



# T-Word

## Club 100: A Model 100 User Group

Supporting Tandy/Radio Shack Model 100, 102, 200, WP-2 and NEC8201 Laptop Computer Owners Since 1983.

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## Section 1

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### Introduction

## Welcome to T-Word

WHETHER used for a short note or a long, complicated document, T-Word fills the bill.

It is a word processor with two characteristics that are seldom found together in a single program: functionality *and* ease-of-use.



*THE TRAVELING PROFESSOR*

Let's assume for the moment that you have on your computer a short document—a letter—that you created in the TEXT program of your computer. Once you have started up T-Word, and pressed a few keys, you can print that letter as a professionally formatted document.

But maybe the margins don't suit you or you want to change the line spacing. T-Word tells you the current settings for these and other formatting considerations and the keys to press to enter new settings.

Now you want to get fancy: You want to enter a header at the top of your letter with your company name, address, and telephone number and you want to center the header. To accomplish this kind of formatting, you must edit your letter—in either T-Word or the TEXT program of the Ultimate ROM II—and insert a few commands.

While editing your letter, you can use the enhancements that T-Word adds to the editing capabilities of your computer. You can now search *and* replace words and phrases. You can switch to insert mode and type over words you want to replace. And at any point in the letter, you can determine how many words and characters you have typed so far.

Most helpful of all the editing enhancements, though, is one that lets you lengthen (or shorten) the lines appearing on your screen. On most computers, you can adjust the length of the lines on your screen to match the line length of the printed lines. You are no longer limited to screen lines of 40 characters.

Now that you have edited the letter, you can use one of the three preview options to see how it will appear when printed. By pressing one or another function key indicated on the screen, you can determine if the margins are appropriate, whether the pages break in the right place, and whether words at ends of lines should be hyphenated.

Consider now what you have typed in your letter. Are there certain stock phrases or paragraphs that you use again and again, letter after letter? With T-Word, you can type these boilerplate phrases and paragraphs just once, in a separate file or files. Then each time you write a letter you enter a command in place of each piece of boilerplate. When the letter is printed, the boilerplate replaces the commands.

From this letter, too, you could create a form letter to be sent to people for whom you have compiled names, addresses, and other information in a separate data file. By placing commands in the letter, you can print a letter for each person, customized for that person according to the information in the data file.

Because T-Word can communicate with the Tandy Portable Disk Drive, you no longer need to be limited by the memory of your computer. With this disk drive, for example, you could print thousands of customized form letters and mailing labels. Or you could print or merge many times the number of pages your computer can store.

Finally, T-Word is flexible. Let's say that the margin, line spacing, and other settings are not the ones you use routinely. To avoid changing them each time you begin using T-Word, you can alter them permanently, to your own specifications. You can also set up T-Word so that the settings change automatically, depending on the formatting requirements of each print session.

## About This Book

This book is designed with two kinds of users in mind: the user in a hurry to know "just the facts" and the user who wants a basic orientation and detailed, how-to information.

■ Paragraphs marked in this way are meant for the first kind of user. Read only for these paragraphs, this manual should provide the information necessary to operate T-Word, particularly for users with some experience with a computer and another word processor.

Other aids to finding information quickly are the *Where to Look* pages facing page 1 of each of the sections and the index and reference guide at the end of the book.

■ Whichever kind of user you are, it is recommended that you begin learning about T-Word in Section 2, *A Quick Tour*. There you will learn how to start the program, move from screen to screen, select files, and print documents.

From there, you may want to go on to Section 3, *Using the Print Menu*, where you will learn the details about setting margins, specifying line feeds, numbering pages, designating the pages with which to start and end printing, and more.

Or you may want to jump directly to Section 4, *Using the Print Commands*. In this section you will learn about the print commands that make it possible to enter headers and footers, change right and left margins within a document, center headings, and underline, among other matters.

Also in Section 4 you will learn that certain print commands are printer-specific. This means that they are set up for use with certain kinds of printers—the Epson

FX-80 and printers compatible with the FX-80. If your printer is not one of these, you will have to make some adjustments before using commands for such purposes as boldfacing, superscripts, and italics.

■ If your printer is not an Epson FX-80 or a compatible, consult Section 8, *Customizing T-Word*, before using the printer-specific commands.

Feel free to use the rest of the manual as questions arise. For details on using the preview options, see Section 5, *Previewing*; for the keys that make the word processing enhancements available, see Section 6, *Word Processing Enhancements*.

The various ways of merging information are explained in Section 7, *Merging*. And the use of the Tandy Portable Disk Drive with T-Word is detailed in Section 9, *Disk Operations*.

## Conventions

*Use of the < Angle Brackets >*. Angle brackets—< and >—are used in this book to indicate keys on your keyboard.

When, for example, you read this sentence

Press < CTRL > < A > to enter your document. . . .

press the key on your keyboard labeled *CTRL* and the key labeled *A*.

*Input/Output*. To designate what you will see on your screen or what you are to enter on your keyboard, a distinct typestyle is used.


This typestyle delineates the input/output from the rest of the text like this:

Notice this option in the print menu:

**RIGHT**

Press **< R >** and type **65**, **75**, or whatever setting you want for your right margin.

**< ENTER > Key.** On the Tandy 100/200 the **< ENTER >** key is so labeled. But on the NEC PC-8201, it is marked with a bent arrow instead.

■ NEC users: Remember to press this key  whenever in this book you are instructed to press **< ENTER >**.

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## Section 2

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### A Quick Tour



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## Overview

T-WORD serves two major functions: As a text formatter, it gives printed documents a polished look. As a word processor, it makes the entry and revision of documents easier and faster.

### Text Formatting

T-Word performs as a text formatter on two levels. At one level, it operates from a *print menu*, where you can set a *global* format for your printed documents. You can adjust print menu settings from document to document, as needed.

At another level, T-Word operates from *within* your documents—using *print commands* you enter with your text. You can enter these commands along with your text in either the TEXT program built into your computer or the TEXT option of T-Word itself.

In general, formatting by the print menu determines the basic shape of a document—matters like margins and line spacing. Through the print menu, too, you tell T-Word where you want to start and end printing, whether you want T-Word to number your pages for you, whether to add linefeeds at the end of each line.

Changing print menu settings is, in some cases, a simple matter of pressing a single key, as when you determine whether to direct T-Word to number your pages for you. For other settings you must also enter numbers, as when you set margins.

T-Word comes to you with the print menu settings already defined, but you can change any of these settings so that

the ones you use regularly will appear each time you start T-Word. See Section 8, *Customizing T-Word*.

Formatting by print commands allows you to refine documents further by centering titles, entering headers and footers, adding boldface, and underlining. It also allows you to switch from the global settings of the print menu to particular settings, as when you want to indent a paragraph or alternate between single- and doublespacing.

Entering print commands in your document is in many cases a matter of three keystrokes. At other times you must also include a number to complete the command.

Print commands appear on the screen without otherwise altering your document. They take effect only when you use T-Word to print or preview the document.

## Word Processing

T-Word adds useful capabilities to the editing functions already available on your computer.

In combination with the ROM-View 80 program on most versions of the Ultimate ROM II chip, T-Word effectively adds to the length of your computer's screen. Once constrained by the 40-column limit of your screen, you can now view and edit documents displayed on the screen in lines as long as 80 columns—or as short as 10.

This improvement is made possible by a special, easily readable font that requires less horizontal space on the screen.

With T-Word, too, you can now find *and replace* a word or phrase, switch between insert and overwrite mode, and determine how many characters, words, and lines you have entered up to any point in a document.

Altering the line length of your computer screen is something you must do *before* entering a document. T-Word's other word processing enhancements are available *after* you enter a document; they are activated by commands similar to the print commands.

## Other Features

Among its other features, T-Word lets you preview documents on your screen before printing. Once you have started T-Word, you can press a function key to produce a pixel plot, a kind of picture showing the general layout of each page of a document. Pressing another function key will show how each page ends. Pressing yet another will show the lines of a document formatted on the screen just as they will appear when printed.

Using these preview options lets you adjust your margins, hyphenate at ends of lines, and avoid undesirable page breaks before printing.

Merging information from one file into another at printing time is something that T-Word lets you do in several different ways. By entering commands in a main file, you can insert into printed copies of that file several kinds of information: blocks of text; names, addresses, and other items from a data file; and entire files.

Merge commands also let you insert the current date or time and chain print several files one after another.

If you have a Tandy Portable Disk Drive, you will appreciate the feature built into T-Word that allows the printing and previewing of files directly from the disk drive.

## Starting T-Word

These are some of the matters covered in this quick tour of T-Word:

- ✓ starting T-Word
- ✓ selecting a file or creating a new one
- ✓ altering the settings in the T-Word print menu
- ✓ printing

Designed as a brief introduction, this section leaves to later sections detailed information on these matters:

Formatting by the print menu:	See Section 3
Using the print commands:	See Section 4
Previewing documents:	See Section 5
Using the word processing enhancements:	See Section 6
Merging:	See Section 7
Customizing T-Word to your printer:	See Section 8
Printing from the Tandy Portable Disk Drive:	See Section 9

You will find this tour more helpful if you have installed and initialized the Ultimate ROM II chip and have in your computer a short TEXT file.

- Begin in the main system menu of your computer. Place the cursor over **WR-2** and press **< ENTER >**. You are now in the Ultimate ROM II menu.

## Ultimate ROM II Menu

In the Ultimate ROM II menu you see a list of the programs available to you. Among them is T-Word.

The Ultimate ROM II ( v 1.00 ) (C) 1986, Traveling Software, Inc.				
T-Word	IDEA!	BASIC	TEXT	TELCOM
T-base	TB-RPT	TS-DOS	View80	
TS-DOS:	Off	View80:	Off	
				Menu

- In the Ultimate ROM II menu, press **< ENTER >** while the cursor is over **T-Word**, and you are in T-Word.

If you want to work on a document in something other than the usual 40-column display on the Tandy 100 or the NEC, you should activate the ROM-View 80 program *before* selecting T-Word.

- To change the number of characters to be displayed on each line of your screen, place the cursor over **View80** and press **< ENTER >**. This prompt then appears: **Width:**. Type a number from **10** to **80** to set the number of characters per line. Press **< ENTER >**. Then move the cursor over **T-Word**, and press **< ENTER >**.

*Note:* Should you see either of these messages—**Change HIMEM?** or **Can't**—instead of **Width:**, see page 6-3. For other details about using ROM-View 80 with T-Word, see pages 6-1 and 6-2.

## File-Selection Screen

The first screen of T-Word is the file-selection screen. Here you see a list of files like this:

```

Tandy 100 T-Word ( v 1.00 )
(C) 1986, Traveling Software, Inc.

CONFIG  TEST  SMITH  LABELS  NTRO
CHAP1   CHAP2  CHAP3  INDEX

New  KIll  Disk  Edit  1255 Bytes  UR-2

```

Listed here are all the document files currently stored in your computer. Document files, which appear with a .DO extension on the main system menu, are the only ones with which you can use T-Word.

Along the bottom of the screen you see prompts for the options to be selected by function keys: **New**, **KIll**, **Disk**, **Edit**, and **UR-2**. Also included in this line is a byte count, telling you the size in bytes (characters) of the file marked by the cursor.

**Selecting a File.** T-Word gives you two ways of selecting a file shown on this screen: One takes you directly into a file for editing; the other takes you to the next T-Word screen, the print menu, where you can edit the file—or begin printing or previewing it.

- Begin selecting a file just as you do in the main system screen: Press **< SPACE >** or the **< ARROW >** keys to place the cursor over the name of the file you want.
- To enter a file directly, press **< f4 >**. To move to the print menu, press **< ENTER >**; then press **< f1 >** to go into the file.
- Which route you take is up to you, but it is important to remember that only by pressing **< ENTER >** from the file-selection screen can you begin printing or previewing documents.

**Opening a New File.** In this screen, too, you can open a new T-Word file.

- To open a new file, press **< f1 >**. From here the process is just like opening a file in TEXT. The screen clears, and this prompt appears: **File to edit?** Type a new file name, press **< ENTER >**, and begin work. For a file name, type up to six characters—no need to include the .DO extension.

**Exiting a File.** The procedure for saving and exiting a file is the same regardless of how you selected it:

- To save and exit a file, press **< ESC >** twice—or press **< f8 >** on the Tandy 100 or 200, **< SHIFT > < f5 >** on the NEC. You are then back in screen where you selected that file—either the file-selection screen or the print menu.

To begin printing or previewing, remember to select a file with the cursor and press **< ENTER >**.

## Other Function Key Options

The other function keys available in the T-Word file-selection screen allow you to kill files, print or preview files from the Tandy Portable Disk Drive, and return to the Ultimate ROM II menu.

- To kill a file, move the cursor over the name of that file, and press **< f2 >**. In response to this question, **Sure?** (Y/N), press **< Y >** to kill the file. Pressing any other key will leave the file intact.
- To leave the file-selection screen and return to the Ultimate ROM II menu, press **< f8 >** on the Tandy 100/200, **< f5 >** or **< SHIFT > < f5 >** on the NEC.

To begin printing or previewing files directly off the Tandy Portable Disk Drive, press < F3 >. For more information on this option, see Section 9.

Below you will find a table summarizing the function key options available in the file-selection screen.

### Function Key Options in the File-Selection Screen

Prompt	Function Key		Function
	Tandy	NEC	
New	F1	F1	Creates a new file. Type a <i>new</i> file name and press < ENTER > to begin typing the file.
Kill	F2	F2	Prepares to kill the file marked by the cursor in the file-selection screen. Then press < Y > to kill the file, any other key to leave it intact.
Disk	F3	F3	For use only with the Tandy portable disk drive, calls up a menu of files, which may be previewed and printed with T-Word.
Edit	F4	F4	Takes you directly into the file marked by the cursor.
UR-2	F8	F5 or < SHIFT > F5	Exits T-Word and returns you to the Ultimate ROM II menu.

## Print Menu

The T-Word print menu looks like this:

```

Tandy 100 T-Word ( v 1.00 ) (C) 1986, TSI
[Left 10 [Justify N [Dum Start 1
[Right 75 [Spacing 1 [Clock Num N
[Top 6 [Font 0 [1]st Print 1
[Bottom 6 [Add LF N [End Print 99
[Pg Len 66 [Wait Pgs N [Copies 1
TEST
TEXT Plot PBrk Disp Prnt Par FT UR-2
    
```

Near the bottom of the screen, in reverse video (light over dark), you see the name of the file you selected in the previous screen.

### Print Options

Occupying most of the print menu are the 15 T-Word print options. The first character of each option is enclosed in brackets: [Left, [Justify, and so on. With each option is a number or letter; these are the current settings for each option.

