BEGINNER'S GUIDE

WHAT'S NEW OR DIFFERENT IN MULTIMATE 3.30 for TANDY 2000

Dictionary:

* A 78,000 word spelling system from Houghton Mifflin based on the American Heritage Dictionary.

* A Custom Dictionary feature to create your own lists of words, such as proper nouns, foreign words, and terms specific to your line of work.

  Note: See Training Lesson V.

Function-oriented documentation:

* Getting Started information and Training Lessons are combined in a Beginner's Guide section of the manual. Beginners and users who need a refresher course will find this combination especially handy.

* The Reference Manual now includes a comprehensive index to the three-part documentation, a section on DOS commands, new and expanded appendices of useful information (including a list of error messages), and a special table of contents that cross-references MultiMate commands both alphabetically and by related functions.

* An Advanced User's Guide has been added to explain the expanded collection of MultiMate Utilities and advanced applications, such as merging database files with MultiMate documents.

New and improved utilities (menu-driven, on separate disk):

* An editor for MultiMate Procedure files, enabling you to write and alter your own "macro" combinations of MultiMate functions.

* File conversion utilities not only for ASCII and DIF, but also for telecommunication and mainframe computer formats.

* An improved Printer Tables Editor to handle special printer features, character sets, customized applications.

Printer enhancements:

* Revised Printer Action Table (PAT) files permit use of MultiMate with all current Tandy printers. (Additional PAT files for non-Tandy printers are also included but cannot be supported by Radio Shack.)

* Proportional spacing and microjustification (appropriate printers).

* Send documents to a printer port, or to disk file.

* System Print options: automatically include the time and/or date from your computer's memory at print-time; print the document's current and last page numbers.

* Print over words with a strikeout character (of your choice).

New defaults that you can modify for one or all of your documents:

* Select how repagination should handle headers and footers.

* Display spaces as dots on screen.

* Make an automatic backup copy of each file before editing.

* Print the system date in U.S., European or Japanese format.

* Select from multiple dictionaries for spelling correction.

* Keep documents closed while editing for utmost safety, or make a backup copy and leave the work copy open to increase operating speed.

Other additions:

* Clear all place marks from a document (including spell-check marks).

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875-9896

Multimate 3.30 Addendum
26-5330

Note to All Multimate Users:

When adding words to your Custom Dictionary, be sure to have your document in the same directory as the Multimate program files.

The ending period will be removed from a word if it is replaced or corrected by the Multimate Dictionary.

The Multimate Dictionary does not correctly recognize words using apostrophes. You may add the commonly used words to your Custom Dictionary to avoid having them flagged each time they are encountered.

Not all printers have their own special initialization code. When creating or editing a Printer Action Table (.PAT file), you may want to add a series of codes for printer initialization to turn off any undesirable functions that may have been left on from previous printed output. (Such as; turn off elongation, turn off bold, turn off italics, etc.)

The option to Restore a document in the Document Handling Utilities menu does not work properly. Documents can be restored at the MS-DOS prompt, by typing the following:

COPY filename.DBK filename.DOC [ENTER]

Note to 256k memory users:

To ensure that Multimate 3.30 will run under 256k of memory, the config.sys file on your boot disk, must only contain the entry listed in the "First Things First" section.

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MultiMate Professional Word Processor For The Tandy 2000

by

Multimate International Corporation

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INTRODUCTION

TO THE MULTIMATE PROFESSIONAL WORD PROCESSOR

If you are new to word processing, you are about to experience an ease and flexibility in creating, editing, and printing your words that is not possible with pencil, pen or electronic typewriter.

If you are experienced with office word processors or other computers, you will quickly find that MultiMate brings the features of a dedicated or stand-alone word processing system to your Tandy 2000.

The full name of the package is MultiMate *Professional* Word Processor. While it has advanced, professional-level features, MultiMate is also quite easy to learn and use.

You can use MultiMate for virtually anything you type: brief memos or long reports, form letters or love letters, business proposals or poetry, legal documents or science fiction stories. Making additions and corrections is very easy, so you can use your word processor to handle information that is constantly changing, such as mailing lists or business records.

A word processor is a powerful tool for office productivity. It also is a creative tool for anyone who works with words and ideas. It frees you from the typewriter's carriage return: your words wrap from line to line automatically as you type. It frees you from the chore of retyping whole documents: you make changes with a few keystrokes, the text automatically adjusts itself, and you print perfect originals.

INVENTORY

Your MultiMate package includes:

- This Beginner's Guide
- The main Reference Manual
- The Advanced User's Guide
- *Quick Reference* materials
  - Key Combinations
  - Color Coded Keyboard Layout
  - Key Labels with Application Instructions
- A Registration Card
- A package of three MultiMate master diskettes.

YOUR MULTIMATE BOOKS

We have tried to make your MultiMate books clear and consistent. Steps for the procedures you must follow are numbered, and plenty of notes and examples are provided.

Reading this Beginner's Guide should be your first step, even if you have used earlier versions of MultiMate. It has two main sections, Getting Started and Training.

BEGINNER'S GUIDE

GETTING STARTED SECTION

Whether you are new to computers or are an experienced user of word processing systems, you should read the three chapters in the Getting Started section.

About MultiMate

This chapter briefly defines word processing concepts, outlines the basic features of MultiMate and explains how MultiMate uses your computer keyboard.

First Things First

This chapter presents instructions you *must* follow before you can begin using MultiMate; how to make working copies of the MultiMate programs from the supplied diskettes, and how to start the MultiMate Professional Word Processor for daily use.

Quick Start

Use this chapter if you are experienced with word processing or if you just hate to read instructions. It tells you how to plunge ahead immediately. Beginners may prefer to use the Training Lessons first. Quick Start also can be a refresher course if you haven't used MultiMate for awhile.

TRAINING SECTION

This half of the book takes you step-by-step through MultiMate's features in a series of detailed lessons.

Here's what you'll find in the rest of your MultiMate package:

REFERENCE MANUAL

This book is the MultiMate user's most important resource. A comprehensive Table of Contents and listing of MultiMate commands make it easy to look up related functions.

A Screens and Menus section shows you MultiMate's screen displays and explains the information and choices they offer you. The main Reference section (MultiMate Functions) gives each MultiMate function its own page or pages, in alphabetical order. These are carefully cross-referenced throughout your MultiMate books.

The manual's DOS Reference section, Appendices and Glossary should prove helpful, along with its master index to *all* the MultiMate books.

ADVANCED USER'S GUIDE

This is a completely new handbook for MultiMate's Advanced Utility programs and features. It will tell you how to get the most out of your printer, how to Edit MultiMate's Procedure files, and how you can use MultiMate with other software, including databases, spreadsheets and files created on other computers.

QUICK REFERENCE MATERIAL

In addition to your reference manual, other resource materials are found in Appendix E: a Quick Reference list putting the most-used MultiMate commands in one place, a color-coded picture of a Tandy 2000 keyboard, and instructions for installing a set of stick-on key labels to turn your computer keyboard into a *MultiMate* keyboard.

The MultiMate program itself provides you with the handiest reference of all — more than 100 display screens of HELP information are available at the touch of a key or two. See the Screens and Menus section of the Reference Manual for details.

GETTING STARTED

1

ABOUT MULTIMATE

Any word processing system will help you write, store, and print your documents. What makes one system different from the others is the ease with which you can do these things. MultiMate is easy to learn and to use.

This chapter will tell you about word processing in general, about your computer and its special function keys, and about the basic features of MultiMate itself.

WORD PROCESSING CONCEPTS

"Word Processor" can refer to a machine that only does word processing, or to software like MultiMate that can be used on a multi-purpose computer. Some aspects of word processing are like using a typewriter. Word processing, however, enables you to do much more than you could with a typewriter. If this is your first experience with using a word processor, there are a few basic concepts with which you should become familiar.

DOCUMENTS

It sounds formal, but a *document* is the name for anything you write or edit with a word processor. When you use a typewriter, you can organize your typed documents by placing them in folders and labeling the folders. With a word processor, you give each document a name when you create it.

Your computer stores those documents by name in its memory or on a diskette. A document might be a one-page letter, a multi-page contract, or a chapter of a book. You can print all or portions of it; or you may decide not to print it at all. When it is no longer needed, you can *delete* it, just as you might throw a folder and its contents into the trash.

PRINTERS

A typewriter puts your words on paper immediately. A word processor waits until you are ready to send the document to your *printer*, a separate machine controlled by your word processor. There are hundreds of brands and models of printers, and their features vary greatly. You will find that MultiMate can use a wider variety of printers than most other word processors, but even it cannot make the printer do something it was not built to do. See your printer manual or computer dealer for a list of the printer's features.

FORMAT

The overall look of your document—the margins or length of the lines, the spacing between lines, and the location of tab stops—is called its *format*. MultiMate allows you to change the format for any document, or even within a document. For instance, a college student often must present a paper with wide, double-spaced paragraphs for original material, but change to a narrower, single-spaced format for long quotations.

WORD WRAP

On a typewriter, when you reach the end of a line you must press the ENTER key to go back to the left margin and begin a new line. In word processing you can set the right margin or length of the line before you begin a document. Then the system automatically takes you to a new line when you fill the old one. This concept is called *word wrapping*. You only press ENTER to end a paragraph, to leave a blank line, or to end a line before it reaches the right margin.

CURSOR

The *cursor* is a small blinking box or underline showing you where the next character will be typed in your document. As you type, the cursor moves from left to right. Special *cursor movement* keys allow you to move in any direction, to any position where you have already typed something.

As you type your document the screen fills up with words. When you get to the bottom of the screen, the display moves up. The first line disappears off the top of the screen and a new line opens up at the bottom. The words that moved off the top aren't lost. You just can't see them. As you keep typing, the old lines keep moving up to make room for new ones. This is one form of *scrolling*.

SCROLLING

Moving the cursor up or down on the screen is called *vertical scrolling*. If you have filled more than one screen with text and you try to move the cursor past the top or bottom, the text will scroll up or down, one line at a time.

The cursor can not enter blank areas of the screen, such as the area beyond the end of a line or paragraph. It may appear to jump around as it scrolls down past those blank areas.

The left-to-right or right-to-left movement of the cursor is called *horizontal scrolling*. Your screen can display eighty *columns* (spaces or positions) in a line at one time. If you create a line longer than that, the whole screen will scroll to the right one column or character at a time as you pass the eightieth position. You can also scroll to the beginning or end of any line you have written.

STRIKEOVER

Strikeover is the word processing feature that lets you make corrections to your document simply by typing on top of what already appears on the screen. If a wrong character has been typed, you just move the cursor to that position and type the right character.

KEYBOARD INFORMATION

Since a word processor does more than a typewriter, it usually has more keys. The Tandy 2000 does not have as many keys as some special word processing keyboards, but MultiMate lets you use some keys in more than one way.

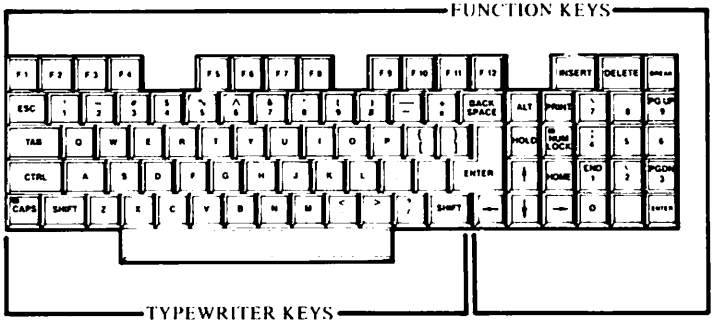
The Shift keys can be held down while you press another key, to give you uppercase letters/symbols or functions, just like the Shift or Caps keys on a typewriter. Two additional keys on your computer work in much the same way as the Shift keys: Control (CTRL) and Alternate (ALT). You hold them down while pressing another key, and that combination performs a new function.

The Tandy 2000 keyboard contains three main groups of keys:

- two groups of *function* keys
- one group of *typewriter* keys

The MultiMate word processing system uses all three key groups to perform its various functions and commands.

KEYBOARD NUMBER DESIGNATIONS



FUNCTION KEYS

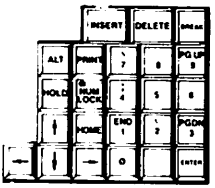
When you are working on a document, it is not necessary to remember a complex series of keystrokes to accomplish common editing *functions* such as insertion, deletion or reorganization of text. With MultiMate, nearly all of these traditional word processing functions require only one or two keystrokes.
Function keys are located on the top and the right of the keyboard.

The function keys on the top row are numbered F1 through F12. They are used alone to perform one function, or while holding down the Shift, Alternate (ALT), or Control (CTRL) keys to perform other functions. Whenever reference is made in the manual to one of these function keys, an F will precede the number.

Each function key can be used for four different purposes depending upon whether the key is used alone or in conjunction with the SHIFT, ALT, or CTRL key. Key combinations are defined on the color-coded Legend Cards. Functions listed in the top band of color (Grey) are accessed by the function key alone. The second band of color (Gold) is for those functions accessed by the SHIFT key and the function key; the third band (Rust), for the CTRL key and the function key; and the bottom band (Orange), for the ALT key and the function key.

Instructions for using the Legend Cards can be found in Appendix E.

The keys numbered 1 through 9 on the right of the keyboard are sometimes referred to as the *numeric keypad.* If the Shift key is held down, or if the Number Lock Key (NUM LOCK) has been pressed, the keys will type numbers instead of working as function keys. Pressing NUM LOCK a second time unlocks them.



Some of these right-side function keys are your *cursor movement keys,* including four directional-arrow keys. Some of them have extended functions when used with the Control (CTRL) key. Others are used for inserting and deleting text.

TYPEWRITER KEYS

These are the keys you use to type your document. Some of them can also be used to perform a special function, when pressed while holding down the Alternate (ALT) key.

NOTE: Many times a training lesson or your screen display will instruct you to type a number. Use the number keys on the top row of the *typewriter* section to enter such numbers, not the keys on the numeric keypad.

KEYBOARD LAYOUT AND QUICK REFERENCE LIST

Inside your MultiMate package in Appendix E you will find a detailed, color-coded illustration of a Tandy 2000 keyboard, labelled with the various key functions. There is also a Quick Reference List of MultiMate commands. Keep both of these handy while learning and using your word processing system.

The package also includes a plastic keyboard template with instructions. You can put the MultiMate commands right on your computer keyboard.

MULTIMATE'S FEATURES

MultiMate Professional Word Processor has all the basic word processing features and dozens more, but it is still very easy to learn. Even if you have never used a computer before, you can create and edit documents immediately. You will quickly learn to copy and move text within a document, make a paragraph as narrow or wide as you want, and send the final version to your printer.

The more advanced features, such as the built-in spelling corrector, can wait until you need them or until you learn them just for fun. This section will explain more of MultiMate's features and terminology so that you'll know what to expect when you turn on your computer and begin to learn the system.

MENU DRIVEN

MultiMate is *menu-driven*: you choose major tasks like "Edit an old document," "Create a new document," or "Print a document" from lists (menus) of choices. You begin at the Main Menu, which has nine selections, and then MultiMate presents a series of screens related to the option you selected. When you are finished working on a document, you can return to the Main Menu or to any of the secondary menus at the touch of a key.

MultiMate is also *function key oriented*, which means there is usually a special key or two dedicated to each job, such as deleting a word or moving a paragraph from one page to another.

The system frequently will offer a *default* selection for some menu choices. You can accept a system default or change it. Certain menus let you change the system defaults themselves, such as the kind of printer you are using, so that your usual selection will be filled in automatically for any document you create. The Reference Manual has a Screens and Menus section with complete information on using menus and filling in screens.

PAGE ORIENTED

Unlike some word processors, MultiMate is *page oriented*. Each document you create is divided into a series of pages, just as it would be on your old typewriter. If you want to go to page three, you press the GoTo function key (F5) and the number three. This page orientation is one of the reasons our system is easy to use.

Page orientation also means that MultiMate saves pages automatically. Individual pages are held in the memory of the personal computer while being edited. Whenever you move to another page, the page you have been working with is automatically stored on your diskette. Of course you can also save the page by pressing the Save keys (Shift and F10). Also, the document is automatically saved when you leave the document to return to the Main Menu by pressing the Save/Exit key (F10).

SCREENS AND PAGES

A MultiMate document can hold the equivalent of about 35 standard size typewriter pages full of text. The size limit for a MultiMate document is actually 128,000 bytes. A byte is a unit of computer storage that generally equals one character. An average 55-line page holds about 3,600 characters.

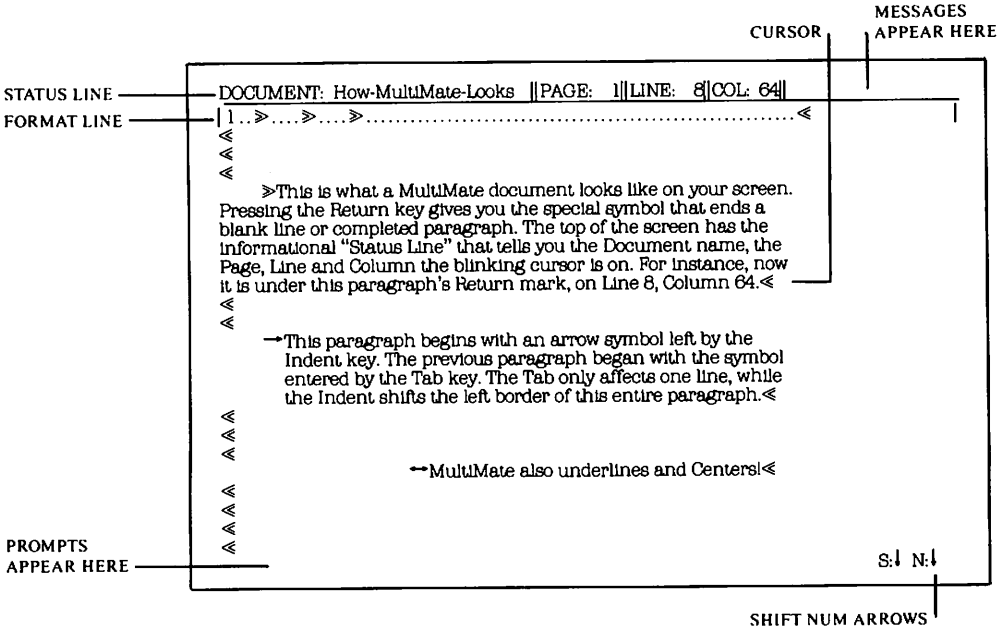
The document size limit shouldn't be a problem with long writing projects. You can always break one chapter into many MultiMate documents, and have MultiMate number the pages consecutively at printing time. More detailed information about the size limits for documents and the storage limits of your computer diskettes is included in Appendix C of the Reference Manual.

Pages can be entered in any length up to 150 lines, which is about six full screens (Your computer screen does not show a full typewritten page. A standard typed page is usually about 55 lines, while the screen can show only 23 lines of your text.) Functions such as Page Break, Page Combine, Page Length and Repaginate let you reorganize your document before printing.

WHAT YOU SEE: THE SCREEN DISPLAY

Not only does MultiMate have the standard word-wrapping feature, it automatically adjusts your text on screen if you make changes. If you take out a word, the paragraph immediately adjusts to fill the space. If you capitalize, underline, indent or center words, you will see that change on screen immediately. The system can adjust your text to completely fill the lines from end to end, like a printed book or newspaper. (It makes this adjustment, called right justification, through your printer. It's one of the few things you will not see on screen).

The accompanying illustration shows a MultiMate document exactly as it appears on screen during editing. The top two lines and the bottom line are there for your information. The first is called the *Status Line*; the second is the *Format Line*.



STATUS AND FORMAT LINES

The Status Line gives the name of the document, the page number, line number, and how many columns (character positions) the cursor is from the left side of the screen. The Status Line is always displayed on the top of your screen.

A Format Line appears at the top of every page, and will scroll off the top of the screen when you reach the twenty-third line of the page. The Format Line allows you to set the *line spacing* (i.e. single, double), the position of *tab stops* and the maximum length for the lines in your document. You can insert additional Format Lines anywhere in a document as a reminder, or to change the spacing, tab settings or line length of the text below.

In the example, the Status Line gives the name of a document called "**How-MultiMate-Looks**," plus the page number and the line and column where the cursor is located. The Format Line shows a "1" for single spacing; a tab stop (≫) in the sixth column, an ENTER mark (≪) to indicate where lines of text that follow will end. It also explains a few of MultiMate's *Screen Symbols*, which help you organize your text. You will find a complete list in the Screens and Menus section of the Reference Manual.

PROMPTS AND MESSAGES

The bottom right corner of the screen holds indicator symbols for the Tandy 2000 Shift or Caps key (**S:** ↓) and Num Lock key (**N:** ↑). If either arrow points up, it means a shift or lock key has been pressed. If you press the function keys that tell MultiMate to underline anything you type (Alt, plus the underline key), the **S:** and **N:** symbols will appear underlined until you press the same combination again to execute the underline function.

Even the space between the **S:** and **N:** symbols is used for messages by one of MultiMate's advanced features ("Procedures"). MultiMate uses the rest of the bottom line, and the right corner of the top line to give you helpful messages. The shift symbols and messages from the system will appear brighter than normal text if your monitor's contrast control is adjusted properly. For instance, if you press the Delete Key, the top right corner will say **DELETE WHAT?** in bright letters.

MultiMate provides even more detailed information through its *Help Screens*. Pressing F1 gives you a *Help Menu* from which you can remind yourself of instructions for performing any of MultiMate's functions. There are more than 100 screens of Help information stored in MultiMate's memory! The Screens and Menus section of the Reference Manual will give you more information about the Help Screens.

HIGHLIGHTING

When you use the Delete, Copy, Move, or External Copy function keys, MultiMate uses *highlighting* to mark the text you want to delete, copy or move. If you press the Delete key, for example, the screen message says **DELETE WHAT?**, and the cursor glows brighter than the surrounding text, along with any letter the cursor is positioned under. When inserting, you will notice that text being input will also be highlighted.

You can highlight existing text quickly by several methods. The cursor movement or page-oriented function keys that scroll the cursor down or to the right can be used to spread the highlighting. Special highlighting function keys exist for highlighting a word, line, sentence or paragraph from any place within that word, line, sentence or paragraph. Or, if you press any letter or screen symbol key (the ENTER, for example) the highlighting will extend to the next occurrence of that character. Pressing the ENTER is often the fastest way to highlight the remainder of a paragraph or several paragraphs.

NOTE: To see highlighting, you may have to adjust the brightness and contrast controls of your computer monitor.

HOW TO LEARN MULTIMATE

You will have several choices when it comes time to learn how to use these MultiMate functions and features. This book has a Quick Start section for experienced word processor users, plus a series of detailed Training Lessons for a step-by-step introduction to MultiMate's major features.

The Reference Manual has a Screens and Menus section that explains MultiMate's displays and their operations in detail, and an alphabetized MultiMate Functions section that lists every MultiMate function or command. The Introduction in the front of the Reference Manual groups many related functions, so you can see how they work with each other.

First Things First, the next section of this book, will help you set up MultiMate on your computer. Then you can start learning how to use MultiMate's features and functions.

FIRST THINGS FIRST

WHAT YOU NEED TO BEGIN

Before you begin using your MultiMate word processing system, make sure that you have everything on hand that you will need. Some of the items you will need are found in your Multimate package, and others are supplied by you. Here's a breakdown of what you will need:

WITH YOUR MULTIMATE PACKAGE

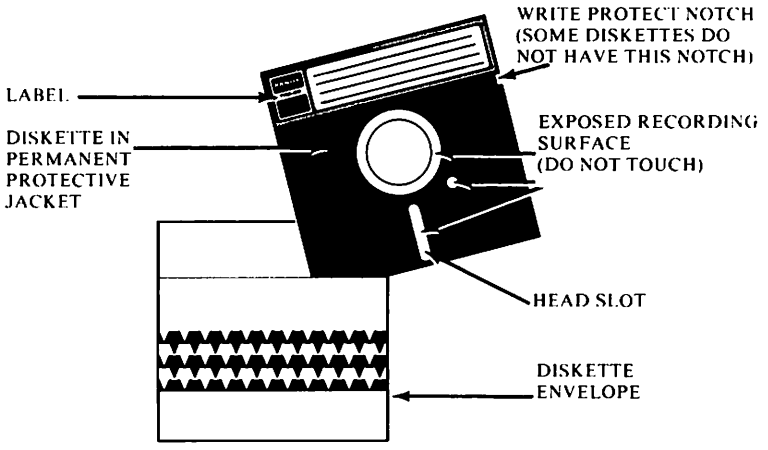
1. MultiMate Professional Word Processor documentation.
2. Three MultiMate word processing diskettes (Boot/System, Speller/Dictionary and Advanced Utilities). These are double-sided diskettes.

ADDITIONALLY, YOU NEED TO SUPPLY:

1. A Tandy 2000 Computer. Your computer must be equipped with two double-sided diskette drives or a hard disk and one double-sided diskette drive.
2. A Disk Operating System (DOS) diskette.
3. 256K bytes of memory.
4. At least four blank diskettes (Double Sided, Double Density, 80 Track Cat. No. 26-410).

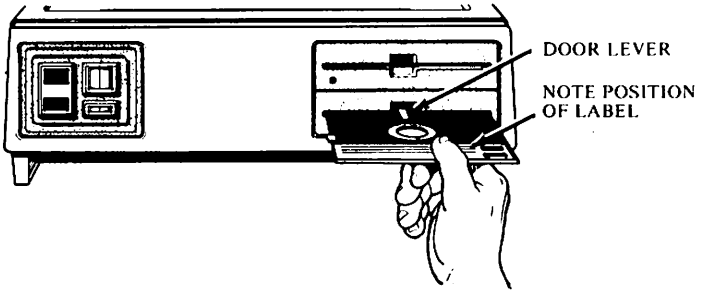
HANDLING AND STORAGE OF YOUR DISKETTES

Your diskettes are very sensitive and must be handled with care. The magnetically coated recording surface of the diskette is visible through the oval holes in the permanent, black plastic diskette jacket. You must *never* touch any part of the exposed recording surface. Touching this surface could destroy the diskette. Instead, always handle the diskette by the edge where the label is located.



When you place the diskette into the drive, hold it so the label edge is facing up and is closest to you.

Check to see that the drive door is open and that the drive is empty.



Hold the diskette as described above, insert it into the drive, and carefully push it all the way in until it stops.

Close the disk drive door by pushing down on the door lever until it clicks shut.

Because the diskette is magnetic, it must be kept away from electrical appliances and other equipment that have a magnetic field, such as office paper clip containers or copy-holders. Over-exposure to fluorescent lights also can damage disks. Don't store them within one foot of fluorescent fixtures.

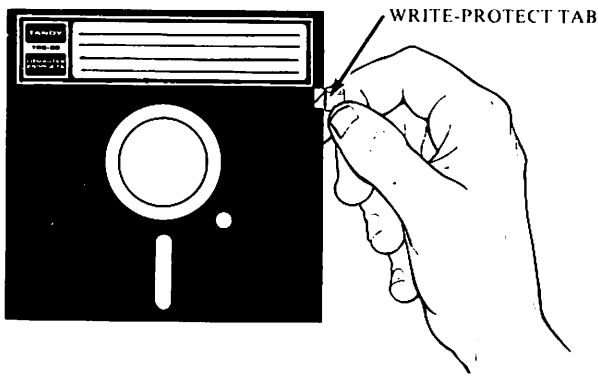
It's safe to assume that temperatures comfortable to you are safe for your diskettes. But very high or low temperatures can damage a diskette. The acceptable temperature range is 50° F-125° F (10° C-52° C). So don't leave diskettes in your car for too long on a very cold or warm day, and don't put them near a radiator.

Diskettes also are sensitive to physical damage: Do not bend or staple the black plastic cover. If you write on the label of the diskette or on its paper envelope while the diskette is inside it, use only a soft felt-tip pen — never a pencil or ballpoint pen. Better yet, write on the label *before* you put it on the disk.

When not in use, diskettes must always be stored in their paper envelopes to protect them from dust and other elements. The diskettes should be stored in an upright position in a hard-cover box. Never put anything on top of a diskette.

WRITE-PROTECT FEATURE

Some diskettes contain important data that should not be altered. For instance, you may want to store the diskette that holds the final version of a lease, or the past month's business correspondence. By placing a small foil tab over the square *write-protect notch* on the diskette, you guarantee that information can be read from, but not written to, that diskette.



When you make your work copies of the MultiMate diskettes, do *not* put write-protect tabs on them.

HELPFUL HINTS

DO:

1. Remove diskettes before you turn off the computer.
2. Make regular backup copies of your document disks for safety.
3. Date and label diskettes, including names of your documents.

DON'T:

1. Remove the diskettes from the disk drives without saving your document and returning to the MultiMate Main Menu [by pressing the Save/Exit key (F10)].
2. Remove the diskette from the disk drives while the red "in-use" light is on or the drive motor is running.
3. Insert pencils, fingers or foreign objects into the disk drives.

PREPARING YOUR WORD PROCESSING SYSTEM

Before you can begin using the MultiMate word processing system, you must prepare your floppy diskettes or the fixed disk in a hard disk unit. These disks must contain both the Disk Operating System (DOS) and the programs we supply.

You will use your computer's DOS diskette and the master diskettes we provided to build your working disks, then you will store the masters in a safe place to use as backups. You will want to prepare at least one document storage diskette, in addition to your program diskettes.

THE DISK OPERATING SYSTEM

The Disk Operating System (DOS) is a set of programs telling the computer how to perform its major functions. Some of these programs allow you to keep the date and the time in your computer's memory, display a directory of a disk and copy programs from one disk to another. Another program on your computer's DOS system disk allows you to prepare or *FORMAT* new diskettes and put the essential parts of DOS onto them automatically.

DOS may be stored on either a diskette (sometimes called a "floppy disk") or on a hard disk. A disk that has DOS on it is said to be "executable" or "self-booting." Sometimes it is called a "COMMAND.COM" disk, since that is the name of a DOS program on the disk.

Each time you turn on your computer with a "self-booting" disk, DOS is transferred from the disk into memory. This is called "loading" or "booting" the operating system, because part of DOS "pulls itself up by its own bootstraps." A "boot" is done every time you turn on your computer, or if you press the Control, Alternate, and Delete (CTRL, ALT, DELETE) keys simultaneously — but only if there is a self-booting disk in the diskette drive, or a copy of DOS on the hard disk.

You will give commands to the computer through DOS. A prompt, either **A>** or **C>**, appears on the screen when you are in DOS. You type commands after the prompt to instruct the computer to perform DOS functions or run programs, such as FORMAT or the MultiMate programs called WP (for Word Processing) and UTIL (for Utilities). DOS commands can be typed in either uppercase or lowercase letters.

It is a good idea to familiarize yourself with the DOS Reference section in the MultiMate Reference Manual and the DOS information in your MS-DOS Reference Manual that came with your computer. Familiarity with DOS is especially important if you want to get the most out of a fixed (hard) disk system.

MAKING WORKING DISKS

Before you can use your word processing system, you will have to make working copies of your MultiMate programs. These programs are on the Boot/System, Advanced Utilities and Speller/Dictionary diskettes that we provided.

We will give two versions of these instructions. The first version is for the user of Tandy 2000, with two floppy diskette drives. The second version will give modified instructions for the user of a Tandy 2000 that has a built-in fixed or hard disk.

Users of machines with two diskette drives will put their working copies on several new floppy diskettes. One diskette must have the DOS programs on it as well. Users of hard disks will put all the MultiMate programs on the hard disk.

HOW TO SET UP YOUR MULTIMATE SYSTEM (Using Two Diskette Drives)

In this section you will make working copies of your MultiMate programs on blank diskettes. You will have to format diskettes two different ways:

a. One *bootable* diskette. This will become your MultiMate Boot/System work copy.

b. Three *non-bootable* diskettes. Two of these will hold copies of your other MultiMate programs. (There is not enough room on a bootable diskette to hold some of your MultiMate program files.) The third diskette will be for the documents you create.

The copying process itself has three steps:

c. Copying a group of files from the Boot/System diskette to the new bootable diskette. This will be your Boot/System working copy.

d. Copying a group of files from the Advanced Utilities diskette to make an Advanced Utilities working diskette.

e. Copying a group of files from the Speller/Dictionary diskette to make a Speller/Dictionary working diskette.

The following instructions tell you how to format your diskettes.

A. Creating a bootable diskette.

1. Turn on your Tandy 2000, insert your DOS diskette in the A (bottom) drive and press the Reset button. The system prompts **Enter new date:**.
2. Enter the date in the form MM-DD-YY (Month-Day-Year).
3. Press ENTER.
   The system then prompts **Enter new time:**.
4. Enter the time in the form HH:MM (Hour:Minute).
5. Press ENTER.
   The DOS prompt, **A>**, appears.
6. After the **A>**, type in the following exactly as shown:
   format B:/S
7. Press ENTER.
   The screen displays:

```
Insert new diskette for drive B:
and strike any key when ready
```

8. Insert a new diskette in the B (top) drive, and press any key.
   The screen displays:

```
Formatting Tracks...
```

The formatting process takes a few minutes. The system then asks if you want to format another diskette. The screen displays something like this:

```
Format complete
System transferred

  000000 bytes total disk space
  000000 bytes used by system
  000000 bytes available on disk

Format another (Y/N)?
```

If the message lists any "bad sectors," start again with a new disk to insure you have enough room for your MultiMate files.

9. You have formatted your bootable diskette. Answer by pressing N (No). You don't have to press ENTER.
   The DOS prompt, **A>**, appears.

10. The diskette in drive B not only has been formatted, but now it also has DOS on it. The "/S" instruction from step 6 copies the operating system (DOS) onto your diskettes — The "S" stands for "system."

    Type **dir B:** and press ENTER.

