TRS-80® Model 4D

SCRIPSIT® Pro

TAND

TERMS AND CONDITIONS OF SALE AND LICENSE OF TANDY COMPUTER EQUIPMENT AND SOFTWARE PURCHASED FROM RADIO SHACK COMPANY-OWNED COMPUTER CENTERS, RETAIL STORES AND RADIO SHACK FRANCHISEES OR DEALERS AT THEIR AUTHORIZED LOCATIONS

LIMITED WARRANTY

I. CUSTOMER OBLIGATIONS

A. CUSTOMER assumes full responsibility that this computer hardware purchased (the "Equipment"), and any copies of software included with the Equipment or licensed separately (the "Software") meets the specifications, capacity, capabilities, versatility, and other requirements of CUSTOMER.

B. CUSTOMER assumes full responsibility for the condition and effectiveness of the operating environment in which the Equipment and Software are to function, and for its installation.

II. LIMITED WARRANTIES AND CONDITIONS OF SALE

A. For a period of ninety (90) calendar days from the date of the Radio Shack sales document received upon purchase of the Equipment. RADIO SHACK warrants to the original CUSTOMER that the Equipment and the medium upon which the Software is stored is free from manufacturing defects. **This warranty is only applicable to purchases of Tandy Equipment by the original customer from Radio Shack company-owned computer centers, retail stores, and Radio Shack franchisees and dealers at their authorized locations**. The warranty is void if the Equipment's case or cabinet has been opened, or if the Equipment or Software has been subjected to improper or abnormal use. If a manufacturing defect is discovered during the stated warranty period, the defective Equipment must be returned to a Radio Shack Computer Center, a Radio Shack retail store, a participating Radio Shack franchisee or a participating Radio Shack dealer for repair, along with a copy of the sales document or lease agreement. The original CUSTOMER'S sole and exclusive remedy in the event of a defect is limited to the correction of the defect by repair, replacement, or refund of the purchase price, at RADIO SHACK'S election and sole expense. RADIO SHACK has no obligation to replace or repair expendable items.

B. RADIO SHACK makes no warranty as to the design, capability, capacity, or suitability for use of the Software, except as provided in this paragraph. Software is licensed on an "AS IS" basis, without warranty. The original CUSTOMER'S exclusive remedy, in the event of a Software manufacturing defect, is its repair or replacement within thirty (30) calendar days of the date of the Radio Shack sales document received upon license of the Software. The defective Software shall be returned to a Radio Shack Computer Center, a Radio Shack retail store, a participating Radio Shack franchisee or Radio Shack dealer along with the sales document.

C. Except as provided herein no employee, agent, franchisee, dealer or other person is authorized to give any warranties of any nature on behalf of RADIO SHACK.

D. **EXCEPT AS PROVIDED HEREIN, RADIO SHACK MAKES NO EXPRESS WARRANTIES, AND ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE IS LIMITED IN ITS DURATION TO THE DURATION OF THE WRITTEN LIMITED WARRANTIES SET FORTH HEREIN.**

E. Some states do not allow limitations on how long an implied warranty lasts, so the above limitation(s) may not apply to CUSTOMER.

III. LIMITATION OF LIABILITY

A. **EXCEPT AS PROVIDED HEREIN, RADIO SHACK SHALL HAVE NO LIABILITY OR RESPONSIBILITY TO CUSTOMER OR ANY OTHER PERSON OR ENTITY WITH RESPECT TO ANY LIABILITY, LOSS OR DAMAGE CAUSED OR ALLEGED TO BE CAUSED DIRECTLY OR INDIRECTLY BY "EQUIPMENT" OR "SOFTWARE" SOLD, LEASED, LICENSED OR FURNISHED BY RADIO SHACK, INCLUDING, BUT NOT LIMITED TO, ANY INTERRUPTION OF SERVICE, LOSS OF BUSINESS OR ANTICIPATORY PROFITS OR CONSEQUENTIAL DAMAGES RESULTING FROM THE USE OR OPERATION OF THE "EQUIPMENT" OR "SOFTWARE." IN NO EVENT SHALL RADIO SHACK BE LIABLE FOR LOSS OF PROFITS, OR ANY INDIRECT, SPECIAL, OR CONSEQUENTIAL DAMAGES ARISING OUT OF ANY BREACH OF THIS WARRANTY OR IN ANY MANNER ARISING OUT OF OR CONNECTED WITH THE SALE, LEASE, LICENSE, USE OR ANTICIPATED USE OF THE "EQUIPMENT" OR "SOFTWARE."**
NOTWITHSTANDING THE ABOVE LIMITATIONS AND WARRANTIES, RADIO SHACK'S LIABILITY HEREUNDER FOR DAMAGES INCURRED BY CUSTOMER OR OTHERS SHALL NOT EXCEED THE AMOUNT PAID BY CUSTOMER FOR THE PARTICULAR "EQUIPMENT" OR "SOFTWARE" INVOLVED.

B. RADIO SHACK shall not be liable for any damages caused by delay in delivering or furnishing Equipment and/or Software.

C. No action arising out of any claimed breach of this Warranty or transactions under this Warranty may be brought more than two (2) years after the cause of action has accrued or more than four (4) years after the date of the Radio Shack sales document for the Equipment or Software, whichever first occurs.

D. Some states do not allow the limitation or exclusion of incidental or consequential damages, so the above limitation(s) or exclusion(s) may not apply to CUSTOMER.

IV. SOFTWARE LICENSE

RADIO SHACK grants to CUSTOMER a non-exclusive, paid-up license to use the TANDY Software on **one** computer, subject to the following provisions:

A. Except as otherwise provided in this Software License, applicable copyright laws shall apply to the Software.

B. Title to the medium on which the Software is recorded (cassette and/or diskette) or stored (ROM) is transferred to CUSTOMER, but not title to the Software.

C. CUSTOMER may use Software on a multiuser or network system only if either, the Software is expressly labeled to be for use on a multiuser or network system, or one copy of this software is purchased for each node or terminal on which Software is to be used simultaneously.

D. CUSTOMER shall not use, make, manufacture, or reproduce copies of Software except for use on **one** computer and as is specifically provided in this Software License. Customer is expressly prohibited from disassembling the Software.

E. CUSTOMER is permitted to make additional copies of the Software **only** for backup or archival purposes or if additional copies are required in the operation of **one** computer with the Software, but only to the extent the Software allows a backup copy to be made. However, for TRSDOS Software, CUSTOMER is permitted to make a limited number of additional copies for CUSTOMER'S own use.

F. CUSTOMER may resell or distribute unmodified copies of the Software provided CUSTOMER has purchased one copy of the Software for each one sold or distributed. The provisions of this Software License shall also be applicable to third parties receiving copies of the Software from CUSTOMER.

G. All copyright notices shall be retained on all copies of the Software.

V. APPLICABILITY OF WARRANTY

A. The terms and conditions of this Warranty are applicable as between RADIO SHACK and CUSTOMER to either a sale of the Equipment and/or Software License to CUSTOMER or to a transaction whereby Radio Shack sells or conveys such Equipment to a third party for lease to CUSTOMER.

B. The limitations of liability and Warranty provisions herein shall inure to the benefit of RADIO SHACK, the author, owner and or licensor of the Software and any manufacturer of the Equipment sold by Radio Shack.

VI. STATE LAW RIGHTS

The warranties granted herein give the **original** CUSTOMER specific legal rights, and the **original** CUSTOMER may have other rights which vary from state to state.

Notice to Model 4D Users
Copying SCRIPSIT Pro from
Single- to Double-sided Diskettes

Cat. No. 26-1601

Your SCRIPSIT Pro program diskette is a single-sided diskette. If you want to transfer SCRIPSIT Pro and its associated programs to a double-sided diskette for use on your Model 4D, use the following procedures. These procedures copy all the files on the diskette(s). If you do not want to copy all files, change the BACKUP command to suit your needs. For more information on the BACKUP command's parameters, see the *Model 4D Disk System Owner's Manual.*

1. Start up your Model 4D with the SCRIPSIT Pro program diskette in Drive 0.

2. At TRSDOS Ready, insert a blank, double-sided diskette into Drive 1, and close the drive door. Be sure that the diskette's write-protect notch is not covered by a tab.

3. Format the diskette in Drive 1 for data storage by typing:

   FORMAT :1 (Q=N,SIDES=2) [ENTER]

   If your diskette contains any flawed cylinders (indicated by asterisks on the screen), the diskette might be defective, or your disk drive might be dirty. Repeat steps 2 and 3 with another diskette until your format is successful.

4. When the format process is complete, enter these commands:

   SYSTEM (SYSRES=2) [ENTER]
   SYSTEM (SYSRES=3) [ENTER]
   SYSTEM (SYSRES=10) [ENTER]
   SYSTEM (SYSRES=12) [ENTER]

5. Enter the BACKUP command as follows:

   BACKUP :0 :1 (S,I,X) [ENTER]

   Note: The X parameter causes BACKUP to ask you to swap diskettes. Even if you alter your BACKUP command, you must include X.

6. The screen displays:

   Insert SOURCE disk (ENTER)

   The SCRIPSIT Pro single-sided diskette in Drive 0 is your source diskette, so you need only press (ENTER) at this prompt.

7. When the backup is complete, the screen displays:

   Insert SYSTEM disk (ENTER)

   The SCRIPSIT Pro single-sided diskette is a system diskette, so just press (ENTER). TRSDOS informs you whether the backup was successful. If an error occurred, refer to Appendix D in the *Model 4D Disk System Owner's Manual.*

To move the Dictionary diskette files to the same double-sided diskette as the SCRIPSIT Pro programs:

1. Enter the BACKUP command outlined in step 5 above, with your single-sided SCRIPSIT Pro diskette in Drive 0 and the double-sided SCRIPSIT Pro diskette in Drive 1.

2. At the Insert SOURCE disk prompt, replace the single-sided SCRIPSIT Pro diskette in Drive 0 with the Dictionary diskette, and press (ENTER).

3. When the backup is complete, the screen displays:

   Insert SYSTEM disk (ENTER).

   Reinsert the SCRIPSIT Pro single-sided diskette in Drive 0, close the drive door, and press (ENTER). You can now use the double-sided diskette in Drive 1 as your working copy of SCRIPSIT Pro, complete with the dictionary.

   Note: After you complete any of the above procedures, reset your Model 4D before you load SCRIPSIT Pro.

   Also note that when you use the dictionary from Drive 0, you must have a data diskette in Drive 1 for the dictionary to work properly.

Radio Shack
A Division of Tandy Corporation

875-9870

Addendum to
SCRIPSIT PRO
Cat. No. 26-1601

Hyphenating Tabbed Text

You can indent paragraphs by using either an Indent or hanging Indent tab in the tabline. You can hyphenate such paragraphs as stated in the manual.

It is also possible to create indents anywhere in a paragraph by inserting tabs at the beginning of the lines. It is not possible to hyphenate such paragraphs, however, and any attempt to do so might cause the program to fail. To recover your document, see Appendix C for details on the RESCUE utility.

Frozen Text

"Freezing" blocks of text is an easy way to protect them from global changes to your document. However, any direct attempt to make a change to frozen text could produce unexpected results:

1. Performing a block function on frozen text could leave part of your document highlighted. To correct this, press <CTRL><B><BREAK>.

2. Changing the margins on a frozen paragraph will give you the error message: "A frozen paragraph cannot be altered." When you press <BREAK> to remove the error message, the margin settings on the tab line might change. To correct this, immediately change the margins back to their previous settings using the normal tabline procedure.

Radio Shack
A Division of Tandy Corporation

875-9893

TRS-80® Model 4D
SCRIPSIT® Pro

COMPUSOFT®
PUBLISHING
A DIVISION OF COMPUSOFT, INC., SAN DIEGO

SCRIPSIT Pro

Copyright© 1985 by CompuSoft Publishing, A Division of CompuSoft, Inc.
San Diego, CA 92119
SCRIPSIT® Pro software copyright© 1985 by Samuel A. Solomon

Licensed to Tandy Corporation

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means electronic, mechanical, photocopying, recording or otherwise, without prior written permission of the publisher. No patent liability is assumed with respect to the use of the information contained herein. While every precaution has been taken in the preparation of this book, the publisher assumes no responsibility for errors or omissions. Neither is any liability assumed for damages resulting from the use of the information contained herein.

Principal Author: Gary Williams

CompuSoft® is a registered trademark of CompuSoft, Inc.

Excerpts from *A Connecticut Yankee in King Arthur's Court* used by permission of the Mark Twain Foundation, c/o Edward J. Willi, 74 Trinity Place, New York, New York 10006.

International Standard Book Number: 0-932760-32-5

Library of Congress Catalog Card Number: 85-70150

10 9 8 7 6 5 4 3 2 1

Printed in the United States of America.

Contents

Introduction xv
The Electronic Typewriter xv
The Word Processor xvi
Optional Features xvi
Why SCRIPSIT Pro? xvii
Document Handling xvii
Windows xvii

Level One - The Electronic Typewriter 1

Chapter 1 - What Do I Do First? 3
Hooking Everything Up 3
Handling the Diskettes 3
Write-Protect Tabs 4
Turning on the Computer 4
Formatting a Diskette 6
In Short 7
If There Is Trouble 7
Making a Backup of the SCRIPSIT Pro Disk 8
Making Backups of Other Disks 8
Using a Hard Disk Drive 9
Putting SCRIPSIT Pro onto the Hard Drive 10
Backups *to* the Hard Drive 10
Backups *from* the Hard Drive 10
"Loading" SCRIPSIT Pro 11

Chapter 2 - Typing a Paragraph 15
The Cursor 15
Typing Over Mistakes 16
Deleting Letters 16
Inserting Letters 17
The Tabline 17
The Status Line 17
Saving What You've Written 19
Deleting Lots 20
Getting It Back 21

Chapter 3 - Printing a Paragraph **23**
The Print Text Options 23

Chapter 4 - Quitting the Document **25**
Returning to the Main Menu 26
Returning to TRSDOS 26
Filling in the Reference Card 27
Summary 28

Level Two - Basic Word Processing **29**

Chapter 5 - Loading the Sample File **31**
Making a Duplicate File in DOS 31
Loading MARK 32

Chapter 6 - The Cursor **35**
Text Quantity Definitions 35
Big Cursor Movements 36
View Mode 39

Chapter 7 - Blocks **41**
Identifying a Block 41
Deleting a Block 42
Copying a Block 42
Recalling a Block 43
Moving a Block 43
The Copy Buffer 44
Printing a Block 44

Chapter 8 - Designing the Page **47**
The Tabline 47
Tabline Summary 51
The "Margin" Command 52
Centering Paragraphs 53
Shift Lock 53
Forcing a New Page 54
Making a New Copy of TWAIN 55

Chapter 9 - Headers, Footers and Automatic Page Numbering **57**
Headers 57
Footers 58
Automatic Page Numbering 58

Chapter 10 - Designing the Printout **61**
Linespacing 65
The Print Options Screen 65
Printing an Envelope 68
Printing a Document 68
Interrupting the Printing 68

Chapter 11 - Windows **71**
Viewing Two Documents at Once 71
Marking a Block in the Lower Window 73
Scrolling the Lower Window One Line at a Time 74
(Un)Synching the Windows 75
Seeing the Same Document in Both Windows 75
Shortcuts to Opening a Document 76

Chapter 12 - Aligning on a Decimal Point **77**
Changing the Align Tab Character 78
Filling in the Reference Card 80

Level Three - Intermediate Word Processing **83**

Chapter 13 - Advanced Block Action **85**
Filing Blocks 85
Boilerplating 87
Adjusting the Margins in a Block 88
Changing Linespacing in a Block 89
Room for the Buffer 89
Freezing (and Unfreezing) Blocks 90
Hyphenating a Block 92
Totalling Columns 94

Chapter 14 - Managing Files **97**
Viewing the Directory 97
Copying This Document 99
Renaming a File 101
Erasing a File 101

Chapter 15 - System Setup **105**
Getting into "System Setup" Mode 105
Setting Up Open Document Options 106
Setting Up Printer Options 108
Setting Up Search and Replace Options 109

Changing Initial Align Character 109
Changing Initial Linespacing 109
Editing User Key Sequences 110
Entering Printer Codes 110
Verifying Deletions of Text Blocks 110
Creating Backup Documents 110
Changing Format for Column Totals 112

Chapter 16 - User Keys 113
So What Are User Keys? 113
Programming a User Key 113
Executing a User Key 114
Erasing a User Key 114
Chaining a User Key 115
Looping a User Key 116
Other Uses for User Keys 116
If You *Really* Want a Lot of Characters... 117
Editing a User Key 119

Chapter 17 - Global Search and Replace 123
Finding 124
Replacing 126
Search-and-Change 127
Deleting 127
Resetting the Defaults (System Setup) 127
Filling in the Reference Card 128

Level Four - Optional Features 129

Chapter 18 - Fancy Printing 131
The "Toggle" Print Codes 131
The Non-Toggle Print Codes 133
Inserting Text During Printing 134
Inserting the Current Date 135
Typing in Two (or More) Columns 135
Proportional Spacing 138
Pausing the Printout 138
Special Characters 139
User Print Codes 139
Filling in the Reference Card 142

Chapter 19 - Next or Previous Module 143
Inserting a Document into the Chain 145
Inserting a Document into the Front of the Chain 146

Printing the Chain 147
Printing Only the End of the Chain 147
Printing Only the Beginning of the Chain 147
Printing a Single Document in the Chain 148
Filling in the Reference Card 148

Chapter 20 - Footnotes 149
Linespacing 149
Creating Footnotes as You Go 150
Typing the Footnotes All at Once 151
Printing a Document with Footnotes 152
Footnotes in Form Letters 153
Filling in the Reference Card 153

Chapter 21 - Form Letters 155
The Master Document 155
The Variables Document 157
Merging the Documents 158
Some Common Errors 159
Merging with Non-SCRIPSIT Pro Files 159
Filling in the Reference Card 162

Chapter 22 - Working with Columns 163
Definition of a Column 163
Negative Numbers 165
Changing the Format for Column Totals (System Setup) 165
Filling in the Reference Card 167

Chapter 23 - The Spelling Checker 169
For the Curious... 172

Introduction to the Reference Section 173
Appendices 173
ABSOLUTE LINE NUMBER 175
Determining Absolute Line Number 175
Moving Cursor to an Absolute Line Number 175
ALIGN TAB
See: TABS, Align Tab, Changing Align Tab Character, and Changing the Default Align Tab Character
ARROW KEYS
See: CURSOR MOVEMENTS
ASCII CHARACTERS 175
Displaying Special Characters Not Shown on Keyboard 175

ASCII TEXT CONVERSION **176**
Converting from ASCII to SCRIPSIT 176
Converting from SCRIPSIT to ASCII 176
BACKUP
See: DISKETTES AND DRIVES; HARD DRIVE; SYSTEM SETUP, Create Backup Documents
BLOCKS **177**
Defining a Block 177
Text Quantity Definitions 177
Block Action 178
Deleting 178
Copying 179
Moving 179
Recalling 179
Filing 179
Adjusting 180
Printing 180
Searching 180
Hyphenating 181
Changing Linespacing 181
Freezing 181
Unfreezing 182
Totalling Columns 182
BOILERPLATING **182**
BREAK KEY **183**
CAPS KEY **184**
CENTERING PARAGRAPHS **184**
CHAINING DOCUMENTS **184**
Next Document 184
Previous Document 185
Inserting a Document (Module) into the Chain 185
Automatic Chaining of Documents 185
CLEAR KEY **186**
Today's Date 186
Automatic Page Numbering 186
CONTROL KEY **186**
CONVERTING NON-SCRIPSIT Pro DOCUMENTS **187**
Model 4 SuperSCRIPSIT Documents 187
Model 4 Disk SCRIPSIT Documents 187
Model 4 ASCII Files 187
Model III SuperSCRIPSIT Documents 187
Model III Disk SCRIPSIT Documents 188
Model III ASCII Files 188
Model I SuperSCRIPSIT Documents 188

Model I Disk SCRIPSIT Documents 188
Model I ASCII Files 189
CURSOR MOVEMENTS 189
DELETE 190
Deleting Blocks
See: BLOCKS, Deleting
Deleting Whole Documents 190
Global Deleting
See: GLOBAL SEARCH AND REPLACE
DIRECTORY 190
Viewing a Directory While Using SCRIPSIT Pro 191
Viewing a Directory When in DOS 191
Viewing a Directory or Catalog of Specific Files 192
Printing a Catalog or Directory in DOS 192
DISK OPERATING SYSTEM 192
Returning to TRSDOS from SCRIPSIT 192
Loading SCRIPSIT from TRSDOS
See: LOADING SCRIPSIT Pro
DISKETTES AND DRIVES 193
Handling Diskettes 193
Formatting Diskettes 193
Making Backups of "System" Diskettes 194
Making Backups of "Data" Diskettes 194
Hard Drives
See: HARD DRIVE
EDITING
See: BLOCKS; CENTERING PARAGRAPHS; CURSOR MOVEMENTS; DELETE; FUNCTION KEYS; GLOBAL SEARCH AND REPLACE; INSERT; LINESPACING; PAGE NUMBERING (Automatic); PRINT CODES; SCROLLING; TABS; WINDOWS
ENTER KEY 196
ERROR MESSAGES
See: Appendix A
FILE MANAGING 197
Prepare Form Letter
See: FORM LETTERS
View Directory 197
Erase 197
Copy 197
Rename 198
Renaming a Password-Protected Document 198

FOOTERS
See: HEADERS AND FOOTERS
FOOTNOTES **198**
Footnote Numbers Relative to Page 199
Footnote Numbers Relative to Document 199
The Footnote Document 199
Example 199
Limitations 200
FORM LETTERS **200**
The Master Document 200
The Variables Document 201
Merging the Documents 201
Merging with Non-SCRIPSIT Pro Files 202
FORMAT
See: DISKETTES AND DRIVES; HARD DRIVE
FUNCTION KEYS **203**
F1 203
F2 203
F3 203
GHOST CURSOR **205**
GLOBAL SEARCH AND REPLACE **205**
The Search and Replace Options 205
Search and Change
See: SEARCH
HARD DRIVE **207**
Making Backups of Floppy Disks (including the SCRIPSIT Pro and Spelling Checker disks) to the Hard Disk 207
Making Backups of the Hard Drives to Floppies 207
Making Backups of Individual Documents 207
HEADERS AND FOOTERS **208**
Setting Up a Header 208
Setting Up a Footer 208
HELP **208**
Viewing the Help File 208
The Tabline Help Screen 212
Removing the Help Screens 212
INDENT TAB
See: TABS, Indent Tab
INSERT **213**
Inserting Typed-in Text 213
Inserting Blocks 213
KEYBOARD **214**
Special Keys 214
Special Characters
See: PRINT CODES, Special Characters

LINESPACING **215**
Default Linespacing
See: SYSTEM SETUP, Change Initial Linespacing
Changing Linespacing in Entire Document 215
Changing Linespacing in a Specific Block
See: BLOCKS, Changing Linespacing
LOADING SCRIPSIT Pro **215**
Normal Method 215
Loading SCRIPSIT Pro Directly into a Document 215
Changing SCRIPSIT Pro's Name 216
Loading SCRIPSIT Pro Automatically 216
Eliminating the Date 216
Automatically Loading SCRIPSIT Pro Directly into a Document 216
MARGIN COMMAND
See: TABS, Margin Command
MARGINS
See: TABS, Tabline, Editing Tabline, and Margin Command
NAMING A DOCUMENT **219**
Valid Names 219
Specifying a Disk Drive 219
Extensions 219
Footnotes 219
Backup Documents 219
Password Protection 220
NEW PAGE (Forcing) **220**
Forcing a New Page 220
OPENING A DOCUMENT **221**
To Open a Document from TRSDOS Ready 221
OPERATING SYSTEM
See: DISK OPERATING SYSTEM
OVERSTRIKE **222**
PAGE NUMBERING (Automatic) **223**
Automatic Page Numbering 223
PASSWORD PROTECTION **223**
Password Protecting a Disk
See: DISKETTES AND DRIVES, Formatting Diskettes
Password Protecting a Document 223
PRINT CODES **224**
Toggle Print Codes 224
Non-Toggle Print Codes 224
Special Print Codes 224
Special Characters 224
User Print Codes 225

PRINTER **225**
Printing a Document 225
Printer Drivers 225
Printing Document Chains 226
PRINTING IN OTHER FONTS
See: PRINT CODES
QUITTING THE DOCUMENT **228**
Save Changes 228
Next or Previous Module 228
Menu 228
DOS 228
Header or Footer 229
Unedit 229
RECALLING **230**
Recalling "Moved" or "Copied" Text 230
Recalling Entire Files 230
SCREEN **231**
Screen Size 231
Adjusting Brightness and Contrast 231
SCRIPSIT Pro's Primary Screens 231
SCROLLING **235**
Scrolling a Document 235
Scrolling the Lower Window Up or Down 235
Scrolling the Lower Window Left or Right 235
SEARCH **236**
Search and Change 236
SHIFT KEY **236**
Used with Letters and Numbers 236
Used with Arrow Keys 236
SPACE BAR **237**
SPELLING CHECKER **237**
Starting the Spelling Checker 237
Skip 237
Correct 237
Add 237
Limitations 238
STARTUP
See: LOADING SCRIPSIT Pro; OPENING A DOCUMENT
STATUS LINE **238**
Typical Status Line 238
When the Bottom Window Is Open 240

SYSTEM SETUP **240**
Open Document Options 240
Printer Options 241
Search and Replace Options 241
Change Align Character 241
Change Initial Linespacing 241
Edit User Key Sequence
See: USER KEY, Editing a User Key
Enter Printer Codes 242
Verify Deletions of Text 242
Create Backup Documents 242
Change Format for Column Totals 243
TABS **244**
Tabline 244
Tabline Menu 244
Editing Tabline 244
Saving Current Tabline 245
Recalling a Saved Tabline 245
Align Tab 245
Changing Align Tab Character 245
Changing the Default Align Tab Character
See: SYSTEM SETUP, Change Align Character
Using Tabs 245
Indent Tab 246
Margin Command 246
TEXT QUANTITY DEFINITIONS
See: BLOCKS
TRSDOS
See: DISK OPERATING SYSTEM
USER KEYS **247**
Programming a User Key 247
Executing a User Key 247
Editing a User Key 247
Chaining a User Key 249
Looping a User Key 249
More Than 1270 Keystrokes per User Key 249
USER PRINT CODES **249**
Programming a Print Code 249
Executing a Print Code 251
Editing a Print Code 251
VERIFY DELETIONS **252**
Changing Verify Deletions Default
See: SYSTEM SETUP, Verify Deletions of Text

VIEW MODE **252**
Turning View ON and OFF 252
WINDOWS **253**
Activating the Lower Window 253
Use Arrows to Page ⇧ or ⇩ 253
Open 253
Close 254
(Un)synch 254
Block 254

APPENDICES **255**
Appendix A - Error Messages 255
Appendix B - Disk Directories 265
Appendix C - Rescuing Lost Documents 267
Appendix D - Converting Files From Earlier Versions of SCRIPSIT and SuperSCRIPSIT 271
Appendix E - Converting ASCII Files -- Technical Reference 279
Appendix F - Writing Your Own Printer Driver 281

Introduction

Only two things matter when it comes to choosing a word processor: 1. *How much can it do* and 2. *How easy is it to use*. SCRIPSIT® Pro for the 128K Model 4 is one of the most powerful word processing programs ever offered by Tandy; yet because of the logical, common-sense way it's organized, it is extremely easy to use. There is one inescapable fact, however, that holds true with any word processor: the more capabilities it has, the more the operator has to learn.

SCRIPSIT Pro is no exception. A glance at the Contents page of this book tells you that this software does many, **many** things. If you are already an experienced word processor operator, you are probably impressed by the list. If you have never used a word processor before, you may be a little intimidated by it. "Do I have to learn all *that*?" you may ask. "Is it worth it?" If you have friends who use word processors, ask them if they'd ever go back to a typewriter. That should tell you if it's worth it.

The Electronic Typewriter

"Do I have to learn all that?" No. Take a close look at the Contents page. Notice that it is arranged in four "levels." These levels have been carefully designed to take you as far and as fast as you want to go but allow you to stop wherever you want. In Level 1, you will learn how to use the Model 4 as though it were nothing more than a correcting typewriter. You'll learn how to get started, how to type a short document, correct mistakes, print it out on paper and shut down the system. It should take less than an hour.

If you are not a professional typist but occasionally need to dash off a letter, this may be all you need. Even if you intend to use SCRIPSIT Pro a lot, this simple first level will build your confidence by showing you results right away. Everything else in the Contents builds on what you'll learn in Level 1.

The Word Processor

When you finish Level 1, quit if you like and come back for more when you're ready. Levels 2 and 3 are a beginning and an advanced course in SCRIPSIT Pro's most-used features. This is where all the good stuff comes in, and by the time you finish Level 3, you'll be a competent SCRIPSIT Pro operator. You'll learn how to do things no typewriter ever dreamed of, like moving a whole paragraph from the bottom of the page to the top without retyping a thing. And you'll learn by doing it, one step at a time.

Optional Features

Again, you can put the book down after Level 3 if you like because Level 4 teaches some features we have more-or-less arbitrarily declared to be optional. These are things that some people will need and some won't -- things like SCRIPSIT Pro's automatic footnoting, form-letter writing and column totalling. (Ever use a typewriter that could add up numbers?)

Every chapter in Level 4 is a stand-alone module. If and when the mood strikes you to add one of these optional tricks to your bag, just open to the appropriate page and take ten or fifteen minutes to learn it.

Your personal list of things to learn needn't be any longer than you want it to be. If you're enthusiastic, you can go through it all right away. (And you don't have to worry about forgetting what you've learned because SCRIPSIT Pro prompts you with little messages and "menus" as you go.) It would probably be better, however, if you take your time. Become comfortable at each level and put in some practice before you move on. You don't have to study the whole book before you can do anything useful; you'll be using SCRIPSIT Pro after the very first level. The rest just provides more powerful tools to make life easier.

Why SCRIPSIT Pro?

(A Note to Experienced Word Processor Users)
If you are upgrading to SCRIPSIT Pro from Disk SCRIPSIT, Super SCRIPSIT or some other word processing software, you may be interested in a few of the features that make this software different from what you've been using. SCRIPSIT Pro gets its name from the fact that it is truly a professional word processor. Great pains have been taken to ensure that both the software and manual are easy to understand, but don't let the simplicity fool you; SCRIPSIT Pro has muscle.

Document Handling

Much of SCRIPSIT Pro's power comes from its ability to handle more than one document at a time. There are a number of ways this comes in handy. For example, a copy of the current document can be saved to disk at any time during editing. Blocks of any size can also be marked during editing and saved to disk under a new document name or added to the end of an existing document. In other words, if you decide that a paragraph or two in the current document could be better used in another, they can be sent off to the disk to be dealt with later.

Conversely, should another document on the disk be needed in the middle of the current work, it can be recalled in its entirety and inserted right where you want it.

Windows

The professional writer or typist often needs to check the contents of one document while working on another. SCRIPSIT Pro allows the screen to be divided and a second document brought up from disk to be displayed in the lower "window." Either document can be scrolled through separately, and blocks in the lower document can be copied and inserted into the work being edited in the top half of the screen.

This ability to move text back and forth between the screen and the disk during editing makes a big difference to the serious word processor, as do many of SCRIPSIT Pro's other talents: chaining documents for printing several at once, creating footnotes and form letters, totalling columns of figures--the list goes on.

If you've been using another word processor, you're in for some pleasant surprises. If you've been using a typewriter, you're in for the surprise of your life!

LEVEL *One*

The Electronic Typewriter

In Level 1, you will learn how to use the Model 4 as a correcting typewriter. You'll learn how to get started, how to type a short document, correct mistakes, print it out on paper and shut down the system. It should take less than an hour.

If you are not a professional typist but occasionally need to dash off a letter, this may be all you need. Even if you intend to use SCRIPSIT Pro a lot, this simple first level will build your confidence by showing you results right away. Everything else in the Contents builds on what you'll learn in Level 1.

Chapter 1

What Do I Do First?

This book is written especially for those of you who have never used a word processor before. It takes you step by step through the operation of SCRIPSIT Pro without assuming any previous experience with computers or computer terminology. If you've already logged a few hundred thousand hours on some other word processor and are simply "upgrading" to SCRIPSIT Pro, you'll be able to nod wisely and say to yourself, "I know, I know" at much of what you read here, particularly in the earlier chapters. But bear with us; it's better to reinforce what you already know than to talk over the heads of the new folks.

Hooking Everything Up

If you've just unpacked new equipment, you'll need to connect the printer to your Model 4 with a special printer cable, usually sold separately. Check the instruction booklet that came with the computer for the exact location of the "parallel printer connector." That's where one end of the cable goes; the other end plugs into the printer. Plug in the power cords and insert paper following the directions in your printer manual.

Handling the Diskettes

If you've never used a diskette before, a few cautions. A computer "disk drive" stores information on a diskette by selectively magnetizing particles on its surface. This means that it's extremely important to keep anything magnetic away from your disks. Watch out for magnetic paper-clip holders, "refrigerator magnets" and so forth, and don't lay a disk on top of a radio speaker or anything else you suspect may have something magnetic about it. When disks aren't in the computer, they should be in a proper storage box.

Be careful about static electricity too. Don't slide around on the carpet in your stocking feet and then pick up a diskette. If you're having one of those days when your hair is sticking up and you get shocked every time you grab the door handle, touch a metal screw on the outside of the Model 4 case before you start handling diskettes. (There's one on the top back of the 4 and on the sides of the 4P.)

And finally, try not to get disks dirty. Keep them in their envelopes when not in use, and above all, don't touch the disk itself where it shows through the cutouts in the black housing.

Write-Protect Tabs

Each disk has a notch in one corner. If this notch is covered up with one of the small foil tabs supplied with the disks, the computer will not be able to record anything on it. When you want to add something to the disk, the notch must be uncovered, but when a disk already has something important on it and you want to protect it from accidentally being written over, stick on the tab.

Turning on the Computer

Never place a diskette into the computer before turning it on or leave one in when turning it off. Power surges at these times can damage the diskette.

Make sure there is a write-protect tab on the SCRIPSIT Pro diskette, then turn on the power to both the computer and the printer. Insert the diskette into Disk Drive Ø (the bottom one on the Model 4; the left-hand one on the 4P). Diskettes go into the Model 4 with their labels toward you and facing up, and into the Model 4P with their labels toward you and facing left. Close the drive latch.

Press the reset button. After the copyright information and the Tandy Computer logo appear on the screen, the bottom of the screen says:

```
Date MM/DD/YY
```

Type in the date including the slashes, and add zeroes if necessary to make each part of the date two digits. Example: Ø9/Ø3/89. If you make a mistake, press the left-arrow key to back up, and type over the error. When the date is correct, press either of the **ENTER** keys. (The smaller one at the far right of the keyboard is intended to be used with the number keypad but works just like the bigger one.)

The date reappears in a more readable form and includes the day of the week. At the bottom of the screen appears:

```
TRSDOS Ready
```

TRSDOS Ready is what the Model 4 says when it's just "idling" -- when no major program (like SCRIPSIT Pro) has been loaded. It means "I'm sitting here waiting to do your bidding. What's your pleasure -- SCRIPSIT Pro, Profile, Visicalc...?" At least that's what it means to us, the operators. Actually TRSDOS (Tandy Radio Shack Disk Operating System) is also a program. It's referred to as the "system" or "DOS," and it is on the SCRIPSIT Pro disk along with SCRIPSIT Pro. It tells the computer to be ready to run programs, tells it how to make "backups" and "format" disks (coming up) and does a variety of other useful things. Without an Operating System the computer is completely dumb. TRSDOS is the "management" mode for the Model 4, and whenever we want to exit out of the SCRIPSIT Pro program, we'll say "get back to TRSDOS" or simply "DOS."

Model 4D Users: For instructions on making double-sided copies of your SCRIPSIT Pro disk, see the Notice to Model 4 D Users.

Before starting SCRIPSIT Pro, you need to do two things: The first is to *format* several blank diskettes. Some of these formatted diskettes will be used to store the documents you use SCRIPSIT Pro to write. One disk can store over 100 double-spaced pages. Second, you should make a "backup" of the SCRIPSIT Pro and Spelling Checker disks.

Always use these backups, never the originals, for running SCRIPSIT Pro. Put the originals in a safe place, away from anything magnetic, and use them again only to make more backups if something happens to the first backups.

Format four diskettes now, using the following instructions, then make backups of the SCRIPSIT Pro disks, using the instructions below.

Formatting a Diskette

Brand-new disks, right out of the box, are incapable of storing information. The magnetic surface of the disk needs to be organized into the configuration of "cylinders" used by a particular computer. Configurations vary, and diskettes formatted on one computer usually won't work on another.

The process is largely automatic. Make sure the SCRIPSIT Pro disk is write protected, and place it into Drive 0. Insert a new diskette, one with no write-protect tab on it, into Drive 1. With `TRSDOS Ready` on the screen, type:

format :1 **ENTER** (The space before **:1** is required.)

Either upper or lowercase is fine, but don't leave out the space between the word **format** and the **:1**. The **:1** indicates that the disk to be formatted is in Drive 1. A special program called FORMAT is loaded into the computer, and its copyright message appears on the screen along with the first question:

```
Diskette name?
```

This is an opportunity to give the disk a special name. If no special name is required (and for SCRIPSIT Pro, it's not), pressing **ENTER** will automatically assign it the name DATADISK. It's as good a name as any.

Press **ENTER**, and the next question appears:

```
Master Password?
```

Giving the disk a special password means that no one will be able to make a copy of it unless they know the secret word. If you start assigning passwords, however, you'll have to be very careful to keep track of them yourself. Unless security is a real problem, it's better to avoid special codes. Tandy disks normally use the word `PASSWORD`. It's easy to remember, and the Model 4 will assign it automatically.

Just press **ENTER**. The password is taken care of, and the next question appears:

```
Single or Double density <S,D> ?
```

Older computers using "single density" disks could only store half as much information on a disk as the Model 4. Your disks should say "double density" on the label. If so, press **ENTER** again. Double density is selected automatically.

```
Enter number of sides <1,2> ?
```

The Model 4D has double-sided disk drives. If you are using double-sided diskettes on a Model 4D, press **2**. If you are using single-sided diskettes on any Model 4, press **ENTER** to accept the default, 1, for single-sided.

```
Number of cylinders?
```

The Model 4 uses 40 cylinders -- numbered 0 to 39. Again, just press **ENTER**, and the computer assigns the correct number.

In Short

Formatting can be as simple as typing **format :1**, then pressing **ENTER** 4 times in response to the questions. Actually, it can be even simpler than that. When you format the next disk, type this at `TRSDOS Ready`:

format :1(Q=N) **ENTER**.

(Q=N) means that you want to be asked no questions. Everything is to be assigned automatically.

When the process is done, the message `Formatting complete` will be displayed, and `TRSDOS Ready` will reappear. Remove the formatted diskette from Drive 1, and insert and format another one. Repeat the process for 4 or 5 diskettes.

If There Is Trouble

Occasionally the format won't "take." As the computer is formatting cylinders, it will list the cylinder numbers. Then it will verify each cylinder. If an asterisk appears after any cylinder number being verified, or if a message like `Can't, Diskette not formatted` shows up, try formatting again. If it still doesn't work, take the new disk back to the dealer. If it was an old disk being reformatted, discard it.

Making a Backup of the SCRIPSIT Pro Disk

Like formatting, making backups requires a special program that's stored on the SCRIPSIT Pro disk. To get the program going, the SCRIPSIT Pro disk must be in Drive 0. Next insert one of the newly formatted disks into Drive 1 and type:

backup (x) **ENTER**

Again, either upper or lowercase is fine, and the space after **backup** is required. The BACKUP program copyright message appears and then this first question:

```
Source drive number ?
```

The SCRIPSIT Pro disk is the "source" -- the original disk to be copied -- and it's in Drive 0, so answer the question by typing **0** **ENTER**. The next question appears:

```
Destination drive number ?
```

The blank, formatted disk in Drive 1 is the destination disk. Type **1** **ENTER**. The message `Insert SOURCE disk <ENTER>` begins flashing on the screen. Since the source disk is already in Drive 0, press **ENTER**.

```
Destination disk ID is different: Name=DATADISK Date=##/##/##
Are you sure you want to backup to it <Y,N> ?
```

...appears on the screen. All your formatted disks were named DATADISK by the formatting program. Answer **Y** to this question, and press **ENTER**. The destination disk will be renamed SCRIPSIT Pro to match the source disk.

The program then goes through the cylinders, reading, writing and verifying them until everything on the source disk has been copied onto the destination disk. When it's finished, the message `Insert SYSTEM disk <ENTER>` flashes. The "system disk" is the SCRIPSIT Pro disk which is already in Drive 0. Just press **ENTER**. `Backup complete` appears, and `TRSDOS Ready` returns.

Making Backups of Other Disks

To backup a disk that does *not* contain the BACKUP program -- a disk containing your letters and other writings, for example -- the procedure is slightly different. Put the SCRIPSIT Pro disk in Drive 0 and a formatted "destination"

disk in Drive 1. Put a write-protect tab on the disk you want to copy, and put it aside for a moment. Go through the steps as before, until:

```
Insert SOURCE disk <ENTER>
```

Take out the SCRIPSIT Pro disk, and insert into Drive 0 the original disk you want copied. Press **ENTER**.

The message:

```
Destination disk ID is different: Name=DATADISK Date=##/##/#
Are you sure you want to backup to it <Y,N> ?
```

...won't show up if you are copying one DATADISK to another. If it does, just answer **Y** **ENTER**.

The backup will proceed, reading, writing and verifying. When it's complete and the message `Insert SYSTEM disk <ENTER>` starts flashing, replace the source disk in Drive 0 with the SCRIPSIT Pro disk, and **ENTER**. The backup is complete, and `TRSDOS Ready` reappears.

It is a very good idea to make backups of your working disks whenever there are major additions or changes to them. The same backup disk can be used each time the original is changed. There's no need to re-format it each time; the disk will simply be "written over" every time it is used to make a backup.

It's also a good idea to take backups of important disks out of the office. Take them home, or put them in a vault or fire safe. The information is simple to copy but not so easy to replace if disaster strikes!

Using a Hard Disk Drive

If you have a hard disk drive and a Model 4 with two floppy drives, you actually have access to six "drives." That's because the hard disk can be internally separated into four areas called "logical drives." Electronically, the four logical drives function as separate units, just as the two floppy drives function as two separate units, making a total of six. (Of course, if your Model 4 has only one floppy drive, a hard drive gives you a total of five.)

The Model 4 considers the hard drive to be Drives number 0, 1, 2, 3. The bottom floppy drive built into the computer then becomes Drive 4, and the top one, Drive 5. (On the 4P, the *left* drive becomes 4; the *right* becomes 5.) It's important to understand this because this book is written to a floppy-only system, and the numbers might get confusing.

Think of the hard drive as four "disks," each of which (in a 15-megabyte drive) can hold 7 or 8 times as much as one floppy disk. A hard-drive is the equivalent of 30 or more floppy drives and much faster.

Putting SCRIPSIT Pro onto the Hard Drive

Be sure your hard drive is hooked up, turned on, and configured according to the instructions in the hard disk manual. "Boot up" the system by inserting the "boot" disk in the bottom (or left) floppy drive. This disk tells the computer that there is a hard drive connected and that the new drive numbers are now 0 through 5 with the two floppy drives coming in last. Once the system is booted and `TRSDOS Ready` returns to the screen, the boot disk can be removed.

Making backups with a hard drive works two ways. Getting information, such as the SCRIPSIT Pro program, onto the hard drive requires making a backup of the floppy SCRIPSIT Pro disk *TO* the hard drive. Later, when the hard drive contains important documents written by you, the backup operation goes the other direction -- *FROM* the hard drive onto some floppy disks -- in case anything should happen to the hard drive. These backup "security" copies should be stored in a safe place. Should the data on the hard drive be lost, it will then be possible to load it back in again from the copies.

Backups *to* the Hard Drive

To back up the SCRIPSIT Pro and Spelling Checker disks onto the hard drive, first insert the SCRIPSIT Pro disk into Drive 4, and at `TRSDOS Ready`, type:

backup :4 :0 **ENTER** (The spaces before the colons are required.)

Each file's name appears on the screen as it is being copied. Once the SCRIPSIT Pro disk is backed up onto the hard drive, follow the same procedure with the Spelling Checker disk. The two floppies can then be put away. From now on, only the hard drive boot disk need be inserted into the computer at the start of the day's work. It's not necessary to back up the Printer Driver disk onto the hard drive.

Backups *from* the Hard Drive

Obviously, since each section of the hard drive can hold as much as 7 or 8 floppies, it won't usually be possible to simply put in a floppy and back up the hard drive. The more data the hard drive contains, the more floppies it will require to complete the backup.

To find out just how many floppies it will take, look at the "directory." This is a list of everything stored on a drive, and it is obtained at TRSDOS Ready by typing:

dir :0 ENTER

A directory listing of the contents of Drive 0 appears. If the screen fills, press any key (other than BREAK) to see the rest of the listing. TRSDOS Ready will return when the listing is complete. At the bottom of the directory the computer specifies how much space was used on Logical Drive 0 (Space = xxxxx). Take this amount, and divide by 174. (Each Model 4 formatted diskette holds 174K of memory.) The answer, rounded up, will be the number of floppy disks needed to back up that drive.

Check the directories of Drives 1, 2 and 3. Format enough floppy disks to handle them all, then place a formatted disk in Drive 4 (the bottom one on the Model 4, the left one on the 4P), and type:

backup :0 :4 ENTER

Again, the name of each file appears on the screen as it is being copied. It takes longer to back up from hard drive to floppy than from floppy to hard drive. If you need more than one floppy disk, the screen will prompt you to insert a new disk. Place the next formatted diskette in Drive 4, and press ENTER to continue. When TRSDOS Ready reappears, backup is complete for Drive 0.

The above procedure causes Logical Drive 0 (the "source" drive) to be copied to Drive 4 (the "destination" drive). On a two-floppy computer, either drive can be the destination drive, and the hard drives can be backed up in any order. It may not be necessary to back up all logical drives every time. If you are only adding documents to Drive 1 today and backups of the other drives already exist, just back up Drive 1. If nothing's changed on the other drives since the last backup, no need to do it again.

"Loading" SCRIPSIT Pro

While the original SCRIPSIT Pro disks should always be write protected, the backup copies you work with every day must *not* have write-protect tabs on them. This includes the SCRIPSIT Pro disk, the Spelling Checker disk, and the blank disks onto which you will store your documents.

With TRSDOS Ready on the screen, SCRIPSIT Pro is still on the diskette in Drive 0 waiting to be called up. Be sure that a backup copy of the SCRIPSIT Pro disk is in Drive 0, that a blank, freshly formatted disk is in Drive 1, and that both latches ("doors") are closed. Then "load" SCRIPSIT Pro into the computer by typing **SCRIPSIT** (either upper- or lowercase) and pressing the **ENTER** key.

The SCRIPSIT Pro title screen comes up almost immediately, and in a few seconds, another screen follows that looks like this:

```
*************** SCRIPSIT Pro WORD PROCESSING -- Version 01.00.00***************
*                                                                              *
*                                                                              *
*                                                                              *
*                      <O> Open a document                                     *
*                                                                              *
*                      <S> System setup utility                                *
*                                                                              *
*                      <D> Display disk directory                              *
*                                                                              *
*                      <E> Exit to TRSDOS                                      *
*                                                                              *
*                                                                              *
*                      What is your selection?                                 *
*                                                                              *
*                                                                              *
*******************************************************************************
```

THE SCRIPSIT Pro MAIN MENU

This screen is called the *Main Menu*, and it offers four options. One is to get started -- by "opening" a document. Everything typed in SCRIPSIT Pro is referred to as a document, whether it be a letter, a contract, or a chapter of a novel. Each is stored individually, by name, on the formatted disk in Drive 1 and can be re-opened later any time you want to work on it.

The second option is to go into SCRIPSIT Pro's inner workings and modify it slightly to fit your own needs. Rather than get confused with that now, we'll accept SCRIPSIT Pro as it is and not do any "customizing" until Chapter 15.

The third choice is to look at a "directory" -- a listing of all the documents currently stored on a disk. We'll take a look at that after you've had a chance to store a few things on disk.

And the last choice is to leave SCRIPSIT Pro and return to TRSDOS Ready.

Let's open the first document. Press **O**.

```
Name of document to open?_____________________
```

...appears. A document's name can be any combination of letters or numbers, but it:

1. cannot exceed 8 characters,
2. must begin with a letter, not a number,
3. must not contain spaces or punctuation marks.

Finally, unless told to do otherwise, the computer will save the document onto the diskette in Drive 0, which happens to be the SCRIPSIT Pro disk. Since that diskette is already pretty full, *it's important to tell SCRIPSIT Pro to use Drive 1 for all new documents*. Simply add a **:1** after the name of every new document. Name the document you are about to open **SAMPLE:1**, and press **ENTER**. (In filenames, do not add a space in front of the :1.)

The next screen is called the *Open Document Options* screen, and it provides the opportunity to change some settings. The first entry, `Document name`, is already filled in. The cursor is on `Author`; fill in your name on that line if you like.

Nothing else needs to be done to this screen now, so just press **ENTER** and proceed to the next chapter.

If for some reason you have to stop now, do the following: Hold down the key marked **CTRL**, and tap **Q**. Then press **D**, and when `TRSDOS Ready` reappears, remove the disks and turn off the computer and printer. This is called *quitting the document*, and you'll learn more about it later.

Chapter 2

Typing a Paragraph

If you "quit" SCRIPSIT Pro at the end of Chapter 1, load it again according to the instructions in that chapter and re-open the document named SAMPLE. Since SAMPLE already exists on Drive 1, there's no need to specify **:1**. SCRIPSIT Pro will search all available disk drives for a document by that name. It's only necessary to specify the drive number when you open a new document and want to tell SCRIPSIT Pro where it should go.

When the document is open, press **ENTER** to go past the Open Document Options screen, and an almost-blank screen appears. At the bottom there is some sort of coded stuff and a dashed line with lots of numbers and plus-signs on it, and at the top there is a flashing light. If you aren't brand new to computers, you know that the flashing light is called the cursor, and it will be your constant companion in computerdom.

The Cursor

The cursor shows exactly where you are at all times on this video "page." When you type any number or letter, it appears on the screen where the cursor was, and the cursor moves over one notch. As you type, the cursor keeps moving over and down the page until the screen is full.

Without worrying about errors, type: **The party was over in eight hundred years, and they left in uproarious laughter.** Notice what happened when you got to the end of the sentence? The words `uproarious laughter` wouldn't fit on the first line, so SCRIPSIT Pro dropped them down to the beginning of the next line.