- To alter a setting, press the character on the keyboard corresponding to the character in brackets for that option.

Press < ) > a few times. Notice that the setting for the Justify option alternates between N and Y each time you press < ) >. This is how you choose between justified (Y) and unjustified (N) lines.

- For each option with a numerical setting, you must also enter a number. Then press < ENTER > to record the number. (If the number you enter is 100 or more, you don't have to press < ENTER >.)

Press **< L >**, type **20**, and press **< ENTER >**. You have just reset the left margin to 20.

For a complete guide to these print options, see Section 3. To alter the defaults for these settings, see Section 8.

## Print Menu Function Key Options

Along the bottom line of the screen you see a series of prompts. These indicate the options available in this menu through the function keys.

- Press **< f1 >** to enter the file you selected in the previous screen.

Whether you prepare your documents here or in the TEXT program built into your computer is up to you, but you will likely find it more convenient to work in this option. That way, you will always have the print and preview options just two or three keystrokes away.

*Remember:* To leave TEXT, press **< ESC >** twice—or press **< f8 >** on either Tandy computer or **< SHIFT > < f5 >** on the NEC. You are then back in the T-Word print menu.

There are two ways of leaving the print menu:

- To leave T-Word and return to the Ultimate ROM II menu, press **< f8 >** on the Tandy 100 or 200, **< SHIFT > < f5 >** on the NEC. Repeat to return to the main system menu.

- To return to the T-Word file-selection screen and choose a different file, press **< f7 >** on the Tandy 100 or 200, **< SHIFT > < f2 >** on the NEC.

The table on the next page summarizes the function key options available in this menu.

## Function Key Options in the Print Menu

Prompt	Function Key		Function
	Tandy	NEC	
TEXT	f1	f1	Takes you into the selected file for writing and editing
Plot	f2	f2	Calls up a page-by-page pixel plot of the file showing the general layout of the file as now formatted
PBrk	f3	f3	Enters the page break preview option, which shows the first and last lines of each page
Disp	f4	f4	Enters the display preview option, which shows lines formatted as they will be printed
Pmt	f5	f5	Prints the selected file using the current settings on the print menu as well as any print commands within the file—or sends it to a destination selected by <b>&lt; f6 &gt;</b>
Par	f6	<b>&lt; SHIFT &gt;</b> f1	Selects the destination of the formatted file: to a printer (either parallel or serial) or to RAM
Fl	f7	<b>&lt; SHIFT &gt;</b> f2	Returns to the file-selection screen, where you can choose another file
UR-2	f8	<b>&lt; SHIFT &gt;</b> f5	Exits T-Word and returns you to the Ultimate ROM II menu

## Printing Documents

Printing a document with T-Word is just a matter of getting your printer ready to go and pressing < f5 > in the T-Word print menu.

But before printing, consider this:

- ✓ Which are you using—a parallel or a serial printer?
- ✓ Does your computer/printer combination require a line feed to be sent with each return?

**Parallel or Serial Printer.** If you don't correctly instruct T-Word about the kind of printer you are using—whether parallel or serial—your document won't print.

Press < f6 > on the Tandy 100 or 200, < SHIFT > < f1 > on the NEC, and the prompt for this option changes; repeat, and yet another prompt appears. There are three prompts in all, each representing a different destination.

- If your printer is parallel, you should have this prompt on the screen *before* pressing < f5 > to print: **PAR**.

Press < f6 > or < SHIFT > < f1 > until the **PAR** prompt appears.

- If your printer is serial, the prompt will vary, depending on how your computer is set. You may see **88N1E**, **98N1D**, or some other setting.

If your serial printer requires a setting other than what you see on the screen, exit T-Word, enter your computer's TELCOM program, and use the Stat function key to make the necessary revision. Consult your computer's manual for help.

Once your computer is set for your printer, remember to

have that setting on the screen before beginning to print.

**Line Feeds.** Unless you are certain that you want T-Word to send line feeds with each carriage return, you are probably better off to start printing a document without changing the current setting. You will know immediately if you must give T-Word new instructions: Either the entire file will print on one line or there will be extra blank space between lines.

- To alter the line feed setting, go to the print menu and press < A >. Each time you do, the setting for the **LA**dd **LF** print option changes from **Y** to **N** or from **N** to **Y**. Set it at **Y** to send line feeds, at **N** to send no line feeds.

## After You Begin Printing

As soon as you press < f5 > to begin printing—and everything is ready to go—this prompt appears in reverse video above the prompt line: **PRINTING**.

**Pausing or Cancelling Printing.** Once your printer has begun printing a document, you may pause the printing or cancel it entirely. Note that if your printer has a buffer, there may be some delay before the printer responds to your command.

- Press < ESC > to cancel printing. On the Tandy 100/200 you can also press < SHIFT > < BREAK > or < f8 > on the NEC, < SHIFT > < f5 > or < STOP >. Press any other key merely to pause printing and to resume it.

**Problems That May Occur.** What happens if you press < f5 > without having the printer connected and ready to go? If you have designated a parallel printer in the print menu, you will hear a beep, and the **PRINTING** prompt will not appear. If you have designated a serial printer, however, the prompt will appear even though nothing is printed.

In either case, check the printer and make sure the connection is complete before attempting again to print.

Sometimes, too, you may see an error message in place of the **PRINTING** prompt. For whichever message, refer to appropriate page of this manual:

**Start Page Error**    see page 3-18

**Hdr/Ftr Error**        see pages 4-6 and 4-9

Press any key to remove an error message from the screen.

## Writing a File to RAM

There will be times when you will want to save a copy of a formatted document as a new RAM file instead of printing it right away. One of the advantages is that you can then revise the original file to create yet another document—and still retain a record of the original file.

Choosing RAM as your destination instead of a printer requires the use of the same function you use to designate a parallel or serial printer: **< f6 >** on the Tandy 100 or 200, **< SHIFT > < f1 >** on the NEC. Press until you see this prompt: **RAM**.

Then press **< f5 >**. A new prompt now appears: **Output File?**. At the cursor flashing beside this prompt type a new file name and press **< ENTER >** to write the file to RAM.

T-Word will not allow you to give the new RAM file a name already in RAM. It will beep if you try.

Should your computer run out of memory before the file is completely written to RAM, the computer will beep and abort the process.

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## Section 3

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### Using the Print Menu



## Where to Look in Section 3

To alter print menu settings	page 3-1
To set the left margin	<b>(L)eft</b> , page 3-3
To set the right margin	<b>(R)ight</b> , page 3-4
To set the top margin	<b>(T)op</b> , page 3-7
To set the bottom margin	<b>(B)ottom</b> , page 3-8
To set page length	<b>(P)g Len</b> , page 3-9
To turn line justification on or off	<b>(J)ustify</b> , page 3-10
To set line spacing	<b>(S)pacng</b> , page 3-11
To select a font (pitch)	<b>(F)ont</b> , page 3-12
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To pause the printer between pages	<b>(W)ait Pgs</b> , page 3-15
To assign a number to the first page of the file	<b>(N)um Start</b> , page 3-16
To let T-Word number pages automatically	<b>(Q)uick Num</b> , page 3-17
To select the first page to be printed	<b>(1)st Print</b> , page 3-18
To select the last page to be printed	<b>(E)nd Print</b> , page 3-19
To select the number of copies to be printed	<b>(C)opies</b> , page 3-20

## Print Options

THE T-Word print menu gives you access to two kinds of options: print options and function key options.

This section explains the 15 print options. The 8 function key options are explained in Section 2 and Section 5.

This, then, is the portion of the print menu covered here:

<b>(L)eft</b>	<b>10</b>	<b>(J)ustify</b>	<b>N</b>	<b>(N)um Start</b>	<b>1</b>
<b>(R)ight</b>	<b>75</b>	<b>(S)pacng</b>	<b>1</b>	<b>(Q)uick Num</b>	<b>N</b>
<b>(T)op</b>	<b>6</b>	<b>(F)ont</b>	<b>@</b>	<b>(1)st Print</b>	<b>1</b>
<b>(B)ottom</b>	<b>6</b>	<b>(A)dd LF</b>	<b>N</b>	<b>(E)nd Print</b>	<b>99</b>
<b>(P)g Len</b>	<b>66</b>	<b>(W)ait Pgs</b>	<b>N</b>	<b>(C)opies</b>	<b>1</b>

Some of these options give global instructions to T-Word about how you want a document printed: the margins, whether you want the lines justified, line spacing, the size and shape of the type. Others instruct T-Word on how to number pages, where to begin and end printing, whether the pages should be numbered automatically, and the number of copies you want printed. Here, too, you can tell T-Word whether your printer requires line feeds with each return and whether you want the printer to pause at the end of each page, allowing you to change paper.

For a quick index to these options, see the opposite page.

■ To select any of the print options, press the character on the keyboard corresponding to the letter in brackets for that option: <j> or <J> for **(J)ustify**, <s> or <S> for **(S)pacng**, and so on. In some cases, as with **(J)ustify**, simply pressing the appropriate letter is enough to change the setting. In other cases, as with **(S)pacng**, you must also type a number and (for all but three-digit numbers) press <ENTER> to record it. Three-digit numbers are recorded automatically, as soon as you type the third digit.

For those options that require a numerical setting, the maximum is 250. In most cases the minimum is 0; in other cases, 1.

Any changes you make to the settings in the print menu will remain in effect for the current session only. Once you leave the program, the settings will revert to the defaults.

■ To alter the defaults permanently, use the CONFIG.D0 file, included with the Ultimate ROM II. See Section 8.

## **[L]eft (Left Margin)**

---

Sets the width of the left margin in character spaces (columns) from the left edge of the paper.

For some common margin settings, see [R]ight Margin, next page.

■ To set the left margin, press <L> and type a number. Press <ENTER> to record numbers 0-99. (Omit pressing <ENTER> with larger numbers.)

Set [L]eft at 0 for no left margin, at 10 for a left margin 10 character spaces wide, and so on.

Note that your paper and print head must be properly aligned for these settings to operate properly.

Note, too, that the actual width of the margin will be affected by the font (pitch) you are using: the more characters per inch in the font, the narrower the margin for a particular setting.

■ Here's how to calculate the [L]eft setting for a left margin of a particular width: Settle on a font. Then multiply the pitch (characters per inch) of that font times the width of the margin in inches.

*Example:* For a 2-inch left margin using a 12-pitch font, set [L]eft at 24.

You can alter any left margin you set in the print menu by typing the ^L print command anywhere within a file. See page 4-11.

## Right (Right Margin)

Determines how many character spaces from the left edge of the paper the right margin will begin.

■ To set the right margin, press **< R >** and type a number. Press **< ENTER >** to record numbers 0-99. (Omit pressing **< ENTER >** with larger numbers.)

You can alter any right margin you set in the print menu by typing a **^R** print command anywhere within a file. See page 4-13.

When you set left and right margins, you must consider these matters:

- ✓ the size of the paper you are using
- ✓ whether you want left and right margins of equal width
- ✓ the font (pitch) you have selected in the print menu
- ✓ the width of the right and the left margin or the length of the text line itself

For most purposes you will probably use paper 8½-inches wide. You also will probably want your left and right margins of equal width.

In these circumstances, consult the following table. Across the top find either the width of the left and the right margin or the length of the text line you want. Under that find the font you are using, and for **L**left and **R**right enter the numbers you find in the table.

### Common Margin Settings

Width of Left and Right Margin	0.5 in	1.0 in	1.5 in	2.0 in
Length of Text Line	7.5 in	6.5 in	5.5 in	4.5 in

#### Font

10 pitch:				
Set Lleft at	5	10	15	20
Set Rright at	80	75	70	65
12 pitch:				
Set Lleft at	6	12	18	24
Set Rright at	96	90	84	78
15 pitch:				
Set Lleft at	7	15	22	30
Set Rright at	120	112	105	97
17 pitch:				
Set Lleft at	8	17	25	34
Set Rright at	136	127	119	110

*How to Compute the Right Margin.* If none of the above settings suits your needs, you must do some calculations or fall back on the old standby—trial and error. (The plot option in the print menu will help considerably.)

The easiest way to determine the right margin setting is to settle on a font and a left margin. Then to compute the setting for a right margin equal in width to the left margin, subtract the left margin setting from total number of character spaces across the page—the page width.

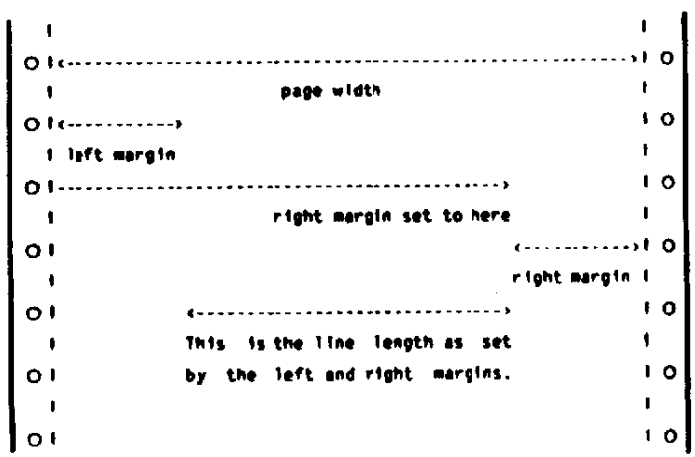
These are the page widths of standard 8½-inch-wide paper for the most common fonts:

Font	Page Width (in character spaces)
10 pitch	85
12 pitch	102
15 pitch	127
17 pitch	144

Notice that these figures are simply the products of the page width in inches (8.5) times the number of characters per inch (pitch).

For more complex calculations, you must think in terms of characters per inch. Before calculating the right margin setting, you should first settle on the font. Then consider these four matters: width of the paper, left margin, right margin, and length of the text line.

The relation of these matters is shown in the following illustration:



For more about font, see page 3-12.

## [Top (Top Margin)]

Sets top margin—the number of blank lines from the top of the page to the first printed line.

■ To set the top margin, press < T > and type a number. Press < ENTER > to record numbers 0-99. (Omit pressing < ENTER > with larger numbers.)

When you enter headers by typing the ^H print command in a document, your headers will begin *below* the top margin.

## [B]ottom (Bottom Margin)

---

Sets bottom margin—the number of blank lines from the last printed line to the bottom of the page.

■ To set the bottom margin, press < B > and type a number. Press < ENTER > to record numbers 0-99. (Omit pressing < ENTER > with larger numbers.)

When you enter footers by typing the **F** print command in a document, your footers will end *above* the bottom margin.

Similarly, when you select **Q**uick Num to number your pages, the page numbers will appear on the line just above the bottom margin.

