: you only want to change the letters that are wrong. You can alter a block of text so that all characters are set in uniform case.

You can transform *The Best Deal in Town* into

*the best deal in town* or **THE BEST DEAL IN TOWN**

To set all characters in a block of text in the same case:

1. Move the cursor to the first character you want to change.
2. Press the **CONTROL** and **CAPS LOCK** keys.

Set Case of What? →

3. Highlight the text you want to make uniform.
4. Press the **EXECUTE** key.  
The first letter in the highlighted block changes case. The rest of the letters in the highlighted block are set in the same case as that letter now has.

Example:

*springtime in paris* becomes **SPRINGTIME IN PARIS**

*The Last MEMO* becomes *the last memo*

## Entering Numbers

If you need to enter several columns of figures in a document, you may find it faster to use the numeric keypad.

To lock the keypad on the right of the keyboard in Numeric Mode:

Press the  key.

NUM is displayed on the Message Line. The keypad is locked in Numeric Mode.

While the keypad is in this mode, the INSERT, DELETE, and cursor movement keys all take on numeric values. However, when you press them in conjunction with a Booster key, they still perform their normal word processing functions.

To release the keypad from Numeric Mode:

Press the  key again.

## Controlling Word Wrap

Word wrap arranges your text so that line breaks occur naturally either at the end of a word or at a hyphen. Because this happens automatically, it can produce results that you didn't anticipate. You wouldn't want to see

... and we're pleased to announce that from *October 17 1985*, we'll be increasing the business we do with *L. R. Bremwick & Co.* They are now the premier clients of *Tru-To-Life Portraits*....

LEWP lets you take control over word wrap. You can keep a group of words together on the same line, and you can ensure that a word is not broken at its hyphen.

**Required Space.** You connect a group of words you want to keep together with a required space. To type a required space between words:

Press the **ALT** key and **SPACE BAR**.

A **␣** appears on screen between the two words. Word wrap treats **␣** as a character and does not split the words it connects. However, it prints as a normal space.

**Required Hyphen.** To make sure that a compound word like Tru-To-Life is not divided at the end of a line, use a required hyphen to keep it together. Instead of typing a hyphen, type a required hyphen:

Press the **CONTROL** and **HYPHEN** keys.

A **␣** appears on screen between the parts of the word. Word wrap treats **␣** as a character and does not divide the sections of the word it connects. However, it prints as a normal hyphen.

## **SAFEGUARDING AND PROTECTING INFORMATION**

**Disk Space.** When you're working on a document and the current drawer starts to become full, a low disk message appears at the top of your document:

Low disk

Although you're in no danger of losing documents, it's time to create a new data disk. (See Appendix A: DOS Commands.) You needn't worry, however; LEWP gives you several more warnings as your disk fills up.

**Backup Copies.** The data on your disks represent a big investment of your thought, energy, and time. No matter how careful you are or how closely you follow instructions, disks may become damaged or worn from contact with the inside of a sleeve or a disk head.

Don't despair: you can protect your investment by making backup copies of all your important work. Get into the habit of making backups regularly: that way you'll minimize the impact of any accidents.

There are several ways to make backup copies:

- ▲ **Automatic Backup.** You can set LEWP so that it automatically makes a backup copy every time you open a document. (See Chapter 6, The Filing System, Automatic Backup.)
- ▲ **Archiving a Document.** You can copy a document and store the copy in another folder or on another disk. This is known as archiving. (See Chapter 6, The Filing System, Archiving Documents.)
- ▲ **DISKCOPY** This is a command in DOS, the operating system used to run LEWP, which you can use to copy a disk. (See Appendix A: DOS Commands.)
- ▲ **COPY \*.\*** This is another DOS Command you can use to make copies. (See Appendix A: DOS Commands.)



## Cursor Movement Combinations

KEYS	MOVEMENT
LEFT ARROW	left one character
SHIFT—LEFT ARROW	left one word
CONTROL—LEFT ARROW	left edge of screen
RIGHT ARROW	right one character
SHIFT—RIGHT ARROW	right one word
CONTROL—RIGHT ARROW	right edge of screen
UP ARROW	up one line
SHIFT—UP ARROW	to previous punctuation mark
CONTROL—UP ARROW	top border of screen
DOWN ARROW	down one line
SHIFT—DOWN ARROW	to letter after next punctuation mark
CONTROL—DOWN ARROW	to bottom of screen
HOME	beginning of current line
SHIFT—HOME	top of current page
CONTROL—HOME	beginning of document
END	end of current line
SHIFT—END	bottom of current page
CONTROL—END	end of document
PAGE UP	previous screen
SHIFT—PAGE UP	top of previous page
CONTROL—PAGE UP	bottom of previous page
PAGE DOWN	next screen
SHIFT—PAGE DOWN	top of following page
CONTROL—PAGE DOWN	bottom of following page
GO TO PAGE (5)*	top of designated page
SHIFT—TAB* (Back Tab)*	back to previous tab stop
SHIFT—BACKSPACE DELETE (Forespace)*	right one character, and skips over "empty space"
CONTROL—BACKSPACE DELETE (Backspace)*	left one character, and skips over "empty space"

\* See Chapter 3, Formatting, for discussion of these keys.

Table 2-1—Summary Table





# 3

---

# Formatting

*Isn't there some way we can move this paragraph over?*

*The heading looks kind of klunky over there.  
Center it.*

*Hit the space bar 10 times? No way, hit the tab key.*

*Redo the budget, Harry, and this time get the figures lined up.*

Formatting sounds somewhat formidable; it's not. It's what you can do to control the appearance of your document. If you were to print your document before invoking any formatting functions, you would get word-wrapped text 80 characters wide. The Format Line does that automatically. Generally, however, you want much more control over the appearance of your documents.

LEWP offers you two functions to format your document the way you want: the Format Line and the Page Format Menu. Use them to shape your document, controlling where and how blocks of text appear on the page. You can alter the layout of lines of text and pages to make your writing clear, orderly, and attractive.

LEWP automatically formats a document as you write it, displaying graphic characters to represent whatever format settings you apply. The same Format Line and page format settings also apply when you print the document. In other words, what you see is what you get.

## **THE FORMAT LINE**

The Format Line governs the layout of lines of text across a page. When you create a document, LEWP copies the Format Line and the page format settings from the Standard Document in the current folder. When you're in a document, the current Format Line is displayed at the top of the screen. See Chapter 6, The Filing System, Using the Standard Document as a Form.

## Setting Margins and Tabs

You can make two kinds of settings on a line: Margins and Tabs. **Margins** control the width of a line of text and the relation of text to the edge of the page. **Tabs** let you regulate the position of lines or blocks of text within the margins of the page.

Unless you have changed it, the Format Line in the Standard Document that LEWP copies has a Left Margin setting of 1, a Right Margin setting of 80, and no Tabs. To change Margins and Tabs, you need to edit the Format Line. You can do this at any time while you are editing a document.

The following keys control the cursor's movement on the Format Line:

- ▲ The LEFT and RIGHT ARROW keys move it to the left or right.
- ▲ The HOME and END keys move it to the beginning or end of the line.
- ▲ The typewriter numeral keys 1-0, at the top of the keyboard, move it 1 to 10 spaces to the right.

To Edit the Format Line:

1. Press the FORMAT (F3) key.

---

Edit Current Format Line

A box-shaped cursor appears on the Format Line. The Position Counter on the Message Line indicates the cursor's location, and a regular cursor echoes its movement in the document below. While you're editing the Format Line, you can press the HELP (F1) key for information.

Editing: MY DOCUMENT  
 3:51pm 5-11-84 Page 1 Line 1 / 53 Position 1  
 L ..... R

Figure 3-1—The Format Line

2. Move the cursor to the place where you want to set a margin.

Type **L** or **l** to set a Left Margin.

Type **R**, **r**, or press the  key to set a Right Margin.

You cannot set a Left Margin before position 1, nor a Right Margin beyond position 200. The Format Line has a minimum width of 5 spaces and a maximum of 200.

3. Move the cursor to the place where you want to set a Tab.

You may set as many Tabs as you need. The number is limited only by the length of the Format Line.

4. Press the  ( $\leftarrow$ ) key.

A graphic character appears on the line to mark the Tab. To preview the new format settings, press the  (F3) key. The text on screen is reshaped according to the settings you've made. These changes are not permanent and won't be until you confirm them. Note that this step isn't necessary.

5. Press  to confirm your settings. The cursor disappears from the Format Line and returns to its former position in the document. Your document is reshaped according to the settings you've made.

## **Word Processing Graphic Characters**

Once you've set Tabs in the Format Line, you use Tab and Indent keys to control the layout of your document. When you insert a Tab, an Indent, or any other format function, an LEWP graphic character appears on screen in your document to indicate which function is applied there.

You've already encountered one such graphic character, the Return (◀). In many ways, Tabs and Indents are like Returns:

- ▲ They are represented by characters on screen.
- ▲ The characters do not appear when you print a document.
- ▲ You can insert them as you write or when you're revising text.
- ▲ You cannot overwrite a graphic character. When you're positioned on or before a graphic character, the cursor automatically enters the Insert Mode. Whatever you type is, therefore, inserted in the document.

The figure below depicts some LEWP graphic characters and their effects on a document.





- ▲ You can also recall a deleted Tab by pressing the **CONTROL** and **DELETE** or **CONTROL** and **BACKSPACE DELETE** keys.
- ▲ LEWP treats Left and Right Margins as Tab stops when you insert a Tab beyond the last stop on the Format Line.

To insert a Tab in a line of text:

1. Move the cursor to the place where you want to tab text.
2. Press the **TAB** ( $\leftarrow \rightarrow$ ) key.  
The cursor moves forward to the next Tab stop and inserts a Tab ( $\blacktriangleright$ ) before it. Trailing text begins at the Tab stop position.

## Indents

Indents function as extended Tabs. Tabs act on a line; Indents act on a block of text. They set Tabs on the current line and set a temporary Left Margin for subsequent lines. This allows you to make a visual distinction between a list or quotation and the surrounding text.

When you indent text:

- ▲ All trailing text on the line moves to right of the Indent character.
- ▲ You can insert more than one Indent in a line or insert both Tabs and Indents on the same line.
- ▲ You can set Tabs and Indents within an indented block.
- ▲ You can delete Indents and recall them.

To indent a block of text:

1. Move the cursor to the place where you want to begin indenting text.
2. Press the **INDENT** (F4) key.  
The cursor moves to the next Tab on the Format Line and inserts an Indent character (→) before it. The stop becomes the temporary Left Margin.

There are two ways of restoring the Left Margin from its indented position: ending the Indent and reversing the Indent. When you end an Indent, the Margin reverts to the Left Margin on the Format Line. When you reverse an Indent, the temporary Margin shifts one Tab stop to the left.

To end an Indent:

Press the **CONTROL** and **INDENT** (F4) keys.

An End Indent character (↔) appears at the cursor location. The cursor moves to the Left Margin of the line below.

To reverse an Indent:

Press the **SHIFT** and **INDENT** (F4) keys.

A Reverse Indent character (←) appears at the cursor location. The cursor moves to the line below.



When you insert a Center Tab in a line of text:

- ▲ If there is no leading text on the line, trailing text is centered between the Margins.
- ▲ If there is leading text on the line, the Center Tab adjusts trailing text so that it is centered between the end of the leading text and the Right Margin.

## **INSERTING A NEW FORMAT LINE**

There are times when the Format Line you've been using won't give you the Tabs that you need for a list or some other piece of text that requires special formatting. For example, if you are composing a business proposal containing a budget, you might insert a new Format Line with a special Tab to align the figures in the budget. Or perhaps you need wider Margins for a chart, or an indented Right Margin for a table. To produce the format you want, insert new Format Lines in your document. LEWP lets you set multiple Format Lines in a document or on a page.

To place a new Format Line in your document:

1. Press the **(SHIFT)** and **(FORMAT)** (F3) keys.  
The cursor appears in the Format Line.

Insert New Format Line

2. Edit the Format Line: set new Margins and Tabs.
3. Press **(EXECUTE)**.  
The Page Format Menu appears.

Editing: MY DOCUMENT

Apply Line Spacing Pitch Page Length Lines/Inch Widow Size Orphan Size

Apply format rule to text.

Figure 3-4—The Page Format Menu

You can alter the settings here or retain the current settings. See below, The Page Format Menu.

4. Select **Apply** when you have finished.
5. Press .

A Format Line graphic character (✳) appears in the text. The cursor and any trailing text are on the line below. The Format Line reflects the settings of the new Format Line.

You can change the format in your document as often as you like. Just repeat the above procedure.

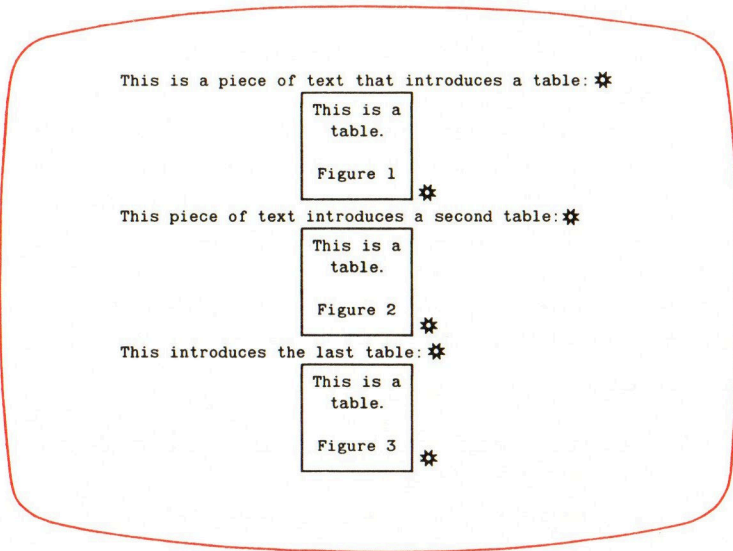
When you Edit a Format Line:

- ▲ The SPACE BAR overtypes a graphic character at the cursor location.
- ▲ The INSERT key inserts a space at the cursor location. Everything to the right of the cursor moves forward one space.
- ▲ The DELETE and BACKSPACE DELETE keys delete Tab stops and spaces. Everything to the right of the cursor moves backwards one space.
- ▲ The SHIFT and DELETE keys clear all Tabs to the right of cursor location.
- ▲ The SHIFT and TAB keys move the cursor back to the last Tab.

You can always edit a Format Line or create a new one when you're in a document, but there are times when it's easier to copy a Format Line that already exists.

## Copying a Format Line

Imagine that your document contains both text and tables and that you use different formats for each.



*Figure 3-5*—A Document with Varying Formats

It's easier to insert a copy of the appropriate Format Line when you add another table or another introduction than it is to create a new one. You can do this by cutting and pasting Format Lines, just as you cut and paste other text and characters.

You must be in a document with the Format Line you want to copy displayed on line 3 of the screen.

### To Copy the Format Line:

1. Press the **SHIFT** and **FORMAT** (F3) keys, press **EXECUTE**, and press **EXECUTE** again. The Format Line graphic character appears to show that you have created a new Format Line. In fact, it's just a copy of the current Format Line.
2. Move the cursor onto the graphic character that just appeared.
3. Press the **CUT** (F9) key, then press **EXECUTE**.  
The format graphic character is cut.
4. Move the cursor to the place where you want to insert the copied Format Line.
5. Press the **PASTE** (F10) key.  
The Format Line graphic character is pasted onto the screen. The Margins and Tabs from the Format Line you copied govern the layout of the text that follows the graphic character.

## Including a Format Line in Cut Text

You may want to cut and paste a block of text—part of a table, perhaps—that's formatted in a special way. It's easier to copy the Format Line when you cut a block than it is to create the right one later.

### To include a Format Line in a Cut:

1. Move the cursor to the text you want to cut.
2. Press the **CUT** (F9) key.

Cut What? →



3. Press the **FORMAT** (F3) key.

Format Copied

4. Highlight the text you want to cut, then press **EXECUTE**.

When you paste the block, a Format Line graphic character appears as the first line to show that the Format Line has been copied. The block you pasted with it is formatted with its original Margins and Tabs.

## **PAGE BREAKS**

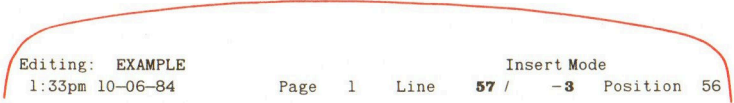
Page Breaks have two purposes: they format your printout by instructing the printer to end pages at distinct points; they also organize your document and allow you to move about it rapidly using the GO TO PAGE function.

### Features of Page Breaks

- ▲ You cannot overwrite a Page Break character: the cursor automatically enters the Insert Mode when it's there.
- ▲ Inserting a Page Break resets the Position Counter on the Status Line.
- ▲ Headers and footers are displayed on either side of a Page Break and are deleted and recalled with the character. See below, Headers and Footers.
- ▲ You can delete Page Breaks in the same way you delete Tabs and Indents. Likewise, you can recall deleted Page Break characters.

## Inserting Page Breaks

LEWP never inserts a Page Break unless you instruct it to; so until you insert a Page Break, LEWP regards your document as one page. The length of the current page is displayed on the Status Line. When you pass the preset page length, the line number becomes highlighted to draw this fact to your attention.



```

Editing:  EXAMPLE
1:33pm 10-06-84      Page  1   Line  57 /   -3   Position  56
  
```

*Figure 3-6—Page Length on the Status Line*

At this point, it is usually a good idea to insert a Page Break for efficient organization and convenience in editing.

To insert a Page Break:

1. Move the cursor to the place where you want to start a new page.
2. Press the PAGE BREAK (F8) key.



.....

A Page Break character appears at the cursor position, followed by a broken line. Like the perforations on a roll of paper, the line is part of the Page Break display and cannot be edited.

## Required Page Breaks

A Required Page Break has the same function as a regular Page Break except that it is not removed by Automatic Pagination, which is described below. It's useful to insert Required Page Breaks between chapters or before a table or a chart that you want to keep on one page.

To insert a Required Page Break:

1. Move the cursor to the place where you want to establish a Required Page Break.
2. Press the **(SHIFT)** and **(PAGE BREAK)** (F8) keys.



A Required Page Break character appears at the cursor position, followed by a broken line.

## Automatic Pagination

While it's convenient to insert Page Breaks manually as you edit, cutting, pasting, inserting, and deleting are likely to change the length of pages and make repagination necessary. To do this manually, in a long document, is a nuisance. This is where Automatic Pagination is useful. When you invoke Automatic Pagination, the cursor moves through your document, beginning at your current page, dividing it into pages that correspond to the settings in the Page Format Menu.

Automatic Pagination has the following effects:

- ▲ It inserts Page Breaks when the line number reaches the preset page length.
- ▲ It removes Page Breaks that no longer correspond to the preset page length.
- ▲ It does not remove Required Page Breaks.
- ▲ It attempts to keep paragraphs intact on a page within the limits of widow and orphan control.
- ▲ It keeps a centered line—which may be a title—from being left at the bottom of a page.
- ▲ It resets Indents at the top of the new page where necessary.

To invoke Automatic Pagination:

1. Press the **COMMAND** (F1) key.

Which Command?

2. Press the **PAGE BREAK** (F8) key.

Paginating!

The cursor moves forward from its current location, inserting Page Breaks according to the settings in the Page Format Menu.

## **GO TO PAGE**

The GO TO PAGE Command allows you to access any page in a document immediately. It's the fastest way you have of moving through a lengthy document.

To invoke GO TO PAGE:

1. Press the  key (5 on the numeric keypad).

NUM Which Page:

2. Type the number of the page you want to go to. You can use either the numeric keypad on the right or the line of numbers at the top of the keyboard. The number you type appears at the top of the screen.

Because  turns Number Lock on, the Cursor-Control keys as well as Insert and Delete now function as numbers.

If you make a mistake, use the  key to edit.

3. Press .
- The cursor moves immediately to the top of the page you have specified.

## **HEADERS AND FOOTERS**

The terms headers and footers refer to text and/or page numbers that are stored at the top or bottom of a page, separated from the contents of that page. They're also called running heads and usually contain titles, chapter numbers, and page numbers—in short, any material that must appear in a standard form and position on each page. Don't confuse footers with footnotes: if you want to use the latter, type them at the bottom of the appropriate page. You can have headers or footers, or both, in a document.

For example, if you are writing a book, you might want to enter a chapter title as a header and page numbers as a footer. You can also arrange one set of headers or footers to appear on odd-numbered pages and another on even-numbered pages. You can arrange it so that even-numbered pages have a shortened title as their header, with chapter titles on odd-numbered pages.

Headers and footers are text and so can be edited like other text.

- ▲ Headers and footers have their own Format Lines, so you can set new Margins or Tabs.
- ▲ You can center text, right align it, use Dot Leaders, or apply any other formatting techniques.
- ▲ You can overtype and delete and recall deleted characters. However, you cannot cut or paste blocks of text, insert Page Breaks, or carry out some other word processing functions.
- ▲ You can underline text or apply other attributes to it.
- ▲ You can arrange for each page to have its number printed in a header or footer.
- ▲ You can press the RETURN key to leave a line or lines between the header or footer text and the beginning or end of your page. These lines appear automatically at the top or bottom of the page.

Creating headers and footers involves three steps:

- ▲ Accessing the headers and footers screen.
- ▲ Typing header or footer text.
- ▲ Returning to your document or to a menu.

The headers and footers screen is divided into pages, each of which corresponds to a header or footer option. You can access these special pages with the GO TO PAGE key from any location within your document.

<u>Page</u>	<u>Option</u>
AH	Places headers on ALL pages
OH	Places headers on ODD pages only
EH	Places headers on EVEN pages only
AF	Places footers on ALL pages
OF	Places footers on ODD pages only
EF	Places footers on EVEN pages only

The name of the page that contains the cursor appears in the middle of the Status Line.

To Create a header or footer:

1. Press the  key (5 on the numeric keypad).

NUM Which Page: ■

2. Type **h** for header.  
If you know which of the header and footer pages you want to access, you can go to it directly by typing its name; for example, **of** for odd footers, or just **f** for footers. Only the page you name and those below it will appear on the screen.
  3. Press .
- The header and footer screen appears.

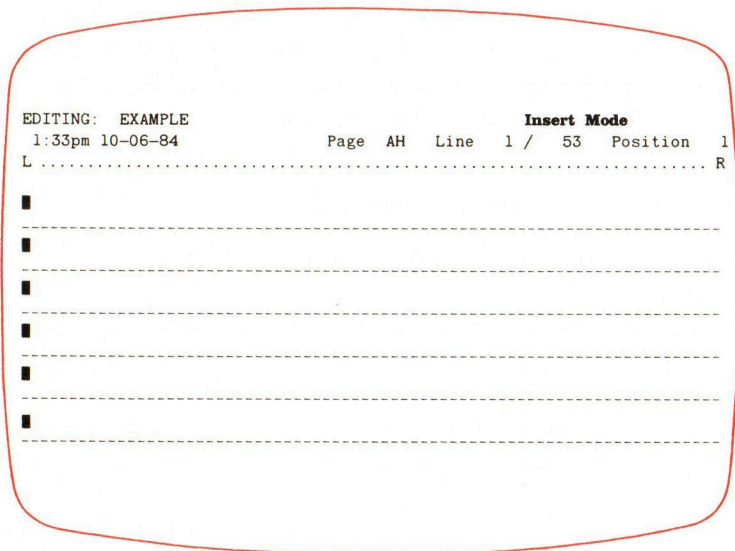


Figure 3-7—The Header and Footer Screen

4. Type text on the header or footer page that best suits your page layout.
5. Repeat the process on another page if necessary. Make entries on more than one page if you want to use both headers and footers, or to have different running titles on odd and even pages.

When you have finished, you can either return to your document and continue working on it, or end the edit and return to the Document Directory.

6. Return to your document by telling LEWP which page you want displayed:
  - ▲ Press the **CONTROL** and **HOME** keys to go to the beginning of the document, or **CONTROL** and **END** to go to the end.
  - or**
  - ▲ Press the **GO TO PAGE** key, type a page number, and press **EXECUTE** to return to another page.



Your document reappears at the page number you specify. The text you entered as headers and footers appears at the top or bottom of each page when you enter a Page Break.

**or**

Return to the Document Directory:

Press , then .

To edit or remove a header or footer, access the appropriate header or footer page again and make your corrections.

## Page Numbering

LEWP automatically numbers pages of each document on the screen. To have these numbers appear when you print your document, you need to place them in headers and/or footers.

To place page numbers in headers and footers:

1. Press the  key, type **h**, and press  to access the header and footer screen.
2. Move the cursor to the header or footer page you want the page numbers to appear on.  
If you want headers with page numbers right justified on odd pages and left aligned on even pages, you must make entries on OH and EH.
3. Type any other text you want to include with the page number.
4. Press  and **#** (over 3 on the typewriter numeral line) at the place where you want the page number to appear in the header or footer.

For example:

»Formatting  
»Page 3-#

5. Press the **GO TO PAGE** key, type a page number, and press **EXECUTE** to return to your document.

Page numbers appear both on screen and when you print your document. If you repaginate or add more text and Page Breaks to your document, LEWP will continuously update the display of page numbers. See Chapter 4, Printing, for more information about controlling the printing of page numbers.

## **THE PAGE FORMAT MENU**

For each Format Line in your document, there is a corresponding Page Format Menu. While Format Lines set Tabs and Left and Right Margins, the Page Format Menu determines the settings of features such as:

- ▲ Line spacing.
- ▲ Pitch (that is, characters per inch).
- ▲ Page length.
- ▲ Lines per inch.
- ▲ Page Breaks within paragraphs.

When you create a document, LEWP copies the page format settings from the Standard Document in the current folder. See Chapter 6, The Filing System, Using the Standard Document as a Form.

### **Line Spacing**

The number of blank lines there are between each printed line in your document is variable. LEWP is preset to print single spaced (1), but you can choose line spacing from 0

to 3½. Double spacing makes editing printout easier. No spacing allows you to print over characters on the current line.

## Pitch

The size of type, or pitch, is measured in characters per inch (cpi). LEWP allows you to select a pitch of 10 (pica), 12 (elite), or Extra (Compressed: 15-18 cpi). The table below shows the width of print lines produced using different Format Line settings and different pitches.

### PITCH, MARGINS, AND PRINT WIDTH

LEFT MARGIN	RIGHT MARGIN	PITCH	WIDTH
1	80	10	8"
11	76	10	6½"
1	96	12	8"
6	84	12	6½"
1	120	15	8"
1	99	15	6½"

Table 3-1—Pitch, Margins, and Print Width

Choose the setting that best matches your printer typeface. LEWP is preset to 12 characters per inch. See Appendix B for the pitches your printer supports.

## Page Length

The page length specifies the number of lines that are on a standard page of a document. You can enter any number between 1 and 9999; the preset length is 54 lines. LEWP does not divide the document into pages until you tell it to do so. When you use Automatic Pagination, this setting causes a Page Break to be inserted in your document.

LEWP keeps a running count of pages and lines as you type and displays the results on the Status Line of the document screen. Line 18/36 means that the current line number is 18 and that, of the preset 54 lines in the page, there are another 36 lines left before the next Page Break will occur. All blank lines resulting from double- or triple-line spacing are included in the line count so that a 54-line page gives

- 36 one-and-a-half spaced lines,
- 27 double-spaced lines,
- 18 triple-spaced lines.

**Make sure that the page length you set does not exceed the size of paper in your printer or the Paper Length setting on the Print Menu.**

## **Lines/Inch**

The Lines/Inch setting indicates the number of lines per inch that are fed to the printer. LEWP is preset to 6 lines/inch but also offers an 8 lines/inch setting.

All blank lines are included in the line count, so that at 6 lines/inch you print 3 double-spaced lines every inch or 2 triple-spaced lines.

## **Widows and Orphans**

LEWP has an Automatic Pagination feature that inserts Page Breaks according to the preset page length. If the Page Breaks occurred uniformly every 54 lines, you might find some awkward interruptions in paragraphs, with lines left hanging at the end or beginning of pages. Such breaks are known as widows and orphans.

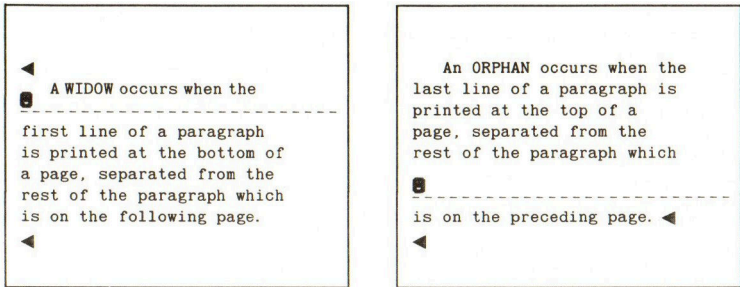


Figure 3-8—Widows and Orphans

LEWP allows you to control the occurrence of Page Breaks within paragraphs by specifying the widow or orphan size (that is, the minimum number of lines that will be left at the bottom or top of a page). You can select from 0 to 9 lines, but you should remember that whenever LEWP adjusts a Page Break to prevent the occurrence of a widow or orphan, the resulting page will be shorter than the standard page length you have set. The widow size is preset at 3 and the orphan size at 2.

To change the page format settings, you must be editing a document:

1. Press the **CONTROL** and **FORMAT** (F3) keys.

The Page Format Menu appears on line 2 of the screen.

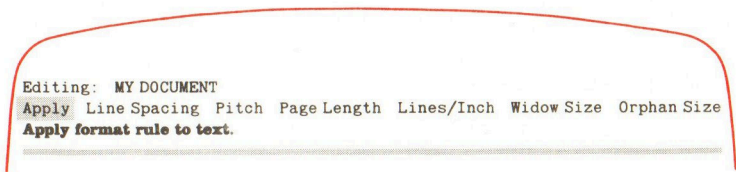


Figure 3-9—Screen with Page Format Menu

2. Select the feature you want to change (see above for a full description of each feature).
  3. Press .
  - The possible settings are displayed on line 3 of the screen.
  4. Select the setting you want.
  5. Press .
  - Repeat steps 2–5 to change the settings of other features.
- When you've finished:
6. Select **Apply**.
  7. Press .
  - The cursor returns to your document.

When you insert a new Format Line, the Page Format Menu appears automatically. This means that you can change page formats when you insert a new Format Line. It also means that just as you can have multiple Format Lines you can have multiple page format settings within a document, or even within a single page.

To insert new page format settings:

1. Press the  and  (F3) keys.

Insert New Format Line.

The Format Line appears. Edit it, if you want.

2. Press .
- The Page Format Menu appears.
3. Follow steps 2–7 above to change page format settings.

When you've finished, the Format Line graphic character appears at the cursor location.

## SPECIAL FORMATTING FUNCTIONS

LEWP offers a number of special formatting features. To use them, you access the Format Line and make the appropriate settings.

### Justified Text

You can set a Margin in the Format Line so that both Left and Right Margins on all word-wrapped lines in your text are justified (even). This gives your copy a smooth appearance. Lines ending with a Return or other graphic are not affected by right justification, nor are any list or column formats that you may have.

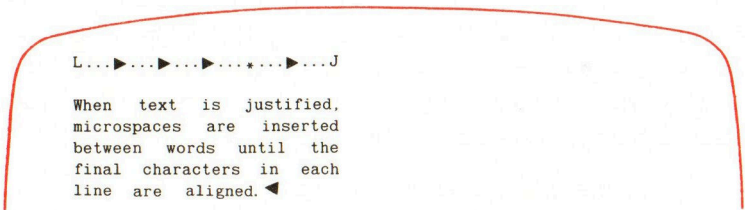


Figure 3-10—Justified Text

To set Margins for Justified Text:

Set the Right Margin in the Format Line with **J** (or **j**).

### Aligned Text

There's a Tab stop you make in the Format Line that allows you to align text in specialized ways: right-aligned text and Dot Leaders, U.S. Decimal, and International Decimal alignment.

To set Tabs in the Format Line for all these types of alignment:

Type \* (asterisk) at the position where you want the Tab.

The \* Tab has the same effect as the normal Tab ( ▶ ) until you press one of the keys that invokes its specialized function.

**Right Flush Text.** When you're creating a header (see below) or presenting columnar information, you may want to align text flush with the Right Margin or with an \* Tab. There's a Right Flush Tab that lets you do this, so that the selected information stands out clearly.

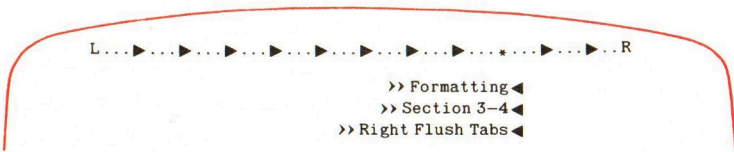


Figure 3-11—Right-Aligned Text

To set a Right Flush Tab in text:

Press the  and  (F6) keys. A Right Flush character ( » ) appears at the next \* Tab or the Right Margin. Trailing text fills the line backwards from the Tab stop.

**Dot Leaders.** If you're creating a table or a list, you may want to have a line of dots from leading text to trailing text. This line is called a Dot Leader. It provides a guide to the eye in tables and other lists where entries are right-aligned.



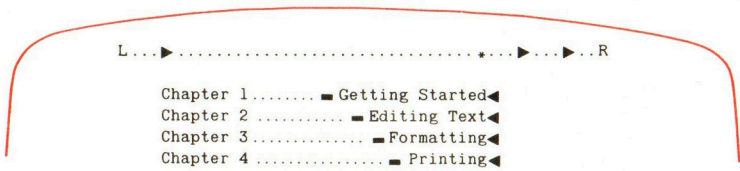


Figure 3-12—Dot Leader Tabs

To set a Dot Leader Tab in text:

Press the **ALT** and **CENTER** (F6) keys.  
 A Dot Leader (.....) extends from the leading text to the next \* Tab or the Right Margin. Trailing text fills the line backwards from the Tab stop. The dots link leading and trailing text.

**Decimal Alignment.** If you're preparing a budget or a financial report, you want columns of figures aligned so that all decimal points fall in one column and all units, tens, hundreds, and so on fall likewise in corresponding columns. You may also want to align figures in parentheses or credit and debit entries. LEWP allows you to align by the following methods: decimal point, space, right parenthesis, and by the letters C (c) and D (d).

Moreover, because there are two different systems for figure alignment—the U.S. Decimal System, which aligns by periods, and the International Decimal System, which aligns by commas—there's a separate Tab for each system.

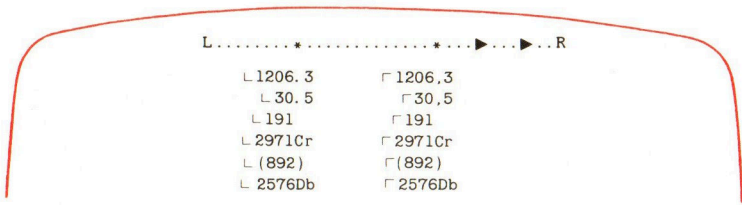


Figure 3-13—U.S. Decimal and International Decimal Systems

To set a U.S. Decimal Tab in text:

Press the **DECIMAL TAB** (F2) key.

A Decimal Tab character (L) appears before the next \* Tab.

To set an International Decimal Tab in text:

Press the **SHIFT** and **DECIMAL TAB** (F2) keys.

An International Decimal Tab character (▢) appears before the next \* Tab.

Trailing figures and letters fill the line backwards from either stop until you type a space, a period (U.S. Decimal), or a comma (International Decimal). The space, comma, or period is entered at the Tab and trailing text follows it.

## Column Centered Text

You can have text centered in two or more columns on a page. There's a Tab that allows you to do this.

To set Tabs in the Format Line for column-centered text:

Press the **SHIFT** and **BACKSLASH** (\) keys at the position where you want the column boundary.

Columns are defined by the Margins and the | Tabs.

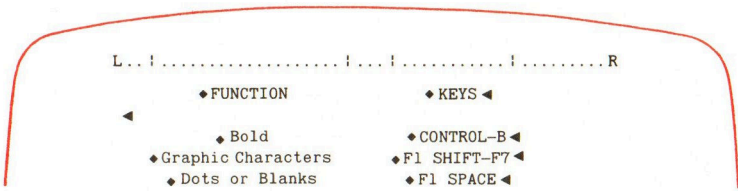


Figure 3-14—Column-Centered Text

To set a Column Center Tab in text:

Press the **(SHIFT)** and **(CENTER)** (F6) keys. A Column Center character (•) appears centered between the columns you defined. Trailing text is balanced about the column center position.

Repeat this procedure to center text in the next column.