With this one sentence on the screen, you can learn all sorts of things. Let's start with the arrow keys. They may be clustered at the bottom right of your Model 4 keyboard, or there may be two at the right and two at the left. Tap the left-arrow key. Predictably, the cursor moves one letter to the left. Hold it down and watch it zip backward through `uproarious laughter` and right up to the next line, not stopping until the key is released. Notice that every time you press the arrow key, the cursor pauses for a split second on the first letter before rushing headlong through the line. This gives you time to let up on the key if you just want the cursor to move over one letter.

Hold the left-arrow key down until the cursor gets to the first letter of the first line. It can't go any further, so it stops moving and just flashes there until the button is released. Try the right-arrow. It works the same way; it stops when it runs out of text in that direction. With only a little over one line on the page, you won't get a very good demonstration of the up- and down-arrows yet, but the principle is the same: the cursor moves freely up and down through the text, but only where there *is* text. It won't move around on a blank screen.

Typing Over Mistakes

So. Who cares? Why are we moving this thing around anyway? Answer: that little cursor is a major difference between a word processor and a typewriter. Rather than move a piece of paper around under a fixed typing ball, SCRIPSIT Pro moves the "ball" around all over the "paper." Did you make a typo in the middle of a word? Use the arrow keys to put the cursor right on top of the incorrect letter, and type the correct one. The wrong letter disappears, and the right one takes its place. No need to erase first. Change `and` in the sentence to **but**.

But you *can* erase if you want to, and the gap from an erased word will go away. Also, big words can be squeezed in where small words used to be. Let's try it.

Deleting Letters

Using the arrow keys, move the cursor to the first letter in the word `they`. Press the key labelled **F2** once, and the `t` disappears. Tap it four more times. (Don't hold it down. It repeats like the arrow keys do, but it goes very fast, and you're liable to get rid of more than you bargained for.) Not only did the word `they` disappear, but the space following it as well, and the sentence "looks" fine.

Inserting Letters

Of course, it doesn't *read* very well any more; it needs a new word to replace they. You want to insert a word in front of the word left, so with the cursor on the l in left, press the key labelled **F1**. Everything after the cursor moved down and out of the way to make room for a new word. Type in **everyone**, and press the space bar once after the word (as you normally do when typing). The old word is gone, and the new word is in place. Press the **BREAK** key to end the insert. Easy!

The Tabline

The tabline will be the subject of a whole section in Level 2, but a brief introduction might be useful here. The line at the bottom of the screen with all the dashes and numbers and plus signs on it is the *tabline*. Its function is to set the margins, tabs and indents on both the video screen and the printout. The numbers indicate actual inches on the printer paper. At this moment, yours should look like this:

```
---------(1----+----2----+----3----+----4----+----5----+----6----+----7----)-
```

The left parenthesis (marks the left margin. It's currently set one inch from the left edge of the paper. The right parenthesis) is the right margin, and it will be about 7 1/2 inches from the left edge of the paper. The plus signs + are tabs. Both margins and tabs can be set to any desired position, and in Level 2, you'll learn all about them. For now, just be aware of what they are.

The Status Line

Underneath the tabline is some more information. This is called the *Status Line*. It should read approximately as follows:

```
SAMPLE:1          Pg:1   Ln:1   Pos:6.5 Pitch:10 LS:1   Free:99%
```

At the far left is the name of the document currently being worked on. The :1 indicates that SAMPLE is going on Disk Drive 1. (If you've just reopened SAMPLE, there's no :1.) Pg:1 indicates that the cursor is on the first page of the document, and Ln:1 means that it's presently flashing on Line 1. Pos:6.5 (yours may be different) simply gives the current position of the cursor in inches from the left edge of the page. Pitch:10 means that SCRIPSIT Pro is currently set up to print out with 10 characters-per-inch spacing, LS:1 means

that the printout will be single-spaced, and `Free:99%` indicates that approximately 99% of the Model 4's usable memory remains.

For the time being, we mention the tabline and the status line only to satisfy your curiosity. No need to be concerned about them until you get a few more miles on this thing.

Let's try a couple more tricks. Move the cursor to the end of the sentence (after the period), and press the **ENTER** key. This moves the cursor down to a new line and makes the party sentence into a paragraph. This is important. A paragraph does not have to be a group of sentences. In fact, in computerese, a paragraph is any group of characters, even a single character, preceded and followed by a carriage return. Pressing **ENTER** produces carriage returns. A first paragraph, as in this case, does not need a carriage return before it, just after it.

Press the cursor again to put an extra linespace, a sort of "empty" paragraph, between our newly created first paragraph and what you're going to type next. Then type in the following. Don't worry about errors, and again, no need to worry about when to move to the next line as the current one gets filled; SCRIPSIT Pro will take care of that for you.

> **People told him his father had always been open-minded when it came to an opportunity or speculation whereby one might end the necessity of working for the daily wage, and having pursued a number of these in his lifetime, he had gained quite a reputation for his spectacular lack of success. When he left this time, he promised to come back in a matter of weeks, a wealthy man, presumably, but he never came back, wealthy or otherwise. ENTER**

If you pressed the space bar twice after typing the period, an odd character appeared instead of a second space. This is called a "soft" space. The second space will be included in the printout unless it causes a problem, in which case it will be ignored. How can a second space cause a problem? By occurring at the very end of a line. If the second space wouldn't fit and dropped to the next line, that line would be indented by one space. When this happens, SCRIPSIT Pro ignores the space. To force a "hard" second space, hold down a **SHIFT** key when pressing the space bar.

Saving What You've Written

These paragraphs should be recorded onto the disk in their present form before they're experimented with. Right now, they only exist in the Model 4's temporary memory, and if you were to shut the computer off without properly exiting this document, they would be lost forever. Whenever you take the right steps to "quit" editing the document you're working on, SCRIPSIT Pro automatically "saves" (records) it onto the disk. Quitting can mean leaving the document, leaving SCRIPSIT Pro, or simply pausing to save what you have done so far, as a precaution against power failure or some other disaster. Once the document is on the disk, it's relatively safe from loss.

Hold down the key marked **CTRL** ("control"), and press the **Q** key. At the bottom of the screen, you'll see this "mini-menu":

```
Save changes, Next or Previous module, Menu, DOS, Header, Footer, Unedit?
```

SCRIPSIT Pro is offering a variety of options. It's saying that you can choose to save the document in its present form and continue work, or save it and go on to something else. Each one of the options has a letter capitalized, and choosing an option simply requires pressing the letter key indicated.

It says save "changes" because the latest form of the document is being saved. If you were to come back to this document later and make some modifications, `Save changes` would then save it in its *changed* form.

Press **S** to save this document. The disks spin, the red indicator lights come on indicating that the contents of the Model 4's temporary memory (called "RAM") are being saved on disk, and when it finishes, a permanent* copy of the paragraph has been recorded on the disk. If someone trips over the power cord to your computer now and the screen goes blank, the document would still exist on the disk.

Now that there's a "permanent" copy, it's safe to play with this one.

---

*"Permanent," that is, unless something erases the disk. That's why we make backups!

With several lines on the screen, you can get a pretty good feel for the up- and down-arrows. Move the cursor up and down and back and forth. Use the right- and left-arrow keys to put the cursor in the middle of a sentence in the second paragraph, then hold down the up-arrow key. The cursor moves up to the very first character in the first paragraph. Put it back in the middle and hold the down-arrow key. Watch the cursor move down to the last line, then over to the beginning of the first empty line.

Move the cursor back to the first letter in the second paragraph -- the P in People. Hold down the F2 key and gobble up a few letters. With a little practice, you will be able to stop on a dime, or at least one or two characters ahead of where you want to stop, and tap out the last few one at a time.

Deleting Lots

The F1 key inserts text (the insert is ended with the BREAK or F2 key), and the F2 key deletes. What's the F3 key for? Push it and see. The mini "menu" at the bottom of the screen indicates that this is also a delete key -- one with some powerful, almost dangerous talents. (It offers the option of deleting an entire page at the touch of a key.) It's nothing to be afraid of, but like any powerful tool, it should be treated with respect. Since we haven't yet decided what to delete, press the BREAK key. (When in doubt in SCRIPSIT Pro, try pressing the BREAK key.)

OK, let's start practicing with the first paragraph. Put the cursor on the word hundred. It doesn't have to be on the first letter this time, just anywhere in the word. Press the F3 key again to bring back the mini-menu at the bottom of the screen. The menu offers the option of deleting the Word, the Line, the Sentence, the paraGraph or the Page by pressing the capitalized letter in the appropriate choice. To get rid of one word, press W.

The word hundred goes away, and the space automatically closes up. But the cursor is still in the right place, so press the insert key -- F1 -- and type in the word **thousand**. Don't forget to hit the space bar after typing the word. BREAK closes things up again, and the sentence is changed. It now reads The party was over in eight thousand years, but everyone left in uproarious laughter.

This time, delete the whole paragraph with the F3 key. Put the cursor anywhere in the paragraph, and press F3. Press G for paragraph, and the paragraph disappears.

Now put the cursor on the first word in the next paragraph. Press the F3 key once again, and look at the menu. Press W to remove a word, then F3 and L for a line, F3 S for a sentence, and finally, F3 G for the rest of the paragraph.

Notice the difference between a line and a sentence; a line is one line on the screen, regardless of punctuation. The cursor can be anywhere in the line. When delete Sentence is chosen, SCRIPSIT Pro deletes everything from the last normal "end" punctuation (period, question mark or exclamation point) to the next, *regardless of the number of lines it has to go down the page to find one.* Again, the cursor can be anywhere in the sentence.

Deleting a paragraph means deleting everything from the previous carriage return up to and including the carriage return marking the end of the paragraph.

Getting It Back

SCRIPSIT Pro will allow you to restore a document to the way it was the last time you saved it. When you pressed CTRL Q (for "Quit editing") and S (for "Save changes") a few minutes ago, you saved the SAMPLE document which included both paragraphs. SCRIPSIT Pro copied the document from the temporary memory and recorded it onto the disk. You haven't saved it since, so even though it's been severely edited (or removed from the screen entirely) because of your delete maneuvers, you can get it back.

Press CTRL Q again, and this time, instead of S for Save, press U for Unedit. SCRIPSIT Pro asks if you really want to do this and lose all the changes you've made, and in this case, since the answer is yes, press Y. The entire document reappears on the screen.

Note that CTRL Q U only restores the document to the way it was *when it was last saved.* Once it's saved, CTRL Q U can't restore it to the way it was *before* it was saved. As we said earlier, any time you "Quit" a document, you save it in its current form.

We'll talk more about CTRL Q later.

Put the cursor in about the middle of the third or fourth line, of the second paragraph and press F3 and P for Page. This is a little different; unlike Word, Line, Sentence and paraGraph, the whole Page was not deleted. See the Pg.1 in the line at the bottom of the screen? That tells you what page the text on the screen will occupy in the final paper printout. F3 Page deletes everything

from *the cursor's present position* to the end of the current page. If this were a very long document, and you were in, say, page 15, F3 P would delete the rest of page 15. If page 16 were already typed, the beginning of that page would back up to the cursor.

Get the paragraph back with CTRL Q U, and let's try printing it out.

(Again, if you have to take a break, leave SCRIPSIT Pro with CTRL Q D. At the beginning of the next chapter, reload SCRIPSIT Pro by typing **scripsit** at TRSDOS Ready, and open SAMPLE again as instructed in Chapter 1.)

Chapter 3

Printing a Paragraph

If you left between chapters, be sure SAMPLE is back on the screen.

Press **CTRL** **P**. (Hint: the **@** key works just like the **CTRL** key and is often more convenient to use with the right hand. You may like it better for printing since it's next to the **P** key.)

The Print Text Options

The *Print Text Options* menu comes up. This one asks for a few more decisions.

```
*********************** SCRIPSIT -- PRINT TEXT OPTIONS ***********************

                      Document name:  SAMPLE:1_____________
                         Paper Size:  66      (1-99)
                Pause between pages:  Y       (Yes/No)
            Begin numbering as page:  1___    (1-9999)
            Method of justification:  N       (Proportional/Mono/None)
        Footnote numbers relative to: N       (Page/Document/No footnotes)
                 Number of copies:    1_       (1-99)
                      Display codes:  N        (Yes/No)
            Column to start printing: 1_       (1-132)
```

Most of this menu is self-explanatory, and what's not, we're not going to worry about, yet.

Again, if you've just reloaded this file by typing **SAMPLE**, there's no **:1** after the document name.

As you can see, the menu has three columns. On the left are the questions, the answers are in the middle, and the answer *choices* are on the right. The answers are already filled in. These are the *default* answers that SCRIPSIT Pro will use unless you go through a little one-time procedure to customize them (and you will, later). But even now, you don't have to accept the defaults. The down-arrow key moves the cursor down through the answers so you can change them. For instance: `Paper size: 66` means that the paper being used is the equivalent of 66 lines long. That's what standard 8 1/2 x 11 paper measures. For legal-size paper, you'd use a bigger number, and for note paper, a smaller number.

`Pause between pages: Y` **Y**es if a pause is needed to insert a new sheet into the printer every page; **N**o if continuous feed paper is being used.

The rest of the menu will be explained later; right now, press **ENTER** to start printing. If the printer is not hooked up or turned on, a little flashing note at the bottom of the screen will say:

```
Printer not ready. Continue (Y or N)?
```

Correct the problem, then press **Y** to continue printing. And there it is -- a printed copy (a "hard copy" in computerese) of your first SCRIPSIT Pro document!

Chapter 4

Quitting the Document

CTRL Q

Quitting the document is an important part of SCRIPSIT Pro. Whenever you are finished writing or editing something, it's necessary to "fold it neatly and put it away." Damage to the document can occur if you just stop typing and shut off the computer.

Leaving one document to go to another requires returning to the Main Menu. Leaving SCRIPSIT Pro entirely requires returning to TRSDOS. Both are accomplished using **CTRL Q**.

Quit the SAMPLE document by pressing **CTRL Q**. The following mini-menu appears:

```
Save changes, Next or Previous module, Menu, DOS, Header, Footer, Unedit?
```

We discussed this menu and a couple of its choices in Chapter 2. Remember, pressing the capitalized letter in each selects that option.

These two you know:

CTRL Q S takes the document as it appears on the screen and records it onto the disk, writing over any previous version having the same name. The document stays on the screen for further editing.

...and its opposite:

CTRL Q U takes the document as it was last saved on the disk and puts it back into the memory and onto the screen in place of the version you had just been working on -- undoing all changes made since the last time it was saved.

There are only two more CTRL Q choices you need be concerned with right now:

CTRL Q M saves the document (as it appears on the screen) to disk and returns control to the Main Menu, and...

CTRL Q D, which also saves the document but shuts down SCRIPSIT Pro and returns control to TRSDOS.

Returning to the Main Menu

The Main menu is the "lobby" of SCRIPSIT Pro. It's where you normally go on your way from one document to another. Press CTRL Q. The "quit" menu again appears at the bottom of the screen. Press M and SAMPLE will be closed. (SCRIPSIT Pro will tie up any electronic loose ends to make sure SAMPLE opens properly next time.) The Main Menu appears on the screen, which means that SCRIPSIT Pro wants to know what you'd like to do next.

What you'd like to do is open a document. Since you only have one at the moment, it'll have to be SAMPLE again. Notice the new option that wasn't there when you first loaded SCRIPSIT Pro.

```
<R> Return to document last edited
```

Since you've already been in one document today, the menu assumes you might like to go back and work on it some more. Press R. (The Open Document Options were set when the document was opened earlier, so that screen will not appear again.)

Returning to TRSDOS

This time we'll quit the document and leave SCRIPSIT Pro as well. We'll go all the way down to DOS which is where the computer should be before being shut off. Press CTRL Q D; SAMPLE scrolls up and `TRSDOS Ready` appears, meaning the computer's idling and it's okay to remove the diskettes and turn off the power.

There are some other CTRL Q options for doing special things, and we'll get to them in subsequent chapters.

Filling in the Reference Card

No matter how much you paid attention and participated in this chapter, you probably don't have everything memorized. And as you progress through Levels 2, 3 and 4, many more CTRL keys will be added to your bag of tricks. Since every one won't be used every day, it's advisable to have a little "cheat-sheet" handy.

Reload SCRIPSIT Pro, get back into SAMPLE, and press CTRL H. SCRIPSIT Pro's HELP file appears. It can be entered any time you're in SCRIPSIT Pro without disturbing whatever you're doing. Press the down-arrow to see more -- 6 screens full. Press BREAK to get back to work. Very convenient, but it will be more valuable to build your own list as you learn. Doing so helps memorization, and the resulting list will be more meaningful -- only what you have learned will be included.

Start your list now, and add to it again at the end of each level. Quit SAMPLE with CTRL Q M, and open a new document called REFCARD:1.

Type this list of all the commands taught so far just as it appears below. Fill in the appropriate function keys or CTRL keys in the spaces between the brackets. If you can't remember them all, go back and review. Thinking about them now will make them a lot easier to remember later.

To type a left bracket, press CTRL ,; to type a right bracket, press CTRL .

REFERENCE CARD FOR LEVEL 1

```
DELETING LETTERS                                    [F ]
INSERTING LETTERS                                   [F ]
DELETING A WORD                                     [F ] [ ]
DELETING A SENTENCE                                 [F ] [ ]
DELETING A LINE                                     [F ] [ ]
DELETING A PARAGRAPH                                [F ] [ ]
DELETING A PAGE                                     [F ] [ ]

                        QUITTING A DOCUMENT
SAVING WHAT YOU'VE WRITTEN (Save-as-you-go)         [CTRL] [ ] [ ]
RESTORING THE DOCUMENT TO LAST VERSION (Unedit)     [CTRL] [ ] [ ]
QUITTING & RETURNING TO MAIN MENU                   [CTRL] [ ] [ ]
QUITTING & RETURNING TO TRSDOS                      [CTRL] [ ] [ ]

PRINTING A DOCUMENT                                 [CTRL] [ ]
CALLING THE HELP FILE                               [CTRL] [ ]
```

Summary

You are now a Level-One word-processor. You can turn the computer on, open a document, type, delete, insert, save the work to disk, print it out and shut down the system. What more do you need? Maybe nothing. You're already doing far more than the old typewriter allowed you to do. If occasional typing is all you have need for, put this book down and go to it.

But we've only touched the potential of this powerful program. If you're curious, or if you type for a living, stick around. There's a lot more to come.

LEVEL

Two

Basic Word Processing

In Level 1, you learned to use SCRIPSIT Pro as a correcting typewriter. In Levels 2 and 3, you'll begin to take advantage of its talents as a powerful, full-featured word processor. By the time you finish, you should be a fully-competent SCRIPSIT Pro operator.

Chapter 5

Loading the Sample File

The SCRIPSIT Pro diskette contains a couple of sample documents that were included to give you some practice. One of them is called TWAIN. TWAIN consists of a couple of short excerpts from the Mark Twain novel *A Connecticut Yankee in King Arthur's Court*, and it will provide some good raw material for use in learning SCRIPSIT Pro. Since you'll be manipulating it quite a bit, you need to make a copy of TWAIN to work with and preserve the original.

So we can all walk through this together, we'll start from a shut-down condition. If your Model 4 is turned on, get out of any document you may have open and exit to TRSDOS with **CTRL** **Q** **D**. Open the disk drive doors, back the disks out about an inch and shut off the computer.

Let it settle down for about ten seconds, then, with the disks still backed out of their drives, turn the power back on. Push the disks all the way in, and close the doors. The SCRIPSIT Pro disk should be in Drive 0, and a formatted "data" disk should be in Drive 1. (The one you've been using is fine.) Fill in the date, press **ENTER**, and `TRSDOS Ready` appears. Ordinarily, you'd type **SCRIPSIT** to load the program, but let's do a little something first.

Making a Duplicate File in DOS

One of the things that TRSDOS does is make copies of files or documents. (Don't be concerned about the terminology; a disk is like a filing cabinet. Everything on it is called a file. Some files are documents, some are instructions, some are other things.)

There are a couple of ways to make copies of SCRIPSIT Pro documents, but this is how it's done from DOS. First, look at the "directory" of the SCRIPSIT

Pro disk, to make sure the file we want to copy is there. At TRSDOS Ready, type:

dir :0 ENTER (TRSDOS doesn't care whether you use capitals or not, but the space between **dir** and **:0** is required.)

The screen fills up with all kinds of stuff, but at the moment, all you're looking for is the name TWAIN.

Notice the directory is alphabetically arranged, and there, toward the bottom, is TWAIN, with TRSDOS announcing it's ready again. We're going to make a copy of TWAIN and put it on the formatted data disk in Drive 1. The new version should have another name, so that SCRIPSIT Pro will know which version you mean when you ask for it later. Let's call it MARK. Type:

copy twain:0 to mark:1 ENTER (No space required between **twain** and **:0**.)

TRSDOS will tell you it's copying, and in a moment, that it's ready again. Check the directory of Drive 1 to see if MARK made it up there. Type:

dir :1 ENTER (Don't forget the space between **dir** and **:1**.)

You should see MARK listed on the disk in Drive 1 along with SAMPLE, REFCARD and anything else you might have added in Level 1. MARK will be your "working copy" of this particular document; no need to touch the original which is residing on Drive 0 under the name of TWAIN.

Loading MARK

Now, without further ado, let's get back into SCRIPSIT Pro and see what damage we can do to MARK. Type:

scripsit ENTER

The title screen will come up briefly, and then the SCRIPSIT Pro Main Menu. You want to open a document, so press O.

The name of the document is **MARK**. SCRIPSIT Pro, like TRSDOS, does not insist on capitalized answers to its questions, so type either **MARK** or **mark** ENTER.

Notice in the OPEN DOCUMENT OPTIONS screen that there is a comment on the Comments line. This was brought over from TWAIN.

Press **ENTER**, and here's Mark Twain. Before you start hacking him up, you're going to learn some impressive cursor movements.

Chapter 6

The Cursor

You know how to move the cursor around with the arrow keys, but SCRIPSIT Pro allows for more sophistication than that. Combining the arrow keys with certain letter keys causes the cursor to jump to the next (or previous) word, sentence, paragraph, page, video page, or to a certain line number. Here are SCRIPSIT Pro's definitions:

Text Quantity Definitions

Word. A word is any group of characters (letters, punctuation or numbers) with a space after it. The space after the word is considered part of the word.

Sentence. A sentence is any group of characters with "end punctuation" marks before and after it. End punctuation marks include the period, question mark and exclamation point.

Paragraph. A paragraph is any group of characters with a carriage return before and after it. A carriage return is a little symbol that SCRIPSIT Pro places in the text every time ENTER is pressed. Later in this chapter, you'll learn how to make them appear on the screen.

Page. Back at the OPEN DOCUMENT OPTIONS, you determined what a printed page would be by setting the number of lines per page (or by accepting SCRIPSIT Pro's default of 56). Notice the "Status Line" -- the line of information at the bottom of the screen, under the tabline. It says, among other things, Pg:1. If you still have the cursor on the first line of the text, the Status Line also says Ln:1. Hold down the ▼, and the line number will change. When the cursor gets past the maximum number of lines per page, the Status Line will change from Pg:1 to Pg:2.

Video Page. A video page is always 22 lines long because that's the number of lines that fit on the screen at one time. Move the cursor down past the last line on the screen and watch everything "scroll" up. When you write long, multi-page documents, SCRIPSIT Pro just keeps scrolling along so you can peruse the document as though it were one long, continuous page. The page number indicator keeps track of what *printed* page you're on, and the line number indicator resets to 1 at the beginning of every new page.

Absolute Line Number. The absolute line number is the actual number of a line from the beginning of the document. No matter what page you're on, absolute line number is counted from the beginning of page 1. Even double-spaced printouts make no difference. If the last line of page 10 is line 56, its *absolute* line number would be 560. There is a simple way to find out what a line's absolute number is; that way, any time you want to return to it, you can just ask for it by number. (You'll learn how later in this chapter.)

Big Cursor Movements

In addition to the normal arrow-key functions, you can use:

SHIFT ▶ to move the cursor to the next tab
SHIFT ◀ to move the cursor to the left margin
SHIFT ▲ to move the cursor to the beginning of the document
SHIFT ▼ to move the cursor to the end of the document

Try those out on MARK.

This next group of arrow-key functions searches for something specific -- a word, page, line number or whatever:

(arrow) W moves to the next or previous Word
(arrow) G moves to the next or previous paraGraph
(arrow) P moves to the next or previous Page
(arrow) V moves to the next or previous Video page
(arrow) N searches for a certain page Number
(arrow) L searches for a certain Line number
(arrow) S searches for a "Search string"
(arrow) H moves to the Header
(arrow) F moves to the Footer

All you have to do is press the appropriate letter key while holding down an arrow key. Choosing the correct arrow key is a matter of common sense. To

choose the next Word, you would, of course, use ▶ W, and to choose the previous Word, ◀ W. For the bigger units, like paraGraphs and Pages, use either ▶ *or* ▼ (and G or P) for next and the ◀ *or* ▲ (and G or P) for previous. As we said, common sense. Look back over the list. Later we'll talk about a couple of the less obvious ones.

Try out the word and paragraph moves a couple of times; remember, it only makes sense to use ◀ and ▶ for single-word movements. (Try using ▲ or ▼ and see what happens...) Be careful to press the arrow *first*. Otherwise, you'll type a letter over something.

Next paragraph. Notice with paragraphs that the ▲ takes you to the beginning of a paragraph, while the ▼ takes you to the space between paragraphs. Can you figure out why? Because the blank line comes right after a carriage return, it is a paragraph. Just press ENTER to get to the first letter of the next paragraph.

Next page. Press SHIFT ▲ to return to the top of page 1, and then press ▼ P to go the next page.

If you look at the Status Line, you'll see `Pg:2, Ln:1`. Move up one line, and it will read `Pg:1, Ln:56` -- the last line of page 1. Press ▲ P to go back to the beginning of the first page.

Next video page. Use ▼ V to bring the next 22 lines to the screen. If the very last video page has fewer than 22 lines, some of the previous page will be retained at the top of the screen (in order to keep the screen full), and the cursor will stop on the first line of this last, partial video page. Previous video page (▲ V) works the same way.

Specified page number. (Arrow) N causes a question to appear at the bottom of the screen:

```
Move cursor to which page number (1-9999)? 1___
```

In the question line, the cursor is flashing on a number. This is the number of the current page. If it says 1, type **2** ENTER. If you are already on page 2, type **1** ENTER.

The cursor found the page asked for and stopped on the first line of that page. This feature could come in very handy in a long document if a mistake is found on the hardcopy (the paper printout). If the mistake is on page 52 of the printout, simply load up the document and ask (via ▼ N) for page 52.

Specified line number. There's more to searching for a certain line number than meets the eye. Remember, the line number SCRIPSIT Pro is talking about is not measured from the top of the current page; it's the *absolute* line number, meaning it's measured from the top of the *document*. So, before you can note a given line number to search for later, you have to know what its absolute line number is, and that's easily done. Move the cursor to the very last line on page 2 -- the last line of the document -- and let's find out what its absolute line number is. Press (arrow) L, and the following question appears on the screen:

```
Move cursor to which line number (1-9999)? 67___
```

Remember, when you asked to move to a certain page number and got a similar question, the current page number was given. It's doing the same thing now. The cursor in the question is flashing on 67, the absolute line number of the last line of this document. To merely check a line number and not move the cursor anywhere, press BREAK. Typing another number over the 67 and pressing ENTER will take the cursor to that new line number.

Typing a 3 or 4 digit number over a smaller one simply overwrites it. With the cursor on the first digit, type in 123. To replace a large number with a smaller one, you must remember to delete the extra digits. Try replacing the 123 with 9. Type **9**, and instead of using the F2 key to delete the 23, try this:

For all "user input" lines -- any place SCRIPSIT Pro asks you to fill in an answer -- you can erase everything to the right of the cursor with SHIFT CLEAR. *This can be done in all options screens and other places where an underline is provided for a typed-in choice. Do it and get rid of the 23.*

If you ever type in a four digit number, one that fills up the entire line, you won't have to press ENTER to get to that new line number. Try it. Type **1234** over the 9. Of course, there's no line 1234 in MARK so the cursor simply went to the end of the document.

Specified text string. Searching for a certain word, phrase or character (computerists call such a group of characters a "string") can also be extremely handy. In fact, the possibilities are almost limitless. Need to find a certain name in the document? Want to find a certain word you've realized you probably misspelled? Thinking about using a particular phrase and want to check and see if you've already used it? Type ↓ S to look ahead of the cursor or ↑ S to look back. Put the cursor at the beginning of MARK, and press ↓ S. This prompt appears:

```
Enter search string: ____________________
```

Let's check and see if the word ridiculous is spelled right. Type...but wait a minute...if you don't know how it's spelled, how are you going to find it? Simple; just type what you know. Type **rid** ENTER.

Oops! What happened? It didn't find "ridiculous"; it found "ridge"! Well, ridge has "rid" in it, after all. Let's try again. Press ◆ S. The prompt comes up again, and "rid" is still there. SCRIPSIT Pro remembers the last search string you asked for until you type in a new search string or exit the program. Might as well take advantage of it. Just press ENTER this time, and the genie will go off looking for "rid" again, this time finding it in "ridiculous." Wonder if there are any more? ◆ S brings the prompt back, ENTER starts the search, and, having gone through the rest of the document, SCRIPSIT Pro has to report that it...

```
Can't find rid
```

...and you need to press BREAK to get back to business.

This search function is just the tip of the iceberg when it comes to SCRIPSIT Pro's ability to find things. There's more to come in Chapter 17, "Global Search and Replace."

Press ◆ S again to bring back the prompt, and type over `rid` with the words **deletion test**. Put the cursor between the two words, and press SHIFT CLEAR. Everything to the right (the word `test`) is deleted. Move the cursor to the `l`, and try it again. Move it all the way to the left and delete the rest. Remember, SHIFT CLEAR works any time a line is provided for a typed response from you.

The last two cursor movements on the chart aren't really cursor movements at all. They are just quick ways of getting into "headers" and "footers," things you want printed on the top or bottom of every page like the title of a story or the author's name. They can also include automatic page numbering, and left-hand headers can be different from the headers on all the right-hand pages. Same with footers. We'll examine headers, footers and automatic page numbering in Chapter 9.

View Mode

Hold down the CTRL key and press V. This puts you in "View" mode. CTRL V again shuts off View mode.

View mode allows you to see the little curved arrows* at the end of each paragraph that represent carriage returns. It also brings up another cursor, down on the tabline. Press the right-arrow key to make the cursor move, and watch the second cursor (called the *ghost cursor*) move too. Since the numbers on the tabline represent inches on the printed page, this second cursor is helpful for measurement.

While the main cursor's job is to point to the location of a given character on the screen, the ghost cursor shows where that character will be on the printed page. When you're set up for proportional spacing, it does more than just mimic the main cursor. Because in proportional spacing, a lowercase `i`, for example, won't take up as much room on the printed page as a capital `W`, the ghost cursor doesn't move in quite the same way as the main cursor.

---

*Some Model 4s produce strange characters on the screen for a carriage return and for a few of the other special characters that become visible in View mode. If yours does, it's no cause for alarm. Your computer isn't broken, just different. Go now to DOS, and type in this line at `TRSDOS Ready`:

PATCH SCR/CTL USING VIDEO ENTER

A couple of messages will come up, and when it's finished, your working copy of SCRIPSIT Pro will be modified to produce proper characters in View mode. You won't get the crooked arrow, but the alternate character, a right-angle, which works fine. If you have two Model 4s, each should have its own working copy of the SCRIPSIT Pro disk because one may need the patch, and not the other. Return to SCRIPSIT Pro and open MARK again.

Should you decide, for any reason, to *remove* the patch once it's installed, type this:

PATCH SCR/CTL USING VIDEO (YANK) ENTER

Chapter 7

Blocks

CTRL B

One of the most dramatic differences between a typewriter and SCRIPSIT Pro is the ability it gives you to identify and insert entire blocks of text, wherever you want them. SCRIPSIT Pro allows you to put entire paragraphs -- even *pages* -- into the space between two existing words, or even between two existing letters. It also lets you delete whole blocks of text at the touch of a button, or move them, even save them as entirely new documents, and lots more.

Identifying a Block

The basic "block" command is **CTRL B**. If you took a break between chapters, load MARK again, put the cursor on the first letter of the paragraph beginning `One mornin9`, and press **CTRL B**. View mode comes on, and down at the bottom of the screen, you are offered a list of choices:

```
DEFINE: Letter Word Sentence paraGraph Page Column End-text; Block-action?
```

The capitalized letter in each choice is the one you press to select it. Press **L** (no **CTRL**, no **ENTER**, just **L**). Notice anything? The `O` in the first word of the paragraph "lit up." And the list of options is still there, in case you're not finished. You're not. Press **W** this time, and watch the whole word `One` and the space after it light up. (What it's actually doing is called going into "video reverse mode" -- we'll call it "lighting up.")

Press **S** to light up the whole sentence. (Wow...long sentence!) Use **G** to mark the paragraph and **P** to mark the entire first page. Bypass **C**. That one marks a column of figures, which you aren't using at the moment. Now press **E** to light up the document from wherever the cursor is to the end of the document.

Block-action is the next step, but before we get to that, let's look at this lighting-up business a little more. Press BREAK to undo all your marking, and we'll go at it from another angle. (View mode goes off because pressing BREAK signals that you are finished with block-action.)

Put the cursor back to the beginning of the paragraph we were working on and get back into block-marking mode with CTRL B. The usual way to use these options is "big first, then small." Suppose, for instance, that you wanted a block to begin at the beginning of the first paragraph and end after the t in there, in the second line of paragraph 2. Why would you want to mark such a block as that? Who knows? To delete it perhaps, or move it somewhere -- at the moment, we just want a demonstration.

The first big chunk you can light up is paragraph 1, so selecting from the little menu of choices showing on the bottom of the screen, first press G for paragraph. The blank line has a carriage return which means it's considered a paragraph, so press G again! Next take care of the first sentence by pressing S. Now a W will take care of Then, and that only leaves the t in there. Light that up with an L, and the entire block is marked.

Deleting a Block

Now that it's marked, what are you going to do with it? Let's see what your options are. Press B for Block-action, and another mini menu appears:

```
Delete Copy Move File Adjust Print Search Hyph Linespace (Un)freeze Total?
```

Delete's pretty obvious. Want to try it? Press D. Well, it appears that SCRIPSIT Pro's not as confident as you are...it wants to be reassured that you didn't hit the D button by mistake. Might save your neck someday. Press Y...we're just playing; what do we care? Goodbye, block.

Copying a Block

Now let's look at the difference between "Copy" and "Move." Put the cursor somewhere in the next paragraph -- the one beginning Hello, Central! Anywhere's fine. Press CTRL B again. This time, just mark the paragraph. Press G for paraGraph and then B for Block action. Copy means that you can put this paragraph somewhere else and also keep it where it is. You'll end up with two copies of it. Press C, and everything goes back to normal. Did it ignore your request? Nope. It has a copy of the "Hello Central" paragraph tucked away in its temporary memory (called the "copy buffer") waiting for you

to decide where to put it. Run the cursor down past the next paragraph to the row of asterisks that separates the two excerpts. Let's put a copy of the stored block there -- just before the asterisks. To do that, you need to *Recall* the block by pressing CTRL R.

Recalling a Block

At the bottom of the screen, SCRIPSIT Pro is asking:

```
Recall which file (press <ENTER> to recall MOVEd text)?_______
```

Reflect for just a second on the power this option gives you. You could bring another whole *file* -- another complete document -- in from the disk and insert it right here if you wanted to! But let's not get carried away. Right now, SCRIPSIT Pro has one paragraph in the temporary memory, the one you marked as a block. Pressing ENTER will plug in that paragraph right here. Go ahead. Now on the screen, you should have the "Hello Central" paragraph twice; once where it was before and again just before the asterisks where you placed a copy of it.

Moving a Block

Moving is done the same way, except that the existing block is *removed* from its current position and put into storage. It's gone from the screen entirely until you insert it into some new location with CTRL R.*

Block-mark the first two words of the paragraph beginning `Now what`, press B for Block action and M for Move. All gone... So, where should you move it? You can go up or down. (You could even exit this document, call up another one and put your block in that one someplace, as long as you didn't exit SCRIPSIT Pro in the meantime.) Go up a couple of lines, and insert the block between the two `s`'s in the word `impossible`. It'll look a little silly, but it'll demonstrate the point. Put the cursor on the second `s` in `impossible`. **Insertions are always placed directly *left* of the cursor**. Now recall the block. Remember how? CTRL R and ENTER. (Did you use ↑'s to find the word impossible?)

---

*Move can also be used as a "cautious delete" function. Instead of deleting a block, put it in the Move buffer. Then, if it turns out to be the wrong block, you can get it back with CTRL R. Or if you really want it deleted, just don't recall it. Be sure, however, that you don't already have something you need stored in the Move buffer because the new block will take its place.

As promised, it reads a little strange. But look to the right of `Now what`, and there's the rest of the word impossible, right after the inserted words.

The Copy Buffer

Copying and moving blocks require SCRIPSIT Pro to store the designated block in a special memory buffer that will remember it until you exit the program. Pressing **ENTER** during a Recall inserts the contents of the buffer but doesn't empty it. Put the cursor anywhere else in the document, and press **CTRL** **R** **ENTER** again. Do it as many times as you like. `Now what` will keep popping up everywhere you recall it.

Even recalling another document from the disk has no effect on the buffer. If you were to press **CTRL** **R** and type in the name of another document instead of just pressing **ENTER**, Recall wouldn't go to the buffer; it would go to the disk instead and pick up the new document. The contents of the buffer would remain intact, waiting to be called on. Try recalling SAMPLE. Put the cursor between two paragraphs in MARK and press **CTRL** **R**. Type in the name **SAMPLE** and **ENTER**.

What *does* erase the buffer is putting *something else* into it. Quantity makes no difference. A single word put into the buffer will take the place of hundreds of words that might have been in there before. Block-mark any word in MARK. Now **C**opy it, and move the cursor somewhere else. Use **CTRL** **R** **ENTER** to retrieve the contents of the buffer, and what do you get? The word. `Now what` is no longer there.

Poor MARK is getting pretty beat up, but since you haven't exited the document in any way, either by going back to the Main Menu, by saving with **CTRL** **Q** **S** (the save-as-you-go method recommended in Level 1) or by printing anything out on the printer, you can restore the document to the way it was the last time it was saved. Press **CTRL** **Q** and **U** for Unedit, and answer **Y** when asked if you really want to do it. Everything will go back to its original form.

Printing a Block

Want to try something else? Got your printer hooked up? Go down to the paragraph beginning `My surprise was great:` Block mark the first sentence, then press **B** to bring up the Block-action Menu, followed by **P** for Print. Disks will whirl, and the Print Option screen will come up. Press **ENTER**, and one sentence will come out of the printer. Never know when you might need to print just part of a document.

When you printed that sentence, the document in its existing form was saved to the disk. In other words, it was re-recorded over the top of the last version, and any recent changes are now permanent. It is important to remember that any time SCRIPSIT Pro exits the document (even if you can still see it on the screen) for any reason -- to print something, to go back to the main menu, or if you CTRL Q Save-it-as-you-go, the original is recorded over, and you can't get it back with "Unedit." This means you should pay attention to what you're doing when creating rough drafts, but *it does not mean you should go long periods of time without saving-as-you-go*. Better to lose recent corrections to a document by some mishap than to lose the entire document because it was never saved! Typically, as you go along in the creation of a document, you should periodically stop, look back and decide that you want to save what's there, and then CTRL Q S. Later, when revising, if you accidentally delete a block or something, you'll have to decide if getting that block back is worth losing any other changes you've made since the last time you saved the document. You can't Unedit selectively. Save often!

SCRIPSIT Pro can do something helpful in this area if you want it to. It will automatically create a backup of every new document. It takes up disk space and makes loading a document slower, but it's good insurance. Automatic backup will be fully explained in "Create Backup Documents" under SYSTEM SETUP in Level 3.

We're going to save the rest of the Block options for the next level, but before we leave the subject, here's one more trick: Mark a block -- any block -- to do something with -- delete, move or whatever. Only this time, instead of bothering with the second B, the one that gives you the Block-action Menu, just press CTRL D to delete, CTRL C to copy, etc. In other words, instead of asking for a block with CTRL B, identifying it as a sentence with S, requesting block action with B, and finally deleting it with D, you can skip a step. All you need to do is:

CTRL B ... S ... CTRL D

Now just to be sure we all have the same text again, go back to DOS and copy TWAIN from the SCRIPSIT Pro disk to MARK on your Drive 1 disk. Remember how you did that?

copy twain:0 to mark:1 ENTER

Good. We're all ready for the next chapter.

Chapter 8

Designing the Page

Now that you know your way around the keyboard fairly well, maybe you'd better start getting organized. There's more to word processing than just typing; you need to format the page -- set margins and tabs and things. You may want to start a new page or center a title line or even a paragraph. And, because of SCRIPSIT Pro's ability to access more than one file at a time, you can actually divide the screen in half and look at one document at the bottom of the screen while you work on another at the top!

The Tabline (CTRL T)

One important thing to remember with SCRIPSIT Pro is that what you see on the screen is pretty much what you're going to get on paper. Well, almost. You won't see boldface type on the screen or justified lines or proportional spacing, but whatever characters are on a given line on the screen will be on that same line on the printout. That means that you can set up margins, tabs and indents on the screen and get a good idea of what they're going to look like on paper.

As we've mentioned, the line at the bottom of the screen with all the numbers and plus-signs on it is called the tabline. It's there all the time, and it shows you where your tabs and margins are, where the automatic indent is if you decide to set one (you will), and where it all fits in terms of inches on the printed page. Get back into MARK, and put the cursor somewhere in the last paragraph of the document. The command that allows you to get down into the tabline to change things is:

CTRL T

Try it. The cursor jumps down onto the tabline, and the arrow keys will move it back and forth. Hold down the left-arrow key until the cursor goes as far left

as it can. The cursor is now at the equivalent of the very left edge of the paper. If the paper were to the far left in your printer and a character were printed in this position, it would be practically off the page. The number 1 is ten spaces over because "10 Pitch" (10 characters per inch) was automatically specified when the document was opened.

If you had changed the Open Document Options to specify "12 Pitch," the one-inch mark would be 12 spaces from the edge. Likewise the numbers 2, 3 and so on.

Let's see how far they go. Hold down the right-arrow key until the cursor won't go any further. The document will roll off the screen to the left, but the cursor and tabline will keep going until they get to 16.8 inches. Look at the status line below and it should say `Pos:16.8`. If you had set up the document at 12 pitch, the cursor would only go over to 14 inches, or `Pos:14`. 10 characters x 16.8 is 168, and 12 characters x 14 is 168. That's the maximum number of characters SCRIPSIT Pro can handle on a line.

To get the cursor quickly back to the left edge, or "home," press **SHIFT** **◀**.

Standard typing paper is 8 1/2" wide, so let's think in those terms. Move the cursor over until it's right under the beginning of the MARK text. The status line should say `Pos:0.9`, and the cursor should be flashing on a left parenthesis, (. Parentheses are the margin markers, and moving them is just a matter of typing in a new one somewhere else. For example, move the cursor left about 3 spaces, and type a (. Notice that the original marker disappeared when the new one appeared. Press **ENTER**. Because the cursor was in the last paragraph of MARK when you entered tabline mode, that whole paragraph moves over 3 spaces in adherence to the new left margin you just set. Pressing **ENTER** also took you out of tabline mode and put you back into the document.

Adjustments to the tabline only affect the paragraph you're working on, plus anything new you add. In other words, they don't change anything previously set up. The logic in this is pretty obvious; you might want to format part of the page one way and part another. If you decide later that you want to go back and reformat the whole document, or part of it, you can do so using a block command. We'll try it in a moment.

Move the cursor as far down as it will go, to the first empty line after the end of MARK, and press **CTRL** **T** to get back into tabline mode.

The tab settings, which show up on the line as plus signs (+), can also be changed by simply typing new ones. The only difference is that new ones don't make old ones disappear. This is common sense, too; you can only have one

left margin at a time, but you can have as many tabs as you want. To eliminate an unwanted one, put the cursor on it, and press the space bar or the hyphen (-) key. To eliminate a bunch of unwanted ones, just hold down the space bar and let the cursor run through them, changing everything to hyphens as it goes. This also erases any inch-marker numbers that might have gotten in the way, but they'll come back as soon as you get out of the tabline mode and back to the document.

Let's set up a tabline. Put the left margin at 1.5 inches, and the right margin (the right-hand parenthesis) at 7 inches. This will give you 1 1/2" margins on both sides of the page. Then put a tab in at 3.1 inches (`Pos: 3.1`), erasing any existing tabs in front of that one.

Now put in an automatic indent. This will make the cursor automatically indent the first line of each paragraph. Place the cursor on the (that marks the left margin, and with the right-arrow key, count over five spaces and type an I. (It will automatically come out capitalized.) Since you can only have one indent at a time, new Is replace old ones, just like the margins do.

Your new tabline should look like this:

```
----------1----(----I---------3+-------4----+---5----+----6----+----)--------
```

To lock it in and get back to the document, press **ENTER**.

Since the cursor was all the way at the end of the document when you went into tabline mode, it should be flashing on the first empty line directly over the I in the tabline. That means your new indent is working, and the first line of the new paragraph you're going to write will start five spaces in from the margin. With the View Mode on, type the first two words of the following (including the colon), then exercise your new tab stop by pressing **SHIFT**[→], and type the rest.

In 1570: Prussia passed legislation that made it unlawful for almanacs to tell more lies than truths. ENTER

(That doesn't apply to software manuals.) Notice that the second line, beginning with `unlawful`, went back to the new left margin, as will all subsequent lines until the carriage return is pressed. The first line of the following paragraph will again be indented.

Now, run the cursor up into the preceding paragraph -- the last one in the MARK text -- and see what happens to the tabline. It returns to the settings used to construct that paragraph. Move the cursor back down into the new sen-

tence, and the settings change back. The tab settings for MARK were the default ones that SCRIPSIT Pro set up automatically. This default tab line is called the "system" tabline, and it is semi-permanent. The one you just set up is only temporary. As soon as you set up another one, this one will be lost.

There is, however, a way to save these settings for future use. Be sure that the cursor is in your new sentence, and get back into tabline-edit mode by pressing **CTRL** **T**. Now, instead of just pressing **ENTER** to invoke this tabline, press **S** to save it. A question will pop up at the bottom of the screen:

```
Save as which Tab Line (A-Z; S=System)?
```

You're being offered the opportunity to give this newly constructed tabline a one-letter name from A to Z. Does this mean you could store away 26 different tablines? Sure does.

"S" tabline, however, is a bit different from the rest. Pressing **S** here would reset the "system" tabline, which would mean that all new documents, from here on, would open up with these as the default settings. That's why we called the system tabline "semi-permanent" -- it's the standard, but it is changeable.

Press **Z** to name this line "Z," and it will go onto the disk for future use.

Let's do one more. Be sure that the cursor is in the blank line at the end of all text and then set this one up. (Use the space bar to get rid of the I.) Save it as "Y":

```
----------1---------2--------(3+---+----4----+----5----+----6)---+----7---------
```

Now that you have them saved, how do you get them back? Easy -- put the cursor back in the last paragraph of MARK again. Then get into tabline mode, and press **R**. You'll be asked:

```
Recall which Tab Line (A-Z); S=System)?
```

Press **Y**. Looks a little different, doesn't it? A little too different? Get back into tabline mode, and this time **R**ecall the **S**ystem tabline. That'll restore it to normal.

Should you start editing a tabline, change your mind and want to start over or go back to what you had before, just press **BREAK**.

If you accidentally press the wrong key when in tabline mode, a "help" screen will appear to tell you all the proper options. Get into tabline with **CTRL** **T**, then press **Y**. This screen will appear:

```
          TAB LINE EDIT OPTIONS:

"T" or "+" sets a tab under the cursor
"(" and ")" set the left and right margins, respectively
"I" sets the indent
"-" or SPACEBAR erases the setting under the cursor
RIGHT-ARROW moves the cursor forward
LEFT-ARROW moves the cursor back
SHIFT RIGHT-ARROW tabs the cursor
SHIFT LEFT-ARROW homes the cursor left
ENTER registers the new tab line and returns to the docum
BREAK cancels changes made and returns to the document
"S" or "R" saves or recalls a tab line by letter
"A" sets a new align-tab character
```

Press **BREAK** to return to the document.

Tabline Summary

1. The command for tabline editing is **CTRL** **T**.

2. There are 3 kinds of tablines: *temporary* which lasts until a new one is installed, *"permanent"* -- named A to Z --and *System* which is the default for all new documents.

3. Once you're in tabline mode, tablines are saved with **S** and recalled with **R**.

4. Whenever a tabline is created or recalled, *only* the paragraph holding the cursor will be affected *unless* the affected paragraph is currently the last in the document. In that case, all future paragraphs will follow its settings until another is set up or recalled.

The "Margin" Command (CTRL M)

The Margin command is a quick variation on tabline settings. Put the cursor in the last paragraph of MARK, and leave View mode on. Suppose you wanted the left margin for this paragraph to be one inch further in. View mode turns on the ghost cursor to make it easier to measure. Put the cursor right where you want the left margin to be -- one inch (10 spaces) into the line. That's where you want the left margin to be for this paragraph? Okay, instead of going into tabline mode, this time press CTRL M for Margin. The question appears:

```
Set Left margin, Right margin or Indent (L, R or I)?
```

It's asking what you want placed at the position where the cursor is now located, and what you want there is the left margin, so press L. Presto! The paragraph now has a left margin an inch in from where it used to be.

The same procedure applies to the right margin. Hold down the ▶ until the ghost cursor is halfway between the 6 and 7. Now press CTRL M again, and this time answer the question with R for right margin. For indent, put the cursor about five spaces in from the left, and press CTRL M, then I.

The difference between the margin command CTRL M and the tabline mode command CTRL T is that the margin command allows you to position the cursor wherever you want to set the margins or the indent and simply set them. Tabline mode requires counting over the desired number of spaces on the tabline and typing a parenthesis or an I. Tabline edit is more a "big-deal" change; when you really want to change things -- margins, indents, tabs, the works -- and especially if you want to save these settings for future use, use CTRL T. For quickie one-margin-only changes, especially if you just want the new margin to line up with something on the line above, use CTRL M.

Two things to remember with the Margin command:

1. With this command, margins can only be set *inside* their current positions -- you can narrow the existing text; you can't, however, make it wider.

2. Once you've reset the margins to create a new paragraph, they'll stay reset for all future copy. To get back to what you were using before, you have to use CTRL T and Recall the tabline you were using.

Centering Paragraphs (CTRL C)

Here's a little trick that comes in handy, especially for titles. Centering is a toggle-on toggle-off feature that affects the paragraph the cursor is in. To turn it on, press CTRL C, and Cn appears at the lower right of the screen on the status line.

To uncenter, or turn it off, press CTRL C again. Centering is also automatically turned off as soon as the cursor is moved into another existing paragraph.