For the number of lines you are leaving for printed matter, add your top and bottom margin settings and subtract from the total number of lines on a page. On standard 8½- x 11-inch paper, there are 66 lines.

To print without any blank lines between pages, set both **T**op and **B**ottom at 0.

## [P]g Len (Page Length)

---

Sets the *total* number of lines on the page.

With **P**g Len you tell T-Word the length—in lines—of the paper you are using. For paper 11 inches long, set **P**g Len at 66. For other paper sizes, determine the **P**g Len setting by multiplying 6 times the length in inches.

■ To set page length, press < P > and type a number. Press < ENTER > to record numbers 1-99. (Omit pressing < ENTER > with larger numbers.)

To determine the number of lines left for printed text on each page, add the **T**op and **B**ottom settings and subtract from the **P**g Len setting. Included in these lines will be any headers or footers you may have entered and any page numbers printed by the **Q**uick Num option.

## [J]ustify (Line Justification)

Determines whether your lines will be justified.

Justified lines abut both the left and right margins. Except for partial lines at the end of a paragraph, all justified text lines are the same length. To make each line the same length, the printer places additional space between words. This paragraph is justified; the others in this book are not.

■ To justify the lines of a document, set [J]ustify at Y. To print lines of varying lengths within the left and right margins, set [J]ustify at N. To alternate between the two settings, press < J >—no need to type < Y > or < N >.

You can switch back and forth between justified and unjustified lines within a document by typing the ^O print command. See Section 4.

## [S]pacing (Line Spacing)

Sets line spacing—single, double, triple, or whatever.

■ To set line spacing, press < S > and type a number. Press < ENTER > to record numbers 1-99. (Omit pressing < ENTER > with larger numbers.)

Type < 1 > for single spacing, < 2 > for double spacing, < 3 > for triple spacing, and so on. With single spacing, lines within paragraphs follow one after another without blank lines between them. With double spacing, there is a blank line between printed lines. With triple spacing, there are two blank lines, and so on.

You can alter line spacing within a document by typing the ^A command. See Section 4.

## (F)ont

Selects the width of the characters in which the document is to be printed.

Fonts are measured in pitch, or characters per inch. The most common fonts are 10 pitch, 12 pitch, and 15 or 17 pitch. They are usually referred to as pica, elite, and condensed, respectively.

In a 10-pitch font, there are 10 characters per inch. In a 12-pitch font, there are 12 characters per inch, and so on.

Other fonts commonly available on printers are enlarged and proportional. In a proportional font, wide letters like the *W* are allotted more space than narrow letters like the *I*. Proportional fonts have no fixed pitch; the number of characters per inch varies from word to word as the ratio of wide to narrow letters changes.

■ As you receive it, T-Word provides a (F)ont setting of 10. This setting will cause any printer to print its default font—in almost all cases, 10 pitch. If your printer is an Epson FX-80 or a model compatible with the FX-80, T-Word will allow you to switch to three other fonts. For other printers, however, you must alter the CONFIG.DO file *before* you can switch to other fonts; see Section 8 for instructions on customizing the CONFIG.DO file to your printer.

For Epson FX-80 printers and compatibles, these are the (F)ont settings available to you and the fonts they print:

(F)ont Setting	Font Printed
10	10 characters per inch (pica)
12	12 characters per inch (elite)
15	15 characters per inch (condensed)

Even if you have an Epson FX-80 printer or one of its compatibles, you may want to refer to Section 8 for instructions on how to add proportional or some other font your printer makes available to you.

■ To select the font, press <F> and type 10, 12, or 15. Press <ENTER>.

Note that if you are using a daisy-wheel printer, you also may have to change the dip switch settings on the printer or the print wheel itself to get the font you select here.

■ A font selected in the print menu can be changed within a document by use of any of the embedded print commands. You may, for example, want to set the text of a document in 10 characters per inch and your headings in a larger, boldfaced type. To do this, enter the appropriate print commands (^B and ^W) at each heading. Then before printing this document, set (F)ont at 10.

Remember to repeat the commands wherever you want to revert to the setting in the print menu.

## **[Add LF (Add Line Feed)**

Determines whether a line feed (LF) will be sent to the printer with each carriage return.

■ To send a line feed with each carriage return, set [Add LF at Y. To send no line feeds, set [Add LF at N. To alternate between the two settings, press < A >—no need to type < Y > or < N >.

Unless you are sure which setting you need, it is best to start printing with the current setting. You will know to change the setting if the entire document is printed on one line or there are extra blank spaces between lines.

*Reminder:* As with all the print menu options, you can enter the CONFIG.DO file and change the setting for [Add LF to suit your printer. In the event that the current default is not what you need, making this change in the CONFIG.DO file will relieve you of the necessity to alter this setting each time you enter T-Word.

## **[Wait Pgs (Wait between Pages)**

Determines whether the printer will pause at the end of each page, allowing you to change paper.

■ To pause printing between pages, set [Wait Pgs at Y. For continuous printing, set [Wait Pgs at N. To alternate between the two settings, press < W >—no need to type < Y > or < N >.

While using single sheets of paper, set [Wait Pgs at Y. The printer will pause at the bottom of each page and allow you to change sheets. Press any key to begin printing the next page.

While using continuous-form paper, you will most likely set [Wait Pgs at N. If your printer has a buffer, however, you may want to pause printing between pages even if you are using continuous-form paper. That way you can press < ESC > to cancel printing at the bottom of any page. The printing is stopped immediately, and you are returned to the print menu. With [Wait Pgs set at N, on the other hand, you might have to wait some time before the buffer empties and the printing ends.



## INum Start (Number Start)

Assigns a number to the first page of the file.

But the first page is always 1, you say? Not always. Let's say that the current file is part of a larger document, which you want to number consecutively from beginning to end. Say that the current file is Section 2, and Section 1 ends on page 20. To set INum Start for Section 2, you would want to enter 21.

Here's another case where the first page of a file is not 1. The first page is to be an unnumbered cover sheet followed by page one. In this case you would set INum Start at 0. The first page, without a page number, would be followed by page number 1.

■ To assign a number to the first page of the file, press < N > and type a number. Press < ENTER > to record numbers 0-99. (Omit pressing < ENTER > with larger numbers.)

To alter page numbers *within* a file, see the \*N command, page 4-18.

## QQuick Num (Quick Page Numbering)

Tells T-Word whether to number your pages for you.

If you select this T-Word method of pagination, the result will be page numbers centered between the margins you select in (L)eft and (R)ight, on the line just above the margin set in (B)ottom. There will be two blank lines between the last line of text and the page number. Because of the two blank lines and the line for the page number, there will be three fewer lines of printed text than you would get otherwise.

You may not want (Q)uick Num at all: Either you may want no page numbers or you may want to include page numbers in headers or footers you type into your document using the \*H or \*F print commands.

■ To tell T-Word to number your pages for you, set (Q)uick Num at Y. Otherwise, set it at N. To alternate between the two settings, press < Q >—no need to type < Y > or < N >.

To turn off the page numbering you begin with (Q)uick Num, type the \*N command without a number at the place in the file where you want the page numbering to stop. The following pages will be printed with no page numbers.

Note that once you type \*\* in a header or a footer for page numbers, you cannot use (Q)uick Num to number the pages of that document. Embedded commands usually take precedence over the print menu.

## [1]st Print

Tells T-Word where to start processing your file.

Whether you are printing or using one of the preview options, [1]st Print instructs T-Word on which page in the file you want to begin.

■ To set the first page to be printed or previewed, press < 1 > and type a number. Press < ENTER > to record numbers 0-99. (Omit pressing < ENTER > with larger numbers.)

This option and [N]um Start work in tandem. To begin printing or previewing at page 4 of a 10-page file numbered 1-10 ([N]um Start set at 1), set [1]st Print at 4. For the same file with [N]um Start at 10, set [1]st Print at 13.

Should you enter a number in [1]st Print higher than that of the last page of your document, the computer will beep when you press < f5 > to begin printing, and this message will appear on your screen: **Start Page Error**. Press any key to remove the message; then reset [1]st Print to a lower number.

Page numbering can be altered within a file by the ^N command. To begin printing or previewing any pages following that command, assign to [1]st Print the number of the page as altered by the ^N command. If, for example, you have entered ^N25 on page 6 of a 10-page file, you should set [1]st Print at 25 to begin printing at page 25. (The setting of [N]um Start is not important in this case.)

## [E]nd Print

Tells T-Word where to stop processing your file.

Whether you are printing or using one of the preview options, [E]nd Print instructs T-Word on which page in the file you want to end.

This option and [N]um Start work in tandem. To end printing or previewing at page 6 of a 10-page file numbered 1-10 ([N]um Start set at 1), set [E]nd Print at 6. For the same file with [N]um Start at 10, set [E]nd Print at 15.

■ To set the last page to be printed or previewed, press < E > and type a number. Press < ENTER > to record numbers 0-99. (Omit pressing < ENTER > with larger numbers.)

To print just one page of a multi-page document, enter that page number in both [1]st Print and [E]nd Print.

If you want to print an entire document but are unsure exactly how many pages it contains, set [E]nd Print high—at 250 if you wish.

If you enter a ^N command to alter page numbering within a file, the page numbers following that command are the ones you should use when entering a value for [E]nd Print. If, for example, you have entered ^N25 on page 6 of a 10-page file, you should set [E]nd Print at 25 to end printing at page 25.

## **[C]opies**

---

Sets the number of copies to be printed.

With this option you can print a document many times without having to start the printing process again and again.

- To set the number of copies to be printed, press < C > and type a number. Press < ENTER > to record numbers 1-99. (Omit pressing < ENTER > with larger numbers.)

## **Section 4**

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### **Using the Print Commands**

## Where to Look in Section 4

For definitions of universal and printer-specific commands	page 4-1
To enter print commands	page 4-2
To center text	^C, page 4-3
To enter headers	^H...^H, page 4-5
To enter footers	^F...^F, page 4-9
To change the left margin	^L, page 4-11
To change the right margin	^R, page 4-13
To use hanging indentation	^X...^X, page 4-16
To alter page numbers	^N0-^N250, page 4-18
To insert a page break	^P, page 4-19
For conditional paging	^V1-^V250, page 4-20
To alter line spacing	^A1-^A250, page 4-21
To turn line justification on or off	^O...^O, page 4-23
For boldface	^B...^B, page 4-25
For double strike	^D...^D, page 4-26
For elite type	^E...^E, page 4-27
For proportional spacing	<sup>more</sup> ^G...^G, page 4-28
For condensed print	^K...^K, page 4-29
For superscripts	^S...^S, page 4-30
For subscripts	^T...^T, page 4-31
For underlining	^U...^U, page 4-32
For wide type	^W...^W, page 4-33
For italics <i>NLS instead</i>	^Y...^Y, page 4-34

## Print Commands

PRINT commands are your means of affecting the appearance of a document from inside the document itself with just a few keystrokes.

With print commands you can place headers at the top of pages and footers at the bottom. You can create hanging indentations, center text, insert a page break wherever you want, and cause a block of text to be printed entirely on the next page if there is insufficient room on the current page.

With print commands, too, you can alter anywhere within a file many of the global settings of the print menu. You can change left and right margins, page numbering, right justification, and font.

Still other print commands underline, set in boldface, and print in italics or proportional type, among other features supported by your printer.

### Print Commands and Your Printer

Many T-Word print commands will work on your printer, regardless of its make. The others must be geared to your printer, or they won't work as expected. These are the *universal commands* and the *printer-specific commands*, respectively.

■ The universal commands are ready to use with any printer. The printer-specific commands, on the other hand, have been set up for the Epson FX-80 and compatible printers. If you have another make of printer, you will have to customize the CONFIG.DO file before using the printer-specific commands. See Section 8 for details on customizing.

On the following pages you will find explanations first of the universal commands, then of the printer-specific commands. Each command, in addition, is marked either universal or printer-specific.

The printer-specific commands begin on page 4-24.

## Entering Print Commands

Entering print commands requires just three keystrokes, plus numerical values, if any.

To enter a print command, hold down `< CTRL >`; then in sequence press `< P >` and the letter assigned to that command.

*Example:* To enter `^C` for centering, hold down `< CTRL >`; then press and release `< P >` or `< p >`; press and release `< C >` or `< c >`; release `< CTRL >`.

■ Some print commands require a number. Type the number immediately after the command.

■ To separate a command number from the following text, press `< / >` immediately after the number. The `/` mark will not be printed.

*Example:* Typing `^A3` in a document will cause the following text to be triple-spaced. Here is how to enter this command and keep it separate from the text that follows it: `^A3/101 Dalmatians is now showing. . . .`

■ Most print commands go in pairs. The first turns the feature on; the second turns it off. If, for example, you type `^H` command to enter a header, you must type another `^H` command to indicate where the header ends and the text begins.

# Universal Print Commands

## Centering Text: `^C`

—a universal print command

■ Begin typing the text to be centered at the left edge of the screen. Enter `^C` anywhere on the line to center that text between the left and right margins. Press `< ENTER >` wherever you want a line of centered text to end.

This is *not* a paired command—no need to enter a second `^C` to turn this feature off. Enter one `^C` command for each line of text you want centered.

### *Example*

This is typed (`<` indicates `< ENTER >`):

```
A CENTERED TITLE^C<
^CA Centered Subtitle<
```

This is printed:

```
A CENTERED TITLE
A Centered Subtitle
```

Except in headers and footers, the `^C` command centers text between the *current* margins. Most often, the current margins are those you set in the (L)Left and (R)Right options of the print menu. If, however, you place a `^L` or a `^R` command within a file to alter the left or right margin, any subsequent text will be centered within the altered margins.

To keep all text centered between the same margins, reset `^L` and `^R` to match the settings in the print menu before entering a `^C` command. See pages 4-11 and 4-13 for more about `^L` and `^R`.

If you are using ^C in headers or footers, don't worry about the centering changing from page to page. Headers and footers with the ^C command are always centered between the margins set in the print menu.

■ For obvious reasons, a title or any other text should always be shorter than the line on which it is to be centered. Say you have set the left margin at 10 and the right margin at 60, thereby setting lines 50 characters long. A title of 55 or even 49 or 50 characters cannot be centered on such lines. The solution is to break up the title into two or more lines.

## Entering Headers: ^H . . . ^H

—a universal print command

Headers are printed at the tops of pages, one page after another. They serve many purposes. In a lengthy document they may designate the section numbers and their titles, serving as signposts telling readers where they are. In letters they may serve as a kind of letterhead, with your company's name, address, and telephone number. Headers may be used simply to place page numbers at the top of the page or to enter the date and time of the printing.

In T-Word, headers can be changed within a file or turned off completely. They can run from one to many lines. They can be printed centered, flush against the left margin, or indented.