11. "Dir" is short for "directory," and the screen should show the name of one file on the disk in drive B. The file, "COMMAND.COM," is an important part of the DOS system. If a disk has "COMMAND.COM" present, it has been formatted as a bootable diskette and can be used to start your computer.

12. Prepare a stick-on diskette label (provided with your blank diskettes) with the name "MultiMate Boot/System Working Disk." There are several numbered versions of DOS, such as DOS 2.0 or DOS 2.11. Write your DOS version number on the diskette label for future reference. Remove your newly formatted diskette from drive B and attach the label as shown at the beginning of this chapter.

QUICK START

B. Formatting a non-bootable diskette.

We will assume you have just formatted your bootable diskette, that you have not turned off the computer, and that the **A>** prompt is still visible on your screen.

If this is not the case, please follow steps A-1 to A-5 as given above before beginning this section.

1. After the prompt **A>**, type in the following exactly as shown:
   format B:

2. Press ENTER.
   The screen displays:

```
Insert new diskette for drive B:
and strike any key when ready
```

3. Insert a new diskette in the B (top) drive, and press any key. The screen displays:

```
Formatting Tracks . . .
```

The formatting process takes a few minutes. The system then asks if you want to format another diskette. The screen displays something like this:

```
Format complete

  000000 bytes total disk space
  000000 bytes available on disk

Format another (Y/N)?
```

If the message lists any "bad sectors," start again with a new disk to insure that you have enough room for your MultiMate files.

4. To format another diskette, answer yes by pressing **Y.** You don't have to press ENTER. The screen displays:

```
Insert new diskette for drive B:
and strike any key when ready
```

5. Remove the newly formatted diskette from the B (top) drive and insert the second new diskette.
6. Repeat steps 3 to 5 to format at least two more new diskettes in drive B. The above message reappears each time.
7. After your last diskette has been formatted, answer no by pressing **N.** You don't have to press ENTER.
   The DOS prompt, **A**> appears.

The newly formatted diskettes from drive B do not have DOS on them, so they cannot be used to "boot-up" the system when you turn on the computer.

The following instructions tell you how to copy the MultiMate System, Speller/Dictionary, and Advanced Utilities files onto your newly formatted diskettes.

C. The first disk you will copy is the MultiMate Boot/System diskette.

If you turned off the computer after formatting your disks, restart with the DOS diskette as described in steps A-1 to A-5 above.

1. Remove the DOS diskette from the A (bottom) drive and insert the supplied diskette labeled MultiMate Boot/System in its place.
2. Insert the bootable diskette that you just labeled "MultiMate Boot/System Working Copy" in the B (top) drive.
3. After the **A>**, type in the following exactly as shown:
   copy *.* B:
4. Press ENTER.
   The MultiMate program files and PAT files from the diskette in drive A are copied onto the diskette in drive B.

MultiMate includes dozens of Printer Action Tables or PAT files that help MultiMate use many different printer models. The PAT file(s) corresponding to your printer(s) must be on the self-booting work copy of the Boot/System diskette to run your printer. There is no problem if you have more than one printer. The diskette has room for many PAT files, and you will be able to use any one of them just by typing its name on one of MultiMate's screen displays.

You have completed your self-booting Boot/System work diskette. Remove it from the B (top) drive.

You will use the self-booting work copy to run the MultiMate program and to start the computer when using the Advanced Utilities diskette. When MultiMate lessons or examples refer to the "MultiMate System disk" they will mean your self-booting copy, unless they are referring to the printer files stored on the original disk. Store your original MultiMate Boot/System diskette in a safe place as a backup, and in case you need a new printer file.

D. The second disk you will copy is the MultiMate Advanced Utilities diskette.

The **A>** prompt should be on the screen.

1. Remove any diskette from the A (bottom) drive and insert the supplied diskette labeled MultiMate Advanced Utilities Diskette in its place.
2. Insert one of the non-bootable, formatted diskettes in the B (top) drive.
3. After the **A>**, type in the following exactly as shown:
   copy A:*.* B:
4. Press ENTER.
   The MultiMate Advanced Utility programs from the diskette in drive A are copied onto the diskette in drive B.
5. Remove the newly created diskette from the B (top) drive. Label it Advanced Utilities. It contains utility programs you can use for such procedures as converting files or recovering files. (The utilities are explained in the Advanced User's Guide.)

E. The third disk you will copy is the MultiMate Speller/Dictionary diskette.

The **A>** prompt should be on the screen.

1. Remove any diskette from the A (bottom) drive and insert the supplied diskette labeled MultiMate Speller/Dictionary in its place.

2. Insert one of the non-bootable, formatted diskettes in the B (top) drive.
3. After the **A>**, type in the following exactly as shown:
   copy A:*.* B:
4. Press ENTER.
   The MultiMate Speller/Dictionary files from the diskette in drive A are copied onto the diskette in drive B.
5. Remove the newly created diskette from the B (top) drive. Label it "Speller/Dictionary Work Copy." It contains the 78,000 word dictionary for use with MultiMate's spelling corrector, and it has room for your own additions to the dictionary.

You now have three working diskettes: a self-booting MultiMate Boot/System diskette, a Speller/Dictionary diskette, and an Advanced Utilities diskette. Throughout the manual we sometimes refer to these new diskettes as the System, Advanced Utilities and Speller/Dictionary diskettes. Use these working diskettes in your daily work; save the original diskettes we supplied as backups.

You also have a blank, formatted diskette to store the documents you will create with MultiMate.

HOW TO SET UP YOUR MULTIMATE SYSTEM (Using a Hard or Fixed Disk)

If you are using a new computer with a hard disk, you must make sure the hard disk is properly formatted and DOS is installed before you begin. Refer to your MS-DOS Reference Manual for information on formatting the hard disk.

TO INSTALL MULTIMATE ON THE HARD DISK:

1. Make sure you are in the root directory and the **C>** prompt is on the screen.

   NOTE: If you are not sure if you are in the root directory, type:
   cd and then press the ENTER key.
2. Insert your MultiMate Boot/System disk in the A drive.
3. Type: **A:wptohard**

   This command makes a sub-directory called WP and copies all the word processing files from the System diskette to the hard disk. As the system copies files, the appropriate file names appear on the screen. When the copying process is completed, the prompt, **C>**, appears.

4. Type: **cd WP**

5. Press ENTER.
   The **cd** (change directory) command puts you into the MultiMate sub-directory. The DOS prompt, **C>**, appears.

6. Remove the MultiMate Boot/System diskette and insert the Speller/Dictionary diskette. Copy the files on the diskette into the newly created **WP** directory. You are still in the MultiMate sub-directory so you don't need to type the change directory command again.

7. Type: **copy A:*.* C:**

8. Press ENTER.
   As the system copies files, the appropriate names appear on the screen. When the copying process is completed, the DOS prompt, **C>**, appears.

9. Remove the Speller/Dictionary diskette and insert the Advanced Utilities diskette. Copy the Utility files into the **WP** directory.

10. Type: **copy A:*.* C:**

11. Press ENTER.
    As the system copies files, the file names appear on the screen. When the copying process is completed, the DOS prompt, **C>**, reappears.

12. Remove the Advanced Utilities diskette. All the MultiMate programs and files are on the hard disk in drive C. These are the word processing programs, the speller/dictionary files, and the advanced utility files for such operations as recovering or converting files as well as printer action table (PAT) files that allow MultiMate to print documents on your printer.

    Save the diskettes we have supplied as backups.

SYSTEM CONFIGURATION FOR USING ADVANCED UTILITIES

If you use DOS Version 2.0 or higher, you must add one more file to your system before you use the MultiMate Advanced Utilities. The instructions below show you how to add this one-line system configuration file to your Boot/System diskette or to the root directory of your hard disk. It is a simple process, even if you haven't used a computer before. If you boot your system without this file, the File Conversion Utility may give error messages such as "Cannot create file."

FOR FLOPPY DISK USERS

The system configuration file, called CONFIG.SYS, will go on the Boot/System disk. You must use this disk to start the computer each time you use your MultiMate Advanced Utilities. If you turn on your computer using other software, you must re-boot the system with the MultiMate disk containing CONFIG.SYS before running the utility programs. First, make your working copies of the MultiMate diskettes, following the instructions on pages BG-2-5 to BG-2-11.

1. Put your completed Boot/System working copy into drive A. (Turn on the computer if it is not already on, and set the date and time as usual.)
2. At the DOS prompt **A>**, type the following exactly: **copy con config.sys**
   Press ENTER.

   The cursor returns to the first column of the next line.
3. Type: **files=15**
   Press ENTER.

   The cursor returns to the first column of the next line.
4. Hold down the Control (CTRL) key and press Z. The screen displays **^Z**. Press ENTER. The screen displays **1 file(s) copied**, and the DOS prompt, **A>**, reappears.
5. Re-boot the system either by pressing the RESET switch or by holding down the CTRL, ALT and DELETE keys at the same time. You will not see anything different on screen, but when the DOS system is stored in the computer, it will incorporate the CONFIG.SYS file command. You must boot the system using this boot diskette whenever you plan to use the MultiMate Advanced Utilities diskette.

FOR HARD DISK USERS

Your CONFIG.SYS file goes in the root directory of your hard disk. If you already have a CONFIG.SYS file, you will have to add a line to it as explained below. You can complete these procedures before or after you copy your MultiMate diskettes (see page BG-2-11 of the Beginner's Guide).

1. Go to the root directory. To get there, after the **C>** prompt type **cd** and press ENTER.
2. At the **C>** prompt, type the following: **dir config.sys**
   Press ENTER.
3. The system responds with either **File not found** or with a directory for the CONFIG.SYS file.

4. If the message was **File not found**, you must create a CONFIG.SYS file. If a CONFIG.SYS file *was* found, you may have to change it (See part B below).

   A. Creating a new CONFIG.SYS file.

      1. At the **C>** prompt, type the following: **copy con config.sys**
         Press ENTER.

      2. Type: **files=15**
         Press ENTER.

      3. Hold down the Control key (CTRL) and press Z. The screen displays **%Z**. Then press ENTER. The message **1 File(s) copied** appears, and the **C>** returns.

      Skip sections B and C.

   B. Displaying an old CONFIG.SYS file.

      1. To display the CONFIG.SYS file on screen, type the following exactly as shown (including the word "type"): **type config.sys**
         Press ENTER.

      2. The screen displays one or more lines of text that look something like this:

         Files=10
         Buffer=nn
         etc.

         These are DOS system configuration settings needed by some of the programs already installed on your hard disk. Whoever installed your system can explain each line.

      3. Your new CONFIG.SYS file must include the line **Files=15** or some higher number. If it does, you don't have to change anything. You are ready to use the Advanced Utilities. If there is no **Files=** line in the old CONFIG.SYS file, or if it sets Files equal to something less than 15, you have more work to do.

   C. To alter an old CONFIG.SYS file.

      You can use a program line editor to change the file (EDLIN is explained in the DOS manual), or follow these steps:

      1. Display your old CONFIG.SYS file on the screen as explained above. After the DOS prompt **C>**, type the following: **copy con config.sys**
         Press ENTER.

      2. Type this line exactly: **files=15**
         Press ENTER.

      3. Type every line of the original CONFIG.SYS file *exactly* as displayed on the screen above (except for any old **files=** line). Press ENTER after each line.

      4. When all the lines have been entered, hold down the Control key (CTRL) and press Z. The screen displays **^Z**. Then press ENTER. The message **1 File(s) copied** appears, and the **C>** returns.

5. Re-boot the system either by turning your computer off, then on, or by holding down the CTRL, ALT and DELETE keys at the same time. You will not see anything different on screen, but when the DOS system is stored in the computer, it will incorporate the CONFIG.SYS file command. It will do this each time you turn on the computer.

DRIVE DEFAULTS

A default drive is the disk drive where MultiMate will look for a certain program or document file. Lessons and examples in your MultiMate documentation usually refer to drive A as the default drive for your programs and drive B as the default for your documents. These default settings can be changed if you want. For instance, most hard disk users will want MultiMate's system programs on drive C, the hard disk. (They will be shown how to alter that default in the next section.)

The MultiMate version as distributed is set up with the following drive defaults, which are the proper settings for most users with two-diskette machines:

System drive:	A	The drive containing system programs.
Document drive:	B	The drive containing your documents.
Library drive:	B	The drive containing your library documents.
Dictionary drive:	A	The drive containing your dictionary.

If you intend to use different drives, please refer to DRIVE DEFAULT MODIFICATION in the Screens and Menus section of the Reference Manual.

In addition to drive defaults, you can divide your disks into several *sub-directories* and create a *path* leading between sub-directories. This is a common practice used to divide hard disks into smaller work spaces. MultiMate can store documents in several sub-directories (see the Advanced User's Guide, the Screens and Menus and DOS Reference sections of the Reference Manual).

The following instructions tell you how to go to your MultiMate system and, if necessary, modify your drive defaults so you can begin using the system.

1. At the A> or C> prompt type: **wp**

   NOTE: HARD DISK users must go to the MultiMate subdirectory:

   Type: **CD\WP** and press ENTER.

2. Press ENTER.
   The copyright screen appears, followed by the MultiMate Main Menu.

```
MultiMate
Professional Word Processor Vers 3.30

1) Edit and Old Document
2) Create a New Document

3) Print Document Utility
4) Printer Control Utilities
5) Merge Print Utility

6) Document Handling Utilities
7) Other Utilities
8) Spell Check a Document
9) Return to DOS

DESIRED FUNCTION:
Enter the number of the function; press ENTER
Press F1 for HELP menu

S:1 N:1
```

3. Now you can edit the system drive defaults.

   a. Press 7 (Other Utilities), followed by ENTER.
   b. Press 2 (Edit Drive Defaults), followed by ENTER.
   c. In order to run MultiMate and store your documents on the hard disk (drive C), your screen must look like this:


```
                    DRIVE DEFAULT MODIFICATON

System Drive        C   (Enter the letter of the desired de-
Document Drive      C   fault drive in the space provided)
Library Drive       C
Dictionary Drive    C       Document Directory _________

Installed Drive Table :

ABCDEFGHIJKLMNOP        (Enter "Y" beneath each drive letter
YNYNNNNNNNNNNNNN        if you have that drive installed. Else
                        enter "N")

Drive Type Table :

ABCDEFGHIJKLMNOP        (Enter "F" beneath each installed
F H                     floppy or "H" beneath each installed
                        hard disk)

              Press F10 when done or ESC to Abort

                                                   S:↓ N:↓
```

4. Press ENTER to accept an entry in a field and move the cursor to the next field. Press the appropriate letter key to change the default in any field to match the screen shown above.

5. After completing the above screen, press F10.
   The Other Utilities Menu appears.

6. Press F10 to return to the Main Menu.

BRINGING UP YOUR MULTIMATE WORD PROCESSING SYSTEM

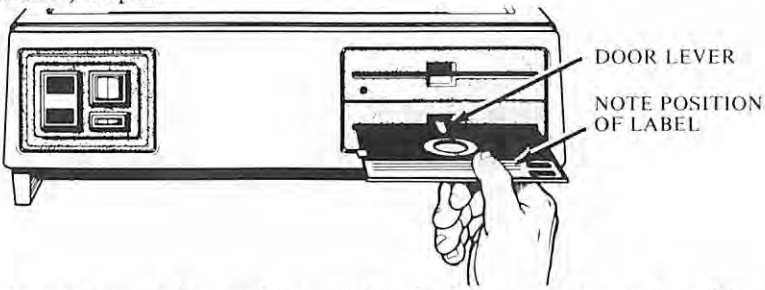
The following instructions allow you to *bring up* (display) the MultiMate Main Menu so you can use your MultiMate word processor.

Hard disk users please note: To bring up MultiMate, skip steps 1 through 4 below, and start at step 5.

1. Remove the System diskette from its paper envelope so the label edge is facing up and closest to you (as you're now holding the diskette, your thumb is over part of the label).

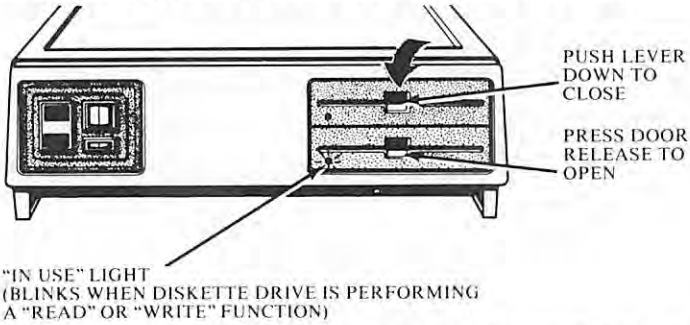
   NOTE: Be sure to use the diskette you just created by copying DOS and MultiMate onto a single diskette. The following steps will not work with the original diskette that we supplied.

2. Turn on the power switch on the front of your computer. The system checks itself with a power-up memory test which takes several seconds. Check to see that the door to drive A (bottom disk drive) is open.



3. Hold the diskette as described in step 1, insert it into the A (bottom) drive, and carefully push it all the way in until it stops.

4. Close the disk drive door by pushing down on the latch until it clicks shut.



5. Press the RESET switch. This is the black switch below the power switch. The Disk Operating System (DOS) is loaded into memory and executed. You can hear some drive noises as the diskette is centered in the drive.

   NOTE: If using a hard disk, the floppy diskette drive should *not* have a diskette in place during start-up.

You are asked to enter the date and time after DOS is loaded. It's good practice to set the date and time properly since the operating system uses this to date your work accurately. If the date question does not appear, remove the diskette and repeat the procedure again.

6. Enter the date using only numbers, separating the numbers with either slashes, (e.g., **2/12/84**), or hyphens, (e.g., **9-5-84**). You enter the month, day, and year — in that sequence. The year can be entered with either two digits (**84**) or four digits (**1984**). The lowercase "L" cannot be substituted for the number one, nor can the letter "O" be used as a zero.
7. When you finish entering the date, press ENTER.
8. After the date has been entered you are shown the time as it is set, and you are asked to change the time. The time is kept on a 24 hour clock (for example, three o'clock pm is represented as **15:00**). DOS shows the time as follows: hour, minute, second, and half second. When changing the time, separate the numbers with colons, entering the hour, minute, and seconds (e.g., **09:15:30**). You have the option of typing in the number for the second and half second.
9. When you finish entering the time, press ENTER.
   If you don't want to enter the new time, simply press ENTER.
   The DOS prompt, **A**> or **C**>, appears.

   NOTE: Hard disk users must go to the MultiMate sub-directory:

   Type: **CD\WP** and press ENTER.
10. Type **WP** after the **A**> or **C**>.
11. Press ENTER.
    The MultiMate copyright screen appears, followed by the MultiMate Main Menu.

```
MultiMate
Professional Word Processor Ver 3.30

1) Edit an Old Document
2) Create a New Document

3) Print Document Utility
4) Printer Control Utilities
5) Merge Print Utility

6) Document Handling Utilities
7) Other Utilities
8) Spell Check a Document
9) Return to DOS

DESIRED FUNCTION:
Enter the number of the function; press ENTER
Press F1 for HELP menu

S:1 N:1
```

12. Insert a blank, formatted diskette in the B (top) drive and close the lift lever. (See pages BG-2-6 and BG-2-7 for information on formatting diskettes.) This disk will contain your documents. Hard disk users skip this step; your documents will be on the hard disk in drive C.

QUICK START

This section is designed to get the experienced word processing user running on MultiMate. You will learn how to create, modify, and print a document. Even if you don't have experience, but feel you understand the basics of word processing and really want to train at your own pace, go ahead! Later, if you need more structured training, you can always refer to the Training Lessons in this Guide.

CREATING A NEW DOCUMENT

Here's what you have to do in order to create your first MultiMate document using two disk drives. (Hard disk users can refer to the First Things First section to install and bring up MultiMate on the fixed disk.)

1. Have a Tandy 2000 with at least 256K of memory and two double-sided disk drives.
2. Make a work copy of your MultiMate disks. For convenience, at least the *MultiMate System* disk should be copied to a disk that has DOS installed. Make certain the "Command.Com" file is included on this diskette. (Refer to the First Things First section if you have any questions.)
3. Place the MultiMate System/DOS diskette in drive A. Place a formatted document diskette in drive B.
4. Type **WP**. Press ENTER. The copyright screen appears, followed by the Main Menu.

SCREENS YOU WILL SEE

To begin, select option 2, Create a New Document, from the Main Menu. At the bottom of this and all other menus is a prompt stating what you need to do to move on. This prompt tells you to press ENTER.

Press ENTER.

The screen you see next, Create a New Document, is where you name your new document.

Type: **Training**

It makes no difference whether the name is in uppercase or lowercase letters. (Just be sure that there are no spaces, periods, or asterisks in the name.) Your document name cannot be more than 20 characters.

Note that the first eight characters of the document name cannot be the same as the first eight characters of any other document. It is a good idea to make the name relevant to the document, and something that will make sense to you in the future.

Telling the system the name of what you plan to work on is something that you *must* do; otherwise you'll hear a beep and get a prompt to re-enter a *valid* document name.

Press ENTER, and the Document Summary screen is displayed. This screen can help you organize your documents. You'll probably want to read more about it in the Screens and Menus section.

Notice that the word **Training** already appears on the Document line. There is nothing on this screen that you have to fill in. For now, let's leave it blank.

Press F10. (If you're curious about the other prompt **[If creating a Library press Shift F1 (Do not fill in screen)]**, refer to Library Set-Up in the MultiMate Functions section of the *Reference Manual.*)

The Modify Document Defaults screen should now be in front of you. Once again, we're going to leave the information unchanged. (Details can be found in the Screens and Menus section or in Training Lesson I.)

Follow your prompt (**press F10**), and you're ready to begin entering your document.

ENTERING THE TEXT

You should read about the *Status Line, Format Line, and Cursor* and review the Screen Layout display in the About MultiMate section. We won't bother you with any more descriptions. Just start filling up your screen with text. Type anything you want, or just run your fingers over the typewriter keys.

As you go, you may want to practice some of these basic word processing techniques:

Strikeover

Press the left cursor arrow (←) to move the cursor over some text that you have already typed. Now type over something else and watch how the characters change to the new text.

Enter

Press ENTER. An ENTER symbol (⋖) appears on the screen, and your cursor is now in the first column (that is, the far left margin).

Tab

Press TAB . When you press Tab the cursor moves to the next *tab stop* in the format line. A Tab symbol (⋗) appears.

Now type some more so that the line wraps. Notice how the text goes back to the left margin.

Indent

Press the Indent key (F4). It's located to the left of the tab key. An Indent symbol (→) appears. As you type, you'll notice how the first line aligns with the tab stop (just like when you tabbed); but when the line wraps, the second line is aligned under the tab stop also. This will continue until you press ENTER.

CURSOR MOVEMENT

Fill up more than one screen with text. You may want to press the Page Break key (F2) so that you'll have more than one page. (Remember, the *maximum* number of lines per page is 150.)

Once your document is sufficiently long, practice using the Cursor Movement keys. Refer to the list of these keys on the Quick Reference card showing the MultiMate Key Combinations. The Keyboard Layout can also be used as a helpful reference tool.

Some of these keys require the use of two function keys. For example, if you press End, the cursor moves to the bottom of the screen; but if you want to move the cursor to the *bottom of the page*, you must press both Control (CTRL) *and* End. Whenever a function requires the use of a function key *and* Control (CTRL), Alternate (ALT), or Shift, *both* keys must be pressed at the same time.

FUNCTION KEYS

It is not the purpose of this chapter to demonstrate *all* the functions MultiMate has to offer. There are, however, some functions which you will probably use regularly. These functions are covered here.

Insert/Delete Character

If you want to add a space or character into existing text, use the Insert Character function. Just press the Shift and Insert (SHIFT/INSERT) keys.

If you want to delete a space or character from the existing text, use the Delete Character function. Just press the Shift and Delete (SHIFT/DELETE) keys.

Insert/Delete

If you want to add or delete consecutive characters or spaces in your document, use Insert or Delete. Both functions work on a toggle basis (like a lot of MultiMate functions) — press Insert or Delete once to initiate the function and once more to execute it. The Insert and Delete keys are located at the top right of the keyboard.

Move

If you want to move a portion of text to another place within a document, use the Move key (F7). Use the Help function (F1) or refer to the Reference Manual to learn more about Move.

Copy

If you want to copy a portion of text to another place within a document, use the Copy key (F8). Use the Help function (F1) or refer to the *Reference Manual* to learn more about Copy.

Escape

Use Escape to stop a function before you have completed it.

If you press Escape (ESC) when you are not in the middle of a function, the following prompt will appear:

Do you wish to escape without saving this page? (Y/N)

If you have pressed Escape on purpose, a Y will get you back to the Main Menu. However, you will lose whatever editing you have done since you began working on this page this time. If you answer N, you will cancel the Escape function and remain in your document.

LEAVING THE DOCUMENT

Once you are through creating your document, you have several options: stop working on the system; print your document; or continue with another MultiMate document. Whatever you decide, you will want to make certain that all of your document is saved.

MultiMate saves each page of your document on your diskette whenever you press the Page Break key (F2). The last page of your document will not be saved unless you do one of the following:

Save or Save/Exit

If you press F10, your document is saved and the cursor returns to the Main Menu. (Pressing Shift and F10 will save your document, but won't return you to the Main Menu.)

Bypassing the Main Menu

If you want to continue working with MultiMate, you don't have to return to the Main Menu to save your document. By holding down Alternate (ALT) and the number key associated with a Main Menu selection, you can bypass the Main Menu and move on to the appropriate screen for the option you have selected. (For example, holding down Alternate [ALT] and 3 at the same time will bring you to the Print Parameters for Document screen.)

PRINTING A DOCUMENT

There are two ways to get to the screen that will send a document to your printer—from the Main Menu, or the document you are working on. In either case, be sure your printer is on.

PRINTING FROM THE MAIN MENU

To print from the Main Menu, you must first type in your selection (3, for Print a Document Utility) and press ENTER. The system then displays the Print a Document screen.

This is the screen where you must enter the name of the document you want to print. If you want to print the document that you have just been working on, the name of your document will already appear on this screen and all you will have to do is press ENTER.

Note that the first eight characters of your document names on the diskette are displayed on this screen.

After you have made sure that the appropriate name is on the Document line, press ENTER.

The Print Parameters for Document screen is displayed. This screen must be completed according to the directions in the Screens and Menus section. It provides instructions for your printer. Be particularly careful that you have specified your left margin (for example, 005) and entered the correct abbreviation of your printer on the Printer Type line. The other fields are optional at this time.

Now press F10, and your document will start printing.

PRINTING THE CURRENT DOCUMENT

If you are working on a document and want to send it to the printer without having to go through the Main Menu and Print a Document screens, press 3 while holding down Alternate (ALT). The Print Parameters for Document screen is displayed, and you can continue as you would if you started from the Main Menu in the previous sub-section.

THE PRINT QUEUE

MultiMate lines up documents to be printed in a *Print Queue*. The documents on the queue will be printed on a "first in, first out" basis. A maximum number of 30 documents may be lined up on the Print Queue. The documents will be printed in the order they are submitted unless you Move a Document to the Top of the Queue or Remove a Document from the Print Queue. (Information on moving or removing print queue requests can be found in the Screens and Menus section of the Reference Manual in the Printer Control Utilities sub-section.)

EDITING AN OLD DOCUMENT

Edit an Old Document is selection 1 from the Main Menu. The screens that the system displays when you edit an existing document are similar to those you saw when you created that document — there just aren't as many of them. You move from screen to screen by pressing ENTER or F10; do whatever the prompt on the bottom of the screen tells you.

The first screen, Edit an Old Document, is where you enter the name of your document. The next screen, Document Summary Screen, is the same as the Document Summary Screen you saw when the document was created, except there is no prompt giving you the option of creating a library. For more information on either of these screens, refer to the Screens and Menus section in the *Reference Manual.*

Once you are in the edit mode, you can use any of the MultiMate functions you used when creating a document.

SUMMARY OF HELPFUL HINTS

Now that you know how to create and modify a MultiMate document, what you'll need to do now is *practice.* Below are some hints you may find useful.

- Many MultiMate functions require that you press the function key once to start (initiate) a function, then a second time to complete (execute) it.
- When a function requires that the Alternate (ALT), Control (CTRL), or Shift key be pressed in combination with another function key, *both* keys must be pressed at the same time.
- To gain an understanding of all available MultiMate functions, refer to the Keyboard Layout and Quick Reference Card, or refer to the MultiMate Functions section of the *Reference Manual.*
- Refer to the MultiMate Functions section or the on-line help (F1) to get detailed instruction on how to perform specific functions.
- Read the section on Highlighting (in the *Reference Manual*) to understand the many shortcuts you can take when highlighting text for the Copy, Delete, or Move functions.
- Refer to the Screens and Menus section for details on what specific screens do, or how they can help you.

TRAINING

Learning to Use Your MultiMate Word Processing System

You can learn to use the MultiMate Word Processor through the following Training Lessons. They provide you with precise, step-by-step instructions on how to create, edit and print documents. They also teach you how to use more advanced features such as Key Procedures, Spell Check and Edit, Library Documents and Merge Print. You can choose the functions you want to learn by simply turning to that lesson.

Training Lesson 1 teaches you how to create a document using the basic formatting and text editing functions of MultiMate. You will learn how to save the documents you create.

Training Lesson 2 takes you through the more advanced formatting and text editing functions. You will also learn how to print your documents in this lesson.

Training Lesson 3 teaches you how to use the Merge, Library and Column Manipulation functions.

Training Lesson 4 teaches you how to use the Key Procedures feature of MultiMate.

Training Lesson 5 takes you through MultiMate's Spell Check and Edit functions. You will also learn how to make copies of your documents in this lesson.

HOW TO USE THE TRAINING LESSONS

Description

This section is comprised of five lessons. You will learn to use the basic functions of MultiMate while, at the same time, gaining practical experience in creating and working with documents.

Each lesson begins with a list of the functions covered. Within each lesson are numbered steps which tell you what keys to press and/or what to type. (Thus, you can move quickly through the lesson by performing just the numbered steps.) Following each step, where applicable, is an explanation of what to expect and a brief statement about what you will do in the next step. Although you may not use all of the functions covered right off, you will know they exist and will be able to add them to your repertoire as you gain experience.

Before you begin

Your diskettes (or hard disk) must be prepared according to First Things First before you can begin the lessons. If you are already familiar with the functions covered in the beginning lessons, refer to the Table of Contents for a breakdown of each lesson. Then turn to the lesson(s) you would like to learn.

Overall, MultiMate is a powerful and versatile word processor. Its features go far beyond these lessons. On the other hand, it is so easy to learn and use that you can begin to produce simple documents after covering Lessons I and II. But don't stop there; take advantage of its capabilities.

Going Beyond the Lessons

When you have completed these lessons you will be well on the way to learning MultiMate. Use the Reference Manual and Advanced User's Guide to learn about the program's additional functions. The Reference Manual includes an alphabetical list of all MultiMate's functions, another list that groups together *related* functions, and a detailed Index to all of your MultiMate books.

One feature will lead you to another. When you have learned to use the Speller, for instance, you may want to experiment with custom dictionaries (See the Reference Manual). When you are familiar with Key Procedures, you may want to investigate the Key Procedure editor, which is explained in the Advanced User's Guide.

NOTE: These lessons use drive A for MultiMate System programs and drive B for documents. If you are using a hard disk, the system and documents will be on drive C in a WP sub-directory.

TRAINING LESSON I

This lesson will show you how to perform the following functions:

A. BRIGHTNESS AND CONTRAST CONTROL

B. CREATE A NEW DOCUMENT
- Creating Documents — Main Menu
- Caps Lock
- Document Summary Screen
- Modify Document Defaults Screen

C. FORMAT LINE
- Setting Tab Stops
- Setting Line Length

D. ENTER THE TEXT
- Tab Key
- Typing Text
- Word Wrap
- Scrolling Up/Down
- Scrolling Right/Left

E. EDIT THE TEXT
- Strikeover
- Top of Page
- Insert/Delete Character
- Insert
- Highlighting
- Delete

F. SAVE A DOCUMENT
- Save/Exit Key

G. EDIT OLD DOCUMENTS
- Editing Documents — Main Menu

To begin, bring up the MultiMate Main Menu as described in the First Things First section.

A. BRIGHTNESS AND CONTRAST CONTROL

If you have a monochrome monitor, notice how some of the areas of the screen are brighter than others when the Main Menu is displayed. (This may not be the case if you have a color monitor.) If some areas are too bright or too dull, adjust the brightness and contrast by turning the brightness and contrast controls found under your screen. Turning the knobs clockwise increases the brightness and contrast, while turning the knobs counterclockwise decreases the brightness and contrast. The box at the top of the Main Menu screen will appear brighter than the list of menu selections when the contrast is properly adjusted. Proper adjustment is needed to see MultiMate's *highlighting* (See page BT-1-10).

B. CREATE A NEW DOCUMENT

The Main Menu should be displayed on the screen. The MultiMate system diskette will be in drive A and a blank formatted diskette will be in drive B.

1. Select option 2 from the MultiMate Main Menu.

   Use the number keys at the top of the keyboard to make a menu selection. Do not use the numeric keypad at the right of the keyboard.

2. Press ENTER.

   The system displays the Create a New Document screen. This is where you name your document. Below is a sample of this screen:

```
CREATE A NEW DOCUMENT

Enter the Name of the New Document

Drive: __          Document: ________________

Approximately _________ characters [_____ Page(s)] available on __
```

Your cursor is at the beginning of the Document name line. This line holds a maximum of 20 letters and numbers. When naming your document, you can use numbers and/or letters. Letters can be either uppercase or lowercase. The system does not accept blank spaces or punctuation between words in a document name. (Later on, when the document name is displayed on your document listing, only the first eight characters entered on this line will appear, and all letters will be in uppercase, or caps.)

The next line tells you approximately how many pages you have left on the disk. This information will help you later when planning the placement of your documents.

For now, let's assume you're Mary Jones and you want to type a short letter to Harold Johnson from Tom Davis.

