IBM

IBM Writing Assistant

IBM·JX
personal computer

About This Book

IBM Writing Assistant is one of a series of easy-to-use programs in the IBM Assistant Series. This book explains how you can use the Writing Assistant program to create, edit, print, and store documents. If you are not familiar with the general operation of your computer system, read through the IBM Personal Computer JX *Guide to Operations* before beginning.

This book contains nine chapters and one appendix. The chapters give detailed, step-by-step instructions on how to use Writing Assistant's features and there is a summary at the end of each chapter. The best way to learn Writing Assistant is to read through the chapters, using your own computer to follow along with the examples.

The appendix contains information on error messages and corrective actions, and the contents of the example file used throughout the book. The Quick Reference Card summarizes all the functions and special keys used with Writing Assistant. Finanlly, there is an index.

The terms *disk*, *diskette*, and *fixed disk* are used throughout this book. Where *diskette* is used, it applies to diskette drives and diskettes. Where *fixed disk* is used, it applies only to the IBM nonremovable fixed disk drive. Where *disk* is used, it applies to both fixed disks and diskettes.

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Chapter 1. Introduction

About IBM Writing Assistant

Writing Assistant is a computer program that you can use to prepare, print, and store the documents you need in your daily work or personal life. It produces all kinds of documents—interoffice memos, letters, articles, financial tables, reports, even books.

Writing Assistant is integrated with the other programs in the IBM Assistant Series. This enables you to create a form letter and then use addresses stored in an IBM Filing Assistant data file to personalize each letter. You can also print a chart created by IBM Graphing Assistant or a report created with IBM Reporting Assistant in your documents. Yet Writing Assistant is so easy to learn that you can actually be producing documents in just a few minutes.

Writing Assistant operates much like a standard typewriter, but with many enhancements. When you begin a document, an image appears on the screen that shows the top and side boundaries of a piece of paper. The margins are set for a standard page width and length. All you have to do is begin typing your document.

You do not need to worry about reaching the end of the line or the bottom of the page—Writing Assistant automatically moves to the next line when at the end of a line, and to the next page when at the end of the page. Best of all, if you make a mistake you just back up and type over it, or change it using one of Writing

Assistant's many editing functions. Thus, you can produce error-free documents in less time than it would take you with a typewriter. The spelling function of Writing Assistant is a special feature which allows you to check the spelling of words in the document of your working copy.

Since the Writing Assistant screen is set up to look like a piece of paper, what you see on the screen is, in most cases, exactly what you get when you print the document. Thus, it is easy to control the way the printed copy looks.

Let's look at how some of Writing Assistant's features were used to prepare a four-page annual report for a company called Delray World Tours. The title page of this report looks like this:

```
                        ANNUAL REPORT

                            1982

                      Delray World Tours




                         Prepared by

                Pressly, White, and Clodfelter
                        229 Main Street
                   San Francisco, California




                 Financial Results Audited by
                          WRR, Inc.
                      29 Balloon Drive
                    Sausalito, California
```
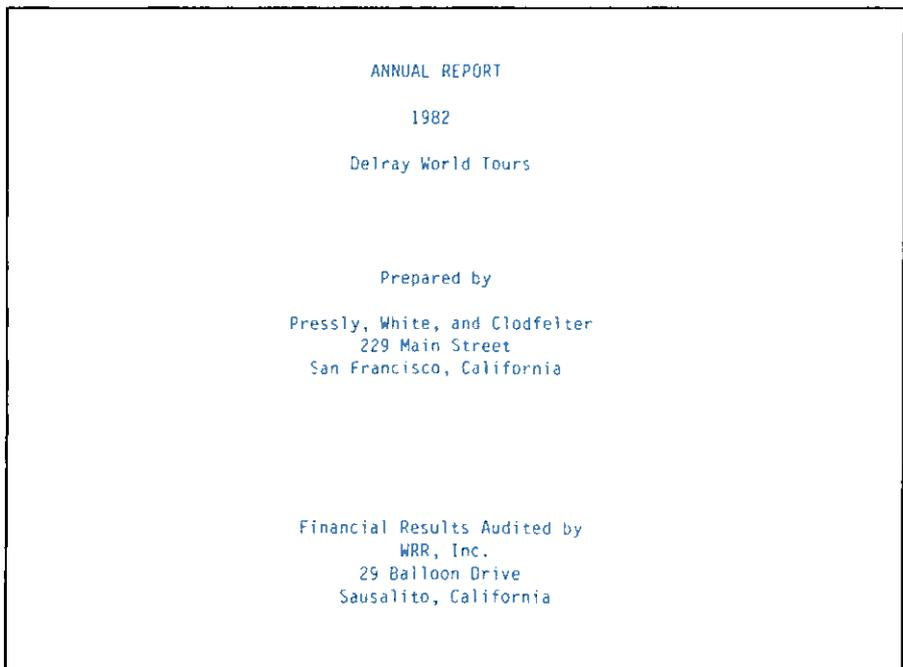
It is easy to center text on lines using the function key PF3, Format, to create a page.

Now look at the second page of this report, which is a
letter from the president, as it would appear on the
Writing Assistant screen.

```
           Letter from the President:


           Dear Investors,

           We are extremely pleased to announce that Delray World Tours
           had an all-time record year in 1982.  Our sales were roughly
           double our target.  The primary reason for this performance
           is our acquisition of the highly profitable Delray Fun Flights
           in June.  However, our other trips also has stronger sales
           than expected.  The chart below provides monthly forecast and
           actual sales.

           *GRAPH Sales.pic*




└┴┴┴┴┼┴┴┴┴┴┼┴┴┴┴┬┴┴┴┴2┴┴┴┴┴┼┴┴┴3┴┴┴┴┴┼┴┴┴┴4┬┴┴┴┴┼┴┴┴5┴┴┴┴┴┼┴┴┴T6┴┴┴┴┼┴┴┴┴7┴┴┴┴┴┼┴ ┘
ANNUAL         Inserting                          9% Full       Line 17 of Page 2
F1-Help                            Esc-Main Menu
```

Notice that there is a command in this letter to insert a
graph, produced using Graphing Assistant, in the text.
If you were to print this page of the report, the
following report would appear.

```
Letter from the President:

Dear Investors,

We are extremely pleased to announce that Delray World Tours
had an all-time record year in 1982.  Our sales were roughly
double our target.  The primary reason for this performance
is our acquisition of the highly profitable Delray Fun
Flights in June.  However, our other trips also had stronger
sales than expected.  The chart below provides monthly
forecast and actual sales.
```

MONTHLY SALES IN THOUSANDS
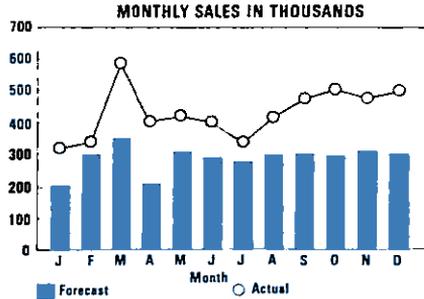
```
Very truly yours,


John H. Leader
President
```

The third page of the annual report is a table of
financial results which was created using Writing
Assistant tab stops. Writing Assistant provides two
types of tab stops, making it easy to type columns of
data lined up by the left-hand character or, for numeric
data, by the decimal points.

```
Financial Statement

September 30, 1982




        Assets                          Liabilities


Land (1)       3,462,000     Accounts Payable    862,000
Buildings (2)    635,000     Loans             5,279,000
Airplanes (3) 7,219,000      Taxes Owed          377,000
Equipment        993,000
Cash (4)       1,141,000
Accounts Rec     337,000


Total Assets 13,787,000      Total Liabilities 6,518,000

Net Worth      7,269,000
```

ANNUAL   Inserting   9% Full   Line 3 of Page 3
F1-Help   Esc-Main Menu

The last page of the annual report for Delray World
Tours is a report on 1982 sales commissions.

```
                          1982 Commissions (in Hundreds)


                 Agent        Date       Package              Amount
                 -----------  -------    -------------------  --------

                 Anthony      8/26/82    Delray Fun Flights     995.00
                 Burns        8/18/82    Surfing Lessons         25.00
                 Doerr        7/05/82    Delray Fun Flights     995.00
                                         Charter Fishing         55.00

                 Jones        6/15/82    Delray Fun Flights     579.00
                 Mack         9/12/82    Sail Away Adventure     90.00
                 Michon       7/05/82    Reef Diving             40.00
                 Page         7/15/82    Diving/Beginners        40.00
                 Stevens      6/28/82    Snorkeling              45.00
                 Tebelskis    8/08/82    Diving/Beginners        40.00
                 Wellington   4/13/82    Three-Island Tour      873.00

      -------------------                             ---------
      Total:                                           3,777.00
      Count:            10
      -------------------                             ---------

 └┴┴┴┴┼┴┴┴┴┴┖┴┴┴┴┬┴┴┴┴2┴┴┴┴┼┴┴┴3┴┴┴┴┼┴┴┴4┬┴┴┴┼┴┴┴5┴┴┴┴┼┴┴┴┬┴┴┴┴┼┴┴┴┤┴┴┴┴┼┴┴┴┘
 ANNUAL        Inserting                          9% Full     Line 17 of Page 2
 F1-Help                        Esc-Main Menu
```

This report was produced by IBM Reporting Assistant and was added directly to the document when the document was being typed. After a document is added or *appended,* it can be modified just like other lines in the document. For example, you could use the PF5 key, Emphasize, to have the headings **Agent**, **Date**, **Package**, and **Amount** printed in highlighted type.

Writing Assistant can check your spelling. It can move, delete, and copy blocks of text, and it can search and replace words and phrases in your documents. It can even help you when you forget how to do something.

How Writing Assistant Works

The Writing Assistant program has six main functions. The following diagram shows how these functions work together.

GET/SAVE/REMOVE

PRINT

DEFINE PAGE

WORKING COPY

CLEAR

PRINT
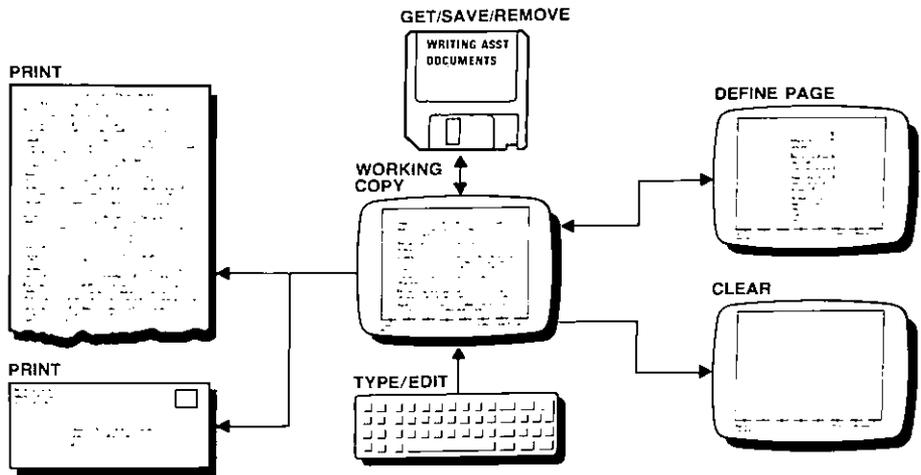
TYPE/EDIT

IBM Writing Assistant

You use the **Type/Edit** function to type a new document, or to edit an existing document. When you type a document, Writing Assistant stores it in a temporary area in your computer's memory that we call the *working copy*. When you edit a document, the changes are made to that working copy only. You can edit individual characters in the documents, or you can edit an entire block of text. To make the document or changes permanent, you must save the working copy on a disk.

The **Define Page** function allows you to modify the standard settings for paper size and margins, and to add headings, footings, and page numbers to each printed page. If you choose **Print**, you can print the document in the working copy on the printer connected to your computer system.

The **Get/Save/Remove** function allows you to retrieve documents stored on a disk, whether or not they were created with Writing Assistant. This function also allows you to store the working copy on a disk for later use or permanently delete a document or other file from a disk. Often, you do not remember the exact spelling of the file you want to get or remove, or you want to be sure to save the working copy with a name that fits in with the naming scheme you have been using. You can list the names of all the files in a particular directory or disk drive.

Clear erases everything from the working copy, so that you can start a new document. **Exit** lets you leave Writing Assistant to perform *DOS* commands or to use another program.

Chapter 2. Getting Started

This chapter explains how to get started using Writing Assistant. It describes the equipment you need, shows how to use a special Setup program to customize the program diskette for your computer system, tells how Writing Assistant works with different equipment, and gives instructions for making a backup copy of the program diskette. *It is very important that you follow these backup instructions before using the Writing Assistant program diskette for the first time.*

The chapter also explains how to start the program, select functions from the Main Menu, use Writing Assistant's special keys, and ask for help from the Help screen. When you have finished reading the chapter, and have followed the instructions, you will be ready to begin using the Writing Assistant program.

What You Need to Use Writing Assistant

To use Writing Assistant, you need the following equipment:

- An IBM Personal Computer JX, with at least 128KB of memory (more memory will allow a larger document to be typed), and one diskette drive

- An IBM Display

- A printer

- The IBM JX Disk Operating System (DOS)

- The Writing Assistant package, including the program diskette and the Sampler diskette

- Several blank, formatted diskettes or a fixed disk for storing data

Making a Backup Copy of the Program Diskette

Before you use the Writing Assistant program, you should make a backup copy of the Writing Assistant program diskette. You can only make a copy of the diskette once, so follow the instructions below very carefully.

If you have a fixed disk, follow the instructions for a one-diskette drive system.

For a two-diskette drive system

1. The DOS prompt A> should appear on the screen (refer to your *Disk Operating System* book for instructions on starting DOS). Then place the Writing Assistant Sampler diskette (write-protect removed) in drive A. Then type

   BACKUP

   Press the Enter key and the following screen will appear.

```
IBM Assistant Series
program backup utility

Copyright 1984 IBM Corporation
Copr. 1984 Software Publishing Corp.

1. Have your IBM Assistant program
   diskette and a blank,
   double density, double-sided
   diskette ready.

2. Remove the write-protect tab from
   each diskette.

3. Place the IBM Assistant program
   diskette in drive A and the
   blank diskette in drive B
   and press Enter when ready.

Note: If you are not ready for this
      operation, press Esc.
```

2. Place a diskette in drive B (leave the Writing Assistant Sampler diskette in drive A) and press the Enter key. The diskette is formatted while the **Working** message is on the screen, the backup procedure is under way.

3. When requested, put the Writing Assistant program diskette in drive A, leaving the blank diskette in drive B.

4. When requested, put the Writing Assistant Sampler diskette in drive A, again leaving the blank diskette in drive B.

5. When the DOS prompt reappears with a cursor, remove both diskettes. Label the backup copy with a felt-tipped pen. Write-protect tab the original Writing Assistant diskette and store it in a safe place. From now on, work with the backup copy as your Writing Assistant program diskette.

For a one-diskette drive system

1. The DOS prompt **A>** should appear on the screen
    (refer to your IBM *Disk Operating System* book for
    instructions on starting DOS). Then place the
    Writing Assistant Sampler diskette (write-protect
    removed) in the drive. Then type

    BACKUP

    Press the Enter key to continue. Follow the
    instructions on the screen, which will vary
    depending on your system.

2. When requested, place the blank diskette in the
    drive and press Enter.

3. When requested, place the Writing Assistant
    program diskette in the drive and press Enter.

4. When requested, place the Writing Assistant
    Sampler diskette in the drive and press Enter.

5. Be prepared to switch the diskettes several times.
    When the DOS prompt **A>** reappears, remove the
    last diskette from the drive, a write-protect the
    original Writing Assistant diskette, and store it in a
    safe place. Label the backup copy with a felt-tipped
    pen. From now on, work with backup copy as your
    Writing Assistant program diskette.

Using the Setup Program

Writing Assistant comes set up to work with an IBM Personal Computer JX with a Display and the IBM Graphics printer. If you have a serial printer or a fixed disk you need to use the Setup program to modify the Writing Assistant diskette to work properly with your computer system.

To run the Setup program, follow these steps:

1. If your computer is switched off, start **DOS** before beginning (refer to your *Disk Operating System* book for instructions on starting DOS). Otherwise, exit from whatever program you have been using. You should see the DOS prompt A   on the screen.

2. Insert the Writing Assistant program diskette (write-protect removed) in drive A. Then type **SETUP** in response to the prompt. Press the Enter ◄─┘ key to continue. The following screen will appear.

```
Copyright 1984 IBM Corporation
Copr. 1984 Software Publishing Corp.


This is the Setup utility for the
following programs from the IBM
Assistant Series:
IBM Writing Assistant



Setup modifies these programs to work
with different equipment, such as a
serial printer or a fixed disk.

Choose any option from the Setup menu,
and answer the questions that appear.
If you make a mistake, press Escape to
return to the Setup menu and try
again.

Press Enter to continue
```

Press Enter as instructed and the Setup menu appears.

```
IBM Assistant Setup menu

1. Select a printer
2. Set up serial card
3. Turn color off or on
4. Install program on fixed disk
5. Exit to DOS

Selection number:
```

Selecting a Printer

If you are using a printer other than the IBM Graphics or 80 CPS Matrix Printer, run Setup and choose the **Select a printer** function. Type **1** following **Selection number** and then press the Enter key. The following list of printers appears.

```
Which printer do you have?

1. IBM Color Printer
2. IBM Graphics Printer
3. C. Itoh
4. Epson
5. Epson with Graftrax Plus
6. IDS
7. NEC
8. Okidata
9. Other

Selection number:
```

Type the number that corresponds to your printer, then press the Enter key. Setup then asks you:

```
DOS device name for that printer:
(LPT1:, LPT2:, LPT3:, COM1:, COM2:)
```

Enter one of the LPT choices (followed by a colon) for a parallel printer, or COM1: or COM2: for a serial printer, then press the Enter key. Setup stores the information on the Writing Assistant program diskette. This assigns your printer to the name PRINTER, which

is always entered as the default value when printing. Next you see the message

IBM Writing Assistant - OK

and you return to the Setup menu.

Setting Up a Serial Printer

If you have a serial printer, you need to supply Writing Assistant with certain information about that printer before it can print properly. Writing Assistant uses this information to set up the Asynchronous Communications Adapter.

To set up a serial printer, choose option 2 on the Setup program menu. The following questions will appear one at a time.

```
Baud rate:
(110,150,300,600,
1200,2400,4800,9600)

Parity: (odd,even,none)

Number of data bits: (7 or 8)

Number of stop bits: (1 or 2)

XON/XOFF protocol: (Y/N)
```

Answer each one appropriately for your printer, and press the Enter key after each answer. Your printer book should give you this information or you can call your dealer for help. Many serial printers work with the following values:

```
baud rate                2400
parity                   odd
number of data bits      8
number of stop bits      1
XON/XOFF protocol        no
```

After the last question is answered, Setup displays the OK message and returns to the Setup menu.

Switching Color Off or On

To change the display, select option 3 on the Setup menu. The program asks you:

Type C for color, N for no color:

Type your answer, press the Enter key, and the information is stored on the Writing Assistant diskette. Setup displays the OK message and then returns to the Setup menu.

Installing the Program on a Fixed Disk

If you have a system with a fixed disk, you can install Writing Assistant on the fixed disk. Thereafter, you can start the program from the fixed disk, eliminating the need to start the program from diskette each time you want to use it.

Note: You are only allowed to install the Writing Assistant program diskette *five* times using the Setup program. If you are experiencing disk failures, such that you need to install Writing Assistant on your fixed disk several times in a row, contact your dealer for help before using your limit of allowed installations of the program.

See Appendix B for detailed steps for installing Writing Assistant on your fixed disk. These steps must be followed before using option 4 of the Setup menu.

Exiting from the Setup Program

After using any one or more of the Setup options, select option 5 to leave the Setup program. The DOS prompt A> reappears, and you are ready to begin using Writing Assistant.

Running Setup from a Fixed Disk

If you have already installed Writing Assistant on a fixed disk, you can run Setup from that disk. Set the default drive to the fixed disk before starting Setup. Any new information you enter is stored on the fixed disk.

Using Writing Assistant with Other Equipment

For the purposes of explanation, this book assumes that you are using an IBM Personal Computer JX with an IBM display, two diskette drives, and an IBM Graphics printer. If you are using a system with one diskette drive or a fixed disk, Writing Assistant works slightly differently. The differences are described in this section.

Single-Drive Systems

Writing Assistant works with a single diskette drive. If your computer has 128KB of memory, you need to keep the program diskette in the drive at all times. If your computer has more than 128KB, you can remove the program diskette and immediately insert the diskette on which you store your documents. If you do have only one drive, be sure you use the Setup program described earlier in this chapter.

Fixed Disk Systems

If you have a fixed disk, you can store your Writing Assistant documents in any directory on the fixed disk. This feature allows you to store longer documents.

Color Monitors

Writing Assistant works with a color monitor.

The colors used on menus and screens for the background, foreground, and system prompts are preset to a combination agreeable to many people, but other combinations are available. You can cycle through the available combinations by pressing Shift—PF3. When you reach a color combination you like, simply leave it on the screen and continue using Writing Assistant.

When working with a document, you can display and print certain characters, words, or phrases in a specific color by pressing the PF5 (Emphasize) key, and typing the letter that corresponds to the desired color. If you are using a color monitor, the characters immediately appear in the chosen color (if possible); if not, they appear highlighted on the screen, but are printed in the correct color. If you specify a color, but are not using a color printer, the characters are printed in highlighted, or boldface, print.

40-Column Mode

You can use Writing Assistant in 40-column mode. Any document you design is considered to be 80 characters wide, whether or not you choose to type item names across the entire 80 columns. When designing a document, you can move the cursor to parts of the document not currently visible by using the Spacebar or the cursor movement keys. The document scrolls as neede so that the cursor is always visible. When filling in a document, you can use the same keys or the Tab key to scroll to items not visible on the screen.

Starting Writing Assistant

The procedure for starting the Writing Assistant
program depends on whether or not the computer is
already switched on, and whether you have used the
Setup program to install Writing Assistant on the fixed
disk.

- If the computer is switched off, insert the DOS
  diskette in drive A and switch the computer on.
  Enter the date and time when requested to do so,
  and press the Enter key. When the DOS prompt
  appears, insert the Writing Assistant diskette in
  drive A. Type **G** for "go" and press the Enter key.

- If the computer is switched on, simply exit from
  whatever program you are using. When the DOS
  prompt appears, insert the Writing Assistant
  diskette in drive A. (Use drive B if drive A is
  single-sided. The drive you use becomes the default
  drive.) Type **G**. and press the Enter key.

- If you have installed Writing Asssistant on the fixed
  disk, make sure the default directory is the directory
  where you installed Writing Assistant, type **WRITE**
  and press the Enter key.

The Writing Assistant Main Menu

The Writing Assistant Main Menu lists the main
functions provided by Writing Assistant:

```
              IBM Writing Assistant
                  Main Menu


         1. Type/Edit        5. Clear

         2. Define page

         3. Print            9. Exit

         4. Get/Save/Remove




              Selection number:



         Copyright 1984 IBM Corporation
      Copr. 1984 Software Publishing Corp.
                                    ⏎  Continue
```
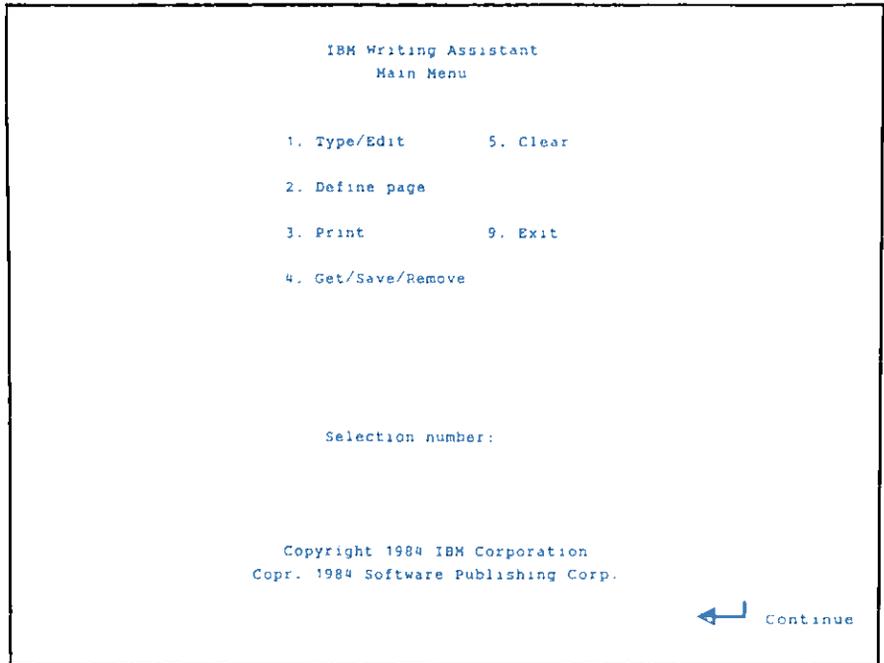
This menu appears when you first start Writing
Assistant, and whenever you press the Escape (Esc)
key. The cursor is always positioned in **Selection
number**. To select a function from this menu, type the
number that corresponds to the function you want to
use, and press Enter.