■ To begin entering a header, type ^H at the beginning of a line. Then begin typing the header.

Type as many lines as you wish. Press < ENTER > anywhere you want to end one line and begin another. If you want the header centered, type the ^C command somewhere on each line.

It is likely that you will want to separate your headers from the text of the document with blank lines.

■ After the last word in a header, press < ENTER > once for each blank line you want between the header and the text; then type ^H. Press < ENTER >, and begin or resume entering the text.

■ Always end the last line of a header with a second ^H command and < ENTER >. Your document will not print if you fail to use this command in pairs.

Should you enter an unpaired **H** command in a file, T-Word will alert you to the omission when you press **< f5 >** to begin printing. Instead of printing, T-Word will show this message on your screen: **Hdr/Ftr Error**. Press **< f1 >** to return to the file and correct the situation.

- Headers are printed below the top margin setting in the **ITop** option of the print menu. If a header is printed too high or low on the page, adjust the **ITop** setting accordingly.

### Example

This is typed (**␣** indicates **< ENTER >**):

```

^H^CSection 4:
^CUsing the Print Commands
␣
^H:
The text begins here, with two blank
lines between it and the header.

```

This is printed:

```

          Section 4
    Using the Print Commands

```

The text begins here, with two blank lines between it and the header.

**Where to Enter Headers.** T-Word headers can run from the first to the last page of a document. Or they can be started, turned off, or altered anywhere *within* a document.

- To print a header on the first page, enter **H** at the very beginning of a file. The only exception to this rule occurs if you have created multiple sets of print commands in the **CONFIG.DO** file, as explained in Section 8. In this case,

enter **H** as the second command, after the **P** command designating the set of print commands.

- A header entered anywhere in the file but at the very beginning will be printed on the next page. Enter a header on page 3, for example, and it will first appear on page 4.

When several headers are entered in a file, it is the one just previous to a page break that prints on the next page.

- When entering a header at any place but the beginning of a file, remember to press **< ENTER >** to end the line you are working on before typing the **H** command.

**Canceling a Header.** Once entered, a header can be turned off—and no other put in its place—by entering a null header. To turn off a header enter a pair of **H** commands on the same line, one immediately following the other.

### Example

On the next page I want to discontinue a header now in effect. So I enter the following:

```
^H^H:
```

By entering this null header, I have instructed T-Word to print no header on subsequent pages.

Don't worry about the extra line taken up on the screen by the **H** commands. That line will not appear in the printed document.

**Placing Page Numbers in Headers.** Instead of numbering pages with the **Quick Num** option in the print menu, you can place page numbers in headers (or footers).

■ To number pages in a header, set up the header as usual and include this: **##**. At printing time, T-Word will replace **##** with the current page number.

*Note:* By typing **##** in a header, you are making it impossible to print that document using the automatic page numbering option, **IQWck Num**, in the T-Word print menu.

### Example

This is typed (< indicates < ENTER >):

```
^HSection 2^C<
```

```
Page ##^C<
```

```
<
```

```
^H<
```

By typing **#** twice in the header above, I will print the current page number at the top of each page.

This is printed:

```
Section 2  
Page 1
```

By typing **#** twice in the header above, I will print the current page number at the top of each page.

The page numbers printed in place of **##** are determined by the **INum Start** setting in the print menu. They are also altered by any **^N** command you place in the file to alter page numbering.

## Entering Footers: ^F . . . ^F

—a universal print command

Footers are printed at the bottoms of pages, one page after another. They serve many of the purposes of headers: presenting letterhead information (at the bottom instead of the top, of course); identifying each page by section number and section title; entering page numbers and date of printing. They may also be used for footnotes.

In T-Word, footers can be changed within a file or turned off completely. They can run from one to many lines. They can be printed centered, flush against the left margin, or indented several spaces from the left margin.

■ To begin entering a footer press < ENTER > and type **^F**. Then press < ENTER > once for each blank line to appear between the last line of text and the first line of the footer. Then type as many lines as you wish; press < ENTER > at the end of each line for the proper line breaks.

■ Always end the last line of a footer with a second **^F** command followed by < ENTER >. Your document will not print if you fail to use this command in pairs.

Should you enter an unpaired **^F** command in a file, T-Word will alert you to the omission when you press < F5 > to begin printing. Instead of printing, T-Word will show this message on your screen: **Hdr/^F Error**. Press < F1 > to return to the file and correct the situation.

■ Footers are printed above the bottom margin setting in the **IBottom** option of the print menu. If a footer is printed too high or too low on the page, adjust the **IBottom** setting accordingly. If there are too many or too few blank lines between the text and the footer, delete or add more returns after the first **^F** command.



### Example

This is typed (< indicates < ENTER >):

```
^F<
<
^CSection 4<
^CPage ##^F<
```

This is printed with two blank lines above it:

```
Section 4
Page 24
```

Notice, too, that ## can be included in footers as well as headers to print page numbers. See page 4-7 for details.

**Where to Enter Footers.** T-Word footers can run from the first to the last page of a document. Or they can be started, turned off, or altered anywhere *within* a document.

T-Word places a footer at the bottom of the page on which it is encountered in the printing process. If it encounters a footer while printing page 3, for example, that footer will appear on page 3.

When several footers are entered in a file, it is the one just previous to a page break that prints at the bottom of any page.

**Canceling a Footer.** Once entered, a footer can be turned off—and no other put in its place—by entering a null footer. To turn off a footer enter a pair of ^F commands without any characters, as in this example:

```
^F^F<
```

Don't worry about the extra line taken up on the screen by the ^F commands. That line will not appear in the printed document.

## Changing the Left Margin: ^L

—a universal print command

■ To change the left margin from that set in the `lleft` option of the print menu, finish the line you are working on and press < ENTER >. Beginning with the cursor at the far left of the screen, press < SPACE > once for each space you want to indent the left margin. Then enter ^L and continue entering your text. To return to the `lleft` setting, press < ENTER > and without moving the cursor type ^L at the far left of the screen.

Keep these things in mind when using the ^L command:

- ✓ Press < ENTER > immediately beforehand.
- ✓ Press either < SPACE > or < TAB > to move the cursor (one < TAB > equals 8 spaces); continue for as many spaces as you want, even if the cursor moves to the next line.
- ✓ Place no text between the left edge of the screen and the ^L command.
- ✓ Remember that any centered text (other than a header or footer) entered after a ^L command will be centered between the *new* margins.

### Example

This is typed (< indicates < ENTER >):

```
This paragraph is to be printed with
the left margin set in the print menu.<
^L But this paragraph will
be indented 10 spaces to the right of
that setting. If the left margin
setting in the print menu is 10, the left
margin for this paragraph will be 20.<
^L This paragraph is back to the left
margin set in the print menu.<
```

**This is printed:**

This paragraph is to be printed with the left margin set in the print menu.

But this paragraph will be indented 10 spaces to the right of that setting. If the left margin setting in the print menu is 10, the left margin for this paragraph will be 20.

This paragraph is back to the left margin set in the print menu.

See page 4-14 for an example of altering both left and right margins.

**Changing the Right Margin: ^R**

—a universal print command

■ To change the right margin from that set in the **RIGHT** option of the print menu, press < ENTER > to finish the line you are working on. Starting with the cursor at the far left of the screen, press < SPACE > the number of spaces you want to indent the right margin. Then enter ^R. To return to the **RIGHT** setting, press < ENTER > and without moving the cursor from the far left of the screen type ^R.

Keep these things in mind when using the ^R command:

- ✓ Press < ENTER > immediately beforehand.
- ✓ Press either < SPACE > or < TAB > to move the cursor (one < TAB > equals 8 spaces); continue for as many spaces as you want, even if the cursor moves to the next line.
- ✓ Place no text between the left edge of the screen and the ^R command.
- ✓ Remember that any centered text (other than a header or footer) entered after a ^R command will be centered between the *new* margins.

**Example**

This is typed (< indicates < ENTER >):

This paragraph is to be printed with the right margin set in the print menu. <

^R But this paragraph will be indented 10 spaces to the left of that setting. <

^R This paragraph is back to the right margin set in the print menu. <

This is printed:

This paragraph is to be printed with the right margin set in the print menu.

But this paragraph will be indented 10 spaces to the left of that setting.

This paragraph is back to the right margin set in the print menu.

**Changing Both Right and Left Margins.** It will often happen that you will want to indent a block of text from both the right and left margins.

One solution is to enter ^R and ^L on separate lines:

End of text printed at the settings in the print menu.<

^R<

^LStart of indented text.<

Because this will add a blank line to the printed document, you may prefer to place ^R and ^L on a line together, as in the following example.

**Example**

This is typed (< indicates < ENTER >)

This paragraph is to be printed with the left and right margins set in the print menu.<

^R ^LBut this paragraph will be indented 10 spaces on the left and right. If the left margin setting in the print menu is 10, this paragraph will begin at 20; if the right margin setting is 70, this paragraph will end at 60.<

^R^LThis paragraph is back to the margins set in the print menu.<

This is printed:

This paragraph is to be printed with the left and right margins set in the print menu.

But this paragraph will be indented 10 spaces on the left and right. If the left margin setting in the print menu is 10, this paragraph will begin at 20; if the right margin setting is 70, this paragraph will end at 60.

This paragraph is back to the margins set in the print menu.

## Using Hanging Indentation: ^X . . . ^X

—a universal print command

Hanging indentation is word processing terminology for paragraphs in which all lines after the first are indented from the left margin. This paragraph is an example of hanging indentation.

Hanging indentation is often used with paragraphs that depart from the standard paragraph format. It is particularly useful for creating columns of text in which one column (the column farthest to the right) contains two or more lines. See the example below.

■ To enter a hanging indentation, type ^X in the first line of a paragraph. Subsequent lines in that paragraph will be indented to the column at which the ^X is entered.

Enter ^X anywhere in the line—even within a word. The command will not occupy space in the printed document.

The ^X command remains in effect, paragraph after paragraph, until canceled by a second ^X command. There is no need to repeat it in each paragraph.

■ To cancel hanging indentation, type ^X immediately after pressing < ENTER >.

### *Example*

This is typed (< indicates < ENTER >):

```
TEXT  f1  f1  ^X Takes you into the
selected file for writing and editing<
<
Plot   f2  f2  Calls up a page-by-page
pixel plot of the file showing the general layout of
the file as now formatted<
^X
```

This is printed:

```
TEXT  f1  f1  Takes you into the
selected file for writing
and editing

Plot   f2  f2  Calls up a page-by-page
pixel plot of the file
showing the general layout
of the file as now
formatted
```

## Altering Page Numbers: ^N0-^N250

—a universal print command

Unless you designate otherwise, T-Word will number your pages consecutively from the first to the last, beginning with the print menu setting in (N)um Start.

There may be times, however, when you want to break a sequence of numbers and start with a different number. The command for this purpose is ^N.

- To alter page numbers on any page but the first, type ^N followed immediately by the number you want to print on the next page. Type 0 through 250. The pages thereafter will be numbered consecutively from whatever number you type. If you type 0, the next page will print with no number; the page after that, with number 1.

- Enter this command at the very beginning of a paragraph or on a line by itself.

It is recommended that you use the ^N command in combination with the ^P page break command. Place these commands together on one line to show where you want the current page to end and what page number you want printed on the next page.

*Example:* Type this in a document

```
^N145^P
```

and the current page will end at that point and the next page will be printed as page 145.

- The ^N command lets you turn off the automatic page-numbering option (Q)uick Num: Type ^N without a number, and subsequent pages will be printed without page numbers.

To turn off page numbering in a header or footer, cancel the header or footer entirely or re-enter it without \*\*.

## Inserting a Page Break: ^P

—a universal print command

- Wherever in a file you want to end the current page and begin printing another, type ^P. The next page will begin with whatever text follows this command.

*Note:* As the first entry in a file, ^P followed by a number serves a different purpose. It is to be used only if you have set up more than one set of print commands in the CONFIG.DO file. In this case, ^P followed by a number tells T-Word which set of commands is active for that printing session. See Section 8 for details.

## Conditional Paging: ^V1-^V250

—a universal print command

The ^V command lets you keep a block of text together on one page—whether that block be a table, a paragraph, or something else you do not want split between pages. No matter how much editing you do later on, the lines you mark with a ^V command will stay together. If there is not enough room on the current page, the block will be printed in its entirety on the next page.

- To mark a block for conditional paging, type ^V followed by a number 1-250. This is not a paired command—no need to type a second ^V command.
- Enter this command at the very beginning of a paragraph or on a line by itself.

*Example:* Type ^V20, and you instruct T-Word to print the next 20 lines on the current page if there is room, on the next page if there isn't.

## Altering Line Spacing: ^A1-^A250

—a universal print command

The ^A command allows you to alter the line spacing set in the **lSpacing** option of the print menu. You alter the line spacing according to the number you type with it: ^A1 for single spacing, ^A2 for double spacing, ^A3 for triple spacing, on up to ^A250.

With the ^A command, too, you can insert up to 250 blank lines at any point in a document—a handy feature to use whenever you want to reserve space in a document for the later addition of an illustration.

- Type ^A and follow it immediately (without a space) by a number. 1-250.
- Place this command on a line by itself or at the beginning of a paragraph. It will take effect beginning with the next printed line.

To return to the line space setting of **lSpacing** in the print menu, type ^A with the value set in the print menu.

### *Example*

This is typed (< indicates < ENTER >):

^A1/ This paragraph is to be printed single-spaced. I have typed the line-spacing command in the very first space of the paragraph though I could have typed it farther along in the line.<

^A2/This paragraph is to be printed double-spaced. Notice how I have typed this command followed by 2/ after the paragraph indent instead of before: either way works.<

This is printed:

This paragraph is to be printed single-spaced. I have typed the line-spacing command in the very first space of the paragraph though I could have typed it farther along in the line.

This paragraph is to be printed double-spaced. Notice how I have typed this command followed by 2/ after the paragraph indent instead of before; either way works.

**Inserting Blank Lines.** Use ^A to insert blank lines within a document wherever you want to place a drawing, chart, graph, or other form of illustration once the document is printed. This is an alternative to pressing < ENTER > for each blank line.

On a line by itself, type ^A then the number of lines to be left blank. Press < ENTER > and type ^A and the number with which you want to resume your line spacing.

## Turning Line Justification On or Off: ^O . . . ^O

—a universal print command

The place to determine whether your lines are to be justified (all the same length) is in the **(J)ustify** option of the print menu. Then with the ^O command you can reverse that setting anywhere within a file.

■ To switch from the setting in **(J)ustify**, type ^O. To return to the setting in **(J)ustify**, type another ^O command later in the file.