3. Enter **JohnsonHarold** on the line. Don't worry about making a mistake.

Caps

If all the letters you type are in Caps, the system is in the Caps mode. To get out of Caps mode, press the Caps key (located to the left of the spacebar) once. All characters you type now will be in lowercase unless you use the Shift key. Later, if you need to go back to the Caps mode, you can press the Caps key again.

Notice the letters **S:** and **N:** in the lower right corner of the screen. The arrow after the **S:** points up when Caps is on, or when you hold down the Shift key. This lets you see at a glance whether you are in uppercase or lowercase mode.

4. Press ENTER.

   The Document Summary Screen appears. **JohnsonHarold** is already on the **Document** line. The cursor is at the beginning of the **Author** line.

5. Type: **TD** (Tom Davis's initials).

6. Press ENTER to move the cursor to the beginning of the **Addressee** line.

7. Type: **Harold Johnson**

   The Document Summary Screen is used for providing information relating to any document. This screen allows you to keep a record of each document and the following:

   - **Author** — the person writing the document
   - **Addressee** — the person receiving the document
   - **Operator** — the person typing the document
   - **Identification key words** — the subject or content of the document
   - **Comments** — an area used to indicate notes or reminders about the document
   - **Creation Date** — the date the document is created
   - **Modification Date** — the date the document is most recently revised
   - **Total Pages** — the number of pages in the document
   - **Keystrokes last session** — the number of keystrokes entered the last time the document was worked on
   - **Total keystrokes** — the total number of keystrokes made during the creation of and all revisions to the document

   A document may have up to 254 pages and 150 lines per page. The keystroke fields range from 0 to 999,999.

   For more information about this screen, see the Screens and Menus section in the Reference Manual.

   Later, you can search through Document Summary Screens to find all documents which have **Harold Johnson** as the **Addressee**, or all the documents which have a **Creation Date** in the month of **March**, etc. For more information on how to Search through Document Summary Screens, see the Reference Manual.

8. Press the F10 key to leave this screen and continue to the Modify Document Defaults screen.

   The screen displays:

```
                    MODIFY DOCUMENT DEFAULTS

Allow widows and orphans?          Y    Acceptable decimal tab [ . or , ]   .
Automatic page breaks?             N    Number of lines per page           55
Backup before edit document?       N
[(T)ext or (P)age associated headers and footers?                           P
Print date standard [(U)SA, (E)urope, (J)apan, or System (D)efault]:        D

                 Press F10 to Continue, Press ESC to Abort          S:1 N:1
```

   For further explanation of the Modify Document Defaults screen, see the Screens and Menus section of the Reference Manual.

9. Since it is not necessary to change any of the defaults at this time, press F10 and continue to the first page of your new document.

C. FORMAT LINE

The screen will now display the following:

```
DOCUMENT: JohnsonHarold ||PAGE:  1||LINE:  1||COL:  1||
|1..≫....≫....≫.....................................≪
```

The first line you see here is called the Status Line. You can refer to it at any point when typing a document. It tells you the name of the Document you're working on, the Page number, the Line on the page, and Column number of the cursor position. For more information on the Status Line, see the Reference Manual.

The second line is called the Format Line. It appears on the first screen of every page in your document. This particular Format Line is called the System Format Line because it appears on the first page of every document you create. The number 1 at the beginning of the line indicates that your text is single spaced. The arrows (≫) show you where tab stops are preset (5, 10, 15). The arrow (≪) at the end of the line indicates the end of your line length (which is set for 75 characters in the System Format Line). For more information on the Format Line, see the Reference Manual.

Now, let's assume you want to type the following letter:

October 1, 1984

Dear Harold,

Your order was received via special delivery late yesterday afternoon and will be ready in two weeks.

As I mentioned to you Monday, because the order is for over $2,000, Associated will receive the preferred customer 10% discount.

Thank you for thinking of us. If there are any problems, please don't hesitate to call.

Best regards,

TOM DAVIS

As we said before, the Format Line is used for line spacing (1=single spacing), setting tab stops (≫), and specifying the length of lines rather than margins. At print time, you'll specify the left margin and the system will calculate a right margin, based on the line lengths.

For this letter, you'll need an additional Tab set in column 55 and the line length set to column 70.

1. Press the Format Change key (F11) once.

   The cursor moves into the Format Line. The prompt **FORMAT CHANGE** appears in the upper right-hand corner of the screen.

Setting Tab Stops: (Remember, three tabs are already set at 5, 10, and 15.)

2. Use the right cursor arrow (→) to move the cursor to position 55 in the Format Line.

   (You'll see the position number after the letters **COL:** in the Status Line.)

3. Press TAB once.

   A Tab symbol (≫) will appear in column 55 of the Format Line. You've now set a tab stop in column 55.

Setting Line Length:

4. Now use the right cursor arrow (→) to move the cursor to position 70.

   (Refer to the **COL:** indicator to show when you have reached 70.)

5. Press ENTER once.

   You will now see the ENTER symbol (≪) moved to Column 70. You have finished setting the tabs and line length for this letter.

6. Press the Format Change key (F11) once to exit and set the Format Line.

   The prompt **FORMAT CHANGE** disappears from the upper right-hand corner of the screen.

D. ENTER THE TEXT

1. Press TAB four times.

   After each tab, please note the number in the upper right-hand corner of the screen after the Column indicator (**COL:**). Each time you press Tab, you'll see the numbers 5, 10, 15, and finally 55 appear after the **COL:** indicator. Notice that four tab symbols (≫) appear on the first line.

2. Type the date: **October 1, 1984**

   Don't worry about typing errors. You'll learn how to correct them later.

3. Press ENTER once.

   The cursor is now positioned at the beginning of the next line (**LINE: 2 COL: 1**).

4. Press ENTER twice.

   This inserts two blank lines between the date and salutation of the letter. Notice the ENTER symbol (≪) at the beginning of the two lines you've just skipped. Also, in the upper right-hand corner of the screen, the line indicator shows **LINE: 4**, indicating the cursor is on the fourth line of the page.

5. Type: **Dear Harold,**
6. Press ENTER twice to end this line and leave one line blank between the salutation and the main body of the letter.

   Once again, the ENTER symbol (⋖) appears at the beginning of the line you've just skipped. The cursor is now positioned at the beginning of line 6.
7. Press TAB once.

   The cursor automatically goes to the fifth column position. (This is an informal letter.)
8. Type the following, and once again, don't worry about making any mistakes:

   Your order was received via special delivery late yesterday afternoon

   STOP TYPING. Notice that when you typed **afternoon**, it was automatically displayed at the beginning of the next line. This feature is called *word wrapping*.
9. Continue typing the following: **and will be ready in two weeks.**

   Now start the second paragraph.
10. Press ENTER twice.

    This ends the line and leaves one blank line between the first and second paragraphs.
11. Press TAB once to move five spaces.
12. Type:

    As I mentioned to you Monday, because the order is for over $2,000,

    STOP TYPING. Notice that the word wrap feature placed **$2,000,** on the next line.
13. Continue typing: **Associated will receive the preferred customer 10% discount.**
14. Press ENTER twice.
15. Press TAB once.
16. Type:

    Thank you for thinking of us. If there are any problems, please don't hesitate to call.

    STOP TYPING. Notice that the word wrap feature placed **don't** on the next line.
17. Press ENTER four times.

18. Press TAB four times to have the closing line up under the date.

    Again you see **COL: 55** in the Status Line at the top of your screen.

19. Type: **Best regards,**
20. Press ENTER six times to allow space for the signature.
21. Press TAB four times.

    The column indicator should be **COL: 55** in the Status Line at the top of your screen.

22. Press Caps once and type: **TOM DAVIS**

    The **S:** arrow in the lower right-hand corner of the screen points up.

23. Press Caps again to get out of the Caps mode.

    The **S:** arrow in the lower right-hand corner of the screen points down.

24. Press ENTER once to end your letter.

Scrolling Up/Scrolling Down

Did you notice that when you typed **TOM DAVIS** the date disappeared from the screen? This happens because the screen can only display 22 lines of text at a time. The name **TOM DAVIS** was on line 23. To see the date again, perform the following:

1. Press Page Up (PG UP) at the top right of your keyboard.

   The date appears and **TOM DAVIS** disappears. This procedure is called *scrolling up*.

2. To *scroll down*, press Page Down (PG DN).

   The only text now on your screen is **TOM DAVIS**.

3. Press Page Up (PG UP) to scroll up again.

Scroll Right/Scroll Left

1. Using the arrow keys, move the cursor so that it's positioned on the **Y** in the word **Your** at the beginning of the first paragraph. Do this by pressing the down cursor arrow (↓) five times. Then press the right cursor arrow (→) once.

   Now let's assume you want to move the cursor to the end of the line you're on (i.e., after the word **yesterday**). You could hold down the right cursor arrow (→) until the cursor is after the word **yesterday**. However, a faster method is the *scroll right* function.

2. While holding down the Shift Key, press the right cursor arrow (→).

   The cursor will be positioned on the space just after the word **yesterday**.

3. To *scroll left*, hold down Shift and press ←.

   The cursor will be positioned on the Tab symbol (≫) just before the word **Your** on the same line.

   The scroll left and scroll right functions allow you to quickly move your cursor from any point in a line to either the beginning or end of the same line.

   The scroll up and scroll down functions allow you to quickly see various sections of the screen.

E. EDIT THE TEXT

Now suppose that you'd like to make some changes in the letter.

Strikeover

You can use Strikeover to type over existing text. The original characters are replaced by the newly typed characters.

Let's assume that instead of **October 1**, you want the letter dated **October 2**.

First, move your cursor to the top of the page.

1. Press Home.

   This moves the cursor to the first character of the first line on the page (a Tab symbol in this example).

2. Press the right cursor arrow (→) three times.

   The cursor stops on each tab stop until it reaches **COL: 54**.

3. Press the right cursor arrow (→) again until the cursor is on the **1** in **October 1**.
4. Type: **2**. Use the number keys at the top of the keyboard, not the numeric keypad.

   The date is now **October 2, 1984**.

Insert/Delete Character

The (SHIFT) (INSERT) and (SHIFT) (DELETE) keys at the top of the numeric keypad can be used when you want to add or delete only one character at a time in your document. Using the date change above as an example, you could have also positioned your cursor on the **1**, pressed Delete Character (SHIFT) (DELETE), pressed Insert Character (SHIFT) (INSERT), and then entered the number **2**. These keys are handy when you want to add or delete only one character at a time in your document.

Insert

Use the Insert function to add new text between existing characters or lines. Place your cursor on the character, space, or symbol which will immediately follow the text you want to insert.

Perhaps now you want to add Harold Johnson's name and address just above the salutation.

1. Using the down (↓) and left (←) cursor arrows, move the cursor until it's positioned on the **D** in the word **Dear.**
2. Press INSERT once.

   The prompt **INSERT WHAT?** appears in the upper right-hand corner of the screen. Notice that part of your document has disappeared. The only part of your letter remaining is **Dear Harold, ≪≫ Your order was recei**. This is displayed in the lower right of your screen. Don't worry . . . every time you use Insert, all the previously typed text is saved in the computer's memory and returns to the screen when you complete the Insert function.
3. Type: **Mr. Harold Johnson**

   Notice that the inserted text is highlighted.
4. Press ENTER once.
5. Type: **Associated Systems, Inc.**
6. Press ENTER once.
7. Type: **291 South Street**
8. Press ENTER once.
9. Type: **Ashland, MA 31094**
10. Press ENTER three times.
11. Press INSERT once again to complete the Insert function.

    Notice all the previously typed text, following the newly inserted text, reappears on the screen, and the inserted text is no longer highlighted. Your cursor is now on the **D** in the word **Dear.**

Highlighting/Delete

Before going on, let's take a moment to understand the concept of Highlighting. In order for the functions Move, Copy, and Delete to be performed, you must indicate the segment of the text to be moved, copied, or deleted. To do this, you use the Highlighting Process.

There are a number of ways in which you can indicate the text to be highlighted. First, however, you must begin the function you wish to perform by pressing the function key. In this Training Lesson, you will learn the Delete function. The Move and Copy functions are covered in Training Lesson II.

To delete text, position the cursor on the first character to be deleted. Press Delete (DELETE), which is located at the top of the numeric keypad. The prompt **DELETE WHAT?** appears in the upper right-hand corner of the screen and the character that the cursor is positioned on is highlighted. Then, using the Highlighting Process, indicate what text is to be deleted.

At this point, you can either press the down cursor arrow (↓) and/or right (→) arrows as many times as necessary to highlight the text you want deleted. You could also use the following keystrokes while in the Delete mode:

Just one word ..... by holding Shift and pressing F5
An entire line ..... by holding Shift and pressing F6
An entire sentence ..... by holding Shift and pressing F7
An entire paragraph..... by holding Shift and pressing F8

You can also highlight text by pressing the space bar or any letter, number, punctuation mark, or screen symbol. The cursor will move from its current position to the first occurrence of the space, letter, number, etc. All the text in between is highlighted.

If you should accidentally highlight text that you don't want deleted, moved, or copied, you can immediately de-highlight some of the text by using the left or up cursor arrows. You may also press Escape (ESC) to leave everything as it originally appeared before you began the function.

After highlighting the text, you complete the function by pressing Delete again. The highlighted text is removed from the screen.

If you were performing any of the other functions (Move, Copy) after highlighting the text, you would then continue with the instructions for the execution of that function.

Delete

To become familiar with the Highlighting and Delete functions, you will now delete the last paragraph of the letter.

1. Using the cursor arrows, move the cursor to the beginning of the last paragraph.

   Your cursor should be on the **T** in the word **Thank**.

2. Press Delete (DELETE).

   The prompt **DELETE WHAT?** appears in the upper right-hand corner of your screen. Since you want to delete the entire paragraph, you need to highlight all of the characters in it. You can do this by several methods: (1) holding down the right cursor arrow, (2) pressing the ENTER key, or the easiest way (3) pressing Shift and F8 at the same time. The entire paragraph, including the ENTER symbol at the end of the paragraph, will then be highlighted.

3. Now, while holding down Shift, press F8 (Paragraph Highlight). The entire paragraph is now highlighted.
4. Press Delete once. All of the highlighted text is removed from the screen.

   For more information on the Delete function and Highlighting Process, refer to the Reference Manual.

   At this point, your letter would be ready to print. You will learn how to print a document in Training Lesson II. First, you will learn how to Save a Document and look at the procedures for returning to that document by using the Edit an Old Document option from the Main Menu.

F. SAVE A DOCUMENT

Once you have finished keying in or editing your document, you need to tell the system to save the document on your Document diskette.

1. To save your document and return to the Main Menu, press the Save/Exit key (F10).

G. EDIT OLD DOCUMENTS

Let's say you want to check your document and perhaps revise it before printing.

The MultiMate Main Menu will be displayed on your screen.

1. Press 1, Edit an Old Document.
2. Press ENTER.

   The Edit An Old Document screen appears. Notice that the first eight characters of your document name **JOHNSONH** is listed under the word **Approximately**. You'll also notice that **JohnsonHarold** is already on the Document line. The system remembers the last document you were working on and inserts that name for you.
3. Press ENTER.

   You now see the Document Summary Screen. If you need to add or change anything here, you can do so.
4. Press F10 to continue to the first page of your document.
5. Check over your document for any typographical errors and correct them using any of the functions previously discussed.
6. Press F10 (Save/Exit) to save your document and return to the Main Menu.

You are now ready to start Training Lesson II.

TRAINING LESSON II

This lesson shows you how to perform the following functions:

A. PAGE LENGTH

B. PAGE BREAK

C. PREVIOUS PAGE

D. TOP OF PAGE/END OF PAGE

E. NEXT PAGE

F. GO TO PAGE

G. CENTER

H. PAGE COMBINE

I. MOVE

J. COPY

K. SEARCH

L. REPLACE

M. INDENT

N. HEADER SET UP

O. PRINTING A DOCUMENT

At the end of this lesson, you'll print your document. Make sure your printer is plugged in, the power is on and the paper is correctly aligned.

You should be at the MultiMate Main Menu.

1. Press 2, Create a New Document.
2. Press ENTER.

   The Create a New Document screen appears.
3. Type: **Train2**
4. Press ENTER.

   The Document Summary Screen appears. Leave this blank for now.
5. Press F10.

   The Modify Document Defaults screen appears. You won't change any of the defaults.
6. Press F10.

A. PAGE LENGTH

You're now ready to make entries in this new document. First, though, check the page length. The page length tells the system how many lines of text should be on one page of a document.

1. While holding down Control (CTRL), press F12.

   The following prompt appears in the lower left-hand corner of the screen: **LINES PER PAGE? [55]**. If you wanted to change this to 60 lines per page, you'd type 60 and press ENTER. For now, leave it at *55*.
2. Press ENTER.

Now we are going to start entering text into the document.

3. Press Caps once.
4. Type: **TABLE OF CONTENTS**
5. Press ENTER twice.
6. Press Caps once to exit the Caps mode.
7. Type: **Introduction**
8. Press ENTER twice.

9. Continue typing:

   1. A Word About MultiMate Word Processing ≪
   2. Inventory for Getting Started ≪
   3. How to Use this Manual ≪
   4. Keyboard Information ≪
   ≪
   Training Lesson I ≪
   1. How to Type and Edit Your First Letter ≪
   ≪
   Training Lesson II ≪
   ≫ Other Functions ≪
   ≪
   Reference Section ≪
   1. Auto Page Numbering ≪
   2. Auto Underline ≪
   3. Back Tab ≪
   4. Center ≪
   5. Compressed Print ≪
   ≪

B. PAGE BREAK

1. Suppose you need to create a second page for this document before reaching 55 lines. You would do this with the F2, Page Break key.

2. Right now, press the Page Break key (F2).

   The prompt <<< **PLEASE WAIT** >>> appears briefly at the bottom of your screen. Look at the top of your screen and note that you are now on **PAGE: 2 LINE: 1 COL: 1**.

   Leave this page blank for now, and return to the first page of the document as indicated below.

C. PREVIOUS PAGE

1. Press Page Up (PG UP).

   Look at the Format Line and note that the cursor is now on **PAGE: 1 LINE: 23**.

D. TOP OF PAGE/END OF PAGE

To go to the top of the first page,

1. While holding down Control (CTRL), press Home.

   The cursor will be positioned on the **T** in the word **TABLE**.

   To move your cursor to the end of the page,

2. While holding down Control (CTRL), press End.

   You will see a blank screen and the cursor will be positioned on line 23.

E. NEXT PAGE

To go to the next page, perform the following:

1. While holding down Control (CTRL), press Page Down (PG DN).

   You are again on page 2.

F. GO TO PAGE

For longer documents with many pages, use the Go To Page function to move to a specific page. To see how it works, do the following:

1. Press F5.

   The following prompt will appear in the lower left-hand corner of your screen:
   GO TO PAGE? [ ].

2. Type: **1**
3. Press ENTER.

   The cursor is now at the top of page 1. Now go to page 2 again.

4. Press F5 and type: **2**
5. Press ENTER.

   The cursor is now at the top of page 2.

G. CENTER

Let's now assume you want to add the words **Utilities in Use** at the top of this page and want it centered. To do this,

1. Press F3.

   Notice the Center symbol (↔) in the center of the screen.

2. Type: **Utilities in Use**

   Watch the characters move to the left as you type.

3. Press ENTER.

4. Enter about ten more lines of text of your choice to practice typing and editing.

   If after completing this section, you wanted everything you typed on the second page to be on page 1 — you would use the next function, Page Combine.

H. PAGE COMBINE

1. While holding down Control (CTRL), press the Previous Page key (PG UP).

   This will position the cursor on line 23.

2. Now press the Page Combine keys: while holding down Shift, press F2.

   The text you entered on page 2 now appears at the bottom of page 1. To combine pages, you always move the cursor to the *end* of the first page you wish to combine and then press Shift and F2.

   Now move the cursor to the top of the page.

3. While holding down Control (CTRL), press Home.

I. MOVE

Now you are going to move the word **Introduction** (now under **TABLE OF CONTENTS**) to the line just above **Reference Section.**

1. Position the cursor on the **I** in the word **Introduction** by pressing the down cursor arrow (↓) twice.

2. Press the Move key (F7).

   The prompt **MOVE WHAT?** appears in the upper right-hand corner of the screen.

   Use the Highlighting Process to highlight the word **Introduction** as follows:

3. Press the right cursor arrow (→) to highlight the word. Include the Enter symbol (⋖) after the word **Introduction.**

4. Press F7.

   The prompt **TO WHERE?** appears in the upper right-hand corner of the screen.

5. Position the cursor on the Enter symbol (⋖) above the first **R** in **Reference Section**.
6. Press F7.

   The word **Introduction** has now been moved to its new location.

J. COPY

Let's now suppose that you want the entire Reference section to stay where it is but *also* want it to appear immediately after the **TABLE OF CONTENTS**. To do this,

1. Position the cursor on the first character to be copied, **R** in the word **Reference**.
2. Press the Copy key (F8).

   The prompt **COPY WHAT?** appears in the upper right-hand corner of the screen.

3. Use the Highlighting Process. Hold down the right cursor arrow (→) until the cursor is on the **t** in the last word of the Reference section, which is the word **Print**. For more information on highlighting methods, see the Reference Manual.
4. Press F8.

   The prompt **TO WHERE?** appears in the upper right-hand corner of the screen.

5. Position the cursor to the Enter symbol (⋖) just under the first **T** in **TABLE OF CONTENTS**.
6. Press F8.

   The Reference section is now in its original location *and* just after **TABLE OF CONTENTS**.

7. Press Page Down (PG DN) once to see the next screen.

K. SEARCH

Before describing Search and Replace, it is necessary to explain the way these functions interpret words. The system does not look for a word, but rather for a character string (a series of characters). A character string includes letters, numbers, spaces, punctuation marks, Tabs, Returns, etc.

For example, if you were to search for the string *word*, every occurrence of *word* would be identified. However, if you were to search for the string space/*word*/space, that is exactly what you would find: *word* preceded and followed by a space. But if *word* happened to be followed by a comma, for instance, it would not be identified since that string would be space/*word*/comma.

The Search and Replace functions do not differentiate between uppercase and lowercase letters, unless the Case Significance keys (ALT and F6) are pressed. If ALT and F6 are pressed after pressing either the Search key (F6), or the Replace key (Control (CTRL) and F6), the system searches for an exact match of the specified word or character string based on the placement of uppercase and lowercase letters.

If the Case Significance keys (ALT and F6) have not been pressed after pressing either F6, or Control (CTRL) and F6, Case Significance will not be a criterion, and the system searches for and/or replaces each occurrence (both uppercase and lowercase) of the character string specified.

The system starts to Search or Replace from the point where the cursor is placed in the document to the end of the document.

Let's see how the Search function operates:

1. Move the cursor to the top of the page by pressing Control (CTRL) and Home at the same time.
2. Press the Search key (F6).

   The prompt **SEARCH FOR:** appears at the bottom of the screen.
3. Type: **auto**

   The system will search for any occurrence of **auto**. The word **auto** can be either in uppercase or lowercase.
4. Press the Search key (F6) again.

   The system searches for the first occurrence of the word **auto** in the document and positions the cursor on the **a** in **auto**. You might at this point press the Search key (F6) to continue on to the next occurrence, or you could edit the word to end the Search mode. To resume the search for that same word **auto**, you press the Search key (F6) twice.
5. Press any of the cursor arrows to exit the Search mode.

L. REPLACE

To understand how the Replace function works,

1. Use any of the cursor keys we've discussed to move the cursor to the top of page 1.
2. Press the Replace keys — while holding down Control (CTRL), press F6.

The prompt in the upper right-hand corner indicates that you are now in the **REPLACE MODE**. The following prompt appears at the bottom of the screen:

TYPE OF REPLACE: 1) GLOBAL 2) DISCRETIONARY 3) ABORT

Global Replace means that the system automatically goes through your entire document and replaces every occurrence of the old character string with the new character string.

Discretionary Replace means that the system searches through the document and stops at each occurrence of the character string. You are then given the option of skipping the replacement.

The following prompt then appears at the bottom of the screen: **REPLACE? Y/N/ANY OTHER KEY TO ABORT**. At that point, you would press Y if you wanted to replace the first occurrence and N if you did not want to replace the occurrence. The system would then react accordingly and position the cursor at the next occurrence. To escape from the Replace Mode, you would press any key or you could press Escape (ESC).

Abort simply means that you've changed your mind and do not wish to use the Replace function at this time. You would press any key, other than Y or N, to do this.

For now, you'll use Discretionary Replace.

1. Press 2.

   The following prompt appears at the bottom of the screen: **REPLACE WHAT?** _____ .

2. Type: **auto**
3. Press F6.

   The following prompt appears at the bottom of the screen: **REPLACE WITH?** _____ .

4. Type: **Automatic**
5. Press F6 again.

   The system positions the cursor on the first occurrence of the word **auto**. The following prompt appears at the bottom of the screen: **REPLACE? Y/N/ANY OTHER KEY TO ABORT**.

6. Press Y to replace the word **auto** (in **Auto Page Numbering**) with **Automatic**.

   The cursor moves to the next occurrence of the word **auto**.

   The following prompt appears at the bottom of the screen: **Replace? Y/N/ANY OTHER KEY TO ABORT**.

7. Press N.

   (This tells this system not to replace **auto** with **Automatic**.)

8. Press any key to escape from the Replace mode.

Let's again create the second page of this document in order to illustrate the next few functions.

1. While holding down Control (CTRL), press End.
2. Press F2 (the Page Break key).

   The cursor is now on page 2.
3. Press ENTER four times.
4. Type: **NOW IS THE TIME**

   Did you remember to use the Caps key?
5. Press ENTER three times.

M. INDENT

In the first lesson, you learned how to use the Tab key. Remember that Tabs are already set at 5, 10, and 15. Any Tabs set in the Format Line also indicate where the Indent function can be used.

You're now ready to type the first line indented 5 spaces. You could press TAB to get you to column five. Instead,

1. Press the Indent key (F4) once.

   Note the Indent symbol (→) on the screen.
2. Type this famous quote:

   Now is the time for all good men and women to come to the aid of their party. Now is the time for all good men and women to come to the aid of their party. Now is the time for all good men and women to come to the aid of their party.

   Note that the word **party** in the first sentence word wrapped to begin under the word **Now** on the first line. This is because, with Indent, consecutive lines of text continue to indent, thereby saving you the extra work of pressing the Tab key for each indentation.
3. Press ENTER to end the Indent function.

N. HEADER SET UP

Let's now assume that you have a multi-page document and you want **Now is the Time — Book I** to appear at the top of each page, starting with this page.

1. Move the cursor to the top of the page by holding down Control (CTRL) and pressing Home.

   (If you had wanted the Headers to start on page one, you would have moved the cursor to the top of page one.)

2. Press Insert once.
3. Now, enter the Header symbol — while holding down Control (CTRL), press F9.

   The Header symbol (‡) appears.

4. Press ENTER.
5. Type: **Now is the Time — Book I**
6. Press ENTER.

   To end the Header command,

7. Hold down Control (CTRL), and press F9.

   Another Header symbol (‡) appears.

8. Press ENTER.
9. Press Insert.

   When you print your document, **Now is the Time — Book I** will appear at the top of this page. Assuming you had additional pages, this would also appear at the top of each one of them (until the Header is cancelled).

   For more information on Header (top of page) and Footer (bottom of page) see the Reference Manual.

O. PRINTING A DOCUMENT

You should still be on page 2 of the above document. Make sure your printer is on line and ready for printing.

To print this document, you could save it and go back to the Main Menu (by pressing F10), and then select 3 (Print Document Utility). To bypass this step and print this document,

1. Hold down Alternate (ALT) and press 3 (Print Document Utility).

Your document is automatically saved and you see the following screen:

```
                    Print Parameters for Document        B:TRAIN2

Start print at page number          001   Lines per inch (6 or 8)                  6
Stop print after page number        002   Justification: N / Y / M(icro)           N
Left margin                         000   Proportional Spacing: N / Y              N
Top Margin                          000   Char translate/width table
Pause between pages: N / Y            N   Header/footer first page number       001
Draft print? N / Y                    N   Number of original copies             001
Default pitch (4 = 10 cpi)            4   Document page length                 066
Printer Action Table          TTYCRLF     Sheet Feeder Action Table
Sheet Feeder Bin Numbers (0/1/2/3):       First page: 0   Middle: 0   Last page:   0
P(arallel) / S(erial) / L(ist) / A(uxiliary) / F(ile)                              P
                                          Device Number                        001
Print document summary screen:  N/Y  N    Print printer parameters:        N/Y  N
Background / Foreground:        B/F  B    Remove queue entry when done:    Y/N  Y

Current Time is:  HH:MM:SS                Delay Print until Time is:  HH:MM:SS
Current Date is:  MM/DD/YYYY              Delay Print until Date is:  MM/DD/YYYY
Press F1 for Printers, F2 for Sheet Feeders - only the first 16 are displayed

                        (Printer types are listed here.)

                    Press F10 to Continue, Press ESC to Abort              S:1 N:1
```

For more information on the print screen, see the Screens and Menus section of the Reference Manual. Right now, assume you're eager to get the document printed. Therefore, we'll explain only a few entries you'll have to make.

Notice your current document name, **B:TRAIN2**, entered on the Document line. The **B:** means the document is located in the B drive of your system. The cursor is on the **Start print at page number** line.

To move the cursor within this screen, you can use either ENTER or the cursor movement arrows. For now,

2. Press ENTER twice.

Watch the cursor move through the **Stop print after page number** field and end up at the **Left margin** indicator.

Let's assume you want a left margin of five.

3. Type: **005**

   Your cursor is now on the **Top margin** indicator, which displays **000**. Let's leave this field as it is.

4. Press ENTER once.

   You are now on the **Pause between pages: Y/N** line.

   If you have only a single sheet of paper in your printer:

   4a. Type: **Y**

   If you have continuous form paper:

   4b. Type: **N**

5. Using your down (↓) arrow, bring your cursor to the **Printer Action Table** line and make the appropriate entry. (The bottom of your screen displays the printer files you have copied onto your system.)

   To start printing,

6. Press F10.

   NOTE: If you are using continuous form paper, you're done with this lesson.

   If you had a single sheet in your printer, and entered **Y** on the **Pause between pages?** line, you'll hear a "beep" and see the Main Menu displayed. At the bottom of the menu, the following message flashes in reverse video.

   PRINTER PAUSE BETWEEN PAGES. PRESS <ESCAPE> TO CONTINUE.

7. Press Escape (ESC) to start printing page 1.

   When page 1 is printed, you'll hear another "beep" and see the same Main Menu display just described.

8. Insert another sheet of paper in the printer.

9. Press Escape (ESC) to start printing page 2.

You have now completed Training Lesson II. You can continue on with Training Lesson III, or experiment on your own.

TRAINING LESSON III

This lesson will show you how to perform the following functions:

A. MERGE FUNCTIONS
- List Document Set Up
- Merge Document Set Up
- Merge Print Utility

B. LIBRARY FUNCTIONS
- Library Set Up
- Library Attachment
- Library Entry

C. COLUMN MANIPULATION FUNCTIONS
- Column Set Up Using Decimal Tabs
- Column Calculations — Horizontal Addition
- Column Calculations — Vertical Addition
- Column Insert
- Column Delete
- Column Move
- Column Copy

Before you begin, make sure your printer is set up and ready to print. You will be printing a Result document later in this lesson.

A. MERGE FUNCTIONS

MultiMate's Merge functions allow you to personalize form letters and other documents. When you Merge, you join together two related documents to print a final document. In this lesson, we are going to use the example of a form letter to show you how to use the Merge functions.

Let's say that you want to send the same letter to 20 different customers. Each letter needs minor changes, such as the name, address, and salutation. Using the Merge functions, you can type the body of the letter once; type the 20 different names, addresses, and so on; then instruct MultiMate to print 20 customized letters.

To accomplish this, you use three Merge procedures:

1. Set up a *Merge document*. In this example, the Merge document contains the body of the letter.
2. Set up a *List document*. In this example, the List document contains the personalized information for the 20 customers. Use a separate page for each customer.
3. Print the *final Result document*. In this example, the final document consists of the printed, personalized customer letters.

The Merge and List documents contain *Merge Items*. In the Merge document, you indicate where the Merge Item should go. For example, you mark where the street address will appear in the final letter. In the List document, you type the content of the merge item (e.g., 49 Main Street). MultiMate matches up the merge items in the two documents when you print the final Result document (in other words, 49 Main Street appears in the right place in the right letter).

You use a *Merge Code* (|-) to identify a Merge Item. The Merge Code key is F9; complete information about how and where to use Merge Codes is included in this lesson.

You can insert *Merge Commands* in your documents to make the Merge functions even more flexible. They enable you to print address labels and to omit blank variables. These commands are not covered in this Training Lesson. For more information on Merge functions see the Reference Manual.

Begin at the MultiMate Main Menu.

<u>List Document Set Up</u>

The List document is also known as the variable document because it contains variable text. You enter the customers' names, addresses, and so on in this document.

1. Select option 2 to Create a New Document and press ENTER.
2. On the Create a New Document screen type **SECMERG** as the name of the List document.

3. Press ENTER.
4. Leave the Document Summary screen as it is and press F10.
5 .Leave the Modify Document Defaults screen as it is and press F10 to enter your document.

For purposes of demonstration, we'll process just two of the twenty customers. Remember, each customer's information must be on a separate page.

The following illustration shows how the first page of this document will look when you've completed it.

```
|-N|-≪
Mr. John Smith|-≪
≪
|-S|-≪
49 Main Street|-≪
≪
|-C|-≪
Ashland|-≪
≪
|-ST|-≪
CT|-≪
≪
|-Z|-≪
06041|-≪
≪
|-SAL|-≪
John|-≪
≪
|-PRODUCT|-≪
Desktop|-≪
≪
```

Notice that each Merge Item name (**N, S, C, ST,** and so on) is on a line by itself, and is surrounded by Merge Codes (|-). On the next line is the *Merge Variable* (e.g., **Mr. John Smith** and **49 Main Street**) with a Merge Code only at the end.