## **THE SCREEN DISPLAY**

LEWP is preset to display spaces in a document as blanks, but you can have spaces displayed as dots. This feature allows you to control your layout more effectively. You can identify unnecessary spaces and balance lines more easily.

To display spaces as dots:

1. Press the **(COMMAND)** (F1) key.

Which Command?

2. Press the **(SPACE BAR)**.

The spaces you have typed in your document appear on screen as dots. They do not print as dots.

To display spaces as blanks again, repeat the above procedure.

You can turn the screen display of graphic characters on and off. This allows you to simulate the appearance of your document in print—without Returns, Tabs, and Indents.

To turn off the display of graphic characters:

1. Press the  (F1) key.

Which Command?

2. Press the  and  (F7) keys to remove the graphic characters.  
Graphic characters disappear from the screen.  
The formatting remains unchanged.

To turn on the display of graphic characters again, repeat the above procedure.

For more discussion of screen display issues see Chapter 6, The Filing System, Screen Settings.

## **White Space and Cursor Movement**

If you display spaces in a document as dots, you'll notice that sections of the screen still remain blank. These sections are called white space. White space exists only in the display of your document for the sake of formatting.

Tabs and Indents rearrange text according to settings on the Format Line. They do not insert spaces into text. Between a leading character and a Tab stop there's only white space. Other instances of white space occur in the spaces after a Page Break character or Return, the spaces beyond the Margins, or some of the spaces between words in a justified line.

You can move the cursor into white space. The Arrow keys behave normally. Functions, however, have to anchor themselves onto a character in the document. This means that when you initiate a function in white space, the cursor moves to the first character to the left or right of the field. Normally, the cursor moves right.

When you type over the white space between Tabs and Indents, two things happen. The characters you type are inserted in the white space at the end of the leading text. The cursor, however, is replaced on the Tab or Indent in front of which you are typing. It doesn't matter whether you are in the Insert or Overtyping Mode.

You have already encountered some 25 ways of moving the cursor within a document. There are, in addition, three ways of moving it along the Tab stops you've set and through any white space.

## **Back Tab**

Ordinarily, the TAB key doesn't function as a cursor movement key. However, when used with the SHIFT key, the TAB key causes the cursor to move backwards to the previous Tab stop.

To move backwards to the previous Tab stop:

Press the **(SHIFT)** and **(TAB)** keys.

## **Forespace and Backspace**

The Forespace and Backspace functions are similar to the RIGHT and LEFT ARROW keys: both enable you to move forward or backward through your document, one position at a time. But while the ARROW keys move the cursor

through both characters and white space, Forespace and Backspace skip over white space to the next character. The difference becomes important when you're using Macros and want to keep the cursor within text. See Chapter 7, For the Advanced User.

To move forward one character:

Press **(SHIFT)** and **(BACKSPACE DELETE)**.

Hold down the two keys to continue advancing through the text.

To move backward one character:

Press **(ALT)** and **(BACKSPACE DELETE)**.

Hold down the two keys to continue moving backward through the text.

## WORD PROCESSING GRAPHIC CHARACTERS

SCREEN GRAPHIC	FUNCTION
↑	Begin Field Character
◆	Center
♦	Column Center
... -	Dot Leader
↑	End Field Character
■	End of Text Marker
→	Indent
←	Reverse Indent
↔	End Indent
*	New Format Line
⊠	Regular Page Break
┘	Required Hyphen
●	Required Page Break
■	Required Space
L	U.S. Decimal Tab
┘	Int'l Decimal Tab
»	Right Flush Tab
◀	Return
▶	Tab
♣	Ignore Character

## TABS AND INDENTS

TAB NAME	ACCESS KEY	TAB STOP	GRAPHIC CHARACTER
Tab	TAB (▶)	▶, *, or :	▶
Indent	INDENT (F4)	▶, *, or :	→
Reverse Indent	SHIFT & INDENT (F4)	L	←
End Indent	CONTROL & INDENT (F4)	▶, *, or :	↔
Center	CENTER (F6)		◆
Right Flush	CONTROL & CENTER (F6)	* or R	>>
Dot Leader	ALT & CENTER (F6)	* or R	... ■
U.S. Decimal	DECIMAL TAB (F2)	* or R	└
Int'l Decimal	SHIFT & DECIMAL TAB (F2)	* or R	┘
Column Center	SHIFT & CENTER (F6)	: or R	•

## PAGE FORMAT SETTINGS

FEATURE	SETTINGS
Line Spacing	0 ¼ ½ ¾ <b>1</b> 1½ 2 2½ 3 3½
Pitch	10 <b>12</b> Extra
Page Length	0-9999 ( <b>54</b> )
Lines/Inch	<b>6</b> 8
Widow Size	0-9 ( <b>3</b> )
Orphan Size	0-9 ( <b>2</b> )

The system's preset values are in boldface.

*Table 3-2* — Summary Tables

**Model.** The automatic setting, PRINTER, enables you to produce fast printout with no frills. If you're just getting used to your system, if speed is more important than fine printing, or if you just want to see that the whole thing works, you needn't change this setting.

When you want to take full advantage of your printer's capabilities and use one of the custom drivers that you installed, change the Model setting. See below for instructions to change the settings on the Print Menu. See Appendix B, Printers Supported by LEWP, to find the code for your printer's custom driver.

To change the Printer Model:

1. Move the selector to **Model**, using the UP and DOWN ARROW keys.
2. Press .
3. Enter the appropriate code for your printer model, as it appears in Appendix B. You can insert, overwrite, or delete characters in the current setting. If your printer is not listed in Appendix B, leave PRINTER as the setting.
4. Press .

**Connection.** The automatic setting, Parallel 1, is correct if you're using a parallel printer with the controller set to LPT1 (the standard setting for a printer controller). If the controller setting is different on your system, if yours is a serial printer, or if you are connected to a network printer, change the Connection setting. See Appendix B and the manual for your printer.

To change Connection:

1. Move the selector to **Connection**.
2. Press .
3. Select the appropriate Connection setting as shown in Appendix B.
4. Press .



Once you've confirmed these settings with an action step, they'll be invoked when you print any document. You needn't change them again, as long as you don't change printers. They are recorded on the Master Disk and are duplicated each time you load LEWP, so that you can print using the most recent printer settings.

## Selecting an Action

To confirm the settings you have made and exit from the Print Menu, you must select one of the following actions. Doing so, you signal the system that its automatic settings, or those you have chosen, are acceptable to you.

**ACCEPT SETTINGS AND PRINT.** When you make this selection, LEWP stores the settings that appear in the menu and sends your document to the printer. This action is preset when you enter the Print Menu, which means that if you know all the other settings are correct, you can print immediately.

To accept the current Print Menu settings and print your document:

1. Select **ACCEPT SETTINGS AND PRINT.**
2. Press .

The Main Menu returns to the screen, and your document goes to the printer.

**You may Edit, Create, Rename, Move, Copy, and Archive any document other than the one you are printing. However, you must not exit from LEWP or remove the data disk while printing is in progress.**

**ACCEPT SETTINGS.** Make this selection if you want to store the settings you've changed but not print the document at this time.

To have LEWP accept the changes you've made and return to the Main Menu without printing your document:

1. Select **ACCEPT SETTINGS**.
  2. Press .
- LEWP saves the changes you've made and the Main Menu returns to the screen.

**ACCEPT SETTINGS AND MERGE PRINT.** If you have Merge Print capability, the Printer and Format settings are accepted and the Merge Print Menu appears. When you have made the necessary entries there, your document is joined with a data file and passed to the printer. See Chapter 8, Merge Print.

## **Format Settings**

The remaining settings in the Print Menu govern what happens when you print the document named at the top of the Print Menu. They set boundaries for the printer telling it which pages you want printed, where you want text to appear on the page, how long each form or sheet of paper is, how many copies you want, and other essential pieces of information. The settings that appear in the Print Menu should meet most of your initial needs, but you can change any of them if you want. All changes that you make to format settings will appear in the Print Menu for the selected document when you next go to print it. However, they won't affect the format settings in any other documents.

**Start Printing.** You don't have to print an entire document: you can select the page on which you want to begin printing. The page setting refers to the page number that appears on the Status Line of your document. The automatic setting is page 1. Change the setting if you want to begin printing on a later page.

**Stop Printing.** Printing stops at the end of your document or at the end of whatever page number you set. The automatic setting is page 9999, which guarantees that the entire document will be printed. If you don't want to print to the end of your document, change the setting.

**Start Headers and Start Footers.** Recurring text at the top (headers) or the bottom (footers) of pages in your printout is automatically set to begin on the second page. This automatic setting ensures that your title page does not appear with a header or footer on it. If you want headers or footers to appear on page 1, or if you want them to start on a later page, change this setting. See Chapter 3, *Formatting, Headers and Footers*.

**Header/Footer First Page Number.** This setting controls only the page numbers that are printed in headers or footers. LEWP is preset to print the number 2 on page 2 of your document, where headers and/or footers are preset to start. This setting is appropriate for most page numbering; but if you're printing a document that continues on from another one, you should alter this setting so that the pages bear consecutive numbers when you combine them. For example, imagine that you've printed *THE STORY OF MY LIFE, Part I* and that it has 16 pages. When you print *Part II*, set headers and footers to start at page 1 and set the Header/Footer first page number to 17.

**Paper Length.** This setting controls how much paper the printer feeds for each page of the document you're printing. When a Page Break occurs in your document, the printer feeds paper through until it reaches the paper length you set. The next page then begins printing at the top of a sheet of paper. LEWP is preset to print on standard 8½" x 11" paper. If you're using a custom printer driver and want to print on longer or shorter paper, change this setting. Legal size paper requires a setting of 84. If you are operating a letter-quality printer and want to print 84-line pages, check your printer manual and reset the DIP switch setting for paper length.

### CONVERSION TABLE

PAPER SIZE	PAPER LENGTH SETTINGS
8½" × 5½"	33
11½" × 8"	48
5½" × 8½"	51
8½" × 11"	66
8½" × 14"	84
8½" × 16"	96

LEWP's standard paper length setting is 66, which means that there are 66 picas on a standard 8½" × 11" sheet of paper. There are 12 points to 1 pica, or 6 picas to 1 inch.

*Table 4-1*—Paper Length Settings on the Print Menu

**Left Margin Offset.** This setting determines the left-most position where print can appear in your printout. LEWP automatically sets a left margin of 0. With this setting, print can occur as far to the left as your printer is capable of printing.

Bear in mind that you may also have set a left margin on the Format Line: the left margin position on the Format Line of your document adds to the count from left to right. You can expect text to appear at whatever is the sum of these two settings. For example, if Left margin offset is set to 5, and the left margin in the Format Line is at position 5, the printout's left margin will be at position 10.

**Top Margin.** This sets the upper boundary of a page. Your printer won't print anything—headers, title—above the line you set here. The preset value of 0 allows you to control the top margin from within your document, using carriage returns to feed blank lines to the printer. If you regularly use letterhead paper, you should change this setting to ensure that you don't print over the heading.

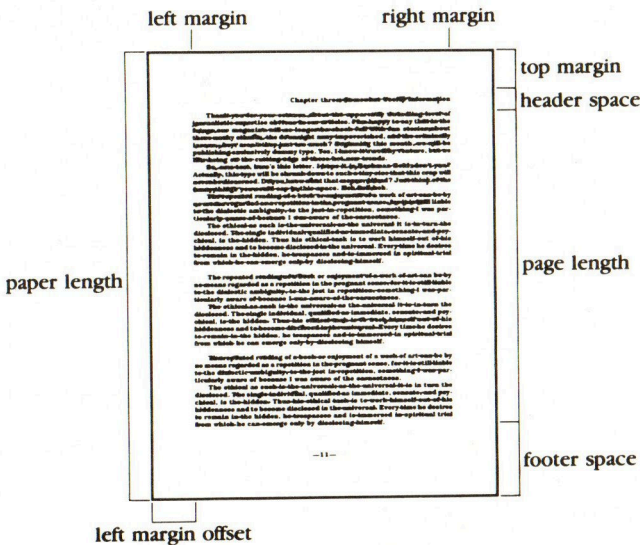


Figure 4-2—Page Layout and Margins

**Number of Copies.** LEWP is automatically set to print one copy of your document. Should you need multiple copies, change this setting to the number of copies you want. Take care not to change this setting to 0, in which case no printing will occur.

**Pause Between Pages.** LEWP automatically sends a document to a printer continuously, with no pause between pages. This option is preset at No. If, however, your printer isn't equipped with an automatic feed or if you want to adjust the paper, change this setting to Yes.

**Print Quality.** Your printer may be capable of producing a draft as well as a final-quality printout. See Appendix B to check if your printer has this capability. The Print Quality option is automatically preset at Final. To use your printer's draft-quality capabilities, change the setting to Draft. This generally produces a faster, bidirectional printout.

To change any of the Print Menu Format Settings:

1. Select the option you want changed by moving the selector with UP and DOWN ARROW keys.
  2. Press .
  - The current setting is highlighted.
  3. Select the option you prefer by moving the selector with the LEFT and RIGHT ARROW keys.  
**or**  
If you're adjusting a fill-in setting, e.g., Paper length, enter the new values, inserting, deleting, or overtyping as you wish.
  4. Press .
  5. Repeat steps 1-4 to make any further changes.
  6. Select whichever Action best suits your task. See the description earlier in this chapter.
  7. Press .
- Your choice of action is implemented, and the Main Menu returns to the screen.

## **SUSPENDING PRINTING**

LEWP lets you stop your printer while it is printing a document. You may need to suspend printing to change paper, or realign the paper feed, or you may want to stop printing altogether.

Remember that when printing begins from the Print Menu, the Main Menu reappears on your screen.

To suspend printing:

1. Select **Print** on the Main Menu.
  2. Press .
- A menu appears, listing the options for suspending printing.

```

Cancel  Pause/Continue  Restart
Cancel current printing.
  
```

3. Move the selector to one of the options:  
**Cancel** lets you stop printing altogether, without resuming this printing.
  - ▲ Press .

Your printer prints whatever remains in its buffer, then stops and returns to the home position. It may have stored a few pages of text, depending on the size of its memory, in which case you may want to turn it off.

**Pause/Continue** lets you interrupt printing and resume again when you're ready.

- ▲ Press .
- Your printer types whatever remains in its buffer, then pauses. You can then take the printer offline by toggling its ONLINE (SELECT, or LOCAL) switch. You can adjust the paper, change the printer ribbon, and even turn off the printer.
- ▲ When you want to continue, press .
- Your printer begins printing from where it left off. If you want to begin on an earlier or later page, select **Restart**.

**Restart** allows you to resume printing from whatever page you specify, after you have paused. Use it if you only want to print isolated pages in a document or if you want to reprint a page that was out of alignment.

- ▲ Press .
- LEWP prompts you to enter the page number on which you want printing to restart.

Restart printing at page: 0

- ▲ In response to the prompt, type the page number.
- ▲ Press .
- Printing resumes from the top of the page you've selected.



## **PRINTING FROM THE SCREEN WITH HOT PRINT**

Sometimes when editing, you may want to see how part of your document will appear on the page. You could print the text from the Print Menu, after changing the page settings. But that would likely be too involved a process for such a small project, and you couldn't print less than a page. It's far easier, and faster, to use Hot Print. You can print as much text as you want (and as little as a line) from within a document: you don't have to close it and go to the Print Menu. LEWP simply sends to the printer whatever text you've highlighted on screen.

**With Hot Print, however, some printers ignore any commands such as Page Breaks, Attributes, and Headers and Footers. Check Appendix B and your own printer manual to see what features are supported.**

To use Hot Print:

1. Move the cursor to where you want to begin printing.
2. Press the **(SHIFT)** and **(PRINT SCREEN)** keys.

Print What? →

3. Highlight the text you want printed.
4. Press **(EXECUTE)**.

If you begin printing with Hot Print and then decide to cancel the printout:

Press the **(ESCAPE)** key. No more of your highlighted text will be sent to the printer. Printing will stop when text remaining in the printer's memory has been printed.

A particularly useful application for Hot Print is to print envelopes. Rather than type the address both in the letter and on the envelope, you can Hot Print it to an envelope inserted in the printer.

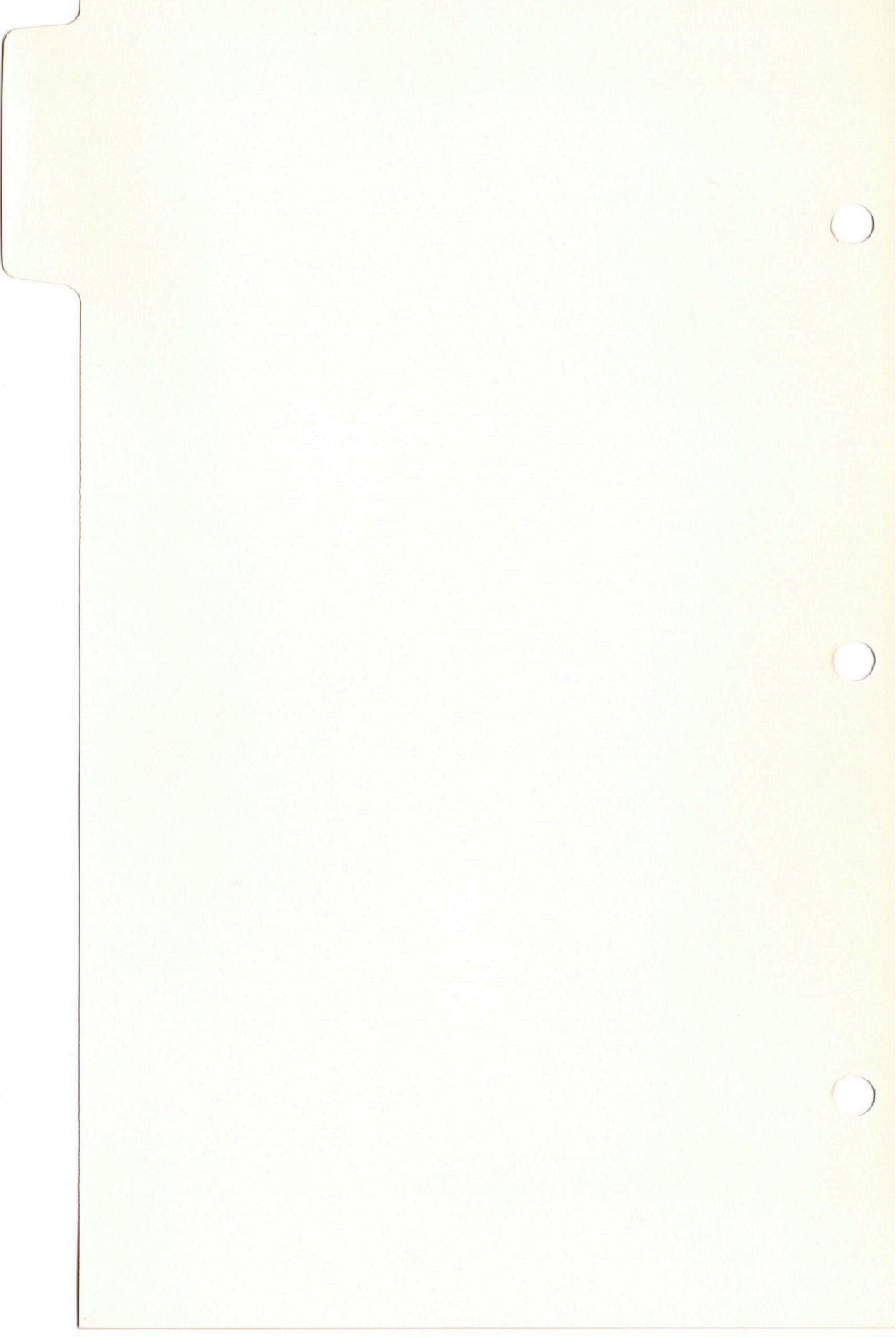
You may need to experiment a bit to position the address where you want it on the envelope. (You might, for example, cut the address from the original position in the letter, center it with F6, and then paste it. When you've finished hot printing it, you could delete the centering character, cut it again, and paste it in the original position.)

### PRINTING METHODS

ACTIVITY	ENTRY FROM	COMMANDS	ACTION
Printing from Print Menu	Main Menu to Print Menu	1. Select Print 2. Press <b>EXECUTE</b> 3. Change Settings, if needed 4. Select Action 5. Press <b>EXECUTE</b>	Accepts Settings and Prints or Accepts Settings or Accepts Settings and Merge Prints or Changes Format Settings or Changes Printer Settings
Suspending Printing	Main Menu	1. Select Print 2. Press <b>EXECUTE</b> 3. Select Option 4. Press <b>EXECUTE</b>	Cancels Printing or Pauses/Continues Printing or Restarts Printing
Hot Printing	Document	1. Move cursor to text location 2. Press <b>SHIFT-PRINT SCREEN</b> 3. Highlight text 4. Press <b>EXECUTE</b>	Prints portion of a document

*Table 4-2—Summary Table*





# 4

---

# Printing

*O.K. O.K. Now, how do I print this thing?*

*Whaddaya mean, did I plug it in? Think I'm stupid or something?*

*Yeah, but look at what's happening. How do I stop this thing?*

*You know, I find it a lot easier to make decisions when I'm looking at a printed page.*

How do you print the document you've edited? This chapter tells you how to identify for your system the kind of printer you want to use and how to issue instructions to the printer. You can take charge of the way your documents are printed and make sure they appear as you want them to.

## **PRINTING FROM THE PRINT MENU**

The most effective way of printing a document is through the Print Menu. It gives you maximum control over what's printed. And it saves you time: while LEWP is printing one document, you can be working on another.

To access the Print Menu, you must be in the Main Menu:

1. Select the document you want to print.
2. Select **Print** on the Main Menu.
3. Press .

The Print Menu appears on the screen listing the current print settings.

The Print Menu displays the commands, or settings, that control how LEWP sends documents to the printer. Notice that the Print Menu is divided into three sections: Action, Format Settings, and Printer Settings. In each of these sections, LEWP provides you with automatic settings, which you can accept or modify to meet your particular needs.

PRINT MENU

Selected Document: MY DOCUMENT NO Printing in Progress

---

Action:           ACCEPT SETTINGS AND PRINT.  
                       ACCEPT SETTINGS.  
                       ACCEPT SETTINGS AND MERGE PRINT.

Format Settings:   Start Printing on page:           1  
                       Stop printing on page:           9999  
                       Start headers on page:           2  
                       Start footers on page:           2  
                       Header/Footer first page number: 2  
                       Paper Length:                   66  
                       Left Margin offset:           0  
                       Top Margin:                   1  
                       Number of copies:           1  
                       Pause between pages:       Yes   No  
                       Print Quality:           Draft   Final

Printer Settings:  Model:           PRINTER  
                       Connection:   Parallel 1   Parallel 2   Parallel 3  
   Serial 1    Serial 2    Network

Figure 4-1—The LEWP Print Menu

## Printer Settings

The two settings, Model and Connection, are usually one-time-only settings. You may have to change these settings if you change the type of printer you are using with LEWP. The printer settings are discussed first in the guide because you must check these settings **before** you can print; however, they appear inconspicuously at the bottom of the Print Menu because you seldom need to modify them.

**READ CAREFULLY** because

- ▲ Your printer will work to its capacity **ONLY** if you have selected the appropriate Model when you issue the print commands.
- ▲ Your printer won't work at all if the Connection selection is incorrect.

**5** More About  
Editing





# 5

---

## More About Editing

*Hey! Let's make sure we get this one right. Just what sort of a deal did we offer Fran?*

*When you print this, can you include a copy of the itinerary on this page?*

*What you sent to Michael was superb. We could use a copy of that paragraph right here.*

*Put all that stuff—you know, the proposal, the specs, the figures—put it all into the one document. I don't want to mess around with a whole lot of files!*

Word processors are particularly good at editing. Revising text is accomplished with ease and speed that are impossible with a standard typewriter. You can alter the way a document is printed. You can delete blocks of text and store them in case you need them again. If June's special offer is still available in July, you can change the name of the month every time it occurs, so your information doesn't look out of date. If you want to include financial details from one document in the middle of another, you can easily copy them. You just need to learn more about editing.

## **MENU SELECTIONS**

Many of the functions you perform with LEWP are governed by menus. They serve you in two ways: you don't need to learn complicated command sequences, and you can always see what choice you've made.

### **Moving the Selector**

The Arrow keys are the simplest means of moving the selector. But, once you've mastered the menus and directories, you may want to consider ways of using them more quickly and efficiently.

There are three tools you can use:

#### **▲ The Numeric Keypad**

To move the selector to the beginning or end of a menu, press (HOME) or (END). For example, in the Main Menu, press (HOME) to move the selector to **Edit** and press (END) to move the selector to **Utilities**.

Press (PAGE UP) and (PAGE DOWN) to move the selector to the previous or next screen in a directory.

### ▲ Lowercase Letters

To move the selector to any option in a menu, type its initial letter in lowercase. The selector moves to the right, stopping at the next option that begins with the letter you typed. For example, in the Main Menu, type **p** to move the selector to Print. If two options have the same initial, you need to type it twice to move to the second.

When you have moved the selector using either of these methods, press  to carry out the action.

The third method is faster still: LEWP carries out the action you selected without your having to press .

### ▲ Uppercase Letters

To select any option in a menu and have LEWP carry out the action immediately, type the option's initial letter in uppercase. For example, in the Page Format Menu, type **A** to Apply the page formats and exit from the menu. If there are two options with the same initial letter, the selector moves to the first and prompts you:

Choice is not a unique key

Press  to confirm your selection, or press the letter again to move the selector to the other option that begins with that initial.

## Fill-In Fields

Some menus and functions prompt you to enter words, names, and other data. For example, when you create a document, you're prompted:

Enter document name:

Other fill-in fields, such as those in the Print Menu, contain standard settings or the values that you last entered, as do several of the functions you'll learn about in the remaining chapters. LEWP has a number of features that make it easy for you to fill in or alter these fields accurately:

- ▲ Overtyping any character that you wish to alter. Press  to toggle to the Insert Mode. When you're in the Insert Mode, the character under the cursor flashes.
- ▲ Press  to delete the character at the cursor position.
- ▲ Press  to delete the character to the left of the cursor.
- ▲ Press the  or  keys to move to the first or last character in the field.
- ▲ Press  and  to clear all characters from the cursor position to the end of the fill-in field.
- ▲ Press  and  to have LEWP ignore all changes you've made and to display the original values again.

## MORE ABOUT HIGHLIGHTING

You've already learned how to highlight a block of text that you wanted to underline, cut, or Hot Print. Other functions, too, operate on blocks of text. Below is a reference list of the functions that require highlighting:

### HIGHLIGHTING FUNCTIONS

FUNCTION	CHAPTER
Underline	2
Cut	2
Reverse Block Case	2
Set Uniform Case	2
Hot Print	4
Attributes	5
Named Cut	5
Stored Delete	5
Replace	5
Save Text	7

*Table 5-1*—Highlighting Functions

To use these functions efficiently, you need to know how to control the direction, target, and mode of the highlighting operation. LEWP provides a number of procedures that help you to define text efficiently. If you highlight too much text, don't worry: you can move the cursor back over highlighted text to remove highlighting from it. Press the HELP (F1) key at any time while you are highlighting text to call up full instructions.

**The Anchor and the Search Direction.** When you press a key that initiates a highlighting function, two things happen: an arrow appears in the upper-right corner of the screen to indicate the direction in which the cursor searches and the current cursor position becomes the starting point or anchor of the highlighting search.

**Search Target.** Use any of the following to define the target of a highlight search:

- ▲ Any cursor movement or GO TO PAGE key combinations. These can also be used to alter the search direction.
- ▲ Any of the numeric or character keys. The cursor moves in the search direction until it reaches the next occurrence of that character.
- ▲ Any text formatting key (RETURN, TAB, INDENT, PAGE BREAK, CENTER). The cursor moves in the search direction until it reaches the next occurrence of that format symbol.

If, while you're highlighting, you press the same Function key that you used to initiate the process, three things happen: the search direction is reversed, the current cursor position becomes the new anchor, and the cursor returns to the original anchor position. All text that you've already defined remains highlighted. This allows you to change the search direction, to return the cursor to its original position, or even to highlight text in both directions from the original cursor position.

For example, to cut a page of text:

1. Press the **CUT** (F9) key.

Cut what? →

2. Press the **SHIFT** and **END** keys.

Searching!

The cursor moves to the end of the page, highlighting as it goes.

3. Press the **CUT** (F9) key.

Cut what? →

The search direction is reversed, the end of the page becomes the new anchor, and the cursor returns to its original location. The text remains highlighted.

4. Press the **(SHIFT)** and **(HOME)** keys.

Searching!

The cursor moves to the beginning of the page, highlighting as it goes.

5. Press the **(EXECUTE)** key.

**Highlight Mode.** Only one function can be applied to highlighted text at a time. For example, you can't both Hot Print and cut text simultaneously. However, you can change functions while highlighting, as you see below:

1. Press the **(CUT)** (F9) key.

Cut what? →

2. Press the **(SHIFT)** and **(PRINT SCREEN)** keys.

Highlight Mode Has Changed      Print what? →

All text you highlight will now be Hot Printed.

## **SELECTING AND APPLYING ATTRIBUTES**

You can make your text easier to understand and enhance its appearance by emphasizing key words and phrases. Anything that you do to text to alter its appearance is called applying an attribute.

For example, you can underline important words or print them in **boldface** or in an *italic font* if your printer is



capable of handling different typefaces. Other forms of emphasis include printing characters above or below the line and overstriking them with a slash (/). You can even print in different colors if you have a color printer.

To be most effective, emphasis needs to be controlled. Just as you can adjust the pitch, tone, and volume of your voice, so you can achieve varying degrees of emphasis in your writing by

- ▲ Applying the appropriate style of attribute.  
*Shall it be underline or bold, italic or color?*
- ▲ Applying it at the appropriate level.  
*What type of underline? How bold? What color?*
- ▲ Combining it with other attributes.  
*Underline, or underline and bold?*

How emphatic do you want to be?

**How emphatic do you want to be?**

**HOW EMPHATIC DO YOU WANT TO BE?**

**HOW EMPHATIC DO YOU WANT TO BE?**

Emphasis also needs to be consistent. Select, apply, and combine attributes in a way that matches the organization and purpose of your document.

LEWP offers you the following types of attributes and levels of emphasis:

**Underline** gives you three levels of emphasis. Choose the type of underline from these options:

- ▲ Underline
- ▲ Double Underline
- ▲ Red Underline

**Bold** gives you three levels of emphasis. Choose the bold type from these options:

- ▲ **Bold**
- ▲ Double Wide
- ▲ Wide and Bold

**Script** lets you print characters above or below the normal line. Choose the level of script from these options:

- ▲ Superscript, which prints characters above the line, e.g., the Burgdorf edition.<sup>2</sup>
- ▲ Subscript, which prints characters below the line, e.g., H<sub>2</sub>O.

**Font** lets you print using an *Italic* typeface.

**Strike** lets you print a slash over text to show that it has been deleted.

**Color** lets you print in different colors if you have a color printer and change the color of the text in your document if you have a color monitor. Choose a color from these options:

Black Yellow Magenta Red Cyan Green Blue

Applying attributes involves accessing the Attribute Menu from within a document, selecting the type and level of attribute, and defining the text you want to apply it to.

To access the Attribute Menu:

1. Move the cursor to the text you want to emphasize.
2. Press the ATTRIBUTE (F5) key.  
The Attribute Menu appears on line 2 of the screen.

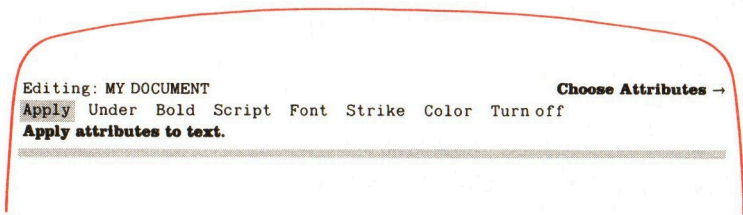


Figure 5-1—The Attribute Menu

To select the type and level of attribute:

1. Select the type of attribute you want to apply.
2. Press the  key.  
 A menu for the attribute you selected appears on line 3. The selector is on Unchanged. This setting allows you to leave the menu without making any changes.

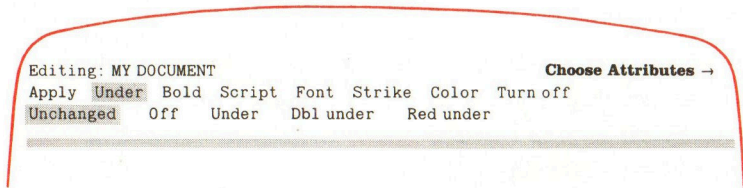


Figure 5-2—The Underline Menu in the Attribute Menu

3. Select the level of emphasis you want to apply.
4. Press the  key.  
 The menu from step 3 is removed.
5. Repeat steps 1-4 to select additional attributes.
6. Move the cursor to **Apply**.
7. Press the  key.

Apply to what text? ->

To define the text:

1. Highlight the text you want to apply the attributes to.
2. Press the **EXECUTE** key.  
The text appears on screen underlined or in reverse video or color.

## Identifying Attributes on Screen

Attributes are displayed on screen underlined, or in reverse video, or color. However, you don't need to print the document to see how you've emphasized it.

To identify the attributes you have applied to text:

Move the cursor into the block of text.

---

2 Wide & Bold

The Status Line identifies the number of attributes applied to text at the cursor location and the name of one attribute.

To identify other attributes that you have applied to the text:

1. Press the **CONTROL** and **ATTRIBUTE** (F5) keys.

---

2 Db1 under

The Status Line identifies the second attribute.

2. If you have applied more than two attributes, press the **CONTROL** and **ATTRIBUTE** (F5) keys again to display the next one.

The attributes that are applied at the cursor position are also applied automatically to any further text you enter there. This means that if you later insert words or characters before or within a block of text, all attributes on the following character are immediately applied to those words or characters. For example, inserting **owner** into **Homes** produces **Homeowners**.

## Cancelling Attributes

You can alter or turn off attributes in the same way that you applied them.

To eliminate underlining in red and still retain the other attributes you have applied to the text:

1. Select **Under** from the Attribute Menu.
2. Select **Off** from the Underline Menu.
3. Highlight the phrase from which you want to remove the red underline, then press

.

To turn off ALL attributes that you've applied to text:

1. Select **Turn off** from the Attribute Menu.
2. Highlight the text from which you want to remove all attributes, then press .

## Shortcuts with Attributes

Most of the attributes you're likely to need can be accessed directly, without calling up the Attribute Menu.

To select an attribute directly and define the text:

1. Press the appropriate key combination provided below:

Apply to what? →

2. Highlight the text to define it.
3. Press .

### SHORTCUTS TO APPLYING ATTRIBUTES

ATTRIBUTES	KEY COMBINATION
Underline	<input type="button" value="CONTROL"/> - u
Double Underline	<input type="button" value="CONTROL"/> - d
Bold	<input type="button" value="CONTROL"/> - b
Wide and Bold	<input type="button" value="CONTROL"/> - w
Strike Through	<input type="button" value="CONTROL"/> - s
Italics	<input type="button" value="CONTROL"/> - i
Red	<input type="button" value="CONTROL"/> - r
Subscript	<input type="button" value="CONTROL"/> - <
Superscript	<input type="button" value="CONTROL"/> - >
Turn Off All Attributes	<input type="button" value="CONTROL"/> - o

Table 5-2—Shortcuts to Applying Attributes

To cancel an attribute that's already been applied, repeat the above process. For example, to cancel red on text that's red and bold, press  and **r**, highlight the text you no longer want to be red, and press

.

Once you've mastered these keystrokes, you'll only use the Attribute Menu for a few special cases:

- ▲ Applying several attributes at once.
- ▲ Setting Auto Attributes. See below.
- ▲ Using a color printer or setting a display on a color monitor.
- ▲ Printing wide characters or underlining in red.

## **Applying Attributes Automatically**

Normally you apply attributes to text after you've typed it. However, there are times when you must select any attributes you want to apply before you initiate a function. For example, Search and Replace, LEWP Commands, and Recalling Macro Entries require that you do this. See below and Chapter 7, For the Advanced User, LEWP Commands and Macro Entries. You can select attributes in advance through the Auto Attribute function, which causes LEWP to apply attributes to text as you type it.

To apply attributes automatically:

1. Press the **(SHIFT)** and **(ATTRIBUTE)** (F5) keys.

Choose Auto Attributes

The Attribute Menu appears.