Special Keys Used by Writing Assistant

As you work with Writing Assistant and its menus, you use several special keys to move the cursor and to perform other desired tasks. These keys are described below.

Key	What It Does
⏎	**Enter.** On any menu, Enter tells Writing Assistant to begin or continue the specified function. When typing or editing, it moves the cursor to the beginning of the next line.
Esc	**Escape.** Cancels the current operation and returns to the document (if using the Type/Edit function) or to the Main Menu (if using any of the other functions).
⭾	**Tab.** When filling in a menu, Tab moves the cursor forward to the next item; when typing or editing, it works like a typewriter Tab key. With the Shift key pressed, Tab moves to the previous tab stop or menu item.
←	**Cursor Left.** Moves the cursor one character to the left.
→	**Cursor Right.** Moves the cursor one character to the right.
↑	**Cursor Up.** Moves the cursor up one line.
↓	**Cursor Down.** Moves the cursor down one line.

Ctrl— ←	**Previous Word.** Moves the cursor one word to the left.
Ctrl— →	**Next Word.** Moves the cursor one word to the right.
PgUp	**Page UP** (Fn– ←). Displays the previous screen of text.
PgDn	**Page Down** (Fn– →). Displays the following screen of text.
Home	**Home.** Moves the cursor to the first character in the line.
End	**End** (Fn– ↓). Moves the cursor to the last character in the line.
Ctrl—Home	**Beginning of Document.** Moves the cursor to the beginning of the document.
Ctrl—End	**End of Document** (Ctrl– Fn– ↓). Moves the cursor to the end of the document.
←—	**Backspace.** Moves the cursor to the left one space and erases the character in that location.

When you type or edit a Writing Assistant document, you use the function keys to the left of the main keyboard to initiate Writing Assistant's many editing functions.

When You Need Help

Help screens are available whenever the message **F1-Help** appears in the bottom left-hand corner of the screen. Writing Assistant displays a brief explanation of the current task and how to finish it, along with any function keys that are currently available.

Exiting From Writing Assistant

When you want to stop using Writing Assistant to perform DOS commands or to run another program, press Esc to return to Writing Assistant's Main Menu. Type **9** for **Selection number**, so the screen looks like this:

```
                    IBM Writing Assistant
                        Main Menu


              1. Type/Edit       5. Clear

              2. Define page

              3. Print           9. Exit

              4. Get/Save/Remove




              Selection number: 9




                                              ◀──┘  Continue
```
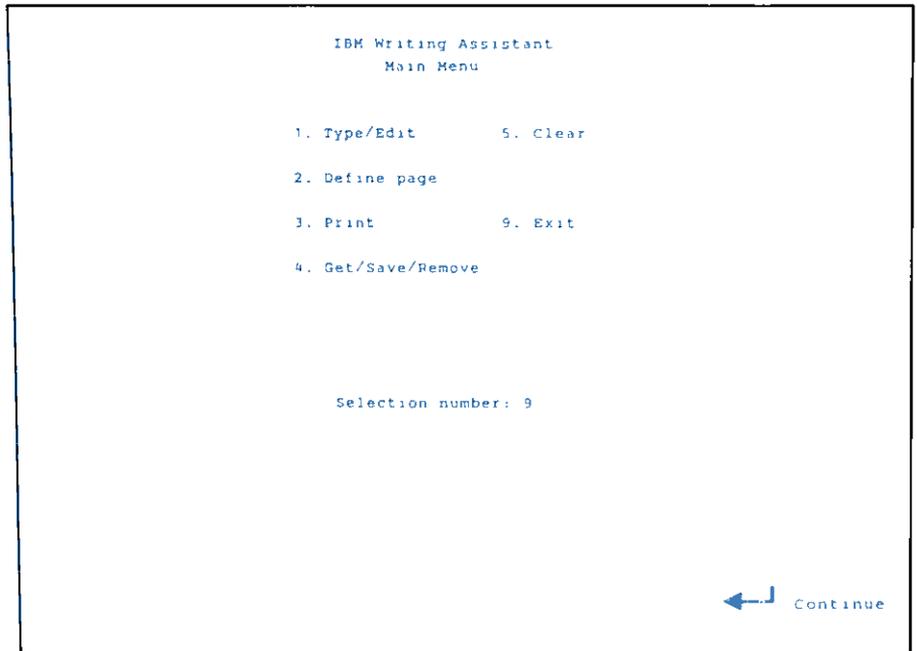
Press Enter to continue. As you exit from Writing Assistant, the screen clears. When the DOS prompt appears on the screen, you can insert the DOS diskette to perform any DOS commands you wish. Or you can insert another program diskette, type the name of the new program, and press the Enter key. The new program then loads into memory.

Summary

- Press the Shift—PF3 key to review and change the color combinations displayed on the screen.

- For 40-column screens, Writing Assistant automatically scrolls when the cursor nears the left or right edge of the screen.

- To use a serial printer, use the Setup program to supply Writing Assistant with certain needed information.

- To start Writing Assistant from the diskette, first start DOS from the DOS diskette, then insert the Writing Assistant program diskette, type **G**, and press Enter.

- When you need help, you can press PF1 when it appears on the screen to display one of Writing Assistant's Help screens.

- The special keys used with Writing Assistant are:

◄┘	**Enter.** On any menu, Enter tells Writing Assistant to begin or continue the specified function. When typing or editing, it moves the cursor to the beginning of the next line.
Esc	**Escape.** Cancels the current operation and returns to the document (if using the Type/Edit function) or to the Main Menu (if using any of the other functions).

Key	Description
⌨ (Tab)	**Tab.** When filling in a menu, Tab moves the cursor forward to the next item; when typing or editing, it works like a typewriter Tab key. With the Shift key pressed, Tab moves to the previous tab stop or menu item.
←	**Cursor Left.** Moves the cursor one character to the left.
→	**Cursor Right.** Moves the cursor one character to the right.
↑	**Cursor Up.** Moves the cursor up one line.
↓	**Cursor Down.** Moves the cursor down one line.
Ctrl— ←	**Previous Word.** Moves the cursor one word to the left.
Ctrl— →	**Next Word.** Moves the cursor one word to the right.
PgUp	**Page Up** (Fn– ←). Displays the previous screen of text.
PgDn	**Page Down** (Fn– →). Displays the following screen of text.
Home	**Home.** Moves the cursor to the first character in the line.
End	**End** (Fn– ↓). Moves the cursor to the last character in the line.

|	
Ctrl—Home	**Beginning of Document**. Moves the cursor to the beginning of the document.
Ctrl—End	**End of Document** (Ctrl—Fn– ↓). Moves the cursor to the end of the document.
←	**Backspace**. Moves the cursor to the left one space and erases the character in that location.

Chapter 3. Creating and Editing Documents

This chapter explains how to use the first function on the Writing Assistant Main Menu, **Type/Edit**, to create a new document and to edit an existing document. By following along with the example used in this chapter, you will type a typical business letter and make simple corrections to it.

When you create a new document, Writing Assistant stores it in a temporary storage area in your computer's memory called the *working copy*. If you exit from Writing Assistant, retrieve a document stored on disk, use the **Clear** function, or switch off your computer, the document is lost unless you have saved it with the **Get/Save/Remove** function. Similarly, when you retrieve a document from a disk for editing, Writing Assistant makes a copy of it and places that copy in the working copy. The changes you make to the document are made to the working copy only, and have no effect on the version still stored on the disk until you save the working copy. **Get/Save/Remove** is discussed in Chapter 4.

Selecting the Type/Edit Function

To begin the **Type/Edit** function, start the Writing Assistant program as explained in Chapter 2, "Getting Started." When the Main Menu appears, you see the cursor next to the words **Selection number** Type **1** to indicate that you want to select **Type/Edit**. The following screen should appear.

```
            IBM Writing Assistant
               Main Menu


    1. Type/Edit        5. Clear

    2. Define page

    3. Print            9. Edit

    4. Get/Save/Remove




       Selection number: 1




                                        ◄─┘  Continue
```
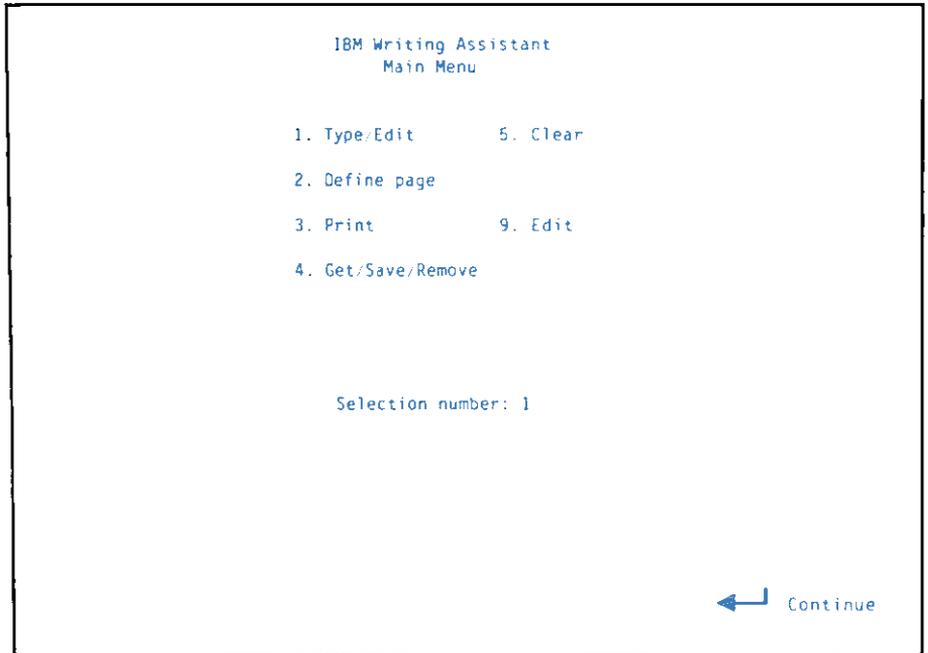
When you have typed a Selection number, press the
Enter key to proceed with the **Type/Edit** function.
Writing Assistant displays what looks like a new, blank
piece of paper so that you can begin typing a document.

```
Lııııllıılɾıııllᴛıılₚₗllllllllₐₗllllllllₐlllllllllₐₗlllllllₛllllllllₒlllllllllₒllllllllₒ
Working Copy  Replacing                        0% Full      Line 1 of Page 1
F1-Help                        Esc-Main Menu
```
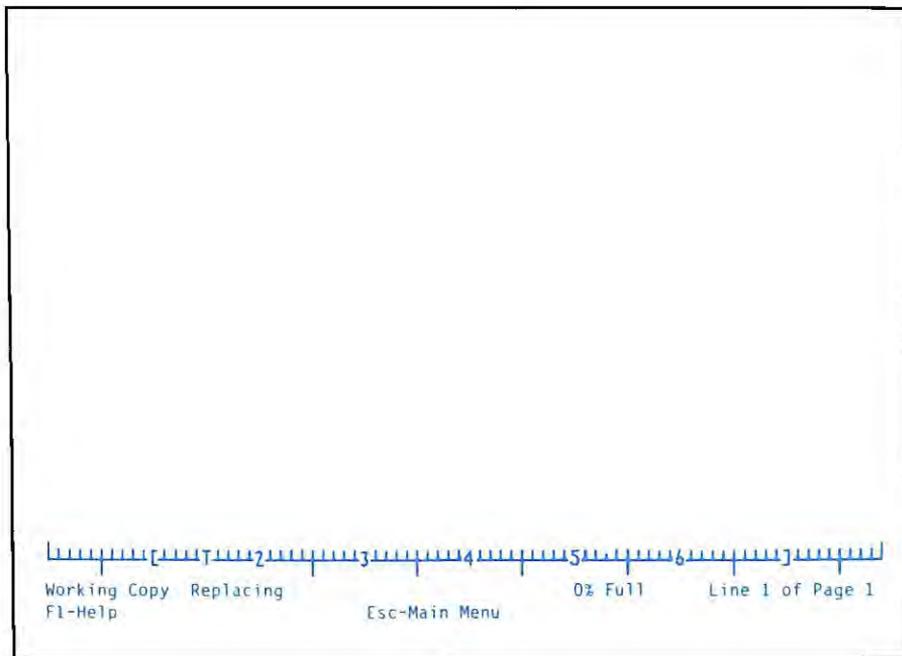
As you can see, there are already several items on this "blank" piece of paper. The vertical lines from top to bottom mark the side boundaries of the page, and the horizontal line across the top marks the top of the page. The numbered line across the bottom is called the *ruler*, and the line below that is called the *status* line. The cursor is positioned near the top of the page. Let's take a look at each of these items.

Page Boundaries. The page boundaries mark the top and sides of a standard 8-1/2 by 11 inch sheet of paper. When you are working with a document, it is printed as it appears on the screen. However, you can only see 22 lines of the document on the screen at any one time. To see the next part of the document, either press the Cursor Down key to move the cursor down line by line, or press PgDn to display the next screen. PgUp displays the previous screen, unless you are at the beginning of the document.

As you move the cursor through the document, a pair of horizontal lines appear to mark the end of one page and the beginning of another.

Ruler. The ruler, visible when you have a document on the screen, shows three values:

- The left and right margin settings, shown by a left bracket ([) and a right bracket (]).

- The current tab settings, shown by a **T** for typewriter tab or **D** for decimal tab.

- The current column position of the cursor, shown by a highlighted rectangle at the corresponding column on the ruler.

Status Line. The status line displays several types of information:

- The name of the document you are working on, or the words **Working Copy** if you are typing a new document.

- The amount (shown as a percent) of the available memory space your document has used. This amount changes as you add or delete text.

- The line number and page number of the current cursor position. The line and page numbers change as you move the cursor through the document.

- If you are inserting text, **Inserting** appears in the status line; otherwise, the word **Replacing** appears.

- If the cursor is positioned on a character that has been emphasized in some way, such as with highlighting, this is noted in the status line.

- When you enter a special editing function, such as **Search**, the status line requests any additional information needed to complete the operation, such as what word you want to search for.

- When a function cannot be completed because of an error condition, the status line displays the appropriate error message.

Cursor. The cursor always marks the location where any characters you type appear. When you begin a new document, Writing Assistant automatically sets the left margin at column 10, and the top margin at six. The cursor automatically appears there. When you begin typing a document, the first character you type appears in column 10 of the seventh line. (Writing Assistant counts the lines of text, rather than lines on the page, and in the status line refers to this first line as line one.)

Creating a New Document

When you have a blank **Type/Edit** screen in front of you, you may start typing. The ruler shows your margin settings of 10 and 70 and one tab stop at 15. Since you are not working with an existing file, but creating a new document, the status line contains the words **Working Copy**, and a % Full figure of 0 (zero).

Entering Text

Let's see how easy it is to use Writing Assistant by typing a letter. Starting from the top of the letter, press the Enter key four times to allow for a top margin. Type

```
October 6, 1983
```

to date the letter. If you make an error while typing the line, simply press the Backspace key to move the cursor backwards and delete the error. When you press Backspace, Writing Assistant moves the cursor one space to the left, erasing any character in that location. Retype the correct letter or word.

To continue with the letter, press Enter four more times to move the cursor down another four lines. Type the inside address for the letter:

```
Mr. and Mrs. Harvey Wellington
11379 Pioneer Drive
Ridgewood, CA 97706
```

After typing the zip code, press the Enter key twice. Now type the salutation:

```
Dear Mr. and Mrs. Wellington,
```

and press Enter two more times. You are ready to begin typing the body of the letter.

As you type the body of the letter, you do not need to press the Enter key when you reach the end of a line; keep typing and Writing Assistant automatically places the next word you type at the beginning of the next line. This feature, called *wordwrap*, allows you to type your document very quickly, without paying attention to the length of each line. When you reach the end of a paragraph, however, press the Enter key twice to leave a blank line before the next paragraph.

Type in the following paragraphs. Remember you do not need to press Enter at the end of each line, just between paragraphs.

```
Enclosed are the tickets for your charter
flight to Delray the first week of December.
You will find vouchers for your condominium
and car rental in the folder with the
airplane tickets.

I am also enclosing a brochure and price list
for tours, excursions, and sports instruction
available once you reach the city.  Please
let me know, either before or after you
arrive, if you would like to book any of
these activities.
```

The next paragraph in this letter uses tab stops, which are explained below.

Setting Tabs

Only one tab is set automatically by Writing Assistant in a new document. That tab is set for a normal five-space paragraph indentation. You can set other tabs quickly and easily, and you can change them as many times as needed in a single document.

Writing Assistant recognizes two kinds of tabs: typewriter tabs, represented on the ruler by a **T**, and decimal tabs, represented by a **D**. Typewriter tabs work just like the tabs on a typewriter—you press the Tab key to move to the tab stop, then start typing at that location.

Decimal tabs work a little differently. You press the Tab key to move to the tab stop, but characters that you type are placed to the left of that stop until a decimal point is typed; after that, any characters typed are placed to the right of the tab stop. This type of tab lines up the decimal points in a column of numbers for you.

The last paragraph of the letter to the Wellingtons contains a few sample prices. You want it to look like this:

Here are some sample prices:

Scuba Diving	15.00
Yacht Tour	32.50
Two day Excursion	124.95
Historical Home Tour	8.50

Since there is already a tab at column five, let's enter the package descriptions at that column, and set a new tab stop at column 45 for the price column. The letter sholud still be on your screen, so press the PF4 key to set the new tab. When Writing Assistant prompts you to enter the new tab settings, use the cursor left key to move the cursor to column 45, and type **D** to set a decimal tab there. The new tab shows up immediately on the ruler.

```
        I am also enclosing a brochure and price list for tours,
        excursions, and sports instruction available once you reach
        the city.  Please let me know, either before or after you
        arrive, if you would like to book any of these activities.


Luuujuuufuuujuuu2uuujuuu3uuujuuu4uuujuD15uuujuuu6uuujuuu7uuujuuuJ
              |              |              |         |              |              |              |
Type in tabs (T or D); then press ◄─┘
```

Press the Enter key to store the new tab and return to
the document. Then, press the Enter key again to leave
a blank line after the last paragraph you typed. Type
the following sentence:

Here are some sample prices:

and press Enter twice. Next, press the Tab key to move
to the first tab stop, and type

Scuba Diving

Press the Tab key again to move to the second tab stop,
and type

15.00

Notice that the price is entered so that the decimal
point appears at the tab stop. Now follow the same
procedure to enter the next three lines:

```
Yacht Tour                      32.50
Two Day Excursion              124.95
Historical Home Tour             8.50
```

The following screen should appear.

```
Ridgewood, CA 97706

Dear Mr. and Mrs. Wellington,

Enclosed are the tickets for your charter flight to Delray
the first week of December.  You will find vouchers for your
condominium and car rental in the folder with the airplane
tickets.

I am also enclosing a brochure and price list for tours,
excursions, and sports instruction available once you reach
the city.  Please let me know, either before or after you
arrive, if you would like to book any of these activities.

Here are some sample prices:

  Scuba Diving            15.00
  Yacht Tour              32.50
  Two day Excursion      124.95
  Historical Home Tour     8.50




└┴┴┴┴┴┴┴┴┴[┴┴┴┴T┴┴┴┴2┴┴┴┴┴┴┴┴┴┴3┴┴┴┴┴┴┴┴┴┴4┴┴┴┴┴D┴5┴┴┴┴┴┴┴┴┴6┴┴┴┴┴┴┴┴┴┴]┴┴┴┴┴┴┴
LETTER1     Replacing                              2% Full     Line 30 of Page 1
F1-Help                        Esc-Main Menu
```

If you want to clear a tab, press the PF4 key, move the
cursor to the position on the ruler where the **T** or **D**
appears, and press the Spacebar. Then press Enter to
return to the document.

Finish the letter to the Wellingtons by pressing Enter to
leave a blank line and then typing this last sentence:

```
We hope you will enjoy your trip to our
beautiful city.
```

Press the Enter key twice to move the cursor down two
lines, and type the closing:

```
Very truly yours,
```

If you were to print this letter, it would look just the
way it does on the screen.

```
                                    Delray  World Tours
                                    1111 Goddard Drive
                                     Delray, FL 33432
```

October 13, 1982

Mr. and Mrs. Harvey Wellington
11379 Pioneer Drive.
Ridgewood, CA 97706

Dear Harvey and Jill,

Enclosed are the tickets for your charter flight to Delray the
first week of December. You will find vouchers for your
condominium and car rental in the folder with the airplane
tickets.

I am also enclosing a brochure and price list for tours,
excursions, and sports instruction available once you reach
the city. Please let me know, either before or after you
arrive, if you would like to book any of these activities.

Here are some sample prices:

  Scuba Diving   15.00
  Yacht Tour   32.50
  Two day Excursion   124.95
  Historical Home Tour   8.50

We hope you will enjoy your trip to our beautiful city.

Sincerely yours,

Carolyn Jones
Booking Agent

Simple Editing

As you type a document, it is quite likely that you will occasionally make typing errors, or simply change your mind about what you want to say. You have already learned how to use the Backspace key to erase characters. However, it may not be convenient to use the Backspace key every time you need to make changes in your document. The next few sections show you how to make simple editing changes.

Moving the Cursor

When you need to correct an error located earlier in the text, you need to first move the cursor to the error location. The cursor movement keys are located on the numeric keypad.

←   **Cursor Left.** Moves the cursor one character to the left.

→   **Cursor Right.** Moves the cursor one character to the right.

↑   **Cursor Up.** Moves the cursor up one line.

↓   **Cursor Down.** Moves the cursor down one line.

Ctrl— ←   **Previous Word.** Moves the cursor one word to the left.

Ctrl— →   **Next Word.** Moves the cursor one word to the right.

The cursor can be moved more than one space or line at a time by using one of the special control keys.

Ctrl—Home	**Beginning of Document.** Moves to the beginning of the document.
Ctrl—End	**End of Document** (Ctrl—Fn— ↓). Moves to the end of the document.
Home	**Beginning of Line.** Moves to the beginning of the current line.
End	**End of Line** (Fn— ↓). Moves to the end of the current line.

Replacing Characters

To replace text in the document, move the cursor to the first character you want to replace, and type the replacement. If the replacement has fewer characters than the original text, you need to remove the leftover characters. If it has more characters, you need to insert the characters that would not fit.

For example, to replace the word **condominium** with the word **hotel**, move the cursor to the **c** in condominium, and type the word **hotel**. At this point, the paragraph looks like this:

```
        Enclosed are the tickets for your charter flight to Delray
        the first week of December.  You will find vouchers for your
        hotelminium and car rental in the folder with the airplane
        tickets.



Working Copy  Replacing                        9% Full     Line 17 of Page 1
F1-Help                        Esc-Main Menu
```
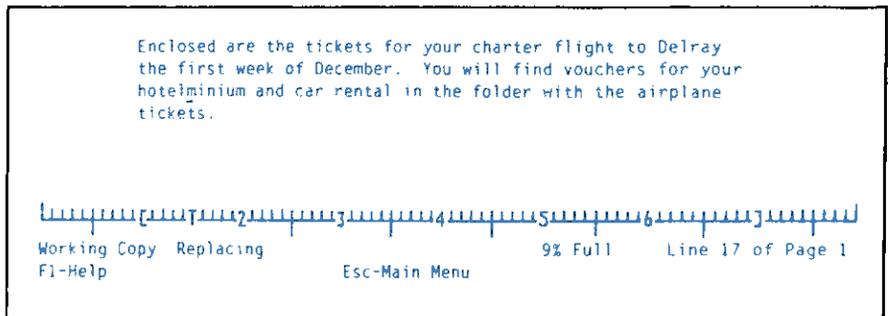
Notice that the six letters, **minium**, are left over from condominium, since the two words are not the same length. The cursor should be on the first leftover letter, **m**, so simply press the Delete (Del) key six times to

3-12

remove the unneeded characters. Now the paragraph looks like this:

```
        Enclosed are the tickets for your charter flight to Delray
        the first week of December.  You will find vouchers for your
        hotel and car rental in the folder with the airplane
        tickets.

        I am also enclosing a brochure and price list for tours,
└┴┴┴┴┴┴┴┴┴┴[┴┴┴T┴┴┴2┴┴┴┴┴┴┴3┴┴┴┴┴┴┴4┴┴┴┴┴┴5┴┴┴┴┴┴6┴┴┴┴┴┴┴7┴┴┴┴┴┘
Working Copy  Replacing                      2% Full     Line 17 of Page 1
F1-Help                      Esc-Main Menu
```
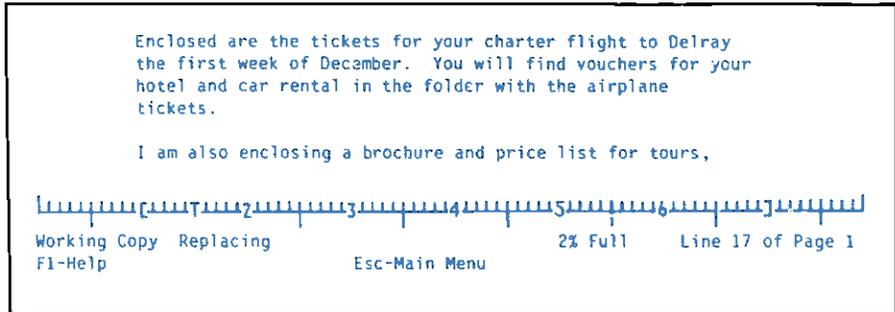
Inserting Characters

To insert text in the middle of a document, move the cursor to the position where you want to start the insertion, and press the Insert (Ins) key. Notice that the cursor changes from a blinking underscore to a blinking rectangle, and the message **Inserting** appears on the status line. All you have to do is type the material you want to insert. When you have typed everything you want to insert, press Ins again to stop inserting.