6. Type the page so it matches the illustration. Enter Merge Codes (|-) and Enters (≪) where indicated. Do not enter any spaces except the ones that are part of your text.
7. Press the Page Break key (F2).

   Your cursor is now on the first line of page 2.

8. Type this second page exactly as shown:

```
├N├-≪
Mrs. Harriet Jones├-≪
≪
├S├-≪
24 Harvard Road├-≪
≪
├C├-≪
Manchester├-≪
≪
├ST├-≪
CT├-≪
≪
├Z├-≪
06040├-≪
≪
├SAL├-≪
Harriet├-≪
≪
├PRODUCT├-≪
Countertop├-≪
≪
```

9. Press F10 to save this document and return to the Main Menu.

Merge Document Set Up

A Merge document can also be called a fixed document because it contains fixed text. You enter the body of the form letter in this document.

1. Press 2, Create a New Document.
2. Press ENTER.
3. On the Create a New Document screen, type **PRIMERG** as the document name.
4. Press ENTER.
5. Leave the Document Summary screen as it is and proceed to the next screen by pressing F10.
6. Leave the Modify Document Defaults screen as it is and proceed to page 1 of the document by pressing F10.
7. Press ENTER once.
8. Type: **October 1, 1984**
9. Press ENTER five times.
10. Press the Merge Code key (F9).

    The Merge Code symbol (├) appears on the screen.

11. Type: **N**

12. Press the Merge Code key (F9).

In steps 10-12, you created a Merge Item name called "N" (for *name*). This shows where the customer's name will be printed in the final letter. There must not be any spaces between the Merge Codes and the "N".

13. Press ENTER once.

    You are now at the beginning of **LINE: 8**, where you will enter the next Merge Item name: **|-S|-** (for *street*).

14. Press the Merge Code key (F9).
15. Type: **S**
16. Press the Merge Code key (F9).
17. Press ENTER.

    You are now on **LINE: 9**, where you will enter three Merge Item names: **|-C|-** for *city*, **|-ST|-** for *state*, and **|-Z|-** for *zip code*.

18. Press the Merge Code key (F9); type **C**; and press the Merge Code key (F9) again.
19. Type a comma (,).
20. Press the Space Bar once. This space will separate the city and state in the final document.
21. Press the Merge Code key (F9); type **ST**; and press the Merge Code key (F9) again.
22. Press the Space Bar once. This space will separate the state and zip code in the final document.
23. Press the Merge Code key (F9); type **Z**; and press the Merge Code key (F9) again.
24. Press ENTER twice.

25. Use the illustration below to check your work so far and to enter the rest of the letter. Enter Merge Codes (|-) and Merge Item names (**SAL** and **PRODUCT**) where indicated. Do not enter any spaces except the ones that are part of your text.

```
≪
October 1, 1984≪
≪
≪
≪
≪
|-N|-≪
|-S|-≪
|-C|-, |-ST|- |-Z|-≪
≪
Dear |-SAL|-,≪
≪
It was a pleasure seeing you again at the New Products Seminar last week.
As you requested, I'm enclosing information regarding our new |-PRODUCT|-
line.≪
≪
Let me know if you have any questions.≪
≪
```

You've now completed the Merge document.

Merge Print Utility

Now you're going to print the letters. The Merge Print Utility (item 5 on the Main Menu) joins the two documents together. The Merge Items in the Merge document are replaced with the variable in the List document.

1. Press Alternate (ALT) and 5 to save the document and proceed directly to the Merge Print Utility. (This saves you the trouble of going back to the Main Menu.) The following screen appears:

```
                    MERGE PRINT A DOCUMENT

   MERGE DOCUMENT                    MERGE DATA FILE
  Drive: B                           Drive: B
   Name: PRIMERG                      Name:_________

Approximately 00000000 characters [00000 Page(s)] available on B:

        Press F10 to continue, Esc to abort, PgDn to switch drives      S:↓ N:↓
```

The Merge Document is the main body of your letter, which we've named **PRIMERG**; the Merge Data File is **SECMERG**.

The cursor is on the **Name:** line under **MERGE DOCUMENT**.

2. Press ENTER once.

   You're at the beginning of the **Name:** line under **MERGE DATA FILE**.

3. Type: **SECMERG**
4. Press F10 to continue
5. Press F10 again to continue to the next screen:

```
                    Print Parameters for Document        B:TRAIN2

Start print at page number          001   Lines per inch (6 or 8)              6
Stop print after page number        001   Justification: N / Y / M(icro)       N
Left margin                         005   Proportional Spacing: N / Y          N
Top Margin                          000   Char translate/width table
Pause between pages: N / Y            Y   Header/footer first page number     001
Draft print? N / Y                    N   Number of original copies           001
Default pitch (4 = 10 cpi)            4   Document page length               066
Printer Action Table          TTYCRLF     Sheet Feeder Action Table
Sheet Feeder Bin Numbers (0/1/2/3):       First page: 0  Middle: 0  Last page:  0
P(arallel) / S(erial) / L(ist) / A(uxiliary) / F(ile)                          P
                                          Device Number                      001
Print document summary screen:  N/Y  N    Print printer parameters:     N/Y  N
Background / Foreground:        B/F  B    Remove queue entry when done:  Y/N  Y

Current Time is:  HH:MM:SS                Delay Print until Time is:  HH:MM:SS
Current Date is:  MM/DD/YYYY              Delay Print until Date is:  MM/DD/YYYY
Press F1 for Printers, F2 for Sheet Feeders - only the first 16 are displayed

                        (Printer types are listed here.)

                   Press F10 to Continue, Press ESC to Abort          S:↓ N:↓
```

In this screen, you may use ENTER or the cursor arrows (↑, ↓, ←, →) to move the cursor to different entry fields. For more information on the print screen, see the Screens and Menus section of the Reference Manual. For now, we'll only be concerned with a few of these entries so that we can print the Result document.

1. Bring the cursor to the **Left margin** line.
2. Type: **005** (this will give the document a left margin of 5 spaces).

   NOTE: If you are using continuous form paper, skip steps 3 and 4.

3. If you have only a single sheet of paper in your printer, bring your cursor to the **Pause between pages: Y/N** line.
4. Type: **Y**

5. Bring your cursor to the **Printer Action Table** line and make the appropriate entry for the printer you are using now. For more information on determining printer types, see the Reference Manual.

6. Press F10 to start printing.

   NOTE: If you are using continuous form paper, you're done with this section of Training Lesson III. Proceed to Library Functions.

   MultiMate prints the final document, with a separate letter on each page. If you had a single sheet in your printer and entered Y on the **Pause between pages?** line, you'll hear a beep before the first letter starts printing. The following will appear on your screen:

```
PLEASE WAIT . . . PRINTING A DOCUMENT
PRINTER PAUSE BETWEEN PAGES. PRESS <ESCAPE> TO CONTINUE
```

7. Press Escape (ESC) to print the Smith letter. When the letter is printed, you'll see the same display again on your screen.

8. Insert another sheet of paper into your printer.

9. Press Escape (ESC) to print the Jones letter.

   You may now go on to Library Functions.

B. LIBRARY FUNCTIONS

MultiMate offers a useful feature called Library. You can set up Libraries where you save standard phrases, paragraphs, or forms. Anything in a Library can be inserted in any document just by pressing a few keys. This means you don't have to retype text that you use frequently.

An example of text that you can save in a Library is the name and address of a company that you write frequently. Instead of retyping the name and address every time you write a letter to someone in that company, you simply pull the whole thing out of a Library. Or, if you often type a product name, such as *MultiMate*, you can save just that single word in a library.

Three related procedures make up the Library functions:

- *Set up* the Library and type the Entries that you want to save.
- *Attach* the Library to a document you are working on.
- Insert the *Entry* into the document.

When you *set up* a Library, you create a special kind of document, called (surprise!) a Library. Instead of containing pages like a regular document, a Library contains Entries. Each Library Entry is a piece of text that you insert into a regular document. An Entry can be as short as a single word, or as long as a page. You type the Entry only once, when you set up the Library; later, you insert it, in its entirety, in a document.

Before you can use an Entry, you must *attach* the Library containing it to the document where you want to use it. You attach the whole Library to have access to any or all of its Entries. You attach a Library once while you are editing a document; it remains there until you attach another one or exit from the document.

Once a Library is attached, you can insert its Entries into your document.

If you have only a few Entries, you can store them all in a single Library. However, it is a good idea to have different Libraries for different types of Entries. For example, if your company had just released a new line of frozen foods with complicated names, you could store all the product names in a Library called "Products". A typical entry might be "Asparagus Potato Surprise Au Gratin"; another might be "Garbanzos A La Mode".

If you were writing a bulletin about new products, you would attach the Library (Products) and then insert the phrase "Garbanzos A La Mode" by pressing a few keys. Every time you wanted to use that product name, you would simply press those few keys instead of typing the whole phrase.

In this lesson we're going to teach you a more practical use for a Library — how to store a heading and a signature block for business letters.

Library Set Up

You should now be at the Main Menu.

1. Press 2, Create A New Document.
2. Press ENTER.
3. Type: **LIBRARY2**
4. Press ENTER.

   You are now on the Document Summary screen. Notice the highlighted, flashing prompt: **If creating a Library, press Shift F1 (Do not fill in screen).**

5. Press Shift F1.

   A prompt appears at the bottom of the screen asking you to name the Entry. You can use up to three letters or numbers.

6. Type: **hd2**. Entry Names are case-sensitive to uppercase and lowercase letters. Therefore, make sure you enter them correctly.
7. Press ENTER.

   You are now at the beginning of the first Entry.

This Entry will serve as a heading which you might use at the top of various letters. Notice that the Status Line is a little different from that found in a standard document. The labels **DOCUMENT:** and **PAGE:** are now replaced with **LIBRARY:** and **ENTRY:**.

8. Enter the following text as shown. Use your Center key (F3) to center each line.

```
⋖
⋖
                    ↔ Acme File Company ⋖
                  ↔ 96 Premier Boulevard ⋖
                     ↔ Station, VT 07249 ⋖
⋖
```

Now, you will create a second Library Entry. Every Entry must be on a separate page.

9. Press the Page Break key (F2).

A prompt appears asking you to name the second Entry.

10. Type: **cl2**
11. Press ENTER.

This Entry is a frequently used closing to a letter. Notice that the **ENTRY** name has changed to **cl2** in the Status Line.

12. Enter the following text, pressing ENTER where the symbols are shown:

```
Sincerely, ⋖
⋖
ACME FILE COMPANY ⋖
⋖
⋖
⋖
⋖
John R. Hall ⋖
Account Representative ⋖
⋖
JRH:fjb ⋖
⋖
Encs. ⋖
```

We are now finished with the second Entry (**cl2**) in the Library Document (**LIBRARY2**).

13. Press F10 to return to the Main Menu.

Now we'll revise our PRIMERG document.

14. Press 1, Edit An Old Document.
15. Press ENTER.
16. Type: **PRIMERG** (Press Delete to delete any extra characters on the line.)
17. Press ENTER.
18. You won't change anything in the Document Summary Screen, so press F10.

    You should now be on the first line of the PRIMERG document.

Library Attachment

We're now going to attach our Library to the document.

1. Press the Library Attachment keys (ALT and F1.)

   At the bottom of the screen, you see:

What Library? Drive: B Name: _____ Press F1 for directory

2. Type: **LIBRARY2**. This enters the name of the Library we've just set up.
3. Press ENTER.

   The prompt **LIBRARY ATTACHMENT SUCCESSFUL** appears on the screen. This means that you've attached all of LIBRARY2 to PRIMERG. You can insert either Entry (hd2 or cl2) in PRIMERG.

Library Entry

Where the cursor is now positioned is where we'd like our Library Entry with the heading to be inserted.

1. Press the Library entry key (Shift and F1).

   This prompt appears:

Library Entry Name? [ ] — Press F1 for a list of entries.

2. Press F1.

The screen displays the names of the entries in LIBRARY2, as follows:

```
hd2          cl2
```

3. The name of the Entry you want is **hd2**. Type: **hd2**
4. Press ENTER.

   The heading text is now inserted at the top of the letter.

5. Place the cursor at the end of the page by pressing Control (Ctrl) and End.

   We now want to insert the closing text which is the second Entry in our Library.

6. Press Shift F1.
7. Type: **cl2**
8. Press ENTER.

   The closing text is now inserted. To save the document, press F10.

You can now move on and learn how to use the Column Calculation/Manipulation functions.

C. COLUMN CALCULATION/MANIPULATION FUNCTIONS

MultiMate offers a number of sophisticated Column Calculation/Manipulation functions, allowing you to align columns of numbers on their decimal points, move entire columns, and perform arithmetical calculations on rows and columns of numbers. This part of the Training Lesson shows you how to use these features.

Column Set Up Using Decimal Tab

For this exercise, you should be at the Main Menu.

1. Press 2, Create A New Document.
2. Press ENTER.
3. Type: **column** (Press Delete to delete any extra characters on the line.)
4. Press ENTER.

   The Document Summary screen is displayed.

   For now, make no entries on this screen.

5. Press F10.

The Modify Document Defaults screen appears. Make sure that the **Acceptable decimal tab** is a period (.).

6. Press F10 to proceed to page 1 of the new document.

For this example, we're going to be entering numbers in columns. You'll want to first set your tab stops. To do this:

1. Press F11 to get into the Format Line.
2. Use the right cursor arrow (→) to position the cursor on the first preset tab (**COL: 5**).
3. Press the Spacebar.
4. Use the right cursor arrow to move the cursor to the second preset tab (**COL: 10**).
5. Press the Spacebar.

   Leave in the third preset tab (**COL: 15**).
6. Move the cursor to column position 25.
7. Press TAB once.
8. Move the cursor to column position 35.
9. Press TAB once.
10. Move the cursor to column position 45.
11. Press TAB once.
12. Move the cursor to column position 60.
13. Press TAB once.
14. Press F11 to exit the Format Line.

    You are now on line 1 of this document.

You now need to enter data using the Decimal Tab function (SHIFT and F4). This function aligns columns of numbers on their decimal points or commas.

1. While holding down SHIFT, press F4.

   The Decimal Tab symbol (▮) appears just before the next tab stop. The cursor is directly under the tab (≫) in the format line.
2. Type: **43.98**. Remember to use the number keys at the top of the keyboard, not the numeric keypad.

   You'll notice that the Decimal Tab and the numbers shift to the left. The decimal point lines up under the Tab symbol (≫) in the Format Line.
3. Hold down SHIFT again and press F4.
4. Type: **87.52**
5. Hold down SHIFT and press F4.

6. Type: **91.34**
7. Hold down SHIFT and press F4.
8. Type: **104.98**
9. Hold down SHIFT and press F4.

All the numbers are preceded by the Decimal Tab symbol (▌). All are lined up so that the decimal point is under a Tab (≫) in the Format Line.

You should now be in **COL: 60**.

Column Calculations—Horizontal Addition

Now you want a total of the four numbers you've just entered. To do this,

1. Move the cursor back one space so that it is on the Decimal Tab symbol (▌). You should be in **COL: 59**.
2. Press the Horizontal Addition keys: while holding down Alternate (ALT), press F3.

   MultiMate adds the numbers in the line and displays the answer: **327.82**.
3. Now move the cursor to the space just after the figure.
4. Press the Spacebar twice.
5. Press ENTER.

Suppose you want to change **43.98** to **53.98** and get the new total.

1. Position the cursor on the **4**.
2. Type: **5**
3. Position the cursor on the Decimal Tab symbol (▌) to the left of **327.82**.
4. Hold down Alternate (ALT) and press F3.

   Your corrected total should now be **337.82**.
5. Position the cursor on the Enter symbol (≪) after **337.82**.
6. Press INSERT.
7. Press the Spacebar three times.
8. Press INSERT.

You're now ready to make entries on line 2.

1. Position the cursor at the beginning of line 2 by pressing the down cursor arrow (↓) once.
2. Hold down SHIFT and press F4.
3. Type: **987.991**

(Notice how the decimal points line up under the decimal point in **53.98**.)

4. Hold down SHIFT and press F4.
5. Type: **56.778**
6. Hold down SHIFT and press F4.
7. Type: **-88.90** (to add a negative number).
8. Hold down SHIFT and press F4.
9. Type: **64.24**
10. Hold down SHIFT and press F4.
11. Move the cursor back one space so that it's on the last Decimal Tab.
12. Hold down Alternate (ALT) and press F3 to total the numbers in this line.

    The answer **1020.109** appears.

13. Move the cursor to the space after this number.
14. Press the Spacebar twice.
15. Press ENTER.

    You should now be on line 3.

Column Calculations — Vertical Addition

1. Hold down SHIFT and press F4.
2. Move the cursor back one space so that it's on the Decimal Tab.
3. Press the Vertical Addition keys: while holding down Alternate (ALT), press F4.

   The system adds **53.98** and **987.991** for the answer: **1041.971**.

4. Move the cursor back to the space after **1041.971**.
5. Hold down SHIFT and press F4.
6. Move the cursor back one space so that it's on the last Decimal Tab.
7. Hold down Alternate (ALT) and press F4.

   The system adds **87.52** and **56.778** for the answer: **144.298**.

8. Move the cursor to the space after **144.298**.
9. Hold down SHIFT and press F4.
10. Move the cursor back one space so that it's on the last Decimal Tab.
11. Hold down Alternate (ALT) and press F4.

    The system adds **91.34** and **-88.90** for the answer: **2.44**.

12. Move the cursor to the space after **2.44**.
13. Hold down SHIFT and press F4.
14. Move the cursor back one space so that it's on the last Decimal Tab.
15. Hold down Alternate (ALT) and press F4.

    The system adds **104.98** and **64.24** for the answer: **169.22**.

16. Move the cursor to the right of **169.22**.
17. Hold down SHIFT and press F4.
18. Move the cursor back one space so it's on the Decimal Tab.
19. Hold down Alternate (ALT) and press F4.

    The system adds **337.82** and **1020.109** for the answer: **1357.929**.

20. Move the cursor to the right of this number.
21. Press the Spacebar twice.
22. Press ENTER.

Column Insert

Look at the first column of numbers:

53.98
987.991
1041.971

Assume you want to insert two spaces after the decimal point in all of these numbers.

1. Position the cursor on the **9** in **53.98**. (Spaces should always be inserted to the left of the cursor position.)
2. Press the Define Column keys: while holding down SHIFT, press F3 once.

   The system prompts **COLUMN MODE** in the upper right of the screen.

3. Press INSERT.

   COLUMN INSERT is displayed in the upper right, and at the bottom of your screen you'll see:

   INSERT # of Columns 00 # of Lines 00 press F10 to Continue

   Your cursor is on the first **0**.

4. Type: **02** (to insert two spaces).

5. Press ENTER once to move the cursor to **# of Lines** entry.
6. Type: **03** (there are three lines in the column.)

   If you had only wanted the spaces inserted in **53.98** and **987.991** you would have typed **02** here.

7. Press F10.

   You'll now see the two spaces inserted in each line of this column.

Column Delete

Let's now assume that you want to delete the last column of numbers:

337.82
1020.109
1357.929

1. Move the cursor on the Decimal Tab symbol (▮) to the left of **337.82**.
2. Press the Define Column keys: while holding down SHIFT press F3.

   COLUMN MODE appears in the upper right of the screen.

3. Press DELETE.

   COLUMN DELETE is displayed and you see this at the bottom of the screen:

   <←> and <→> to Define Width THEN <↓> to Define Length.

   You must tell the system how wide and how long the column is that you want deleted. You do this by first using the left and right cursor arrows to define the width of the column.

4. Press the left cursor arrow (←) once.
5. Press the right cursor arrow (→) eight times.

   The space located just after the **2** in **337.82** and just above the **9** in **1020.109** is now in reverse video.

   You've just defined the width of the column.

6. Press the down cursor arrow (↓) twice to define the length of the column.

   All three numbers are highlighted.

7. Press DELETE.

   The column is deleted from the screen.

For more information on Column Delete, see the Reference Manual.

Column Move

Suppose you now want to move this column:

91.34
-88.90
2.44

so that it's directly under this column:

104.98
64.24
169.22

1. Move the cursor to **LINE: 4**.
2. While holding down SHIFT press F4 five times.
3. Press ENTER.
4. Repeat Step 2.
5. Press ENTER.
6. Repeat Step 2.
7. Press ENTER.
8. Move the cursor to the **9** in **91.34**.
9. Press INSERT.
10. Press the Spacebar once.
11. Press INSERT.
12. Move the cursor so that it's on the **2** in **2.44**.
13. Press INSERT.
14. Press the Spacebar once.
15. Press INSERT.
16. Move the cursor back on the **9** in **91.34** (the beginning of the column you want to move).
17. Press the Define Column keys: while holding down SHIFT press F3.
18. Press the Move key (F7).

The prompt **COLUMN MOVE** will appear in the upper right-hand corner of the screen.

The following prompt appears at the bottom of the screen:

<←> and <→> to Define Width THEN <↓> to Define Length.

19. Press the left cursor arrow (←) one time.
20. Press the right cursor arrow (→) five times.
21. Press the down cursor arrow (↓) twice to define the length of the column.

    All numbers in the column should be highlighted.

22. Press F7.

    The column momentarily disappears and the prompt **TO WHERE?** appears in the upper right-hand corner of the screen.

23. Position the cursor on the Decimal Tab symbol (▮) in column 59 on line 4.
24. Press F7.
25. Your new column now looks like this:

```
104.98
 64.24
169.22
 91.34
-88.90
  2.44
```

Column Copy

Now let's assume you want to leave

```
 91.34
-88.90
  2.44
```

where it is and also place this column of numbers under the following:

```
  53.
 987.
1041.
```

1. Move the cursor on the **9** in **91.34**.
2. Hold down SHIFT and press F3.
3. Press the Copy key (F8).

The prompt **COLUMN COPY** appears in the upper right-hand corner of your screen and you see:

<←> and <→> to Define Width THEN <↓> to Define Length.

4. Press the left cursor arrow (←) one time.
5. Press the right cursor arrow (→) five times.
6. Press the down cursor arrow (↓) twice to highlight the next two lines.
7. Press F8.

   The system prompts **TO WHERE?**

8. Move the cursor to the Decimal Tab symbol in column 24 on line 4.
9. Press F8 to execute Column Copy.
10. Your new column now looks like this:

```
  53.  98
 987.  991
1041.  971
  91.34
 -88.90
   2.44
```

11. Press F10 to save this document and return to the Main Menu.

You have now completed Training Lesson III.

TRAINING LESSON IV

This lesson will show you how to perform the following functions:

BUILD AND EXECUTE A PROCEDURE FILE

A. PROCEDURE FUNCTIONS
   - Create Command
   - Execute Command
   - Pause Command
   - Prompt Command

B. CREATE A PROCEDURE MEMO FORM

C. USE PROCEDURES TO WRITE A MEMO

D. PROCEDURES SUMMARY

CREATE AND EXECUTE PROCEDURE FILES AS LIST DOCUMENTS

A. CREATE A PROCEDURE LIST DOCUMENT

B. EXECUTE A LIST DOCUMENT

CREATE AND EXECUTE A PROCEDURE FILE

To get an idea of how useful this function is, imagine that you must send a monthly memo reminding people of a meeting. Traditionally, this would mean typing the memo every month, a repetitious and boring task. Even though most of the information remains unchanged every month, you would still have to type the entire memo, month after month. That is, unless you use MultiMate's Procedures feature.

Procedures (or macros) allow you to save and replay any series of keystrokes. *Keystrokes* means anything you type on the keyboard. This can be letters, numbers, words, MultiMate functions (like Center or Page Break), screen symbols (like Bold Print), formatting keys (Indent, Tab, Return, etc.). In short, anything that you can do with MultiMate can be stored in a Procedures file and replayed at any time.

In this example, you would use Procedures to have the system type out the "constants" of the memo — the information that remains the same month after month. The Procedure file would look like this:

```
                    ↔MEMORANDUM≪
≪
≪
DATE:       (Date will be entered here.)≪
TO:         (Recipient will be entered here.)≪
FROM:       M. Lopez≪
RE:         Monthly Meeting≪

.............................................................................

≫The monthly meeting of the Friends of the Friendless will be held the last Thursday of the
month at (Time will be entered here.).
```

The memo format is stored in a Procedure file and you can ask the system to type it out for you whenever you need it.

Let's look briefly at the 4 steps that make up Procedures.

A. PROCEDURE FUNCTIONS

Create Command

You save all your keystrokes (headings, text, punctuation, returns, page breaks, etc.) in a Procedure file. When you build the file, you give it a name. Then you can tell the system which Procedure file you want it to type out.

Alternate (ALT) and F7 are the Create keys.

Execute Command

When you execute the file, the system automatically plays out all the keystrokes in your file as many times as you need it.

Alternate (ALT) and F10 are the Execute keys.

The following are two optional features that you will frequently find helpful when using Procedures:

Pause Command

This command tells the system to stop while it is playing out your Procedure file. This gives you a chance to enter text. The text entered after a Pause is not stored in the Procedure file. You must type in this text *each* time you execute the file. After you finish typing your text, the system continues playing back your file.

For example, in the memo shown on the previous page you can have a Pause after each heading and before the place where you want to type in the meeting's location.

Prompt Command

Many times when using Procedures, you want your file played back more than once. To do this, you can have a Prompt in the Procedure file: **DO YOU WISH TO CONTINUE OR STOP? (C/S)**. If you want the system to execute your Procedure file again, press C. If not, press S.

Now it's time to try your hand at building and executing your own Procedure file. For more information on Procedures, see the Reference Manual.

B. CREATE A PROCEDURE MEMO FORM

Now we'll give you instructions for creating and recalling a memo format.

The first step is to create the document that you use for building Procedure files from the Create a Procedure Memo Form.

1. Press 2, Create a New Document (from the MultiMate Main Menu).
2. Press ENTER.

   The Create a New Document screen appears.
3. Enter **keyproc1** as the name of the document.
4. Press ENTER.

   The Document Summary screen appears. You don't need to enter any additional information on this screen.
5. Press F10.

   The Modify Document Defaults screen appears. You don't need to change anything on this screen.
6. Press F10.

The first page of the document appears. The cursor is on **LINE: 1 COL: 1**.

Now you are going to begin to Create the Procedure file. The key combination to Create a file is Alternate (ALT) and F7.

7. While holding down Alternate (ALT), press F7.

   Please note that the letters **ALT** appear briefly in the lower right-hand corner of the screen.

   The following prompt appears at the bottom of the screen:

   PROCEDURE FILE NAME: (F10 TO CONTINUE, ESC TO ABORT)

You must enter a Procedure file name. You can use up to eight alphanumeric characters for these file names.

8. Enter **m1** as the name of the Procedure file.
9. Press F10.

   The letter **C** appears in reverse-video between the **S:↓ N:↓** in the lower right-hand corner of the screen. This tells you that you are *creating* a Procedure file. The cursor is back in the Home position.

10. Press ENTER twice.
11. Press F3.

    The Center symbol (↔) appears in the center of Line 3.

12. Type: **MEMORANDUM**
13. Press ENTER three times.

    You are now on **LINE: 6 COL: 1**.

14. Type: **TO:**
15. Press the TAB key twice.

    You are now on **LINE: 6 COL: 10**.

This is the first place where you want to enter a Pause. The key combination for Pause is Alternate (ALT) and F8. You press these keys when you are building the Procedure file to indicate where the file is to pause. Later, when you play back the file, you press these keys to end the Pause.

16. While holding down Alternate (ALT), press F8.

    The word **PAUSE** appears briefly in the lower left-hand corner of the screen.

17. Press ENTER twice.

    You are now on **LINE: 8 COL: 1**.

18. Type: **FROM:**
19. Press the TAB key.
20. Type: **M. Lopez**

21. Press ENTER twice.

    You are now on **LINE: 10**.

22. Type: **DATE:**
23. Press the TAB key once.

    You are on **LINE: 10 COL: 10**.

24. While holding down Alternate (ALT), press F8.

    The prompt **PAUSE** appears briefly, in the lower left-hand corner of the screen.

25. Press ENTER twice.
26. Type: **RE:**
27. Press the TAB key twice.

    You are now on **LINE: 12 COL: 10**.

28. Type: **Monthly Meeting**
29. Press ENTER twice.

    You are now on **LINE: 14 COL: 1**.

This completes the heading section of the memo. You will enter a final Pause command at the point where the time of the meeting will be entered. Later when you play back the memo form, you will enter the memo text, and then press the Pause keys again to end the Pause.

30. Enter a line of dashes. Hold down the dash key until the cursor reaches **COL: 75**.
31. Press ENTER three times.

    You are on **LINE: 17 COL: 1**.

32. Press the TAB key once.
33. Type the following text:

    The monthly meeting of the Friends of the Friendless will be held the last Tuesday of the month at [ALT F8].

34. Press ENTER once.

You have entered all the keystrokes you need to store a memo form that you can recall at any time. However, it might be useful to have the option to replay the entire memo form. This would allow you to create a number of memos, one after the other. You can use the Prompt to give you this option. The keys for inserting a prompt are Alternate (ALT) and F9.

35. While holding down Alternate (ALT), press F9.

    The prompt **PROMPT** appears briefly in the lower left-hand corner of the screen. This indicates that you have inserted a Prompt at this point in the Procedures file.

When you play back the file, the prompt will ask if you want to continue with the file or to stop. You can continue to write memos, and, if you do, each new memo should begin on a new page. To accomplish that, you enter a Page Break (F2).

36. Press F2.

    You are now on **PAGE: 2 LINE: 1 COL: 1**.

    When you play back the file, you will also find yourself at the beginning of a new page, if you decide to continue after the prompt. At this point, the memo form begins to play back again.

Now you must end the Procedure file.

37. While holding down Alternate (ALT), press F7.

    These are the same keys you used to begin the file. By pressing them a second time, you inform MultiMate that you have completed the file.

    The reverse-video **C** disappears from the lower right-hand corner of the screen.

38. Press F10.

    The document **keyproc1** is saved on the diskette, and you return to the MultiMate Main Menu.

C. USE PROCEDURES TO WRITE A MEMO

Now that you have created and saved the memo form in a Procedure file, you can recall it at any time to write memos quickly. The first step is to create a document which, when you are finished, will be the memo. Once you are in the new document, you can bring in the Procedure file. The following steps tell you how to write two memos using the Procedure file you just created.

Begin at the MultiMate Main Menu.

1. Select option 2, Create a New Document.
2. Press ENTER

   The Create a New Document screen appears:

3. Enter **staffmemo**
4. Press ENTER.

   The Document Summary screen appears. You don't need to enter any additional information to this screen.

5. Press F10.

   The Modify Document Defaults screen appears. You don't need to change anything on this screen.

6. Press F10.

   The first page of the new document appears. The cursor is on **LINE: 1 COL: 1**. This is where you want to start in (execute) the Procedure file.

7. Press the Execute Keys: While holding down Alternate (ALT), press F10.

   The following prompt appears at the bottom of the screen:

   PROCEDURE FILE NAME: (F10 TO CONTINUE, ESCAPE TO ABORT)

8. Type: **M1**. This is the name of the Procedure file you just created, and the one you want to have replayed.

9. Press F10.

   The letter **E** appears in reverse-video between the **S:** ↓ and **N:** ↓ in the lower right-hand corner of the screen. This signifies that you are *executing* a Procedure file.

   The memo form begins to play out on the screen. The title, **MEMORANDUM**, is centered, and the cursor is after the first heading, **TO:**.

   The Procedure file has paused and is waiting for you to enter data.

   The following prompt appears briefly at the bottom of the screen:

   PRESS (C) TO CONTINUE. PLEASE ENTER DATA, THEN ALT-F8 TO RESUME.

10. Press C.

    The prompt disappears, and the cursor remains positioned after the heading **TO:**.

11. Type: **Laurie Buller**

    Do not press ENTER. At this point, you want to end the pause, so you press the Pause keys again.

12. While holding down Alternate (ALT), press F8.

    The memo continues to play out on the screen. The heading **FROM: M. Lopez** appears. Then the heading **DATE:** appears, and the Procedure file pauses again.

    The following prompt appears briefly at the bottom of the screen:

    PLEASE ENTER DATA, THEN ALT-F8 TO RESUME.

13. Enter today's date.

    Do not press ENTER.

14. While holding down Alternate (ALT), press F8 to end the Pause.

    The memo continues. You see a ENTER symbol, a line of dashes, two more ENTER symbols, and the body of the memo. The Procedure file pauses again.

15. The following prompt appears briefly at the bottom of the screen:

    PLEASE ENTER DATA, THEN ALT-F8 TO RESUME.

16. Type: **10:00 AM**

    Do not press ENTER.

17. While holding down Alternate (ALT), press F8 to end the Pause.

    The Procedure file has reached the point where you entered the Prompt to execute the Procedure again. The following prompt is displayed at the bottom of the screen:

    DO YOU WISH TO CONTINUE OR STOP? (C/S)

    To exit from the Procedure file, you enter S (for stop). But you are going to execute the memo again.

18. Press C to continue.

    The Procedure file continues. It now reaches the Page Break command you entered at the bottom of the memo form. The following prompt appears briefly at the bottom of the screen:

    <<< PLEASE WAIT >>>

    A new, blank page is displayed on the screen.

    The memo form begins to play back a second time. The title, **MEMORANDUM**, is centered, the cursor is positioned after the first heading, **TO**. The following prompt appears briefly at the bottom of the screen:

    PLEASE ENTER DATA, THEN ALT-F8 TO RESUME.

    The Procedure file has paused, waiting for you to enter data.

19. Type: **Jim Flaherty**

    Do not press ENTER.

20. While holding down Alternate (ALT), press F8 to end the Pause.

    The memo continues to play out on the screen. The heading **FROM: M. Lopez** appears. Then the heading **DATE:** appears, and the Procedure file pauses again.