Put the cursor on a new line, and type:

How I Made My First Million ENTER
by <your name> ENTER

Because there's a carriage return after each line of this title, SCRIPSIT Pro will consider each one a separate paragraph. Put the cursor in the first line, and press CTRL C, then in the second line and do the same. Use the down-arrow or ENTER to get to the next blank line. When you center the last existing line of a document like this, SCRIPSIT Pro will leave Centering on for one more paragraph of new copy, so try adding something and watch it center as you type. Type:

Once upon a time, a long, long time ago

The letters spread out from the center, one going left, the next going right, and so on, and the paragraph is centered as it is typed. Press ENTER and center mode shuts off. It'll have to be turned on again with CTRL C to center the next paragraph. Note that we've been talking about *paragraphs*, not sentences. If the sentence you were typing were longer than one line, subsequent lines would continue to be centered until the next carriage return signalled the end of the paragraph.

Shift Lock (CAPS)

To lock on uppercase, press the CAPS key. A C will appear on the status line. To unlock, press CAPS again.

Forcing a New Page (CTRL N)

SCRIPSIT Pro always keeps you informed of the page on which you're working, based on the page length selected when the document was opened. Sometimes, however, you may not want to run the full length of the page. A couple of examples: There might be a table or list in your document that happens to fall at the bottom of a page. The bottom half of that table might get kicked over to the next page if you just let SCRIPSIT Pro move to the next page automatically. The solution would be to move the *whole thing* over to the next page. That would leave the first page a little short, but it's better than half a table.

Another good place to use page breaking would be the last page of a chapter or section of a long document. Forced page breaks would start each chapter on its own new page.

Any time a new page is needed, press CTRL N (N for New page). A ^ will appear on the screen but won't print on paper. This little ^ code tells the printer to stop, feed to the next page and start again.

Two things to remember:

1. Page breaks must be inserted between paragraphs -- not in the middle. If you need to break a page in mid-paragraph, first insert a carriage return (F1 ENTER BREAK) to break the paragraph. Then break the page.

2. No more than 127 page-break codes can be inserted into a document. If you need more than that, you'll have to divide the work into more than one document.

Put the cursor on the blank line above the asterisks in the middle of MARK. That's between two paragraphs, so it ought to work. Press CTRL N. The little ^ appears, and sure enough, the status line down at the bottom of the screen changed to `Pg:2, Ln:1`.

All subsequent page and line numbers will be changed appropriately.

If your printer's ready to go, press CTRL P to see it work. Remember, however, that printing, as well as all CTRL Q functions, saves the document in its present form, so if this were the real thing, it would be important to be sure it was the way you wanted it. It's only a test document, however, and you can always get another copy of TWAIN to replace it, so go ahead.

Making a New Copy of TWAIN
(without leaving SCRIPSIT Pro)

As a matter of fact, you've already learned a simpler way to obtain a copy, and you may not even have realized it. Do you really have to go back to TRSDOS and go through the copy routine? Remember CTRL Recall? MARK is in bad shape again from all our experimenting, so put the cursor at the very top of the document -- at the beginning of the title -- and block-mark to the End-of-text, and Delete it. Once the screen is blank, press CTRL R, type in the name TWAIN, and press ENTER. There you have it. A fresh copy to work on, named MARK:1.

Chapter 9

Headers, Footers and Automatic Page Numbering

After the document is all formatted, the margins are set, the title is centered and everything's ready, there's one more detail you might want to add: page numbers. SCRIPSIT Pro will automatically print the page number on each page if you want it to. And while you're at it, you may want to add "headers" or "footers."

Headers

A header is one or more lines that are repeated at the top of every page of the document. If you'll look at the top of this page, for instance, you'll notice a title. On the left-hand (even-numbered) pages appears the title LEVEL TWO, and on the right-hand (odd numbered) pages appears the chapter title.

These are headers, and as you can see, odd pages can be different from even pages. SCRIPSIT Pro also provides for footers, which are the same as headers, only they're on the bottom of the page. Both even and odd headers *and* even and odd footers are allowed. Usually, though, the *only time* different headers for even and odd pages are needed is when you are printing on both sides of the paper. Then, if the pages were put in a binder, the left pages would have different headers (or footers) from the right pages.

Two of the CTRL Q options create headers and footers*, and they're a cinch to set up. If you're not still there, get back into MARK, and then press CTRL Q. Along with the familiar options for saving and quitting the document, the

---

* ⇧H or ⇧F can also be used.

menu at the bottom of the screen is offering Header as one of your choices, so press H.

```
Print on Even or Odd numbered pages (E or O)?
```

If you want the same header to appear on all pages, both even and odd, you just set up one -- either one. If only one header is set up, SCRIPSIT Pro will automatically print it on both odd and even pages. Same with footers.

Just so we all do the same thing, press E for Even. A blank page appears. The tab line is the same as MARK's, although if you wanted, the header tabline could be set up differently than the document's. The status line shows the usual info, except that the page indicator is showing Pg:HE, meaning you are now working on the "header even" page.

Okay, let's create a header. How about this? Press CAPS before typing it.

A CONNECTICUT YANKEE IN KING ARTHUR'S COURT

Center it with CTRL C, press CAPS again and throw in a couple of extra carriage returns after the header to provide some white space before the first line of text begins. Now, to save it and get back to MARK, just press CTRL Q S, our old friend save-as-you-go, and you're back in the document. But wait: what about a footer? Press CTRL Q again, and this time press F for Footer.

Footers

Again, Even or Odd doesn't matter because you want the footer to print on every page, so just pick E. Begin your footer with two carriage returns to create some white space between the bottom of the text and the footer. For the actual footer, just type the word **PAGE** (don't press ENTER yet), and we'll use SCRIPSIT Pro's automatic page numbering feature.

Automatic Page Numbering

Automatic page numbering simply requires you to put the cursor where you want the number to appear -- in this case, one space after the word PAGE. Press CLEAR and type a *lowercase* **p**. A ¤ character * will appear on the screen

* Some older Model 4s display a different character.

where you pressed the CLEAR key, followed immediately by the small P. Center it, and your footer should look like this:

PAGE ¤P

Return to the main document with CTRL Q S, and the footer is saved. Each page of the document will have the title printed on the top, and the appropriate page number on the bottom. Page numbering can be used without any additional header or footer text, and it doesn't have to be centered. For page numbers in the upper right-hand corner, for example, just put the ¤P at the far right of the header "page."

Chapter 10

Designing the Printout

CTRL P

Well, you've come a long way. You know your way around the keyboard and the screen; now we'd better make sure you understand everything that goes into a good-looking printout.

A printer is much more than just half a typewriter; it actually has some computer parts inside that allow your Model 4 to "talk" to it. In addition to the characters in your documents, the computer sends the printer all kinds of codes -- some invisible, some not. Many of the codes become visible when you turn on View mode. For instance, when you hit a carriage return, a little bent arrow* appears on the screen if View mode is on. That arrow goes to the printer, and the printer is smart enough to know that when it gets one, it's supposed to stop printing, move the paper up one line, and start printing a new paragraph.

The computer starts collecting information to feed the printer as soon as you open a document. From the SCRIPSIT Pro Main Menu, reopen the MARK document, and let's look at the `OPEN DOCUMENT OPTIONS` screen.

The first time you saw this screen, at the beginning of the book, we just asked you to take it on faith and pressed on. By now, you should be able to understand it all without any trouble, so we'll look at what each part of it does.

Remember, the arrow keys move the cursor around in this screen; don't press **ENTER** until you're finished making any changes you may need to make to it.

---

* Your Model 4 may use a different character.

```
************************ SCRIPSIT -- OPEN DOCUMENT OPTIONS ************************

              Document name:  MARK____________
                     Author:  ________________________
                   Operator:  ________________________
                   Comments:  Excerpt from Mark Twain
                Printer type:  PRINTER
              Lines per page:  56       (1-99)
                       Pitch:  10       (1-20 or P)
1st page to include header:  1__       (1-999)
1st page to include footer:  1__       (1-999)
      Suppress widow lines:  Y__       (Yes/no)
```

The first four lines are really for your information. When you call up a document, the information you put here can give you a quick summary of what the document is. Then if this turns out to be the wrong document, you can just press **BREAK** and go back to the menu to try another one.

The `Printer type` you specify here tells SCRIPSIT Pro which "printer driver" or "translator" it's going to need to use when it starts talking to your printer. The codes that nicely operate one printer may totally confuse another printer. The "default" printer driver, specified automatically by SCRIPSIT Pro, is PRINTER.

The driver called PRINTER is for demonstration purposes only. It runs all Tandy printers well enough for what we've done so far, but it won't support your printer's more interesting abilities, like boldface, underlining and so on.

Now is the time to equip yourself with the driver or drivers you really need. Take a break from MARK for a moment, and exit to TRSDOS. Remove the data disk from Drive 1, and insert the Printer Driver disk that came with SCRIPSIT Pro.

Look at the directory of Drive 1. A names-only form of the directory can be viewed by typing this:

cat :1 ENTER

Find the driver that matches your Tandy printer. (Look at the plate on the front of the printer.) If you are using, for example, a DWP 210, your driver is DWP210/CTL.

Copy the appropriate driver to your working copy of the SCRIPSIT Pro disk by typing:

copy dwp210/ctl:1 :0 ENTER

(DWP 210 is just an example; copy the one you need. Be sure to leave a space between **:1** and **:0**.)

If you have more than one printer, copy as many drivers as you need, but don't take up disk space with any extra ones. Put the Printer Driver disk away and put your data disk in Drive 1.

Now open MARK again via the Main Menu, stopping at the Open Document Options screen. It's important that you now change Printer type to DWP210, or whatever printer you're using. The /ctl extension is not used here.

Lines per page tells SCRIPSIT Pro when to send a new-page signal to the printer. If you were to change this to 5 lines per page right now, you could make MARK into a 15 page document!

The default is currently set at 56. That means that SCRIPSIT Pro will print 56 single-spaced lines on every page. The total length of standard 11" paper is 66 lines from top edge to bottom edge, so 56 lines of type allows 10 spaces to be divided between top and bottom margins.

SCRIPSIT Pro starts printing right where you start the paper -- it does not add a top margin.

If the paper is rolled into the printer with the top edge right at the printer head, the first line will be printed at the top edge of the paper, and all 10 extra spaces will be added at the bottom.

Better to roll the paper in a little further, 5 lines down from the top edge. Those 5 empty lines become the top margin, and SCRIPSIT Pro will start printing there. It will still add 10 spaces to the bottom: 5 will constitute the bottom margin of the first page, and the remaining 5 will become the top margin of the next page.

Just remember this: typing paper is 66 lines long. If you specify 56 lines per page, 10 blank lines will be added to the *bottom* of each page. Whatever won't fit on the bottom of one page becomes the top margin on the following page.

Letterhead. Letterhead, of course, requires a top margin big enough to make room for the company logo. Roll your letterhead into the printer to the point at which printing is to start. That may take up 10 or more lines worth of space on the page, so the lines-per-page will have to be adjusted accordingly. If most printing is to be done on letterhead, estimate what the default ought to be -- say 50. Then experiment with letterhead, changing the setting on a sample document until it's the way you like it. When it's satisfactory, come back to System Setup and reset the default.

Double spacing. 56 lines per page means 56 total, including blanks between lines. If linespacing is set at single-space, 56 printed lines will be on each page. With linespacing set at double-space, there will be only half as many printed lines because the other half will be blank.

Pitch means number of characters per inch. 10 is more or less standard, but many printers are capable of switching, either mechanically, or with this signal from SCRIPSIT Pro, from one pitch to another. 12 pitch squeezes more characters into an inch, hence more to the page. Proportional spacing, if your printer has that capability, takes up even less space because each letter only takes the room it needs.

1st page to include header and 1st page to include footer also sends a signal. They start the header and/or footer on the appropriate page. A document may have a couple of pages of introductory material before it gets down to business, and perhaps the header shouldn't start until page 3. The footer, however, may be only the page number, so it would be okay to start it on page 1. These options give you that kind of flexibility.

Suppress widow lines does a nice thing. A widow is a printing term meaning a "stranded line." Picture the first line of a new paragraph appearing as the *last line on the page*. Looks a little odd, particularly if it's indented. And picture the *last* line of a paragraph, usually just a few words long, appearing at the *top of a page*. Also not very attractive. These are called widows, and typesetters and typists try to avoid them. The only way to do so is to make the page either one line longer or one line shorter. By answering **Y** to this option, you're telling SCRIPSIT Pro, "I'm not going to hold you to the exact number of printed lines per page I've specified -- fudge a little if necessary to avoid widows." If you say No, of course, you'll get the exact number of lines, widows or not.

When all the Open Document Options look good, press **ENTER** to return to the MARK document.

Linespacing (CTRL L)

Linespacing defaults to single space. Notice that the status line says LS:1. When you send a document out to the printer, it is printed single-spaced unless you do one of three things:

1. Change the linespacing for the entire document by pressing CTRL L.

   For practice, we'll change MARK to double-spaced. Press CTRL L, then type **2** ENTER in reply to the prompt that appears at the bottom of the screen. The screen will go into "reverse" during the changeover, but the only permanent change you'll see on the screen is in the status line; LS:1 is now LS:2.

2. Change the linespacing in a block of text with CTRL B and then CTRL L. This alternative is most often used when only part of a document, for instance a long quotation, is to be single-spaced in the middle of a double-spaced document.

   Change one of the paragraphs in MARK back to single-spaced. Move the cursor into the paragraph, and press CTRL B, then **G** to mark it. Now press CTRL L, and type **1** in response to the prompt. Again, the only change will occur in the status line. LS:1 has replaced LS:2. To make sure the line spacing in the rest of MARK is still double-spaced, move the cursor out of this paragraph. The difference in line spacing will be obvious when you print out a copy of MARK at the end of this chapter -- everything will be double spaced except the paragraph you just changed.

3. Go into "System Setup" and change the default, which will set a new linespacing standard for all future documents. We'll learn about System Setup in Level 3.

The Print Options Screen

The Open Document Options contain some instructions for the printer, but now that you're ready to print, you have to finish up your briefing to the printer by answering the questions on the other options screen -- the PRINT TEXT OPTIONS. Again, we'll spend a few moments going through them, just to make sure you understand them, but they too will be no bother once you're using SCRIPSIT Pro on your own.

When we get to System Setup in Level 3, you'll learn how to set all the options on both screens so your favorite configuration comes up automatically for every document. Then all you'll have to do is type in a name and **ENTER** to get past the Open Document screen, type the document and press **ENTER** to get past the Print Text screen. Nothing to it.

Press **CTRL** **P**, and take a look at the Print Text Options screen.

```
********************** SCRIPSIT -- PRINT TEXT OPTIONS **********************

              Document name: MARK_____________
                  Paper size: 66      (1-99)
         Pause between pages: Y       (Yes/No)
     Begin numbering as page: 1___    (1-9999)
     Method of justification: N       (Proportional/Mono/None)
Footnote numbers relative to: N       (Page/Document/No footnotes)
            Number of copies: 1_      (1-99)
               Display codes: N       (Yes/No)
    Column to start printing: 1__     (1-132)
```

You already understand most of what's on this screen; `Paper size: 66` means that the full length of 8 1/2 x 11 paper is the equivalent of 66 printer lines. Legal-length (14") paper is 84 lines long; if that's being used, type 84 here in place of the default 66.

`Pause between pages` defaults to Yes, which means that the printer will stop after each page, to give you the opportunity to put in a new sheet of paper. Change this to No if you're using continuous-form paper.

`Begin numbering as page:` would normally begin with page 1 (if you're using page numbers), unless this document follows another, existing document and needs to be numbered sequentially.

`Method of Justification`. Justification means lining up the right-hand margin (as you see in the printing of this book) instead of leaving it "ragged" as in typewritten material. In the old days of metal type, a bunch of words were set up on a line, and then wedges were driven in between all the words causing them to spread out more or less evenly to fill the exact length of the line. The more space there was to fill, the further apart the wedges drove the words. Computers use electronic "wedges," but the result is the same. Some people like it, some don't.

In 10 pitch, every character occupies a block of space exactly 1/10 inch wide. Proportional characters are made up of much smaller units. Instead of each one requiring its own little "house," whether it fills it or not, a proportional letter is made of only enough "bricks" to do the job.

Spacing, when it comes time to justify the line, works the same way. Mono spacing adds only full-size spaces to fill out the line. Proportional spacing uses much smaller units, which means that the printer can be much more flexible about getting the maximum number of words on a line with the minimum of extraneous space.

Either kind of justification can be used with any pitch setting.

`Footnote numbers relative to:` You'll learn all about footnotes in Level 4. Until and unless you learn how to use them (it's not all that difficult), just leave the default `N` here for No footnotes.

`Number of copies:` How many copies of this document would you like printed? If the document is multi-page, SCRIPSIT Pro will print out one copy of each page, then go back and print the next complete set.

`Display codes:` If for some reason you wanted all the print codes -- the carriage returns, the force-a-page-break symbols, the "fancy printing" codes (Level 4) -- to show up on the printout, you'd say `Y`es here. All the codes that show up on the screen in View mode, or a character representing them, would print out on paper in their proper places in the text. You might use this for careful checking of your work in a rough draft, then shut off the function in the final copy.

`Column to start printing:` "Column" means where you want the printer to *start*. This requires a little explanation.

Pitch set at ten characters per inch means that there are 10 characters, or spaces, in every inch, and the characters on Line 1 are right above the characters on Line 2. Like this:

```
EACH CHARACTER IS IN A VERTICAL COLUMN
EACH CHARACTER IS IN A VERTICAL COLUMN
EACH CHARACTER IS IN A VERTICAL COLUMN
---------1---------2---------3---------4
```

Notice how they line up vertically. Or look at it another way:

```
C C C C
O O O O
L L L L
U U U U
M M M M
N N N N
2 4 6 8
```

Vertical alignment on the screen and in a non-proportional printed page is called "column." Column 1 is the *left edge of the paper* and the left side of the printer.

If you are using a left margin of one inch and set `Column to start` at 1, the printer will start at the left edge (column 1), then count over 10 spaces (one inch) and start printing. For the most part, you leave the `Column to start` at 1.

Printing an Envelope

However, if you want to mark a block (like the address from a letter) and print it 'way over to the right (as you would on an envelope), you can fool the printer by telling it to start counting at about column 40. It will run over to column 40, then add your 1" margin *there*, so actual printing will start at column 50, which, at 10 pitch, is 5" from the left edge of the envelope -- precisely where you want it.

The same thing could be accomplished by resetting the margins, but then they'd probably have to be set *back*, and this is much easier.

Choosing a "column to start" at pitch settings other than 10 and in proportional spacing will be different, of course, but once you have found the best one by experimentation, just remember it and use the same setting every time you do an envelope.

Printing a Document

Once you've settled on all the print options, press **ENTER** to start the printer rolling. If your printer is not hooked up properly, or not turned on, a message will flash at the bottom of the print options screen:

```
Printer not ready,  Continue (Y or N)?
```

Fix the problem and press **Y**. If something is still wrong, the message may not come back unless you press **BREAK**. Pressing **N** will cancel the print order and put you back in the document.

Interrupting the Printing (BREAK)

If something goes wrong after printing begins, you don't have to stand helplessly by and watch paper spew all over the place (especially if you're not using

Pause between pages). To stop the printing for any reason, just press BREAK. The printer will stop, and this message will flash on the screen:

```
Do you wish to continue printing (Y or N)?
```

It's a very easy system; if you stop the printing in this fashion, even if it's just to answer the phone, there's no harm done. Just press Y when you're ready to start again, and printing will proceed as though nothing happened. If you press N, the print job will be cancelled, and you'll be returned to the document. When you're ready for another try, press CTRL P again.

Chapter 11

Windows

CTRL W

Viewing Two Documents at Once

Have you ever wished, when writing a letter, that you could see a previous letter so you could make sure that the "facts" you made up this time are consistent with the facts you made up last time? Or perhaps you would like to look at the contract you wrote to make sure all the loopholes you put in it are cleverly explained in the cover letter.

You could get up from the keyboard, go to the filing cabinet and dig out the appropriate paperwork, or, with SCRIPSIT Pro, you can put them both on the screen at once using "windows." The document you're working on will be at the top of the screen and beneath it, a dividing line followed by a second document loaded from any disk drive. Let's see how it works.

If you're in a document, close it with CTRL Q M. Open a new document, and name it MARK928:1 for "Letter to Mark of September 28 -- saved on Drive 1."

Check the Open Document options, and, if desired, type your initials on the Author line. On the Printer type line, type the name of your printer over the word PRINTER, deleting any extra letters with SHIFT CLEAR.

Press ENTER to bring up the blank new page, and type:

Sept. 28, 1889

Mr. Mark Twain
77 Forest St.
Hartford, Connecticut

Dear Mark,
Loved your new book

(Uhh...what was the name of that book? This would be a good time to bring the MARK file up in the bottom window.)

Press CTRL W. The following Window menu appears:

```
LOWER WINDOW: use arrows to page; or Open, Close, (Un)synch, or Block?
```

`use arrows to page` means that when you get a document in the lower window, you'll be able to scroll through it using the arrow keys. We'll do that later. `Open` is what you're going to do now -- open a document in the lower window. Press O to open a second document, and when it asks for the name of the second document, type **MARK** ENTER.

There it is, in the lower window, complete with the name of the book. Notice that the status line says `MARK928:` and `MARK`, with a vertical line separating the names of the two files now on the screen. The rest of the status line information refers only to the top document, the working document, and with the exception that only 13 lines, not 22, are displayed at a time, everything works just as though the lower window weren't there.

Back to the letter...

Sept. 28, 1889

Mr. Mark Twain
77 Forest St.
Hartford, Connecticut

Dear Mark,
Loved your new book, A CONNECTICUT YANKEE IN KING ARTHUR'S COURT. I especially liked the part

(...what was that part?) Use the CTRL W Window command again to bring back the Window menu. One of the things it offers is the use of the arrow keys to scroll through the bottom document. Press the down-arrow key once. The entire bottom screen -- all eight lines -- scrolled up, and the next eight are now visible. Press it again and see eight more. The up-arrow works the same way.

Get to the top of the lower document with the up-arrow, then press the down-arrow five times. That should produce a screen beginning with `study the`

tournament. Read the second sentence, beginning with That reminds me to remark. Ah, yes... Press BREAK to get back to the letter, and continue typing.

the part about the patent office. I agreed with you completely when you said "...

(You could just retype the quote, but let's let SCRIPSIT Pro do the work.)

Marking a Block in the Lower Window

What you need to do here is mark a block in the lower document, save it into temporary memory, and recall it right after the quote mark and dots you put in the upper document. Press CTRL W again to put the Window Menu back on the screen, and press B for Block. A couple of things happen:

```
Position to START of block and press period (.) key (or BREAK to canc
```

...appears at the bottom, and the cursor jumps down into the bottom window. Do as it says, and position the cursor (the arrow keys work normally down here now) at the beginning of this part of the paragraph:

```
I knew that a country without a patent office and
good patent laws was just a crab, and couldn't
travel any way but sideways or backways.
```

Put the cursor right on top of the I because the block you're marking will include whatever character is under the marker. Now press the . key.

No period appeared, but SCRIPSIT Pro must be satisfied because now it's giving you a new instruction:

```
Position to END of block and press period (.) key (or BREAK to cancel
```

Press the down-arrow key, and everything from the I in I knew ... down to the character directly below it "lights up." Press the down-arrow again, and the rest of the paragraph lights up. Do a couple more, then hold down the right-arrow key, and the block will grow one letter at a time. Go too far? Hold down the left-arrow, and the block will shrink one letter at a time. Press the up-arrow, and the block will shrink one line at a time. Play around with it a little, and then settle on a block that just includes the above quote.

Once you have it lit up to your satisfaction and the cursor is on the last character in the quote, press the . key again. The block will un-mark, and the cursor will go back to the main document in the top window. The block is securely stored away waiting for you to recall it somewhere, and it will remain in memory until you replace it with another block. The block in memory can be inserted in the top document, or you could get out of that document and bring up another one, then insert the block there.

Now that the cursor is back in your letter, put it right after the "...", and press CTRL R for Recall. The question:

```
Recall which file (press <ENTER> to recall MOVEd text)?
```

...comes up. Well, you don't want to go to the disk and bring in a whole file here, but you did *move* something... (putting a block into temporary memory works the same way as MOVE) so press ENTER to recall it.

And there's your quote, neatly inserted into your letter.

```
Sept. 28, 1889

Mr. Mark Twain
77 Forest St.
Hartford, Connecticut

Dear Mark,
Loved your new book, A CONNECTICUT YANKEE IN KING ARTHUR'S  COURT. I
especially liked the part about the patent office. I agreed with you
completely when you said "...I knew that a country without a patent office
and good patent laws was just a crab, and couldn't travel any way but
sideways or backways.
```

Scrolling the Lower Window One Line at a Time

If you are looking for something in the lower window and find it irritating that the document scrolls from one eight-line batch to the next, just hold down the CTRL key when pressing the arrows. Don't press CTRL W first. If you already have, and the Window Menu is showing, press BREAK to get out of it.

CTRL with the up- and down-arrows will scroll one line at a time. CTRL with the left- and right-arrows will move the text over eight characters at a time. And that brings us to:

(Un)Synching the Windows

If you tried moving the text left and right with CTRL and the arrow keys, you probably noticed that both windows moved -- not just the bottom one. That's because the window synchronizing feature is toggled on. To (Un)-toggle it, turn the window menu on with CTRL W, and press U for (Un)synch. The question appears:

```
Should windows move together left and right (Y/N)?
```

Press N for no. The menu goes away, and you're back in the document. But now try CTRL left- or right-arrow, and only the bottom window will move.

Seeing the Same Document in Both Windows

It's possible to call up the same document in the lower window as you are working on in the upper. This can be useful when close, careful editing is involved.

While SCRIPSIT Pro won't allow you to open MARK928 in the bottom window when it's already open in the top, it has no rules against opening a *copy* of it. Block-mark the whole top document, and press CTRL F to store it as a file (document). Name it MT928:1 (a variation of the original name we just made up), and save it as a SCRIPSIT file when asked.

Now you have two identical documents, MARK928 and MT928, and you can put one in each window.

Replace MARK in the lower window with MT928. No need to close the window first and re-open it with the new document; just press CTRL W O, and type in **MT928**. The old document will go away, and the new one, in this case a carbon copy of the document in the upper window, will open.

Changes made in the upper window will not automatically appear in the lower version -- that one will remain unchanged because it's just a copy. But that's desirable because it allows you to keep an eye on the original version of the document as you change it -- particularly in the case of deletions. It may be necessary to see what you deleted after it's gone. Change `Dear Mark` in the top document to **Dear Fred** and delete the next sentence with F3 S. The bottom document, as promised, is unchanged. If, after editing the working version in the top window, you decide it was better the way it was, CTRL Q U will Un-edit it and restore it to the way it appears at the bottom. Do that.

When you're finished looking at the document in the lower window, press CTRL W for the Window Menu, and then select C to close the window.

If you need to leave two documents before you are finished comparing them, be sure to close the window before quitting the upper document. If you don't, the lower document will remain and show up in the *next* document you open. Of course, if you *want* to keep the lower document and just change the upper, then don't bother to close the window. Leaving SCRIPSIT Pro, however, will close out the bottom window, and when you turn on the system again, you'll have to reopen it.

Let's take a moment to try that because there are a couple of tricks you can learn in the bargain.

Shortcuts to Opening a Document

Press CTRL Q M to quit MARK928 and return to the Main Menu. You already know a shortcut back into the MARK928 document:

```
<R> Return to document last edited
```

Press R, and MARK928 will come back without the necessity of typing in the name again or going through the Open Document options. The bottom window will still be there.

While we're on the subject, there are a couple of other tricks available for opening documents. Exit to the menu again, and this time, press O to open an existing document. MARK will do, but it must be an *existing* document. Type in the name, but instead of pressing ENTER, press the down-arrow key. The Open Document Options screen will be bypassed, and you'll go right into the document. Again, the lower window will still be open, and MARK928 will still be in it.

Exit again, this time all the way to DOS. Type **scripsit**, leave one space, and type the name of a document -- existing or new. Press ENTER, and after the disks spin awhile, you'll go directly into the document, bypassing both the Main Menu and the Open Documents screen. Because you left SCRIPSIT Pro, the bottom window will no longer be open. But you know how to open one up whenever you like...

Chapter 12

Aligning on a Decimal Point

CTRL A

How would you (without a lot of backspacing and counting,) type this?

```
$123,456,789.00
     $12,345.67
  1,234,567.89
          1.23
        123.45
```

There are many times when you need to line text up on the *right* instead of on the left. Numbers with decimals are the most obvious example. It's easy.

Open a new document called NUMBERS:1, and do this:

Go down to the tabline (**CTRL T**), and erase the first two tabs (the + signs after the 1 and 2-inch markers) with the space bar. That leaves the first tab at 3.5 inches. Press **ENTER** to record the new tabline and return the cursor to the document.

Press **CTRL A**. The cursor will jump over to the first available tab, which you just set at 3.5 inches. If View Mode isn't on, turn it on with **CTRL V**, and you'll see a ` appear at the the beginning of the line. This is the signal that the "Align Tab" has been invoked.

Now type **$123,456,789.00**. Use either the numbers at the top of the keyboard or the number pad to the right. Closely watch what happens. Until the decimal point is reached, the numbers move to the *left* as they are typed in. The decimal

stays right at the tab stop, and all succeeding numbers move to the *right*. Try it again; press ENTER to get to the next line, then CTRL A again. (Align tab must be invoked for each item you want aligned.) Type:

12,345.67 ENTER

...and then:

CTRL A	**1,234,567.89**	ENTER
CTRL A	**1.234**	ENTER
CTRL A	**123.4567**	ENTER

So how did it know that the decimal point was where you wanted the numbers to start moving to the right instead of to the left? The decimal (the period) is the default *align tab character*. Every time an align tab is turned on with CTRL A, SCRIPSIT Pro looks for a period to shut it off and to begin adding characters on to the right as it normally would. The align character doesn't necessarily have to be a period; it can easily be changed. And columns can even be aligned to the right without any special character at all. Type this:

CTRL A	**Fred Smith**	ENTER
CTRL A	**Bob Jones**	ENTER
CTRL A	**Agatha Smith-Jones**	ENTER

They all lined up on the right, but nothing can be added *right after* the names without some special align character to tell SCRIPSIT Pro when to go one way and when to go the other.

Changing the Align Tab Character

The align character for this document can be changed by getting back into tab-line mode (CTRL T) again and pressing A. The statement appears:

```
Type new align-tab character for this document:
```

What should we make it? How about an equal sign?

Type = ENTER. (Remember, pressing ENTER gets you out of tabline mode and back into the document.)

Changing the align character makes the change throughout the entire document, including what was previously typed. Notice that the numbers typed in a moment ago are no longer aligned on the decimal point. Since the document doesn't recognize the decimal as the align character any more, the numbers simply stacked up "flush right," like the names did.

Try these:

CTRL A	24 * 36 = 864	ENTER
CTRL A	(9*9) + (16/2) = 89	ENTER
CTRL A	3 - 2.345 = 0.655	ENTER

Now, how about changing the align character to a dash? Press CTRL T A, then - ENTER, and type the following:

CTRL A	**George Peterson - Cincinnati**	ENTER
CTRL A	**Peter Jorgeson - Indianapolis**	ENTER
CTRL A	**Bob S. - N.Y.**	ENTER

Be a little careful when changing the align character. Notice that as soon as it was changed to a dash (hyphen), `Agatha Smith-Jones` and `3 - 2.345 = 0.655` both re-aligned themselves with the dash centered over the tab stop. It's best to decide what the align character should be for a document and then not change it.

Can there be more than one on a line? Why not? Since they align on tab stops, you'll have to go into tabline mode and set up some. Press CTRL T, and set up this tabline:

```
---------(1---------2---------+---------4---------5---------+---------7----)
```

Put tabs at 3 inches and 6 inches, and eliminate all the others. Press ENTER to record the new tabline and exit tabline mode.

For the first alignment job, press CTRL A and type:

SALESMAN - TERRITORY

Then press CTRL A again and...

CAR - MILES ENTER

Type in a little data. Don't forget CTRL A and ENTER.

SALESMAN	TERRITORY	CAR	MILES
Fred	Northwest	Chevrolet	987
Bob	California	Ford	1009
Agatha	New England	Dodge	1233

There can be as many align tabs on a line as needed -- just remember to allow enough space between them.

Filling in the Reference Card

At the end of Level 1, we set up a little document called REFCARD in which you listed all the functions and techniques you'd learned and filled in the appropriate control keys. It's time to do it again because we've just finished Level 2. Quit NUMBERS, and open REFCARD.

REFERENCE CARD FOR LEVEL 2

Add these codes to your Reference Card.

CURSOR TO NEXT TAB	[SHIFT] [ARROW]
CURSOR TO LEFT MARGIN	[SHIFT] [ARROW]
CURSOR TO BEGINNING OF DOCUMENT	[SHIFT] [ARROW]
CURSOR TO END OF DOCUMENT	[SHIFT] [ARROW]
CURSOR TO NEXT WORD	[ARROW] or [ARROW]
CURSOR TO PREVIOUS WORD	[ARROW] or [ARROW] [ ]
CURSOR TO NEXT PARAG.	[ARROW] or [ARROW]
CURSOR TO PREVIOUS PARAG.	[ARROW] or [ARROW] [ ]
CURSOR TO NEXT PAGE	[ARROW] or [ARROW]
CURSOR TO PREVIOUS PAGE	[ARROW] or [ARROW] [ ]
CURSOR TO NEXT VIDEO PG	[ARROW] or [ARROW]
CURSOR TO PREVIOUS VIDEO PG	[ARROW] or [ARROW] [ ]
CURSOR TO CERTAIN PAGE NUMBER	[ARROW] [ ]
CURSOR TO CERTAIN LINE NUMBER	[ARROW] [ ]
CURSOR TO SEARCH STRING	[ARROW] [ ]
CURSOR TO HEADER	[ARROW] [ ]
CURSOR TO FOOTER	[ARROW] [ ]

BLOCKS

BLOCK MARK A LETTER	[CTRL] [ ] [ ]
BLOCK MARK A WORD	[CTRL] [ ] [ ]
BLOCK MARK A SENTENCE	[CTRL] [ ] [ ]
BLOCK MARK A PARAGRAPH	[CTRL] [ ] [ ]
BLOCK MARK A PAGE	[CTRL] [ ] [ ]
BLOCK MARK A COLUMN	[CTRL] [ ] [ ]
BLOCK MARK THE END OF DOCUMENT	[CTRL] [ ] [ ]

AFTER IDENTIFYING A BLOCK

DELETING A BLOCK	[CTRL] [ ]
COPYING A BLOCK	[CTRL] [ ]
RECALLING A BLOCK	[CTRL] [ ]
MOVING A BLOCK	[CTRL] [ ]
PRINTING A BLOCK	[CTRL] [ ]

TABLINE

EDITING A TABLINE	[CTRL] [ ]
SAVING A TABLINE	[CTRL] [ ] [ ]
RECALLING A TABLINE	[CTRL] [ ] [ ]
MARGIN COMMAND	[CTRL] [ ]

HEADERS, FOOTERS

HEADERS	[CTRL] [ ] [ ]
	or [ARROW] [ ]
FOOTERS	[CTRL] [ ] [ ]
	or [ARROW] [ ]
AUTOMATIC PAGE NUMBERING	[CLEAR] [ ]

WINDOWS

OPENING A WINDOW	[CTRL] [ ] [ ]
CLOSING A WINDOW	[CTRL] [ ] [ ]
BLOCK MARKING IN A WINDOW	[CTRL] [ ] [ ]
(UN)SYNCHING THE WINDOWS	[CTRL] [ ] [ ]

ALIGN TAB

ALIGN TAB	[CTRL] [ ]
CHANGING ALIGN TAB CHARACTER (this document)	[CTRL] [ ] [ ]

MISCELLANEOUS

VIEW MODE (on/off)	[CTRL] [ ]
ERASE EVERYTHING TO RIGHT OF CURSOR	[SHIFT] [ ]
CENTERING PARAGRAPHS (on/off)	[CTRL] [ ]
FORCING A NEW PAGE	[CTRL] [ ]
CHANGING LINESPACING (entire document)	[CTRL] [ ]

LEVEL

Three

Intermediate Word Processing

If you're feeling fairly comfortable with SCRIPSIT Pro and have had a chance to use it a bit, you're ready to advance to the next level. Level 3 teaches more about blocks and what to do with them, explains how to copy, erase and rename documents and demonstrates how to "program" some of the keys so that SCRIPSIT Pro will automatically type up to 127 characters at the touch of a single key. And finally, Level 3 teaches how to change the defaults -- those Open Document Options and Printer Options that have been filling themselves in automatically for every document.

Chapter 13

Advanced Block Action

CTRL B

In Level 2 you learned to define blocks and to delete, copy, move, recall and print them. Now you're going to file, adjust, search, hyphenate, freeze/unfreeze and total them.

Filing Blocks

Load the MARK file, and identify the paragraph beginning with `One morning` as a block. Press B to bring up the Block-action mini-menu, and press F for File.

```
Name of file in which to store block: ____________________
```

The name used to store the block can make a difference in what happens to it. For instance, if this block were given the name HERMIT:0, it would be copied from the original, which is on Drive 1, and saved under its new name onto Drive 0. While there's really no room on the SCRIPSIT Pro system disk in Drive 0 for saving new files, this technique could be used to save to a hard drive or to additional floppy drives.

Aside from moving it to another disk, there are other alternatives for the block. It can become a brand new SCRIPSIT Pro file (document) for later use, or it can be saved as an ASCII file, which means that it will be saved in a kind of universal format as raw data (without special SCRIPSIT Pro codes and formats). In ASCII, the block could be used by programs other than SCRIPSIT Pro, such as telecommunications. It can be added to the end of an existing file or even replace an existing file with the same name.

First, try saving it as a brand new file. On the line where a file name is being requested, type **HERMIT:1** (capitals optional) and press ENTER. The following question appears:

```
Save as Scripsit or ASCII file (S or A)? S
```

The cursor is flashing on S, meaning that the default answer here is S for SCRIPSIT. If ENTER is pressed, the block will be saved as a SCRIPSIT file. If A is pressed, the block will be saved as an ASCII file (numbers and letters only -- no codes, no tablines, etc.) suitable for transferring into other programs but not appropriate for future use in SCRIPSIT Pro. Press ENTER, and save it in SCRIPSIT format. When the saving is finished, the cursor returns to the document.

The first paragraph of MARK is now saved on Drive 1 as a brand new SCRIPSIT Pro document called HERMIT. It can be opened, edited or printed like any other SCRIPSIT Pro document.

But suppose that wasn't exactly the block you wanted to save after all. No problem. This time, mark the same paragraph and the one after it. Now press B and F (or just CTRL F if you don't need to see the block-action menu), and give it the same name, **HERMIT:1** ENTER. This message appears:

```
Replace existing file, Add to end, or Cancel (R, A, or C)?
```

SCRIPSIT Pro knows there is already a file on the disk in Drive 1 named HERMIT, and it wants to know what to do about it. Replace the existing file by pressing R.

Again, the cursor returns to the document. This time, we'll pick out something else in the MARK file and *add it to the end* of another file. Block-mark the paragraph beginning with `Hello, Central!` Press CTRL F, and add that paragraph to the end of the document named SAMPLE (Remember, back in Level 1?) by pressing A.

Let's take a look at these files to make sure everything worked. No need to exit the MARK file; just open the bottom window. How do you open the window? Press CTRL W and O to open a second document. `Name of document to display?` First, take a look at HERMIT. It should show up -- now two paragraphs long -- because you replaced the original one-paragraph version.

Now press CTRL W again, and Open another new document -- no need to close this one first. Open SAMPLE. There is your original short document with the "Hello, Central" paragraph tacked on. Close the window with CTRL W C.

Boilerplating

Saving a block of text to its own file is a good way to create a "boilerplate" -- a block of standard text you'd like to insert into contracts, agreements or other documents. Whenever you're writing something and reach the part about the company's established policy on so-and-so, you can Recall this boilerplate file and insert it wherever needed. There may be a use for a whole variety of standard text blocks. They can be mixed and matched as the situation dictates.

In the MARK document, block mark the paragraph beginning `My surprise was great`, and file it as A:1. Next, block mark the paragraph beginning `Now what a radical`, and file it as B:1. Thus prepared, quit MARK, go back to the Main Menu, open a document called JACK:1 and type the following:

Jack Spratt
42 E. Nofat St.
Noleans, LA

Dear Jack,

I'm writing to tell you what happened when I got home last night.

Add one space after the period at the end of the sentence, and press CTRL R. When asked which file to Recall, type **A** ENTER. File "A" -- the paragraph from MARK -- will pop right into the letter beginning where the cursor is. Add one space after the colon at the end of this newly inserted block, then type:

"What are you doing here, you bogus medieval hermit? You don't live here any more, this place has been sold to AT&T!"

Having added that bit of customized text, leave a space after the quotation marks, recall file "B," and use SHIFT down-arrow to move the cursor to the end of it. Skip down a couple of lines, and close the letter. It should look something like this:

```
Jack Spratt
42 E. Nofat St.
Noleans, LA

Dear Jack,

I'm writing to tell you what happened when I got home last
night. My surprise was great: the place was newly swept
and scoured. Then there was another surprise. Back in the
```

gloom of the cavern I heard the clink of a little bell, and then this exclamation: "What are you doing here, you bogus medieval hermit? You don't live here any more; this place has been sold to AT&T!" Now what a radical reversal of things this was; what a jumbling together of extravagant incongruities; what a fantastic conjunction of opposites and irreconcilables -- the home of the bogus miracle became the home of the real one, the den of the medieval hermit turned into a telephone office!

Sincerely,

Adjusting the Margins in a Block

As you know, a tabline affects all new text created under it. If, as this is being written, a new tabline were to

> be set with wider margins, all new text created from now on would have the same wide margins until the next time the tabline was changed. Then all new text would follow those settings. Any newly-set tabs or indents would also remain in effect until changed again.

But suppose you made a change like the above and then decided that those new settings were better and that they should be used for some previous paragraphs, or maybe even for the whole document?

The easiest way is to simply mark the entire area as a block, then adjust it. Here's how:

Reopen the MARK document, and go to the beginning of the area to be adjusted -- try the first paragraph after the asterisks -- the one beginning with They were always having. The first paragraph of the area to be adjusted must be given the new tabline settings. Go into tabline mode with **CTRL** **T**, and move the left margin over to 2 inches and the right margin back to 7 inches. Press **ENTER**, and this paragraph will assume the new wider margins.

Now, with the cursor somewhere in this newly configured first paragraph, block mark the balance of the document with **CTRL** **B** and **E** for End-text. The rest of the document will scroll up and highlight. **B** brings up the Block-action mini-menu. One of your options is **A** for Adjust -- just what you need. Press **A**.

Scan with the down-arrow, and you'll see that the entire area you block marked now has wide margins. This only works with complete paragraphs. If you need

to adjust the tabline of something within a paragraph, you'll have to *make* it into a paragraph by inserting carriage returns before and after it.

Change your mind? Want to return the text to its original System tabline? Can you figure out how? Remember CTRL T Recall? Recall the S tabline for the first "adjusted" paragraph, then block mark and readjust to the end using the above procedure.

Changing Linespacing in a Block

Linespacing is normally set at single-space, but as we mentioned earlier, linespacing doesn't *have* to be single. It can be reset for each document with CTRL L, or the *default* can be reset (discussed in Chapter 15, SYSTEM SETUP) so that *all* future documents have the new setting.

There will come an occasion, however, when the document is set up double-spaced and a long quote or list or something suggests the necessity for a couple of single-spaced paragraphs. This is a simple block-action option.

Reset the linespacing to **2** in the entire MARK document using CTRL L. Then use CTRL B G to block mark any paragraph, and while the paragraph is lit up, press CTRL L again to change linespacing within the block.

```
New linespacing value for this block (use "+" for 1/2)? 2
```

The cursor is flashing on 2, the current setting, and it just remains for you to type over the existing number with a new one. Set this block to whatever you like, and ENTER. SCRIPSIT Pro will grant you any spacing from 1 to 3 1/2, with the + sign signifying 1/2. (Half-spacing only works if your printer can do it.) Move the cursor down the document, watching the `LS:` entry on the status line. Note that it changes from your new setting back to 2 as soon as the cursor moves out of the changed paragraph.

Room for the Buffer

The "buffer" we've been talking about that stores "move" and "copy" text uses a file on the SCRIPSIT Pro disk called MOVE/CTL. If files are stored on Drive 0, which is already pretty full with the SCRIPSIT Pro program itself, you run the risk of not leaving room for the buffer. Should this happen, and a `disk space full` or a `There is no more space left on this diskette` message appears, something will have to be deleted from the SCRIPSIT Pro disk in Drive 0 to make room.

The best way is to exit to TRSDOS, list the directory by typing **dir :0** ENTER (Don't forget the space after **dir**), and look for the names of documents you recognize as having been put there by you. If they aren't important, they can be removed by typing **remove** followed by one space and the document name:

remove filename ENTER

If you must get a document off Drive 0 and don't want to lose it, type this:

copy filename:0 :1 ENTER

...to put a copy of it on Drive 1, then...

remove filename:0 ENTER

In the example, **filename** represents the name of the actual document to be moved.

Should things *really* get hung up, try removing MOVE/CTL itself, along with anything else you can get rid of, and go back and start over with the attempted "move" or "copy." (A new MOVE/CTL will be opened up automatically.)

Appendix B shows the directory of the SCRIPSIT Pro disk and indicates what must stay on it and what can be removed if necessary.

The best thing to do is *never save anything on Drive 0*, unless using a hard-disk, where space is not a problem. Always remember to add that **:1** to the document name the first time it's opened. After that first time, there's no need to include it any more because SCRIPSIT Pro will go to both disks looking for an existing document name, and if it's up there on Drive 1, it'll find it.

Freezing (and Unfreezing) Blocks

SCRIPSIT Pro has some features that may be more powerful than the situation requires. For instance, there may be a very important paragraph -- perhaps some legal boilerplate in the middle of your document. You (or someone editing your work) may forget it's in there and go through the whole document with some "Global" search-and-replace. (Global is explained in the next level.) Or maybe the margins of the paragraph are critical, but you need to change the margins of the whole page or text. Or your editor may get overzealous about fixing spelling and "correct" a word that is intentionally misspelled.

To protect you from yourself, from well-meaning editors, and from some of its over-ambitious features, SCRIPSIT Pro provides a way to stick a "Hands-off" sign in any paragraph you consider sacred.

This isn't fatal; it can be reversed, but as long as the freeze is in effect, SCRIPSIT Pro will not make any changes to the paragraph. As a matter of fact, it won't even go beyond the frozen paragraph in any kind of a block action or global change. Should a large block (which includes the frozen paragraph) be marked and its margins adjusted, SCRIPSIT Pro will change every paragraph until it gets to the frozen one, and then it will stop and deliver the following, to-the-point message:

```
A frozen paragraph cannot be altered
```

It will take the **BREAK** key to get rid of the message and get back to business.

Block mark the paragraph after the asterisks -- the one beginning `They were always`. Only whole paragraphs can be frozen, so it doesn't matter how much of the paragraph is marked. Block-marking even one letter will freeze the entire paragraph.

Still in Block mode, ask for (Un)freeze, either from the Block Action Menu with **B** **U**, or directly after marking the block with **CTRL** **U**. Two choices are offered:

```
Freeze or Unfreeze block (F or U)?
```

Press **F** to freeze the paragraph. It will return to normal, the cursor will be back in the document, and everything will look the same as before *except* that down in the status line at the bottom of the screen, at the right, a little `Fz` will appear whenever the cursor is in the frozen paragraph.

Now try a couple of things with it. Try deleting a letter with **F2** and inserting something with **F1**. Every time you try to get away with something, the no-no message will flash, and you'll have to press **BREAK**. Go to the top of the document, and change the margins. Then block mark the whole document with End-text, and try Adjusting. Normally this would change the margins in the entire document to match the change made in the first paragraph. But what happens this time? Everything goes along fine until the frozen paragraph is reached. At that point the can't-alter-a-frozen-paragraph message flashes, and the computer halts. **BREAK** unlocks things, but the document only has new margins down to the frozen paragraph. Everything from there on remains unchanged.

To change the rest of the document, that paragraph must be unfrozen or bypassed. Let's leave it alone for now, and adjust the rest of the document. Move the cursor to the next paragraph, the one beginning `Things ran along`. Set its margins to match those in the first paragraph, and block-adjust the rest of MARK. The frozen paragraph remains unchanged.

On the other hand, if the margins in the frozen paragraph are not important, it can be unfrozen and modified. Unfreeze the paragraph by block-marking it and pressing **CTRL** **U** **U**. Once it's unfrozen, move the cursor back up to the previous paragraph. Block-mark it and the now-unfrozen one and adjust.

Can you think of a way to change MARK back to its original form before its margins were modified? There are a variety of ways, and by now, you know them all...

(Hints: the document was originally set up on the *System* tabline... or perhaps you could just Unedit... or if worse comes to worse, you could always go back and get a fresh copy from the TWAIN file on Drive `0`...)

Hyphenating a Block

If you've had much exposure to documents written on a word processor, you may have noticed something about them that's different from typed documents: There is seldom a hyphen at the end of a line, breaking a word in two. A word that doesn't fit on a line is simply put on the next line. This is called "wrapping," and it leaves a varying number of spaces at the end of each line unless a document is set up to be justified. In that instance, the electronic "wedges" we talked about drop into place, and the words spread out to fill the line.

Some lines get a little "airy" -- they end up with big spaces between the words -- because a big word just can't be shoehorned in and has to go to the next line leaving quite a bit of space that wouldn't be there had a smaller word been available. Suppose, for example, that you were typing a line and were almost to the end. There is room left for 10 letters. The next word you type is Mississippi -- eleven letters. What happens? Ole Miss goes to the next line, and the first line has to absorb 10 empties in the justification process. In an unjustified document, all 10 spaces occur at the end of the line.

Using hyphens to break up long words can eliminate these "extra" spaces. SCRIPSIT Pro doesn't insist that a hyphenation decision be made at the end of every line, like a typewriter does. It lets you go ahead and type the whole document and then go back and add hyphens where they're appropriate. Hyphenation is accomplished a block at a time, and a block can be a sentence, a paragraph, a page, the whole document, or some combination thereof.

We'll go through the MARK document together, but first, make sure the tabline on your copy of MARK is the same as it was originally. It should look like this:

```
--------(1----+----2----+----3----+----4----+----5----+----6----+----7----)---
```

If necessary, correct the margins in the first line of the title, then block mark and adjust the rest of the document.

Block mark the first excerpt in MARK -- everything from the title to the line ending `turned into a telephone office!` just before the asterisks. Press **CTRL** **H** to start the hyphenation process. SCRIPSIT Pro scans the block, looking for lines with a little extra space at the end. Right now, the cursor should be flashing on the `i` in `difficult`.

