



Business Series

Program No.5601-SAQ(Version 1.01)

IBM Writing Assistant Quick Guide

110130-0

IBM·JX
personal computer

IBM Writing Assistant Functions

1. Type/Edit

Create or edit text on the screen

Check spelling

2. Define page

Control appearance of page: margins, length, headings, footings, and page numbers

3. Print

Range of pages, different printers, single pages, multiple copies, envelopes, form letters

4. Get/Save/Remove

Read document from disk, store document on disk, erase document from disk

5. Clear

Erase document in working copy, reset page defaults to page

9. Exit

Starting Writing Assistant

If the computer is switched off:

1. Insert the DOS diskette in drive A and switch the computer on.
2. Enter the date and time when requested to do so, and press the Enter key.

3. When the DOS prompt **A>** appears, replace the DOS diskette with the Writing Assistant diskette.
4. Type **G** and press the Enter key. Writing Assistant immediately loads into memory.

If the computer is switched on:

1. Exit from whatever program you are using and insert the Writing Assistant diskette.
2. When the DOS prompt **A>** appears, type **G** and press the Enter key. Writing Assistant loads into memory immediately.

From a fixed disk:

To run the program from the fixed disk, type **WRITE** and press the Enter key.

Cursor Control Keys

Keystroke Moves the Cursor

- | | |
|---------|---|
| ↑ | Cursor Up. Moves the cursor up one line. |
| ↓ | Cursor Down. Moves the cursor down one line. |
| ← | Cursor Left. Moves the cursor one character to the left. |
| → | Cursor Right. Moves the cursor one character to the right. |
| Ctrl— → | Next Word. Moves the cursor one word to the right. |

Ctrl— ←	Previous Word. Moves the cursor one word to the left.
End	End. Press End to move the cursor to the last character in the line.
Home	Home. Press Home to move the cursor to the first character in the line.
↵	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.
⇧⇨	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 (⇧), Tab moves to the previous tab stop or menu item.
PgDn	Page Down (Fn—→). The PgDn key displays the following screen of text.
PgUp	Page Up (Fn—←). The PgUp key displays the previous screen of text.
Ctrl—Home	Beginning of Document. Ctrl—Home moves the cursor to the beginning of the document.
Ctrl—End	End of Document. Ctrl—End (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.

Special Keys

Keystroke	Function
PF1	Help. Displays the Type/Edit Help screen.
PF10	Continue. Executes block operation or search or returns to the document.

Editing Options

Keystroke	Function
PF2	Check Spelling. Writing Assistant checks the words in the working copy document against the dictionary.
PF3	Adjust. Centers, left-justifies, or right-justifies the line containing the cursor.
PF4	Set Tabs. Allows you to set or clear tab stops.
PF5	Emphasize. Allows you to select printer enhancements, such as highlighting, underlining and printing in colors.
PF6	Erase Word. Removes the word at the current cursor position.
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 the end of block you want to copy to another location.
PF9	Search. Searches for a phrase and, if requested, replaces it with another phrase.
Shift—PF3	Change Colors. Reviews and changes the color combinations displayed on the screen.
Shift—PF5	Append. Prompts for the name of a file to insert in the working copy at the cursor position.
Shift—PF6	Delete Line. Removes the line where the cursor is currently located.
Shift—PF7	Delete Block. Prompts you to move cursor to end of block you want deleted.
Shift—PF8	Reuse Block. If there is a block in the reuse buffer, places a copy of that block at the cursor location.
Delete	Delete. Removes the character at the current cursor position.
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).
Insert	Insert. Begins inserting characters at the current cursor position. Press the Insert key again to end the insertion.

Define Page Options

Left/Right margin:	Enter the column number for these margins (1-78)
Top/Bottom margin:	Enter the number of lines for these margins (0-18)
Page length:	Enter the number of lines from the top edge of your paper to the bottom edge <ul style="list-style-type: none"> • 66 for standard 8-1/2 x 11 • 102 for legal size (11 x 17) • 0 for one continuous page (no page breaks)
Heading	Enter up to two lines of text to appear at the top of each page
Footing	Enter up to two lines of text to appear at the bottom of each page. For automatic page numbers, enter the starting page number in the footing

Print Options

From page:	Enter the number of the first page you want to print
To page:	Enter the number of the last page you want to print

Print to:

Directs output to different printers

Pause between pages:

Y to pause after each page to insert a new sheet of paper

Number of copies:

Enter the number of copies you want printed

Single/Double/Envelope:

S to print single-spaced, D to print double-spaced, E to print the address only

Indent:

Enter the number of spaces to shift the printing to the right on the paper

IBM Filing Assistant file name:

Enter the name of the Filing Assistant file from which to read data

Printing Form Letters

1. Enter the letter in the working copy, typing item identifiers in the letter where you want an item of data to be inserted from the IBM Filing Assistant file. Item identifiers must be enclosed in asterisks, for example, *Name*.
2. Return to Main Menu and select the Print option.
3. Enter the name of the data file in the IBM Filing Assistant File name item on the Print Menu.
4. To print on single sheet stationery, enter Y for the Pause between pages item.
5. Fill in the Search spec to identify the group of forms from the file that you want to use.
6. Fill in the Identifier spec with any names you entered in the letter differently than they appear on the form.
7. After Writing Assistant prints the first letter, insert a new piece of stationery and continue.

Search Options

Search for:

Enter the word or phrase you want to search for

Replace with:

Enter the word or phrase with which to replace the search phrase

Manual or Automatic (M/A):

M asks for confirmation before replacing each occurrence and **A** replaces all occurrences of the search phrase (if there is no replacement phrase, counts the occurrences and displays the count during the search)

Symbol entered in search phrase:

- abc..** Finds the next word starting with **abc**
- ..xyz** Finds the next word ending with **xyz**
- ..abc..** Finds the next word with **abc** in any position
- ..** Finds the next word

(Either .. or ... may be used.)

Special Commands

- *JOIN *name**** Gets from disk the document *name* and prints it at the location where the command appears
- *GRAPH *name**** Gets from disk the picture file *name* and prints it at the location where the command appears
- *PRINTER *code**** Sends ASCII code to the printer to initiate or terminate special printing modes
- *NEW PAGE*** Starts a new page when printing