

# SpeedyWrite2

Word Processing Software for the Adam<sup>®</sup> Family Computer System

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Example Text: *The quick brown coyote jumped over the lazy spotted anteater.*

Appearance of Display:

```
SW2-Column: 0-----Bytes: 24000-----+
|The quick brown coyote jumped over
|the lazy spotted anteater.
|E
+-----+
```

Underline indicates the position of the cursor.

Press HOME

```
SW2-Column: 0-----Bytes: 24000-----+
|The quick brown coyote jumped over
|the lazy spotted anteater.
|E
+-----+
```

Press TAB

```
SW2-Column: 5-----Bytes: 24000-----+
|The quick brown coyote jumped over
|the lazy spotted anteater.
|E
+-----+
```

Press RIGHT ARROW

```
SW2-Column: 6-----Bytes: 24000-----+
|The quick brown coyote jumped over
|the lazy spotted anteater.
|E
+-----+
```

Press RETURN

```
SW2-Column: 0-----Bytes: 24000-----+
|The qu
|ck brown coyote jumped over the
|lazy spotted anteater.
|E
+-----+
```

\*You can type RETURN-symbols over text, and you can type text over RETURN-symbols.

## SEC. 1-2: USING THE HELP SCREENS

If you forget the command for something, you can see the SpeedyWrite help screens (assuming you asked for them when you started SpeedyWrite) by pressing WILD CARD. To see the next help screen, press RIGHT ARROW, and to move back, press LEFT ARROW. To get back to Edit Mode, press ESCAPE/WP. (Pressing ESCAPE will always get you back to Edit Mode.) The help screens are mostly reminders of command sequences; to learn how to use these commands, you'll have to use the manual.

## SEC. 1-3: BASIC EDITING COMMANDS

Most of the Editor commands are CONTROL-sequences; that is, you hold down CONTROL and press another key. Control sequences are indicated in this manual and the help screens by "CTRL-x" where "x" is the key you press with CONTROL.

Some of the most basic editing commands are:

**DELETE (Command Key):** Deletes the character under the cursor.

**BACKSPACE:** Moves back like LEFT ARROW, but erases as it goes.

**CTRL-O:** Inserts one space at the current cursor position.

**CLEAR (Command Key):** Clears the workspace.

## SEC. 1-4: USING MENUS

The Editor in SpeedyWrite 2 doesn't have menus (SpeedyWrite 1 did), but the Filer section and the printing program use menus. To select an option from a menu, move the wide cursor over the option with the LEFT and RIGHT ARROW keys, then press RETURN.

## SEC. 1-5: CURSOR CONTROL KEYS

Besides the LEFT ARROW and RIGHT ARROW keys, the following keys will also move your cursor in various ways:

Press: The Cursor Moves To:

CTRL-LEFT ARROW	The previous word
CTRL-RIGHT ARROW	The next word
HOME-LEFT ARROW	The previous sentence
HOME-RIGHT ARROW	The next sentence
UP ARROW	The previous paragraph
DOWN ARROW	The next paragraph
CTRL-UP ARROW	The top of the screen
CTRL-DOWN ARROW	The end of the screen
HOME-UP ARROW	The beginning of the document
HOME-DOWN ARROW	The end of the document- you only see the end-of-text, but you can see the last paragraph by pressing UP ARROW afterwards.
HOME	The top of the screen
CTRL-Z	The next space

\* To enter HOME combinations such as HOME-UP ARROW, press HOME and the arrow key at the same time.

\* A "paragraph" is anything ending in a RETURN-symbol.

## SEC. 1-6: PRINTING YOUR WORK

**With the normal ADAM printer:** To print the workspace on an ADAM printer, put in a sheet of paper, then press PRINT. Select the PRINT option by pressing RETURN. (This menu is called the Print menu.) SpeedyWrite will print one page at a time; when it's done, put in another sheet of paper and select PRINT again. When SpeedyWrite is done, it will return immediately to Edit Mode. You can print on fanfold paper with your ADAM printer by using a special formatting command described in Chapter 8.

**With a parallel dot-matrix printer:** To print the workspace on a parallel printer, you press the PRINT command key like you do for the ADAM printer, but you must select the SELECT option on the Print Menu before actually printing. When you select SELECT, another menu will appear. Select DOT to use your dot-matrix printer (ADAM selects the SmartWRITER printer again). The Print menu will appear again. You can select PRINT to print pages one by one (see above), or you can select CONT. for continuous printing on fanfold paper. (CONT doesn't work on the ADAM printer because the printer doesn't accept the "move to next page" code.) If you select CONT., SpeedyWrite will send the entire document to your parallel printer, then return to Edit Mode.

# Chapter 2

## SAVING AND LOADING TEXT

### SEC. 2-1: SAVING TEXT

All SpeedyWrite's file commands are accessed through the Filer menu, which appears when you press STORE/GET. To save your workspace, simply:

Press:	See:
STORE/GET	Filer menu

Select SAVE "Which drive (A,B,C,D,E)?"  
\*Here, you must enter a drive letter. A is the leftmost tape drive, and C is the first disk drive. B is the rightmost tape drive, and D is the second disk drive. E is the RAM-disk, which is discussed in greater detail in the Filer chapter.

A "SAVE: Enter filename:"  
\*Filenames should be 10 characters or less, but may contain spaces or any special characters you want (at least in SpeedyWrite).

Press RETURN after typing in the filename.

SpeedyWrite saves your text, then returns to Edit Mode.

### SEC. 2-2: LOADING TEXT

To load a file, just select LOAD from the filer menu. It works the same way as SAVE above. However, LOAD does NOT display a file directory. To do this, you must select CATALOG first. Here's how to use CATALOG:

Press:	See:
Select CATALOG	"Which drive (A,B,C,D,E)?"

"A (or whichever drive your file is on) "CATALOG: "Enter specifier:"  
\*A specifier tells SpeedyWrite which files you want to display. For now, just enter "\*" (an asterix), which stands for "all files." Press RETURN after entering the specifier.

<RETURN> Directory display

The single letters appearing after the filenames are the filetypes. They will be discussed in a later chapter, but are similar to the A, a, H, and h filetypes in SmartBASIC. You don't have to type them after the filename.

### SEC. 2-3: MERGING FILES

The LOAD command inserts the file you ask for into the current text at the cursor position. Thus, you can merge files by loading one file, moving the cursor to the place where you want the other file inserted, and LOADING it.

### SEC. 2-4: CONVERTING SMARTWRITER FILES

You can't directly load SmartWRITER files, since they have a special format and a different filetype. However, you can convert them to SpeedyWrite files by a very simple technique: loading a null (empty) SpeedyWrite file into SmartWRITER converts the entire SmartWRITER file to a SpeedyWrite format.

There is an empty file called ChangeO on the SpeedyWrite tape. To convert a SmartWRITER file, simply load ChangeO at the end of it in SmartWRITER and save it again.

# Chapter 3

## FLIP-O CHANGE-O

### SEC. 3-1: DELETING TEXT...

Right now you can delete only one letter at a time. Deleting a paragraph could get rather tedious. For bigger jobs, SpeedyWrite has the Delete/Cut command, otherwise known as CTRL-D.

To delete a section of text with CTRL-D, first move the cursor to the first character you want to delete. Next, press CTRL-D. The command line will now read "Hi-lite text; press CTRL-D." To highlight the text you want to delete, move the cursor to the

first character you want to keep, that is, the character after the last character you want to delete. The last step is to press CTRL-D. The text will now be deleted.

Example Text: The word "word" in this sentence will be deleted.

Press: CTRL-RIGHT ARROW  
The word "word" in this sentence will be deleted.  
Press: CTRL-D  
COMMAND LINE: Hi-lite text; press CTRL-D.  
Press: CTRL-RIGHT ARROW  
The word "word" in this sentence will be deleted.  
Press: CTRL-D  
The word in this sentence will be deleted.

(Notice that the "i" in "in" isn't deleted, even though the cursor is over it before CTRL-D is pressed the second time. The "i" is the first character you want to keep. Only the space before it is deleted.)

### SEC. 3-2:...AND GETTING IT BACK

SpeedyWrite has a way to get back what has been deleted. This is the MOVE/COPY key. In the previous example, to get the word "word" back, just press MOVE/COPY! The text magically reappeared!

SpeedyWrite has a special place for text that's been deleted, called the Delete Buffer. When you tell SpeedyWrite to delete something with Cut/Delete, it puts the deleted text in this buffer. Since it doesn't empty the Delete Buffer before you use CTRL-D, you should be careful, or you may get a jumble of deleted words in one place when you press MOVE/COPY! To empty the Delete Buffer, press CTRL-N. Do this now, before you continue to the next exercise.

### SEC. 3-3: MOVING AND COPYING TEXT

Moving text around is easy with SpeedyWrite. You simply delete the text you want to move (emptying the Delete Buffer, if necessary), move the cursor to the new position, and press MOVE/COPY. Copying text is just as easy. Simply delete the text with Cut/Delete, recover it in its old place with MOVE/COPY, and move to the places you want the text to appear, pressing MOVE/COPY at each one.

Add some text to the example and practice the MOVE and COPY features with it.

Note: There's no limit to the amount you can delete or move with CTRL-D. Of course, you can only copy something as many times as it will fit into memory.

### SEC. 3-4: INSERTING TEXT

So far, the only way you can add text to your document is by pressing CTRL-O for each space you need. This is fine for small additions, but think how long it would take to insert enough space for a whole paragraph! SpeedyWrite has two other commands for inserting larger amounts than a single character: INSERT (command key) and CTRL-Q/CTRL-E.

The easiest way to insert text is by pressing the INSERT key. This turns on Insert Mode. When Insert Mode is on, anything you type is inserted in front of the text after it, rather than replacing it. When you're done inserting, press INSERT again to turn off Insert Mode.

Even Insert Mode gets tedious at the beginning of long documents. Therefore, SpeedyWrite has another pair of commands for inserting. You can press CTRL-Q to insert a large block of spaces into your document, then (with Insert Mode off, of course) type over the spaces, adding more space with CTRL-Q as needed. When you're done, use the EAT SPACES command (CTRL-E) to gobble up the remaining spaces.

### SEC. 3-5: SMALL-BUT-NICE EDITING COMMANDS

SpeedyWrite has some commands that don't do much, but are nice to have. CTRL-X switches the character behind the cursor with the one before it. For example, if the cursor were on the "t" in "act," pressing CTRL-X would change it to "c." CTRL-Z is a command that "zooms" to the next space in your text.

### HOW LONG THOU ART

While you're writing with SpeedyWrite, you might want to know how long your text is getting. SpeedyWrite has two commands to find the length of the workspace in various units.

To find out how many words are in your document, press HOME-UP ARROW and then CTRL-W. The number of words is displayed in the Command Line. Press any key to return to editing. You can also find out the number of words after the cursor by moving the cursor to the right place and pressing CTRL-W. To find out the number of words between one place and another (for example, in a paragraph), move the cursor to the end of the area you want to check and press CTRL-W, then move to the beginning of the area and press it again. The difference between the two numbers is the number of words in the area.

You can also find the number of pages in your text, by pressing the CTRL-] key (hold down CTRL and press the right-bracket key).

SpeedyWrite will tell you the number of pages and lines in your document and the fraction (in tenths) of the last page that is full. The cursor position does not affect this command. The CTRL-] command takes some time to compute the answer, so be patient.

Another counter appears all the time you're using SpeedyWrite. It is the "Bytes" counter in the command line to the right of the Column indicator. It tells how much memory is free for text. By subtracting it from 24062 (the amount of memory that is available with no text), you can find out how many bytes long your text is.

### SEC. 3-6: THE HELD WORKSPACE

In some cases, you may want to edit two related files at once. You can do this with SpeedyWrite's Held Workspace feature. The held workspace is another SpeedyWrite file that is "held" in memory even though you can't edit it. Thus, you can diagram SpeedyWrite's working memory like this:

Active-Workspace	Held Workspace	Delete-Buffer
Text that can be edited	Text that can't be edited	Deleted text

To make the Active Workspace held and the Held Workspace active (that is, to edit the Held Workspace), press CTRL-T. ("T" stands for Two Workspaces). You can switch back to your original document, which is "held" exactly the way you had it before, by pressing CTRL-T again.

### MOVING TEXT BETWEEN FILES

The Delete Buffer doesn't change unless you use either CTRL-N (clear buffer) or CTRL-D. The Clear Workspace command doesn't erase the buffer; the Held Workspace command CTRL-T doesn't either. Thus, you can use two methods to move text between files:

1. Put each file in a different workspace, then use Cut/Delete to delete the text from one workspace, press CTRL-T to switch

workspaces, and press MOVE/COPY to copy the text into this workspace.

2. Cut text from one file, then load the other one. First, load the text you want to move text from, then Cut the text. Next, CLEAR the workspace and load the other file, then press MOVE/COPY to copy the text.

## Chapter 4

### THERE'S MORE THAN MEETS THE EYE (AND FINGERS)

#### SPEEDYWRITE'S SCREEN-PART II

There's not much on SpeedyWrite's screen. However, SpeedyWrite has more ways to change the screen than even the more graphic ADAM word processor. You can divide the screen in half and look at anything you want in the top half, from other parts of your document to directories to other files. If you decide to look at two parts of the same document at the same time, both parts will change on the screen whenever they change in memory. You can also change the colors of the screen and the tab stops to anything you want. (My preference is black on black...)

#### SEC. 4-1: COLOR ME SPEEDYWRITE

The Smart Keys, as mentioned before, have functions assigned to them. They govern the screen display. In particular, Smart Keys I and II control the screen colors. By pressing Smart Key I, you can change the white background color; by pressing Smart Key II, you can change the blue letter color. SpeedyWrite simply cycles through the ADAM's colors, so you may make the letters the same as the background (useful for confidential material), or use any outlandish color combination you wish. Try out these commands.

After you find the color you want, you can do anything else, and it will stay the same.

NOTE: The Color Control Keys work at all times, including in Filer mode. However, they don't work while SpeedyWrite is printing, unless you stop the printer first. To stop the printer, press TAB; press RETURN to start it again.

#### SEC. 4-2: SPLIT SPEEDYWRITE

Now you're ready to divide SpeedyWrite's screen in two. To do this, press Smart Key V. A line goes across the middle of the screen, and the text appears in two places! Note where the cursor is. Although the cursor is in both halves of the screen now, only the bottom half scrolls (the cursor just moves off the edge of the top display). Thus, the bottom half is called the editing window.

You probably won't always want to view the beginning of the text. You can tell SpeedyWrite which part of your text to put in the top half of the screen by pressing Smart Key III. Now the beginning of the text in the top half is the same as the cursor position. You can also flip between the text in the top half and the text in the bottom half, by pressing Smart Key IV. Try this command. The halves switch; what was on the top is now on the bottom, and what used to be on the bottom is on the top! Smart Key III is called the Assign command; Smart Key IV is called the Flip command. If you get tired of a divided SpeedyWrite, press Smart Key V to switch back to "full-screen" mode.

#### THE TEXT WINDOW

When you pressed Smart Key V the first time, you turned on the Text Window feature. This feature gets its name, of course, from the fact that it holds text. Whenever you delete something, insert something, or change anything, the result is displayed in the Text Window. Move to the beginning of the text and turn on the Text Window, then press DELETE. When you deleted the first character, the text moved through the Text Window! Text will move through the window whenever SpeedyWrite moves text to delete or insert.

The Text Window's Assign and Flip commands can be used for another purpose. You can save the cursor's position by pressing Assign (the Text Window doesn't have to be on for it to work) and move to some other place to change something. To get back, just press Flip. This will get back the old position. Pressing Flip again will return to the new position. (To make Flip always go to the old position, always press Assign after Flip.) Another thing you can do with Assign and Flip is move by screens. Pressing Flip twice drags the text under the cursor to the top of the screen. Therefore, you can use Flip to move to the next screenful of information. First press CTRL-DOWN ARROW to move to the end of the screen. Then press RIGHT ARROW to move to the beginning of the next screenful, and press Flip twice to retrieve the next screen.

### SEC. 4-3: THE COPY WINDOW

**Before starting this exercise, make sure the Text Window feature is off.**

The Copy Window is another way you can use the Split Screen feature on SpeedyWrite. SpeedyWrite lets you "capture" anything it displays on the screen and put it in the top of the Split Screen--directories, text, and many other displays that SpeedyWrite generates.

Assume you want to see the directory on your tape and edit at the same time. To do this, use the Copy Window. First turn on the Copy Window feature by pressing Smart Key VI. Then select CATALOG in the Filer menu and type the drive letter and specifier to make the directory appear on the screen. Now you must "capture" the directory. This is accomplished with CTRL-K, which can be used at any time. First press CTRL-K. The large block on the screen is the cursor! It has expanded to fill all 40 columns and nine lines, the exact size of the Copy Window.

Move it over the directory with the UP ARROW or DOWN ARROW keys, then press CTRL-K to "capture" it. Since you're still in the Filer menu, press ESCAPE/WP to return to Edit Mode. (Use ESCAPE/WP whenever you want to stop a menu or function and return to Edit Mode.) The directory is now in the top half of the Split Screen!

You can edit your text, erase it, save it, load another file, or anything else, and the directory will still be on the screen. Even if you turn the Copy Window off with Smart Key VI, you can see the directory again by turning the Copy Window on!

The only problem with the Copy Window is that it never changes when the actual thing it is displaying changes. For example, if you added or erased a file on your tape, or put a different tape in, the Copy Window would still display the same directory. To update the Copy Window, you would have to re-"capture" the new directory.

### SEC. 4-4: DISPLAYING TEXT IN THE COPY WINDOW

Since you can display any part of your text on the screen, you can copy it into the Copy Window. Since the Copy Window is different from the Text Window, you can alternate between seeing two different parts of your text. Remember, however, that the Copy Window does not change like the Text Window does. To display text in the Copy Window, get it on the screen, "capture" it with CTRL-K, and turn on the Copy Window. If the Copy Window is already on, press ESCAPE/WP to change the screen.

### USING THE TEXT AND COPY WINDOWS TOGETHER

If the Text Window is on, pressing Smart Key VI will not have any effect on the screen. The Copy Window will be turned off and on inside SpeedyWrite, but will not be displayed on the screen. If the Copy Window is on, turning on the Text Window will cause the Text Window to be displayed instead.

### DISPLAYING PART OF ONE FILE WHILE EDITING ANOTHER

You can look at part of one file in the Copy Window while editing another file, and you can still see two parts of the file you're editing, using the Text Window. To do this, first clear the workspace

and load the file you only want to display. Follow the above instructions to display part of it in the Copy Window (not the Text Window). Then clear the workspace with the CLEAR key. Notice that the CLEAR command doesn't affect the Copy Window; it only clears the workspace. Load in the second file. You can now edit it, using the Text Window if you want to.

You can also do this with the Held Workspace file. Just switch to the held file, capture some text, then switch back. The Copy Window is preserved. (Even though the Held Workspace is in memory, you can't view text from it in the Text Window. A separate Text Window display is shown for each workspace.)

### DISPLAYING THREE PARTS OF THE TEXT AT ONCE

SpeedyWrite doesn't have a special "windowing" function to display more than two parts of your text at once, but it can be done. To display two parts of your text in the Copy Window, first move the cursor to the beginning of one of the parts you want to display, then press IV twice. Now press VI to display the Copy Window. Press CTRL-K and then press DOWN ARROW six times. Press CTRL-K again, and move the cursor to the other part you want to display. Press IV twice, CTRL-K once, DOWN ARROW six times, and CTRL-K once again.

### SEC. 4-5: MAKING YOUR FINGERS HAPPY

You can tell that that last feature wasn't an integral part of SpeedyWrite's design. Using SpeedyWrite's Keyboard Macro facility, however, you can make it an integral part. Keyboard macros are special keys that hold whole strings of keypresses.

Whenever you press one of these keys, it types in the whole sequence.

### SPEEDYWRITE'S STANDARD KEYBOARD MACROS

SpeedyWrite's macro keys are the Smart Keys from I to V. Since these are also the screen commands, you have to hold down SHIFT while pressing these Smart Keys to use them as macro keys. When you start using SpeedyWrite, these keys do the following things:

Key	Function
SHIFT-I	Types RETURN 13 times, equal to about 1/4 page
SHIFT-II	Makes a line all the way across the Page
SHIFT-III	Deletes the word behind the cursor
SHIFT-IV	Copies the contents of the screen into the workspace (press ESCAPE/WP to see the effect)
SHIFT-V	Copies the contents of the Copy Window (assuming it's on) into the workspace press ESCAPE/WP to see the effect.

The magic of keyboard macros, however, is that you can change the macro keys so that they type anything you want them to, from a repeatedly used word like "SpeedyWrite" to a complicated series of commands, like the one that you use to display three things at once on the screen.

### SEC. 4-6: DEFINE A KEYBOARD MACRO OF YOUR VERY OWN...

The reason why SHIFT-VI isn't a macro key is that it is the key you use to change the other macro keys. For example, if you typed "antidisestablishmentarianism" a lot, you might want to define a macro key to type it for you. The next time you type "antidisestablishmentarianism," press SHIFT-VI first, followed by the macro key you want to use for your word. Now just type the word; it ap-

pears on the screen as usual. To tell SpeedyWrite you're done changing the macro key, press SHIFT-VI again:

Press	See
SHIFT-VI	Nothing
SHIFT-I (the key you want to change to type "antidisestablishmentarianism")	Nothing
antidisestablishmentarianism	antidisestablishmentarianism
SHIFT-VI	antidisestablishmentarianism

Now, whenever you want to type "antidisestablishmentarianism," just press SHIFT-I. SpeedyWrite will type it in for you. If you're in Insert Mode, SpeedyWrite will insert it; if you're typing in a filename, SpeedyWrite will add "antidisestablishmentarianism" to it. Pressing a macro key is the exact equivalent of typing in the keys yourself.

### SEC. 4-7: SAVING AND LOADING KEYBOARD MACROS

You can save macros on your data pack in special macro files. Then, whenever you want to write something about antidisestablishmentarianism, you can load in the macro file and not even have to type it once!

Macro files are saved and loaded using a different command in the Filer menu. It is the System command. When you press RETURN on top of "SYSTEM" and select a drive, you must first select whether to SAVE or LOAD. After selecting either one, the SYSTEM command is just like the SAVE or LOAD command. For example, if we wanted to SAVE our macro for "antidisestablishmentarianism," we would:

Press	See
STORE/GET	Filer menu
BACKSPACE	Cursor on "SYSTEM"
RETURN	"Select Drive (A,B,C,D):"
A	Menu:"SAVE" or "LOAD"
RETURN	"SAVE:Enter ASCII Filename:"
antidisest	antidisest
RETURN	Edit Mode returns after SpeedyWrite finishes

To get it back, we would:

Press	See
STORE/GET	Filer menu
BACKSPACE	Cursor on "SYSTEM"
RETURN	"Select Drive (A,B,C,D):"
A	Menu:"SAVE" or "LOAD"
RIGHT ARROW	Cursor on "LOAD"
RETURN	"LOAD:Enter ASCII Filename:"
antidisest	antidisest
RETURN	Edit Mode returns after

SpeedyWrite finishes

### SEC. 4-8: ...OR STEAL OURS

There are a few macro files already on the SpeedyWrite tape, ready to load in and use. We'll describe them here, and tell which macro keys do what when...