2. Select the attributes you want, apply them, and press **(EXECUTE)**.  
The Attribute Menu disappears. The attributes you selected will be applied to any text that you subsequently type.

To stop applying attributes automatically:

Press the **(ALT)** and **(ATTRIBUTE)** (F5) keys.

## **Using Formatting Marks to Apply Attributes**

In Chapter 3, you learned that it's impossible to overtype a Return graphic, a Page Break, a Tab stop, or any other format mark and that whenever the cursor is positioned on a format mark, LEWP automatically operates as if it were in the Insert Mode. You can use this knowledge to apply attributes speedily to text as you enter it.

1. Move the cursor to the place where you want to enter emphasized text.
2. Press the  key (or the , , , or any other Format key).
3. Select and apply any attributes you want to the graphics symbol.
4. Move the cursor to the position immediately **before** the graphics symbol.
5. Enter the text. All attributes you selected will be applied to it as you type.
6. When you've finished, delete the graphics symbol.

## **STORING AND RECALLING TEXT: NAMED CUT AND PASTE**

In Chapter 2, you learned how to rearrange your document by cutting text and pasting it elsewhere. You can also cut text, name it, and store it, ready for recall whenever you want and as often as you want—in any document.



When you create a Named Cut, you define the text you want to store and assign a name to it with an uppercase or lowercase letter.

You can store up to 52 Named Cuts for each document as well as one Unnamed Cut. They are stored within the document and a directory of them is kept. They remain there until you replace them or delete them.

To create a Named Cut:

1. Move the cursor to the beginning of the text you want to cut and store.
2. Press the **SHIFT** and **CUT** (F9) keys.

Named Cut What? →

3. Highlight the text that you want to cut.
4. Press the **EXECUTE** key.

Cut/Paste Name?  
Entry name: █

5. Type an uppercase or lowercase letter.  
This assigns a unique name to the cut, so choose a letter name that will help you remember what it contains.
6. Press the **EXECUTE** key.  
If you assign a name that you have already used, LEWP prompts you:

Replace Entry?

Press the **EXECUTE** key to delete the existing block and replace it with the new cut.

**or**

Press the **ESCAPE** key to cancel.

The Named Cut contains all the text you highlighted, together with its tabs, indents, attributes, and any new Format Lines that occurred within it.

To insert the text anywhere in the document at any time, recall it as a Named Paste:

1. Move the cursor to the place where you want to paste the block of text you have stored.
2. Press the **(SHIFT)** and **(PASTE)** (F10) keys.

Cut/Paste Name?  
Entry name: █

3. Type the letter you assigned to the block of text that you want to recall.
4. Press the **(EXECUTE)** key.  
The block is recalled and pasted into your document.

If you can't remember which letter you assigned to a Named Cut, or whether you've already assigned a particular letter, don't worry. Each document has a directory of all the Named Cuts you have made in it, and you can always look at the first few characters of a cut before you paste it.

To view the Named Cut Directory:

1. Press the **(SHIFT)** and **(PASTE)** (F10) keys.

Cut/Paste Name?  
Entry name: █

2. Type **?**
3. Press the **(EXECUTE)** key.  
The Named Cut Directory appears on screen.

```

Editing: MY DOCUMENT
11:36am 10-26-84 Page 6 Line 12 / 42 Position 1
Cut Name Date Time Text of Named Cut Block
a: 8-10-84 12:27p We received your application

```

*Figure 5-3—The Named Cut Directory*

You can return to your document, paste a block of text at the cursor location, or delete any blocks you no longer want in order to free up disk space.

To return to your document from the Named Cut Directory:

Press the  key.

Your document returns to the screen.

To Paste a Named Cut:

1. Select the block you want to recall.

2. Press the  key.

Your document returns to the screen with the block pasted at the cursor location.

To Delete a Named Cut:

1. Select the block you want to delete.

2. Press the  key.

Delete Named Cut Block?

3. Press the  key.

The block is deleted.

## **STORING AND RESTORING DELETED TEXT**

LEWP offers you several ways of getting rid of text that you don't want:

- ▲ You can delete it, character by character, with the  and  keys.
- ▲ You can remove it with the  (F9) key.
- ▲ You can remove and store it as a Named Cut.
- ▲ You can delete it and store the deleted block.

The questions you need to ask yourself are

*Do I want to delete more than a few words?*

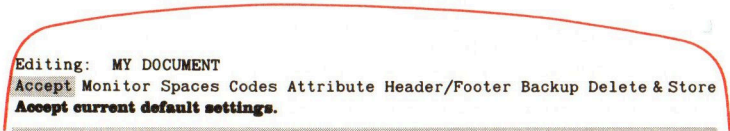
*Is there any chance that I may want them back in the same place again?*

If you answer Yes to both questions, delete and store the text. The block of text is not removed from the document, but it is hidden. While it's hidden, it won't appear on screen or in print. If you later decide to restore it, the block will return to its original position.

**Before you attempt to delete and store text in a document, you should make sure that the storage (Archive) function is turned on. Unless you do this, you will delete the block permanently.**

To turn on the storage function, you must be in a document:

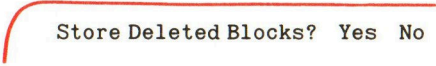
1. Press the  and  (F3) keys to view the Screen Display and Security Settings Menu.



Editing: MY DOCUMENT  
 Accept Monitor Spaces Codes Attribute Header/Footer Backup Delete & Store  
 Accept current default settings.

Figure 5-4—Screen and Security Settings Menu

2. Select **Delete and Store**, and press the  key.



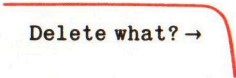
Store Deleted Blocks? Yes No

3. Select **Yes** and press the  key.
4. Select **Accept** and press the  key.

In the future, all blocks of text that you delete will be stored. They won't appear on screen, or in anything you print, but they will still be on disk and may be restored to their original place whenever you are in the document from which they were deleted.

To delete and store a block of text:

1. Move the cursor to the beginning of the text you want to remove.
2. Press the  and  keys.



Delete what? →

3. Highlight the text you want to remove.
4. Press the  key.

## Restoring Deleted Text

To restore text that you deleted and stored:

1. Press the **ALT** and **DELETE** keys. The Deleted Block Directory appears. It displays the date and time when you deleted text and lists the first few characters of each block of text.

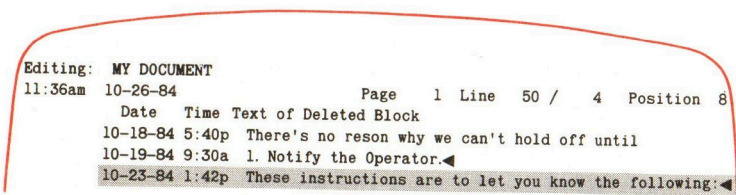


Figure 5-5—Deleted Block Directory

2. Select the block you want to restore.
3. Press the **EXECUTE** key.

The text is restored to its original position in the document and is no longer listed in the Deleted Block Directory. The cursor is at the beginning of the restored block.

The chief difference between a Named Cut and a Deleted Block is that of portability: a Named Cut can be pasted anywhere, even in another document; a Deleted Block can only be restored to its original position.

If your disk is getting full and you have been storing Deleted Blocks, you should decide whether you still need all of them. Remember, they're stored on your disk, **so they're using up disk space**. It may be that you want to remove permanently some of the blocks of text you have deleted and stored.

To remove a block of text from the Deleted Block Directory:

1. Press the  and  keys.  
The Deleted Block Directory appears.
2. Select the block of text you want to remove.
3. Press the  key.

Remove deleted block?

4. Press the  key.
5. Repeat steps 2-4 to remove all those blocks you no longer need.
6. When you have finished, press the  key to return to your document.

## SEARCH

You can use Search to locate every occurrence of a word or group of characters in a document. There are two parts to every Search you conduct: defining the target words or characters and implementing the Search.

### Defining the Target

In defining the target, the key question to ask yourself is:

*How closely should I define the target of this Search?*

- ▲ If your target is **red**, but you aren't interested in **ordered**, **redundant**, or **credit**,  
—you need to conduct a Word Search to exclude cases where the target is part of a longer word.  
However, if you're searching for **convert** and want to find **converts**, **converting**, and **converted** also,  
—you need to conduct a String Search to find every occurrence of a sequence of characters.
- ▲ If you want **REPORT**, but not **report**,  
—you need to tell LEWP which case to search for.
- ▲ If you want to find **man** and **men**, or **goose** and **geese**,  
—you need to tell LEWP which characters to ignore.

To define a target:

1. Press the  (F7) key.

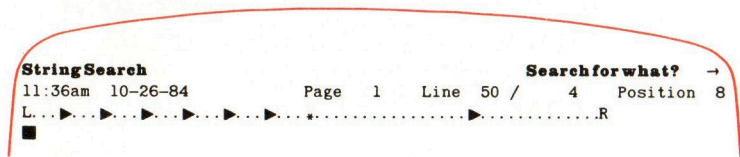


Figure 5-6—Defining the Target for a Search



The screen shows three pieces of information:

- ▲ The Search type: String Search or Word Search.  
Press  and ? to alter the Search type.
- ▲ The direction of the Search: forward (→) or backward (←) through the document.  
Press the  key again to alter the direction.
- ▲ The Search target (beside the cursor on line 4). LEWP displays the last target you searched for during the current editing session.

2. Type or edit the target you want to locate. (The target may be up to 80 characters long.)

You can restrict the case of the target.

- ▲ To find ALL occurrences of your target, type it in lowercase. For example, to find **rat**, **Rat**, and **RAT**, type **rat**.
- ▲ To find ONLY UPPERCASE occurrences of your target, type it in uppercase. For example, to find **MOUSE**, but not **mouse**, type **MOUSE**.
- ▲ To find ONLY LOWERCASE occurrences of your target, press  as you type the lowercase letter. For example, to find **bar**, but not **BAR**, press  as you type **bar**.

You can broaden the target so as to include the different forms a word takes. You can locate both singular and plural forms of nouns and different tenses of verbs simply by searching for the root and ignoring those characters that change.

To have LEWP ignore a character, press  and ? in its place when you type the target. For example, to find **copies**, **copied**, and **copier**, type **copie** then press  and ?. A graphic character (♣) appears in the Search target.

## Implementing the Search

1. When you have defined the target, press

.

Searching!

The Search takes place from the cursor position and moves in the direction indicated by the arrow on line 1. As the cursor moves through the document, its position is displayed on the Line Counter. When the first occurrence of the target is located, it appears highlighted on the screen:

Search again?

2. Press the **EXECUTE** key to Search for the next occurrence.

**or**

Press the **SEARCH** (F7) key to reverse the direction of the Search.

**or**

Press the **ESCAPE** key to cancel the Search.

**or**

Press the **SHIFT** and **SEARCH** (F7) keys to replace the target with another word or phrase.

If the target you defined cannot be found in the Search direction or when no further occurrences of it are found, the Search ends.

Search/Replace ended

You can cancel a Search at any time:

Press the **ESCAPE** key.

The Search ends at the current cursor location as indicated on the Position Counter.

Search resets the system place marker. This means that when you have finished a Search, you can use the Go To Place Command to return to your original starting position.

1. Press the **ALT** and **COMMAND** (F1) keys.

Go To This Place  
Entry name: ■

2. Type the number **0**.

3. Press **EXECUTE**.

The cursor returns to the place where you began the Search.

## REPLACE AND GLOBAL REPLACE

You can use Replace to change a target word or phrase. LEWP lets you change a single occurrence of the target, examine each one in turn, or conduct a Global Replacement to change every occurrence throughout your document.

There are three steps to replacing text:

- ▲ Defining the target characters, word, or phrase.
- ▲ Defining the replacement text.
- ▲ Replacing the target.

### Defining the Target

You can locate and highlight the target manually or use LEWP to find it for you.

To define the target manually:

1. Move the cursor to the first character of the target.
2. Press the **(SHIFT)** and **(SEARCH)** (F7) keys.

Replace what? →

3. Highlight the text you want to replace.
4. Press the **(EXECUTE)** key.

To combine Search with Replace:

1. Press the **(SEARCH)** (F7) key.
2. Define the target.
3. Press **(EXECUTE)**.
4. When LEWP locates the target, press the **(SHIFT)** and **(SEARCH)** (F7) keys.

## Defining the Replacement Text

When you have defined the target, LEWP prompts you to type the replacement text:

Replace with what?

LEWP displays the last set of replacement text you typed since you began the editing session.

Type or edit the replacement text to define it.

- ▲ Replacement text may be from 0 to 80 characters long. If your replacement text contains no characters, LEWP simply deletes the target.
- ▲ If the replacement text is uppercase, all replacements will be in uppercase.
- ▲ You cannot apply attributes to the replacement text as you define it. If you want LEWP to apply attributes as it replaces targets, invoke Auto Attributes **before** you define the target.

To apply Auto Attributes:

1. Select Auto Attributes, choose the attributes, and press .
2. Define the target.
3. Define the replacement text.

## Replacing the Target

When you have defined the replacement text,

1. Press the **EXECUTE** key.

LEWP deletes the target and inserts the replacement text in its place.

If you use a Word Search to locate the target and enter your replacement text in lowercase,

- ▲ A lowercase target will be replaced in lowercase:

**company** becomes **corporation**

- ▲ An uppercase target will be replaced in uppercase:

**COMPANY** becomes **CORPORATION**

- ▲ A target that has an initial capital will be replaced with text that has an initial capital:

**Company** becomes **Corporation**

- ▲ Any attributes on the first character of the target will be applied to the entire replacement text:

**Company** becomes **Corporation**

When LEWP has made a replacement, it then searches for the next occurrence of the target.

Searching!

If it locates the target again, it prompts you:

Replace again?

2. Press the **EXECUTE** key to replace the target again.

When LEWP has located all occurrences of the target, the Search ends.

---

Search/Replace ended

**or**

Press the **SEARCH** (F7) key to bypass replacing the target and continue to the next occurrence.

**or**

Press the **ESCAPE** key to cancel searching and replacing.

**or**

Press the **SHIFT** and **SEARCH** (F7) keys to replace all occurrences of the target. This is called a Global Replacement. LEWP displays the number of replacements that it makes.

---

Times Replaced 1

Replacing all

## **WORKING WITH TWO DOCUMENTS: WINDOWS**

Sometimes it's not enough to have just one document open at a time. You may want to

- ▲ Check something you wrote earlier.
- ▲ Compare the contents and wording of two documents.
- ▲ Copy a paragraph or more from one document to another.
- ▲ Join two documents together.

LEWP gives you a means of opening a second document to meet all these needs. To understand how this can happen, imagine the screen as a Window that looks onto your document. You can partition the screen in two, so that you can look at two documents simultaneously. The function that does this is called, naturally enough, Windows.

## Opening Windows

When you are editing a document, you can use Windows to open any other document created with LEWP: it can be a document on the disk you are using, or one on any other disk that you've created with LEWP.

To open a Window on a second document:

1. Press the **SHIFT** and **SWITCH (-)** keys. The Document Directory appears on screen. You can perform most functions, including Print, Create, Delete, Rename, Copy, Archive and Move.
2. Select the document that you want to open and make sure that the selector is on Edit. To open a document that's in another folder or on another disk, you need to access the Folder Directory. See Chapter 6, The Filing System, Opening Windows on Documents in Different Drawers.

**or**

Create and open a new document.

3. Press the **EXECUTE** key.

---

Opening Document

The document screen reappears, split into two parts by a horizontal bar. The document you were editing is on the top half of the screen. The document you just opened appears below it, with the cursor at the top of page 1.





To edit the other document, or move through it, you need to switch Windows:

Press the  (-) key.  
The cursor moves into the other Window.

Editing: FINAL OFFER

You can switch Windows as often as you please, comparing the two documents you have on view.

You can use a modified version of the Go To Place Command to switch Windows and move to a marker in the other document. Go To Place Markers 0-4 identify positions in the current document. Go To Place Markers 5-9 identify positions 0-4 in the other document. For example, no matter which document you are in, Go To Place 6 moves the cursor to marker 1 in the other Window.

## Closing Windows

When you no longer need both documents open, close a Window on one of them. The procedure for closing a Window is simply a special case of closing a document: you can close a Window on a document by pressing , then . However, there is another way.

To close a Window on a document:

1. Move the cursor into the document you want to close.

Editing: INITIAL OFFER

2. Press the **CONTROL** and **SWITCH** (-) keys. The document is closed. The horizontal bar disappears. The other document remains on screen:

Editing: FINAL OFFER

## **PASTING TEXT BETWEEN DOCUMENTS**

Windows really become useful when you want to copy or transfer text from one document to another. You can paste Named Cuts from a document in one Window to the document in the other.

To paste text between documents, you must have Windows open on two documents. Imagine that you want to copy part of COST ANALYSIS, the source document, to FINAL OFFER, the target document.

From the Document Directory:

1. Open COST ANALYSIS.
2. Cut and name the text you want to copy. It's now stored as an Named Cut in COST ANALYSIS. You can replace it in its original position with Named Paste if you want.
3. Open a Window onto FINAL OFFER.
4. Move the cursor to where you want the text to be copied.
5. Press the **CONTROL** and **PASTE** (F10) keys.

Cut/Paste Name?

Entry name: ■

6. Type the name of the cut you just made in COST ANALYSIS.
7. Press the **EXECUTE** key.  
The block of text is copied from the Named Cut Directory in COST ANALYSIS to the cursor location in FINAL OFFER.

**It remains stored as a Named Cut in the source document. It is not stored as a Named Cut in the target document.**

If the text you want to copy is already stored as a Named Cut, you can omit step 2 in the above sequence and just type its letter name in step 6.

You can also paste an Unnamed Cut between Windows. This streamlines the above procedure considerably:

1. Cut the text you want to copy from the source document and paste it back in its original position. It's now stored as an Unnamed Cut.
2. Open a Window onto the target document and move the cursor to the place where you want to insert the text.
3. Press the **CONTROL** and **PASTE** keys.

Cut/Paste Name?  
Entry name: █

The entry name should be blank. Press the **SPACE BAR** if it's not.

4. Press the **EXECUTE** key.  
The cut block is recalled from the directory in the source document and pasted into the target document.

## JOINING TWO DOCUMENTS

You can use Windows to join two documents. Imagine that you want to include ITINERARY in CONVENTION NOTES. From the Document Directory:

1. Open CONVENTION NOTES, then open a Window onto ITINERARY. The cursor is at the beginning of the latter document.
2. Cut all of ITINERARY:
  - ▲ Press the **CUT** (F9) key.
  - ▲ Press the **CONTROL** and **END** keys.
  - ▲ Press the **EXECUTE** key.
3. Replace ITINERARY:
  - Press the **PASTE** key.
4. Press the **SWITCH** (-) key.  
The cursor moves to CONVENTION NOTES.
5. Move the cursor to the place where you want ITINERARY to appear.
6. Press the **CONTROL** and **PASTE** (F10) keys.

Cut/Paste Name?

Entry name: █

The entry name should be blank. Press the

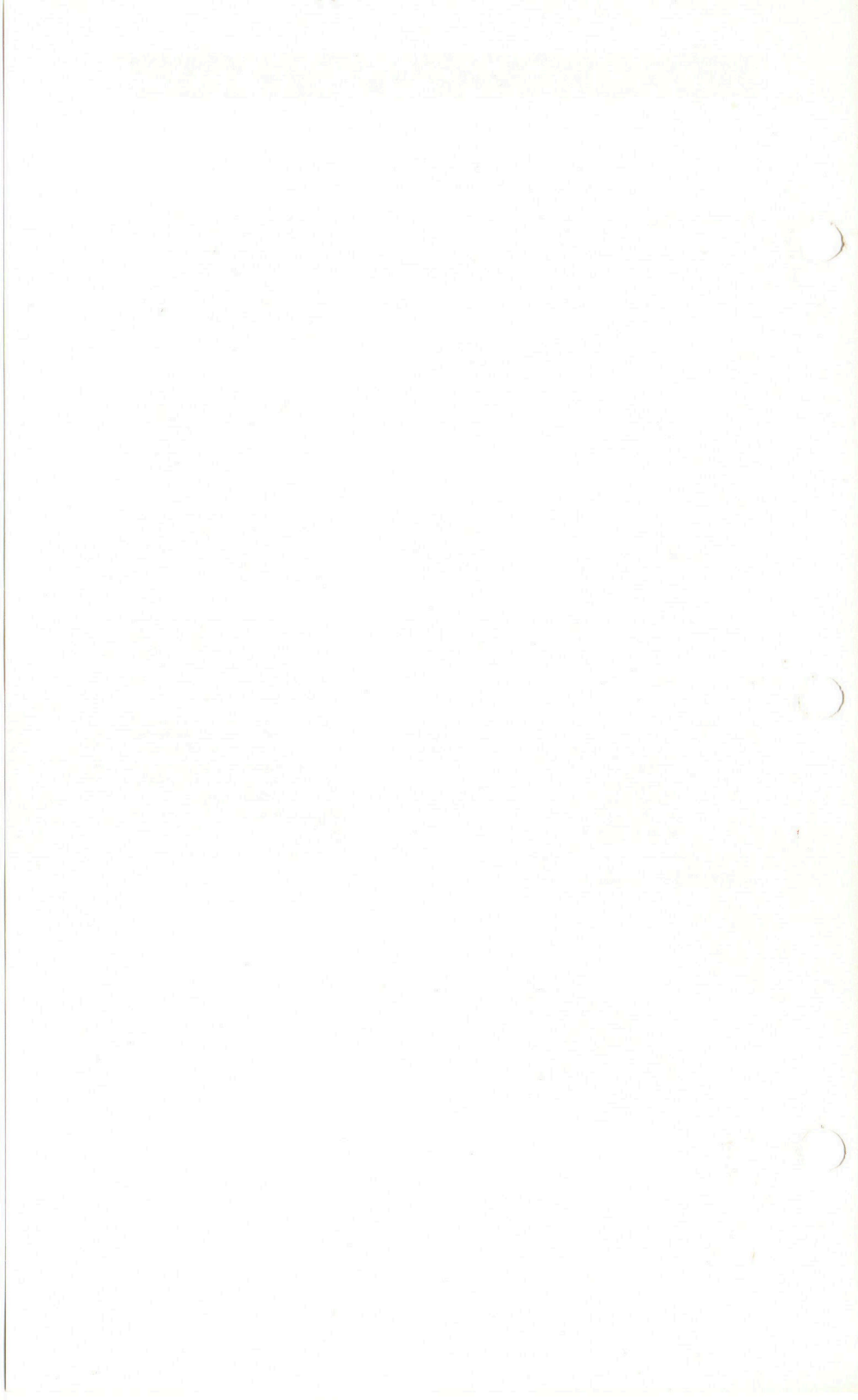
**SPACE BAR** if it's not.

7. Press **EXECUTE**.  
ITINERARY is recalled and pasted into CONVENTION NOTES.

## REMOVE, STORE, AND RECOVER TEXT

FUNCTION	TO REMOVE OR STORE TEXT	TO RECOVER TEXT	STORAGE: CAPACITY DURATION TRANSPORTABILITY
Delete	Press <b>DELETE</b>	Press <b>CONTROL-DELETE</b>	The last 255 characters you removed are stored in a common buffer until you return to DOS. You can recover them anywhere, in any document.
Overtyping	Type over characters in Overtyping Mode.	Press <b>CONTROL-DELETE</b>	
Backspace Delete	Press <b>BACKSPACE DELETE</b>	Press <b>CONTROL- BACKSPACE DELETE</b>	
Cut	<ol style="list-style-type: none"> <li>1. Position cursor.</li> <li>2. Press <b>CUT</b> (F9).</li> <li>3. Highlight text.</li> <li>4. Press <b>EXECUTE</b></li> </ol>	<ol style="list-style-type: none"> <li>1. Position cursor.</li> <li>2. Press <b>PASTE</b> (F10).</li> </ol>	You can store 1 Cut and 52 Named Cuts within each document. They remain stored until you replace them with another Cut or Named Cut or delete them from the Named Directory.
Named Cut	<ol style="list-style-type: none"> <li>1. Position cursor.</li> <li>2. Press <b>SHIFT-CUT</b> (F9).</li> <li>3. Highlight text.</li> <li>4. Press <b>EXECUTE</b></li> <li>5. Name with one letter.</li> <li>6. Press <b>EXECUTE</b></li> </ol>	<ol style="list-style-type: none"> <li>1. Position cursor.</li> <li>2. Press <b>SHIFT-PASTE</b> (F10)</li> <li>3. Type letter name.</li> <li>4. Press <b>EXECUTE</b></li> </ol>	
Stored Delete	<ol style="list-style-type: none"> <li>1. Position cursor.</li> <li>2. Press <b>SHIFT-DELETE</b></li> <li>3. Highlight text.</li> <li>4. Press <b>EXECUTE</b></li> </ol>	<ol style="list-style-type: none"> <li>1. Press <b>ALT-DELETE</b></li> <li>2. Select block.</li> <li>3. Press <b>EXECUTE</b></li> </ol>	If Delete and Store is turned on, deleted blocks remain stored in the document until you delete them from the directory or restore them to their original positions.
Save Text Macro Entry	<ol style="list-style-type: none"> <li>1. Position cursor.</li> <li>2. Press <b>SHIFT-MACRO</b> (Scroll Lock).</li> <li>3. Highlight text.</li> <li>4. Press <b>EXECUTE</b></li> <li>5. Name with one letter.</li> <li>6. Press <b>EXECUTE</b></li> </ol>	<ol style="list-style-type: none"> <li>1. Position cursor.</li> <li>2. Press <b>MACRO</b> (Scroll Lock).</li> <li>3. Type letter name.</li> <li>4. Press <b>EXECUTE</b></li> </ol>	You can store up to 52 Macro entries in each Macro file. When you have that Macro file open, you can recall the entries anywhere, in any document. Saving text does not remove the original block from its position in the document. See Chapter 7.

**Table 5-3—Summary Table**



**6** The Filing System





# 6

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## The Filing System

*I need a copy of the letter I wrote to Edelman.  
Quickly.*

*I just know I wouldn't be so stupid as to delete that  
document. But I can't seem to find it on my disk.*

*Shouldn't we keep a copy of these medical benefits  
with personnel forms, too?*

The more you write, the more you need to organize—to safeguard, order, find, and reference what you produce. LEWP's filing system tackles this need head on, making it easy for you to arrange, identify, maintain, and produce documents. What's more, it relies on principles you're already familiar with.

## **ORGANIZING INFORMATION**

When you file documents and records, you arrange them in order for preservation and reference. Your electronic filing cabinet (that's what LEWP's filing system is) works in the same orderly way as the drawers and folders you're used to. It's just more efficient, more forgiving, more versatile—and it takes care of the drudgery for you.

Thanks to LEWP's filing system you can

- ▲ Keep related documents together.
- ▲ Find what you want quickly.
- ▲ See at a glance when you last edited a document.
- ▲ Protect yourself against mishaps.
- ▲ Maintain consistent standards of presentation.

You're probably accustomed to keeping all your reports together in one place and all your requisitions, licenses, and departmental memos, too. You can extend the same organizational principles to the documents you create on a word processor by filing, protecting, and retrieving them in ways that you know are effective. Not only does LEWP take care of the editing and printing, it lets you manage your information as well.

## **LEWP'S FILING SYSTEM**

There are three levels of organization in LEWP's filing system:

**Documents**

**Folders**

**Drawers**

Just as you keep written records—originals, copies, draft documents—in folders in a cabinet filing system, LEWP stores the documents you create in folders in a drawer. The maximum length of any document is limited only by the amount of space available on your disk. You can keep up to 32 documents in each folder; though in practice, you'll only store this number if you're using a hard-disk system.

### **The Document Directory**

The contents of each folder are listed in its Document Directory, the chief organizing tool at this level of the filing system. The directory appears whenever you load LEWP, close a document, open a Window, or select a folder.

#### **The Document Directory**

- ▲ Displays system information: time, date, disk space used.
- ▲ Identifies the folder and the current drawer.
- ▲ Lists all documents in the folder.
- ▲ Displays information to help you identify each document—its name, when it was created.
- ▲ Provides continuous updates on the document's size and when it was most recently accessed.

1:41pm 1-20-85		LE WORD PROCESSING		Version 1.3 (12/21/84)		
CURRENT FOLDER: SEMESTER NOTES				CURRENT DRAWER: B 17% FULL		
Document Name	Pages	Last Date	Time	Create Date	Time	
Standard Document	1	1-01-80	12:00a	1-01-80	12:00a	
COMPUTER GRAPHICS	12	11-01-84	8:57p	11-01-84	8:54p	
<b>MARKETING</b>	7	11-20-84	1:41p	11-01-84	8:54p	
PRODUCTION	15	11-08-84	10:01a	11-01-84	8:59p	
RESEARCH PROPOSAL	1	11-20-84	1:38p	11-20-84	1:38p	
WOMEN IN FARMING	4	11-08-84	10:06a	11-01-84	8:56p	

**Edit** Print Create Delete Copy Rename Move Archive Folder Utilities

**Edit a document.**

Figure 6-1—A Document Directory Screen

At the bottom of the Document Directory is a menu that lists the operations you can perform while the directory is on screen. You're already familiar with the first three: Edit, Print, and Create. For the remainder see below, File Maintenance.

The Document Directory lists all the documents in the folder, whatever their status. First comes the Standard Document, which LEWP creates in every folder, followed by any other documents you've created, arranged by name in alphabetical order.

As soon as you name a document, LEWP creates it and includes it in the Document Directory. This means that when you close the document, LEWP automatically saves it and records it as part of the folder.

It makes good sense to store similar types of documents in the same folder: keep memos in one folder, reports in another, letters to clients in another, personnel notices in yet another, and so on.

Use folders as higher-level organizers to collect documents together, order, label, and protect them. The size and nature of your business will determine what you call each folder and how much it contains.

Documents, folders, and directories are all stored on disk. Think of each data disk as a locked drawer in an electronic filing cabinet. When you load LEWP, the initial command, e.g., LE B B, instructs the computer to load LEWP and tells it where to store and access documents and Macro files. (See Chapter 7 for more about Macro files.) It's like opening a drawer in a filing cabinet.

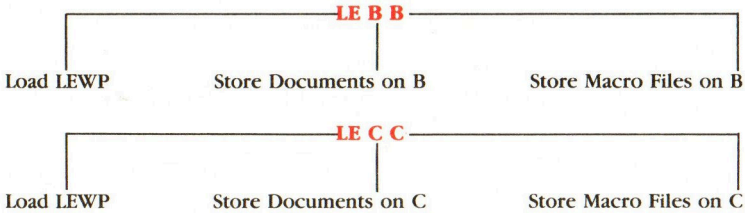


Figure 6-2—The Meaning of the LE B B/LE C C Commands

LEWP opens a drawer on the drive you name. Inside the drawer are folders, and inside them, documents.

If you always use the same document and Macro drawers, or if you want to access the same drive last used, at the A>

Type **LE** and press .

LEWP then stores documents and Macros on the same drives you last accessed.

## The Folder Directory

You can store up to 32 folders in a drawer; although in practice, you'll rarely have more than two or three folders on a system with two floppy-disk drives. On a hard-disk system, however, you can store as many as 1,024 documents in a drawer. The contents of each drawer are listed in the Folder Directory, which is the organizing tool at this level of the filing system.

To access the Folder Directory, you must be in the Document Directory:

1. Select **Folder** from the Main Menu.
2. Press the  key.  
The Folder Directory appears on the screen.

1:51pm	1-20-85	LE WORD PROCESSING	Version 1.3 (12/21/84)			
CURRENT DRAWER: B 24% FULL						
Document Folder Name	# Files	Last Date	Time	Create Date	Time	
LETTERS	4	11-20-84	1:45p	11-20-84	1:43p	
SEMESTER NOTES	6	11-20-84	1:38p	11-01-84	12:00a	
<hr/> Select Print Create Delete Copy Rename Move Archive Drawer Rebuild						
<b>Select a folder.</b>						

Figure 6-3—A Folder Directory Screen

## The Folder Directory

- ▲ Displays system information: time, date, disk space used.
- ▲ Identifies the drawer.
- ▲ Lists the folders it contains.
- ▲ Displays information to help you identify each folder—its name, when it was created.
- ▲ Provides continuous updates on the number of documents in the folder and when it was most recently opened.

At the bottom of the Folder Directory is a menu that displays the operations you can perform while the directory is on screen. These operations are fully described below under File Maintenance.

When you load LEWP with a new data disk in Drive B, the system creates an INITIAL DOCUMENT FOLDER on the data disk and a Standard Document within the folder. Every folder you create has its own Standard Document.

## **IDENTIFYING AND RETRIEVING DOCUMENTS**

---

LEWP's directory system offers you many cues and tags to help you quickly identify and retrieve the document or folder you're looking for.

- ▲ When you open a drawer, LEWP automatically selects the last folder you opened and highlights the last document you edited in that folder. When you select another folder, you'll find the last document you used there highlighted. You always return to your most recent piece of work whenever you open a folder and to the folder you used most recently when you open a drawer.



- ▲ When you name documents and folders, you can use up to 30 characters, including all letters, numbers, symbols and graphics, with the exception of ? and \*. This allows you to give your documents full and descriptive names.
- ▲ If you make good use of the drawer-folder-document hierarchy, you'll be able to locate documents by type and topic.
- ▲ The contents of the Document and Folder directories are listed alphabetically, with numerals preceding letters: 05 comes before 17, which comes before A or a. This principle allows you to name documents so that they are displayed in the order that best suits you. You might name the notes for a series of talks as follows:

08-16 Conference Opening

08-22 City Hall Speech

09-04 Western Junior High

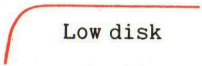
10-11 Shareholders Meeting

—so that they will be listed in the directory in the order in which you have to present the talks. If you want to use a numbering system to keep your documents in order, it's best to use a two-digit system, as in the example above.

If you have more than 32 related documents, store them in two folders labeled Memos 1 and Memos 2. The two folders will then appear one after the other in the Folder Directory.

- ▲ The Document and Folder directories display both the Creation Date and Time for each entry and the time that you last worked on it. This referencing takes place automatically with information taken from your system clock: it lets you track your work effortlessly. The display of document size, in pages, and of the number of documents in each folder gives you further tracking information.
- ▲ The display of disk space used, again automatic, helps you monitor the amount of free space remaining on your disk.

When your disk starts to become full, a prompt appears:



Low disk

There's no need to panic when you see this: you're not about to lose data. It's simply a reminder that it's time to create a new data disk. See Appendix A: DOS Commands.

If you want to create many more documents on the current disk, you should consider deleting some documents or moving them onto another disk. See below: File Maintenance.

## **USING THE STANDARD DOCUMENT AS A FORM**

The Standard Document is part of every folder you create. It's the first document in that folder. You can edit, copy, and print it, but as it contains no text, there doesn't seem to be much point to doing any of those things. So why does LEWP have this document occupying space in every folder?

The answer is simple: it's the pivotal piece in the filing system and one of the most powerful tools within the word processor. In each folder, the Standard Document is the model for all other documents created there. When you create a document, LEWP makes a copy of the folder's Standard Document and opens it.

A lot of information is already in a document you've just created: it has a Format Line and page, print, screen, and security settings—all copied from the Standard Document.

This means that any alterations you make to settings in the Standard Document will be copied and appear in all documents you subsequently create. And because each folder has its own Standard Document, you can establish different settings for each folder.

- ▲ You can turn on the settings for Automatic Backup and Store Deleted Blocks. This will ensure that you're totally protected from the time you create a document. See below, Automatic Backup.
- ▲ You can set the margins and tab stops on the Format Line so that every document you create in a folder has the same format settings and that the format settings are the ones you want.
- ▲ You can alter the page formats so that all documents in a folder have a page length of 84 lines, as legal documents commonly have, or so that they all are printed in double-spaced lines, which you may need if you submit articles for publication.
- ▲ You can alter the Print Format Settings in the Standard Document's Print Menu. You may want to set a standard top or left margin or have everything in your memo folder automatically print in triplicate.

Only documents that you create after you've changed settings in the Standard Document will be affected by the new settings. LEWP doesn't retrofit settings. Imagine the chaos if a change in the Standard Document altered page lengths, margins, and tabs in documents you'd already written.

Not only does LEWP copy the Format Line and settings from the Standard Document when you create a document but it also copies any text, headers and footers, cuts, and deleted blocks that were there.

You can create the skeleton of a form letter by presetting the initial contents of each document:

- ▲ The Standard Document in your memo folder might look like this:

To:	Date:
From:	cc:
Subject:	

- ▲ If you have to submit lengthy reports, you may want to set page numbers in the headers or footers in the Standard Document of your report folder:

Monthly Report  
Region: Northwest  
Page #

See Chapter 3, Formatting, Headers and Footers.