Suppose you want to insert the word **travel** just before the word **vouchers** in the first paragraph:

```
        Enclosed are the tickets for your charter flight to Delray
        the first week of December.  You will find vouchers for your
        hotel and car rental in the folder with the airplane
        tickets.

        I am also enclosing a brochure and price list for tours,
└┴┴┴┴┴┴┴┴┴┴[┴┴┴T┴┴┴2┴┴┴┴┴┴┴3┴┴┴┴┴┴┴4┴┴┴┴┴┴5┴┴┴┴┴┴6┴┴┴┴┴┴┴7┴┴┴┴┴┘
Working Copy  Replacing                      2% Full     Line 16 of Page 1
F1-Help                      Esc-Main Menu
```

First, move the cursor to the **v** in vouchers, then press Ins. The screen looks like this:

```
        Enclosed are the tickets for your charter flight to Delray
        the first week of December.  You will find vouchers for your
        hotel and car rental in the folder with the airplane tickets.

        I am also enclosing a brochure and price list for tours,


└┴┴┴┴┴┴┴┴[┴┴┴┴T┴┴┴2┴┴┴┴┴┴┴┴3┴┴┴┴┴┴┴┴4┴┴┴┴┴┴┴┴5┴┴┴┴┴┴┴6┴┴┴┴┴┴┴┴]┴┴┴┴┴┴┴┘
Working Copy  Inserting                      2% Full     Line 16 of Page 1
F1-Help                      Esc-Main Menu
```

There is now a message on the status line to indicate that you are inserting text, and the cursor is a blinking rectangle rather than an underline. Now type the word **travel**, and press the Spacebar once to leave a space between it and the next word. The paragraph now looks like this:

```
        Enclosed are the tickets for your charter flight to Delray
        the first week of December.  You will find travel vouchers
        for your hotel and car rental in the folder with the airplane
        tickets.



└┴┴┴┴┴┴┴┴[┴┴┴┴T┴┴┴2┴┴┴┴┴┴┴┴3┴┴┴┴┴┴┴┴4┴┴┴┴┴┴┴5┴┴┴┴┴┴┴6┴┴┴┴┴┴┴┴]┴┴┴┴┴┴┴┘
Working Copy  Inserting                      2% Full     Line 16 of Page 1
F1-Help                      Esc-Main Menu
```
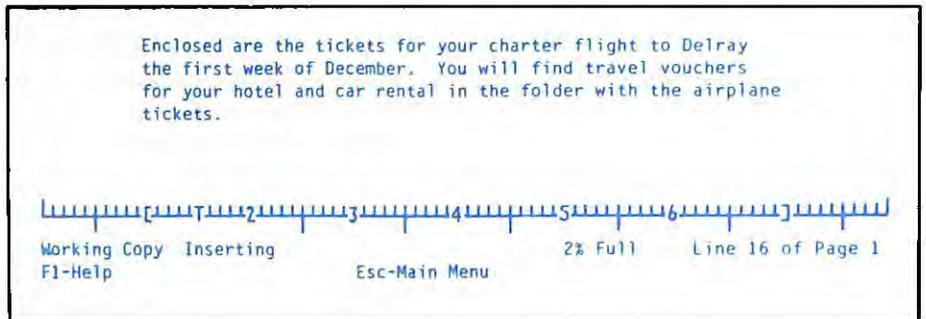
Since travel is the only word you want to insert, press the Ins key again to finish the insertion. Notice that the message **Inserting** disappears from the status line.

> **Note:** Many people choose to stay in insert mode at all times, so that they never type over text they want to keep. Writing Assistant's editing functions work the same in either insert or replacement mode.

Removing Characters

To remove one or more characters from your document, move the cursor to the first character that you want to remove and press the Del key. Press Del repeatedly to remove more than one character. Each character to the right of the deleted character automatically moves to the left to fill up the empty space, and Writing Assistant adjusts the wordwrap for the rest of the paragraph, if necessary.

Suppose you want to remove the word **charter** from the first sentence of the letter:

```
Enclosed are the tickets for your charter flight to Delray
the first week of December.  You will find travel vouchers
for your hotel and car rental in the folder with the airplane
tickets.



Lııııııııı[ııııTıııı2ıııı|ıııı3ıııı|ıııı4ıııı|ıııı5ıııı|ıııı6ıııı|ıııı]ıııı|ııı
Working Copy  Replacing                          2% Full     Line 15 of Page 1
F1-Help                        Esc-Main Menu
```
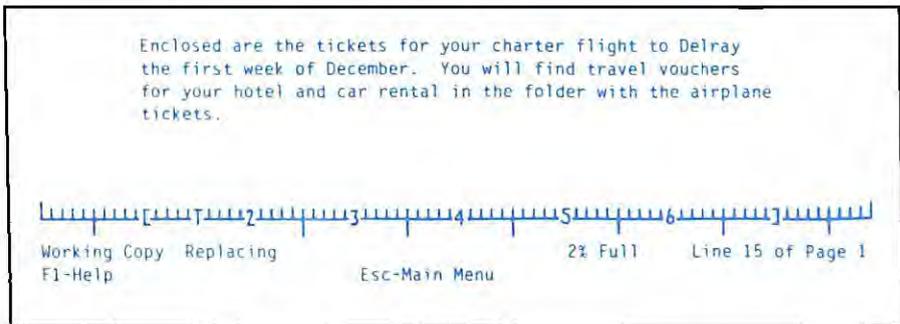
To do that, move the cursor to the space preceding the word **charter**, and press the Del key eight times, so that the paragraph looks like this:

```
Enclosed are the tickets for your flight to Delray the first
week of December.  You will find travel vouchers for your
hotel and car rental in the folder with the airplane tickets.

I am also enclosing a brochure and price list for tours,



Lııııııııı[ııııTııı2ıııı|ıııı3ıııı|ıııı4ıııı|ıııı5ıııı|ıııı6ıııı|ıııı]ıııı|ııı
Working Copy  Replacing                          2% Full     Line 15 of Page 1
F1-Help                        Esc-Main Menu
```

Removing a Word or Line

You can quickly remove the word the cursor is on by pressing the PF6 key. The characters to the right of the word move to the left to fill up the empty space.

For example, in the letter you have been working with, suppose you want to change the words **Mr. and Mrs. Wellington** to the more informal **Harvey and Jill**. First, move the cursor to the **M** in **Mr.**

```
         Dear Mr. and Mrs. Wellington,

         Enclosed are the tickets for your flight to Delray the first
         week of December.  You will find travel vouchers for your
         hotel and car rental in the folder with the airplane tickets.

         I am also enclosing a brochure and price list for tours,

└┴┴┴┼┴┴┴┴[┴┴┴┴T┴┴┴┴2┴┴┴┴┼┴┴┴┴3┴┴┴┴┼┴┴┴4┴┴┴┼┴┴┴5┴┴┴┴┼┴┴┴┴6┴┴┴┴┼┴┴┴┴7┴┴┴┴┼┴┴┴┴┘
Working Copy  Replacing                     2% Full     Line 13 of Page 1
F1-Help                         Esc-Main Menu
```

Press F6 four times to erase the rest of the salutation:

```
         Dear

         Enclosed are the tickets for your flight to Delray the first
         week of December.  You will find travel vouchers for your
         hotel and car rental in the folder with the airplane tickets.

         I am also enclosing a brochure and price list for tours,

└┴┴┴┼┴┴┴┴[┴┴┴┴T┴┴┴┴2┴┴┴┴┼┴┴┴┴3┴┴┴┴┼┴┴┴4┴┴┴┼┴┴┴5┴┴┴┴┼┴┴┴┴6┴┴┴┴┼┴┴┴┴7┴┴┴┴┼┴┴┴┴┘
Working Copy  Replacing                     2% Full     Line 13 of Page 1
F1-Help                         Esc-Main Menu
```

Now type the first names, **Harvey and Jill,**.

```
Dear Harvey and Jill,

Enclosed are the tickets for your flight to Delray the first
week of December.  You will find travel vouchers for your
hotel and car rental in the folder with the airplane tickets.

I am also enclosing a brochure and price list for tours,
```

Working Copy Replacing   2% Full   Line 13 of Page 1
F1-Help   Esc-Main Menu
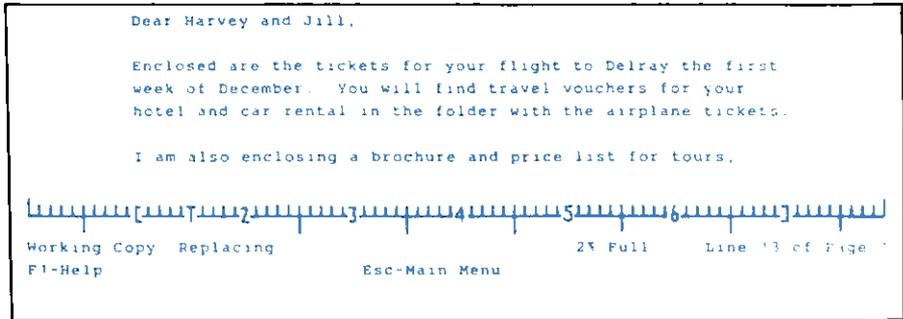
You can also remove an entire line by moving the
cursor anywhere in that line and pressing the
Shift—PF6. The lines below move up to fill in the empty
space.

Returning to the Main Menu

You can return to the Main Menu at any time while
entering or editing a document by pressing Esc. The
document you have been working with remains in the
working copy, unless you use the **Clear** function, the
Get document option of the **Get/Save/Remove**
function, the **Exit** function, or switch off your
computer. To return to the document, simply select
Type/Edit from the Main Menu.

Leave the letter you have just typed in the working
copy. In Chapter 4 you will use the **Get/Save/Remove**
function to store this document on the Sampler
diskette.

Note: If you wish to stop working with the
examples at this time, look ahead in the first part of
Chapter 4 to learn how to save your working copy
before switching off the computer or using another
program.

CREATE/EDIT

Advanced Editing Features

Writing Assistant provides a number of other editing functions that allow you to perform the following functions:

- Search for any word or phrase

- Search for a word or phrase and automatically replace it with another word or phrase

- Delete, move, or copy a block of text

- Center a line

- Underline words or print in highlighted type

- Insert a stored document into your document, even if that document was produced by another word processor

- Merge data from an IBM Filing Assistant file into your document

- Insert an IBM Graphing Assistant graph, or an IBM Reporting Assistant report

- Find and correct misspelled words.

These features, plus others, are described in Chapters 5, 6, 8 and 9.

Summary

- Use the Type/Edit function to type a new document, or edit an existing document.

- Editing keys:

←	**Cursor Left.** Moves the cursor one character to the left.
→	**Cursor Right.** Moves the cursor one character to the right.
↑	**Cursor Up.** Moves the cursor up one line.
↓	**Cursor Down.** Moves the cursor down one line.
Ctrl— ←	**Previous Word.** Moves the cursor one word to the left.
Ctrl— →	**Next Word.** Moves the cursor one word to the right.
PF1	**Help.** Displays the Type/Edit Help screen.
PF4	**Set Tabs.** Allows you to set or clear tab stops.
PF6	**Delete Word.** Removes the word at the current cursor position.
Shift—PF6	**Delete Line.** Removes the line where the cursor is currently located.

CREATE/EDIT

←—	**Backspace.** Moves the cursor one character to the left, erasing the character in that position.
Home	**Beginning of Line.** Moves the cursor to the beginning of the line.
End	**End of line.** (Fn– ↓). Moves the cursor to the end of the line.
Ctrl—Home	**Beginning of Document.** Moves the cursor to the beginning of the document.
Ctrl—End	**End of Document.** (Ctrl—Fn– ↓). Moves the cursor to the end of the document.
PgDn	**Next Page.** (Fn– →). Displays the next screen of the document.
PgUp	**Previous Page.** (Fn– ←). Displays the previous screen of the document.
Insert	**Insert.** Begins inserting characters at the current cursor position. Press the Insert key again to end the insertion.
Delete	**Delete.** Removes the character at the current cursor position.
[Tab]	**Tab.** Moves the cursor to the next tab stop. With the Shift key pressed, it moves the cursor to the previous tab stop.

←┘   **Enter.** On a menu, it tells Writing Assistant to begin or continue with the specified function; in **Type/Edit**, it moves the cursor to the beginning of the next line.

Esc   **Escape.** From **Type/Edit**, returns to the Main Menu; from one of the special editing functions, it returns to normal editing.

Chapter 4. Storing and Retrieving Documents

This chapter explains how to use the **Get/Save/Remove** function to manage the documents and other files that are stored on disk. By following the examples, you will save the letter you typed in the previous chapter onto the Sampler diskette. Using **Get/Save/Remove** you can save the working copy, retrieve a document or other text file, or remove any file. If you wish, you can list the files in a specified directory or drive before performing any of these functions.

Selecting the Get/Save/Remove Function

To begin the **Get/Save/Remove** function, return to the Main Menu (press Esc if necessary) and type **4** in the **Selection number** item. Insert the Sampler diskette in drive B. Press the Enter key to continue, and Writing Assistant displays the **Get/Save/Remove Menu.**

STORE/RETRIEVE

```
                    Get/Save/Remove Menu


                 1. Get document

                 2. Save document

                 3. Remove file


              Selection number:

              Directory or file name:










       Esc-Main Menu                    ←┘  Continue
```
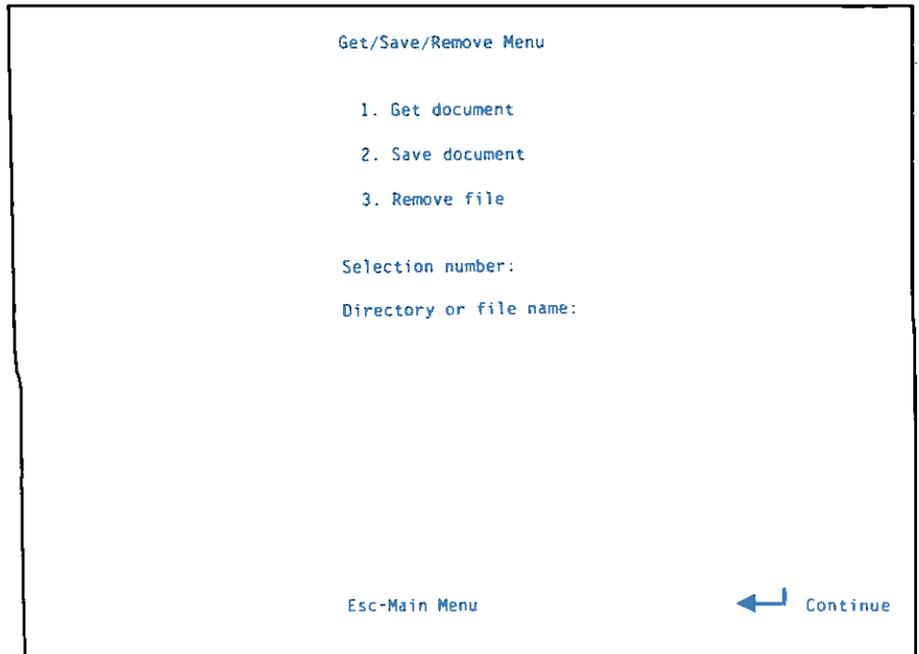
This menu asks for the function you want to perform
and for either the name of the file with which to
perform that function, or the name of the directory to
list.

Storing the Working Copy

You use the **Save document** option to store the working
copy on a disk. Until you use this option, the document
that you have typed into the working copy only exists in
the computer's memory; if you switch off the computer
system, you lose the document.

Naming Documents

Writing Assistant documents can be stored on any disk
device properly connected to your computer. The most

common disk devices are diskette drives and fixed disk drives.

To the computer, Writing Assistant documents look just like other files. They can be managed with DOS, and can co-exist on disks with other files. The conventions for naming document files are the same as for other files. For a description of file naming, see your DOS book.

A document name typically has two components: the name of the drive or directory and the name of the document itself. The two parts are separated by a colon (:). For example, A:MEMO refers to the document named MEMO stored on whatever diskette is in drive A. If you use a filename on its own, without a preceding drive name (for example, INTRO) Writing Assistant assumes the file is on the diskette in the default drive (drive A unless you have changed it).

Saving Documents

Let's store the letter you typed earlier—we will call it CHARTER—on the Sampler diskette in drive B. Select the **Save document** option from the **Get/Save/Remove** Menu by typing **2**. Press the Tab key to move the cursor to the **Directory or file name** item. Type **B:CHARTER** and press the Enter key.

```
                    Get/Save/Remove Menu


               1. Get document

               2. Save document

               3. Remove file


            Selection number: 2

            Directory or file name: B:CHARTER









            Esc-Main Menu                              ←┘  Continue
```

After the document has been saved onto the Sampler
diskette, the Main Menu reappears. The document
remains in the working copy even when you save it. By
selecting the **Type/Edit** option from the Main Menu,
you can continue editing the same document. To enter
a different document, you must first clear the working
copy, as explained later in this chapter.

It is important, especially if you are working on a
lengthy document, to save it frequently (every half hour
is a good rule of thumb). You can easily lose
information if there is a power outage, or through some
inadvertent error like clearing the working copy by
mistake. We also suggest that you keep a duplicate
diskette copy of any lengthy document, in case the
original disk becomes damaged or worn out. Use the
DOS DISKCOPY command to make a backup copy of
an entire disk full of documents.

You can edit and then save your document as many
times as you need. If you have previously saved a file
or if the filename already exists in the directory or drive

whose name you specified, Writing Assistant warns you that it is about to write over the copy on disk:

```
                    W A R N I N G
                    -------------

        B:ANNUAL ABOUT TO BE OVERWRITTEN



        Press Esc to cancel this operation
              Press ◄┘ to continue
```
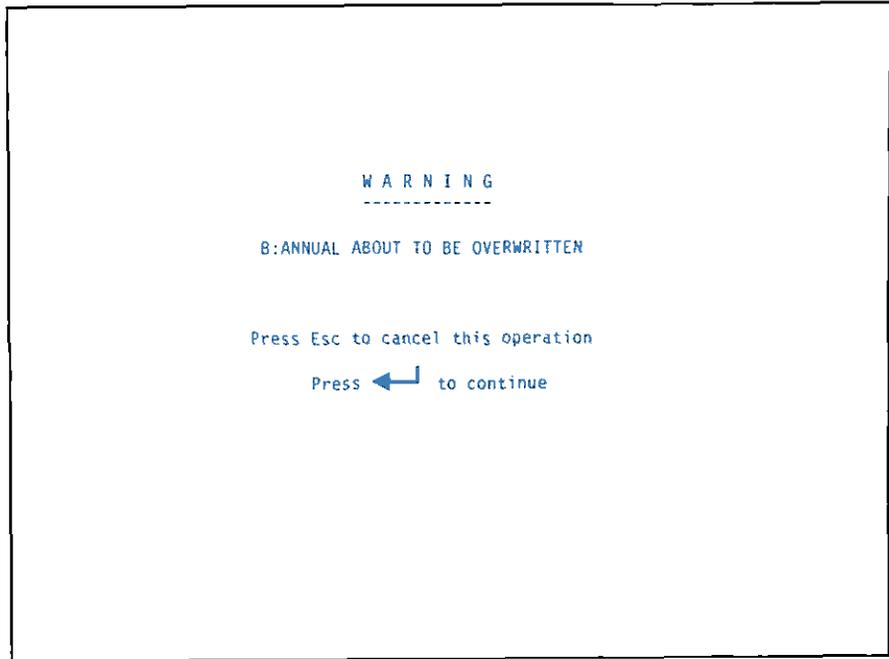
Press the Enter key to replace the version stored on disk. If you do not want to write over that version, press Esc to return to the Main Menu. Then save the working copy under a different name or in a different directory.

If the document in the working copy was previously retrieved from disk, Writing Assistant automatically enters its name in the **Save working copy as** item. This saves you time when editing and restoring documents.

Clearing the Working Copy

When you finish working on a document and have saved it on a disk, you use the **Clear** function to delete the contents of the working copy in order to type a new document. The **Clear** function also restores default

margins, tabs, headings, and footings. Since you have
already saved your letter, let's clear the working copy.
To select the **Clear** function, first return to the Main
Menu (press the Esc key, if necessary) and type **5** for
the **Selection number** item. Press the Enter key to
continue. If there is currently something in the working
copy and the latest changes have not been saved,
Writing Assistant displays a warning.

```
                      W A R N I N G
                      -------------

              WORKING COPY ABOUT TO BE CLEARED

                 LATEST CHANGES NOT SAVED

              Press Esc to cancel this operation

                    Press  ◄──┘  to continue
```
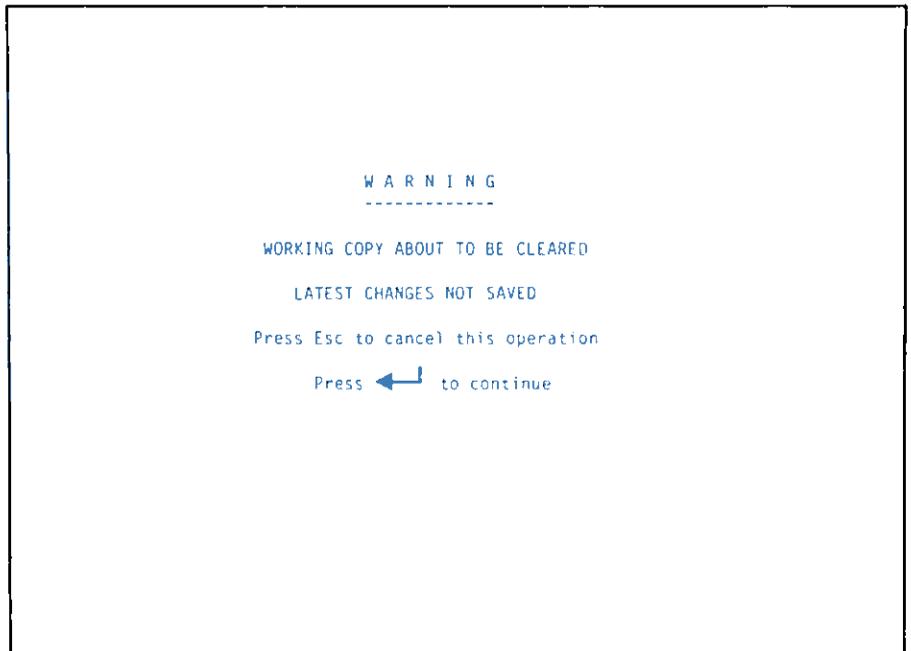
Press the Enter key. Writing Assistant clears the
document from the working copy. If you do not wish
to clear the contents of the working copy, press the Esc
key to cancel the **Clear** operation.

Listing Files in a Directory

Often you do not remember the exact spelling of the
file you want to get or remove, or you want to be sure

to save the working copy with a name that fits in with the naming scheme you have been using. The **Get/Save/Remove** function allows you to list the files in the directory you want to use. After choosing a **Get/Save/Remove** menu option, you can list a directory by typing the directory (or drive) name in the **Directory or file name** item. For example, let's look at the files on the Sampler diskette. From the Main Menu, select option **4** to display the **Get/Save/Remove** Menu.

