Word Processing Guide

For step by step instructions for beginners read Section 1.

Detailed instructions on how to use your word processor are given in this section.
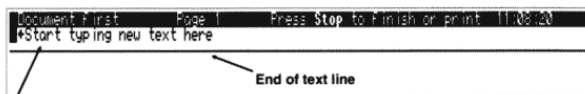
Starting a New Document

You have to type a name for every document before you start, the name can consist of up to any 12 characters, the document is stored under this name and you can not have two documents with the same name.

At the main screen hold down YELLOW and press RED to reach the main Word Processing screen then press RED.

Type in a name for your document;

Choose a name that will remind you of the contents of the document so that you can easily identify it later.

Any 12 characters can be used, if you make a typing error use ⌧ or ⌧ then retype. Press ⏎ when you have finished.

```
Document First      Page 1      Press Stop to finish or print  11:08:20
►Start typing new text here

                              End of text line
```

This text will disappear as soon as you start to type

You can now start typing just as you would on a fresh sheet of paper in a typewriter.

Saving a Document

Documents are saved ("stored") automatically when you press ⌧. If you have a memory card loaded the document will automatically be stored on the card.

A document already stored in the Notebook memory can be moved to the memory card as follows:

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1 Switch the Notebook off.

2 Insert the Memory Card, carefully but firmly into the Memory Card Slot on the left side of the Notebook.

3 Switch the Notebook on.

4 "Edit" the document you want to store on the card (that is, bring the document to the screen):

Hold YELLOW and press RED at the main screen.

Press GREEN at the Word processor menu.

Use the ⌧ ⌧ ⌧ ⌧ keys to highlight the name of the document then press ⏎.

With the document on the screen press ⌧.

The document is now stored on your Memory Card and has been removed from the Notebook memory.

To copy documents from a card into the Notebook memory set the "write protect" switch on the card to on, edit the document then press ⌧. An attempt will be made to write the document to the card but this will fail. You are warned that the card is write protected. When you press ⌧ again the document is stored in the Notebook's own memory.

Details of how to copy word processor documents to disk are given in Section 1 of the manual. More details were also given earlier in "Using the floppy disk drive".

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Large Documents

The size of any single document is limited to about 38,000 characters. This is a limitation of the Notebook's design and cannot be increased by using a memory card. Adding a memory card will, however, let you store many more documents in memory.

When you start to run out of memory you will see a warning message on screen, copy any old documents that you wish to keep to a floppy disk then delete old documents and diary entries to increase the "free memory" space.

To show how many bytes of memory you have available, and how many bytes each document uses you must show "Document sizes and date display" using the System Settings menu (see "System Settings").

When document sizes are being shown a letter U, L or C appears next to each name to show if it is in the Upper memory, lower memory or on the card. It is the lower memory area that is used when a document is actually being edited so it is best if you can clear space by copying to disk and then deleting documents with an L shown next to their name.

Deleting a Document

Delete documents if your Notebook after copying them to disk when the memory becomes too full, or if you want to remove a confidential document from memory. Delete a document as follows:
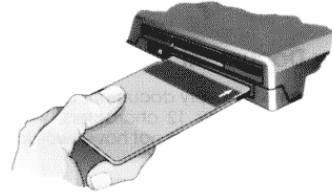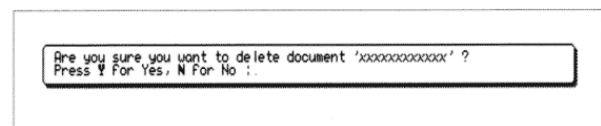
1 Hold down YELLOW and press ⌧.

```
To select use ↑ ↓ ← → and press ↵ | Menu for options | Stop to exit
First
HOWSPELL
second
SPELL
```

2 Select the name of the document you want to delete using the ⌧ ⌧ ⌧ ⌧ keys.

3 Press ⌧.

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4 Press ⌧.

```
Are you sure you want to delete document 'xxxxxxxxxxxx' ?
Press Y for Yes, N for No ;
```

5 Press ⌧ to delete the document.

To delete more than one document you could repeat the process but a quicker way is to use the Space bar to "mark" each file in the list that is to be deleted (Its name is shown in bold type). Then hold down ⌧ and press one of the ⌧ keys. You will be asked to confirm that you want to delete all marked files.

Once deleted, documents cannot be recovered, so make sure you do not delete the wrong documents! (It is always wise to copy precious documents to a floppy disk before deleting).

Renaming a document

You can give one of the document a different name at the LIST STORED DOCUMENTS screen. Select the name of the document you want to change then press ⌧. Select Rename by typing ⌧, you will see the following message:

```
Old name is First
Enter new name: ████████████
```
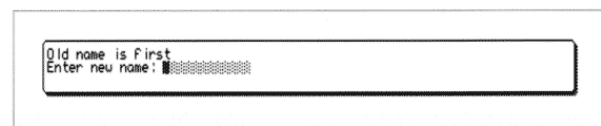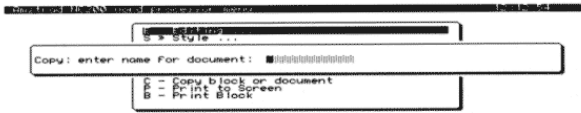
Type in the new name and press ⏎.

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Copying a document

With the document on the screen press ⌨, then press Ⓒ to copy the document, you will see the following message:

```
Amstrad NC200 word processor ...
S → Style ...
Copy: enter name for document: ▮
        C = Copy block or document
        B = Print to Screen
        B = Print Block
```

Type in a new name for the copy then press ↵. You will be returned to your original document and the copy is stored. The copy can be edited in the same way as any other document.

(There are several reasons you might have for wanting to copy a document, one example might be that you have typed a letter, then want to send a similar letter to someone else but you do not want to re-type it and you want to keep the original stored in your Notebook. Alternatively, if you are about to make major changes to a document you may like to take a copy that you can revert to if anything goes wrong.)

Typing a Document

If you have not used a word processor before you need to get used to the feel of the keys, as well as learn what all the keys do. When typing a light touch is required, if you hold a key down for too long it will be repeated on the screen until you release it.


cursor

The cursor is the "flashing oblong" that marks your position on the screen, as you type the cursor will move ahead. When revising a document you can move the cursor using the ← → ↓ ↑ keys.

[^]

Hold down one of the SHIFT keys then press a character key to type the upper case letter or symbol, the upper case symbols are printed on the top half of the key.

[Caps Lock]

Press to switch to typing all capital letters, you still have to use SHIFT to type the upper case symbols. Press [Caps Lock] again to switch capitals off. When the caps lock is on a "C" shows in the top right hand corner of the screen. In the spreadsheet it shows as "c".

[↵]

Press twice when you want to start a new paragraph. Use to start a new line when typing (for example) a list.

[Del→] [←Del]

Use to delete text, if you want to delete more than a few characters you should use one of the other delete methods described below.

[⇥]

Use to align text into columns and to indent the first line of a paragraph. (To indent a whole paragraph requires a different procedure - see later section on Aligning text using Ruler Lines.)

How Not to Type:

If you have used a typewriter before but not used a word processor it is important that you remember:

Not to press ↵ at the end of each line, only when you start a new paragraph. The text automatically wraps to the next line as you type.

Not to use the spacebar to move the cursor or to indent or align text. Only use the spacebar to insert a space between words. Instructions for indenting and aligning using tabs and rulers are given later in this manual.