- ▲ If you have Named Cuts that you use frequently, such as the closing of your letters, you may want to store them in the Standard Document of your correspondence folder:

Yours sincerely,

T.M. Pottenger  
Vice President, Marketing

See Chapter 5, More About Editing, Storing and Recalling Text.

- ▲ You can store page formats as Named Cuts: S might be a single-spaced page format and D, a double-spaced one.

See Chapter 3, Formatting, The Page Format Menu.

## **AUTOMATIC BACKUP**

One of the most reassuring of LEWP's built-in safety features is Automatic Backup. You can have a backup copy of your document made automatically, each time you open it, so that you're protected from the beginning of each editing session. For this to happen, you must turn on the Automatic Backup setting for your document by entering the Screen and Security Settings Menu. If you want to protect every document in a folder, turn on Automatic Backup in the Standard Document. Every document you create after that will have this function turned on from the start.

You must be in the document you want to protect with Automatic Backup.

1. Press the **ALT** and **FORMAT** (F3) keys. The Screen and Security Settings Menu appears.

Editing: WOMEN IN FARMING  
 Accept Monitor Spaces Codes Attribute Header/Footer Backup Delete & Store  
 Accept current default settings.

Figure 6-4—Screen and Security Settings Menu

2. Select **Backup** and press the  key.

Automatic Backup: On  Off

3. Select **On** and press the  key.
4. Select **Accept** and press the  key to complete the setting.

The next time you edit this document from the Main Menu, you'll see the following messages before the document opens:

Opening document

Making backup copy

LEWP copies the current version of the document before you make any changes to it. This means that you have a backup copy as protection from the start of the editing session. The backup copy is stored as a file on your data disk but does not appear in the Document Directory.

LEWP copies each subsequent backup onto the previous one so that there is only one backup for each document and it represents the results of the last editing session.

## Restoring Backups

If you decide that you don't want to retain any of the edits from the previous session, or if your document is damaged in any way, you can restore its backup copy.

In the Document Directory,

1. Select the document whose backup you want to restore.
2. Select **Utilities** and press the  key. The Utilities Menu appears at the bottom of the screen.

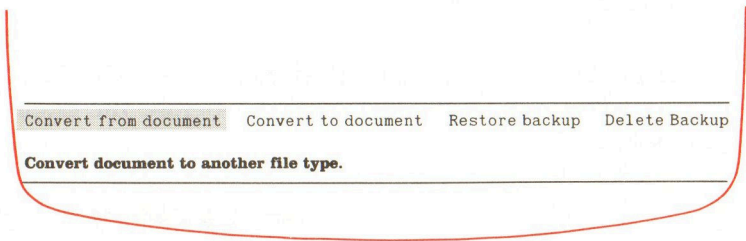


Figure 6-5—Utilities Menu

3. Select **Restore Backup** and press .

Overwrite this document with backup document?

4. Press the  key to confirm the action. LEWP deletes the current document and replaces it with the backup. When you open the document, you'll find that it's the same one you had **before** you began your last editing session.

To restore the backup and still keep the most recent edit:

In the Document Directory,

1. Copy the document, giving it a name that distinguishes it from the backup you're about to restore. See below, Copying Documents and Folders.
2. Restore backup on the document, following steps 1-4 above.

Automatic Backup is the most reliable way of making regular copies of every document on your disk—you make a backup every time you begin an editing session. However, there are three factors you ought to consider before you decide whether to use it as your backup system:

- ▲ Your backups are on the same disk as the originals: if the disk becomes damaged, both may be lost.
- ▲ A backup requires the same amount of disk space as the document and both are stored on the same disk. This means that disk space is filled twice as fast when backup is turned on.
- ▲ Making a backup takes a little time. This means that documents don't open as quickly when backup is turned on. The difference isn't noticeable when your documents are short but opening longer documents takes more time.

## **SCREEN SETTINGS**

The Screen and Security Settings Menu, through which you change Automatic Backup and Store Deleted Blocks settings, also governs what you see on your screen. To access it, you need to be in a document.



## Monitor

LEWP automatically checks to see what sort of monitor controller the system has and then sets the appropriate display for either black and white (B/W) or color.

- ▲ If you have a black and white (monochrome) monitor but the system is set for a color controller, the underlining on the screen will appear in reverse video (highlighted).
- ▲ If you've just upgraded your system with a color monitor, you may find that the menus are still displayed in black and white.

In either case, you need to reset the monitor type in the Screen and Security Settings Menu.

To reset the monitor type:

1. Press the  and  (F3) keys. The Screen and Security Settings Menu appears.
2. Select **Monitor** and press the  key.

Monitor Type:  Color

3. Select the appropriate monitor type (**B/W** or **Color**) and press the  key.
4. Select **Accept** and press the  key to complete the setting.

## Other Settings

The Screen and Security Settings Menu also allows you to control the way in which your document appears on the screen. You can change the way Spaces, Codes, Attribute Legends, and Header/Footer selections are displayed as you edit. This helps you with formatting decisions and enables you to see the text on the screen as it will appear on paper. All changes to screen settings must be made from within a document. The changes affect display only in the current document—unless you adjust the settings in the Standard Document.

**Spaces.** LEWP can display spaces on the screen either as blanks or as dots. Displaying spaces as dots can be useful when you are proofreading the document on screen because the dots make it easy to see how many spaces you've typed between words and after punctuation.

LEWP is preset to display spaces as blanks. To alter the display:

1. Press the  ALT  and  FORMAT  (F3) keys.  
The Screen and Security Settings Menu appears.
2. Select **Spaces** and press the  EXECUTE  key.

Display spaces as: Dots  Blanks

3. Select **Dots** and press the  EXECUTE  key.
4. Select **Accept** and press the  EXECUTE  key to complete the setting.

Dots appear on the screen to mark the spaces.

To go back to displaying spaces as blanks, just follow the above procedures and select **Blanks**.

The Command Menu also lists a “Do/Do not display spaces as dots.” option, which you toggle on and off by pressing the COMMAND (F1) key and the SPACE BAR. See Chapter 7 for more about the Command Menu.

**Codes.** To get a better idea of what the document will look like on paper, you may want to view it without the graphics symbols for format codes appearing. Don’t worry about losing the format you’ve established in the document when you remove the graphics symbols. The formatting instructions for Tabs, Indents, Returns, and Page Breaks are still in your document; you just won’t see them on the screen.

1. Press the  and  (F3) keys.  
The Screen and Security Settings Menu appears.
2. Select **Codes** and press the  key.

Format Codes:

3. Select **Off** and press the  key.
4. Select **Accept** and press the  key to complete the setting.

The graphics symbols disappear from the screen.

To have the graphics symbols return to the screen, just follow the above procedures and select **On** in step 3.

The Command Menu lists a “Do/Do not display graphics.” option as well, which you toggle on and off by pressing the COMMAND (F1) key and then SHIFT and the SEARCH (F7) key. See Chapter 7 for more about the Command Menu.

**Attribute.** Normally, LEWP displays any attributes applied to text by highlighting the text and giving it an attribute legend. If you decide not to display the attribute legend, follow these steps:

1. Press the  and  (F3) keys.  
The Screen and Security Settings Menu appears.
2. Select **Attribute** and press the  key.

Attribute legend:  On  Off

3. Select **Off** and press the  key.
4. Select **Accept** and press the  key to complete the setting.  
The attribute legend won't appear.

To display attributes with legends, repeat the above procedures and select **On** in step 3. This returns the attribute legends to the screen.

**Header/Footer.** Headers and footers are preset to be displayed on the screen. There may be times, however, when you want to see only the text on each page and choose not to display them.

You can turn off the screen display of headers and footers and still have them appear on your printed document.

To turn off headers and footers on the screen:

1. Press the  and  (F3) keys.  
The Screen and Security Settings Menu appears.
2. Select **Header/Footer** and press the  key.

Header/footer display:  On  Off

3. Select **Off** and press the  key.
4. Select **Accept** and press the  key to complete the setting.  
The Screen and Security Settings Menu is removed.

To have headers and footers reappear on screen, just follow the above procedures and select **On** in step 3.

## **FILE MAINTENANCE**

A flexible automated filing system should allow you to change your mind about where you store things, what you call them, how you can alter them, and whether you want them anymore. LEWP gives you that flexibility. From the document or folder directories you can:

- ▲ **Print** the directory of a folder or drawer.
- ▲ **Delete** material that you no longer need.
- ▲ **Copy** material and keep it within the same folder or drawer.
- ▲ **Rename** folders and documents if the old names are no longer appropriate.
- ▲ **Archive** or **Copy** material to another folder or drawer.
- ▲ **Move** material to another folder or drawer, if you decide that's where it ought to be.

Before you can carry out any of these filing functions on a document or folder, you must be in the appropriate directory.

## Printing Directories

When you've accumulated a number of data disks, you'll probably want an easy way to label the contents of each one. It can be frustrating looking on several disks to find a document. An easy shortcut to labeling a disk by hand is to print the contents of a directory and keep the printout with that disk. Each time you substantially change the documents within a folder, it's probably a good idea to print a new directory. You can do this in one of two ways.

- ▲ When you're in either the Document Directory or Folder Directory, Hot Print it. It doesn't matter where the selector is. Just make sure your printer is turned on:

Press **(SHIFT)** and **(PRINT SCREEN)**.

The directory is printed immediately.

- ▲ When you're in a Folder Directory, you can print the Document Directory of a given folder:
  1. Move the selector over the folder whose directory you want to print.
  2. Select **Print** on the Folder Menu.

Print the document directory of a folder.

3. Press **(EXECUTE)**.
4. Repeat the above steps in order to print the document directories for other folders on your disk.

## Deleting Documents and Folders

- ▲ When you delete a document, you also delete its backup copy.
- ▲ When you delete a folder, you also delete all documents within that folder, together with any backups.

To Delete a document or folder:

1. Select the document or folder you want to delete, move the selector to **Delete**, and press

.

- ▲ Before deleting a document, LEWP checks to make sure that you intended to issue the instruction:

Delete document?

- ▲ Before deleting a folder, LEWP makes doubly sure that you intended to issue the instruction:

Delete folder?

Do you really want to delete the folder?

2. Press  to confirm the instruction. If you're deleting a folder, you need to press  twice in reply to LEWP's double check.

Deleting folder.

## **Copying Documents and Folders**

You may want to copy a document so that you can alter parts of it while leaving the original intact. Copy also lets you produce alternate versions of a document to see which format, layout, or choice of words is best.

Use Copy, too, if you want to keep a record of the evolution of a piece of work: all versions will be stored in the same folder where you can compare them easily.

**Before copying a document or a folder, LEWP checks to see that there is enough space in the drawer to hold both the original and the copy. You cannot harm any data that's already on a disk when you use Copy.**

When you copy a document,

- ▲ LEWP stores the copy in the same folder as the original.
- ▲ You also copy the Format Line and the page, print, screen, and security settings, together with the contents of the Named Cut and Deleted Blocks directories.

When you copy a folder,

- ▲ LEWP copies all the documents within it, including the Standard Document, and stores them in the same drawer as the original.



To Copy a document or folder:

1. Select the document or folder you want to copy, move the selector to **Copy**, and press . LEWP prompts you to give the copy a new name:

Name of Document to copy this file to: ■

2. Type the name you want to give the copy.
  3. Press .
- When you name a copy, the same rules apply as when you create a document. You can use the same name, if you want, and distinguish originals from copies by looking at the Create Date in the Document Directory.

Copying document.

## Renaming Documents and Folders

If the contents of a document no longer match its original name, you'll want to rename it. If you want to alter the order in which documents appear in a directory, rename them, using initial numerals to control the listing sequence.

To Rename a document or folder:

1. Select the document or folder you want to rename, move the selector to **Rename**, and press . The current name is displayed at the bottom of the screen, and LEWP prompts you to enter the new name.

Change document name to: NOTES ON ROBINSON CASE

2. Edit the old name or delete it and enter a new one. See Chapter 5, More About Editing, Menu Selections, for more information on renaming.
3. Press .

Renaming document.

## **The Drawer Directory**

On a personal computer with two floppy-disk drives, you can have documents in two drawers: A and B. If you have extra floppy-disk drives, a RAM disk, or a hard-disk system, say a PC XT, you can have up to 10 drawers: A, B, C, D, E, F, G, H, I, and J.

Use the Drawer Directory to

- ▲ Change data disks without leaving LEWP.
- ▲ Open Windows on documents in different drawers.
- ▲ Copy or move documents and folders from one disk to another.

Use drawers to organize your material on a larger scale. They allow you to keep related folders together. A disk might contain in one folder the sections of a report, in another notes and correspondence of related interest.

## ACCESSING THE DRAWER DIRECTORY

To access the Drawer Directory, you must be in the Document Directory:

1. Select **Folder** and press .
2. Select **Drawer** and press .  
The Drawer Directory appears at the bottom of the screen.

Select drawer (drive): A B C D E F G H I J

3. Select the drawer you want to access, then press the  key.
4. Follow the instructions that appear on the screen. What you do next depends on what sort of system you have and which drawer you want to access. When you have finished, the Folder Directory for the new drawer appears. **You should never remove a disk unless prompted to do so.**

You can use Menu Bypass keys to access the Folder and Drawer directories more quickly.

In the Document Directory,

1. Press the  (-) key.  
The Folder Directory appears.
2. Press the  (-) key.  
The Drawer Directory appears.
3. Select the drawer you want to open and press .

## USING TWO DATA DISKS

If you have two floppy-disk drives, you may want to open a drawer on Drive A, where the Master Disk is.

From the Document Directory,

1. Press the  (-) key.  
The Folder Directory appears.
  2. Press the  (-) key.  
The Drawer Directory appears.
  3. Select **A** and press .
- LEWP prompts you:

You may change the disk in Drive A if you want.  
Press any key to continue.

It's bad practice to use the Master Disk to store data, so remove the Master Disk from Drive A and replace it with the data disk you want to use. As the prompt tells you, press any key when you're ready to continue.

After you've removed the Master Disk:

- ▲ Do not remove the disk in your current drawer. All the files that LEWP needs in order to function are stored on that disk. These include screen prompts, system settings, and the driver for the current printer.
- ▲ Do not replace the Master Disk.
- ▲ You can edit documents, print, create, delete, and rename them. However, you should not change Printer Model.

### CHANGING DATA DISKS

Changing a data disk is a special case of changing drawers: all you're doing is telling LEWP to close the drawer you're currently using and to open another one on the same drive.

To change data disks, you must be in the Document Directory:

1. Press  (-) to access the Folder Directory.
2. Press  (-) to access the Drawer Directory.
3. Press  (the current drawer is already selected).

Change diskettes now—press any key to continue.

4. As prompted, change disks and press any key when you have finished.

## OPENING WINDOWS ON DOCUMENTS IN DIFFERENT DRAWERS

In Chapter 5, you learned how to use Windows to join two documents or to paste text from one document to another. If the documents are stored on separate disks, you need to open Windows on two drawers. On a system with two floppy-disk drives, you can use Drive A—the drive that contains your Master Disk—as a drawer.

To open Windows on documents in different drawers:

1. Open one of the documents.
2. Press the **(SHIFT)** and **(SWITCH)** (-) keys. The Document Directory appears.
3. Press **(SWITCH)** (-) to access the Folder Directory.
4. Press **(SWITCH)** (-) to access the Drawer Directory.
5. Select the drive on which you want to open a drawer and press **(EXECUTE)**. If you are opening a document on a floppy-disk drive, LEWP will prompt you to change the disk if you want.
6. Select the folder that contains the second document and press **(EXECUTE)**.
7. Select the second document and press **(EXECUTE)**.  
The document appears in the lower half of the screen. The first document is in the upper half.

The Drawer Directory allows you to perform useful operations without leaving the word processor. For example, you can make copies of documents or folders on another disk so that someone else can print or edit them without returning to DOS.

## Archiving Documents

LEWP's filing system offers you a second method of making backup copies of material. You can copy documents or folders and move the copies to another folder or to a disk in another drawer. This is known as archiving. It lets you save copies of important documents on a separate disk without exiting from the word processor.

Archiving is also useful for

- ▲ Copying documents to another disk to hand over to someone else.
- ▲ Storing a duplicate copy of a document in another folder where you want to use it as reference material.
- ▲ Maintaining a backup library. If you operate a hard-disk system, you'll find this a particularly useful way of safeguarding your work.

If you want to copy the document onto another disk, have a data disk ready to receive it before you begin.

To Archive a document, you must be in the Document Directory:

1. Select the document you want to copy, select **Archive**, and press the  key. The Folder Directory appears.

Select destination folder

2. Select the folder you want to copy the document to and press the  key.

Copying document

**or**

To copy the document to another disk, you need to change drawers:

- ▲ Press the  (–) key. The Drawer Directory appears.
  - ▲ Select the destination drawer and press .
- You cannot select the current drawer. If you are copying a document to a floppy-disk drive, LEWP will prompt you to change the disk if you want. Then the Folder Directory for the destination drawer appears.

Select destination folder

- ▲ Select the folder you want to copy the document to and press .

Copying document

If there isn't enough room to store the copy, LEWP prompts you:

Not enough room on disk

Repeat the process; this time use a new data disk.

When the document has been copied to the destination drawer, the Document Directory that you had on screen in step 1 reappears.



If you operate a two-drive PC, do not replace the Master Disk in Drive A. You can continue to use LEWP even though there is no Master Disk there. All of the program is in the computer's memory and the files it needs to edit and print have been transferred to the disk in Drive B.

If you have removed the Master Disk from Drive A and want to open another drawer on that drive, follow the steps below. You must be in the Document Directory.

1. Insert the disk in the empty Drive A (you don't need to wait for a prompt).
2. Press  (-) to access the Folder Directory.
3. Press  (-) to access the Drawer Directory.
4. Select Drawer **A** and press .

If you use Archive to make backup copies, follow the suggestions below to ensure that you are well protected:

- ▲ Archive regularly.
- ▲ Label your backup disk clearly and write the date on it.

## Moving Documents

When something that started as a memo becomes a fully blown proposal, it's time to store it in its own folder. Move it. When you decide that your documents aren't where you want them, use Move to rectify the problem. When you find that your drawer is getting uncomfortably full, move material to another. Moving documents is like archiving them, with this difference: when you move a document, LEWP copies it to the destination folder and then deletes the original.

To Move a document you must be in the Document Directory:

1. Select the document you want to move, select Move, and press .
2. Follow the procedures for archiving as they are outlined above.

## Archiving and Moving Folders

You can use the same procedures to make copies of entire folders and store them on another disk or to move folders from one disk to another. You must be in the Folder Directory.

1. Select the folder you want to copy, select **Archive** or **Move** and press the  key. The Drawer Directory appears.

Select drawer (drive): **A B C D E F G H I J**

2. Select the drawer you want to access, then press the  key.
3. Follow the instructions that appear on the screen. See above, Accessing the Drawer Directory.

## Menu Bypass Keys

When you're in a directory, you can use the function keys to bypass the menu and make selections more quickly. You've already used some; others are new.

You need to know these keys to make full use of LEWP. They allow you to carry out several functions that you couldn't do otherwise:

- ▲ Access the Drawer Menu when you're moving or archiving a document to another drawer.
- ▲ Maintain Macro files and folders. See Chapter 7, For the Advanced User, on Macro Directory Functions.
- ▲ Find out the DOS name of a document or folder from inside the word processor.
- ▲ Delete items from directories, like the Named Cut Directory, that have no menu.

### MENU BYPASS KEYS AND THEIR USES

KEY	ACTION
(SHIFT) - (PRINT SCREEN)	Print
(INSERT)	Create
(DELETE)	Delete
(PASTE)	Copy
(SHIFT) - (SEARCH)	Rename
(CONTROL) - (SEARCH)	Display DOS Name
(CUT)	Move
(SHIFT) - (CUT)	Archive
(SWITCH)	Folder/Drawer

*Table 6-1—Menu Bypass Keys and Their Uses*

The actions you choose are carried out as if you had gone through the process of selecting an option and pressing EXECUTE. You press EXECUTE only to confirm the instruction to delete an entry, a standard safeguard.

## Rebuilding Directories

If you remove a disk from a drive or insert one when you shouldn't, you may damage its directories. You'll suspect something's wrong when you load LEWP again and look in the Document Directory to find only the Standard Document listed there. You may also see that the disk is rather full. The documents have not been lost: they are still on the disk—that's why it's registering the disk space they use (% FULL). However, you need to rebuild the directories to recover them.

To Rebuild the directories for a drawer:

1. Enter the Folder Directory, select **Rebuild**, and press the  key.  
Because recovering directories reorders your previous filing system, LEWP checks to make sure that you intend to issue the instruction to rebuild:

Do you REALLY want to do directory recovery?

2. Press the  key.

Are you sure—current directory structure will be deleted and replaced!!

3. Press the  key.

LEWP creates new folders, calling them RECOVERED FOLDER 1, RECOVERED FOLDER 2, and so on, creating as many as you originally had in the drawer. It then assigns documents to the rebuilt folders. However, the documents will not necessarily appear in their original folders. After you have rebuilt the directories, you may want to go through all folders to reorganize their contents and move documents, rename folders, or delete any empty folders.

## FILE MAINTENANCE

### THE DOCUMENT DIRECTORY

If You Want To:	Follow This Procedure:
Print the Document Directory	1. (SHIFT) and (PRINT SCREEN)
Delete a document	1. Select a document 2. Select Delete 3. (EXECUTE) 4. (EXECUTE)
Copy a document	1. Select a document 2. Select Copy 3. (EXECUTE) 4. Enter a new name 5. (EXECUTE)
Rename a document	1. Select a document 2. Select Rename 3. (EXECUTE) 4. Enter a new name 5. (EXECUTE)
Archive a document within a drawer	1. Select a document 2. Select Archive 3. (EXECUTE) 4. Select a folder 5. (EXECUTE)
Move a document within a drawer	1. Select a document 2. Select Move 3. (EXECUTE) 4. Select a folder 5. (EXECUTE)
Archive a document to another drawer	1. Select a document 2. Select Archive 3. (EXECUTE) 4. (SWITCH) 5. Select a drawer 6. (EXECUTE) 7. Select a folder 8. (EXECUTE)
Move a document to another drawer	1. Select a document 2. Select Move 3. (EXECUTE) 4. (SWITCH) 5. Select a drawer 6. (EXECUTE) 7. Select a folder 8. (EXECUTE)

### THE FOLDER DIRECTORY

If You Want To:	Follow This Procedure:
Print the Folder Directory	1. (SHIFT) and (PRINT SCREEN)
Delete a folder and its contents	1. Select a folder 2. Select Delete 3. (EXECUTE) 4. (EXECUTE) 5. (EXECUTE)
Copy a folder	1. Select a folder 2. Select Copy 3. (EXECUTE) 4. Enter a new name 5. (EXECUTE)
Rename a folder	1. Select a folder 2. Select Rename 3. (EXECUTE) 4. Enter a new name 5. (EXECUTE)
Archive a folder	1. Select a folder 2. Select Archive 3. (EXECUTE) 4. Select a drawer 5. (EXECUTE)
Move a folder	1. Select a folder 2. Select Move 3. (EXECUTE) 4. Select a drawer 5. (EXECUTE)
Print the Document Directory	1. Select a folder 2. Select Print 3. (EXECUTE)
Rebuild Directories	1. Select Rebuild 2. (EXECUTE) 3. (EXECUTE) 4. (EXECUTE)

*Table 6-2—Summary Table*

**7**  
Advanced  
User



# 7 For The Advanced User

*Date? No problem. How do you want it to read?*

*That form's on file right here. All we need do is fill in a few blanks.*

*You can just walk away and leave it. Watch.*

*Don't worry. It gets taken care of automatically.  
That's how I complete all my reports now.*



## **CREATING SPECIAL CHARACTERS**

You are already familiar with many of the characters that LEWP can display and print:

26 uppercase letters	ABC... XYZ
26 lowercase letters	abc... xyz
10 numerals	123... 890
32 punctuation marks and operators	?!;+=[ ]@%&*"

In addition, LEWP uses 19 screen graphics symbols:



There are many other characters you may want to use in your work—foreign language characters, mathematical symbols (and Greek letters), and foreign currency names. LEWP allows you to display and print up to 255 standard characters, without leaving your document. These include all those we have mentioned as well as many simple graphics characters. The full set is listed in the Character Set Chart in Appendix C where each character is depicted, together with the unique number assigned to it.

To include a character from the set in a document:

1. Hold down the **ALT** key.
2. Type the character's number using the numeric keypad.
3. Release the **ALT** key.  
The character appears at the cursor location.

The character becomes part of your document and may be inserted, overtyped, deleted, transposed, cut, pasted, and searched for just like any other character. Note that LEWP regards the characters you create with the ALT key and the numeric keypad as normal characters and not as format codes. For example, if you enter the Page Break symbol ( $\square$ ) by pressing (ALT) 1, LEWP treats it as a character, not as a Page Break instruction.

Your printer's capabilities are what finally determine the characters you can print. Some characters can be printed only on a dot-matrix printer or by using the appropriate daisy wheel. Consult your printer manual if you have any difficulty in reproducing a particular character or set of characters.

The following table lists some useful character sets and their associated numbers:

### SPECIAL CHARACTER SETS AND ASCII NUMBERS

Spanish ALT	é	á	í	ó	ú	ñ	Ñ	¿	¡	«	»							
	130	160	161	162	163	164	165	168	173	174	175							
French ALT	â	â	Ç	ç	É	é	è	ë	î	ï	ô	ù	û	«	»			
	133	131	128	135	144	130	138	136	140	139	147	151	150	174	175			
German ALT	Ä	ä	ß	Ö	ö	Ü	ü	«	»									
	142	132	225	153	148	154	129	174	175									
Swedish ALT	Å	ä	å	É	é	Ö	ö	Û	ü									
	142	132	134	144	130	153	148	154	129									
Norwegian ALT	Å	å	Æ	æ	Φ	Ø	°											
	143	134	146	145	232	237	248											
Greek ALT	α	β	Γ	δ	Δ	ε	η	Θ	μ	π	Σ	σ	γ	Φ	Ø	Ω		
	224	225	226	235	127	238	252	233	230	227	228	229	231	232	237	234		
Math ALT	∞	½	¼	≡	±	≥	≤	÷	≈	√	²	Δ	U	[	]	]		
	236	171	172	240	241	242	243	246	247	251	253	127	239	244	245	]		
Finance ALT	¢	£	¥	₣														
	155	156	157	158														

Table 7-1—Special Character Sets and ASCII Numbers

## **LEWP COMMANDS**

The COMMAND (F1) key gives you access to LEWP's Command system, a fast way of performing a number of useful functions.

The Command system

- ▲ Sets and displays time and date.
- ▲ Controls screen display characteristics.
- ▲ Underlines, paginates, and reapplies attributes automatically.
- ▲ Generates data entry programs. These are dealt with as Macro functions, see below Entering Keystrokes During Recall, Saving Commands, and Saving Macro Recalls.

### **The Command Menu**

To display the full Command Menu:

1. Press the **SHIFT** and **COMMAND** (F1) keys.  
A list of functions appears on screen, along with the keys that call them.

<u>KEY</u>	<u>FUNCTION</u>
1	l-Key
2	Month DD, YY
3	MM/DD/YY
4	DD/MM/YY
5	Military Time
6	AM/PM Time
B or b	Beep
C or c	Toggle LE cursor type.
D or d	Set system date.
E or e	Test for end of document.
M or m	Message
N or n	N-Keys
P or p	Pause
T or t	Set system time.
F5	Reapply attribute
F8	Paginate
Scr1 Lock	Create Macro.
Shift F7	Do/Do not display graphics.
Space	Do/Do not display spaces as dots.
Underline	Automatic underline.

*Figure 7-1*—The Command Menu

2. Press the appropriate key.  
Your document returns to the screen. LEWP carries out the command at the current cursor location.

## COMMAND KEYS AND FUNCTIONS

KEY	TITLE	FUNCTION
<b>Time and Date Functions</b>		
2	Month DD,YY	Automatically inserts current date in format shown. Press 2.
3	MM/DD/YY	Automatically inserts current date in format shown. Press 3.
4	DD/MM/YY	Automatically inserts current date in format shown. Press 4.
5	Military Time	Automatically inserts time as HH:MM on 24-hour clock. Press 5.
6	AM/PM	Automatically inserts time as HH:MM a.m. or p.m. Press 6.
D or d	Set Date	Allows you to reset system date. Press D. Type date as MM/DD/YY. Press <input type="button" value="EXECUTE"/> .
T or t	Set Time	Allows you to reset system time. Press T. Type time as HH:MM:SS on a 24-hour clock. Press <input type="button" value="EXECUTE"/> .
<b>Screen Display Functions</b>		
C or c	Change Cursor	Toggles cursor appearance from (a) blinking dash to (b) unblinking box to (c) blinking box. Press C. Repeat to display third cursor type.
SHIFT-F7	Graphics Display	Toggles the display of word processing graphics symbols on screen. Press <input type="button" value="SHIFT"/> -F7.
SPACE	Space Display	Toggles the screen display of spaces as blanks or dots. Press the <input type="button" value="SPACE BAR"/> .
<b>Automatic Functions</b>		
UNDERLINE	Automatic Underline	Automatically underlines text as you enter it. Press <input type="button" value="UNDERLINE"/> . Type text. Repeat command to end Automatic Underline.
ATTRIBUTE (F5)	Reapply Attribute	Applies most recent set of selections from the Attribute Menu to new text. Press <input type="button" value="ATTRIBUTE"/> (F5). Highlight. Press <input type="button" value="EXECUTE"/> . See Chapter 5, Selecting and Applying Attributes.
PAGE BREAK (F8)	Paginate	Automatically divides the document into pages according to current page length setting. Press <input type="button" value="PAGE BREAK"/> (F8). See Chapter 3, The Page Format Menu.

**Table 7-2—Command Keys and Functions**

## **Selecting a Command**

You can select a command either from the Command Menu or, directly, by using the COMMAND (F1) key.

To select a Command:

1. Press the  (F1) key.

Which Command?

2. Press the appropriate key.  
LEWP carries out the command at the current cursor location.

## **AN INTRODUCTION TO MACROS**

Take a moment to consider the way you operate LEWP. You control the program from the keyboard. Using a sequence of keystrokes, you select from a menu, create and format documents, type text, issue commands, and select print styles.

LEWP lets you save a sequence of these keystrokes (any number of them) in a file and later recall them in any document, as often as you want.

The entries you save can be names and addresses, paragraphs, phrases, and foreign language characters that you use often. You can create and store common Format Lines, standard table headings, and layouts. You can even capture a sequence of commands (they're only keystrokes, after all) that will set up a Print Menu, archive a document, or join two documents together.

These entries are called *Macros*.

If you've used other word processing packages, you may have worked with glossaries, abbreviations, or libraries, which are other names for Macros.

Whether or not you've used Macros before, you'll soon discover that it's not what a Macro is that makes it so powerful. It's what it lets you do.

It's like a player piano: the keystrokes you store are played back on the screen, just as if you were typing them yourself—only faster. A Macro can rearrange sentences or paragraphs, join documents together at a keystroke, and perform repetitive operations for as long as you wish. This means you can compile error-free documents from standard paragraphs at printer speed as well as enter and exit documents and directories without delays. LEWP responds to its own prompts far faster than you: make Macros do the work for you.

## **MACRO FILES**

Macros are stored in files. A Macro file contains the name of each Macro together with the sequence of keystrokes it stores. Each Macro file may contain up to 52 Macros.

## Creating a Macro File

Before you can create or use Macros, you need to create a Macro file to store them in.

To create a Macro file, you must have a document open:

1. Press the  (F1) key.

Which Command?

2. Press the  (SCROLL LOCK) key.

Create Macro file: █

3. Name the Macro file, following the same rules you use to create a document.

4. Press .

If this is the first Macro file in the drawer, a message appears briefly on the screen:

Creating Directories

An uppercase M appears on the Status Line of the screen to show that a Macro file is open. It remains open even when you close the document and open another. When you return to DOS, LEWP closes any Macro file that's open.

When you see an M on screen, you know that a Macro file is open and ready for use. At this point you can create and then recall Macros. However, there are two more things you should know about Macro files: how to open and how to close them.



## Opening a Macro File

When you want to access Macros and no M is displayed on the screen, you need to open the Macro file in which you stored them.

To open a Macro file, you must be in a document:

1. Press the **ALT** and **MACRO** (SCROLL LOCK) keys.  
A directory of Macro files appears on the screen. This is the Macro File Directory.
2. Select the Macro file you want.
3. Press the **EXECUTE** key.  
The document returns to view and an M is highlighted on the screen to show that a Macro file is open.

## Closing a Macro File

A Macro file may remain open while you're in a document, a directory, or a menu. There are three occasions when a Macro file is closed:

- ▲ When you return to DOS.
- ▲ When you open another Macro file.
- ▲ Before you remove the disk on which the file is stored.

LEWP automatically closes Macro files when you return to DOS. It also closes them when you access the Macro File Directory because you cannot have two open at the same time. However, before you can remove a disk, you must close any open Macro file that is stored on it.

You can close a Macro file only from within a document:

1. Press the **ALT** and **MACRO** (SCROLL LOCK) keys.

Closed: HEADINGS MACRO FILE

The Macro File Directory appears. See below, Macro Directories.

2. Press the **ESCAPE** key.  
The Macro file is closed and the document returns to view. The M is no longer displayed. You can now carry out the procedure for changing data disks.

## **MACRO ENTRIES**

You're now ready to learn the three procedures that allow you to use Macros:

- ▲ How to create a Macro entry.
- ▲ How to recall a Macro entry.
- ▲ How to access the Macro Entry Directory.

### **Creating Macro Entries**

Each Macro entry consists of a sequence of characters or keystrokes and a single letter name. When you create a Macro entry, you define its contents and assign it a name. There are two ways of creating a Macro entry: saving text and saving keystrokes. The easier way is to save text.

## SAVING TEXT

Macro entries that you create by saving text can be used to store material that you may want to recall in a number of documents. Below are a few suggestions of the types of entries you may find useful:

- Company names
- Products and trademarks
- Employee names and titles
- Customer names and addresses
- Headings for reports and memos
- Outlines for production reports
- Products and product descriptions
- Foreign character sets
- Clauses from contracts
- Codicils for wills

To save text, you must be in a document:

1. Move the cursor to the beginning of the text you want to save.
2. Press the **(SHIFT)** and **(MACRO)** (SCROLL LOCK) keys.

Save what text?

3. Highlight the text you want to save.
4. Press the **(EXECUTE)** key.

Save Text Where?  
Entry Name: ■

5. Type an uppercase or lowercase letter. This assigns a name to the entry, so choose a letter that will help you remember what the entry contains.

6. Press the  key.  
If you assign a name that is already in use, LEWP prompts you:

Replace Entry?

- ▲ Press the  key to replace the entry.
- or
- ▲ Press the  key to cancel.

A Macro entry created by saving text stores all characters and format marks such as Tabs, Indents, Returns, and Page Breaks. However, there are two restrictions you should be aware of:

- ▲ It does not store Format Lines or attributes applied to the text within the entry.
- ▲ When you recall a Macro entry, the layout of the text is determined by the current Format Line settings.

To store formats, attributes, or commands, you need to learn another way of creating Macros. See below, Saving Keystrokes.

## Recalling Macro Entries

You can recall a Macro entry whenever you are in a document and a Macro file is open.

To recall a Macro entry:

1. Move the cursor to where you want the entry to appear in the document.
2. Press the  (SCROLL LOCK) key.

Recall What?  
Entry Name:

3. Type the letter name of the entry you want to recall.
4. Press the  key.  
The document returns and the entry is inserted in the text at the cursor location. If you are in the Overtyping Mode, the entry is overtyped at the cursor location.

You can terminate recall of an entry at any time by pressing the ESCAPE key.

Macro recall cancelled.

## Viewing the Macro Entry Directory

If you can't remember what letter you assigned to a Macro entry, don't worry. When you are saving or recalling, you can call the Macro Entry Directory, which lists the letter name of each Macro entry, together with its initial keystrokes.

To view the Macro Entry Directory, you must have a Macro file open:

1. Press the  (SCROLL LOCK) key.

Entry Name: ■

2. Type ?
3. Press the  key.  
The letter names and initial keystrokes of the first Macros are displayed.

To recall an entry from the Macro Entry Directory:

1. Select the Macro entry you want.
2. Press the  key.  
The document returns. The entry is inserted or overtyped at the cursor location.