Any option on the **Get/Save/Remove** Menu allows you to list the files in a directory or disk, but you will then be prompted for a filename to continue the chosen option. For example, if you select the Save function and you enter a directory in the **Directory or file name** item, Writing Assistant lists the files in the specified directory and then prompts you for the name under which to save the working copy.

Let's choose the **Get document** option. Type **1** and press the Tab key. At the prompt for a **Directory or file name**, type **B:**, so your screen looks like this.

STORE/RETRIEVE

4-7

```
                    Get/Save/Remove Menu


                      1. Get document

                      2. Save document

                      3. Remove file


                  Selection number: 1

                  Directory or file name: 8:







                  Esc-Main Menu                        ◄┘  Continue
```
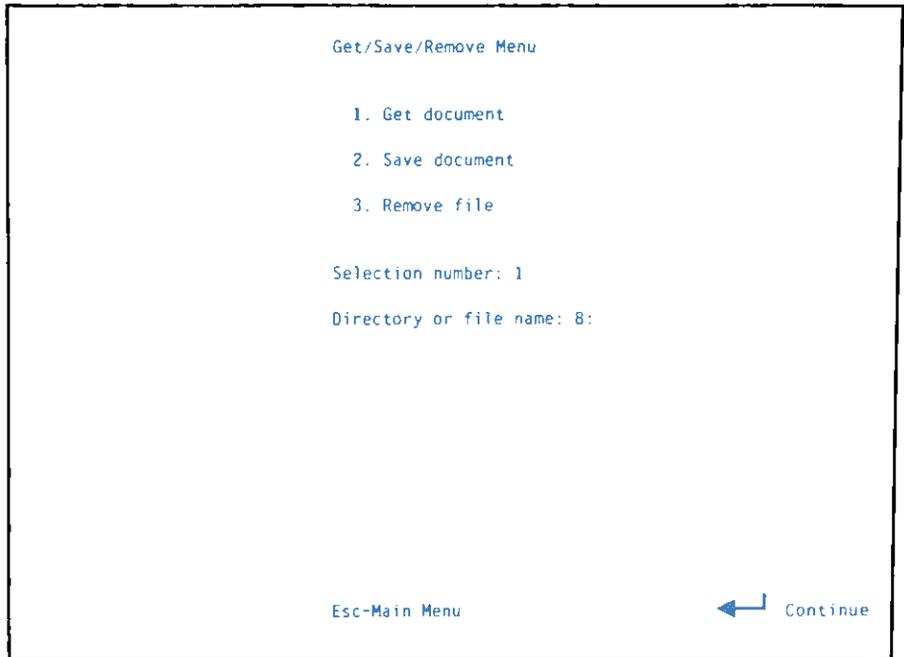
Press the Enter key and Writing Assistant displays the
list of files on the disk in drive B, prompting you for the
name of the file to get at the same time.

```
                    Directory listing of B:


ANNUAL
MEMO
LETTER1
ARTICLE
ORDER
NAME
EXTRA
STAFF
SALES.PIC






                  Name of document to get: B:




          Esc-Main Menu                    ⬅——┘  Continue
```

If you have more files on the disk than can be shown on one screen, press the PgDn key to see a listing of the additional files.

You can also list a subset of a directory by using the special characters * or ?. For example, *.MEM lists all the files ending with the extension .MEM, and FILE.? lists all files named FILE with a one-character extension.

To continue with the function you have requested, enter the filename and press the Enter key. If you do not want to continue, perhaps because the document you want to get is not in the specified directory, press the Esc key to return to the Main Menu.

For now, leave your screen as it is. The next section explains how to retrieve a document into your working copy.

STORE/RETRIEVE

Retrieving a Document

You use the **Get document** option to retrieve a previously-stored document from disk, whether or not that document was created with Writing Assistant.

When you retrieve a document, Writing Assistant makes a copy of it and places that copy in the working copy. You can then edit the copy or print it. Any editing changes take effect on the document in the working copy. The version that is still on the disk remains the same until you save the working copy.

Let's retrieve the document named MEMO from the Sampler diskette. If you have been following the examples shown in this chapter, you should already have the **Get Document** option displayed on your screen. Type **B:MEMO** for the **Directory or file name** item.
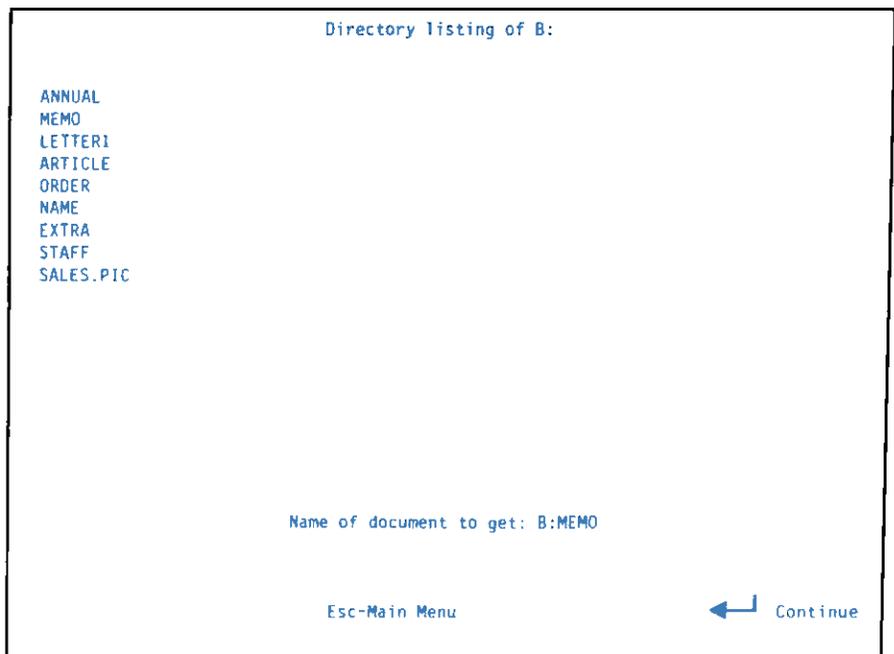
```
                       Directory listing of B:


ANNUAL
MEMO
LETTER1
ARTICLE
ORDER
NAME
EXTRA
STAFF
SALES.PIC











                  Name of document to get: B:MEMO



                 Esc-Main Menu                    ⬅  Continue
```

Press the Enter key to continue.

If there is already a document in the working copy that has not been saved since the last changes were made, Writing Assistant warns that it is about to write over the working copy.

```
              W A R N I N G
              --------------

    WORKING COPY ABOUT TO BE OVERWRITTEN

         LATEST CHANGES NOT SAVED

     Press Esc to cancel this operation

          Press ◄──┘ to continue
```
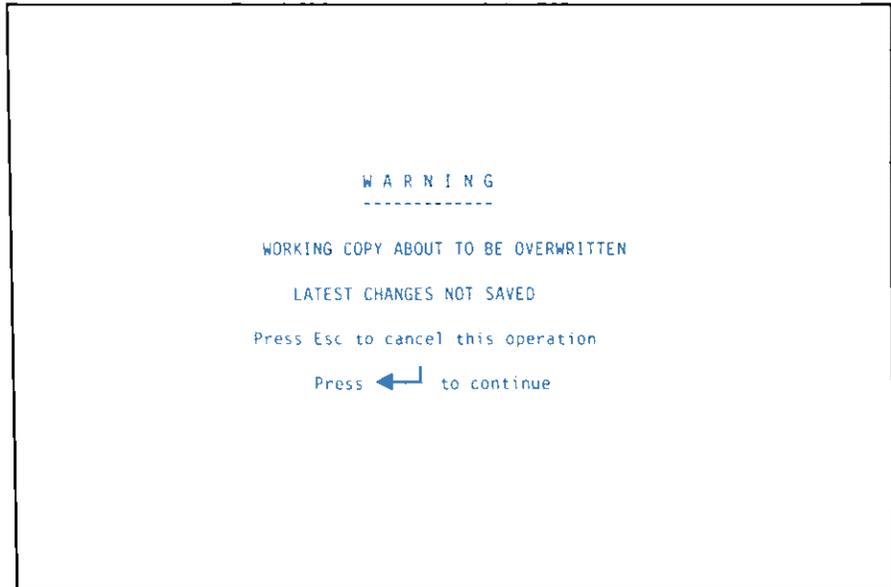
If you do not want to lose the current version in the working copy, press Esc to cancel the retrieval. Save the contents of the working copy and then use the **Get document** option again. If you do not care to save the contents of the working copy, press the Enter key to go ahead and replace the working copy with the document retrieved from disk.

If you precede the filename with a directory other than the directory that is listed, Writing Assistant goes directly to that new directory to find the document. Otherwise, Writing Assistant looks for the document in the directory whose files are listed. When the document is found, Writing Assistant makes a copy of it and places that copy in the working copy. When Writing Assistant has retrieved MEMO, it displays the first part on the screen.

```
To:      John Leader               Date: Sept 30, 1983
         President

From:    Carolyn Jones
         Marketing Mgr.

Subject: Plan for 1984 Ad Campaign


Attached is the preliminary plan for MCT's advertising plans
for the next fiscal year.  Note the increased exposure in
mainland newspapers, to publicize our expansion to East Coast
charter routes.  Also note the focus on our new
image--"hassle-free vacation planning".  This ties in with
our contracts to act as agents for several individual charter
```

```
MEMO              Replacing                    2% Full      Line 1 of Page 1
F1-Help                          Esc-Main Menu
```

You can begin editing MEMO or press Esc to return to
the Main Menu and select another function.


Retrieving Other Text Files

The **Get document** option also retrieves documents that
were not originally created by Writing Assistant, as
long as they are standard ASCII text files. However, it
will take longer to retrieve a document that was not
produced with Writing Assistant.

To retrieve a non-Writing Assistant document, you use
the **Get document** option exactly as if you were
retrieving a Writing Assistant document. Writing
Assistant preserves the margin settings of the original
document if at all possible, but replaces any
nonprintable characters, such as those used to indicate
special formatting instructions, with spaces. You may
have to edit the document once it is in the working copy
in order to have it formatted the way you want it.

Removing a Document

You use the **Remove file** option to permanently erase a document or other file from a disk. Be very sure that you want to remove the document or file that you specify, because there is no recovery once the function is complete. (This is another good reason for keeping backup copies of all of your documents.)

Let's remove the document named EXTRA from the Sampler diskette. First, return to the Main Menu (press Esc if necessary). Type **4** for the **Selection number** item, and press the Enter key to continue. Writing Assistant displays the **Get/Save/Remove** Menu:

```
               Get/Save/Remove Menu


                1. Get document

                2. Save document

                3. Remove file


              Selection number:

              Directory or file name:






              Esc-Main Menu                    ◄─┘ Continue
```

Type **3** for the **Selection number** item, and **B:EXTRA** for the **Directory or file name** item.

```
            Get Save Remove Menu

                1. Get document

                2. Save document

                3. Remove file


            Selection number: 3

            Directory or file name: B:EXTRA









            Esc-Main Menu                    ◄─┘ Continue
```
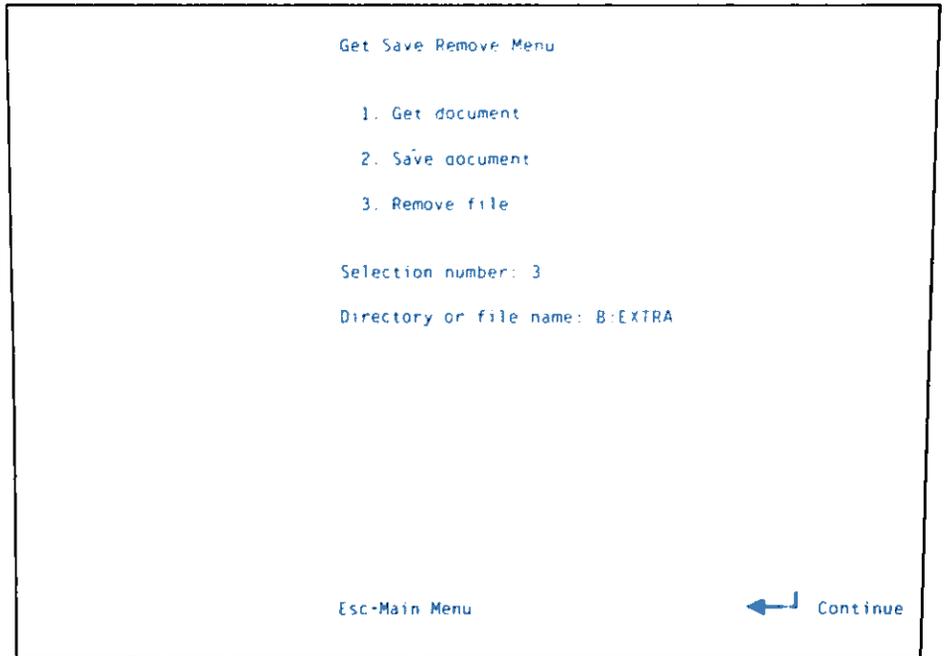
Press the Enter key and Writing Assistant warns you
that it is going to remove the document:

```




                        W A R N I N G
                        - - - - - - - - - - - - -

                B:EXTRA ABOUT TO BE REMOVED



            Press Esc to cancel this operation
                  Press ◄─┘ to continue




```
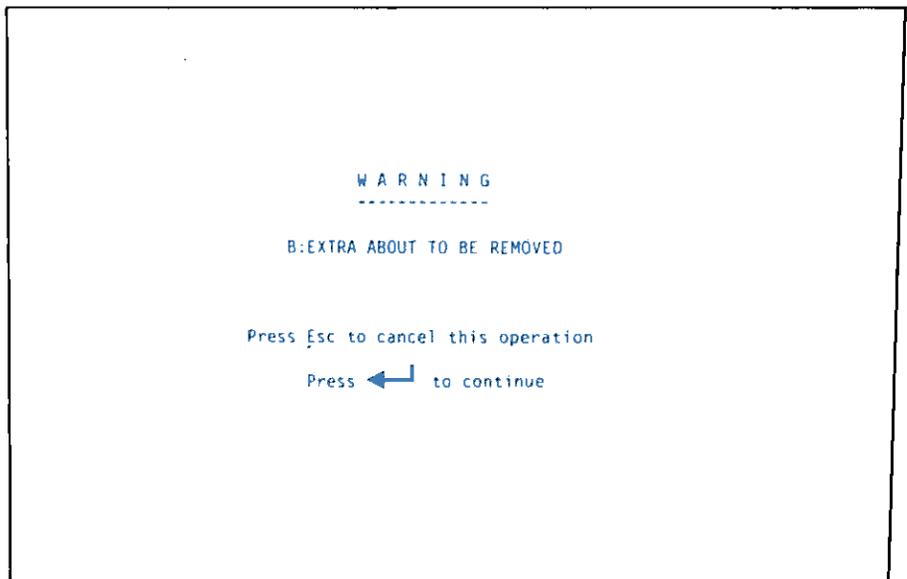
Press the Enter key to complete the remove operation. Writing Assistant permanently removes the document from the diskette and returns to the Main Menu. If you now list the files on drive B, you can see that EXTRA has been removed.

> **Warning:** Once you remove a document or file, there is no way to recover it. Make sure you really want to delete it permanently from the disk before using this function.

Summary

- The **Get/Save/Remove** function has three options:

  - **Get document** retrieves a document or other text file from disk to the working copy

  - **Save document** stores the working copy on disk

  - **Remove file** permanently erases a document or other file from disk

- Enter a directory name in the Get/Save/Remove Menu to list the files in that directory.

- Save your documents frequently, and keep duplicate copies of important or lengthy documents.

- Make sure you have no further need for a file before you remove it.

STORE/RETRIEVE

Chapter 5. Printing Documents

This chapter explains how to use the **Print** function to produce a paper copy of the document in the working copy or to create a text file by printing to a disk. Writing Assistant prints to any printer that is properly connected to your computer system. By selecting different print options, you can print the entire document, a single page, or a range of pages. If you choose, Writing Assistant can print multiple copies of the entire document or of selected pages.

Other options allow you to print an envelope from the address in a letter or pause at the end of each page to insert a new piece of paper. You can also single-space or double-space your document or shift the entire printed page to the right to allow for variations in the position of your printer's left margin.

The examples in this chapter show you how to print documents from the Sampler diskette. Your printer should be switched on and properly connected to your computer.

Before You Print

A document must be in the working copy before it can be printed. Let's print the document named LETTER1 that is stored on the Writing Assistant Sampler diskette. Press Esc to return to the Main Menu, and select the **Get/Save/Remove** option. Choose the **Get document** option, and type **B:LETTER1** in the **Directory or file name** item. When you press the Enter key, Writing Assistant retrieves the document and displays the first part of it.

Selecting the Print Function

To begin the **Print** function, return to the Main Menu by pressing the Esc key. Type **3** in the **Selection number** item, and press the Enter key to continue. The Print Menu appears next:

```
                        Print Menu


            From page: 1

            To page: 1

            Print to: PRINTER

            Pause between pages (Y N)  N

            Number of copies: 1

            Single/Double/Envelope (S D E)  S

            Indent: 0


            IBM Filing Assistant file name·




                    Esc-Main Menu                ◄──┘
```

This menu requests information about your printer and about how you want the document printed. If you want to use the default values shown for these options, press the Enter key without making any changes. If you are printing with a parallel printer such as an IBM Graphics Printer, you can print the letter without making any change to this menu. Just press the Enter key and Writing Assistant tells you to get your printer ready.

```
Position the papter in your printer
          Press ⬅┛ to continue




   •
```

Make sure that the paper is aligned properly in your printer, and press the Enter key to begin printing. When LETTER1 is printed, it should look like the letter on the following page.

```
October 6, 1983


Mr. and Mrs. William Anthony
2119 Dixon Drive So.
Renton, WA 98055


Dear Mr. and Mrs. Anthony:


Enclosed are your tickets for your charter flight to Delray
the second week of January.  You will find vouchers for your
condominium and car rental in the folder with the airplane
tickets.


I am also enclosing a brochure and price list for tours,
excursions, and sports instruction available on Delray itself.
Please let me know, either before or after you arrive, if you
would like to book any of these activities.


We hope you will enjoy your trip to our beautiful city.


Very truly yours,



Carolyn Jones
Booking Agent
```

If you are printing to some other printer, you may need to modify the **Print to** item. The next section explains when and how to modify the items on the Print Menu.

Changing Print Menu Items

To change any of the print options, press the Tab key to move the cursor to that item and type the desired value. You can change as many items on the menu as you need.

When you have made all the desired changes, press the Enter key and Writing Assistant asks you to get your printer ready.

Printing to Different Printers

Writing Assistant prints to any printer properly connected to your computer system. If you are using a parallel printer, such as an IBM Graphics Printer, you can use the default values shown on the Print Menu.

If you use a serial printer, you need to use the Setup program, explained in Chapter 2, to provide information Writing Assistant needs to properly use your printer, and to assign the correct serial attachment DOS device name to the name PRINTER.

If you happen to have more than one printer, or are temporarily using a different printer, you can switch from one to the other by changing the contents of the **Print To** item on the Print Menu. In this case, you enter the DOS device name (LPT1:, LPT2:, COM1:, or COM2:) for the printer that has not been assigned the name PRINTER. See Chapter 2 for an explanation of how to assign device names.

Printing a Range of Pages

When working with a multiple-page document, you may sometimes want to print a single page from that document, or a range of pages. Most often, that is because you have corrected one page and want to reprint it, or because you have made changes part way through the document and do not want to reprint the unchanged pages. The **From page** and **To page** items are used to print selected pages.

The default value for **From page** is the first page in the document, and the default value for **To page** is the last page in the document. If you want to start printing somewhere other than page 1, enter the number of the first page you want to print in the **From page** item. If you want to stop printing before the end of the

document, enter the number of the last page you want to print in the **To page** item.

The page numbers you enter in these menu items are absolute page numbers. The first page printed is page 1, the second page printed is page 2, and so forth. They do not correspond to the page number you may assign in the footing. Ordinarily, they do correspond to the page numbers shown in the status line of the working copy.

For example, if you want to print pages 3 through 7 of a 10-page document, enter the following information in the Print Menu:

```
                              Print Menu


                 From page: 3

                 To page: 7

                 Print to: PRINTER

                 Pause between pages (Y N): N

                 Number of copies: 1

                 Single Double Envelope (S D E): S

                 Indent: 0


                 IBM Filing Assistant file name:




                 Esc-Main Menu                    ◄┘  Continue
```

Then press the Enter key and Writing Assistant prints pages 3, 4, 5, 6, and 7 of the document.

Printing a Single Page

If you want to print only one page of a multiple-page document, enter that page number in both the **From page** and **To page** items. For instance, if you want to print just page 4 from the same 10-page document, enter 4 for both the **From page** and **To page** items.

Indenting the Page

Some printers begin printing very close to the left edge of the paper, not leaving an adequate margin on the left side of a standard document. To counteract this problem, Writing Assistant shifts the entire page to the right as many spaces as you wish. You specify this shift by entering the desired number of spaces in the **Indent** item.

For example, suppose when you printed the letter earlier in this chapter it came out looking like the following letter.

```
                                              Delray World Tours
                                              1111 Goddard Drive
                                              Delray, FL 33432


     October 6, 1982


     Mr. and Mrs. William Anthony
     2119 Dixon Drive So.
     Renton, WA 98055


     Dear Mr. and Mrs. Anthony:


     Enclosed are your tickets for your charter flight to Delray
     the second week of January.  You will find vouchers for your
     condominium and car rental in the folder with the airplane
     tickets.


     I am also enclosing a brochure and price list for tours,
     excursions, and sports instruction available on Delray itself.
     Please let me know, either before or after you arrive, if you
     would like to book any of these activities.


     We hope you will enjoy your trip to our beautiful city.


     Very truly yours,



     Carolyn Jones
     Booking Agent
```

As you can see, the letter has a much larger right margin than left margin, even though the margins within the document are set to be nearly equal. What you would want in this case is to move the letter and margins to the right about six spaces so it is centered on the page. To do that, you would enter **6** for the **Indent** item and continue as usual.

```
              Delray World Tours
              1111 Goddard Drive
              Delray, FL 33432



October 6, 1982



Mr. and Mrs. William Anthony
2119 Dixon Drive So.
Renton, WA 98055


Dear Mr. and Mrs. Anthony:


Enclosed are your tickets for your charter flight to Delray
the second week of January.  You will find vouchers for your
condominium and car rental in the folder with the airplane
tickets.


I am also enclosing a brochure and price list for tours,
excursions, and sports instruction available on Delray itself.
Please let me know, either before or after you arrive, if you
would like to book any of these activities.


We hope you will enjoy your trip to our beautiful city.


Very truly yours,



Carolyn Jones
Booking Agent
```

The instructions you enter in the Print Menu are permanently stored on the disk when you save this letter, so any time in the future you print the letter, it will be printed with the same indentation unless you change it.

Printing a Document as a File

You can print to a disk file by entering the directory name (A:, B:, etc.) and a filename in the **Print to** item. Writing Assistant prints the document to the file on the

disk, including any added documents from the other Assistant Series products, just as it would appear on paper. This feature converts your document to an ASCII text file, which might be required if you want to access it with another word processor or transfer it to another machine over a communications link.

> **Note:** If you have added a graph to a document that you print to disk, the graph will not print properly from the disk file. Graphs only print properly when printed by Writing Assistant.