Page size

As you type the line will move down the screen, when you have typed a page of text a "page break" bar appears on the screen showing where the page will finish when printed, the word processor is set to print on paper with 66 lines but this can be changed using the "Layout" menu (if you want to do this refer to the chapter on Page Layout).

Correcting typing errors

If you make mistakes while typing you can use the [Del→] [←Del] keys to delete single characters, or hold down one of the keys to delete several characters. There are other ways of deleting a line of text or a large section (called a "block") of text, these are described below.

Moving around a Document

Moving around a document really means moving the cursor around. Using the ← → ↓ ↑ keys on their own will always work, but you may find this a bit slow especially in larger documents. The following methods will move the cursor around quickly.

page at a time forwards or backwards	Hold down [Control] and press [b⇑] to go back or [b↓] to go forwards (you don't have to remember this just refer to the Template on the Notebook).
word at a time	Hold [^] and press [Word ←] or [Word →] to move to the beginning of the previous or next word.
to the start of a line	Hold [Control] and press [Word ←].
to the end of a line	Hold [Control] and press [→].
a screen at a time	Hold down [Control] press [Up ↑] to go up or [↓] to go down the document 14 lines, there is an overlap of one line that enables you to scan through a document using the minimum of keystrokes.
to the start of the document -	Hold down [Control] and press [i◄].
to the end of the document -	Hold down [Control] and press [i▶].

Inserting Text

To insert new text into existing text just position the cursor and type, the existing text will move along to make room. You must have the "Insert" mode ON when you do this, otherwise the old text will be deleted as you type. Hold down the [Control] key and press [§] to switch "Insert" on or off (you don't have to remember this just refer to the Template on your Notebook).

Typing over existing text

To type over existing text first hold [Control] and press [§] to switch Insert off then position the cursor over the text you want to replace and type. The old text erases as you type. Remember to switch Insert back on when you have finished.

Deleting Text in a Document

The delete keys [←Del] and [Del→] will always delete text, if you press the key one character will be deleted, if you hold down the key

deleting will continue until you release it. However there are other ways to delete large sections of text as described below:

Delete a word -	Hold down [ ] and press [Del→] or [←Del].
Delete a line -	Hold down [ ] and press [Del→] or [←Del] to delete all text from the cursor position to the end or beginning of the line or hold down [ ] and press [5] to delete the whole line. (Refer to the Template if you forget which keys to use.)
Delete all text in the document -	Hold down [Function] and press [←Del].

Undeleting words, lines and blocks

Deleted text can be restored if you used the [ ] or [ ] keys to delete the text, not if you just used the [Del→] [←Del] keys on their own.

The text is restored to the cursor position, so you can use the undelete function to move text around within the document.

To undelete hold down [ ] and press [U₄].

There is a limit of 1024 characters that can be recovered in this way.

(Undelete is also available in the "Editing menu".)

Changing Case

You can change the case of the text (that is, from capitals to small letters or from small to capitals) without re-typing the words.

Hold down [ ] and press [?ↄ] to change a small (lower case) letter into a capital (UPPER CASE) letter.

Hold down [ ] and press [ ] to change a capital to a small letter.

Keep the keys pressed down to change more than one letter.

Swapping Characters

A common typing error is to type two characters in the wrong order for example "wrod" instead of "word". To correct this error quickly use the swap characters command. Position the cursor on the "r" of wrod then hold [ ] and press [^].

Formatting text

If you have justification and word wrap switched on you will notice that as you type words are moved to the following line and spaces are inserted so that the text is laid out correctly.

If after changing layouts or inserting text you find paragraphs that are not correctly laid out, move the cursor anywhere within the paragraph and hold down the [ ] key then press [ ].

To make sure the whole document is correctly formatted press the [ ] key followed by [ ] to select Text formatting and then [ ] to select Format text.

Centring text

To centre text on a line use the "Centre" command. Type the text to be centred then, with the cursor positioned anywhere on the line hold down [ ] and press [ ].

```
Document centring      Page 1      Press Stop to finish or print  12:26:01

                            Centred text
_____
```
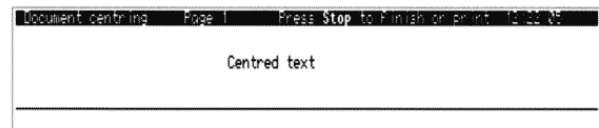
If you make a change to the text later use the same command again to re-centre it.

Accented and special characters

The most commonly used European accents can be typed into your Notebook documents in the following way.

Hold down [ ] then press the key indicated on the table below for the accent you want, release both keys and then type the letter

that you want to be accented. You will not see the accent on screen until you have typed the letter.

Accent	Keys	Valid letters*
Umlaut	[symbol] [2]	aeiouAOU
Ring	[symbol] [5]	aA
Circumflex	[symbol] [6]	aeiou
Acute	[symbol] [ ]	aeiouE
Grave	[symbol] [ ]	aeiou

Note that only the accented letters that are included in the "Special Characters" menu can be typed.

The following common language symbols are available using the keys shown:

ç	[symbol] [C]	Ç	[symbol] [ ] [C]
ñ	[symbol] [N]	Ñ	[symbol] [ ] [N]
¿	[symbol] [? .]	¡	[symbol] [ ]
œ	[symbol] [E]	Æ	[symbol] [ ] [E]
«	[symbol] [< .]	»	[symbol] [ ] [> .]
ß	[symbol] [S]	µ	[symbol] [M]
¹/₄	[symbol] [ ]	¹/₂	[symbol] [H]

Special Characters

All of the above, and many more symbols, are available in the Special Characters menu. (Also refer to the chapter on Macros to see how you can assign any of these to a key of your choice).

A variety of characters other than those printed on the keyboard is available to insert into your documents.

Hold down the [ ] key and press [Record Menu] to see all the characters available.

```
[character set table]
```

↔↕↓ to move
⌐ to insert
Stop to exit
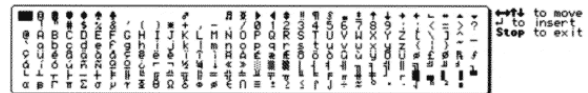
Use the [←] [→] [↓] [↑] keys to highlight the character you want to use and then press [⏎].

(These characters can also be inserted into address book or diary if stored as macros first - refer to the chapter on Macros).

Note: Whether these characters are actually printed on your printer is dependent on which printer you use and how it is set up.

Drawing Boxes

Horizontal lines, vertical lines and "corners" can be drawn on screen and used to "box" text.

Using single box line characters

To draw single line boxes hold down the [ ] key and use the [Word ←] [→] [↓] [↑] keys to draw the box. To draw the corners just "drive" around the corner of the box with the cursor.

```
Document boxes      Page 1      Press Stop to finish or print  12:14:19

   ┌──────────────┐
   │              │
   │              │
   ■──────────────┘
_____
```
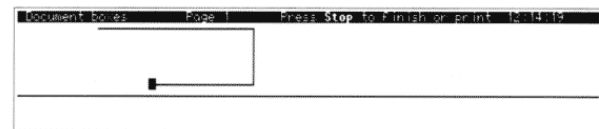
Double line Boxes

To switch double lines on or off hold down the [ ] and [ ] together and press [D] then continue as you would for single line boxes.

```
Document boxes      Page 1      Press Stop to finish or print  12:15:27

   ╔═════════════╗
   ║ double line box■ ║
   ╚═════════════╝
_____
```
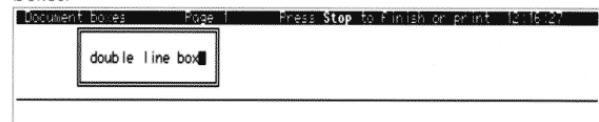
To insert text into a box you have drawn switch Insert Off.