It's indicating that the four letters to the left of the cursor (`diff`) could be squeezed onto the line above. There's room up there for four letters, no more. Also, the following message appears at the bottom of the screen:

```
Left, right, down arrows, ENTER move cursor; hyphen hyphenates
```

telling you that the cursor can be moved back and forth with the arrow keys or down to the next hyphenation opportunity by pressing either the down-arrow or **ENTER**. It can't be moved back to a previous line.

SCRIPSIT Pro just offers the opportunity to hyphenate -- it doesn't make the decisions, and it's a good thing; "difficult" shouldn't be hyphenated `diff-icult`. What you really need to do here is move the cursor to the left one character and put the hyphen after the first `f`, to get `dif-ficult`. Try it. The hyphen goes in, and the cursor immediately jumps down to the next opportunity, `heard`. Heard? It wants us to hyphenate *heard*? That's not right, is it? No, it's not. As we said, SCRIPSIT Pro just provides the opportunities; you have to supply the wisdom.

Press **ENTER** to Skip `heard`, and the cursor lands on the `l` in `impossible`. It needs to go left again, this time to the `b`, so the hyphen will go in front of the `b`.

Next, hyphenating `conjunc-tion` brings us to `miracle`. The cursor is on the `a`. This word could be hyphenated on either side of the `a`, so move the cursor to the right, onto the `c`. This should put the hyphen after the `a`. Press the right-arrow. What's happening? It won't move!

SCRIPSIT Pro wasn't fooling; it said there was room up above for three letters, and that doesn't mean four. So the hyphen will have to go in front of the `a`, and that brings us to `hermit`.

The hyphen, when pressed, will go right where the cursor is. Since the cursor is right *after* a complete syllable, her, press the hyphen.

This is the last available hyphenation opportunity, so as soon as the hyphen is pressed, the cursor returns to the top of the document because that's where it was when the block was marked.

If, after all this, you decide you don't like what you see, individual hyphens can be deleted with the F2 key, or the whole thing can be Unedited with CTRL Q U.

Any alteration to a paragraph which moves a hyphenated word automatically removes the hyphen.*

Totalling Columns

SCRIPSIT Pro has a very neat little feature for which an equally neat little demonstration document is provided. It's called COLUMNS. Exit MARK, and open COLUMNS.

Here's a monthly budget containing three columns of figures. Turn on View mode to see all the little markers that indicate that it was set up using "align tabs." Also notice that there are zeroes where all the totals ought to be. Usually, after filling in a bunch of numbers like these, you'd go to an adding machine and type them all in again to obtain totals, but you're in luck because SCRIPSIT Pro will do it for you. Just put the cursor at the top of the first column (anywhere in the 450.00), and block-mark it as a column -- CTRL B C. Then, in Block mode, ask for a total with B T or CTRL T. Presto. A total.

It's important that the cursor be in the first entry in the column (if you want the whole column totalled) because it will only total from the cursor position to the bottom. This limitation could conceivably come in handy if only *part* of the column is to be totalled...

And columns don't have to be totalled one at a time, either. Block-mark the second column with CTRL B C, then press C again to mark the third column (just like marking more than one paragraph). Now ask for the total, and SCRIPSIT Pro will produce both.

* Unless, of course, an existing hyphen happens to fall at the end of a different line by coincidence.

One thing about columns: They can't be mixed up with other kinds of blocks. That is, you can't mark a column, a paragraph and a sentence all at one time. If there happen to be any letters in the column of figures, the totalling program will ignore them -- they'll be considered zeroes.

We'll talk some more about working with columns in Level 4, so restore COLUMNS to its original form with CTRL Q U, then exit back to DOS.

Chapter 14

Managing Files

CTRL F

In this chapter, you'll be doing things with the document as a whole. First, you'll learn another quick way to see a list of all the documents on a disk, then you'll copy, erase, and rename a document.

Again, a "file" is anything named on a disk. A file can be a program, as most of the files on the SCRIPSIT Pro disk are. SCRIPSIT Pro is made up of programs that make the computer work as a word processor. The files created with SCRIPSIT Pro are called documents. Just like in the filing cabinet, they have different names and functions, but they're all files.

Since you're working with entire files, most of what can be done with CTRL F while in SCRIPSIT Pro can also be done at DOS, and each section of this chapter will demonstrate how.

Viewing the Directory

It's important to have the ability to see what else is on the disk at any time. No matter what you're doing, there will be times when a need will arise to see what has already been done. When assigning a name to a new document, for instance, you should check to be sure the name hasn't already been used. Or if you are naming files in sequence, using names like ONE, TWO, THREE, etc., you'll need to know what to use next. In the middle of working on a document, you may think of something you want to see in the lower window and not remember the exact name you gave it. Rummaging through the directory will help jog your memory.

There are three "places" you will normally be: the first is at DOS, before SCRIPSIT Pro is even loaded; the next is at the SCRIPSIT Pro Main Menu, before you get into a document; and the third is in a document. A directory can be viewed while in any of these places.

In Dos. At TRSDOS Ready, type **dir** ENTER. That brings up a directory of Drive 0. Pressing any key, except BREAK, will finish the Drive 0 directory listing (if it won't all fit on the screen at the same time) and will start the directory for Drive 1. Again, if this directory doesn't all fit on the screen, press a key. As soon as the Drive 1 directory is finished, TRSDOS Ready reappears. A directory for Drive-1-only can be obtained by typing DIR :1 ENTER. (The space before the colon is required.) To print out a directory from DOS, type:

dir (prt) or **dir :1 (prt)** ENTER

To see the shorter, names-only version of the directory while at DOS, type **cat** instead of **dir**. ("Cat" is short for catalog.)

From the SCRIPSIT Pro Main Menu. Load SCRIPSIT Pro. Once it's loaded and the Main Menu is on the screen, select the <D> Display disk directory option by pressing D. When asked which drive you would like to check, type in a drive number to list its directory, and then press BREAK to return to the menu.

From inside a document. Once in a document, the directory can be checked by using one of the File Management options. For this and the rest of the options in this chapter, CTRL F is used.

Load MARK. Once it's up on the screen, press CTRL F. The following mini-menu appears:

```
Prepare Form letter; view Directory; Erase, Copy, or Rename this document?
```

These are the CTRL F options. We'll run through all of them except Prepare Form letter, and if you're interested in doing that, meet us later in Level 4.

Having entered CTRL F mode, all you have to do is pick an option. Press D to look at a directory. Notice that every name in the directory has a :1 behind it. That's because this is only the directory for the disk drive from which the current document was loaded, and Mark was loaded from Drive 1. If a document stored on Drive 0 (or some other drive, if auxiliaries are hooked up) had been called up, you would have seen the directory for that drive. If a directory for a disk in another drive is needed, you'd have to exit back to the Main Menu and ask for it there.

Copying This Document

You copied a document named TWAIN when you were in DOS by using **copy twain:Ø to mark:1**. That's how your copy of MARK came to be. Later, pieces of the document were copied, and new documents were made of the pieces using block action commands. The whole document could have been marked as a block and copied with block action, but for routine copying of whole documents, the File handling command is probably easier and quicker. Press CTRL F again, and this time, press C for Copy.

```
Type name of file to copy this document to and ENTER: MARK
```

Notice that the current document name is filled in on the line provided. Pressing ENTER without changing the name would cause SCRIPSIT Pro to copy this file right over the MARK that's already on the disk. Before it did the copying, however, SCRIPSIT Pro would ask for a confirmation.

Since the object here is to get another copy of MARK *and* keep the old one too, another name is needed. There are a couple of methods to use:

1. A copy could be saved on the same disk as MARK (Drive 1) by naming the copy something else -- like **FRED:1** or **MTCPY2:1** or any other "legal" name.

2. A copy could be saved on another disk and not have to have a different name -- just a different drive number as in **MARK:Ø**. This is a good way to move files from one disk to another, particularly if auxiliary floppy or hard drives are hooked up. If there's already a file on the new drive named MARK, SCRIPSIT Pro asks:

   ```
   Replace existing file (Y/N)?
   ```

   This serves as a warning that a file named MARK already exists and is about to be recorded over. You have the opportunity to change your mind, press N to cancel the attempt, then come up with another name, and try again.

3. You could do both of the above: move the file to another drive *and* change the name. It's just a matter of assigning a new name and number when CTRL F C asks for it.

   Just for the heck of it, let's make a copy of MARK and call it **YANKEE:1**. If you have already pressed CTRL F C, type the name **YANKEE:1** over where it says MARK, and ENTER. Disks

will spin and clunk awhile, and when they stop, everything will look the same. You'll still be in MARK, ready to go to work. So is there really a YANKEE? You just learned how to check the directory without leaving the document, so go ahead and check it.

If it's there, exit to the Main Menu, and load YANKEE.

Looks just like MARK except that the new name, YANKEE, now appears on the Open Document Options screen and down in the status line.

Why make a copy of a document? The primary reason is that there's a need to modify it without losing the original. For example, to send the same, or virtually the same, letter to two different people, just make a copy, load it and change the name and address.* Or to write a second letter to the same person, make a copy of the first, keep the name and address and write the new letter over the old. Any time there is reason to keep both the old and new versions, it is a good idea to make a copy. You might even want to put the original version in the lower window while you edit the new one, just so you can keep close track of what you've changed.

One more thing while we're copying documents. Don't forget our old friend CTRL Recall. If you know which document you want to copy, just open a new, blank document named YANKEE:1, then Recall MARK to fill it and be ready to go to work right away.

Don't be confused by all these options; they're there to allow lots of flexibility, and after using them awhile, you'll be glad to have them. After all, if automobiles could only turn left, life would be simpler, but we wouldn't go many places...

Remember...

File moves text *out* of the current document.

Recall moves text *into* the current document.

---

* Making copies of a letter addressed to *many* different people is best accomplished with SCRIPSIT Pro's Form Letters feature, discussed in Chapter 21.

Getting SCRIPSIT Pro to *automatically* make a backup copy is covered in the next chapter.

Renaming a File

Another possible situation SCRIPSIT Pro provides for is the need to give a new name to a document. You may be reorganizing files, or a document that started out to be one thing may have evolved into something else. Whatever the reason, the file being worked on can have its name changed with a simple CTRL F followed by R for Rename.

If you still have the YANKEE file loaded, change the name of it to **ARTHUR**. Press CTRL F R, and watch for the following message:

```
Type new document name: YANKEE_____________
```

Over the top of the existing name, type **ARTHUR:1** and ENTER. The job is done, just like that. The status line shows the new name, ARTHUR:1, and a check of the directory using CTRL F D will show the new name listed.

It should be noted that this is not a way to move a file from one disk to another. ARTHUR:1 can't be moved to Drive 0 by renaming it ARTHUR:0. The method learned a moment ago (copying) must be used.

A file can be renamed in DOS by typing **rename yankee:1 to arthur:1** ENTER; however, when renaming documents in a "chain" (discussed in Chapter 19), it's better to use SCRIPSIT Pro and do the renaming using CTRL F R.

Erasing a File

From time to time, it's a good idea to do a little housecleaning just to free up disk space and get rid of outdated documents. Disk space isn't really that expensive, however, and having fewer documents on a disk doesn't necessarily speed things up, so don't be *too* frugal. You never know when you might want to go back to a document, maybe months from now, to find an address or some other bit of information. In Level 4, you'll learn how to use SCRIPSIT Pro's global search feature to scan for a needed item -- so much easier than reading through a whole printed copy that's been moldering in a filing cabinet. In the meantime, don't forget the (arrow) S trick.

A good rule of thumb might be this: If it's an actual document, no matter how seemingly unimportant, keep it. If it's an old version that might be confused with the final version, get rid of it. If you're just playing, or creating a document that's obviously temporary, give it a name like KILLME. Each time a temporary file is needed, load KILLME and write over it, or delete it and open a new KILLME. This saves having to think up a new name for every "nothing" file and keeps the disk from getting cluttered up.

The new ARTHUR document is a copy of MARK, and it's not really needed, so let's erase it. Press CTRL F and E for Erase. The following question appears:

```
Erase ARTHUR:1 permanently from disk (Y/N)?
```

Last chance to change your mind ... Consider the consequences of erasing this file for about four seconds, and then press Y. ARTHUR disappears from the screen, and up comes the Main Menu. Press D to check the directory of Drive 1 to be sure there's no ARTHUR. MARK, of course, should still be there.

Files can be erased in DOS by typing **remove arthur:1** ENTER. We recommend, however, that you use SCRIPSIT Pro to erase your extraneous documents because it forces you to bring each one up and look at it before deciding to do away with it. If you're absolutely sure and don't want to load each one, you can get rid of a whole series of files in DOS by typing a list, separated by commas, like this:

```
remove arthur, killme, junkmail, fred    ENTER
```

If each of these files exists on only one disk, there's no need to put the drive number after each one; TRSDOS will look at all drives until it finds the name. If it finds KILLME on Drive 0, though, it will remove it and go on to the next one on the list. It won't look for KILLME on any other drives, so if there *also* happens to be a KILLME on Drive 1, it won't find it. **KILLME:0** and **KILLME:1** both need to be specified.

Another way to delete files in DOS is with a program called PURGE. Type:

purge :1 ENTER (Leave a space before the colon.)

The files on Drive 1 will be named, one at a time, each one followed by a ?. For each file, a **Y** or **N** response is required, indicating whether you want to delete it or move on to the next file. This appears on the screen:

```
Purge file: MARK:1 + (28-Jan-86) ? _
```

The first file on your Drive 1 disk will be named (it may not be MARK), and the date will be the date it was last saved. The plus sign indicates that it has been modified since the last time this disk was backed up.

Type **N** ENTER to decline the opportunity to delete this one, and the next one will be named. Type **Y** ENTER to delete, **N** ENTER to pass. Each file on the disk will be named, and when the job is done, `TRSDOS Ready` will return.

The process can be stopped with the BREAK key.

Again, be very careful. Always check the directory of both disks before removing or purging files in DOS, and be sure you're doing what you intend to. The best protection is to make backups of your important disks often. Especially when you begin to feel the urge to clean house, make a backup of the disk first, then start removing and changing things. If you goof, there's something to fall back on. Nothing equals the feeling that comes from inadvertently erasing a whole day's work!

Chapter 15

System Setup

We've made reference once or twice to "getting into the innards of SCRIPSIT Pro" and "changing the defaults." It's time to start customizing SCRIPSIT Pro to suit your personal needs and preferences. You'll be able to change the specifications that automatically come up as the Open Document options, the Print options, the Search and Replace options (explored in Level 4), and several others.

Getting into "System Setup" Mode

The SCRIPSIT Pro Main Menu includes <S> System setup utility as one of its choices. Load SCRIPSIT Pro and when the Main Menu comes up, press **S**. The following new screen will appear:

```
*************************** SCRIPSIT -- SYSTEM SETUP ***************************

                        set up <O>pen Document options
                        set up <P>rinter options
                        set up <S>earch and Replace options
                        change initial <A>lign character
                        change initial <L>inespacing
                        edit <U>ser Key sequence
                        enter printer <C>odes
                        <V>erify deletions of text blocks
                        create <B>ackup documents
                        change <F>ormat for column totals
                        <BREAK> to return to previous menu

                        What is your selection?
```

Quite a list! Let's start at the top and run through them. Most of them will go fairly quickly.

Setting Up Open Document Options

Press O, and our old familiar Open Document screen appears. Everything looks exactly the same as it did each time you opened a new document. But it doesn't have to come up with these choices; they can be changed right now. And it will be just as easy to change them to something else later as it will be to change them this time, so don't be timid. If you're working on something that involves several similar documents, go ahead and change all the defaults it takes to make the job easier for you. They can be changed back in no time. Move up and down the list with the arrow keys, and when all changes are made, press ENTER to return to the System Setup Menu.

The first four entries are left blank, and although you could put something in one of them that would come up for every new document, it's best to just leave them blank. Document name, obviously, will be filled in for each individual document; however, if you are working on a book and each document will be labeled similarly, that part of the name that is the same could be filled in. For example, if the files were going to be named CHAP1, CHAP2, etc., **CHAP** could be put in as the default. Then when the new document were opened and SCRIPSIT Pro asked for Name of document to open?, CHAP would already be there, and just the number would have to be typed in.

Author: and Operator: would normally be filled in at the time of creation of a new document, but if you're the only one who will ever use your word processor, feel free to put your name or intitials in here. They will then automatically appear in these slots every time a new document is opened.

Comments: You decide. Again, this can be set for a series of documents and then erased or changed later. How about "July correspondence" or "The Peterson account" or something. Left blank, this space might be more useful for temporary notes to yourself entered as you work on a document, for example, "First draft" or "needs address verified."

Printer type: This one definitely needs setting. If you don't happen to be using the printer that is presently listed on this line, type over it with the name of your primary printer. If you have more than one printer, set the default to the one used most often. In any individual document, Printer type (as well as all the rest of these defaults) can always be changed, but for convenience, the default should be the most often used choice. Tandy printers currently supported by SCRIPSIT Pro include:

COURIER	DMP110	DMP120	DMP200	DMP2100
DMP400	DMP420	DMP430	DMP500	DW2
DW2B	DWP210	DWP410	DWP510	ELITE
LP4	LP8	QUME	PRINTER	DMP130
DMP105	DMP2200	DWP220		

Lines per page: This was discussed at some length in Chapter 10. Just remember that 56 is for blank 8-1/2 x 11 paper only. If you use over-size (legal-length) paper, use 74. Both settings allow 10 blank lines for margins.

Pitch: The selection of pitch is limited by the equipment and by personal needs and preferences. If your printer can do proportional printing and you like it, set the default at **P**. It can always be changed for a given document. Proportional printing packs more copy on the page but makes it a little more difficult to "stack" things under each other on the page, and some feel it's harder to read. Others consider it more attractive. You decide for yourself.

10 and 12 pitch mean 10 and 12 characters per inch respectively. While SCRIPSIT Pro provides the option of setting pitches anywhere from 1 to 20, be sure your printer supports whatever pitch you choose.

While we're working together, it would be best to leave the default pitch at 10 so we'll all be playing the same tune.

1st page to include header (and footer): Default should probably be 1. In rare cases when you don't want the header or footer to start on the first page of the document, you can change it when that document is opened. If no headers or footers are being used, these defaults are ignored anyway.

Suppress widow lines: Remember widows, those stranded lines at the beginning or end of a paragraph? This feature won't print the first line of a paragraph on the bottom of a page, nor will it print the last line of a paragraph at the top of a page. Default is Y for "yes, suppress them," and it's usually a good idea.

That's it for the Open Document options. Press **ENTER** to return to System Setup, and the options you settled on will now come up every time a new document is opened. *This change will not affect existing documents*. Once a document is set up, it keeps its options until they are manually changed.

Setting Up Printer Options

Press **P**, and the default Print Text Options screen will appear:

```
************************ SCRIPSIT -- PRINT TEXT OPTIONS *************************

                      Document name:
                         Paper size:  66      (1-99)
               Pause between pages:   Y       (Yes/No)
           Begin numbering as page:   1       (1-9999)
           Method of justification:   N       (Proportional/Mono/None)
       Footnote numbers relative to:  N       (Page/Document/No footnote)
                  Number of copies:   1       (1-99)
                      Display codes:  N       (Yes/No)
          Column to start printing:   1       (1-132)
```

Notice on this one that the cursor jumps right to the second line, `Paper size`, without even giving you the option of setting a default document name. The same thing happens when this screen comes up at print time for the simple reason that this is not the time to be naming the document. It was named when it was opened.

The rest of the Print options were discussed in Chapter 10, and all that is necessary now is to decide if the defaults are satisfactory as they are presently set.

`Paper size:` looks okay (unless legal-size is used, in which case, set the default to 84).

`Pause between pages:` What's your preference? Are single sheets -- letterhead -- normally used? If so, set the default at **Y**; if continuous feed paper is to run non-stop, set the default at **N**.

`Begin numbering as page:` The default is to start automatic page numbering at page 1 *if you are using automatic page numbering*. If not, this default will be ignored.

`Method of justification:` Do you like everything justified (straight right-hand margins)? If so, set the default at **P** for Proportional justification, or if your printer doesn't support proportional spacing, set the default at **M** for Mono-spaced.

`Footnote numbers relative to:` Leave this default to **N** for No footnotes, until you learn (in Level 4) how to use them.

`Number of copies:` If duplicates (or triplicates or more) are usually needed, set this default at 2 or more. A multi-page document will print out in its entirety before the second copy is started.

`Display codes:` If there's some reason to print out the invisible codes (the characters that show up in View Mode) on every document, change this default to **Y**.

`Column to start printing:` We discussed this at some length in Chapter 10, with the conclusion that it ought to be left at **1**. However, if you're doing a run of envelopes or some other special project, feel free to change it.

ENTER will record all the new Print Option defaults and return control to System Setup.

Setting Up Search and Replace Options

We'll leave these for Chapter 17 where the whole global search and replace process is discussed.

Changing Initial Align Character

Press **A**, and see this simple statement appear:

```
Type initial align character for new documents: .
```

The default is currently set at . for use in aligning on the decimal point. We mentioned a couple of other possibilities in Chapter 12. To change to some other character, just type it over the period, and you'll be automatically returned to System Setup. If no change is desired, press **ENTER**.

Changing Initial Linespacing

Pressing **L** will produce this instruction:

```
Type initial linespacing for newly created documents ("+"=1/2)
```

Right now, all documents are initially set up to be single spaced. Each can be changed individually during editing, but the default is 1. To change it, type **2** here, or **2+** (which means 2-and-a-half space), or **3** or **3+**.

Again, only new documents, created from now on, will be affected. Existing documents will not change. If only one key was pressed (or no changes were made), press **ENTER** to return to System Setup. If two keys (like 1+) were pressed, you will be returned automatically.

Editing User Key Sequences

We'll come back to this one, too. The very next chapter explains user keys, and you'll learn how to use them as well as edit them.

Entering Printer Codes

This feature allows you to program keys to print special characters that aren't found on the keyboard but that your printer is capable of producing. It'll be explained in Chapter 18, FANCY PRINTING.

Verifying Deletions of Text Blocks

This is an easy one. Press **V**, and answer a one-line yes-or-no question:

```
Do you wish to verify deletions of text blocks (Y/N)? N
```

This means do you want to be asked if you really mean it when you ask for a block delete? When working on a document, if you mark a block and tell SCRIPSIT Pro to delete it, this message comes up on the bottom of the screen:

```
You have asked to delete this block.  Are you sure (Y/N)?
```

If you're pretty sure of yourself and find this extra delay annoying, this is the chance to forego the warning signal. Remember, once that block is gone, it's gone, and it's not too hard to hit **D** by accident and delete the block when you meant to hit **C** to copy or **F** to file it.

About the only time we'd recommend changing this default is if you're paying very close attention while deleting a large number of blocks and the extra delay is really getting in the way. The rest of the time, it would be a good idea to leave your seatbelt on...

ENTER to return to the Setup Menu.

Creating Backup Documents

This is another sort of seatbelt, one that might even be considered a "crash cage," as the race drivers say. Press **B**, and see the question:

```
Do you want Scripsit to make a backup copy of each document you "Open" (Y/N)? N
```

Here's what happens if you say Yes:

1. Every time a document is *re-opened* from the Main Menu, SCRIPSIT Pro makes an exact duplicate of the whole document and saves it on the same disk under the same name, but with the extension /BAK added. In other words, if you were to switch "backup" on, then open MARK, a copy of MARK, called MARK/BAK, would be added to the disk. MARK/BAK is a real document, just like the original; it can be opened, edited, deleted, and treated just like any other document.

2. This new document does not change while you're editing MARK. Even if MARK were deleted, the backup copy would remain on the disk, exactly as it was when it was created.

3. If anything happens to MARK, or if your editing job gets botched up bad enough to warrant starting over, you can make a copy of MARK/BAK.

4. IMPORTANT. *Every time MARK is opened, the backup document, MARK/BAK, will be rewritten to match.* If you reopen MARK once and make changes, MARK/BAK will stay the same. But as soon as MARK is opened again, MARK/BAK will be recorded over and will now contain the new changes.

5. No /BAK file is generated when a document is first created. It doesn't appear until the first time the document is *re-opened* from the Main Menu, and it gets updated every time the document is opened again.

6. If you use extensions on your file names -- in other words if you call a file MARK/ONE, the extension will be replaced with /BAK on the backup. Should you use the same name, with different extensions for a series of documents -- MARK/ONE, MARK/TWO, for example, SCRIPSIT Pro will *write over the /BAK file every time one of the documents in the series is reopened.* Differentiating document names simply by using different extensions is not a good idea.

7. THE CATCH: There are lots of good reasons for turning on this option, but there are two drawbacks: 1) Disk space is obviously used up twice as fast (although it's a simple matter to go in and delete /BAK files for documents that are done and finished -- old business). And 2) Re-opening a document takes a bit longer -- maybe quite a bit longer for a lengthy one -- because SCRIPSIT Pro has to excuse itself and go make the /BAK file (or

rewrite it) before it can let you into the document. Quite a long while is a relative thing, of course. (MARK takes about 25 seconds to load with the /BAK option on and about 2 seconds with it turned off -- even less with a hard disk.)

It's a question of time *v* safety -- you call it. (If using a hard disk, answering "Y" makes good sense.)

Press **ENTER** to record your decision.

Changing Format for Column Totals

Not everybody uses columns, so we'll save this one for the optional Level 4 and pick it up in the Columns chapter.

Once all System Setup Options are set, press **BREAK** to return to the Main Menu.

Chapter 16

User Keys

So What Are User Keys?

User keys are one of the niftiest features of SCRIPSIT Pro. The number keys (Ø-9) can be set up so that pressing one of them produces up to 127 stored characters. Are there some words or phrases you use a lot? Party of the First Part? Amalgamated Consolidated Industries, Inc.?

And you're not limited to just letters and numbers. How'd you like to enter tabline-edit mode, recall a saved tabline and adjust a paragraph at the touch of one key? Or enter block mode, mark to the end of the document and delete it?

Anything that can be accomplished by pressing up to 127 consecutive keystrokes can be stored by a user key. And if 127 isn't enough, the last stroke of one user key can be set up to execute the next user key, right down the line if you like, for a total of 1270 keystrokes at the touch of a single key. The last stroke of the key can also execute the same user key again so that the 127 keystrokes are repeated again and again. Simply press BREAK to stop it.

One of the things that make user keys so much fun is that they don't just blurt out the word or phrase they were programmed to say. They type it, one letter at a time (very quickly), and if you made a mistake in programming the key and had to back up to correct it, the key will make the same mistake, then back up and correct it, just like you did!

Programming a User Key (CTRL U)

Open a document called USERKEY:1 to get a clean sheet to work on. Programming a user key involves turning the user key "programmer" on, typing the

keystrokes you want saved, and then turning the programmer off to store what you've typed. Turn it on with CTRL U, and see this:

```
Store command sequence under which user key (0-9)?
```

In other words, which key do you want to program? Might as well start with 1. As soon as 1 is pressed, the cursor returns to the document as though nothing had been done. But look down in the lower right, on the status line. The U1 down there means that the user key function is on and key 1 is about to be programmed.

Type something clever, like **This is a test of user key number one**. Add a couple of spaces after the period, and then press CTRL U again to shut it off. The U1 on the status line goes away, but nothing else looks different. The cursor is right at the end of the sentence you typed. Do some regular typing -- **I wonder if my user key works...** then let's try it.

Executing a User Key

All it takes is CTRL and the programmed key -- in this case, press CTRL 1. Press it again. Press it three times quickly; SCRIPSIT Pro will remember; then just sit back and watch it print out the sentence three times. Speaking of memory, do you have to wait for it to finish executing before you can continue typing? Well, yes and no...

SCRIPSIT Pro includes a "type-ahead buffer" -- a temporary storage area that allows you to type faster than the computer can digest the keystrokes. It will actually store up to 32 characters, although it's doubtful that the world's fastest typist could ever get that far ahead in normal typing.

But while waiting for a user key to finish executing, you could certainly type 32 characters. That probably wouldn't be a problem for a short user key because it would finish quickly, before you had a chance to get more than 32 characters ahead. For longer ones, however, it's best to just sit and wait a moment before continuing typing. (A 127-character user key only takes a little over 8 seconds to run out on the screen.)

Erasing a User Key

When a user key is reopened by pressing CTRL U, any existing contents of that key are erased. Then new contents can be typed in and saved. When finished with a user key, it's not a bad idea to erase it. You may one day try to type

an exclamation point (SHIFT 1), press CTRL 1 by accident and unload a big user key where you don't want it. Erase user key 1 by pressing CTRL U, 1, CTRL U. Now try executing it by pressing CTRL 1. Nothing happens because the key is "empty." Any user keys unerased when you exit the document will be saved on the SCRIPSIT Pro disk. They will be there when the computer is turned back on tomorrow.

Chaining a User Key

Chaining means making one user key press another user key as its last official act. All that is necessary is to type the contents of the first key, and instead of closing it out with CTRL U, press CTRL and another number to open the next user key. The most obvious use for this is a need for a long group of characters. (127 characters is not quite two full lines at typical tab settings.) If the contents of a new user key run over about a line and a half, it's probably best to stop programming the first key and ask for a fresh key. That'll provide another 127 characters. Try this: Move down a couple of lines, then open user key 2 with CTRL U 2, and type:

If I want to program a user key and I think I'm getting close to my 127 character maximum, CTRL 3

Nothing much happens when you press CTRL 3, but SCRIPSIT Pro has recorded that when user key 2 is finished executing, your desire is to execute user key 3. It also automatically closed user key 2.

The reason nothing is happening is because there is as yet no user key 3 for it to execute*. Press CTRL U again, and open up key 3. Now type:

I simply have SCRIPSIT Pro open up a new key for me. The last keystrokes of key 2 will be "CONTROL 3."

Close out key 3 with CTRL U, hit a couple of carriage returns to get to an empty space on the screen, and press CTRL 2. It will spill out its contents and go right on to the contents of key 3.

Running out of room isn't necessarily the only reason to chain user keys. Key 9, for instance, might be an all-purpose word or phrase you use a lot in com-

* Nothing happened as long as user key 3 was *empty*. In the future, this may not be true, so if you're planning to chain a couple of keys, test them first and erase them if necessary.

bination with other keys. For instance, key 9 (or any other key) might be programmed to spell out the word "customer." Key 6 could then be "retail CTRL 9," key 7 could be "wholesale CTRL 9," and key 8, "direct mail CTRL 9." In each case, the contents of one user key were set up to chain on the contents of another key.

Looping a User Key

In the beginning of this chapter, we mentioned SCRIPSIT Pro's ability to make one user key repeat itself continuously until BREAK is pressed to stop the cycle. You can probably figure out how to do it based on what you just did with chaining, but we'll do one quick example just to make sure. Again, the only use for this will probably be amusement, but there could conceivably be an occasion for repeating the same sequence of keystrokes over and over.... Open user key 4, and type this:

The Boss is a bozo CTRL 4

(...If the boss is watching, use **The Boss is a genius**.)

Be sure to leave a space after **bozo/genius**, then press CTRL 4 and the cycle starts immediately. A continuous, never-ending declaration of your opinion of the boss appears on the screen and becomes a regular part of whatever document is being worked on, until BREAK is pressed to stop it. Once stopped, life goes on as before, but all the opinions expressed by the user key before BREAK was pressed will remain on the screen and will be included in the printout if not deleted first.

Other Uses for User Keys

User keys can also be used for executing control character sequences. In fact, they can "press" just about any keys you can from the keyboard. For example, to "adjust" a block of copy to a new tabline setting, you have to set up the first paragraph to the new tab settings, then block mark whatever you want adjusted, and press CTRL A to do the adjusting. It can all be done with one user key.

Let's do it. Exit USERKEY, and open MARK again. Put the cursor on the first line of actual text, after the title, and open user key 5. (By the way, we keep using new user keys, but it's perfectly okay to "write over" one when you're done with it. Just open it again with CTRL U, and the old contents will be erased in preparation for something new.)

Now, with key 5 open, do the following:

> Press CTRL T, hold the right arrow down until the ghost cursor gets to the 2 inch mark, and type (. Then move over to the 6 inch mark and type).
>
> Press ENTER to record the new margins, press CTRL B P to block mark the rest of the page and press CTRL A to adjust the margins.

Having accomplished all that, press CTRL U to close out the user key, and you're done. The first page of MARK is adjusted, and user key 5 remembers how.

Move the cursor down to the first paragraph *following* the newly-adjusted area and press CTRL 5 again to adjust the rest.

You, of course, will decide how best to use the user keys; these are but examples to demonstrate and get you thinking about the possibilities.

If You *Really* Want a Lot of Characters.....

If 1270 characters aren't enough for what you have in mind, or if you don't want to tie up all the user keys by chaining them all together, try this trick. Open a new file, type or copy the text you want into it, and save it. Then program a user key to CTRL Recall it, spell out its name and ENTER. A whole *document* will be recalled from the disk and inserted at the touch of a user key.

This is kind of impressive, so let's do it once. It'll also give you a chance to practice a couple of the other things you've learned.

Quit MARK and reopen USERKEY. How can you erase the contents of the USERKEY document and get a clean screen? A couple of ways, right? One is to simply erase the file and start over by using CTRL F E, but then you'd have to open it again. The simplest thing is probably to go to the top, block mark the whole document and CTRL Delete it.

Now then. You don't want to have to type in a big long paragraph for the purposes of this test, so we'll borrow one from MARK. Open the bottom window and put MARK in it. Remember how? CTRL W gets you started, then follow the directions SCRIPSIT Pro gives you at the bottom of the screen.

Got MARK? Remember how to block mark in the bottom window? (Press CTRL W again, B for Block, and put periods on the first and last characters of the block.) Mark the first paragraph after the title, beginning with One morning.

The block is now marked and saved in the temporary storage buffer. Press CTRL R and ENTER to recall it into USERKEY in the top window, then close out the bottom window (CTRL W C).

Pretend that this is the big paragraph (it could have been *twenty* paragraphs) that is to be inserted every time a user key is pressed... what number key are we up to... 6? Close the USERKEY file, and the paragraph will be safely tucked away on the disk.

Now open a new document and give it the name FRED:1. This will simulate the document into which you want to plug the USERKEY text. The user key will do it for you. Type this:

Dear Fred,

I wanted to show you what my old pal Mark Twain wrote. It starts out like this:

Add a couple of spaces after the colon, and open user key 6 with CTRL U 6. With the user key open (U6 showing at the bottom right), press CTRL R and type **USERKEY** ENTER. When the paragraph pops into place, move the cursor down to the end of it, and then close the user key with another CTRL U.

Type another line into FRED, just for effect...

And Fred, I just programmed one of these dandy user keys so that every time I press it, I'll get this paragraph. Observe:

Skip a couple of spaces, and press CTRL 6. In comes another copy of the paragraph, and the cursor even moves down to the end of it to make moving on easier.

In actual practice, there would be some "boilerplate" text in a file and a user key programmed to go fetch it, so that no matter which document you were working on, that boilerplate could be inserted with one user key.

Editing a User Key

Any time a user key is opened by pressing **CTRL** **U** and the key number, the old contents of the key are erased and something new can be written in. If you execute a new user key and realize that it's wrong, there are two ways to fix it. If the sequence was short, the simplest method is to just open the key again and retype it correctly. If there's a real long, complicated sequence stored on the key however, *don't press* **CTRL** **U** *and reopen the number*. That will wipe out the entire sequence, and the whole thing will have to be typed in again.

To actually get inside a user key and edit individual letters, it is necessary to quit the document (Don't do it yet!) and select System Setup from the Main Menu. First, while still in the FRED document, press **CTRL** **U** **7** to open user key 7. Type this:

It's what we learn after we think we know it all that counts.

Put in a period and a space after the sentence, and close the key by pressing **CTRL** **U** again. Execute it a couple of times with **CTRL** **7** to see it work.

Now, to get into it and make repairs, exit FRED to the Main Menu, and select **S** for System Setup. In System Setup, select **U** for `edit <U>ser key sequence` and see:

```
Which user key do you wish to edit (0-9)?
```

Press **7**. Immediately the contents of 7 will appear, with commas between all characters:

```
I,t,',s, ,w,h,a,t, ,w,e,
l,e,a,r,n, ,a,f,t,e,r, ,w
e, ,t,h,i,n,K, ,w,e, ,K,n
o,w, ,i,t, ,a,l,l, ,t,h,a
t, ,c,o,u,n,t,s,., ,
```

A couple of things to notice:

- The characters are divided up into 5 lines or "fields."
- Each field will hold a maximum of 13 characters separated by commas.
- *Every* character is separated from the others by commas, even the spaces (, ,) and the period (, . ,). If there were a comma in the quote, it would have commas, too (, , ,).
- There are 10 available field lines; each holds 13 characters except the last one which holds a maximum of 7. 127 characters are all each user key can handle.

Editing a user key is like editing anything else; the arrows move the cursor around, **F1** inserts, **F2** deletes, **SHIFT** ◀ moves to the beginning of a line, and **SHIFT** ▶ moves to the end of a line. **SHIFT** **CLEAR** deletes everything to the right of the cursor.

With the cursor at the very beginning of the first line, press **F1**. When everything moves out of the way, insert a " followed by a comma, and press **BREAK** to end the insert. Now move to the period at the very end of the last line, and press **SHIFT** **CLEAR** to erase it and everything to its right. The last line should now read:

```
t, ,c,o,u,n,t,s,
```

Add the following, remembering the commas that are used as separators:

,,“, ,s,a,i,d, ,K,i,n, ,H,u,b,b,a,r,d, ,

The first added comma is a "real" one -- an actual punctuation mark in the quote. It's followed by a separator comma, as is the quote mark and the space. The whole thing should now look like this:

```
",I,t,',s, ,w,h,a,t, ,w,e,
l,e,a,r,n, ,a,f,t,e,r, ,w
e, ,t,h,i,n,K, ,w,e, ,K,n
o,w, ,i,t, ,a,l,l, ,t,h,a
t, ,c,o,u,n,t,s,,,", ,s,a,i,d, ,K,i,n, ,
H,u,b,b,a,r,d, ,
```

The last line didn't limit itself to 13 characters, did it? It'll break down into 13-character lines when you save it. Do it now by pressing ENTER. Pressing BREAK instead would restore the user key to the way it was the last time it was saved.

ENTER returns control to the System Setup Menu, and since no more setups are needed at the moment, press BREAK to return to the Main Menu.

Press R to return to the document last edited, and press CTRL 7 to see the modified key. If any mistakes show up, you know how to fix them.

You may now be wondering about something: If ENTER saves the editing job and returns control to the menu, how in the world is an ENTER programmed into a user key? Suppose you wanted user key 8 to do something like this:

This key ENTER
moves the cursor ENTER
back to where ENTER
it started SHIFT ◀ ▲ ▲ ▲ CTRL 8

Can you get it to do all those arrows and everything? Why not? Press CTRL U 8 and type everything exactly as it appears above. Press ENTER where it says ENTER, and press the arrow keys and CTRL where indicated.

Adding the CTRL 8 at the end loops the sequence back on itself, causing it to repeat endlessly, until BREAK is pressed to stop it. Looping a key like this has another effect; it doesn't allow time to press CTRL U again when done. The loop just begins working. If you hadn't ended the sequence by repeating the same user key number again, you would have had to close things out with another CTRL U.

After watching the cursor run around in circles for awhile, press BREAK, exit the document, and get back into System Setup to see what it looks like.

U puts you in user key edit, and you want key 8.

```
T,h,i,s, ,K,e,y,en,
```

See that en? That's what a user key calls an ENTER. Notice there's no comma between the e and the n. The en together in the same slot signifies ENTER, and if you wanted to add an ENTER here in edit mode, you would simply type in **,en,**.

```
T,h,i,s, ,K,e,y,en,m,o,v,e
s, ,t,h,e,c,u,r,s,o,r,en
b,a,c,K, ,t,o, ,w,h,e,r,e
en,i,t, ,s,t,a,r,t,e,d,LE,up
up,up,@8,
```

More new things toward the end: See the LE? That's SHIFT ◀. up stands for ▲, and the @8 means CTRL 8. Again, when first setting up a user key, while in a document, just press the keys you want the user key to press. When editing a key, here in System Setup, use symbols for the non-character-type keys. Here's a list:

THIS CODE...	...REPRESENTS THIS KEY
@ (to type @, press SHIFT 0)	CTRL
br	BREAK
en	ENTER
Sp	SHIFT SPACE
cl	CLEAR
CL	SHIFT CLEAR
up	▲
UP	SHIFT ▲
do	▼
DO	SHIFT ▼
le	◀
LE	SHIFT ◀
ri	▶
RI	SHIFT ▶
>(key) (arrow with another key -	▶ W or...
to move cursor to NEXT	▶ G or...
Word, paraGraph, Page, etc.)	▶ P, etc.
<(key) (to move cursor to PREVIOUS	◀ W or...
Word, paraGraph, Page etc.)	◀ G or...
	◀ P, etc.
@I	F1
@D	F2
F3	F3

Chapter 17

Global Search and Replace

CTRL G

"Global" may be a rather ambitious term to describe this feature, but it's an old computer word with an accepted meaning. While SCRIPSIT Pro won't exactly search the whole world for some bit of lost text, it will search the entire document. And once it's found what you're looking for, it will show it to you and then, if desired, it will delete it or replace it with something else. If the text, whether it be a character, a word, or a whole sentence, occurs more than once, SCRIPSIT Pro will find all occurrences.

It's not uncommon to finish an entire document and then realize a word has been repeatedly misspelled throughout the whole thing. Or you may come across a word spelled incorrectly once and wonder how many more times it was spelled that same way. Global search is a fast and easy way to check and correct the problem.

It's also a good way to see if a certain name or word is mentioned at all in a document. For instance, an old letter could be opened and globally searched to see if it's the one that mentions the Great Barrier Reef. If not, other letters can be opened and quickly searched until the right one is found. Much easier than doing it all yourself.

Open MARK, and we'll try a global search. This would be a good time to erase it with CTRL F E and load a fresh copy of TWAIN with CTRL R.When the document is loaded, put the cursor at the very beginning of the first line. This is vital because SCRIPSIT Pro searches only from the cursor location to the end of the document. It ignores anything above, or in front of, the cursor. Any time an entire document needs to be searched, be sure the cursor is at the top before starting.

Press CTRL G (for Global). An "options" screen appears that looks like this:

```
********************* SCRIPSIT -- SEARCH & REPLACE OPTIONS *********************

                    Type of search:  F        (Find/Delete/Replace)
                    String to find:  ________________________________
        Search by word or character:  W        (Word/Character)
           Ignore upper/lower case:  Y        (Yes/No)
                      Replace with:  ________________________________
             Pause after each find:  Y        (Yes/no)
```

Type of search defaults to F for Find. Unless this is changed, SCRIPSIT Pro will find the searched-for text and show it to you or count the number of occurrences but not change anything. **D** will delete the text, and **R** will replace it with whatever is specified.

String to find:. A "string" is what computerists call a group of characters. It can be just about anything: a word, a character, a sentence, numbers or printer codes. SCRIPSIT Pro can search for a string of up to 32 characters, but consider this timesaver: Any part of the desired string might be enough for SCRIPSIT Pro to find it. For example, to search for the word "scintillating," "scin" could be used, and that's what the program would find. Since "scin" occurs in the word scintillating, if one is found, so is the other. If, however, "sci" is used, "science" or "scissors" (if these words happened to be in the document) would also be found.

Search by word or character: Do you want SCRIPSIT Pro to search every character or just every word? We'll try it both ways. Leave F in the first option, for Find, and press ↵.

Finding

Type **at** in the space provided for String to find, and leave W in for Search by word. Press ENTER. The document comes back, begins to scroll and stops on the first line of the second excerpt from A CONNECTICUT YANKEE, beginning with They were always. The word at is lit up in that line, and a question is being asked in the status line:

```
mark        Finding no. 1      Find next (Yes/Cancel/All)?
```

Do you want it to find the next at, cancel the search or zip through them all and just indicate how many it found? Press Y, and the next one will come up. This one is in the middle of have at heart. Any more? Press Y again.

Found 2 is flashing. That must be all. Any time a message is flashing on the bottom of a SCRIPSIT Pro screen, it takes BREAK to get rid of it and get back to work. Press BREAK.

You searched for the word at and found two. What if the search is by character? Would it make a difference? Press CTRL G again, and change the W to a C in the option Search by word or character. Don't change anything else. Just press ENTER.

There's at, all right, in the middle of the word location. Press Y to see the next one, in lately. Press A (for All) to see how many there are altogether. Found 25. Quite a difference. Search-by-character is a much more exact method of finding a string, but as you can see, it can give you more than you want.

Press BREAK to get rid of the Found 25 message, and CTRL G to get back into Global. Type **Great** (with a capital G) on the String to find line. Notice that at is still on that line (just type over it), but all the other options have returned to their default values. It's sometimes handy that the search string is retained in the event that you want to go back and look again or change documents and look for the same string.

Ignore upper/lower case: When checking to see if a word has been correctly capitalized, you won't want to *ignore* whether the string has one or more letters capitalized. At other times, if just the existence of a word in a document is being checked and capitalization is not important, the option can be set to Y and upper/lowercase is ignored. This time, put an N on the Ignore upper/lower case line, and press ENTER.

It found the Great Sahara. Any more? Press Y to check. Nope. Found 1. BREAK out and go back to Global. The N in Ignore upper/lower case will have automatically reverted to Y, so press ENTER again and check for the word Great without regard to capitalization.

There's Great Sahara again. Press Y to see the next, and My surprise was great turns up. One more Y finds no more, and Found 2 flashes at the bottom of the screen. Press BREAK to shut off the message and get back to the top of the document.

Replacing

Global replace works just like global find, except that instead of just finding a string, it does something about it. Go into global again, and set it up like this:

```
              Type of search: R
              String to find: great
Search by word or character: W
    Ignore upper/lower case: Y
                Replace with: extraordinary
      Pause after each find: Y
```

Press **ENTER**. The first find is `Great` in Great Sahara, and the `G` is capitalized. Press **Y** to replace it and watch it closely. If you're quick enough, you'll see it change to `Extraordinary` *with a capital* `E`. If you missed it, go back and look for it when finished.

The next `great` is not capitalized. Press **Y** to change it, and then press **BREAK** to shut off the `Replaced 2` message and return to the top of the document.

Near the middle of the first paragraph, you'll see `Extraordinary Sahara`, and in the first line of the second paragraph, look for `my surprise was extraordinary`. See what happened? If the original word was capitalized, the replacement word was also capitalized. The second `great` wasn't capitalized, so SCRIPSIT Pro didn't capitalize the second `extraordinary`.

- This only works with `Ignore upper/lower case: Y`
- Only the first letter of the string is considered. Trying to replace `GREAT` with `extraordinary` would produce `Extraordinary`.
- Capitalizing the word in the `Replace with:` line makes no difference. If SCRIPSIT Pro has been told to ignore upper/lower case, it will replace `great` with `extraordinary` and `Great` with `Extraordinary`, no matter which way it was typed in the Global screen.

Go back into global, and let's do something a little more dramatic. Beginning with the title of the document, replace every lower case `e` with a **$**. Be sure to search by character, press **N** for `Ignore upper/lower case` and for `Pause after each find` and then **ENTER**.

Do you want it to find the next at, cancel the search or zip through them all and just indicate how many it found? Press Y, and the next one will come up. This one is in the middle of have at heart. Any more? Press Y again.

Found 2 is flashing. That must be all. Any time a message is flashing on the bottom of a SCRIPSIT Pro screen, it takes BREAK to get rid of it and get back to work. Press BREAK.

You searched for the word at and found two. What if the search is by character? Would it make a difference? Press CTRL G again, and change the W to a C in the option Search by word or character. Don't change anything else. Just press ENTER.

There's at, all right, in the middle of the word location. Press Y to see the next one, in lately. Press A (for All) to see how many there are altogether. Found 25. Quite a difference. Search-by-character is a much more exact method of finding a string, but as you can see, it can give you more than you want.

Press BREAK to get rid of the Found 25 message, and CTRL G to get back into Global. Type **Great** (with a capital **G**) on the String to find line. Notice that at is still on that line (just type over it), but all the other options have returned to their default values. It's sometimes handy that the search string is retained in the event that you want to go back and look again or change documents and look for the same string.

Ignore upper/lower case: When checking to see if a word has been correctly capitalized, you won't want to *ignore* whether the string has one or more letters capitalized. At other times, if just the existence of a word in a document is being checked and capitalization is not important, the option can be set to Y and upper/lowercase is ignored. This time, put an N on the Ignore upper/lower case line, and press ENTER.

It found the Great Sahara. Any more? Press Y to check. Nope. Found 1. BREAK out and go back to Global. The N in Ignore upper/lower case will have automatically reverted to Y, so press ENTER again and check for the word Great without regard to capitalization.

There's Great Sahara again. Press Y to see the next, and My surprise was great turns up. One more Y finds no more, and Found 2 flashes at the bottom of the screen. Press BREAK to shut off the message and get back to the top of the document.

Replacing

Global replace works just like global find, except that instead of just finding a string, it does something about it. Go into global again, and set it up like this:

```
              Type of search: R
              String to find: great
Search by word or character: W
    Ignore upper/lower case: Y
                Replace with: extraordinary
      Pause after each find: Y
```

Press **ENTER**. The first find is Great in Great Sahara, and the G is capitalized. Press **Y** to replace it and watch it closely. If you're quick enough, you'll see it change to Extraordinary *with a capital* E. If you missed it, go back and look for it when finished.

The next great is not capitalized. Press **Y** to change it, and then press **BREAK** to shut off the Replaced 2 message and return to the top of the document.

Near the middle of the first paragraph, you'll see Extraordinary Sahara, and in the first line of the second paragraph, look for my surprise was extraordinary. See what happened? If the original word was capitalized, the replacement word was also capitalized. The second great wasn't capitalized, so SCRIPSIT Pro didn't capitalize the second extraordinary.

- This only works with Ignore upper/lower case: Y
- Only the first letter of the string is considered. Trying to replace GREAT with extraordinary would produce Extraordinary.
- Capitalizing the word in the Replace with: line makes no difference. If SCRIPSIT Pro has been told to ignore upper/lower case, it will replace great with extraordinary and Great with Extraordinary, no matter which way it was typed in the Global screen.

Go back into global, and let's do something a little more dramatic. Beginning with the title of the document, replace every lower case e with a $. Be sure to search by character, press **N** for Ignore upper/lower case and for Pause after each find and then **ENTER**.

Look at all that money popping up. There should be about 297 of them by the time it's finished, tallied up on the status line as they are replaced. Do it again, this time changing the $'s back to e's.

Search-and-Change

With the cursor at the top of the document, go back into global and ask to Find **surprise**. Press **Y** for Pause after each find and **ENTER**. It finds My surprise was great. Press **Y** to Find next, and there, in the very next sentence, is another surprise. Too many surprises too close together? This is a situation that calls for an individual change. Without changing all the surprises, let's change just this one. Cancel the Global search with **C**, and the cursor will remain right where it landed, so the word can be changed to **shock**.