## Printer-Specific Commands

Printer-specific commands make it possible to change the appearance of type by making it darker or lighter, expanding it or condensing it, placing it above or below the other characters, and so on.

The way your printer responds to these printer-specific commands depends on your printer and how it operates.

*Reminder:* Unlike universal commands, printer-specific commands are ready for use only if you have an Epson FX-80 or a compatible printer. Before using these commands with any other kind of printer, you must first customize the CONFIG.DO file. See Section 8.

■ Printer-specific commands can do no more than your printer is capable of. Some printers, for example, cannot produce condensed, enlarged, or italic type. Check your printer manual if you are unsure of your printer's capabilities.

■ The characters assigned to a particular command—as ^B for boldface—are to a certain extent arbitrary. By editing the CONFIG.DO file that accompanies the Ultimate ROM II, you can reassign those characters, even to the point of substituting new functions for those assigned by this program.

**Boldface:** ^B . . . ^B

—a printer-specific command

Boldface is one of two commands that print a heavier version of a regular type style. (The other is double strike.)

Boldfaced type is sometimes called *emphasized type*, because it is used for emphasis. It can call out words within a sentence, highlight headers and footers, set apart column heads in tables, and so on.

Your printer produces boldface type by slowing down and giving each character a stronger impression.

■ Enter ^B before and after words to be emphasized with boldface.

If your printer has a ribbon that tends to print light, you can produce darker, sharper print by using the boldface command for the entire file: Type ^B just before the first word in the file. Be advised, however, that using this command in this way will increase the printing time.

To set off headings with as dark an impression as possible, combine boldface and double strike: Type ^B^D or ^D^B before and after the words to be thus printed.



## Double Strike: ^D . . . ^D

—a printer-specific command

Double strike is a form of boldface a printer achieves by making two passes over each line—sometimes with the second impression slightly offset from the first. The result is a darker, sometimes slightly blurred type.

Like boldface, double strike is useful for emphasizing words or phrases.

■ Enter ^D before and after words to be emphasized by double striking. To affect the entire file, enter ^D just before the first word to be printed.

To set off headings with as dark an impression as possible, combine double strike and boldface: Type ^B^D or ^D^B before and after the words to be thus printed.

## Elite: ^E . . . ^E

—a printer-specific command

The smallest of standard typewriter fonts, elite prints at 12 characters per inch as compared with 10 characters per inch in pica.

Elite type can be selected in the IFont option of the print menu or within a document with the ^E command. Switching from pica to elite within a document may be a good way of fitting a table with several columns between your margins or of setting off a block quotation.

■ Enter ^E wherever you want to start printing in elite type. Enter another ^E command wherever you want to return to pica.

Which font the second ^E command selects is determined by how the T-Word CONFIG.DO file is set up. Though set up to revert to pica with the second ^E command, this file could be altered to revert to a 15-pitch font, for example, or proportional type. To make this change, you must alter the *off* command for ^E in CONFIG.DO so that it turns on the desired font. Section 8 gives instructions for changing this file.

For printers other than the Epson FX-80 and its compatibles, decide on which font you want to revert to when setting up your CONFIG.DO file.

## Proportional Spacing: ^G . . . ^G

—a printer-specific command

In proportionally spaced type, letters are spaced according to their widths—with wider letters like the *W* occupying more room than narrower letters like the *I*. In non-proportional (fixed-pitch) type, all letters occupy the same width.

A proportional type:    WWWWW  
                          IIIII

A non-proportional type: WWWWW  
                              IIIII

Proportional spacing is the form of spacing turned out by most typesetters.

■ To produce proportional type, enter ^G. To return to non-proportional pica type, enter ^G again.

Which font the second ^G command selects is determined by how the T-Word CONFIG.DO file is set up. Though set up to revert to pica with the second ^G command, this file could be altered to revert to elite, for example, or a 15-pitch font. To make this change, you must alter the *off* command for ^G in CONFIG.DO so that it turns on the desired font. Section 8 gives instructions on changing this file.

For printers other than the Epson FX-80 and its compatibles, decide on which font you want to revert to when setting up your CONFIG.DO file.

## Condensed Print: ^K . . . ^K

—a printer-specific command

When available on a printer, condensed print is the smallest print that printer can produce. In condensed print there are usually between 15 and 17 characters printed per inch.

Switching from pica to condensed print can be used to fit tables of many columns onto standard-sized paper.

■ To switch to condensed print, type ^K. To return to the previous font, type ^K again.

Which font the second ^K command selects is determined by how the T-Word CONFIG.DO file is set up and how a particular printer works.

On the Epson FX-80 and compatible printers, the second ^K command causes the printer to resume printing in the previous font—most likely the font selected in *(Font)*. If you want some other font, enter the command for that font immediately after the second ^K command.

If your printer is not an Epson FX-80 or a compatible, check the printer manual for the condensed print *off* command. On some printers this command will revert to pica, not the previous font.

## Superscripts: ^S . . . ^S

---

—a printer-specific command

Superscripts are letters or numbers printed above a line of text. They are useful for numbering footnotes,<sup>1</sup> for setting up mathematical equations ( $E=mc^2$ ), and to display symbols for such matters as trademarks (Traveling Software, Inc.<sup>(R)</sup>; T-Word<sup>TM</sup>).

- Type ^T before and after the characters you want printed as superscripts.

---

<sup>1</sup>Use the ^F footer command to place footnotes at the bottom of pages. See page 4-9.

## Subscripts: ^T . . . ^T

---

—a printer-specific command

Subscripts are letters or numbers printed lower than the other characters of a line of text. They are useful for scientific notation and mathematical equations:  $H_2O$ ;  $x_1 + x_2 = ab$ .

- Type ^S before and after the characters you want printed as subscripts.

## Underlining: ^U . . . ^U

—a printer-specific command

On manual typewriters, underlining was the traditional method of emphasizing certain words. With the advent of computers and word processing programs, however, emphasis is often left to the traditional tricks of the typesetter: boldface and italics.

Still, underlining has its purposes, particularly if boldface or italics is not available on a printer. Titles and subtitles can be underlined to set them off from the rest of the text as can individual words.

- Type ^U before and after the words you want underlined.

## Wide Type—^W . . . ^W

—a printer-specific command

Also called enlarged or elongated, wide type prints at about 5 to 7 characters per inch, depending on the printer.

It is useful for headings, titles, and other parts of a document that are to be emphasized.

- Type ^W to begin wide type. Type ^W to switch to pica.

On the Epson FX-80 and compatible printers, the second ^W command causes the printer to resume printing in the previous font—most likely the font selected in (Font). If you want some other font, enter the command for that font immediately after the second ^W command.

If your printer is not an Epson FX-80 or a compatible, check the printer manual for the enlarged print *off* command. On some printers this command will revert to pica, not the previous font.

*Note:* When switching from a 10- or 12-pitch font to wide type, you should be aware that you will get only about half as many characters per inch as you do with the smaller fonts.

Italics: ^Y . . . ^Y

---

—a printer-specific command

By slanting to the right, italics serve to emphasize particular *words*. They are seldom appropriate for *entire sentences* much less *entire passages or documents*.

Italics are widely used in law (*Miranda v. Arizona*), in biology (*Homo sapiens*), and in general writing (the movie *Gone with the Wind*; Proust's *In Search of Lost Time*; the expression *de gustibus non est disputandum*).

■ To begin italics, type ^Y. To end italics, type ^Y again.

*use ALT Q instead*

---

## Section 5

---

Previewing

## Where to Look in Section 5

To enter a document directly from a preview option	page 5-2
To move from one previewed page to the next	page 5-2
To leave a preview option and return to the print menu	page 5-2
To halt the scrolling of the page break and display options	page 5-2
To call up a pixel plot of a document	page 5-3
To call up the page break option	page 5-5
To call up the display option	page 5-6

**Note:** To preview a document directly from the Tandy Portable Disk Drive, see also Section 9.

## Previewing Documents

**P**REVIEWING your documents before printing them is a good way to troubleshoot before committing them to print. It saves both time and paper.

T-Word offers three ways of previewing documents. All are available by pressing a function key in the print menu:

- ✓ The plot option represents by dots (pixels) the general layout of each page.
- ✓ The page break option shows where page breaks occur.
- ✓ The display option shows each line formatted as it will be when printed.

Which of the three T-Word preview options you use at a particular time depends on the kind of troubleshooting you have in mind.

The information provided by the preview options is based on these matters:

- ✓ the text you have entered in your file
- ✓ the current settings of the print menu
- ✓ the universal print commands you have entered with your text

Because printer-specific commands are especially geared to your printer, T-Word cannot accurately interpret them when it previews documents in which they are used.

To select a page in a document to begin previewing, set **1st Print** in the print menu as you would when printing: 1 for the first page in the file, 2 for the second page, and so on.

For special considerations when using the preview options with the Tandy Portable Disk Drive, see Section 9.

## Entering a Document from Preview

While previewing a document, you can jump directly into the document at the point you see on your screen. This feature lets you fix problems on the spot without having to search through your documents.

- Press **< CTRL > < A >** to enter your document at the point currently displayed by the preview option.

## Moving Through and Out of Preview

Each of the three preview options pauses once it has displayed a page, waiting for you to instruct it to move on to the next page.

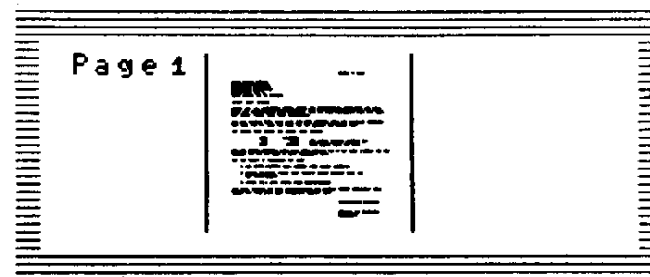
- To move from page to page in a preview option, press any key but **< ESC >** or the other exit keys listed below.
- To exit preview and return to the print menu, press **< ESC >**. On the Tandy 100/200 you can exit also by pressing **< F8 >** or **< SHIFT > < BREAK >**. On the NEC PC-8201, you can also exit by pressing **< SHIFT > < F5 >** or **< STOP >**.

The plot option shows one entire page at a time. In the page break and display options, the text scrolls upward.

- To halt the scrolling in the page break and display options, press any key except **< ESC >** or the other exit keys. Press any such key again to resume.

## Plot: < f2 >

In the T-Word print menu, press **< f2 >**, and a screen like this appears:



In this representation of a single page of your document, each character is represented by a pixel—that is, one of the small squares that compose the characters appearing on your screen.

From this plot you can determine

- ✓ whether you have set appropriate margins
- ✓ whether your headers and footers are placed as you want them
- ✓ whether the font (pitch) set in the print menu is in keeping with the margins you set

On both sides of the plot are two vertical lines, each representing the edge of an 8½- by 11-inch sheet of paper. Should you choose a combination of left and right margins and font that would make your lines too long for 8½- by 11-inch paper, the line to the right of the plot would disappear. If you see a plot without the vertical line on the right, you know you must set narrower margins or choose a smaller font.

Should you press **< CTRL > < A >**, you will enter your document in the middle of the page plotted on the screen when you pressed **< CTRL > < A >**.

*Note:* The **●** setting provided as a default for **IFont** is set up to represent documents in 10 pitch. If your printer prints in 12 pitch, enter **12** as the **IFont** setting.

For the keys to press to move from one page to the next or to exit the plot option, see page 5-2.

## What Plot Can't Do

The plot option formats all documents as fixed-pitch fonts. It cannot accurately represent the relative lengths of lines to be set in a proportional font.

If, however, you set **IFont** at **13** or **14**, plot will show you a fairly close representation of proportionally spaced lines.

Except for proportional fonts, the plot option represents a document by the font selected in the **IFont** option. Plot cannot accurately represent any parts of a document for which the font is changed by print commands.

If, for example, you have marked a heading with the **^W** command for wide type, that heading—along with the rest of the document—will be represented by the plot option according to the **IFont** setting.

Unless you mark a large block of text for a different font, the plot option should give you the previewing information you want. But if you do set up a table or some other large block in a different font, preview that block separately: In the print menu set **IFont** at the pitch used with the block. Then begin the plot option and move to the block to see it represented as it will be printed.

## Page Break (PBrk): < f3 >

The page break option shows how each page of a document begins and ends. For each page you see the first three and the last three lines.

Any headers or footers included in your file do not appear in this preview. Blank lines at either the beginning or the end of a page will also appear here as blank lines.

Use the page break option to

- ✓ avoid awkward breaks between pages
- ✓ help locate where to enter footnotes
- ✓ determine if you should enter a print command to insert a page break

■ To enter the page break option, press < f3 > in the T-Word print menu. You then see lines scrolling upward on the screen.

Using ROM-View 80 with the page break option will increase its ease of use. For best results set a width no narrower than the line length—the right margin setting minus the left margin setting.

Without ROM-View 80, you will see the first 40 characters as usual; the remainder of lines longer than 40 characters will appear just below on your screen in reverse video (light on dark). And words will be broken at the edge of the screen, though they will be printed intact.

The text scrolls upward on the screen, halting at the end of each page, and the cursor flashes in the lower left corner of the screen.

For the keys to press to move to the next page, to halt the scrolling, or to exit the page break option, see page 5-2.



## Display (Disp): < f4 >

With the display option you can see a document formatted on screen according to the margins, line spacing, and line justification set in the print menu and within the document.

The display option shows not only where each page begins and ends but also where one line ends and the next begins. For unjustified text, check the length of each line and hyphenate words as needed to avoid unacceptably short lines. For justified text, check the spacing between words and hyphenate as needed to avoid excessively wide spacing.

■ To begin the display option, press < f4 > in the print menu. Your file now begins to scroll upward.

As in the page break option, you may find it helpful to set ROM-View 80 at a width that will accommodate your formatted lines. Otherwise, you will find that any part of a line after the first 40 characters will appear on your screen in reverse video. And words will be broken at the edge of the screen, though they will be printed intact.

Any headers, footers, or blank lines included in your file will appear in this preview, too.

The scrolling halts at the end of each page, and the cursor flashes in the lower left corner of the screen.

For the keys to press to move to the next page, to halt the scrolling, or to exit the display option, see page 5-2.

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## Section 6

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### Word Processing Enhancements

## Where to Look in Section 6

To use the word processing enhancements	page 6-1
To alter the length of lines on your screen	page 6-2
To switch between insert and overwrite	< CTRL > < O >, page 6-4
To use search and replace	< CTRL > < L >, page 6-5
To compute bytes and words anywhere within a document	< CTRL > < J >, page 6-8

## Word Processing Enhancements

THE Ultimate ROM II enhances the word processing capabilities of your computer in these ways:

- ✓ On most computers you can now edit and view your documents with lines up to 60 characters long—with the ability to scroll up to 80 characters.
- ✓ You can switch to overwrite mode and type over existing text.
- ✓ You can locate *and change* a character, word, or phrase in a document.
- ✓ You can determine at any point within a document how many characters (bytes) or words you have typed to that point.