As well as the single and double box line characters you can have boxes drawn using a character of your own choice. Hold down [Control] and [ ] and press [C]. You will then be asked to type the character to be used.

To switch back to using the previous line box characters press [Control] [ ] .

To print ← → ↓ ↑ characters on the screen hold down [Control] [ ] Press [ ] then hold down [Control] and press [←] [→] [↓] or [↑].

Note that the boxes will only print correctly if the printer and Notebook are set up correctly before starting to print.

Viewing Codes

"Codes" are used to control the special features of a printer, such as underlining, different sizes and styles of print, subscripts and superscripts. How to insert these codes is explained in the section "Changing text appearance". You have a choice when working in a document whether you see the codes or not.

Turn the display of codes on or off by holding down the [Function] key and pressing [s].

When codes are off your Notebook shows underlined, italic and bold text on the screen but features like subscript or condensed print cannot be shown.

Remove codes by showing them on screen then deleting them as you would any other character.

Codes Off

```
Document codes        Page 1    Press Stop to finish or print   12:18:16
this is bold, italic, underlined and enlarged
```

Codes On

```
Document codes        Page 1    Press Stop to finish or print   12:18:28
this is [b]bold[b], [i]italic[i], [u]underlined[u] and [e]enlarged[e]
```

Viewing returns, tabs, ruler lines and spaces

The non-printing characters can all be switched "on or off" on the screen. Hold down [Control] and press [v] then type one of the following letters:

[ ]   status line on/off

[s]   spaces on/off

[R]   ruler lines on/off

[T]   tabs and returns on/off

[v]   codes on/off

Inserting the Current Date or Time into a Document

With the cursor at the position you want the date to be inserted hold down the [Control] key and press [D] to insert the current date or hold down [Control] and press [T] to insert the current time.

Inserting an Address from your Address Book into a Document

To insert an address from your address book into the document you are typing first position the cursor on the line where you want the address to appear. Then hold down YELLOW [Function] and press [D], this will take you directly to the address book:

```
Address book                    London   Fri 14 May 1994   15:12:16
Name       Brian Layer
Address    The Essex Brick Co Ltd
           Old Kiln Works                  [T]ransfer Address
           The Imsford                     [A]dd New Address
           Essex CM9 7DY                   [E]dit Address
Home Tel   0245 442525                     [I]nd Address
Office Tel 0245 762598                     [D]elete Address
Mobile Tel 0863 485961                     [P]rint Addresses
Memo                                       [B]rowse
                                           press Stop to exit
```
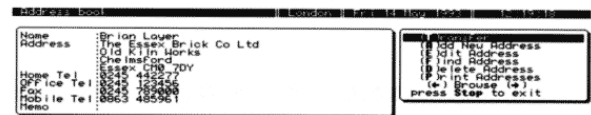
Use [Word ←] [Calc →] or "Find" to find the address you want to insert then press [T] to "Transfer". The name, address, telephone numbers and memo will then be inserted into the document at the left margin. Use [Control] [s] to delete the lines you don't want. Use [→|] to position the address lines across to the right if required.

Inserting one document into another

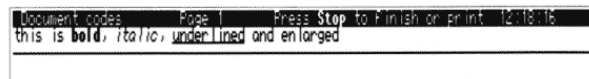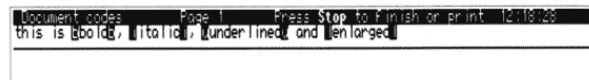With the document on the screen, position the cursor where you want the second document to be inserted hold down [Function] and press [2]. Highlight the name of the document you want to insert then press the [Return] key followed by [ ]. This could be used for inserting standard paragraphs.

Moving, copying and deleting blocks of text

Before you can move, copy or delete a block of text you must first mark the block. (The block editing commands are given on the Template.)

Marking a block

First mark the start of the block by positioning the cursor on the first character then hold down [Function] and press [b], mark the end of the block in the same way.

(To quickly move to the start or end of a block hold down [Control] and press [ ] then press [←] or [→].)

If there are codes in your document for bold or underlining etc, these will show on screen as you mark the block. This is to help prevent you leaving the codes behind when you move, copy or delete a block.

Move block

First mark the block as described above then position the cursor where you want the block to be inserted and hold down [Function] and press [ ]. The block will move from the old position to the new.

Copy block

First mark the block as described above then position the cursor where you want the block to be repeated and hold down [Function] and press [b]. The text will be copied.

Store a block as a separate document

Storing a block as a separate document allows you to insert that block into other documents (as described above).

First mark the block as described above then press [Menu]. Press [C] (to "Copy block or document") you will see the following message:

```
Amstrad NC200 word processor menu              Fri 14:54
      [E] Editing
      [S] Style ...
Copy: enter name for document: ▓▓▓▓▓▓▓▓▓▓▓
      [C] = Copy block or document
      [P] = Print to Screen
      [B] = Print Block
```
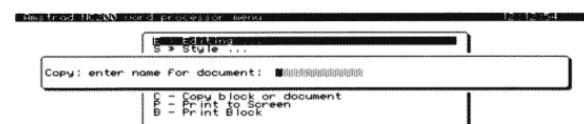
Type in a name for your block then press [↵], you are returned to the document and your block is now stored.

Delete block

First mark the block as described above then hold down [Function] then press [ ] (refer to the Template).

Undelete block

To restore a deleted block position the cursor where you want the block and hold down [Control] and press [u].

To unmark a block

When you have finished working with a block hold down [Control] and press [x]. This clears the square bracket codes and the highlighting from the screen. You cannot mark another block before you have unmarked the first.

Changing text appearance (bold, italic, etc.)

Italics

To change text to italic use the "Italic" command. Position the cursor at the beginning of the text to be italicised and hold down [Control] and press [ ] then repeat this at the end of the text. If you want the word to be italic as you type hold down [Control] and press [ ] before you start typing then do the same again when you have finished.

The text will show as italic on screen only if Codes are OFF. If Codes are ON you will see two highlighted letter "i"s in the text; these are the Italic "Codes". To turn Codes on or off hold down [Function] and press [s].

Cancel Italics

To cancel the italics command you must delete the italic "codes". To do this the codes must be showing on screen, if they are not hold down `Function` and press `5`. Delete the highlighted "i"s by positioning the cursor on them and pressing `Del`.

(Note that whether italics appear in the printed document will depend on the printer you are using and how you have set up the printer and Notebook before printing.)

Bold

To embolden text position the cursor at the beginning of the text to be bold then hold down `Control` and press `7`, do the same at the end of the text. If you want text to be bold as you type hold down `Control` and press `7` then start typing, when you have finished hold down `Control` and press `7` again.

The text will show as bold on screen or you will see two highlighted letter "b"s in the text; these are the bold "codes". To turn these codes on or off hold down `Function` and press `5`.

Cancel Bold

To cancel the bold command you must delete the bold "codes", to do this the codes must be showing on screen, if they are not hold down `Function` and press `5`. Delete the highlighted "b"s by positioning the cursor on them and pressing `Del`.

(Note that whether bold appears in the printed document will depend on the printer you are using and how you have set up the printer and Notebook before printing.)