    The following prompt appears briefly at the bottom of the screen:

    PLEASE ENTER DATA, THEN ALT-F8 TO RESUME.

21. Enter today's date.

    Do not press ENTER.

22. While holding down Alternate (ALT), press F8.

    The memo continues. You see an Enter symbol, a line of dashes, two more Enter symbols, and the body of the memo. The Procedure file pauses again.

23. The following prompt appears briefly at the bottom of the screen:

    PLEASE ENTER DATA, THEN ALT-F8 TO RESUME.

24. Type: **4:00 PM**

25. While holding down Alternate (ALT), press F8 to end the Pause.

    The Procedure file has reached the point where you entered the Prompt to execute your Procedure again. The following prompt appears at the bottom of the screen:

    DO YOU WISH TO CONTINUE OR STOP? (C/S)

    Because you don't need to write another memo, you can tell the system to stop.

26. Press S.

    The **E** disappears from the lower right-hand corner of the screen. This indicates that you are no longer executing the Procedure file.

    The document, including the text from the Procedure file and the text you entered, remains on the screen. The document contains two memos that you can now edit, print or save.

27. Press F10 to save the document and return to the MultiMate Main Menu.

D. PROCEDURES SUMMARY

Here is a brief review of the Procedure functions you have just learned. Procedures include the following four functions:

Function	Key Combination
Create	ALT and F7
Pause	ALT and F8
Prompt	ALT and F9
Execute	ALT and F10

Create

When you create the file, you also have the option of entering two Procedure functions—Pause and Prompt. You enter these commands while you are Creating the file. When the file is executed, the system will pause and display a prompt at the point where the commands were entered.

To Create a Procedure file, follow the steps outlined below:

1. First create a document using selection 2 from the MultiMate Main Menu. This document will contain the Procedure file. Remember, a document can contain as many Procedures as you want.
2. While the cursor is positioned at **LINE: 1 COL: 1**, press the Create keys: while holding down Alternate (ALT), press F7.
3. Enter the keystrokes that make up the Procedure file.
4. If desired, enter the Prompt or Pause commands at any point in the file.
5. To end the Procedure file, press the Create keys again: while holding down Alternate (ALT), press F7.

Pause

Pause is an optional feature of Procedures. It allows you to build a Procedure file for general use, and then, when you execute the file, the system will pause to allow you to add additional text to custom tailor the document.

To insert a Pause, you press the Pause keys (Alternate [ALT] and F8) anywhere within the file during the Create function.

When you execute the file, the system will pause at that point. You can then enter data, leave it blank or perform any other word processing function. The Pause ends when you again press the Pause keys (Alternate [ALT] and F8). The reverse-video **E** remains in the lower right-hand corner of the screen during this entire process. It indicates that everything you have typed is brought into the file.

After you have entered data and then pressed the Pause keys (Alternate [ALT] and F8) to end the Pause, the file continues until it reaches another Pause, Prompt, or the end of the file.

Prompt

Prompt is the second optional component of Procedures. It allows you to replay the entire file again or divide the file into two sections.

A prompt is entered during the Create function of a Procedure. At any point in the Procedure file, you can press the Prompt keys (Alternate [ALT] and F9) to tell MultiMate the point where the prompt should be displayed.

When the file is executed, it will stop at that spot. The following prompt will appear at the bottom of the screen:

DO YOU WISH TO CONTINUE OR STOP? (C/S)

The Prompt keys always produce *this* prompt. You cannot edit it or specify another prompt.

If the prompt is at the end of the Procedure file, it allows you to replay the entire file again, from the beginning. If the prompt is in the middle of a Procedure file, it allows you to end the file execution at that spot, excluding the information in the second part of the file.

Execute

Once you have created a Procedure file, you can execute it (play it back) at any time. You first create or enter an existing document where you want to bring in the Procedure file. Then you press the Execute keys (Alternate [ALT] and F10) to bring in the file. The keystrokes you entered when you created the Procedure play out on the screen.

The file continues playing out until it reaches a Pause or a Prompt. You respond accordingly to each Pause or Prompt.

At the end of a Procedure file, the reverse-video **E** disappears. The document, with the Procedure file and any additional text you entered, remains on the screen. You can then continue to enter text, edit or print the document.

CREATE AND EXECUTE A PROCEDURE FILE AS LIST DOCUMENTS

One particularly useful application for Procedures is creating the List document form used in the MultiMate Merge feature. The Merge feature allows a basic form letter to be merged with a list of names, addresses, or variable information, thus producing a series of customized letters.

There are two documents needed to perform this function. The first is the form letter containing merge codes where the name, address or variable information should be inserted. This is called the Merge document. The second document will contain the names, addresses or variable information. This is called the List document. Each name, address, or variable information contained in this List document will be preceded by the merge codes. When the two documents are merged together the information in the List document will replace the merge codes in the Merge document (form letter).

Procedures can make this process easier by creating the List document merge codes. When executed the file will pause every time you need to enter a name, address or piece of variable information. For information on the Merge feature, you may want to review Training Lesson III. How to set up a Procedure List document follows.

The first thing you do is enter the document you are using for building Procedures.

1. Select option 1, Edit an Old Document, from the MultiMate Main Menu.
2. Press ENTER.

   The Edit an Old Document screen appears.
3. Enter **keyproc1** as the name of the document.
4. Press ENTER.

   The Document Summary screen appears. You don't need to enter any additional information on this screen.
5. Press F10.

   The first page of the document appears, with the cursor in **LINE: 1 COL: 1**. You must move the cursor to the end of the document.
6. Press the Go To Page key (F5).

   The following prompt will appear at the bottom of the screen:

   GO TO PAGE? [ ]
7. Press End.

   The cursor is now at the top of **PAGE: 2 LINE: 1** in the document.

   Now you will build the Procedure file for List documents.

A. CREATE A PROCEDURE LIST DOCUMENT

1. Press the Procedure Create keys: while holding down Alternate (ALT), press F7.

   In the lower left-hand corner of the screen, the prompt **KEY PROCEDURE FILE NAME: _____ (F10 TO CONTINUE, ESC TO ABORT)** appears.

2. Type: **mergetwo**

   This is the Procedure file name.

3. Press F10 to continue.

   The previous prompt has now disappeared, leaving the cursor in the home position. Also note the **C** in reverse-video positioned in the lower right-hand corner of the screen. This **C** signifies that you are creating a Procedure file.

4. Press the Merge Code key (F9).

   The Merge Code symbol (|-) now appears on your screen.

5. Type: **name**

   You should be consistent in assigning names in the Merge and List documents. A good idea would be to type all these words in lowercase letters.

6. Press the Merge Code key (F9).

   The Merge Code symbol (|-) again appears on the screen.

7. Press ENTER.

   The status line now indicates the cursor in on **LINE: 2**. When the Procedure is executed, this is the point where you will enter the name of the person to receive the letter.

8. While holding down Alternate (ALT), press F8.

   The prompt **PAUSE** appears briefly in the lower left-hand corner of the screen.

9. Press the Merge Code key (F9).

   The Merge Code symbol (|-) is now on your screen.

10. Press ENTER twice.

    You are now on **LINE: 4**.

11. Press the Merge Code key (F9).

    The Merge Code symbol (|-) is now on your screen.

12. Type: **address**

13. Press the Merge Code key (F9).

TRAINING LESSON IV

14. Now press ENTER.

    The Status Line now indicates the cursor is on **LINE: 5**. When the Procedure is executed this is the point where you will enter the address of the person to receive the letter.

15. While holding down Alternate (ALT), press F8.

    The prompt **PAUSE** appears briefly in the lower left-hand corner of the screen.

16. Press the Merge Code key (F9).

    The Merge Code symbol (|-) is now on your screen.

17. Press ENTER twice.

    The cursor is now on **LINE: 7**.

18. Press the Merge Code key (F9).

    The Merge Code symbol (|-) is now on your screen.

19. Type: **salutation**

20. Press the Merge Code key (F9).

21. Press ENTER.

    When the Procedure is executed this is the point where you will enter the salutation of the person to receive the letter.

22. While holding down Alternate (ALT), press F8.

    The prompt **PAUSE** appears briefly in the lower left-hand corner of the screen.

23. Press the Merge Code key (F9).

    The Merge Code symbol (|-) is now on your screen.

24. Press ENTER twice.

    The Status Line now indicates the cursor is on **LINE: 10**.

    You have now finished defining a merge set to be used to enter data for the first address. Each address (or record containing variable information) must be listed on one page. In other words, each record will be separated by a page break, up to a total of 250 pages in a document. You now need to enter a prompt command to allow you to re-execute this Key Procedure and enter another address.

25. Press the Procedure - Prompt keys: while holding down Alternate (ALT), press F9.

    The word **PROMPT** appears briefly in the lower left-hand corner of the screen.

26. Press the Page Break key (F2).

    The prompt <<< **PLEASE WAIT** >>> appears briefly at the bottom of the screen. The cursor then appears in the home position on **PAGE: 3**.

    At this point, we are ready to end the Procedure file.

27. While holding down Alternate (ALT), press F7 to end the Procedure.

    Notice that the **C** in the screen's lower right-hand corner has disappeared, indicating that you are no longer creating a Procedure file.

28. Press the Save/Exit key (F10) to save this document and return to the Main Menu.

    Now let's create an actual List document by executing our **mergetwo** Procedure file.

B. EXECUTE A LIST DOCUMENT

First, we need to create a new document for our List document.

1. Select option 2, Create a New Document, from the MultiMate Main Menu.
2. Press ENTER.

   The system displays the Create a New Document screen.

3. Enter **mergesecondary** as the document name.
4. Press ENTER.

   The Document Summary screen appears. You don't need to make any changes here.

5. Press F10 to continue.

   The system displays the Modify Document Defaults screen. Again, you don't need to make any changes.

6. Press F10 to exit this screen and proceed to the first page of the document.

   You are now ready to execute the **mergetwo** Procedure file.

7. Press the Procedure - Execute keys: while holding down Alternate (ALT), press F10.

   The following prompt appears at the bottom of the screen:

   PROCEDURE FILE NAME: mergetwo (F10 TO CONTINUE, ESC TO ABORT).

8. Press the Save/Exit key (F10) to continue.

   If the **mergetwo** file name does not appear (it will not appear if you have turned off the machine, or rebooted the system), or if at this point you want to enter a different Procedure file name, you would enter the appropriate file name to be executed.

   You will now see the first key procedure entry on the screen: **⊢name⊢≪**. The following prompt appears at the bottom of the screen: **PRESS (C) TO CONTINUE. PLEASE ENTER DATA, THEN ALT-F8 TO RESUME.** Note that the first portion of this prompt (**PRESS (C) TO CONTINUE.**) will only appear the first time the system encounters a **PROMPT** command in the Procedure file.

   Also note the **E** in reverse-video positioned in the lower right-hand corner of the screen. This **E** signifies that you are executing a Procedure file.

9. Press C to continue.
10. Type: **Ms. Mary Lou Growhoski** for the name of the person receiving the letter.
11. While holding down Alternate (ALT), press F8. This tells the system to continue executing the Procedure.

    Your screen displays the following:

```
⊢name⊢≪
Ms. Mary Lou Growhoski⊢≪
≪
⊢address⊢≪
—
```

    The following prompt appears briefly at the bottom of the screen:

    PLEASE ENTER DATA, THEN ALT-F8 TO RESUME

12. Type: **54 Cedar Crest Drive**
13. Press ENTER.
14. Type: **Simsbury, CT 06753**

    You are now ready to resume execution of the Procedure file.

15. Press the Procedure - Pause keys: while holding down Alternate (ALT), press F8.

    The screen should now look like this:

```
|-name|-≪
Ms. Mary Lou Growhoski|-≪
≪
|-address|-≪
54 Cedar Crest Drive≪
Simsbury, CT 06763|-≪
≪
|-salutation|-≪
—
```

    The following prompt appears briefly at the bottom of the screen: **PLEASE ENTER DATA, THEN ALT-F8 TO RESUME.**

16. Type: **Mary**. This is the salutation that will appear when the document is merge printed with the Merge document. You are ready to resume execution of the Procedure file.

17. While holding down Alternate (ALT), press F8.

    The following prompt now appears at the bottom of the screen: **DO YOU WISH TO CONTINUE OR STOP? (C/S).**

18. Press C to continue, since you are going to add another merge record.

    The prompt <<< **PLEASE WAIT** >>> appears briefly at the bottom of the screen. The Status Line shows that the cursor is now on **PAGE: 2**. On the first line you see the first variable **|-name|-≪**.

    The following prompt appears briefly at the bottom of the screen: **PLEASE ENTER DATA, THEN ALT-F8 TO RESUME.**

19. Type: **Mr. Ryan M. Page**. This is the name of the person receiving the letter.

20. Press the Procedure – Pause keys: while holding down Alternate (ALT), press F8.

    Your screen now displays:

```
|-name|-≪
Mr. Ryan M. Page|-≪
≪
|-address|-≪
—
```

    The following prompt appears briefly at the bottom of the screen: **PLEASE ENTER DATA, THEN ALT-F8 TO RESUME.**

21. Type: **948 Pasture Lane**
22. Press ENTER.
23. Type: **Bloomfield, NJ 09582**

    You are ready to resume execution of the Procedure file.

24. Press the Procedure – Pause keys: while holding down Alternate (ALT), press F8.

    Your screen should now look like this:

```
|-name|-≪
Mr. Ryan M. Page|-≪
≪
|-address|-≪
948 Pasture Lane≪
Bloomfield, NJ 09582|-≪
≪
|-salutation|-≪
—
```

    The following prompt appears briefly in the lower left-hand corner of the screen: **PLEASE ENTER DATA, THEN ALT-F8 TO RESUME.**

25. Type: **Ryan**. This is the salutation that will appear when the document is merge printed with the Merge document.

    You are ready to resume execution of the Procedure file.

26. While holding down Alternate (ALT), press F8.

    The following prompt now appears at the bottom of the screen: **DO YOU WISH TO CONTINUE OR STOP? (C/S)**.

27. Press S to end execution of the Procedure file called **mergetwo**, since this is the last Record to be entered.

    Notice that the **E** in the screen's lower right-hand corner has disappeared, indicating that you have finished executing the Procedure file.

28. Press the Save/Exit key (F10) to save the document and return to the Main Menu.

If you want to practice Merge Printing the List document you've just created, you must first create a Merge document. Your Merge document must contain the exact variables and names you used in the creation of your List document called **mergesecondary**. For more information on the Merge Document Set Up, see the Reference Manual.

TRAINING LESSON V

This lesson will show you how to perform the following functions:

A. SPELLER FUNCTIONS
   - Spell Check
   - Spell Edit
   - Custom Dictionary

B. SPELL CHECK FROM INSIDE A DOCUMENT

C. SPELL EDIT

D. SPELL CHECK FROM THE MAIN MENU

E. COPY A DOCUMENT

F. REMOVE ALL PLACE MARKS FROM FLAGGED MISSPELLED WORDS

A. SPELLER FUNCTIONS

This training lesson covers MultiMate's Speller feature. The Speller has two components: Spell Check and Spell Edit.

Before we begin the training lesson, let's go through the various options available to you with the Speller:

Spell Check

This feature lets you find all the misspelled words in your document. There are three ways that you can use this feature: 1) You can spell check an entire document from the Main Menu, 2) You can Spell Check an entire document from a page in the document, 3) You can also Spell Check a portion of your document while you are in your document.

Spell Edit

This feature lets you correct the misspelled words in your document. For each flagged word, Spell Edit will give a list of possible correct spellings. You also have the option of entering the word into a Custom Dictionary.

Custom Dictionary

This feature lets you create your own dictionary of frequently used words that are not in the standard dictionary. The number of words in your Custom Dictionary is limited only by the amount of available space on your diskette.

In order to learn how to use the Speller, you must first create a document and enter some text. Once you have entered the text, you will be guided through the Speller step-by-step.

1. Select option 2, Create a New Document, from the MultiMate Main Menu.
2. Press ENTER.

   The Create a New Document screen appears.
3. Enter **SPELLER1** as the name of the document.
4. Press ENTER.

   The Document Summary screen appears. You don't need to change any information on this screen.
5. Press F10.

   The Modify Document Defaults screen appears. You don't need to change anything on this screen.
6. Press F10.

   The cursor will be on **LINE: 1 COL: 1**

7. Type the following short letter. (Don't correct any of the misspellings — you'll correct them with the Speller.)

Dear Mother,≪
≪
≫You will be happy to know that now I am a godd speller. All those years of privot school pade off. Now that I am in the Ivy League, we have this programe called MultiMate that has a speeler.≪
≪
≫I will be callin you sun to say hello. Say hi to Dad for me. The wether is fine here. ≪
≪
Love, Joey ≪

8. Press F10 to Save/Exit from the document.

B. TO SPELL CHECK FROM INSIDE A DOCUMENT

1. Select option 1, Edit an Old Document, from the MultiMate Main Menu.
2. Press ENTER.

   The Edit an Old Document screen appears.

3. Enter **SPELLER1** as the name of the document.
4. Press ENTER.

   The Document Summary screen appears. You don't need to change anything on this screen.

5. Press F10.

   The cursor will be in **LINE: 1 COL: 1**.

6. Use your cursor arrows to move the cursor under the **Y** in **You** at the beginning of the first paragraph of the letter.
7. While holding down SHIFT, press F12.

   The following prompt will appear in the upper right-hand corner of the screen: **CHECK WHAT?**

   You will check just this paragraph. To highlight the paragraph,

8. Press ENTER.

   The paragraph is now highlighted.

9. To Spell Check the paragraph: while holding down SHIFT, press F12.

   The following prompt will appear at the bottom of the screen: **Insert Dictionary Disk in Drive A - Press Any Key.**

   Please note if you are using a computer with a hard disk, it will not be necessary to put the Dictionary diskette into drive A. It should be already loaded onto the hard disk.

10. Remove the System diskette from drive A and replace it with the Dictionary diskette.

11. Press any key.

    The system now searches through the paragraph and finds all the misspelled words. It also counts the number of words in the paragraph.

    The system counts 6 misspelled words and 39 total words. The first letter of each misspelled word flashes.

You have just completed the Spell Check component of the Speller function. Spell Check finds all your misspelled words and flags them for you. In order to correct these misspellings, we will now use the Spell Edit feature.

C. SPELL EDIT

1. While holding down Alternate (ALT), press F12.

   The cursor moves under the first letter of the first misspelled word (in this case, **godd**) and the Spell Edit Options menu appears. You are given the choice of five options for each misspelled word. Here is a brief description of what each selection performs.

   0) Add this word to the Custom Dictionary
   If a word is a proper name that you use often or a technical word that is only used in your field, you may want to add this word to the Custom Dictionary. The Custom Dictionary is for words you use frequently that are not found in the Houghton-Mifflin Dictionary. Once you enter a word into the Custom Dictionary, it will not be flagged again during future Spell Edits unless it is misspelled. The system will beep and display the following message at the bottom of the screen: **SPELL CHECK COMPLETE [00006] WORDS MISSPELLED [00039] WORDS TOTAL**

   1) Ignore this place mark and find the next mark
   If you are unsure of the proper spelling of a flagged word, want to come back later to correct it, or choose to leave it alone, you choose this option. A good example of when you would use this option is for a company name that is new to you.

   2) Clear this place mark and find the next mark
   If the system has flagged a word (such as a proper name) that you know has been correctly spelled, this option clears the flashing letter and advances the cursor to the next misspelled word.

3) Find a list of possible correct spellings
This is the heart of the Spell Edit feature. If you choose this option, the system will list up to nine alternative spellings of the misspelled word. You can then tell the system to replace the misspelled word with one of the alternatives.

Esc) End Spell Edit and resume Document Edit
Choose this option if you are finished with Spell Edit and want to resume normal word processing. Please note that if you choose this option, all flagged words that have not been Spell Edited will remain flagged.

You will now begin the Spell Edit of your document. The cursor is under the **g** in **godd**, and the five options are listed at the bottom of the screen.

2. Press 3 to list the alternative spellings for **godd**.

   The following prompt appears briefly at the bottom of the screen: **Looking for correct spellings for: godd**. The six alternative spellings for **godd** are then listed. The lower half of the screen now looks like this:

```
Enter the number of the word to replace the misspelled word
      or press Esc to return to Document Edit.

   1) god          4) goad
   2) good         5) gird
   3) guide        6) odd                          S:↓ N:↓
```

3. Press 2.

   The system changes **godd** to **good**, and the cursor is now under the **p** in **privot**.

4. Press 3 to find the correct spelling for **privot**.

   The following prompt appears briefly at the bottom of the screen: **Looking for correct spellings for: privot**. The two alternative spellings for **privot** are then listed.

5. Press 1 for the correct spelling.

   The system changes **privot** to **private**.

The cursor is now under the **p** in **pade**.

6. Press 3 to find the correct spelling for **pade**.

   The following prompt appears briefly at the bottom of the screen: **Looking for correct spelling for: pade**. The nine alternative spellings for **pade** are then listed.

7. Press 1 for the correct spelling.

   The system changes **pade** to **paid**.

   The cursor is now under the **p** in **programe**.

8. Press 3 to find the correct spelling for **programe**.

   The following prompt appears briefly at the bottom of the screen: **Looking for correct spellings for: programe**. The two alternative spellings for **programe** are then listed.

9. Press 2 for the correct spelling.

   The system changes **programe** to **program**.

   The cursor is now under the **M** in **MultiMate**.

   MultiMate has been flagged because it is not in the Houghton-Mifflin Dictionary. If this were a word that you were going to use again, you would enter it into the Custom Dictionary. For now, just go on to the next misspelled word.

10. Press 2 to clear this place mark and go to the next misspelled word.

    The cursor is under the **s** in **speeler**.

11. Press 3 to find the correct spelling for **speeler**.

    The following prompt appears briefly at the bottom of the screen: **Looking for correct spellings for: speeler**. The one alternative spelling for **speeler** are then listed.

12. Press 1 for the correct spelling.

    The system changes **speeler** to **speller**.

    The prompt <<< **PLEASE WAIT** >>> appears briefly at the bottom of the screen.

    There are no more misspelled words in this paragraph.

13. Press any key to return the cursor to its original location before you started the Spell Edit.

D. SPELL CHECK FROM THE MAIN MENU.

This is a little different from Spell Check from within a document.

1. Press F10 to return to the Main Menu.
2. Select option 8, Spell Check a Document, from the MultiMate Main Menu.

   The Spell Check an Old Document screen will now be displayed. Since the name of the document that will be checked is already filled in for you, you don't have to enter it.

3. Press ENTER.

   The Start Page and End Page prompts will be displayed directly below the document name. You would use these prompts when you have a long document and you want to Spell Check only a portion of it. Because the current document is only one page, you don't need to enter anything here.

4. Press F10 to continue.
5. The following prompt will appear at the bottom of the screen: **OPERATION IN PROGRESS INSERT DICTIONARY DISK IN DRIVE A—PRESS ANY KEY**

   Please note if you are using a computer with a hard disk, it will not be necessary to put the Dictionary diskette in drive A. It should be already loaded onto the hard disk.

6. Remove the System diskette from drive A and replace it with the Dictionary diskette.
7. Press any key.

   The following prompt will appear at the bottom of the screen: **OPERATION IN PROGRESS**

   The system takes a moment to count the total number of words and the number of misspelled words. When it has finished, the following prompt appears: **OPERATION COMPLETE - PRESS ANY KEY TO CONTINUE [00004] WORDS MISSPELLED [00063] WORDS TOTAL.**

   The system has completed the Spell Check on entire document.

8. Press any key to continue.

   You are back at the MultiMate Main Menu.

9. To Spell Edit the document: press 1 to Edit an Old Document and then press ENTER.
10. The Edit an Old Document screen appears. Since the correct document name is already entered, press ENTER to continue.

    You are now at the Document Summary Screen.

11. Press F10 to get into your document.

12. Hold down Alternate (ALT) and press F12 to begin the Spell Edit.

    The cursor will move to the **M** in **MultiMate**.

    The Spell Edit Option menu will appear at the bottom of the screen.

13. Just skip this flagged word and continue on by pressing 2 to go to the next misspelled word.

    The cursor moves under the **c** in **callin**.

14. Press 3 to find the correct spelling for **callin**.

    The following prompt will appear at the bottom of the screen: **Looking for correct spelling for: callin**. The seven alternative spellings for **callin** are then listed.

15. Press 1 for the correct spelling.

    The system changes **callin** to **calling**. Then the cursor moves under the **w** in **wether**.

16. Press 3 to find the correct spelling for **wether**.

    The following prompt will appear at the bottom of the screen: **Looking for correct spellings for: wether**. The five alternate spellings for **wether** are then listed.

17. Press 1 for the correct spelling.

    The system changes **wether** to **weather**. Then the cursor is under the **J** in **Joey**.

18. You will now enter the name Joey into the Custom Dictionary. Press 0 to select the correct option. The next time that you Spell Check a Document with the name Joey in it, the name will not be flagged.

    The following prompt will now appear at the bottom of the screen:
    Adding to Custom Dictionary: Joey
    Is capitalization required? enter 'Y' for yes, 'N' for no

19. Press Y.

    The following prompt will now appear: **UNABLE TO FIND NEXT MISSPELLING - PRESS ANY KEY**.

Your letter should now look like this:

```
≫Dear Mother,≪
≪
  ≫You will be happy to know that now I am a good speller. All those
 years of private school paid off. Now that I am in the Ivy League, we
 have this program called MultiMate that has a speller.≪
≪
  ≫I will be calling you sun to say hello. Say hi to Dad for me. The
weather is fine here. ≪
≪
Love, Joey
```

The following prompt will now appear at the bottom of the screen:

UNABLE TO FIND NEXT MISSPELLING - PRESS ANY KEY.

20. Read over the letter again. Note that there is still a misspelling in the second paragraph: **sun** should be changed to **soon**.

    MultiMate can vastly improve Joey's spelling, but it cannot detect correctly spelled words out of context. Since **sun** is a word found in the Houghton Mifflin Dictionary, the system will recognize it as a correct spelling.

21. Move the cursor to **sun** and change it to **soon**.

    Since there are no more misspellings, you have completed this section of Spell Edit.

22. Press F10 to return to the Main Menu.

E. COPY A DOCUMENT

The Copy a Document feature allows you to make a copy of an existing document. This is an especially useful feature if you want to edit a document and still maintain an original, unchanged version.

Because we can use a second document later on in the Spell Check lesson, you will now make a copy of the document named SPELLER1.

1. Select option 6, Document Handling Utilities, from the MultiMate Main Menu.
2. Press ENTER.

   The Document Handling Utilities Menu will now appear on the screen.

3. Select option 1, Copy a Document, from this menu.
4. Press ENTER.

   The Copy a Document screen will now appear. The system will ask you for the name of the document you are copying FROM and the name of the document you want to copy TO. The TO document is the copy.

5. Type **SPELLER1** on the copy **FROM** line.
6. Press ENTER.

   The cursor will now be positioned on the drive indicator **B** on the copy **TO** line.

7. Since you want the document to be copied onto the same diskette, press ENTER.
8. Now type the name of the copied document. Type: **SPELLER2**
9. Press F10.

   The following prompt will appear at the bottom of the screen:

   INSERT DISKETTE(S), STRIKE ANY KEY WHEN READY

10. Since the document will be copied onto the same diskette, strike any key.

    The following prompt will appear briefly at the bottom of the screen:

    OPERATION IN PROGRESS
    — DO NOT INTERRUPT —

    The following prompt will now appear at the bottom of the screen:

    — OPERATION COMPLETE —
    <ESC> to abort, any other key to continue.

11. Strike any key to continue.

    The copy a document menu will now re-appear. Note that the **FROM** and **TO** lines have been cleared and that **SPELLER1** and **SPELLER2** are listed as documents on drive B.

12. Press Escape (ESC) twice to return to the MultiMate Main Menu.

F. REMOVE ALL PLACE MARKS FROM FLAGGED MISSPELLED WORDS

This part of the training lesson will show you how to remove the flashing place marks on all misspelled words selected during the Spell Check function. This feature is particularly useful because the first letter of each word flagged as misspelled will continue blinking if you do not clear the word, correct the misspelling, or add the word to the Custom Dictionary. Saving and exiting the document will not remove the place marks. There will be only one word which will be flagged as misspelled (MultiMate).

1. Select option 1, Edit an Old Document, from the MultiMate Main Menu.
2. Press ENTER.

   The Edit an Old Document screen appears.

3. Enter **SPELLER2** as the name of the document.
4. Press ENTER.

   The Document Summary screen appears. You don't need to enter any additional information on this screen.

5. Press F10.

   The cursor will be in **LINE: 1 COL: 1**.

6. Use your cursor arrows to move the cursor under the **Y** in **You** at the beginning of the first paragraph of the letter.
7. While holding down SHIFT, press F12.

   The following prompt will appear in the upper right-hand corner of the screen: **CHECK WHAT?** You will check just this paragraph. To highlight the paragraph,

8. Press ENTER.

   The paragraph is now highlighted.

9. To Spell Check the paragraph: while holding down SHIFT, press F12.

   The following prompt will appear at the bottom of the screen: **INSERT DICTIONARY DISK in DRIVE A — PRESS ANY KEY**

   Please note that if you are using a computer with a hard disk, it will not be necessary to put the Dictionary diskette into drive A. It should be already loaded onto the hard disk.

10. Remove the System diskette from drive A and replace it with the Dictionary diskette.
11. Press any key.

    The system will now search through the paragraph and locate all the misspelled words. It will count the total number of words in the paragraph and the total number of misspelled words. It will then display these figures at the bottom of the screen.

    Please note that the first letter of each misspelled word is flashing. The system will beep and display the following message at the bottom of the screen: **SPELL CHECK COMPLETE. [00001] WORDS MISSPELLED [00063] WORDS TOTAL**

12. Remove the Dictionary diskette from drive A and replace it with the System diskette.
13. The cursor will be on **LINE: 1 COL: 1**.

    In order to remove the blinking place mark on the flagged misspelled word, perform the following:

14. While holding down Alternate (ALT), press Y.

    The following prompt will appear briefly in the upper right-hand corner of the screen: **CLEARING PLACE MARKS**.

    The following prompt will then appear briefly at the bottom of the screen: <<< **PLEASE WAIT** >>>.

    The blinking place mark has now been removed from the flagged misspelled word.

15. Press F10 to save and exit from the document.

    Congratulations! You have now completed all the training lessons.

    The MultiMate Main Menu will be displayed on the screen. If you wish to review any lesson or feel you need more practice, just turn to the appropriate lesson section. If you do not wish to continue, perform the following:

1. Select option 9, Return to DOS, from the MultiMate Main Menu.
2. Press ENTER.
3. The DOS prompt, **A**>, appears on the screen.
4. Remove the System diskette from drive A and the data diskette from drive B. Place each diskette in its cover envelope and store in a safe place.
5. Turn off the computer.

MULTIMATE REFERENCE MANUAL

TABLE OF CONTENTS

INTRODUCTION

HOW TO USE THIS MANUAL

This manual is designed to make the MultiMate Professional Word Processor easy and enjoyable to use by people with different backgrounds and levels of computer or word processing experience. The manual has been written to be readily understood by the beginner as well as by the more experienced user.

This introduction begins with an alphabetical listing of all MultiMate Functions, and includes a second list in which these functions are placed in comprehensive, related categories.

Section 1 Screens and Menus displays many samples of screens you will encounter while using MultiMate; it serves as a visual guide to using the various MultiMate functions.

Section 2 MultiMate Functions offers step-by-step procedures toward the completion of each function. The listing is in alphabetical order, with cross-references and examples of screen prompts. (More advanced functions can be found in the Advanced User's Guide.)

Section 3 DOS Reference explains DOS and instructs you in the use of the Disk Operating System used by MultiMate. Useful DOS Commands are depicted, first in chart form, and then explained in more detail. This section also shows how to interface a serial printer with MultiMate; and finally, discusses the use of sub-directories and paths.

Appendices
A. If You Have A Problem, trouble-shooting advice.
B. Error Messages.
C. MultiMate Document Parameters, including page, document and disk capacities.
D. Printer Information, printer and sheet feeder files provided on your MultiMate disks.
E. Quick Reference, using legend cards, placement of the legend cards, keyboard layout, key combinations.

ALPHABETICAL LISTING OF MULTIMATE FUNCTIONS

GROUP LISTING OF MULTIMATE FUNCTIONS

Cursor Movement and Positioning

Document Handling

Editing

Entering Text and Characters

Format Lines

Paging

Print Related

RADIO SHACK, A Division of Tandy Corporation

U.S.A.: FORT WORTH, TEXAS 76102
CANADA: BARRIE, ONTARIO L4M 4W5

AUSTRALIA	BELGIUM	FRANCE	U. K.
91 Kurrajong Avenue Mount Druitt, N.S.W. 2770	Rue des Pieds d'Alouette, 39 5140 Naninne (Namur)	BP 147-95022 Cergy Pontoise Cedex	Bilston Road Wednesbury West Midlands WS10 7JN

REFERENCE MANUAL

MULTIMATE FUNCTIONS

2

MULTIMATE FUNCTIONS

OVERVIEW

This MultiMate Functions section is an alphabetized guide to more than 150 commands, utilities, features and functions of your MultiMate Professional Word Processor. It should be your standard reference after you complete the training lessons in the Beginner's Guide. It includes step-by-step instructions for each function. Green ink and special typefaces are used to represent your computer screen display.

Use this section in conjunction with:

- The Screens and Menus section, which explains all of MultiMate's screen displays in detail.
- The Introduction to this manual, containing both a comprehensive alphabetized list of the functions and a list of functions by related categories, such as "cursor movement," "document handling," "editing," etc.
- The Index in the back of this manual. It covers all of your MultiMate documentation.
- The Advanced User's Guide, which includes such specialized functions as Merging with a Database, file conversion, and modifying a graphics display.