These word processing enhancements are products not of T-Word but of the Ultimate ROM II. This means that they are available for use with files you create with IDEA!, T-base, and other programs in addition to T-Word.

- All of the word processing enhancements are available for use as soon as you have installed and initialized the Ultimate ROM II chip and have selected UR-2 in the main system menu of your computer. Then after selecting either TEXT or T-Word in the Ultimate ROM II menu, you are ready to select a file and use the enhancements.

## ROM-View 80

ROM-View 80 frees you from the 40-column limitation of your computer's screen. Now you can work with lines of anything from 10 to 80 columns (characters) long. Up to 60 columns are visible at any time; 20 more columns can be made visible by scrolling.

You will find ROM-View 80 a boon while preparing documents for printing with T-Word. As long as your lines do not run longer than 80 columns (characters), ROM-View 80 allows you to enter and edit documents with the line length on the screen set exactly as T-Word will print them.

Using ROM-View 80 with your T-Word documents takes the guess work out of formatting tables of many columns and of hyphenating words at the ends of lines.

**Reminder:** ROM-View 80 is not currently available for the Tandy 200.

■ To enter and edit documents with the line lengths in which they will be printed, subtract the **Left** setting in the print menu from the **Right** setting and give this number as the width setting for ROM-View 80.

**Example:** If you have a **Left** setting of 10 and a **Right** setting of 75, you should start ROM-View 80 and type a width of 65 before entering your document.

■ To reset the line length of your screen, enter the Ultimate ROM II menu, move the cursor over **View80**, and press < ENTER >. In response to the **Width:** prompt, type the width determined from your left and right margin settings in the T-Word print menu and press < ENTER >.

■ Sometimes instead of the **Width:** prompt, you will see this: **Change HMEM?**. This prompt will appear only if you have another machine-language program in the high memory section of your computer. ROM-View 80 cannot operate until all other machine-language programs are removed from high memory. Press < Y > to remove the machine-language program from high memory, then enter a width for ROM-View 80. Should you press any other key than < Y >, you will not be able to use ROM-View 80.

■ If you see this message—**Can't**—you may not have the 3-4K of RAM necessary to operate ROM-View 80. Check the main system menu of your computer and delete files if necessary. The **Can't** message may indicate another problem: You have used a machine-language program that reset high memory. To correct the problem, enter BASIC and type one of these commands:

CALL 32454 *[for the Tandy 100]*  
 CALL 39703 *[for the Tandy 200]*  
 EXEC 32358 *[for the NEC PC-8201]*  
 CALL 32274 *[for the Olivetti M10]*

Then leave BASIC and follow the instructions on the previous page for using ROM-View 80.

Once you have entered a width for ROM-View 80, you can enter your document in one of two ways: through the TEXT program of the Ultimate ROM II menu or through T-Word itself.

■ In the Ultimate ROM II menu, move the cursor over **TEXT** or **T-Word** and press < ENTER >.

For more information about using ROM-View 80 in TEXT and T-Word, consult Section 2 of your ROM-View 80 manual.

## Switching between Insert and Overwrite: < CTRL > < O >

One of the limitations of your computer is its lack of an overwrite mode. You are limited to the insert mode, which means that you cannot type over existing text. In insert, whatever you type moves existing text and spaces to the right to make room for the new text.

With the Ultimate ROM II you can switch from insert to overwrite and back to insert. In overwrite, each character you type replaces whatever is already in that place on the screen, whether a letter, number, or space.

The overwrite mode is available for use with any document you select through the TEXT or T-Word options of the Ultimate ROM II menu.

■ You begin each session in the insert mode. To switch to overwrite mode, press < CTRL > < O >.

When you switch to overwrite, this message appears as a reminder at the bottom of the screen:

**Overwrite mode**

The message disappears as soon as you begin typing.

■ To switch back to insert, press < CTRL > < O >.

When you switch to insert, this message appears at the bottom of the screen:

**Insert mode**

The message disappears as soon as you begin typing.

## Search and Replace:

< CTRL > < L >

The Ultimate ROM II improves on the find function of your computer by allowing you to search for certain characters, a word, or a phrase and replace them with other characters, words, or phrases.

Search and replace saves time in the revision of documents, freeing you of the necessity to retype changes again and again.

Search and replace is available for use with any document you select through the TEXT or T-Word options of the Ultimate ROM II menu.

■ Press < CTRL > < L > to begin searching a document at the point marked by the cursor.

T-Word gives you flexibility in how you use search and replace:

- ✓ You can replace *all* the following occurrences of the search text automatically.
- ✓ You can review all the following occurrences of the search text but reserve the right at each occurrence to direct whether to make the replacement.
- ✓ You can enter the number of the occurrences in the file you want replaced.

## How to Use Search and Replace

1. Press < CTRL > < L >. This prompt appears at the bottom of the screen:

String:

2. Type the string of characters or words—up to 24 characters in all—you want to find and replace. Press < ENTER >.

3. In response to this prompt:

**Sub st:**

type the string of replacement characters or words—up to 24 characters in all. Press < ENTER >.

4. You now must direct the manner of the search and replace, as suggested by this prompt:

**Number, [A], [C]onfirm, or [Q]uit**

These are your choices:

- Type any number 1-99 to direct that for that number of occurrences from the point where you entered search and replace, the search text will be replaced automatically.
- Press < A > to direct that all occurrences of the search text from the point where you entered search and replace to the end of the document will be replaced automatically.
- Press < C > to direct that the remainder of the document will be searched, but nothing will be replaced without your approval.
- Press < Q > to abort the search and replace without any changes.

5. If you press < C > for confirmation at each occurrence, you will see this message at the bottom of the screen at each occurrence:

**Substitute? [Y]es, [N]o, [Q]uit**

You now have three choices. Press

- < Y > to confirm the replacement
- < N > to continue the search without making the replacement
- < Q > to quit search and replace

There will be times while using search and replace that you will see this message at the bottom of the screen:

**No match**

This message tells you either that the search text was not found at all or that there are no more occurrences of it in the document.

*Note:* Since search and replace always moves toward the end of the file from the point where the cursor is located when you press < CTRL > < L >, remember always to begin at the beginning of the file if you want the entire file searched. At any point within a file press < CTRL > < W > to move the cursor back to the beginning of the file in one step.

## Counting Bytes and Words:

⟨CTRL⟩ ⟨J⟩

Pressing ⟨CTRL⟩ ⟨J⟩ at any point in a document will display a message like this:

**306 bytes, 49 words (11 returns)**

From this message you can determine how many bytes (characters) and words you have entered to the point in the document marked by the cursor.

For a count of the entire document, press ⟨CTRL⟩ ⟨Z⟩ to move to the end of the document and then press ⟨CTRL⟩ ⟨J⟩.

Also included in the count is the number of returns—or how many times you have pressed ⟨ENTER⟩. Depending on how you are formatting a document, this count may give you the number of lines or paragraphs entered to that point.

## Section 7

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### Merging

## Where to Look in Section 7

For definitions of merge files and main files	page 7-1
To select merge files and main files	page 7-1
To print date and time	page 7-3
To merge blocks of text from a single merge file	page 7-4
For alternate uses of the block merge	page 7-6
To merge information from a data file	page 7-7
For the format of the data file	page 7-7
To enter merge commands in the main file	page 7-8
To print mailing labels from a data file	page 7-10
To merge entire files into a main file	page 7-12
To chain print files	page 7-13

## Merging

**M**ERGING is a time-saving method of pulling information into a file—most often from another file. Merging spares you the necessity of retyping information each time you want to use it.

T-Word provides not one but four different methods of merging. Each serves a different function:

- ✓ printing the current date or time
- ✓ inserting blocks of text into a main file from another file
- ✓ inserting items from a data file into a main file
- ✓ inserting entire files into a main file and chain printing files one after another

All of these make use of the **^Q** merge command in one form or another. Just how you use **^Q** in your files depends on the kind of merge operation you are undertaking; refer to the instructions on the following pages.

*Reminder:* To enter the **^Q** command, hold down **< CTRL >** and then in sequence press **< P >** **< Q >**. For more information about entering print commands, see page 4-2.

Merging generally involves two kinds of files. *Merge files* are those in which you enter text to be inserted into other files at printing time. *Main files* are those files into which the text will be inserted. Merge files and main files always remain separate; they are never actually merged. It is only at printing time that the information in them is joined.

### Selecting Merge Files for Printing

When you print a document by merging blocks or data files, you must tell T-Word which is the main file and

which is the merge file. You do this at printing time, in the T-Word file selection screen. This procedure is *not* necessary when you print the date or time (page 7-3) or when you merge entire files or chain print (page 7-12).

Once you have set up your main and merge files for either block merging (page 7-4) or data file merging (page 7-7), follow the procedure outlined below.

- To begin merging blocks or data files, always select the main file first, the merge file second.

In the T-Word file-selection screen, place the cursor over the main file and press < ENTER >. This prompt then appears:

Select MERGE file or (N)one

Move the cursor over the merge file, press < ENTER >, and you are in the T-Word print menu, where you see the names of both files in reverse video, the main file first, the merge file second.

Instead of designating a merge file in the file selection-screen, you can press < N > to designate none. This will allow you to print a main file without inserting text from the merge file.

- Using the Tandy Portable Disk Drive with T-Word lets you merge up to 64K of information—considerably more than your computer can hold. For information about merging from files on disk, see also Section 9.

## Printing Date and Time

With a few keystrokes anywhere within a document, you can cause T-Word to insert the date or time at that point in the document when it is printed.

Among other applications, this feature is useful for keeping track of a document as it undergoes many revisions. By dating the document in the headers or footers or on the title page, you can easily tell which version is which.

The date and time printed are those on your computer at the time of printing. Confirm that the date and time settings in the main system menu of your computer are current before using this feature.

These are the commands to enter for date and time:

**^O-D** prints the current date in the month/day/year format: 06/27/86

**^O-T** prints the current time in this format: 8:15 PM

- To enter a merge command for date or time, hold down < CTRL >. Then in sequence press and release < P >, < Q >, < P >, and, finally, < D > (for date) or < T > (for time). Release < CTRL >.



## Block Merging

Merging blocks of text is useful for inserting sentences, paragraphs, or pages of boilerplate into letters and other documents.

Blocks to be inserted are all placed together in a single merge file, which you create in T-Word or the TEXT program of your computer or the Ultimate ROM II.

■ In the merge file, one block of text is separated from the next by the ^Q command and < ENTER >. Include as many blocks as you want, but remember to end each block—including the last—with ^Q < ENTER >.

The main file can be created in T-Word or TEXT.

■ In the main file, type ^Q wherever you want a block to be inserted—one ^Q command for each block in the merge file. At printing time, the first block in the merge file will be inserted at the first ^Q command in the main file. The second block will be inserted at the second ^Q command, and so forth.

### Example

In this merge file, two blocks of boilerplate text have been entered. Each block ends at ^Q < :

Since 1979 our company has been a leader in the publication of books and periodicals for numismatists. <

In fact, our monthly magazine, *The Other Side of the Coin*, is the best-selling publication of its kind in this country. ^Q <

We appreciate your interest in our company and welcome any future inquiries. Feel free to call us toll-free at 800-333-3333. ^Q <

In this main letter file, the two merge blocks will be entered at the ^Q commands:

Thank you for your letter asking about Numismatics, Inc., and our publications for collectors of Roman coins. <

^Q <

I have enclosed a brochure listing all of our in-print publications, many of which relate to your interest in Roman coins. <

^Q <

When printed, the letter will look like this (the merged paragraphs are shown here in boldface):

Thank you for your letter asking about Numismatics, Inc., and our publications for collectors of Roman coins.

Since 1979 our company has been a leader in the publication of books and periodicals for numismatists.

In fact, our monthly magazine, *The Other Side of the Coin*, is the best-selling publication of its kind in this country.

I have enclosed a brochure listing all of our in-print publications, many of which relate to your interest in Roman coins.

We appreciate your interest in our company and welcome any future inquiries. Feel free to call us toll-free at 800-333-3333.

When preparing to merge blocks of text, remember to

- ✓ Mark the end of each block of text in the merge file with ^Q < ENTER >.
- ✓ Enter the blocks in the merge file in the order in which you want them to appear when printed.
- ✓ In the main file enter as many ^Q commands as there are blocks of text in the merge file.
- ✓ Allow for the necessary returns or spaces in either the merge or main file.

**Other Uses of the Block Merge.** Though best suited for merging blocks of text, this T-Word merge is flexible enough to be used for merging names, addresses, and such information into form letters. (See page 7-7 for another way of doing the same thing.)

As an example, let's set up a form letter to be sent to 10 different persons, thanking them for their inquiries about our company's products. The letters will be identical except for these four blocks: the inside address, the salutation, a phrase describing the product inquired about, and the price of that product.

Into the main file will go the bulk of the letter. Also included will be four ^O commands: the first for the inside address; the second in the salutation (Dear ^O); the third for the product name (Your letter requesting information about ^O); and the fourth for the price.

The merge file will be set up in 10 sets of blocks (one set for each addressee) with 4 blocks of text to a set. The first set will include the inside address (name and address), the salutation, the product name, and the price—all for the first addressee. The next set will include the same information for the second addressee, and so on through the tenth set.

Here is a sample merge file for two of the addressees:

```
Mr. John Steele<
64 Winding Path<
South Bend, IN 62382^O<
Mr. Steele^O<
the Ultimate ROM II^O<
$229.85^O<
Ms. Sally Jones<
2483 Harvard Ave.<
Cedar Springs, MI 49508^O<
Ms. Jones^O<
IDEA1^O<
$79.95^O<
```

## Data File Merging

Merging information from data files—like an ADRS.DO file or one of your T-base files—is a cost-effective way of personalizing form letters for mass mailings.

From such data files, you can draw names, addresses, and other information you want to include in your letters. You also can print mailing labels for your letters.

Unlike the block merging described earlier, data file merging lets you select the order in which information is to be drawn from the merge file and to exclude some information in the merge file altogether.

### Data File

■ Any data file to be used with this form of merge must be comma-delimited. This means that every item of information (each field) must be separated from the next by a comma. Commas must not be used except to separate fields.

Each addressee has a record—a set of fields pertaining to that person.

■ Each record in the data file including the last must end with < ENTER >.