To escape without selecting an entry:

Press the  key.  
The document returns.

You can also view the directory when you are creating a Macro entry:

When LEWP prompts you:

Entry Name: ■

1. Type ?
2. Press the  key.  
The letter names and initial keystrokes of the first Macros are displayed.
3. To return to the entry name prompt:  
Press either  or .

## Saving Keystrokes

To create a Macro entry from text you've already typed, you save it as text. However, there is a second way of creating a Macro entry. LEWP allows you to save a sequence of keystrokes. They are stored as you enter them. Save keystrokes when you need to store attributes, Format Lines, functions, commands, and menu selections, together with text.

Saving keystrokes greatly extends the power of Macros. With this command, you can create Macros that

- ▲ Store different Format Lines and page formats.
- ▲ Underline/bold/overstrike the last word you typed.
- ▲ Create headers and footers to print page numbers.
- ▲ Set up special layouts for chapter headings and for blocks of quotation embedded in your text.

To save keystrokes, you must be in a document with a Macro file open.

To save keystrokes:

1. Press the  and  (SCROLL LOCK) keys .

---

Start Save keystrokes  
Entry Name:

2. Assign an uppercase or lowercase letter to the Macro.
3. Press .

---

Saving keystrokes

4. Press the **CONTROL** and **INSERT** keys. This ensures that you recall the entry in LEWP's Insert Mode: it is inserted in the document and does not overwrite existing text.
5. Use LEWP's keyboard to move the cursor, type text, apply functions, and make selections from menus as you would normally. Every keystroke you make is saved in the Macro entry.
6. When you have finished, press the **CONTROL** and **MACRO** (**SCROLL LOCK**) keys.

End Save Keystrokes

Macros created by saving keystrokes are listed in the Macro Entry Directory along with Macros created by saving text: you can save both types in the same Macro file. In the directory, Booster keys appear as prefixes to the other keystrokes—e.g., **CONTROL-HOME**—and Function keys are represented by capital letters—e.g., **RETURN**.

Here is an example of a Macro designed to format chapter headings. It centers the heading, applies attributes (wide & bold and double underline), and skips two lines. The bolded letters should be typed in uppercase.

1. Type the following series of keystrokes:  
 F6 ⏏ RETURN ⏏ RETURN ⏏ RETURN ⏏ UP ⏏ UP ⏏ UP ⏏  
 END ⏏ F5 ⏏ U ⏏ D ⏏ B ⏏ W ⏏ A ⏏  
 EXECUTE ⏏ UP ⏏ END
2. Recall the Macro entry.
3. Type the heading text.



Below are two Macro entries that store different page layouts:

1. This Macro clears tabs and sets four special tab stops on a line 75 characters wide:

```
F3 ␣ HOME ␣ SHIFT-DELETE ␣ 0 ␣ 5 ␣ * ␣ 0 ␣ 5 ␣
* ␣ 0 ␣ 5 ␣ * ␣ 0 ␣ 5 ␣ * ␣ 0 ␣ 4 ␣ r ␣ EXECUTE
```

2. This Macro clears tabs, sets four regular stops, and right justifies text:

```
F3 ␣ HOME ␣ SHIFT-DELETE ␣ 5 ␣ TAB ␣ 5 ␣ TAB ␣ 5 ␣
TAB ␣ 5 ␣ TAB ␣ END ␣ j ␣ EXECUTE
```

Here's a Macro to enter page numbers. It enters right-flush numbers on odd-numbered pages, left-flush on even-numbered pages, and returns to the beginning of the document:

```
GO TO PAGE ␣ o ␣ h ␣ EXECUTE ␣ CONTROL-F6 ␣
P ␣ a ␣ g ␣ e ␣ SPACE ␣ ALT-3 ␣ RETURN ␣ DOWN ␣
P ␣ a ␣ g ␣ e ␣ SPACE ␣ ALT-3 ␣ RETURN ␣ CONTROL-HOME
```

Macros are primarily a fast save-and-recall system designed to provide shortcuts while you're word processing. However, there are ways of saving keystrokes that transform Macros into an even more powerful tool.

### SAVING MENU SELECTIONS

You can create a Macro that exits from the document you are editing, selects and performs some function in the Main Menu or Print Menu, and then returns to the original document. You might use this to do the following:

- ▲ Establish printer settings.
- ▲ Archive the document you are editing to another drawer.

- ▲ Open a Window in a document in another drawer.
- ▲ Append the entire document you are editing to another document.

Here's a Macro to change Printer Model settings. It closes the document, selects Print from the Main Menu, changes Printer Model to F10, and prints the document:

```
ESCAPE ⌘ EXECUTE ⌘ p ⌘ EXECUTE ⌘ END ⌘ UP ⌘
EXECUTE ⌘ SHIFT-DELETE ⌘ F⌘ 1⌘ 0 ⌘ EXECUTE ⌘
HOME ⌘ EXECUTE
```

This Macro archives a document. It closes the document, selects Archive, changes to Drawer A, copies the document to the current folder in Drawer A (creates one on a new disk), then reopens the document in the original drawer:

```
ESCAPE ⌘ EXECUTE ⌘ a ⌘ EXECUTE ⌘ SWITCH ⌘ a ⌘
EXECUTE ⌘ EXECUTE ⌘ EXECUTE
```

## SAVING COMMANDS

You can incorporate LEWP commands in Macro entries when you save keystrokes. For example, the following Macro creates a report heading and uses the COMMAND (F1) key to enter the current date. To do so, it enters a right-flush heading, then the date (in the form Month DD, YY), and skips two lines:

```
CONTROL-F6 ⌘ W ⌘ e ⌘ e ⌘ k ⌘ l ⌘ y ⌘ SPACE ⌘
SPACE ⌘ S ⌘ a ⌘ l ⌘ e ⌘ s ⌘ RETURN ⌘
CONTROL-F6 ⌘ P ⌘ e ⌘ r ⌘ i ⌘ o ⌘ d ⌘ SPACE ⌘
E ⌘ n ⌘ d ⌘ i ⌘ n ⌘ g ⌘ : ⌘ SPACE ⌘ SPACE ⌘
F1 ⌘ 2 ⌘ RETURN ⌘ RETURN ⌘ RETURN
```

See above, **LEWP Commands**, for a full listing of commands.

## ENTERING KEYSTROKES DURING RECALL

Some LEWP commands are designed to be used when you save keystrokes. They allow you to generate simple data entry programs:

- ▲ You can have the Macro pause during recall so that you can read the text on the screen.
- ▲ You can set up a questionnaire or standard form so that it accepts input from the keyboard during recall and includes it in the text.
- ▲ You can store prompts and screen messages for the Macro to display during recall.
- ▲ You can test to see if the cursor has reached the end of the document.

**The Pause Command** causes a Macro to wait for a specified time during recall before it continues. Use pauses to allow time for the text on screen to be read before the display changes.

To pause:

1. Press the COMMAND (F1) key.
2. Type **P** (or **p**)

NUM Pause How Long: ■

3. Enter a number (1–9999) to set a time between 0.1 and 999.9 seconds (each unit represents one tenth of a second: e.g., enter 10 to pause for 1 second).
4. Press the EXECUTE key.

**The 1-KEY Command** causes the Macro to halt during recall and to accept a single keystroke from the keyboard. It has three common uses:

- ▲ It can introduce a single character response and display it on screen (e.g., Y or N; M or F).
- ▲ It lets you exit from the Macro recall by pressing the ESCAPE key or continue by pressing any key.
- ▲ It allows you to control the program's pace: LEWP pauses until you press a key.

To enter a 1-KEY Command:

1. Press the COMMAND (F1) key.
2. Type **1**  
The 1-KEY prompt, M1, appears next to the date on the Status Line.
3. Press any character or cursor movement key.  
The character is not stored and does not appear when you recall the Macro.

When you run a Macro that contains a 1-KEY Command, the program runs continuously until it reaches Command 1. The Macro halts, and the 1-KEY prompt, M1, appears on the Status Line.

- ▲ Type a single keystroke. It will be included in the text of your document. The 1-KEY prompt disappears from the Status Line and is replaced by the Macro prompt, M.  
The Macro continues.
- or**
- ▲ Press ESCAPE to cancel recall.

You can string together a sequence of 1-KEY Commands to allow telephone numbers or state abbreviations to be entered in a document when you recall the Macro. The following Macro accepts a telephone number as input, e.g., (814) 234-5555:

```
( ⌘ F1 ⌘ 1 ⌘ SPACE ⌘ F1 ⌘ 1 ⌘ SPACE ⌘ F1 ⌘ 1 ⌘
SPACE ⌘ ) ⌘
F1 ⌘ 1 ⌘ SPACE ⌘ F1 ⌘ 1 ⌘ SPACE ⌘ F1 ⌘ 1 ⌘
SPACE ⌘ - ⌘
F1 ⌘ 1 ⌘ SPACE ⌘ F1 ⌘ 1 ⌘ SPACE ⌘ F1 ⌘ 1 ⌘ SPACE ⌘
F1 ⌘ 1 ⌘ SPACE
```

**The N-KEY Command** suspends the recall of a Macro and lets you make any number of keystrokes before resuming. It returns control to you and the keyboard: you may type text, give commands, and move the cursor. When you have finished, the Macro continues from the cursor location.

It has two common uses:

- ▲ It lets you fill in answers to questions on standard forms.
- ▲ It allows you to check and alter formatting, settings, and attributes or open another document before you continue.

To enter an N-KEY Command:

1. Press the **COMMAND** (F1) key.
2. Type **N** (or **n**)  
The N-KEY prompt, MN, appears next to the date on the Status Line.
3. Press the **SHIFT** and **EXECUTE** keys.

When you recall a Macro that contains an N-KEY Command, the program runs continuously until it reaches Command N. The Macro halts, and the N-KEY prompt, MN, appears on the Status Line.

1. Type whatever you want to include in the document. Check format, attribute, and settings if you wish.
2. Press the **SHIFT** and **EXECUTE** keys. The Macro prompt, M, replaces the N-KEY prompt on the Status Line, and the Macro continues.

You can use the N-KEY Command to gather information to use in drawing up an application, a claim, a will, or some other legal document. The following Macro, call it G, gathers and labels each item of information:

```
N ◊ a ◊ m ◊ e ◊ : ◊ SPACE ◊ TAB ◊ F1 ◊ n ◊
SHIFT-EXECUTE ◊ RETURN ◊
S ◊ p ◊ o ◊ u ◊ s ◊ e ◊ : ◊ SPACE ◊ TAB ◊ F1 ◊
n ◊ SHIFT-EXECUTE ◊ RETURN ◊
C ◊ i ◊ t ◊ y ◊ : ◊ SPACE ◊ TAB ◊ F1 ◊ n ◊
SHIFT-EXECUTE ◊ RETURN
```

Below, in Saving Macro Recalls, you'll see how to make use of the information this Macro gathers.

**The Beep Command** stores a tone in a Macro and reproduces it during recall. Use Beep before a I-KEY or N-KEY Command to remind yourself to enter keystrokes.

To store a beep:

1. Press the **COMMAND** (F1) key.
2. Type **B** (or **b**)

**The Message Command** allows you to store a short message or prompt and display it on screen during recall. Use it before a 1-KEY or N-KEY

- ▲ To prompt users, e.g., "Enter Name"
- ▲ To define alternatives, e.g., "EXECUTE or ESCAPE"
- ▲ To specify a format, e.g., "Enter Date of Birth as MM/DD/YY"

To create a message:

1. Press the  (F1) key.
2. Type **M** (or **m**)  
A cursor appears just below the Format Line.
3. Type the message.  
LEWP accepts up to 30 characters.
4. Press the  key.

The message remains on screen until another message replaces it. To clear the message from the screen, repeat the process, but this time don't enter any text when the message cursor appears:

1. Press the  (F1) key.
2. Type **M** (or **m**)
3. Press .

The most effective way to order message, beep, and 1-KEY or N-KEY commands is as follows:

- ▲ Message
- ▲ Beep
- ▲ 1-KEY or N-KEY
- ▲ Clear Message

## SAVING MACRO RECALLS

You can recall an entry from the same Macro file while you are saving keystrokes. This allows you to join two or more Macro entries together. There are three ways of doing this:

Chaining . . . . . links several Macros.

Nesting . . . . . places one Macro inside another.

Looping. . . . . tells a Macro to recall itself.

With these three processes, you can build up a complex Macro or have one repeat a process many times over. For example, you can join a Macro that gathers information to one that enters it at the appropriate place in a document. In an example above, you saw how to create a Macro, G, to gather information by using the N-KEY Command. You could create another Macro, S, that stores each item of information as a Named Cut. Macro S might look like this:

CONTROL-HOME ⌘ F9 ⌘ TAB ⌘ EXECUTE ⌘ SHIFT-F9 ⌘  
RETURN ⌘ LEFT ⌘ EXECUTE ⌘ N ⌘ EXECUTE ⌘ EXECUTE

(Goes to beginning of document, cuts Name label, stores contents as Named Cut N.)

DOWN ⌘ HOME ⌘ F9 ⌘ TAB ⌘ EXECUTE ⌘ SHIFT-F9 ⌘  
RETURN ⌘ LEFT ⌘ EXECUTE ⌘ S ⌘ EXECUTE ⌘ EXECUTE

(Cuts Spouse label, stores contents as Named Cut S.)

DOWN ⌘ HOME ⌘ F9 ⌘ TAB ⌘ EXECUTE ⌘ SHIFT-F9 ⌘  
RETURN ⌘ LEFT ⌘ EXECUTE ⌘ C ⌘ EXECUTE ⌘ EXECUTE

(Cuts City label, stores contents as Named Cut C.)

F9 ⌘ CONTROL-END ⌘ F9 ⌘ CONTROL-HOME ⌘ EXECUTE

(Cuts all remaining marks.)



After you've created this Macro, you can rewrite Macro G to have it chain to Macro S as a final step. G would then look like this:

```
C ⌘ i ⌘ t ⌘ y ⌘ : ⌘ SPACE ⌘ TAB ⌘ F1 ⌘ n ⌘
SHIFT-EXECUTE ⌘ RETURN ⌘ MACRO ⌘ S
```

A third Macro, call it D, might insert the data gathered and stored by G and S in a legal document:

```
I ⌘ SPACE ⌘ SHIFT-F10 ⌘ N ⌘ EXECUTE ⌘
CONTROL-END ⌘ , ⌘ SPACE ⌘
o ⌘ f ⌘ SPACE ⌘ SHIFT-F10 ⌘ C ⌘ EXECUTE ⌘
CONTROL-END ⌘ , ⌘ SPACE ⌘
h ⌘ e ⌘ r ⌘ e ⌘ b ⌘ y ⌘ SPACE ⌘
d ⌘ e ⌘ c ⌘ l ⌘ a ⌘ r ⌘ e ⌘ . ⌘ . ⌘ .
```

You could automate the entire process by creating a master Macro entry, M, that nested G and D within it:

```
MACRO ⌘ G ⌘ MACRO ⌘ D
```

The resulting document would look like this:

```
I, Lynn Allan Bousaire, of Nashua, do hereby
declare ...
```

And the Macro can be reused every time you need to draw up a similar declaration.

You can also have a Macro recall itself to form a loop. A simple example of this is a Macro that helps you reference a lengthy document by Hot Printing the first two lines of each page. Call the entry H. It prints two lines, goes to the top of the next page, and recalls itself:

```
SHIFT-PRINT SCREEN ⌘ DOWN ⌘ END ⌘ EXECUTE ⌘
SHIFT-PAGEDOWN ⌘ MACRO ⌘ H ⌘ EXECUTE
```

The instruction to recall itself must be the last keystroke in an entry. In the example above, when you enter the recall command, `MACRO ⌘ H ⌘ EXECUTE`, a prompt appears:

Entry Name not found

This happens because you're recalling an entry that is not yet defined. Once you've fully defined the entry, by pressing the `CONTROL` and `MACRO` keys, it will be able to recall itself.

When you recall a Macro loop, it continues until you cancel it. However, there is another way of ending a loop.

**The End of Document Command** cancels recall of an entry when the cursor reaches the end of the document.

To test for the end of the document:

1. Press the `COMMAND` (F1) key.
2. Type **E** (or **e**)

Test for the end of the document **before** you have the Macro recall itself. A test in the example above would look like this:

`SHIFT-PAGE DOWN ⌘ F1 ⌘ E ⌘ MACRO ⌘ H ⌘ EXECUTE`

When you recall the Macro, it runs until the cursor reaches the end of the document:

Cursor is at the end of the document

The entry then cancels recall.

If you Search within a Macro loop and cancel the Search when the target is located, you need to modify the End of Document Test. Use the procedure given below:

1. Press the  (F7) key, define the target, and press  to implement the Search.
2. When LEWP locates the target and prompts you:

Search again?

enter the following sequence of keystrokes to test for the end of the document:

ESCAPE ↵ F1 ↵ ESCAPE ↵ F1 ↵ e

3. Continue saving keystrokes.

On recall, the entry cancels itself when the Search ends.

## THE MACRO FILING SYSTEM

With Macros as with documents, it becomes important to organize them systematically. The Macro filing system and its associated directories function in just the same way as the document filing system.

**Macro ENTRIES**  
are stored in  
**Macro FILES**,  
which are stored in  
**Macro FOLDERS**,  
which are stored in  
**Macro DRAWERS**.

*Figure 7-2—The Macro Filing System*

LEWP stores and looks for Macros in the Macro drawer you named as you entered the word processor. When you type the command,

### LE B B

LEWP stores Documents on Drawer B and Macros on Drawer B.

- ▲ Each Macro file may contain up to 52 entries. The initial keystrokes of each one appear in the Macro Entry Directory, beside its letter name.
- ▲ Each Macro folder may contain up to 32 Macro files. These are listed in the Macro File Directory. (LEWP automatically creates a Standard Macro File in each.)
- ▲ Each Macro drawer may contain up to 32 Macro folders. These are listed in the Macro Folder Directory. (LEWP automatically creates the Initial Macro Folder.)

## Macro Directories

**The Macro Entry Directory.** To access the Macro Entry Directory, you must be in a document with a Macro file open:

1. Press the  (SCROLL LOCK) key.

Recall what?  
Entry Name:

2. Type ?
3. Press the  key.  
The Macros in the open Macro file appear.

Current Macro File: FOREIGN LANGUAGE CHARACTERS

Macro Entry Name	Initial Keystrokes
A	Å
B	ß
U	Ü
o	ö

Figure 7-3—The Macro Entry Directory

From here you can

- ▲ Recall a Macro to your document. See Listing Macros.
- ▲ Press the  key to view more Macros.
- ▲ Delete an entry. See below, Macro Directory Functions.
- ▲ Press  to return to your document.

**The Macro File Directory.** To access the Macro File Directory, you must be in a document:

Press the  and  (SCROLL LOCK) keys.

LEWP closes any Macro file that is open. The Macro File Directory appears on the screen.

Editing: MY DOCUMENT

Macro File Name	# Entries	Last Date	Time	Create Date	Time
STANDARD MACRO FILE	0	10-4-84	2:53p	10-4-84	2:53p
CORPORATE TITLES	52	12-9-84	4:55p	10-4-84	2:55p
PRODUCT DESCRIPTIONS	33	11-5-84	3:37p	10-8-84	9:42a

Figure 7-4—The Macro File Directory

From here you can

- ▲ Open a Macro file and return to your document. See *Opening a Macro File* above.
- ▲ Access the Macro Folder Directory. See below.
- ▲ Create, Delete, Copy, Rename, Move, and Archive Macro files and Print the directory. See *Macro* below, *Macro Directory Functions*.

**The Macro Folder Directory.** To access the Macro Folder Directory:

1. Press the **ALT** and **MACRO** (SCROLL LOCK) keys.  
The Macro File Directory appears.
2. Press the **SWITCH** (–) key.  
The Macro Folder Directory appears.

Editing: MY DOCUMENT

Macro Folder Name	# Entries	Last Date	Time	Create Date	Time
INITIAL MACRO FOLDER	3	12-8-84	2:53p	10-4-84	2:53p
FORMATTING & PRINTING	3	12-9-84	7:37p	10-8-84	9:42a

*Figure 7-5*—The Macro Folder Directory

From here you can

- ▲ Select a Macro folder.
- ▲ Access the Macro Drawer Directory and open a Macro folder and file on another drawer.
- ▲ Create, Delete, Copy, Rename, Move, and Archive Macro folders and Print the directory. See below, *Macro Directory Functions*.

**The Macro Drawer Directory.** To access the Macro Drawer Directory, you must be in the Macro Folder Directory:

Press the  (–) key.  
The Macro Drawer Directory appears.

Select Drawer (drive): A B C D E F G H I J

From here you can

- ▲ Open a Macro drawer on another drive.
- ▲ Select another drive as destination when you're moving or archiving Macro files and folders.

### MACRO DIRECTORY ACCESS AND ESCAPE ROUTINES

DIRECTORY	TO ENTER THE DIRECTORY		TO SELECT AN ITEM OR CANCEL		TO MOVE TO A HIGHER LEVEL DIRECTORY	
	Entering from	Commands	Commands	Returns to	Moving to	Commands
Macro Directory	Document	Press <input type="text" value="MACRO"/> Type ? Press <input type="text" value="EXECUTE"/>	Press <input type="text" value="EXECUTE"/> to select, <input type="text" value="ESCAPE"/> to cancel	Document		
Macro File Directory	Work Screen	Press <input type="text" value="ALT&amp;"/> <input type="text" value="MACRO"/> keys	Press <input type="text" value="EXECUTE"/> to select, <input type="text" value="ESCAPE"/> to cancel	Document	Macro Folder Directory	Press <input type="text" value="SWITCH"/>
Macro Folder Directory	Macro File Directory	Press <input type="text" value="SWITCH"/>	Press <input type="text" value="EXECUTE"/> to select, <input type="text" value="ESCAPE"/> to cancel	Macro File Directory	Macro Drawer Directory	Press <input type="text" value="SWITCH"/>
Macro Drawer Directory	Macro Folder Directory	Press <input type="text" value="SWITCH"/>	Press <input type="text" value="EXECUTE"/> to select, <input type="text" value="ESCAPE"/> to cancel	Macro Folder Directory		

Table 7-3—Macro Directory Access and Escape Routines

## Macro Directory Functions

The Macro filing system lets you perform a number of operations on Macros and Macro files and folders while you are in a directory.

There is no Main Menu in the directories in the Macro filing system, but you can Print, Create, Delete, Copy, Move, and Archive by using the directory bypass keys. See Chapter 6, The Filing System, Menu Bypass Keys.

The table below shows the functions that you can apply to each directory and the keys that invoke them. Each function works just as it does in the document and folder directory system:

- ▲ The same prompts appear on screen.
- ▲ EXECUTE implements an action.
- ▲ ESCAPE cancels it.

See Chapter 6, The Filing System, File Maintenance, for more information.

### DIRECTORIES AND MENU BYPASS KEYS

FUNCTION:	PRINT	CREATE	DELETE	COPY	RENAME	MOVE	ARCHIVE
Macro Directory	DIRECTORY		DELETE				
Macro File Directory	HOT PRINT (SHIFT)-(PrtSc)	INSERT	DELETE	PASTE (F10)	REPLACE (SHIFT)-F7	CUT (F9)	NAMED CUT (SHIFT)-F10
Macro Folder Directory	HOT PRINT (SHIFT)-(PrtSc)	INSERT	DELETE	PASTE (F10)	REPLACE (SHIFT)-F7	CUT (F9)	NAMED CUT (SHIFT)-F10

Table 7-4—Directories and Menu Bypass Keys



## INPUT AND PROMPT COMMANDS

KEY	TITLE	FUNCTION	IMPLEMENTATION
P or p	Pause	Causes the Macro to pause during recall	P or p 1 - 9999 <b>EXECUTE</b>
1	1-KEY	Allows the user to make a 1-keystroke response during recall	1 Any key
N or n	N-KEY	Allows the user to enter any number of keystrokes during recall	N or n <b>SHIFT-EXECUTE</b>
B or b	Beep	Sounds a warning Beep to prompt user	B or b
M or m	Message	Displays a message or prompt on screen	M or m Enter text <b>EXECUTE</b>
E or e	Test	Tests for End of Document (Used to end a loop)	E or e

**Table 7-5—Summary Table**





## APPENDIX A: DOS COMMANDS

*What is DOS?*

*Where is it kept?*

*Why do I need it?*

*How did it get there?*

You don't need to know the answers to any of these questions to use LEWP. All you need to do is follow the instructions in the Installation Guide. However, if you're curious, this appendix will help you understand how LEWP interacts with the computer.

### LEWP AND DOS

LEWP is a set of programs, or software, that allows you to work on documents. These programs reside on the Master Disk. To run LEWP on your computer, you need to have some means of telling the computer how to use the programs on the Master Disk. That's the job of the operating system: it furnishes the link between the disk and the computer.

The operating system that LEWP uses is known as DOS—short for Disk Operating System. It enables the computer to find, read, store, sort, and organize data and implement the programs on your disks.

When you installed LEWP, some files were copied from a DOS disk onto the Master Disk. These files allow you to use the Master Disk to boot the system and to carry out certain other functions that are useful in word processing. LEWP's directory system makes extensive use of DOS commands for file maintenance and for many of the program's safety features. For example, making automatic backups, rebuilding directories, and archiving documents all put DOS to work within the word processor. See Chapter 6, The Filing System, LEWP's Filing System.

If you have two floppy-disk drives, you probably put a disk in the A drive and turn on the computer to boot the system. If you have a hard-disk system, you probably boot from the C drive, with the door to the A drive open. Whichever you do, you next enter time and date, and then see the DOS prompt: A> or C>. This prompt tells you two things:

- ▲ DOS is ready to accept your instructions.
- ▲ DOS will look for and operate on files on disks in the drive you booted from, unless you indicate otherwise.

The drive named in the prompt is known as the default drive.

When you boot the system, DOS copies certain files from the disk—it only copies, it doesn't delete them—and stores them in the computer's memory where they remain until you turn it off. You can invoke them to carry out a number of functions or commands:

- ▲ Reboot the system.
- ▲ Change the default drive.
- ▲ Set and display the time and date.
- ▲ Clear the screen.
- ▲ List the files stored on a disk.
- ▲ Calculate how much space is left on the disk.
- ▲ Make copies of files and rename and transfer the copies.

### REBOOTING THE SYSTEM

If the system is turned on but not responding as it should—perhaps there's a timeout error—you may need to reboot it. Rebooting clears everything from the computer's memory and restores control to the keyboard.

To reboot the system:

Press the **CONTROL**, **ALT**, and **DELETE** keys, simultaneously.

### ENTERING DOS COMMANDS

You can issue a command to DOS whenever you see the DOS prompt on the screen. A command can have two parts:

- ▲ The command name. This is always followed by a space.
- ▲ The parameters. These represent decisions you make about the way DOS carries out the command. They may include:
  - The drive and files on which DOS is to implement the command.
  - The way DOS presents information.
  - Any special instruction on how to carry out the command.

For example:

copy oldfile.txt b: \v

command    parameters

We have used the following notation to present DOS Commands:

- ▲ All punctuation and spaces must be entered as shown.
- ▲ Items in square brackets ([]) are optional.
- ▲ Drive names are represented by the letter d.

## Enter each command at the DOS prompt.

If you make a mistake while you're entering a command,

Delete your mistake using the  or

keys.

or

1. Press .

A \ appears on screen and the cursor moves to the line below.

2. Press the  key.

The DOS prompt returns to the screen. You can begin again.

## SPECIFYING A DISK DRIVE

Once DOS is in the system's memory, it can carry out its functions on disks in any drive. Unless you tell it otherwise, however, it assumes that you want it to look for and operate on disks in the default drive. This means that when you issue a DOS Command, you should make sure either that you have the right disk in the default drive or that you've told DOS which drive to look in.

While you're using the word processor, LEWP's filing system takes care of this for you. When you're using DOS Commands directly, you need to know how to tell DOS which drive to operate on.

To specify a drive:

1. Type **d:**
2. Press .

The DOS prompt registers the new default drive.

For example, to change the default drive from A to B, Type **b:** then press .

B> appears on screen. Drive B is now the default drive.

To set the time:

1. Type **time**
2. Press .
3. Type the time as on a 24-hour clock. Use the format HH:MM. You do not need to enter seconds or part-seconds.

To set the date:

1. Type **date**
2. Press .
3. Type the date. Use the format: MM-DD-YY.

To clear the screen:

1. Type **cls**
2. Press .

The screen clears. The cursor moves to the top left position.

## LISTING FILES

Files occupy space on a disk; they are written onto its sectors and tracks. You need to ask the following questions about any disk: What files are on this disk? How much space is left on it? This section helps you answer those questions.

There are two parts to each file: the file name and the extension.

The file name can be from one to eight characters long. It's the essential part of any file. It can contain any combination of letters, numbers, and the following special characters:

\$ # & @ ! % ( ) - ' " < > ^ |

All other graphic characters including spaces and commas are invalid.

The extension is optional. It can contain up to three characters and is separated from the file name by a period.

Extensions are useful for distinguishing different types of files:

- .DOC is the extension of all LEWP documents.
- .BAK is the extension of all backup copies that LEWP makes.
- .PR is the extension for LEWP printer drivers.
- .COM is the extension for DOS Command files.
- .EXE is the extension for software that runs on DOS.

Every document you create is given a unique DOS file name by LEWP. Even if you have two LEWP documents with the same name, each will have its own DOS name. There is no way in which they can be confused.

You can find out the DOS file name of a document, Macro file, or folder while you're in LEWP. This may be useful if you want to see what files are listed in the DOS Directory or find out how much disk space they occupy.

To find out the DOS file name of a document:

1. Move the selector in the appropriate directory to the document, Macro, or folder whose DOS file name you want to read.
2. Press the  and  keys (F7).

DOS File Name: STATUSRE.DOC

The DOS file name is displayed at the bottom of the screen.

DOS maintains a directory of the files on each disk, in much the same way as LEWP does for your documents. The difference is that although DOS's Directory doesn't contain as much information about any one file, it contains information about all files on the disk. The command that displays the DOS Directory is an internal command, loaded into the computer's memory when you boot it.

To display a list of files on a disk:

1. Type **dir [d:]**
2. Press .

A list of files on the drive is displayed, together with their size, in bytes, and the time and date when they were last opened.

For example, to display a list of files on Drive B:

Type **dir b:** then press .

```
A>dir b:

Volume in drive B has no label
Directory of B:\

STANDARD   DOC      6604    11-8-84   12:03p
)LEPWP     DDR      1024    10-2-84   10:19a
INITIALD   DIR       512    10-2-84   10:18a
MEMOTOTU   DOC      7784    10-4-84   5:05p
MEMOTOTU   BAK      7654    10-4-84   4:23p
```

Figure A-1—DOS Directory

If there are too many files to fit on a single screen, DOS scrolls the display until all files are listed. When the listing is complete, DOS lets you know how many files it displayed and how much free space remains on the disk.

If you have more than 25 files on a disk, DOS scrolls the first ones off the screen before you get time to read them. You can control this in two ways.

- ▲ **dir b:/p**  
DOS pauses the display of files on Drive B, once the screen has been filled, until you press a key. When you do that, the display scrolls and another list of files appears.
- ▲ **dir b:/w**  
DOS displays the files on Drive B in wide format: five columns across the screen. Only file names, file types, and totals are displayed.



You can display files selectively if you want. For example, to find out the size of the STANDARD.DOC:

Type **dir b:standard.doc** then press .

```
A>dir b: standard.doc

Volume in drive B has no label
Directory of B: \

STANDARD  DOC 6144      10-2-84      5.10p
          1 file(s)  112,373 bytes free
```

Figure A-2—DOS Directory

### WILD CARDS

You're more likely to want to see a listing of all backup files on a disk, or all printer files (.PR) on your Master Disk. DOS lets you use two special characters called wild cards—\* and ?—to do this.

\* stands for any set of characters in either a file name or an extension. The example below shows you how to list all backup files on Drive B.

```
A>dir b:*.bak

Volume in drive B has no label
Directory of B: \

MEMOTOTU  BAK   43154      10-2-84      9:10a
LETTERFO  BAK    9147      10-4-84      3:10p
WHATSTHI  BAK   26443      10-5-84      5:12p
APPENDIX  BAK   18142      10-5-84      6:12p
          4 files(s)  15,367 bytes free
```

Figure A-3—DOS Directory

? stands for any single character in a file name or an extension. For example, dir \*.D?? produces a listing of all files with the extensions .DDR, .DIR, and .DOC. You'll probably find it less useful than the \* wild card.

### COPYING FILES

The COPY Command is useful for working selectively with the files on a disk. Once you become used to DOS, you'll use it for copying files from one disk to another. COPY is an internal command, loaded into the computer's memory when you boot it.

**Do not use DOS to copy selected LEWP documents from one disk to another. Documents must be with their associated document and folder directories.**

To copy a file:

1. Type **copy [d:]source.ext [d:destin.ext]**
2. Press .

**[d:]source.ext** stands for the drive, file name, and extension of the file you want to copy: the source file.

**[d:destin.ext]** stands for the drive (and file name and extension, if you want to give the copy another name) of the file you want to copy it to: the destination.

For example, to copy a file called LEFTOVER.TXT from a disk on Drive A to a disk on Drive B:

Type **copy leftover.txt b:** and then press the  key. DOS copies the file, gives it the same name as the original, and prompts you when it's ready to receive another command.

You can use wild cards to copy an entire group of files. For example,

```
A>copy b:*.pr
```

—copies all Printer files on Drive B to the default drive.

```
A>copy *.* b:
```

—copies all files on the source disk in the default drive to their target, Drive B.

You can use COPY \*.\* to make backup copies of your data disks. However, first consider these points:

- ▲ COPY \*.\* copies whole files and stores them in contiguous blocks on the destination disk. It therefore makes effective use of disk space on that disk, which may marginally improve access time.
- ▲ COPY \*.\* cannot be used with an unformatted target disk.
- ▲ You need to make sure that there is enough space on the target disk to store **all** the files from the source disk, **before** you begin copying them.
- ▲ If you want to copy sets of documents and folders from more than one drawer onto a target disk, you'll need to rebuild the drawer directory on the target disk before you can use all documents. See Chapter 6, The Filing System, File Maintenance.

## CREATING A DATA DISK

A new disk is like a blank sheet of paper. Before DOS can write anything onto it, the disk must be formatted—divided into tracks and sectors. Formatting divides up the disk so that DOS can keep track of where files are located on it.

When DOS formats a disk, it first erases all files on that disk, unless it is write-protected. Be sure that you format the appropriate disk and that you do not need any of the files on a disk before you format it.

To format a disk, you need to invoke the DOS Command, `FORMAT.COM`. If you have a system with two floppy-disk drives, you already have this command on the Master Disk: it was copied there during installation. If you have a hard-disk system, you need to use the DOS disk, unless you know which subdirectory `FORMAT.COM` is stored in.

To format a data disk with two floppy-disk drives:

1. At the `A>`, type **format b:**
2. Press the  key.

Insert new diskette in drive B: and strike any key when ready

**Make sure that Drive B is named in the message and that the drive contains the disk you want to format. This is your final chance to make sure that DOS formats the appropriate disk and doesn't erase any files that you want.**

3. As the message directs you, insert a blank disk in Drive A, then press any key. DOS lets you know what it's doing as it goes along. When the process is complete, a prompt appears:

Format another (Y/N)?

4. To repeat the process, type **y**  
or  
To finish and return to the DOS prompt, type **n**

To format a data disk on a hard-disk system:

1. At the DOS prompt, type **a:** then press the  key. This changes the default drive to A.
2. Insert a DOS disk in Drive A.
3. At the `A>`, type **format a:**
4. Press the  key.

Insert new diskette in drive A: and strike any key when ready

**Make sure that Drive A is named in the message. This is your final chance to make sure that DOS formats the appropriate disk and doesn't erase any files that you want.**

- Remove the DOS disk from Drive A and, as the message directs you, insert a blank disk in Drive A, then press any key. DOS lets you know what it's doing as it goes along. When the process is complete, a prompt appears:

Format another (Y/N)?

- To repeat the process, type **y**  
or  
To finish and return to the DOS prompt, type **n**

### COPYING DISKS

If you have a system with two floppy-disk drives, you can use the DOS Command, DISKCOPY.COM, to make a backup copy of an entire disk. It's one way of protecting yourself from losing your data. DISKCOPY copies the contents of one disk (the source disk) over the contents of another (the target disk). The command is stored on the DOS disk. If you use it frequently, you may want to copy it onto the working Master.