There is a cursor movement command that accomplishes the same thing. Arrow **S** produces the message Enter search string_____. Typing in the word(s) you're looking for and pressing **ENTER** will move the cursor to where you want to make a change. Also remember that this one can search forward or backward depending upon which arrow key is pushed.

Deleting

Global will also delete. Go back to the top of MARK and into global, put a **D** on the Type of search line, and delete the *word* **it**. Ignore uppercase, and don't bother to pause after each find. No need to erase the e in replace with because there won't be any replacing this time. The entry on that option line will be ignored.

It should have deleted 8 if searched for by word and about 20 more if searched for by character.

Resetting the Defaults (System Setup)

After taking time to experiment with and use the Global search and replace feature, you may decide that most of your searches are by character or that the Pause after each find is not really needed.

All these defaults can be reset just like the ones in the Open Document and Print Options screens -- in System Setup.

Use CTRL Q Unedit to restore MARK to its former respectability, then quit to the Main Menu and press S for System Setup. The routine from here is the same: select S for Search and replace options, change what you want and press ENTER. Once back at the System Setup Menu, BREAK back to the Main Menu. There -- another set of options customized to your needs.

Filling in the Reference Card

It's time to open REFCARD and add the functions and techniques learned in Level 3.

REFERENCE CARD FOR LEVEL 3

Add these control codes to your Reference Card.

AFTER IDENTIFYING A BLOCK:

FILING A BLOCK AS A SCRIPSIT Pro DOCUMENT	[CTRL] [ ] [ ]
FILING A BLOCK AS AN ASCII FILE	[CTRL] [ ] [ ]
ADJUSTING A BLOCK	[CTRL] [ ]
CHANGING LINESPACING IN A BLOCK	[CTRL] [ ]
(UN)FREEZING A BLOCK	[CTRL] [ ]
HYPHENATING A BLOCK	[CTRL] [ ]
TOTALLING BLOCKED COLUMNS	[CTRL] [ ]

FILES

COPYING A DOCUMENT	[CTRL] [ ] [ ]
RENAMING A FILE	[CTRL] [ ] [ ]
ERASING A FILE	[CTRL] [ ] [ ]
VIEWING A DIRECTORY WHILE IN A DOCUMENT	[CTRL] [ ] [ ]

MISCELLANEOUS

PROGRAMMING A USER KEY	[CTRL] [ ]
GLOBAL SEARCH AND REPLACE	[CTRL] [ ]

LEVEL

Four

Optional Features

If you've completed the first three levels, consider yourself an accomplished SCRIPSIT Pro operator. Congratulations! Level 4 will now introduce some things that will be useful, but that don't really qualify as "required reading." Each chapter, from now on, is a self-contained module. Go to any of them at any time when the subject they teach comes up in your work. Before you put this book down, however, we encourage you to skim Level 4, just to see what the optional features are all about. Then you'll have a good idea of what's available and can come back to learn them when the time comes.

Chapter 18

Fancy Printing

Up to this point, everything printed has been in ordinary type, just like a typewriter. If a "daisy wheel" or letter-quality printer was used, your copy looks just like typewritten copy, and if a dot-matrix printer was used, you ended up with a printout that looks like a computer printout! With either one, however, SCRIPSIT Pro allows a few embellishments that class up your printed copy and provide some added flexibility.

By adding special codes to a document, you can print **bold** type, underlined or double-underlined type or "~~strike-through~~" type, sometimes used in legal documents.

Also available are superscript -- slightly raised characters -- and subscript -- slightly lowered characters. These are often used in scientific documents.

There are a few more things possible with special print codes, but first let's see a couple in action.

The "Toggle" Print Codes

Four of the special print types toggle on and off with the same code. Open a new document called PRINTEST:1. It's very important, when using print codes, that the correct printer driver be used. Check that the printer type specified in the Open Documents screen is the printer actually in use. To correctly interpret these special codes, the printer must get them in its own "dialect," or it won't know what to do with them, and strange things will happen!

Type in this short test pressing the CLEAR key to produce the ¤ character*:

This line demonstrates ¤+boldface¤+. ENTER

In other words, to print the word `boldface` in bold type, precede it with CLEAR + and follow it with CLEAR +. That's all there is to it. (Note that view mode was turned on automatically when CLEAR was pressed).

For underlined type, precede and follow with CLEAR hyphen (¤–). Type this next line:

This line demonstrates ¤-underlined¤- type. ENTER

The codes themselves won't show up on the printout, and they don't take up any room. With View mode on, place the cursor at the end of the line. Notice that the screen cursor is further to the right than the ghost cursor down on the tabline. This is because the ghost cursor represents what will actually be printed on paper, and it ignores the special print codes.

The ¤ symbol doesn't show up on the screen except when View mode is on. Toggle View OFF and ON. The – or + appear on the screen before and after the characters you've chosen to emphasize, but not on the paper unless you ask for them on the Print Option screen.

Strike-through requires CLEAR /. Type:

This line demonstrates ¤/strike-through¤/ type. ENTER.

The print code goes before and after the entire area to be specially printed, not every single word.

For double-underline†, use CLEAR =. Type:

This line demonstrates ¤=double underlined¤= type. ENTER

Print this little document as it exists so far. If you're not sure you're using the right driver, quit PRINTEST, and reopen it from the Main Menu to see what is specified on the Open Document screen. If it's correct, go ahead and print.

* Some Model 4s use a different character.
† Not supported by all printers.

There should be a sample of each of the four special typestyles, without any print codes, in the printed document. Print it again, but this time, specify **Y** in the Print Options screen on the line that asks the question:

```
Display codes?  (Yes/No)
```

When PRINTEST comes out of the printer this time, a character (not necessarily the character on the screen) will print out wherever there was a code visible in View mode, including carriage returns, tabs, and align tabs. Notice, however, that when special printer codes are printed out, they don't function. Special characters appear around the word marked for boldface, for example, but the word didn't *print* boldfaced. This option is just for troubleshooting your work and would probably never be used for a final printout.

The Non-Toggle Print Codes

All that is meant by the term "non-toggle" is that some kinds of special type are not shut off with the same code that was used to turn them on. Superscript and subscript are the first two examples. Superscripting moves the type up a half-space, as in $E=MC^2$, and requires **CLEAR** ***** to raise the text and **CLEAR** **.** to lower it again.

Super- and subscripting should not be used with single linespacing. Change linespacing to 2 and type:

Use superscript to print E=MC¤*2¤. **ENTER**

Subscripting moves the type down a half line, for use in such things as H_2O and CO_2. It uses the **CLEAR** **.** first, to lower, and follows with **CLEAR** ***** to raise it again. Type:

Here we use subscripting to print H¤.2¤*O and **CO¤.2¤*** **ENTER**

Print out the document again, and see how these two special printing options work. They shouldn't be too hard to remember; ***** raises and **.** lowers. (Hint: an asterisk is always *high* on the line, a period is always *low*.)

Printers that use "tractor feed" (pin feed, usually used with continuous paper) might not back up the paper very efficiently which means they might not be very precise in printing super- and subscripts.

Inserting Text During Printing

SCRIPSIT Pro has a regular form letter feature (Chapter 21), but for forms that only require "filling in the blanks," there is a special print code. Quit PRINTEST, and open a document called REQUEST:1. Type the following form, and where indicated, put in a ¤_. (To type an underscore, press CTRL hyphen.)

SPECIAL REQUEST FORM

WE ¤_ TO INFORM YOU THAT YOUR REQUEST FOR A ¤_ HAS BEEN ¤_.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT ¤_.
THANK YOU,

The ¤_ is the actual print code. As soon as the printer receives one of these, it stops and waits for you to type in some copy and press ENTER.

Each insert is limited to 80 characters, and the total of all inserts in the document cannot exceed the total amount of the computer's usable memory (32,768 characters in the 128K Model 4). That's a lot of 80-character inserts!

Print REQUEST. The title will print, and so will the first line, down to the first ¤_.

SPECIAL REQUEST FORM

WE

When it stops, this message will appear at the bottom of the screen:

Type text to be inserted into printout:

Fill in the blank, and then press ENTER to start it going again. Do the same with the rest of the inserts each time the printer stops.

WE **REGRET** TO INFORM YOU THAT YOUR REQUEST FOR
A **PARDON** HAS BEEN **REJECTED**.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT **THE GOVERNOR**.

THANK YOU,

Inserting the Current Date

Here's a handy little code. **¤d** (lowercase d) inserts today's date. It is especially handy for a reusable form like the one above. A **¤d** permanently in place in the form will plug in the current date every time the form is used. Center a **¤d below the form heading.**

SPECIAL REQUEST FORM

¤d

WE REGRET TO INFORM YOU THAT YOUR REQUEST
FOR A PARDON....

Print it out again, and see today's date printed. (The computer knows the date because you typed it in when you turned it on.)

Typing in Two (or More) Columns

CAUTION: this should only be attempted with printers that use a rubber roller -- pressure feed, not tractor feed, printers.

The ¤> code causes the printer to back up the paper to the top of the page. This makes it possible to print one whole column, 3" wide or so, on the left side of the paper, then go back up and print another column on the right side of the page. For a demonstration, quit REQUEST and open a new document called TWOCOLUM:1.

Select 10 pitch, set the left margin at 1 inch and the right margin at 4 inches and return to single-spacing. Type this paragraph.

> **One morning I was out on a long walk to get up muscle for my trip, and had climbed the ridge which bordered the northern extremity of the valley, when I came upon an artificial**

opening in the face of a low precipice, and recognized it by its location as a hermitage which had often been pointed out to me from a distance as the den of a hermit of high renown for dirt and austerity. I knew he had lately been offered a situation in the Great Sahara, where lions and sandflies made the hermit life peculiarly attractive and difficult, and had gone to Africa to take possession, so I thought I would look in and see how the atmosphere of this den agreed with its reputation.

Break the paragraph into two columns with the following steps:

1. **Hyphenate (optional but recommended).** Since this paragraph is so narrow, it would be a good one to hyphenate. Block mark it and press CTRL H, then insert hyphens at the appropriate opportunities.

2. **Determine the total number of lines.** Move the cursor down to the bottom of the screen, and check the line number. There should be 24 lines, which means that the logical place to break into a second column would be after Line 12.

3. **Divide the text in two.** Put the cursor on the first character of line 13, and using F1, insert a carriage return, and a ¤> (press CLEAR and ■). When the printer encounters the ¤>, it will roll the paper back to the top of the page, then continue printing. Close the insert with BREAK.

4. **Set new margins for the right-hand column.** Now, with the cursor below the carriage return, enter tabline edit and move the left margin to 4.5 inches and the right margin to 7.5 inches. Press ENTER to put the tabline into effect. This is only a one-paragraph example; had there been more paragraphs, you would have had to block-adjust them to the new margin settings.

The screen should now look like this:

```
One morning I was out on a
long walk to get up muscle for
my trip, and had climbed the
ridge which bordered the north-
ern extremity of the valley,
when I came upon an artificial
opening in the face of a low
precipice, and recognized it
by its location as a hermitage
which had often been pointed
out to me from a distance as
the den of a hermit of high
```

```
¤>renown for dirt and austerity
I knew he had lately been of-
fered a situation in the Great
Sahara, where lions and sand-
flies made the hermit life
peculiarly attractive and dif-
ficult, and had gone to Africa
to take possession, so I
thought I would look in and
see how the atmosphere of this
den agreed with its reputa-
tion.
```

We set the margins so that everything *before* the ¤> would print on the left side of the paper, and everything *after* it would print on the right side of the paper.

Print the Paragraph, using Mono justification. If all goes well, you should end up with two nice justified columns, like this:

```
One morning I was out on a
long walk to get up muscle for
my trip, and had climbed the
ridge which bordered the north-
ern extremity of the valley,
when I came upon an artificial
opening in the face of a low
precipice, and recognized it
by its location as a hermitage
which had often been pointed
out to me from a distance as
the den of a hermit of high
renown for dirt and austerity.
I knew he had lately been of-
fered a situation in the Great
Sahara, where lions and sand-
flies made the hermit life
peculiarly attractive and dif-
ficult, and had gone to Africa
to take possession, so I
thought I would look in and
see how the atmosphere of this
den agreed with its reputa-
tion.
```

IMPORTANT NOTE: The ¤> character always causes the printer to return to the *top of the page*. If you are inserting short columns like the above instead of printing full pages, the two-column work should be at the top of the page. If not, extra **ENTER**s must be added ahead of the 2nd column text to make it line up with the 1st column.

Proportional Spacing

If your printer can perform proportional spacing, set the pitch at **P** when you re-open the document, and hyphenate it. With proportional spacing, this paragraph only has 18 lines, so at the beginning of Line 10 insert a carriage return and the ¤>. Set the margins at 4.5 and 7.5 for the second column and print, specifying proportional justification in the Print Options screen.

Pausing the Printout

There's one more code that may have a special application for you. ¤? causes the printer to stop and display this question:

```
Do you wish to continue printing? (Y/N)
```

This code simply stops the printing. You dream up the reason why. To change printwheels, remove a carbon, make an adjustment in the paper, tear off a

label...whatever the reason, to stop the printing at a given point in the document, insert a ¤?.

To see it work, insert one halfway down the first column of TWOCOLUM and print it out again. As soon as the printing gets to the ¤?, it will stop. Answering the question with a **Y** will start the printing again. An **N** will cancel the printing, and the cursor will reappear in the document.

Special Characters

There are a few special characters available which can be displayed on the screen (as well as printed) by pressing CTRL and another key. Here is a chart.

CTRL and	prints this
, (comma)	[
/	\
. (period)	]
F3	^
-	_
ENTER	`
F1	{
CLEAR	|
F2	}
:	~
:	±

The @ can be created with SHIFT 0.

User Print Codes

There are characters available on most printers that do not appear on the keys of the Model 4. Look in the manual that came with your printer for a chart of the "character set." The chart will list all the numbers and letters, plus the punctuation marks and any special characters the printer is capable of producing. It may create special European characters, Japanese characters or scientific characters.

The chart will also contain the "decimal" value* of each character and its width. (Remember that proportional characters have different widths.) The decimal value is a two or three-digit number that the computer and printer understand. To print a given character, the computer sends this value to the printer. The keyboard takes care of all the most common values, but for the special ones, the values need to be sent "manually."

User print codes are programmed in System Setup and executed by pressing **CLEAR** and one of the number keys. They require a printer capable of proportional spacing. To program one, go to System Setup from the Main Menu, and press **C** for print Codes. This screen will appear:

```
****************** SCRIPSIT -- EDIT PRINTER CONTROL SEQUENCE ******************
Code Units Sequence: up to 11 codes will be counted   Comments
 0  0
 1  0
 2  0
 3  0
 4  0
 5  0
 6  0
 7  0
 8  0
 9  0
 !  0
 "  0
 #  0
 $  0
 %  0
 &  0
 '  0
 (  0
 )  0
 @  0

Press <ENTER> to record changes press <BREAK> to cancel
```

The first column is labeled `Code`. That's the key to be programmed -- just as the user keys were. To execute a user key, you press **CTRL** and a number key. To execute one of these user print keys, you press **CLEAR** and a number key. The other difference is that the number keys in their shift positions can also be programmed. In other words, not only are 1234567890 available, but also !"#$%&'()@.

---

* The decimal code chart in your printer manual might list these values like this: 102/66, or 126/7E -- not as simple 2 or 3 digit numbers. Somewhere on the page it should say something like "Codes are in Decimal and Hexadecimal." In 102/66, the 102 is the decimal value. That's the one you want. The 66 is Hexadecimal. Ignore it.

The cursor is flashing in the second column, labeled Units.

This column is to be filled in with the *total* width, in proportional units, of the character(s) being printed. In the first line, Code Ø, we'll program the ®. Check the chart in your printer manual.* The width should be about 20. If so, type **20** and press the down arrow to move to the Sequence column.

The decimal value for ® is 170. Type **170** in the Sequence column.

Press the down-arrow again and type **Register mark** in the Comments column, for future reference.

This time, the down-arrow takes the cursor to the beginning of the Code 1 line. Type **20**, or your printer's width of the ™ character. Under sequence, type the decimal value of the ™, which is 186, and under Comments, type **TM**.

Finally, for Code 2, type the *total* width of both characters (40 units) and in the sequence column type both numbers with a space between them (**170 186**) and under comments, type **Both**.

With these three keys programmed, press **ENTER** to record them and **BREAK** to leave System Setup. From the Main Menu, open a new document called CODETEST:1, and set Pitch to proportional. If your printer has a mechanical switch, be sure it's set to proportional also. Type the following:

> **This is a demonstration of the user print key <Ø>, which displays the ¤Ø. The user print key <1> displays the ¤1, and the user print key <2> displays the ¤2.**

Now print the document to check your work.

The width setting doesn't affect the actual width of the printed character. It merely tells the printer how wide a character it is printing, so that it can justify correctly. If too much space is allowed for a character, extra white space will be added to the end of the line.

---

* If you are using the following printers, *double* the number of units shown in your printer manual: DWP410, DWP510 and DW2B.

Filling in the Reference Card

Add these control codes to your Reference Card.

TOGGLE PRINT CODES

BOLDFACE	[CLEAR] [ ]
UNDERLINED	[CLEAR] [ ]
STRIKE-THROUGH	[CLEAR] [ ]
DOUBLE UNDERLINED	[CLEAR] [ ]

NON-TOGGLE PRINT CODES

SUPERSCRIPT ON	[CLEAR] [ ]
SUPERSCRIPT OFF	[CLEAR] [ ]
SUBSCRIPT ON	[CLEAR] [ ]
SUBSCRIPT OFF	[CLEAR] [ ]

SPECIAL PRINT CODES

INSERTING TEXT DURING PRINTING	[CLEAR] [ ]
INSERTING CURRENT DATE	[CLEAR] [ ]
TOP-OF-FORM CODE (for two-column printing)	[CLEAR] [ ]
PAUSING THE PRINTOUT	[CLEAR] [ ]
@ SIGN	[SHIFT] [ ]

SPECIAL CHARACTERS

LEFT BRACKET ([)	[CTRL] [ ]
RIGHT BRACKET (])	[CTRL] [ ]
BACK SLASH (\)	[CTRL] [ ]
CARET (^)	[CTRL] [ ]
UNDERSCORE (_)	[CTRL] [ ]
BACKWARD APOSTROPHE (`)	[CTRL] [ ]
LEFT BRACE ({)	[CTRL] [ ]
RIGHT BRACE (})	[CTRL] [ ]
PIPE (|)	[CTRL] [ ]
TILDE (~)	[CTRL] [ ]
PLUS-OR-MINUS SIGN (±)	[CTRL] [ ]

Chapter 19

Next or Previous Module

CTRL Q

N or P

The CTRL Q options are used in creating very long documents, books or other long manuscripts that should logically be broken up into chapters or sections. Their primary function is to keep the page and line numbers sequential throughout the entire manuscript, even though it is made up of several separate "files." Using this method to move on to the next chapter also causes the tab lines, Open Document Options, Print Options, and any headers, footers, or footnotes to continue in effect throughout the entire work.

Quit any document you might be in with CTRL Q M, and open a new document called ONE:1.

Set the margins to something out of the ordinary; the left margin at 2 inches, the right at 6. Now type:

This is document number ONE. ENTER

Be sure to put that carriage return at the end. Whenever you form a chain of documents, each document must end with a complete paragraph. Document ONE could be an entire chapter, but for this demonstration, this sentence is enough for it to be recognized as ONE. It could also have any desired name. Modules in a chain don't have to be named ONE, TWO, etc., but sequential names, like CHAP1, CHAP2 or LISTA, LISTB, will help keep things in order.

Now quit ONE with CTRL Q, but this time, instead of going back to the menu, press N for Next.

```
Enter name of next module:
```

Name the next document TWO:1. Just type it in where the cursor is flashing, and press **ENTER**. When the new "module," as a chained document is called, comes up, take a look at it. The status line tells the story:

```
TWO:1          Pg:1   Ln:2  Pos:2.0 Pitch:10 LS:1 Free:99%
```

TWO:1, down in the lower left, is the name of the document you are now working on. The document name always appears down there. Pg:1 - you're still on page 1, but it says Ln:2 because numbering will be continuous throughout this sequence of documents, and document ONE has only one line. Pos:2.0 is where the cursor starts out because the wide margins were carried over from the first document in the chain. Pitch is the default 10, line spacing is the default 1 and there's 99% of available memory space left to work with. If any of the defaults (pitch, linespacing) had been overridden in ONE, the new values would have carried over to TWO.

Let's do it again. First type:

This is document TWO. ENTER

...and quit it with **CTRL** **Q** **N**. Name the next module THREE:1, and type:

This is document THREE.

Now, let's go back. Exit THREE with **CTRL** **Q** **P** for Previous, and this appears:

```
Enter name of previous module: TWO:1
```

It's asking a question and answering it too. TWO is the previous module in the sequence, so just press **ENTER**, and you'll be put back in TWO. Do the same operation again, and you'll go back to ONE. Go through the "Next" procedure a couple of times to get back to THREE.

It's possible to go directly from THREE to ONE by asking for Previous and typing ONE instead of just accepting the default TWO. Do it, then quit ONE and ask for the Next module. THREE? What happened to TWO? When we went directly from THREE to ONE, TWO was kicked out of the chain. Press **ENTER**, and look at the status line. The page/line numbering is no longer correct. Document THREE is now on line 2. Can all this be straightened out? No problem. Even though TWO is not in the chain, it was still saved on disk.

Return to ONE, and run through the whole sequence from the beginning using `Next`. That puts back any modules that were kicked out of the chain, as happened in the example above.

Even if you don't jump around in the chain, page and line numbers are affected by insertions and deletions of text. It makes sense that if a module is reopened and 13 new paragraphs are added, the page and line numbers will need to be changed in the rest of the chain.

Add these lines to ONE:

Line two in ONE.
Line three in ONE.
Line four in ONE.

Exit *back to the Main Menu*, and open TWO. A look at the status line reveals that the insertions made in ONE did not automatically change the numbering in succeeding modules. Numbering gets updated only when CTRL Q N is used to move from the changed module to the next one. Go to ONE, and use CTRL Q N to get back to TWO, then THREE. The status line tells all. At some point after making changes, you must go through the modules in sequence to update the page and line numbers. There is a second way to do this. Printing the entire chain, starting from the beginning, will put everything in order as the chain is printed. (We'll discuss printing the chain in a moment.)

While it is possible to ask for a brand-new document as `Next module` (one yet to be created or not already in the chain), you can't use `Previous module` for anything except a module that's already "Previous" in the chain. You've already added TWO and THREE as new Next modules; let's try *inserting* one.

Inserting a Document into the Chain

Back up (or go forward -- depending on where you are) to TWO. Ask for Next, and even though it is suggesting THREE as Next, type over that name with the name **TWOa:1**. Use SHIFT CLEAR to eliminate the extra letter, and press ENTER.

That creates a new blank document called TWOa. The status line indicates that you're on line 6, which is correct because ONE used lines 1-4, and TWO used line 5. Type:

This is document TWOa. ENTER

What happens if you ask for Next from here? Try it. It says THREE, which is just as it should be, so press ENTER and check the line number. Should be 7, right? Checks out. TWOa has been successfully inserted between TWO and THREE, and the sequence of line (and page) numbers has been adjusted.

Just remember that *inserting documents in a chain must be done with Next, NOT Previous*. Previous will insert them all right, but the numbering will get all mixed up.

Inserting a Document into the Front of the Chain

"So," the astute among you ask, "how do I insert a new document at the front of the chain?" "Simple," the brilliant among you answer. "You just open the new one from menu, then ask for Next and specify ONE, our former leader-of-the-parade." But let's not talk about it; let's do it. Quit the document you're in with CTRL Q M, and from the menu, open a new document, **ZERO:1**.

This newcomer isn't being created from the warm security of the chain, so the Open-Document options (printer, pitch, etc.) and the tabline will have to be set from scratch. (If it was very complicated, the tabline from one of the chain members could have been saved as "L" or "X" or some other letter and then recalled now...) Just set up the margins at 2" and 6", and type **This is document ZERO.** This time, add a few carriage returns so the cursor ends up on line 6. Then type:

This is document ZERO, line 6. ENTER

Now, since six lines were used on document ZERO, what should the line number indicator say when you "Next" to ONE?

Go ahead. Don't forget, SCRIPSIT Pro doesn't know yet that you want ONE to be the next one in the chain, so you have to type in **ONE** for the name of the next module. (Remember, it's only necessary to call it ONE:1 when you are first naming it. After that, the drive number need not be specified. SCRIPSIT Pro will look on all drives until it finds it.)

And there it is: document ONE, page 1, line 7. But suppose you wanted TWO to start on a new page...is SCRIPSIT Pro always going to keep tagging one document onto the bottom of the next? Suppose you don't want Chapter 2 to

start in the middle of the last page of Chapter 1? Remember "Forcing a New Page"? It works here, too. Just put the cursor at the end of document ONE, and press CTRL N for New page. Don't get this confused with CTRL Q N, which is used for Next module. (There are only so many letters in the alphabet...)

Printing the Chain

Go back to the beginning of the chain. ZERO is now in the chain, so ask for Previous, and it will appear. Then CTRL Print. The whole chain will print out, and Document TWO will observe the force-page marker and start on a new page.

It's not a good idea to use Next and Previous just to move from one unrelated document to the next just to avoid having to bother with tab line settings, etc. Once a document gets into a chain, it gets numbered sequentially in its place in the chain. So if you try to print it separately, using page numbering, it's liable to end up numbered page 39 or something.

Printing Only the End of the Chain

Open document TWO. Printing always proceeds from the document on the screen to the end of the chain, so to print from TWO on, simply press CTRL Print now. TWO, TWOa and THREE will be printed, and the cursor will return to where it started: document TWO.

Printing Only the Beginning of the Chain

To print only the beginning of a chain, it is necessary to break the chain where the printing is to stop. Go back to ONE, and then press CTRL Q N, as though proceeding to the next module. This time, however, when the message `Enter name of next module` appears, use F2 or SHIFT CLEAR to erase the name `TWO` from the input line, and press ENTER. By eliminating the name of the next module, you just ended the chain.

Now, use `Previous` to go back to ZERO, and print. Only ZERO and ONE will print because the chain was broken after ONE. TWO, TWOa, and THREE are still chained together, and ZERO and ONE are chained together. At some point, go back and hook ONE and TWO back together with CTRL Q N.

Printing a Single Document in the Chain

Any single module can be opened from the Main Menu and printed. Open TWOa from the Main Menu, and erase the name of its "Next" with **SHIFT** **CLEAR** and **ENTER**, as above. Print it out.

Remember, however, that the page and line numbers will be those of the *chain*. An individually printed module won't start with Page 1, Line 1 unless it happens to be the very first module in the chain.

Filling in the Reference Card

Add these control codes to your Reference Card.

NEXT MODULE	[CTRL] [ ] [ ]
PREVIOUS MODULE	[CTRL] [ ] [ ]

Chapter 20

Footnotes

CLEAR F

Footnotes at the bottom of the page are another dilemma for which SCRIPSIT Pro has a solution. If you've ever tried it with a typewriter, you know that it can be tricky figuring out where to stop typing text to allow room for footnotes, especially if you're not sure exactly how much room the footnotes are going to take.

In SCRIPSIT Pro, footnotes are parked in a special file, and the references in the main text are flagged with ¤f , which is produced by pressing CLEAR and a lowercase **f**. At print time, whenever SCRIPSIT Pro encounters a ¤f, it goes to the special file, picks up the next footnote, and puts it in place at the bottom of the current page. It goes right down the list, so the footnotes need to be in order in the special file.

Linespacing

When SCRIPSIT Pro prints the footnote reference number, it will raise it slightly higher than the rest of the characters on the line. For that reason, it is always best to set linespacing in the document at 2, or at least at 1+ (1 1/2). When the footnotes themselves are printed at the bottom of the page, they will always be printed single-spaced, regardless of how the linespacing is set. An extra blank line, a short underscore line, and another blank line will automatically separate the printed footnotes from the text above.

When using footnotes, the status line will not always reflect the accurate page and line numbers because the space taken up by footnotes is not taken into account until printing time.

Creating Footnotes as You Go

Open a new document called FOOTTEST:1, and type the following text, pressing CLEAR f where indicated:

They were always having grand tournaments there at Camelot;¤f

Don't leave a space between **Camelot;** and **¤f**. The **f** must be lowercase, and the CLEAR key will put the unique character on the screen. At print time, these two characters will tell SCRIPSIT Pro to insert a "superscripted" (raised) number ([1]) and go to the special file to pick up the first footnote. It will hang onto that footnote until the bottom of this page, then print it.

Now, *do* leave a space, and type another **¤f** immediately followed by **See King Arthur, pg. 76** ENTER. The screen should look like this so far:

```
They were always having grand tournaments
there at Camelot;¤f ¤fSee King Arthur, pg. 76
```

Now block mark the footnote, including the second ¤f and the carriage return following it. Leave the first ¤f there. Once the block is marked, press CTRL F, and file the footnote in a file called FOOTTEST/FTN:1. Save it as a SCRIPSIT file, not in ASCII.

The special file containing the footnotes must have the same name as the original document with the extension /FTN added. In the event that the original is in a chain of modules (Chapter 19), the footnotes for all the modules must be in an FTN file named for the first document in the chain. In other words, for the document chain CHAP1-CHAP2-CHAP3, the footnotes for all three chapters go in a single document called CHAP1/FTN.

Once the footnote is saved to its special file, put the cursor back at the front of it (on the second ¤f), and type right over it.

and very stirring and picturesque and ridiculous human bullfights they were, too, but just a little wearisome to the practical mind.¤f ¤fSee Twain, Pg. 95 ENTER

Back up and block mark the second footnote, including its ¤f and the carriage return, and file it in FOOTTEST/FTN along with the first one. When asked, `Replace existing file` or `Add to end`, press A for `Add to end`. Now, not only are the footnotes both in the special file, they're in order. Should you find yourself inserting footnotes later, they will still have to be added to

the end of the FTN file, then moved to their proper places by opening FOOT-TEST/FTN and block moving them.

Likewise, if you delete one later, make sure that both the footnote and the reference are deleted.

This time, instead of typing over the footnote, use F2 to delete all of it including the second ¤f and the carriage return. Press ENTER twice to skip a line and start a new paragraph.

> **However, I was generally on hand - for two reasons; a man must not hold himself aloof¤f from the things which his friends and his community have at heart if he would be liked. ¤flbid., pg. 102 ENTER**

Notice that we didn't bother to stop and type the footnote until we were done with the sentence. The only reason to type footnotes immediately is so you won't forget them. Since they get filed away in a separate file, it doesn't really matter when they are typed, as long as they are kept in order. Just remember to type over or delete them from the original document once they are filed in the FTN document.

File the "Ibid" footnote away in the FTN file along with the first two, then delete it from this document.

Typing the Footnotes All at Once

Depending on the type of footnotes used (and personal preference), it may be easier to finish the document, putting all the footnote references in their proper places, and then quit it and open up the FTN document to type the actual notes. This approach makes good use of the window feature.

After skipping a line, continue typing, putting the ¤f characters in where indicated, but not bothering to type any more footnotes.

> **That reminds me to remark, in passing, that the very first official thing I did, in my administration¤f - and it was on the very first day of it, too - was to start a patent office;¤f for I knew that a country without a patent office and good patent laws¤f was just a crab....**

Three more footnote references have been added, and the document is now finished or at least at a stopping point, so take a break to go type some foot-

notes. Quit FOOTTEST, and open FOOTTEST/FTN. When it's open, put FOOTTEST in the bottom window. You should see the first three footnotes already in place in the top window. Scroll the bottom window with CTRL ↓ looking for more ¤fs in the main document. (Turn on View Mode.) The first one that needs a footnote is ...in my administration¤f. In the top window, under the existing footnotes, type **¤fSee Politics, pg. 3** ENTER.

Scrolling the bottom window down, you'll come to ...start a patent office¡¤f. Give it a footnote in the upper window of **¤f See Inventions, pg. 67**. (Obviously, we're just making up footnotes to illustrate the procedure.)

The last footnote is for ...good patent laws¤f, and it can have the footnote **¤fSee Law, pg. 999**.

Now take a look at all the footnotes in FOOTTEST/FTN. The list should look like this:

```
¤f See King Arthur, pg. 76
¤f See Twain, pg. 95
¤f Ibid., pg. 102
¤f See Politics, pg. 3
¤f See Inventions, pg. 67
¤f See Law, pg. 999
```

Be sure they each end with a carriage return, and *make sure they're all in order*. If one gets out of order, or if you leave one out, all succeeding footnotes will be off by one because SCRIPSIT Pro doesn't connect them by number; it simply takes the references in the main document in order, and then takes the footnotes in the FTN document in order. Check them carefully, and check them again after the document is printed. Each page with footnote references should have the appropriate footnotes at the bottom.

Printing a Document with Footnotes

The original document must be the one opened when it comes time to print. If all your footnotes were set up by the first method we discussed, your main document would already be opened. It would be a good idea to put the FTN document in the lower window, just to check it, but when you print, print the main document with CTRL P as always. If you're in the footnote file (FOOTTEST/FTN), quit it, open the main file (FOOTTEST), then press CTRL P.

When the Print Options screen comes up, go down to the line that reads:

```
Footnote numbers relative to:  N   (Page/Document/No footnotes
```

This option needs to be changed because right now it's saying `No footnotes`. If a **P** is put in place of `N`, the footnotes will start numbering from 1 on each page that uses them. This would be the way to go if you have tons of footnotes. If not, putting a **D** in this option will start the numbering at 1 on the first footnote and keep numbering sequentially to the end of the document or document chain.

There's nothing to do now but press **ENTER** and watch the document come out of the printer with footnotes at the bottom of the page.

Footnotes in Form Letters

SCRIPSIT Pro does not allow you to use footnotes in form letters (Chapter 21). It will politely ignore a request to do so.

Filling in the Reference Card

Add these codes to your Reference Card.

```
FOOTNOTE MARKER IN TEXT                          [CLEAR] [ ]
PRECEDES EACH FOOTNOTE IN /FTN DOCUMENT          [CLEAR] [ ]
```

Chapter 21

Form Letters

CTRL F

F

Not everyone loves form letters. People who send them like them a lot because they can pull one out of a box, stick it in an envelope and mail it to "Occupant." People who receive them, however, don't always appreciate being addressed as "Occupant."

The Computer Age has changed all that. Now you can create *personalized* junk mail, so that your customers will think someone actually sat down and wrote them a letter. They'll probably get so emotional they'll buy all your products out of pure gratitude!

SCRIPSIT Pro's form letter feature allows you to create a basic letter, then create another document containing the names and addresses of all the recipients, plus any other pertinent references you would like included in the letter -- references to specific products, for example.

The Master Document

The master document is the letter itself. *Code words* are inserted in the places where all the "variables" (the names and addresses, etc.) will go. Each code word needs to be preceded and followed by some character that won't be needed in the text of the document. The "defining" character can be anything you choose, as long as it's not used for anything else.

Open a new document called STALLEM:1, and type this sample master document. Be sure to leave spaces between the code words, just as though they were actual names and addresses. The ! is used here only as an example; as long as you're consistent, *LAST*, /LAST/, @LAST@ or whatever can be used.

February 30, 1986

!MRMRS! !FIRST! !LAST!
!STREET!
!CITY!, !STATE! !ZIP!

Dear !MRMRS! !LAST!:

We were extremely happy to receive your check for !AMOUNT! along with your order for our genuine !PRODUCT!.

We here at Superior Consolidated Amalgamated Manufacturers pride ourselves on the fact that our service to the customer is second only to the authenticity of our handmade, organic products.

There will, however, be a brief !TIME! delay in shipping your !PRODUCT! caused by computerization of our Pittsburgh and Taiwan plants.

We apologize for any inconvenience and enclose a complimentary copy of our 48-page full-color glossy public service pamphlet: HOW TO GET BY SIMPLY AND CHEAPLY BY ONLY BUYING GENUINE HANDMADE ORGANIC PRODUCTS FROM S.C.A.M.

Sincerely,

Shirley Youjest,
VP, Mass Market Division

Look over the letter carefully for traces of insincerity, along with misplaced or missing "defining characters," improper spacing, incorrectly spelled code words and other typos, then quit STALLEM and open another document called CUSTOMER:1.

The Variables Document

This document will contain, first, the list of code words and second, a listing of the actual names and addresses of everyone this letter will be sent to, along with the other variables referred to in the letter (AMOUNT, PRODUCT, TIME).

Type the following, being sure to separate the groups with carriage returns where indicated. *The very first character in the variables document must be the defining character (!).*

!MRMRS! ENTER
!FIRST! ENTER
!LAST! ENTER
!STREET! ENTER
!CITY! ENTER
!STATE! ENTER
!ZIP! ENTER
!AMOUNT! ENTER
!PRODUCT! ENTER
!TIME! ENTER

ENTER

!Mr.! ENTER
!Jonathan! ENTER
!Cosgrave! ENTER
!1215 Fernando Heights! ENTER
!Fresno! ENTER
!California! ENTER
!90912! ENTER
!$29.95! ENTER
!crocheted pot holder! ENTER
!six weeks! ENTER

ENTER

Notice that the variables in this first group are listed in the *exact order* of the code words list at the beginning of the variables document. Every customer's information must be in the same order as the code word list. !PRODUCT! is the ninth code word in the list, so Mr. Cosgrave's !crocheted pot holder! must be the ninth variable in *his* list. A given code word need only be listed once in the variables document, even if it appears several times in the master document.

It's important that Mr. Cosgrave's variables be separated from the next group by a carriage return, but it's not essential to press ENTER to separate each variable from the others *within* a group. Type two more groups, and just leave a space between variables. Put carriage returns at the end of each group and in between groups.

!Ms.! !Lucy! !Diamond! !202 Barclay! !Chapel Hill! !North Carolina! !27514! !$147.50! !Appalachian butter churn! !3 month! ENTER

ENTER

!Mr. and Mrs.! !P.! !Snodgrass! !15 East 61st St.! !New York! !New York! !10011! !$19.95! !Provincial pine foot-operated aluminum can compactor! !30 day! ENTER

ENTER
ENTER

At the very end of the list, three carriage returns are necessary (one right after the last variable, followed by two more) to tell SCRIPSIT Pro that the list is finished.

Merging the Documents

Look over the variables document, CUSTOMER, for missing spaces and carriage returns, and be sure each group has all its variables in the proper order. Then quit CUSTOMER, and reopen the master document, STALLEM.

To begin the merge, press CTRL F. The File-handling mini-menu will appear at the bottom of the screen:

```
Prepare Form letter; View Directory; Erase; Copy, or Rename this document?
```

Select F for Form letter.

The Print Option screen appears. Be sure everything is properly set just as though you were doing any other printing job. If individual sheets of paper are being fed to the printer, be sure the answer to the `Pause between pages` option is **Y**. If continuous paper is being used, answer **N**, and SCRIPSIT Pro will go down the list of customers in the variables document printing a letter for each, without stopping.

Press ENTER to start the printing. Before it starts, there's one more question to answer:

```
Name of file to be merged?
```

The master document is loaded and ready to go, but SCRIPSIT needs to know which variables document to access for all the names and addresses. The same mailing list could be used for more than one master document and vice versa.

Type **CUSTOMER** ENTER. If no pause between pages was chosen, all three letters will come out of the printer with the appropriate information in place for each, and you'll be returned to STALLEM. Look over the letters carefully. Any errors found in *all* of them can be repaired in the one master document. If there's a mistake in only one or two individual letters, the problem is in the variables document. Each letter should look as though it were typed individually; no extra spaces or odd punctuation.

Some Common Errors

Here are some common mistakes to look for if your form letters come out looking like junk mail:

- A missing defining character
- A code word in the master document that does not appear in the variables document
- Variables not in the same sequence as the code words
- A typo in a code word
- Missing spaces or carriage returns
- A variable group that contains too few variables

Merging with Non-SCRIPSIT Pro Files

- If your mailing list was created using Model 4 SuperSCRIPSIT, read Appendix D for instructions for using the PROCONV conversion program.

- If your mailing list was created by some other Model 4 program which has an ASCII conversion utility (except Profile 4 Plus), convert the list to ASCII, then use CTRL R to recall it into a SCRIPSIT Pro document.

- If your mailing list was created in Model III Disk SCRIPSIT, save the list in ASCII in Model III mode, then use the CONV utility in TRSDOS as follows: Insert an un-write-protected copy of the Model 4 system disk into floppy Drive 0 and the Model III data disk containing your ASCII-format mailing list into Drive 1. Reset the computer, and at `TRSDOS Ready` type:

  conv :1 :0 ENTER

  The name of each file on the Model III disk will be displayed, and you will be asked if you want to convert it. Type **Y** or **N**. If you answer **Y**, the file will be transferred to the Model 4 System disk in Drive 0 from which it can then be transferred to SCRIPSIT Pro by CTRL Recalling it into a SCRIPSIT Pro document.

  If, for some reason, you can't convert the list to ASCII in Model III mode, try CONVerting it anyway, and Recall it into a SCRIPSIT Pro document. If you succeed, it will probably be full of strange-looking characters, so CTRL File it as an ASCII document. Then Recall it again. It will be converted from ASCII to SCRIPSIT Pro format. It's a rather round-about route, but it's worth a try.

- If your mailing list was written in Model III SuperSCRIPSIT, use the TRSDOS CONV program mentioned above, then PROCONV (Appendix D). No need to go through the ASCII step.

- If you created your list with Profile 4, Tandy's electronic filing system, create the variables file according to the instructions in the *Profile Reference Manual* (both CREATION and RUNTIME) then access it by its full name (its actual name, padded with 0's if necessary, to make a total of 8 characters along with the **/SR*n*** extension described in the manual).

  Two important things:

  1. Profile 4 always uses @ for the defining character. Be sure you use @ (SHIFT 2) in your master document when merging with Profile 4 files.

2. It is essential that all the code words you use in the master document be present as fields in the Profile 4 file. If, for example, the master document uses Name, Address and Product, and the Profile mailing list only contains Name and Address, you'll have to either go into Profile and set up Product as a field or use the special code (¤_) described in Chapter 18 of this book, which pauses the printing and allows you to insert text. Put the ¤_ in the master document instead of @PRODUCT@. That will stop the printing of the form letter so the name of the product can be typed in manually.

   It's best to have the master SCRIPSIT Pro document and the Profile 4 variables document on the same diskette. The simplest method is to insert the Profile 4 data disk in Drive 1 before typing the master document. If it's too late for that, copy STALLEM to the Profile diskette by doing the following:

   Leave the SCRIPSIT Pro 128k system disk in Drive 0, go to TRSDOS Ready and type:

   COPY STALLEM:1 (x) ENTER

   TRSDOS will ask you to insert SOURCE disk in drive:1 and press <ENTER>. The source disk is the disk on which STALLEM is already saved. Put that in, press **ENTER** and soon it will ask you to insert DESTINATION disk and drive:1 and press <ENTER>. The destination disk is the Profile 4 data disk that contains the variables document. You'll be asked to switch disks back and forth a couple of times, and when copying is done, TRSDOS Ready returns, and both the master document and the variables document will be on the same disk.

   Just get back into SCRIPSIT Pro, and load the master document. When it asks for the Name of document to be merged, use the full name of the Profile 4 file.

Filling in the Reference Card

Add these codes to your Reference Card.

```
MERGING MASTER AND VARIABLES DOCUMENTS          [CTRL] [ ] [ ]
DEFINING CHARACTER ALWAYS USED BY PROFILE 4+    [ ]
  CREATED BY PRESSING [SHIFT] [ ]
```

Chapter 22

Working with Columns

This chapter provides a little more practice with columns and the two SCRIPSIT Pro functions that affect them: column totalling (CTRL T after marking a block) and align tab (CTRL A).

Open the test document called COLUMNS:0, the one we looked at in Chapter 13 when we were totalling columns. Turn on view mode with CTRL V, and let's take a few moments to study how the columns have been set up.

Definition of a Column

Technically, a column is any vertical arrangement of text, but for the purpose of this chapter, in which we'll be working mostly with columns of figures, the following specialized definition will apply. As we go over the definition, note how the columns on the screen conform to it.

A column is a vertical strip of text that lines up on its left edge (the Expense column) or on an align character, usually a decimal point (the three columns of figures). A column must have a blank line both above and below it but no blanks within it since blank lines signify the end of a column. It must also be surrounded on left and right by margins, tabs or carriage returns. In other words, a column must be separated from other text by something other than just spaces.

Every line in the column area must end with a carriage return. As in the COLUMNS document, it is possible to have more than one column side-by-side. Since additional columns won't have the left margin to delineate them, tabs or align tabs are used. Simply leaving spaces between side-by-side columns will

cause SCRIPSIT Pro to treat them as though they were just one big column. Also, in an area where columns are used, each line must have the same number of tabs.

With View mode on, it's easy to see how the columns in this document meet the above requirements. In short, while SCRIPSIT Pro can manipulate columns as blocks and can total columns of numbers, these columns *must be clearly and unmistakably marked off, so there can be no confusion about where one column stops and the next begins.*

Put the cursor on the J in January, and mark the January column (CTRL B C). Put it into the Copy/Move buffer with CTRL M. Since it's being moved, not just copied, it will disappear from the screen until it's recalled and the remaining columns will move left to fill the space.

Notice on the tabline that the right margin also moved in. Put the cursor on the M in March, and CTRL Recall the moved column. January's figures will be inserted between February and March, and the right margin will move back out again.

Don't recall a column using align tabs into an existing column that doesn't use them, and vice versa. Neither is it a good idea to extend two columns down into 3 columns (for example):

```
        XX          XX
        XX          XX
        XX          XX
        XX          XX
XX      XX      XX  XX      XX
XX      XX      XX  XX      XX
XX      XX      XX  XX      XX
XX      --      XX  --      XX
XX      $$      XX  $$      XX
XX              XX          XX
XX              XX          XX
--              --          --
$$              $$          $$
```

With SCRIPSIT Pro, it's best to keep columns neatly separated and clear cut. Be sure there are as many tabs defined on the tabline as there are columns.

Negative Numbers

When using SCRIPSIT Pro's column totalling feature, negative numbers can be expressed in two ways: with a hyphen or with parentheses.

Place the cursor on 450.00 in the March column. If that column hasn't yet been totalled, do it now by first block marking it and then pressing CTRL T. You should get 1,263.28. Type **-263.28** over the 0 listed for Car Insurance. Move the cursor back on to 450.00 and retotal the column - exactly 1,000.00 (1,263.28 - 263.28). Now delete the hyphen in front of -263.28, and insert parentheses around the number (263.28). Total it again. (Remember, to get a total of an *entire* column, the cursor must be on the *top figure* in that column.) The total is unchanged, right?

SCRIPSIT Pro also places parentheses around negative totals. Try it. Using either hyphens or parentheses, change 450.00 and 325.56 to negative numbers. Retotal the column, and the negative total is expressed as (551.12).

Before we go on, total the January and February columns, and write down each total exactly as it appears: 1,255.55 for February, 1,475.78 for January, and (551.12) for March. We'll need these in the next section.

Changing the Format for Column Totals
(System Setup)

The default format for column totals uses commas and two decimal places, and puts negative numbers in parentheses. To change this format, go to System Setup, and select F for change <F>ormat for column totals.

The default format is currently (###,###,###,###,###.##). This means that totals will be displayed to a maximum of 15 digits, separated by commas, plus two decimal places. Negative numbers will be surrounded by parentheses.

Let's make some changes, then see how they affect the COLUMNS document.

First, use SHIFT CLEAR and type:

-###

over the current default format. Press ENTER to save the default and return to COLUMNS. Retotal all the columns. Put the cursor on the first figure in the first month's column (should be February's), press CTRL B C C C, then CTRL T. Notice the difference? Because the maximum in the new default is three digits with no decimal places, SCRIPSIT Pro couldn't print the first two columns' totals. >>>> appeared instead, and only 551 appeared in the last column's total. Note the hyphen being used in front of the last total to label it a negative number.

Want to try some other changes? Go back to System Setup and change the default to:

#####.#####-

...for a maximum of five digits, plus 5 decimal places (8 is the maximum decimal places allowed), no commas and negative numbers to be followed by a hyphen. Return to COLUMNS, retotal and study the results.

Let's try one more. This time, change the default to:

($***###,###,###.##)**

Totals will now be displayed with a maximum of nine digits, with commas and two decimal places, and with negative numbers in parentheses. The other characters, $*****, will print in every total just as they appear here. Anything placed in this format, except a *, will print as-is. Go back to COLUMNS and see how the totals print out with this new format.

If, at this point, you're not yet certain what format would be best for your work, go back and reset the default to its original format. When you are ready to create new default formats, here are some points to remember:

- The total number of characters in the format, including commas, decimal points and other characters, is 32.

- The total number of digits, in either a column entry or a total, is limited to 21 digits. If your numbers are longer, label the column "Millions," "Billions" and so on to reduce the number of required digits.

- The maximum number of decimal places is eight.

Filling in the Reference Card

Add this code to your Reference Card.

```
CHANGING THE FORMAT FOR TOTALS (in System Setup)  [ ]
```

Chapter 23

The Spelling Checker

CTRL S

The SCRIPSIT Pro package includes three disks: SCRIPSIT Pro, the Printer Drivers and the Spelling Checker. We'll run through the operation of the Spelling Checker, but first, a brief description...

The Spelling Checker contains a dictionary of 53,000 common English words. When activated, it compares every word in the document to its dictionary and identifies any word it does not recognize. This, however, does not necessarily mean that the word is wrong. No dictionary can contain all possible words or all possible variations.

For this reason, the Spelling Checker does not presume to correct your spelling. After identifying a word as not being in its dictionary, it offers the options to skip over it (accept it as-is), to correct it or to add it to the dictionary. Once added, a word will never be "unrecognized" again.

Open the TWAIN file in Drive 0, and put the cursor on the first word after the string of asterisks -- the word They. Intentionally misspell this word as **Rhey**, and insert a copy of the Spelling Checker disk into Drive 1. The Spelling Checker disk must *not* be write-protected.

Press CTRL S, and when this message appears:

```
Do you wish to spell check this document (Y/N)?
```

answer **Y**. In a moment, this screen appears:

```
WORDS PROCESSED: ###
WORDS NOT FOUND: ##
```

The numbers in each of these lines will increase as the Spelling Checker goes through TWAIN, until all 621 words in the document have been checked. It should find 20 words it does not recognize. When the check is complete, TWAIN returns, and the word YANKEE in the title is lit up. At the bottom of the screen, the options are offered:

```
Skip, Correct, or Add word to dictionary (S/C/A)
```

YANKEE is a perfectly good word -- not used every day, but legitimate. Go ahead and add it to the dictionary by pressing **A**. The question:

```
Is "S" an optional ending (Y/N)?
```

appears. When the Spelling Checker encounters a correctly-spelled word with an "s" on the end, it accepts it as the plural form and doesn't flag it. Words which do not use "s" for the plural need to be identified when they're added to the dictionary. YANKEES is a good word, so answer **Y**es.