Underlining

To underline text position the cursor where you want underlining to start then hold down `Control` then press `8`, repeat this where underlining is to stop. If you want to underline the words as you type hold down `Control` and press `8` before you start typing then hold `Control` and press `8` again when you have finished.

(Note that whether underlining appears in the printed document will depend on the printer you are using and how you have set up the printer and Notebook before printing.)

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Other effects availble in Notebook's style menu

The Notebook will print your documents with 10 characters per inch (also known as "Pica") but there are other options available in the Style menu.

Whether the changes you have made appear on the printed document will depend on the printer you are using and how you have set up the printer and Notebook before printing.

How to change the character size or style

1   Position the cursor at the beginning of the text you want to change.

2   Press the `Menu` key.
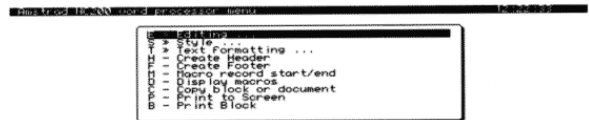
3   Now select the Style menu by pressing `S` or by using the `←`keys then pressing `↵`.
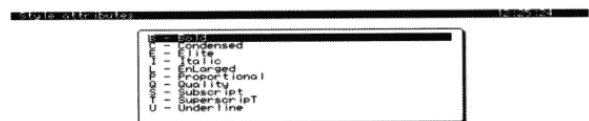
4   Select the style you want using the (cursor) keys and press `↵` or by typing the letter to the left of the option.

(Note that some combinations of styles will not print together.)

5   A code will be inserted into the document.

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The code should also be inserted where you want the style to finish. Position the cursor then repeat the above procedure. You should end up with something similar to the following:

Place markers

You can insert "place markers" into a document in order to get quickly to a particular place. You can have up to 10 individual markers or a limitless number of multiple markers.

Insert markers into the document by holding down `Control` and pressing `.` and then typing either a number from 0 to 9 for individual markers or a ? for a multiple marker. (A message appears on the status line showing which characters can be used.)

Use the same command when you want to go to a particular place marker, to a block marker or to the Left or Right margins of the text.

To go to the next marker of any type hold down `Control` and `[   ]` and press `6`. To go to a previous marker press `5`.

Special formatting characters

There are several special characters that you can insert into the text of your document to control the way in which it is formatted. The special characters are as follows - soft hyphen, non break ("hard") hyphen and non-break ("hard") space.

You put a soft hyphen in the middle of a word where you would not mind it being broken and hyphenated if it had to be split across the end of a line. Without a soft hyphen the whole word would just be word wrapped onto the following line. You type a soft hyphen by holding down `Control` and pressing `-`. It is shown on screen as an inverse hyphen.

A non break space is typed by pressing `ControlN` followed by the space bar. It has the special property that it will always be kept together with the characters before and after it as if the two

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separated words were just a single word. This is useful in the case of peoples names where you want to keep their initials with their surname. Mr. C J Lawson might be broken if it occurred at the end of a line. But by typing the spaces between "." and "C", "C" and "J" and "J" and "L" as hard spaces the whole thing will behave as a single word.

Similarly, a non-break ("hard") hyphen is used when you wish to type a hyphenated word but do not want it to break across the end of a line. You type a hard hyphen by pressing `ControlN` followed by `-`

The word processor menus

There are various menus of word processing functions that can be accessed by pressing the `Menu` key when a document is on the screen.

Some of the options have an immediate effect when selected, others require additional actions.

There are quick-key alternatives to some of options that are available in the Editing and Text formatting menus and these are shown in the menus:
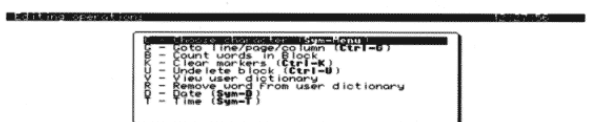
The quick-key alternatives all require two or three keys to be held down an once, so for example (Ctrl-K) means hold down the `Control` key while you press `K`. "Ctrl" and "Sym" are abbreviations for "Control" and "Symbol".

To get out of a menu at any time press `Stop` until you return to your document.

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For instructions on how to use particular options refer to the relevant chapters in this book.

List of Documents

Hold down `Function` and press `2` to quickly access the List Stored Documents screen while you are editing a document. To rename, delete, insert, print or edit another file press `Menu` then select the option you want. Hold down `Function` and press the Red `←` key to return to the document you were editing.

To get to the List Stored Documents screen from other parts of the Notebook program hold down `Function` and press `L`.

Note that the list of stored documents will only show a maximum of 248 files/documents. If you have more, only the first 248 will be listed and the number of documents at the top right will show "248+".

Headers and Footers and Page Numbering

Headers and Footers are lines of text which print at the top and bottom of each page within the header and footer margins. A page number can be inserted that will automatically increment.

The commands to insert headers and footers are "Stored Commands" and for more information on stored commands refer to the section later in this manual.

Headers and Footers

The header prints at the top of the page within the header margin, if you want more than 3 lines of header you will have to change the "header margin" (refer to the section on page layout). The header will print on the top of the header margin, a footer will print at the bottom of the footer margin.

Inserting header or footer text:

1 With the cursor positioned on the first line of your document press the `Stored` key. Then press either `H` for header or `F` for footer.

2 The header command is inserted into the document and you can now type the text that you want to appear in the header or footer, eg:

```
Document Report      Page 1      Press Stop to finish or print  12/28/96
>HE Annual Report
```
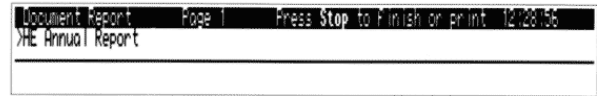
3 If you want to centre the text you can do so by holding down `Symbol` and pressing `:`. Note that the > must be in column 1 (on the extreme left of the screen) for a header or footer to work.

```
Document Report      Page 1      Press Stop to finish or print  12/30/94
>HE                  Annual Report
```

Differing header and footer text on odd and even numbered pages can be included using some of the advanced Stored commands. Refer to the section on stored commands for more information.

Page Numbering

Page numbers will automatically be inserted where you type a percent (%) symbol in a header or footer. Page numbering will start at 1 but you can change this using the PN command, refer to the section on stored commands for details.
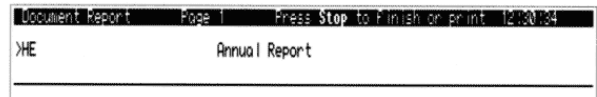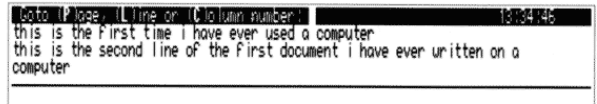
The Go To Command

This is a useful command if you have a long document. You can go directly to a specific line, column or page number. If you want to see line and column numbers you will need to switch the "Status" line on by pressing `Function` `88`.

Hold down `Control` key and press `G`.

```
Goto [P]age, [L]ine or [C]olumn number :            13/34/45
this is the first time i have ever used a computer
this is the second line of the first document i have ever written on a
computer
```

Type in the letter p, l or c then the number, for example to go to page 2 type: p2.

The line number you can give as a destination is the number counting right from the very start of the document. Normally, the line numbers shown on the screen are only shown from the last page break. To switch to displaying "absolute" line numbers hold down `Control` and `Shift` then press `P`.

The Go To command is also available at the Editing Menu.