### Example

```
Mr. Steele, Mr. John Steele, 64 Winding Path, South
Bend, IN 62382, the Ultimate ROM II, $229.85<
Ms. Jones, Ms. Sally Jones, 2483 Harvard Ave.,
Cedar Springs, MI 49508, IDEA1, $79.95<
```

This example shows a data file with the records of two customers. Both records end with < ENTER > (^).

Within the records, each field except the last is followed by a comma. There happen to be seven fields in each record of this example. This is the order of those seven fields:

field 1	salutation
field 2	name
field 3	street address
field 4	city
field 5	state and ZIP
field 6	product name
field 7	product price

### Main File

In TEXT or in T-Word, create the main file by entering the text that will remain constant from letter to letter. Enter the ^Q command wherever you want to individualize the letters by drawing information from the data file.

■ Enter the ^Q command with a number to designate which field in each record you want to insert at any point. Type ^Q1 for the first field, ^Q2 for the second field, and so on, up to ^Q99.

By entering ^Q2, for example, you would be inserting the customer's name from our sample data file, above.

■ You can enter the ^Q commands in any order in the main file and exclude any fields you do not want to appear in the printed letters.

Unless you have allotted the necessary spaces between words in your data file, remember to provide for those spaces in your main file.

### Example

Here's an example of a main file into which information from the preceding data file will be merged:

```
July 16, 1986<
<
<
^Q2<
^Q3<
^Q4, ^Q5<
<
Dear ^Q1:
<
Thank you for your letter inquiring about
^Q6, which we are now selling at ^Q7. I am
including a brochure with information about ^Q6
and our other products available for your
computer.<
<
If you want to order ^Q6 or have any further
questions about it or any of our other
products, please feel free to call us on
our toll-free line . . . .<
```

### Printed Copies

At printing time, T-Word will print as many copies of the letter as there are records in the data file.

### Example

When printed, one of the letters from the sample data file and main file will look like this (the information merged from the data file is shown here in boldface):

July 16, 1986

Ms. Sally Jones  
2483 Harvard Ave.  
Cedar Springs, MI 49508

Dear Ms. Jones:

Thank you for your letter inquiring about IDEAL, which we are now offering at \$79.95. I am including a brochure with information about IDEAL and our other products available for your computer.

If you want to order IDEAL or have any further questions about it or any of our other products, please feel free to call us on our toll-free line. . . .

### Printing Mailing Labels

To print mailing labels from a data file containing names and addresses, follow these steps:

1. Determine from the data file the fields in which the name and address information is located.
2. In TEXT or T-Word, create a main file consisting solely of ^Q commands designating which of the fields are to be merged from the data file and where they are to appear.

This is a main file set up to print mailing labels from the sample data file on page 7-7:

^Q2<  
^Q3<  
^Q4, ^Q5<

3. Before printing the labels, you must adjust the settings of the T-Word print menu to match your labels. This will require some experimentation but for most standard mailing labels, these settings should work:

(L)left	depends on the placement of the labels in the printer
(R)right	add 40 to the (L)left setting
(T)op	1 or 2
(B)ottom	1
(P)ig Len	6
(S)pacing	1
(W)ait Pgs	N
(Q)uick Num	N

## File Merging and Chain Printing

Merging entire files into a main file and chain printing files one after another are accomplished by using the `~Q` command followed by a file name, in any of these ways:

`~Q(filename)` or `~Q(FILE)` or `~Q(filename.do)` or `~Q(FILE.DO)`

Within the square brackets type a file name—in upper- or lowercase, with or without the .DO extension. On the NEC PC-8201, be sure that you enter upper- and lowercase characters just as you did when opening the file.

Note that with this form of merge, T-Word will not request the name of the merge file when you select a main file in the T-Word file-selection screen. From the file name you have typed with the `~Q` command in the main file, T-Word already knows which file it is to merge.

### File Merging

When it comes to inserting boilerplate text into letters and other documents, file merging and block merging serve similar purposes. But file merging has a definite advantage: It lets you set up many different boilerplate texts, which you may then select as needed when setting up your letters and other documents. Since you do not have to commit yourself to merging just one file, as you must with block merging, you have greater flexibility.

With this flexibility there is a disadvantage: Using file merging to insert many sections of boilerplate takes up more of the file slots on your main system menu.

- To merge an entire file into a main file type `~Q(filename)` wherever in the main file you want the merge file to be printed.

Files to be merged may include anything from a few words to pages of text. They may not, however, be files into which yet another file is to be merged.

- When using the `~Q(filename)` command, do not enter the name of a file in which you have used the `~Q` command for any purpose other than inserting the date or time.

### Chain Printing

Chain printing lets you tell T-Word to print a sequence of files, one after another, without your having to begin the printing process for each file.

You can chain print files so that the first page of each begins on a new page. Or you can break up long documents and print them together as though they were one continuous file.

- Remember to type the `~P` page break command at the end of a file unless you want the next file to begin printing on the page where the previous file ends.

There are two ways of setting up chain printing:

- ✓ At the end of the first file to be printed, enter `~Q(filename)` for each file to be printed. Select the file containing these commands to begin chain printing the series.
- ✓ Create a separate file just for entering a series of `~Q(filename)` commands. Select this file to begin chain printing the series.

### Examples

There are three files to be chain printed: FILE 1, FILE 2, and FILE 3.

One way of setting up the `^O(filename)` commands is to type this at the end of FILE1:

```
FILE1 ends here. And FILE2 is to  
begin on a separate page. ^P<  
^O(FILE2)<  
^O(FILE3)<
```

To print the three files, select FILE1.

The alternative is to create a new file and enter this:

```
^O(FILE1)<  
^O(FILE2)<  
^O(FILE3)<
```

To print the three files, select this file.

**Chain Printing and Merging.** Files designated for chain printing should not themselves be files into which yet another file is to be merged.

■ When using the `^O(filename)` command to chain print, do not enter the name of a file in which you have used the `^O` command for any purpose other than inserting the date or time.

## Section 8

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# Customizing T-Word

## Where to Look in Section 8

To enter CONFIG DO	page 8-1
To change the print menu defaults	page 8-2
To customize fonts to your printer	page 8-4
For a list of printers compatible with the Epson FX-80	page 8-4
For Epson FX-80 font codes	page 8-5
For other printer font codes	page 8-6
To customize print commands to your printer	page 8-6
To assign different characters to print commands	page 8-6
For Epson FX-80 decimal codes	page 8-8
For other printer decimal codes	page 8-9
For special uses of the printer commands	page 8-9
To convert codes in your printer manual to decimal codes	page 8-11
To make different sets of print commands geared to different printers	page 8-15
To make different sets of print menu defaults for different printing jobs	page 8-15

## The CONFIG.DO File

**C**ERTAIN aspects of T-Word are subject to change—change that you make yourself in the CONFIG.DO file.

With the CONFIG.DO file you can:

- ✓ assign new values to the print menu settings—values that will reappear each time you start the program
- ✓ customize printer-specific commands and gear them to your printer
- ✓ set up your CONFIG.DO file for more than one printer or for more than one set of print menu defaults

The CONFIG.DO file is included with the Ultimate ROM II to allow you to make certain changes to T-Word as well as IDEA! and T-base. For more information about this file, consult the *Ultimate ROM II Installation and User's Guide*.

It is not necessary to have the CONFIG.DO file in your computer if you do not wish to make any modifications or use the T-Word printer-specific commands. But once you change CONFIG.DO, you must keep the altered file in your computer so that the modifications will take effect as you use the programs. Any changes you make will remain in effect as long as the CONFIG.DO file remains in your computer. Should you delete the file and later restore it to your computer, you will have to make the modifications again.

■ To modify T-Word, start in the main system menu of your computer. Place the cursor over CONFIG.DO and press < ENTER >. Move to the appropriate place in the file and make changes as explained in this section. When you are through, save the modification and return to the main system menu: Press < F8 > on the Model 100 or 200, < SHIFT > < F5 > on the NEC.

## Resetting the Print Menu

Each time you start up T-Word, you will see the same settings in the print menu for left and right margins, adding line feeds, page length, and so on.

These settings are the defaults set by Traveling Software, but they are not permanent. To avoid resetting any of these values each time you use the program, you must alter the CONFIG.DO file.

Follow the instructions on the previous page for entering the CONFIG.DO file. Then on the Tandy 100/200 move the cursor until you see these two lines:

```
^P< 5, 8, 4, 10
10, 75, 6, 6, 66, N, 1, 0, N, N, 1, N, 1, 99, 1<
```

On the NEC PC-8201, the second line, altered only for the **(A)dd LF** option, appears like this:

```
10, 75, 6, 6, 66, N, 1, 0, Y, N, 1, N, 1, 99, 1<
```

It is the second line—with the numbers, letters, and commas—that determines the print menu defaults. The value for each setting is separated from the next by a comma. T-Word interprets the numbers and letters in this way:

10,	--	setting for (L)left
75,	--	setting for (R)right
6,	--	setting for (T)top
6,	--	setting for (B)ottom
66,	--	setting for (P)g Len
N,	--	setting for (J)ustify
1,	--	setting for (S)pacing
0,	--	setting for (F)ont
N, or Y,	--	setting for (A)dd LF
N,	--	setting for (W)ait Pgs
1,	--	setting for (N)um Start
N,	--	setting for (Q)uick Num
1,	--	setting for (I)nt Print
99,	--	setting for (E)nd Print
1	--	setting for (C)opies

Notice how the sequence of values in the CONFIG.DO file corresponds to the print menu: The first five values apply to the five settings, from top to bottom, in the first column of the print menu; the second five values apply to the second column; and the last five apply to the third column.

## Changing the Defaults

■ To change a print menu default, move the cursor to the line in CONFIG.DO just below **^P**. Then locate the value in that line controlling the option you want to change. Move the cursor to that point, delete the old value, and enter the new.

While changing the print menu defaults, take these precautions:

- ✓ Keep each value separated from the next by a comma.
- ✓ Retain the return (**< ENTER >**) at the end of the line.
- ✓ For letters, type **Y** or **N**, in uppercase only.
- ✓ For numbers, type nothing greater than **255**.
- ✓ For **(P)g Len** and **(S)pacing**, type nothing less than **1** (no zeros).

Once you finish your modifications, exit CONFIG.DO and start up T-Word. The print menu will now show the settings as you have modified them.

Feel free to make such changes at any time. Note, however, that if you modify CONFIG.DO while in T-Word, those changes will not take effect until you have left and restarted the program.

By making other changes in CONFIG.DO, you can set up more than one set of print menu defaults—a different set for each kind of print format you use on a regular basis. See page 8-15 for details.



## Customizing Fonts and Print Commands

Gearing both the settings in the (F)ont option of the print menu and the printer-specific commands (ⓑ, ⓓ, and so on) is something you must do if your printer is not an Epson FX-80 or a printer compatible with the FX-80. To make any of these changes enter the CONFIG.DO file, as explained on page 8-1.

### Compatible Printers

Among the printers compatible with the Epson FX-80 are Epson printers in the MX, RX, and FX series. Others are the TTXpress portable printer, the Star Micronics Gemini series, and most Panasonic, Citizen, and Riteman printers.

■ Though compatible with the FX-80, some of these printers do not offer all the features offered by the FX-80. Some compatibles, for example, cannot print elite or proportional type. If in doubt about your own printer's capabilities, consult the printer manual or your printer dealer.

### Setting Fonts

1. Consult your printer manual or the table on page 8-6 for the fonts your printer can produce. They are often referred to as pica; elite; condensed or compressed; and enlarged, elongated, or wide. Determine which of these fonts you want to have at your disposal.

2. For each font, you must know two things: the pitch, or characters per inch, and the decimal code.

The table on page 8-6 shows pitches and decimal codes for four popular printers: the Comrex CR-III, the C. Itoh Prownter, the Toshiba P351, and the Okidata ML82A. If you have one of these printers, this table shows all the information you need.

If your printer is not one of the above, you must determine both the pitches and the decimal codes from your printer manual. In some cases, too, you may have to convert the codes in your manual to the decimal form needed here. For help in this, see *Interpreting Your Printer Manual*, page 8-9.

3. Having determined the pitches and decimal codes you need, enter the CONFIG.DO file and move the cursor until you see these lines:

```
F<
10/27,80<
12/27,77<
15/15<
```

These are the codes that produce 10-, 12-, and 15-pitch print on the Epson FX-80 and compatible printers.

4. For printers listed in the table, substitute the values listed there. Remember the / mark and the < ENTER > at the end of each line. That's all there is to it.

5. For other printers, substitute the values determined from your manual.

The numbers *before* the / mark—10, 12, and 15—are the pitches. It is these values that appear in the (F)ont option of the print menu.

The numbers *after* the / mark are the decimal codes, which actually instruct the printer on how many characters to print per inch.

6. For 10, 12, and 15, substitute the pitch of each of your fonts. Leave the / mark immediately after each value.

7. For the current pitches substitute the pitches available on your printer. Remember the commas, if any, and the < ENTER > at the end of each code.

Proportional fonts lack a pitch, but it is suggested that you assign a proportional font a value of 13 or 14. With either setting, the plot option will give you a close approximation of formatted pages.

Depending on what is available on your printer and what you decide you want to use, you may wind up with more or fewer codes than the current CONFIG.DO now has.

### Sample Pitches and Decimal Codes

	Comrex CR-III	C. Itoh Prowriter	Toshiba P351	Okidata ML82A
Pica	10/27, 31, 13	10/17, 78	10/27, 69, 49, 50	10/30
Elite	12/27, 31, 11	12/17, 69	12/27, 69, 49, 48	not usable
Condensed	not usable	17/17, 81	17/27, 91	17/29
Enlarged	not usable	5/14	5/27, 33	5/31

## Changing Print Commands

Changing the print commands is similar to changing the fonts: You must determine what print features are available on your printer and the decimal codes assigned to those features.

You have some flexibility in assigning characters as your print commands. For example, Traveling Software has assigned ^U to underlining; you could just as well assign ^U to superscripts, proportional type, or some other print feature.

You also have flexibility in deciding which print features of your printer you want to use with T-Word. Instead of subscripts, say, you might want to select a color ribbon or perform some other function available on your printer.

■ One limitation: In assigning print commands to print features, you are limited to 10 features and to these 10 characters: ^B, ^D, ^E, ^G, ^K, ^T, ^S, ^U, ^W, and ^Y.

Now to change the printer-specific commands:

1. Consult your printer manual for the special print features your printer can produce. Determine which of these features you want at your disposal.

For each feature, you must know the decimal code assigned by your printer to turn that feature on and the decimal code to turn it off. In some cases, the *on* and *off* codes may be the same.

If you have a Comrex CR-III, a C. Itoh Prowriter, a Toshiba P351, or an Okidata ML82A, you will find those codes on page 8-9.