The next word identified is ARTHUR'S. Most proper names are not recognized by the Spelling Checker, so the names you use frequently will need to be added as they occur. There are a couple of reasons for not adding every possible name and odd word however:

1. While it is possible to add over 1300 words to the dictionary, there *is* a limit.

2. Should you misspell one word as another, for example, "ted" for "tied," the Spelling Checker will ignore the mistake if the name "Ted" had been added to the dictionary. (Capitalization is ignored.)

Press **S** to skip this one, and move on to the next word, sandflies. This is also a legitimate word, but probably not worth adding to the dictionary. Skip it. Camelot, another proper name, can be skipped unless you plan to use it frequently. The next nine words are archaic usages ("thou," "thine" and so on) and can also be skipped. irreconcilables -- You make the decision. It's a real word, it's not in the Spelling Checker dictionary, but if you think you may use it somewhat regularly... Remember, skipping a word just means the next time it is encountered, it will be flagged again. Adding it to the dictionary means it will be "skipped" automatically when it occurs in the future. A good rule is "when in doubt, skip it." No need to overload the dictionary.

At last! An actual misspelled word! The Spelling Checker dictionary didn't recognize the word `Rhey`. Even if it were a real but obscure word, it certainly doesn't belong here -- it's a typo. Press **C** to correct it, and see this message:

```
Correct spelling: Rhey
```

The cursor is flashing on the first letter of the incorrect word, offering the opportunity to type the correct spelling. Make the change, and press **ENTER**. Be sure to capitalize **They**. Capitalization does not matter when searching for misspelled words, but if you want the corrected word to have any capital letters, you'll have to put them in.

The process continues until you've had an opportunity to decide about every unrecognized word in the document. After the last word, all requested corrections and additions are made, and the document returns. Pressing **BREAK** at any time during the correcting procedure ends the spell check and cancels all additions made to the dictionary during this session. Only corrections actually made in the document will be saved. If you don't want to see the rest of the unrecognized words in TWAIN and don't mind losing the words you just added to the dictionary, go ahead and press **BREAK**.

Here are a few things to remember when using the Spelling Checker:

- The Spelling Checker is not a guarantee of perfect documents, nor is it a substitute for careful editing. A wrong word, correctly spelled, (e.g., "nod" instead of "not") won't be caught.

- The Spelling Checker is not designed to look for punctuation, grammar, usage or other such errors.

- Since both the Spelling Checker and SCRIPSIT Pro disks must be present during spell checking, *a copy of the document must be placed on the SCRIPSIT Pro disk in Drive 0 for checking if you have a two-drive system.* If there isn't enough room on the SCRIPSIT Pro disk for the document, remove some files. (A list of the files that can be safely deleted is given in Appendix B.) If the document is still too long, break it into two files and spell check each one separately. Once the document has been checked and corrected, replace the Spelling Checker disk in Drive 1 with the data disk containing the original uncorrected document. Then the corrected document can be copied from Drive 0 to Drive 1.

- A maximum of 682 new words can be added to the dictionary each time a document is spell checked.

- Unless the BREAK key is used to end a spell check, additions to the dictionary are permanent -- once added, a word cannot be removed. Additions made during a correcting session can be cancelled by pressing BREAK.

For the Curious...

It's not vital that you remember the following, but just for your information, the Spelling Checker actually consists of four files. NONCOM/CTL is the big dictionary. MAP/CTL contains the most common words, plus an "index" to the dictionary. It helps the Spelling Checker find a given word. WORDS/CTL is the collection of words you've added -- your own personal dictionary. Its separation from the standard dictionary is invisible to the user. MISSPELL/CTL is a temporary file which only exists during a spell-check. It holds all the unrecognized words found in the document being checked. As soon as the procedure is finished, the MISSPELL/CTL file is deleted.

Again, the above paragraph is just to satisfy your curiosity; we figured that by Chapter 23, you'd be sophisticated enough that you might like to know these things...

Introduction to the Reference Section

The Reference Section is an encyclopedia of SCRIPSIT Pro. All features and control functions are listed in alphabetical order, and a brief explanation is given for each. Where appropriate, the keystrokes necessary to perform the function are displayed. Most entries include a reference to the chapter in the Tutorial in which the entry is discussed.

Before using the Reference Section, we recommend that you use the Tutorial Section to learn SCRIPSIT Pro. The Tutorial is a step-by-step course which covers all parts of SCRIPSIT Pro in detail. Once you have learned the system and are comfortable with it, use the Reference Section as a refresher -- a quick-and-easy way to answer specific questions and look up things you may have forgotten.

Appendices

At the end of this book there are six appendices:

Appendix A - ERROR MESSAGES is a list of all the messages SCRIPSIT Pro displays to help keep you on the right track. When you type an incorrect control-key sequence or attempt something SCRIPSIT Pro doesn't allow, a message will flash at the bottom of the screen describing the error. Pressing **BREAK** makes the message disappear. If you don't understand the message, or don't know what to do about it, look it up in Appendix A.

Appendix B - DISK DIRECTORIES lists the contents of the SCRIPSIT Pro, Spelling Checker and Printer Drivers disks. We've indicated which files can be removed from your working copy of SCRIPSIT Pro if it becomes necessary to make room for a large document. (Remember, never remove anything from the *original* SCRIPSIT Pro disk!)

Appendix C - RESCUING LOST DOCUMENTS provides instructions for using SCRIPSIT Pro's unique Rescue utility to restore files lost due to improper exiting and other mishaps.

Appendix D - CONVERTING FILES FROM EARLIER VERSIONS OF SCRIPSIT AND SUPERSCRIPSIT provides instructions for converting documents created with other SCRIPSIT word processors to a format usable by SCRIPSIT Pro. It also tells how to convert ASCII files to SCRIPSIT Pro.

Appendix E - CONVERTING ASCII FILES - TECHNICAL REFERENCE explains what happens when you convert ASCII files to SCRIPSIT Pro, or vice versa. SCRIPSIT Pro does these conversions automatically, so this appendix is provided for interested programmers only.

Appendix F - WRITING YOUR OWN PRINTER DRIVER provides instructions for writing a printer driver for non-Tandy printers. For programmers only.

A

ABSOLUTE LINE NUMBER

Determining Absolute Line Number

Message displayed:

```
Move cursor to which line number (1-9999)?
```

Holding down any arrow key and pressing L displays message which gives current absolute line number measured from top of document or top of current document in a chain. (Chap. 6)

Moving Cursor to an Absolute Line Number

The number given when an arrow key and L are pressed together is the current absolute line number. To move cursor to a different line, type a new number over the number displayed, and press ENTER. (Chap. 6)

See also: CURSOR MOVEMENTS.

ALIGN TAB

See: TABS, **Align Tab.**

ARROW KEYS

See: CURSOR MOVEMENTS.

ASCII CHARACTERS

Displaying Special Characters Not Shown on Keyboard

Certain special characters are available that do not appear on the keys. These characters can be accessed by pressing CTRL along with other keys. (Chap. 18)

CTRL and	prints this
, (comma)	[
/	\
. (period)	]
F3	^
-	_
ENTER	`
F1	{
CLEAR	¦
F2	}
;	~
:	±

ASCII TEXT CONVERSION

Converting from ASCII to SCRIPSIT CTRL R

Message displayed:

```
Recall which file (press <ENTER> to recall MOVEd text)?
```

Recalled documents are automatically converted from ASCII to SCRIPSIT. If recalled document is already in SCRIPSIT, no conversion is made. (Chap. 7)

Converting from SCRIPSIT to ASCII CTRL B

(mark a block, then) CTRL F

Can only be done by filing a block. When block (can be entire document) is filed, option is provided to save it in SCRIPSIT or ASCII. (Chap. 13)

B

BACKUP

See: DISKETTES AND DRIVES; HARD DRIVE; SYSTEM SETUP, **Create Backup Documents**.

BLOCKS

Defining a Block

CTRL B

A block of text is marked by "text quantity" method. In other words, a block can be a letter, a word, a sentence, or more.

Message displayed:

```
DEFINE: Letter Word Sentence paraGraph Page Column End-text; Block ac
```

Pressing capitalized letter indicates choice.

Quantity choices can be combined in any way desired (except that columns cannot be combined with other choices in the same block) and will add to each other until `Block action` is selected. (Chap. 7)

Text Quantity Definitions

WORD - Any group of characters (letters, punctuation, or numbers) with a space after it. The space is considered part of the word.

SENTENCE - Any group of characters with "end punctuation marks" before and after it. End punctuation marks include periods, question marks, and exclamation points.

PARAGRAPH - Any group of characters with a carriage return before and after it.

PAGE - The whole page, as identified on the status line.

There are two more text definitions that cannot be block marked:

VIDEO PAGE - The lines that currently appear on the screen; 22 lines if screen is full.

ABSOLUTE LINE NUMBER - Line number measured from beginning of document, regardless of number of pages. At 56 lines per page (for example), the last line of page 10 would be absolute line number 560.

(Chap. 6)

Block Action CTRL B

(mark a block, then) B

Provides menu of choices for operations to perform on a block, once it has been identified.

Message displayed:

```
Delete Copy Move File Adjust Print Search Hyph Linespace (Un)freeze  Total?
```

Pressing capitalized letter executes choice.

This menu can be bypassed and action executed immediately after marking the block by pressing CTRL and the capitalized letter of the desired option. For example, CTRL D deletes the block, and CTRL C copies it. (Chap. 7)

Deleting CTRL B

(mark a block, then) CTRL D

Deletes marked block.

Message displayed:

```
You have asked to remove this block.  Are you sure (Y/N)?
```

This prompt can be toggled off in system setup. (Chap. 7, 15)

See also: SYSTEM SETUP.

Copying CTRL B

(mark a block, then) CTRL C

Puts copy of block into special area of temporary memory called "copy buffer." Remembered there until something else is put into the buffer and erases original contents or until you exit SCRIPSIT and the block is copied to the MOVE/CTL file on the SCRIPSIT Pro disk. Contents of this buffer can be recalled anywhere in any document, as many times as desired, by pressing CTRL R ENTER. Original block remains in place, unaltered. (Chap. 7)

Moving CTRL B

(mark a block, then) CTRL M

Same as **Copying** above, except that original marked block is removed, and the space it occupied closes up. (Chap. 7)

Recalling CTRL R

Message displayed:

```
Recall which file (press <ENTER> to recall MOVEd text)?
```

Inserts the contents of the copy buffer (see **Copying**) at the cursor's present location. All succeeding text is moved down to make room. An entire file (document) can be inserted by typing the name of the file. To insert just the contents of the copy buffer, press ENTER.

Recall automatically converts ASCII files to SCRIPSIT. This is the only way this conversion can be made. (Chap. 7)

See also: ASCII TEXT CONVERSION; BOILERPLATING.

Filing CTRL B

(mark a block, then) CTRL F

Message displayed:

```
Name of file in which to store block:
```

Saves the block to disk. If a *new* file name is typed, the block can be saved as a SCRIPSIT or ASCII file. This is how documents are converted to ASCII. When assigning a new file name, it is necessary to add a drive number (:1, for example). If no drive number is specified, new files are saved on Drive 0.

Message displayed:

```
Save as Scripsit or ASCII file (S or A)? S
```

The S after the question mark indicates that the default is SCRIPSIT. Press ENTER to accept the default choice.

Typing in an *existing* file name permits three options: replace the existing file with the block, add the block onto the end of the file, or cancel the procedure.

Message displayed:

```
Replace existing file, Add to end or Cancel (R, A, or C)?
```

If existing file is in ASCII, this block will automatically be saved in ASCII. If existing file is a SCRIPSIT document, the block will be saved in SCRIPSIT. (Chap. 13)

See also: ASCII TEXT CONVERSION.

Adjusting CTRL B

(mark a block, then) CTRL A

Sets tabline for entire block to match tabline of first paragraph in the block. To adjust a block (can be entire document), set tabline for first paragraph, then mark entire block and press CTRL A. (Chap. 13)

Printing CTRL B

(mark a block, then) CTRL P

Blocks of any size can be printed by marking the block, then pressing CTRL P. (Chap. 7)

See also: PRINTER, **Printing a Document**.

Searching CTRL B

(mark a block, then) CTRL S

Turns on global search and replace feature but searches only inside the marked block.

See also: GLOBAL SEARCH AND REPLACE.

Hyphenating CTRL B

(mark a block, then) CTRL H

Marks hyphenation opportunities. If cursor goes to fifth letter of word beginning a line, for example, first four letters plus a hyphen will fit on line above. SCRIPSIT contains no hyphenation dictionary; cursor does not necessarily land on appropriate hyphenation break, merely marks number of characters that would fit on line above. Appropriate breaks must be determined by you.

Message displayed:

```
Left, right, down arrows, ENTER move cursor; hyphen hyphenates
```

Arrow keys are used to move to proper hyphenation break (to put cursor where the hyphen is wanted), then - is pressed to insert hyphen. Cursor automatically jumps to next opportunity. To pass up an opportunity, press ENTER to jump to the next. (Chap. 13)

Changing Linespacing CTRL B

(mark a block, then) CTRL L

Changes linespacing in marked block only (single-spaced, double-spaced, etc.) without affecting rest of document.

Message displayed:

```
New linespacing value for this block (use "+" for 1/2)? 1
```

Type desired linespacing. 1+ means 1 1/2. Maximum is 3+ (3 1/2). (Chap. 13)

See also: LINESPACING (for entire document); SYSTEM SETUP (for all future documents).

Freezing CTRL B

(mark a block, then) CTRL U

Prevents changes to the contents of the block.

Message displayed:

```
Freeze or Unfreeze Block (F or U)?
```

Any attempts to delete or add characters, modify tablines, globally change or make any other modifications will be denied.

Message displayed:

```
A frozen paragraph cannot be altered
```

Only entire paragraphs can be frozen. Global replacements will stop at the first frozen paragraph and not go any further. Frozen paragraph must be either unfrozen or bypassed, and global replacement begun again. (Chap. 13)

Unfreezing CTRL B

(mark a block, then) CTRL U

Restores frozen paragraphs so they can be modified.

Message displayed:

```
Freeze or Unfreeze Block (F or U)?
```

(Chap. 13)

Totalling Columns CTRL B

(mark a block, then) CTRL T

Adds vertical columns of numbers. Place cursor at beginning of column (top left), mark it as a block, then CTRL T. Total appears at bottom of column. Non-numerical characters appearing in column will be ignored. **Each line in column must end with a carriage return**. (Chap. 13, 22)

See also: SYSTEM SETUP, **Change Format for Column Totals**.

BOILERPLATING

Saving standard blocks of text to be used in many documents. Block must be filed with CTRL B, block marked (CTRL F) and then given a file name. When the block of "boilerplate" text is needed, file containing the block can be recalled with CTRL R. (Chap. 13)

See also: BLOCKS, **Filing** and **Recalling**; RECALLING.

BREAK KEY

Cancels most actions and messages flashing at bottom of screen. Returns you to Main Menu from System Setup, Open Document screen and Disk Directory. Returns cursor to document from mini menus such as Block Menu, also closes up text after F1 inserts. Cancels printing, removes error messages. (Chap. 2, 4, 6-8, 10, 11, 13, 14, 16-18, 23, 24)

C

CAPS KEY

Toggles capitalization on/off. SHIFT key enables capitalization while held down, CAPS key locks capitalization on. Pressing it again unlocks it. When on, C appears at lower right of screen. Number and punctuation keys are not affected by CAPS key. (Chap. 8)

CENTERING PARAGRAPHS

CTRL C

Centers each line of paragraph in which cursor is located. Right and left margins vary according to length of individual lines. CTRL C can be pressed before or after paragraph is typed. Pressing it again uncenters paragraph. (Chap. 8)

CHAINING DOCUMENTS

Next Document CTRL Q N

Message displayed:

```
Enter name of next module:
```

Closes current document and opens a new one with identical tabline and other settings. Absolute line numbers and page numbers continue in sequence from original document through all new documents opened with this feature. Footnotes, headers, and footers are also continued through entire chain but can be altered in any "module" (document in chain) if desired. Useful for long works such as book manuscripts using CHAP1, CHAP2, etc. as sequential documents.

If used in a chain that has already been established, Next can be used to open the module immediately following in the chain. Also, a new module (CHAP3A, for example) can be inserted in the chain using Next. When a module has been edited or inserted and all editing is completed, it is necessary to go through the

rest of chain and open all succeeding documents with CTRL Q N. This puts all line and page numbers in proper sequence. When printing is started in one module, all following modules are printed as well. (Chap. 19)

Previous Document CTRL Q P

Message displayed:

```
Enter name of previous module:
```

Closes current document and opens a previous document in the chain. Previous document must already have been created and included in chain. New documents cannot be added to chain using Previous. Therefore, Previous is primarily used for editing -- for going back and looking at or modifying previously created modules. (Chap. 19)

Inserting a Document (Module) into the Chain

Use Next -- CTRL Q N. When a document is inserted into a chain, line numbers and page numbers of following modules must be adjusted by opening all modules following the new one with CTRL Q N. To insert a new module at beginning of chain, open in normal manner, then use CTRL Q N to open module that *was* the first one in chain. Example: To insert CHAP0 in front of chain, CHAP1-CHAP2-CHAP3, open CHAP0 from menu, then use CTRL Q N and specify CHAP1 as Next. Chain is now CHAP0-CHAP1-CHAP2-CHAP3. (Chap. 19)

Automatic Chaining of Documents

Maximum document size for 128K machine is 32,768 characters (bytes). Percentage at right end of status line reflects remaining memory. When document exceeds maximum size, new module can be created automatically.

Message displayed:

```
Memory space full -- start a new module (Y/N)?
```

Y opens new module after a name is specified; N returns control to current document, but no new text can be added to it. If new module is opened, last 2 or 3 pages of original document are carried over to new module. This reduces size of original document to provide for insertions in future editing.

All tab settings, page numbering, headers, etc. are carried over to new module.

If memory space runs out while blocks of text are being inserted (at any place other than the end of the document), a different message appears:

Message displayed:

```
Out of memory space -- please create a new module
```

Automatic chaining is not offered, and the attempted block transfer is cancelled. (However, the block stays in the Move buffer.) Block mark the last part of the document, and use CTRL F to file it into a new document. Remove more than enough to make room for the block transfer. Then attempt the block insert again using CTRL R.

When editing is complete on the first document, press CTRL Q N and give name of the new document just created as Next module. (Appendix D)

CLEAR KEY

Produces special ¤ symbol used to toggle print codes on and off. Also used to insert today's date in the printout and for automatic page numbering.

Today's Date CLEAR d

Must be lowercase **d**. Pressing CLEAR first, then d inserts date typed at startup in the form `Dec, 12, 1985`. (Chap. 18)

Automatic Page Numbering CLEAR p

Must be lowercase p. Pressing CLEAR first, then p inserts page number shown in status line. Normally used in a header or footer but can be placed anywhere in document. (Chap. 9)

See also: PRINT CODES; HEADERS AND FOOTERS.

CONTROL KEY

Used in combination with other keys to activate most of the features of SCRIPSIT. The Help file, accessed with CTRL H, lists the uses of the CTRL key. (Chap. 2-4, 7-24)

See also: HELP.

CONVERTING NON-SCRIPSIT Pro DOCUMENTS

The following types of files can be converted to SCRIPSIT Pro documents:

Model 4 SuperSCRIPSIT Documents

Use the PROCONV program on the SCRIPSIT Pro system disk. (See Appendix D for complete instructions.)

Model 4 Disk SCRIPSIT Documents

Use Disk SCRIPSIT's save-in-ASCII feature (BREAK S.A <*FILENAME*>) to convert the document to ASCII. Reload SCRIPSIT Pro, and open a new document, then use CTRL R to recall the ASCII file. CTRL R automatically converts files from ASCII to SCRIPSIT Pro format.* (Appendix D)

Model 4 ASCII Files

(See above paragraph.)

Model III SuperSCRIPSIT Documents

Use the CONV utility in TRSDOS as follows: Insert an un-write-protected copy of the Model 4 system disk in floppy Drive 0 and the Model III data disk containing the SuperSCRIPSIT III document in Drive 1. Reset the computer, and at `TRSDOS Ready`, type:

conv :1 :0 ENTER

The name of each file on the Model III disk will be displayed, and you will be asked if you want to convert it. Type **Y** ENTER or **N** ENTER. If you answer **Y**, the file will be transferred to the Model 4 System disk in Drive 0, from which it can then be transferred to SCRIPSIT Pro with the PROCONV utility supplied on the SCRIPSIT Pro disk. (See Appendix D for complete instructions.)

---

*† **Note for ASCII files:** In the event that an ASCII file has two spaces after the periods (common typing practice), the double spaces will transfer as two "hard" spaces in the SCRIPSIT Pro document. This means that the ♠ character will not appear. The ♠ character allows the printer to drop the second space if there is no room for it in the line. For justification to work properly in such a converted file, it is best to convert all double spaces to ♠. Global search and replace will not do it, so try this trick:

Model III Disk SCRIPSIT Documents

Use Disk SCRIPSIT's save-in-ASCII feature (BREAK S.A <*FILENAME*>) to convert the document to ASCII. Use the CONV utility in TRSDOS to transfer the ASCII version to a Model 4 disk. (See instructions under **Model III SuperSCRIPSIT Documents**, above.) Reload SCRIPSIT Pro, and open a new document using CTRL R to recall the ASCII file. CTRL R automatically converts files from ASCII to SCRIPSIT Pro format.† (Appendix D)

Model III ASCII Files

(See above paragraph.)

Model I SuperSCRIPSIT Documents

Use the REPAIR utility in TRSDOS as follows: Insert a Model 4 system disk into floppy Drive 0 and the Model I disk containing the SuperSCRIPSIT document into Drive 1. At `TRSDOS Ready`, type:

repair :1 ENTER

The Model I disk is now a Model 4 data disk, and the same procedure used to convert Model 4 SuperSCRIPSIT documents can be used. (Appendix D)

Model I Disk SCRIPSIT Documents

Use Disk SCRIPSIT's save-in-ASCII feature (BREAK S.A <*FILENAME*>) to convert the document to ASCII. Use the REPAIR utility in TRSDOS to convert the Model I disk to a Model 4 data disk. (See instructions under **Model I**

Build a looping user key (for example, user key 0).

CTRL U
0
↑ S
SPACE SPACE
ENTER
SPACE SPACE
F2
CTRL 0

This sequence opens the user key, searches for two "hard spaces," replaces them with a ↑, and then moves on to the next double space. It continues through the document until all double spaces have been converted or until BREAK is pressed.

SuperSCRIPSIT Documents, above.) Reload SCRIPSIT Pro, and open a new document using CTRL R to recall the ASCII file. CTRL R automatically converts files from ASCII to SCRIPSIT Pro format. (Appendix D)

Model I ASCII Files

(See above paragraph.)

CURSOR MOVEMENTS

In addition to the normal arrow-key functions, the following are available:

SHIFT ▶ moves the cursor to the next tab.
SHIFT ◀ moves the cursor to the left margin.
SHIFT ▲ moves the cursor to the beginning of the document.
SHIFT ▼ moves the cursor to the end of the document.

For the following movements, ▲ and ◀ are used to move the cursor in reverse, and ▼ and ▲ are used to move the cursor ahead:

(arrow) W moves to the next or previous Word.
(arrow) G moves to the next or previous paraGraph.
(arrow) P moves to the next or previous Page.
(arrow) V moves to the next or previous Video page.
(arrow) N searches for a certain page Number.
(arrow) L searches for a certain absolute Line number.
(arrow) S searches for a "Search string."
(arrow) H moves to the Header.
(arrow) F moves to the Footer.

Note: A search string is any text in the document to which you want to move the cursor.

Message displayed:

```
Enter search string:
```

Ignores upper-/lowercase, searches by character. (Chap. 6)

See also: ABSOLUTE LINE NUMBER; BLOCKS, **Text Quantity Definitions**; GLOBAL SEARCH AND REPLACE.

D

DELETE

F2 key deletes one character at a time. Held down, it deletes continuously until released. CTRL D works exactly the same.

F3 key deletes larger amounts.

Message displayed:

```
DELETE: Word, Line, Sentence, paraGraph, or Page?
```

Pressing capitalized letter selects choice. (Chap. 2)

Deleting Blocks CTRL B

(mark a block, then) CTRL D

See: BLOCKS, **Deleting**.

Deleting Whole Documents CTRL F E

Removes currently displayed document from the screen and permanently erases it from the disk. If a document is damaged and cannot be opened, it must be deleted by typing **REMOVE *filename*** ENTER at `TRSDOS Ready`. Several documents can be removed at the same time by typing **REMOVE joeblow/ltr, incometx, march85/rec**, etc., placing commas between the names of the files to be removed. (Chap. 13, 14)

Global Deleting CTRL G

See: GLOBAL SEARCH AND REPLACE.

DIRECTORY

A "Table of Contents" for any active disk drive can be obtained either from within SCRIPSIT Pro or from DOS.

Viewing a Directory While Using SCRIPSIT Pro

At the Main Menu, select the option <D> Display disk directory by pressing D.

Message displayed:

```
Which drive do you wish to display (0-7)?
```

Type the number of any active drive and see the abbreviated (names only) version of the directory for that drive.

To view a directory while editing a document, press CTRL F D. The directory of the disk on which the current document is located will be displayed. It will also be in the abbreviated (names only) format. To view directories of other drives, use the Main Menu option described above. (Chap. 14)

See also: FILE MANAGING, **View Directory**.

Viewing a Directory When in DOS

A full directory of any drive can be viewed at TRSDOS Ready. For example, to see a directory of Drive 0, type:

dir :0 ENTER (The space is required.)

An alphabetical directory including file sizes, amount of space left on the disk and other information will be displayed. Press any key to continue if directory is too long to fit on screen.

Typing only **dir** without a drive number displays directories of all drives, one after the other. Press any key to continue.

To view an abbreviated (names only) directory, called a catalog, type:

cat :0 ENTER (Again, the space is required.)

An alphabetical directory including only the names of the files on Drive 0 will be displayed. Change the drive number to catalog other drives, or type **cat** alone to view all drives. (Chap. 5, 14)

Viewing a Directory or Catalog of Specific Files

A file name or partial file name can be included in the **cat** or **dir** commands to search for certain files. For example, if you want to verify that CHAP1, CHAP2, and CHAP3 are on a certain disk and don't want to see an entire listing of *everything* on the disk, type:

cat chap ENTER or **dir chap** ENTER

If you don't specify a drive number, DOS will search all available drives and indicate which CHAP files are located on which drive. File name extensions can also be used; for example:

cat /ctl or **dir /ctl**

will display the names of all files ending in the extension /CTL.

Printing a Catalog or Directory in DOS

Add **(prt)** to any of the above DOS commands, and make sure the printer is hooked up and on line. For example:

dir /ctl:0 (prt) ENTER

will print a directory of all files in Drive 0 with the ctl extension and

cat :1 (prt) ENTER

will print an abbreviated directory of Drive 1.

DISK OPERATING SYSTEM

TRSDOS stands for Tandy Radio Shack Disk Operating System.

Returning to TRSDOS from SCRIPSIT CTRL Q D

Alternative: return to menu with CTRL Q M, then E. (Chap. 1, 4)

Loading SCRIPSIT from TRSDOS **Type Scripsit** ENTER

See: LOADING SCRIPSIT Pro.

DISKETTES AND DRIVES

Handling Diskettes

- Do not touch parts of diskettes exposed through cutouts in black disk cover.
- Protect diskettes from dirt, moisture, and magnetic fields.
- Do not allow diskettes to become bent or creased.
- Mail diskettes between pieces of cardboard or in plastic boxes.
- If static electricity is a problem, touch your fingers to a screw on the outside of the computer case before handling diskettes.
- Never turn computer on or off with diskettes in drives and latches shut. Open latches and back out diskettes about an inch.
- When diskettes are not in the computer, they should be in their envelopes and stored upright in a rack or box.

(Chap. 1)

Formatting Diskettes

1. Insert blank disk in Drive 1, SCRIPSIT disk in Drive 0.
2. At TRSDOS Ready, type **format :1** ENTER.
3. Give diskette a name (8 characters or less), and press ENTER.
4. Give diskette a password, and press ENTER, or press ENTER alone to default to PASSWORD -- the standard Tandy password.
5. Indicate whether you are using single or double density diskettes and press ENTER, or press ENTER alone to accept default of double.
6. Indicate whether you are using single or double-sided diskettes (double-sided disks can be used on a Model 4D; single-sided on all Model 4s). Press 2 ENTER for double-sided, or press ENTER alone to accept default of single.

7. Type number of tracks your disk uses and press **ENTER**, or press **ENTER** alone to accept default of 40.

(Chap. 1)

Model 4D Users: For instructions on making double-sided copies of your SCRIPSIT Pro disk, see the Notice to Model 4D Users.

Making Backups of "System" Diskettes (such as the SCRIPSIT diskette)

1. Put write-protect tab on system disk, and insert it in floppy Drive 0. Insert a formatted diskette with no tab in Drive 1.

2. At `TRSDOS Ready`, type **backup :0 :1** **ENTER**.

3. Answer any questions that appear on the screen, and press **ENTER**.

(Chap. 1)

Making Backups of "Data" Diskettes

1. Put a write-protect tab on original data diskette, and insert it in Drive 1. Insert SCRIPSIT disk in Drive 0.

2. At `TRSDOS Ready`, type **backup (x)** **ENTER**.

3. `Source drive number` is **1**, where the original ("source") diskette is located. Type **1** **ENTER**.

4. `Destination drive number` is **0**. Type **0** **ENTER**.

5. Insert a diskette in Drive 0, and press **ENTER**. This could be a blank, freshly formatted diskette, or yesterday's backup, which will be recorded over with the updated version.

6. Answer any questions that appear on the screen, and press **ENTER**.

7. When backup is complete, remove new disk from Drive 0 and re-insert SCRIPSIT disk.

Do not worry about the message that appears at end of backup:

```
Source disk is write protected; MOD flags not updated
```

MOD flags are + signs in the directory of the disk, which indicate that individual files have been modified since the last time a backup was made of this disk. When a backup is made of a source disk, all the flags are removed. Whenever a file (document) on that disk is modified later, a + appears in the directory. Theoretically, if there are no plusses in the source disk directory, nothing has been done to this disk since the last time it was backed up, and it need not be backed up again.

However, when in doubt, make a backup. Write-protect the source disk during backup, even if the MOD flags **do not** get updated. Otherwise, it is possible to back up the wrong way and write yesterday's work over today's. (Chap. 1)

Hard Drives

See: HARD DRIVE.

E

EDITING

Adding, deleting, or modifying text. Most of the operation of a word processor could be considered editing.

See: BLOCKS; CENTERING PARAGRAPHS; CURSOR MOVEMENTS; DELETE; FUNCTION KEYS; GLOBAL SEARCH AND REPLACE; INSERT; LINESPACING; PAGE NUMBERING (Automatic); PRINT CODES; SCROLLING; TABS; WINDOWS.

ENTER KEY

Used to create carriage returns at the end of paragraphs, to create blank lines between paragraphs, and to execute many functions, both in SCRIPSIT and in TRSDOS. (Chap. 1,2)

ERROR MESSAGES

See: Appendix A.

FILE MANAGING

CTRL F produces a mini menu that provides the following options. (Chap. 14).

Prepare Form Letter CTRL F F

See: FORM LETTERS.

View Directory CTRL F D

Displays directory of disk on which currently open document is located. Directories of all drives can be seen from Main Menu by selecting D. In TRSDOS, type **dir** ENTER. (Chap. 5, 14)

See also: DIRECTORY.

Erase CTRL F E

Removes currently open document from screen and disk.

Message displayed:

```
Erase FILENAME permanently from disk (Y/N)?
```

(Chap. 14)

See also: DELETE.

Copy CTRL F C

Copies the currently open document to another file--either an existing document or a new one. When using this feature to copy a document, SCRIPSIT Pro will ask for the name under which it should be saved.

Message displayed:

```
Type name of file to copy this document to and ENTER:_______
```

(The currently open file's name will appear on the line. Type over it to change.)

Typing a new name creates a document on the disk. If a name that already exists is specified, you will be asked whether the existing "destination" file is to be replaced with the new copy or the attempt should be cancelled so a different name can be selected.

Message displayed:

```
Replace existing file (Y/N)?
```

(Chap. 14)

Rename CTRL F R

Gives the currently open document a new name. Does not create a new document, so cannot be used to move a file from one drive to another.

Message displayed:

```
Type new document name:_____________
```

(Current name will appear on the line. Type over it to change.)

Has no other effect on the document or its place in a chain, if it is in one. (Chap. 14)

Renaming a Password-Protected Document CTRL F R

Will change name of protected document but not the password. To change the password, exit to TRSDOS and use ATTRIB command.

FOOTERS

See: HEADERS AND FOOTERS.

FOOTNOTES

Places footnotes at the bottom of the page and numbers them sequentially. Wherever a footnote reference is required, press CLEAR, then f. ¤f will appear on the screen where a superscript (raised) number will appear in the printout.

Numbering is automatic and depends on whether entry in **Print Options Screen** --Footnote numbers relative to: (Page/Document/No footnotes)-- is changed from N to P or D. (Chap. 20)

Footnote Numbers Relative to Page

In **Print Options Screen**--Footnote numbers relative to: (Page/Document/No footnotes)--P is selected.

On each page containing footnotes, the numbering will start at 1. (Chap. 20)

Footnote Numbers Relative to Document

In **Printer Options Screen**--Footnote numbers relative to: (Page/Document/No footnotes)--D is selected.

With this option, footnote numbering starts with 1 for the first footnote in the document and continues sequentially throughout the entire document. (Chap. 20)

The Footnote Document

The footnotes themselves must be put in a separate document. This document must have the same name as the main document, plus the extension **/FTN**. Each footnote in the /FTN document must be preceded by ¤f (CLEAR f). When printing, SCRIPSIT Pro pauses each time it encounters a ¤f in the main document. It prints the next available number in that place, then goes to the /FTN file, picks up the next available footnote, and prints it at the bottom of the page. **Sequence should be watched very carefully** because SCRIPSIT Pro takes both the references and footnotes **in order of appearance**. If a reference is added or deleted, the appropriate footnote must be added or deleted from the /FTN file; otherwise, subsequent footnotes will be in the wrong places. (Chap. 20)

Example

Document FRED has ¤f (must be lowercase f) after each word requiring a footnote.

Document FRED/FTN contains all the footnotes, typed in order of their desired appearance in printout, each immediately preceded by ¤f.

SCRIPSIT Pro, in printing FRED, finds ¤f in text, prints [1] in its place, and continues printing. When it gets close to the bottom of that page, it goes to FRED/FTN, picks up the first footnote, and prints it as the last line of the page.

Limitations

- Footnotes themselves cannot be over two pages long (cannot start on one page, fill a second and continue to a third).
- Each footnote in the /FTN file must end with a carriage return.
- Status line will not reflect accurate line or page numbers because footnotes are not taken into account until printing.
- Linespacing should be set at 1+ or more because of superscripted numbers used for footnote references. Footnotes themselves will always be single-spaced, regardless of setting for main document or for footnote document.
- /FTN documents cannot be chained together. The /FTN document for a chain must have the same name as the *first* document in the chain. Example: Chain CHAP1 - CHAP2 - CHAP3 would have all its footnotes in CHAP1/FTN.

(Chap. 20)

FORM LETTERS

SCRIPSIT Pro allows you to create a standard letter, then create another document containing the recipients' names and addresses along with any desired individualized text, and then merge the two to create form letters. (Chap. 21)

The Master Document

The form letter itself. Type letter as usual, except in places requiring individualized text (name, address, etc.), use "codewords" surrounded by a character not found anywhere else in the letter.

Example:

Dear @MRMRS@ @LASTNAME@:

MRMRS and LASTNAME are arbitrary codewords that send SCRIPSIT Pro to the "variables document" (see below) to pick up the first name in the list. Each copy of the form letter will be printed out using a different package of information (supplied by the variables document) in place of the codewords. (Chap. 21)

The Variables Document

The list of names, addresses and other individualized information. Open a new document with any appropriate name. Then type the list of codewords. The first character in this document must be the "defining character"--in this case the @--being used around the codewords. The codewords do not have to be in the same order as in the master document, but they must all be listed, surrounded by the "defining character" and separated by a carriage return.

Example:

@MRMRS@ ENTER
@FIRSTNAME@ ENTER
@LASTNAME@ ENTER
@PRODUCT@ ENTER
ENTER

The actual list follows. Each customer's information must be surrounded by the defining character and grouped in the exact order of the list of codewords at the beginning of the variables document.

Example:

@Mr.@ ENTER
@Jonathan@ ENTER
@Cosgrave@ ENTER
@Crocheted pot holder@ ENTER
ENTER

Each customer's group should follow this customer's information. The variables in each group must be in the same order as the group of codewords at the beginning of the variables document. Separate groups with a single blank line, and end the list with three blank lines (carriage returns). Each group must have the same number of variables. (Chap. 21)

Merging the Documents CTRL F F

Reopen master document, and press CTRL F F. The Print Options screen will appear. If all options are satisfactory, press ENTER to print as usual, and a letter for each customer in the variables document will be printed as soon as this question:

```
Name of file to be merged?
```

is answered with the name of the variables document and ENTER is pressed. The same variables document can be used for different master documents (and vice versa), but the variables document must contain all the codewords used in the master document. For example, @TIMESPAN@ ("..It's been @TIMESPAN@ since your last payment...") cannot be used in the master document unless @TIMESPAN@ appears as one of the variables in the variables document. Each customer in the variables document must have an entry for every codeword used in the master document.

It is permissible, however, to have entries in the variables document that are not needed in a particular master document. For example, your variables document may contain !BIRTHDATE! for each person in the list, but today's letter makes no mention of birthdate (does not use !BIRTHDATE! as a codeword). This additional information in the variables document will be ignored. (Chap. 21)

Merging with Non-SCRIPSIT Pro Files

- If your mailing list (variables document) was created in Model 4 SuperSCRIPSIT, the PROCONV conversion program must be used to create a SCRIPSIT Pro variables document. (See Appendix D for detailed explanation.)

- If your mailing list was created in Model 4 Disk SCRIPSIT or some other Model 4 program that has an ASCII conversion utility (except Profile 4 Plus), it must be converted to ASCII, then recalled with CTRL R into a SCRIPSIT Pro document. CTRL R converts from ASCII to SCRIPSIT Pro format. (See Appendix D for detailed explanation.)

- If your mailing list was created in Model III SuperSCRIPSIT, the CONV utility in TRSDOS must be used to put it on a Model 4 disk. Then PROCONV can be used to convert it to a SCRIPSIT Pro document. (See Appendix D for detailed explanation.)

- If your mailing list was written in Model III Disk SCRIPSIT, the document must first be converted to ASCII format in Model III mode and put on a Model 4 disk using the CONV utility in TRSDOS. Then it can be recalled into a SCRIPSIT Pro document. (See Appendix D for detailed explanation.)

- If, for some reason, the list cannot be converted to ASCII in Model III mode, CONVert it to a Model 4 disk and CTRL Recall it into a SCRIPSIT Pro document. Then CTRL Block mark it, CTRL File it as an ASCII document and RECALL it again. This will convert it from ASCII to SCRIPSIT Pro format.

- If your mailing list was created in Profile 4 Plus, the variables file should be created according to the instructions in the Profile Reference Manual (under both Creation and Runtime) and copied to the same disk as the SCRIPSIT Pro master document. The question, `Name of file to be merged?`, produced by pressing CTRL F F, should be answered with the full name of the Profile variables file, padded with zeroes as necessary, to make a total of 8 characters. Add the extension **/SRn** described in the Profile Reference Manual. (Chap. 21)

FORMAT

See: DISKETTES AND DRIVES; HARD DRIVE.

FUNCTION KEYS

F1

The "Insert" key. Opens up text to allow for inserting new text of unlimited length. With View Mode on, displays row of boxes or underscores in insert area. Extra lines are added as necessary.

Only required for inserting typed-in text or carriage returns. Not necessary when using CTRL R to recall documents and MOVEd or COPYed blocks. Also not necessary if new text is typed directly in front of an existing carriage return or tab marker. These will automatically move back as new text is typed.

Pressing BREAK or F2 closes up text after inserting is completed. (Chap. 2)

F2

The "Delete" key. Deletes character on which cursor is resting. Moves rest of line to the left to fill the vacated space. Holding down F2 deletes rapidly, one character at a time. F2 can be used also to close up text after an insert. (Chap. 2)

F3

The "Major Delete" key. Deletes indicated text, and closes up the gap. Cursor may be placed anywhere in the text to be deleted. Displays menu of choices.

Message displayed:

```
DELETE: Word, Line, Sentence, paraGraph, or Page?
```

Pressing capitalized letter selects choice.

Following F3,

- W deletes all characters, including punctuation, in a group surrounded by spaces, margins, or carriage returns.

- L deletes all characters in a line, regardless of spaces or punctuation.

- S deletes all characters in a group surrounded by "end punctuation marks" (period, question mark, exclamation mark) regardless of carriage returns. A sentence can be any number of lines.

- G deletes all characters surrounded by carriage returns.

  Note: The term "surrounded by," above, does not apply when character group is at beginning or end of text.

- P deletes from cursor position to end of page. All text to the left and above cursor position remains.

(Chap. 2)

G

GHOST CURSOR

Extra cursor that appears on tabline when View is turned on. Used to determine actual position on page (measured in inches). When proportional spacing is used, screen cursor may not be in same position as ghost cursor because ghost cursor reflects actual position on page taking proportional spacing into account. (Chap. 6)

GLOBAL SEARCH AND REPLACE

The Search and Replace Options

CTRL G

Message displayed:

```
                Type of search:  F        (Find/Delete/Replace)
                String to find:  ________________________________
     Search by word or character:  W        (Word/Character)
        Ignore upper/lower case:  Y        (Yes/No)
                  Replace with:  ________________________________
           Pause after each find:  Y        (Yes/No)
```

Arrow keys can be used to move the cursor through the options, and default answers can be changed by typing over them.

`String to find` can be any character, word or part of word, up to 32 characters. Can also search for tab markers (press CTRL T), align tab markers (press CTRL A), force-page markers (press CTRL N), or printer codes (press CLEAR and the programmed key).

`Search by word or character`. If **W** is chosen, SCRIPSIT Pro looks at entire words. If **C** is chosen, SCRIPSIT Pro will look at each character. This becomes important when searching for small words. For example, if the search string is "at," a search by word would only find the word "at," wherever it appears in the text. A search for "at" by *character*, however, would also find the words "hat," "attention" and "rather," if they occur in the text, along with any other words containing the two character combination, "at." (Chap. 17)

See also: SYSTEM SETUP (to change defaults for future documents).

Search and Change ARROW S

See: SEARCH.

HARD DRIVE

Making Backups of Floppy Disks (including the SCRIPSIT Pro and Spelling Checker disks) to the Hard Disk

At TRSDOS Ready type **backup** ***:floppy drive number :hard drive number*** **ENTER**. For example:

backup :4 :0 ENTER

Should you ever decide to move SCRIPSIT Pro from one hard drive "platter" to another, go back to the floppy and make a fresh backup of it on the new drive. (Chap. 1)

Making Backups of the Hard Drives to Floppies

1. The number displayed in the Space = xxxxx line at the bottom of the hard drive's directory is divided by 174 to determine number of floppy disks needed. Be sure to format enough disks to complete the backup.

2. Insert the first formatted floppy disk and, at TRSDOS Ready, type **backup** ***:hard drive number :floppy drive number*** **ENTER**. For example:

   backup :0 :4 ENTER

   When each floppy disk is full, a prompt to insert another disk will appear on the screen. (Chap. 1)

Making Backups of Individual Documents

If it is not necessary to back up the entire hard disk every day, insert a floppy disk and at TRSDOS Ready, type **copy** ***document name:hard drive number :floppy drive number*** **ENTER**. For example:

copy twain:0 :4 ENTER

Copies can be made while still in SCRIPSIT Pro using CTRL F C. Enter the name of the document followed by the floppy drive number. A copy of the document will be saved on the floppy disk. (Chap. 1)

HEADERS AND FOOTERS

Setting Up a Header

CTRL Q H

Message displayed:

```
Print on Even or Odd numbered pages (E or O)?
```

Headers on even-numbered pages can be different from those used on odd-numbered pages. If only one header is typed, it will be printed on both even- and odd-numbered pages.

Pressing E or O causes a blank screen to appear with the same tablines as the main document. The tabline can be changed in the usual manner. (See TABS.) A header of up to 768 characters can be typed in. Each carriage return added after the header will equal one line of "white space" between header and main text. To record header and return to document, press CTRL Q S. (Chap. 9)

Setting Up a Footer

CTRL Q F

Footers are set up exactly as are headers. Everything above applies, except that "white space" should be added *above* footers, not below. (Chap. 9)

See also: PAGE NUMBERING (Automatic).

HELP

Viewing the Help File

CTRL H

Help file can be seen at any time during work on a document (not when options screens or menus are displayed). There are six separate screens. Pressing down- or up-arrow keys changes the screens; BREAK is used to return to document.

```
********************* SCRIPSIT -- INDEX OF VALID COMMANDS *********************
CTRL-A align tab
CTRL-B block action command (followed by:)
        L marks the next letter
        W marks the next word
        S marks the next sentence
        G marks the next paragraph
        P marks the next page
        C marks the next column
        E marks to the end of the document
        B performs an action on the block:
                D deletes the block
                C copies the block to the scratch area
                M moves the block to the scratch area
                A adjusts margins and tabs of marked block
                P prints the marked block
                S performs a global search on the marked block
                H hyphenates the marked block
                L changes linespacing of the marked block
                U freezes (does not permit editing on) or  unfreezes block
                T totals (sums) the columnar block
******************* Use arrow keys to page, BREAK to return *******************
```

```
********************* SCRIPSIT -- INDEX OF VALID COMMANDS *********************
CTRL-C center/uncenter paragraph
CTRL-D (or F2) delete character or close insert
CTRL-F file utilities -- followed by:
        F prepares a form letter
        D views the directory of current disk
        E erases the document from the disk
        C copies the updated document to another disk file
        R renames the file on disk
CTRL-G global find, delete or replace
CTRL-H help explain valid commands
CTRL-I (or F1) insert new text
CTRL-J reserved for future versions of SCRIPSIT
CTRL-K reserved for future versions of SCRIPSIT
CTRL-L change linespacing for the entire document
CTRL-M set margin (followed by "L"eft, "R"ight, "I"ndent)
CTRL-N new page (force end of page)
CTRL-O reserved for future versions of SCRIPSIT
CTRL-P print entire document or chain
CTRL-R recall any block of text, any Scripsit document, or any  ASCII file
CTRL-S spell-check the entire document
******************* Use arrow keys to page, BREAK to return *******************
```

```
******************** SCRIPSIT -- INDEX OF VALID COMMANDS ********************

CTRL-Q quit editing and perform one of following:
        S save the document to disk and continue editing
        N save the document to disk and begin editing next  module
        P save the document to disk and begin editing previous  module
        M save the document to disk and return to main menu
        D save the document to disk and exit to TRSDOS
        H followed by O or E saves document to disk and begins  editing header
        F followed by O or E saves document to disk and begins  editing footer
        U unedit document (cancel all editing changes since  last CTRL-Q)
CTRL-T tab line editing (set new margins and tabs)
CTRL-U user key programmer on/off (followed by digit if on)
CTRL-V view mode on or off
CTRL-W window commands
        arrows scroll lower window
        O open lower window
        C close lower window
        U synch or unsynch lower window
        B mark and save a block from lower window
CTRL-X,Y,Z reserved for future versions of SCRIPSIT

******************* Use arrow keys to page, BREAK to return *******************
```

```
******************** SCRIPSIT -- INDEX OF VALID COMMANDS  ********************

Simple cursor motion commands:
arrows move cursor up, down, left, or right
SHIFT-up, -down arrows move to start or end of document
SHIFT-left arrow moves to start of line
SHIFT-right arrow moves to next tab stop

Special keys:
CLEAR precedes special printer codes
BREAK stops command in progress or closes insert
ENTER begins new paragraph or moves cursor to next line
F3 deletes next word, line, sentence, paragraph, or page

User keys:
CTRL-0, CTRL-1, CTRL-2, through CTRL-9 function as user-programmed keys

******************* Use arrow keys to page, BREAK to return  ******************
```

```
******************** SCRIPSIT -- INDEX OF VALID COMMANDS ********************

Advanced cursor motion commands:
Left or up arrow pressed at the same time as:
        W moves to previous word
        G moves to previous paragraph
        P moves to previous page
        V moves to previous video page
        L followed by line number and ENTER moves to specified
                absolute line number
        N followed by page number and ENTER moves to specified
                page number
        S followed by string searches backward for string
        H followed by O or E moves to specified header page
        F followed by O or E moves to specified footer page
(advanced cursor motion commands continued on next screen)


****************** Use arrow keys to page, BREAK to return ******************
```

```
******************** SCRIPSIT -- INDEX OF VALID COMMANDS ********************

Advanced cursor motion commands (continued):
Right or down arrow pressed at the same time as:
        W moves to next word
        G moves to next paragraph
        P moves to next page
        V moves to next video page
        L followed by line number and ENTER moves to specified
                absolute line number
        N followed by page number and ENTER moves to specified
                page number
        S followed by string searches forward for string
        H followed by O or E moves to specified header page
        F followed by O or E moves to specified footer page


****************** Use arrow keys to page, BREAK to return ******************
```

The Tabline Help Screen

CTRL T H

A small help screen appears when H is pressed in tabline edit mode.

```
        TAB LINE EDIT OPTIONS:

"T" or "+" sets a tab under the cursor
"(" and ")" set the left and right margins, respectively
"I" sets the indent
"-" or SPACEBAR erases the setting under the cursor
RIGHT-ARROW moves the cursor forward
LEFT-ARROW moves the cursor back
SHIFT RIGHT-ARROW tabs the cursor
SHIFT LEFT-ARROW homes the cursor left
ENTER registers the new tab line and returns to the document
BREAK cancels changes made and returns to the document
"S" or "R" saves or recalls a tab line by letter
"A" sets a new align-tab character
```

(Chap. 8)

Removing the Help Screens

The help screens use up 6K of memory on the SCRIPSIT Pro disk. If the space is otherwise needed, the help file can be deleted in TRSDOS. At TRSDOS Ready, type:

remove help/ctl ENTER

INDENT TAB

See: TABS, **Indent Tab**.

INSERT

Inserting Typed-in Text F1

The F1 key opens the text to make room for new characters. Any quantity of new text can be typed in--more space is added as necessary. To close up after inserting, BREAK is pressed. (Chap. 2)

See also: FUNCTION KEYS.

Inserting Blocks CTRL R

The F1 key is not necessary when using CTRL R to insert a moved block. Mark and COPY or MOVE the block, then place the cursor where insertion is to start, and press CTRL R. (Chap. 7)

See also: BLOCKS, **Copying**, **Moving**, and **Recalling**.