Using Single Sheet Stationery

If you are using single sheet paper, you need to modify the **Pause between pages** item so that Writing Assistant pauses at the end of each page to allow you to insert a new sheet of paper. All you have to do is enter **Y** for **Pause between pages** before starting to print. When Writing Assistant reaches the end of each page it displays a message.

```
Put a new page in your printer

     Press ◄──┘ to continue
```
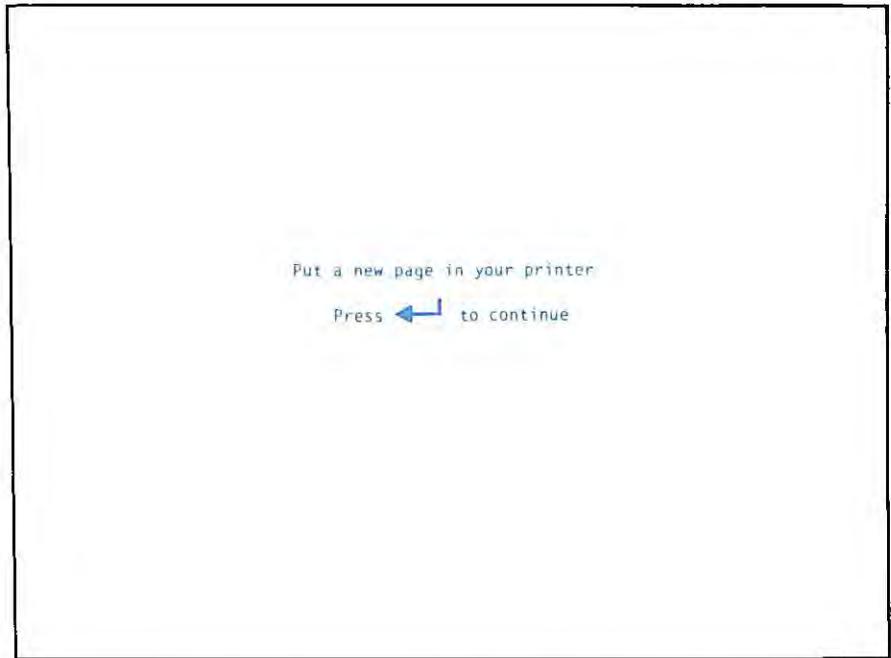
When you have changed the paper, press the Enter key to print the next sheet.

Producing Multiple Copies

You might want to print a duplicate copy of some of your documents, rather than relying on a copying machine. To print more than one copy of a document, enter the desired number in the **Number of copies** item. Writing Assistant prints that many copies before returning to the Main Menu.

If you request more than one copy of a multiple-page document, Writing Assistant prints the entire document once, then prints the second copy, and so on until the requested number of copies has been printed.

Choosing the Line Spacing

The **Single/Double/Envelope** option determines whether your document is double-spaced or single-spaced, and allows you to print an address on an envelope without retyping it.

If you want to print a document single-spaced, leave the default value of S for this option. When you press the Enter key, Writing Assistant prints the document, single spacing from line to line.

If you want to print a document double-spaced, type **D** for this option. When you press the Enter key, Writing Assistant prints the document, double spacing between lines. (If there are blank lines in the document, two blank lines will be printed for each of them.)

Printing an Envelope Automatically

If you want to print the address from a letter onto an envelope, type **E** for the **Single/Double/Envelope** option. When you press the Enter key, Writing Assistant tells you to position your envelope in the printer. Position the envelope so that the top edge of the envelope is at the print head. When you press the Enter key again, the program prints the address centered on the envelope, 10 lines down and indented 35 spaces.

The address is found as follows: First Writing Assistant looks for the first line of text starting at the left margin. If that line ends with at least two digits, Writing Assistant interprets it as a date and does not print that line as part of the address. It considers the next nonblank line to be the first line of the address, and continues printing until it reaches the next line with a blank at the left margin (or until it runs out of room on the envelope.) If the first line is not a date, Writing Assistant considers it the first line of the address and prints in the same manner.

Suppose you want to print envelopes for the two letters shown below. The letter shown on the right (LETTER1) should still be in the working copy (if it is not, retrieve it from the Sampler diskette). Before you begin, take a look at the first part of each of the letters on the following pages.

```
                                        Delray World Tours
                                        1111 Goddard Drive
                                        Delray, FL 33432


                                        October 13, 1983


Mr. and Mrs. Harvey Wellington
11379 Pioneer Drive
Ridgewood, CA 97706

Dear Mr. and Mrs. Wellington:

Enclosed are your tickets for your charter flight to Delray
the second week of January.  You will find vouchers for your
condominium and car rental in the folder with the airplane
tickets.

I am also enclosing a brochure and price list for tours,
excursions, and sports instruction available on Delray itself.
Please let me know, either before or after you arrive, if you
would like to book any of these activities.

We hope you will enjoy your trip to our beautiful city.

Very truly yours,



Carolyn Jones
Booking Agent
```

PRINTING

```
October 6, 1982


Mr. and Mrs. William Anthony
2119 Dixon Drive So.
Renton, WA 98D55

Dear Mr. and Mrs. Anthony:

Enclosed are your tickets for your charter flight to Delray
the second week of January.  You will find vouchers for your
condominium and car rental in the folder with the airplane
tickets.

I am also enclosing a brochure and price list for tours,
excursions, and sports instruction available on Delray itself.
Please let me know, either before or after you arrive, if you
would like to book any of these activities.

We hope you will enjoy your trip to our beautiful city.

Very truly yours,



Carolyn Jones
Booking Agent
```

Notice that the first three lines and the date line of this letter will be ignored because they are not at the left margin. The first line of the letter on the right is the date line, which ends with a four-digit number, so Writing Assistant automatically skips that line. It assumes that the next lines are the address and prints them on the envelope.

To print the sample envelope for the letter on the right, return to the Main Menu and type **3** for the **Selection number** item. Press the Enter key to go on to the Print Menu, then move to the **Single/Double/Envelope** option and type **E**.

```
                          Print Menu


         From page: 1

         To page: 1

         Print to: PRINTER

         Pause between pages (Y/N): N

         Number of copies: 1

         Single/Double/Envelope (S/D/E): E

         Indent: 0


         IBM Filing Assistant file name:




             Esc-Main Menu              ◄─┘   Continue
```
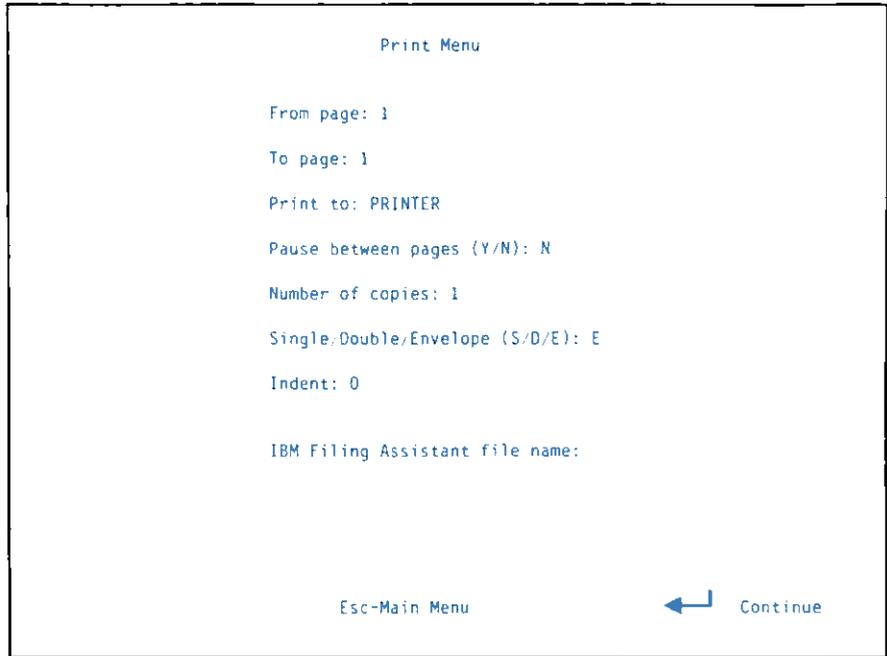
Press the Enter key to continue. When Writing
Assistant displays the following message.

```
              Position the envelope in your printer

                      Press  ⬅⤶  to continue
```

insert the envelope into the printer, and press the Enter
key to print the address. The envelope looks like this
when it is finished:

```
  🌴    Delray World Tours
        1111 Goddard Drive
        Delray, FL 33432


                        Mr. and Mrs. William Anthony
                        2119 Dixon Drive So.
                        Renton, WA 98055
```

Including IBM Filing Assistant Data

Using Writing Assistant, you can combine data from an IBM Filing Assistant file with a document to produce form letters. You first type a command in the document at the place where you want data added from your Filing Assistant file. Then when selecting the print options, you enter the name of the Filing Assistant data file to use. When you use the **Print** function, the data prints out at the specified location. Chapter 8 explains how to add Filing Assistant data to a document.

Canceling the Print Function

To temporarily stop printing at any time, pressing the Spacebar. To resume printing, press the Enter key. You can stop printing and return to the Main Menu by pressing the Esc key. Writing Assistant completes the line it is on and then returns to the Main Menu.

Summary

- Use the **Print** function to produce a paper copy of the working copy, including any added material.

- The Print Menu provides the following options:

From page and To page:

Print a range of pages

PRINTING

Print to:

Changes the printer to which output is directed

Pause between pages:

Allows single sheet printing

Number of copies:

Prints multiple copies of a document

Single/Double/Envelope:

Prints with single spacing (S), double spacing (D), or prints only the address of a letter for easy envelope preparation (E).

Indent:

Shifts the entire text page, including margins, the specified number of spaces to the right.

Filing Assistant file name:

Enter the name of your Filing Assistant data file

Chapter 6. More Editing

The **Type/Edit** function offers a number of editing features besides those described in Chapter 3. This chapter explains these additional features. Additional editing features allow you to remove, move, and copy a block of text; search for a word or phrase and, if you wish, automatically replace it with another word or phrase; center, left-justify, or right-justify a line of text; and add print enhancements such as highlighting or color printing.

In this chapter, you use the document named ANNUAL from the Sampler diskette. Use the **Get/Save/Remove** function to get this document and bring it into the working copy.

Searching Through a Document

Writing Assistant can search through your document to find a particular word or phrase. To begin a search, press the PF9 key to display the following prompt on the status line:

```
Search for:
Replace with:
Manual or Automatic (M/A):
```

All you have to do is enter the word or phrase you want to find in the **Search for** item. This is called the *search phrase*. After you type the search phrase, press the Enter key to begin the search. Writing Assistant searches through the document, starting immediately after the current cursor position, and then displays the first occurrence of the search phrase.

Writing Assistant uses the following rules when searching for the search phrase:

- Spaces before and after the search phrase are ignored

- More than one space between words in the search phrase is ignored

- The search phrase is found regardless of uppercase and lowercase differences (thus "cat" finds cat, Cat, CAT, and so on.)

For example, suppose you want to search for the first mention of the word **Sales** in the annual report. First, move the cursor to the beginning of the document. Then press the PF9 key to indicate that you want to make a search. Writing Assistant prompts you for the search phrase. Type **Sales** as shown here:
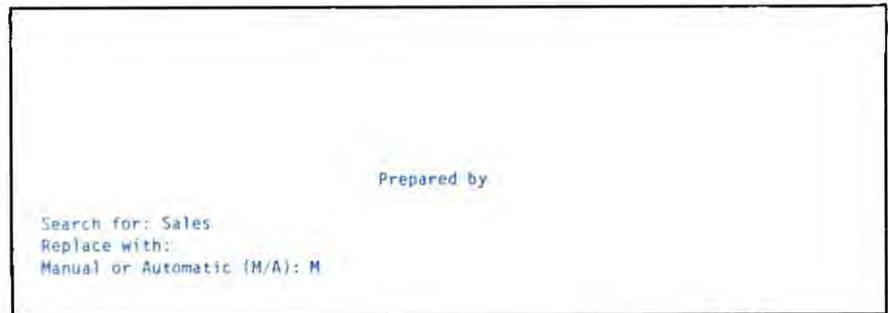
```
                                    Prepared by

Search for: Sales
Replace with:
Manual or Automatic (M/A): M
```

Press the Enter key to begin searching. Writing Assistant finds the first occurrence of the word **Sales,** displays that part of the document with the cursor on the **S** in **Sales,** and returns you to normal editing.

```
We are extremely pleased to announce that Delray World Tours
had an all-time record year in 1982.  Our sales were roughly
double our target.  The primary reason for this performance
is our acquisition of the highly profitable Delray Fun Flights
in June.  However, our other trips also had stronger sales
than expected.  The chart below provides monthly forecast and
actual sales.

*GRAPH Sales.pic*
```

ANNUAL   Replacing   9% Full   Line 8 of Page 2
F1-Help   Esc-Main Menu

To search for the next occurrence of **Sales,** press the PF9
key. **Sales** is already entered in the **Search for** item.
Now press the Enter key to have Writing Assistant
search for the next occurrence of the phrase.

If Writing Assistant reaches the end of the document
before finding a search phrase, a message appears on
the screen:

```
                *GRAPH Sales.pic*


Search for  Sales
                          Search phrase was not found
                              Press  ◀━━  to continue
```
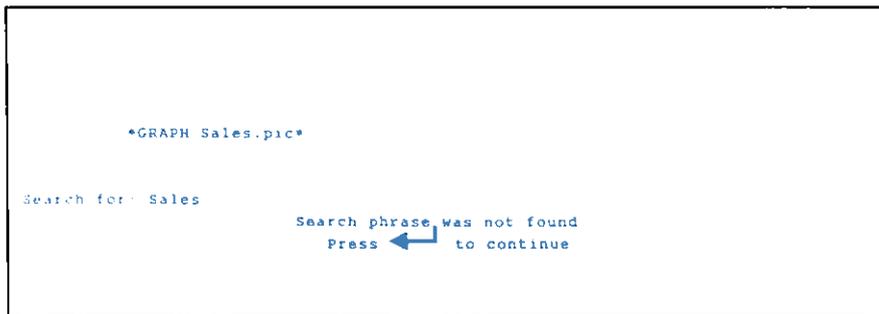
In that case, press the Enter key to return to the
Type/Edit function.

6-3

MORE EDITING

Partial Phrase Search

Sometimes you want to search for partial words or partial phrases in a document. Writing Assistant recognizes the use of a special symbol .. or ... to indicate unknown characters somewhere in the search phrase. You may use either two or three periods.

If you enter	Writing Assistant finds
abc..	the next word starting with **abc**
..xyz	the next word ending with **xyz**
..abc..	the next word containing **abc** in any position
..	the next word, no matter what it is

Search-and-Replace with Verification

To search for a word or phrase and replace it with another word or phrase, start with the same step: press the PF9 key and enter the search phrase in the **Search for** item. Then press the Tab key to move the cursor to the **Replace with** item, and enter the phrase, called the *replacement phrase*, that you want to substitute for the search phrase. Press the Enter key to begin the search. Writing Assistant searches for the first occurrence of the search phrase, then asks you if you want to make the replacement.

For example, in the document named ANNUAL, suppose you want to change the month from October to November. Press Ctrl—Home to return to the beginning of the document and then press PF9.

```
                        ANNUAL REPORT

                            1982

                   DELRAY WORLD TOURS




                         Prepared by

Search for: Sales
Replace with:
Manual or Automatic (M/A): M
```

Type the word **October** in the **Search for** item press the
Tab key to move the cursor to the **Replace with** item,
and type **November**.

```
                          ANNUAL REPORT

                              1982

                       DELRAY WORLD TOURS






                          Prepared by

Search for: October
Replace with: November
Manual or Automatic (M/A): M
```

Press the Enter key to begin the search. Writing Assistant finds the first occurrence of the word **October** and asks if you want to make the replacement.

```
Notes:

(1)  Land includes the airstrip at Delray and the beachfront
     office on Highland Beach.
(2)  Buildings include the airplane hangar and office
     building.
(3)  A Boeing 737 was added to the fleet in 1982.
(4)  Cash on hand includes the escrow account for the
     schedule October charters.
```

```
Search for. October
Replace with: November
Replace (Yes No Quit):
```

If you want to make the replacement, type **Y**, and Writing Assistant replaces **October** with **November** and searches for the next occurrence. If you do not want to replace this instance of **October**, but want to search for the next occurrence, type **N**. If Writing Assistant does not find another occurrence of the search phrase, it displays a message that prompts you to press the Enter key to return to the **Type/Edit** function. If you want to quit searching and return to the **Type/Edit** function, type **Q**.

Writing Assistant finds a search phrase regardless of uppercase and lowercase. When Writing Assistant replaces a word, it replaces it with the capitalization you use in the replacement phrase.

Automatic Search-and-Replace

Occasionally, you want to replace every occurrence of a phrase with another phrase. This is called an automatic search-and-replace. In an automatic search-and-replace, Writing Assistant makes replacements without asking you for verification.

To specify an automatic search-and-replace, press the F9 key, then enter the search phrase in the **Search for** item. Press the Tab key to move the cursor to the **Replace with** item, and enter the replacement phrase. Press the Tab key again to move the cursor to the **Manual or Automatic** (M/A) item, and type A to indicate that you want Writing Assistant to make each replacement automatically, without asking you for verification. Then press the Enter key to start the automatic search-and-replace. (If you need to change the **Search for** or **Replace with** item, press the Tab key until you are positioned at the prompt you want and then retype the item.)

Writing Assistant searches for every occurrence of the search phrase, replacing it automatically with the replacement phrase. In the status line, Writing Assistant tallies the number of replacements it makes. When the last occurrence has been replaced, Writing Assistant prompts you to press the Enter key to return to the **Type/Edit** function.

You should be careful when using an automatic search-and-replace. It can sometimes be tricky to reverse it if you realize that you did not really want to replace all occurrences of the search phrase. You can, if you need to, stop the automatic search-and-replace operation at any time by pressing the Esc key.

Using Search to Count Words

You can use the **Search** function to count the usage of a particular word or to count the total number of words in a document.

To count uses of a word or phrase, enter the word or phrase in the **Search for** item, leave the **Replace with** item blank, and set the **Manual or Automatic** item to **A**. Writing Assistant counts the occurrences of the search phrase throughout the document and displays the number in the status line.

To count the total number of words in a document, enter the special symbol .. or ... in the **Search for** item, and set **Manual or Automatic** to **A**. Writing Assistant keeps a running total of the number of matches (words). You can cancel the counting at any time by pressing Esc.

Block Editing

There are times when you want to perform some function, such as deleting an entire section or "block" of text at the same time. Writing Assistant allows you to move, copy, or delete any successive lines of text that you have marked as a block.

Defining a Block

You can mark characters, words, or lines as necessary for a block editing procedure. All you have to do is move the cursor to the first character that you want to mark. Select a block operation (delete, move or copy) by pressing the appropriate function key. Writing Assistant then prompts you to move the cursor to the last character in the block. As you move the cursor the marked text appears highlighted on the screen. You can use the cursor movement keys, such as the End key, the PgDn key, the Enter key and the Cursor Down key to move the cursor while marking.

If you should want to unmark a block of marked text, move the cursor back toward the beginning of the block. All of the marked characters become unmarked, as shown by the disappearance of the highlighting. Or, you can press Esc to return to the **Type/Edit** function, which unmarks the block in the process.

Deleting a Block

You should still have the document ANNUAL in the
working copy. Move the cursor to the beginning of the
document, as shown here:

```
                              ANNUAL REPORT

                                  1982

                           DELRAY WORLD TOURS







                               Prepared by
Luuuluuuuuuluuuluuuuuuluuuuuuluuuuuuluuuuuuuluuuu
 1        2         3         4        5         6         7
ANNUAL        Replacing                  9% Full     Line 1 of Page 1
F1-Help                         Esc-Main Menu
```
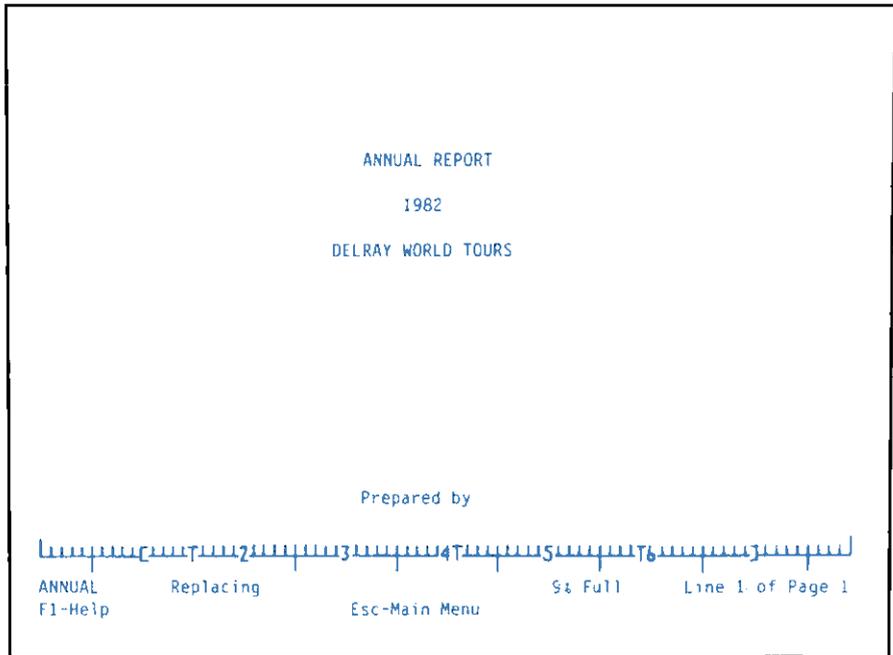
Suppose you want to remove a sentence in the letter
from the President. First, press the PgDn key three
times to display the first paragraph of the President's
letter. Move the cursor to the beginning of the last
sentence in that paragraph and press the Shift—PF7.

Writing Assistant highlights that character to show that
it has been marked and prompts you to move the cursor
to the end of the block.

Letter from the President:

Dear Investors,

We are extremely pleased to announce that Delray World Tours
had an all-time record year in 1982. Our sales were roughly
double our target. The primary reason for this performance
is our acquisition of the highly profitable Delray Fun Flights
in June. However, our other trips also had stronger sales
than expected. The chart below provides monthly forecast and
actual sales.

GRAPH Sales.pic

Move cursor to end of block to be
deleted, then press F10.

Now press the Enter key twice and the entire sentence
is marked. Press the PF10 key and Writing Assistant
prompts you to confirm that you want to delete the
marked block. The screen looks like this:

```
          Letter from the President:



          Dear Investors,

          We are extremely pleased to announce that Delray World Tours
          had an all-time record year in 1932.  Our sales were roughly
          double our target.  The primary reason for this performance
          is our acquisition of the highly profitable Delray Fun Flights
          in June.  However, our other trips also had stronger sales
          than expected.  The chart below provides monthly forecast and
          actual sales.


          *GRAPH Sales.pic*
|⎣⎁⎁⎁⎁⎁⎁⎁⎁⎁⎁Ⴠ⎁⎁⎁⎁⎁T⎁⎁⎁⎁2⎁⎁⎁⎁⎁⎁⎁⎁3⎁⎁⎁⎁⎁⎁⎁⎁4T⎁⎁⎁⎁⎁⎁⎁5⎁⎁⎁⎁⎁⎁T6⎁⎁⎁⎁⎁⎁⎁⎁7⎁⎁⎁⎁⎁⎁⎦
Are you sure (Y/N/)?:
```

If you type **Y**, the block is removed.

Moving a Block

Writing Assistant also allows you to move a block of
text from one location to another in a document.

For example, let's move the "Prepared by" section of
the annual report so that it appears on the financial
statement page. Move the cursor to the beginning of
line 14 on page one of ANNUAL.

Press the PF7 key. Writing Assistant prompts you to move the cursor to the end of the block. Press the Enter key five times and the whole section is highlighted on the screen. Press the PF10 key and Writing Assistant then prompts you to move the cursor to the new location.

```
                          ANNUAL REPORT

                              1982

                        DELRAY WORLD TOURS




          ┌─────────────────────────────────────────┐
          │                Prepared by                │
          │                                           │
          │       Pressly, White, and Clodfelter      │
          │              229 Main Street              │
          │          San Francisco, California        │
          └─────────────────────────────────────────┘
    Move cursor to new location;
    then press F10.
```

Use the Cursor Down key or the PgDn key to move the cursor to the financial statement on page 3 and position it at the second line under the date.

```
-----------------------------------------------------------------------------




                 Financial Statement

                 September 30, 1982


 Luuuuuuuuuuuuuuuuu1uuuuuu2uuuuuuuu3uuuuuuuu4uuuuuuuu5uuuuuuuu6uuuuuuuu7uuuuuuul
 Move cursor to new location;
 then press F10.
```
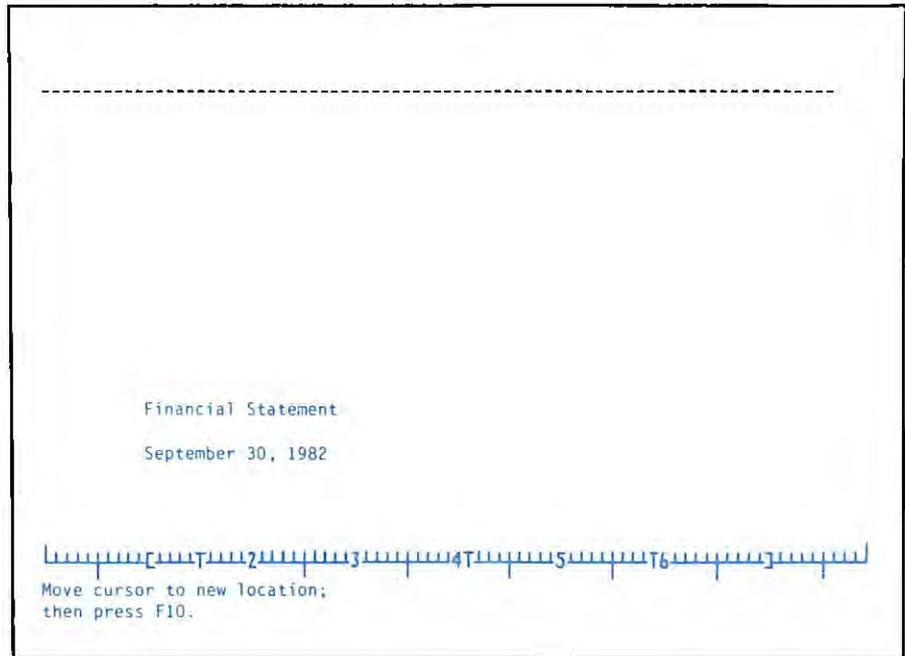
Press the PF10 key and the marked block is now inserted at the cursor position. Go back to page one and insert five blank lines where the text was removed.