When you use DISKCOPY, you have the security of keeping your backups stored on a separate disk, and you don't even have to format the target disk first. However, it's only as effective as your work habits. It copies all documents, folders, Macros, and other files indiscriminately. It writes over all material originally stored on the target disk.

To copy an entire disk:

- Insert the DOS disk (or a disk containing DISKCOPY.COM) in Drive A.
- At the A>, type **diskcopy a: b:**
- Press .

Insert source diskette in drive A:  
Insert target diskette in drive B:  
Strike any key when ready

**Make sure that Drive A contains the disk you want to copy from and that B contains the disk you want to copy to. This is your final chance to make sure that DOS copies the right disk.**

- Follow the instructions that appear on the screen. DOS lets you know what it's doing as it goes along. If the disk in Drive B is not yet formatted, DOS displays the message,

Formatting while copying.

When the process is complete, a prompt appears:

Copy another (Y/N)?

To repeat the process, type **y**

or

To finish and return to the DOS prompt, type **n**

### CHECKING DISK AND SYSTEM STATUS

You can use the DOS Command, CHKDSK.COM to check the status of your disks and system. CHKDSK searches the current DOS Directory on a drive and produces a report on screen. It provides information about disk space and how it is being used. It also tells you how much memory the system has and how much is available for program use. Although it can provide information on file structure, it does not report on the physical condition of the disk.

To obtain a disk status report:

1. Insert a DOS disk (or a disk containing CHKDSK.COM) in the default drive. If you have a fixed disk, go to the subdirectory that contains CHKDSK.COM.
2. At the DOS prompt, type **chkdsk [d:]**
3. Press .

The screen displays any error messages for files on the disk, followed by a status report.

```
A>chkdsk

362496 bytes total disk space
22528 bytes in 2 hidden files
316416 bytes in 18 user files
23552 bytes available on disk

262144 bytes total memory
237568 bytes free
```

Figure A-4—CHKDSK

The status report lists the space available in bytes. Note the following:

- ▲ **Total disk space** indicates how much space was made available on the disk when you formatted it. The table below lists the total disk space available on disks formatted in different ways. Note that LEWP does not support single-sided disks.

DISK FORMATS	TOTAL DISK SPACE
Double-sided, 9 sectors	362,496
Double-sided, 8 sectors	322,560
Single-sided, 9 sectors	179,712
Single-sided, 8 sectors	160,256

Table A-1—Disk Formats

- ▲ **Hidden files** are the files that control how commands and data go to and come from the system, together with internal commands like COPY and DIR. These files are hidden from the directory search you get using DIR. CHKDSK tells you their number and size. Two hidden files and COMMAND.COM are needed to make a disk bootable.
- ▲ **User files** are those files listed when you do a directory search using DIR. CHKDSK tells you how many such files there are and how much space they occupy.
- ▲ **Space available** on disk indicates how much space remains on the disk for storing or copying files.
- ▲ **Total memory** indicates how much memory (RAM) the system has. This value must exceed certain minimum limits before you can load software programs. Below are the space requirements for some Leading Edge programs.
 

LEWP	— 262,144 bytes
Nutshell	— 262,144 bytes
LEWP with Merge Print	— 262,144 bytes
- ▲ **Space free** indicates how much memory space currently remains for program use. It is less than total memory because the hidden files, CHKDSK, and possibly other programs have already been loaded.

You can also use CHKDSK to obtain information about the way files are stored on a disk.

At the DOS prompt, type **chkdsk [d:]file name.ext**

A status report appears with additional information on the number of noncontiguous blocks occupied by the file or files.

```
A>chkdsk B: *.*  
  
362496 bytes total disk space  
316416 bytes in 5 user files  
23552 bytes available on disk  
  
262144 bytes total memory  
237568 bytes free  
  
B:\REPORTTO.DOC  
    Contains 2 noncontiguous blocks
```

*Figure A-5—CHKDSK: File Storage*

If files are stored in several noncontiguous blocks, it's a good idea to copy them to another disk using COPY \*\*

## **APPENDIX B: PRINTERS SUPPORTED BY LEWP**

This appendix is composed of four parts:

- ▲ An initial checklist you can use when installing your printer and refer back to should your printer stop working properly.
- ▲ A listing of all the printers currently supported by LEWP as well as the switch settings, Model codes for the Print Menu, and supported print features for each printer.
- ▲ A second checklist addressing specific problems you may encounter during the operation of your printer. Neither this nor the first checklist attempts to address all possible difficulties. However, if problems do occur, check here and your printer manual.
- ▲ A list of instructions to follow if you have a serial printer.

And if referring to this appendix and your printer manual doesn't work, we encourage you to call Leading Edge Software Support, toll free: 1-800-523-HELP, Monday through Friday, 9:00 a.m. to 8:00 p.m., and Saturday, 9:00 a.m. to 5:00 p.m. E.S.T. Massachusetts residents may call collect: (617) 449-6762.

### **PRINTER CHECKLIST I: GETTING STARTED**

Sometimes you'll find that your printer, which worked perfectly well yesterday, doesn't work well—or at all—today. Often, the problem is due to an oversight. So, you might want to get in the habit of asking yourself the following questions each time you use your printer:

- ▲ Is the printer plugged in and turned on?
- ▲ Is the printer properly connected to the computer and is it connected with the appropriate cable?
- ▲ Is the printer online?  
Toggle the SElect switch (on some printers called the PRINT ON, or READY switch). If the printer is offline, toggling this switch will put it back online.
- ▲ Does the printer have the correct paper and ribbon, appropriately positioned?



- ▲ Is the correct Model code for your printer selected and entered on the Print Menu?

You can find the code in the Print Table in this appendix. See also Chapter 4, Printing from the Print Menu.

- ▲ Have you selected the right Connection setting and entered it on the Print Menu?

If you're using a single parallel printer, Parallel 1 is the correct setting. Choose Parallel 2 or Parallel 3 if your printer is the second or third parallel printer connected, respectively, to the system. If you have a serial printer, see below. Check your printer manual if you're not sure what type of printer you have.

- ▲ Did you make the right switch settings on the printer itself to conform it to LEWP?

Check the following Print Table for the appropriate switch settings.

### **PRINTER TABLE: PARALLEL PRINTERS**

The following table lists all the printers for which there is currently information on the Tutorial & Utilities Disk shipped with the Leading Edge Word Processing package. Important information is contained in the table and on the disk:

- ▲ The table lists the switch and Print Menu settings as well as features supported by LEWP.
- ▲ The Tutorial & Utilities Disk contains the printer drivers, software configured to your printer, that enable LEWP to make the best use of your printer's capabilities.

Because we are continually supporting new printers, your printer may appear on the Tutorial & Utilities Disk but not in the Printer Table. If this happens, call Leading Edge Software Support at the number listed above. We'll tell you the appropriate switch and menu settings for your printer. Or, if necessary, we'll send you the driver available for your printer.

LEWP provides you with a default Model setting, PRINTER, to use if your printer appears neither in this table nor on the Tutorial & Utilities Disk. If you choose to embed escape codes in your document to use special features, you must choose the Model setting, SPECIAL. None of the other settings will recognize escape codes. Features supported in LEWP with these two Model settings are explained at the end of the table. In either case, LEWP guarantees that you'll be able to use your printer.

Switch settings in the Printer Table are only for parallel printers operated on the Leading Edge PC/XT, IBM PC/XT, or other 100-percent compatible systems. If you have a serial printer, see the last section of this appendix, Serial Printers.

### Brother® HR-15 and HR-25

Model Code: BROHR15

Switch Settings: Set to IBM computer.

LEWP-Supported Printer Features:

Variable Paper Length, Microspacing only in 12 pitch, Pitch in 10, 12, and 17 CPI, 6 and 8 Lines Per Inch, ¼-Line Space in 6 Lines Per Inch, Underline, Red Underline and Double Underline, Double Wide, Bold, Bold and Wide, Super- and Subscripts, Overstrike, and Color in: Black and Red.

### C. Itoh © 8510

Model Code: 8510

Switch Settings:

<input checked="" type="checkbox"/> = Open (Off)	SW1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> = Closed (On)	SW2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

LEWP-Supported Printer Features:

Variable Paper Length, Microspacing, Pitch in 10, 12, and 17 CPI, 6 and 8 Lines Per Inch, ¼-Line Space, Graphics Characters, Underline and Double Underline, Double Wide, Bold, Bold and Wide, Super- and Subscripts, Italics, Overstrike, and Color in: Black.

### C. Itoh © 8510 BPI (as Prowriter)

Model Code: 8510

Switch Settings:

<input checked="" type="checkbox"/> = Open (Off)	SW1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> = Closed (On)	SW2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	SW3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
	SW25	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						

LEWP-Supported Printer Features:

Variable Paper Length, Microspacing, Pitch in 10, 12, and 17 CPI, 6 and 8 Lines Per Inch, ¼-Line Space, Underline and Double Underline, Double Wide, Bold, Bold and Wide, Super- and Subscripts, Italics, Overstrike, and Color in: Black.

### C. Itoh © 8510 BPI (IBM Mode)

Model Code: IBMGRAPH

Switch Settings:

<input checked="" type="checkbox"/> = Open (Off)	SW1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> = Closed (On)	SW2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	SW3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
	SW4	<input type="checkbox"/>	<input checked="" type="checkbox"/>						

LEWP-Supported Printer Features:

Variable Paper Length, Microspacing, Pitch in 10 and 17 CPI, 6 and 8 Lines Per Inch, ¼-Line Space, Underline and Double Underline, Double Wide, Bold, Bold and Wide, Super- and Subscripts, Italics, Overstrike, and Color in: Black.

**C. Itoh © 8510 SCP**

Model Code: 8510SCP

Switch Settings:

<input checked="" type="checkbox"/> = Open (Off)	SW1	1	2	3	4	5	6	7	8
<input type="checkbox"/> = Closed (On)	SW2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

LEWP-Supported Printer Features:

Variable Paper Length, Microspacing, Pitch in 10, 12, and 17 CPI, 6 and 8 Lines Per Inch, 1/4-Line Space, Graphics Characters, Underline, Red Underline, and Double Underline, Double Wide, Bold, Bold and Wide, Super- and Subscripts, Italics, Overstrike, and Color in: Black, Red, Yellow, Green, Blue, Orange, Purple.

**C. Itoh © 8600**

Model Code: 8600 or 8600NLQ (for near letter quality)

Switch Settings:

<input checked="" type="checkbox"/> = Open (Off)	SW1	1	2	3	4	5	6	7	8
<input type="checkbox"/> = Closed (On)	SW2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

LEWP-Supported Printer Features:

Variable Paper Length, Microspacing, Pitch in 10, 12, and 17 CPI, 6 and 8 Lines Per Inch, 1/4-Line Space, Draft Printing in 10 Pitch only, Graphics Characters, Underline, Red Underline, and Double Underline, Double Wide, Bold, Bold and Wide, Super- and Subscripts, Italics, Overstrike, and Color in: Black and Red.

**C. Itoh © A-10**

Model Code: A10

Switch Settings:

<input checked="" type="checkbox"/> = Open (Off)		1	2	3	4	5	6	7	8	9	10
<input type="checkbox"/> = Closed (On)		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

LEWP-Supported Printer Features:

Variable Paper Length, Microspacing, Pitch in 10, 12, and 17 CPI, 6 and 8 Lines Per Inch, 1/4-Line Space in 6 Lines Per Inch, Underline and Double Underline (Dashed in 10 Pitch and Double Wide), Double Wide, Bold, Bold and Wide, Super- and Subscripts, Overstrike, and Color in: Black.

**C. Itoh © F10, F10-40, and F10-55**

Starwriter or Printmaster

Model Code: F10

Switch Settings:

<input checked="" type="checkbox"/> = Open (Off)	SW40	1	2	3	4	5	6	7	8	9	10
<input type="checkbox"/> = Closed (On)	SW41	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

LEWP-Supported Printer Features:

Variable Paper Length, Microspacing, Pitch in 10, 12, and 17 CPI, 6 and 8 Lines Per Inch, 1/4-Line Space, Draft Printing, Underline, Red Underline, Double Underline, Double Wide, Bold, Bold and Wide, Super- and Subscripts, Overstrike, and Color in: Black and Red.

**Comrex™ II**

Model Code: BROHR15

Switch Settings: Set to IBM computer.

LEWP-Supported Printer Features:

Variable Paper Length, Microspacing only in 12 pitch, Pitch in 10, 12, and 17 CPI, 6 and 8 Lines Per Inch, 1/4-Line Space in 6 Lines Per Inch, Underline, Red Underline and Double Underline, Double Wide, Bold, Bold and Wide, Super- and Subscripts, Overstrike, and Color in: Black and Red.

**Daisy M45** ©

Model Code: DAISYM45

Switch Settings:

<input checked="" type="checkbox"/> = Open (Off)	SW3S	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> = Closed (On)	SW4S	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

LEWP-Supported Printer Features:

Variable Paper Length, Microspacing in 12 and 17 CPI, Pitch in 10, 12, and 17 CPI, 6 and 8 Lines Per Inch, 1/4-Line Space 6 Lines Per Inch, Underline and Double Underline (Dashed in Double Wide), Double Wide, Bold, Bold and Wide, Super- and Subscripts, Overstrike, and Color in: Black.

**Daisywriter® 2000**

Model Code: DWRT2000

Switch Settings:

<input checked="" type="checkbox"/> = Open (Off)	SW1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> = Closed (On)	SW2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	SW3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

LEWP-Supported Printer Features:

Variable Paper Length, Microspacing, Pitch in 10, 12, and 17 CPI, 6 and 8 Lines Per Inch, 1/4-Line Space in 6 Lines per inch, Underline and Double Underline, Double Wide, Bold, Bold and Wide, Super- and Subscripts, Overstrike, and Color in: Black.

**Diablo® 630**

Model Code: DI630

Switch Settings:

<input checked="" type="checkbox"/> = Open (Off)	SW1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> = Closed (On)	SW2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	ROTARY 7, 1								

LEWP-Supported Printer Features:

Variable Paper Length, Microspacing in 10 CPI only, Pitch in 10, 12, and 17 CPI, 6 and 8 Lines Per Inch, 1/4-Line Space, Underline and Double Underline, Double Wide, Bold, Bold and Wide, Super- and Subscripts, Overstrike, and Color in: Black.

**Diablo® 630 (with Extended Character Set)**

Model Code: DI630ECS

Switch Settings:

<input checked="" type="checkbox"/> = Open (Off)	SW1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> = Closed (On)	SW2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	ROTARY O, 2								

LEWP-Supported Printer Features:

Variable Paper Length, Microspacing in 10 CPI only, Pitch in 10, 12, and 17 CPI, 6 and 8 Lines Per Inch, 1/4-Line Space in 8 Lines Per Inch, Underline and Double Underline, Double Wide, Bold, Bold and Wide, Super- and Subscripts, Overstrike, and Color in: Black.

**Dynax 15™**

Model Code: BROHR15

Switch Settings: Set to IBM computer.

LEWP-Supported Printer Features:

Variable Paper Length, Microspacing only in 12 pitch, Pitch in 10, 12, and 17 CPI, 6 and 8 Lines Per Inch, 1/4-Line Space in 6 Lines Per Inch, Underline, Double Underline, Double Wide, Bold, Bold and Wide, Super- and Subscripts, Overstrike, and Color in: Black.

**Epson © FX-80 or FX-100**

Model Code: EPSONFX

Switch Settings:

<input checked="" type="checkbox"/>	= Open (Off)	SW1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	= Closed (On)	SW2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

LEWP-Supported Printer Features:

Variable Paper Length, Microspacing, Pitch in 10, 12, and 17 CPI, 6 and 8 Lines Per Inch, 1/4-Line Space, Graphics Characters, Underline and Double Underline, Double Wide, Bold, Bold and Wide, Super- and Subscripts, Italics, Overstrike, and Color in: Black.

**Epson © RX-80 and RX-100**

Model Code: EPSONRX

Switch Settings:

<input checked="" type="checkbox"/>	= Open (Off)	SW1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	= Closed (On)	SW2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

LEWP-Supported Printer Features:

Variable Paper Length, Microspacing, Pitch in 10 and 17 CPI, 6 and 8 Lines Per Inch, 1/4-Line Space, Graphics Characters, Underline and Double Underline, Double Wide, Bold, Bold and Wide, Super- and Subscripts, Italics, Overstrike, and Color in: Black.

**Hewlett-Packard Think Jet**

Model Code: HPTHINK

Switch Settings:

<input checked="" type="checkbox"/>	= Up	SW1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	= Down									

LEWP-Supported Printer Features:

Variable Paper Length, Microspacing, Pitch in 12 and 17 CPI, 6 and 8 Lines Per Inch, 1/4-Line Space, Graphics Characters, Underline and Double Underline, Double Wide, Bold, Bold and Wide, Super- and Subscripts, Overstrike, and Color in: Black.

**IBM® Graphics**

Model Code: IBMGRAPH

Switch Settings:

<input checked="" type="checkbox"/>	= Open (Off)	SW1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	= Closed (On)	SW2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

LEWP-Supported Printer Features:

Variable Paper Length, Microspacing, Pitch in 10 and 17 CPI, 6 and 8 Lines Per Inch, 1/4-Line Space, Underline and Double Underline, Double Wide, Bold, Bold and Wide, Super- and Subscripts, Italics, Overstrike, and Color in: Black.

**Juki® 6100**

Model Code: JUKI6100

Switch Settings:

<input checked="" type="checkbox"/>	= Open (Off)	SW1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	= Closed (On)										

LEWP-Supported Printer Features:

Variable Paper Length, Microspacing in 12 CPI, Pitch in 10, 12, and 17 CPI, 6 and 8 Lines Per Inch, 1/4-Line Space in 6 Lines Per Inch, Underline and Double Underline, Double Wide, Bold, Bold and Wide, Super- and Subscripts, Italics, Overstrike, and Color in: Black.

**NEC 3550 Spinwriter™**

Model Code: NEC3550

Control Panel Switch Settings: no switches open (off);  
switches 1,2,3, and 4 closed (on)

LEWP-Supported Printer Features:

Variable Paper Length, Microspacing, Pitch in 10, 12, and 17 CPI, 6 and 8 Lines Per Inch, ¼-Line Space in 6 Lines Per Inch, Underline and Double Underline, Double Wide, Bold, Bold and Wide, Super- and Subscripts, Overstrike, and Color in: Black.

**Okidata® 82, 84, 92 or 93**

Model Code: OKI or OKICQ

(Use OKICQ for correspondence quality)

Switch Settings: 1 2 3 4 5 6 7 8  
☒ = Open (Off) SW1 ☒ ☒ ☒ ☒ ☒ ☒ ☒ ☒

LEWP-Supported Printer Features:

Variable Paper Length, Microspacing, Pitch in 10 and 17 CPI, 6 and 8 Lines Per Inch, Graphics Characters, Underline and Double Underline, Bold, Bold and Wide, Super- and Subscripts, Italics, Overstrike, and Color in: Black.

**Okidata® 82, 84, 92 or 93 (with IBM prom)**

Model Code: OKIIBM or OKIIBM CQ

(Use OKIIBM CQ for correspondence quality)

Switch Settings: 1 2 3 4 5 6 7 8  
☒ = Open (Off) SW1 ☒ ☒ ☒ ☒ ☒ ☒ ☒ ☒

LEWP-Supported Printer Features:

Variable Paper Length, Microspacing, Pitch in 10 and 17 CPI, 6 and 8 Lines Per Inch, Graphics Characters, Underline and Double Underline, Bold, Bold and Wide, Super- and Subscripts, Italics, Overstrike, and Color in: Black.

**IDS Prism™ (Data Products P Series)**

Model Code: PRISM or PRISMRGB or PRISMPRO

Switch Settings: 1 2 3 4 5 6 7  
☒ = Open (Off) SW4 ☐ ☒ ☐ ☐ ☐ ☐ ☒  
☐ = Closed (On) SW3 ☒ ☐ ☒ ☒ ☒ ☐ ☐

LEWP-Supported Printer Features:

Variable Paper Length, Microspacing, Pitch in 10, 12, and 17 CPI, 6 and 8 Lines Per Inch, ¼-Line Space, Graphics Characters, Underline, Red Underline (except in PRISM), Double Underline, Double Wide, Bold, Bold and Wide, Super- and Subscripts, Overstrike, and Color in:

PRISM: Black.

PRISMRGB: Black, Red, Green, and Blue.

PRISMPRO: Black, Red, Green, Blue, Magenta, Yellow, and Cyan.

**Qume® Sprint 11**

Model Code: QUME11

Switch Settings: 1 2 3 4 5 6 7 8 9 10  
☒ = Open (Off) SW1 ☐ ☒ ☒ ☒ ☒ ☒ ☒ ☒ ☒ ☒  
☐ = Closed (On) SW2 ☒ ☒ ☒ ☒ ☐ ☒ ☒ ☒

LEWP-Supported Printer Features:

Variable Paper Length, Microspacing, Pitch in 10, 12, and 17 CPI, 6 and 8 Lines Per Inch, ¼-Line Space in 6 Lines Per Inch, Underline and Double Underline, Double Wide, Bold, Bold and Wide, Super- and Subscripts, Overstrike, and Color in: Black.

**Siemens® PT88, PT89**

Model Code: SIEMENS

Switch Settings:

<input checked="" type="checkbox"/>	= Open (Off)	SW1	1	2	3	4	5	6	7	8	9	10
<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

LEWP-Supported Printer Features:

Variable Paper Length, Microspacing in 10 CPI only, Pitch in 10, 12, and 17 CPI, 6 and 8 Lines Per Inch, ¼-Line Space, Graphics Characters only in 10 and 17 CPI, Underline and Double Underline, Double Wide, Bold, Bold and Wide, Super- and Subscripts, Overstrike, and Color in: Black.

**Siemens® PT88, PT89 (IBM compatible)**

Model Code: SIEMIBM

Switch Settings:

<input checked="" type="checkbox"/>	= Open (Off)	SW1	1	2	3	4	5	6	7	8	9	10
<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

LEWP-Supported Printer Features:

Variable Paper Length, Microspacing in 10 CPI only, Pitch in 10, 12, and 17 CPI, 6 and 8 Lines Per Inch, ¼-Line Space, Graphics Characters only in 10 and 17 CPI, Underline and Double Underline, Double Wide, Bold, Bold and Wide, Super- and Subscripts, Overstrike, and Color in: Black.

**Smith Corona™ D200, D200s, and D300**

Model Code: SMITH200

Switch Settings:

<input checked="" type="checkbox"/>	= Open (Off)	SW1	1	2	3	4	5	6	7	8
<input type="checkbox"/>	= Closed (On)	SW2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		SW3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

LEWP-Supported Printer Features:

Variable Paper Length, Microspacing, Pitch in 10, 12, and 17 CPI, 6 and 8 Lines Per Inch, ¼-Line Space, Draft Printing, Graphics Characters, Underline and Double Underline, Double Wide, Bold, Bold and Wide, Super- and Subscripts, Italics, Overstrike, and Color in: Black.

**Star™ Delta 10 and 15**

Model Code: DELTA10

Switch Settings:

<input checked="" type="checkbox"/>	= Open (Off)	SW1	1	2	3	4	5	6	7	8
<input type="checkbox"/>	= Closed (On)	SW2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		SW3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				

LEWP-Supported Printer Features:

Variable Paper Length, Microspacing, Pitch in 10, 12, and 17 CPI, 6 and 8 Lines Per Inch, ¼-Line Space, Graphics Characters, Underline and Double Underline, Double Wide, Bold, Bold and Wide, Super- and Subscripts, Italics, Overstrike, and Color in: Black.

**Star Gemini © 10X and 15X**

Model Code: GEM10X

Switch Settings:

<input checked="" type="checkbox"/>	= Open (Off)	1	2	3	4
<input type="checkbox"/>	= Closed (On)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

LEWP-Supported Printer Features:

Variable Paper Length, Microspacing, Pitch in 10 and 17 CPI, 6 and 8 Lines Per Inch, ¼-Line Space, Graphics Characters, Underline and Double Underline, Double Wide, Bold, Bold and Wide, Super- and Subscripts, Italics, Overstrike, and Color in: Black.

**Star Radix © 10 and 15**

Model Code: RADIX10

Switch Settings:

<input checked="" type="checkbox"/> = Open (Off)	SWA	1	2	3	4	5	6	7	8	9	10
<input type="checkbox"/> = Closed (On)	SWB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	SWC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						

LEWP-Supported Printer Features:

Variable Paper Length, Microspacing, Pitch in 10, 12, and 17 CPI, 6 and 8 Lines Per Inch, 1/4-Line Space, Graphics Characters, Underline and Double Underline, Double Wide, Bold, Bold and Wide, Super- and Subscripts, Italics, Overstrike, and Color in: Black.

**Texas Instruments 855 ©**

Model Code: TI855

Switch Settings:

<input checked="" type="checkbox"/> = Open (Off)	SW1	1	2	3	4	5	6	7	8
<input type="checkbox"/> = Closed (On)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

LEWP-Supported Printer Features:

Variable Paper Length, Microspacing, Pitch in 10, 12, and 17 CPI, 6 and 8 Lines Per Inch, 1/4-Line Space, Draft Printing, Graphics Characters, Underline and Double Underline, Double Wide, Bold, Bold and Wide, Super- and Subscripts, Overstrike, and Color in: Black.

**Transtar™ 120 and 130**

Model Code: TRANS120

Switch Settings:

<input checked="" type="checkbox"/> = Open (Off)	SW1	1	2	3	4	5
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

LEWP-Supported Printer Features:

Variable Paper Length, Microspacing in 12 CPI only, Pitch in 10, 12, and 17 CPI, 6 and 8 Lines Per Inch, 1/4-Line Space, Underline and Double Underline, Double Wide, Bold, Bold and Wide, Super- and Subscripts, Italics, Overstrike, and Color in: Black.

**With the Model Code, PRINTER,**

LEWP supports the following printer features:

Variable Paper Length, Underline, Double Wide, Bold, Bold and Wide, Overstrike, and Color in: Black. Pitch and Lines Per Inch can be set by switches: check your printer manual.

**With the Model Code, SPECIAL,**

LEWP recognizes escape codes (ASCII) in the document for the following features:

Variable Paper Length, Pitch, Lines Per Inch, 1/4-Line Space, Draft Printing, Double Underline, Red Underline, Double Wide, Super- and Subscripts, and choice of color.

LEWP supports the following features without escape codes:

Underline, Bold, and Overstrike.

**PRINTER CHECKLIST II: OPERATING YOUR PRINTER**

Once you've got your printer running, problems may still arise. Things print, but not as you expected them to. Here are some problems with accompanying remedial suggestions.



- ▲ Paper misfeeds into the printer.  
This may be due to the kind of feed you've chosen. Choose the pin feed if you're using form feed paper, or the friction feed if you're using single sheet paper.
- ▲ Printing halts after one page.  
Check to see if there is a screen message telling you that printing has paused and what the key(s) to press to continue are. If so, check the Print Menu, too; it may be set to pause between pages. This feature is useful if you're using single sheet paper. If you aren't, you can easily change the setting so that there'll be no pause.
- ▲ Certain characters aren't printed, or are printed incorrectly.  
Check the LEWP-supported printer features in the Printer Table above. Those features, often the graphic characters, simply may not be possible when you use your printer with LEWP.
- ▲ Characters that aren't in your document appear on the printout.  
Check to see that the correct code appears on the Print Menu, next to Model.
- ▲ Unintended line feeds appear in the printout.  
Make sure you've set the printer's DIP switches according to the settings in the Printer Table. Again, check your printer manual and, if necessary, call Leading Edge Software Support.

## SERIAL PRINTERS

To use a Serial Printer, you need to make sure of two things:

- ▲ That the printer is connected to the RS232C port of the computer (your computer manual will tell you how to find this).
- ▲ That your system sends data at the same rate and in the same manner that the printer is set to receive it. This is called setting protocols for your system. You can either use the settings LEWP provides or enter your own.

**Standard Settings.** Select Serial 1 as the Print Menu Connection. If you have a second serial port, you can select Serial 2 as the Connection.

When you select Serial 1 or Serial 2, LEWP uses the DOS Command, MODE COM, to set the protocols by which the system sends data to the printer. LEWP sets Serial 1 to the following values:

Baud Rate: 2400  
Parity: No Parity  
Data Bits: 8 Data Bits  
Stop Bits: 1 Stop Bit

—and tells DOS that data is being sent to a printer. Make sure the printer's serial DIP switch settings conform to these values. Your printer manual will show you where the serial DIP switches are and which ones to set.

**Setting Alternate Protocols.** If you wish to set protocols other than the ones LEWP sets for you, you must use the DOS Command, MODE COM, before you enter LEWP and repeat it each time you boot the system.

To set protocols for Serial 1:

1. At the DOS prompt, type MODE COM1:
2. Enter the appropriate settings from each of the categories below. Use a comma, but no spaces, to separate categories.

**BAUD RATE.** This may have any of the following values: 110, 150, 300, 600, 1200, 2400, 4800, 9600. While on some systems DOS ignores the zeros, you're always safe to type the entire number.

**PARITY.** The system can be set to send at odd, even, or no parity. Type O for odd parity, E for even parity, or N for no parity.

**DATA BITS.** Each character may be sent as either 7 or 8 data bits. Type 7 for 7 data bits, or 8 for 8 data bits.

**STOP BITS.** The end of a character may be marked by 1 or 2 stop bits. Type 1 for 1 stop bit, or 2 for 2 stop bits.

**DESTINATION.** The system must be told to send the data to a printer. Type P.

For example, to set these protocols—Baud Rate 1200, No Parity, 7 Data Bits, 1 Stop Bit—and to send data to a printer:

At the DOS prompt, type MODE COM1: 1200,N,7,1,P  
The system confirms the command with the response:

COM1: 1200,N,7,1,P

If you consistently use settings other than the ones LEWP provides, you can create an AUTOEXEC.BAT file to set protocols. Consult your DOS manual to do this.

## NETWORK CONNECTION ON THE PRINT MENU

In order for LEWP to be operable on a network, the following three conditions must be met:

- ▲ **The network must be 100 percent DOS-compatible.**
- ▲ **You cannot be in the same DOS directory as another user simultaneously.**
- ▲ **After printing a document using the Network option on the Print Menu, you may need to exit to DOS and type a command to spool the printer output from your disk to the network printer. See your network manuals.**

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## **APPENDIX C: FILE CONVERSION**

### **ASCII CONVERSION**

LEWP documents are stored on disk in files that have a unique structure. Text, Tabs, Page Breaks, Cuts, Deleted Blocks, and information on other aspects of the document are coded in a way designed to help the word processor run quickly and efficiently. While this coding meets the needs of the word processor, other software programs cannot readily use it.

There is a standard code, however, that is compatible with most software programs. It's known as ASCII, the American Standard Code for Information Interchange.

A file that uses only the codes from the ASCII character set is known as an ASCII file. ASCII has a simple file structure that can be used in a great many programs. LEWP has utilities to translate from its own document format to ASCII and from ASCII to the LEWP document format. This means that it's possible to produce ASCII files from LEWP documents, ready to be used by other programs, such as other word processors, spreadsheets, databases, and financial and statistical packages. It's also possible to use LEWP to edit ASCII files produced by other programs. The process whereby files are translated to and from ASCII is called ASCII Conversion.

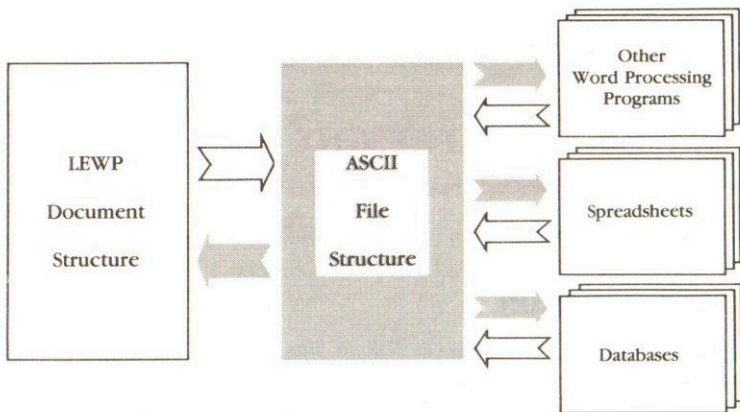


Figure C-1—ASCII Conversion

### Notes on ASCII Conversion

- ▲ ASCII Conversion is a form of translation: a source file in one program's codes and formats is translated into ASCII. If necessary, it can be translated from ASCII into the codes and formats of yet another program.
- ▲ When a file is converted from ASCII **to** LEWP, the ASCII file is viewed by the word processor as an input file. The resulting LEWP file is a document and is stored in the current folder in the current drawer.
- ▲ When a document is converted to ASCII **from** LEWP, the resulting ASCII file is viewed by the word processor as an output file. It is stored on disk where it can be read by DOS or used as an input file in another program.
- ▲ An ASCII file, whether input or output, is a DOS disk file. Its file name must comply with DOS's file name requirements. See Appendix A, DOS Commands.
- ▲ Nothing happens to the source files. They always remain intact on their original disk.

## Converting to ASCII

To convert a document to ASCII, you must be in the Main Menu:

1. Select the document you want to convert to ASCII.
2. Select **Utilities** and press .
3. Select **Convert from Document** and press .

Select Conversion Type: ASCII

4. Select **ASCII** and press .

Enter Output File Name: █

5. Type a file name. Include the drive, file name, and extension. If you don't specify a drive, the output file is stored on the current data disk.
6. Press . The system creates an ASCII output file, stores it on disk on the drive you specify, and enters it in the DOS File Directory. The Main Menu returns to the screen.

When you perform an ASCII Conversion, LEWP converts each line of the document into ASCII. The ASCII output file closely resembles the original document:

- ▲ All text characters and spaces are present including headers and footers.
- ▲ Each line ends in an ASCII carriage return.
- ▲ Line lengths are the same after the conversion.
- ▲ Margins greater than one, tabs, and indents are represented by spaces rather than by ASCII tab characters.
- ▲ Page Breaks become form feed characters. Form feed characters cause most printers to move the paper to the next Page Break. Text that follows the form feed character begins at the top of the next page.

Some features are not converted to ASCII:

- ▲ Right justification.
- ▲ Attributes, such as underline, double underline, bold, superscript, subscript, italics, and overstrike.

To view an ASCII file:

At the DOS prompt type **type** followed by the drive and full name of the ASCII file. For example,

A>type b: filename.ext

## Converting from ASCII

When you convert a file from ASCII, LEWP carries out the process in three stages:

- ▲ It creates a document by copying the Standard Document in the current folder.
- ▲ It translates the ASCII file into the new document line by line.
- ▲ It opens the document.

Before converting from ASCII to LEWP, it is a good idea to examine the Standard Document in the current folder to make sure that it is a suitable starting point for the converted document. Make sure that its margins are wider than those of the ASCII input file. Store any text in the Standard Document as a cut. To convert a file from ASCII, you must be in the Main Menu:

1. Select **Utilities** and press .
2. Select **Convert to Document** and press .
3. Select **ASCII** and press .

Enter Input File Name: ■

4. Type the DOS name of the file you want to convert including the drive designation.
5. Press .

Enter Document Name: ■

6. Type a name for the LEWP document.
7. Press . The system converts the ASCII file to a LEWP document, lists it in the Document Directory, and opens the document.

LEWP copies the ASCII file exactly; however, the text conforms to the format settings in the LEWP document.

- ▲ ASCII tabs become LEWP tabs. Their effect on the LEWP document is determined by the tab stop settings in the Format Line for the document.
- ▲ ASCII carriage returns become LEWP carriage returns.
- ▲ ASCII form feeds become LEWP Page Breaks.

## CHARACTER SET

Many of the characters from the set are not immediately accessible from the keyboard. To include one in a LEWP document:

1. Hold down the **ALT** key while you type the character's ASCII number using the numeric keypad.
2. Release the **ALT** key. The ASCII character appears at the cursor position.

The characters in the set are an extended ASCII character set. Note the following:

- ▲ Characters with values 0-31 are ASCII characters used to control peripherals, such as printers. They signal tabs, carriage returns, line feeds, form feeds, and so on. They do not serve these functions within LEWP. Instead they are represented by alternate graphic characters. When you convert a LEWP document containing these characters to ASCII, they revert to their ASCII function.
- ▲ Characters from 32-127 represent uppercase and lowercase letters, numbers, arithmetical operators, and punctuation marks.
- ▲ Characters from 128-255 are an extension of the ASCII character set. They represent graphics symbols, Greek letters, special characters (such as mathematical symbols), foreign currency symbols, and foreign language characters (see Chapter 7, For the Advanced User, Table 7-1—Special Character Sets). They are commonly used in software designed for IBM PCs and compatibles. However, their use is not universal: for example, they cannot be telecommunicated. Nor can they be converted to files on some mainframe computers.

