Scripsit™

word processing system

Instruction Summary Card

Labeling Keys

In the following summary, all keys that contain special labels are referred to by their label. Labels are included with the SCRIPSIT package and should be placed on the keys as follows:

Key	Label	Key	Label	Key	Label	Key	Label
↑	START	E	EXCHANGE	D	DELETE	C	PARA
↓	END	R	REPEAT	F	→	V	PAGE
Q	BLOCK	A	←	Z	WORD	@	CONTROL
W	WINDOW	S	INSERT	X	LINE		

To use a labeled key, hold down [CONTROL] (the @ key) and then press the labeled key. Where only a single character is specified below, do not use the [CONTROL] key. For example, the key sequence for Delete Paragraph is [DELETE][PARA][Y]: press [@] and [D] together ([DELETE]), then [@] and [C] together (for [PARA]), then [Y] alone (in response to prompt on message line). In the sample text, the underline indicates cursor position. To abort a command sequence, use the [CLEAR] key.

Cursor Motion Commands

To do this:	Type this:	Text Before	Text After
Move cursor left	← (or plain left arrow)	The cursor is.	The cursor is.
Move cursor right	→ (or plain right arrow)	The cursor is.	The cursor is.
Move cursor up one line	↑	The cursor is. on this line.	The cursor is on this line.
Move cursor down one line	↓	The cursor is on this line.	The cursor is on this line.
Move cursor to beginning of line	[SHIFT] ←	The line starts here.	The line starts here.
Move cursor to end of line	[SHIFT] →	The line ends here.	The line ends _ here.
Move cursor to start of text	[SHIFT] ↑ or [START]	This is the start of text.	This is the start of text.
Move cursor to end of text	[SHIFT] ↓ or [END]	This is the end of text.	This is the end of text._
Move cursor to top of display	[WINDOW] [START]	This is the top of the display.	This is the top of the display.

Inserting Text Boundary Markers

Text boundary markers tell the printer to 1) end the current line at that point, 2) do not justify the line, and 3) start a new line, paragraph, or page.

Force end-of-line	[ENTER] or [LINE]	End this line._	End this line.■
New paragraph	[PARA]	End the paragraph._	End the paragraph→
New page	[PAGE]	End the page._	End the page.↓

Basic Editing Commands

Overstriking Text

To do this:	Type this:	Text Before	Text After
To change text, type the new text over the old.		Now is thr Yome	Now is the time_

Deleting Text

Delete character	[DELETE]	Now is thhe time	Now is the time
Delete Word	[DELETE] [WORD]	Now is the the	Now is the
Delete Sentence	[DELETE] [LINE]	See the bird. See it sing. It sings.	See the bird. It sings.
Delete Blanks	[DELETE] ←	I don't like so many _ blanks.	I don't like so many blanks.
Delete Paragraph	[DELETE] [PARA] [Y]	_ This is one paragraph.→ So is this one.→	_ So is this one.→
Delete Block	Place cursor on Block Marker (see Labeling Blocks below) and type [DELETE] [D]	[A> This block is to be deleted.] [B> This one will still be here when I get back.]	[B> This one will still be here when I get back.]
Unmark Block	Place cursor on Block Marker and type [DELETE] [U]	[A> This block is to be unmarked.]	This block is to to be unmarked.
Delete to End of Text	[DELETE] [END] [Y]	The end comes. This is the end.	The end comes.__

Inserting Text

Insert Character	[INSERT] (type the character to be inserted)	Now is te time.	Now is the time.
Insert Several Characters	[INSERT] [LINE] (type new text) [CLEAR]	Now is for all good persons.	Now is the time for all good persons.

Exchanging Text

Exchange Words	Place cursor on second word and type [EXCH] [WORD]	Now is time the for all	Now is the time for all
Exchange Paragraphs	Place cursor on second paragraph and type [EXCH] [PARA]	This should come second.→ _ This should come first.→	This should come first.→ _ This should come second.→
Exchange Blocks	Place cursor on Block Marker and type [EXCH] [BLOCK] (one-character Block Designator)	[A> This block goes last.] [B> This one goes first.]	[B> This one goes first.] [A> This block goes last.]

