QUICK REFERENCE CARD

THE WRITERS TOOL™

VERSION 2.25

This card provides a complete summary of all the editing, formatting, and menu commands in The Writer's Tool.

GETTING STARTED

1   Turn off your computer, and turn your disk drive on.
2   Insert your Writer's Tool cartridge.
3   Insert your Writer's Tool disk.
4   Turn your computer on.
5   Wait about 30 seconds for the Writer's Tool to initialize itself.

Now you are ready to begin text entry and editing.

THE MAIN MENU

To get to the main menu, press the OPTION console key. The bottom of your screen will display

    MAIN MENU   XTERNAL
    SEARCH DISKIO PRINT CLEAR EDIT

(Underlined characters appear in inverse video on your screen.)

Each of these main menu options is described separately in this quick reference; simply look for the section title that matches the option you are interested in.

The SEARCH Option

Pressing S in the Main Menu lets you search for (and optionally replace) a phrase in your document. When you select the SEARCH option, this will replace the Main Menu:

    ENTER /Old/New/ RET   or   /Old/ RET

"Old" represents the phrase you want to find, and "New" represents the phrase you want to replace it with. To delete a phrase, use /Old// (simply replace the old phrase with nothing!). When you use the second form above, The Writer's Tool will move the cursor to the first matching phrase in your document. To find the next occurence of the phrase in your document, simply press CONTROL S in the editor.

The CLEAR Option

Pressing C in the Main Menu allows you to clear large portions of your document. When you select the CLEAR option, this will replace the Main Menu:

    CLEAR AFTER OR BEFORE CURSOR (A/B)?

This allows you to erase all text after or before the edit cursor's current position in your document. Once you have made your choice, the Writer's Tool will request confirmation:

    ARE YOU SURE (Y/N)?

Before you confirm this action, make certain that you have saved to disk any text you want to retrieve later because there is no way to "unclear" text once this operation has erased it.

The DISKIO Option

Pressing D in the Main Menu gives you access to the Writer's Tool Disk I/O System Menu. The upper part of the screen displays a summary of the options available, and the lower part presents the menu options themselves:

Disk Directory

Pressing 1 or 2 will display the files on the disk in drive 1 or 2, respectively.

Load a Document

Pressing L allows you to load a document from disk. If this operation would cause something you are editing to be erased, the Writer's Tool will request confirmation before erasing it.

Save a Document

Pressing S allows you to save the document you're editing to a disk file. If the editing cursor is not at the beginning of your document, the Writer's Tool will ask whether you want to save the entire document.

Delete a Disk File

Pressing D allows you to erase disk files. The Writer's Tool will ask for the file you want to delete, and then confirm your request so that you don't accidentally erase an important file.

Initialize

Pressing I allows you to initialize either a disk or a drive. The Writer's Tool will ask which drive, and then offers density selection (single or double) or disk formatting.

Resume Editing

Pressing E returns you to the editor so that you may continue the editing session.

The PRINT Option

Pressing P in the Main Menu gives you access to the **Writer's Tool** Print System Menu. The upper part of the screen displays the default settings of various formatting controls, and the lower part offers these menu options:

Format Control

Pressing F allows you to change one of the print formats. Simply type in the format command as you would normally insert it in your document (see the "Formatting Text" section of this card for more information).

Print a Document

Pressing P will print out the document you are currently editing, starting from the edit cursor's current position in your document.

Print a Document with Disk File Links

Pressing L allows you to print a document that links in (includes) disk files. Since this is an advanced technique, we suggest that you see section 8.0 in the tutorial section of your **Writer's Tool** manual before using this option.

Print a Template Document

Pressing M allows you to print a document that contains a template to include extra information. Since this is an advanced technique, we suggest that you see section 9.0 in the tutorial section of your **Writer's Tool** manual before using this option.

Change Printer or Format

Pressing C allows you to change printer and/or format files. The **Writer's Tool** prompts you to insert the disk containing the .PPP or .FFF file you wish to change to, and then will prompt you for the file's name. If it is a valid Printer or Format file, the **Writer's Tool** will load it and return to the Print System Menu.

Resume Editing

Pressing E returns you to the editor so that you may continue the editing session.

The EDIT Option

Pressing E in the Main Menu lets you go back to editing your document. Because several editing commands require you to hold down two or more keys at the same time, we show the order in which you should press them. For example,

[SHIFT] [CONTROL] [P]

means that you should hold down the **SHIFT** and **CONTROL** keys, and then press the P key.

Entering Text

[CONTROL] [T]	**Typeover** mode: new text replaces what's already there. (Box or Underline cursor)
[CONTROL] [I]	**Insert** mode: new text is inserted where the cursor is. (Bar cursor)
[SHIFT] [CAPS]	Uppercase text only.
[CAPS]	Mixed case text.
◢ or ◫	Inverse Video ON/OFF

Displaying Text and Status

[START]	Word-wrap ON/OFF
[SELECT]	Toggles typeover cursor between box and underline.
[SHIFT] [CLEAR]	Erase the status line display.
[CONTROL] [?]	Restore the status line display.

Converting Case

[CONTROL] [L]	Convert letter to lower case.
[CONTROL] [K]	Convert letter to upper case.
[CONTROL] ◢	Flip character from normal to inverse (or vice versa).

Using Text Blocks

[CONTROL] [M]	Insert a block marker.
[CONTROL] [C]	Insert (copy) current text block.
[CONTROL] [X]	Delete current text block.
[CONTROL] [CLEAR]	Delete all block markers.