Status Line

The line across the top of the screen when you are typing a document is called the status line. Your Notebook has two types of status line, a simple one for beginners and a more detailed one for advanced users.

Hold down `Function` and press `88` to switch on the status line.

Line Column Right Justified Word Wrap

```
Document second    Page 1   Ln 4   Col 45   Insert On   RJ WW  13/36/56
i seem to be getting good at this now
i have noticed there are no capital letters in my sentences
THIS LINE IS ALL IN UPPER CASE
Now I am getting quite good on this Notebook█
```
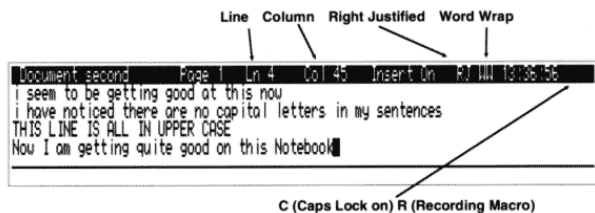
C (Caps Lock on) R (Recording Macro)

Word wrap and right justification can be switched on or off at the `Function` `5` menu. Insert mode can be switched using `Control` `4`.

Page break

Page breaks will automatically occur at the position determined by the page layout. If you want to force a page break before this hold down `Control` and press `P`. The page break stored command will be inserted into the document:

```
Document Report    Page 2    Press Stop to finish or print  13/38/42

For more information see the following page.
>PA
===================================================================
```
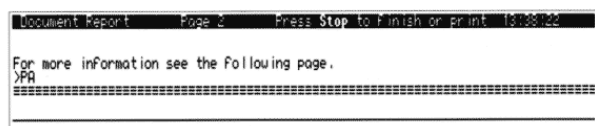
Page Layout

The way your Notebook "lays out" the text on the paper can be altered by changing the "Layout" menu and inserting Ruler Lines.

The illustration below shows how the margins and ruler lines affect the page layout.

```
                    ↕ Top Margin (TM) 3 Lines
                    ↕ Header Margin (HM) 2 Lines    'Header text'
         Side
         Margin
         (SM)
         5 Spaces
                    |-------|------|                              R
Page Length
(PL)                                                          Lines
66 Lines                                                    available
                                                               for
                                                            printing
                                                              text
                    |-------|L                               R
                    ↕ Footer Margin (FM) 2 Lines   'Footer text'
                    ↕ Bottom Margin (BM) 3 Lines
```
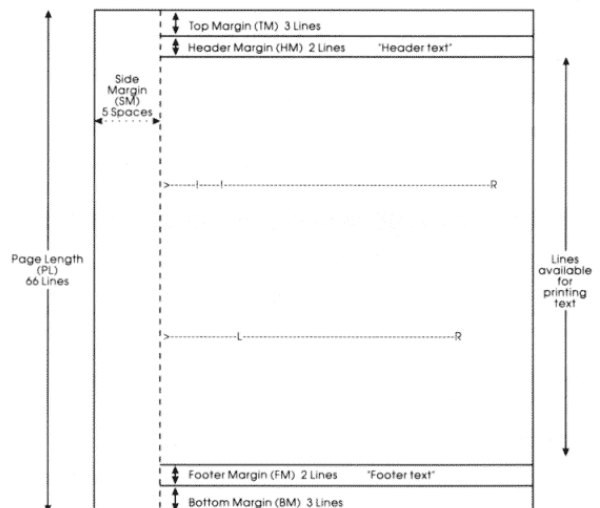
The text is printed immediately to the right of the side margin. To centralise the text on the page the R on the ruler line must be correctly positioned.

To indent a paragraph insert a ruler line (see below) with an L where the text is to start.

Layout Menu

Use the Layout menu to alter the margins that will appear on the printed page; hold down [Function] and press [5]:

```
■PAGE LAYOUT■ Overtype or ← → to change, ↑ ↓ to move, Stop to Finish
Page length (lines)              (66)        66
Top margin (lines)               (3)         3
Header margin (lines)            (2)         2
Footer margin (lines)            (2)         2
Bottom margin (lines)            (3)         3
Side margin (chars)              (5)         5
Line spacing (lines)             (1)         1
```

Use [↑] or [↵] to select the margin or other value you want to change, delete the current value using [Del] then type in your new value and press [↵], change line spacing using [Word←] [Extr→] ,when you have completed all the changes press [Stop] to return to the editing screen.

Page Dimensions

The settings in this menu govern the length of the page on your Notebook screen and should be compatible with the paper you want to print on, if the settings are wrong the document may not print onto paper in the correct position.

Page Length: This is expressed as the number of lines on the page, there are 6 lines to an inch, so, for example, A4 paper has 70 lines.

Top and Bottom Margins: The blank areas at the top and bottom of each page. You may want to adjust these if, for example, you are using headed notepaper and need to increase the top margin so printing starts further down the page.

It is important to note that many printers are physically unable to print on the top and bottom few lines of a single sheet of paper and you must allow for this. For example, if your printer cannot print on the top inch of paper, make the top margin at least 6 lines.

Header and Footer Margins: The header and footer margins are ignored if there is no header or footer text to print. If you have inserted a header or footer make sure you allow enough margin for it.

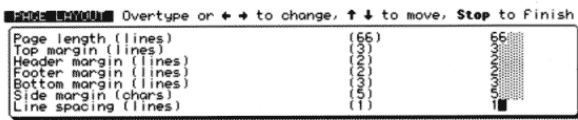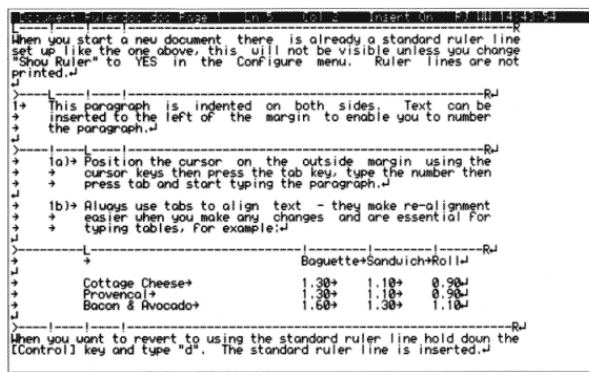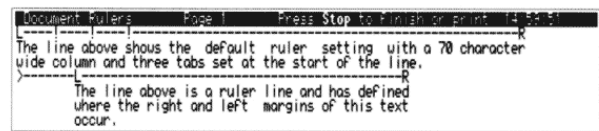## Aligning Text using "Ruler Lines"

Ruler Lines enable you to align the text in different ways, for example if you want to indent a paragraph (on the left or right) or type a table of figures, create a Ruler Line setting left or right indents and tab positions where you want them.

All the text after the ruler line will conform to it.
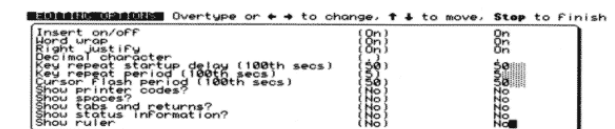
Inserting a Ruler Line

To insert a Ruler Line into a document simply type a "greater than" symbol (>) at the start of a new line, type an "L" where you want an indented left margin, exclamation marks (!) for tab positions and an "R" where you want the line to finish. Use hyphens between the symbols, this is not essential but it does make the ruler line easy to pick out on the screen. All the text after the ruler line will conform to the new format that it defines, until another ruler line is inserted.