#### Filename:KMacros

This file is just the standard SpeedyWrite macros, explained above. You can load it in if you want to change back to using the standard macros.

**NOTE:** If you change the macros stored in the KMacros file, you won't change the standard SpeedyWrite macros. The standard macros are stored in a special part of the SpeedyWrite program itself; this file is just for convenience.

#### Filename:Screen

This file contains special macros for screen functions, such as the commands for displaying three things on the screen at once. Their respective functions are as follows:

Macro Key	Function
SHIFT-I	Gets next screenful of text.
SHIFT-II	Copies the top of the editing area (in Copy Window mode) into the bottom of the Copy Window. To use this macro to display three things at once, turn the Copy Window on, move to one part, move it to the top of the editing half, and press this macro key. Do the same for the other section of text.
SHIFT-III	As in all of our macro files, this deletes the last word.
SHIFT-IV	Puts the directory of drive A in the Copy Window. You'll have to redefine it to use it with disks.
SHIFT-V	"Zooms" the paragraph the cursor is on to the whole screen, allowing you to add as much as you want. Good for definitions and such. Press CTRL-E to close up the space, as usual.

#### Filename:CsDel

This file contains macros for editing. The macro keys have the following functions:

Macro Key	Function
SHIFT-I	Moves to the RETURN-symbol at the end of the current paragraph.
SHIFT-II	Moves to the first space in the paragraph, which is usually the indentation. (UP ARROW moves to the first word, skipping the indentation.)
SHIFT-III	As usual, deletes the last word.
SHIFT-IV	Deletes the last sentence.
SHIFT-V	Deletes the current paragraph.

### SEC. 4-9: MAKING YOUR FINGERS HAPPY- PART II

SpeedyWrite can use the Dvorak keyboard as well as the standard ("QWERTY") kind. To switch between the two keyboard layouts, simply press CTRL-^ (hold down CONTROL and press the caret key).

The ADAM Dvorak keyboard looks like this:

	!	@	#	\$	%	-	&	*	{	}	[	=	~	BACK SPACE
TAB	"	<	>	P	Y	F	G	C	R	L	?	]		
CTRL	A	O	E	U	I	D	H	T	N	S	/		RETURN	
SHIFT	:	Q	J	K	X	B	M	W	V	Z			SHIFT	

NOTE: Due to technical problems, the CONTROL-combinations always are the same, regardless of which keyboard layout is in use. For example, the combination CTRL-O is always entered by holding down CONTROL and tapping a key on the RIGHT side of the keyboard, in both QWERTY and Dvorak modes.

### ANOTHER "FINGER-FRIENDLY" COMMAND

There is one more special command that the keyboard can accept at any time. It is CAPS LOCK, activated with the UNDO key. CAPS LOCK is like the LOCK button, but it only shifts letter keys. Press CAPS LOCK once to type capitals and numbers without having to continually press UNDO, and press it again to turn off the feature. Pressing LOCK makes CAPS LOCK have no effect until LOCK is pressed again.

### SETTING TAB STOPS

You can change tab stops by pressing SHIFT-TAB. SpeedyWrite displays the current tab stops, and a pointer appears underneath them. You can move the pointer by using the LEFT ARROW and RIGHT ARROW keys. To set a new tab stop, press the S key (without holding down CONTROL). You can clear a tab stop by moving under it and pressing S, too. To erase all the tab stops, press the C key. When you're done, press ESCAPE/WP or E to return to Edit Mode.

SpeedyWrite saves both tab stops and keyboard macros in the same kind of files. See the section on keyboard macros for information about saving macro/tab stop files and loading them.

The KMacros file on the SpeedyWrite tape contains not only the standard macros, but also the standard tab stops. You cannot change the standard tab stops by changing the KMacros file.

## Chapter 5

### FINDING YOUR WAY...

#### SPEEDYWRITE'S SEARCH/REPLACE COMMANDS

SpeedyWrite has extensive commands for searching for things and replacing them with other things. It can search backwards and forwards, scroll to the desired phrase when it is found or move it quickly to the top of the screen, and find things when parts are missing. It can replace in one place or throughout the document, and it can substitute suitable replacements for different phrases.

#### SEC. 5-1: THE FIND PHRASE

SpeedyWrite needs to know what to find before it can look for it. To tell it what to look for, use the CTRL-F command. SpeedyWrite's command line says, "Enter Find Phrase." The find phrase is the text SpeedyWrite looks for. Type it in and press RETURN to return to Edit Mode.

#### LOOKING FOR TEXT

There are three ways to look for text. The simplest of them is the LOOK command, CTRL-L. To use it, enter the Find Phrase with CTRL-F and then press CTRL-L. The screen scrolls until the phrase is found, and then the cursor lands on top of the phrase. Notice

that SpeedyWrite starts looking at the cursor position, not the beginning of the document.

#### SEARCHING BACKWARDS AND FORWARDS

This can get very slow when the phrase is at the end of a document and the cursor is at the beginning. The SEARCH command, CTRL-S, quickly scans the text and brings the next (or previous) occurrence of the phrase to the top of the screen. When you press CTRL-S, you must decide which direction to look in: backwards from the cursor position (LEFT ARROW) or forwards (RIGHT ARROW). After you press one of these direction keys, your phrase appears at the top of the screen.

With either CTRL-S or CTRL-L, you have two choices when SpeedyWrite can't find your phrase. If you press the spacebar, the cursor jumps to the end of the text immediately; if you press ESCAPE/WP, SpeedyWrite scrolls to the end of the text.

For example, say you were writing the SpeedyWrite manual, and you needed to find the words "THE FIND PHRASE."

Press	See
CTRL-F	"Enter Find Phrase:"
THE FIND PHRASE	THE FIND PHRASE
RETURN	Edit Mode
HOME-UP ARROW	The beginning of the document
CTRL-L	SpeedyWrite scrolls through the document to the first occurrence of "THE FIND PHRASE."
CTRL-S	"SEARCH:Press <- /-> to Select Direction"
RIGHT ARROW	SpeedyWrite displays the second occurrence at the top of the screen.
CTRL-S	"SEARCH:Press <- /-> to Select Direction"
LEFT ARROW	The first occurrence of "THE FIND PHRASE" appears at the top of the screen.

NOTE: SpeedyWrite cares about the difference between "THE FIND PHRASE" and "The Find Phrase." That is, it is case-sensitive.

#### FINDING RETURN-symbols

With SpeedyWrite, it's easy to look for text with RETURN-symbols in it. While you're entering the Find Phrase, press CTRL-LEFT ARROW to enter a RETURN-symbol. A reversed RETURN-symbol appears when you press this key, but when SpeedyWrite looks for the Find Phrase, this symbol represents a regular RETURN-symbol.

#### SEC. 5-2: THE REPLACE PHRASE

The Replace Phrase is the text that SpeedyWrite substitutes for the Find Phrase when you use the Replace commands. To enter the Replace Phrase, press CTRL-R. Now type the Replace Phrase and press RETURN to return to Edit Mode. You can use CTRL-LEFT ARROW while entering the Replace Phrase to use a RETURN-symbol in the Replace Phrase.

#### LOCAL REPLACE

Local Replace is the Replace command that replaces one occurrence of the Find Phrase with the Replace Phrase. You use it by pressing CTRL-U while the cursor is on top of an occurrence of the Find Phrase. For example, if you haven't done anything since you entered the example for Find, you could press the following to replace "THE FIND PHRASE" with "Entering the Find Phrase":

Press	See
CTRL-R	"Enter Replace Phrase:" Entering the Find Phrase Entering the Find Phrase RETURN "THE FIND PHRASE" in the text
CTRL-U	"Entering the Find Phrase" in the text

### SEC. 5-3: GLOBAL REPLACE

Global Replace is the Replace command that replaces every occurrence of the find phrase from the cursor position to the end of the text. To use Global Replace, first press CTRL-Y, then enter the Find Phrase, and finally enter the Replace Phrase. When SpeedyWrite is done, it says "Text not found.. ." You can press ESCAPE/WP to scroll to the end of the text or the spacebar to jump to the end, as usual. As an example, assume you want to replace every occurrence of "THE FIND PHRASE" with "Entering the Find Phrase":

Press	See
HOME-UP ARROW	The beginning of the text
CTRL-Y	"Enter Find Phrase:"
THE FIND PHRASE	THE FIND PHRASE
RETURN	"Enter Replace Phrase:" Entering the Find Phrase Entering the Find Phrase
RETURN	"Text Not Found... Press Any Key"
SPACEBAR	The end of the text

### SEC. 5-4: GOING WILD WITH SPEEDYWRITE

You don't even have to remember all of something to find it with SpeedyWrite! Using the wildcard character, you can find text that conforms to a general form, like "first letter is c, third letter is t."

You enter wildcard characters directly into the Find Phrase by pressing the WILD CARD key. Wildcard characters act just like any other characters. However, unlike in some programs, their only possible function is to be wildcard characters. (Some programs have the nerve to use question marks for wildcard characters...) A wildcard character looks like a gallows. When SpeedyWrite looks through your text, SpeedyWrite can "hang" any character it finds on wildcard characters. For example, the Find Phrase "c<wildcard>t" finds both "cat" and "cot," because both "a" and "o" can be "hung" on the wildcard character.

### SEC. 5-5: GOING WILD WITH REPLACE

SpeedyWrite not only has wildcards in the Find command, but also in the Replace command. You enter the wildcard character the same way as with the Find Phrase, but it has a somewhat different function. There must be at least as many wildcards in the Find Phrase as in the Replace Phrase.

The wildcard in the Replace Phrase represents the character that SpeedyWrite "hung" on the corresponding wildcard in the Find Phrase. For example, if you used the following Find Phrase:

```
Chapter ####x
(I'm using "#" for the wildcard symbol)to find the following text:
Chapter 1...x
and you used the following Replace Phrase:
Chapter # (x),
the text you found would be replaced with the following:
Chapter 1 (x)
```

Note that SpeedyWrite found that the four wildcards in the Find Phrase corresponded to "1..." It took the character corresponding to the first wildcard, "1," and substituted it for the wildcard in

the Replace Phrase. If there had been another wildcard in the Replace Phrase, a period would be substituted for it.

## Chapter 6

### DOING MORE WITH SPEEDYWRITE'S FILE COMMANDS

#### SPEEDYWRITE'S FILE COMMANDS

SpeedyWrite can do much more than simply save and load files. You will learn in this chapter how to use the other options in the Filer menu. First, we need to introduce some basic filing concepts.

#### SEC. 6-1: FILETYPES

The filetype is the letter, displayed to the right of the filenames in the directory, that tells what kind of file each file is. Capital letters indicate "main" files, and lowercase letters indicate "backup" files. Backup files are the old versions of files you SAVED over by saving with the same name. They are kept in case you want them, but have a different filetype.

In addition to distinguishing between backup and main files, different filetypes tell what is in a file:

Filetype:	Means:
Standard ADAM filetypes, used by all programs:	
A Text file.	Such as a SmartBASIC Program or data file, or a SpeedyWrite text file
H Binary file.	These represent everything from SmartWRITER files to SmartBASIC machine-language files to SmartFILER databases, in short anything that isn't text.
Special filetypes, used only by SpeedyWrite	
M Macro file.	All files saved with SYSTEM SAVE have this filetype.
C Configuration file.	These SpeedyWrite files configure SpeedyWrite in special ways.
U Utility files.	These are small programs that run under SpeedyWrite and do useful things like clean up tape directories.

The LOAD command assumes that any filename you enter has a filetype of A (main ASCII text file); the SYSTEM LOAD command assumes the file has a type of M (main macro file). You can use any filetype you want if you include it in parentheses after the filename. For example, if you wanted to SYSTEM LOAD a file with a type of C, you could type Filename(C) as the filename.

#### SEC. 6-2: THE RAM-DISK

When SpeedyWrite asks you to select a drive, one of the options is Drive E. Drive E is not a real drive; it is a section of memory used to simulate a drive. This use of memory is called a memory disk or a RAM-disk. The RAM-disk is around 60K with the 64K memory expander, but even without an expander, you have a RAM-disk of 10K, which is stored in the screen memory area.

The Help Screens are stored in the RAM-disk. Since they take up 10K, you can't have the Help Screens and the RAM-disk facility at the same time unless you have a memory expander. You can initialize the RAM-disk with the INIT command (see below), so even if you had the help screens in memory before, you can get rid of them if you need the space.

#### SEC. 6-3: SPECIFIERS

The Delete Files command and the Copy Files command both can operate on more than one file. To do this, they use special filenames called specifiers. Specifiers are somewhat like the "am-

ambiguous filenames" in CP/M. They have wildcard characters in them. You can use the WILD CARD key to enter a single wildcard character. When SpeedyWrite looks for files, this wildcard stands for exactly one character in the filename. So, if "\*" represents the single wildcard, entering a filename of "File\*" will refer to the files:

File1  
File2  
File3  
...and so forth.

There is another wildcard character, the asterix ("\*"). This can represent any number of characters. Although the above example would only find files with single-digit numbers, the specifier "File\*" would find:

File12  
File247  
FileToYou  
FileInNeed  
Files  
FileEraser  
...and so forth.

A particularly powerful example of a specifier is "\*\*". This represents "all files." You can put a single wildcard character in parentheses if you want to get files of all filetypes, but with command that accept specifiers, this is the default. For example, whether you just type "File" or "File(\*)", you would find all these files:

File H File A File a  
File C File U File M

## THE CATALOG COMMAND

The CATALOG selection displays filenames and types on the screen. After selecting the drive, you just enter a specifier describing which files you want to see. Examples:

\* See all files  
\*(H) See all files with type H (all SmartWRITER files)  
File See all files with name File  
File(A)-See the file File(A)  
After CATALOG displays all the files, the Filer menu reappears.

## SEC. 6-4: THE DELETE COMMAND

To delete files, select DELETE from the Filer menu. After selecting a drive, enter a specifier describing which files you want to see. REMEMBER: To delete a single file, just enter its name. Next, SpeedyWrite will display the files it thinks you want it to delete, and asks you if you are sure. Press Y to delete the files, ESCAPE/WP or N if you change your mind. If two files have the same name but different types, you can delete just one of them if you enter the type in parentheses. Otherwise, DELETE will erase both files, since type doesn't matter in specifiers unless you say so.

## THE COPY COMMAND

The COPY selection will allow you to copy files from one drive to another. If you only have one drive, you can copy files to the RAM disk, then from the RAM disk to another tape. To use COPY:

Press	See
Select COPY	"Which drive (A,B,C,D,E)?"
Enter the drive you want to copy FROM.	
A	"COPY: Enter specifier:"
Enter a specifier describing the files you want to copy.	
*(H)	Directory of SmartWRITER files
Select drive to copy to:"	
^This specifier selects all SmartWRITER files.	

Next, press the letter of the drive you want to copy to. If you made a mistake with the specifier, press ESCAPE/WP and start again.

B SpeedyWrite copies the files, then returns to Edit Mode.

## SEC. 6-5: THE RENAME COMMAND

To change the name of a file, use the RENAME command:

Press	See
Select RENAME	"Which Drive (A,B,C,D,E)?"
E	"RENAME: Enter Old Filename:"
Enter the old name of the file you want to rename. You can't use wildcard filenames with the RENAME command.	
TermPaper(a)	
RETURN	"Enter New Filename:"
Enter the new name of your file. You can change the filetype as well.	
TermPaper(A)	SpeedyWrite renames your file and returns to Edit Mode.

In the above example, a file was converted from a backup file to a main file. This is called RECOVERING a file. You don't need to recover a file to load it into SpeedyWrite (you can just type the filetype in parentheses), but you do in order to load it into SmartBASIC and similar programs.

## SEC. 6-6: INITIALIZING YOUR TAPES AND DISKS

By using the INIT selection, you can initialize the directory of a tape or disk, or the RAM-disk. Use this command to erase all the files on the tape and get back all the space. You can specify the size of the directory when you use this command.

Keep in mind that disks must be formatted before they can be used or initialized. If your disk isn't formatted, you must use a special program to format it. One is included with SpeedyWrite. See the next section for instructions on using it.

To initialize a tape or disk:

Press	See
Select INIT	"Which drive (A,B,C,D,E)?"
A	"INIT: Enter Volume Name:"
Enter a name for this data pack or disk (volume). It can be up to 12 characters long. Press RETURN to finish.	
Text Files	
RETURN	"Enter Directory Size:"
Enter a directory size for this volume, in kilobytes. This number can be either 1, 2, or 3. Best numbers are 3 for disks and data packs and 1 for the RAM-disk. Press RETURN to finish.	
RETURN	"Enter Media Size:"
Enter the size of your data pack, disk, or RAM-disk in kilobytes. This number depends on the kind of device you have. The maximum values are:	
Media Type	Media Size
Data Pack	256
Single-Sided Disk	160
Double-Sided Disk	320
3 1/2- Inch Disk	720
RAM Disk W/O Memory Expansion	12
RAM Disk W/64K Expansion	60

Note: The RAM disk supplied with SpeedyWrite does not use the extra memory of 128K, 256K and 512K adapters. A special adapter may be available for these adapters in the future... call me for more information.

256 RETURN SpeedyWrite initializes the media and returns to Edit Mode.

Note: If you try to initialize a tape or disk with commercial software (i.e. auto-loading software) on it, SpeedyWrite will give you an error message.

### FORMATTING DISKS

Before you can use a data pack or disk with the ADAM, it must be formatted with basic information about where parts of the tape or disk are. While data packs are formatted at the factory, disks must be formatted by a special program.

The formatting program included with SpeedyWrite is a public domain program called the "One Minute Formatter." To use it, first load your copy of SmartBASIC. Next, put in the SpeedyWrite tape and type:

#### BRUN FORMAT

The program will load. It is menu-driven. You should use the menu options in order. This program will format disks in both Drive C and Drive D (assuming there are disks in both drives) and either single or double-sided disks (select Volume Size in the parameters screen and type "D" for double, "S" for single).

### SEC. 6-7: GETTING AND CHANGING FILE STATUS

The STATUS command allows you to check how big your files are and change their protection status. Unlike most ADAM programs, SpeedyWrite gives you both write protection (protection against being erased) and read protection (protection against being read). Read protection only works with SpeedyWrite's LOAD command; the SYSTEM LOAD command and all other programs ignore it.

To use the STATUS command to see the DIRECTORY STATUS, which includes the volume name, the directory size, and how much free space is left:

Press	See
Select STATUS	"Which Drive (A,B,C,D,E)?"
E	"STATUS: Enter Filename or DIRECTORY"
Enter the word DIRECTORY, in all capitals, to see the directory status.	
DIRECTORY RETURN	Directory Status: Volume Name Directory Size Blocks Free
Any key	Returns to Edit Mode

You can see the status of a file, and change its protection status, by entering a filename instead of DIRECTORY.

Press	See
Select STATUS	"Which Drive (A,B,C,D,E)?"
A	"STATUS: Enter Filename or DIRECTORY"
Enter a filename. If you don't type a filetype, SpeedyWrite will assume you mean a text file (type A).	
Columns < RETURN >	File Status: Filename Filetype (off to the right) Start Block (where the file begins) Size- one block is equal to one kilobyte

Protection Status:  
ALL means both READ and WRITE  
READ means read-protected  
WRITE means write-protected

Next, change the protection status by using the A, W, and R keys. To change the WRITE protection status (if WRITE is displayed, it will be removed; if it is not displayed, it will be), press W. To change the READ protection status, press R. To change the ALL protection status, press A. For example, say that "Columns(A)" in the example is READ and WRITE protected.

A "ALL" appears.  
W "WRITE" disappears.  
R "READ" disappears.

## Chapter 7

### PRINTING WITH SPEEDYWRITE

#### SEC. 7-1: THE PRINT MENU

SpeedyWrite's Print command has a menu of its own, called the Print menu. It is displayed whenever you press PRINT. You've already seen what the PRINT option does-- it prints the entire workspace on paper, stopping at the end of each page to display the menu again. The other options are extras designed to make the printing process easier. Using them, you can print out any part of your text, correct errors before they are printed, and even fix the printer when it doesn't work!

#### RE-PRINTING A PAGE

One printer-conserving command is REPRINT. Select this option if the printer fumbles your page, leaving out periods and dashes, or if the paper was crooked. This replaces the SmartWRITER technique of reprinting the entire workspace whenever anything goes wrong.

#### SKIPPING TO ANY PAGE

If you want to print out a specific page in your document, use the skip option. When you select SKIP, SpeedyWrite asks you which page number to print. Type it in and press RETURN. Then select PRINT as you normally do. For example, to print page 27, you would:

Press	See
PRINT	Print menu- Cursor on PRINT
BACKSPACE twice	Cursor on SKIP
RETURN	"SKIP-Enter Page Number:"
27	27
RETURN	Print menu-Cursor on PRINT
RETURN	Page 27 coming out of printer

#### SEC. 7-2: SEEING HOW IT LOOKS BEFORE YOU PRINT IT

Sometimes you want to see how the document looks before you print it, in order to see any errors in formatting or page-breaks. To do this with SpeedyWrite, select the PREVIEW option instead of the PRINT option. You can use this with SKIP to see how any one page will look when printed. After you PREVIEW a page, you can use REPRINT to print it out if you like it, because REPRINT always prints on the printer.

For example, suppose you want to preview page 12 of your document. To do this,

Press	See
PRINT	Print menu-Cursor on PRINT
BACKSPACE twice	Cursor on SKIP
RETURN	"SKIP-Enter Page Number:"
12	12
RETURN	Print menu-Cursor on PRINT
RIGHT ARROW	Cursor on PREVIEW
RETURN	Exact rendrance of printout scrolls down screen.
To slow down the scrolling...	
9	
To speed it up...	
0	
To stop the scrolling...	
TAB	"RETURN=Continue, VI=See other side"
To see the other side of the pseudo-80-column screen...	
Smart Key VI	Other side is displayed
To continue PREVIEW...	
RETURN	PREVIEW continues
When the Print menu appears again, to display the other side of the pseudo-80-column screen...	
Smart Key VI	Other side is displayed

Notice that in PREVIEW mode, SpeedyWrite imitates an 80-column screen, scrolling back and forth horizontally as it "prints." When you press TAB to stop PREVIEW, you can also use CTRL-K to copy one side of the "printout" to the Copy Window. Also notice that you can use the digit keys to speed up or slow down the display. Higher numbers make the display slower; zero is the fastest.

### SEC. 7-3: CONTINUOUS PRINTING

Select CONT instead of PRINT if you want to print continuously on computer paper. This will work with dot-matrix printers, which accept the "next page" code, but the ADAM printer doesn't have this feature. It can be simulated with a formatting command stored in the Cont(A) file on your tape. Simply load this file in front of your text and print, being sure to use the CONT selection instead of the PRINT selection.