Moving the Cursor

Keys	Description
CONTROL CAPS	Cursor exchange ON/OFF. This lets you use the arrow keys to move without pressing **CONTROL** at the same time.
CONTROL ←	Move back one character.
CONTROL →	Move forward one character.
CONTROL ↑	Move up one line.
CONTROL ↓	Move down one line.
CONTROL W	Move to next word.
CONTROL A	Move to start of line.
CONTROL Z	Move to end of line.
CONTROL RETURN	Move to start of next line.
CONTROL R	Reverse (up) one screen.
CONTROL F	Forward (down) one screen.
CONTROL B	Move to beginning of document.
CONTROL E	Move to end of document.
TAB	Move to next tab stop. Tab stops are set to every five spaces.

Inserting Text

Keys	Description
CONTROL INSERT	Insert a blank space.
SHIFT INSERT	Insert a blank line.
SHIFT CONTROL H	Insert a header block.
OPTION n	Insert phrase buffer #n.
SHIFT CONTROL INSERT	Split document at the cursor (typeover mode only). To rejoin the document, use the join (**CONTROL J**) command.
CONTROL U	Insert (undelete) the word or line most recently deleted.
CONTROL N	Insert (undelete) the word or line **next** most recently deleted (up to 4 deletions).
CONTROL C	Insert (copy) a text block.
CONTROL M	Insert a block marker.

Deleting Text

Keys	Description
DELETE / BK SP	Delete character left of cursor.
CONTROL DELETE	Delete character under cursor.
CONTROL D	Delete to next word.
SHIFT DELETE	Delete screen line.
SHIFT CONTROL DELETE	Delete screen line.
CONTROL J	Delete to next non-space (join).
CONTROL X	Delete current text block.
CONTROL CLEAR	Delete all block markers.

Inserting Font Modifiers

Although font modifiers are actually formatting commands, we present them here because you must use special editor commands to insert them into your document.

Keys	Description
SHIFT CONTROL E	Emphasized print ON/OFF
SHIFT CONTROL D	Double-strike ON/OFF
SHIFT CONTROL I	Italics ON/OFF
SHIFT CONTROL W	Double-wide ON/OFF
SHIFT CONTROL U	Underline ON/OFF
SHIFT CONTROL ↑	Superscript ON/OFF
SHIFT CONTROL ↓	Subscript ON/OFF

Using Phrase Buffers

Phrase buffers offer a quick method to insert frequently used phrases (text or format commands) into your document. To create a phrase buffer, put a comment like the following at the beginning of your document:

!n=phrase←

where n is a digit (0..9) and **phrase** is the phrase. Here are some examples:

!0=.F2 M12 L78 S2←
!1=payment schedule ←

To insert a phrase into your document, press the **OPTION** console key (this gets you to the Main Menu), and then press the number of the phrase you want to insert. Obviously, you can have only one phrase per digit, so you can have up to ten phrases.

Formatting Text

Aside from simple text editing, the **Writer's Tool** allows you to insert special format controls into your document. Effective use of these controls will lead to a professional and polished final product.

Format Characters

There are few characters that perform special formatting functions (besides the font modifiers shown in "The EDIT Option" section). These characters are:

←   (return) End of Paragraph: this character marks the end of a paragraph, and causes a carriage return. A ← alone on a line puts a blank line in the printed document.

▶   (escape tab) Tab: this character makes the print head move to the next tab stop (see the T format command below to set tabs).

\   (backslash) Split justify a printed line: text to the left of the \ is left justified, and text to the right is right justified.

| (shift =) Soft Hyphen: breaks a word and hyphenates it **only** if it will fit at the end of a printed line.

■   (inverse space) Hard Space: prints out just like a space, but joins words so that they won't be separated by a line boundary.

\#   (shift 3) Page Number: the # is replaced by the current page number when it appears in a Header or Footer block.

Comments in Your Document

When you begin a line with an exclamation point (!), the **Writer's Tool** will not print that line. This allows you to put comments (regarding formatting, etc.) in your document without worrying about it appearing in the printed copy.

Headers and Footers

When you begin a line with a colon (:), you tell the **Writer's Tool** that you are defining a header or footer for your document. Before using headers and footers, we suggest that you see sections 6.4 and 6.5 in the tutorial section of your **Writer's Tool** manual, but we also offer a summary here:

:H←   Start of Header definition.
:F←   Start of Footer definition.
:←   End of Header or Footer definition.

Pause While Printing

When you begin a line with an at-sign (@), the **Writer's Tool** will stop printing until you press a key. This is useful when you need to change print wheels, disks, etc.

Link-Print Files

When you begin a line with the less-than sign (<), the **Writer's Tool** expects a filename to follow, and will then include this when you select the LINK print option to print your document. We suggest that you see section 8.0 in the tutorial section of your **Writer's Tool** manual before link-printing.

Format Commands

When you begin a line with a period (.), the **Writer's Tool** looks for formatting commands following it. An example is .F2 M12 L78←. The various formatting commands are:

A   Alternate the following split-justified line on even and odd pages.

Bnn   Begin footer on line nn.

C   Center next line.

D   Return to the default format.

E   Eject page (new page).

Fn   Set font: 1=pica; 2=elite; 3=compressed; 4,5=variable.

Gnn   Group next nn print lines so they won't be split across a page number.

Inn   Indent nn spaces.

Lnn   Set line length to nn spaces.

Mnn   Set left margin to nn spaces.

Nnn   Set first page number to nn.

Pnn   Set page length to nn/6 inches.

Sn   Set line spacing: 1=single; 2=double; 3=one and a half; 4=half.

Tn,m, Set tabs at columns n,m,....

Vnn   View (show on screen) up to page nn (nn is the first page that will be printed).

Wn   Wait option: 0=continuous; 1=single sheet.

Xnn   Set space between double-columns to nn spaces (0 selects single column printing).