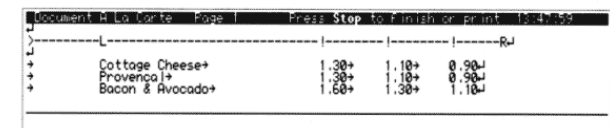The following is a typical example of using a ruler line:

```
Document Rulers       Page 1      Press Stop to finish or print  14:54:5
The line above shows the default ruler setting with a 70 character
wide column and three tabs set at the start of the line.
>----L----!----!----!----!----!----!----R
        The line above is a ruler line and has defined
        where the right and left margins of this text
        occur.
```

The ruler line display has been switched on ([Function]+[v] [R]) and is currently showing the default ruler line which is used when you start a new document. This applies to the first two lines of text but the third line of the document defines a new ruler and the remaining lines conform to that new layout. In this case it has defined indented left and right margins. Although you type ruler lines into your document just like any other line, they are not printed - this is true of any line that has a ">" character in column one. See also the description of "Stored commands" later in the manual.

```
Document Rulers.doc Page 1    Ln 5    Col 2    Insert On    ▒ ▒ 14:43:54
When you start a new document  there is already a standard ruler line
set up like the one above, this  will not be visible unless you change
"Show Ruler" to YES in the Configure menu.  Ruler lines are not
printed.↵
>----L----!----!----!----!----!----!----R↵
1+  This paragraph is  indented  on  both sides.  Text  can be
    inserted to the left of the  margin to enable you to number
    the paragraph.↵
>----L----!----!----!----!----!----!----R↵
    1a)+ Position the cursor on  the  outside  margin  using the
         cursor keys then press the tab key, type the number then
         press tab and start typing the paragraph.↵
    1b)+ Always use tabs to align text  - they make re-alignment
         easier when you make any  changes  and are essential for
         typing tables, for example:↵
>----L----!----!----!----!----!----!----R↵
                         Baguette+Sandwich+Roll↵
    Cottage Cheese+          1.30+    1.10+    0.90↵
    Provencal+               1.30+    1.10+    0.90↵
    Bacon & Avocado+         1.60+    1.30+    1.10↵
>----!----!----!----!----!----!----R↵
When you want to revert to using the standard ruler line hold down the
[Control] key and type "d".  The standard ruler line is inserted.↵
```

As shown by the above, various parts of your document can be set out under different rulers so each part has its own format. At any time, while editing, you can hold down [Control] and press [D] which will insert the "default" ruler - that is, a ruler identical to the one that is normally in force before you enter any new ruler line. Also, you can use [Control][R] to insert a new ruler which is a copy of the ruler that was used above the current ruler. You might use this when you want a paragraph or two laid out in an unusual format and then wish to instantly switch back to the ruler that was in use preceeding this.

These functions are also available in the text formatting menu.

Deleting or Editing a Ruler Line

The Ruler Lines that you insert can be deleted or edited in the same way as all the other text. Move or insert more tab positions at any time by inserting and deleting exclamation marks.

Using Tabs

Set tab positions on your ruler line by typing exclamation marks (!) then use the tab key ([Tab]) to move from one column to the next.

When using tabs it makes work a lot easier if you show the tab characters on screen, to do this hold down [Function] and press [5] to get into the Configure menu:
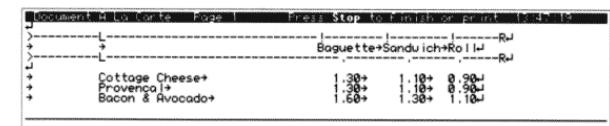
```
■CONFIGURE■ Overtype or ← → to change, ↑ ↓ to move, Stop to Finish
Insert on/off                         (On)     On
Word wrap                             (On)     On
Right justify                         (On)     On
Decimal character                     (.)      .
Key repeat startup delay (100th secs) (50)     50
Key repeat  period (100th secs)       (10)     10
Cursor flash period (100th secs)      (50)     50
Show printer codes?                   (No)     No
Show spaces?                          (No)     No
Show tabs and returns?                (No)     No
Show status information?              (No)     No
Show ruler                            (No)     No
```

Move the cursor down to **Show tabs and returns** then use the left or right cursor to switch to **Yes** then press [Stop].

```
Document A La Carte   Page 1     Press Stop to finish or print  13:47:53
>----L----!----!----!----!----!----R↵
    Cottage Cheese+          1.30+    1.10+    0.90↵
    Provencal+               1.30+    1.10+    0.90↵
    Bacon & Avocado+         1.60+    1.30+    1.10↵
```
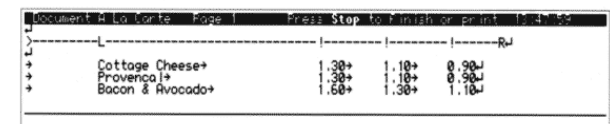
Decimal Tabs

To automatically align figures at the decimal point, insert a decimal tab position on a ruler line using a full stop (.), for example:

```
Document A La Carte   Page 1     Press Stop to finish or print  13:47:14
>----L----!----!----!----!----!----R↵
                         Baguette+Sandwich+Roll↵
>----L----!----!----!----!----!----R↵
    Cottage Cheese+          1.30+    1.10+    0.90↵
    Provencal+               1.30+    1.10+    0.90↵
    Bacon & Avocado+         1.60+    1.30+    1.10↵
```

Right Align Tab

If you don't type in a decimal point at a decimal tab the text will be "right aligned". To align text against the right margin use the tab key to position the cursor at the end of the line then type and press return, for example:

```
Document A La Carte   Page 1     Press Stop to finish or print  13:47:53
>----L----!----!----!----!----!----R↵
    Cottage Cheese+          1.30+    1.10+    0.90↵
    Provencal+               1.30+    1.10+    0.90↵
    Bacon & Avocado+         1.60+    1.30+    1.10↵
```

Find and Replace

When you want to find a particular word, or piece of text within a document you can use Find. To find the word or text and replace it with different text use Replace.

To use "Find" hold down [Function] and press [%], type in the word or text to find and press [↵]. To find and "Replace" hold down [Function] and press [&], type in the text to find press [↵] type the replacement text and press [↵].

The following characters and the printer control codes cannot be entered directly into the text to find or replace but you can enter them using an exclamation mark as follows:

Printer control code	!<letter>
question mark	!?
exclamation mark	!!
hard return	!.
soft hyphen	!-
non-break hyphen	!_
non-break space	!<space>
search for specified code	!<number>

Wildcards - a question mark (?) can be used to represent any single character except for a ↵ and you can use an unlimited number of wildcards. So, for example, to find all the occurrences of "recognize" and "recognise" you should type in "recogni?e" as the text to find.

When you have entered the text you can press return for a simple search forwards from the current cursor position to the first occurrence, ignoring the case of letters and finding the text even if it occurs as part of a longer word and asking for confirmation before replacing a piece of text.

You can select one or more of the search options. The options are:

G - global: Search the whole document from the start regardless of where the cursor was when selecting "Find".

C - match case: Only find occurrences where upper and lower case matches with the text you have entered.

B   Search backwards from the cursor position to the start of the document.

W   Only search for whole words.

A   Find/find and replace all occurrences to the end of the document, the total number of occurrences/replacements is given on screen when finished.

n   Find the **n**th occurrence of a piece of text. Type any number up to 255.