Labeling Blocks

A block is a section of text that you may mark for future manipulation such as inserting, deleting or exchanging.

Open Block	[BLOCK] (one-character Block Designator)	The block starts here.	[A> The block starts here.
Close Block	[BLOCK] [END]	[A> The block ends here._	[A> The block ends here.]_

Formatting The Video Display

The video display may be formatted distinctly from the printout.

Video Line Width

To set video line width, type [BREAK] [W] [=] (any number between 1 and 132) [ENTER]. To request the current line width, type [BREAK] [?] [W] [ENTER]. The line width will be displayed on the message line.

Paragraph Indent

To set the number of spaces to be indented each time you insert a paragraph marker into text, type [BREAK] [I] [=] (any number between 1 and 132) [ENTER].
To request the current indent setting, type [BREAK] [?] [I] [ENTER].

Tab Settings

Tabs may be set all at once or one at a time.

To do this:	Type this:
To clear all tabs:	[BREAK] [T]
To clear one tab:	Place cursor on tab. Type [BREAK] [T] [C] [ENTER].
To set several tabs:	Type [BREAK] [T] [=] (tab, tab, tab . . .) [ENTER].
To set one tab:	Place cursor on tab. Type [BREAK] [T] [S] [ENTER].

Upper Case Lock:

If you have a keyboard which supports lower case, you may lock into upper case by pressing [SHIFT] [CONTROL]. Press [SHIFT] [CONTROL] again to unlock.

Window Motion Commands

SCRIPSIT sees text as one large block — the video display serves as a "window" onto this block.

To do this:	Type this:	Text Before	Text After
Move window left one character	[WINDOW] ← (use plain left arrow.) [CLEAR]	he right-hand margin is here	The right-han margin is her
Move window right one character	[WINDOW] → (Use plain right arrow.) [CLEAR]	The right-han margin is her	he right-hand argin is here
Move window up one line	[WINDOW] ↑ [CLEAR]	second line of text. After this	This is the second line of
Move window down one line	[WINDOW] ↓ [CLEAR]	This is the second line of	second line of text. After this
Align window with cursor on right of display	[WINDOW] [SHIFT] → (Use plain left arrow.)	this command we m shift the window	By using this c actually shift
Align window with cursor on left of display	[WINDOW] [SHIFT] ← (Use plain right arrow.)	this command we m shift the window	command we may the window over

Global Replace, Delete, And Find

The global instructions are used to search text for a specified string of characters and replace it with another string, delete it, or place the cursor on it.

Replacing a Text String

To delete a string of characters and replace it with a new one,

1. Move the cursor to the place where you wish to begin searching for the text string.

2. Type [BREAK] [R] [>]

3. Type the string you wish to replace exactly as it appears in text. Include blanks, punctuation, and special symbols.

4. Type [>] followed by the string which is to replace the old string.

5. Press [ENTER]. The old string is found, replaced, and the cursor is placed on the new string.

Deleting a Text String

To delete a text string,

1. Move the cursor to the place where you wish to begin searching for the text string.

2. Type [BREAK] [D] [>].

3. Type the string exactly as it appears in text.

4. Press [ENTER]. The string is found and deleted.

Finding a Text String

To place the cursor on a specified string,

1. Move the cursor to the place where you wish to begin searching for the text string.

2. Type [BREAK] [F] [>].

3. Type the string exactly as it appears in text.

4. Press [ENTER]. The cursor moves to the first character of the string in text.

Note: The text strings you enter are retained in the TRS-80's memory until you type a new string. You may re-execute a global instruction simply by typing the command sequence but omitting the actual string. (For example, to find the next occurrence of a string you just located, type [BREAK] [F] [ENTER]. You may also use Repeat Command Mode to repeat an instruction up to 255 times (see Repeating Commands, below).

Formatting The Printout

The printout is formatted according to instructions included in the text. These instructions appear in "format lines."

Entering Format Lines

A format line must follow a text boundary marker and begin with a greater-than sign (>). The line is terminated at the next text boundary marker.