The modified financial statement now looks like this:

```
       Financial Statement

       September 30, 1982

                          Prepared by

                 Pressly, White, and Clodfelter
                        229 Main Street
                   San Francisco, California




              Assets                      Liabilities

          Land (1)      3,462,000   Accounts Payable    862,000
          Buildings (2)   635,000   Loans             5,279,000
|ııılıı||ıııı|ıı|ı2ıııı|ıııı3ıııı|ıııı4ıııı|ıııı5ıııı|ıııT6ıııı|ıııı3ıııı|ıı||
ANNUAL       Inserting                    9% Full    Line 17 of Page 3
F1-Help                          Esc-Main Menu
```

Until the move actually takes place, the block to be moved remains highlighted on the screen in its original location.

Copying a Block

Copying a block of text is very similar to moving it, except that the block remains in the original location as well as appearing in the new location.

To copy a block of text, first position the cursor at the beginning of the block. Press the PF8 key and Writing Assistant prompts you to move the cursor to the end of the block. After you move the cursor to the end of the block, press PF10 and Writing Assistant prompts you to move the cursor to the location where you want the block copied. After you move the cursor to the desired location, press PF10 to insert the block at that location.

Reusing a Block

A block that is copied, moved or deleted is also saved in a temporary storage area in the computer's memory called the *reuse buffer*. The block remains in the reuse buffer until it is replaced by another block or the computer is turned off. The reuse block feature allows you to restore a deleted block, insert multiple copies of a block in a document or move a block from one file to another.

Suppose you have just deleted a block. If you later realize that you did not really want to remove the entire block of text that has been removed, you may be able to get it back, if the block is still in the reuse buffer. Move the cursor to the location where you want the block restored, and press Shift—PF8.

As long as the contents of the reuse buffer are not replaced, you can also copy the block to various locations in the document. Simply move the cursor to the desired location and press Shift—PF8.

You can also insert the contents of the reuse buffer in a different document. Retrieve the second document and move the cursor to the location where you want to insert the block from the original document. Press Shift—PF8 to insert the block at the specified location.

The reuse buffer holds a block of about 50 lines of text. If you attempt to perform a block operation on more than 50 lines at a time, Writing Assistant displays a warning that the block is too large to save in the reuse buffer. For example, if you are deleting a large block from a file, the following message appears on the screen.

If your intention is to remove that block of text permanently from the document, and you are sure you have no further use for it, type **Y** to remove it anyway.

If you are trying to move or copy a block that is too large to fit in the reuse buffer, type **N** to have Writing Assistant return the cursor to the end of the labeled block. Reduce the size of the block and try again.

If the reuse buffer is empty and you press Shift—PF8, Writing Assistant displays a warning message:

```
                          Prepared by
Luuuuuuuuuuuuuuuuuuuuuuuu2uuuuuuuuu3uuuuuuuu4Tuuuuuuuu5uuuuuuuT6uuuuuuuu3uuuuuuuu
                       No text to reuse
                   Press ◄┘  to continue
```
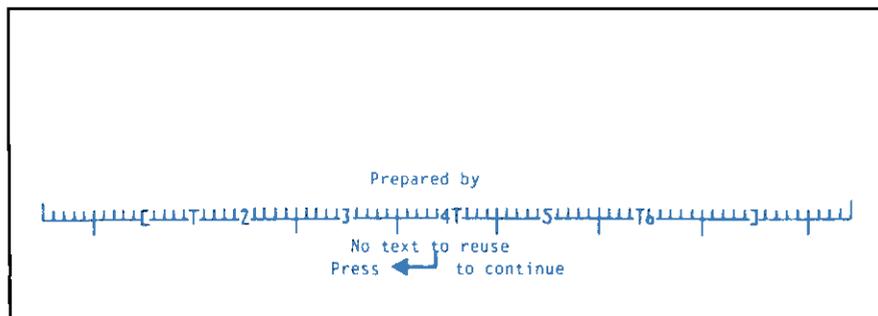
You must complete a block operation in order for a block to be saved in the reuse buffer. In order to copy a block to another document, for example, you must perform a block operation on the original document.

You can place a block in the reuse buffer without changing your original document by using the move block function. Mark the block and press the PF10 key. When you are prompted to move the cursor to the new

location, leave the cursor where it is, and press PF10.
This, in effect, moves the block to itself while saving
the block in the reuse buffer. The original document is
unchanged and you can proceed to retrieve the second
document.

Canceling a Block Operation

You can cancel a block operation at any time by
pressing Esc. Doing so returns you to the **Type/Edit**
function.

Adjusting a Line of Text

Once a line of text is entered in a document, you can
adjust its position with respect to the left and right
margins. Simply move the cursor to the line you want
to adjust, and press the PF3 key. Writing Assistant
highlights the line and prompts you on the status line
for the way you want it adjusted:

```
LıııııııııııllıııTııı2ıllılıııı3ııllıllıı4Tllııllı5ıllılıllTbıllılıı3lıllılll
Left Center Right (L·C·R):
```
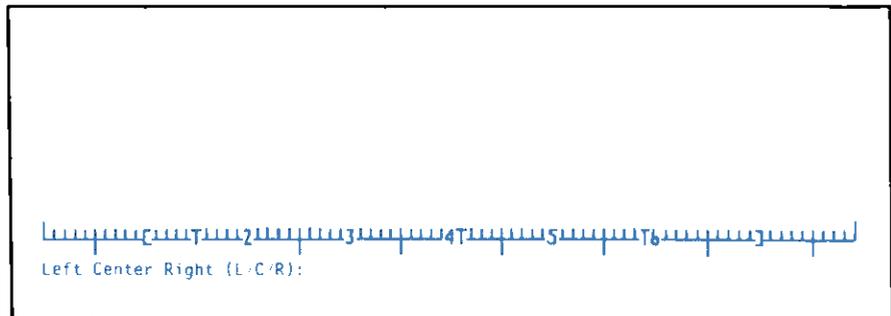
Type one of the following choices:

L   To move the line so the first character in the line
        is at the left margin

C   To center the text between the left and right margins

R   To move the line so the last character in the line is at the right margin

As soon as you type your choice, Writing Assistant makes the desired adjustment and redisplays the line.

For example, the two-line financial statement title in the document ANNUAL should be centered on the page. Move the cursor to the first line of the title. Press the PF3 key and Writing Assistant displays the adjustment prompt.

```
┌──────────────────────────────────────────────────────────────────────┐
│                                                                        │
│        ┌──────────────────────────────────────────────────┐           │
│        │Financial Statement                               │           │
│        └──────────────────────────────────────────────────┘           │
│        September 30, 1982                                              │
│                                                                        │
│                          Prepared by                                   │
│                                                                        │
│                 Pressly, White, and Clodfelter                         │
│                        229 Main Street                                 │
│                    San Francisco, California                           │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│               Assets                        Liabilities               │
│                                                                        │
│          Land (1)        3,462,000   Accounts Payable      862,000     │
│          Buildings (2)     635,000   Loans               5,279,000     │
│   ╷╷╷╷╷┆╷╷╷╷┌╷╷╷╷┬╷╷╷2╷╷╷┆╷╷╷3╷╷╷╷┆╷╷╷4┬╷╷╷┆╷╷╷5╷╷╷┆╷╷╷┬6╷╷╷┆╷╷╷3╷╷╷┆╷╷╷╷╷ │
│   Left Center Right (L/C/R):                                           │
│                                                                        │
└──────────────────────────────────────────────────────────────────────┘
```

Notice that the line where the cursor is located is highlighted on the screen. Now type **C** to indicate that you want to center the line within the margins. Writing Assistant immediately redisplays the centered line. Repeat the procedure for the other line in the title.

The screen should appear as follows:

```
                          Financial Statement

                          September 30, 1982

                             Prepared by

                   Pressly, White, and Clodfelter
                           229 hain Street
                        San Francisco, California




          Assets                              Liabilities

        Land (1)      3,462,000    Accounts Payable     862,000
        Buildings (2)   635,000    Loans              5,279,000
|ᴜᴜ₁ᴜᴜᴜ[ᴜᴜᴜᵀᴜᴜᴜ₂ᴜᴜᴜⱼᴜᴜᴜⱼᴜᴜᴜᴊᴜᴜᴜᴊᴜᴜᴜᴜ₄ᵀᴜᴜᴜⱼᴜᴜᴜ₅ᴜᴜᴜⱼᴜᴜᵀ₆ᴜᴜᴜⱼᴜᴜᴜⱼᴜᴜᴜⱼᴜᴜᴜᴜ|
ANNUAL       Inserting                         9% Full      Line 3 of Page 3
F1-Help                         Esc-Main Menu
```

Emphasizing Words or Phrases in a Document

Writing Assistant allows you to emphasize certain words or phrases in several ways: You can highlight and underline on the screen and in the printed output. You can display words in red, green, and blue on the screen, and you can print them in color if you have a color printer. These capabilities are provided by Writing Assistant.

To emphasize a character, move the cursor to the
character and press the PF5 key. Writing Assistant then
prompts you for the type of emphasis you want:

```
        Letter from the President:



        Dear Investors,

        We are extremely pleased to announce that Delray World Tours
        had an all-time record year in 1982.  Our sales were roughly
        double our target.  The primary reason for this performance
        is our acquisition of the highly profitable Delray Fun Flights
        in June.  However, our other trips also had stronger sales
        than expected.  The chart below provides monthly forecast and
        actual sales.

        *GRAPH Sales.pic*
```

Underline Highlight Normal Red Green Blue (U/H/N/R/G/B); Press F10 to stop.

Press the letter that corresponds to the choice you
want. To emphasize an entire word or more, hold down
the key that corresponds to the choice you want. Colored
characters appear in the selected color (or
double-intensity, if the color is the same as the
background), while boldfacing appears in yellow and
underlining appears in light blue.

For example, suppose you want to print the title **Annual Report** in *boldface* type. First, move the cursor to the **A** in **Annual** and press the PF5 key.

```
                    ANNUAL REPORT

                        1982

                  DELRAY WORLD TOURS









                     Prepared by
└┴┴┴┴┼┴┴┴┴┼┴┴┴┴┬┴┴┴┴2┴┴┴┴┼┴┴┴┴3┴┴┴┴┼┴┴┴┴4┬┴┴┴┴┼┴┴┴5┴┴┴┴┼┴┴┴┴┬6┴┴┴┴┼┴┴┴┴┴3┴┴┴┴┼┴┴┴┴┘
  Underline Highlight Normal Red Green Blue (U/H/N/R/G/B); Press F10 to stop
```

Now hold down the **H** key until the entire title is highlighted.

```
                    ANNUAL REPORT_

                        1982

                 DELRAY WORLD TOURS













                    Prepared by
Luuuuuuu[uuuTuuu2uuuuuuu3uuuuuuu4Tuuuuuu5uuuuuuT6uuuuuuu]uuuuuuu
Underline Highlight Normal Red Green Blue (U/H/N/R/G/B); Press F10 to stop.
```

If you press PF10 and then move the cursor back a character, you can see that the status line identifies the chosen emphasis for the character the cursor is on.

```
                        ANNUAL REPORT

                            1982

                    DELRAY WORLD TOURS












                         Prepared by
└┈┈┼┈┈┈┌┘┈┈┬┈┈┈2┈┈┼┈┈┈3┈┈┼┈┈┈4┬┈┈┼┈┈5┈┈┼┈┈┈6┈┈┼┈┈┈┘┈┈┈ ┈┈┈
ANNUAL        Replacing            Highlighted      +* Fill      Line   :  :  :
F1 Help                          Esc Main Menu
```
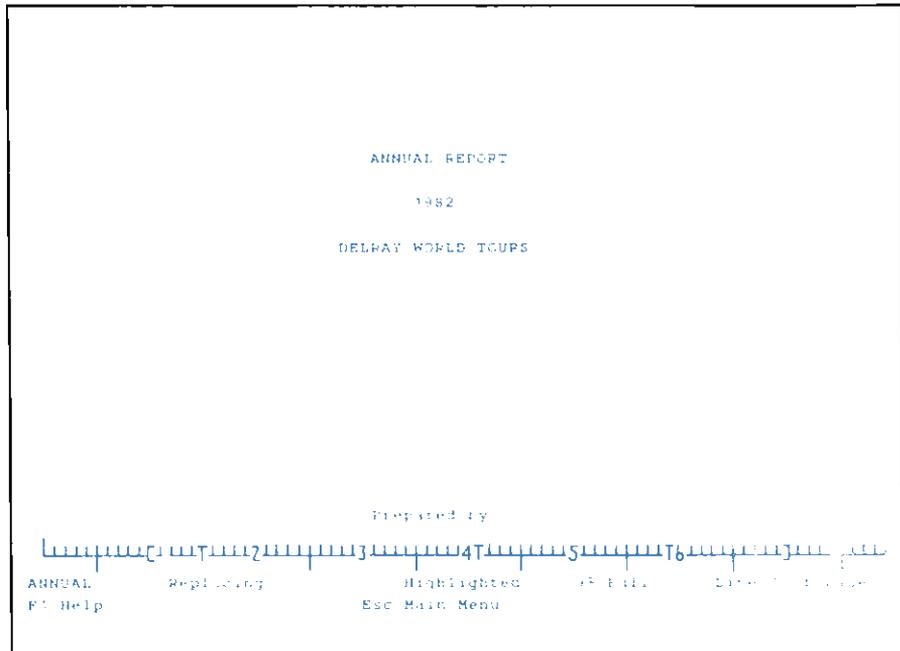
If you use the **Print** function to print ANNUAL, the title is printed in boldface print.

A character or set of characters can be both boldfaced and underlined or in color and underlined. You cannot, however, boldface a character that is printed in color. If you do not want a character or set of characters boldfaced or underlined, press Esc to return to the **Type/Edit** function.

Sending Special Codes to Your Printer

Some printers can receive and execute special control codes which change the style or size of print. For example, some printers have a variety of type widths. Consult your printer book to find out your printer's capabilities and the control codes it recognizes.

You can send any control codes recognized by your printer by entering the following command at the location in your document where you want a special printing mode to begin:

`*PRINTER code1, code2,*`

The codes in the command are the ASCII decimal equivalents for the desired control code. At the end of the text that you wish to have affected by that control code, you should send the code that ends that enhancement.

For example, suppose you want to print the word **very** in a document in double-wide mode on an IBM Graphics Printer. You would enter the command

`*PRINTER 14*`

just before the word **very**. Then, after **very**, you would enter the command

`*PRINTER 20*`

to return to normal printing. The command can be abbreviated to *P 20*.

Starting a New Page When Printing

If you wish to start printing a new page at any point in your document, simply type the command

NEW PAGE. The line following the command will begin on the next page of the printed output. The command can be abbreviated to *N*.

Summary

- Use the **Type/Edit** function to perform any of Writing Assistant's additional editing features.

- The following special keys can be used to perform the additional editing functions.

Shift—PF7	**Delete Block**. Prompts you to move cursor to end of block you want deleted
PF7	**Move Block**. Prompts you to move cursor to end of block you want to move to another location
PF8	**Copy Block**. Prompts you to move cursor to end of block you want to copy to another location
Shift—PF8	**Reuse Block**. If there is a block in the reuse buffer, places a copy of that block at the cursor location
PF10	**Continue**. Executes block operation or search or returns to the document.
PF9	**Search**. Searches for a phrase and, if requested, replaces it with another

	— Leave **Manual or Automatic** at M to verify each replacement
	— Change **Manual or Automatic** to A to replace all occurrences without asking for confirmation
	— Leave **Replace with** blank to search for a word or phrase and count occurrences
abc..	Entered in a search phrase, finds any word starting with **abc**
..xyz	Entered in the search phrase, finds any word ending with **xyz**
..abc..	Finds any words containing **abc** in any position
..	Counts all the words in the document

(Either .. or ... can be used.)

PF3	**Adjust**. Centers, left-justifies, or right-justifies the line containing the cursor
PF5	**Emphasize**. Allows you to select printer enhancements, such as highlighting, underlining and printing in colors
NEW PAGE	Starts a new page when printing
PRINTER code	Sends the listed code to the printer to alter printing modes

Chapter 7. Changing the Page Layout

This chapter explains how to use the **Define Page** function to change the way a document looks. Using **Define Page**, you can specify a page length other than 11 inches, change the size of the top, bottom, left or right margins, add a heading or footing to each page, and automatically number pages according to your favorite numbering scheme.

Any changes that you make with this function are immediately made in the working copy, so that you still see exactly what you will get when the document is printed. When you save the working copy on a disk, the information specified with this function is saved as part of the document.

The examples in this chapter use the documents ARTICLE and ANNUAL from the Sampler diskette. You can print out the modified documents if your printer is switched on and properly connected to your computer.

Selecting Define Page

To begin the **Define page** function, return to the Main Menu (press Esc if necessary), type **2** in the **Selection number** item, and press the Enter key to display the Define Page Menu.

```
                        Define Page Menu


                        Left margin: 10

                        Right margin: 70

                        Top margin: 6

                        Bottom margin: 6

                        Page length: 66

                        Heading



Line 1:
Line 2:
                        Footing
Line 1:
Line 2:



             Esc-Main Menu                    ◄─┘ Continue
```

The values shown in this menu are called the *default values*. Writing Assistant automatically uses them for a document unless you enter different values.

To change one of the menu values, press the Tab key to move the cursor to that item and type the new value. You can change any or all of the items whenever this menu is displayed. When you have made all the desired changes, press the Enter key to store the changes and return to the working copy, where you immediately see the changes you have made.

When you clear the working copy or retrieve another document, Writing Assistant clears any values you have entered in this menu and restores the default values.

Setting and Changing Margins

The margin settings work exactly like those on a typewriter. For instance, top and bottom margins set at 6 allow six blank lines or about an inch of space at the top and bottom of your page. If you change the margins for a document already in the working copy, Writing Assistant reformats the document so that it fits between the new margins.

Left and Right Margins

The **Left margin** and **Right margin** items set the position of the left and right margins, and thus determine the width of the printing on each line.

The default settings for the left and right margins on an 80-column monitor are 10 and 70, respectively. For a 40-column monitor, the default settings are 10 for the left margin and 47 for the right. The minimum setting on either monitor for the left margin is 1, and the maximum setting for the right margin is 78. A value must be entered for each margin, and the value of the left margin must be less than the value of the right margin.

Let's change the margins for the document ARTICLE so that the width of each line is only 30 characters. First, retrieve the document ARTICLE from the Sampler diskette into the working copy. Then return to the Main Menu and select the **Define page** option again. When the Define Page menu is displayed, the cursor is positioned in the **Left margin** item. Type **25** to change the **Left margin** item. Press the Tab key to move the cursor to the **Right margin** item and type **55**.

```
                        Define Page Menu

                        Left margin: 25

                        Right margin: 55

                        Top margin: 6

                        Bottom margin: 6

                        Page length: 66

                        Heading

Line 1: Word Processors and the Common Cold
Line 2:

                        Footing
Line 1: Rader Watson                          Page 1
Line 2:




            Esc-Main Menu                    ◄──┘  Continue
```
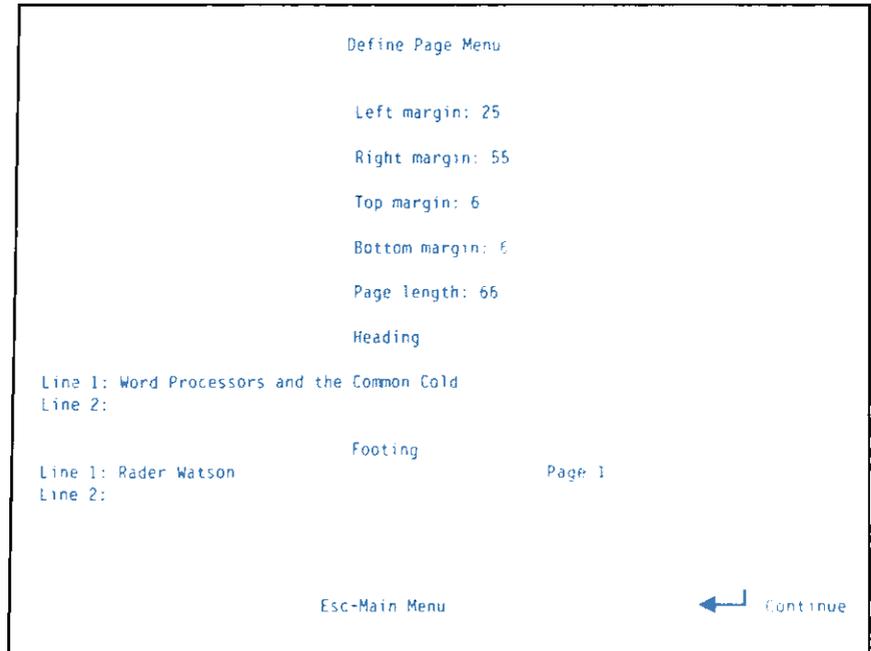
Press the Enter key to return to the document, which has been reformatted to fit between the new margins.

Top and Bottom Margins

The **Top margin** and **Bottom margin** items determine the size of those margins, including the heading and footing if any are defined. The default settings are 6 and 6, a standard size for most documents. The maximum size for each margin is 19, and the sum of the two margins must be less than the page length.

Changing the Page Length

The **Page length** item defines the length of each page, including the top and bottom margins. The default page length of 66 is correct for most printers if you are

printing on standard 8-1/2 x 11 computer paper. If you are using shorter or longer paper, you need to modify this value.

For example, if you want ARTICLE to be printed on half-sheet size (8-1/2 x 5-1/2 inch) paper, we need to reduce the **Page length** item to 33. Press the Esc key to return to the Main Menu and type **2** to display the Define Page Menu. Press the Tab key to move the cursor to the **Page length** item and type **33** to change the page length.

```
                          Define Page Menu


                          Left margin: 25

                          Right margin: 55

                          Top margin: 6

                          Bottom margin: 6

                          Page length: 33

                          Heading

Line 1: Word Processors and the Common Cold
Line 2:

                          Footing
Line 1: Rader Watson                          Page 1
Line 2:




              Esc-Main Menu                      ←┘  Continue
```
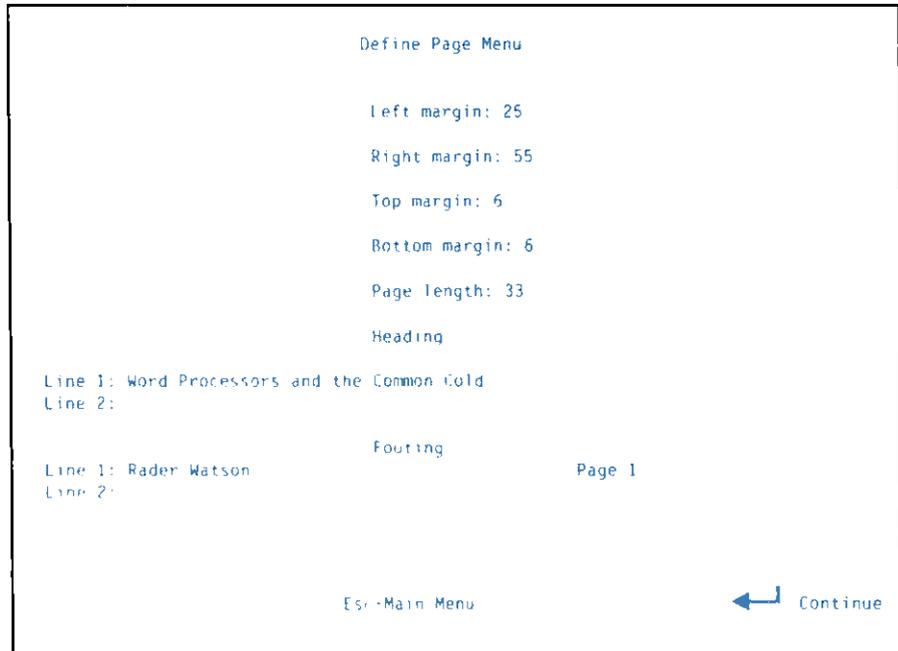
Press the Enter key to store the changes in the computer's memory and return to the working copy. If you review the document, you can see that each page is now only 33 lines long, including the top and bottom margins of six lines each. If you print the document, each page takes up about 5-1/2 inches.