K

KEYBOARD

Special Keys

CTRL	Activates most functions of SCRIPSIT Pro.
SHIFT	Changes to uppercase.
SHIFT CLEAR	Erases everything to right of cursor in "user input" lines (menu choices).
CLEAR	Used to activate special print codes. Inserts ¤ character on screen.
BREAK	Cancels most functions of SCRIPSIT Pro. Does not undo changes already made, but can cancel requested actions, such as block marking, printing, etc., before they are executed or can stop them during execution.
ENTER	Produces carriage returns. Also used to activate menu selections.
@	Identical in operation to the CTRL key. Used when right-hand operation is more convenient.
CAPS	Locks/unlocks uppercase.
arrow keys	Moves the cursor in the direction indicated. When used in combination with other keys, can be used to move cursor to next word, sentence, page, etc.

See also: CURSOR MOVEMENTS.

F1 F2 F3	The "function" keys. Used to insert and delete text.

See also: FUNCTION KEYS.

"10-key" pad	Identical in operation to the numbers at top of keyboard. Arranged as number pad for convenience.
small ENTER key	Identical in operation to large ENTER key. Included in number pad for convenience.

Special Characters

Certain characters can be typed that do not appear on the keyboard.

See: PRINT CODES, **Special Characters**.

LINESPACING

Default Linespacing

See: SYSTEM SETUP, **Change Initial Linespacing**.

Changing Linespacing in Entire Document

CTRL L

Can be done at any point in document. Affects entire document.

Message displayed:

```
Type new linespacing value for entire document (use "+" for 1/2) 1
```

Type in desired linespacing. 1+ means 1 1/2. Maximum is 3+ (3 1/2). (Chap. 13)

Changing Linespacing in a Specific Block

CTRL B

(mark a block, then) CTRL L

Used when part of document requires different linespacing than rest of document. (Chap. 13)

See: BLOCKS, **Changing Linespacing**.

LOADING SCRIPSIT Pro

Normal Method

At TRSDOS Ready, type **scripsit** ENTER. (Chap. 1)

Loading SCRIPSIT Pro Directly into a Document

A document can be loaded immediately on startup, bypassing the Main Menu and the Open Documents Options screen. At TRSDOS Ready, type:

scripsit *document name* ENTER (Use the actual name of document.)

Note: If wrong document name is entered or requested file is not on this disk, a new file by the requested name will be opened. This is a permissible way to start a new file; however, if it was not your intention to do so, use CTRL F E to erase the new file and return to Main Menu. Then open correct document. (Chap. 11)

Changing SCRIPSIT Pro's Name

Startup can be made simpler by changing the name `scripsit` to `sp` (or another shorter name). At `TRSDOS Ready`, type:

rename scripsit/cmd to *newname* ENTER

Message displayed:

```
Renaming: SCRIPSIT/CMD:0 to NEWNAME/CMD:0
```

Loading SCRIPSIT Pro Automatically

It is possible to set up the SCRIPSIT Pro disk so that SCRIPSIT Pro will be loaded automatically, as soon as the date is entered. At `TRSDOS Ready`, type:

auto scripsit ENTER (or **auto *newname*** if the name was changed)

Eliminating the Date

Startup can be made quicker by eliminating the requirement to type the date. This change means, however, that document names will not be dated in the disk directory, nor will disks be dated during formatting or backup. Also, the system date feature (CLEAR d) will not work. At `TRSDOS Ready`, type:

system (date=no) ENTER

At `TRSDOS Ready`, typing **system (date=yes)** ENTER turns the date feature back on.

Automatically Loading SCRIPSIT Pro Directly into a Document

To directly load the same document over and over, type this at `TRSDOS Ready`:

auto scripsit *document name*:1 ENTER (or **auto *newname document name*:1** if the name was changed)

Thereafter, once the power is on and the disk door closed, the computer will load SCRIPSIT Pro and your document, bypassing the Main Menu and the Open Document Options screen.

Auto boot to another document can be set up by typing the same command and changing the name of the file at `TRSDOS Ready`.

At `TRSDOS Ready`, typing **auto** **ENTER** shuts off the auto-boot entirely.

M

MARGIN COMMAND

See: TABS, **Margin Command**.

MARGINS

See: TABS, **Tabline**, **Editing Tabline**, and **Margin Command**.

N

NAMING A DOCUMENT

Valid Names

Document names may be up to 8 characters long. The 8 (or fewer) characters must not include punctuation marks, and the first character cannot be a number. A document name can be further defined by adding an extension, password and/ or disk drive number. (Chap. 1)

Specifying a Disk Drive

Add **:Ø** to the document name (example - **TWAIN:Ø**) to cause the document to be saved on Drive Ø, **:1** for Drive 1, etc. The drive number need not be specified when this document is reopened later unless there are documents by the same name on more than one drive. If there is a TWAIN on Drive Ø and another TWAIN on Drive 1, SCRIPSIT Pro will reopen the one on Drive Ø unless **:1** is specified. (Chap. 1, 2)

Extensions

After the (maximum) 8-character name, a slash (/) and a three letter extension can be added. This extension can be used to remind you that this is a particular kind of document (/LTR to mean that this is a letter, etc.). The extension can be used to differentiate between two documents with the same name (for example, **TWAIN/OLD** and **TWAIN/NEW**). See caution below under **Backup Documents**. (Chap. 15)

Almost any three letters can be used with the following exceptions and cautions:

Footnotes

When using footnotes, a footnote document must be created using the same name as the original document, plus the extension /FTN. Example--Footnotes for TWAIN would be contained in TWAIN/FTN. For this reason, never assign the extension /FTN to a document unless it is a footnote document. (Chap. 20)

Backup Documents

When the automatic backup feature is turned on in System Setup, a duplicate is created of each document as it is reopened. The duplicate document is given

the same name as the original, with the extension /BAK added. Example--The backup of TWAIN would be named TWAIN/BAK. This is done automatically, and the backup document is rewritten with the latest changes each time the original document is reopened.

Caution: In the event that the same name is used for more than one document, with only the extensions different (example--TWAIN/OLD and TWAIN/NEW), the backup file will ignore the extensions. This means that when TWAIN/OLD is reopened, a copy of it will be created called TWAIN/BAK. Then, when TWAIN/NEW is reopened, a copy of *it* will be written over the backup file. In other words, the two TWAINs will share the backup file, and the backup file will always contain the contents of the last TWAIN file opened.

Therefore, if the backup feature is used, avoid the practice of assigning the same name to more than one document. A better approach might be TWAIN1 and TWAIN2. (Chap. 15)

Password Protection

Up to 8 characters can be added as a password. The password must be preceded by a period (.) and can follow a full 8-plus-3 document name if desired. Example - **TWAIN.PASSWORD** or **TWAIN/FTN.PASSWORD** or **TWAIN123/FTN.PASSWORD:1**.

See also: FOOTNOTES; PASSWORD PROTECTION; SYSTEM SETUP, **Create Backup Documents**.

NEW PAGE (Forcing)

Forcing a New Page CTRL N

Causes the printer to end the current page prematurely and move to the top of the next page. Must be used at beginning (not in the middle) of a paragraph. (Chap. 8).

OPENING A DOCUMENT

To Open a Document from TRSDOS Ready*

1. Type **scripsit** ENTER.

2. At Main Menu (which comes up automatically), press O.

3. Fill in name of document (new or old). Add **:1** to end of name when the file is first opened. This will cause it to be placed on Drive 1. Other drives can be specified if they exist. (It is best not to specify the drive containing the SCRIPSIT Pro disk.) Press ENTER.

4. Check the Open Document Options screen for correct printer type, lines per page, pitch, etc. Use down-arrow to move down through the options. When everything is correct, press ENTER.

Document is now open. Type as usual. (Chap. 1, 11)

See also: LOADING SCRIPSIT Pro; NAMING A DOCUMENT.

OPERATING SYSTEM

See: DISK OPERATING SYSTEM.

* Unless one of the automatic booting options has been set. (See LOADING SCRIPSIT Pro.)

OVERSTRIKE

Means "typing over" mistakes. Moving the cursor to the incorrect letter(s) and typing the correct one(s) will cause the old to be replaced with the new. If there is not enough room, the F1 key can be used to insert; if there are letters left over after a smaller word was used to replace a longer one, they can be deleted with the F2 key. (Chap. 2)

See also: FUNCTION KEYS.

P

PAGE NUMBERING (Automatic)

Automatic Page Numbering

CLEAR p

When using headers or footers, add a ¤P (press CLEAR and lowercase p) in the place where the page number should go. Example:

CHAPTER ONE ---------- PAGE ¤p

Pages will be numbered sequentially starting with 1, unless another number is specified in the Print Options screen. Chained documents will be numbered continuously through the chain. If printing is started in the middle of a chain, page numbering will begin at the appropriate number for the beginning of that module, not with 1.

If desired, a ¤P could also be placed in the text. Example:

Now, after ¤p pages of background, the purpose of this report...

(Chap. 9)

See also: HEADERS AND FOOTERS.

PASSWORD PROTECTION

Password Protecting a Disk

See: DISKETTES AND DRIVES, **Formatting Diskettes**.

Password Protecting a Document

Add period (.) and a password of up to 8 characters to a document name. Example--**TWAIN.PASSWORD**. This password must be remembered. It will not appear on the disk directory; however, when a directory is listed in DOS, a P will follow the name of each password protected document. To reopen the document, its name, a period and the appropriate password must be typed. The name can be changed with CTRL F R (rename) but not the password. To change the password, exit to TRSDOS and use the ATTRIB command.

See also: FILE MANAGING, **Renaming a Password-Protected Document**; NAMING A DOCUMENT, **Password Protection**.

PRINT CODES

Special codes entered before and after specific text in order to cause the text to be printed in boldface, underlined, etc.

Toggle Print Codes

BOLDFACE	CLEAR +
UNDERLINED	CLEAR -
DOUBLE UNDERLINED (not supported by all printers)	CLEAR =
STRIKE-THROUGH	CLEAR /

(Chap. 18)

Non-Toggle Print Codes

SUPERSCRIPT ON	CLEAR *
SUPERSCRIPT OFF	CLEAR .
SUBSCRIPT ON	CLEAR .
SUBSCRIPT OFF	CLEAR *

(Chap. 18)

Special Print Codes

INSERTING TEXT DURING PRINTING	CLEAR _
INSERTING CURRENT DATE	CLEAR d
TOP-OF-FORM CODE (for multi-column printing)	CLEAR >
PAUSING THE PRINTOUT	CLEAR ?
@ SIGN	SHIFT Ø

(Chap. 18)

Special Characters

LEFT BRACKET ([)	CTRL ,
RIGHT BRACKET (])	CTRL .
BACK SLASH (\)	CTRL /
CARET (^)	CTRL F3
UNDERSCORE (_)	CTRL -
BACKWARD APOSTROPHE (`)	CTRL ENTER
LEFT BRACE ({)	CTRL F1
RIGHT BRACE (})	CTRL F2

PIPE (¦) CTRL CLEAR
TILDE (~) CTRL :
PLUS-OR-MINUS SIGN (±) CTRL .
(Chap. 18)

User Print Codes

Characters are available with most printers that do not appear on the keyboard. The number keys (1234567890) as well as the "shifted" number keys (!"#$%&'()@) can be programmed in System Setup so that when they are pressed following the CLEAR key, the special characters will be printed. In addition, you can instruct the printer to perform specific actions such as a backspace or elongated print.

User print codes are programmed using the decimal value and width of the desired character or control code. Once programmed, they are executed by pressing CLEAR and the programmed number key. (Chap. 18)

See also: USER PRINTER CODES.

PRINTER

Printing a Document CTRL P

1. Specify printer type and pitch in Open Document Options screen. (See list of printer drivers below.)

2. Write or edit document.

3. Press CTRL P.

4. Using down-arrow key, move through Print Text Options making desired changes, and press ENTER.

(Chap. 3, 10)

Printer Drivers

Each printer requires a printer driver. The SCRIPSIT Pro disk contains one called PRINTER. It is the default driver that appears automatically on the Open Documents screen. This driver is for demonstration purposes only. It does not support any special print codes (boldface, underscore, etc.) nor should it be used for proportional spacing.

To take advantage of these features on your Tandy printer, its printer driver must be on your SCRIPSIT Pro disk. Put the Printer Driver disk in Drive 1 and the SCRIPSIT Pro disk in Drive 0. At TRSDOS Ready, copy the specific driver(s) you require for the Tandy printer(s) being used. For example:

copy dwp410/ctl:1 :0 ENTER

The demonstration driver, PRINTER, can then be removed from the SCRIPSIT Pro disk by typing:

remove printer/ctl:0 ENTER

at TRSDOS Ready.

The following is a list of the drivers on the Printer Driver disk. The actual file names in the TRSDOS directory all use the extension /CTL (for example, COURIER/CTL), but when typing the name in the Open Document Options screen, the extension is not necessary.

COURIER	DMP120	DMP430	DW2B	ELITE	QUME
DMP200	DMP500	DWP210	LP4	DMP400	DMP105
DMP2100	DWP410	LP8	DMP110	DMP420	DMP130
DW2	DWP510	PRINTER	DMP2200	DWP220	

If you have a Tandy printer not listed above, the original driver, PRINTER can be used. It should drive your printer, but it will not allow any special printing (boldface, etc.), and printing will be limited to 10 pitch, monospacing.

Once the correct printer driver is copied to the SCRIPSIT Pro disk, the default driver in System Setup can be changed. (Chap. 10, 15)

See also: SYSTEM SETUP.

Printing Document Chains

Document chains are printed continuously, starting with the module on the screen and continuing to the end. To print the entire chain, the first module must be loaded before CTRL P is pressed.

To print from the middle of the chain to the end, the module where printing is to start should be opened before CTRL P is pressed.

To print only the beginning of the chain, the last module to be printed should be opened, and CTRL Q N (for Next module) must be pressed. The name of the Next module can be erased with SHIFT CLEAR to break the chain. The process can be completed by returning to the first module and pressing CTRL P. (Chap. 19)

See also: CHAINING DOCUMENTS.

PRINTING IN OTHER FONTS

See: PRINT CODES.

Q

QUITTING THE DOCUMENT

Save Changes CTRL Q S

Saves document as it currently appears on the screen. Current version, including any changes since last save, will replace previous version on disk. Does not exit the document; updates disk and allows editing to continue. Should be done frequently. (Chap. 2)

Next or Previous Module CTRL Q N or P

Saves document as it currently appears on the screen. Exits document and asks for name of next (or previous) document in chain. If one has already been designated, its name appears in the space provided for name of next/previous module.

Message displayed:

```
Enter name of next module: CHAPTER2_________________
```

To change to a different next/previous module, type over displayed name. (Chap. 19)

See also: CHAINING DOCUMENTS.

Menu CTRL Q M

Saves document as it currently appears on the screen. Exits document and displays Main Menu. This is the normal way to move from one document to another. (Chap. 4)

DOS CTRL Q D

Saves document as it currently appears on the screen. Exits both document and SCRIPSIT Pro. Returns to TRSDOS Ready. (Chap. 4)

See also: DISK OPERATING SYSTEM.

Header or Footer CTRL Q H or F

Saves document as it currently appears on the screen. Moves to Header or Footer "page." Once header/footer is typed or edited, use CTRL Q S to save it and return to document. (Chap. 9)

See also: HEADERS AND FOOTERS.

Unedit CTRL Q U

Does not save document as it currently appears on the screen. Restores document to version last saved. All changes made since last time disk was updated (by one of the above methods) will be lost.

Message displayed:

```
Do you wish to restore all text to the way it was when last saved (Y
```

It is important to save a document often using CTRL Q S because if a big mistake is made or something is mistakenly deleted, "Unedit" will restore the document to the last-saved version. (Chap. 2)

R

RECALLING

Recalling "Moved" or "Copied" Text — CTRL R ENTER

When a block is put into the move/copy buffer, it remains there until replaced with a new block. Any time the block in the buffer is needed, place the cursor where it is to start, and press CTRL R.

Message displayed:

```
Recall which file (press <ENTER> to recall MOVEd text)? ____
```

Press ENTER to recall contents of buffer. (Chap. 7)

Recalling Entire Files — CTRL R *document name* ENTER

To bring an entire document in from the disk and insert it at the cursor position, type the document name when prompted to do so by CTRL R. (See Message displayed, above.)

Recall only SCRIPSIT Pro documents or files saved in ASCII format. CTRL R converts ASCII files to SCRIPSIT Pro format.

See also: ASCII TEXT CONVERSION.

S

SCREEN

Screen Size

The SCRIPSIT Pro screen displays 22 lines of text, each up to 80 characters long. With margins out to maximum, lines can be up to 168 characters long (in 10 pitch, 16.8 inches). Because only 80 characters can be displayed at a time, the display will scroll left and right as more characters are typed.

The 23rd line is a permanent line called the tabline, and the 24th line is the status line.

See also: TABS; STATUS LINE.

Adjusting Brightness and Contrast

Controls are on the upper left front of the cabinet on the 4P and under the left edge of the keyboard on the Model 4.

SCRIPSIT Pro's Primary Screens

SCRIPSIT Pro displays the following screens:

1. The Copyright Screen. Displayed briefly when the program is first loaded. (Chap. 1)

2. The Main Menu. Displayed automatically when SCRIPSIT Pro is fully loaded. The heart of the program from which documents can be opened, the system modified, disk directories viewed, and SCRIPSIT Pro exited. (Chap. 1, 4)

```
*************** SCRIPSIT Pro WORD PROCESSING -- Version 01.00.00 ***************
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                    <O> Open a document                                       *
*                                                                              *
*                                                                              *
*                    <S> System setup utility                                  *
*                                                                              *
*                                                                              *
*                    <D> Display disk directory                                *
*                                                                              *
*                                                                              *
*                    <E> Exit to TRSDOS                                        *
*                                                                              *
*                                                                              *
*                                                                              *
*                    What is your selection?                                   *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              *
*                                                                              
```

```
************************ SCRIPSIT -- PRINT TEXT OPTIONS ************************

                    Document name:  ____________________________
                       Paper size:  66        (1-99)
              Pause between pages:  Y         (Yes/No)
           Begin numbering as page:  1___     (1-9999)
         Method of justification:  N         (Proportional/Mono/None)
      Footnote numbers relative to:  N        (Page/Document/No footnotes)
                 Number of copies:  1___      (1-99)
                    Display codes:  N         (Yes/No)
          Column to start printing:  1          (1-132)
```

See also: PRINTER; SYSTEM SETUP.

5. The Help Screens. Displayed when **CTRL** **H** is pressed. Six screens that list all **CTRL** commands for the operation of SCRIPSIT Pro. Can be viewed at any time during work on a document. (Chap. 4)

   See also: HELP.

6. The Tabline Edit Options. Displayed whenever an improper character is pressed during tabline mode. (In tabline mode, certain characters cause the tabline to be saved, recalled, etc. Any other character will display this "help" screen.) To view the screen without having to make a mistake, press **H** while in tabline mode. To return to the document, press **BREAK**. (Chap. 8)

```
        TAB LINE EDIT OPTIONS:

"T" or "+" sets a tab under the cursor
"(" and ")" set the left and right margins, respectively
"I" sets the indent
"-" or SPACEBAR erases the setting under the cursor
RIGHT-ARROW moves the cursor forward
LEFT-ARROW moves the cursor back
SHIFT RIGHT-ARROW tabs the cursor
SHIFT LEFT-ARROW homes the cursor left
ENTER registers the new tab line and returns to the document
BREAK cancels changes made and returns to the document
"S" or "R" saves or recalls a tab line by letter
"A" sets a new align-tab character
```

See also: TABS, **Editing Tabline**.

7. The Global Search and Replace Options. Displayed whenever **CTRL** **G** is pressed. Provides options for Global Search and Replace. All options can be preset defaults. (Chap. 17)

```
******************** SCRIPSIT -- SEARCH & REPLACE OPTIONS ********************

                  Type of search:  F        (Find/Delete/Replace)
                  String to find:  ________________________________
     Search by word or character:  W        (Word/Character)
        Ignore upper/lower case:   Y        (Yes/No)
                   Replace with:   ________________________________
          Pause after each find:   Y        (Yes/No)
```

See also: GLOBAL SEARCH AND REPLACE; SYSTEM SETUP.

8. System Setup Screen. Displayed when System Setup is selected from Main Menu. Provides options for changing SCRIPSIT Pro default values. Each option, when selected, displays a screen of its own. (Chap. 15)

```
*************************** SCRIPSIT -- SYSTEM SETUP ***************************

                    set up <O>pen Document options
                    set up <P>rinter options
                    set up <S>earch and Replace options
                    change initial <A>lign character
                    change initial <L>inespacing
                    edit <U>ser key sequence
                    enter printer <C>odes
                    <V>erify deletions of text blocks
                    create <B>ackup documents
                    change <F>ormat for column totals
                    <BREAK> to return to previous menu

                    What is your selection?
```

See also: SYSTEM SETUP.

SCROLLING

Scrolling a Document **(Arrow Keys)**

Documents automatically scroll up one line when the 22nd carriage return is pressed and the screen can hold no more lines. The up- and down-arrow keys can be used to scroll up or down through a long document. If margins are set so that entire width of page will not fit on the screen, use the left- and right-arrow keys to scroll left and right. Screen can also be scrolled left and right without moving cursor. Use CTRL and left- or right-arrow keys.

To scroll quickly to top of document, press SHIFT up-arrow. To scroll quickly to bottom of document, press SHIFT down-arrow. To stop scroll before bottom of document is reached, press BREAK. (Chap. 2, 6)

See also: CURSOR MOVEMENTS.

Scrolling the Lower Window Up or Down **CTRL (arrow)**

When the bottom window is open, more of the document it contains can be viewed by pressing CTRL W and then the down- or up-arrow. This scrolls the bottom document 8 lines at a time. To scroll through it one line at a time, hold down CTRL while pressing the down- or up-arrows. When using CTRL to scroll, it is not necessary to press CTRL W again once the window is open. (Chap. 11)

See also: WINDOWS.

Scrolling the Lower Window Left or Right **CTRL W U**

If one or both of the documents (top or bottom window) is wider than the screen width of 80 characters, it will scroll automatically left and right as the cursor runs off the screen. To lock the windows together ("synch" them), press CTRL W U and then Y. When one window scrolls left or right, the other will also.

To unlock the windows (unsynch them), press CTRL W U and then N. Now, when one window scrolls left or right, the other will remain stationary. (Chap. 11)

See also: WINDOWS.

SEARCH

Search and Change **(arrow S)**

Pressing the left- or up-arrow and S keys searches back through previous text. Pressing the right- or down-arrow and S keys searches ahead through following text.

Message displayed:

```
Enter search string: ____________________________
```

A maximum of 32 characters can be typed before ENTER is pressed to start the process. If the string is found, the cursor moves to the beginning of it for manual correction. No deletion or replacement occurs. If a string is already in the message prompt (the last string searched for), it can be typed over, and any leftover characters deleted with SHIFT CLEAR. (Chap. 17)

See also: GLOBAL SEARCH AND REPLACE.

SHIFT KEY

Used with Letters and Numbers **SHIFT (letter) or (number)**

Pressing the SHIFT key while typing any letter key produces a capital letter. Alternate characters and punctuation marks are displayed while pressing the SHIFT key and a number key (on either the main keyboard or the numeric keypad).

Used with Arrow Keys **SHIFT (arrow)**

Pressing SHIFT and ▲ moves the cursor to the beginning of the current document or module.

Pressing SHIFT and ▼ moves the cursor to the end of the current document or module.

Pressing SHIFT and ▶ moves the cursor to the next tab position to the right.

Pressing SHIFT and ◀ moves the cursor to the left margin. (Chap. 6)

See also: CURSOR MOVEMENTS.

SPACE BAR

Pressing the space bar adds a single space to the text. Each time the space bar is pressed twice, the • symbol is displayed on the screen. This symbol indicates that the printer will print two spaces if there is room on that line. The width of each printed space might vary if proportional spacing has been selected. (Chap. 2)

SPELLING CHECKER

Requires Spelling Checker disk. Both Spelling Checker and SCRIPSIT Pro disks must be in the computer during spelling check. In a two-drive system this means that document to be checked must be temporarily moved to SCRIPSIT Pro disk, then moved back to data disk after it has been checked. In a hard drive or three-floppy system, all three disks can be present at once, and moving document is not necessary.

Starting the Spelling Checker CTRL S

Message displayed:

```
Do you wish to spell check this document (Y/N)?
```

Press Y to start check. All words will be checked and any which are not found in the Spelling Checker's built-in dictionary will be flagged, one at a time and the following message will appear at the bottom of the screen:

```
Skip, Correct, or Add word to dictionary (S/C/A)
```

Skip S

Ignores the word and moves on. Used for infrequently used words not found in dictionary, when you don't wish to add them to the dictionary.

Correct C

Displays word as currently spelled. Edit the word as usual, using F1 and F2 keys, then press ENTER. Corrected spelling will replace original in document. No addition to dictionary is made.

Add A

Accepts current spelling of word and adds it to dictionary. Next time this word will be considered correct and will not be flagged.

Limitations

- There are approximately 53,000 common English words in the dictionary.
- Approximately 1300 new words may be added.
- A maximum 682 words can be added to the dictionary in one session. If more needs to be added, the document should be spell-checked again.
- The Spelling Checker does not check for punctuation, grammar or wrong words.

(Chap. 23)

STARTUP

See: LOADING SCRIPSIT Pro; OPENING A DOCUMENT.

STATUS LINE

Typical Status Line

```
MARK:1      Pg:1    Ln:1    Pos:3.6 Pitch:10 LS:1  Free:89%    Cn  U1V  C
```

MARK:1--The name of the document currently active (on the screen). The disk drive number, :1 appears in this example because it was added to the name when the document was opened *this time*. If no drive number is specified when MARK is opened at a particular time, no number will appear on the status line. (Chap. 2)

Pg:1--Indicates that the cursor is presently in the text that will appear on Page 1 of the printed copy. If the page length specified in the Open Document Options screen is 56, Pg:1 will change to Pg:2 when the cursor moves down 57 lines. (Chap. 2)

Ln:1--Indicates that the cursor is presently in the first line of *this page*. It will change to Ln:2, Ln:3, and so on as the cursor is moved down the page, returning to Ln:1 again as soon as the cursor reaches the beginning of the next page. (Chap. 2)

Pos:3.6--Indicates that the cursor is presently located at the "3.6 inch" position. A character typed at this position would be printed 3.6 inches from the left edge of the paper (assuming that the paper is properly aligned in the printer). As the cursor is moved to the right, the position number increases by tenths of an inch to 3.7, 3.8, and so on when pitch is set at 10. Position indicated is that of the *printed page, not necessarily the screen.* In proportional spacing, the two are often different. (Chap. 2)

Pitch:10--Means the page will be printed at 10 characters per inch (an indication of the size of the characters). This is specified in the Open Document Options screen and can be set at any pitch your printer can support, from 1 to 20 characters per inch. (Most printers use 10 or 12.) Can also be set to proportional spacing, which appears on the status line as Pitch:PS. (Chap. 2)

LS:1--Indicates that linespacing for this document is set at 1 (single spacing). If a block within the document is set at a different linespacing, this indicator will change to that setting as the cursor is moved through the block, returning to 1 upon leaving the altered area. LS:1+ means linespacing is 1 1/2. (Chap. 2)

Free:89%--Means that the computer's RAM memory, in which the active document is stored, still has 89% of its capacity available. As the document gets larger, this percentage decreases. After approximately 32,000 characters (roughly 10 single-spaced pages at 10 pitch), a new "module" must be opened.

Exception: If there is less than 32K of space left on the disk being used, the Free percentage will reflect *space left on disk, not in RAM.* In other words, should a new document be opened when there is only 1 or 2 K left on the disk, the percentage number will decrease with practically every word until the small amount of space remaining on the disk is used up. At that time, a Disk space full message will appear. Close the document, and either remove other files from the disk to make room and reopen the document, or insert a new disk and open a new document. (Chap. 2)

See also: CHAINING DOCUMENTS.

Cn--Means that centering was turned on with CTRL C. Pressing CTRL C again turns centering off and makes Cn disappear from status line. In existing text, Cn comes on whenever the cursor is passing through a centered paragraph and goes off when cursor leaves centered paragraph. (Chap. 8)

See also: CENTERING PARAGRAPHS.

U1--Indicates that user key 1 is currently being programmed. When CTRL U is pressed a second time to complete programming the key, U1 in the status line is turned off. (Chap. 16)

See also: USER KEYS.

V--Indicates that "View" mode is turned on. (Chap. 6)

See also: VIEW MODE.

C--Indicates that the CAPS key has been pressed to turn on "all capitals" mode. (Chap. 8)

See also: CAPS KEY.

When the Bottom Window Is Open CTRL W

The status line reflects the status of the upper window (the active document), except that the first eight letters of both document names appear at the left end of the line, separated by a vertical "pipe" character. If MARK:1 were the active document in the upper window and TWAIN:0 were the passive document in the lower window, the status line would list them like this:

```
MARK:1 ¦ TWAIN:0
```

(Chap. 11)

See also: WINDOWS.

SYSTEM SETUP

The "default" settings that appear in SCRIPSIT Pro's various option screens can be changed by selecting <S> System setup utility at the Main Menu. Changes made in the defaults affect only future documents. Existing documents created under old settings are unchanged. System Setup only sets defaults--those options automatically selected for a given option screen. Any default appearing in an option screen can be overridden by typing over it. (Chap. 15)

Open Document Options

To select set up <O>pen Document options, press O.

The settings assigned to new documents can be changed or added. The arrow keys are used to move the cursor to any option line where the new configuration can be typed. Pressing **ENTER** stores the changes and returns the System Setup Menu. (Chap. 15)

See also: LOADING SCRIPSIT Pro; OPENING A DOCUMENT; SCREEN.

Printer Options

To select `set up <P>rinter options`, press **P**.

Each of the printer settings used to print new documents can be changed by moving the cursor to any option line with the arrow keys and typing the new configuration. Pressing **ENTER** stores the changes and returns the System Setup Menu. (Chap. 15)

See also: SCREEN; PRINTER.

Search and Replace Options

To select `set up <S>earch and Replace options`, press **S**.

Each of the Search and Replace options used during a global search and replace operation can be changed by moving the cursor to any option line with the arrow keys and typing the new configuration. Pressing **ENTER** stores the changes and returns the System Setup Menu. (Chap. 17)

See also: SCREEN; GLOBAL SEARCH AND REPLACE.

Change Align Character

To select `change initial <A>lign character`, press **A**.

Although the align character is usually a period (decimal point), any character can be selected. (Chap. 15)

See also: TABS, **Changing Align Tab Character**.

Change Initial Linespacing

To select `change initial <L>inespacing`, press **L**.

For new documents, the default spacing between lines can be set from 1 to 3 1/2 spaces. (Chap. 15)

See also: LINESPACING; STATUS LINE.

Edit User Key Sequence

To select edit <U>ser key sequence, press U.

See: USER KEYS, **Editing a User Key**.

Enter Printer Codes

To select enter printer <C>odes, press C.

Special printer characters, not available on the Model 4 keyboard, can be assigned to the number keys and their alternate character set (shifted number keys).

The Code column lists the keys to be programmed. These keys are fixed and can not be reassigned. The down-arrow key is used to advance to the next column and the up-arrow key to a previous column. Pressing ENTER stores the table.

The character's width is entered in the Units column. This information can be found in the printer's user manual.

The decimal code number for the special character is entered in the Sequence column. Up to 11 codes can be assigned to each user key.

The Comments column is available for entering special comments or notes about the Printer Code. (Chap. 18)

See also: USER PRINT CODES.

Verify Deletions of Text

To select <V>erify deletions of text blocks, press V.

If the verify question is answered with a Y, the computer requests verification before deleting blocked text. If answered with N, the text is deleted with no questions asked. (Chap. 15)

See also: BLOCKS; DELETE.

Create Backup Documents

To select create <B>ackup documents, press B.

If the backup question is answered with a **Y**, the computer makes a backup of an existing document each time the document is opened. Answering **N** disables this feature. (Chap. 15)

See also: DISKETTES AND DRIVES; OPENING A DOCUMENT.

Change Format for Column Totals

To select `change <F>ormat for column totals`, press **F**.

Retype new format over current one using **SHIFT** **CLEAR** to delete any extra characters. Format can designate number of digits, how negative totals will be labeled, and inclusion of other characters. There is a limit of 32 total characters. The maximum number of digits is 21 of which 8 can be decimal places.

For example, **(###,###.###)** will display a total with a maximum of 9 digits, 3 decimal places, and a comma. Negative totals will be surrounded by parentheses. **$###.##-** will produce a total with a 5 digit maximum and 2 decimal places, preceded by a dollar sign. With this format, negative totals will be followed by a hyphen (minus sign). (Chap 22)

See also: BLOCKS, **Totalling Columns**.

T

TABS

Tabline

CTRL T

The tabline, located near the bottom of the display, shows the location of the left and right margins, each tab setting, the indent setting, and when View mode is turned on, the cursor position. The tabline numbers indicate actual inches on the printer paper.

Tabline markers:

(Left Margin
) Right Margin
+ Tab setting
I Indent

(Chap. 2, 8)

Tabline Menu

CTRL T H

When you try to enter an illegal tab function, the computer displays a list of Tabline Edit Options. Press BREAK to return to the document. To view the menu without making a mistake, press CTRL T H. (Chap. 8)

See also: HELP; SCREEN.

Editing Tabline

CTRL T, then (,),T or +,I

To change the left margin location, place the cursor at the new location on the tabline, and press (.

To change the right margin location, place the cursor at the new location on the tabline, and press).

To add a new tab location, place the cursor at the new tab location on the tabline, and press t or +. To erase a tab marker, place the cursor over the tab marker (+) on the tabline, and press - or the space bar.

To add or change the indent marker, place the cursor at the new indent location on the tabline, and press I. To erase the indent marker, place the cursor over the indent marker (I) on the tabline, and press - or the space bar. (Chap. 8)

Saving Current Tabline

CTRL T S

Message displayed:

```
Save as which Tab Line (A-Z; S=System)?
```

The active tabline can be assigned a letter from A to Z for later recall. Assigning the letter **S** to the tabline saves it as the System Tabline. The tabline assigned the letter **S** is automatically assigned to new files when opened. (Chap. 8)

Recalling a Saved Tabline

CTRL T R

Message displayed:

```
Recall which Tab Line (A-Z; S=System)?
```

Tab lines previously saved can be recalled by typing the appropriate letter (A-Z) assigned to the stored tabline. (Chap. 8)

Align Tab

CTRL A

The cursor advances to the next tab position. Text typed following a CTRL A moves to the *left* of the tab until the align tab character is typed. The default align tab character can be any character, but is most often the period (decimal point). Text typed after the align tab character moves to the *right* of the tab position. (Chap. 12)

Changing Align Tab Character

CTRL T A

Message displayed:

```
Type new align-tab character for this document: .
```

Type a new align-tab character, and press ENTER to record the change and return to the document. Pressing BREAK cancels the change and returns you to tabline mode. Pressing BREAK again returns the cursor to document. (Chap. 12)

Changing the Default Align Tab Character

See: SYSTEM SETUP, **Change Align Character**.

Using Tabs

SHIFT ▶

Advances the cursor to the next tab marker (+) on the tabline. (Chap. 6)

See also: SHIFT KEY.

Indent Tab

The first line of a paragraph will indent to the location indicated by the marker (I) on the the tabline. To produce a "hanging indent" for use in making outlines or numbered lists, put the indent tab outside (to the left of) the left margin. This will cause the first line of each paragraph to start at the position indicated by the I and all subsequent lines of the paragraph to be "indented" to the position of the left margin. Example:

```
1. This is an example of a paragraph with a hanging
   indent. Each paragraph begins with a number, so all
   subsequent lines need to be indented.

2. With each carriage return, the cursor returns to the
   position indicated by the "I" on the tabline.
```

(Chap. 8)

Margin Command

CTRL M, then L, R or I

Sets the left or right margin to the position occupied by the cursor. Can also be used to set the indent. (Chap. 8)

TEXT QUANTITY DEFINITIONS

See: BLOCKS.

TRSDOS

See: DISK OPERATING SYSTEM.

U

USER KEYS

The number keys (Ø-9) can be programmed to automatically type up to 127 keystrokes each. (Chap. 16)

Programming a User Key **CTRL U**

Message displayed:

```
Store command sequence under which user key (Ø-9)?
```

1. Press **CTRL U** to begin programming.

2. Press number key you wish to program.

3. Type up to 127 keystrokes--anything that can normally be done at the keyboard, including **ENTER**, **CTRL**, set tablines, mark blocks, etc.

4. Press **CTRL U** to close programming.

(Chap. 16)

Executing a User Key **CTRL (user key)**

User keys are stored on the SCRIPSIT Pro disk. They are available for all documents. To execute one, hold **CTRL** and press the programmed number key. Programmed text or other keystrokes will appear at the present cursor position. Either set of number keys can be used. (Chap. 16)

Editing a User Key **(System Setup)**

Editing of short user key sequences is most easily done by reopening the key with **CTRL U**, retyping the correct sequence, and closing with another **CTRL U**. To edit large or complicated sequences, exit the document and go to System Setup. Press **U** to select `edit <U>ser key sequence`.

Message displayed:

```
Which user key do you wish to edit (Ø-9)?
```

Press the appropriate number key. The following will appear (sample user key text included for illustration):

```
***************** SCRIPSIT -- EDIT USER KEY SEQUENCE **************

Which user key do you wish to edit (0-9)? 1

T,h,i,s, ,i,s, ,a,n, ,e,x
a,m,p,l,e, ,o,f, ,a, ,U,s
e,r, ,k,e,y, ,s,e,q,u,e,n
c,e,,,en,
```

Characters in the sequence must be separated by commas with a maximum of 13 keys per line. Edit as usual, using F1, F2, overstrike, and SHIFT CLEAR. Special keys are represented by codes. The last "character" in the example is ,en, which stands for ENTER. See chart below.

THIS CODE...	...REPRESENTS THIS KEY
@ (to type @, press SHIFT 0)	CTRL
br	BREAK
en	ENTER
Sp	SHIFT SPACE
cl	CLEAR
CL	SHIFT CLEAR
up	↑
UP	SHIFT ↑
do	↓
DO	SHIFT ↓
le	←
LE	SHIFT ←
ri	→
RI	SHIFT →
>(key) (arrow with another key -	→ W or...
to move cursor to NEXT	→ G or ..
Word, paraGraph, Page, etc.)	→ P, etc.
<(key) (to move cursor to PREVIOUS	← W or...
Word, paraGraph, Page etc.)	← G or...
	← P, etc.
@I	F1
@D	F2
F3	F3

Press ENTER to record changes, BREAK to cancel changes. (Chap. 16)

Chaining a User Key

User keys can be chained together to give a maximum of 1270 keystrokes (15-20 lines of text). Make CTRL 2 (for example) the last two keystrokes in user key 1. Then program key 2, and make its last two keystrokes CTRL 3, and so on. When any user key in the chain is executed, all user keys following it in the chain will also be executed. (Chap. 16)

Looping a User Key

A user key can be chained to itself (looped) to provide an endless repetition of the sequence until execution is stopped with the BREAK key. When programming user key 1 (for example), make CTRL 1 the last two keystrokes of the sequence. Execution will begin immediately. When it finishes executing its sequence, it will, in effect, push itself again and start over. (Chap. 16)

More Than 1270 Keystrokes per User Key

If you need more than the 1270 keystrokes available when all ten user keys are chained together, use a user key to recall a file. Program the key to press CTRL R, then type in the name of the file, press ENTER, and move the cursor down to the end of the inserted file. (Chap. 16)

USER PRINT CODES

The number keys (0-9) and the shifted number keys (!"#$%&'()@) can be programmed to send "decimal" codes to the printer to activate special characters and control codes. Many printers are capable of producing foreign letters, symbols, and other characters not found on the keyboard as well as specific print actions such as a backspace or elongated print. (Chap. 18)

Programming a Print Code (System Setup)

Enter System Setup, and press C to select `enter printer <C>odes`. The following screen will appear:

```
*************** SCRIPSIT -- EDIT PRINTER CONTROL SEQUENCE ***********
Code Units Sequence: up to 11 codes will be counted  Comments
  0 0__  ____________________________________________________________
  1 0__  ____________________________________________________________
  2 0__  ____________________________________________________________
  3 0__  ____________________________________________________________
  4 0__  ____________________________________________________________
  5 0__  ____________________________________________________________
  6 0__  ____________________________________________________________
  7 0__  ____________________________________________________________
  8 0__  ____________________________________________________________
  9 0__  ____________________________________________________________
  ! 0__  ____________________________________________________________
  " 0__  ____________________________________________________________
  * 0__  ____________________________________________________________
  $ 0__  ____________________________________________________________
  % 0__  ____________________________________________________________
  & 0__  ____________________________________________________________
  ' 0__  ____________________________________________________________
  ( 0__  ____________________________________________________________
  @ 0__  ____________________________________________________________

Press <ENTER> to record changes, press <BREAK> to cancel
```

Type in the four columns provided using the down-arrow to move from one entry to the next. When finished, press **ENTER** to record the programming or **BREAK** to cancel. Both return the System Setup Menu.

The `Code` column represents the number key to be programmed.

The `Units` column is to be filled in with the total width of the character(s) being printed. (See your printer manual for a chart.)

Note for DW2B, DWP410 and DWP510 only: number of units given in manual must be **doubled** for use with User Print Codes.

The `Sequence: up to 11 codes will be counted` column is to be filled in with the decimal values of each character or control code to be programmed on this key.

The `Comments` column can be used to describe the actual characters being printed or actions being performed for your reference when viewing this screen.

Executing a Print Code — CLEAR (number key)

Press CLEAR and then the programmed number key. The screen will show only the CLEAR symbol and the number, but the printout will contain the programmed sequence. (Chap. 18)

Editing a Print Code

Print codes are edited the same way they are originally programmed. Enter System Setup, press C, and specify the key you want to edit. The sequence will reappear; edit as usual.

See also: SYSTEM SETUP, **Enter Printer Codes**.

V

VERIFY DELETIONS

Changing Verify Deletions Default

See: SYSTEM SETUP, **Verify Deletions of Text**.

VIEW MODE

Turning View ON and OFF

CTRL V

Allows viewing of paragraph end markers and other "invisible" codes. Also activates the "ghost cursor." Pressing CTRL V when view mode is on will turn it OFF. (Chap. 6)

W

WINDOWS

Makes it possible to view two documents on the screen at the same time. The active document remains at the top of the screen, and any other document can be displayed in the bottom half of the screen. With the screen split into windows, 13 lines of the top document are displayed at a time, and 8 lines of the bottom document. Only the top document can be edited. The bottom document can be scrolled and read only; however, a block can be marked in the bottom document and copied to the upper document. (Chap. 11)

Activating the Lower Window

CTRL W

Message displayed:

```
LOWER WINDOW: use arrows to page; or Open, Close, (Un)synch, or Blo
```

(Chap. 11)

Use Arrows to Page ↑ or ↓

When the above Window Menu is on the screen (after CTRL W has been pressed), the lower document can be scrolled up or down in eight-line increments or "pages" (has nothing to do with actual page numbers). If the Window Menu is not on the screen, the lower document can be scrolled one line at a time by pressing CTRL ↑ or CTRL ↓. (Chap. 11).

Open

CTRL W O

Message displayed:

```
Name of document to display in lower window? _______________
```

Type the name of any document on any drive except the active document currently displayed in the upper window. To put the same document in both windows (so the original can be watched as changes are being made), make a copy of the document with CTRL F C, and give it a different name. Specify the copy for placement in the bottom window. (Chap. 11)

Close CTRL W C

Removes the document from the lower window and closes the window, restoring a full 22-line screen display to the "active" document. (Chap. 11)

(Un)synch CTRL W U

Message displayed:

```
Should windows move together left and right (Y/N)?
```

An answer of N means that the lower window is no longer locked to the upper window when scrolling left and right. Pressing CTRL W U again and answering Y locks the two windows so when one is scrolled, the other moves with it. (Chap. 11)

Block CTRL W B

Message displayed:

```
Position to START of block and press period (.) key (or BREAK to cancel)
```

The cursor moves to the lower window, where its motion is now controlled with the arrow keys. Place the cursor at the beginning of the text to be blocked, and press the period key. Move the cursor through the text to shade the portion that is to be blocked. When it is shaded, press the period key again. The blocked text is stored, and the shaded text returns to normal. This procedure can be cancelled at any time by pressing BREAK.

Recall the stored block by placing the cursor at the desired location in the active document (upper window) and pressing CTRL R ENTER. (Chap. 11)

Appendix A

Error Messages

The following is a complete list of flashing messages displayed by the program, with an explanation of each. Please note that this list does not include messages generated by DOS (mostly disk I/O errors). These messages can be found in the *Disk System Owner's Manual.*

System Limitations

Message: `Only 256 pages per document module are supported`
Cause: SCRIPSIT Pro has counted the 257th page in a single document or document module.
Solution: Divide your document into modules so that each contains fewer than 256 pages.

Message: `There is no more space left on this diskette`
Cause: The diskette or hard disk is full.
Solution: Use the File Copy and/or Erase commands to create some space.

Message: `Out of memory space -- please start a new module`
Cause: You have used all of the 32,768-byte text buffer. This message is displayed while inserting or Recalling text.
Solution: Use the procedures described elsewhere to break your document into modules.

Message: `Not enough memory is available to use SCRIPSIT Pro`
Cause: The program did not find a full 128K of RAM available.
Solution: SCRIPSIT Pro requires the full 128K of the Model 4's memory. MEMDISK or other programs that make use of the second 64K of RAM should not be used.

Opening a Document

Message: `Please convert document to SCRIPSIT Pro and try again`
Cause: You attempted to open a non-SCRIPSIT Pro file. All SCRIPSIT Pro documents are stored in a special format on disk, readable only to the program.
Solution: If the file is in SuperSCRIPSIT format, use the PROCONV program to convert it to the new format. If the file is stored in standard ASCII format, first Open a new file in SCRIPSIT Pro, then use the **CTRL** **R** command to merge it into the new document. If the file is in any other format, you will have to convert it to standard ASCII before editing in SCRIPSIT Pro.

Message: `Requested printer driver is not on disk`
Cause: When you opened your document you requested a printer for which no corresponding driver exists on the program diskette.
Solution: Every printer you use with SCRIPSIT Pro must have its own "driver" file, named as the printer itself followed by "/CTL". If you are using a non-Radio Shack printer and you do not have such a driver, you will need to write one in assembly language or experiment with the printers available on the program diskette. You may not be able to use features such as proportional spacing, underlining, boldfacing, etc.

Message: `This document has never been saved and cannot be recovered`
Cause: You tried to open a document that had been improperly exited.
Solution: If you pressed reset or otherwise improperly exited a document, use **RESCUE** at `TRSDOS Ready` *before turning off the computer*. This will usually restore lost text. See Appendix C for details. If you shut the computer off or lost power without properly exiting a document, all newly created text is lost. Use **CTRL** **Q** **S** often while typing or editing!

Editing Text

Message: `A frozen paragraph cannot be altered`
Cause: You have tried to modify some text that had been previously frozen using the Block-Freeze command.
Solution: No harm has been done. If you wish to change the text, just mark the text as a block and Unfreeze it.

Message: `File SYSTEM/CTL must be on diskette to use SCRIPSIT Pro`
Cause: The file containing all the system default settings is missing from the program diskette.
Solution: Try your backup program diskette. If that fails, seek help from your computer dealer.

Message: The requested sequence of commands cannot be performed
Cause: SCRIPSIT Pro has encountered an internal error.
Solution: Reset your computer and try executing the command again. If possible, report the sequence of commands you executed to your computer dealer.

Message: Press CONTROL-H to see an index of Scripsit commands
Cause: You have attempted to access a non-existent command.
Solution: Check your SCRIPSIT Pro Reference Section or use CTRL H to verify the command you want.

Message: Help not available
Cause: You pressed CTRL H while editing text (or a non-existent command while editing the tabline), and the file containing the "help" display is not on the program diskette. The file (named HELP/CTL) can be REMOVEd to create extra disk space.
Solution: Copy the file back onto the program diskette from the backup diskette, or avoid asking for help.

Message: A new page can be forced only at the start of a paragraph
Cause: You tried to use the CTRL N command without placing the cursor at the beginning of a paragraph first.
Solution: Turn on View mode (CTRL V) and make sure the previous line ends with a paragraph symbol.

Message: Please open a second window and try again.
Cause: You tried to use a Window command such as "Close" or "Block" without first displaying a document in the lower window.
Solution: Use the CTRL W O sequence to open a document in the lower window.

Message: This document has never been saved and cannot be Unedited
Cause: You tried to use the Unedit (CTRL Q U) command on a document that has not been saved (CTRL Q S) since it was created.
Solution: The Unedit command can only restore a document to the way it was when last saved. It is a good idea to save your document periodically.

Message: User keys may contain no more than 127 characters
Cause: You attempted to modify a user key in System Setup and expand it beyond 127 characters.
Solution: Press BREAK and delete some characters. If more than 127 characters are desired, chain two or more user keys together.

File Commands

Message: `File to copy to must be different than current document`
Cause: You tried to copy a document onto itself.
Solution: Specify a different name or drive number as the "file to copy to." If the name or drive number was different, then the file to copy to already existed but was never properly "closed" by TRSDOS. You will need to exit to DOS, REMOVE the file, re-enter SCRIPSIT Pro, and use the copy command again.

Message: `To change password please exit to DOS and use ATTRIB command`
Cause: You tried to use the File-Rename command to change the password of your document. Only the name can be changed with this command.
Solution: Exit to DOS and use the ATTRIB command to change the password. Check the *Disk System Owner's Manual* for details on how to use this command.

Headers and Footers

Message: `There are too many characters in this header or footer`
Cause: The maximum length of a header or footer is 768 characters, including control codes and margin codes.
Solution: You will have to shorten the header or footer.

Message: `Header and footer both will not fit on page`
Cause: The added lengths of the header and footer come out to more than the allotted number of lines per page.
Solution: Increase the number of lines per page at the Open Document options list.

Message: `Header or footer may contain only one page`
Cause: You tried to use the CTRL N command while writing a header or footer.
Solution: You probably requested this command accidentally, since it makes little sense to break a header or footer into more than one page.

Setting Tabs and Margins

Message: `You have set left and right margins out of sequence`
Cause: After editing the tabline (CTRL T) you left the right margin preceding the left margin.
Solution: Move the margins to their proper positions.

Message: `The left or right margin is missing`
Cause: After editing the tabline (CTRL T) you inadvertently left out one of the margins.
Solution: Insert the missing margin.

Printing

Message: `Do you wish to continue printing (Y or N)?`
Cause: This message is displayed before each new page if you requested "pause between pages." It is also displayed if you put a stop-printing code (CLEAR ?) or if you pressed BREAK during printing.
Solution: Press Y to continue printing, N to stop.