### SEC. 7-4: FIXING THE PRINTER

ADAM users are plagued by an awful printer. It only types 10 characters per second, it is terribly loud, and, worst of all, it can suddenly fail, requiring a jiggle here and there and a COMPUTER RESET to come back. While SpeedyWrite can't solve the first two problems, it can solve the third, using the CTRL-J command, which can be used at any time.

When your SmartWRITER printer fails, it will make a "beep" sound and stop printing. Let SpeedyWrite finish sending the page. When it is done, the Print menu will flash. Now, jiggle the appropriate part of your printer. (On mine, moving the roller back and forth seems to work.) Then press CTRL-J. If the printer works again, it will click; if it beeps again, jiggle it and press CTRL-J again. If it clicked, use REPRINT to re-send the page to the printer.

If you were on the last page, you'll have to press CTRL-J in Edit mode and use SKIP to get to the page you want to print.

## THE SELECT COMMAND: FOR THOSE WHO GAVE UP

To use a dot-matrix printer, you must first configure SpeedyWrite by answering yes to the question about printer configuration when SpeedyWrite loads. (See the chapter on setup for more information.) After you configure your printer, you can choose which printer you want to use with the SELECT option on the Print menu.

Press	See
Select SELECT	Selection Menu
Select DOT for parallel printing	Print menu
Select ADAM to print with the ADAM printer	Print Menu
Select PRINT to print one page	
Select PREVIEW to preview one page	
Select CONT. to print pages continuously (on the ADAM printer, you have to use a special formatting command for this to work)	

# Chapter 8

## INSTANT PRINTER WITH SPEEDYWRITE

### SPEEDYWRITE'S INSTANT PRINTER

omplete formatter that can make your documents look professional. It definitely beats the IBM word processor I used to write this manual. (I didn't use SpeedyWrite because the manual is so big and the printer is so

### SEC. 8-1: USING THE FORMATTER

For SpeedyWrite to allow you to change settings within a document and turn features on and off, the commands must be stored in the document. The commands are represented by reversed letters (since the printer can't print in inverse, we'll underline them in this manual). They are entered with CTRL-V in Edit mode. After pressing CTRL-V, you must type the letter or symbol that represents the actual command. For example, the command for boldface is B, so to print in boldface, you would press CTRL-V followed by B. Do this now. Notice what the symbol looks like.

You can search for and replace with print-formatting commands by pressing CTRL-V while entering the Find or Replace Phrase and pressing the key for the command.

### COMMENTS

The first formatting command you will learn allows you to put non-printing comments into your text. Its format is:

;...comment...

That is, press CTRL-V+semicolon, type in your comment, then press RETURN. Notice that the comment lasts only for a paragraph; if you want more space, you must use another Comment command at the beginning of the next paragraph of the comment.

### SEC. 8-2: BOLDFACE AND UNDERLINING

Two of the simplest print-formatting commands are for boldface and underlining. The B command is for boldface, and U is for underlining. The first symbol turns on the feature, and the second turns it off. You can use a combination boldface-and-underlining print by turning both on at the same time. The U command doesn't underline spaces.

You can see exactly how underlining will look when you use the PREVIEW command. However, boldface is represented by a



## JUSTIFICATION

You can easily create justified printouts (with both the right and the left margins straight) by inserting the command J followed by a RETURN-symbol at the beginning of your text. If you need to turn off the justification feature, enter this command again. It looks like this:

```
J<
```

## SEC. 8-5: SUPERSCRIPTS

Superscript text is used for footnote citations and exponents. It appears above the printed line. To make superscripts with SpeedyWrite, precede the superscripted text with ^ (CTRL-V+caret) and follow it with the same symbol. Note, however, that when a word that is between superscript symbols wraps around to the next line, it becomes normal text.

## SUBSCRIPTS

Subscripts are mostly used in mathematics and chemistry; the text appears below the printed line. The Subscript command works like the Superscript command, but the symbol is V (CTRL-V+V). NOTE: Superscripts and subscripts are created by shifting the page up or down a half-space and typing normal-size characters. If you have a dot-matrix printer, you can use your printer's special superscript and subscript modes to avoid the limitations outlined below. See Chapter 9 to learn how.

## LIMITATIONS OF SUPERSCRIPTS AND SUBSCRIPTS

SpeedyWrite will report an error and automatically expand the line spacing if you try to mix single-spacing and superscripts or subscripts. In this and all cases of errors in printing, you can either press ESCAPE/WP and correct the problem or press the space bar and continue. If you chose the latter, SpeedyWrite will attempt to correct the error before it continues.

## SEC. 8-6: HEADERS AND FOOTERS

SpeedyWrite lets you have headers and footers in your document. A header is a number of lines that appear at the top of every page; a footer is a number of lines appearing at the bottom of every page. SpeedyWrite also lets you change the header or footer in the middle of the document.

## HEADERS

A header definition should be placed at the beginning of the page. It looks like this:

```
Hdefinition.
```

The command CTRL-V+period signifies the end of both headers and footers. When you define a header (or footer), you can omit the RETURN-symbol after Center and Right Justify commands, like this:

```
HQtext to be centered.
```

If you define a header in the middle of a page, it will not appear until the next page. The same is true of the T command for setting the top margin.

## FOOTERS

A footer definition, like a header definition, should be placed at the beginning of the page. It looks like this:

```
Fdefinition.  
The footer definition is also ended by the CTRL-V+period command, which can be substituted for a RETURN-symbol after the Center and Right-Justify commands, like this:  
EQtext to be centered.
```

Don't put footers in the middle of pages if at all possible. If the printer has already gotten past the place where the footer would have started, your page may be longer than you expected, possibly longer than the paper!

## TURNING OFF HEADERS AND FOOTERS

You can turn off headers and footers. To stop the header from printing for the rest of the document, use:

```
H<
```

To stop the footer from printing, use:

```
E<
```

If you issue a Cancel Header command in the middle of the page, it will not have effect until the next page is started. You can cancel a footer at any time.

## SEC. 8-7: USING FOOTERS FOR CONTINUOUS PRINTING

The CONTINUOUS PRINTING command in the Print menu uses a special printer code, accepted by nearly all printers, to advance to the next page. The one printer that doesn't accept this code is (of course) the SmartWRITER printer. You can use a footer command to simulate this code.

First, change the page length to the entire length of your paper, which doesn't include the top margin but does include the bottom margin. For letter-size paper, this is 66 lines. Next, create a footer with as many blank lines in it as you want in your bottom margin. Normally, this is one inch or 6 lines. If you have a footer already in your document, add six blank lines to it. You must have a space or some text somewhere in the footer. The footer must be printed to fill out the page and move to the next page, and SW2 doesn't print footers unless they contain text.

The entire command for simulating the next-page code on letter-size paper is thus:

```
P66<  
E<  
<  
<  
<  
<  
<  
<  
<  
<
```

## AUTOMATIC PAGE NUMBERING

SpeedyWrite has special formatting commands for automatic page numbering. A header or footer is used to print the page number; the special command # tells SpeedyWrite to print the current page number. To center the page number at the top of each page, use:

```
HQ#.<
```

To center it at the bottom, use:

```
EQ#.<
```

(Keyboard Macro V is normally set to insert this command for you.) To print it on the right top, use:

```
HR#.<
```

To print it on the right bottom, use:

```
ER#.<
```

You can set the page number with the N command. It looks like this:

```
Nnew page number<
```

For example, to set the page number to 2, use N2.

## SEC. 8-8: ENDING A PAGE BEFORE ITS TIME

SpeedyWrite allows you to end a page manually before it automatically concludes it. The command is:

```
E<
```

If a footer is defined, it will be printed even if you end the page manually.

You can use a number with the End Page command to make it end the page if the printhead is past a certain line number. For example, the E50 command would end the page only if it was past line 50 at that point. What good is this command? If you have a title, such as the titles of the sections in this manual, you don't want it to appear, all by itself, at the bottom of a page. Use a "conditional end page" before the title, and, if SpeedyWrite's at the bottom of the page, it will save the title for the next page.

Remember, the default page length is 54. Therefore, a good value for the Conditional End-Page is 50.

## SEC. 8-9: AUTOMATIC INDENTATION

Sometimes you want the first line in a paragraph to start at the margin and all other lines to start a certain distance from it. An example of a use for this format is in numbered directions, to distinguish the numbers from the instructions.

SpeedyWrite's Auto Indentation command allows you to use this format effortlessly. It looks like this:

```
Ix<
```

In this command, X represents the number of spaces you want to indent in the middle of the paragraph. To turn off Auto Indentation, use:

```
I0<
```

to set the indentation to zero spaces.

NOTE: When you move from Step 9 to Step 10, be sure to use another I command to insert an extra space to account for the extra digit, like so:

```
I5<
9. xxx xxxxxx x x xx xxx x xxx xx x x xxxxxx xxx
I6<
10. xxx xxxxx x xxxxx x xxxx xxx x xx x xx x xxxx xxx
```

The COLUMN indicator in Edit Mode is useful in figuring out what should come after the I command. Just move your cursor over the place on the line you want to indent to, and the number for the I command is displayed in the COLUMN indicator. For example, say the text was:

```
1. Move the cursor over.....
To make it appear:
1. Move the cursor over...
.....
```

move the cursor over the "M" in "Move" (that's where you want the text aligned). The COLUMN indicator shows what number you should use in the I command.

### THE "Hard space"

Mixing Auto Indent with the Justification command J sometimes produces strange results, as in the following example:

```
J<
I16<
Chapter 1... 1 Chapter 1 describes...
```

Output:  
Chapter 1... 1 Chapter 1 describes la de da da da  
and so and such and whatever.

The problem is that Justify works by inserting spaces into the line. It inserts extra spaces between "Chapter" and "1," as well as between "Chapter 1.. 1" and the description, making the supposedly rectangular description uneven. To solve the problem, we need the Hard space. This is a special space that acts like a space in every way except two. Firstly, the Hard space doesn't get expanded by the Justify command; secondly, words separated by Hard spaces don't get divided at the end of a line. You make a hard space by pressing CTRL-V+spacebar; press CTRL-V and then tap the spacebar. To correct our example, we simply change the spaces we don't want changed in size into Hard spaces.

Practice using Auto Indentation, Justification, and the Hard Space together to see when to use the Hard Space and when to use the "soft" one.

## ANOTHER USE FOR THE HARD SPACE

The Center and Right-Justify commands determine where to place things by their length. Neither command cares whether the last part of anything is all spaces. Therefore, you can center units consisting of more than one line, such as addresses, by making the lines all the same length through the use of spaces:

```
CJohn Doe<
C2246 Nothing Street <
CNirgendberg, Idaho 30247 <
```

This will produce the following output:

```
John Doe
  2246 Nothing Street
  Nirgendberg, Idaho 30247
```

rather than the output that would result from simply using Center commands without spaces:

```
John Doe
2246 Nothing Street
Nirgendberg, Idaho 30247
```

Notice, however, that this section is entitled "Alternate Uses of the Hard space." If SpeedyWrite had to justify lines with real spaces at the end of the line, it might lock up. (I don't know why...) Therefore, even if you use real spaces, SpeedyWrite changes the last one on the line to a Hard space to save itself. you can't defeat this feature, so you can't use spaces in Center commands to crash SpeedyWrite. (That's too bad...)

## SEC. 8-10: THE AUTO-NUMERATION COMMAND

SpeedyWrite can number anything you want, from steps to footnote citations. (Footnotes are in the next chapter, if you're interested...) This saves you the trouble of changing all the numbers whenever you delete or insert a step or footnote. There are three commands associated with Auto-Numeration. The first is the % command. Substitute this command for numbers that you want to change often. For example, you could number chapters like this:

```
Chapter %... xx xxxxx x xxx xxx xxxxxx
Chapter %... xx xx xxxxx xxx xxx x xx
..
..
```

Now, whenever you want to insert or delete a chapter, just use CTRL-D; the numbers will change automatically.

The next command is the : command, which sets the number to whatever you want, between 0 and 255. It works like any other number command. If you wanted to start counting at 12, you use this text:

```
:12
Chapter %... xxx xxxxx xx xx x xxxxx
Chapter %... xxx xxx xxx xxx xxxxxx
```

Finally, there is the \ (CTRL-V + backslash) command. It resets the number to what it was at the beginning of the page. The only use I thought of for it is footnotes.

## SEC. 8-11: LINKING FILES FOR PRINTING

If you want to print a very long document, you probably don't want to have to divide it into files that end at the very end of the page. You don't have to. All you have to do is end each file with a full paragraph and this command:

```
>drive:filename
```

(To enter it, press CTRL-V + greater-than-sign, the drive, a colon, the filename and RETURN.) In the next file, all you have to do is re-define the header and the footer. SpeedyWrite will continue as if there were never a division.

When SpeedyWrite encounters a link-file command, it will load the file indicated by the drive and filename in the command (you can enter the filetype in parentheses as usual) and continue. The above command form will ask you first whether you want to link or not (in case you forgot to save the linked file). If you don't want this prompt (for completely continuous printing), you can use the following form:

```
>drive:filename
```

With this form, SpeedyWrite just load the next file and continues printing, with no intervention from you. Be absolutely sure you've saved your work before printing a file linked with this command!

# Chapter 9

## USING SPEEDYWRITE WITH A DOT-MATRIX PRINTER

### SEC. 9-1: USER FONTS

SpeedyWrite has some special formatting commands that you can use to enhance your dot-matrix printouts with the various typefaces, styles, and widths of your dot-matrix printer.

The first kind of special commands are for user fonts. User fonts are special print styles like boldface, underline, and italics, but they can be anything you want. You use two formatting commands to define each font:

```
+ font number:control codes <
- font number:control codes <
```

The first command is CTRL-V + plus sign. It defines the printer control codes that turn on the font. The second command is CTRL-V + minus sign; it defines the codes that turn off the font. The font number identifies which user font you are defining (there are two).

For example, on my Epson LQ-800 printer, I could define User Font #1 to be italics with these commands:

```
+ 1:27,52 <
- 1:27,53 <
```

Notice that the control codes are entered the same way they were in the dot-matrix configuration program.

To actually use user fonts, use the formatting commands / (CTRL-V + slash) for User Font #1 (it's the same as the italics command because User Font #1 is originally defined as italics) and ~ (CTRL-V + tilde) for User Font #2. These commands operate the same way as Boldface and Underline do; that is, use it once to turn on the font and once again to turn it off.

### LIMITATIONS OF USER FONTS

You should not use User Fonts to change the width of characters (for example, by sending a Double Width command to your printer). This is because the user font is turned on after the left mar-

gin and, if the line is centered, the centering spaces are sent to the printer. Thus, these spaces are standard-width, and the margins and/or centering is off. To change the width, use the Send Escape Code command described later in the chapter.

Do not define a User Font as a printer underline command, because the left-margin and centering spaces will be underlined if you do. Use SpeedyWrite's underline command.

### POTENTIAL USES OF USER FONTS

You can use user fonts to turn on other character sets on your printer, such as international character sets. You can use them to change between Letter Quality and Draft modes as well. One good use of user fonts is real superscript and subscript. Instead of merely moving characters up or down a half-line, your printer can actually make superscript and subscript letters smaller. Thus, if you use User Fonts instead of SpeedyWrite's superscript/subscript commands, you can have superscript and subscript with single line spacing.

### SEC. 9-2: SENDING ESCAPE CODES DIRECTLY TO THE PRINTER

If you want to access printer commands other than font changing, or you want to change the width of your characters, use the Send Escape Codes command. It looks like this:

```
|control codes <
```

The first character is CTRL-V + exclamation point, and this command must be on its own line. It sends any escape codes immediately to the parallel printer... if you're using the ADAM printer or Preview mode, it doesn't do anything.

For example, if I wanted to reset my printer, I would send the codes 27 and 64 to it. So, if I want to reset the printer in the middle of a document, the command would be:

```
|27,64 <
```

Another use of this command is turning on different widths of characters. For example, say I want to center the words SPEEDYWRITE CONTROL CODES in double-width type. First, I must set the page width so it will center properly. These are the settings for double width:

```
L5 <
W30 <
```

Next, I send the code for double-width printing, which on my printer is 27,87,1:

```
|27,87,1 <
```

Next comes the centered line:

```
CSPEEDYWRITE CONTROL CODES <
```

Finally, I set everything back to normal:

```
L10 <
W60 <
|27,87,0 <
;the last line turns off double-width <
```

The entire sequence is:

```
L5 <
W30 <
|27,87,1 <
CSPEEDYWRITE CONTROL CODES <
L10 <
W60 <
|27,87,0 <
```

Remember how to put centered and right-justified text on the same line (the | command)? By putting control-codes around the centered and right-justified parts, you can put two different widths on the same line! Try it to see what effects you can make.

Finally, if you use the I command in headers or footers, be sure to turn it off after you're through, or it may affect the remainder of the page, or the entire next page!

NOTE: The next chapter covers print macros, which will enable you to call up complicated width settings with single-character commands.

## Chapter 10

### GETTING MORE OUT OF SPEEDYWRITE

#### SPEEDYWRITE'S PROGRAMMING LANGUAGE

rge (creating form letters), printing in columns, and printing on both sides of the page with the page numbers always on the "outer" edge. In addition, SpeedyWrite's print macro ability can add footnotes, bullet-points, and other special formats to your documents effortlessly.

#### SEC. 10-1:PRINT MACROS

Before you can do all this, however, you must meet the print macro. Like a keyboard macro, a print macro can be used instead of any sequence of characters. For example, you could define a print macro as your name, and substitute the macro for the name to save typing.

The actual characters used for print macros are entered, like print-formatting commands, with CTRL-V, but they are numbers rather than letters. You can use any character from 1 (CTRL-V+"one" key) to 9 (CTRL-V+"nine" key). To define a print macro, follow the pattern below (underline indicates CTRL-V combinations and is a RETURN-symbol):

```
=x...definition... x
```

The "x" in the definition should be replaced by the macro character. For example, the following command would define Print Macro #1 as "John Doe":

```
=1John Doe1
```

The definition doesn't cause anything to be printed; it just tells SpeedyWrite what to print when it encounters the character for Print Macro #1. You can use such a definition in your text like this:

```
=1John Doe1  
My name is 1.
```

The printout will be:  
My name is John Doe.

When SpeedyWrite sees the character 1, it automatically prints what you've defined Print Macro #1 to be.

#### PRINT MACROS WITH THE LINK-FILE COMMAND

When using the Link-File command, be sure to start each file with the print macro definitions you want to use in the rest of the File. Print macros, headers, and footers are not carried over from file to file.

#### WORD-WRAP AND PRINT MACROS

Word-wrap is the feature common to all decent word processors that makes a word that doesn't fit move to the next line. With SpeedyWrite, a print macro is automatically the beginning of the word. For example, if Print Macro #1 were defined as:

```
ishment
```

and you used it like this:  
disestabl1

the "ishment" might wrap around, leaving the "disestabl" at the end. This is because SpeedyWrite thinks "ishment" is one word--it's at

the beginning of the macro. You probably won't have many problems with this, as you don't usually define macros as parts of words.

#### USING RETURN-SYMBOLS IN PRINT MACRO DEFINITIONS

SpeedyWrite lets you use RETURN symbols in print macros. For example, you could make Macro #1 the closing of a letter:

```
=1Sincerely,  
<  
<  
.John Doe  
<1
```

Notice that the 1 that ends the macro is on its own line, because a RETURN-symbol was needed after "John Doe." (You'd replace the 1 with a different number if you were using a different macro.)

#### USING PRINT-FORMATTING COMMANDS IN PRINT MACRO DEFINITIONS

You can also use formatting commands in print macros. For example, you could alternate easily between two margin settings like this:

```
W30  
=1L10 1  
=2L40 2
```

The space after the commands requiring numbers is important (you could, however, use a RETURN-symbol instead). If you don't have a space, SpeedyWrite will skip over the end-of-definition command ("1" or some such) and continue through the text after the definition rather than through the text after the actual macro.

#### SEC. 10-2:LETTING ONE MACRO DEFINE ANOTHER

Any sequence of characters can be inside a macro definition, including a definition of another macro. (Note that the same is not true of keyboard macros; you can't make one keyboard macro define another.) You can use this to make sure that one macro isn't defined until another is used. An example follows:

```
=1John Doe=2Jane Deer2  
1
```

Macro #1's definition is the whole example, but Macro #2's definition is a part of it between the 1's. You might use this if you wanted to always use Macro #2 for Jane Deer's name, but before John Doe was mentioned, you wanted to call her Mrs. Deer or some such. (No, this really does have a purpose; look forward in the chapter.)

#### USING ONE MACRO IN ANOTHER'S DEFINITION

SpeedyWrite allows you to use one macro inside another's definition. For example, you could define Macro #1 as "John Doe" and let Macro #2 use Macro #1 in its definition, like this:

```
=1John Doe1  
=2We think 1 should reconsider.2  
Then you could write in your text:  
He said, "2"
```

It would print as:  
He said, "We think John Doe should reconsider."

By using many macros, you can make personalized form letters. Printing form letters with word processors is usually called mail-merge. (Although SpeedyWrite's implementation has nothing to do with merging, we'll call it that anyway...)

#### SEC. 10-3:MAIL-MERGE WITH SPEEDYWRITE

You can create a mailing list with macros (see Chapter 14) and store it on a data pack by using the MAILLIST program in BASIC

on your SpeedyWrite tape. The file, when loaded into SpeedyWrite, will look like this:

```
=1name1
=2street address2
=3city, state, zip3
=4name for salutation4
<E
```

This pattern will be repeated over and over again, once for each name in your mailing list. The reason it looks like that is that, by defining Macro #5 as the letter and using Macro #1 for the name, Macro #2 for the address, and so forth, you can print as many personalized letters as you want. Assuming you've used MAILLIST to create a file called Mail(A), and you've saved your letter, with the macros substituted for the parts to be personalized, as Letter(A), you can print the letters by:

Press	See
Load the Mail(A) file.	The Mail(A) file is on your screen.
INSERT	Insert Mode is on.
CTRL-V + equals, CTRL-V + five	=5
RETURN	=5
CTRL-V + five, RETURN	=5 5
BACKSPACE three times	Cursor on first RETURN-symbol
Load the Letter(A) file	The Letter(A) file is inserted at the position of the cursor.
PRINT	The Print menu
RETURN	Your personalized letters coming out of the printer

If you have computer paper, you can whiz out form letters like crazy without even attending the computer! Just use the CONT option instead of PRINT when in the Print menu. If you don't have a parallel printer, use the special footer command described in Chapter 8 to even out the pages.

#### SEC. 10-4: MACROS THAT REDEFINE THEMSELVES

You can't insert one definition for a macro inside another definition for the same macro, like this:

```
=1John Doe=1John1
1
```

The reason is that SpeedyWrite thinks the macro is done when it sees the "1" after the "=", and thus begins printing the second definition. However, being able to do this would be useful, because a macro could then be able to do something and change itself so that the next time, it does something else. It is possible to do this indirectly, like this:

```
=1John Doe21
=2=1John1
2
```

When you use Macro #1, the result is that "John Doe" is printed. However, the "2" in Macro #1's definition causes Macro #2 to be "printed," and thus Macro #1 is changed by Macro #2. The overall effect is that the next use of Macro #1 will cause "John," rather than "John Doe," to be printed.