If your printer is none of these, you must determine the decimal codes for these features from your printer manual. In some cases, you may have to convert the code in your manual to the decimal form needed here. For help see *Interpreting Your Printer Manual*, page 8-9.

2. Having determined the decimal codes that turn the features on and off, enter the CONFIG.DO file and move the cursor until you see these lines:

- OK - ~~B0/27,69/27,70~~ *Condensed*
- OK - ~~D0/27,71/27,72~~ *Double Strike*
- OK - ~~E0/27,77/27,00~~ *Elite = 27,58,564, -=next, Proportional*
- OK - ~~G0/27,112,1/27,112,0~~ *Proportional*
- OK - ~~K0/15/18~~ *Condensed*
- OK - ~~S0/27,83,0/27,84~~ *Superscript*
- OK - ~~T0/27,83,1/27,84~~ *Subscript*
- OK - ~~U0/27,45,1/27,45,0~~ *Underline*
- OK - ~~W0/14/20~~ *Enlarged*
- OK - ~~Y0/27,52/27,53~~ *NLQ 1,0 27,170,1/27,120,0*

These are the commands and the codes that cause the Epson FX-80 and compatible printers to produce the print effects described in Section 4: **B** for boldface, **D** for double strike, **E** for elite type, and so on.

Each line begins with the command, entered as in T-Word itself—**< CTRL > < P >** and the command character. After that you see a zero and the / mark. What follows are the decimal codes assigned to that command: first the code to turn the feature on; then another / mark and the code that turns the feature off. Each line ends with **< ENTER >**.

3. For the printers listed in the table, enter the codes in the table with the command characters your prefer. Remember the zero and the / mark immediately after each command. That's all there is to it.

For other printers, enter the decimal commands determined from your manual. Include both *on* and *off* commands even if they are identical.

Depending on what is available on your printer and what you decide you want to use, you may wind up with fewer codes than the current CONFIG.DO now has. But because you are limited to 10 characters that may be assigned to print features, you can have no more than 10 codes.

### Sample Decimal Codes for Print Commands

	Comrex CR-III	C. Itch Prowriter	Toshiba P351	Okidata ML82A
<b>Boldface</b>	/27,79/27,38	not usable	/27,81/27,82	not usable
<b>Doublestrike</b>	/27,70/27,38	/27,33/27,34	/27,75,50 /27,75,49	not usable
<b>Elite</b>	/27,31,11 /27,31,13	/27,69/27,78	/27,69,49,48 /27,69,49,50	not usable
<b>Proportional</b>	/27,80/27,81	/27,80/27,78	/27,36/27,37	not usable
<b>Condensed</b>	not usable	/27,81/27,78	/27,91/27,93	/29/30
<b>Superscript</b>	/27,68/27,85	/27,84,56,27,114 /27,102,27,65	/27,68/27,85	not usable
<b>Subscript</b>	/27,85/27,68	/27,84,56,27,102 /27,114,27,65	/27,85/27,68	not usable
<b>Underline</b>	/27,69 /27,82	/27,88/27,89	/27,73/27,74	not usable
<b>Enlarged</b>	not usable	/14/15	/27,33/27,34	/31/30
<b>Italics</b>	not usable	not usable	/27,18/27,20	not usable

### Special Uses of the Print Commands

The T-Word print commands have been designed to give you considerable flexibility in using them.

Instead of one function—like turning boldface on and off—print commands can be modified to perform two or more functions at once. You could, for example, set up the **B** command to turn on (and off) boldface, underlining, *and* italics. For the Epson FX-80 and its compatibles, the code would take this form:

**~~B0/27,69,27,45,1,27,52/27,74,27,45,0,27,53~~**

The flexibility of these commands also lets you get around the limitations imposed by printers that do not allow the use of certain features while a particular font is selected. The way around such a limitation is to set up codes so that they turn off one feature while turning on another.

*Example:* The STAR SG 10/15 printer does not allow the use of wide type as long as the near letter quality (NLQ) font is selected. To allow switching from the NLQ font to the wide font, set up the `~W on` command so that it turns off the NLQ font while turning on the wide font; set up the `off` command so that it turns off the wide font and turns on the NLQ font.

This is how the `~W` command would look in the CONFIG.DO file:

```
~W0/27,53,27,87,1/27,87,0,27,52
```

## Interpreting Your Printer Manual

Entering the printer codes for fonts and other printer features would be a snap if all printer manuals used the same form of control codes. Unfortunately they don't.

When referring to your printer manual, you are likely to find codes presented in one or more of these formats:

BASIC:	CHR\$(27);CHR\$(14);"F"
ASCII:	ESC,SO,"F" or ESC·SO·"F"
Keyboard:	< ESC >, < CTRL > N, F
Hexadecimal:	1BH, 0EH, 46H or 1B, 0E, 46
Decimal:	27, 14, 70 or 027, 014, 070

These are all different versions of a single code. The object here is to translate ASCII, BASIC, keyboard, and hexadecimal codes into decimal codes. If your printer manual provides decimal codes, you are all set. Remember to enter the *on* code first, followed by the */* mark and the *off* code. Press < ENTER > at the end of each line, including the last.

If your printer manual provides codes other than decimal, you must use an ASCII table to convert them to decimal. Look in your printer or computer manual.

### From BASIC to Decimal Format

Printer codes in the BASIC format look like this:  
CHR\$(27);CHR\$(88) and CHR\$(27);CHR\$(89).

Converting BASIC codes to the decimal form required here is an easy matter of extracting the numerical values (in parentheses) and stringing them together with commas.

*Example:* The BASIC codes CHR\$(27);CHR\$(88) and

CHRS(27),CHRS(89) turn underline on and off on the Prowriter printer. They should be entered in the CONFIG.DO file like this:

```
^U0/27,88/27,89<
```

If a character in a BASIC code appears in quotation marks, treat it as an ASCII character. From the ASCII table, determine the character's decimal value and enter that value in the CONFIG.DO file. In this code—CHRS(27),"%",CHRS(1),CHR(11)—the percentage sign should be entered as its ASCII equivalent, 37. The entire code should be entered as 27,37,1,11.

### From ASCII to Decimal Format

Printer codes in the ASCII format look like this: ESC G, ESC H, and SO.

Convert these ASCII codes to decimal codes by referring to the ASCII table.

A source of confusion here is that some ASCII symbols, though two or more characters long, actually represent only one symbol. To convert ESC G and ESC H, for example, consider ESC not as three symbols but one, which translates into 27 in decimal format. (The G and H each convert as single symbols—71 and 72.)

Here is a brief list of some possibly confusing ASCII symbols and their decimal equivalents:

ASCII Code	Decimal Equivalent
SO	14
SI	15
DC1	17
DC2	18
DC3	19
DC4	20
ESC	27

*Example* The ASCII code SI turns on condensed type on

the Epson FX-80, DC2 turns it off. These should be entered in the CONFIG.DO file like this:

```
^K0/15/18<
```

### From Keyboard to Decimal Format

Printer codes presented as keyboard characters take this form: < ESC >, < CTRL > N, 70.

Converting these codes is much like converting the ASCII symbols with this exception: The first 32 characters in the ASCII table are described differently in the two formats. In keyboard format many of these characters are represented by some combination of the < CTRL > key, as in the example above. Here are several codes in the keyboard format and their decimal equivalents:

Keyboard Code	Decimal Equivalent
< CTRL > N	14
< CTRL > O	15
< CTRL > Q	17
< CTRL > R	18
< CTRL > S	19
< CTRL > T	20
< ESC >	27

*Example:* If < ESC >, < CTRL > N, F turns on boldface and < ESC >, < CTRL > R, & turns it off, enter this in the CONFIG.DO file:

```
^B0/27,14,70/27,18,38<
```

## From Hexadecimal to Decimal Format

Codes in the hexadecimal format take this form: 1B, 26, D1, 5A or 1BH, 26H, D1H, 51H.

To translate a hexadecimal code to decimal, locate the hexadecimal code in the ASCII table and find its decimal equivalent. If each value ends with *H*, ignore the *H* when converting to decimal.

*Example:* If the hexadecimal code 1B, 24 turns on proportional spacing and 1B, 25 turns it off, enter this in the CONFIG.DO file

```
^00/27,36/27,37<
```

## Accommodating More Than One Printer

For anyone who regularly switches from one printer to another, T-Word provides an easy means of matching the print commands to the printer.

The solution lies in the CONFIG.DO file: Instead of one set of print commands, you can enter two or more sets, one geared to each of your printers. Then at the very beginning of each file, you tell T-Word which set of print commands it is to follow when printing that file. You do not have to change the CONFIG.DO file each time you change printers.

Even if you have only one printer, you can use this feature to set up different print menu and font defaults for the different kinds of printing jobs you undertake regularly. Say you switch regularly from a letter to a spreadsheet format. By setting up the defaults in CONFIG.DO for both formats, you can switch from one to the other simply by calling up the files. T-Word adjusts the defaults in the print menu according to the directions you type at the very beginning of each file.

## Making Multiple Sets of Commands

Making more than one set of print commands entails repeating—with different values—the lines in CONFIG.DO that control the operation of T-Word. Here in truncated form is an example of two sets of T-Word commands. (In setting up your own CONFIG.DO file do not enter the periods or the text in brackets shown in this example.)

^P< [first set of commands]  
0,75,0,0,54,N,1,12,N,Y,1,N,1,99,1<

^F<  
10/27,31,13<  
12/27,31,11<  
15/27,31,9<  
^B0/27,84/27,38<

^Y0/27,65/27,66<  
^P< [second set of commands]  
10,75,0,0,54,N,1,10,N,N,1,N,1,99,1<

^F<  
10/18<  
12/27,77<  
15/15<  
^B0/27,60/27,70<

^Y0/27,52/27,53<

You can enter up to 99 sets of commands in all.

## Designating the Set of Commands

■ To designate which of several sets of print commands is to be followed for a particular file, type ^P followed by a number: 2 for the second set, 3 for the third set, and so on. To select the first set, you need not enter this command at all.

■ Type this command at the very beginning of a file. Typed anywhere else in a file, ^P will force a new page. If you want to place a header on the first page, type this command on the first line of a file; on the second line begin the header, as in this example:

```
^P2<
^HThis is a Header<
<
^H<
The text begins here. . . .
```

## Section 9

# Disk Operations

## Where to Look in Section 9

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To merge files from disk	page 9-4
To chain print disk and RAM files	page 9-5

## Disk Operations

**D**ISK drives and ROM-based software are the best things yet to happen to the Tandy 100 and 200 and the NEC PC-8201. And T-Word makes it possible to take advantage of both innovations.

If you own a Tandy Portable Disk Drive, you can use T-Word to preview and print files directly from disk without having to load them into your computer.

With the Tandy Portable Disk Drive, too, you can perform all of the merge operations—block, data file, and whole files—that you can with files in RAM.

Besides their efficiency, disk operations offer the great advantage of making considerable amounts of data available for printing. From the Tandy Portable Disk Drive, you can print or merge up to 64K of information—far more than can fit into your laptop computer.

*Note:* While accessing files on disk, you will notice a short delay, particularly if the file is very large.

Even greater capability is available through TS-DOS, a complete disk-operating system for the Tandy Portable Disk Drive. With the append option of this program you can create on disk a single file from several smaller files. This file—up to 64K in size—can then be printed or merged into another document through T-Word.

TS-DOS, included with the Tandy 200 version of the Ultimate ROM II, is available separately for the Tandy 100 and the NEC PC-8201.



## Selecting Files from Disk

Files on the Tandy Portable Disk Drive can be previewed and printed just like RAM files.

To edit a disk file, however, you must first load it into your computer.

These are the steps to selecting a file on the Tandy Portable Disk Drive for printing and previewing:

1. Start in the T-Word file-selection screen. Notice this prompt: **Disk**.

2. Press **< F3 >**. You should now see a menu of the text, or ".DO." files on the disk. At the lower right corner of this menu is a number indicating the bytes (characters) in the file marked by the cursor.

Should you decide not to select any of these files, you have two choices: Press **< ESC >** to return to the T-Word file-selection screen. Or press **< F8 >** on the Tandy 100 or 200, **< SHIFT > < F5 >** on the NEC, to return to the Ultimate ROM II menu.

3. In the event there is no disk in the drive or the drive was not turned on or connected to your computer, you will see this message in place of a menu of files: **Disk Error**. Press any key to return to the file-selection. Check your disk drive and repeat the previous step.

4. In the menu of disk files move the cursor over the name of the file you want to print or preview and press **< ENTER >**. You are now in the T-Word print menu. The name of the file you just selected from disk appears in reverse video with a **@** prefix to indicate that the file is on disk.

5. Once in the print menu, press **< F5 >** to begin printing, or press **< F2 >**, **< F3 >**, **< F4 >** to preview the file.

*Reminder:* You cannot edit this file as long as it remains on disk. Use TS-DOS or another disk-management system to load it from disk into RAM.

## Merging from Disk

Using a Tandy Portable Disk Drive, you can merge information from one file into another just as you can with RAM files.

Before attempting to merge from disk, refer to Section 7 for instructions on using the various T-Word merge options. Those instructions apply to disk operations, with these additional considerations:

- ✓ The main file, into which information is to be inserted, must be in RAM. It cannot be on disk.
- ✓ Only the merge file can be on disk.
- ✓ If your merge file is comma-delimited, each record in that file can be no longer than 250 characters.

These are the steps to follow when using the Tandy Portable Disk Drive for block merging and data file merging:

1. Make sure that your main file is in RAM and the merge file is on disk.
2. In the T-Word file-selection screen place the cursor over the name of the main file and press < ENTER >.
3. To select the merge file, you must first call up the menu of disk files: Press < f3 >.
4. Move the cursor over the name of the merge file and press < ENTER >. You are now in the T-Word print menu, ready to begin printing or previewing.

## Chain Printing from Disk

T-Word lets you chain print any or all of your disk files. It also allows you to print both disk files and RAM files in the same session.

It is not recommended that you perform chain printing and merging operations in the same session. Because of the almost endless possibilities, T-Word may get lost in searching for multiple merge files. Break up the sessions to separate the operations.

- To designate a disk file when entering the ^Q command, type @ before the file name. To designate FILE1 on disk for example, type this: ^Q@FILE1.
- If you set up a special file just for chain printing, place that file in RAM, not on disk.

As an example, let's say you want to chain print these three files: FILE1 and FILE2 (both on disk) and FILE3 (in RAM).

In a TEXT file, you would enter this:

```
^Q@FILE1)^Q@FILE2)^Q(FILE3)
```

By selecting this TEXT file and in the T-Word print menu pressing < f5 >, you will print all three files in one operation.

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