To accurately figure the page length for a page longer or shorter than 11 inches, measure the paper from top

edge to bottom edge, and multiply that value in inches
by the number of lines per inch that your printer prints.

If you want a document to be one continuous page,
with no page breaks, set **Page length** equal to 0.

Adding Headings and Footings

You can have Writing Assistant print a standard
heading on the top of each page of the document or a
footing at the bottom of each page, or both a heading
and footing. Up to two lines are allowed for each. The
heading is centered, both horizontally and vertically, in
the top margin. Likewise, the footing is centered in the
bottom margin.

Let's retrieve the sample document named ANNUAL
from the Sampler diskette and add a heading that will
identify each page as part of a preliminary copy. When
the document is in the working copy, return to the Main
Menu, select the **Define Page** function, and press the
Enter key. When the Define Page Menu appears, press
the Tab key five times to move the cursor to **Line 1** of
the **Heading** item, and type the following phrase:

1982 Annual Report - First Draft

If you want to add a second line for the heading, press
the Tab key to move to **Line 2** and type a second
heading line. Press the Enter key to return to the
working copy. The first page will show the heading you
just entered.

```
                    1982 Annual Report - First Draft


                            ANNUAL REPORT

                                1982

                          DELRAY WORLD TOURS





                            Prepared by
|....|....[....T....2....|....3....|....4T....|....5....|....T6....|....]....|....|
ANNUAL      Replacing                         9% Full     Line 1 of Page 1
F1-Help                      Esc-Main Menu
```
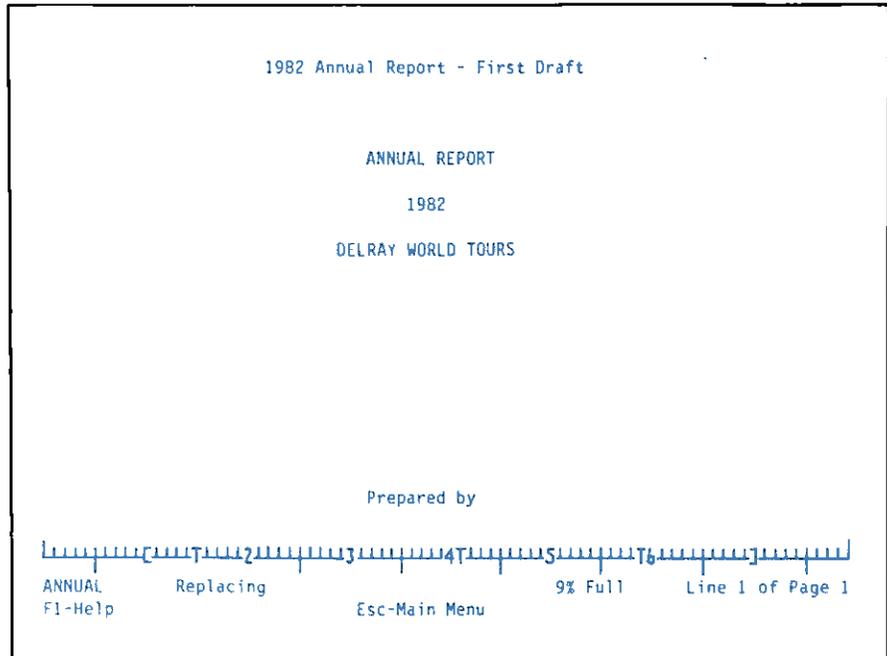
If you print the document, the heading appears in the
top margin on every page. To add a footing, you enter
up to two lines in the **Footing** item on the menu. You
can enter both heading and footing at the same time,
along with any other changes you want to make to the
Define Page Menu.

Numbering Pages Automatically

You can have Writing Assistant automatically number
the pages in a document by entering the starting page
number in a **Footing** line. If Writing Assistant finds a
number in the footing, it assumes that it is a page
number, and increases it by one for each new page. (If
there is more than one number in the footing, Writing
Assistant assumes that the last number is the page
number.)

For example, if you type **Page 1**, the first three pages of the document will be numbered Page 1, Page 2, and Page 3.

On the other hand, if you type **Page A-1**, the first three pages of the document will be numbered Page A-1, Page A-2, and Page A-3.

Other examples are:

Footing	Page Numbers
Page 16	Page 16, Page 17, etc.
Page 2.1.1	Page 2.1.1, Page 2.1.2, etc.

Canceling Define Page

You can press the Esc key at any time to leave the Define Page Menu and return to the Main Menu. However, any changes that you have specified will not be made in the working copy. To make the changes you have entered you must press the Enter key to leave this function.

Summary

- Use the **Define page** function to determine the page size and layout of a document.

- Set the **Page length** to determine the length of each page:

      66 (default) for standard 8-1/2 x 11 paper
      0 or blank for one continuous page

- Make sure to leave top and bottom margins large enough to accommodate any headings and footings entered.

- Set left and right margins from 1 to 78.

- Headings and footings can be up to two lines each; they are centered in the top and bottom margin, respectively.

- Automatic page numbers can be specified by entering the starting number anywhere in the footing.

Chapter 8. Combining Other Files with Documents

This chapter explains how to add material from other sources into Writing Assistant documents. Writing Assistant can use files from the other IBM Assistant programs: Filing Assistant, Reporting Assistant, and Graphing Assistant, as well as ASCII files. Using Filing Assistant data, you can even produce form letters for selected groups of people.

The Sampler diskette contains a sample Filing Assistant file, and a variety of sample documents. The examples in this chapter show you how to produce form letters with the file data, and how to add a stored document to another document.

There are several ways to add material from other sources to your Writing Assistant documents: You can use the Shift—PF5 keys to add the contents of a file to the working copy, or the JOIN command to add files when printing. To add one or more graphs to your Writing Assistant document, you use the GRAPH command. These operations are described in the following sections.

Adding Files to the Working Copy

Writing Assistant allows you to combine any text file with a document by appending a disk file to the document in the working copy. This feature makes it possible to insert standard material, commonly called *boilerplate*, or a report produced by Reporting

Assistant. When the appended file is in the working copy, it can be edited just as if you had typed it.

To append a disk file to the working copy, first move the cursor to the line where you want to add material from another file. Press Shift—PF5. When Writing Assistant asks you for the name of the document to append, enter the filename (with a directory name, if needed) and press the Enter key. Writing Assistant retrieves the file and appends it at the line occupied by the cursor. If the margins of the appended document are different from the margins for the working copy, the appended document is reformatted to fit the margins of the working copy.

For example, let's append the document named NAME from the Sampler diskette into the annual report. First, retrieve the document ANNUAL into the working copy. Then, move the cursor to the blank line three lines below the signature line of the letter from the president:

```
Very truly yours,



John H. Leader
President


-



Lıııııııı[ııııTıııı2ıııııııııı3ıııııııı4Tıııııııı5ııııııııT6ıııııııı]ıııııı
ANNUAL        Replacing                    9% Full      Line 43 of Page 2
F.-Help                       Esc-Main Menu
```
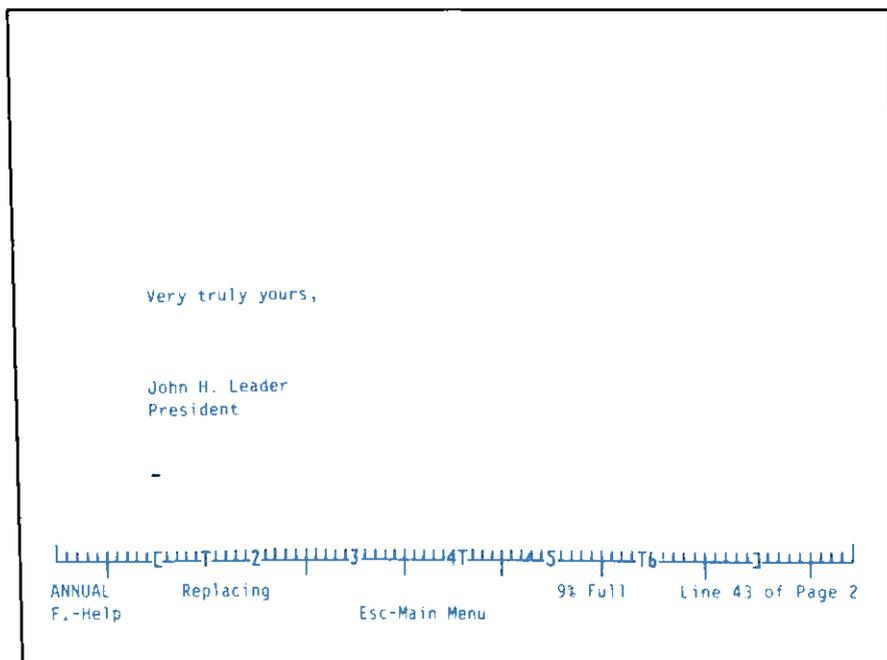
Now press Shift—PF5 and Writing Assistant asks you
for the name of the document to append. Type
B:NAME after the prompt. Press the Enter key to
continue. Writing Assistant retrieves NAME from the
diskette, and inserts it on the line occupied by the
cursor. The screen looks like this when the document
has been appended:

```
        Very truly yours,



        John H. Leader
        President


        P S.  At the latest Board of Directors meeting, it was
        decided to change the name of Delray World Tours to Holidays
        in Delray Beach, to more accurately reflect the business in
        which the company is currently engaged.  This document
        reflects that name change.


ANNUAL        Replacing                        9% Full      Line 46 of Page 2
Fl-Help                          Esc-Main Menu
```
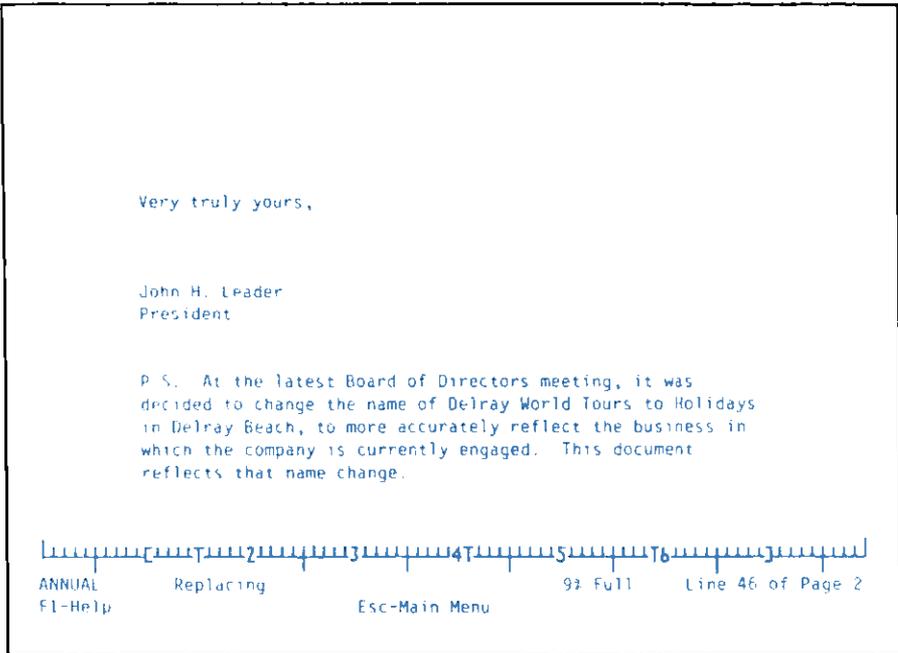
You can just as easily use the Shift—PF5 keys to append
a Reporting Assistant file or another ASCII text file to
a document in the working copy. You may not,
however, append a graph to the working copy; the
GRAPH command, explained later in this chapter, is
used to add a graph to a Writing Assistant document.

Using the JOIN Command

The JOIN command allows documents to be added to a Writing Assistant document at printing time, without adding extra material to the working copy. You would use the JOIN command rather than Shift—PF5 when the document(s) to be joined would not fit in the working copy or when you have no need to edit the joined material. You can use the JOIN command to add any number of Reporting Assistant reports, Writing Assistant documents, or ASCII files. When adding reports, it is very important to enter 0 (zero) in the **Lines per page** print option of Reporting Assistant. Refer to your IBM Reporting Assistant book for further instructions.

You type the JOIN command in the working copy at the location where you want the added document to appear. The command is:

JOIN name

where name is the name of the document. The command can be abbreviated as *J name*.

For example, if you want to add a Writing Assistant document named PRICE stored on the diskette in drive B to your document when it is printed, you would type

JOIN B:PRICE

in your document at the point where you want PRICE included.

When you print the document, make sure the disk containing the document to be joined is in the proper drive. When Writing Assistant executes the JOIN command, it searches for the file on the disk and inserts it at the correct location, reformatting the added file to fit the margins of the working copy.

You can use the JOIN command to add Reporting Assistant reports that have been printed to a disk file. Simply enter the command:

`*JOIN reportname*`

at the location in the document where you want the report to appear. If the report is more than 80 columns wide, you need to use the *PRINTER* command (explained in Chapter 6) just before the JOIN command to send a special character to your printer to cause the printer to print in compressed mode. Then send another character after the JOIN command to return the printer to normal printing mode.

You can join an unlimited number of documents while printing. This capability is useful when preparing a very large document. You can split it up into several smaller sections, then print it all together when you are ready to print the final copy. To do this, enter the required *JOIN name* commands at the end of the first small document, making sure they are in the order you want the sections to appear when printed.

Adding Graphs

You can print a graph created with Graphing Assistant at any location in a document, as long as that graph has been saved as a picture file (see the Graphing Assistant book for an explanation of picture files). First, when typing or editing the document, you type the command:

`*GRAPH picturefilename*`

at the location in the document where you want the graph to be printed. (The command can be abbreviated *G name*.)

For example, to print a graph stored as a picture file with the name SALES.PIC, you type:

```
*GRAPH SALES.PIC*
```

at the desired location in the document. The first asterisk of the GRAPH command will determine the placement of your graph. If you want to change the position of the graph, move the command to the left or right accordingly.

> **Note:** When you print a pie graph as part of a document, it should be printed on the same printer that was attached to your system when the graph was saved as a picture file. Otherwise, the pie might not be perfectly round.

When Writing Assistant reaches the part of the document where the graph is to appear, it reads the picture file and prints it in the correct location. The printed graph will be approximately 3-1/2 by 4-1/2 inches, occupying 18 lines of the page. If it will not fit on the current page, Writing Assistant starts a new page before printing it.

It is a good idea to leave at least 18 blank lines in the document to accommodate the graph, since that makes the page breaks shown in the working copy correspond to those that occur in the printed document.

You can print as many graphs in a document as you wish; just enter the *GRAPH* command wherever you want the graphs to appear. As Writing Assistant reaches each graph location, it looks for the picture file in the specified drive.

Creating Form Letters With Filing Assistant

This section explains how to merge a letter in the working copy with data from a file created with the Filing Assistant program to produce form letters automatically. This feature is extremely useful when preparing personalized letters to people on a large mailing list.

The IBM Filing Assistant File

The IBM Filing Assistant program is used to organize and store information in many different situations. One very common use is to keep lists of people, such as customers, patients, subscribers, employees, and so forth. If you have a list of people and their addresses stored in a Filing Assistant file, regardless of what other information is stored for those people, you can print individual letters for all the people on the list, or for any selected group of people from the list.

For example, the Writing Assistant Sampler diskette contains a Filing Assistant file named STAFF. This file contains personnel information for six sample employees. The form from the file looks like this:

```
Last Name:                  First Name:

Address:

City:                       State:          Zip:




Hire Date:

Job Title:

Monthly Salary:







-----------------------------------------------------------------
STAFF                       Search spec                 Page 1

F1-Help                     Esc-Main Menu               F10-Continue
```

By combining the data in this file with a Writing Assistant document, you can print identical letters to each person whose name is in the file, to each person who works in a particular department, or to each person who lives in a particular town.

Preparing the Writing Assistant Document

Once you have your Filing Assistant data file, you need to prepare the letter that you want to send. Type the letter just as you would a normal document, but identify each piece of information that is to be read from the Filing Assistant file, by entering an asterisk, an item identifier (either the item name from the form, or a shortened version of that name), and another

asterisk. Be sure the entire command is contained on
only one line or Writing Assistant will interpret the item
identifier and asterisks as text. For example, suppose
you want to send a form letter to all of the employees in
the file, announcing a new bonus plan. Start by
entering the following:

```
*First Name* *Last Name*
*Address*
*City*, *State* *Zip*

Dear *First Name*,
```

There are asterisks surrounding each item that is to be
read from the Filing Assistant file, even when several
items appear on one line. Also, both spaces and
punctuation have been inserted where needed.

Now enter the rest of the letter:

```
We are pleased to announce a new profit
sharing plan that will affect all employees.
Here's the way it works: 10% of profits will
be reserved for employee profit sharing.  It
will be allocated to employees based on
their monthly salary at the end of the
fiscal year.  Your monthly salary was
*Salary* at the end of fiscal 1982, so that
will be your base for this year's profit
sharing distribution.

We will be distributing the checks at the
end of this month.

Very truly yours,


John Adams, Personnel Mgr.
```

You can insert data from the Filing Assistant file
wherever you want in the document, as shown by the
Salary item in the body of the letter.

Printing the Letters

When you have finished entering the letter, you are
ready to begin printing the form letters. Return to the
Main Menu, type **3** in the **Selection number** item, and
press the Enter key to continue. Writing Assistant
displays the Print Menu for you to fill in:

```
                        Print Menu


             From page: 1

             To page: 1

             Print to: PRINTER

             Pause between pages (Y/N): N

             Number of copies: 1

             Single/Double/Envelope (S/D/E): S

             Indent: 0


             IBM Filing Assistant file name:




             Esc-Main Menu              ←┘  Continue
```

Fill in these options appropriately, depending on the printer you are using, the size of the paper, and whether or not you want to print the letters on single sheet stationery. When you reach the file name item, enter the name of the Filing Assistant file (B:STAFF for this example).

```
                          Print Menu


              From page: 1

              To page: 1

              Print to: PRINTER

              Pause between pages (Y N): Y

              Number of copies: 1

              Single Double Envelope (S D E): S

              Indent: 0


              IBM Filing Assistant file name: B:STAFF




                  Esc-Main Menu              ⏎   Continue
```

When you have filled in all the options on the Print Menu, insert the Sampler diskette in drive B and press the Enter key to continue.

Next, Writing Assistant displays the blank form from the data file, with the words **Search spec** at the bottom of the form. You need to fill it in with specifications to identify which forms from the Filing Assistant file you want to use to prepare the letters. This allows you to prepare form letters for some special group of people from the file, such as those who live in Delray Beach or those who are flight attendants.

```
Last Name:                    First Name:

Address:

City:                         State:          Zip:




Hire Date:

Job Title:

Monthly Salary:






-------------------------------------------------------------------------
STAFF                         Search spec               Page 1

F1-Help                       Esc-Main Menu             F10-Continue
```

Fill in the search specifications just as you would when working with Filing Assistant (see Chapter 5 of the IBM Filing Assistant book if you need an explanation of search specifications). For this example, we shall print letters for all employees in the file, so leave the from blank. Then press the PF10 key to continue.

Again, Writing Assistant displays the form from the
Filing Assistant file, this time with the words **Identifier
spec** at the bottom of the form:

```
Last Name:                    First Name:

Address:

City:                         State:        Zip:



Hire Date:

Job Title:

Monthly Salary:






------------------------------------------------------------------------------
STAFF                         Identifier spec              Page 1

F1-Help                       Esc-Main Menu                F10-Continue
```

You use this form to enter any shortened item names
that you used in the letter. If you have used the exact
item names from the form in the letter, leave the
Identifier space form blank, and press the PF10 key to
begin printing.

To enter a shortened name, use the Tab key to move to
the item, then type the name you used in the letter. For
example, you entered the item identifier of *Salary* in
the letter, but the actual item name on the form is
Monthly Salary. Press the Tab key to move to that
item, and enter **Salary**.

When you have filled in the names of all items
identified with a different name in the letter (that is the
only one for this example), press PF10 to continue. (If
you have used the exact item names from the form in
the letter, leave the Identifier spec form blank and press

PF10 to begin printing.) Writing Assistant asks you to position the paper in your printer, then begins printing the first letter.

When the first letter has been printed, Writing Assistant continues to the next letter unless you entered **Y** for the **Pause between pages** item. In that case, Writing Assistant pauses and displays the message:

```
                    Put a new page in your printer
                    Press  ◄──┘  to continue
```

Follow its instructions and Writing Assistant prints the next letter, pausing after it is finished for the next sheet of paper, and so on.

Placement of Merged Data

Writing Assistant provides three methods of placing merged data in your document: left-justified, text placement, and right-justified.

Left-Justified

Ordinarily Writing Assistant places data from your Filing Assistant file at the position of the left asterisk of the command. If an item from the file is more than one line, it prints in your document as more than one line.

For example, if your Filing Assistant file contains the item "address" which looks like this:

```
1200 North State
Ukiah, CA  95482
```

type

```
*Name*
*Address*
```

in your document to have the name and address printed on three lines.

Text Placement

The text method prints an item in paragraph form. If an item in the data is more than one line, use the text option to print the item as text, filling lines and wordwrapping when the margin is reached.

For example, if you wished to insert a paragraph of an employee's work experience, follow the item identifier with a T in parentheses as shown here:

```
*Experience (T)*
```

When the information is printed in each letter, it is wordwrapped to fit between the margins set in the working copy.

Right-Justified

The right-justified option places an item from the Filing Assistant file in front of the position of the right asterisk. This option allows you to merge data into a column of numbers and have the final column lined up correctly on the right. To specify right placement, follow the item identifier with an R in parentheses as shown here:

`*total cost (R)*`

This prints the data from the item, such as 25.00, with the final zero in the same column as the right asterisk.

Summary

- You can merge data from any IBM Assistant family file into a Writing Assistant document.

  Shift—PF5   **Append.** Prompts for the name of a file to insert in the working copy at the cursor position.

  *JOIN *name**   Inserts the file named "name" where the command appears when printing. This file can be another Writing Assistant document, a Reporting Assistant file or an ASCII text file.

  *GRAPH *name**   Inserts the graph named "name" where the command appears when printing.

- To print form letters, follow these steps:

  1. Specify the item in the document by entering an asterisk, an item identifier, and another asterisk, for example, *Name*.

  2. Enter the name of the Filing Assistant file in the IBM Filing Assistant **Directory or file name** item on the Print Menu.

  3. Fill in the Search spec form with search specifications that identify the group of forms you want to use.

  4. Fill in the item Identifier spec form with the names of any items used in the document where the name is different from the name on the form.

Chapter 9. Checking Spelling in a Document

This chapter shows you how to use Writing Assistant's built-in spelling checker to check the spelling of words in the document in the working copy. Writing Assistant checks each word in the document against its 125,000-word dictionary. When it encounters a word that it does not recognize, it displays the word and asks you what action to take. You can list possible correct spellings of the word and replace the misspelled word with the correct spelling, ignore the word and continue checking, or add the word to the dictionary. These options are explained in the sections below.

There are a few things you need to remember when checking your document with the spelling checker. First, Writing Assistant cannot find words that are misused, but are spelled correctly. For example, the words *their* and *there* are often confused. Since both words are in the dictionary, they would not be displayed as misspelled. Occasionally, the misspelled word actually spells a correct word. For example, if you accidentally leave the *n* off *then*, the resulting word *the* is considered to be spelled correctly. For these reasons, you should proofread everything in your document after you use the spell function.

If you misspell a word so badly that it no longer resembles the correct spelling, the list of possible correct spellings may not include the correct word. You should probably consult a standard dictionary or use a different word.

The Spelling Function

You can start checking spelling anywhere in the
working copy by pressing the PF2. Writing
Assistant begins checking at the cursor position and
continues to the end of the document.