Message: `Printer not ready. Continue (Y or N)?`
Cause: The printer is not able to function at the beginning of a printout.
Solution: Make sure the printer is plugged in, turned on, connected to the computer, has paper, has ribbon installed, and that the "on-line" switch is engaged. You can correct the problem and press Y to continue as if nothing happened.

Message: `Footnote file does not correspond with this document`
Cause: The footnote file (filename/FTN) does not contain a one-to-one correspondence with footnote references in the main text.
Solution: Compare the two carefully to make sure they correspond. (Use the Display Codes option when printing to see where the footnote codes are placed, or use the lower window to view both documents simultaneously on the display.) Be sure that footnotes in the /FTN file always immediately follow a paragraph symbol. This message could also be displayed if there are footnote references in your document but you answered **N** to the question of whether footnotes should be numbered relative to the document or page.

Message: `Footnotes should be in separate document with "/FTN" in its name`
Cause: Your document contains footnotes, but a corresponding footnote file is not on disk.
Solution: Open a new document with the same name as this one, but add the /FTN extension. Type all footnotes in the order they should appear, preceding each with CLEAR F.

Message: `Footnote too long (cannot continue to third page)`
Cause: A footnote that would have started on one page, filled a second, and continued to a third was encountered.
Solution: Break the footnote into two, or place it at the end of your text.

Form Letters

Message: `Base document variable not in code names group`
Cause: Your form letter requested a variable that was not defined in the variables document.
Solution: Make sure the variable is spelled exactly the same way as in the variables document. If it is not there, add it.

Message: `Code name contains too many characters`
Cause: A variable name longer than 256 characters was encountered.
Solution: Make sure the variable name ends with the same delimiter it started with.

Message: `Paragraph contains too many characters`
Cause: A paragraph in a form letter was found to contain more than 4096 characters.
Solution: Break the paragraph into two or more paragraphs.

Message: `Code names group contains too many names`
Cause: A group in the variables document contained more than 256 variables.
Solution: Make sure each group is separated by a blank line containing only a paragraph marker. (Use View mode.)

Message: `Merge text contains more than one paragraph`
Cause: A variable was found to contain a paragraph marker.
Solution: Make sure each variable is followed immediately by the same delimiter that precedes it.

Message: `Merge text contains too many characters`
Cause: The information to be substituted for an individual variable contains more than the maximum 255 characters.
Solution: Make sure you have terminated the information with the same delimiter that preceded it. If that is OK, break the information up into two or more variables.

Message: `Merge file must be SCRIPSIT Pro or ASCII format`
Cause: You specified a variables file that was in a format not readable by SCRIPSIT Pro.
Solution: Convert the variables document to ASCII format.

Global Search and Replace

Message: `No search string given`
Cause: You tried to use Global Search and Replace (CTRL G) or Search ((arrow) S) but did not enter a string to search for.
Solution: Request the command again and fill in the search string.

Message: `No replacement string given`
Cause: You requested Global Search and Replace (CTRL G) and asked for Replace without defining the replacement string.
Solution: Request the command again and fill in the replacement string.

Saving and Recalling Blocks, Block Commands

Message: `Please "Move" or "Copy" a block and try again`
Cause: You tried to Recall (CTRL R) a block of text without first moving or copying one.
Solution: Use the CTRL B command to define and Move or Copy a block of text. Once defined, the block will always be stored on disk in the file called MOVE/CTL. The only way to undefine the block is to REMOVE that file or Move or Copy a new block.

Message: `Only SCRIPSIT or ASCII files may be saved and recalled`
Cause: You tried to use the Recall (CTRL R) command to recall a file not readable by SCRIPSIT Pro.
Solution: Convert the file as described above, then try again.

Message: `Cannot add to end -- document would be too large`
Cause: You requested SCRIPSIT Pro to add text onto the end of a document (CTRL B, define block, File block, Add to end of existing file) that would cause it to grow too large to be read into RAM.
Solution: Break the document into modules before appending text to it.

Message: `Please mark a block and try again`
Cause: After pressing CTRL B, you tried to access one of the Block commands before defining the block.
Solution: Use the text quantity commands to define the block before operating on it.

Columns

Message: `A number was too large to handle`
Cause: While totaling a column, the program encountered a number longer than 22 digits.
Solution: Express numbers in thousands, millions, etc.

Message: `Each line should have the same number of tabs`
Cause: While defining a column, a line was found that is not consistent with the others.
Solution: Scroll through the column area and make sure the tablines each contain the same number of tab settings. Use the Block-Adjust command if necessary.

Message: `Recalled columns would extend line past 156 characters`
Cause: A column or columns were attempted to be recalled (CTRL R) that would have forced a line to be too long.
Solution: Plan your columns so that no line requires more than 156 spaces.

Message: `Each line of column text should end with ENTER`
Cause: While defining a column, a line was found that does not end with a paragraph symbol.
Solution: Use View mode (CTRL V) to verify that each line ends with a paragraph symbol.

Message: `A column should contain no more than 255 lines`
Cause: While defining a column, more than 255 lines were counted.
Solution: Make sure your column ends with a blank line containing only a paragraph symbol. Otherwise, break the column into two or more segments.

Message: `Columns may be Moved or Copied but not Filed`
Cause: You tried to define a column, then use the Block-File command.
Solution: To File a column or columns, you must use a two-step process. First, define the column(s) and Copy (or Move) it into an area of your document that contains only blank lines (paragraph symbols only). Then define this area using CTRL B, and G (defining it as a series of paragraphs). Now you can File the block.

Spell-Checking

Message: `Please insert dictionary diskette and press CTRL-S again`
Cause: The Spelling Checker disk and the SCRIPSIT Pro disk must both be in the computer during spell checking. In a two-drive system this means that your document must be located on the SCRIPSIT Pro disk.
Solution: If your document is on a data disk in Drive 1, copy it to the SCRIPSIT Pro disk in Drive 0, then remove the data disk and insert the Spelling Checker disk in Drive 1. Now spell check the Drive 0 copy of the document. Once it is corrected, put the data disk back in Drive 1 and re-copy the corrected version back onto it.

Message: `All words are spelled correctly`
Cause: All words checked were found in the dictionary.
Solution: Congratulations, you are a good speller!

Message: `This document cannot be spell-checked`
Cause: The spelling checker encountered an internal error.
Solution: Reset the computer and try again. If the error persists, inform your computer dealer.

Message: `No more words may be added in this proofreading session`
Cause: You tried to add more than 682 words to the dictionary in a single session.
Solution: Do not add any more this session. Request CTRL S again, and add up to 682 more.

Message: `Internal file missing from diskette -- retry CTRL-S command`
Cause: You tried to exceed the capacity of the user dictionary.
Solution: Only about 1300 words may be added to the dictionary. To start over, exit to DOS and REMOVE the file WORDS/CTL from the disk.

Appendix B

Disk Directories

The SCRIPSIT Pro Files

* indicates it can be removed if necessary

COLUMNS*	ERRORS/CTL	HELP/CTL*	MOVE/CTL*
PRINTER/CTL*	PROCONV/CMD*	SCR/CTL	SCR0/CTL
SCR1/CTL	SCRIPSIT/CMD	SYSTEM/CTL	TWAIN*
VIDEO/FIX*	RESCUE/CMD*		

The Spelling Checker Files

MAP/CTL	NONCOM/CTL	WORDS/CTL	MISSPELL/CTL

The Printer Drivers

COURIER/CTL	DMP110/CTL	DMP120/CTL	DMP200/CTL
DMP2100/CTL	DMP400/CTL	DMP420/CTL	DMP430/CTL
DMP500/CTL	DW2/CTL	DW2B/CTL	DWP210/CTL
DWP410/CTL	DWP510/CTL	ELITE/CTL	LP4/CTL
LP8/CTL	PRINTER/CTL	QUME/CTL	DWP 220/CTL
DMP130/CTL	DMP2200/CTL	DMP105/CTL	

Appendix C

Rescuing Lost Documents

SCRIPSIT Pro has a unique utility that can recover your document in the event of a system "crash." As long as the power to your computer is not cut (by a power blackout or by unplugging or turning off the computer), *the document you were last working on* is still safely stored in memory, even if you never saved it onto the disk. Accidentally pressing the reset button, a bad spot on the diskette or even a freak combination of keystrokes can cause the screen to lock up (no cursor) or return you to `TRSDOS Ready`. It's a rare occurrence, but should it happen, your document can be recovered with the SCRIPSIT Pro RESCUE Utility.

If the screen is locked, press reset to get to `TRSDOS Ready`. If the computer went all the way back to `MM/DD/YY`, enter the date again. At `TRSDOS Ready`, type:

RESCUE ENTER

The recovery program takes over, "rescuing" your lost document from memory so that you may work on it again. First to appear is the name, version and copyright notice of the RESCUE program.

Then the disk drives whir for a moment, and this message appears:

```
Document recovery in progress...
```

RESCUE is restoring the lost text to a special disk file for storage.

When the job is finished, the question is asked:

```
Do you wish to return to SCRIPSIT Pro or TRSDOS (S or T)?
```

Press S to return to SCRIPSIT Pro or T to go back to TRSDOS Ready. In either case, your document will have been saved in the MOVE/CTL file on the SCRIPSIT Pro disk. It will be available for Recall the next time you use SCRIPSIT Pro (or immediately if you've selected S to return to SCRIPSIT Pro). Simply open a new* document after entering SCRIPSIT Pro, and then press CTRL R ENTER to recall your Rescued text. You may then proceed with editing, but first save the document with CTRL Q S just to be on the safe side.

Problems

- In the event of memory problems, such as faulty memory circuits, or if a TRSDOS utility such as MEMDISK or the SPOOLER had been installed before you used the Rescue Utility (something you should never do), this message will appear:

  ```
  Memory is not available
  ```

- If there is no document in memory, or the document was somehow damaged, then the Rescue Utility will display:

  ```
  There is no document in memory to rescue
  ```

  which means that a valid SCRIPSIT Pro document is not in memory for recovery or that a recovery would be impossible. In either of these cases, RESCUE will be cancelled.

- In a few rare cases, you may see the following message,

  ```
  There may be some extra characters at the end of this documen
  ```

  This means that although the Rescue Utility has tried its best to recover the lost document, it has encountered an error which may

---

* It is best to open a *new* document into which to Recall the rescued text -- not the original one. If you open the old document, it will appear on the screen as it was *last* saved on the disk. That may be half the document. What the utility is holding in memory, ready for recall, is the *entire* document, complete with any changes made since the last time it was saved. Put it on a clean slate. Once you have made sure it's safe and sound, you can delete the old file and rename the new one if desired.

add some unwanted characters to the end. If this is the case, go ahead and Recall the rescued text with CTRL R ENTER. At worst, a little editing may be necessary to remove the unwanted characters.

- When the S option is selected to return to SCRIPSIT Pro, RESCUE looks for the SCRIPSIT program. If you have changed the name of the SCRIPSIT program to something else, RESCUE will just return you to `TRSDOS Ready`. From there, load SCRIPSIT Pro as you normally do.

Appendix D

Converting Files From Earlier Versions of SCRIPSIT and SuperSCRIPSIT

If you are upgrading to SCRIPSIT Pro from the earlier Model 4, Model III or Model I SuperSCRIPSIT or SCRIPSIT, it is possible to convert files created using those earlier versions so they are usable with SCRIPSIT Pro. The conversions may not always be 100% complete, but will be close enough that the minor editing needed to "clean them up" is much less work than having to retype them. A special program named PROCONV/CMD is included on the SCRIPSIT Pro Master diskette to perform some of the conversions.

Converting a File from Model 4 SuperSCRIPSIT

Begin by formatting a new data diskette. This will be the diskette all the converted SuperSCRIPSIT files will be transferred to.

Place your SCRIPSIT Pro working master diskette in Drive 0 and the diskette containing the Model 4 SuperSCRIPSIT files to be converted into Drive 1. Type:

PROCONV ENTER

The full name of the PROCONV utility, its version number and copyright notice will appear. The program then asks if you wish to:

```
Convert All old documents, 1 old document, or System information (A, 1
```

Type **1**, and press ENTER. You will then be asked:

```
Name of old document (FILENAME/EXT.PASSWORD)?
```

If the document to be converted has no /EXT or special PASSWORD, just type its name, press **ENTER**, and answer the questions that appear on the screen.

For example, to convert the document MEMO, you would type:

```
Name of old document (FILENAME/EXT.PASSWORD)? MEMO ENTER
```

When the question:

```
Name of new document (FILENAME/EXT.PASSWORD)?
```

appears, give the SCRIPSIT Pro document a name similar to but not identical to its original name, such as MEMO2, and press **ENTER**.

Now the conversion program will ask:

```
Source drive (0-1)?
```

This is the drive containing the old SuperSCRIPSIT files. In this case, it's Drive 1. Type **1**, and press **ENTER**. The program will next ask:

```
Target drive (0-1)?
```

The Target drive will be the one holding our newly converted SCRIPSIT Pro documents. Select the number **1** again for Drive 1, and press **ENTER**.

When asked:

```
Same diskette or Different diskettes (S or D)?
```

select **D** for different diskettes. It's generally better to use two diskettes for an operation such as this. Same diskette copies could lead to errors and tend to fill up the disk space faster. You will then be asked to...

```
Insert source diskette in Drive 1 and press ENTER
```

Make sure the disk containing the old Model 4 SuperSCRIPSIT document is in Drive 1, and press **ENTER**. The conversion routine will display:

```
Converting MEMO:1
```

After the disk drives whir for a moment, the program will ask you to...

```
Insert target diskette in Drive 1 and press ENTER
```

Remove the diskette containing the old SuperSCRIPSIT files from Drive 1, and put it in a safe place. Take the newly formatted data disk, insert it into Drive 1 and press **ENTER**. The screen will show:

```
Creating MEMO2:1
```

After a time, the program will display:

```
Conversion complete
```

This finishes the entire process, and the TRSDOS Ready prompt returns to the screen. The diskette in Drive 1 now contains the converted file, MEMO2, which can be used with SCRIPSIT Pro. Check to see that everything is okay by entering SCRIPSIT Pro and opening the converted document.

Using the above procedure, any number of documents can be converted one at a time from the old SuperSCRIPSIT format to be used with SCRIPSIT Pro. Or, by selecting **A** for All documents, every SuperSCRIPSIT file on a given disk can be converted without having to go through each document separately.

Throughout the conversion process, there are several simple rules to remember:

1. When performing the conversion from SuperSCRIPSIT format to SCRIPSIT Pro format on the same disk (you would select Same disk when prompted), the new document **must** have a different name than the old one.

2. If the old SuperSCRIPSIT document is longer than about 22 pages, the conversion program will automatically break it up into separate, smaller files or modules. These modules will be chained together automatically by SCRIPSIT Pro. The second module will be given the file extension /QQ2, the third /QQ3, and so on. If the numbers 2 through 9 are used up, the conversion program will begin assigning the modules letter names, /QQA, /QQB, etc.

   Once the conversion is done, change the extension names to something else. This will make way for future conversions that will also use the /QQ extension for breaking up large Super-SCRIPSIT documents. (You can rename the extension by selecting **CTRL** **F** or by using the RENAME utility from TRSDOS Ready.)

   When old files are divided up by this conversion process, the pagination scheme changes. It will be necessary to OPEN each

newly converted document and reset its parameters prior to printing. This is due to improvements in SCRIPSIT Pro. The problems are minor and can be overcome by simple editing.

3. Should you choose the A option to convert all the documents from your old SuperSCRIPSIT data disks, you will be asked some additional questions. The first question will be:

```
Pause after each document (Y or N)?
```

Selecting **Y** will cause PROCONV to pause after displaying the name of each SuperSCRIPSIT file and to ask you to press **ENTER** if you want that file converted. **N** will allow the program to convert all SuperSCRIPSIT documents without pausing. Next, the conversion program will ask you for the Source and Target drives. Again, select Drive 1 as both the source and target. The following prompt appears:

```
To convert all documents using a single drive you will
have to use different old and new diskettes. Press ENTER
to begin or BREAK to return to DOS.
```

Pressing **BREAK** will abandon the conversion and return you to TRSDOS Ready. To continue the conversion program, press **ENTER**, and you will be asked to...

```
Insert source diskette in Drive 1 and press ENTER
```

Insert the diskette containing the old SuperSCRIPSIT documents into Drive 1, and press **ENTER**. The conversion program will convert and create the documents on the disk as it encounters them, asking you to...

```
Press ENTER to convert next file
```

...if you've elected to Pause after each document. During this conversion, if the program encounters any non-SuperSCRIPSIT documents, it will skip them and move on to the next. Pressing **BREAK** at any time during this conversion will stop the program and return you to TRSDOS Ready.

4. The S option is for CONVERTing old SuperSCRIPSIT SYSTEM/CTL data files for use with SCRIPSIT Pro. SYSTEM/CTL

contains all the information stored under the System Setup utility, option S from the main menu. This includes such items as the default Open document screen, the default Print document screen, the user key definitions, align tab character and the other items found under the System Setup Menu. To transfer these files from SuperSCRIPSIT for use with SCRIPSIT Pro, select option **S**. When you do,

```
WARNING: All user keys should be rechecked for changed command keys.
```

appears on the screen. This means that some of your function keys may use control key functions that are not available or that have been changed from SuperSCRIPSIT to SCRIPSIT Pro. For example, a user key in the old version that marked a block of text would no longer be valid since blocks are marked differently under SCRIPSIT Pro. Check your user keys just to be sure.

5. Remember that the conversion program, PROCONV, only converts SuperSCRIPSIT document files. It will not convert other data files, Profile files, BASIC files or system files.

Converting a File from Model 4 Disk SCRIPSIT

Place a copy of the Model 4 Disk SCRIPSIT master into Drive 0 and the Model 4 disk containing the document you wish to convert into Drive 1. Load the document. Save it in ASCII by pressing BREAK, then typing **S, A** followed by the file's name.

Next replace the Disk SCRIPSIT master in Drive 0 with the SCRIPSIT Pro disk. Load SCRIPSIT Pro, and open a new document using a name similar -- not identical -- to the original file. Recall the ASCII file with CTRL R followed by the filename used when it was saved in ASCII. CTRL R automatically converts ASCII files to SCRIPSIT Pro format.

Press CTRL Q D to save the file in SCRIPSIT Pro format and exit to TRSDOS. The new SCRIPSIT Pro file will be saved on the same disk as the original document. If the original is no longer needed, remove it by using the REMOVE command at `TRSDOS Ready`. If you want a copy of each but on two different disks, copy the newly converted SCRIPSIT Pro file to another disk before removing it from this one.

Converting a File from Model III SuperSCRIPSIT Documents

Model III SuperSCRIPSIT documents are the same as Model 4 SuperSCRIPSIT documents. However, since they are on Model III disks which cannot be read by a Model 4, the data disk containing the Model III SuperSCRIPSIT documents must be converted into the Model 4 format. (If the Model III disks were formatted under LDOS, there is no need for the conversion.)

The CONV utility program on the Model 4 TRSDOS diskette is used to convert data files on Model III disks into Model 4 compatible files. Note: The CONV program is NOT supplied on your SCRIPSIT Pro master disk. It can be found on the Model 4 TRSDOS diskette that came with your computer.

First, FORMAT a fresh, new Model 4 data diskette to hold the old Model III SuperSCRIPSIT documents once they've been converted.

Next, place the TRSDOS System diskette into Drive 0 and the Model III data disk into Drive 1. Type:

CONV :1 :0 ENTER

The CONV Utility will display the name of each document it encounters on the Model III disk, asking, for example,

```
Convert file MEMO/TXT?
```

Press **Y** to convert the file, **N** or **ENTER** to skip over the file or **BREAK** to abandon the CONV process. Select **Y** for each document you wish to transfer. If your System disk gets full (has too many files on it), the following TRSDOS error message will appear:

```
Disk space full.
```

When this happens or when you have CONVerted all the files you want, replace the Model III disk in Drive 1 with the freshly formatted Model 4 data disk. This newly formatted disk will hold all the converted Model III SuperSCRIPSIT documents.

At `TRSDOS Ready`, type **COPY**, the name of the Model III SuperSCRIPSIT document in Drive 0, then **:1** for Drive 1. For example, to copy the file MEMO from Drive 0 to Drive 1, you would type:

COPY MEMO:0 :1 ENTER

After each Model III SuperSCRIPSIT document has been copied to the data disk in Drive 1, remove that document from Drive 0. Do this by typing **REMOVE**, the name of the document to be removed, then **:0**. For example:

REMOVE MEMO:0 ENTER

As each document is removed, more space is created on the System disk for converting additional files. When all the converted files have been copied and removed, replace the Model 4 disk in Drive 1 with the Model III disk containing files still to be converted. Type:

CONV :1 :0 ENTER

to convert more copies.

When all the Model III files have been successfully converted, copied and removed, they must be converted from their SuperSCRIPSIT format to the SCRIPSIT Pro format. This is done in exactly the same way as it was for Model 4 SuperSCRIPSIT documents. Refer to the first section, **Converting a File from Model 4 SuperSCRIPSIT**, for detailed instructions.

Converting a File from Model III Disk SCRIPSIT

Insert a copy of the Model III Disk SCRIPSIT disk into Drive 0 and the Model III disk containing the document to be converted into Drive 1. Load Disk SCRIPSIT, then the document. Save the document in ASCII by pressing **BREAK**, then typing **S, A** followed by the filename.

Use the CONV utility as described above to transfer the ASCII version of the document to a Model 4 disk. (Refer to **Converting a File from Model III SuperSCRIPSIT**.) Next, follow the procedure described in **Converting a File from Model 4 Disk SCRIPSIT** to recall the ASCII file into a new SCRIPSIT Pro file.

Converting a File from Model I SuperSCRIPSIT

Place a Model 4 System disk into Drive 0 and the Model I disk containing the SuperSCRIPSIT documents to be converted into Drive 1. At `TRSDOS Ready`, type:

REPAIR :1 ENTER

The Repair Utility version number and copyright will appear on the screen. The disk drives will whir for a couple of seconds, and then:

```
Repair function complete
```

will be displayed followed by `TRSDOS Ready`.

Your old Model I disk is now a Model 4 data disk. Just follow the steps described for converting Model 4 SuperSCRIPSIT documents to SCRIPSIT Pro documents, and the conversion will be complete.

Converting a File from Model I Disk SCRIPSIT

The procedure is identical to that described in **Converting a File from Model 4 Disk SCRIPSIT** except where noted. First save the document to be converted in ASCII. Then use the REPAIR Utility to convert the Model I disk to a Model 4 data disk. (Refer to **Converting a File from Model I SuperSCRIPSIT**.) Complete the conversion by using CTRL R.

Converting ASCII Files

ASCII files don't need to be converted with the PROCONV program for use with SCRIPSIT Pro.

To edit a Model 4 ASCII file with SCRIPSIT Pro, simply create a new document under SCRIPSIT Pro and load in the ASCII text with the CTRL R, Recall Block, function. Specify the ASCII file's name when the CTRL R function prompts for the filename.

If the ASCII file exists on a Model III or Model I disk, follow the steps described above to CONVert or REPAIR that disk so the files can be read by the Model 4.

Appendix E

Converting ASCII Files -- Technical Reference

When saving a file as ASCII, the following conventions are followed:

- All tabs and align tabs are converted to ASCII code 9 (tab) characters.

- The special character which results from pressing the spacebar twice is converted to two regular spaces.

- Any printer code markers (CLEAR key) are ignored.

- Paragraph markers (ENTER key) are converted to ASCII code 13 (carriage return). If you entered your text allowing it to "wrap" and did not press ENTER after each line, then your text will be converted as one long stream of letters and spaces -- no carriage returns will be inserted. This can cause problems if you are attempting to read text into another text editor (such as BASIC) which expects carriage returns after every line. For that reason, if you are using SCRIPSIT Pro as a program text editor or in conjunction with another text editor, be sure to end every line with ENTER.

- Page markers (CTRL N key) are converted to ASCII code 12 (form feed).

- All hyphens inserted under the hyphenation command (CTRL B, ..., CTRL H) are saved as regular hyphens.

- Any open inserts (F1 key) that have not been closed by pressing F2 or BREAK will be converted to spaces.

- The file is stored with a record length of zero. No end of file marker is stored. The usual end of file pointers as stored in the DOS file directory are updated.

When recalling an ASCII file into SCRIPSIT Pro, the following conventions are followed:

- Any ASCII code 13 (carriage return) is converted to a paragraph marker.

- Any ASCII code 12 (form feed) is converted to a page marker.

- Any ASCII code 9 (tab) is converted to a regular tab.

- The end of file pointer stored in the DOS directory is recognized as terminating the ASCII file. Files of any record length may be converted.

- All other control codes are read as is. They will appear as odd characters in the SCRIPSIT Pro file but can be deleted harmlessly.

Appendix F

Writing Your Own Printer Driver

If you have a non-Radio Shack printer, you may need to write your own printer driver. If your printer is a serial printer, you can use the TRSDOS utility SETCOM to configure the serial port.

How to Write Your Own Printer Driver

All SCRIPSIT Pro printer drivers adhere to a well-defined structure to make it easier to interface different printers to the program. All printer drivers consist of three main sections: a table containing information about character widths and linefeeds after carriage returns, a table containing "jump" instructions of up to 20 subroutines that drive the printer, and the subroutines themselves. All printer drivers begin at hex location 5F9E in the Model 4 RAM and must end at or before location 6500, for a maximum total of 1378 bytes. The driver is stored on a diskette under the name used to recall it under Open Document, followed by the extension /CTL. For example, the driver DW2 is accessed under Open Document as DW2 and stored on a diskette under the file name DW2/CTL.

The Proportional Spacing Table

The first 100 bytes of the printer driver are arranged as follows:

0	Number of proportional units in one inch.
1	Average number of characters in one inch (pitch).
2-97	Unit widths of characters in ASCII order from ASCII 20H to 7FH.
98	Equals zero to suppress linefeed after carriage return.
99	Defines the number of nulls to send after a carriage return.

The Subroutine Vectors

The next 60 bytes consist of jumps to subroutines in the third section, followed by the address of the first available byte of free memory following the subroutines. In version 1.0, only 11 subroutines are defined. The routines are defined below, and the jumps must be in the order in which they are defined.

Specifications for Subroutines

All subroutines must handle their own errors using the system error routine defined below. All subroutines may change the contents of register A but may not alter any other register.

PRINIT: Initialize printer hardware.
Entry: Don't care.
Exit: CY set if printout abandoned.

SETPCH: Initialize printer to proper pitch.
Entry: A = pitch as specified under Open Document.
If A = Ø, use proportional pitch.
Exit: CY set if printout abandoned.

PRTCHR: Output character to printer.
Entry: A = character or code to print.
Exit: CY set if printout abandoned.

PRTSPC: Output unit space to printer.
Entry: BC = number of units to output.
(If in non-proportional pitch, BC must be a multiple of the unit value of a blank.)
Exit: CY set if printout abandoned.

BACKSP: Backspace print head by specified number of units.
Entry: BC = number of units to backspace.
Exit: CY set if printout abandoned.

TOGFEA: Toggle special print feature.
Entry: A = code for feature to toggle.
A = hyphen to toggle underscore.
A = plus sign to toggle boldfacing.

Appendix F

Writing Your Own Printer Driver

If you have a non-Radio Shack printer, you may need to write your own printer driver. If your printer is a serial printer, you can use the TRSDOS utility SETCOM to configure the serial port.

How to Write Your Own Printer Driver

All SCRIPSIT Pro printer drivers adhere to a well-defined structure to make it easier to interface different printers to the program. All printer drivers consist of three main sections: a table containing information about character widths and linefeeds after carriage returns, a table containing "jump" instructions of up to 20 subroutines that drive the printer, and the subroutines themselves. All printer drivers begin at hex location 5F9E in the Model 4 RAM and must end at or before location 6500, for a maximum total of 1378 bytes. The driver is stored on a diskette under the name used to recall it under Open Document, followed by the extension /CTL. For example, the driver DW2 is accessed under Open Document as DW2 and stored on a diskette under the file name DW2/CTL.

The Proportional Spacing Table

The first 100 bytes of the printer driver are arranged as follows:

0	Number of proportional units in one inch.
1	Average number of characters in one inch (pitch).
2-97	Unit widths of characters in ASCII order from ASCII 20H to 7FH.
98	Equals zero to suppress linefeed after carriage return.
99	Defines the number of nulls to send after a carriage return.

The Subroutine Vectors

The next 60 bytes consist of jumps to subroutines in the third section, followed by the address of the first available byte of free memory following the subroutines. In version 1.0, only 11 subroutines are defined. The routines are defined below, and the jumps must be in the order in which they are defined.

Specifications for Subroutines

All subroutines must handle their own errors using the system error routine defined below. All subroutines may change the contents of register A but may not alter any other register.

PRINIT: Initialize printer hardware.
Entry: Don't care.
Exit: CY set if printout abandoned.

SETPCH: Initialize printer to proper pitch.
Entry: A = pitch as specified under Open Document.
If A = Ø, use proportional pitch.
Exit: CY set if printout abandoned.

PRTCHR: Output character to printer.
Entry: A = character or code to print.
Exit: CY set if printout abandoned.

PRTSPC: Output unit space to printer.
Entry: BC = number of units to output.
(If in non-proportional pitch, BC must be a multiple of the unit value of a blank.)
Exit: CY set if printout abandoned.

BACKSP: Backspace print head by specified number of units.
Entry: BC = number of units to backspace.
Exit: CY set if printout abandoned.

TOGFEA: Toggle special print feature.
Entry: A = code for feature to toggle.
A = hyphen to toggle underscore.
A = plus sign to toggle boldfacing.

A = equals sign to toggle double-underscore.
A = slash to toggle strike-through.
Exit: CY set if printout abandoned.

EXFEA: Execute special print feature (called if feature has been toggled ON).
Entry: A = code for feature to execute (see TOGFEA).
D = character just printed (needed for boldfacing only).
B = unit value of character just printed.
C = unit value of space following character (= 0 if no space).
Exit: CY set if printout abandoned.

HAFFOR: Print forward half-linefeed (subscript).
Entry: Don't care.
Exit: CY set if printout abandoned.

HAFREV: Print reverse half-linefeed (superscript).
Entry: Don't care.
Exit: CY set if printout abandoned.

RDYTST: Test printer for ready condition.
Entry: Don't care.
Exit: CY set if printout abandoned.
Z set if printer ready.

SETTBL: Initialize character width table.
Entry: A = pitch as set at Open Document.
A = 0 for proportional pitch.
Exit: Units per inch, characters per inch, and unit widths for all ASCII characters initialized.
Note: Normally, the values included with the printer driver will be correct for proportional spacing. This routine is used to modify them for monospacing. For most printers, the characters per inch will equal the pitch, and each character will have a width equal to units per inch divided by pitch.

System Support Routines for User Drivers

The following SCRIPSIT Pro routines may be called from the user driver:

PRTERR: Handle printer not ready error.
Call: 5F90H
Entry: Don't care.
Exit: CY set if user requested abandon.
Note: This routine displays the `Printer not ready` error message and waits for a Yes/No response to continue.

PRPAUS: Pause printout and wait for Yes/No response to continue.
Call: 5F93H
Entry: Don't care.
Exit: CY set if user requested abandon.
Note: Displays `Continue (Yes/No)` message and waits for response.

PRSTOP: Test for **BREAK** key pressed, and pause if so.
Call: 5F96H
Entry: Don't care.
Exit: CY set if user requested abandon.
Note: Scans keyboard for **BREAK** key pressed, calls **PRPAUS** if so.

Changing Printers

When the printer driver or pitch is changed, the document is automatically reformatted to be compatible with the new setting.

Modifying the DW2 Printer Driver

The Daisy Wheel II printer driver (DW2/CTL) includes a feature to vary the size of the space between words when specifying proportional pitch. Normally the width of the space is set to 4 units which translates to four-sixteenths of an inch wide. However, this size can be made wider or narrower by patching the DW2/CTL driver with a value other than 4. (The value must be less than 7.) The patch is as follows:

PATCH DW2/CTL (X'5FA0' = *width in units*)

For example, to make the unit size of a space equal to five-sixteenths of an inch, the following patch should be entered from `TRSDOS Ready`:

PATCH DW2/CTL (X'5FA0' = 5)

For a wider space, use a value greater than 5; for a narrower width use a value less than 5.

INDEX

-A-

Absolute line number 36, 175
  determining 38, 175
  moving cursor to 36, 175
Adjusting block margins 88, 180
Align tab 77, 245
  changing 78, 245
Arrow keys 16, 189. *See also* Cursor movements
  changing option defaults 24
  scrolling documents 16, 235
  skipping Open Document Options Screen 232
  user key symbols 122, 248
  viewing Help Screen 208
  with CTRL (scroll lower window) 74, 235
  with SHIFT *See* SHIFT key
ASCII characters *See* Print Codes, special characters
ASCII files 279
ASCII to SCRIPSIT conversion 176, 187
" key 23, 214
Attrib command 198

-B-

Backslash 139, 176
Backup
  data diskettes 8, 194
  documents
    automatic 110
    Copy command 32, 207
  hard drive 10
  system diskette 8, 194
  System Setup 110
Backward apostrophe 139, 176
Blocks
  adjusting margins 88, 180
  block action 42, 178
    short method 45
  changing linespacing 65, 89, 181, 215
  copying 42, 179
  defining 41, 177

Blocks (cont.)
deleting 42, 45, 110, 178, 190
error message 261
filing 85, 97, 179
freezing 90, 181
hyphenating 92, 181
marking block in lower window 73, 254
moving 43, 179
printing 44, 180
recalling 43, 44, 179
searching 180
text quantity definitions 35, 177
totalling columns 94, 163, 182
unfreezing 90, 182
Boilerplating 87, 182
Boldface 132, 224
BREAK key 183
cancel
align tab character change 245
block marks 42, 254
tabline edits 50
checking line number 38
correcting user key with more than 127 characters 257
Disk SCRIPSIT's "save-in-ASCII" feature 187, 188, 275, 277
end
conversion process 274, 276
insert 17, 20, 120, 213
Purge command 103
search and change 39
Spelling Checker correcting procedure 171
user key loop 113, 116, 249
interrupt printing 68, 259
restore
user key 121, 249
user print codes 250
return
from error messages 91, 125, 173
from Help Screen 27, 208
from lower window 73
from Open Documents Options Screen 62
from System Setup Screen 121
from Tabline Edit Options Screen 51, 233
to Main Menu 98
to System Setup 121

stop scrolling 235
user key symbol 122, 248
Buffer 44, 89

-C-
CAPS key 53, 184, 214, 240
Caret 139, 176
Carriage return 18, 35, 214, 279
Cat *See* Directory, from DOS
Centering paragraphs 53, 184
Chaining documents
automatic 185
inserting documents 145, 185
in front of chain 146, 185
next document 143, 184
previous document 144, 185
printing 147
Changing SCRIPSIT Pro's name 216
CLEAR key
with CTRL *See* CTRL key
with d (inserting current date) 135, 186, 216, 224
with f (footnotes) 149, 199, 259
with number key (executing user print key) 140, 225, 251
with p (automatic page numbering) 58, 186, 223
with SHIFT *See* SHIFT key
with + (boldface) 132, 224
with = (double underline) 132, 224
with _ (inserting text during printing) 134, 224
with ? (pausing printout) 138, 224, 259
with / (strike-through) 132, 224
with * (subscript off/superscript on) 133, 224
with . (subscript on/superscript off) 133, 224
with > (top-of-form code) 136, 224
with - (underline) 132, 224
user key symbol 122, 248
Columns 94
changing format 165
defined 163
identifying as a block 41
negative numbers 165
totalling 94, 182
Control key *See* CTRL key

Converting non-SCRIPSIT Pro documents
ASCII files 187, 278, 279
Model 4 files 187, 271, 275, 278
Model I files 188, 189, 277, 278
Model III files 187, 188, 276, 277, 278
Copy buffer *See* Buffer
Copying
blocks 42, 179
documents
Copy command (DOS) 32, 207
from SCRIPSIT Pro 55
with CTRL F C 99, 197
CTRL key 186
with A (align tab) 77, 245
with arrow keys (scrolling lower window) 235
with B (defining blocks) 41, 177
B
CTRL A (Adjusting margins) 88, 180
CTRL C (Copying) 42, 179
CTRL D (Deleting) 42, 110, 178, 190
CTRL F (Filing) 85, 97, 179
CTRL H (Hyphenating) 92, 181
CTRL L (Linespacing) 65, 89, 181, 215
CTRL M (Moving) 43, 179
CTRL P (Printing) 44, 180
CTRL S (Searching) 180
CTRL T (Totalling columns) 94, 163, 182
CTRL U (freezing/Unfreezing) 90, 181, 182
C (Columns) 41
E (End of document) 41
G (paraGraph) 41
L (Letter) 41
P (Page) 41
S (Sentence) 41
W (Word) 41
with C (Centering) 53, 184
with CLEAR (pipe) 139, 176
with ENTER (backward apostrophe) 139, 176
with F (File managing) 97, 197
C (Copying) 99, 197
D (viewing Directory) 101, 191, 197
E (Erasing document) 101, 190, 197
F (Form letter) 158, 197, 201
R (Renaming) 101, 198

with F1 (left brace) 139, 176
with F3 (caret) 139, 176
with F2 (right brace) 139, 176
with G (Global search/replace) 124
with H (Help File) 27, 208, 233
with L (Linespacing) 65, 89, 215
with M (adjusting Margins) 52, 246
I (Indent) 52, 246
L (Left margin) 52, 246
R (Right margin) 52, 246
with N (New page) 54, 220
with number keys (executing user keys) 114, 247
with P (Printing) 23, 66, 225
with Q (Quitting document) 19
D (DOS) 13, 26, 228
F (Footer) 229
H (Header) 229
M (Main Menu) 26, 228
N (Next document) 143, 184, 228
P (Previous document) 144, 185, 228
S (Saving changes) 19, 25, 228
U (Unediting) 21, 25, 229
with R (Recalling files) 43, 55, 179, 213
with S (Spelling Checker) 169, 237
with T (Tab) 47, 244
A (change Align tab character) 245
H (Help Screen) 212, 244
I (Indent) 49, 244, 246
R (Recalling) 50, 245
S (Saving) 50, 245
T or . (setting Tab) 48, 244
Y (Help Screen) 51
(or) (setting margins) 47, 244
- or space bar (eliminating tabs) 49, 244
with V (View mode) 39, 252
with U (program User keys) 113, 247
with W (Windows) 71, 253
arrow keys (scrolling) 74, 235
B (Block marking) 73, 254
C (Closing) 76, 254
O (Opening) 72, 253
U (Unsynching) 75, 235, 254
with \ (backslash) 139, 176
with , (left bracket) 139, 176

CTRL key (cont.)
with . (right bracket) 139, 176
with ; (plus-or-minus sign) 139, 176
with : (tilde) 139, 176
with - (underscore) 139, 176
Cursor 15, 40
Cursor movements 16, 20, 24, 189
(arrow) F (Footer) 36, 39, 189
(arrow) G (next/previous paraGraph) 36, 37, 189
(arrow) H (Header) 36, 39, 189
(arrow) L (absolute Line number) 36, 38, 189
(arrow) N (page Number) 36, 37, 189
(arrow) P (next/previous Page) 36, 37, 189
(arrow) S (Search string) 36, 38, 189
(arrow) V (next/previous Video page) 36, 37, 189
(arrow) W (next/previous Word) 36, 37, 189
SHIFT ↓ (to end of document) 36, 189, 235, 236
SHIFT ← (to left margin) 36, 189, 236
SHIFT → (to next tab) 36, 189, 236, 245
SHIFT ↑ (to beginning of document) 36, 189, 235, 236

-D-
Date
at TRSDOS Ready 5
CLEAR d 135, 186, 224
eliminating 216
Decimal points 77, 163
Defaults 24
Defining blocks 41, 177
Deleting
blocks 42, 45, 110, 178, 190
cautious delete 43
documents
Remove command (DOS) 90, 190
with CTRL F E 101, 190, 197
F3 20, 21, 190, 203, 204
F2 16, 20, 190, 203
SHIFT CLEAR (User Input Line) 38
words 20, 190
Density 7
Destination drive 8
Directory 190
from documents 98, 101, 197

from DOS 32, 98, 191
from SCRIPSIT Pro 12, 98, 191
printing 192
specific files 192
Disk drives
destination drive 8
floppy drives 9
hard drive 9
logical drive 9
source drive 8
specifying 13, 15, 219
target drive 272
Disk Operating System 192
to TRSDOS from SCRIPSIT
CTRL Q D 13, 26, 228
CTRL Q M E 192
loading SCRIPSIT from TRSDOS 12
TRSDOS 5, 25, 192
Diskettes
backing up
data diskettes 8, 194
system diskettes 7, 194
density 7
formatting 5, 6, 193
handling 3, 193
naming 6
password protecting 6
write protecting 4, 11
Document
automatic backup 110
automatic chaining 185
chaining 143, 184
converting 187, 271, 275
copying
Copy command (DOS) 32, 207
from SCRIPSIT Pro 55
with CTRL F C 99, 197
deleting
Remove command (DOS) 90, 190
with CTRL F E 101, 190, 197
merging 158, 201
names 13, 17, 219. *See also* Naming documents
opening 12, 32, 76, 221, 256
printing 68, 225

Document (cont.)
quitting 13, 19, 21, 25, 143, 228
rescuing 267
restoring 21
saving
by printing 45
with CTRL Q S 19, 25, 228
scrolling 16, 35, 235
Double spacing 64
Double underlining 132, 224

-E-
Editing *See* Arrow keys; Automatic page numbering; Blocks; Centering paragraphs; Cursor movements; Delete; Global search and replace; Insert; Linespacing; Overstriking; Print codes; Scrolling; Tabs; Windows
error messages 256
ENTER key
accepting defaults 6, 86, 180, 193
align tab 78
carriage returns 18, 35, 214, 279
ending insertion during printing 134
in user keys 121
inserting "moved" or "copied" text 43, 179, 230
leaving
Open Document Options Screen 13, 66
Print Text Options Screen 24, 66
Search and Replace Options Screen 124
tabline 48
lining up second column of text 138
moving to next word to hyphenate 93, 181
replacing misspelled word (Spelling Checker) 237
saving
linespace changes 65, 89
new align tab character 78, 245
System Setup changes, returning to System Setup Menu 106, 241
tabline edits 49, 77
small ENTER key 5
turning off centering mode 53
user key symbol 122, 248
variable documents 157, 201
with CTRL *See* CTRL key
with SHIFT CLEAR (end chains) 147
Erasing files 101, 197
Error messages 255

-F-
Files
copying 99, 197
defined 31
erasing 101, 197
error message 258
form letters 155, 201
purging 102
renaming 101, 198
password-protected document 198
viewing directory 97, 197
Filing blocks 85, 179
Footers 58, 208
error message 258
Footnotes 149, 198
footnote document 150, 199
footnote numbers 199
limitations 200
linespacing 149
printing documents with footnotes 152
Form letters 155, 200
common errors 159
error message 260
master document 155, 200
merging documents 158, 201
merging with Non-SCRIPSIT Pro files 159, 202
variables document 157, 201
Formatting 5
shortcut 7
Freezing blocks 90, 181
Function keys
F1 (insert) 17, 203, 213
F3 (delete) 20, 190, 203, 214
F2 (delete) 16, 20, 190, 203, 214

-G-
Ghost cursor 40, 205
Global search and replace 123
deleting 127
error message 261
finding 124
replacing 126
resetting defaults 127
search and change 36, 38, 127, 189
Search and Replace Options 124, 205

-H-
Hanging indent 246
Hard copy 24
Hard drive 9
  backing Up 10, 207
  booting up 10
Hard space 18
Headers 57, 208
  error message 258
Help File 233
  removing 212
  viewing 27, 208
Hyphen
  negative numbers (columns) 165
  tabline 49
  with CTRL *See* CTRL key
Hyphenating blocks 92, 181

-I-
Indent tab 49, 246
Inserting
  blocks 43, 179, 213
  ending 17
  F1 17, 203, 213
  into chains 145, 185
  text during printing 134, 224
Interrupting printing
  with BREAK 68, 259
  with CLEAR ? 138, 224, 259

-J-
Justification 66

-K-
Keyboard 214
  special keys 214. *See also names of individual keys*
  special characters *See* Print codes, special characters

-L-
Left brace 139, 176
Left bracket 139, 176
Letterhead 64
Line *See also* Absolute line number
  defined 21
  deleting 21, 204

number 17, 36
changing 38
Lines per inch
page 63
paper 24
Linespacing 17, 65
changing 89, 181, 215
default linespacing 109, 241
Loading documents 32
Loading SCRIPSIT Pro
automatically 216
directly into documents 76, 215
normal method 11, 215
Logical drive 9

-M-
Main Menu 12, 25, 26
Margins 17, 52, 246
adjusting in blocks 88
error message 258
Memory
RAM 19
unused 18
Moving blocks 43, 179
Move Buffer *See* Buffer

-N-
Naming documents
backup documents 111, 219
extensions 111, 219
footnote 150
password protected 220
specifying disk drive 13, 15, 219
valid names 13, 17, 219
New page (forcing) 54, 220
Next document 143, 184, 228

-O-
Open Document Options Screen 13, 61, 106, 232
Opening documents
error message 256
from Main Menu 12, 76
from TRSDOS Ready 76, 221
Operating system *See* TRSDOS
Overstrike 16, 222

-P-

Page numbering, automatic 58, 186, 223
Paper size 66
Paragraph
  centering 53, 184
  defined 18
Parentheses
  margin markers 48
  negative numbers (columns) 165
Password protecting
  disk 6
  document 223
Patch for changing View mode characters 40
Period
  block mark (lower window) 73
  decimal point 77, 163
Pipe 139, 176
Pitch 17, 48, 64, 66, 107
Plus-or-minus sign 139, 176, 225
Plus sign (tab settings) 48, 244
Previous document 144, 185, 228
Print codes
  non-toggle print codes 133, 224
    subscript on/off 133, 224
    superscript on/off 133, 224
  special characters 139, 224
    backslash 139
    backward apostrophe 139
    caret 139
    left/right brace 139
    left/right bracket 139
    pipe 139
    plus-or-minus sign 139
    tilde 139
    underscore 139
  special print codes 134, 224
    @ sign 139
    inserting current date 135, 186
    inserting text during printing 134
    pausing printout 138, 224, 259
    top-of-form code 135
  toggle print codes 131, 224
    boldface 132
    double underline 132

strike-through 132
underline 132
user print codes 139, 225
Print Text Options Screen 23, 65, 108, 232
Printer 61, 106, 225
Printer drivers 62, 106, 225
supported by SCRIPSIT Pro 107, 265
writing own driver 281
Printing
blocks 44
document chains 147, 148, 226
documents 23, 68, 225
envelopes 68
error message 259
interrupting
with BREAK 68
with CLEAR ? 138, 224
other fonts 225, 249
Proconv utility 187, 271
Proportional spacing 138

-Q-

Quitting documents
DOS 13, 26, 228
header/footer 58, 229
Main Menu 26, 228
next/previous document 143, 144, 228
saving changes 19, 25, 228
unediting 21, 25, 229

-R-

RAM 19
Recalling
blocks ("moved" or "copied" text) 43, 44, 230
error message 261
files 230
Remove command 90, 212
Renaming files 101, 198
Repair utility 188, 278
Restoring documents 21, 25, 229
Rescue utility 267
Returning to document last edited 26
Right brace 139, 176
Right bracket 139, 176

-S-
Saving documents
  by printing 45
  with CTRL Q S 19, 25, 45, 228
Screen
  adjusting brightness and contrast 231
  primary screens
    Copyright Screen 5, 231
    Global Search and Replace Options Screen 124, 234
    Help Screens 27, 208, 233
    Main Menu 12, 26, 231
    Open Document Options Screen 13, 62, 106, 232
    Print Text Options Screen 23, 65, 108, 232
    System Setup Screen 105, 234
    Tabline Edit Options 51, 233
  size 231
SCRIPSIT to ASCII conversion 86, 176
Scrolling
  documents (arrow keys) 16, 35, 235
  lower window 74, 235
Search
  for blocks 180
  search and change 127, 236
  See also Global search and replace
Sentence, defined 21
SHIFT key
  capitalization 184, 214, 236
  user key symbol 122, 214
  with arrow keys *See* Cursor movements
  with CLEAR delete, user Input Line) 38, 214
  with space bar (hard space) 18
  with 0 (@ sign) 139, 224
Soft space 18
Source drive 8
Space bar 18, 237
Specifying drive number 13, 15, 219
Spelling Checker 169, 237
  error message 263
  limitations 171, 238
Startup 11
Status Line 17, 238
Strike-through 132, 224
String 124
Subscript/Superscript 133, 224

System Setup 105, 240
change align character 109, 241
change format for column Totals 165, 243
change initial linespacing 109, 241
create backup documents 110, 242
edit user key sequence 242
enter printer codes 140, 242
Open Document Options Screen 106, 240
Printer Text Options Screen 108, 241
Search and Replace Options Screen 127, 241
verify deletions of text 110, 242

-T-

Tabs 17, 47, 244
align tab 77, 245
editing 47, 51, 212, 233, 244
error message 258
Help Screen 51, 212, 244
indent tab 49, 246
margin command 52, 246
saving and recalling 50, 245
System Tabline 50
using tabs 36, 245
10-key pad 214
Text quantity definitions
absolute line number 36
page 35
paragraph 18, 35
sentence 21, 35
video page 36
word 35
Tilde 139, 176
Top-of-form code 136, 224
Totalling columns 94, 182
TRSDOS 5, 25, 192

-U-

Underlining
on print out 132, 224
on screen 139, 176
Unediting documents 21, 25
Unfreezing blocks 90, 182
User keys 113, 247
chaining 115, 249

User keys (cont.)
editing (System Setup) 119, 247
non-character keys 122
erasing 114
executing 114, 247
looping 116, 249
more than 1270 keystrokes per key 117, 249
programming (System Setup) 113, 247
symbols 122, 248
User print codes 139, 249
editing 251
executing 140, 225, 251
programming (System Setup) 249

-V-
Verify deletions 110, 242
Video/Fix 40
View mode 39, 252
with Block command 41, 42

-W-
Widow lines 64
Windows 71, 253
activating lower window 72, 253
block marking 73, 254
closing 76, 254
opening 72, 253
scrolling 74, 253
(un)synching 75, 254
Write-protect tab 4, 11

RADIO SHACK, A Division of Tandy Corporation

U.S.A.: FORT WORTH, TEXAS 76102
CANADA: BARRIE, ONTARIO L4M 4W5

AUSTRALIA	BELGIUM	FRANCE	U. K.
91 Kurrajong Avenue Mount Druitt, N S W 2770	Rue des Pieds d'Alouette, 39 5140 Naninne (Namur)	BP 147-95022 Cergy Pontoise Cedex	Bilston Road Wednesbury West Midlands WS10 7JN

2/86-TP 874-9826 Printed in U.S.A.