NOTE: Because it is alphabetical, the MultiMate Functions section does not group together all related functions. For instance, spelling correction involves not only the functions called Spell Check and Spell Edit, but also the Custom Dictionary. Such pages are cross-referenced and are included in the Introduction's function listings.

ALTERNATE ROUTES TO MAIN MENU OPTIONS

((ALT) and any number from 1 to 9)

Use this function to save the document you are working on, and go directly to a screen that is associated with a Main Menu option. You will by-pass the Main Menu.

Instructions	Prompts & Options
While in a document, hold down Alternate (ALT), and press:	The system displays the following screen:
1	Edit an Old Document. (See page R-1-3).
2	Create a New Document. (See page R-1-10).
3	Print Parameters for Document. (See page R-1-17).
4	Printer Control Utilities. (See page R-1-24).
5	Merge Print a Document. (See page R-1-28).
6	Document Handling Utilities Menu. (See page R-1-30).
7	Other Utilities Menu. (See page R-1-46).
8	Spell Check an Old Document. (See page R-1-58).
9	DOS. The **A>** or **C>** appears on the screen.
To Bypass the Main Menu from DOS	
1. After the **A>** or **C>**, type **WP** (filename). For example: **WP TEST**	The Document Summary Screen for an existing or new document appears.
2. Press ENTER.	Caution: If you misspell an old document name, a new document will be created.

BACK TAB

(SHIFT and TAB)

Use this function to move the cursor to the beginning of the current line.

Instructions	Prompts & Options
Press the Back Tab keys — while holding down SHIFT, press TAB.	The cursor moves to the beginning of the current line.

Use this feature if you want to copy and retain the old version of your document before editing it. If the Backup Before Edit default is set, a duplicate file of the document is created whenever you edit the document.

To Back Up All New Documents:

Enter Y beside the *Backup before edit document?* field on the System Defaults screen. See R-1-52 for details. If this field was previously set to N, enter Y beside the *Backup before edit document?* field on the Modify Document Defaults screen to back-up a new document. See page R-1-57 for details.

To Back Up an Existing Document:

Enter Y beside the *Backup before edit document?* field on the Modify Document Defaults screen for that document. See page R-1-57 for details.

Notes:

1. If you have set the backup default for a document, when you edit that document, there will be a slight pause before the document appears on the screen. The system uses this time to copy the document into another file.
2. The document you edit, and, that appears in the document directory on the Edit an Old Document Screen, is a DOC file. The file that is created during document backup is a DBK file. The DBK file will be listed in the DOS directory where both files will have the same name, but their extensions (DOC or DBK) will differ. The DBK file also will be listed in the directory for Restoring a Backed-Up Document.
3. A DBK file must be *restored* as a DOC file before you can view or edit it. For more information, see Restore a Backed-Up Document on page 2-151.
4. Each time a document is backed up, the old DBK file is replaced by the new one.
5. For information about deleting a DBK file, see Erase, page R-3-9.

To Back Up Different Versions of the Same Document:

You can maintain versions of a document by renaming it after editing. For information about renaming documents, see Rename a Document on page R-1-37.

Example:

You are writing a proposal and want to keep all the versions of the document on disk, and want only the most recent version available for editing. Create a document called PROP1 and make sure that the document defaults are set to automatically backup the document. Edit the document. After editing, rename the document to PROP 2. Edit that document. After you edit PROP2, rename the document to PROP3. And so forth.

When you display the Edit an Old Document Screen, the only document that is displayed is PROP3, but if you list the directory entries while in DOS, the following appears:

PROP3 DOC	PROP3 DBK PROP2 DBK PROP1 DBK
This file can be edited.	These files cannot be edited until they are restored to PROP3.DOC, PROP2.DOC and PROP1.DOC. (The DBK files will remain on the system until they are erased.)

For more information about the DOS Directory command, see Directory, page R-3-7.

BOLD PRINT

(CTRL and F4)

This function makes text print darker. Bold Print instructs the printer to use the double strike mode. (Each letter is printed twice, one on top of the other.)

Instructions	Prompts & Options
1. Move the cursor to the place where you want to begin Bold Print.	
2. Press the Bold Print keys — while holding down Control (CTRL), press F4.	The Bold Print symbol (▮) appears.
3. Type the text to be printed in bold.	
4. End Bold Print and return to the default print — while holding down Control (CTRL), press F4.	The Bold Print symbol (▮) appears again to signify the end of Bold Print.

Notes:

1. The Bold Print symbol is not printed. The space it takes on the screen is ignored in printing. If you enter a Bold Print symbol between words, be sure to also add a space. For more information, refer to Screen Symbols, page 2-155.
2. Bold Print works with both enhanced print and draft print. For more information, refer to Print Modes, page 2-124.

CASE SIGNIFICANCE

(ALT and F6)

Use this function to instruct the system to differentiate between upper- and lower-case letters, in the search and replace functions.

Instructions	Prompts & Options
1. Follow the instructions to begin a search or replace function.	The message **SEARCH MODE** or **REPLACE MODE** appears in the top right corner of the screen. See Search on page 2-160 or Replace on page 2-148.
2. Before entering the characters you want the system to search for or replace, press the Case Significance keys — while holding down Alternate (ALT), press F6. Example: Use Case Significance if you want to search for "Act" but don't want the system to find "act".	The word **CASE** appears in the lower right hand corner.
To Stop Case Significance: While the system is in the search or replace mode, press the Case Significance keys (ALT and F6) again.	
Note: Once Case Significance is set, it will remain set until you return to DOS or stop Case Significance.	

Use this function to automatically center text between the left and right margins.

Instructions	Prompts & Options
To Center a New Line of Text:	
1. Move the cursor to the beginning of the line where you want to begin centering.	
2. Press the Center key (F3).	The Center symbol (↔) appears on the line halfway between the left and right margins.
3. Type the text to be centered.	Text automatically centers as you type.
4. Press ENTER to complete the function.	
If Additional Text is to Appear to the Right of the Centered Text:	See the example below.
1. Press the Center key (F3) after entering the text to be centered.	The Center symbol (↔) appears after the centered text.
2. Type in additional text.	The centered text remains in the center of the line. The additional text is handled like standard text.
3. Press ENTER.	

Example:

```
|  ..>....>....>.......................................................<
                                  -Center -                 Additional<
```

Instructions	Prompts & Options
To Center an Existing Line of Text:	
1. Place the cursor on the first character or symbol to be centered.	
2. Press the Insert character key (INSERT).	
3. Press the Center key (F3).	The line is now centered.
4. If the line has no enter symbol, move the cursor to the end of the line, and press ENTER.	

CLEAR PLACE MARKS

(ALT and Y)

Use this function to remove all place marks in a document. The place marks could have been set either by the Spell Check function or inserted manually by the Set Place Mark function.

Instructions	Prompts & Options
Press the Clear Place Marks keys — while holding down Alternate (ALT), press Y.	A message, **CLEARING PLACE MARKS**, appears in the top right corner. Another message, <<<**PLEASE WAIT**>>> appears at the bottom of the screen. The cursor starts with the first page, removing all place marks. Each page appears as the place marks are removed. When the process is complete, the cursor moves to the top of the page on which you started.

Notes:

1. You cannot clear place marks from a portion of your document. All the place marks are removed, regardless of where the cursor is when you begin.
2. Once the process has begun, you can press Escape (ESC) to abort.
3. For information about clearing an individual place mark or setting place marks, see Set Mark, page 2-163.

Use this function to duplicate portions of text within the same document.

Instructions	Prompts & Options
1. Move the cursor to the first character, space or symbol to be copied.	
2. Press the Copy key (F8). To copy the current format line along with the text, press the Format function key (F11).	The system prompts **COPY WHAT?** in the upper right-hand corner of the screen.
3. Move the cursor to highlight the text to be copied.	If needed, see Highlighting Process on page 2-64.
4. Press the Copy key (F8).	The system prompts **TO WHERE?** in the upper right-hand corner of the screen.
5. Move the cursor to the place where text is to be inserted.	
6. Press the Copy key (F8).	Copied text is inserted at the new location and existing text is automatically adjusted.

Notes:

1. When highlighting from any character on a page to the end of a page, if the cursor is *on* the last character, only text will be copied; if the cursor is *past* the last character, the page break will be copied, as well.
2. To copy a portion of text from one document to another, see Copy (External Copy), page 2-39.

CURSOR MOVEMENT ARROWS

(↑, ↓, →, ←)

Use these keys to move the cursor around the screen.

Instructions	Prompts & Options
1. When you press the Up Cursor Arrow (↑), the cursor scrolls up one line in the document. If you keep holding the key down, the cursor scrolls up line by line to the previous page.	In system screens and menus, it moves the cursor to the line or previous field above.
2. When you press the Down Cursor Arrow (↓), the cursor scrolls down one line in the document. If you keep holding the key down, the cursor scrolls down line by line to the next page.	In system screens and menus, it moves the cursor to the line or next field below.
3. When you press the Right Cursor Arrow (→), the cursor scrolls to the right one character at a time. If you keep holding the key down, it scrolls to the right to the end of the line. It then moves to the beginning of the next line.	In system screens and menus, it moves the cursor to the next field.
4. When you press the Left Cursor Arrow (←), the cursor scrolls left one character at a time. If you keep holding the key down, it scrolls to the left to the beginning of a line. It then moves the cursor to the end of the previous line.	In system screens and menus, it moves the cursor to the previous field.

CUSTOM DICTIONARY

First use this feature to create your own list of words, such as proper nouns, foreign words, and terms specific to your line of work, that are not included in the Main Dictionary. Then use this list to Spell Check and Spell Edit documents.

MultiMate comes with an 78,000 word dictionary used to Spell Check and Spell Edit your documents. However, you may want to use many words in your documents that are not included in this dictionary (for example, proper names or terms specific to your line of work). Such words will be marked as misspellings by the main dictionary when you spell check your document. By creating a custom dictionary, you can produce your own list of acceptable words: MultiMate will then check and spell edit words from both the main and custom dictionaries.

If your work is varied (for example, if some documents must be checked for special scientific or legal terms, while others checked for foreign words or proper names), you can maintain separate dictionaries for each job (for example, a custom dictionary called LEGAL and another called BUSINESS). MultiMate allows you to create as many custom dictionaries as you need. Separate dictionaries are easier to edit, and they speed up the Spell Check and Spell Edit processes; but you can use only one custom dictionary at a time when checking a document.

Your custom dictionary is first named and later selected on the Modify System Defaults screen. Once the default is set, it is not necessary to change it unless you use multiple custom dictionaries. (See page R-1-52 for more details.) After words have been added to the custom dictionary during the Spell Edit process (see page 2-173), a file, with the extension .DAT, will appear on your Dictionary diskette (e.g., LEGAL.DAT).

The following pages give instructions on how to build and edit a custom dictionary using a *dictionary document*. Use these procedures if you already have a list of words that you know should be included in your custom dictionary.

Instructions	Prompts & Options
How to Build a Custom Dictionary	
1. From the Other Utilities Menu (option 7 on the Main Menu), select Edit System Defaults. Next to the Custom Dictionary default, enter the name that you want to use.	This name determines the custom dictionary into which the words will be added. If you do not have multiple dictionaries, the name does not need to be changed. See Edit System Defaults, page R-1-52 in the Screens and Menus section for more details.
2. Press F10 to save the updated defaults and press F10 again to return to the Main Menu.	
3. From the Main Menu, select Create a New Document. Fill in the appropriate screens so that the first page of the document appears.	This will be referred to as your *dictionary document*. It is suggested that this document have the same name as your custom dictionary; but identical names are not necessary. See page R-1-10 for details about how to create a document.

Notes:

1. It is not necessary to use a dictionary document to create a custom dictionary. Words can be added to a custom dictionary whenever you spell edit a document and select the option marked *Add this word to the Custom Dictionary*. (See page 2-172 for more details.)

2. Using a dictionary document gives you more control. It enables you to maintain a list of words that have been added to your custom dictionary and to edit that list if you have inadvertently added a misspelled word.

Instructions	Prompts & Options
4. List all the terms that you know will be marked as misspellings by the main dictionary, but that you will use regularly in your work.	For example, the terms *Multi-Mate, DOS, autoexec,* and *IBM* could be used when creating a custom dictionary for this manual.
5. Spell check the dictionary document — while holding down Alternate (ALT), press 8.	See Spell Check a Document From a Page in the Document, page 2-168.
Note: Any spell check function can be used (e.g., Spell Check a Document From the Main Menu, page 2-165).	The system checks the document. Terms that are found in the document but not in the system's dictionary are marked with a place mark. When the process is complete, the Main Menu appears.
6. After completion of Spell Check, return to the Main Menu; select option 1, Edit an Old Document; and press F10 until the dictionary document is displayed on your screen.	The cursor is at the top of the page, and the first letter of each word that was not found in the main dictionary (or custom dictionary, if one already existed) flashes.
7. Press the spell edit keys — while holding down Alternate (ALT), press F12. Use this feature of Spell Edit to add each word to the Custom Dictionary, one at a time.	The cursor moves to the first word, which is marked with a place mark, and a window appears at the bottom of the screen, listing the spell edit options. For more information about how Spell Edit works, see page 2-171.
8. Press the number 0.	The word is added to the custom dictionary.
9. Repeat step 7 until all the words have been added to the custom dictionary.	

Instructions	Prompts & Options
10. Press F10.	The document is saved, and the Main Menu appears on the screen.
Note: The custom dictionary *file* (e.g., LEGAL.DAT) will not exist until the first word has been added during the Spell Edit process (step 7, above). Simply naming a dictionary on the System Defaults screen does not *create* a dictionary.	
How to Edit a Custom Dictionary	
Note: If you are only adding words to your custom dictionary, skip step 1 and proceed to step 2.	
1. Delete the custom dictionary file from your Dictionary diskette.	For information on how to delete a custom dictionary file, see Erase a Single File (DOS), page R-3-9.
2. From the Main Menu, select option 1, Edit an Old Document. Fill in the appropriate screens until your dictionary document is displayed on the screen.	

Instructions	Prompts & Options
3. Correct the misspelled words and add any additional words to your dictionary document.	
4. Press F10 to save the document.	The Main Menu appears on the screen.
5. From the Other Utilities Menu (option 7 on the Main Menu), select Modify System Defaults. Verify that the name of the custom dictionary you want to use is correct.	The default determines the custom dictionary into which the words will be added. For information about changing the defaults on the Modify System Defaults menu, see page R-1-52.
6. Spell check and spell edit the dictionary document, following steps 4 through 9 under How to Create a Custom Dictionary on pages 2-14 and 2-15.	
Note:	
If you are simply adding new words to the custom dictionary, only those new entries will be marked with a place mark during the spell check process.	

Use this function to align columns of numbers on their decimal points (or commas), or to align columns of text at the right margin.

Instructions	Prompts & Options
	Commas are used if you change the Acceptable Decimal Tab default on the Modify Document Defaults screen.
	See Edit Document Defaults on page R-1-56 for more information.
1. Set regular tabs in your format line in the places where you want the decimal marks aligned.	Be careful to space them according to your needs.
2. Press the Decimal Tab keys— while holding down SHIFT, press F4.	The Decimal Tab symbol (▮) appears under the next tab position in the format line.
3. Type the text.	The Decimal Tab symbol (▮) and characters shift to the left of the tab setting until you type the decimal mark (period or comma). The period or comma remains at the tab setting, and subsequent characters are entered to the right of the decimal place.

Instructions	Prompts & Options
4. Press the Decimal Tab keys (SHIFT and F4) again to move to the next tab stop. Note: If you want to align columns of text at the right margin, your format setting should have a tab stop just before the ENTER symbol. (If you want to right justify an entire page of text, refer to Justification on page 2-78.)	

Examples of Decimal Tab using decimal points, columns, and right justification:

```
|1 .......>.............>.............>.............. >
    ▮123.66        ▮0.12      ▮1,000.333      ▮ Amer. <
      ▮1.40       ▮154.3          ▮5.74      ▮Stand. <
```

```
|1 .......>.............>.............>.............. >
    ▮123,66        ▮0,12      ▮1.000,333    ▮ European <
      ▮1,40       ▮154,3          ▮5,74    ▮ Standard <
```

DEFINE COLUMN - COPY

(SHIFT and F3; then F8)

Use this function to duplicate columns of numbers or text on the same page.

Instructions	Prompts & Options
1. Set up your format line with enough tabs and spaces to accommodate the columns you wish to copy.	See page 2-48 for Format Line Set Up.
2. Move the cursor to the column you want to copy.	
3. Press the Define Column keys — while holding down SHIFT, press F3.	The system prompts **COLUMN MODE** in the upper right-hand corner of the screen.
4. Press the Copy key (F8).	The system prompts **COLUMN COPY** in the upper right-hand corner of the screen.
5. Define the width of the column to be copied by moving the cursor to highlight the text. a. Use the Left Cursor Arrow (←) to define the left margin of the column. b. Use the Right Cursor Arrow (→) to define the right margin of the column.	The prompt **<←> and <→> to Define Width THEN <↓> to Define Length** appears in the lower left-hand corner of the screen. The width is defined by block reverse video when the Left and Right Cursor Arrows are pressed. Once the Down Cursor Arrow (↓) is pressed, the system uses standard highlighting to define the text to be affected. The Left and Right Cursor Arrows *cannot* be used for highlighting after the Down Cursor Arrow (↓) has been pressed.

(SHIFT and F3; then F8)

Instructions	Prompts & Options
6. Define the length of the column to be copied by moving the cursor to highlight the text. a. Use the Down Cursor Arrow (↓) to highlight the columns to be copied. b. Use the Up Cursor Arrow (↑) to de-highlight lines. This key can only de-highlight to the line below the original line.	
7. Press the Copy key (F8).	The system prompts **TO WHERE?** in the upper right-hand corner of the screen.
8. Move the cursor to the new location where the highlighted text is to be inserted.	Be sure the new location is already defined with the same tab set up as the column being copied.
9. Press the Copy key (F8) to execute the copy.	Copied text is inserted at the new location and existing text is automatically adjusted. If your columns do not line up adjust the format line to fit the new text. See Format Change, page 2-45.
Notes: 1. The Define Column - Copy function *cannot* cross pages. 2. Press Escape (ESC) at any point during the process to abort.	

DEFINE COLUMN - DELETE

(SHIFT and F3; then DELETE)

Use this function to delete columns of numbers and/or text.

Instructions	Prompts & Options
1. Move the cursor to the column you want to delete.	
2. Press the Define Column keys — while holding down SHIFT, press F3.	The system prompts **COLUMN MODE** in the upper right-hand corner of the screen.
3. Press DELETE.	The system prompts **COLUMN DELETE** in the upper right-hand corner of the screen.
4. Define the width of the column to be deleted by moving the cursor to highlight the text. a. Use the Left Cursor Arrow (←) to define the left margin of the column. b. Use the Right Cursor Arrow (→) to define the right margin of the column.	The prompt **<←> and <→> to Define Width THEN <↓> to Define Length** appears in the lower left-hand corner of the screen. The width is defined by block reverse video when the Left and Right Cursor Arrows are pressed. Once the Down Cursor Arrow (↓) is pressed, the system uses standard highlighting to define the text to be affected. The Left and Right Cursor Arrows *cannot* be used for highlighting after the Down Cursor Arrow (↓) has been pressed.

Instructions	Prompts & Options
5. Define the length of the column to be deleted by moving the cursor to highlight the text. a. Use the Down Cursor Arrow (↓) to highlight the columns to be copied. b. Use the Up Cursor Arrow (↑) to de-highlight lines. This key can only de-highlight to the line below the original line.	
6. Press Delete (DELETE).	The highlighted text is deleted from the screen, and the remaining text is adjusted automatically.

Notes:

1. The Define Column - Delete function *cannot* cross pages.

2. Press Escape (ESC) at any point during the process to abort.

DEFINE COLUMN- INSERT

(SHIFT and F3; then INSERT)

Use this function to insert numbers or text into columns of existing numbers or text. This is generally used to make room for more columns of numbers or text.

Instructions	Prompts & Options
1. Set up your format line with enough tabs and spaces to accommodate the text you wish to insert.	See page 2-48 for Format Line Set Up.
2. Move the cursor into the column where you want to insert spaces. Then place the cursor on the character or symbol which will immediately follow the text you want to insert.	
3. Press the Define Column keys — while holding down SHIFT, press F3.	The system prompts **COLUMN MODE** in the upper right-hand corner of the screen.
4. Press Insert (Ins).	The system prompts **COLUMN INSERT** in the upper right-hand corner of the screen. The prompt **INSERT # of Columns 00 # of Lines 00 Press F10 to Continue** appears at the bottom of the screen.
5. Enter the number of characters (called columns here) that you want the width of your column to be.	This number can be from 01 to 99.
6. Press ENTER.	The cursor moves to **# of Lines 00** in the prompt.
7. Enter the number of lines where you want columns (characters) inserted.	This number can be from 01 to 99.

Instructions	Prompts & Options
8. Press F10 to execute the Insert.	The inserted spaces become part of the document. Existing text is automatically adjusted. If your columns do not line up, adjust the format line to fit the new text. See Format Change, page 2-45.

Notes:

1. The Define Column - Insert function *cannot* cross pages.
2. Press Escape (ESC) at any point during the process to abort.

DEFINE COLUMN - MOVE

(SHIFT and F3; then F7)

Use this function to move columns to a new location within the page of your document. The text you move will be deleted from the original location and will appear only in the new location.

Instructions	Prompts & Options
1. Set up your format line with enough tabs and spaces to accommodate the columns you wish to move.	See page 2-48 for Format Line Set Up.
2. Move the cursor to the column you want to move.	
3. Press the Define Column keys — while holding down SHIFT, press F3.	The system prompts **COLUMN MODE** in the upper right-hand corner of the screen.
4. Press the Move key (F7).	The system prompts **COLUMN MOVE** in the upper right-hand corner of the screen.
5. Define the width of the column to be moved by moving the cursor to highlight the text. a. Use the Left Cursor Arrow (←) to define the left margin of the column. b. Use the Right Cursor Arrow (→) to define the right margin of the column.	The prompt **<←> and <→> to Define Width THEN <↓> to Define Length** appears in the lower left-hand corner of the screen. The width is defined by block reverse video when the Left and Right Cursor Arrows are pressed. Once the Down Cursor Arrow (↓) is pressed, the system uses standard highlighting to define the text to be affected. The Left and Right Cursor Arrows *cannot* be used for highlighting after the Down Cursor Arrow (↓) has been pressed.

Instructions	Prompts & Options
6. Define the length of the column to be copied by moving the cursor to highlight the text. a. Use the Down Cursor Arrow (↓) to highlight the columns to be copied. b. Use the Up Cursor Arrow (↑) to de-highlight lines. This key can only de-highlight to the line below the original line.	
7. Press the Move key (F7).	The system prompts **TO WHERE?** in the upper right-hand corner of the screen.
8. Move the cursor to the new location where the highlighted text is to be inserted.	
9. Press the Move key (F7) to execute the move.	Copied text is inserted at the new location and existing text is automatically adjusted. If your columns do not line up, adjust the format line to fit the new text. See Format Change, page 2-45.

Notes:

1. The Define Column - Move function *cannot* cross pages.
2. Press Escape (ESC) at any point during the process to abort.

Use this function to delete consecutive characters or symbols.

Instructions	Prompts & Options
1. Move the cursor to the first character or symbol to be deleted.	
2. Press Delete (DELETE).	The system prompts **DELETE WHAT?** in the upper right-hand corner of the screen.
3. Move the cursor to highlight the text to be deleted.	For more on Highlighting, see page 2-64.
4. Press Delete (DELETE).	The highlighted text is deleted from the screen, and the remaining text is adjusted automatically.
5. Press Escape (ESC) at any point during the process to cancel Delete.	

DELETE CHARACTER

(SHIFT and DELETE)

Use this function to delete a character or symbol from existing text.

Instructions	Prompts & Options
1. Move the cursor to the character or symbol you want to delete.	
2. Press the Delete Character keys (SHIFT and DELETE) once.	The character or symbol is deleted from the screen, and the remaining text is adjusted automatically.

DE-UNDERLINE

(SHIFT and Hyphen)

Use this function to delete any underline. If text is present, it will not be erased.

Instructions	Prompts & Options
1. Move the cursor to the letter, number, symbol, or space that you want to de-underline.	
2. While holding down Shift, press the Hyphen key.	The system deletes just the underline (not the characters).

Notes:

1. Only de-underline characters that are underlined. Otherwise non-underlined characters will be underlined.
2. The de-underline function works in Underline (Automatic) mode also. (See pages 2-189 and 2-190).

DOCUMENT SUMMARY SCREEN

Use this screen to store important information about a document. You can search for this information later through the Document Handling Utilities.

Instructions	Prompts & Options
	When creating a library the Document Summary Screen appears as it does when creating or editing a document. At the bottom of the screen this prompt appears: **If creating a Library press SHIFT F1 (Do not fill in screen)** *Never* fill in the Document Summary Screen for a library.
To Search Through Document Summary Screens: For more information on this feature see Search Document Summary Screens, page R-1-41.	
To Print Document Summary Screens: You can print in two ways: - so that the Document Summary Screen prints out preceding the document to which it refers - all the Document Summary Screens print out together For more information, see Print Document Summary Screens, page R-1-39 and Print Parameters for Document, page R-1-17.	

DRAFT PRINT

(CTRL and PRINT)

This function makes text print lighter than usual.

Instructions	Prompts & Options
1. Move the cursor to the place where you want to begin Draft Print.	
2. Press the Draft Print keys — while holding down Control (CTRL), press PRINT.	The Draft Print symbol (δ) appears.
3. Type the text to be printed in draft form.	
4. End Draft Print and return to the default print — while holding down Alternate (ALT), press PRINT.	The Enhanced Print symbol (∩) appears to signify the beginning of Enhanced Print.

Notes:

1. The Draft Print symbol (δ) is *not* printed. The space it takes on the screen is ignored in printing. If you enter a Draft Print symbol between words, make sure to also add a space.
2. The system uses Draft Print only if your printer has this option. For more information refer to Print Modes, page 2-124.

EDIT AN OLD DOCUMENT (From the Main Menu)

This is Option 1 on the Main Menu. Use this function to recall a previously entered document for revision.

Instructions	Prompts & Options
From the Main Menu:	The cursor is placed after **DESIRED FUNCTION:**.
1. Press 1 to Edit an Old Document.	
2. Press ENTER.	The system displays the Edit an Old Document screen. The cursor is placed after the prompt **What is the Name of the Old Document? Drive __ Document _____** If you want to change drives, press Backspace and type in the desired drive. You can also press the Page Down key (Pg Dn) to change drives. Then use the right Cursor Arrow (→) to return to the original position.
3. Type the name of the document you want to edit.	
4. Press ENTER.	The system displays the Document Summary Screen. The document name automatically appears.
5. Revise the Document Summary Screen if necessary.	For a detailed description of the Document Summary Screen, see page R-1-5.
6. Press the Save/Exit key (F10).	The system displays the first page of the old document.

END OF PAGE

(CTRL and END)

Use this function to move the cursor to the end of the current page.

Instructions	Prompts & Options
Press the End of Page keys — while holding down Control (CTRL), press END.	The cursor moves to the position immediately following the last character or symbol on the current page.

END OF SCREEN

(END)

Use this function to position the cursor at the end of the current screen.

Instructions	Prompts & Options
Press the End of Screen key (END).	The system places the cursor on the last character or symbol at the end of the current screen.
To Go To the Last Page in the Document:	
You can use the END key with the Go To Page function. This moves the cursor to the beginning of the last page of the document. To do this:	
1. Press the Go To Page key, F5.	The screen prompts **Go to Page [ ]**.
2. Press the END key (END).	The system moves the cursor to the beginning of the last page of the document.

ENHANCED PRINT

(ALT and PRINT)

This function makes text print darker than usual.

Instructions	Prompts & Options
1. Move the cursor to the place where you want to begin Enhanced Print.	
2. Press the Enhanced Print keys — while holding down Alternate (ALT), press PRINT.	The Enhanced Print symbol (∩) appears.
3. Type the text to be printed in Enhanced form.	
4. End Enhanced Print and return to the default print — while holding down Control (CTRL), press PRINT.	The Draft Print symbol (δ) appears to signify the beginning of draft print.

Notes:

1. The Enhanced print symbol (∩) is not printed. The space it takes on the screen is ignored in printing. If you enter an Enhanced print symbol between words, make sure to also add a space.
2. The system uses Enhanced Print only if your printer has this option. For more information, refer to Print Modes, page 2-124.

ENTER

(ENTER)

Use this key for the purposes described below.

Instructions	Prompts & Options
Press ENTER to:	
1. End lines.	
▶ End a line and return to the left margin.	The Enter symbol (⋖) appears on the screen.
▶ End the last line in a paragraph.	
▶ Show blank lines.	
▶ Set right margin in Format Line.	
▶ End function commands such as Center, Indent, etc.	
2. Enter certain commands or move the cursor between fields on certain screens.	Enter symbol (⋖) does not appear.
▶ Exit from Help screens.	
▶ Move from field to field on the Submit Document for Printing screen.	

Use the Escape key for the following:

1. to cancel a function
2. to return to the Main Menu from within a document without saving the current page
3. to return to the Main Menu from any of the introductory screens

Instructions	Prompts & Options
To Cancel a Function Before Its Completion:	
From any stage in any of the following functions, press Escape (ESC).	The cursor returns to the place where it was prior to beginning the function. Any prompts disappear.
COPY **DELETE** **EXTERNAL COPY** **FORMAT** **HIGHLIGHTING** **INSERT** **MOVE** **MERGE PRINT** **PAGE LENGTH** **SPELL CHECK** **SPELL EDIT**	
To Return to the Main Menu from within a Document without Saving the Current Page:	
1. From any place in a document, press Escape (ESC).	The system prompts: **Do you wish to escape without saving this page? (Y/N)**
2. Press Y (for yes).	The system briefly prompts **PLEASE WAIT** then returns to the Main Menu. If you press N (for no) the system briefly prompts **PLEASE WAIT**, and the Escape function is aborted.

Instructions	Prompts & Options
To Return to the Main Menu from one of the Introductory Screens:	
Press Escape (ESC).	Use this to *Escape* from the Create a New Document screen, Edit an Old Document screen, Document Summary Screen, Submit a Document for Printing screen, Merge Print screen, etc.

Use this function to copy text from one document into another document.

Instructions	Prompts & Options
1. Move the cursor to the place in the document where the text is to be inserted.	
2. Press the External Copy keys — while holding down CTRL, press F8.	The system prompts: **EXTERNAL COPY Drive: _ Document _____ Press F10 to continue** at the bottom of your screen.
3. Type the first 8 characters of the name of the document containing the text to be copied.	If the document to be copied *from* is on another diskette, press ENTER (to go to the previous field) and enter the appropriate drive. Remove the system diskette from drive A (if necessary), then insert the source diskette into drive A.
Note: Both documents must be in the same sub-directory.	
4. Press the Save/Exit key (F10) to continue.	The system searches the diskette in the specified drive. After the document is located, the cursor is placed at the top of page 1 and the prompt **START COPY WHERE?** appears in the upper right-hand corner of the screen.

Instructions	Prompts & Options
5. Move the cursor to the beginning of the text to be copied.	
6. Press the External Copy keys — while holding down CTRL, press F8. If you want the current format line to be copied also, press the Format-Change key (F11).	The system prompts **COPY WHAT?** in the upper right-hand corner of the screen.
7. Move the cursor to highlight the text to be copied.	If needed, see Highlighting Process on page 2-64.
8. Press the External Copy keys — while holding down CTRL, press F8.	The system returns you to the original document with the copied text inserted at the location indicated in step 1.
9. If you removed the system diskette from drive A, replace it at this time.	
Note: When highlighting from any character on a page to the end of a page, if the cursor is *on* the last character, only text will be copied; if the cursor is *past* the last character, the page break will be copied, as well.	

Use this function to print the same information at the bottom of more than one page.

Instructions	Prompts & Options
Footers can be text associated or page associated.	For details, see page R-1-54 of Screens and Menus, and page 2-143 of MultiMate Functions.
1. Finish typing text on the first page where you want a Footer to appear.	
2. Use ENTER to space down to the line where the Footer is to appear.	
3. Press the Footer keys — while holding down Shift (SHIFT), press F9.	The system displays the Footer symbol (*f*).
4. Press ENTER.	
5. Type in the Footer text.	You may type up to *five* lines of Footer text.
6. Press ENTER.	
7. Press the Footer keys — while holding down Shift (SHIFT), press F9.	The system displays the Footer symbol (*f*).
8. Press ENTER. You have created a Footer. To begin a new page, press the page break key (F2).	The system prints the Footer on this page and all subsequent pages until it encounters another Footer.

Footer Example:

```
f≪

                    → Section 1 ≪

f≪
```

Instructions	Prompts & Options
To Stop Footers From Printing (Empty Footer):	
1. At the bottom of the page where you want the Footer to stop printing, hold down Alternate (ALT), and press F.	The system displays the Footer symbol (ƒ).
2. Press ENTER.	
3. While holding down SHIFT, press F9.	The system displays the Footer symbol (ƒ).
4. Press ENTER.	
Note:	
If there are one or more pages between the original Footer and the Empty Footer, Footers will be canceled on only odd (or even) pages. To cancel Footers on *all* remaining pages, Empty Footers must be entered on two consecutive pages.	
For Automatic Page Numbering:	
Enter a # in the position in the Footer text where you want the number printed.	For more information, see Page Numbering (Automatic), page 2-113.
For Printing Date, Time, or Page/Last Page Automatically:	
Enter the appropriate system print command: **&DATE&** **&TIME&** **&PAGE&/&LPAGE&**	For more information, see System Print Commands on page 2-184.