Using Find

Once you have typed the text and selected the options, if any, you are returned to the document and the cursor will be on the first occurrence. To find the next occurrence hold down [Control] and press [&], to search back for the previous occurrence hold down [Control] and press [%]. If not found a message **xxxx not found** will appear on the status line and you will hear a beep.

Using Replace

The cursor will be positioned on the first character of the first occurrence of the text to find and a messages, **Replace (y/n)?** will be displayed. Press [Y] to replace the text and move on to the next occurrence. Press Notebook to move onto the next occurrence. To finish finding and replacing press [Stop].

Examples:

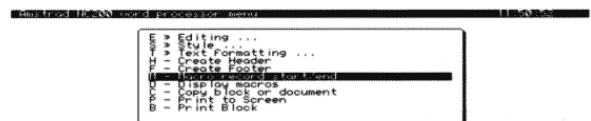To find all occurrences of the word "text" in lower case only, starting at the cursor position:

Find:	text
Options:	CW

To convert all occurrences of "plc" or "Plc" to PLC, confirming each replacement:

Find:	plc
Replace with:	PLC
Options:	GW

To find the 12th 8 letter word:

Find:	????????
Options:	WG12

Using Macros

What is a Macro?

A macro is a sequence of keystrokes stored together so they can be reproduced by using just two or three keys. So, as a simple example, you can save a frequently used phrase to save yourself having to re-type it every time. At a more advanced level you can use Macros to execute commands or to quickly insert a "Special Character" into your document.

A few macros are already on your Notebook; for example when you insert the current date into a document by holding down [Control] and pressing [P] you are using a macro. Other macros are set up to give you European accented letters.

To use a macro hold down [Control] and press the letter key, hold down [Control] and [^] for the capital letters.

The table below shows all the ready made macros.

a	ä	m	µ	s	ß	E	Æ
c	ç	n	ñ	t	time	N	Ñ
d	date	o	ö	u	ü	O	Ö
e	œ	p	¶	A	Ä	S	ß
h	½	q	¼	C	Ç	U	Ü

You can easily re-use any of these [Control] key combinations by recording a new macro.

The complete space set aside to hold the macros you define is 256 characters. All your macros combined cannot be larger than this. If, while recording a macro, you exceed this then the macro recording will terminate.

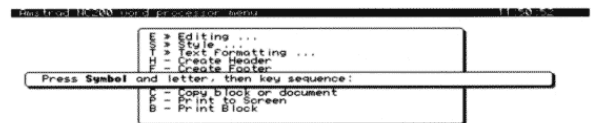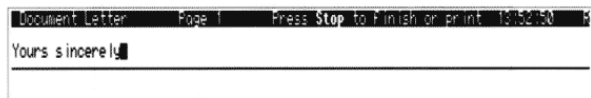## How to record a Macro "Phrase"

1   With a document on the screen press the [Symbol] key.

2   Select **Macro Record start/end** by using the [←] [→] [↓] [↑] keys to highlight the option then pressing [↵] or by pressing [Mo]:

3   Hold down [Control] (or [Control] and [^]) then press a letter key. You are returned to the document. (While you are recording the macro an **R** shows on the top right hand corner of the screen.)

4   Type in the phrase you want to store. (In this example we are storing "Yours sincerely").

5   When you have finished typing the phrase press [Symbol] and select **Macro record start/end** again by using the [←] [→] [↓] [↑] keys to highlight the option then pressing [↵] or by pressing [Mo]. If you make a mistake while recording a macro then start again.
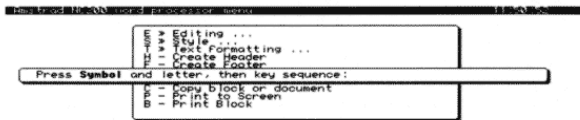
How to record a Macro "Command"

In this example we are storing the command to change to large print size under the [Symbol] [⌐₃] macro. A "Special Character" can be stored in the same way.

1 With a document on the screen press the [Macro Menu] key.
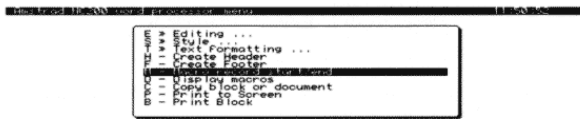
2 Select **Macro Record start/end** by using the [←Word] [Calm→] [↓] [↑] keys to highlight the option then pressing [↵] or by pressing [Mo]:

3 Hold down [Symbol] press [⌐₃]. You are returned to the document. (While you are recording the macro an R shows on the top right hand corner of the screen.)

4 Now carry out the command or procedure you want to store.

For this example press the [Macro Menu] key, select the **S >>Style** menu by pressing [S], then select **L - enLarged** by pressing [⌐₃]. You are returned to the document and the enlarged print code shows on the screen:.

5 Press [Macro Menu] then press [Mo] to stop recording. You are returned to the document and the macro is stored. If you make a mistake while recording a macro then start again.

To insert the enlarged code into any document you can now hold down [Symbol] and press [⌐₃].

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Displaying the Stored Macros

A list of all your stored macros is displayed on the screen if you select "Display macros" at the Editing Menu:
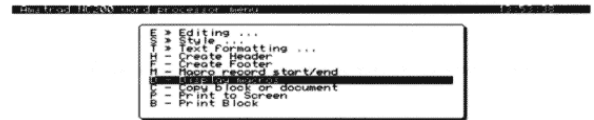
You may not understand some of the macros listed, refer to Appendix 3 for further details.

Spell Checking

Your Notebook word processor comes with a 48,000 word dictionary and you can add words to it that you regularly use. The spell checker compares each word in your document against those in the dictionary, when it finds a word that is not in the dictionary it highlights the word and a menu shows on screen with various options allowing you to store the word in the dictionary, ignore it, change the word yourself (edit) or select a word from the dictionary. You can also spell check a single word.

For instructions on how to use the spellchecker (Spell word and Spell text) refer to Section 1 of this manual.
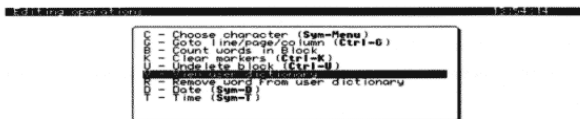
User Dictionary Upkeep

Each word you "Store" when using the spell checker is stored in your User Dictionary. You can "view" the words stored and delete words that you mis-spelt or no longer need.

View the words in the User Dictionary

1 While a document is on the screen press the [Macro Menu] key:

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2 Select the Editing menu by pressing [E].


3 Press [V] to select **V -View User Dictionary**.

The words on the screen cannot be changed or removed and pressing any key will return you to your document.
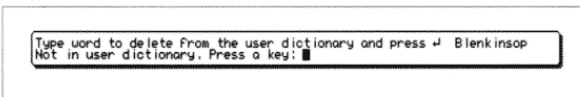
Remove a word from the User Dictionary

Only words that you have stored can be removed.

1 While a document is on the screen press [Macro Menu].

2 Press [E] or [↵] to select the **E >> Editing** Menu

3 Press [R] to select **R - Remove word from user dictionary**.
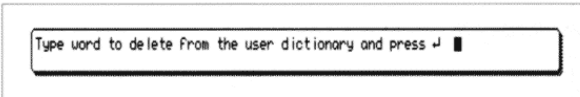
4 Type the word then press [↵]; the word is removed and you are returned to the document.

The word must be typed exactly as it is stored, if you type it differently you will see the message:

(If this happens "View the User Dictionary" to see how you spelt the word originally, then try again to remove it.)