The following table lists the codes of the character set available within LEWP:



## ASCII Character Set

ASCII value	Character	Control character	ASCII value	Character	ASCII value	Character
000	(null)	NUL	032	(space)	064	@
001	☐	SOH	033	!	065	A
002	☒	STX	034	"	066	B
003	☓	ETX	035	#	067	C
004	♦	EOT	036	\$	068	D
005	♣	ENQ	037	%	069	E
006	♠	ACK	038	&	070	F
007	(beep)	BEL	039	'	071	G
008	■	BS	040	(	072	H
009	(tab)	HT	041	)	073	I
010	(line feed)	LF	042	,	074	J
011	(home)	VT	043	+	075	K
012	(form feed)	FF	044	.	076	L
013	(carriage return)	CR	045	-	077	M
014	☐	SO	046	_	078	N
015	*	SI	047	/	079	O
016	▲	DLE	048	0	080	P
017	▼	DC1	049	1	081	Q
018	↕	DC2	050	2	082	R
019	!!	DC3	051	3	083	S
020	⌘	DC4	052	4	084	T
021	\$	NAK	053	5	085	U
022	⏏	SYN	054	6	086	V
023	⏏	ETB	055	7	087	W
024	⏏	CAN	056	8	088	X
025	→	EM	057	9	089	Y
026	←	SUB	058	:	090	Z
027	↔	ESC	059	<	091	[
028	(cursor right)	FS	060	=	092	\
029	(cursor left)	GS	061	>	093	^
030	(cursor up)	RS	062	?	094	_
031	(cursor down)	US	063		095	~

## ASCII Character Set

ASCII value	Character	ASCII value	Character	ASCII value	Character	ASCII value	Character
128	Ç	160	à	192	ˆ	224	α
129	ü	161	á	193	ı	225	β
130	é	162	â	194	ó	226	Γ
131	ä	163	ã	195	ü	227	Π
132	å	164	ä	196	ñ	228	Σ
133	ä	165	å	197	N	229	σ
134	ä	166	ä	198	ä	230	μ
135	ç	167	ç	199	ı	231	τ
136	è	168	è	200	ı	232	Φ
137	é	169	é	201	ı	233	θ
138	è	170	ı	202	ı	234	Ω
139	ı	171	½	203	ı	235	6
140	ı	172	¼	204	ı	236	∞
141	ı	173	ı	205	ı	237	∅
142	À	174	ı	206	ı	238	ξ
143	Á	175	ı	207	ı	239	Π
144	Â	176	ı	208	ı	240	≡
145	Æ	177	ı	209	ı	241	±
146	ı	178	ı	210	ı	242	∑
147	ı	179	ı	211	ı	243	∏
148	ı	180	ı	212	ı	244	Γ
149	ı	181	ı	213	ı	245	J
150	ı	182	ı	214	ı	246	+
151	ı	183	ı	215	ı	247	≈
152	ı	184	ı	216	ı	248	°
153	ı	185	ı	217	ı	249	•
154	ı	186	ı	218	ı	250	·
155	ı	187	ı	219	ı	251	√
156	ı	188	ı	220	ı	252	π
157	ı	189	ı	221	ı	253	²
158	Pt	190	ı	222	ı	254	■
159	f	191	ı	223	ı	255	(blank FF)

Table C-1—The Character Set

## APPENDIX D: GLOSSARY OF TERMS

**accept**—to implement selections in the Print Menu and in the Screen and Security Settings Menu.

**American Standard Code for Information Interchange (ASCII)**—the internal coding system of the computer that recognizes letters, numbers, and symbols. It provides a standard format for exchange of data between software programs.

**apply**—to implement selections in the Page Format Menu and in the Attribute Menu.

**archive**—to copy a document or folder and move the copy to another folder or to a disk in another drawer.

**ASCII conversion**—the process in the Utilities Menu by which a document is copied into the ASCII format leaving the original document unchanged.

**attribute**—one or more characteristics added to letters or numbers to enhance their appearance when printed; for example, underline, bold-face, and color.

**automatic backup**—the creation of a duplicate copy of documents before you begin editing. This is one way of safeguarding against accidental loss of data.

**automatic page numbering**—the automatic, consecutive numbering of pages.

**automatic pagination**—the automatic standardizing of the number of lines per page after you edit a document.

**bidirectional**—the ability to move in two directions, as is the case of the print head on a printer which prints from left to right, and then reverses across the page.

**block**—text ranging in size from one or more contiguous characters, spaces, and/or graphics to a sentence, paragraph, or entire document.

**block insert**—an on-screen scratch pad where you can draft and edit text before adding it to your document. This method of inserting text is faster than Insert Mode and provides you with greater control.

**boldface**—an attribute that prints text in heavier type than the rest of the text; i.e., **boldface**.

**booster keys**—keys used with other keys to modify or enhance the function of those keys. The booster keys are the SHIFT, ALT, and CONTROL keys.

**boot**—to start a computer by loading an operating system.

**buffer**—an area of the computer's memory that is a temporary holding area for transferring data between parts of the hardware system operating at different speeds, such as the computer's processor and a printer. In this example, information is stored in the buffer by the processor and read by the printer at a different speed.

**cancel**—to exit from an operation without completing it; e.g., to cancel printing a document before the entire document has been printed.

**center**—the automatic positioning of a line of text equidistant from the left and right margins.

**central processing unit (cpu)**—the part of the computer that interprets and executes programs. It is also known as the microprocessor.

**chain**—to link several Macros together.

**character**—any letter of the alphabet, digit 0 through 9, punctuation mark, symbol, or space.

**characters per inch (cpi)**—a unit of measure for the number of characters in a horizontal line; also called pitch. Elite pitch produces twelve characters per inch; pica pitch produces 10 characters per inch; extra pitch produces 15 to 17.

**close a document**—to leave a document after you have created, or edited it.

**command**—a sequence of strokes instructing the computer to carry out an operation. The Command Menu lists commands and key combinations used to execute them.

**continuous form paper**—paper, perforated and folded, that interlocks with the pin feed sprockets of automatic-feed printers. You can print continuously on this paper without stopping to feed single sheets.

**controller**—a card inside a computer that governs the way it interacts with a peripheral device, such as a printer or monitor.

**copy**—to duplicate a selected document or folder leaving the original in place.

**create**—to name and open a new document, folder, or Macro for your initial editing.

**cursor**—an on-screen graphic character that indicates the location of your next action or the next character you type.

**cut**—to remove a block of text. See paste.

**daisy wheel**—a serrated disk with print characters around it used on letter-quality printers.

**data**—any information (letters, numbers, symbols, etc.) the computer can process, store, or produce.

**data disk**—a disk containing documents and folders.

**decimal tab**—a tab that automatically aligns whole numbers on the right-most digit and aligns decimal points vertically while you type columns of numbers.

**default**—in DOS, a preset value, action, or setting used by the computer when you provide no alternate command.

**delete**—to remove a character, block of text, document, or a folder from the disk.

**delete and store**—to remove and store text that may be recalled later at the same location.

**directory**—an on-screen list of documents, files, or folders that you can also print for reference purposes.

**disk**—a storage medium consisting of a magnetic surface on which data is stored, similar to the way sounds are recorded on tape.

**disk drive**—a hardware component that stores and retrieves information on a disk. When a disk is in a drive, you can read data from and/or write to it.

**distribution copy**—the program disks that accompany the User's Guide and license when you purchase LEWP.

**document**—a portion of text treated as a single unit. This may range from a short paragraph to the entire capacity of a disk.

**DOS (Disk Operating System)**—a set of software programs that allows you to manage data and the computer hardware.

**dot leader tab**—dots that fill blank spaces between text. Use them in documents, such as tables of contents, to improve readability by leading the eye across the page.

**dot-matrix printer**—a type of printer which produces characters formed by a set of tiny metal rods contained in the print head, rather than by the daisy wheel on a letter-quality printer.

**draft**—an option on the Print Menu, available with certain printers, that produces a rough copy of your document quickly for proofreading and editing. Draft is inferior to Final quality.

**drawer**—a disk drive containing a data disk.

**driver**—a set of instructions controlling an on-line peripheral device, such as a printer.

**edit**—to view, modify, and/or revise data by inserting, deleting, rearranging, or reformatting text.

**end of text marker**—an on-screen graphic character (■) that indicates the end of a document.

**error message**—an on-screen message indicating a problem or mistake in operating a program.

**execute**—to perform an operation or command by pressing the EXECUTE key.

**field**—a unit of information in a record; e.g., a personnel record might contain fields for name, job title, salary.

**file name**—the characters that identify a DOS file.

**folder**—a section of LEWP's filing system that stores and organizes documents.

**font**—a feature on certain printers that will print type in either *italics* or roman (normal) print.

**footer**—text designated to be printed at the bottom of each or alternate pages, such as a page number.

**form document**—one of two documents used in Merge Print. It is the document you mark with field specifiers to indicate which information from the Merge List should appear where.

**format (v.)**—to prepare disks to receive and store information by dividing the surface of the disk into tracks and sectors in a manner compatible with the hardware system.

**format (n.)**—the appearance of a page in terms of vertical spacing, indentation, tabs, and margins. Also the appearance of an entire document in terms of page layout and headings.

**format line**—a line determining the appearance of the text following it in terms of tabs, line length, and right and left margins. LEWP documents have a preset Format Line until you change it.

**function keys**—special keys at the left of the IBM-style keyboard used to initiate word processing functions.

**global replace**—the automatic deletion of a defined sequence of characters and insertion of another defined sequence of characters throughout your document.

**graphics symbol**—an on-screen graphic character indicating where you have inserted a word processing command, such as Indent (→) or Tab (►). A graphics symbol does not appear when you print your document, so there is a slight difference in appearance between an on-screen versus printed document.

**hardware**—the physical components of the system; e.g., printer, central processing unit, disk drives.

**header**—text designated to be printed at the top of each or alternate pages, such as a chapter title.

**help screen**—on-screen instructions you access by pressing the HELP /COMMAND (F1) key to provide further information about word processing functions.

**highlight**—to define text to be affected by a specific function by making the text in question brighter on screen. You highlight text, for example, when cutting or applying attributes.

**hot print**—to print selected text directly from the screen, bypassing the Print Menu.

**indent**—to set a temporary left margin at a tab stop; the text that follows automatically word wraps to that position.

**insert mode**—a method of operation that enables you to add a unit of text (a space, character, word, paragraph, or page) between already existing text.

**install**—to prepare a working copy of a software program for everyday use.

**justified text**—text printed with even left and right margins.

**keyboard**—the hardware peripheral with a panel of keys used to type data or execute commands.

**letter-quality printer**—a type of printer which produces characters formed by a daisy wheel that devotes one spoke to each character, rather than by a set of rods as on a dot-matrix printer.

**line length**—the maximum number of characters in a horizontal line of text. Set line length in the Format Line to a maximum of 200 characters.

**line spacing**—the vertical spacing between lines of a document. Quarter, half, single, double, and triple line spacing are available with LEWP.

**lines per inch**—a unit of measure for the number of vertical lines in text. Select six or eight lines per inch in the Page Format Menu.

**load**—to insert a disk into a disk drive and cause data and programs to be read into the computer's memory.

**loop**—to command a Macro to repeat itself.

**Macro**—text or commands that can be stored and recalled by a name. You can store commonly used data and/or commands; also called glossaries, abbreviations, and libraries by other software.

**Master Disk**—the LEWP program disk.

**memory**—the component of the computer that stores data the computer can access.

**menu**—an on-screen list of options from which you select the operations and functions the software can perform.

**menu bypass keys**—key combinations to select functions without going to a menu.

**merge list**—one of two documents used in Merge Print. It contains information to be inserted selectively in each printing of the Form Document.

**Merge Print**—to combine text from a document and a list, such as you do for a mass mailing.

**message**—information displayed at the top or bottom of the screen related to your current action.

**message line**—the line at the top of the screen that displays messages, such as the name of the document you are editing and which mode (Insert or Overtyp) you are using.



**microcomputer**—a small computer with a microprocessor as the central processing unit (cpu). Size, price, speed, and computing power differentiate a microcomputer from a minicomputer or a mainframe computer. Also called a personal computer.

**microspacing**—a printer feature that allows the print head to make small adjustments in spacing between characters necessary to produce evenly spaced text.

**mode**—a method of operation you select; i.e., Insert or Overtyping. Also, the DOS command used to transmit data to a serial printer.

**monitor**—the computer screen.

**named cut**—to name and store a block of text for later recall.

**named paste**—to recall a stored block of text.

**nest**—to place one Macro inside another.

**numeric keypad**—the set of numbered keys to the right of the keyboard which also control cursor movement.

**off-line**—anything not under direct control of the central processing unit. For example, you turn the printer off-line to advance paper or to establish a new top-of-form setting.

**on-line**—anything under direct control of the central processing unit, such as the status of the printer when it can receive data. Also, anything stored and accessed on the system, e.g., LEWP's on-line HELP screens.

**open a document**—to access a document in order to edit or hot print it.

**operating system**—the software that controls the overall operation of a computer system.

**orphan**—the remaining lines of a paragraph carried over to the next page during automatic pagination.

**overstrike**—an attribute that types slashes over characters; often used in legal documents.

**overtyping mode**—a method of operation that enables you to replace a character with a new one.

**page break**—the designation of the end of one page and the beginning of the next by a graphic symbol (☐) and a dotted line.

**page format settings**—the vertical line spacing, tab settings, and line length you control by editing the Format Line and the Page Format Menu.

**paginate**—to divide a document into pages as you edit it by inserting Page Breaks.

**parallel printer**—a printer that transmits the data bits comprising each character simultaneously over parallel lines at a standardized rate.

**parameters**—choices you make when implementing DOS commands.

**paste**—to recall and insert the last cut block of text in the same document.

**pin feed**—a device connected to the platen of a printer consisting of a series of sprockets or pins that mesh with the holes in continuous form paper to feed it through the printer. Also called tractor feed.

**pitch**—number of characters per inch (cpi). Many printers are capable of printing in different pitches.

**printer**—a hardware component capable of converting data into printed form.

**printout**—printed page(s) produced by a printer; also called hard copy.

**program**—a series of commands that tells the computer what to do.

**prompt**—an on-screen message that asks you to type an entry or press a key or key combination. Two important prompts are DOS prompts and LEWP prompts. A DOS prompt is a letter followed by a symbol, e.g., A>, which signals that DOS is ready to accept a command. LEWP prompts are on-screen aids to guide you through an operation.

**rebuild**—to reconstruct a directory.

**recall**—to restore a Macro entry automatically once you identify it by its name.

**record (n.)**—a unit of information in a database or Merge List consisting of one or more fields.

**replace**—to search for and stop at every occurrence of a specified section or feature of text, thereby giving you the option to alter or accept the text as is.

**replacement text**—the text that is to replace the searched for, i.e., target, text in the Search and Replace function.

**required hyphen**—a special hyphen you can insert to ensure that hyphenated words remain on the same line rather than being separated by word wrap.

**required page break**—a special Page Break not automatically overridden when you employ automatic pagination. You may want to insert a required page break before chapters, tables, or intentional blank pages.

**required space**—a special space you can insert to ensure that related words, as in December 16, 1984, remain on the same line rather than being separated by word wrap.

**restore**—to retrieve the backup copy of a document.

**right flush tab**—a tab that justifies text directly under a special tab setting or at the right margin.

**save**—to store data on a disk. In LEWP you save text automatically as you edit. On a floppy-disk system, the red light on Drive B lights periodically to indicate this is occurring.

**screen of text**—the 21 lines of text visible per screenload. One screen of text is not necessarily equivalent to one printed page of text.

**search**—to locate a specified section or feature of text in the document automatically and display it on the screen.

**search and replace**—to locate automatically a target that you specify and replace it with other specified text.

**select**—to choose an operation for the word processor to perform from a menu of options.

**selector**—the reverse video band you can move to indicate which menu operations you want the word processor to perform.

**serial printer**—a printer on which the flow of data is sequential and the rate of transmission variable according to the capability of the printer.

**software**—the instructions, or programs, used by a computer to carry out operations.

**standard document**—the first document routinely created by LEWP in every folder. You can use it to set a standard format, such as margins and tabs, for all documents in the folder.

**status line**—the second line from the top of the document screen containing information about the open document.

**store**—to place data in a storage medium.

**string**—any set of consecutive characters.

**subscript**—a character typed below the baseline of the text, as in H<sub>2</sub>O.

**superscript**—a character typed above the baseline of the text, as in X<sup>3</sup>.

**system**—a compatible assembly of hardware and software that work together. The hardware components of a system are composed of the central processing unit, monitor, keyboard, printer, and other peripherals you attach.

**system clock**—a hardware function that calculates time based on the date and time typed before you enter LEWP. The LE PC also has a battery backup for the clock which eliminates the need to reenter this information each time you load LEWP.

**target**—the text to be searched for in the Search and Replace function.

**Tutorial & Utilities Disk**—the distribution copy of the LEWP disk containing the tutorial lessons and utility files for installing your printer.

**utility**—a function or small task that the computer performs.

**widow**—the beginning lines of a paragraph that remain at the bottom of a page during automatic pagination.

**window**—a division of the document screen into two parts, thereby enabling you to view, print, and copy text from two documents.

**word wrap**—the automatic placement of a word on a new line when the current line becomes full during text entry. It frees you from steps associated with traditional typing, such as pressing the RETURN key at the end of each line, and hyphenating words that don't fit on a line.

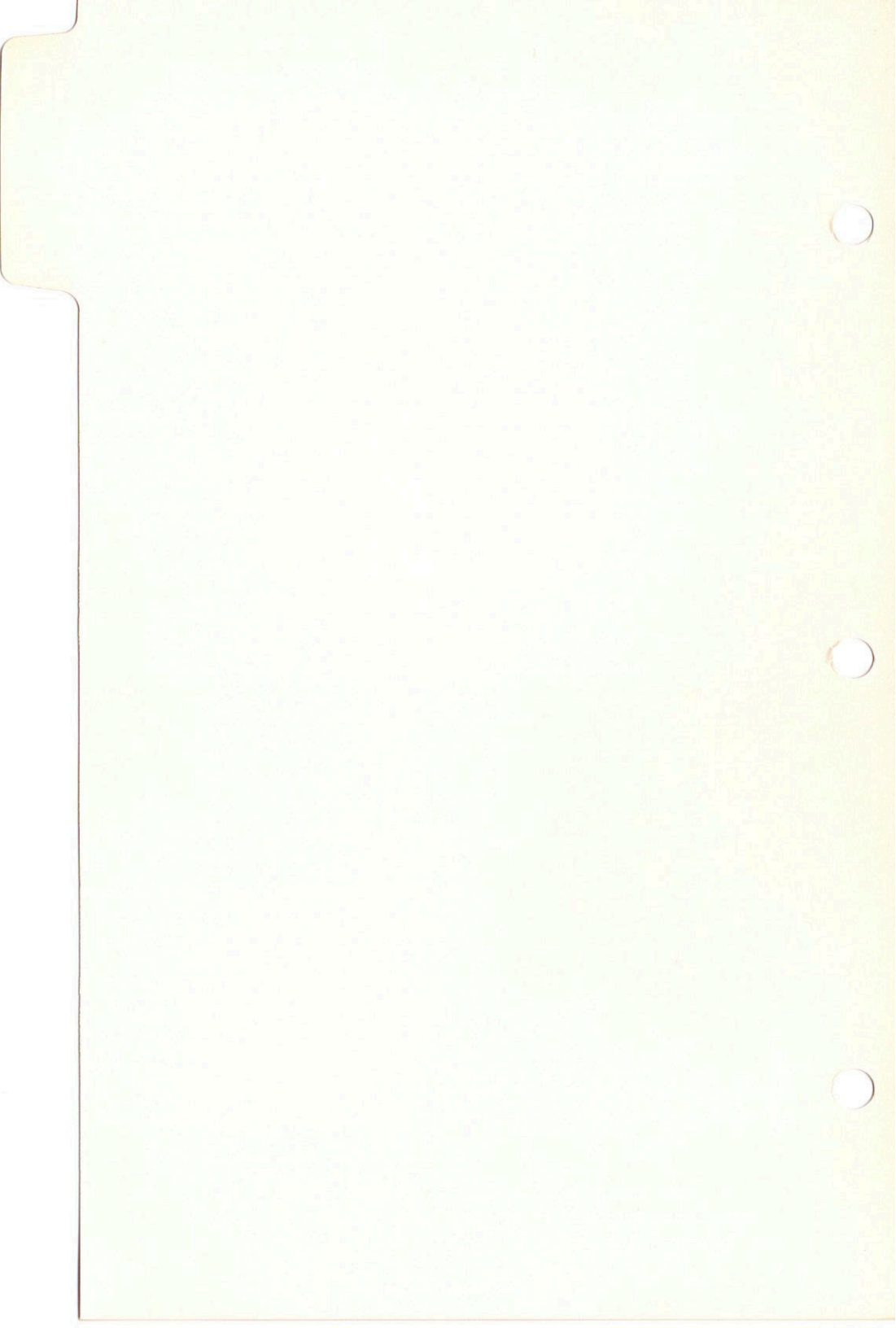
**working copy**—the copy of a disk you make for daily use in order to lengthen the lifetime of the distribution copy of disks, such as the Master Disk.

**write-protect**—to guard a disk from being written on or changed, guaranteeing that the disk can't be written on, accidentally destroying data already on it. Write-protect a disk by affixing a write-protect tab.

**Never write-protect current data disks.**







# 8

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## Merge Print

*We can't send out these letters "To Whom it May Concern." Put the person's name on it. Can't you figure out some way to do that?*

*See those envelopes? They've all got to have addresses on them, the same as the letters.*

*Let's make sure that all our prime customers get to see this announcement.*



LEWP's Merge Print handles mass mailings of form letters, each personally addressed. You can even insert the addressee's name at strategic points in the letter. Use it also for addressing envelopes, printing mailing labels, and for office memos with individualized headings.

Use Merge Print to announce a new product, an improved policy, a million-dollar fundraising campaign, a sales promotion, or an incentive plan that affects all employees. Your correspondence is visually attractive, you've saved time and money, and your letters convey authority.

## **THE MERGE DATA FILE AND THE FORM DOCUMENT**

Merge Printing combines a mailing list with a document.

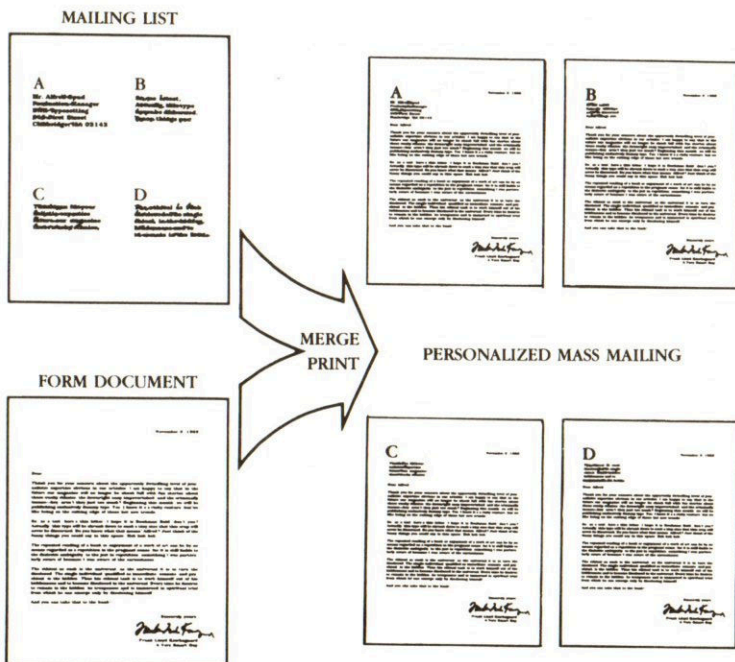


Figure 8-1—Merge Printing

When you Merge Print, LEWP takes a set of information from a list—a name, address, and zip code—and enters it at preset places in the document, and prints the result. It then moves to the next entry on the list, enters its information in the document, prints, moves to the next entry, and so on.

You can create the list as a document. The information it contains must be presented in a standard manner. When you've done this you must convert the Merge List into a file that LEWP can merge from: a *Merge Data File*.

The document into which LEWP inserts the information is called a *Form Document*. It can be a letter, a memo, or the framework for a mailing label. It's an ordinary document embedded with markers that specify where the names and addresses from the Merge Data File are to be entered.

There are four steps involved in Merge Printing, each of which you do without exiting from LEWP.

- ▲ Creating a Merge List.
- ▲ Converting the Merge List to a Merge Data File.
- ▲ Creating a Form Document.
- ▲ Printing.

## Creating a Merge List

A Merge List is a collection of names and addresses.

Each set of names and addresses is a **record**.

Each record is made up of **fields**: name, street, and city will probably appear as fields in most Merge Lists.

Each field in each record is, in turn, made up of **words** and **characters**.

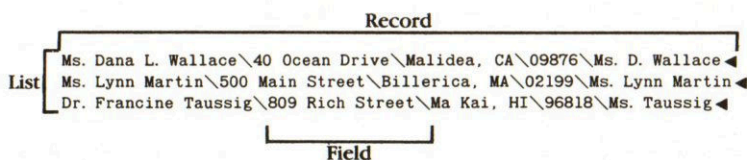
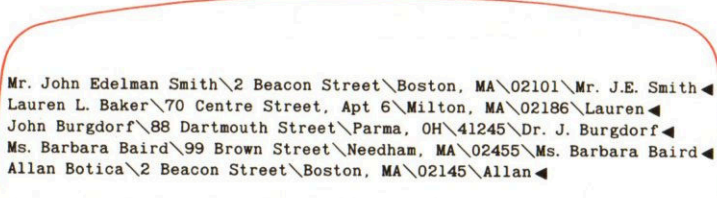


Figure 8-2—List—Records—Fields

There are certain guidelines you must follow when you prepare a Merge List:

- ▲ Make sure that the left margin of the Format Line is set at 1.
- ▲ Type the contents of each field in the order in which you want them printed. For example, entries in the name field should appear consistently in the form:  
Title—First Name—Last Name.
- ▲ Use a backslash (\) to mark the end of every field except the last one in a record. The backslash is called a *field delimiter*. It separates fields so that LEWP can send the contents of each field into the right place in the Form Document. Be sure to use a backslash (\), not a slash (/).
- ▲ Enter each record on a single line. Set margins on the Format Line so that the longest record in your Merge Data List can fit onto one line. The maximum length LEWP allows for a record is 200 characters.
- ▲ End each record with a Return. LEWP interprets it as a delimiter for the entire record. You cannot include a Return within a field.
- ▲ Keep the same sequence of fields from record to record. However, the fields don't need to be presented in the order you want them printed. And you're not required to print every field.

A typical Merge List might look like this:



```
Mr. John Edelman Smith\2 Beacon Street\Boston, MA\02101\Mr. J.E. Smith ◀
Lauren L. Baker\70 Centre Street, Apt 6\Milton, MA\02186\Lauren ◀
John Burgdorf\88 Dartmouth Street\Parma, OH\41245\Dr. J. Burgdorf ◀
Ms. Barbara Baird\99 Brown Street\Needham, MA\02455\Ms. Barbara Baird ◀
Allan Botica\2 Beacon Street\Boston, MA\02145\Allan ◀
```

Figure 8-3—Merge List

Each record in this list has five fields. The fields are identified by number, not by name. Each field always contains the same type of information, in the same order.

field #1	\	field #2	\	field #3	\	field #4	\	field #5
Name		Street		City		Zip		Salutation

Figure 8-4—Field Organization

A backslash marks the end of all fields except the last one in a record. Each record is on a separate line and ends in a Return.

To Create a Merge List:

1. Create a document in LEWP.
2. Type the information for field #1.
3. Press the **BACKSLASH** key (\).
4. Repeat steps 2 and 3 to create additional fields.
5. At the end of the record, instead of typing a backslash, press **RETURN**.
6. Repeat steps 2–5 to create additional records.
7. Close the document.

## Converting the Merge List to a Merge Data File

The information in the Merge List is not ready yet to be inserted in the Form Document. First you must convert it from a document into a simpler file: a Merge Data File. The Utilities in LEWP's menu make it easy to create an ASCII file that you can use as a Merge Data File.

To convert your Merge List into an ASCII file, you need to be in the Main Menu:

1. Select the Merge List from the Document Directory.
2. Select **Utilities** and press . The Utilities Menu appears on the screen.
3. Select **Convert from Document** and press .

The screen prompts:

Select Conversion Type: ASCII

4. Select **ASCII** and press .

Enter Output File Name: █

5. Type the name of the drive on which you want to store the ASCII file, followed immediately by a colon and a name for the ASCII file. For example:

Enter Output File Name: **b:clients.dat**

The file name should have no more than 8 letters. It may be followed by a period and a 3-letter extension. For a discussion of file names and file conversion, see Appendix A: DOS Commands and Appendix C: File Conversion.

6. Press .

The Merge Data File is created as an ASCII file on Drive B. It is not listed in the Document Directory.

The Merge List remains intact as a document. You can update it later and use the update as a source for another Merge Data File. When you convert the update to ASCII, you can either give it a new file name, in which case you'll have two Merge Data Files; or you can give it the same file name, in which case it will replace the original file on the disk.

## Creating a Form Document

A Form Document is like any other document you create with LEWP. The only difference between an ordinary letter and a form letter is that the latter contains marks, called *field specifiers*, instead of names, addresses, and salutations. When you Merge Print, LEWP replaces the field specifiers in the Form Document with information from the Merge Data File.

Field specifiers consist of three parts:

- ▲ A graphic character ( **↑** ), which tells LEWP to begin inserting information from the Merge Data File.
- ▲ A number, which tells LEWP which field in the Merge Data File contains the information that you want inserted.
- ▲ Another graphic character ( **↓** ) to mark the end of the insert.

### To Create a Form Document:

1. Create a document. Format it and type the text that you want printed each time.
2. Move the cursor to the place where you want the first piece of information from the Merge Data File to appear.
3. Type the field specifiers:
  - ▲ Press **ALT** and the **LEFT BRACKET** key ([). The Begin Field character ( ↓ ) appears.
  - ▲ Type the number of the field whose contents you want to insert.
  - ▲ Press **ALT** and the **RIGHT BRACKET** key (]). The End Field character ( ↑ ) appears.
4. Type all spaces and punctuation outside the field specifiers as in the example below.
5. Repeat steps 2–4 to create additional entries.

If you want to Merge Print using a Merge Data File with five fields, the form letter might look like this:

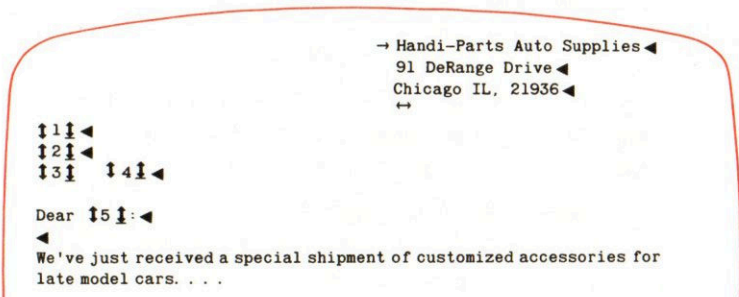


Figure 8-5—Sample Form Document

## Printing

Once you have converted your Merge List to ASCII and created the Form Document, you are ready to print.

To Merge Print you must be in the Main Menu:

1. Select the Form Document, select **Print**, and press . The Print Menu appears.
2. Adjust the Print Menu settings if necessary. Then select **ACCEPT SETTINGS AND MERGE PRINT** and press .
3. The Merge Print Menu appears.

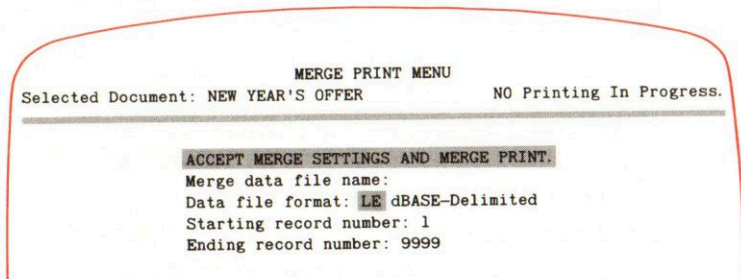


Figure 8-6—The Merge Print Menu

The Merge Print Menu has one action setting—**ACCEPT**—and four data file settings: name, format, first record, and last record.

**Merge Data File.** Type the full name, just as you typed it when you converted the Merge List to ASCII. Include the drive, file name, and extension, if there is one.

Example: Merge data file name: **b:clients.dat**

**Data File Format.** Merge Print can accept data files in LEWP's format (with fields separated by a backslash) or in a dBASE II® format (with fields



surrounded by quotes and separated by a comma). In the Merge Print Menu, LE is the preset value. But if you have files in dBASE II format produced by other software and want to Merge Print from them, select **dBASE II (Delimited)**. See below, **Creating a dBASE II (Delimited) Merge Data File**.

**Starting Record Number and Ending Record Number.** The preset values merge the entire list; but if you want to merge only part of it, alter the values.

4. Type or alter the data file settings as you do in the Print Menu:
  - ▲ Select the setting you want to change, then press .
  - ▲ Change the values you need to, then press .
  - ▲ Repeat these steps for other settings.
5. When you have made your changes, select **ACCEPT MERGE SETTINGS AND MERGE PRINT** and press . The Main Menu returns to the screen. LEWP merges the two files and begins printing.

## **HANDLING NONSTANDARD INFORMATION**

Ms. Penelope Chambers is President of Stoughtons. Her office is in "The Towers," 18 Jeune Street, Belmont. Harold Beamon is a professor; he lives at 1225 East Central Street, Apartment 5. Dr. deValera practices at Wentworth; Henry Pietrino is a Marketing V.P. at DuRoy. Obviously a simple name-street-city mail list won't produce an acceptable result. To deal with lists that contain nonstandard information, you need to make minor modifications to both the Merge List and the Form Document.

## The Merge List

Create as many fields as there are different types of information. To deal with the examples above, you might have the following:

```
Title \Name \Position \Company \Address 1 \Address 2 \City
```

Include any spaces and punctuation that you want to follow titles, addresses, and the like within the appropriate field. If data is missing for any field in a record, you must still insert the field delimiter ( \ ). This creates an empty field and keeps the other fields in their proper sequence. Don't type a space. A nonstandard list might look like this:

```
Ms. \Penelope R. Chambers \President \Stoughton & Co \ ' 'The Towers, ' ' \18 Jeune Street \Belmont ◀
Professor \Harold Beamon \ \ \1225 East Central Street. \Apartment 5 \Wellesley ◀
Dr. \Albert J. deValera \ \Wentworth Medical Center \213 Chestnut Street \ \Bolton ◀
\Henry Pietrino \Marketing Vice President \DuRoy and Co \1212 15th Avenue \ \Balfour ◀
```

Figure 8-7—Nonstandard List

## The Form Document

When you Merge Print from a list in which some records contain empty fields, LEWP adjusts the text so that no gaps are left in a line of print. It skips any empty fields that it encounters and goes to the next valid space, character, format mark, or field. For example, **¶¶¶¶** produces the following:

```
Ms. Penelope R. Chambers
Professor Harold Beamon
Dr. Albert J. deValera
Henry Pietrino
```

Notice that the spaces after Ms., Professor, and Dr. are part of field #1 and that the last record, in which field #1 is empty, prints without leaving a gap at the left margin.

The only adjustment you must make occurs when a Return follows a field. If the field is empty, LEWP skips it, goes to the Return, and prints a blank line. For example, Professor Beamon has no position or company, so a Form Document that had the following field specifiers:

```

11↓12↓
13↓
14↓
15↓16↓
17↓

```

—would print like this:

Professor Harold Beamon

1225 East Central Street, Apartment 5  
Wellesley

It's easy to prevent this. When you insert field specifiers in the Form Document, insert a new Format Line in place of a Return:

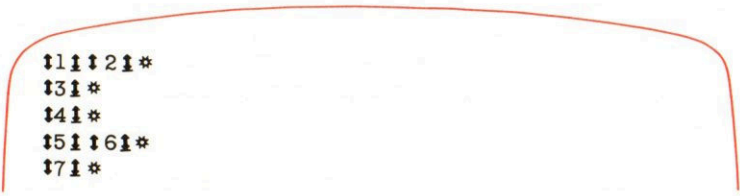
Press the **(SHIFT)** and **(FORMAT)** (F3) keys.