#### MAKING A MACRO ALTERNATE BETWEEN DEFINITIONS

A simple extension of the above described method allows a macro to have one definition, then switch to another, then switch back, continually alternating between two definitions.

Following is an example where Macro #1 defines the left margin at 10 first, then, upon being used again, defines it at 30, and, upon being used yet again, defines it at 10:

```
=1L10 21
=2=1L30 31
2
=3=1L10 21
3
```

When Macro #1 is first used, it sets the margin to 10. Macro #2 then proceeds to define Macro #1 so that the next time it is used, it sets the margin to 30 and Macro #3, being used instead of Macro #2, redefines Macro #1 as what it was in the beginning.

#### COLUMNS

If you define the header as Macro #1 in the above example, the margin will alternate between 10 and 30, being 10 on page 1 and 30 on page 2. This effect can be harnessed to produce text printed in columns.

Even if you will never understand how the switching occurs, you can print two columns on each page by inserting the Columns file from your SpeedyWrite tape in front of the file you want to print (position the cursor at the beginning of the text and LOAD Columns). There are instructions in these files, which you can keep in memory since they are comment lines and don't print.

To actually print the text, first press PRINT and RETURN, as usual. When the page is done, put it back in the printer so SpeedyWrite can print the other column on it. You'll want to be as accurate as possible in placing your paper. The little plastic guide in front of the daisy wheel is a good thing to line your paper up against. NOTE: You can't continuously print columnar text this way.

For the next page, just put in a new sheet of paper and press RETURN. Put each sheet in twice, once for each column. If you want page numbers at the top of each page (not the top of each column), use the ColumnsP file instead of Columns. Follow the same instructions as above.

#### SEC. 10-5: PRINTING TWO-SIDED SHEETS

When you number pages printed on both sides, you have two choices: either center them or put them at the "far" side of the page (opposite the binding). If you prefer the latter, you can use the TwoSided(A) file on your SpeedyWrite data pack, which prints two-sided page numbering with macros. You can control page numbers exactly the same way as usual, with the PAGE # option in the Print menu. The only difference between printing with TwoSided(A) and normal printing is that you have to stick each sheet in twice, of course. Remember to stick it in the opposite way! You don't want all of both pages on the same side of the paper!

Naturally, you can't continuously print with this format (at least not if you want to actually print two-sided sheets)

#### SEC. 10-6: AUTOMATIC ASSUMPTION

So far, you can only define specific macros. You can define Macro #1; you can use Macro #5; but you can't define "the macro after the one I defined last." This would be a useful ability; you could use it to make footnotes. Therefore, of course, SpeedyWrite can do it. This ability to define "the next macro" is called Automatic Assumption.

Defining a macro with Automatic Assumption is accomplished by using a special macro character: \$. It is just like 1 or 5, normal macro characters, but you can only use it in definitions. You can only use specific macros. An example of an Automatic Assumption macro definition is:

```
= $John Doe is stored in a macro, but I don't know which.$
```

Notice that the Automatic Assumption definition is just like any other, but the character is \$. You can't use Automatic Assumption in a macro definition made this way, for the same reason as you can't make a macro define itself. Although Automatic Assumption

defines the same macros that =1 through =9 do, it is treated as a separate entity.

You can tell SpeedyWrite which actual macro you want the next Automatic Assumption definition to define with the @ command (CTRL-V-"at" sign). Just type @ followed by the macro character you want SpeedyWrite to substitute for \$:

```
@2
=$John Doe$
```

This command would define Macro #2 as "John Doe." Notice that @ isn't a command that accepts a number; the character after it is a macro, entered with CTRL-V. You can define Macro #'s 2 through 4 in the following way:

```
@2
=$John Doe$
=$1640 Nothing Street$
=$Nichtigberg, Idaho 23407$
```

If you wanted to define Macro #'s 1 through 3 instead, you would only have to change the macro character after the @ to 1. Without Automatic Assumption, you would have to edit each macro character in each definition manually.

## SEC. 10-7: THE AUTOMATIC FOOTNOTER PROGRAM

SpeedyWrite has no built-in command for footnotes. However it has a good start, for it can print multiple-line footers, use macros, and count automatically. The FootNote(A) file on your SpeedyWrite tape uses all of these features to make footnotes as easy as a macro definition. Simply insert FootNote(A) at the beginning of your document and follow its instructions. Since they use the Remark command, you don't have to delete them; you can put them in the Text or Copy windows and have them on the screen for quick reference.

Here's an example of using the Footnoter to put a comment with an asterisk (\*\*\*) at the bottom of the page:

*The reliability of the government has decreased greatly over the past years.\* = \$\*See the UReport on Government Preoccupations and MistakesU, July edition.\$ We don't need a candidate who is conservative; we don't need one who is liberal: we need one who knows what he's doing.*

(The U symbol in the text, as usual, stands for Underline.) Notice, firstly, that this writer put a space after the asterix. He did this to avoid having to put it after the footnote (an awkward place). Secondly, the RETURN-symbol after the footnote doesn't print; the whole will be printed as one paragraph. The general form for a footnote, then:

```
text of paragraph... = $...text of footnote...$
...text of paragraph continued
```

The Footnoter provides for automatic numbering of citations, using the % command. For example, if the writer of the above passage wanted to use numbers instead of asterixes, his text would look like this:

*The reliability of the government has decreased greatly over the past years.^%^ = \$%^ See the UReport on Government Preoccupations and MistakesU, July edition.\$ We don't need a candidate who is conservative; we don't need one who is liberal: we need one who knows what he's doing.*

In this example, the writer used the command ^%^ wherever he wanted a footnote citation. This is simply the citation command (%) inside superscript symbols.

With this we conclude our tour of the SpeedyWrite features. Move on to the next chapter to learn about the Pocket Database, a unique data storage program that is four keystrokes away from Edit Mode.

# Chapter 11

## THE POCKET DATABASE

### SEC. 11-1: INTRODUCTION TO THE POCKET DATABASE

You probably use a lot of information in many SpeedyWrite documents, not just one-- phone numbers and addresses, information about your field, and so forth. You may also keep a "To-Do" list of what you need to do on SpeedyWrite and elsewhere. The Pocket Database lets you keep all this information on your ADAM-- four keystrokes away from SpeedyWrite's Edit Model

The Pocket Database is not a "real" database program with records and fields; it doesn't sort or search data or do mail-merge like SmartFILER. What it does is simply display screens of data. You select which screen by using a menu system that you can design, and you can copy data from the screen into SpeedyWrite documents.

### GETTING INTO THE POCKET DATABASE

To start up the Pocket Database, select the PkDBASE option from the Filer menu. Put the SpeedyWrite tape in a drive and select that drive. (Although the Pocket Database program is stored in memory, it requires a database file-- and so far the only one is the help screens on the SpeedyWrite tape. After creating your database, you won't need the SpeedyWrite tape any more.)

The Pocket Database will load the database file off of the SpeedyWrite tape; this file happens to be the help screen file. When it's done, you'll see the first help screen. However, since you're using the Pocket Database, you can edit the screen! You can move your cursor around the screen with the arrow keys. To change part of a Pocket Database screen, just start typing.

If you want to store your modified screen, just press STORE/GET. The screen will immediately be stored in the database file. Note: Do NOT remove the database tape during a Pocket Database session and put another one in... you could lose valuable information.

The TAB key allows you to go to other screens in the database. Pressing TAB followed by "N" (without CONTROL) moves you to the next screen. Pressing TAB followed by "P" moves you to the previous screen. If you modified the screen before pressing TAB, the Pocket Database saves it so you won't lose the changes when you load the next screen.

As usual, press ESCAPE/WP at any time to return to SpeedyWrite. Nothing in SpeedyWrite is changed during a Pocket Database session-- your workspaces and Delete Buffer remain intact.

### SEC. 11-2: CREATING YOUR OWN DATABASE

Before starting to store your own information with the Pocket Database, you should create a new database file on a separate tape or disk. Not only do you keep the help screens, but a new file has unlimited space for information, while the Help Screens file has only ten screens of space.

To create your own database file:

1. Start up the Pocket Database with an existing database file. Do not remove this file from the drive until Step 3.
2. Press CTRL-L and wait for the "Drive?" prompt to appear in the upper left-hand corner of the screen.
3. Put in a blank data pack or disk (the fewer files on it, the more space your database will have and the faster it will load). Keep in mind that you won't be able to store any more files on it, since a Pocket Database file takes up all available space.
4. Select the drive containing the blank tape or disk. The Pocket Database will prepare your database file. When the drive stops, you are ready to start putting data into your database.

## SEC. 11-3: CREATING A MENU SYSTEM

You don't have to have separate database files (and disks) for each kind of data you store. You can design menus for your database that will allow you to select which topic to display. For example, say you wanted to store a To-Do list, a phone number directory, and a Helpful Information section in your database file. You could design a main menu like this:

```
+-----+
| Screen #1 MAIN MENU |
| 1. To-Do List       |
| 2. Phone Numbers    |
| 3. Helpful Information |
+-----+
```

After you designed it, you could press TAB followed by 1 for the To-Do list, TAB followed by 2 for the phone numbers, and TAB followed by 3 for the helpful information section. To design this screen, you'd just move the cursor to the right place for each line and start typing! Here are some useful screen-editing commands:

**CLEAR** clears the screen.

**CTRL-U** loads the old version of the screen from tape, undoing any changes.

**HOME** moves the cursor to the upper-left corner of the screen.

**CTRL-A** turns Inverse Video on and off. Inverse is good for highlighting, but keep in mind that you can't copy lines with inverse video into SpeedyWrite (a topic discussed later).

**CTRL-E** allows you to enter special characters; for example, CTRL-E followed by RETURN causes a RETURN-symbol to appear on the screen. Lines with special characters cannot be copied into SpeedyWrite.

**RETURN** moves your cursor to the left-hand side of the screen and down one line.

### CREATING NEW SCREENS

Next, you must create screens for each category in your menu. To create a screen, just pretend it already exists and you want to display it. For example, to create a new "next screen," press TAB followed by "N." To create a new screen for Menu Option #1, press TAB followed by 1, and so forth.

**Note:** Menus can only have 9 options each.

You don't have to "define" or "create" the Previous Screen. It is automatically made whatever screen you were on before, so pressing TAB + P always moves you back to the screen you were on before.

You can create any number of submenus or next screens for your database. You can have a "next screen" and a menu if you want. Keep in mind that, once you have created a new category, you can't erase it-- you can change the data on the screens, but you can't get rid of the screens themselves.

## SEC. 11-4: CLOSING THE DATABASE

A very important task after you have added new screens is to close the database so that the Pocket Database knows how long it is. If you don't, you could lose data. To close the database, just press CTRL-C. You can continue to use the Pocket Database even after closing the database. **NEVER EXIT PkDBASE AFTER ADDING NEW SCREENS WITHOUT CLOSING THE DATABASE FIRST!!!** You can, however, exit without closing if you haven't changed anything, or if you just changed information on old screens.

### LOADING ANOTHER DATABASE FILE FROM PkDBASE

You can switch from one database to another without exiting PkDBASE into SpeedyWrite. Just:

1. Do NOT remove the database you were using before until Step 3!
2. Press CTRL-L and wait for the "Drive?" prompt to appear in the upper left-hand corner. During this wait, the Pocket Database is closing your file.
3. Put in another database and select the drive it's in. The database will load.

### PERMANENTLY CLOSING THE DATABASE

If you know you will not add any more screens to your database, you can use CTRL-X to permanently close it. All the unused space that the database took up becomes free space again, so you can store other files on your database tape. Use this command with caution, as you won't be able to add new screens to the database after pressing CTRL-X.

**Note:** Sometimes I get garbage on my screen after pressing CTRL-X. This was not intended, but it doesn't do any harm. Just press CTRL-U to bring back the database screen you were working on.

## SEC. 11-5: USING THE POCKET DATABASE WITH SPEEDYWRITE

You can copy data from a Pocket Database file to SpeedyWrite in two ways. First, you can use the CTRL-K Copy Window command to display data from the Pocket Database in the Copy Window. In addition, you can use the CTRL- (CTRL+underline) command, which can also be entered as CTRL-6, to copy lines from the screen to the SpeedyWrite workspace.

To use CTRL-, first press it. Next, move the line cursor (the reversed line is the cursor) over the line you want to copy into the text. Finally, press CTRL- again. In moving the line cursor, you can use UP ARROW, DOWN ARROW, and HOME. SpeedyWrite will copy the line to the end of the Active Workspace (it won't insert at the cursor position), with a RETURN-symbol at the end and unnecessary ending spaces deleted. You can use CTRL- many times to copy more than one line.

In addition, you can use the keyboard macros Shift-IV and Shift-V (unless you've changed them) to copy the entire screen and the Copy Window region (from the second to the tenth lines) into the text. Shift-V is best used in Edit Mode after having copied something with CTRL-K.

### OTHER WAYS PkDBASE AND SPEEDYWRITE WORK TOGETHER

You can use and define keyboard macros inside of the Pocket Database. For example, you could define a macro that, from Edit Mode, loads your database and goes to a specific section.

Remember that keyboard macros can only have 100 characters. You can also copy database files from one tape to another with the COPY command in the Filer menu. The filename of a PkDBASE file is always D(B).

**Note:** that the copy will be permanently closed, whether the original was or not.

---

# Chapter 12

## WHAT YOU WILL- CUSTOMIZING SPEEDYWRITE

### THE SPEEDYWRITE CONFIGURATION PROGRAMS

In this chapter, the primary focus will be on the CONFIG(U) program on the SpeedyWrite tape. Using this program, you can change SpeedyWrite to match more closely what you need. The CONFIG program creates special files called configuration files

that SpeedyWrite loads like keyboard-macro files (with the SYSTEM command). A configuration file changes two things in SpeedyWrite: the font (how the characters look on the screen), the alternate keyboard (the keyboard layout you get when you press CTRL-^, which is usually Dvorak). It adds one thing to SpeedyWrite, accented characters, which replace ordinary characters and can be used for math or foreign languages.

## SEC. 12-1: YOU CAN STEAL OUR CONFIG FILES FOR STARTERS...

You don't have to know how to make a configuration file to write in your favorite language (so long as it's my favorite, too). Included on the SpeedyWrite tape are configuration files for writing in German and French, as well as two for Spanish. They are imaginatively called GERMAN(C), FRENCH(C), and SPANISH(C), the other Spanish configuration being called LATINAM(C) (for Latin American). As mentioned in the Filer chapter, configuration files always have a filetype of C.

### LOADING A CONFIGURATION FILE

You can load a configuration file just like a macro/tab stop file, using the SYSTEM LOAD command. Just like macro files, configuration files are read-protected to ensure that you don't accidentally load them into the workspace with the LOAD command. To practice loading and using a configuration file, load the GERMAN(C) file now:

Press	See
STORE/GET	Filer menu. The cursor is on SAVE.
BACKSPACE	The cursor is on SYSTEM.
RETURN	"Select Drive (A,B,C,D):"
A	Menu. The cursor is on SAVE (for SYSTEM SAVE).
RIGHT ARROW	The cursor is on LOAD (for SYSTEM LOAD).
RETURN	"LOAD:Enter ASCII Filename:"
GERMAN(C)	GERMAN(C) Notice that you MUST enter the filetype when loading configuration files, since SYSTEM LOAD assumes you are loading a macro file with type M.
RETURN	Look! When SpeedyWrite finishes loading in the file, the appearance of the letters on the screen changes!

### USING CONFIGURATION FILES

Now that you've loaded the GERMAN(C) file, you can type in German. First, press CTRL-^ (hold down CONTROL and press the caret key). You learned in Chapter 4 that this key switches to the Dvorak keyboard. However, if you type now, you'll find that the only visible difference is that Z and Y have switched places. SpeedyWrite has switched to a German keyboard. (To use the American keyboard again, press CTRL-^ a second time. See Chapter 4 for more information about alternate keyboard layouts.)

Suppose you want to type this sentence ("As the weary President spoke, he sounded like a dying duck," if you're interested):

Als der m}de Pr{sident sprach, klang er wie eine sterbende Ente.

In the German keyboard layout, the special character { is on the key marked with the quotation mark; } is on the left-bracket key, right next to the P key. To type the sentence:

Press	See
Als der m	Als der m
Press the left-bracket key. The special character appears exactly as it does in the manual.	Als der m}
de Pr	Als der m}de Pr
Press the single-quote key.	Als der m}de Pr{
sident sprach, klang er wie eine sterbende Ente.	Als der m}de Pr{sident sprach, klang erwie eine sterbende Ente.

Now suppose you want to print this sentence. You can do it just as you normally would, pressing PRINT followed by RETURN. You don't have to enter any special formatting commands or anything; SpeedyWrite prints the special characters the same way they appear on the screen.

### THE NUMPAD(C) FILE

In addition to the foreign-language configuration files, there is one other configuration file on your SpeedyWrite tape. It is called NUMPAD(C). When you load this, the right-hand side of the alternate keyboard becomes a numeric keyboard. (Nothing else is changed.) You can look up the exact keyboard layout in Chapter 14 of the manual.

## SEC. 12-2: ...OR MAKE YOUR OWN

The rest of this chapter involves the SpeedyWrite utility file CONFIG(U), CONFIG(U), like all utility files, can be loaded with the SYSTEM LOAD command. Remember to type the filetype after "CONFIG," since this file is not a macro file.

### EDITING CONFIGURATION FILES

After you load CONFIG(U), it seems nothing has happened. You're just in Edit Mode again. To edit configuration files, select CONFIG from the Filer menu. (CONFIG replaces the Pocket Database option-- the configuration editor takes the place of the Pocket Database.) Select the drive containing the CONFIG file you want to edit, then enter its filename and filetype (just like with SYSTEM LOAD). If you want to start from scratch, you can load one of two "blank" configuration files: DEFAULT(C) and FONT(C). Both are the same, with no accented characters and an American QWERTY alternate keyboard. However, DEFAULT's font is the same one as is displayed when you boot up SpeedyWrite. FONT's font is thicker, more like printed type.

### THE CONFIG SCREEN

Now you're on the CONFIG Main Menu screen. This screen displays many things about the configuration file. The section labeled "Alternate Keyboard" looks like this:

< inverse letter > = < normal letter > < inverse > = < normal > ...

The inverse letters are displayed in the normal ADAM font and show what key to press in the Alternate Keyboard to get the normal character displayed after the equals mark. These normal characters are displayed in the special font that goes with the configuration file.

The section labeled "Accents" looks like this:

< special character > = < printable character > + < accent > ...

This means that when SpeedyWrite sees the special character in the text, it prints the accent and the printable character on top of each other, e.g.

< umlaut A > = A + \*  
< circumflex E > = e + ^

## EDITING THE FONT

The first selection on the Main Menu is "Font." It allows you to change the shape of the characters. To use this option, select FONT and then press the key of the character you want to define. If you have the Alternate Keyboard on, you can look up which key produces which special character on the display, then press that key to edit the special character.

After you select the character to edit, a box will appear below the menu, with an enlarged version of the character:



Char: A  
Code: 65

Below the box, two lines indicate which character you're editing and what its ASCII code is. To edit the shape, move the cursor with the arrow keys, and press HOME to change the color of a square from the background to the character color or vice versa. (The colors of the squares are the same as the colors for the rest of the screen; if the background is blue for the rest of the screen, then blue squares represent background.)

If you want to copy another character into the character box, press MOVE/COPY and the character you want to copy. For example, if I wanted to create an umlaut-U character, I would not ask to edit the U. If I did, all the U's would have umlauts over them! Instead, I edit a non-essential character, such as a tilde. I copy the shape of the U with the MOVE/COPY button, then add an umlaut. Now the "tilde" character shows up as an umlaut-U.

If you don't like your changes, you can return to the Main Menu without saving them by pressing ESCAPE/WP. CONFIG mode is the only mode where ESCAPE doesn't return to SpeedyWrite Edit Mode.

If you want to keep your changes, press RETURN to go back to Edit Mode. The character you edited will now be changed on the Alternate Keyboard display.

## CHANGING THE ALTERNATE KEYBOARD

The KEYBD selection on the Main Menu lets you change the Alternate Keyboard layout. After selecting KEYBD, press the key you want to define. Next press the character you want to appear when that key is pressed. For example, if you wanted pressing the Z key to produce the "Y" symbol, you would:

Press	See
Select KEYBD	"Define which key?"
Z	"New value?"
Y	Main Menu

Notice that the Alternate Keyboard display shows "Y" next to the inverse "Z", meaning that pressing Z produces "Y."

*NOTE: The operation of the keyboard in Alternate mode does not change after you use this command; it still uses the layout of the original CONFIG file. Your changes do not take effect until after you reload your changed configuration file.*

## ADDING ACCENTED CHARACTERS

A CONFIG file can have up to nine accented character definitions. Accented character definitions make the special characters you defined with the font editor print the way they look. The current accented characters, along with their definitions, are displayed at the bottom of the screen. To add another accented character, select

ADD. Press the special character you want to define, then the two normal characters that should be printed on top of each other to produce that character on the printer:

Press	See
Select ADD	"Char:"
Umlaut U key	"Prints as:"
Plain U key	"Accent:"
Double-quote key	Main Menu, with another accent added to the list

You can't backspace during an Accent definition. However, you can complete it, then select REMOVE to remove the last definition. On the SmartWRITER printer, the ESCAPE code produces a cents sign. Thus, if you wanted to create a cents-sign character, you could:

Press	See
Select ADD	"Char:"
Tilde key	"Prints as:"
ESCAPE/WP key	"Accent:"
Space bar	Main Menu

## SAVING YOUR CHANGES

The final step in editing a configuration file is to save the changes you've made. To do this, select EXIT from the Main Menu. You're now in the SYSTEM SAVE command. Select the drive and enter the filename you want to save your new version under (it doesn't have to be the same name as you loaded it under). SpeedyWrite will save your CONFIG file and return to the Main Menu. Press ESCAPE/WP to return to SpeedyWrite's Edit Mode.

To exit without saving your changes, just press ESCAPE/WP from the Main Menu. (Pressing ESCAPE in other CONFIG modes returns to the Main Menu. Only in the Main Menu does it return you to Edit Mode.)

You may want to first save your changes on the RAM-disk and load the configuration file with SYSTEM LOAD to test it. Then, you can use the COPY command to copy the tested version to a more permanent location.

## CONVERTING SPEEDYWRITE 1 CONFIGURATION FILES

SpeedyWrite 1.0 configuration files are somewhat different and will not run on SpeedyWrite 2 unless you use the Convert(U) program on them first. Simply SYSTEM LOAD Convert(U), then select the drive and filename. SpeedyWrite will convert the file and delete the old version. Convert(U) will allow you to keep entering drives and filenames if you want, or you can press ESCAPE/WP to get back to Edit Mode.

## SEC. 12-3: INSTALLING AND "UNINSTALLING" CONFIG FILES

When SpeedyWrite boots up, it automatically loads four CONFIG files from special file slots within the SpeedyWrite program file. You can find out which CONFIG files are installed in the slots and change them with the Install(U) utility file.