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Counting Words

Your Notebook will count all the words in your document, just hold down [Function] and press [·].
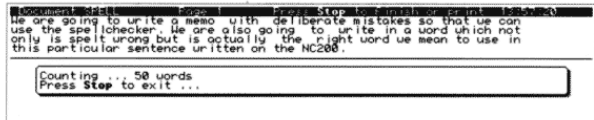
Configuring the Word Processor

Change the default word processing settings using this menu. If, for example, you prefer always to see the codes on screen change the "Show Printer Codes" setting to (Yes). When you want to switch them off temporarily use the "Codes on/off" ([Function] [£₄]) from within the document.

To use the Configure menu hold down the YELLOW [Function] key and press [S]:
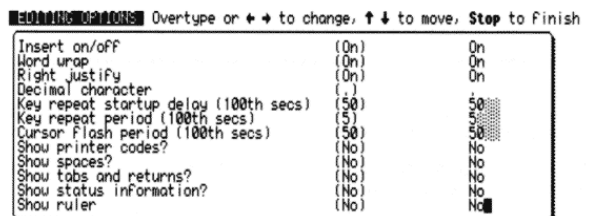
To change one of the settings use [↓] to select the option then use [←Word] [Calm→] to change the setting.

The first three entries define whether or not Insert, Word Wrap or Justification are normally on when you first start to edit a document. When you first start to use the Notebook they are all set to on. If you switch them off here you can easily switch the effects back on while typing a document using [Symbol][£₄], [Symbol][W] or [Symbol][⌐₃] respectively.

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Decimal character

This defines the character that will be used to align numbers when decimal tabs are used. In the UK this would normally be set to a full stop but it can be changed to a comma for use on the continent.

Key Repeat Startup delay

The time delay before a character starts to repeat when a key is held down can be changed. You may want to change this if, for example, you are not a trained typist and you often unintentionally repeat characters, however it will also cause a delay when you want to hold down a key, as when typing a line of hyphens or full stops. Increase the value to give a longer delay, decrease it to shorten the delay.

Key Repeat

The speed at which the character is repeated on screen as you hold down the key can be increased or decreased to suit your needs. To slow down increase the value, to speed up decrease the value.

Cursor Flash Period

Change the flash speed of the cursor, to slow down increase the value, to speed up decrease the value.

View options

The last five entries define which of those items is shown when you first start to edit a document. During editing, any of them can be switched on or off using [Control][V] followed by [V] for codes, [S] for spaces, [R] for tabs & returns, [ʹₒ] for status or [R] for ruler. (As shown on the inlay, [Function][²ₛ] can also be used to show/hide status information and [Function][⁵₄] can be used show/hide codes)

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Printing from the Word Processor

Most printers will be able to print your Notebook documents, although they may not be able to print all the various styles (bold or italic for example) that are available in the word processor.

Connect to the Printer

Connect your Notebook to the printer using a parallel centronics printer lead (or a serial lead if the printer is serial). Most printers will already have this type of lead connected, so just connect it to the PARALLEL or SERIAL port on the back of your Notebook.

Please note that it is not possible to use the printer mechanism supplied with the Amstrad PCW wordprocessing computer. The only exception to this is the model supplied with a Canon BJ10 printer - this can be directly connected to the Notebook.

Switch on the Notebook and the printer.

The printer must be switched on and be "on-line"; if you are not familiar with the printer you are using refer to the manual supplied with the printer.

Select the Document you are going to print

Hold down YELLOW [Function] and press [Pˣ], your list of documents is shown on the screen. Highlight the name of the document you want to print by using [Word←] [Del→] [↓] [↑].

Before you press [↵] to start printing you should set up the Notebook for your printer using the Printing options menu.

Press the [Docum] key, the following menu will show on screen:

```
████████████ Overtype or ← → to change, ↑ ↓ to move, Stop to finish

Start at page number             (1)        1
End at page number               (999)      999
Near letter quality / Draft      (NLQ)      NLQ
Continuous printing?             (Yes)      Yes
New page after print?            (Yes)      Yes
Form feeds enabled?              (Yes)      Yes
Line feeds printed?              (Yes)      Yes
Printer                          (Simple)   Simple
Printer character set            (IBM)      IBM
Printer port                     (Parallel) Parallel
Serial port - Baud rate          (9600)     9600
Serial port - Data/stop bits     (8/1)      8/1
Serial port - Parity             (None)     None
Serial port - Handshake          (On)       On
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Press [↵] or [↓] to move down the menu. Use [Word←] or [Del→] to change an option.

The **Start at** / **End at** options allow you to select just a range of pages to be printed. On dot-matrix printers the **NLQ** option determines if the printout is in a single, low resolution or a double, high resolution pass. Whether this option has any effect may depend on the printer you are using. Set **Continuous** to **No** if printing single sheets in a printer that does not auto-feed. When **Form feeds** are enabled the Notebook will send the special new page character to a printer (ASCII 12) for each new page, otherwise it pads out with blank lines. **Line feeds** should be disabled if your printer puts a blank line between every line printed.

Select one of the printer types:

Simple - This option will allow you to print on any printer but styles such as italic will not be printed, just straightforward text; underlining and bold might print but this will depend on the type of printer.

IBM 24 pin - Whatever the make and model of your printer, if it is compatible with the IBM 24 pin Printers (check the manual supplied with the printer - you may have to adjust the printer in some way) you can use this setting.

Epson 9 pin - Whatever the make and model of your printer if it is compatible with the Epson FX range (refer to the manual supplied with the printer) you can use this setting.

Epson 24 pin - If your printer is compatible with the Epson LQ range you can use this setting (refer to your printer's manual).

Canon BJ - Use this if you are using a Canon Bubblejet printer.

Laserjet - If your printer is an HP Laserjet, or compatible with one, use this setting. For other laser printers use the Epson 24 pin setting if the printer can emulate it.

Printer Character Set

There are two different sets of characters that a printer may use. The Epson set has a limited range of characters but offers italics, while the IBM set has the complete range of characters that your Notebook understands but may prevent italics from being used. Most printers have DIP switches to change between the possible

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choices. You should make sure that this setting on the Notebook agrees with the way the printer is set up.

Printer Port

This may be set to either parallel or serial. You should set this according to which port you have connected the printer to. If you have a choice always choose parallel (Centronics) as it is much easier to use and is also quicker. If you select serial then you must also set the values associated with the serial port.

Serial Port

These settings are for connection via the serial port, for printing to take place the printer and the Notebook must be set to the same values. These settings are similar to those used in the serial terminal. See the section on transferring documents for more detail.

The settings in your Notebook are the best settings to use, if you can adjust your printer to these settings do so (refer to the manual supplied with the printer).

(If using the parallel port you don't need to adjust these settings.)

Starting to Print

When you have finished setting up the printer press [Stop] to leave the menu. Return to the print document screen, and with the highlight on the document you want to print press [↵].

If you see the message **Plug in or switch on the printer...** even though you have done so, check that paper is loaded and that it is switched "on-line".

The **Finished printing** message may appear almost immediately even though the printer has just started, this is because the whole document has been stored in the printer's buffer memory. You can press [Stop] to exit and continue working.

If you have printing problems

If the document does not print properly it is probably because you have not set-up the Notebook and/or printer correctly. Try setting the Notebook to a different type of printer using the Printer Options menu, you may find the correct setting using the "trial and error" method but, if all else fails, you can use the **Simple** setting.

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