Let's check the spelling in the document named
ORDER from the Sampler diskette. Use the
Get/Save/Remove function to retrieve this file into the
working copy. The cursor should be positioned at the
beginning of the document, as shown in the screen
below.

```
November 11, 1983


Mr. Darrell Long
4072 Central Way
South City, New Mexico

Dear Sir:

Thank you fcr your purchase of two copies of Delray: Tropical
|⊥⊥⊥⊥|⊥⊥⊥⊥|⊥⊥⊥⊥|⊥⊥⊥⊥2⊥⊥⊥⊥|⊥⊥⊥3⊥⊥⊥⊥|⊥⊥⊥4⊥⊥⊥⊥|⊥⊥⊥5⊥⊥⊥|⊥:⊥⊥6⊥⊥⊥⊥|⊥⊥⊥|⊥⊥⊥⊥|
ORDER       Replacing                       0% Full      Line 1 of Page 1
F1-Help                        Esc-Main Menu
```
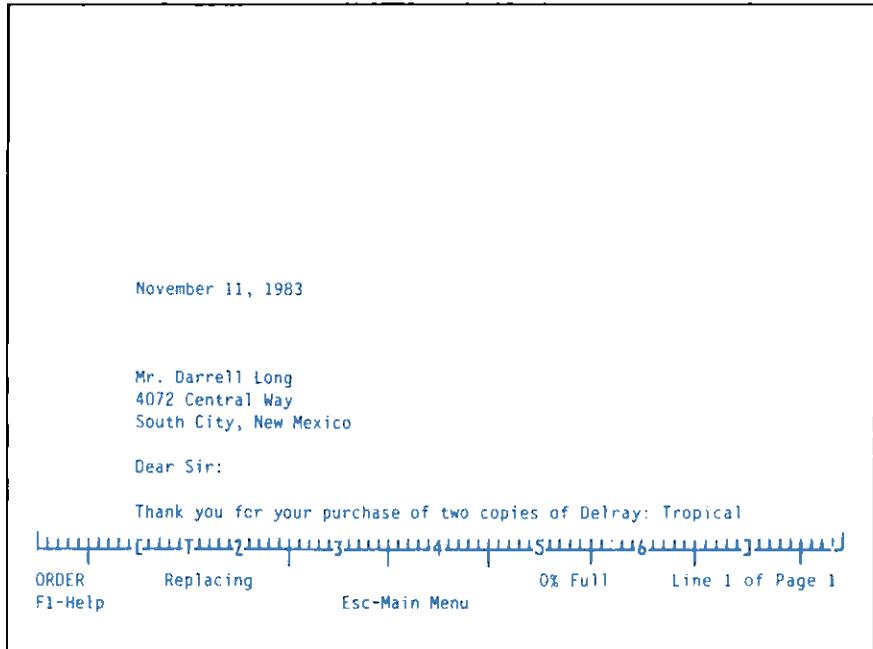
Press the PF2 key to begin checking the document. The status line displays the word **Proofing...** and on the line below you see words flashing by as Writing Assistant compares them with the spellings in the dictionary.

If Writing Assistant finds a word that does not match a dictionary spelling, it stops and highlights the word in question. It also displays a menu of choices:

```
   Mr. Darrell Long
   4072 Central Way
   Sou
        ┌────────────────────────────────────┐
        │ 1  List possible spellings         │
   Dea  │ 2  Ignore word, continue scan      │
        │ 3  Word correct, remember and      │
   Tha  │      continue spell check          │  ies of Delray: Tropical
   Par  │ 4  Word correct, remember and      │  il be shipped to you
   wit  │      return to type/edit           │
        │                                    │
   Sin  │ Enter choice:                      │
        │                                    │
        │ Escape - Return to Type/Edit       │
        └────────────────────────────────────┘
   Peggy Burton
   Limited Editions



Lщщцшшгшштшшгцшцщшзшщцццщ4шщцщц5шщщцщб щцщзщшцщ
Word Not Found
Darrell
```

The example indicates that the word **Darrell** has not been found in the dictionary. You can select one of the following options by pressing the appropriate number key:

1. List possible correct spellings for the word, if you suspect that the word is spelled incorrectly. This option allows you to scan a list of words which might contain the correct word and replace the misspelled word with the correct spelling.

2. Ignore the word and continue scanning the text, if the word is spelled correctly and you do not want to add it to the dictionary. For example, Darrell is a proper name that is used only once in this document. You would probably not want it to take up space in the dictionary.

3. Add the word to the dictionary and continue scanning the text. For example, if the word appears frequently in your documents and is not in the current dictionary, you probably want to add the word to the dictionary.

4. Add the word to the dictionary and stop scanning.

For the purpose of the exercise, type **2** to ignore the word and continue scanning.

Replacing a Misspelled Word

Next, Writing Assistant indicates that there is a misspelled word in the letter. One of them is the word **purchace**. To see if the dictionary contains the correct spelling of the word, type **1**. At the bottom of your screen, the message indicates that the program is searching the dictionary for possible correct spellings. After a few seconds, a word list appears on the screen in place of the menu.

```
Dear Sir:

Thank you for your purchace of two copies of Delray: Tropical
Paradise.  Your autographed editions will be shipped to you
within three weeks

                        purchase
Sincerely,              purchased
                        purchaser
                        purchases
                        perchance
Peggy Burton            purchasers
Limited Editions


                    Use cursor keys to select a word
                    Press  ◄──┘  to replace word in text
                    Escape - Return to Type/Edit



Word Not Found
purchace
```
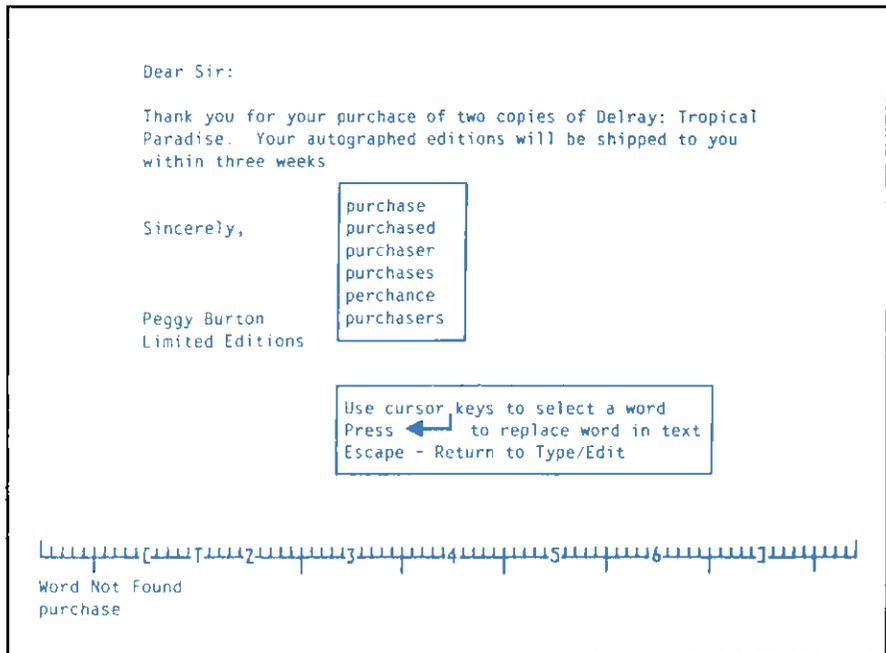
The cursor is positioned at the first word in the list. If this is not the correct spelling, use the Cursor Down key to move the cursor to the other words on the list. Since **purchase** is the correct spelling, move the cursor to **purchase** and press the Enter key to replace **purchace** with **purchase**. The selected word replaces the misspelled word in your working copy and wordwrap is automatically adjusted. The program continues checking words in the document.

Adding a Word to the Dictionary

The scan stops again at the word **Delray**. Suppose that this is a proper name you use frequently. It is not in the dictionary, and you wish to add it. Type **3** to add the word and continue the spelling check.

After a few seconds, the scan again stops because the name **Peggy** has not been found in the dictionary. The spell checker menu now displays **Peggy** and prompts you for an option. Since you know that **Peggy** is correctly spelled, and because it is a name that you may use often, you want to add the name to the dictionary. Type **4** to add the name to the dictionary but this time, stop scanning the document, and return to **Type/Edit**.

Leaving the Spelling Option

If you wish to discontinue checking spelling and return to your document at any time. even while scanning, simply press the Esc key.

Dictionary Maintenance

The words you add to the dictionary are stored on the diskette in the default drive, which under normal use will be the Writing Assistant program diskette. With continued use, the space on this diskette for saving your personal dictionary will eventually be filled. If this occurs you can stop adding words to the dictionary, erase the contents and start all over, or follow the editing procedure.

Additionally, it may be possible to free space on the diskette. See Appendix C for details.

Clearing the Personal Dictionary

To erase the personal dictionary, exit from Writing Assistant and in response to the DOS prompt, type ERASE WORDPRF.ADL followed by the Enter key. This will erase all the words in the personal dictionary and let you begin again.

Editing the Personal Dictionary

If you wish to edit the file you can use Writing Assistant to do so. However, since the file is saved as an ASCII file rather than a Writing Assistant file, the procedure is not obvious. Follow the steps below exactly:

1. Start Writing Assistant and do not use F2 during this procedure.

2. Choose Define Page and set the values as follows:

   Left margin = 1
   Right margin = 78
   Top margin = 0
   Bottom margin = 0
   Page length = 0

3. Press Enter.

4. Press Shift—PF5, and when the Append prompt appears, type WORDPRF.ADL then press Enter.

5. Now you can delete words, add additional words, or change existing words in the Personal Dictionary.

6. Press Esc to go to the Main Menu. Select Print. On the Print Menu, specify Print to: WORDPRF.ADL and press Enter to store your edited dictionary back on the disk as an ASCII file.

7. Exit from Writing Assistant.

CHECK SPELLING

Summary

- Press the PF2 key to have Writing Assistant check the words in the working copy document against the dictionary. For any words not found in the dictionary, you can:

  - List the possible spellings of the word and then replace the misspelled word.

  - Continue scanning, with no changes.

  - Add the word to the dictionary and continue scanning.

  - Add the word to the dictionary and return to the Type/Edit function.

  - Press Esc at any time to cancel the scan.

  - Use the DOS ERASE command to erase the personal dictionary named WORDPRF.ADL.

  - Use Writing Assistant to edit WORDPRF.ADL if you want to remove only some of the words in the personal dictionary.

  - See Appendix C for details on how to free space on the diskette.

Appendix A. Messages

IBM Writing Assistant displays a message whenever it encounters an error condition. Certain errors are the result of mistakes made when you entered information such as filling in the Main Menu or Print Menu items. These messages are displayed in the message area at the bottom of the screen:

```
                    IBM Writing Assistant
                        Main Menu


        1. Type Edit         5. Clear

        2. Define page

        3. Print             9. Edit

        4. Get Save Remove




                Selection number: 8




            Type 1, 2, 3, 4, 5, or 9

                                        ⏎  Continue
```
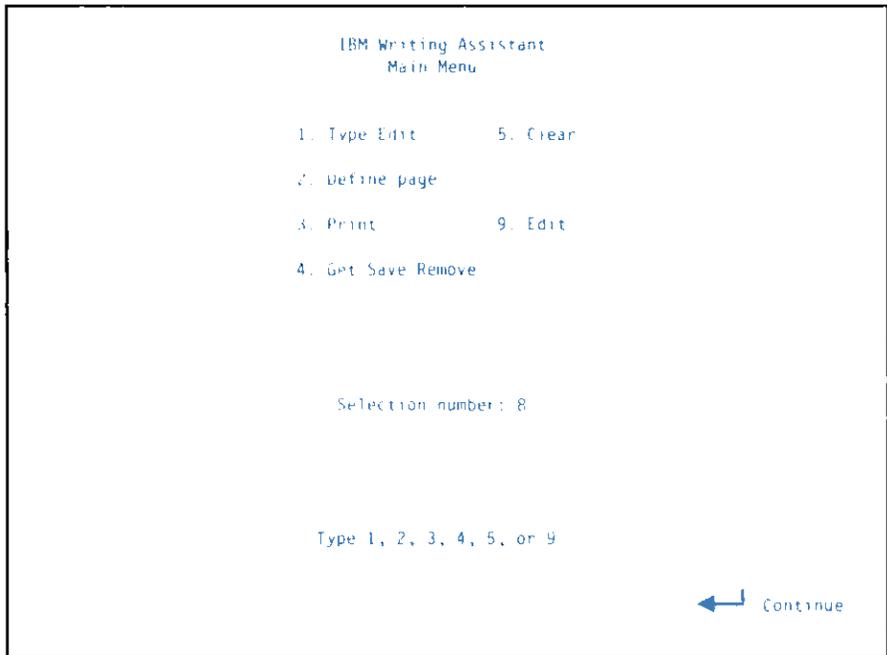
Other errors are the result of physical limitations or problems with certain elements of your computer system. These messages are displayed on a separate screen that looks like this:

```
                       P R O B L E M

                       Disk is full




             Press Esc to return to the Main Menu

                    (See manual Appendix A)
```
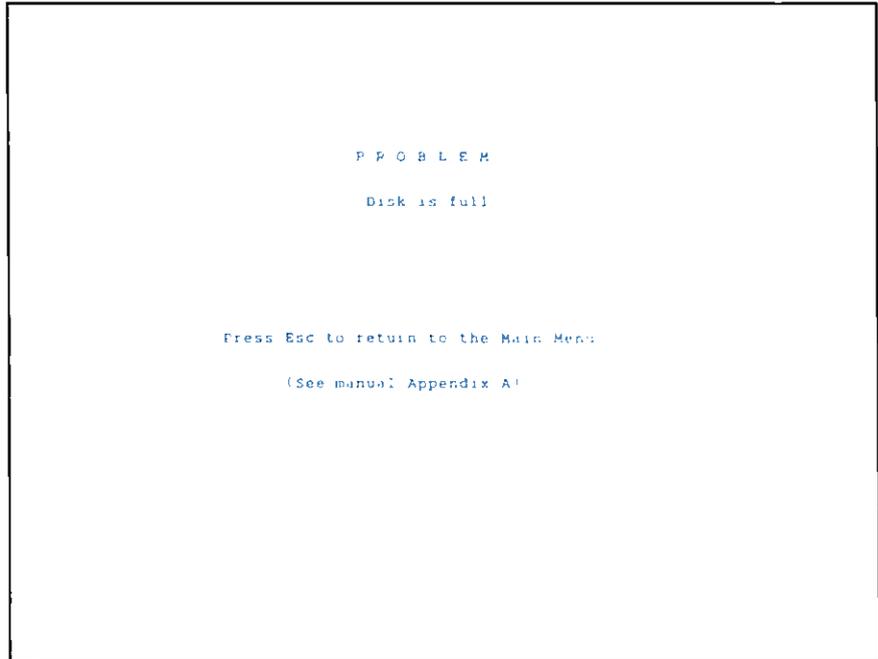
When you encounter one of these messages, simply locate the message in the list below and take the corrective action described. Then to resume normal Writing Assistant operation, press Esc. The messages Writing Assistant produces and their meanings are listed in alphabetical order below.

Block is too large to copy

You have marked and tried to copy a block of text that will not fit in the reuse buffer. The block buffer will only hold about 50 lines. Mark the block in smaller sections to copy the smaller blocks one at a time.

Block is too large to move

You have marked and tried to move a block of text that will not fit in the reuse buffer. The reuse buffer will only hold 50 lines. Mark the block in smaller sections to move the smaller blocks one at a time.

Block is too large for reuse buffer. Delete anyway?

You have labeled and tried to remove a block of text that will not fit in the reuse buffer. The reuse buffer will only hold 50 lines. Type **Y** to remove the block without saving it in the buffer, or **N** to return to marking the block. Mark the block in smaller sections.

Cannot access dictionary

The dictionary is stored on the Writing Assistant program diskette. Replace the program diskette in the default drive.

Cannot close file

The diskette containing your file has been removed from the drive. Re-insert the document diskette.

Cannot create file

"filename"

Writing Assistant attempted to store a document on a
diskette and was unsuccessful. The probable cause is
that the directory is full. The best solution is to store
the document on a blank, formatted diskette.

Cannot find file

Writing Assistant searches for files in the default
directory (usually drive A), unless you include the
directory name of the file correctly in the filename item.
If the file you want to use is in drive B, you must
precede the name with B:. Also, make sure you entered
the filename correctly, and that the document diskette
is in the drive.

Another possibility is that the diskette in the drive is
not formatted. In this case, format the diskette before
attempting to use it.

Cannot print to the screen

You have entered SCREEN on the Print Menu in the
Print to item. Enter one of the following names:
PRINTER, LPT1:, LPT2:, etc. or the name of a disk
file (see "Changing Print Menu Items" in Chapter 5).

Dictionary is full

There is no room to add additional words to the
dictionary unless you remove some of the words you
have previously added.

Disk is full

Writing Assistant attempted to write to the file and
found that there was no room on the disk. If the disk
has unnecessary documents or files, you could remove
them or use the DOS COPY command to copy them to
another disk and then remove them. Or, you could use
another disk.

Disk is write-protected

Writing Assistant attempted to write on a
write-protected diskette. If your program diskette is
inserted, remove it and insert your data diskette.

Document is full

There is no more room in the working copy. Save the
working copy, then enter the rest of the document as a
new document. To combine the two documents when
printing, insert a JOIN command at the end of the first
document. You could also remove text from the
working copy.

Document is too full to remargin

Your working copy does not have enough room to
change the margins. Make the document smaller before
you adjust the margins.

Document is too large to append

The document you tried to append will not fit in the
working copy. Use the JOIN command to append it
when printing.

Document is too large to get

You have tried to get a document which was created on a system with more memory. It will not fit in memory on this system. To get this document, you must return to a computer with more memory and save the document in smaller sections.

Drive is not ready

The diskette drive door is not ready, verify that your diskette is properly inserted.

File is maximum size

When you print a form letter, Writing Assistant needs space to store retrieve specifications and identifier specifications on the Filing Assistant data diskette. Remove some forms from the file to create some space.

File name is wrong

You entered an invalid filename. Make sure that the filename begins with a letter and does not contain spaces.

'From' page is too large

The page number you entered in the **From page** item of the Print Menu is larger than the number of the last page of the document. Enter a number smaller than the last page of the document.

Identifier list is too long

The Filing Assistant file items you have entered in the Identifier spec will not fit in Writing Assistant's internal storage space. Make the names in your document

shorter, for example Zip instead of Zip Code, or use the exact item names for several of the items.

I/O error

There is a physical problem with either the diskette drive, the drive controller, the diskette or fixed disk. Some possible causes are:

- Diskette inserted incorrectly. Remove the diskette, then re-insert it properly.

- Worn out diskette. After 40-50 hours of use, the diskette may need replacing. Try using a different diskette.

- Fixed disk malfunction. Try reloading your backup copy of the program and file, or consult your computer dealer for advice.

- Malfunction. DO NOT USE THIS DISKETTE AGAIN. Make a copy of your backup diskette, then use that copy. If I/O error persists, take the diskette drive to your IBM Personal Computer dealer for testing.

Incorrect margin(s)

You have entered incorrect margin information in one of the following ways:

- The left margin is equal to or greater than the right margin. It must be less than the right margin.

- The right margin is greater than 78. Make the right margin less than or equal to 78.

- The left margin is less than 1. Make the left margin greater than 1.

- You entered a letter instead of a number in one or both margins. Enter a number.

Margin must be less than 19

You have entered a top or bottom margin that is too large. Enter a number smaller than 19 in the **Top margin** or **Bottom margin** item.

No help is available here

There is no Help screen available at this point in the program. Help is only available from screens displaying the F1-Help message. Refer to the appropriate section of this book for instructions.

No text to reuse

You have pressed Shift—F8 when there is no text in the reuse buffer.

Page length is too long

You entered a number too large for the **Page length** item on the Define Page Menu. Enter a number lower than 1000, or enter 0 (zero) to print the document as one continuous page (no page breaks).

Page length is too short

The page length you have entered is not long enough to accommodate the top and bottom margins. Enter a number at least one larger than the sum of the top and bottom margins.

Printer is not ready

You have tried to print and your printer is not ready. Be sure your printer is switched on and connected to your computer.

Program to copy not found

The Writing Assistant diskette is not in the specified drive. Replace the diskette currently in the drive with the Writing Assistant diskette or enter the correct drive name.

Search list is too long

The search specifications you have entered for the Filing Assistant file will not fit in Writing Assistant's internal storage area. Specify fewer requests in the search specifications.

Search phrase was not found

The search phrase you entered was not found in the document. Check your spelling and search again, or press Enter to return to the Type/Edit function.

The program must be on the same drive as the Setup program.
Drive that the two programs are on:

There are two possibilities:

- You typed an incorrect drive name. The message prompts you to enter another drive name where both Setup and the program file exist. Enter another drive name if you mistakenly typed an incorrect drive name.

- The programs actually are located on two drives, perhaps because you mistakenly erased one of the files from the disk. In this case, exit to DOS and use the COPY command to move one program so that they both are on the same drive.

This program has already been installed five times

You are only allowed to install the Writing Assistant program five times. If you see this message, you have already reached that limit.

Type 1, 2, or 3

You entered a number for the **Selection number** of the **Get/Save/Remove** menu that is invalid. The number must be a 1, 2, or 3.

Type 1, 2, 3, 4, 5, or 9

You entered a number for the **Selection number** of the Main Menu that is invalid. The number must be a 1, 2, 3, 4, 5, or 9.

Writing Assistant already exists on "drive"

You have already installed Writing Assistant in the specified directory on the fixed disk. Setup will not replace an existing copy. If you cannot access that copy (perhaps because the file has been structurally damaged), exit to DOS, erase the file, and restart Setup.

Appendix B. Installing Writing Assistant on the Fixed Disk

1. Exit the Setup program by choosing option 5 to leave the Setup program.

2. Insert the Writing Assistant Sampler diskette (write-protect removed) in drive A.

   Note: You must use your original Writing Assistant Sampler diskette (not your Backup diskette) to install the program on the fixed disk.

3. Type **FIXEDISK** and press Enter.

   Setup creates a directory named \ASSIST on the fixed disk, in which your Assistant program will be installed as you continue with the steps below. It also creates a special file in the root directory, named WRITE.BAT, that makes the program faster to start from the fixed disk. Make sure you don't accidentally erase this special file as you work with your disk.

   Then type **SETUP** in response to the prompt. Press the Enter key to continue. The following prompt appears.

FIXED DISK

```
Copyright 1984 IBM Corporation
Copr. 1984 Software Publishing Corp.



This is the Setup utility for the
following programs from the IBM
Assistant Series
IBM Writing Assistant



Setup modifies these programs to work
with different equipment, such as a
serial printer or a fixed disk.

Choose any option from the Setup menu,
and answer the questions that appear.
If you make a mistake, press Escape to
return to the Setup menu and try
again.

Press Enter to continue
```

4. Press Enter as instructed and the Setup menu
   appears.

```
IBM Assistant Setup menu

1. Select a printer
2. Set up serial card
3. Turn color off or on
4. Install program on fixed disk
5. Exit to DOS

Selection number:
```

5. To install Writing Assistant on your fixed disk, choose option 4 of the Setup Menu. The program responds

   Drive name for the fixed disk:

   Type the following after the prompt:

   C: ASSIST

   Press the Enter key to continue. Both Reporting Assistant and Setup are copied to Drive C in pathname ASSIST. You will receive an OK message and the Setup menu will appear.

6. Select option 5 to exit from the Setup program.

   You can, if you wish, install Writing Assistant in any directory you choose. Just type that directory name when Setup asks for the drive name for the fixed disk. Thereafter, to start the program, make sure the default directory is the directory in which you installed the program, then type WRITE and press the Enter key.

Appendix C. Freeing Space on Your IBM Writing Assistant Diskette

Normally the SETUP program is used only once. If you want to free space to make room for a larger personal dictionary, do the following:

1. Start DOS.

2. Copy the SETUP program from the IBM Writing Assistant diskette to a formatted blank diskette by using the DOS COPY command.

3. After successfully copying the SETUP program to a blank formatted diskette, erase SETUP.EXE from the IBM Writing Assistant diskette by using the DOS ERASE command.

Later, if you ever wish to run the SETUP program again, you must copy the personal dictionary WORDPRF.ADL to a blank formatted diskette. Then erase WORDPRF.ADL from the Writing Assistant diskette and copy SETUP.EXE to the Writing Assistant diskette. Run SETUP and then erase SETUP.EXE from the Writing Assistant diskette and recopy the personal dictionary WORDPRF.ADL from the formatted diskette to the Writing Assistant diskette.

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IBM