To load a utility file, use SYSTEM LOAD and remember to type the (U) filetype. After INSTALL loads, it will ask you if you want to install or "uninstall" a CONFIG file. Press ^U for Uninstall. This command lets you examine the four CONFIG slots and, if you want, evict one of the occupants.

To use UNINSTALL, select the drive containing the SpeedyWrite tape. SpeedyWrite will load the special directory for the CONFIG slots. When you buy SpeedyWrite, the directory looks like this:

- 1 EDiskC
- 2 ConfigureC
- 3
- 4 HelpC

Notice first that the CONFIG slots are numbered. SpeedyWrite loads the CONFIG files in the order of the numbers. This may be important; for example, the HelpC program loads the help screens onto the RAM disk, and therefore it must come after the EdiskC program, which sets up the RAM-disk.

Notice also that the filetypes (the C's) are tacked directly onto the name, rather than being in parentheses as is the custom for the rest of SpeedyWrite. The prompts that you see when SpeedyWrite loads are the result of the ConfigureC program, which asks you about printer configuration and does the configuration if you ask for it; and HelpC, which loads the help screens if you ask for them. You're in UNINSTALL mode, so you can erase any CONFIG slot you want just by typing its number and pressing RETURN. (If you do, you'll still be able to re-install the file, since all the default configuration files are stored as regular, SYSTEM LOADable files as well.)

### INSTALLING A CONFIG FILE

Now you know how to remove a CONFIG file-- just use UNINSTALL and type the number of the file. To install a configuration file that is on the normal tape directory (that is, a SYSTEM LOADable CONFIG file), use the INSTALL option of Install(U) by pressing ^I when SpeedyWrite asks you "Install or Uninstall?"

Next, select the drive containing the configuration file you want to install. This is not necessarily the drive containing the SpeedyWrite tape, since you might have a custom CONFIG file on your own tapes.

Enter the filename, including the filetype of (C), of the CONFIG file. SpeedyWrite will load it. If you have just one drive, you can take out your data tape and put in the SpeedyWrite tape now. In any case, select the drive containing the SpeedyWrite tape. Once again the directory of the CONFIG slots will appear. Type the number you want to install your file under (1 through 4) and press RETURN to install it.

If there's already a file installed there, SpeedyWrite will overwrite the old file with the new. To exit from Install mode, press ESCAPE/WP. You can see the effect of your new configuration by rebooting SpeedyWrite.

IN ADDITION to installing CONFIG files, you can also install Macro/Tab files, by using the same method as described above. Remember to enter the filetype, (M), of the macro/tab file when you install it. Next time you boot up SpeedyWrite, the macros in that file will be in effect instead of the default macros, and the tab stop will be set to the settings in the file.

### SEC. 12-4: USING CONFIG FILES WITH A DOT-MATRIX PRINTER

The supplied configuration files, as well as the method of creating new CONFIG files outlined above, will work with dot-matrix as well as the ADAM printer. However, some dot-matrix printers, like the Epson LQ-800, have foreign character sets that produce better output than the standard method. To make a CONFIG file for such a printer:

1. When you create the special characters with the FONT option, define the characters so that they are compatible with the printer codes for those characters. For example, when my Epson printer is in German mode, it prints an umlaut-U when I send it the code for a right-bracket. Therefore, I would modify the right-bracket symbol so that it looks like an umlaut-U.

2. Erase all the accent definitions. Now, when SpeedyWrite encounters, say, the right-bracket character, which looks like an umlaut-U, it will send it directly to the printer, which will, in German mode, print it as an umlaut-U.

3. When you use the configuration file, add a formatting command to the beginning of your document that turns on the foreign-character mode on your printer. For example:

```
I27,82,2<
```

# APPENDIX A

## SPEEDYWRITE TROUBLESHOOTING GUIDE

No, this is not a guide to all the wonderful ways you can zap your documents with SpeedyWrite. (There aren't that many...) Look here if you have any trouble with the commands, or if you want to know if SpeedyWrite has a command that will solve your trouble.

### EDITING PROBLEMS

**DELETE/CUT** deleted all but the last character I wanted to delete. You need to move your cursor one character past the last character you want to delete.

**FIND** wouldn't find some occurrences of my phrase. **FIND** is case-specific; it cares about the difference between lowercase and capital letters. You may be able to find more cases of your phrase at once if you use wildcards in place of letters that could be either capitalized or not; see Chapter 5 for more.

**MOVE/COPY** inserted garbage along with my deleted text. You should clear the Delete Buffer with CTRL-N before each MOVE, COPY, or DELETE operation.

### FILING PROBLEMS

I get a "File Error" message when I use certain Filer commands. The "File Error" message is displayed when SpeedyWrite doesn't have a specific message for the problem. Illegal filenames (too long) may cause it, as may RUN-protection as shown in STATUS mode (RUN protection is used in Turbo-Loaded BASIC programs-I don't know why...), especially in the COPY command. You may have to load a file into the workspace and save it again if it is RUN-protected, rather than using the COPY command.

### PRINTING PROBLEMS

**My ADAM printer won't print.** Wiggle the printhead and/or the roller back and forth, press CTRL-J, and try again. If your printer is extremely unreliable, you should press CTRL-J before printing each page.

**When I use CONTINUOUS PRINTING with my ADAM printer, the pages aren't properly separated from each other; the perforation is ignored.** You need to insert a special formatting command to use CONTINUOUS PRINTING with the ADAM printer. This is stored in the Cont file on the SpeedyWrite program tape. Just load Cont in front of your file and try again. NOTE: If you use a footer, insert it before the lines in the Cont footer. Cont doesn't work with anything but 11-inch paper; for other sizes, see Chapter 8 to adjust the numbers.

**My dot-matrix printer doesn't work, even if I use SELECT to select dot-matrix.** Be sure you've configured SpeedyWrite for your printer as described in the introduction chapter. If you have, and your printer prints everything on the same line, reconfigure SpeedyWrite, but add the number 10 to the printer code for 12 LPI. For example, if you used:

27,65,5

before, use

27,65,5,10

instead. This may get your printer to work. If it still doesn't work, call me.

**My dot-matrix printer prints twice as much space between lines as it should.** Be sure you've configured your printer properly. For the 12 LPI setting, use either the "Set Line Spacing" sequence followed by the number 10 for "linefeed" or the "Immediate 12-LPI Line Feed" sequence, not the "Immediate 12-LPI Feed" and the "Linefeed" sequence together.

If that doesn't work, your printer may be adding an extra linefeed. Look in your printer manual-- there may be a switch or setting that

will turn this feature off. If it's a setting instead of a switch, use the ! formatting command to send the setting codes.

### FORMATTING PROBLEMS

**I get blank pages in my printout.** The footer is printed, but there is not any text on the page. You probably put an End Page command, E, at the same place (or right after or right before) where SpeedyWrite was going to end the page anyway, so that two end pages were processed. If it's one blank page, just delete the E command. If it happened a lot, it will be easier to use the Conditional End-Page Command:

E1<

This command basically means "End the page if you've printed more than one line." If SpeedyWrite hasn't, it won't end the page. You can change your normal end pages to the above form easily with the Global Replace command.

**I get subheadings and titles printed at the bottom of the page without any text below them.** Use the Conditional End Page command before each title or subheading:

E50<

This means: "End the page if you've printed more than 50 lines." On 11-inch paper, that many lines means you're too close to the bottom for a title, but SpeedyWrite will end the page in that case and your title will appear on the next page.

Note that "50 lines" includes the blank lines printed for double-spacing, so that spacing doesn't matter in this command.

**I get an error message when setting margins.** If you want to make the Page Width wider than normal (normal being 60 characters), you must first decrease the left margin.

Visualize the 80-column page like this:

-----+-----+-----  
Left Mar. <-----TEXT----->

If you set your page width too wide, it will go past 80 columns, which is not allowed. But if you decrease your Left Margin first, you will avoid the problem.

Alternatively, if you want to increase your Left margin, you may have to decrease your Page Width to compensate. The goal is to make sure the sum is less than 80.

**I get all my text printed on the same line.** If you use the Suppress Linefeeds command for titles or something, be sure to turn it off! To find the problem, SEARCH for "!"<.

**My header didn't print on the first page.** The header command must be the first command on the page besides the Top Margin command if there is one. Otherwise, printing of the header will wait for the next page.

**After my footer printed, the settings I used in it stayed in effect for the next page.** After using a setting in a footer, be sure to cancel it so that it doesn't affect the next page. The only settings you don't have to worry about are boldface, underline, and User Fonts such as italics.

If you don't know what the main-text setting was, use a Print Macro to hold the setting. Say you're changing the spacing to 1.5. Use this:

=1S1.5 1<  
1..

(Don't put a return symbol after the last line.) The first line stores the spacing in a macro. The second line actually changes the spacing by printing the macro. At the end of a footer, when you need to change the spacing back, just use the macro again. Whatever the current spacing was will be stored in that macro, so you'll always get the spacing changed back to the correct value. This is a safer approach than just simply changing it

back, if you have a document with many different settings in it. See Chapter 10 for more on macros.

**After linking files, my footer/header/macros didn't print correctly.** You need to redefine the footer, header, and macros at the beginning of every linked file, since these are wiped out of memory along with the file they went with.

**When I use the Justify command with bullet points/step numbers/etc., some of my paragraphs aren't lined up correctly.** Instead of ordinary spaces, use hard spaces between the step number or bullet point and the rest of the paragraph. These keep Justify from expanding the spaces. They are entered as CTRL-V+space bar.

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## APPENDIX B

### COMMAND REFERENCE BY TOPIC

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#### Appendix B HOW DO I...?

##### SPEEDYWRITE'S EDITOR

This section tells you how to do most everything that I've discovered you can do with the SpeedyWrite Editor. Smart Keys, Command Keys, and CONTROL-combinations are boldfaced. CONTROL-combinations are indicated as CTRL-x. For such command, hold down CONTROL and press the key represented by x.

##### ALTERNATE KEYBOARD:

When you load SpeedyWrite, the layout of the keys is the QWERTY layout, which is the standard for American typewriters and computers. However, you can use another keyboard layout by pressing the CTRL-^ key (produced by holding down CONTROL and pressing the caret key). The keyboard layout that you get when you press this depends on the configuration file that you have loaded. If you haven't loaded a configuration file, the alternate keyboard is the Dvorak keyboard, which is the more efficient alternative to the QWERTY format. See Chapter 4 for the Dvorak keyboard layout; see Chapter 12 for more about configuration files and Appendix D for the layouts of the foreign keyboards supplied with the configuration files on the SpeedyWrite tape.

##### CAPS LOCK:

The CAPS LOCK feature allows you to type capitals but not have to "unlock" the keyboard for numbers and symbols. To use it, press UNDO once to turn on the feature and again to turn it off. Caps Lock works at all times.

##### CLEARING THE WORKSPACE:

To clear the entire workspace (but not anything else, such as the Copy Window or the Delete Buffer), press CLEAR and tap Y. To clear the Delete Buffer, press CTRL-N.

##### COLOR:

See SCREEN AND TEXT COLORS.

##### COPYING TEXT:

To copy text, first press CTRL-N to clear the Delete Buffer and delete the text you want to copy with CTRL-D (described under DELETING). Next, copy it back into the old position with MOVE/COPY. For each copy, move to the proper location with the cursor-control keys and press MOVE/COPY.

##### DELETING:

To delete the character to the left of the cursor, press BACKSPACE. To delete the character under the cursor, press DELETE. To delete anything that will fit into the Delete Buffer (up to one double-spaced page), first move to the beginning of the phrase and press CTRL-D, then move to the character after the last character you want to delete. To complete the operation, press CTRL-D again.

##### "DRAGGING" THE CURSOR TO THE TOP OF THE SCREEN:

To "drag" the cursor to the top of the screen, press Smart Key IV twice.

##### DVORAK KEYBOARD:

If you want to use the Dvorak keyboard layout, which is more efficient than the standard QWERTY layout, press CTRL-^ (hold down CONTROL and press the caret key). The Dvorak layout is replaced by another layout if you load in a configuration file. See Chapters 4 and 12 for more information.

##### ESCAPING TO EDIT MODE:

To stop any command and return to Edit Mode, press ESCAPE/WP.

##### EXCHANGING CHARACTERS:

To exchange the previous character with the one before it, press CTRL-X.

##### FINDING TEXT:

To find the next or previous occurrence of a phrase, first press CTRL-F, enter the phrase (up to 3 lines) and press RETURN. To scroll through the text to the next occurrence of the phrase, press CTRL-L. To move the screen quickly to the next or previous occurrence of the phrase, press CTRL-S and select "next occurrence" (RIGHT ARROW) or "previous occurrence" (LEFT ARROW). You can use wildcards (special characters which can take on any value) to find similar phrases. To type a wildcard character into the Find Phrase, press WILD CARD while in CTRL-F (or CTRL-Y) mode. EXAMPLE: CTRL-FcWILD CARDtsRETURN tells SpeedyWrite to search for words like CATS and COTS. To use a RETURN-symbol in a Find or Replace Phrase, press CTRL-RIGHT ARROW. Note that SpeedyWrite notices the difference between uppercase and lowercase letters in the Find Phrase.

##### HELP SCREENS:

If you asked for the help screens when you booted SpeedyWrite, you can see them by pressing WILD CARD in Edit Mode. To see the next screen, press RIGHT ARROW; to see the previous screen, press LEFT ARROW. To get back to Edit Mode, press ESCAPE/WP.

##### INSERTING:

SpeedyWrite has an Insert Mode which can be used to insert text automatically. To turn on Insert Mode, press INSERT. Text is automatically inserted as you type; you can still carry out any other commands. To cancel Insert Mode, press INSERT again. A faster method of insertion can be used for longer documents. Press CTRL-Q to insert a large space at the current cursor position. When you have typed the text to be inserted over the space, press CTRL-E to "eat" the leftover spaces. To insert only one space, press CTRL-O.

##### LARGE FILES:

To write documents larger than will fit in memory, use the Link File formatting command discussed in the last section of Chapter 8. The Two-Files feature (Held/Active File) is for smaller files; you're restricted to 24K for both files combined.

##### LENGTH OF THE DOCUMENT:

To find out how many words are in the document, press HOME-UP ARROW followed by CTRL-W (press any key to return to Edit Mode). To find the number of words from the cursor to the end, press CTRL-W. CTRL-] displays the number of pages and lines in the document, as well as how full the last page is. NOTE: Be patient when using CTRL-]; the computation takes a long time.

##### MOVING TEXT:

To move text, first press CTRL-N to erase the Delete Buffer and delete the text you want to move with CTRL-D (see DELETING in this chapter). Next, after moving the cursor to the new location, press MOVE/COPY to recover the text.

##### MOVING THE CURSOR:

SpeedyWrite offers a variety of commands to move the cursor. Press HOME to get to the top of the screen; to get to the bottom, press CTRL-DOWN ARROW. To move quickly to the top of the workspace, press HOME-UP ARROW; to move quickly to the end

of the text, press HOME-DOWN ARROW. To move to the next paragraph, press DOWN ARROW; to move to the last paragraph, press UP ARROW. Press HOME-RIGHT ARROW to move to the next sentence and HOME-LEFT ARROW to move to the last sentence. CTRL-RIGHT ARROW moves the cursor to the next word; CTRL-LEFT ARROW moves it to the last one. RIGHT and LEFT ARROW move the cursor by character in the respective directions. To move to the next space, use CTRL-Z; to move to the next tab stop, press TAB.

#### **OPENING A SPACE:**

To open a space at the current cursor position, press CTRL-O.

#### **REPLACING TEXT:**

To replace a single occurrence of a phrase, first press CTRL-R and enter the phrase, pressing RETURN at the end. Next, locate the phrase to be replaced (see FINDING TEXT in this chapter) and press CTRL-U to perform the replacement. You can replace every occurrence from the cursor position to the end by pressing CTRL-Y, entering the Find Phrase, and entering the Replace Phrase. A wildcard character can be used in the Replace Phrase in the same way it is used in the Find Phrase. For example, CTRL-YcWILD CARDtsRETURNcWILD CARDt'sRETURN would replace every occurrence of "cats" with "cat's" and "cots" with "cot's."

#### **SCREEN AND TEXT COLORS:**

To change the color of the screen at any time, press Smart Key I. To change the color of the text, press Smart Key II. Be aware that the "transparent" color for text or the same colors for screen and text can cause the screen to be blank.

#### **STORING THE CURSOR:**

To store the cursor's position, press Smart Key III. To get the cursor's position back, press IV, followed by III.

#### **TABS:**

The TAB key moves the cursor to the next tab stop, inserting spaces if the stop is past a RETURN-symbol or the end-of-text symbol. To set tab stops, hold down SHIFT and press TAB. Move the tab pointer with the LEFT ARROW and RIGHT ARROW keys; set cleared stops and clear set stops with the S key. To exit the Tab Set command, press E or ESCAPE/WP. The C key can be used to clear all tab stops. You can save tab stops by using the System Save command. See Chapter 6 for more information.

#### **VIEWING TWO PARTS OF A DOCUMENT:**

To view two parts of a document, first move to the part you want to merely display. Now press Smart Key III, followed by Smart Key V. Now you can move to any other part of the document and the part you selected will still be on the screen. Any changes to that text will be instantly displayed. To edit the text at the top of the screen, use the Flip command (Smart Key IV).

#### **VIEWING ANYTHING WHILE EDITING:**

To "capture" something that is on the screen and view it while editing, first press CTRL-K. Move the large block cursor over the part you want to see and press CTRL-K again. When you are back in Edit Mode, you can press Smart Key VI to display the desired information.

#### **VIEWING THE NEXT SCREEN:**

To view the next screenful of text in your document, press CTRL-DOWN ARROW followed by RIGHT ARROW, then press Smart Key IV twice.

#### **VIEWING THREE PARTS OF THE TEXT AT ONCE:**

To view two parts of the text while editing a third, first move the cursor to the beginning of the first part and press Smart Key VI once and Smart Key IV twice. Then press CTRL-K, and tap DOWN ARROW six times and CTRL-K once again. Move the cursor to the beginning of the second part and press Smart Key IV twice again, followed by CTRL-K once, DOWN ARROW six times, and CTRL-K again. Now you can edit any other part of the text, or another file. However, the two parts above will not represent changes made in the actual text.

#### **VIEWING ONE FILE WHILE EDITING ANOTHER:**

To view part of one file while editing another, first load the file you don't want to edit. Move the cursor to the part you want to view, and press Smart Key IV twice. Make sure you're not in Split-Screen mode, and press CTRL-K, DOWN ARROW, and CTRL-K again. Now press Smart Key VI and clear the workspace with CLEAR. Load in the second file.

#### **SPEEDYWRITE'S FILER MENU**

The Filer Menu is entered by pressing STORE/GET. To select from the menu, use the RIGHT and LEFT ARROW keys. To select an option, press RETURN.

#### **COPYING FILES:**

To copy files from one drive to another, use the COPY selection. Enter the drive you're copying from, then type a wildcard specifier (see Chapter 6) that describes the files you want to copy (or just the filename if you just want to copy one). When the list of files is displayed, press the letter of the drive you want to copy the files to. If you have only one drive, you can use the RAM-disk for copying. If you have the help screens installed and you don't have a memory expander, however, you'll have to INIT the RAM-disk first to get rid of the help screens.

#### **DELETING A FILE:**

To delete a file, select the DELETE option. Select the drive and enter the filename (see SELECTING THE DRIVE and ENTERING THE FILENAME in this chapter). The file will be deleted and SpeedyWrite will return to Edit Mode. Note: You can delete more than one file at once if you use wildcards. See Chapter 6 for more information.

#### **FORMATTING A DISK:**

To format a disk, load SmartBASIC, put in the SpeedyWrite tape, and type BRUN FORMAT. The formatting program will load. Put blank disks in both drives (it formats both at once) and follow the menu selections in order.

#### **INITIALIZING A TAPE:**

To initialize a tape (or disk), select INIT. Select the drive and enter a name for the tape. Then enter the size of the directory in blocks (3 is a good size). Next, enter the media size from the following table:

Data Pack-255
Single-Sided Disk-160
Double-Sided Disk-360
RAM Disk W/O Memory Expansion-12
RAM Disk W/ Memory Expansion-64

The tape will be initialized and SpeedyWrite will return to Edit Mode unless SpeedyWrite thinks you're trying to zap a SpeedyWrite or SmartBASIC tape.

#### **LOADING A FILE:**

To load a document with a filetype of "A" or "a," select LOAD. Select the drive and enter the filename. The file will be inserted at the current cursor position. To load a macro/tab file or a configuration file, select SYSTEM. Next, enter the drive, select LOAD, and enter the filename, as in LOAD. This special LOAD command is called SYSTEM LOAD.

#### **PROTECTING A FILE:**

To protect a file from being deleted, written over or read, select STATUS. After selecting the drive and entering the filename with the type, press W to protect (or "unprotect") the file from being deleted or written over, R to protect it from being read, or A to protect it from everything. Press E or ESCAPE/WP to return to editing.

#### **RENAMING A FILE:**

To rename a file, select RENAME. After selecting the drive, enter the file to be renamed. Next, enter the new filename, with the same or a different type. You can "recover" backup files (with types "a" or "h") by renaming them so that they have "main file" types. After the operation is complete, you can resume editing.

### SAVING MACROS:

To save macros and tabs, select SYSTEM, enter the drive, and select SAVE. Enter the filename, with type "A," for the new file to complete the operation. This command is called SYSTEM SAVE.

### SAVING THE WORKSPACE:

To save the entire workspace, select SAVE, select the drive, and enter the filename, which must have a filetype of "A." With both SAVE and SYSTEM SAVE, if a file already has the name you enter, it becomes a "backup file" and the previous backup file is erased.

### SELECTING THE DRIVE:

To select drive SpeedyWrite will use for an operation, press A for the leftmost tape drive, B for the right tape drive, C for the first disk drive, or D for the second disk drive. Press E for the RAM-disk, which is available with or without memory expansion. (Of course, it's bigger with expansion.)

**STATUS OF FILE OR DIRECTORY:** To obtain information about a file, select STATUS. After selecting the drive, enter a filename to view the status of the file or "DIRECTORY" to view the status of the tape or disk, including the amount of free space.

**VIEWING THE DIRECTORY:** To view the directory of a tape or disk, select CATALOG. After you select the drive, the directory will be displayed, and SpeedyWrite will return to the Filer Menu.

### SPEEDYWRITE'S PRINT MENU

To print the workspace or any part of it, press PRINT or CTRL-P. The menu allows you to display the printout in 80 columns on the screen, print on the printer, reprint the last page, skip to any page, and set the page number.

**CONTINUOUS PRINTING:** To print continuously on fanfold paper, select CONT. from the Print menu. This only works without modification on dot-matrix printers. To use it on an ADAM printer with a tractor-feed, insert the following formatting statements in front of your text (for 11-inch paper only):

```
P66<
E<
<
<
<
<
<
<
<
```

The P command states the length of the paper including the bottom margin (which is not included for single-sheet printing); the footer statement defines the bottom margin (six blank lines), in lieu of a bottom margin command. These commands simulate the "Start New Page" code that most other printers accept.