Instructions	Prompts & Options
Fr Different Footers On Opposite Pages: Follow the previous instructions on setting up a Footer. Enter the first Footer on one page and then enter the second Footer on the very next page. (One Footer is on an odd-numbered page, one is on an even-numbered page.)	MultiMate prints the alternating Footers on all subsequent pages until it encounters a different Footer (or two different Footers).
To Stop Different Footers on Opposite Pages From Printing: Follow the instructions "To Stop Footers From Printing." Do these steps on the two successive pages (one odd, one even) where you want the Footers to stop.	

FORMAT

The Format Line controls line spacing, tab locations and line length.

The following pages describe three variations of the Format Line: System Format Line, Current Format Line, and Page Format Line. You will learn the purpose of a Format Line, how to modify it and how to use it.

A System Format Line is automatically displayed on the first page of a new document and can be modified. The Current Format line can be inserted into your text and later deleted. The Page Format Line, the Format Line at the top of the page, can be inserted anywhere in your document.

You can search your document for a format line, and then replace it if necessary. Replacement of a Format Line can be either a Global Replace or a Discretionary Replace.

The following Reference pages provide step-by-step instruction on the set up and use of the Format Line.

FORMAT - CHANGE

(F11)

Use this function to modify a Format Line.

Instructions	Prompts & Options
1. Press the Format-Change key (F11).	The system prompts **FORMAT CHANGE** in the upper right-hand corner of the screen. The cursor moves to the Format Line directly above the section of text in which you are working.
2. Modify the Format Line.	See Format Line Set Up on page 2-48.
3. Press the Format-Change key (F11).	The cursor returns to its original location in the document, and text is automatically adjusted according to the changes in the format line.

Note:

You cannot delete an ENTER (⋘) directly above a Format Line in the text.

FORMAT - DELETE

(DELETE; F11; DELETE)

Use this function to delete the current Format Line (other than the one at the top of a page).

Instructions	Prompts & Options
1. Move the cursor to any character or symbol under the Format Line you want to delete.	
2. Press DELETE.	The system prompts **DELETE WHAT?** in the upper right-hand corner of the screen.
3. Press the Format-Change key (F11).	
4. Press DELETE again.	The Format Line is deleted from the page. Note: The cursor returns to the character or symbol in step 1.

Use this function to locate a Format Line (other than the System Format Line) in a document.

Instructions	Prompts & Options
1. Move the cursor to the place in the document where you want to begin the Search function.	
2. Press the Search key (F6).	The system prompts **SEARCH MODE** in the upper right-hand corner of the screen and **SEARCH FOR:** in the lower left-hand corner of the screen.
3. Press the Format-Change key (F11).	The system searches for the first Format Line and places the cursor on the first character or symbol under it. If the system finds no other Format Lines, the cursor goes to the end of the page.
4. At this time, you can press the Search key (F6) again.	The system finds the next Format Line.
OR,	
You can edit the Format Line by pressing the Format-Change key (F11). After completing the changes, press the Format-Change key (F11) to set the Format Line.	Editing a Format Line ends the Search process. To resume Search Format Line after editing, press the Search key (F6). Then press the Format-Change key (F11).
5. Press Escape (ESC) at any point during the process to cancel the Search command.	

FORMAT LINE SET UP

Use this description to learn the purpose of a Format Line and how to modify it.

Instructions	Prompts & Options
Definition: The Format Line is an instruction to the system: It tells the system three things: 1. line spacing (single, double, triple, zero, quarter, half, one and one half, two and one half) 2. tab locations 3. line length (up to 156 characters) The System Format Line is inserted automatically at the top of the page for each document. Additional Format Lines may be inserted anywhere in a document. To modify a Format Line, follow these steps: 1. Press the Format key (F11). 2. Make the modification. 3. Press the Format key (F11). Here are the different ways to modify the Format Line. (Remember that you must complete all three of the above steps for modifications.) Example of a System Format Line: |1..≫....≫....≫ ..... ≪	

Instructions	Prompts & Options
To Move the Cursor Within the Format Line:	
Use the Left (←) or Right (→) cursor arrows.	
To Change the Line Spacing:	
1. Place the cursor under the number in the second column in the Format Line.	The System Format Line is set up with single line spacing. To change the default for the System Format Line, see Edit System Format Line on page R-1-47 of Screens and Menus.
2. Enter one of the following codes to change the line spacing. The codes are as follows: 1-Single (System Default) 2-Double 3-Triple 0-Zero +-One and One Half H-Half =-Two and One Half Q-Quarter	Press the number keys (1, 2, or 3) associated with Single, Double, or Triple line spacing. Type the number zero (**0**, not the letter "O") for Zero line spacing. Type the letter **H** for Half line spacing. Type the letter **Q** for Quarter line spacing. Type the "plus" symbol (Shift and ±) for One and One Half line spacing. Type the "equals" symbol (Unshifted ±) for Two and One Half line spacing.
To Add Tabs in the Format Line:	
1. Move the cursor to the column position which will contain the tab.	For the description of column position, see Status Line on page 2-178
2. Press the TAB key.	The system displays the tab symbol (≫) in the format line.

Instructions	Prompts & Options
To Delete Tab Settings in the Format Line:	
Use the Space Bar to strikeover unwanted tab settings.	The tab symbol (≫) is replaced with a period.
To Extend the Line Length:	
Use the right cursor arrow (→) to move the ENTER symbol (≪) further to the right.	The system adds more periods to extend the line length. The beginning of the Format Line moves to the left off the screen if you make the line longer than 75 characters. (Don't worry!—It returns when you set the Format Line). Remember, the maximum line length is 156 characters.
To Shorten the Line Length:	
1. Move the cursor to the column position where you want the line to end.	
2. Press ENTER.	The system shortens the Format Line to the indicated column position.
To Set the Format Line:	
Press the Format-Change key (F11).	The system sets the Format Line, and the cursor returns to its original location in the document.

Use this function to insert a copy of the Page Format Line (the format line at the top of the page) anywhere in a document.

Instructions	Prompts & Options
1. Move the cursor to the place where you want the Page Format Line inserted.	
2. Press the Format-Page keys — while holding down Alternate (ALT), press (F11).	The system prompts **FORMAT PAGE** in the upper right-hand corner of the screen. The system automatically copies and inserts the Page Format Line at the location indicated.
3. Modify the Format Line if necessary.	See Format Line Set Up on page 2-48.
4. If modification is not needed (or you have finished modifications), press the Format-Change key (F11) to set the Format Line.	If you make modifications, the system adjusts the text according to the new Format Line.

FORMAT - RECALL

(SHIFT and F11)

Use this function to insert a copy of the current Format Line into your text.

Instructions	Prompts & Options
1. Move the cursor to the place where you want the Format Line inserted.	
2. Press the Format-Recall keys — while holding down SHIFT, press F11.	The system prompts **FORMAT CURRENT** in the upper right-hand corner of the screen, and inserts the current Format Line at the location indicated.
3. You may modify the Format Line and then press the Format-Change key (F11) to set the new Format Line.	See Format Line Set Up on page 2-48. See also Format-Change on page 2-45.

Note:

Once you arrive at line 23, the Format Line no longer appears on the screen. You may want to use the Format-Recall function to call in the Format Line for reference. If you are calling in the current Format Line for reference, press the Format-Recall keys (SHIFT and F11). Then press F11 to return to your text.

FORMAT - REPLACE

(CTRL and F6)

Use this function to locate and replace format lines in a document.

Instructions	Prompts & Options
1. Move the cursor to the place in the document where you want to start the Format Line Replace function.	
2. Press the Replace keys — while holding down Control (CTRL), press F6.	The system prompts **REPLACE MODE** in the upper right-hand corner of the screen, and **TYPE OF REPLACE: _____** **1) GLOBAL** **2) DISCRETIONARY** **3) ABORT** at the bottom of the screen.
3. Press 1 (Global Replace) if you want every occurrence of that Format Line replaced. Press 2 (Discretionary Replace) if you want the option of skipping one or more replacements. Press 3 (Abort) if you want to cancel this command.	After indicating which type of replace you want to use (except 3), the system prompts **REPLACE WHAT?** at the bottom of the screen.
4. Indicate the type of Format Line Replace you want by entering one of the following key combinations: Shift and F11 — Format - Recall Ctrl and F11 — Format - System Alt and F11 — Format - Page	The type of Format Line Replace selected and instructions on how to proceed are displayed at the bottom of the screen. Refer to the example on the following page.

Instructions	Prompts & Options
5. Modify the Format Line, if necessary. Then press F10.	If you choose Global Replace, the system proceeds through the document, searching for and replacing every occurrence of the Format Line. If you choose Discretionary Replace, the system prompts **REPLACE? Y/N/ANY OTHER KEY TO ABORT** at each occurrence of the Format Line.
6. Press the Escape key (ESC) at any point during the process to cancel the Replace Format Line command.	
Note: If you change the line spacing in your format line, it may be necessary to repaginate your document. For information on repagination, see page 2-142.	

Example of a Replace Format Line Prompt:

```
Search and replace format lines. Format lines will be replaced with
the format line below. Edit format line then enter F10 to continue
or ESC to abort.

|1...>....>....> ..................................... <
Single line spacing                          right margin 75
```

FORMAT - SYSTEM

(CTRL and F11)

Use this function to insert a copy of the System Format Line anywhere in a document.

Instructions	Prompts & Options
1. Move the cursor to the place where you want the System Format Line inserted.	
2. Press the Format-System keys — while holding down Control (CTRL), press (F11).	The system prompts **FORMAT SYSTEM** in the upper right-hand corner of the screen. The system automatically copies and inserts the standard System Format Line at the location indicated.
3. Modify the Format Line if necessary.	See Format Line Set Up on page 2-48. If you make modifications, the system adjusts the text according to the new Format Line.
4. If modification is not needed (or you have finished modifications), press the Format-Change key (F11) to set the Format Line.	For more information, see Other Utilities, page R-1-46.

Note:

If you have edited the System Format Line, the edited version will be used in this function.

GO TO PLACE MARK

(CTRL and F5)

Use this function to search for and stop at previously set place marks.

Instructions	Prompts & Options
1. Place the cursor in front of the text where you want to search for place marks.	
2. Press the Go To Mark keys—while holding down Control (CTRL), press F5.	The system searches for the first place mark and places the cursor under it.
3. If you want to go on to the next place mark in your document, repeat step 2.	To delete a place mark, see Place Mark on page 2-163.
Note:	
MultiMate searches forward from the cursor position when looking for place marks.	

GO TO PAGE

(F5)

Use this function to go directly to another page in the document.

Instructions	Prompts & Options
1. Press the Go To Page key (F5).	The system prompts **GO TO PAGE? [ ]** in the lower left-hand corner of the screen.
2. Enter the page number you want to go to. The following special page numbers or keys may be used in addition to the normal numbers: 1 - Page 1 999 - Last Page in Document Home - Page 1 End - Last Page	
3. Press ENTER. (This last instruction is not necessary if you have used the Home or End key.)	The system transfers you to the top of the requested page.

GO TO TAB

(ALT and TAB)

Use this function to move the cursor to the first character after a Tab, Decimal Tab, or Indent in the text.

Instructions	Prompts & Options
Press the Go To Tab keys —while holding down Alternate (ALT), press TAB.	The cursor moves to the first character after the next tab, decimal tab, or indent in a page. Starting at the current cursor location, the system looks for the next tab (≫), decimal tab (▮) or indent (→) on the page, and stops at the character immediately following it. It stops on any standard character — a letter, number, symbol (such as $, #, or +), punctuation mark, or space. If the character immediately following a tab, decimal tab, or indent is a non-standard character, such as the symbols for draft print (δ) and enhanced print (∩), the cursor does not stop. Instead, it skips that tab and looks for the next one. If there is not a tab stop followed by a standard character after the current location of the cursor, the screen displays the message: **Character not found**, and the cursor doesn't move. To go to a tab stop on another page, you must first use the Go To Page function or press Control and Page Down.

HARD SPACE

(CTRL and F7)

Use this function to insert a mandatory space so that words that must be on one line will not be separated when word wrapping occurs.

Instructions	Prompts & Options
1. Move the cursor to the position where the Hard Space character is to be displayed.	You may want to use Hard Space for dates or names which should not be divided on two lines. See example below: Example: **January ϕ 1, ϕ 1984**
2. Press the Hard Space keys — while holding down Control (CTRL), press F7.	The system displays the Hard Space symbol (ϕ).

Note:

The Hard Space symbol does not print out and does not require another space to separate the characters or words.

HEADER

(CTRL and F9)

Use this function to print the same information at the top of more than one page.

Instructions	Prompts & Options
Headers can be text associated or page associated.	For details, see page R-1-57 of Screens and Menus, and page 2-145 of MultiMate Functions.
1. Move the cursor to the top of the first page to contain the Header text.	
2. Press the Header keys — while holding down Control (CTRL), press F9.	The system displays the Header symbol (#).
3. Press ENTER.	
4. Type the Header text.	You may type up to 5 lines of Header text.
5. Press ENTER.	
6. To end the Header command — press the Header keys (Control and F9) again.	The system displays the Header symbol (#).
7. Press ENTER.	
8. Type the remainder of the text for this page.	The system prints the Header on this page and on all subsequent pages until it encounters another Header.
Note: Do not enter Enters before the Header Set Up. If necessary, put Enters inside the Header.	

Header Example:

```
#≪
                    ↔ Chapter 1 . . . Page #≪
≪
#≪
```

Instructions	Prompts & Options
To Stop Headers from Printing (Empty Header):	
1. At the top of the page where you want the Header to stop printing, press the Header keys (Control and F9).	The system displays the Header symbol (#).
2. Press ENTER.	
3. Press the Header keys (Control and F9) again.	The system displays the Header symbol (#).
4. Press ENTER.	
Note:	
If there are one or more pages between the original Header and the Empty Header, Headers will be cancelled on only odd (or even) pages after the Empty Header. To cancel Headers on *all* remaining pages, Empty Headers must be entered on two consecutive pages.	
For Automatic Page Numbering:	
Enter a # in the position in the Header text where you want the number to appear.	For a detailed description of Page Numbering (Automatic), see page 2-113.
For Printing Date, Time, or Page/Last Page Automatically	
Enter the appropriate system print command: **&DATE&** **&TIME&** **&PAGE&/&LPAGE&**	For more information, see System Print Commands on page 2-184.

Instructions	Prompts & Options
For Different Headers on Opposite Pages:	
Follow the previous instructions on setting up a Header. Then enter the second Header on the very next page. (One Header will be on an odd-numbered page, one will be on an even-numbered page.)	MultiMate prints the alternating Headers on all subsequent pages until it encounters a different Header (or two different Headers).
To Stop Different Headers on Opposite Pages From Printing:	
Follow the instructions "To Stop Headers From Printing," by entering two empty Headers. Do these steps on the two successive pages (one odd, one even) where you want the Headers to stop.	

Use this function to display instructions for performing any function or command.

Instructions	Prompts & Options
1. If you need help with a function, press the Help keys — press F1.	The system displays the Help Main Menu.
2. If you know the area in which you need Help, press 1-5.	1- CURSOR POSITIONING 2- EDITING FUNCTIONS 3- FORMAT LINE CONTROLS 4- PRINTING FUNCTIONS 5- MISCELLANEOUS FUNCTIONS
If you are unsure what general area your problem comes under, press 6.	6- LIST OF ALL HELP TOPICS AND KEYS To scroll the list up, press the space bar. Ths list scrolls up, wraps around, and scrolls continuously until the space bar is released.
3. Once in the Help function, press ENTER to go to the previous screen.	
Press Escape (ESC) to return to the location where you first requested help.	

Use this process to identify text to be Deleted, Moved, or Copied.

Instructions	Prompts & Options
1. Move the cursor to the place where you want the function (Delete, Move, Copy or External Copy) to begin.	The system highlights text from the current cursor position up to and including the character or symbol indicated by the key pressed. After highlighting, you may highlight more text, de-highlight text, or complete the execution of any of the functions.
2. Press the key(s) needed to begin your function.	The system prompts **DELETE WHAT? MOVE WHAT? COPY WHAT?**, etc. and the character on which the cursor is positioned is highlighted.
3. Move the cursor to the end of the text that you want to delete, move, copy or external copy. This is done either by using the cursor arrows or by using one of the keys (or key combinations) listed below: Character/Symbol Search (enter any letter, number or screen symbol).	Refer to Cursor Movement Arrows on page 2-11. Text is highlighted from where your cursor is originally placed to the first occurrence of the specified letter, number, punctuation mark or screen symbol. Refer to Screen Symbols, on page 2-155.

Note:

If searching for an ENTER, make sure that there is no format line between the cursor and the ENTER for which you are searching.

Instructions	Prompts & Options
Word (SHIFT and F5)	Your cursor must be on a letter or a number. It does not have to be on the first character of the word or number. The character string is highlighted from the first character to the end of the word. If a space follows the word, the space is included as part of the word. If the cursor is on the first character of a word and the word is followed by a space, the word can be highlighted by pressing the space bar.
Scroll Right (SHIFT and →)	The line is highlighted from where the cursor is to the end of the line.
Line (SHIFT and F6)	The cursor can be anywhere on the line. The line is highlighted from the first character/space/screen symbol on the left to the last character/space/screen symbol on the right.
Sentence (SHIFT and F7)	Your cursor can be anywhere within the sentence. The sentence is highlighted from the beginning to the first occurrence of a period or an ENTER. If two spaces follow the period, they are included.

Instructions	Prompts & Options
Sentence (Shift and F7) (cont'd)	Note: If your sentence includes an abbreviation followed by a period, the system highlights only to the period in the abbreviation.
Paragraph (Shift and F8)	Your cursor can be anywhere within the paragraph. The paragraph is highlighted from the beginning of the first sentence through the first occurrence of an Enter symbol (⋖).
End of Screen (END)	The cursor must be placed where you want to begin the function (Delete, Move, Copy or External Copy). The text is highlighted from the cursor to the end of the screen.
End of Page (CTRL and END)	The cursor must be placed where you want to begin the function (Delete, Move, Copy or External Copy). The text is highlighted from the cursor to the end of the page.
Space Bar	The text is highlighted up to and including the next space.
Enter (ENTER)	The cursor moves from the first highlighted character to the first Enter symbol (⋖) at the end of a line, or paragraph.

Instructions	Prompts & Options
Next Page (CTRL and PG DN)	The cursor must be placed where you want to begin the function (Delete, Move, Copy or External Copy). The text is highlighted from the cursor to the first character/space/ screen symbol on the next page.
Go To Page (F5)	The cursor must be placed where you want to begin the function (Delete, Move, Copy or External Copy). The text is highlighted from the cursor to the first character/space/ screen symbol on the page specified.
End of Document To delete, move or copy from the cursor position to the end of your document, you must: 1. Press the Go To Page key (F5). 2. Press the End key. 3. Press ENTER. 4. You are now at the top of the last page. Press the End of Page keys (Control and End). This completes the highlighting to the end of your document.	

Instructions	Prompts & Options
4. Highlighted text may be de-highlighted with the use of the following keys:	The system de-highlights the indicated text. The cursor stops at the first highlighted character/space/screen symbol. *Please Note:* Highlighting (and functions for which you are identifying text) can be aborted at any time by pressing the Escape key (ESC). The cursor returns to the position where the highlighting began.
Left and Up Cursor Arrows	Refer to Cursor Movement Arrows on page 2-11.
Previous Word (CTRL and ←)	The cursor moves to the first letter of the previous word. That letter remains highlighted.
Top of Screen (HOME)	The cursor moves to the first highlighted character/space/screen symbol on the screen. That character/space/screen symbol remains highlighted.
Top of Page (CTRL and HOME)	The cursor moves to the first highlighted character/space/screen symbol on the page. That character/space/screen symbol remains highlighted.

Instructions	Prompts & Options
Previous Page (CTRL and PG UP)	If the last position on the previous page is highlighted, the cursor moves to the next position on that page. If the position is not highlighted, the cursor does not move.
Go To Page (F5)	If the last character or symbol on the specified page is highlighted, the cursor moves to the bottom of that page. If the last character or symbol is not highlighted, the cursor does not move.
Scroll left (SHIFT and ←)	The line is de-highlighted from where the cursor is to the beginning of the line.

HOME

(HOME)

Use this function to move the cursor to the first character on the present screen.

Instructions	Prompts & Options
Press the Home key (HOME).	The system moves the cursor from wherever it is to the first character or symbol in the upper left-hand corner of the screen.
Note: If you are using the Go To Page function (F5), Home is used to specify the first page of the document.	

HORIZONTAL ADDITION

(ALT and F3)

Use this function to add rows of numbers.

Instructions	Prompts & Options
1. Enter the rows of numbers. Use the decimal tab keys (SHIFT and F4) to align the columns of numbers on their decimal points.	If needed, see Decimal Tab on page 2-17 of the Reference section.
Note: The format line must be long enough and tab stops must be entered for every number (including the answer) that will appear in the line.	
2. Move the cursor to the place where the answer is to be located.	
3. Press the decimal tab keys — while holding down SHIFT, press F4.	A decimal tab symbol (▮) appears on the screen.
4. Use the Left Cursor Arrow (←) to move the cursor under the decimal tab that you created in step 3.	
5. Press the Horizontal Addition keys — while holding down Alternate (ALT), press F3.	The system adds all the numbers it finds on the line. The answer is inserted to the right of the last decimal tab.
Note: If there is already a number in the answer column, that number will be replaced by the new number.	

Notes:

1. When you use a comma or a dollar sign in column calculations, it is carried into the answer.
2. Horizontal Addition cannot be carried across pages.
3. Subtraction is done by designating a number as a negative. (This is equivalent to adding a negative number.)
4. You cannot calculate sub-totals.

Designating Negative Numbers

To designate a negative number in Horizontal Addition, use one of the following methods:

a. Place a hyphen to the left of the number
   example: **-2.00**

b. Place a hyphen to the right of the number
   example: **2.00-**

c. Surround the number with parentheses
   example: **(2.00)**.

If you combine these methods in the same row of numbers, the system uses only one of the methods to print a negative answer. The system selects the appropriate method based on the following priority system:

1. Hyphen on the left always appears in the answer if it has been used.
2. Hyphen on the right appears if it has been used and the hyphen on the left has not been used.
3. Parentheses surround the answer only if the above two methods have not been used.

The examples on the following page will help you understand this priority system.

Examples of Horizontal Addition

```
|1 ........ » ............... » ............ » ................ » ........................ «
«

      »            »            »            »          Total «
  ▮123.44      ▮12.1      ▮$100.          ▮5.       ▮$240.54 «
   ▮23.44      ▮12.1       ▮50.          ▮-2.        ▮83.54 «
«
|1 ........ » ............... » ............ » ........................................ «
«

      »            »          Total «
    ▮3.44      ▮12.1       ▮15.54 «
  ▮123.44      ▮12.1      ▮135.54 «
«
|1 ........ » ............... » ............ » ................ » ........................ «
«

      »            »            »          Total «
 ▮$1,000.00    ▮1,002.    ▮$1,000.      ▮$3,002.00 «
   ▮999.00      ▮(2.)    ▮-1,002.          ▮-5.00 «
«
|1 ........ » ............... » ............ » ................ » ........................ «
«

      »            »            »          Total «
 ▮$1,000.    ▮$1,000.     ▮-123.44     ▮$1,876.56 «
 ▮(1,002.)    ▮1,000.      ▮23.44-        ▮25.44-«
«
|1 ........ » ............... » ............ » ................ » ........................ «
«

      »            »          Total «
  ▮123.44-    ▮-123.44     ▮-246.88 «
  ▮(23.44)     ▮23.44-      ▮46.88-«
  ▮100.44    ▮(123.44)    ▮( 23.00)«
«
```

HYPHEN (Soft)

(CTRL and F10)

Use this function to insert Soft Hyphens into words. When the document is printed, the Soft Hyphen is replaced with a hyphen. Any reorganization of a document (due to moves, inserts, line length changes, etc.) can remove the hyphen.

Instructions	Prompts & Options
1. After you type the word and it wraps to the next line, move the cursor to the character which will follow the hyphen.	
2. Press the Soft Hyphen keys — while holding down Control (CTRL), press F10.	The system inserts a Soft Hyphen symbol (≈) and moves the preceding characters and the Soft Hyphen to the previous line. If the hyphenated portion of the word does not fit on the previous line, the command is ignored.

Note:

Soft Hyphen is used to attain a more even right-hand margin. For example, you have a multi-syllable word at the end of a line that is wrapping to the next line. This results in a jagged right-hand margin. You would insert a Soft Hyphen to divide the word and give the margin a more even look.

Use this function to indent lines of text from the left margin.

Instructions	Prompts & Options
1. Move the cursor to any position in a line before a tab stop.	Tabs set in the Format Line indicate where Indent can be used. If there are two tabs set at positions 5 and 10, you may indent at either. If there are no tabs set, you must first add them by using the Format-Change function (F11).
2. Press the Indent key (F4).	The Indent symbol (→) appears on the screen each time the Indent key is pressed. If the tab stop is set on 5 in the Format Line, the cursor can be in the positions 1, 2, 3, or 4 before reaching the tab stop. If you wish to indent 5 spaces *and* the cursor is already on 5, the Indent symbol appears at the following tab stop set in the Format Line.
3. Type the text to be indented.	Consecutive lines of text continue to indent.
4. Press ENTER.	The Enter ends the Indent function.

These examples of Indent and Tab illustrate the difference between the two functions:

Indent:

```
→Now is the time for all good people to come to the aid of
  their country.≪
```

Tab:

```
  ≫Now is the time for all good people to come to the aid of
their country. ≪
```

INSERT

(INSERT)

Use this function to insert successive characters, spaces or symbols into existing text.

Instructions	Prompts & Options
1. Move the cursor to the character, space or symbol which will immediately follow the text you want to insert.	Notice that your cursor remains in place. The text from that point, including the next several words, moves to the lower right portion of the screen. All other text disappears from the screen, enabling you to view the insert process clearly. As soon as you insert your new text, and then press the Insert key once again, the screen will return to normal and your new text will be so incorporated.
2. Press the Insert key (INSERT).	The system prompts **INSERT WHAT?** in the upper right-hand corner of the screen.
3. Type the text to be inserted.	Inserted text is highlighted on the screen. The text which will immediately follow the insert is displayed on the bottom of the screen.
4. Press the Insert key (INSERT).	Inserted text becomes part of the document and existing text is automatically adjusted.

Notes:

1. Press the Escape key to cancel the function.
2. To correct errors made while in the Insert mode, use the strikeover process.
3. To insert or delete a single character while in insert mode, use the Insert Character keys (SHIFT, INSERT) and Delete Character keys (SHIFT, DELETE).

INSERT CHARACTER

(SHIFT and INSERT)

Use this function to insert a character or symbol into existing text.

Instructions	Prompts & Options
1. Position the cursor on the character or symbol which will immediately follow the character you want to insert.	
2. Press the Insert Character key (SHIFT and INSERT) once.	The system will insert a space where the cursor is located while automatically shifting the existing text to the right.
3. Type in the character or symbol to be inserted.	Inserted text becomes part of the document, automatically adjusting the existing text.

JUSTIFICATION

Use this feature to have all the lines (except those that are shorter than the right margin and followed by an Enter) end exactly at the right margin when the document is printed.

Justification is an option appearing on the Print Parameters for Document screen. Enter a **Y** next to the field Justification: **N / Y / M(icro)** if you want your document right-justified. Enter an **M** if you want your document micro-justified.

In right justification, the system inserts extra space between words only. In micro justification, the system inserts extra space between both words and characters within a word.

Example of Right Justification

```
This is an example of
Right-Justified text.
This is an example of
Right Justified text.
```

Example of Micro Justification

```
This is an example of
Micro-Justified text.
This is an example of
Micro Justified text.
```

Notes:

1. Not all printers can micro-justify text. Refer to your printer manual if you are unsure, or the printer list in Appendix D.
2. Justification works well with Proportional Spacing. For more information, see page 2-141.
3. Individual lines of text in a document can be aligned at the right margin by using a decimal tab. For information about how to do this, see Decimal Tab on page 2-17.
4. For more information about justifying text, see Print Parameters for Document, page R-1-17 and page R-1-19.
5. Multiple screen symbols may interfere with the justification of text. For information about screen symbols, see page 2-155.

Use this process to create and save frequently used text. Once created, it can be inserted into documents with a few keystrokes.

Library is one of the more powerful features of MultiMate. It allows you to create and store standard blocks of text (forms, phrases, paragraphs, etc.) which can be automatically inserted into any document.

To save the text, you set up a special kind of document called a *Library*. Each page in a Library document is called a Library *entry*. Library entries can be no more than one page in length, but each page can be as long as 150 lines. Whatever text you create in a Library entry (including screen symbols and format lines) will be inserted when you insert the entry in a document.

Before you can insert a Library entry, you must *attach* the Library document to the document you are editing. You can then insert an entry from the attached Library. The Library document only has to be attached once, regardless of how many entries you insert. Only one Library can be attached at a time, and it will remain attached until you attach another or exit that document.

When you set your system defaults, you specify a drive for your Libraries. When you want to use a Library, it must be located on that drive so MultiMate can find it. Information on how to set the Library Drive can be found on page R-1-48 of the Screens and Menus section.

The following Reference pages provide step-by-step instruction on how to perform the Library functions.

LIBRARY ATTACHMENT

(ALT and F1)

Use this function to attach a Library to the document you are working on. You can then insert the entries in that Library into your document.

Instructions	Prompts & Options
1. Move the cursor to the place in the document where the Library Entry is to be inserted.	A Library must be created before it can be attached.
2. Press the Library Attachment keys — while holding down Alternate (ALT), press F1.	The system prompts: **What Library? Drive: B Name: ___ Press F1 for directory.** The system always searches for the Library in the drive which has been specified as the Library drive. If your Library drive is not B, you will see a different letter in the prompt in step 2. For more information on setting the Library drive, see Edit Drive Defaults on page R-1-48 of Screens and Menus. You can also backspace to indicate the correct Library drive and then type the Library name.
3. Enter the Library name.	
4. Press ENTER.	The message **LIBRARY ATTACHMENT SUCCESSFUL** appears at the bottom of the screen.

Notes:

1. Only one Library can be attached to a document at a time. You may, however, change the attached Library at any time by following steps 1-4.
2. Refer to Library Entry on page 2-86 for instructions on how to insert the Library text into your document.

Use these instructions to create a Library. This will contain entries. After you create a Library, you can attach it to any document and use the entries.

Instructions	Prompts & Options
1. From the Main Menu, press 2 to select Create a New Document.	If more instruction is needed, refer to your Beginner's Guide, page BT-I-3.
2. Press ENTER.	The Create a New Document screen appears.
3. Enter the name you want for this Library. (This is the name you will use when you attach the Library to your document.)	
4. Press ENTER.	The Document Summary Screen appears. At the bottom of this screen is the message **If creating a Library press SHIFT, F1 (Do not fill in screen).**
5. Press the Library keys. While holding down Shift (SHIFT), press F1.	This prompt appears at the bottom of the screen: **Library Entry Name?[ ]-- Press F1 for a list of entries.**
6. Enter a 1-3 character entry name. (This is the name you will use when you insert an entry in your document.)	Use only letters or numbers to create a Library Entry Name. Don't use 999.

Note:

Use letters or numbers. When letters are used, the system distinguishes between upper- and lower-case. (For example, the entry name *ABC* is different from *abc*.)

Do *not* use the name 999. MultiMate uses this number to search for the last Library entry.

Instructions	Prompts & Options
7. Press ENTER.	The first page of the Library appears. The status line displays **LIBRARY:** and **ENTRY:** instead of **DOCUMENT:** and **PAGE:**, and shows the names you've assigned.
8. Type the text of the Library entry.	
9. Press the Save/Exit key (F10) if you have no other entries to write.	
OR	
Press the Page Break key (F2) and repeat steps 6-9 if you have additional entries to write.	
Note:	
You can print a library, but the system will ignore the left margin and the start and end page indications. All entries will be printed. The default print parameters are used at print time.	

Use these instructions to edit, delete, or rename existing Library entries or to add new ones.

Instructions	Prompts & Options
To Edit Existing Library Entries:	
1. From the Main Menu, press 1 to select Edit an Old Document.	
2. Press ENTER.	The Edit an Old Document screen appears.
3. Enter the name of the Library document you want to edit.	
4. Press ENTER.	The system displays the first entry of your Library.
5. Press the Go To Page key (F5).	The system prompts **Library Entry Name? [ ] -- Press F1 for a list of entries.**
6. Type the name of the entry you want to edit.	
Note: If you press Home, the first entry appears; if you press END, the last entry appears.	
7. Make the necessary changes to the entry.	
8. Press the Save/Exit key (F10) to return to the Main Menu.	
Note: Repeat steps 5-7 for making changes to other entries.	

Instructions	Prompts & Options
To Rename an Existing Library Entry:	
1. Follow steps 1-6 for editing an existing Library entry. (See previous page.)	
2. Press SHIFT, F1.	The system prompts: **Library Entry name? [ ] — Press F1 for a list of entries.** The name of the entry displayed on the screen appears in the brackets.
3. Type the new entry name.	
4. Press F10.	The old Library entry name is changed to the new one.
To Add New Library Entries to a Library Document:	
1. Follow steps 1-5 for Editing an Existing Library Document.	
2. Press End to indicate you want the last page of the document.	The last entry is displayed.
3. Press the End of Page keys — while holding down Control (CTRL), press END.	
4. Press the Page Break key (F2).	The system prompts **Library Entry Name? [ ] -- Press F1 for a list of entries.** Pressing F1 causes the system to display a list of all Library entry names.

Instructions	Prompts & Options
5. Enter the name of the new entry.	
6. Press ENTER.	The new entry name now appears in the Status Line.
7. Type the text of the entry.	
8. Press the Save/Exit key (F10) if you have no additional Library entries to write.	
OR	
Press the Page Break key (F2) and repeat steps 5-8 for Adding New Library Entries if you have additional Library entries to write.	
Note:	
You can print a library, but the system will ignore the left margin and the start and end page indications. All entries will be printed.	
To Delete a Library Entry	
1. Follow steps 1-4 for editing existing Library entries, page 2-83.	
2. Delete the text of your Library Entry, and the system automatically deletes the entry name.	The system will bring you back to the previous entry.
3. If you delete the first entry, you will need to do a Page Combine (SHIFT and F2).	