Format line instructions	Instruction =Default	Acceptable Values
Set page length (total number of lines per page)	PL=66	1 to 90
Set left margin	LM=12	0 to 131
Set right margin	RM=72	1 to 132
Set top margin	TM=6	1 to 89
Set bottom margin	BM=60	2 to 90
Set line spacing (number of lines to space between lines)	LS=1	1 to 90
Set paragraph format (line spacing between paragraphs)	PF=1	1 to 90
Justify text (on or off)	J=Y	Y or N
Center text (on or off)	C=N	Y or N
Print text flush right (on or off)	FR=N	Y or N
Center text vertically (on or off)	VC=N	Y or N
Print text (on or off)	P=Y	Y or N
Suppress widow lines at ends of pages (on or off)	WS=Y	Y or N
Begin printing header or footer on specified page number	H=1 F=1	1 to 65535
Turn header or footer on (print even or odd as per page number) or off	H=Y F=Y	Y or N
Turn header or footer on (start with even or odd without regard to page number)	H=O F=O	E or O E or O
Start numbering pages at specified number	PN=1	1 to 65535

Note: Format commands that affect page boundaries (TM, BM, VC, PL, PN, H, or F) should precede text for a new page. Place them at the start of text or after a page boundary marker. They may not be used within a header or footer.

This sample format line:	Tells SCRIPSIT to:
>LM=10 RM=70 TM=10 BM=60 J=N■	Set the left margin to 10, the right margin to 70, the top and bottom margins to 10 and 60 respectively, and do not justify text.

Comment Lines

Comment lines are visible on the video display only and do not appear on the printed copy. A comment line must follow a text boundary marker and begin with a greater-than sign and an asterisk ([>][*]). It is terminated by the next text boundary marker.

Copy Markers

Copy markers are used to designate a single block of text to be printed. To insert one into text, type [BREAK][C]. They are displayed as up arrows (↑).

Headers and Footers

Use headers and footers to print the same block of text at the top or bottom of every page. The block may consist of the page number, title, or as you wish.

Entering the Header or Footer

To enter a header or footer into your text document, use the following sequence:

You type:	TRS-80 Replies:
[BLOCK]	BLOCK COMMAND MODE
[H] for header or [F] for footer	ODD, EVEN OR STANDARD (O, E OR S)?
[O] to print an odd-numbered pages, [E] for even-numbered pages, or [S] for all pages.	Header or footer block is opened in text.
Enter a line of instructions to format the header or footer (see Formatting the Printout above).	Your format line is entered into text.
[ENTER] to terminate the format line	■ (forced end-of-line symbol)
Type the actual text you wish to print on every page.	Your text is entered as part of the header or footer.
[ENTER] (or other text boundary marker) to terminate the header or footer	■ (the boundary marker is entered into text)
[BLOCK][END] to terminate the header	] (block-end marker)

Page Numbering

You may mark the place in the header or footer to print the page number by inserting a page numbering block as follows:

You Type:	TRS-80 replies:
[BLOCK][P]	[P>
(Type up to five pound signs to represent the page number digits.)	#####
[BLOCK][END]	]

Notes: Headers and footers must be placed either before the start of your document or immediately after a page boundary marker (↑). When using both a header and a footer on the same page, or if using odd and even headers or footers, they should follow each other so that the block-end marker for the first sits next to the block-open marker for the next. Format instructions which control page boundaries (TM, BM, VC, PL, PN, H and F) should be placed on a separate line outside the header or footer block.

Sample Header and Footer:

Video display shows:	Which means:
[HS> C=Y LM=10 RM=60■	Open a header block to print on every page. Center the text that follows and set the margins at 10 and 60.
Page [P> ##].■	Header text will consist of the word "Page" followed by the page number. For example, page 1 will read "Page 1."
■	Two blank lines will follow the header.
][FS> FR=Y LM=10 RM=60■	Close the header and open a footer block to print on every page.
■ This is the footer.■	Two blank lines will precede the footer text, which will read "This is the footer."
]	Close the footer block.