**FIXING THE PRINTER:** If the printer does not print, you may be able to revive it by jiggling a part of the printer, such as the roller, and pressing CTRL-J to reset the printer. If you were printing when the printer "died," wait for SpeedyWrite to finish sending the page, then press CTRL-J and select REPRINT. If the printer "dies" on the last page, you'll have to restart PRINT and skip to that page, unless you add an End Page command (E) to the end of your text.

**NOTE:** Resetting the printer is not all that CTRL-J does. If your tape drive, disk drive, or keyboard is malfunctioning, CTRL-J may revive it as well, for it resets all ADAM input and output devices.

**PARALLEL PRINTING:** To print on a parallel dot-matrix printer, use the SELECT option. A menu will appear. Select ADAM for the regular ADAM printer or DOT for a parallel dot-matrix printer. Then, select PRINT, PREVIEW, or CONT. as usual.

**PRINTING ON PAPER:** To print on paper, select PRINT. Printing begins at the beginning of the workspace unless you use the SKIP option, and it pauses at the end of each page, allowing you to put in more paper and select PRINT again. To pause printing at any

time, press TAB (press RETURN to resume); to stop and return to Edit Mode, press ESCAPE/WP.

**PRINTING TO THE SCREEN:** To print to the screen instead of to the printer, select PREVIEW. The printout is exactly the same as it would be on the printer; line spacing, superscripts and subscripts, boldface, and underlining are all indicated on the screen. (They look the same as they print except for boldface, indicated by a dotted underline, and the combination of boldface and underline, represented by a dotted double underline.) Since the ADAM's screen is only 40 columns wide, SpeedyWrite automatically flips between one side of the "page" and the other. To view the other side at any time, first press TAB to pause printing, then press Smart Key VI to view the other side. As when you are printing on the printer, PREVIEW returns SpeedyWrite to the Print Menu at the end of each page; select PREVIEW again to continue.

**REPRINTING THE LAST PAGE:** To print the last page over again (on the printer, not the screen), select REPRINT. The page is printed exactly as it was before. When you use the link-file command, you can't reprint pages that contain text from two different files.

**SKIPPING TO ANY PAGE IN THE PRINTOUT:** To skip to any page before printing to either the screen or the printer, select SKIP. Enter the desired page number and press RETURN. After SKIP has located the page, select PRINT or PREVIEW to print it. If the page is located in another file that is linked to the one in memory, SKIP will still locate the page, asking you for the drive and the filename after you enter the number. (Press ESCAPE/WP if you don't want to load the next file in the sequence.)

### SPEEDYWRITE'S FORMATTER

SpeedyWrite formats text to be printed by looking for certain commands embedded in the text. If it doesn't find these commands, it assumes that you are using letter-size paper and want a margin of one inch on each side and single spacing. To enter formatting commands, press CTRL-V and type the letter representing the command. In this guide, a formatting command is represented as an underlined character, and a RETURN-symbol as .

Some notes about formatting commands:

\* If you are supposed to enter a number after the command, put a RETURN symbol or space after the number, but not before it.

\* You can string many commands with numbers on one line so long as you have a space between them.

\* Unless otherwise noted, commands that don't accept numbers should always have a RETURN-symbol after them.

\* When a certain value is measured in "lines," that always means "single-spaced lines," even if you have double-spacing on.

**BLANK PAGES:** If you issue a "Manual End-Page" (E) at the beginning of a page by mistake (at just the same time as SpeedyWrite ends the page), you'll get a blank page. To keep this from happening, use E1. This means "End the page only if one or more lines have been printed."

**BOLDFACE:** To print in boldface, precede the text to be boldfaced with B and follow it with the same. In PREVIEW mode, boldface is displayed as ordinary text with a dotted underline below it; in combination with UNDERLINE, the symbol is a dotted double underline. To change the darkness of boldfaced text, follow the D command with a number from 0 to 9, larger numbers indicating darker letters. See INDENTING AUTOMATICALLY for more information about commands that require numbers.

**COMMENTS:** To write a comment that doesn't print within your text, precede each paragraph of the comment with the ; (CTRL-V+semicolon) command.

**DEFINING AND USING MACROS:** Macros are variables which can represent repetitive text or print-formatting commands. To define a macro, place the = command on a separate line. Follow it with the formatting command representing the macro, from 1 to

9. Then type the definition. At the end of the definition, type the macro (the number) again. To use a macro, simply type CTRL-V and its number. Note that macros are treated as separate words; they can wrap around to the next line independently of other words next to them. For more information about macros, see Chapter 10.

#### ENDING A PAGE MANUALLY:

To end a page before it normally would be ended, place the E command on a separate line, followed by a RETURN symbol:

E<

#### FLUSH RIGHT MARGINS:

To make both the right and left margins straight, precede all text with J (followed by a RETURN-symbol). You can use the same command to turn it off in the middle of the text and turn it on again later, if you wish.

**FOOTERS:** A footer appears at the bottom of each page. To define one, enter the F command, followed by the footer and the command . (press CTRL-V followed by a period) and a RETURN-symbol:

.definition.<

**HEADERS:** Headers are like footers, but print at the top of each page. They are enabled and disabled like footers, but the command F is replaced by H.

#### INDENTING AUTOMATICALLY:

To make all lines except the first of each paragraph indented, as in this reference guide, use the I command. Like other commands requiring numbers, the I command can be followed only by another formatting command or a RETURN-symbol, and must not share a line with the text. The number following the I command specifies how many spaces to indent; use 0 (zero) to turn off the feature.

#### ITALICS:

If you have configured a dot-matrix printer, you can get italics by using the / command. It works just like boldface- see BOLDFACE for more information.

#### LINKING FILES:

To link one file to another while printing, use followed by the drive, the filename, and a RETURN-symbol at the very end of the text:

>drive:filename<

To keep SpeedyWrite from prompting you before linking to the next file, put another symbol at the beginning of the line. Be sure to save your work before printing a linked file. See the last section in Chapter 8 for more information.

**NOTES:** To write a comment that doesn't print within your text, precede each paragraph of the comment with the ; (CTRL-V+semicolon) command.

#### NUMBERING:

To make SpeedyWrite automatically number steps, footnote citations, and so forth, use the % command wherever a number is needed. The % command prints "1" first, then "2" and so forth up to 255. If you want numbering to start somewhere besides 1, follow the : (CTRL-V+colon) command with the number you want it to print first. The \ command is another command for numbering; it sets the number that will be printed to whatever it was at the top of the page. Follow it with a RETURN-symbol.

#### PRINTING BOOKLETS:

If you want to make the page numbers on sheets printed on both sides appear on the side of the booklet away from the staples, insert the TwoSidedA file from the SpeedyWrite tape in front of your document. Read the directions in the file, then delete them. You can print the document the same way as you usually do.

#### PRINTING IN COLUMNS:

To print two columns on each page, insert the Columns(A) file on

the SpeedyWrite tape in front of your document. Print the file the way you usually do, but don't try to include automatic page numbering. See Chapter 10 for more information on this feature.

#### PRINTING PAGE NUMBERS:

To print page numbers on each page, use the # command in a header or footer. For example, the following would center the page number at the bottom of each page:

FC#.<

See Chapter 8 for more information.

To change the starting page number from 1 to something else, use the N command:

Npage #

#### RIGHT-JUSTIFICATION:

To make one line ending in a RETURN-symbol appear on the right-hand side of the page, precede it with R. To make the last character in the line print at a certain point, insert spaces to make the R appear at that point.

#### SETTING MARGINS:

The commands for setting margins are like the "Auto Indent" command in their form. Use T for top margin, L for left margin, W for page width, and P for page length. See Chapter 8 for more information.

#### SUPERSCRIPTS AND SUBSCRIPTS:

To begin typing superscript or subscript text, use ^ or v, respectively. Use the same commands to turn off superscripts and subscripts. Be aware that, if a word between these symbols wraps around to the next line, superscript or subscript will be cancelled. Also, you must set the line spacing to 1.5 or above; if you don't, SpeedyWrite will report an error and change it automatically.

#### SUPPRESSING LINEFEEDS:

To suppress linefeeds, making all text print on the same line with both PRINT and PREVIEW, use | (CTRL-V+vertical line), followed by a RETURN-symbol. Use the same command to turn linefeeds back on--if you don't, your whole document may print on the same line!!!

#### TITLES AT THE BOTTOM OF THE PAGE:

To keep your titles and section headings from appearing at the bottom of the page, use the E50 command before the title or section heading. This means "End the page if 50 lines or more have been printed"-50 lines on 11-inch paper is four lines before the end of the page.

#### UNDERLINE:

Placing U before and after a passage causes SpeedyWrite to underline that passage.

#### ENTERING TEXT

When you're using Edit Mode to enter text, note the following:

1. Although SmartWRITER inserts before RETURN-symbols even when you aren't in "Insert" mode, RETURN-symbols can be typed over in SpeedyWrite.
2. Print-formatting commands can be typed over, but they cannot overstrike something else; they always are inserted, no matter how you enter them.
3. A RETURN-symbol can overstrike any other character.

# APPENDIX C

## COMMAND REFERENCE BY COMMAND SEQUENCE

### Appendix C WHAT DOES THAT DO?

#### CONTROL-COMBINATIONS

This section describes each CONTROL-combination. To produce these combinations, hold down CONTROL and press the key indicated; to press CTRL-O, for example, hold down CONTROL and press O.

##### CTRL-A:

Turns Insert Mode on and off. In Insert Mode, each character you type is inserted at the current cursor position, rather than replacing the old character at that position (overstrike mode).

##### CTRL-B:

Inserts the Delete Buffer at the current cursor position. Use this to recover something you've deleted with CTRL-D, or to move or copy text.

##### CTRL-C:

This command clears the workspace, although it doesn't clear anything else. It allows you to back out of the command. Press Y after CTRL-C to complete the irreversible deed. NOTE: CTRL-C only clears the Active File.

##### CTRL-D:

This command can be used to delete any block of text (less than 2 kilobytes or about one page in length) from the workspace. Press CTRL-D, move past the last character you want to delete, and press CTRL-D again. The text is placed in a special "box" known as the delete buffer, which can be moved back into the workspace with the CTRL-B command. For most applications, you should press CTRL-N before using CTRL-D to insure that the buffer is clear.

##### CTRL-E:

This "eats" the spaces following the cursor, including the one the cursor is on top of. Use this after inserting with CTRL-Q to remove excess space.

##### CTRL-F:

Use this to enter the phrase needed for CTRL-L and CTRL-S (the Find Phrase). You don't need to use CTRL-F before searching and replacing globally.

##### CTRL-G:

This command deletes the character under the cursor.

##### CTRL-H (BACKSPACE):

This key moves the cursor to the left, deleting the character behind it.

##### CTRL-I (TAB):

The TAB key moves the cursor to the next tab stop, inserting spaces if the cursor encounters a RETURN-symbol.

##### CTRL-J:

The CTRL-J command, which works at any time, resets the SmartWRITER printer and the keyboard, as well as any tape drives, disk drives, parallel ports or serial ports you may have installed. Whenever any one of these devices gives you trouble, press this key. For the printer, you'll have to wiggle the roller or printhead back and forth first.

##### CTRL-K:

Use this at any time to "capture" information on the screen and view it in the Copy Window while editing. When the large block cursor appears, use the UP ARROW and DOWN ARROW keys to move it over the text to be "captured," then press CTRL-K again. The screen returns to the condition it was in before CTRL-K was pressed.

##### CTRL-L:

This is used to scroll the screen over the text until the phrase specified with CTRL-F is found. If the text is not found, an error message appears; press any key to return to editing.

##### CTRL-M (RETURN):

Use the RETURN key only to end a short line, at the end of a paragraph, or before manually indenting a line (without the CTRL-V+i indent command). Also use RETURN after entering filenames, the Find Phrase, the Replace Phrase, and any numbers Speedy-Write requests.

##### CTRL-N:

This command erases the Delete Buffer.

##### CTRL-O:

This combination inserts a space at the current cursor position. It only works in Edit Mode.

##### CTRL-P:

This is the Print command. In the Print menu, the PRINT option prints on the printer, the PREVIEW option prints to the screen, the REPRINT option prints the last page on the printer, the SKIP option skips to the requested page number, and the CONT. option is for continuous printing. See Chapter 7 for more information.

##### CTRL-Q:

The CTRL-Q command inserts 255 spaces at the current cursor position. After text is typed over the space, the CTRL-E command may be used to remove the leftover spaces. Use CTRL-Q as an alternative to Insert Mode in large documents.

##### CTRL-R:

The CTRL-R command is used to enter the Replace Phrase required by the CTRL-U command. You don't need to use this before searching and replacing globally.

##### CTRL-S:

By selecting the forward (RIGHT ARROW) or backward (LEFT ARROW) direction after pressing this key, you can search backwards or forwards through the document for the text you entered with CTRL-F. The cursor moves quickly to the next or previous occurrence of the phrase, which is displayed at the top of the screen.

##### CTRL-T:

This command exchanges the Active File and the Held File; that is, the Active File is put on hold and the Held File becomes active. See Chapter 3 for more information about the Active and Held Files.

##### CTRL-U:

This command replaces the phrase entered with CTRL-F with the one entered with CTRL-R. You must first use CTRL-L or CTRL-S to locate the phrase to be replaced.

##### CTRL-V:

This allows you to enter a print-formatting command. For more information about print formatting, see Chapters 8,9, 10, and Appendix B.

##### CTRL-W:

This command displays the number of words from the current cursor position to the end of the text. Press any key to resume editing.

##### CTRL-X:

The Exchange command exchanges the previous character with the one before it; it is used to fix transposition errors.

##### CTRL-Y:

The Global Replace command allows you to replace every occurrence of a phrase from the current cursor position to the end of the text with another phrase. Enter the phrase to be replaced first, followed by the phrase to be substituted for it. After the replace command is completed, TEXT NOT FOUND appears in the command line; press any key to move the cursor to the end of the text. To save the cursor position before this command, press Smart Key III; to get it back afterwards, press IV.

**CTRL-Z:**

This command moves the cursor to the next space in the workspace.

**CTRL-J:**

This command computes the length of the entire document in pages and lines, and displays the fraction of the last page that is full. Press any key to resume editing.

**CTRL-\:**

This command turns the Delete Buffer on and off. When the Delete Buffer is off, text deleted with CTRL-D is not kept in the Delete Buffer. This keeps you from getting unwanted information stored in the Delete Buffer (during a Move or Copy operation, for example, you want to keep the buffer clean.) When the buffer is off, SpeedyWrite asks you if you are sure before it deletes text, since you can't get it back without the buffer.

**CTRL-[ (ESCAPE):**

Press ESCAPE/WP at any time to return to Edit Mode. You cannot cancel Insert Mode or the CTRL-D command with this key. To cancel Insert Mode, press INSERT; to cancel CTRL-D, press INSERT twice.

**CTRL-^:**

This key can be used at any time to change between the standard American QWERTY-type keyboard layout and the Dvorak keyboard layout. If you load in a configuration file with the SYSTEM LOAD command, the Dvorak layout is replaced by whatever keyboard layout was specified in the configuration file; for example, loading the GERMAN(C) file with SYSTEM LOAD will replace the Dvorak layout with a German keyboard layout. Press CTRL-^ again to use the standard keyboard again.

**CTRL- or CTRL-6:**

This key can be used at any time to copy a line from the screen to the end of the Active File. After pressing it, move the line cursor over the desired line and press CTRL-6 again.

**SPECIAL KEYS**

This section outlines the functions of the Smart Keys, the Command Keys, and the Arrow Keys and their various combinations. For HOME-combinations, press the appropriate Arrow Key and HOME at the same time.

**Smart Key I:**

This key changes the color of the background by cycling through the 16 available colors.

**Smart Key II:**

This key changes the color of the text by cycling through the 16 available colors.

**Smart Key III:**

This key makes the Text Window display the text beginning at the current cursor position. It can also be used to "store" the cursor.

**Smart Key IV:**

This key exchanges the Text Window with the bottom half of the Split Screen, assumed to begin at the cursor position. Pressing it twice "drags" the cursor and the text after it to the top of the screen; pressing IV III is a way to "recall" a cursor position that you've "stored."

**Smart Key V:**

This key turns the Text Window on and off. The Text Window displays text in the Active File, and changes as text in the actual workspace changes. If the Copy Window is on when you turn on the Text Window, only the Text Window will be displayed.

**Smart Key VI:**

This key turns the Copy Window on and off. The Copy Window displays anything you've "captured" off the screen with CTRL-K. The Copy Window is never displayed when the Text Window is on.

**SHIFT+ Smart Key VI:**

This key begins the definition of a keyboard macro. Press this key followed by a macro key to begin defining a macro; press this key

again to finish the definition. (To type this key, hold down SHIFT and press VI.)

**SHIFT+ Smart Keys I through V:**

These are the macro keys. Pressing one of these keys will cause a predefined sequence of keystrokes to be played back. You can record such a sequence with SHIFT-VI, described above. See Chapter 4 for more information.

**MOVE/COPY:**

This key has exactly the same function as CTRL-B; it inserts the Delete Buffer into the workspace at the current cursor position.

**STORE/GET:**

This key causes SpeedyWrite to enter the Filer menu. For more information about the Filer menu, see Chapters 2, 6, and Appendix B.

**CLEAR:**

This command is the same as CTRL-C; it clears the workspace (the Active File).

**INSERT:**

This command, the same as CTRL-A, turns Insert Mode on and off. In Insert Mode, what you type is inserted into the text.

**PRINT:**

This command causes SpeedyWrite to enter the Print menu. For information about printing, see Chapters 7, 8, 9, 10, and Appendix B.

**DELETE:**

This key deletes the character under the cursor. It only works in Edit Mode.

**ESCAPE/WP:**

At any time, press this key to return to Edit Mode.

**WILD CARD:**

In Edit Mode, WILD CARD allows you to use the help screens, if you asked for them at start-up. When you're entering Find or Replace Phrases, WILD CARD allows you to enter the wildcard character. See Chapter 5 and FINDING TEXT in Appendix B for more information about wildcards. WILD CARD is also used to enter wildcard filenames; see Chapter 6 for more information about these.

**LEFT ARROW:**

When you're in Edit Mode, LEFT ARROW moves the cursor one character to the left. If the cursor is on the left side of the screen, it moves to the last character on the previous line. When you're entering data such as filenames and Find Phrases, LEFT ARROW moves the cursor to the left and "forgets" the character it was under, in the same way it does in SmartBASIC.

**RIGHT ARROW:**

When you're in Edit Mode, RIGHT ARROW moves the cursor one character to the right. If the cursor is on the last character of the line, it moves to the left of the next line. When you're entering data such as filenames and Find Phrases, RIGHT ARROW moves the cursor to the right and "remembers" the character it was under, as it does in SmartBASIC.

**CTRL-LEFT ARROW:**

When you're in Edit Mode, CTRL-LEFT ARROW moves the cursor to the previous word. When you're entering a Find or Replace Phrase, CTRL-LEFT ARROW is used to enter a RETURN-symbol.

**CTRL-RIGHT ARROW:**

This key only works in Edit Mode. It moves the cursor to the next word.

**HOME-LEFT ARROW:**

This key moves the cursor to the beginning of the last sentence. It only works in Edit Mode.

**HOME-RIGHT ARROW:**

This key moves the cursor to the beginning of the next sentence. It only works in Edit Mode.

**UP ARROW:**

In Edit Mode, the UP ARROW key moves the cursor to the last paragraph. Anything ending in a RETURN symbol is called a paragraph, so, for example, a BASIC line is a paragraph to SpeedyWrite.

**DOWN ARROW:**

In Edit Mode, the DOWN ARROW key moves the cursor to the next paragraph.

**CTRL-UP ARROW:**

This key, which works only in Edit Mode, moves the cursor to the top of the screen. HOME does the same thing.

**CTRL-DOWN ARROW:**

In Edit Mode, this key moves the cursor to the bottom of the screen.

**HOME-UP ARROW:**

This key works only in Edit Mode. It moves the cursor to the beginning of the document.

**HOME-DOWN ARROW:**

This key, which also works only in Edit Mode, moves the cursor to the end of the document. It only displays the end-of-text symbol, but by pressing UP ARROW, you can see the last paragraph.

**UNDO:**

This key is used as a CAPS LOCK key. By pressing it, you can type letters in capital but not have to "unlock" to type numbers and symbols. If the LOCK key has been used, the UNDO key will not have any effect, and numbers will appear as their SHIFTed symbols.

**BACKSPACE:**

In Edit Mode, BACKSPACE moves the cursor back one space like LEFT ARROW, but deletes the character it is over after it moves; when entering Find Phrases, filenames and the like, it has the same effect.

**TAB:**

The TAB key only works in Edit Mode. It moves the cursor to the next tab stop, relative to the last RETURN-symbol or the beginning of the document. You can set tab stops by using the SHIFT-TAB command.

**SHIFT-TAB:**

By holding down SHIFT and pressing TAB, you can use SpeedyWrite's utility for setting tab stops. The top of the screen is a grid that can hold 80 stops, and the small pointer under this grid can be moved under any stop with the LEFT and RIGHT ARROW keys. By pressing S, you can set or clear the stop under which the pointer is, and by pressing C, you can clear all stops. You can't reset tab stops to the standard settings unless you load the K-Macros(A) file with SYSTEM LOAD; this will also re-install the standard keyboard macros. You can save tab stops with the SYSTEM SAVE command; see Chapter 6 for more information about SYSTEM LOAD and SYSTEM SAVE.

**LOCK:**

The LOCK key is a feature of the keyboard itself. By pressing LOCK, you can make every key act as if it had been pressed in combination with SHIFT, including Smart Keys and numbers. Be careful with this command, and take note that, while it is engaged, all the Smart Keys will be macro keys whether you press SHIFT with them or not. To disengage LOCK, press it again. Resetting the printer with CTRL-J also resets the keyboard, thus disengaging LOCK.

**RETURN:**

RETURN in Edit Mode is used to make a RETURN-symbol, which is an arrow pointing to the left. This symbol is needed only at the end of paragraphs, short lines, and lines before indentation. You should also use RETURN to conclude entering of filenames, Find Phrases, Replace Phrases, and other data such as numbers for SKIP in the Print menu.

**SHIFT:**

This causes letters to be capitalized and other keys to display their

upper symbols. When you redesign the keyboard with the CONFIG program, you can change both the un-SHIFTed and the SHIFTed characters for any key. The SHIFT key changes the Smart Keys from screen-control keys to macro keys. See Chapter 12 for more about configuration files; see Chapter 4 for more about macros.

**CONTROL:**

Use CONTROL to enter CONTROL-combinations, which are available to enter most SpeedyWrite editing commands. To enter a combination such as, say, CTRL-O, hold down CONTROL and press O. CONTROL is also used in combinations with arrow keys to produce different effects. When you use the alternate keyboard layout, the CONTROL-combinations are in the same places on the keyboard; for example, when you are using the Dvorak layout, the O key is on the left side of the keyboard, but the CTRL-O key is still on the right side, where it would be in the standard layout.