Press **(EXECUTE)**. Press **(EXECUTE)**.

The Format Line character (★) appears and the cursor moves to the next line.

The new Format Line acts as a conditional Return and prints a line only if there is text on it. Note: do not use a Format Line with justified margins.

The field specifiers should look like this:



```

†1††2†*
†3†*
†4†*
†5††6†*
†7†*
  
```

*Figure 8-8*—Form Document for Missing Fields

They'll print like this:

Ms. Penelope R. Chambers  
 President  
 Stoughton & Co  
 "The Towers," 18 Jeune Street  
 Belmont

Professor Harold Beamon  
 1225 East Central Street, Apartment 5  
 Wellesley

Dr. Albert J. deValera  
 Wentworth Medical Center  
 213 Chestnut Street  
 Bolton

Henry Pietrino  
 Marketing Vice President  
 DuRoy and Co  
 1212 15th Avenue  
 Balfour

*Figure 8-9*—Accommodating Missing Fields

## NOTES ON FIELD SPECIFIERS

If you send out regular mailings, you'll save time if you set field specifiers in a Standard Document—either as a heading or as a cut—or in a Macro.

You can use field specifiers to identify the entire contents of a field or only an item within it—say a word or character.

This allows you to be more selective in indicating the elements of a field. A period placed within a field specifier causes LEWP to locate an item within the field, according to these principles:

- ▲ **Field number** identifies the entire contents of a field.
- ▲ **Field number . word number** identifies a word within the field.
- ▲ **Field number . word number . character number** identifies a character in the word within the field.

For example, in the record:

Mr. John Eric Salzmänn \ 470 Bay Street \ Salinas, CA \ 02101 \ April 20, 1984 \ 415-861-3861 ◀

↓1.4↓	identifies	Salzmänn.
↓1.3.1↓	identifies	the E in Eric.
↓3.1↓	identifies	Salinas.
↓5.1↓ ↓5.3↓	identifies	April 1984.

This lets you type: **Dear ↓1.2↓,**

—and have the letter read: Dear John,

If you want to indicate a sequence of words or characters within a single field, use a hyphen to link the numbers of the first and last ones.

‡1.2–1.3‡ identifies John Eric

‡6.1.5–6.1.12‡ identifies the phone number: 861-3861

This capability allows you to construct a Form Document that uses the information in the mailing list selectively.

For example, with this set of field specifiers,

We tried to call you at ‡6.2.1-6.2.8‡ to remind you that...

—prints as: We tried to call you at 861-3861 to remind you that....

Field specifiers can also be used to control the attributes printed on the contents of the Merge Data File. Any attributes applied to a field specifier are applied to the contents of the field when you Merge Print.

For example: Dear ‡1.2‡

—Prints as: Dear John

## **ALTERNATIVE SOURCES FOR THE MERGE DATA FILE**

You can use other software packages to create the Merge Data File. You can create a list with a database package or use a list that you already have on file. In either case, convert the list to ASCII and enter the name of the ASCII file as the Merge Data File in the Merge Print Menu. You'll

need to refer to the other package's documentation for information on ASCII conversion or printing to disk. All that LEWP requires is that you use the backslash (\) to mark the end of fields when you convert the lists to ASCII to use as Merge Data Files.

## **Creating a dBASE II® Merge Data File**

The following procedure converts a dBASE II file to ASCII ready for use as a Merge Data File. You must have a dBASE II Master Disk in Drive A.

1. At the A>, type **dbase** and press .
  2. At the dBASE prompt (which is a period), type **use b:oldfile** and press .  
—where “oldfile” is the name of the dBASE II database.
  3. At the dBASE prompt, type **copy to b:newfile sdf delimited** and press .
  - where “newfile” is the name of the new ASCII Merge Data File.
  4. At the dBASE prompt, type **quit** and press .
- The A> prompt reappears on screen.

dBASEII is a registered trademark of  
Ashton-Tate Corporation.

The resulting data file has the following structure:

- ▲ The file has a DOS extension .TXT. In the above example, the ASCII file has a file name NEWFILE.TXT and is stored on Drive B.
- ▲ Records are separated by Returns.
- ▲ Fields are enclosed in quote marks and separated by commas.
- ▲ Character fields have trailing blanks removed.
- ▲ Numeric fields have leading blanks removed.

Follow these procedures when you Merge Print using a dBASE II data file:

- ▲ Use the DOS Copy Command to copy the ASCII file to the LEWP data disk where your Form Document is stored. See Appendix A, DOS Commands. This step is not necessary; however, it's advisable to carry it out before you Merge Print, as it ensures that you do not mix database and word processing files on the same disk.
- ▲ In the Merge Print Menu, enter the full name for the Merge Data File.
- ▲ Select **dBASE II (Delimited)** from the Merge Print Menu. This causes LEWP to read quote marks and commas (',' ) as field delimiters.



## **PRINTING LABELS**

You can use Merge Print to print a list of names and addresses onto a prepared sheet of labels. As in other Merge Print functions, there are two stages to the process:

- ▲ Preparing a list of labels to print in columns. To do this, you need to create a Merge List and then combine sets of records into extended records not exceeding 200 characters.
- ▲ Creating a Form Document that prints the extended records in columns.

To print labels in a single column (one up), just create a Form Document that contains only field specifiers. To print labels four up, see the example below. It shows you how to print 4-line labels in four columns, using a Merge List with name, address, city, state, and zip code as fields.

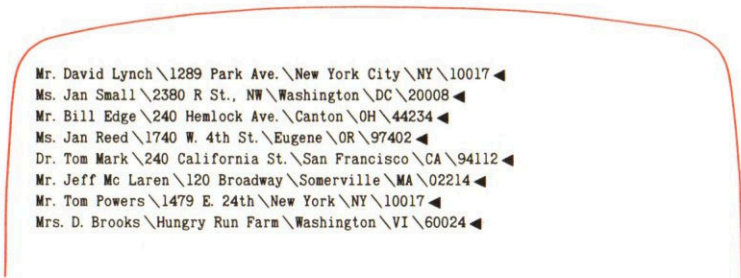
### **Preparing a Label List**

To prepare a label list:

1. Set margins in the Format Line to 1 and 200.
2. Create a Merge List according to the rules provided above. Establish five fields and enter the data.
3. Combine records 1–4 into a single extended record:
  - ▲ Delete the carriage return at the end of the first record and insert a field delimiter (\) in its place.
  - ▲ Repeat this for records 2 and 3.

Do not allow the extended record to exceed 200 characters. If it's likely to do so, combine only three records.

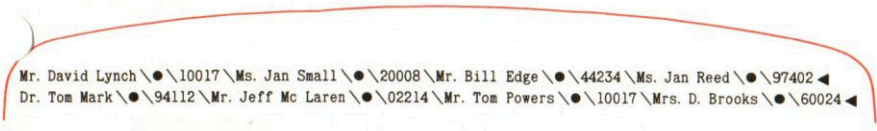
When you've finished, you'll have a list transformed from this:



```
Mr. David Lynch\1289 Park Ave.\New York City\NY\10017 ◀
Ms. Jan Small\2380 R St., NW\Washington\DC\20008 ◀
Mr. Bill Edge\240 Hemlock Ave.\Canton\OH\44234 ◀
Ms. Jan Reed\1740 W. 4th St.\Eugene\OR\97402 ◀
Dr. Tom Mark\240 California St.\San Francisco\CA\94112 ◀
Mr. Jeff Mc Laren\120 Broadway\Somerville\MA\02214 ◀
Mr. Tom Powers\1479 E. 24th\New York\NY\10017 ◀
Mrs. D. Brooks\Hungry Run Farm\Washington\VI\60024 ◀
```

*Figure 8-10*—Mailing Labels: Initial List

—to this:



```
Mr. David Lynch\●\10017\Ms. Jan Small\●\20008\Mr. Bill Edge\●\44234\Ms. Jan Reed\●\97402 ◀
Dr. Tom Mark\●\94112\Mr. Jeff Mc Laren\●\02214\Mr. Tom Powers\●\10017\Mrs. D. Brooks\●\60024 ◀
```

note: ● represents fields omitted for reasons of space

*Figure 8-11*—Mailing Labels: Extended List

Note how fields in the original records correspond to fields in the extended record:

Original		Extended	
Record #	Field #	Record #	Field #
1	1	1	1
1	2	1	2
2	1	1	6
2	2	1	7
5	1	2	1
5	2	2	2

—and so on.

## Creating a Form Document

The Form Document takes the fields from the extended records and arranges them in columns.

1. Set margins in the Format Line to correspond to the width of the prepared sheet of label blanks. Set tab stops to correspond to the position of the labels on the sheet.

2. Type field specifiers at the tab stops so that they correspond to the contents of the extended records, as in the example below:

```

†1†      †6†      †11†     †16†
†2†      †7†      †12†     †17†
†3†      †8†      †13†     †18†
†4† †5† †9† †10† †14† †15† †19† †20†
  
```

Figure 8-12—Mailing Labels: Form Document

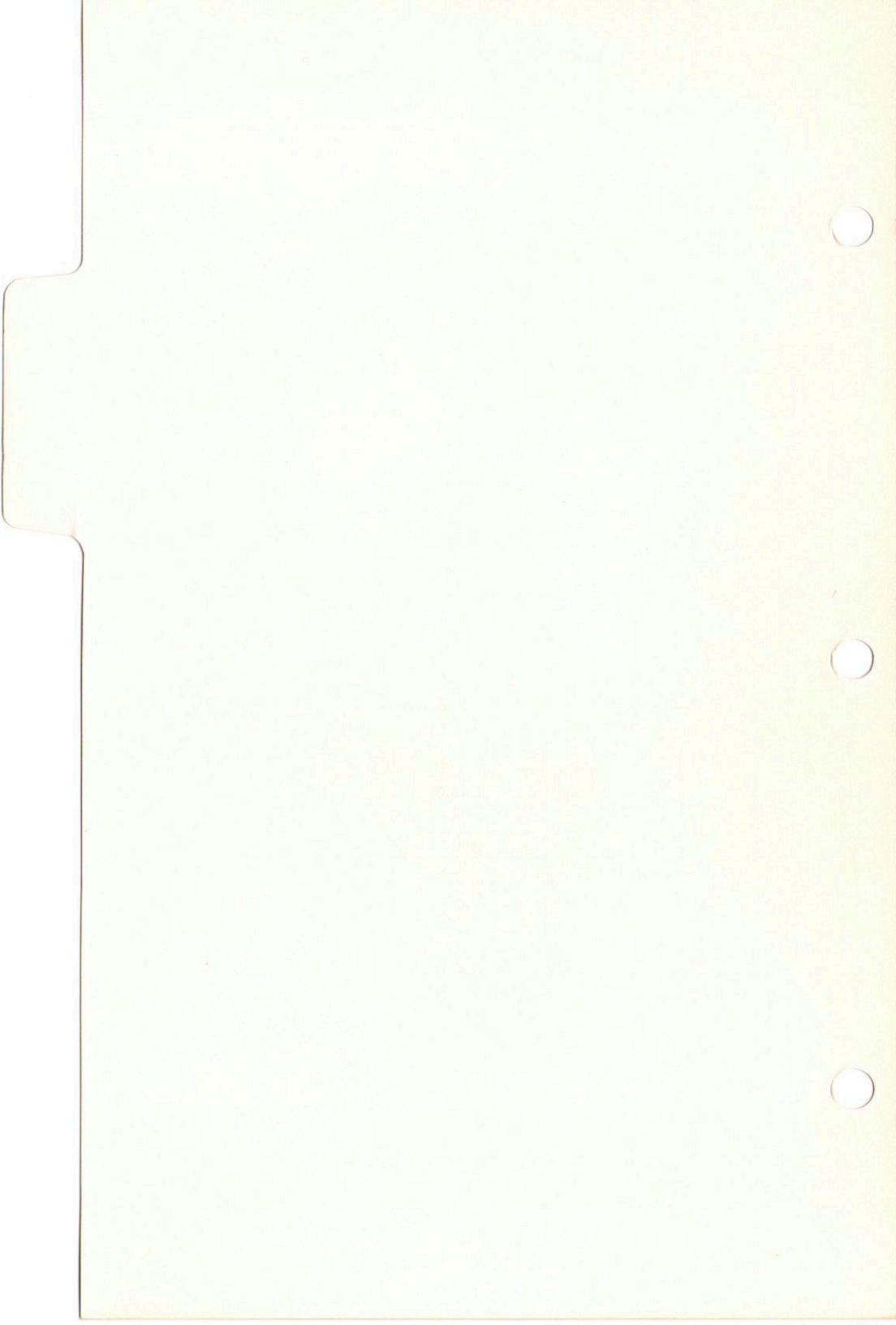
Convert the extended list to ASCII. When you Merge Print, change the Paper Length setting in the Print Menu to fit the label spacing. Your labels will print like this:

Mr. David Lynch	Ms. Jan Small	Mr. Bill Edge	Ms. Jan Reed
1289 Park Ave.	2380 R St., NW	240 Hemlock Ave.	1740 W. 4th St.
New York	Washington	Canton	Eugene
NY 10017	DC 20008	OH 44234	OR 97402

Figure 8-13—Mailing Labels: Printed List







# 9

---

# Spelling Correction

*As Chairman of the Board, the recent decrease in sales causes me great consterspation.*

*Acheivement . . . achievement . . . i after e except after c or when sounding like . . . like . . . . Who's got the dictionary?*

*Our congratulations to Susan on winning this year's tournemant.*



You have a report to write, a long one, and there's a tight deadline. It has to look good, but there's just not enough time to go through it clutching a dictionary. You're too pressed even to hand it off to someone else to check.

Hold the panic: there is a way of getting that report out and having it look good. Run Spelling Correction.\*

Spelling Correction consists of three parts:

- ▲ A dictionary containing a list of over 80,000 correctly spelled words.
- ▲ A second dictionary, called the user dictionary, containing any words you want to add to the list.
- ▲ A program that systematically checks your document against the contents of the two dictionaries.

When you run Spelling Correction, the cursor moves through your document, checking each word against the lists. If a word is not listed in the dictionaries, the program flags it—that is, displays it as a possible error.

The program then offers you a number of ways of dealing with the word it has flagged. If it's a misspelling, you can have the program display similar words, correctly spelled. If it's not misspelled (it may be a proper name or an abbreviation), you can ignore it, replace it, or add it to the list of correctly spelled words.

---

\* **Leading Edge Spelling Correction is based on Proximity/Merriam-Webster Linguibase software.**

The Proximity/Merriam-Webster Linguibase  
 © 1984 All Rights Reserved.  
 Proximity Technology, Inc.  
 © 1984 All Rights Reserved.  
 Merriam-Webster Inc.



Proximity is a registered trademark and Linguibase is a trademark of Proximity Technology, Inc.

You can run Spelling Correction whenever you are in a document. Spelling Correction checks your document from the cursor position forward to the end of the document.

## **LOADING SPELLING CORRECTION**

**Before you use Spelling Correction, you must follow the instructions in the Installation Guide and be running PC-DOS or MS-DOS version 2.0 or higher.**

### **Floppy-Disk System**

To check a document for spelling errors, you must have it open.

1. Position the cursor where you want to begin checking the document.
2. Press the **CONTROL** and **SEARCH** (F7) keys. The screen splits into two Windows showing your text in the top half. You cannot have two documents open simultaneously while using Spelling Correction because the Spelling Menu is displayed in the bottom half of the screen. The system prompts:

Insert the Spelling Disk in Drive A, press any key when ready.

3. Remove the disk from the drive named in the screen prompt and replace it with the Spelling Disk.
4. Press any key to continue. While the program is loading, the system prompts:

Loading spelling files & dictionary.

## Hard-Disk System

Follow steps 1 and 2 listed above. There is no need for disk handling; the spelling files are already on Drive C.

Loading spelling files & dictionary.

When Spelling Correction is loaded, the Spelling Menu appears in the bottom half of the screen and the word *Spelling* appears in the top right corner of the screen to remind you that the spelling program is in use. You can follow the program's progress through your document by watching the Line Counter.

```

Editing:  SAMPLE                               Spelling
12:50pm  1-27-85                               Page  1  Line  2 / 52  Position  77
L.....R

```

When you've loaded the spelling files and dictionary, Spelling Correction brings up the Spelling Menu in the window on the lower half of the screen. Simultaneously, it locates the first word in your document not conforming to its dictionary, and positions the cursor below that word. For example, imagine you misspell a word...

---

```

                                     misspell
Display suggestions      (CONTROL-F7)
Search for next misspelling (F7)
Replace this word       (SHIFT-F7)
Add to user dictionary   (INSERT)
End spelling            (ESC)

```

Make selection and Press EXECUTE or Press key(s) in parentheses.

Figure 9-1—Document with Spelling Menu

## THE SPELLING MENU

When Spelling Correction finds a word that it does not recognize, the cursor pauses at the **beginning** of the

word, which is displayed in full context. The word is also displayed at the top of the Spelling Menu.

The Spelling Menu provides options for correcting, ignoring, adding the word to the user dictionary, replacing the word, or ending the spelling program. You select the option by moving the selector and pressing **EXECUTE**, by pressing the first letter of the selection name, or by using the Menu Bypass keys displayed on the menu. When the entire document has been checked, the menu disappears and the normal word processing screen returns.

**Display Suggestions.** Use this selection to display up to 4 correctly spelled words that are phonetically similar to the flagged word.

- ▲ If the correct spelling of the flagged word is displayed, use the **ARROW** keys to highlight the correct alternative and press **EXECUTE** or press the number in parentheses next to the word. Spelling Correction corrects the word and continues checking the document.

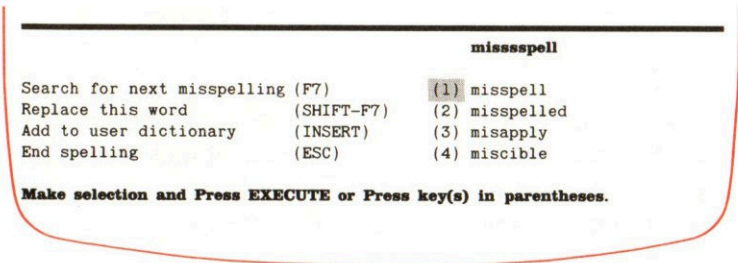


Figure 9-2—Suggested Spellings

- ▲ If the correct spelling of the flagged word is not displayed, see Replace This Word.
- ▲ If there are no suggested corrections for the word, the program prompts:

There are no corrections for this word.

In this case, see Replace This Word.

When Spelling Correction flags a word that is capitalized, the displayed suggestions are capitalized. When the flagged word has at least its first two letters capitalized, the displayed suggestions are listed with all letters capitalized.

**Search for Next Misspelling.** Use this selection when the flagged word is acceptable to you but is not found in the dictionary (for example, a name, a town, or an abbreviation) and you do not want to add it to your user dictionary. When you select this option, the system will prompt:

Do you want to ignore further occurrences of this word in this document?

Press  if you don't want Spelling Correction to flag this word anymore during this correction session. The word will be ignored for the rest of this spelling session. The flagged word is not, however, stored in your user dictionary.

or

Press .

In either case, Spelling Correction leaves the word as it is and continues checking the document.

**Replace This Word.** Make this selection if the word is misspelled and none of the suggested spellings seems appropriate or if you want to replace the word with another word. When you select Replace This Word, the program prompts:

Replace with what?

1. Type the new word.  
The old word is displayed in the upper-left corner of the screen for you to edit.

2. Press .

The new word is inserted and Spelling Correction continues checking the document starting with the word you have just inserted. In this way, the new word is checked to insure that it is already in the dictionary and that you have spelled it correctly. If Spelling Correction flags the new word, you may want to add it to your user dictionary.

**Add to User Dictionary.** Since Spelling Correction checks every word in your document, it occasionally comes across words that are correct but not contained among the words it recognizes. Proper names, specialized terms, and acronyms (like LEWP) are often in this category. Add these words to your user dictionary, and Spelling Correction will always recognize them. **It is important to add only correctly spelled words to your user dictionary because, once added, Spelling Correction will no longer flag the word as incorrect.** If you add a word that is incorrect and wish to eliminate it, see Editing the User Dictionary.

Spelling Correction provides one user dictionary where you can add your own words. On a floppy-disk system, there is room for about 4,000 words. On a hard-disk system, the user dictionary is limited only by the space available on the disk.

When you make this selection, Spelling Correction incorporates this word into your user dictionary.

- ▲ If the word you want to add to the dictionary has any of its letters capitalized, the program prompts:

Must capitalization of word be maintained?

Press  if you want the word entered into your user dictionary as it appears. Example: Press  to enter *Vienna, Stockholm, DOS, or UNICEF.*

**or**

Press .

- ▲ If the word ends in a period, the program prompts:

Is this an abbreviation?

Press  if the word is an abbreviation or other word that always appears with a period. Example: Press  to enter *Mrs., Dr., or Apt.*

**or**

Press .

**End Spelling.** This selection enables you to cancel Spelling Correction at any time and return to the document. When the program prompts:

End Spelling?

Press .

If you have a floppy-disk system and want to get HELP messages, return your LEWP Master Disk to Drive A. Otherwise, you can access all of the word processing features and Spelling Correction with your Spelling Disk in Drive A.

## EDITING THE USER DICTIONARY

From time to time you may want to check your user dictionary for misspelled entries and remove entries you no longer need. To make changes to your user dictionary, convert it to a document, edit the document of words, and finally reconvert it back to your user dictionary. To do either conversion, you'll need to follow a path of menu choices as illustrated below.

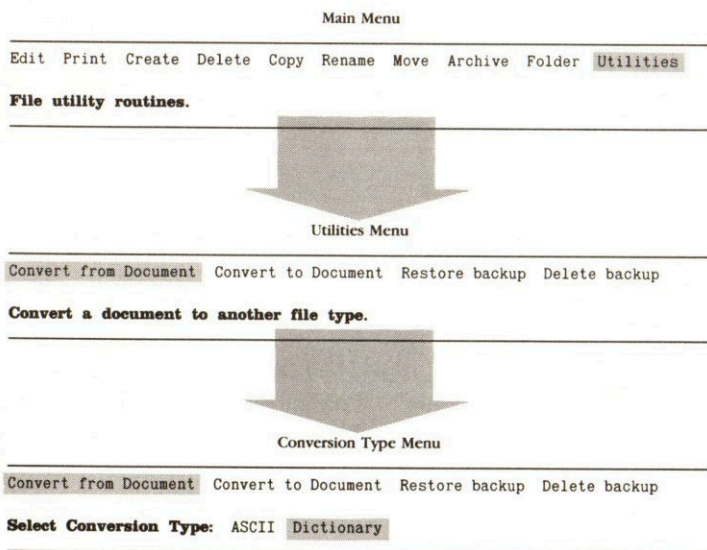


Figure 9-3—Menu Path for Document Conversion



To create a document from a user dictionary:

1. Select **Utilities** from the Main Menu and press **EXECUTE**.  
The Utilities Menu appears.
2. Select **Convert to Document** from the Utilities Menu and press **EXECUTE**.  
The Conversion Type Menu appears.
3. Select **Dictionary** from the Conversion Type Menu and press **EXECUTE**.

Enter document name: █

4. Name the document and press **EXECUTE**.  
LEWP now creates and opens a document made up of words contained in the user dictionary.

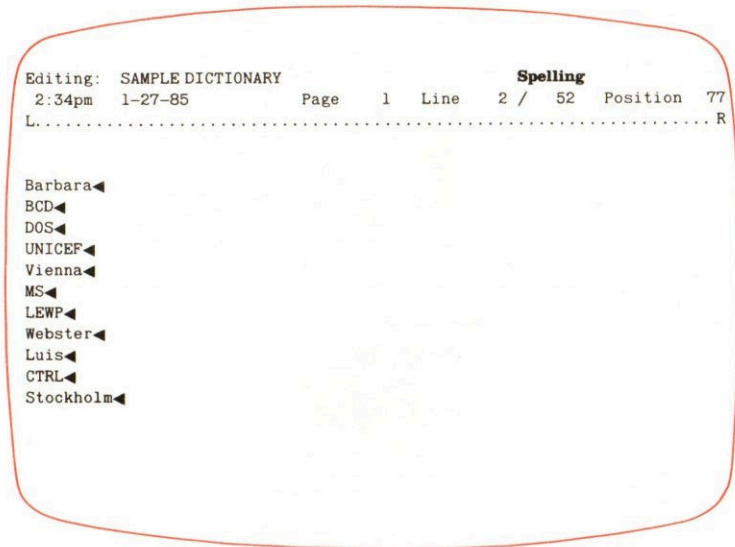


Figure 9-4—Document Created from User Dictionary

Notice the format. Each word is on a separate line followed by a . You may edit just like you would any other LEWP document; however, when you close it, the words must be in this special format.

To create a user dictionary from your edited document, make sure that each word is placed by itself on a line followed by a  as shown in Figure 9-4 above.

1. Select **Utilities** from the Main Menu and press .  
The Utilities Menu appears.
2. Select **Convert from Document** from the Utilities Menu and press .  
The Conversion Type Menu appears.
3. Select **Dictionary** from the Conversion Type Menu and press .

The document is loaded into your user dictionary space on the Spelling Disk. The new user dictionary replaces the previous one.

## ETCETERAS

If you find that certain words are incorrectly marked as misspelled or are not being corrected for reasons that are not readily apparent, note the following possibilities:

- ▲ Spelling Correction does not check to see if you have put capital letters at the beginning of a sentence.
- ▲ Spelling Correction does not correct lowercase *i* to *I*. This allows you to create a preface numbered with roman numerals. Roman numerals are checked up to XXXIX.

- ▲ All one-character words (other than *I, a, x,* or *V*) must be followed by a period [.] or a right parenthesis [)]. This allows Spelling Correction to check your outlines.

USE:

b.

c.

d.

b)

c)

d)

BUT NOT:

b]

c]

d]

b/

c/

d/

- ▲ Arabic numbers (1,2,3,4,5 . . . ) are not checked.
- ▲ Spelling Correction will flag any word longer than 30 letters as misspelled. If you want to use the word, select Find Next Misspelling.
- ▲ Multipurpose words such as *s/be*, *(s)be*, and *source(s)* will be flagged as misspelled. To retain them in your document, select **Find Next Misspelling**.
- ▲ The following prefixes are included in the dictionary.

anti

dis

multi

semi

under

co

ex

non

sub

counter

inter

over

super

de

mono

para

trans

- ▲ Hyphenated words using the above prefixes will not be flagged as incorrect if the word to the right of the hyphen is correctly spelled.

Examples: *ex-wife*, *semi-solid*, *multi-lingual* are all correct.

*ultra-conservative* would be considered wrong because the prefix is not on the prefix list.

*sub-atomick* would be considered wrong because the word to the right of the hyphen is misspelled.

- ▲ In cases where hyphens are inserted between several complete words, each word is checked individually. Examples: *out-of-state*, *fly-by-night*, *merry-go-round* are all correct.

*namby-pamby* will be flagged as incorrect because neither is in the dictionary. You can, of course, add them to your user dictionary in which case they will henceforth be accepted.

- ▲ Words separated by a hyphen at the end of a line will be flagged as incorrect.

Example: The understudy seized a great opportunity when the star broke his leg.

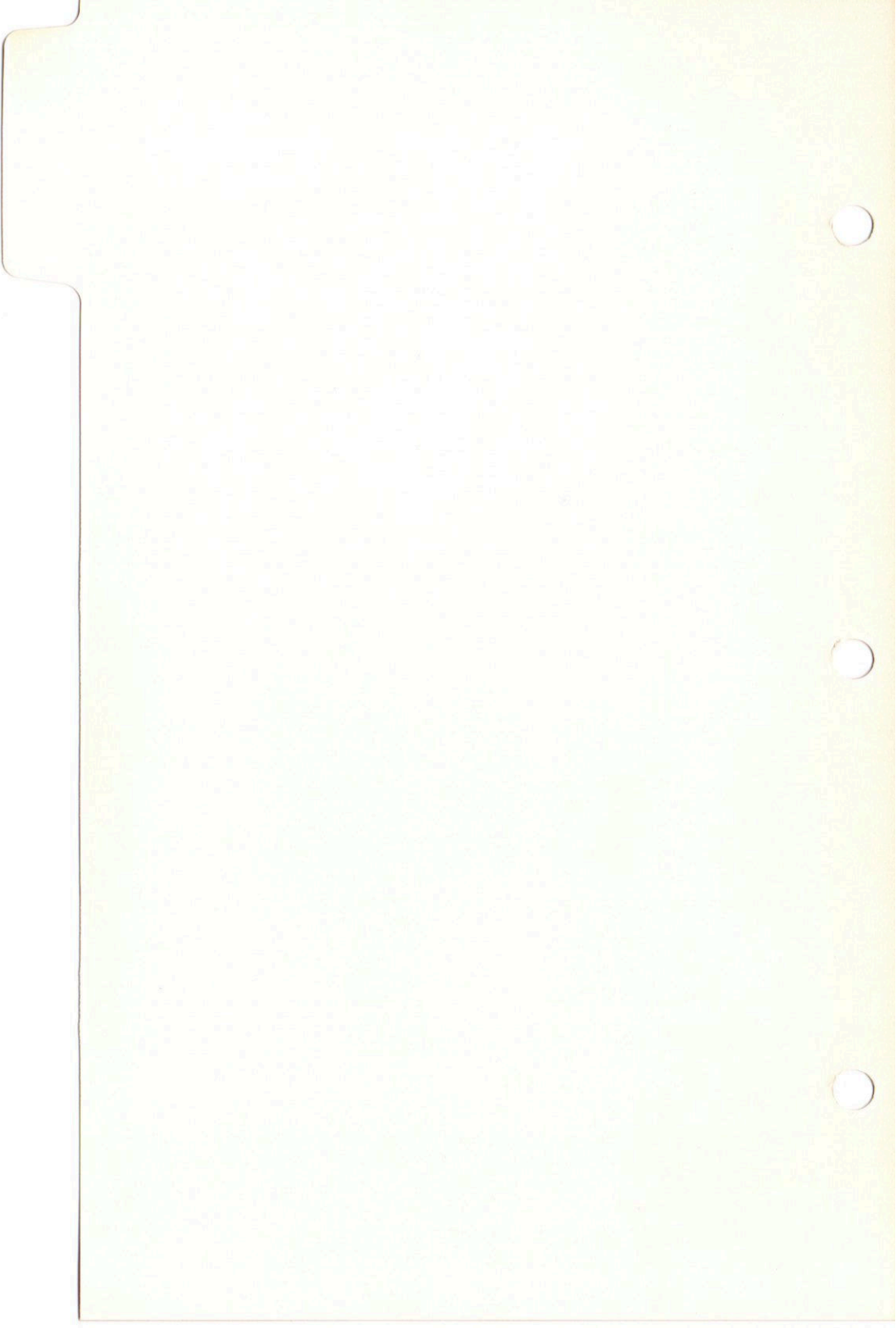
Both *op* and *portunity* would be considered incorrect because *op* is not found in the prefix list and *portunity* is not found in the dictionary.

## SPELLING CORRECTION

ACTIVITY	COMMANDS	RESULT
<b>Load Spelling Correction</b>		
Floppy-Disk System:	1. Move cursor where spelling correction will begin. 2. Press <b>CONTROL-SEARCH</b> . 3. Insert Spelling Disk. 4. Press any key.	1. Spelling Menu appears on bottom half of screen.  2. Program searches for first misspelled word in document.
Hard-Disk System:	Steps 1 & 2 above.	
<b>Spelling Menu:</b>		
Display suggestions	1. Press <b>CONTROL-SEARCH</b> .  2. Select acceptable spelling. <b>or</b> Select another option from the Spelling Menu.	1. Program shows up to 4 alternative spellings. 2. New spelling replaces flagged word.
Search for next misspelling	1. Press <b>SEARCH</b> . 2. Press <b>EXECUTE</b> . <b>or</b> Press <b>ESCAPE</b> .	Program ignores other occurrences of the word. <b>or</b> Program flags future occurrences of the word.
Replace this word	1. Press <b>SHIFT-SEARCH</b> . 2. Type new word. 3. Press <b>EXECUTE</b> .	Program replaces flagged word with new word.
Add to user dictionary	Press <b>INSERT</b> .  If word is capitalized or ends with a period: Press <b>EXECUTE</b> . <b>or</b> Press <b>ESCAPE</b> .	Flagged word is added to user dictionary as typed.  <b>or</b> Retains capitals/periods. <b>or</b> Ignores capitals/periods.
End Spelling	1. Press <b>ESCAPE</b> . 2. Press <b>EXECUTE</b> .	Spelling Correction ends and program returns to the document screen.

Table 9-1—Summary Table





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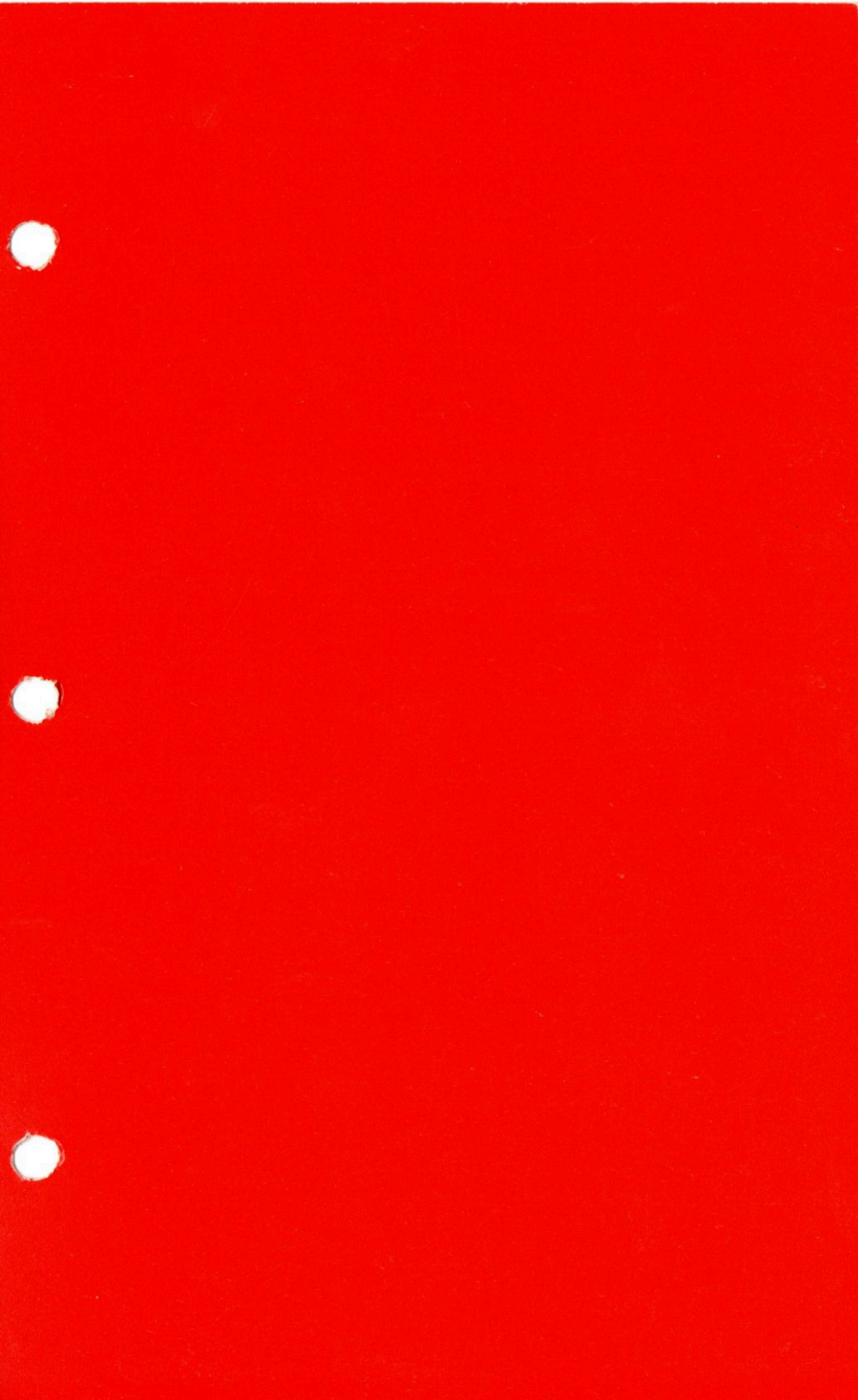
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