Hyphenating Text

Hyphenating text allows you to fit more copy on each line, thereby distributing space more evenly and improving the appearance of the final printout. Text is hyphenated one block at a time. Hyphenation should be the last step before requesting a printout of your document. To hyphenate, observe the following steps:

1. Make sure that the video display screen width is the same as the width you have set in your format line for the printed document (see Formatting the Video Display above).

2. Position the cursor at the left edge of the line you want to begin hyphenating and press the [BLOCK] command key ([CONTROL] and [Q] together). BLOCK COMMAND MODE appears on the message line.

3. Type a hyphen ([-]). The hyphenation block is inserted into the text.

4. Move the cursor to the end of the last line you want to hyphenate and press the [BLOCK][END] command keys. The block-end marker is inserted into text.

5. Type [BREAK][H][ENTER]. HOT ZONE (2-10)? appears on the message line. Type a number to define the hyphenation range (the smaller the number, the tighter the text will appear in the final document) and press [ENTER].

6. The cursor appears at the first hyphenation opportunity, at the last character in the word where a hyphen may occur.

7. Move the cursor within the word to the place where you wish to hyphenate. Type a hyphen ([-]). If you do not wish to hyphenate the word, press [ENTER].

8. The cursor will move to the next opportunity to hyphenate. Repeat Step 7.

9. At the end of the block the message HYPHENATION COMPLETE appears on the message line and the cursor moves back to the start of the hyphenation block.

Removing Hyphens

Before re-editing hyphenated text you should remove all hyphens. To do this,

1. Define the block if necessary.

2. Type [BREAK][H][ENTER].

3. Answer the HOT ZONE message by typing [2].

4. When the cursor moves to the first hyphenation opportunity, press [CLEAR].

Requesting Document Information

You may ask SCRIPSIT the following questions regarding your document:

To do this:	Type this:
Print line number of cursor	[BREAK][?][C][ENTER]
Print length of document in characters	[BREAK][?][L][ENTER]
Print available memory in characters	[BREAK][?][M][ENTER]
Print name of document in memory (SCRIPSIT disk version only)	[BREAK][?][N][ENTER]

Saving Text

Saving text to disk (SCRIPSIT disk version only)

To do this:	Type this:
Save document:	[BREAK][S][ ] (document name) [ENTER]
Update document:	[BREAK][S][ENTER]
Save to tape:	[BREAK][S][.][T][ENTER]
Save in ASCII format:	[BREAK][S][.][A][ ] (document name) [ENTER]

Saving text to tape (SCRIPSIT tape version only)

To do this:	Type this:
Save document:	[BREAK][S][ENTER]

Loading Text

Loading from disk (SCRIPSIT disk version only)

To do this:	Type this:
Load document:	[BREAK][L][ ] (document name) [ENTER]
Reload document:	[BREAK][L][ENTER]
Load and chain:	[BREAK][L][.][C][ ] (document name) [ENTER]
Load from tape:	[BREAK][L][.][T][ENTER]

Loading from tape (SCRIPSIT tape version only)

To do this:	Type this:
Load document:	[BREAK][L][ENTER]
Load and chain:	[BREAK][L][.][C][ENTER]

Printing Text

The basic print command is: [BREAK][P][ENTER]. There are three "switches" available which instruct the computer to do special things with the printout. These switches are appended to the print command using commas. For example: [BREAK][P][.][S][.][P] – print formatted text to serial printer with pause between pages. Switches may be appended in any order.

To do this:	Type this:
Print to serial printer (through RS-232 interface)	[BREAK][P][.][S][ENTER]
Pause between pages and wait for paper to be fed.	[BREAK][P][.][P][ENTER]
Print unformatted text with comment lines and "invisible" characters showing.	[BREAK][P][.][I][ENTER]

Repeating Commands

Any of the commands described on this card may be repeated automatically up to 255 times by using the REPEAT command key. To repeat a command, type [REPEAT] (any number between 2 and 255 – or [ENTER] for 255) and [ENTER]. When the computer asks you to ENTER REPEAT COMMAND, type the command sequence and it will be repeated the number of times you requested.