**PRINT-FORMATTING COMMANDS**

Here are all of SpeedyWrite's print-formatting commands, along with descriptions. The commands are underlined, and appear as they should in a properly structured command. The symbol is used to represent a RETURN-symbol. The letter x is used to represent a number, and ... is used to describe text that is to be used in the command. The symbol m# is used to represent a print macro, which may range from 1 to 9. (If you don't use page numbers or automatic numeration, there is also a 0.) To enter underlined characters, press CTRL-V and type the character.

Some notes about formatting commands:

- \* If you are supposed to enter a number after the command, put a RETURN symbol or space after the number, but not before it.
- \* You can string many commands with numbers on one line so long as you have a space between them.
- \* Unless otherwise noted, commands that don't accept numbers should always have a RETURN-symbol after them.
- \* When a certain value is measured in "lines," that always means "single-spaced lines," even if you have double-spacing on.

**B: BOLDFACE**

This command turns the boldface feature on and off. If a boldfaced phrase is split at the bottom of a page, the boldface command has no effect on the footer or header.

**C...text...: CENTER TEXT**

To center one line of text ending in a RETURN-symbol, use the C command.

...design...C...text...: CENTER ON TOP OF DESIGN

To center text on top of design, use the format above.

**Dx: SET BOLDFACE INTENSITY**

This command determines how dark boldfaced text is. The number can range from 0 to 9. Intensity 0 means that boldfaced text and normal text are identical, 2 is the normal setting, and 9 will probably either make print resembling Braille or poke holes in the paper.

**E: END PAGE**

This command simply ends the page manually, printing the footer and going on to the next page after allowing you to put in some more paper.

**Ex: CONDITIONAL END PAGE**

This command ends the page only if the current page contains x or more (single-spaced) lines. It has two important uses. Firstly, you can make sure you don't get blank pages by using this command instead of the normal manual end-page command:

E1<

This means "End the page if one or more lines have been printed." Thus, if the command is encountered at the beginning of a page,

no end-page will be recognized. The other use is to keep titles and column headings from being printed alone at the bottom of the page. An 11-inch page has 54 lines of text, so E50 before a title or heading will end the page if there are less than four lines left.

#### **F...footer definition....: DEFINE FOOTER**

The footer prints on the bottom of each page. The command for its definition should be at the beginning of a page to make sure the footer prints correctly, but can be in the middle of a page as well. Footers end in the CTRL-V+period symbol and a RETURN-symbol; they can themselves contain both RETURN-symbols and other formatting commands, but these formatting commands will have an effect on the next page if they aren't cancelled after the footer prints.

#### **F: DISABLE FOOTER**

After a footer has been enabled, this command disables it, so that nothing is printed at the bottom of the page.

#### **H...header definition....: DEFINE HEADER**

This command defines a header, which is printed at the top of each page. If the definition of a header is in the middle of a page, the header will not appear until the next page. Otherwise, the header definition is exactly like the footer definition.

#### **H: DISABLE HEADER**

This command disables the header. If it occurs in the middle of a page, the header will not be disabled until the next page.

#### **Ix: AUTOMATIC INDENTATION**

The Auto Indent command automatically indents every line except the first of a paragraph the amount of space you specify. The number x represents the number of spaces to indent. To turn off Auto Indent, specify zero as the size of the indentation (I0).

#### **J: FULL JUSTIFICATION**

To make both the left and the right margins even, as in this manual, precede all text with the J command. If you need to turn it off, use the same command; you can later turn it on again with J.

#### **Lx: SET LEFT MARGIN**

To set the left margin to x spaces, use this command. Like other commands with numbers, this command can be entered on a single line with other formatting commands, each command separated from the others by a space.

#### **Nx: SET PAGE NUMBER**

To reset the page number, use this command. For example, if the first page should be numbered 35, use N35 at the beginning of the text. This replaces the PAGE # option in SpeedyWrite 1's PRINT menu.

#### **Px: SET PAGE LENGTH**

To set the page length to x (single-spaced) lines, use the P command. You may not set the page length to less than 10 lines.

#### **R...text....: BLOCK AGAINST RIGHT MARGIN**

To block a line of text ending in a RETURN-symbol against the right margin, use the R command on a separate line.

#### **...x spaces...R...text....: BLOCK AGAINST POINT**

To make the last character of a line of text appear a certain number of spaces from the margin, indent that number of spaces and use the R command. The indentation must be manual, in the form of spaces in the text.

#### **Sx: SET LINE SPACING**

To set the line spacing to x lines, use S. Fractions may be used; for example, S1.5 sets the line spacing to one-and-a-half lines.

#### **Tx: SET TOP MARGIN**

To set the top margin to x (single-spaced) lines, use T.

#### **U: UNDERLINING**

The U command turns underlining on and off; the underline feature doesn't underline spaces. To underline a space, use an underline character while underlining is off. See Appendix B for more information.

#### **V: SUBSCRIPT**

The V command turns subscript on and off. If a subscripted word wraps around to the next line alone, and is separated from the beginning-subscript character by a space, it will not be subscripted. You can't use subscripts and superscripts unless line spacing is 1.5 or greater. NOTE: If your dot-matrix printer supports subscript, you can define it as a User Font and use subscript in single-spacing mode.

#### **^: SUPERScript**

This command turns the superscript feature on and off. It has the same limitations as the subscript command V, described above, has.

#### **Wx: PAGE WIDTH**

The W command sets the page width to x characters.

#### **drive:filename(filetype): LINK FILES**

The Link Files command erases the Active File, loads the indicated text file, and continues printing on the same page. Macro definitions, headers, and footers are retained during the linking process. SpeedyWrite prompts before linking, in case you forgot to save your file.

#### **> drive:filename(filetype): FAST LINK**

The Fast Link command is the same as Link Files, but doesn't prompt you before loading the next file. Therefore, if you're using Continuous Printing, you can just start the printer and leave the room; SpeedyWrite will do the rest. However, you must be sure to save your file before printing!

#### **= m#...macro definition...m#: DEFINE MACRO**

This command defines the print macro designated by m#. For more information about print macros, see Chapter 10. An example of the define-macro command:

```
= 1John Doe1
```

This command defines Macro #1 as "John Doe." Macro definitions can contain RETURN-symbols, formatting commands and other macros.

#### **m#: SUBSTITUTE MACRO**

To expand a print macro into its definition, type CTRL-V followed by the macro number while editing text. For example, the print-formatting command 1 in the previous example would cause SpeedyWrite to print "John Doe." See Chapter 10 for more information about print macros.

#### **= \$...macro definition...\$: AUTOMATIC ASSUMPTION**

This command defines a macro the same way as the normal definition command, but, as a macro number is not specified, the macro number is assumed to be the one stored in the Automatic Assumption register, which moves to the next macro number after each one of these commands. Thus, the first Auto Assumption command defines Macro #1, the second Macro #2, and so forth.

#### **ASSUMPTION REGISTER**

This command sets the macro number that is to be assumed when the next Automatic Assumption definition command is encountered. For example, the following commands:

```
@5<  
= $John Doe$
```

would define Macro #5, because the @ command sets Macro #5 to be assumed the next time an Auto Assumption definition is encountered. See the end of Chapter 10 for more information about Automatic Assumption.

#### **#: PRINT PAGE NUMBER**

When SpeedyWrite encounters this command, it prints the current page number. The command uses Macro #0, but if you don't use the # (or %) command, you can use Macro #0 as well as the normal nine macros. The page number is usually embedded in headers and footers for automatic page numbering, as in this command FC#, which prints page numbers in the center of the bottom of the page.

### |: SUPPRESS LINEFEEDS

This command turns linefeeds off and on. When linefeeds are turned off with |, everything prints on the same line, making it possible to print centered, left-flush, and right-flush text on the same line. Be sure to use a | command afterwards to turn linefeeds back on, or your entire document will print on the same line!

NOTE: This command is produced with the broken vertical line, not the colon. The broken vertical line is on the same key as the backslash, "\."

### %: AUTOMATIC NUMERATION

This command prints the number in the Automatic Numeration register, allowing you to print numbered steps and footnotes without having to change the numbers when you insert or delete an item. The Automatic Numeration register starts out at 1, so the following sequence

```
%% %% %% %
```

would print as "1 2 3 4 5."

Use the : (CTRL-V+colon) and \ commands to control the Automatic Numeration register.

### :x: SET AUTOMATIC NUMERATION REGISTER

This command sets the Auto Numeration register to anything between zero and 255. For example,

```
:134
```

would cause the next % command to print "134."

### \: RESET AUTO NUMERATION REGISTER TO TOP-OF-PAGE

This command restores the Auto Numeration register to what it was at the beginning of the page. This is useful for footnotes, but not much else.

### ; (CTRL-V+semicolon): COMMENT

The Formatter ignores the paragraph after this command. Thus, you can use the ; command for comments:

```
;Filename: "Bericht(A)"  
;Configuration required: "German(C)"
```

Notice that the ; command must come before each paragraph that is to be treated as a comment.

### /: USER-DEFINED FONT #1

Use this command with your dot-matrix printer to turn on User Font #1. You can define this font with the + and - commands, described below. To turn off the font, use this command again. When you first load SpeedyWrite, User Font #1 is italics.

### ~ (CTRL-V+tilde): USER-DEFINED FONT #2

This is the same as the / command above, but toggles User Font #2 on and off. Font #2 has no predefined setting.

### +user font #:control-codes: DEFINE USER FONT ENABLE SEQUENCE

Use the + command to define the printer sequence for turning on a user font. The user font number is a number, not a print formatting character. An example:

```
+1:27,46,1
```

This defines the "enable sequence" for User Font #1 to be 27,46,1. Font sequences may be up to 10 bytes in length.

### -user font #:control-codes: DEFINE USER FONT DISABLE SEQUENCE

This command is the same as the + command above, but it defines the sequence for turning a user font off.

### !printer codes: SEND PRINTER CODES

The exclamation-point formatting command sends the printer codes after it DIRECTLY to the printer, without storing them. Thus, you can put as many bytes after this command as you want. If you aren't in dot-matrix printing mode, this command has no effect.

### CTRL-V+space: HARD SPACE

The Hard Space can be used after the J Justify command if you don't want the Justify feature to expand a space, for example, in a table of contents where the number of the chapter is separate from its description. The spaces between the two should be Pretend Spaces to prevent extra space from being added, making the descriptions look uneven.

The Hard Space can also be used to prevent a pair of words, such as boxing gloves, from being separated from each other by the Word-Wrap feature.

Finally, the Hard Space can be used to center addresses and such. If you simply use the Center command with each line of an address followed by a return symbol, the result might be:

```
John Doe  
2696 Branch Circle  
Marietta, Iowa 24394
```

If you entered your text like this (with an underline symbol representing a Hard Space):

```
CJohn Doe <  
C2696 Branch Circle <  
CMarietta, Iowa 24394 <
```

the output would be correct for a normal envelope. If you use soft spaces before the RETURN-symbols instead of Hard Spaces, SpeedyWrite will automatically make the last ones in each line Hard Spaces, to avoid a lethal error due to the Justify command.

## APPENDIX D

### SAMPLE FILES ON THE SPEEDYWRITE TAPE

#### Appendix D SPEEDYWRITE'S FILES

##### THE SPEEDYWRITE TAPE

The SpeedyWrite data pack includes a number of files, which are designed to help you use SpeedyWrite and relieve you of some typing. Also included are the configuration programs and a file conversion program. These files and programs will be discussed in this chapter, as well as the use of SpeedyWrite files in other programs such as SmartWRITER and SmartBASIC. The directory of the SpeedyWrite tape is as follows:

MAILLIST	A	MailForm	A	Columns	A
TwoSided	A	KMacros	M	Screen	M
CsDel	M	FootNote	A	Cont	A
ChangeO	A	ColumnsP	A	NUMPAD	C
FRENCH	C	SPANISH	C	LATINAM	C
GERMAN	C	Purge	U	D	B
EDisk	C	Install	U	Help	C
Configure	C	Convert	U	CONFIG	U
FORMAT	H	DEFAULT	C	FONT	C

Following are descriptions of each file in the directory.

##### FORMATTING AND UTILITY FILES

###### ChangeO(A)

This file contains absolutely nothing. As such, it is very useful to SmartWRITER. Add this file to the end of a SmartWRITER file and save it again, and it becomes a SpeedyWrite file! Look ahead to the end of this chapter to find out about such goodies as converting print-formatting commands.

###### Columns(A)

This file includes the formatting commands required for printing two columns on each page. It should be inserted before the text to be printed. To print, press PRINT and RETURN as usual. For the second column, move the paper back to the top, adjusting it carefully to its previous position, then press PRINT again. Proceed in this way for the other pages. Don't use this file with any other

formatting file or with automatic page numbering-- for column-printing with page numbers, use ColumnsP, described below.

**ColumnsP(A)**

This file is the same as Columns above, but it prints a page number at the top of each page (not at the top of each column).

**CONFIG(U)**

This utility program, described in Chapter 12, allows you to edit configuration files. See Chapter 12 for more information.

**Cont(A)**

This file contains the formatting statements to make the Continuous Printing option work with the standard ADAM printer. Just load it in front of your text and select the CONT. option from the Print Menu to print. This only works on letter-size tractor-feed paper. If you have a parallel printer, you don't need this file to print continuously.

**Convert(U)**

This utility program (load with SYSTEM LOAD and include the filetype) converts SpeedyWrite 1 CONFIG files to SpeedyWrite 2 format. Just select the drive and filename of the file you want to convert; the old version will be discarded after you make the change so there is no confusion. CONVERT keeps asking for files until you press ESCAPE/WP to return to Edit Mode.

**FootNote(A)**

This file contains the formatting instructions for printing automatic footnotes. Again, don't use it in combination with any other of the formatting files unless you've pored over Chapter 10 for a while. If you'd like to figure out how to use this file, look in Chapter 10 as well. Otherwise, you can look at the instructions, which don't have to be deleted because they use the new Comment command.

**Format(H)**

This is a SmartBASIC program, stored in Turbo-Loading format, that formats disks. To run it, enter BRUN FORMAT. It is a menu-driven program and will format disks in both disk drives at the same time if you have two disk drives.

**Install(U)**

This utility installs CONFIG files in the start-up blocks of SpeedyWrite. After installing a configuration, SpeedyWrite will have that configuration whenever you boot it up. INSTALL(U) also provides a facility for removing CONFIG files from the start-up blocks. For more information, see the next-to-the-last section of Chapter 12 (Configuring SpeedyWrite).

**MailForm(A)**

In Chapter 10 you see the outline for mailing labels that you could use to print form letters. (You don't need to use MAILLIST to make these macro definitions; you can also use CTRL-V as usual.) The MailForm(A) file contains exactly 100 empty label-forms to fill in. Turn on Insert Mode and use the UP and DOWN ARROW keys to fill in the name, address, and title. When you're done, you must delete the rest. Simply move to the beginning of the first empty one, press CTRL-N and CTRL-D, press HOME-DOWN ARROW, and press CTRL-D again (the Delete Buffer can hold even all 100 empty forms). Then insert the definition of Macro #5 (the letter) and use PRINT to print the letters. If you need more forms than 100, load the MailForm(A) file again at the end. See Chapter 10 for more information about macros and form letters.

You can also create your own forms by adding other definitions to each of the existing forms; for example, you could define Macro #6 as the type of car the person owns. Simply design your form (with 5 and E at the end of it), use the Copy feature to make nine copies, and copy the result nine times. See Chapter 10 for more information about creating customized letters.

**MAILLIST (for use in SmartBASIC)**

This SmartBASIC program allows you to type in large mailing lists without worrying about macros, and then convert the file so you can use SpeedyWrite's form-letter ability. For example, you could type:

John Doe  
333 Ordinary Lane  
Normaltown, Idaho 70348

(don't forget the empty line between labels...), and MAILLIST could convert the file so that SpeedyWrite could print form letters with it. First, load SmartBASIC. Next, type:

RUN MAILLIST <

with the SpeedyWrite tape in Drive A. MAILLIST will ask you first for the name of the mailing list you want to convert so SpeedyWrite can print letters with it. Then it will ask you for the name you want the new file to have. The file will be converted. Now load SpeedyWrite and your new file, and follow the directions for printing a form letter, which are in Chapter 10. Notice that you'll still need to use macros in the actual letter. Also note that MAILLIST has automatically determined what the name should be for the body of your letter. If you don't want the program to do this, change the blank line after the entry in the original file to the desired name:

John Doe  
333 Ordinary Lane  
Normaltown, Idaho 70348

Mr. Doe

(Notice that if you said "Mr. John Doe" on the first line and left the last one blank, the effect would be the same, and that if you like to call your clients "Mr. Doe," you have no problem at all; just use Macro #1 for all mentions of the person addressed.

**Purge(U)**

This utility asks you to select a drive, then purges all the deleted files from that drive, freeing all unused space. Purging takes some time (up to 1 1/2 hours), so don't dash off and purge your tape when you get an Out of Space error. SpeedyWrite uses some left-over space in deleted files for saving, so space should not be that much of a problem. If you do want to purge a tape, start it before going out for the evening. If you run out of space and are storing a large document, don't delete a bunch of small files. In order to recover space without purging, the deleted file must be at least as big as the file you are saving.

**TwoSided(A)**

This file allows you to print page numbers for two-sided pages so that the numbers are always on the side away from the binding. The only thing you have to remember is to insert each sheet of paper twice and not to insert it the same way both times. If you use REPRINT while printing two-sided sheets, SpeedyWrite will only print the last side, rather than reprinting the whole sheet, so you'll have to press ESCAPE/WP and use SKIP if the printer messes up the second side. Don't use this file with any other formatting file unless you know what you're doing. Read Chapter 10.

**MACRO/TAB AND CONFIGURATION FILES**

**KMacros(M), Screen(M), and CsDel(M)**

These files are all macro/tab files, which are loaded with the SYSTEM LOAD command. They are described in Chapter 4.

**NUMPAD(C)**

This configuration file adds a numeric keypad to SpeedyWrite, which is available via the alternate keyboard layout. The format:

	!	@	#	\$	%	-	&	7	8	9	*	/	;	BACK SPACE
TAB	Q	W	E	R	T	Y	U	4	5	6	-	)		
CTRL	A	S	D	F	G	H	J	1	2	3	+	RETURN		
SHIFT		Z	X	C	V	B	N	M	O	.	=	SHIFT		

### FRENCH(C)

This, of course, is the configuration file for French. It includes many special accented characters, all of which can be printed as is. The keyboard layout:

<	1	2	3	4	5	6	7	8	9	0	o	=	>	BACK
î	ô	é	ñ	'	(	ç	è	!	ç	à	)	-	^	SPACE
TAB	A	Z	E	R	T	Y	U	I	O	P	*	§	ù	
CTRL	Q	S	D	F	G	H	J	K	L	M	;	;	;	RETURN
SHIFT	W	X	C	V	B	N	?	,	/	+	=			SHIFT

Take note that the French put their numbers in the upper portion of the key, meaning that French scholars have to press SHIFT to enter numbers and must use LOCK instead of CAPS LOCK to get the useful effect of that feature.

### SPANISH(C) and LATINAM(C)

These represent the international configuration files for the Spanish language. The SPANISH(C) file has the | symbol and nothing else, but the LATINAM(C) file has many other special characters. The keyboard layouts:

#### SPANISH(C)

!	?	?	?	?	?	?	?	?	?	?	?	?	?	BACK
1	2	3	4	5	6	7	8	9	0	=	+	<	SPACE	
TAB	Q	W	E	R	T	Y	U	I	O	P	,	-		
CTRL	A	S	D	F	G	H	J	K	L	;	;	;	;	RETURN
SHIFT	Z	X	C	V	B	N	M	?	!	;	;	;	;	SHIFT

#### LATINAM(C)

ú	!	?	?	?	?	?	?	?	?	?	?	?	?	BACK
ú	1	2	3	4	5	6	7	8	9	0	=	+	<	SPACE
TAB	Q	W	E	R	T	Y	U	I	O	P	í	ó		
CTRL	A	S	D	F	G	H	J	K	L	;	;	;	;	RETURN
SHIFT	Z	X	C	V	B	N	M	?	!	;	;	;	;	SHIFT

For both of these keyboards, the \ character is just like any other letter: hold SHIFT down to capitalize it and don't for a lowercase letter.

### GERMAN(C)

This is the configuration file for the German language. I know this one works. The only problem is the Doppel-S (-), which looks perfect on the screen but terrible on the printer, obviously created by typing a comma on top of a capital B. I suggest that you substitute a simple ss for it when you write in German, as is the standard solution for this problem.

The German keyboard layout:

^	!	?	?	?	?	?	?	?	?	?	?	?	?	BACK
1	2	3	4	5	6	7	8	9	0	=	+	<	SPACE	
TAB	Q	W	E	R	T	Y	U	I	O	P	ü	+		
CTRL	A	S	D	F	G	H	J	K	L	;	;	;	;	RETURN
SHIFT	Z	X	C	V	B	N	M	;	;	;	;	;	;	SHIFT

The umlaut keys work just like the letter keys; hold SHIFT down to type a capital umlaut letter and don't hold it down to type a lowercase one.

### DEFAULT(C)

This is a "blank" configuration file with the same font as SpeedyWrite has at start-up. The Alternate Keyboard doesn't redefine any keys, and there are no accents. Use this as a base for creating your own configuration files. It doesn't represent the default configuration, since the Alternate Keyboard of this file is American QWERTY, not Dvorak.

### FONT(C)

This is just like DEFAULT(C), but the font is thicker and more like printed type.

### EDisk(C)

This is the CONFIG file that is loaded at start-up to set up the RAM-disk. It works with the 80K (unexpanded) and 144K (64K Expander) versions of the ADAM. If you have more memory, an adapter may be available upon request.

### Configure(C)

This is the CONFIG file that is loaded at start-up and that asks you whether you want to configure your parallel printer.

### Help(C)

This is the CONFIG file that load the help screens at start-up if you ask for them.

NOTE: You can run any of the above three programs, especially the last two, to get the same effects during editing that you get at start-up. However, Help(C) requires an empty workspace (both Active and Held) to run properly.

### D(B)

This is the Pocket Database file for the SpeedyWrite tape. It contains the Help Screens. If you want to change the help screens, or even make them help you with something besides SpeedyWrite, just change this file with the Pocket Database. (You can't add screens; it is always and forever 10 screens long.)

## USING SMARTWRITER AND SPEEDYWRITE TOGETHER

If you really want to use SmartWRITER again, or if you want to change some of your SmartWRITER files so that you can edit them with SpeedyWrite, you'll find that the conversion is rather easy.

SmartWRITER was designed to be able to load files like those created by SpeedyWrite without any type of conversion at all. However, SmartWRITER has been known to put spaces in the middle of words in SpeedyWrite files, so be forewarned.

As to SpeedyWrite's special print-formatting commands, you can easily view them and change them with SmartWRITER. The formatting commands which appear in boxes with SpeedyWrite are "highlighted" (with a red underline) in SmartWRITER. In addition, by using the "hi-lite" command in SmartWRITER, you can change or add formatting commands, although they will print as ordinary letters in SmartWRITER. See the SmartWRITER manual for details about "hi-lighting."

## CONVERTING SMARTWRITER FILES TO SPEEDYWRITE ONES

SpeedyWrite, as we said before, cannot load SmartWRITER files directly, because they have types other than "A" or "a." However, SmartWRITER always saves files with the type of the file last loaded. Therefore, you can simply add an empty "A" file to the end of a SmartWRITER file to convert it so that SpeedyWrite can read it. The empty "A" file is provided on the SpeedyWrite tape; it is called ChangeO in SmartWRITER, and to convert a file, you simply move SmartWRITER's cursor to the end of the file, load ChangeO, and save the document again.

### LOADING SPEEDYWRITE FILES INTO SMARTBASIC

SpeedyWrite text files are directly compatible with SmartBASIC, and can be read with the OPEN and READ statements. Be cautious, however; remember that the INPUT statement that is commonly used with files does not accept commas. Using GET avoids this complication. For example, the following program will read a SpeedyWrite file and print it out on the screen:

```
10 D$=CHR$(4)
20 INPUT "SPEEDYWRITE FILE?";F$
30 PRINT D$;"OPEN ";F$
40 PRINT D$;"READ ";F$
50 ONERR GOTO 80
60 GET A$:PRINT A$;
70 GOTO 60
80 CLRERR
PRINT D$;"CLOSE ";F$
```

Notice that SpeedyWrite files are unformatted; carriage returns occur only at the end of paragraphs, just as they were entered.

You can type the following line in immediate mode to print out any "A" file on the screen, including a program, without loading it into memory:

```
D$=CHR$(4):?D$;"OPEN filename":?D$;"READ filename":
FOR I=0 TO 1 STEP 0:GET A$:?A$;:NEXT I <RETURN>
```

(Notice the FOR-NEXT loop with an increment of zero; this is good for making immediate-mode infinite loops.)

You can also use SpeedyWrite to edit files created by SmartBASIC with the OPEN and WRITE commands, as well as SmartBASIC programs. When editing the latter, however, remember that lines containing syntax errors will be omitted, and that only 128 characters are allowed on a line.

### READING MACRO/TAB FILES IN SMARTBASIC

By using SpeedyWrite's RENAME command, you can change the type of a macro/tab file from (M) to (A) and load it into SmartBASIC. Of course, if you want to load the renamed file into SpeedyWrite, you'll have to include the filetype, since (A) isn't the default for macro/tab files.

Macro/tab files are a little more complicated than text files, but they too can be read into SmartBASIC and analyzed. The basic format of a macro/tab file is:

1. CHR\$(255), which signifies a macro/tab file as opposed to a configuration file
2. The macro definitions. Each definition has 100 bytes, and it ends in CHR\$(0). The total length of this section is 500 bytes.
3. The tab stops. There are 80 bytes in this section, one byte for each tab stop. CHR\$(255) means a stop is set; CHR\$(0) means it isn't.

The following SmartBASIC program will read a macro/tab file and print the definition of SHIFT-I, the first macro key:

```
10 INPUT "MACRO/TAB FILE?";F$
20 D$=CHR$(4)
30 PRINT D$;"OPEN ";F$
40 PRINT D$;"READ ";F$
50 GET A$:IF A$CHR$(255) THEN PRINT "NOT A MACRO/TAB
FILE!":?D$;"CLOSE ";F$;END
60 GET A$:PRINT A$;
70 IF A$CHR$(0) THEN 60
80 PRINT:PRINT D$;"CLOSE ";F$;END
```

When you use this method, special keys like PRINT are displayed as the characters corresponding to their keyboard codes. You can see which character a certain key has by typing the following in SmartBASIC:

```
GET A$:?A$ <RETURN>
```

You can create your own macro/tab files with SmartBASIC if you follow the above format. Remember to rename your files to type (M) so users can tell which files are macro files, and so they won't load them into the workspace by mistake.

### CONFIGURATION FILES AND SMARTBASIC

Both configuration files and utility files are really one-kilobyte machine-language programs that are loaded in and run when you use SYSTEM LOAD. You can identify a configuration file as follows:

If the first byte is: the file is:

CHR\$(3)	SpeedyWrite 1 CONFIG file
CHR\$(4)	a SpeedyWrite 2 CONFIG file
CHR\$(255)	a Macro/Tab file
anything else	a text file

Notice that there are separate identifiers for SpeedyWrite 1 and SpeedyWrite 2 CONFIG files, since they use different operating routines.

# APPENDIX E

## PROGRAMMERS' GUIDE TO SPEEDYWRITE AND HEXMON

### APPENDIX E A PROGRAMMERS' GUIDE TO THE SPEEDYWRITE SYSTEM, INCLUDING THE HEXADECIMAL MONITOR

#### HEXMON

The base of the SpeedyWrite system is the Hexadecimal Monitor, a small program that controls the screen and keyboard, does number conversion for SpeedyWrite, and other such basic tasks. HexMon also includes a system monitor program, which allows you to edit memory directly (like DDT in CP/M).

To exit SpeedyWrite to HexMon, press UP ARROW and RIGHT ARROW at the same time. As usual, you can get back to Edit Mode by pressing ESCAPE/WP. When you enter HexMon, the "" prompt will appear. You can now issue any HexMon commands.

#### HEXMON COMMAND SYNTAX

1. HexMon commands are single capitalized letters. If you don't capitalize, HexMon won't understand you.
2. HexMon commands are followed by arguments, usually hexadecimal numbers (hexadecimal numbers are numbers to the base 16, and include, in addition to normal digits, the digits A,B,C,D,E,and F.) Each argument should be separated from the next argument by one space. The first argument should not be separated from the command letter, and the last argument should not have any spaces after it.

3. To enter a decimal number as an argument, place a number (#) sign in front:

#5 #243 #437

4. To enter an ASCII character code as an argument, place the grave accent (`) in front of the character:

'A 'B '@

5. Press RETURN at the end of each command.

## HEXMON COMMANDS

In this summary, <8-bit> means any 8-bit number, <16-bit> means any 16-bit number, and <address> refers to a memory address. g refers to a string of ASCII characters, terminated by the RETURN key (the same key that ends the entire command). You shouldn't put quotes around strings.

**Command: AD**<address 1> <address 2>

This command displays ASCII from the first address to the second address, with non-printing characters displayed as periods and addresses printed at the beginning of each line.

**Command: AL**<address> <string>

gThis command stores the string at the address indicated.

**Command: BD**

This command, which has no arguments, switches to Decimal mode, where all numbers are assumed to be decimal and displayed in decimal. You don't need the "#" sign in Decimal mode.

**Command: BH**

After using Decimal mode, use this command to switch back to normal Hexadecimal mode.

**Command: CD**<decimal number>

This command converts the decimal number indicated to hexadecimal and displays the result. It only works in Hexadecimal mode.

**Command: CH** <hexadecimal number> r

This command converts the hexadecimal number indicated to decimal and displays the result. It only works in Hexadecimal mode.

**Command: D** <address1> <address2>

This command displays the memory from the first address to the second address in hexadecimal, with addresses at the beginning of each line.

**Command: E**<address1> <address2>

This command sends the bytes between the two addresses directly to the screen, without any address display and without suppressing non-printing characters.

**Command: F**<address1> <address2> <8-bit>

This command fills memory from the first address to the second address with the 8-bit number indicated.

**Command: G**<address>

This command calls the address indicated as a subroutine.

**Command: H**<16-bit> <16-bit>

This command displays the sum and difference of the two numbers, in that order.

**Command: I** <8-bit I/O port>

This command displays the input from the indicated port in both binary and hexadecimal.

**Command: L**<address> <8-bit> <8-bit> <8-bit> <8-bit> .

This command stores the 8-bit values (no fixed number) at the memory address given.

**Command: M**<address1> <address2> <address3>

This command moves the block of memory from address1 to address2 to the equal-length block at address3. Do not let the two blocks overlap, or loss of data will occur.

**Command: O**<8-bit I/O port> <8-bit> <8-bit> <8-bit> <8-bit> . ...

This command outputs the 8-bit numbers (no fixed number) given to the I/O port indicated.

**Command: PP**

This command redirects input to the ADAM SmartWRITER printer. PP does not support parallel printing.

**Command: PS**

This command redirects input to the screen again.

**Command: R**<address1> <address2> <8-bit>

This command searches for the 16-bit number from the first address to the second address and displays all occurrences. The first two hex digits in the 16-bit number are assumed to come first, so enter the number in the order the two bytes would appear in memory.

**Command: S**<address1> <address2> <8-bit search> <8-bit replace>

This command replaces all occurrences of the search value with the replace value throughout the memory block indicated by the two addresses. It displays the addresses of all occurrences.

**Command: TR**<16-bit block #> <address>

This command reads the block indicated from Tape Drive #1 into memory at the given address.

**Command: TW**<16-bit block #> <address>

This command writes the block indicated from Tape Drive #1 from memory at the given address.

**Command: X**<address> <16-bit AF value> <BC value> <DE value> <HL value>

This command stores the 16-bit values indicated in the corresponding Z-80 registers and calls the routine at the address given as a subroutine. It displays the registers upon return in the same order they were entered: AF BC DE HL. Note that, with AF, the high-order byte contains the accumulator.

## SPEEDYWRITE MEMORY MAP

Addresses shown in hexadecimal.

0

Page Zero

80

Command Line buffer- stores command lines during certain displays

100

Print-Formatting Buffer during printing Tape Buffer during certain file operations

Editor uses this block for display and Search-Replace purposes

500

Code for SpeedyWrite 2 additions- previously a fixed-size delete buffer for SpeedyWrite 1

D00

Interface code for Pocket Database and CONFIG Editor program, as well as help screens

E00

Beginning of text memory. The first thing in text memory is the Active File, with return symbols (\$0D) at the end of each paragraph. The end-of-text code is \$03.

The address of the end of the Active File is stored at \$CC50.

Between the Active File and the Delete Buffer is all free workspace memory.

Next comes the Delete Buffer. Deleted text is stored in reverse order (from top of memory down) and has no end-of-text code. Add 1 to the address at \$83A6 to get the beginning of the Delete Buffer.

Right after the Delete Buffer is the Held File, also stored in reverse order. The beginning of the Held File is stored at \$515.

The pointer to the top of usable text memory is at \$513. By calling the routine at \$55D, programs can lower this address. On entry to the Allocate Memory routine, HL= the # of bytes to allocate- on exit, HL+1=the lowest address allocated. When allocating memory, \$55D moves down the Held Workspace and Delete Buffer so they are preserved. CONFIG files use this routine.

**\$6BFF**  
Highest possible Top of Text Memory (see above).

**\$6C00**  
128-byte line input buffer.

**\$6C80**  
HexMon parameters

**\$6C85**  
Cursor position, row first.

**\$6D60**  
Beginning of HexMon code.

Display Character routine. A=character to be displayed.

**\$7560**  
Beginning of SpeedyWrite enhancements to HexMon.

**\$76FC**  
Keyboard macros (100 bytes each, with \$00 the end-of-macro character)

**\$7B17**  
Screen display buffer (screen data stored here before being written to VRAM).

**\$7F00**  
RAM-disk code stored on this page.

**\$8000**  
Cold-start address for SpeedyWrite system Beginning of SW2 code

**\$8003**  
Warm Start. The ESCAPE/WP key causes a jump to this address, which usually returns control to Edit Mode.

**\$8009**  
Command Line display. Put the address of the command line, which is normal ASCII with \$03 at the end, in HL before calling this routine.

**\$8037**  
Get Key routine. A=key pressed on return.

**\$A0E0**  
EOS Error Processing routine. If you make EOS calls in a program, put this assembly-language line right after the EOS call:

JNZ \$A0E0

**\$C927**  
End of SpeedyWrite code.

**\$C997**  
Copy Window data- 9 lines x 40 characters.

**\$CC00**  
SW2 pointers.

**\$CC00**  
Current screen and text colors (2 bytes). I forgot which one comes first.

**\$CC02**  
Address of cursor in Active File.

**\$CC04**  
Address of top of screen in text. When you jump to WarmStart, SpeedyWrite always scrolls the editing screen if the cursor is not displayed, so you can change \$CC02 all you want without worrying about scrolling.

**\$CC06**  
Address of top of Text Window in Active File. The Held File's cursor position and TextWindow position are held in low-memory locations (on page 5).

**\$CC13**  
Current drive-- Adamnet device number.

**\$CC50**  
End of Active File.

**\$CC53**  
Find Phrase, with \$0D for a Return symbol, \$1E for a wildcard and \$03 for the end-of-phrase code.

**\$CCD3**  
Replace Phrase. Same format as the Find Phrase.

**\$CDA3**  
Tab stops. Format: 80 bytes, with \$FF meaning the stop is set and \$00 meaning it is cleared.

**\$CF00**  
Main filename buffer. Filenames end in \$03 after the EOS tradition. This buffer never contains wildcard specifiers. Used for all file commands that don't involve specifiers, and contains the last filename that satisfied a specifier during DELETE, COPY, or CATALOG.

**\$CF80**  
Specifier buffer. This contains wildcard specifiers. \$1E is the single-wildcard character.

**\$D000**  
Formatting buffer.

**\$D400**  
Last Page Buffer. Stores the Formatting Buffer (see \$100) that was in effect at the beginning of the last page printed; used for REPRINT.

**\$D800**  
Stores formatting characteristics for Center and Right-Justify computation.

**\$DE00**  
Stack except during Filer operations.

**\$DF01**  
Free space except during COPY operation, where two EOS files are open and \$DC00-DFFF is used for a file buffer.

**\$E00**  
EOS operating system.

## WRITING UTILITY/CONFIG PROGRAMS

CONFIG files are always one kilobyte long; so are utilities. They have the same format; the distinction lies in that utilities require user input and CONFIG files don't. CONFIG files, after being loaded in at \$100, have the following format:

**\$100**  
\$04, the CONFIG file identifier byte (SpeedyWrite 1 had \$03 for the identifier byte, and all macro/tab files have \$FF)

**\$101**  
Start of executable code. When SpeedyWrite discovers a CONFIG file, it jumps to this address.

You can use any assembler to produce the code. Just use this for the beginning of the program:

ORG 100H ;(the default with CP/M assemblers)  
DB 04H ;stores the ID byte  
.... ;your code follows

### Useful SpeedyWrite interface routines include:

\$55D

Input: HL = number of bytes to allocate. Output: HL + 1 = address of newly allocated memory. If SpeedyWrite can't allocate the memory, it returns to Edit Mode.

Purpose: Allocates memory above the Held Workspace for extensions to SpeedyWrite. You should write relocatable code if you intend to use this area, since you won't always get the same memory block.

\$6D60

Input: A = character to display.

Purpose: Display a character on the screen, with scrolling and movement of the cursor.

\$6D63/

Same routine, different entry addresses.

\$8037

Output: A = keypress code.

Purpose: Get a key. CTRL-K, CTRL-^, and so forth are checked for and evaluated; macros are used by this routine as well.

\$8009

Input: HL = a string ending in \$03

Purpose: Display the string at HL in the CommandLine.

\$8EBB

Purpose: Get a filename and store it at \$CF00. Default filetype: "A."

\$A748

Purpose: Select the drive used for future EOS operations. It is stored at \$CC13 as an ADAMNet device number. The RAM-Disk has a device number of 21 hex.

\$8003

Warm Start. The ESCAPE/WP key causes a jump to this address, which usually returns to Edit Mode. Use this to (a) return to Edit Mode or (b) change what happens when you press ESCAPE/WP.

\$83FA

This is the beginning of the main editing loop. Jumps to the command processor occur here.

\$8369

This command displays the Edit Mode screen and gets a key. Key--A.

For more technical information about SpeedyWrite, just contact me. My address is given in the introductory chapter.

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## APPENDIX F

### GLOSSARY OF WORD-PROCESSING TERMS

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#### Appendix F

#### GLOSSARY OF WORD-PROCESSING TERMS

**active file**- the file that is currently being edited. SpeedyWrite can store two files in workspace memory at once. The one you're editing is the active file; the other one is the held file. To make the active file held and the held file active (i.e., edit the held file), press CTRL-T.

**ASCII file**- A file that contains only text. In SpeedyWrite, ASCII files are identified with the filetypes (A) and (a). SpeedyWrite text files, in addition to SmartBASIC programs and data files, are ASCII files.

**auto-assumption**- SpeedyWrite's ability to define a print macro that is not directly identified.

**auto-indentation**- A feature of SpeedyWrite that allows you to print things like these definitions by automatically indenting all but the first line of each paragraph.

**auto-numeration**- The ability to automatically number things like footnote citations and step-by-step instructions, eliminating the need to re-do the numbers whenever one item is inserted or deleted.

**backup file**- An old version of a file that is kept by the program in case you want it back. It has a filetype that is a lowercase letter. SpeedyWrite, unlike other programs, allows you to access these files directly.

**Command Line**- The line at the top of the screen in SpeedyWrite that tells you what is going on.

**CONTROL-combinations**- Special combinations of keys that allow you to use SpeedyWrite's features. To produce a CONTROL-combination, you hold down CONTROL and press another key, usually a letter.

**Copy Window**- A feature of SpeedyWrite that allows you to view anything that SpeedyWrite displays at the top of the screen while editing in the bottom.

**cursor**- The "box" that appears on the screen to tell you what part of the screen you're doing something to, usually where you're about to type. In SpeedyWrite, the cursor can grow or shrink to allow you to select options in menus, text to be viewed, and tab stops.

**cut-and-paste**- A method used by some word-processors, including SpeedyWrite, to move and copy text. You "cut" text from one place and use another command to "paste" it somewhere else. For copying text, you "paste" it into its original position as well. See Chapter 3 for more information about SpeedyWrite's cut-and-paste commands.

**Delete Buffer**- A special "box" that SpeedyWrite uses to keep text that you've deleted. By pressing the MOVE/COPY key, you can get back the text in the Delete Buffer.

**Edit Mode**- The special part of a word-processor that allows you to change text and add more text. In SpeedyWrite, you can always get to Edit Mode by pressing the ESCAPE/WP key.

**end-of-text character**- The fancy "E" that appears on the Edit Mode screen to show you where the end of your document is.

**filetype**- In the ADAM system, the filetype is a letter that indicates what kind of file it is. In SpeedyWrite, you can enter the optional filetype by enclosing it in parentheses and putting it after the filename, i.e. File(A). Capital filetypes indicate main files; lowercase indicates backup files. The four main filetypes SpeedyWrite uses are: (A), ASCII text files; (M), macro/tab files; (C), configuration files; and (U), utility files.

**Find Phrase**- The phrase that SpeedyWrite looks for when you use the Find commands. You enter the Find Phrase with CTRL-F.

**find/replace**- A word-processing utility that allows you to search for text and replace it with other text. SpeedyWrite lets you search backwards or forwards, and find things even if you can't spell them.

**hard space**- a space that doesn't get expanded by Full Justification. Words separated by a hard space are not considered separate by the Word-Wrap feature.

**held file**- the file that is not being edited, but is still held in workspace memory; see active file.

**Insert Mode-** In Insert Mode, everything you type is inserted into the text, rather than replacing it. To turn Insert Mode on and off with SpeedyWrite, press the INSERT key.

**justification-** A feature of advanced word processors such as SpeedyWrite that makes both the right and left margins straight in the printout.

**keyboard macro-** A sequence of keystrokes that can be performed by pressing a single key, the macro key.

**linefeed-** What the printer does to move the paper to the next line.

**macro-** one character or keystroke that stands for many. See keyboard macro and print macro.

**macro key-** One of the keys that can be defined to produce a set sequence of keystrokes (a keyboard macro).

**macro/tab file-** A file, saved with the SYSTEM SAVE command, containing keyboard macro definitions and tab stops. Macro/tab files have a filetype of (M).

**main file-** A file with a capitalized filetype; it is the kind that all programs can access directly. See backup file.

**menu-** A list of options that help you tell SpeedyWrite what to do. You move the cursor over the desired operation with the Arrow Keys, then press RETURN to tell SpeedyWrite when you're ready.

**paragraph-** To SpeedyWrite, anything that ends in a RETURN-symbol.

**PREVIEW mode-** A mode that allows you to see on the screen exactly what your printout will look like. In SpeedyWrite, the PREVIEW command acts like the SmartWRITER printer, moving the imaginary "paper" through the screen and "typing" on it. SpeedyWrite's PREVIEW mode can display exactly what the printout will look like.

**print-formatting command-** A special reversed character that tells SpeedyWrite how to print your text. There are print-formatting commands for setting margins and line spacing, justification, and much more. See Chapters 8 and 9 for more information. A list of these commands appears in Appendix C.

**print macro-** A special character that changes into a word, phrase, or sequence of commands when it is printed. See Chapter 9 for more information about print macros.

**Replace Phrase-** The phrase that SpeedyWrite replaces the Find Phrase with when you use the Replace commands. Use CTRL-R to enter the Replace Phrase.

**REPRINT-** The command that you use to print the last page again when the printer malfunctions.

**RETURN-symbol-** The left-pointing arrow that indicates the end of a paragraph. It is displayed whenever you press RETURN.

**SAVE-** The command that stores a file on the data pack or disk.

**sentence-** To SpeedyWrite, anything that ends in a period, exclamation point, or question mark.

**SKIP-** The command that allows you to print any page in the document you want, without deleting all the pages before it.

**Split Screen-** A feature that lets you see two parts of your text at once. SpeedyWrite's Split Screen feature also lets you view directories, other files, or anything else while you are editing a document.

**Text Window-** The Text Window allows you to display one part of your text while editing another. It changes whenever you change your text, to reflect the change.

**variable margins-** The ability of many word processors (including SpeedyWrite, of course) to have more than one margin setting in a document.

**wildcard-** a character that can stand for any other character. In SpeedyWrite find/replace phrases, a wildcard can stand for any character found in the text; for example (if ? is the wildcard character), s?lt would find "salt" and "silt." In filenames, there are two kinds of wildcards. One, entered with the WILD CARD key, stands for a single character in the filename; the other, \*, can stand for part of or all of the filename. By using wildcard filenames, you can delete or copy many files at once. Wildcard filenames only work with the DELETE, COPY, and CATALOG commands.

**workspace-** Your entire document; the Active File.

**workspace memory-** The memory space SpeedyWrite reserves for text, including the Active File, the Held File, and the Delete Buffer. The amount of workspace memory left is displayed in Edit Mode; this space can be used for either the Held or Active Workspaces or the Delete Buffer.

**word-** To SpeedyWrite, anything that has a space or RETURN-symbol after it.

**word count-** The command in SpeedyWrite that finds out how many words are in your document.

**word-processor-** A computer program that allows you to edit and print out text. SpeedyWrite is a word processor that also has a built-in program for formatting text in many fancy ways.

**Word-Wrap-** The ability of all word processors to move words that don't fit on one line to the next.