LIBRARY ENTRY

(SHIFT and F1)

Use this function to insert a Library entry into your document. The Library containing the entry you want to use must be attached to your document.

Instructions	Prompts & Options
1. Move the cursor to the place where the Library entry is to be inserted.	
2. Press the Library Entry key (SHIFT and F1).	The system prompts **Library Entry Name? [ ] -- Press F1 for a list of entries.** Pressing F1 causes the system to display a list of all Library entry names.
3. Type the entry name.	
Note: The entry name must exactly match the name you used when you created it. The system will distinguish between upper- and lower-case letters. (For example, the entry name *ABC* is different from the name *abc*.)	
4. Press ENTER.	**The complete text of the entry is inserted in the document.**
Note: You attach a Library to your document only once. Until you attach another Library or exit from your document, you can use the entries in it.	

Use this function to identify a line of text to be deleted, moved, copied, or external copied.

Instructions	Prompts & Options
1. Move the cursor to the line that you want deleted, moved or copied.	
2. Press the key(s) needed to begin your function (delete, move, copy or external copy).	
3. Press the Line Highlighting keys — while holding down SHIFT, press F6.	The entire line containing your cursor is highlighted. The cursor can be located anywhere in the line to initiate Line Highlighting.
4. Continue highlighting more text or press the key(s) needed to complete your function.	

Notes:

1. For more information about highlighting, see Highlighting Process, page 2-64.
2. Pressing Escape (ESC) at any time cancels the process.

MERGE

Use this function to create a series of similar, but not identical documents. Typical applications include mailings, memoranda, etc. This function can also be used to merge information from a database with your document.

The Merge function consists of three parts: The Merge Document, the Merge Data File, and the Result Documents. The Merge Document is the fixed text which will be printed in every Result Document. The Merge Data File may be either information from a Database or a specially created MultiMate List Document, as in the example below. In either case it contains the variable information, some of which is included in each Result Document.

Note:

> If you are using a Database you will also need to read the section "Merge with External Database" in the Advanced User's Guide.

MERGE DOCUMENT

Merge Item Names

```
|-title|- |-first name|- |-last name|-≪
|-address|-≪
≪
≪
Dear |-first name|-,≪
≪
We would like to invite you . . .
```

LIST DOCUMENT

Merge Items

```
|-title|-≪
Ms.|-≪
≪
|-first name|-≪
Daisy|-≪
≪
|-last name|-≪
Buchanan|-≪
≪
|-address|-≪
44 Shore Drive≪
Easton, New York 02000|-≪
```

RESULT DOCUMENT

```
Ms. Daisy Buchanan
44 Shore Drive
Easton, New York 02000

Dear Daisy,

We would like to invite you . . .
```

In the Merge document, you create the text which remains standard throughout the series of merge printings. In the illustration, this is the letter of invitation. Where a variable is to be inserted, a Merge Item Name is entered. This is a signal to the system to match this field with the corresponding information in the List document.

The List document consists only of the variable information. The information is divided into Records, each Record separated by a page break. Each set is called a Record. In the illustration, the List document consists of all the people invited to the reception. Each Record is comprised of the person's title, first name, last name, and address. Each one of these variables (title, first name, last name, and address) is a Merge Item.

Result documents are created by combining the Merge and List documents. This is done using the Merge Print Utility on the Main Menu. There is one Result document for every Record of Merge Items in the List document.

Notes:

1. A Merge Item Name is composed of Merge Codes (|-) and a 1-12 character word describing the type of information that is to be inserted between them. (i.e., name, address, etc.). A typical Merge Item Name would be: |-**address**|-≪.
   For more information refer to Merge Item Name, page 2-97.

2. A Merge Item is composed of Merge Codes, the Merge Item Name and the specific information itself. A typical Merge Item would be:
   |-**title**|-≪
   Ms.|-≪ For more information, refer to Merge Item, page 2-96.

3. For information on how to create Merge, List and Result documents, refer to Merge Set Up, page 2-100.

4. For information on how to print your Result documents, refer to Merge Print Utility, page 2-99.

5. There are four merge commands that you may find useful. For more information on them, refer to Merge Commands, page 2-92.

MERGE CODE

(F9)

Use this function to identify Merge Item Names and variables when setting up a List document.

Instructions	Prompts & Options
1. Place your cursor where the Merge Code is to be entered.	
2. Press the Merge Code key (F9).	The system displays a Merge Code symbol (⊢).
Note: Merge Codes appear to the left and right of the Merge Item Name, but only to the right of the merge variable. Refer to Merge Item Name on page 2-97 and Merge Variable on page 2-105 for more details.	

Troubleshooting:

If an invalid Merge Code is encountered in the List document verify the following:

The Merge Code must be entered both before and after each Merge Item Name of the Merge and List documents:

⊢title⊢ ⊢address⊢

The Merge Code is entered only after the Merge Variable in the List document:

Ms⊢Daisy⊢

No spaces should be entered between the Merge Code (⊢) and the merge item name or Variable:

⊢title⊢	**⊢ title⊢**	**Buchanan⊢**	**Buchanan ⊢**
correct	incorrect	correct	incorrect

Troubleshooting (cont'd)

You may be missing the Merge Variable name in the List document. For example, you could set up a Merge document with the Merge Item Name |-**Title**|- and, in the List document, forget to enter **Ms.**|-. Since titles are sometimes omitted, you can take this into account by using the **OMIT IF BLANK** command in the Merge document.

MultiMate accepts up to 64 merge items of the List document.

The variables in both Merge and List documents must match their letter case.

Do not end either Merge or List documents with a page break.

Note:

Result documents always print in foreground, even though background may have been selected. To cancel print, press ESC. If you are using a pause between pages and the message appears on the screen, press ESC twice to cancel print.

MERGE COMMANDS

├OB┤
├REPEAT:xx┤
├NEXT┤
├END REPEAT┤

Use these commands in your Merge document to perform special functions. The OB Function allows you to omit a blank space from your document if no variable appears for that Merge Item Name. The other function allows you to print a series of Merge Records in report form, as in address labels.

Instructions	Prompts & Options
Omit If Blank:	
├OB┤	This command instructs the system to ignore a Merge Item Name entered in the Merge document if no variable has been entered for that name in the List document.
1. Place your cursor immediately after the appropriate Merge Item Name in the Merge document.	For details concerning how to create a Merge Item Name, refer to page 2-97.
2. Press the Merge Code key (F9).	The system displays a Merge Code symbol (├).
3. Type: **OB**	
4. Press the Merge Code key (F9).	The system displays a Merge Code symbol (├).
5. Press ENTER to complete the Merge Item Name.	An Enter symbol (≪) appears.

Note:

A typical use of the Omit if Blank command would be:

├name┤≪
├title┤├OB┤≪
├address┤≪

When the Result document is printed, only the name and address appear, with *no* blank line between them for those records containing no title.

⊢OB⊢
⊢REPEAT:xx⊢
⊢NEXT⊢
⊢END REPEAT⊢

Instructions	Prompts & Options
Repeat:	
⊢REPEAT:xx⊢ **⊢NEXT⊢** **⊢END REPEAT⊢**	These commands are used in a Merge document to direct the system to repeat a specified block of variables. You tell the system which variables are to be printed, the way they will be positioned, and the number of blocks that will appear on each printed page.
1. Place your cursor at the beginning of a new line in your Merge document.	
2. Press the Merge Code key (F9).	The system displays the Merge Code symbol (⊢).
3. Type: **REPEAT:**	
4. Type a two digit number immediately after the colon (:).	This number represents the number of variable sets that will appear on each printed page.
5. Press the Merge Code key (F9).	The system displays a Merge Code symbol (⊢).
6. Press ENTER.	The system displays an Enter symbol (⏎).
7. Press the Merge Code key (F9).	The system displays the Merge Code symbol (⊢).

⊢OB⊢
⊢REPEAT:xx⊢
⊢NEXT⊢
⊢END REPEAT⊢

Instructions	Prompts & Options
8. Type: **NEXT**	Note: **NEXT** commands the system to merge the next set of items, for as many times as indicated in **REPEAT**. Option: If you choose not to type **NEXT** at this time, then the system will not be commanded to merge the next set of items. Instead, the system will merge only the set of items currently specified, for as many times as indicated in **REPEAT**. This option can be used to duplicate labels, for mailing, etc.
9. Press the Merge Code key (F9).	The system displays the Merge Code symbol (⊢).
10. Press ENTER.	The system displays an Enter symbol (⏎).
11. Type the block of Merge Item Names and Enter symbols exactly as you want them to appear when printed.	You may use the Copy function (F8) to copy this text. Refer to Copy on page 2-10.
12. Press the Merge Code key (F9).	The system displays the Merge Code symbol (⊢).
13. Type: **END REPEAT**	
14. Press the Merge Code key (F9).	The system displays the Merge Code symbol (⊢).
15. Press ENTER.	The system displays an Enter symbol (⏎).

├OB├
├REPEAT:xx├
├NEXT├
├END REPEAT├

Notes:

1. The following example demonstrates the usage of the REPEAT, NEXT, OB, and END REPEAT commands and the proper way to use them in a Merge document.

```
├REPEAT:04├≪
├NEXT├≪
├name├≪
├title├├OB├≪
├address├≪
├city├,  ├state├  ├zip├≪
≪
├END REPEAT├≪
```

This example produces a mailing list, 4 addresses per page, omitting the title if it is blank in the List document.

2. Merge commands do not have to be written in all uppercase letters. The system also recognizes lowercase letters or a combination of upper- and lowercase letters.

MERGE ITEM

Use these instructions to create sets (Records) of variables within a List document. A Merge Item is a combination of a Merge Item Name and a variable, followed by an Enter symbol.

Instructions	Prompts & Options
1. Place your cursor at the beginning of a new line.	
2. Press the Merge Code key (F9).	The system displays the Merge Code symbol (⊢).
3. Enter a 1-12 character Merge Item Name.	MultiMate accepts up to 64 Merge variables for each set in the List document.
Note: This name should exactly match a Merge Item Name in the Merge document.	
4. Press the Merge Code key (F9).	The system displays the Merge Code symbol (⊢).
5. Press ENTER.	The system displays an Enter symbol (⋖).
6. Enter the variable text that will replace the Merge Item Name in the Merge document.	
7. Press the Merge Code key (F9).	The system displays a Merge Code symbol (⊢).
8. Press ENTER.	The system displays an Enter symbol (⋖).

An example of a Merge Item is:

```
⊢Name⊢⋖
John Jones⊢⋖
```

The first line is the Merge Item Name. The second line is the merge variable. When the Result document is printed, the matching Merge Item Name in the Merge document is replaced by the variable from the List document.

Use this procedure to mark your Merge document at the position where a variable is to be inserted and to identify the appropriate variable in the List document.

Instructions	Prompts & Options
Merge Document:	
1. Place your cursor where the variable data (for example, name, address, date) is to be inserted when the Result document is printed.	See Merge Set Up on page 2-100 for a detailed description of how to develop a Result document.
2. Press the Merge Code key (F9).	The system displays the Merge Code symbol (⊢).
3. Enter a 1-12 character Merge Item Name.	
Note: This name should exactly match the Merge Item Name in the List document.	
4. Press the Merge Code key (F9).	The system displays the Merge Code symbol (⊢).
List Document:	
1. Move your cursor to the beginning of a new line.	See Merge Set Up on page 2-100 for a detailed description of how to develop a Result document.
2. Press the Merge Code key (F9).	The system displays the Merge Code symbol (⊢).
3. Enter a 1-12 character Merge Item Name.	
Note: This name should exactly match the Merge Item Name in the Merge document. Be careful with spaces.	

Instructions	Prompts & Options
4. Press the Merge Code key (F9).	The system displays the Merge Code symbol (⊢).

Notes:

1. A typical Merge Item Name is ⊢**city**⊢.
2. Merge Item Names appear in both the Merge and List documents. When the Result document is printed, the Merge Item Name in the Merge document is replaced with the variable appearing under the identical Merge Item Name from the List document.
3. A Merge Item Name can appear many times in the Merge document; but the corresponding Merge Item only appears once in a Record of the List document.

MERGE PRINT UTILITY (From a Page in a Document)

(ALT and 5)

Use this function to save the document you are working on and go directly to the Merge Print Utility Screen, without returning to the Main Menu.

Instructions	Prompts & Options
1. While holding down Alternate (ALT), press 5.	The document you are working on is saved, and the system displays the Merge Print Utility screen.
2. For a description of the Merge Print Utility, see page R-1-28 of the Screens and Menus section.	
Note: The Merge Print Utility is used for specifying which documents you wish to Merge Print, as well as for specifying how the pages of that document will be printed.	

MERGE SET UP

Use these instructions to set up a Merge (fixed) document and a List (variable) document. When printed, these documents generate a series of similar, but not identical, documents.

Instructions	Prompts & Options
Merge Documents	
1. Create a new document and fill in the appropriate screens so that page 1 of the document appears.	
2. Type text until you get to the point where you want a variable to appear.	
3. Enter an appropriate Merge Item Name by following the directions below.	
4. Repeat steps 2-3 until your document is complete.	
5. Press the Save/Exit key (F10) to save this document and return to the Main Menu.	The system saves the document and displays the Main Menu.
Merge Item Name	
1. Press the Merge Code key (F9).	The system displays the Merge Code symbol (⊢).
2. Enter a 1-12 character Merge Item Name.	
3. Press the Merge Code key (F9).	The system displays the Merge Code symbol (⊢).

Notes:

1. The following is an example of a Merge document with Merge Item Names.

```
                    ←Memo ≪

≪
    TO: ├first┤ ├last┤ ≪

  FROM: Jack Corey ≪
  DATE: ├date┤ ≪
≪
≪
The meeting scheduled for this afternoon at 3:00 has been can-
celled because of poor weather conditions. I will contact you soon
for a rescheduled date and time.≪
```

2. If you have two Merge Item Names next to each other, remember to include the necessary spaces to separate them. The spaces must be outside the Merge Codes.

Example:

```
├Mr./Mrs.├  ├first┤ ├last┤
```

3. A Merge Item Name can appear several times in the Merge document.

4. The Merge Item Name may be up to 12 characters long and any combination of letters, numbers, and spaces. The name in the Merge document should exactly match the name in the List document.

Instructions	Prompts & Options
List Documents	
1. Create a New Document and fill in the appropriate screens so that the first page of the document appears.	
2. Press the Merge Code key (F9).	The system displays the Merge Code symbol (⊢).
3. Enter a Merge Item Name that matches one of the Merge Item Names from the Merge document.	
4. Press the Merge Code key (F9).	The system displays the Merge Code symbol (⊢).
5. Press ENTER.	The system displays the Enter symbol (⋖).
6. Enter the variable text that will replace the Merge Item Name when the Result document is printed.	
7. Press the Merge Code key (F9).	The system displays the Merge Code symbol (⊢).
8. Press ENTER.	The system displays an Enter symbol (⋖). You have now completed entering one Merge Item. You may press ENTER a second time to make a blank line between entries for visual clarity.
9. Repeat steps 1-8 for every Merge Item Name in the Record.	See Merge, on page 2-88 for explanations of Merge Item Name and Records.

10. Press the Page Break key (F2) when the Record is complete. Skip this step if you are entering the last Record.

Notes:

1. An example of a List document containing two Records of Merge Items appears below:

Page 1 of List Document Containing 1st Record.

```
├first├≪
Mary├≪
≪
├last├≪
Jackson├≪
≪
├date├≪
November 30, 1982├≪
```

Page 2 of List Document Containing 2nd Record.

```
├first├≪
Tom├≪
≪
├last├≪
Harvey├≪
≪
├date├≪
November 30, 1982├≪
```

2. Refer to Merge on page 2-88 for a description of the relationship of the Merge Item Names in the Merge and List documents.
3. Merge Item Names appear in both the Merge and List documents. When the Result document is printed, the Merge Item Name in the Merge document is replaced with the variable appearing under the identical Merge Item Name from the List document.
4. A Merge Item Name can appear many times in the Merge document; but the corresponding Merge Item only appears once in each Record of the List document. Not all Merge Items from the List document need to be included in the Merge document.

Notes (cont'd):

5. The Merge Item Name may be any 12 character combination of letters, numbers, and spaces. The name appearing in the Merge document should exactly match the name in the List document.

   A Procedure can be created to make a List document. (See page 2-131.)

MERGE VARIABLE

Use this procedure to create variable text in the List document which will be inserted into the Merge document when the Result document is printed.

Instructions	Prompts & Options
1. Move the cursor to the beginning of the line immediately following the Merge Item Name.	See page 2-97 for instructions on how to create a Merge Item Name.
2. Enter the variable text that will replace the Merge Item Name.	
3. Press the Merge Code key (F9).	The system displays the Merge Code symbol (├).

Notes:

1. An example of a Merge Variable is:

   John Jones├

2. A Merge Item Name must always precede a Merge Variable.

Example:

├Name├
John Jones├

3. Your variable may contain more than one line of text.

MOVE

(F7)

Use this function to move (not duplicate) one part of a document to another location in the same document.

Instructions	Prompts & Options
1. Move the cursor to the first character, space or symbol to be moved.	
2. Press the Move key (F7).	The system prompts **MOVE WHAT?** in the upper right-hand corner of the screen.
To move the current format line along with the text, press the Format-Change key (F11).	
Note:	
If you move the format line along with the text, the format line also remains in the original location. In other words, the format line is copied *and* moved.	
3. Move the cursor to highlight the text to be moved.	If needed, see Highlighting Process, page 2-64.
4. Press the Move key (F7).	The system prompts **TO WHERE?** in the upper right-hand corner of the screen.
5. Move the cursor to the new location where you want the text inserted.	
6. Press Move (F7).	Moved text is inserted at the new location, and existing text is automatically adjusted.
Note:	
When highlighting to the end of a page, if the cursor is *on* the last character, only text will be copied; if the cursor is *past* the last character, the page break will be copied, as well.	

Use this function to move the cursor to the first character or symbol at the beginning of the following page.

Instructions	Prompts & Options
Press the Next Page keys — while holding down Control (CTRL), press PG DN.	The system automatically repositions the cursor under the first character or symbol at the top of the next page.

NEXT WORD

(CTRL and →)

Use this function to move the cursor to the first character in the following word.

Instructions	Prompts & Options
Press the Next Word keys — while holding down Control (CTRL), press the Right Cursor arrow (→).	The system automatically repositions the cursor under the first character in the next word.

PAGE BREAK

(F2)

Use this function to end a page and begin a new page.

Instructions	Prompts & Options
1. Press ENTER when you finish entering the text for a page.	
2. Press the Page Break key (F2).	The system prompts **<<<PLEASE WAIT>>>** at the bottom of the screen. You do *not* see a Page Break symbol. The system automatically displays the first screen of a new page. The current format line is brought over to the new page.
To Enter a Page Break Within Existing Text	
1. Move the cursor to the first character that will appear on the new page.	
2. Press the Page Break key (F2).	The system prompts **<<<PLEASE WAIT>>>** at the bottom of the screen. The system automatically displays the text on the new page.
Notes:	
1. *Do not* use Page Break on the last page of the document. It causes the printer to print a blank page. *Always* add an Enter symbol after the last line in the document, so that it prints out completely.	
2. It is not absolutely necessary that you enter a Return symbol before the Page Break. However, the Enter symbol helps to separate two different passages should you decide to combine the pages later.	

PAGE COMBINE

(SHIFT and F2)

Use this function to combine two separate pages of text.

Instructions	Prompts & Options
1. Move the cursor to the *end* of the first page you want to combine, by pressing CTRL and END.	
2. Press the Page Combine keys — while holding down SHIFT, press F2.	The system combines the two pages of text into one page. The Status Line is updated to reflect the new pagination. All the pages in your document are renumbered. The Format Line from the second page is also seen on the screen if it is different from the first page. Note: The MultiMate system has a limit of 6,144 characters per page. (For more information, see Appendix C).

PAGE DOWN
(PG DN)

Use this function to view the next 18 lines of the current document.

Instructions	Prompts & Options
Press the Page Down key (PG DN).	The system shifts the screen eighteen lines down in your document. If you are at the end of a page, the top of the next page is displayed.

PAGE LENGTH

(CTRL and F12)

Use this function to set the number of lines on a page.

Instructions	Prompts & Options
1. Press the Page Length keys—while holding down Control (CTRL), press F12.	The system prompts **LINES PER PAGE [55]** in the lower left-hand corner of the screen.
2. Enter the number of lines you want the pages to have. The system default page length is 55 lines and appears where you are to indicate your page length. When you enter the new number of lines per page, strike over the old page length (55) with the new entry.	When you reach the desired Page Length, the system beeps. The line number indicator in the status line flashes in reverse video. You may, however, keep typing. The system does not end the page until you instruct it to do so, or until you reach line 150. MultiMate has a page limit of 6,144 characters. If you use up that number of characters per page, the system can generate a maximum of 21 pages for the document. If you use up 2,500 characters per page, the system can generate a maximum of 50 pages for the document. The size of your format line and number of lines per page will determine the maximum number of pages generated for a document.
3. Press ENTER. OR Press the Save/Exit key (F10) to set the Page Length.	

PAGE NUMBERING - AUTOMATIC

(SHIFT and 3)

Use this function to instruct the system to automatically number pages. This is done by entering the pound sign (#) in a header or footer.

Instructions	Prompts & Options
1. Decide whether you want the page numbers to appear at the top or bottom of each page.	
2. Place the cursor on the page where you want the first automatic page number to appear.	
3. Enter the appropriate symbol to begin a header or footer.	Headers place the numbers at the top of the page, and footers place them at the bottom. See page 2-41 for footers and 2-60 for headers. Repeat this entire process on the first odd- *and* the first even-numbered pages if you have alternating headers or footers.
4. Press ENTER.	
5. Enter a pound sign — while holding down SHIFT, press 3.	The pound sign (#) can be entered anywhere within the header or footer text.
6. Enter the symbol that completes the header or footer.	The system automatically numbers the pages of the document from this point on, until: 1. You reach the end of the document, or 2. You enter an empty header or footer to discontinue the function.
7. Press ENTER.	

Instructions	Prompts & Options
To Discontinue Auto Page Numbering in Header and/or Footer Text:	
Enter an empty header or footer.	See page 2-60 for headers, or 2-41 for footers.
OR	
Enter a new header or footer without the pound sign (#).	
Note:	
In the Print Parameters for Document screen, there is a field that reads: "Header/footer first page number." You fill this in *only* if:	
You want the automatic page number to differ from its actual sequence in the document (as indicated in the status line).	
For example, you want your Automatic Page Numbering to start on page *1* of the document but you want *25* to appear on the top of the page. Enter **25**	

Example of Auto Page Numbering

In a header: (at the top of the page)

```
|1..≫....≫....≫.............................................≪
#≪
 Page #≪
#≪
```

Use this function to view the previous 18 lines of the current document.

Instructions	Prompts & Options
Press the Page Up key (PG UP).	The system shifts the screen eighteen lines up in your document. If you are at the top of a page, the bottom of the previous page is displayed.

PARAGRAPH HIGHLIGHTING

(SHIFT and F8)

Use this function to identify the paragraph of text to be deleted, moved, copied, or external copied.

Instructions	Prompts & Options
1. Move the cursor to the paragraph that you want deleted, moved or copied.	
2. Press the key(s) needed to begin your function (delete, move, copy or external copy).	
3. Press the Paragraph Highlighting keys — while holding down SHIFT, press F8.	The entire paragraph containing your cursor is highlighted. The cursor can be located anywhere in the paragraph when you begin Paragraph Highlighting.
4. Continue highlighting more text, or press the key(s) needed to complete your function.	For more information about the Highlighting Process, refer to page 2-64.

Note:

Press Escape (ESC) at any time to cancel the process.

PAUSE PRINTER (From a Document)

(CTRL and F3)

Use this function to enter a Pause Print symbol anywhere in your text. This symbol causes the printing of a document to temporarily halt. This function can be used in either foreground or background print modes.

Instructions	Prompts & Options
1. Move the cursor to the place in the text where you want the printer to pause.	
2. Press the Pause Print keys — while holding down Control (CTRL), press F3.	The system displays a Pause Printer symbol (⌂). This causes printing to temporarily stop so that paper or print wheels can be changed.
3. Print your document as you normally would.	The following prompt flashes at the bottom of the screen when the Pause Print symbol is encountered in the text: **REQUESTED STOP PRINT. PRESS <ESCAPE> TO CONTINUE.**
4. To resume printing, press Escape (ESC).	

Notes:

The Pause Printer symbol does *not* print out. The space that the symbol occupies is ignored. If you enter one of these symbols between two words, be sure to enter another space to separate the words.

Line printers that require a carriage return and line feed to execute are not capable of pausing mid-line.

For more information about ways to stop your printer, see Pause Printer (From Printer Controls), page 2-118 and Stop Printer, page 2-179.

PAUSE PRINTER (From Printer Controls)

Use this function to temporarily halt the printing of a document. This is a printer function (not a MultiMate function), which may be used at any point while printing a document.

Instructions	Prompts & Options
1. While your printer is printing a document, press the printer On-Line key.	The printer stops printing. In a few seconds, the screen flashes the following message in reverse video: **PRINTER NEEDS ATTENTION. PRESS <ESCAPE> TO CONTINUE.** Do *not* press the On-Line key twice. This might cause the printer to stop printing altogether instead of just pausing.
2. Press Escape (ESC).	The printer still has not resumed printing. At this point you can use any of the MultiMate Word Processing functions, except the following: 1) Print another document prior to completing the printing of the current document (on pause now). 2) Edit the document that is currently being printed (on pause now). 3) Any utilities functions that would alter the document currently being printed (on pause now). For example, you can not rename, delete, etc.
3. When you are ready to continue printing the document, press the printer On-Line key.	The document starts printing again, beginning where it had stopped.

Instructions	Prompts & Options
Notes: 1. Refer to your printer user/operation manual, to ensure the above instructions are correct for your printer. 2. For more information about ways to stop your printer, see Pause Printer (From Printer Controls), page 2-118 and Stop Printer, page 2-179.	

POUND SYMBOL - £ (the United Kingdom monetary unit)

(ALT and L)

Use this key combination to enter the British pound symbol in your text.

Instructions	Prompts & Options
1. Move the cursor to the location where the United Kingdom pound symbol (£) is to be entered.	
2. Press the pound symbol keys — while holding down Alternate (ALT), press L.	The pound symbol appears in the text on the screen and in the printed document.
Note: Refer to your specific printer user/operation manual to ensure that your printer can print this symbol.	

PREVIOUS PAGE

(CTRL and PG UP)

Use this function to move the cursor to the position immediately following the last character or symbol at the end of the previous page.

Instructions	Prompts & Options
Press the Previous Page keys — while holding down Control (CTRL), press PG UP.	

Use this function to move the cursor to the first character in the previous word.

Instructions	Prompts & Options
Press the Previous Word keys — while holding down Control (CTRL), press the left cursor arrow (←).	

PRINT DOCUMENT UTILITY (From a Page in a Document)

(ALT and 3)

Use this function to print the document you are working on, without returning to the Main Menu.

Instructions	Prompts & Options
While holding down Alternate (ALT), press 3.	The page you are working on is saved, and the system displays the Print Parameters for Document screen. For a description of the Print Document Utility, see page R-1-15 of the Screens and Menus section.

Note:

The Print Document Utility is used when you submit a document for printing. In this screen you select how you want your document to be printed.

PRINT MODES

There are four Print Modes: Draft, Enhanced, Bold, and Shadow. You can use different modes for different purposes, but not all printers support all four modes.

There are two ways to set your print mode—from within the document and from the Print Parameters for Document screen. The following is a brief explanation of the four print modes and how they can work together.

In a document:

Draft Print is the lightest print mode. In a document, draft is what you get if you don't specify any other print mode.

Enhanced Print is darker than draft. To begin enhanced, press the Enhanced Print keys (Alternate and PRINT). To end enhanced print, press the Draft Print keys (Control and PRINT).

Bold Print is darker than enhanced. To begin bold, press the Bold Print keys (Control and F4). Press these keys a second time to end bold.

Shadow Print emphasizes each character by printing it twice. The character is printed once, then printed a second time slightly to the right. This results in a shadow effect. To begin or end shadow print, press the Shadow Print keys (Alternate and X).

Note:

Not all printers have these capabilities. See your printer manual for details.

In the Print Parameters for Document screen:

You specify Draft or Enhanced Print for the entire document. At the **Draft Print?** field, enter **Y** for draft, or **N** for enhanced. The document will print in the mode you specify until it reaches a command in the document that specifies a different mode.

Instructions	Prompts & Options
Examples of Print Modes	
To find out which print modes your printer supports, follow these steps:	
1. Create a new document.	(See page R-1-10 of Screens and Menus if you are not sure how to create a document.)
2. Type the following sentences.	Note: Use these key combinations to type the codes:
δ This is an example of draft print. ∩	δ = Control and PRINT
∩This is an example of enhanced print. δ	∩ = Alternate and PRINT
▓ This is an example of bold print. ▓	▓ = Control and F4
╟This is an example of shadow print.╟	╟ = Alternate and X
┼This is an example of strikeout text.┼	┼ = Alternate and O
3. While holding down Alternate (ALT), press 3.	You are now at the Print Parameters for Document screen. Make sure that your printer is connected to your computer and make sure it is turned on.
4. Answer **Y** to **Draft Print?**	The Draft Print field is the sixth option in the left hand column.
5. Make sure that your printer type has been entered in the Printer Action Table field.	The Printer Action Table field is the eighth option in the left hand column .
6. Press F10 to print the sentences. Once printed, the sentences will illustrate your printer's capabilities.	

Use this function to tell the printer in what pitch (characters per inch), you want the text following this command to be printed.

Instructions	Prompts & Options
1. Move the cursor to where you want to specify a pitch other than the default pitch. (Default pitch is pitch 4—corresponding to 10 characters per inch.) Pitch default is changed using Item 2, Edit Printer Defaults, in the Printer Control Utilities Menu.	
Note: It is recommended that the Print Pitch command be entered on a line by itself.	
2. Press the Print Pitch keys — while holding down Control (CTRL), press F1.	The system displays the Print Pitch symbol (P). The Print Pitch symbol and Print Pitch Number do not print out, but do appear on your screen.
3. Enter the Pitch Indicator Number from 1 to 9—corresponding to the desired characters per inch that follow:	It is important for you to understand that all of these pitch sizes may not be supported by your printer. Refer to your printer operator's manual to see your printer's capabilities.

Pitch Indicator	Characters Per Inch (CPI)
1 equals	5
2 equals	6
3 equals	8.5
4 equals	10 Default pitch
5 equals	12
6 equals	13.2
7 equals	15
8 equals	16.5
9 equals	17.6

Instructions	Prompts & Options
4. Type the text to be printed at the specified pitch.	If you select a pitch that is not supported by your printer, the system selects the pitch closest to the pitch you have chosen that your printer does support.
5. When you have finished entering text for this pitch, you may repeat instructions 2 and 3, and enter a 4 after the Print Pitch symbol to return to the System Default pitch of 10 CPI. OR, Repeat Steps 2 and 3, and enter a new Pitch Indicator Number for additional text.	You may change pitches within a document as many times as you wish, but remember to change the Print Pitch back to the system default if you do not want the remainder of the document to be printed in another pitch.

PRINTER CONTROL CODE

(CTRL and F2)

Use this function to send specific commands directly to your printer. This code can be used to send both extended characters and print functions (for example, a backspace) to the printer.

Instructions	Prompts & Options
1. Move the cursor to the place in your document where you want to enter the Printer Control Code.	
2. Press the Printer Control Code keys: while holding down Control (CTRL), press F2.	The system displays the Printer Control Code symbol (μ).
3. Type the appropriate three-digit decimal code. These decimal codes must range from 000 to 255.	Check your printer manual to determine what commands and characters can be sent and what the decimal code should be.

Example:

1. Your printer manual shows that the decimal code for a backspace is 008.
2. In your document, type:

   --μ**008**>

   (Type two hyphens, a Printer Control Code symbol using the CTRL and F2 key combination, the three-digit decimal code for a backspace, and a right angle bracket.)
3. When your document is printed, an arrow (→) will appear. The printer will type the two hyphens, then backspace and type the right angle bracket over the second hyphen.

Note:

For more information, see the *Advanced User's Guide.*

PROCEDURES

Create: **Alternate and F7**
Pause: **Alternate and F8**
Prompt: **Alternate and F9**
Execute: **Alternate and F10**

Use this function to store frequently used sequences of keystrokes for future use.

This is an overview of the four components of Procedures. It is followed by a step-by-step guide to each component. If you need further help with Procedures after reading these explanations, take some time and go through Training Lesson IV in the Beginner's Guide.

Procedures are functions that enable you to save any series of Keystrokes and replay them later by pressing only two keys. "Keystrokes" means anything you use MultiMate for — text, numbers, MultiMate functions and commands (like center, page break or library), screen symbols (like bold print), formatting keys (indent, tab, return, etc.). Any of these things can be stored in a Procedure file and replayed later.

Building, or creating, a Procedure file is the first step. When you build the file, you enter all the keystrokes that you want to play back later. It is at this time that you have the option of entering two Procedure functions — *pause* and *prompt.* You can edit a Procedure file from the Procedure Utility section, see the Procedure File Edit Utility in the Advanced User's Guide.

Once you have built your file, you can *execute* it (play it back) at any time. The keystrokes you entered when you built the file are replayed for you on the screen. The file continues playing out until it reaches a pause or prompt.

A *pause* temporarily stops the execution of the file. This gives you a chance to type in information. For instance, if you used Procedures to build a memo, you would have a pause after Date:, To:, and Re: so that you could enter in the correct information.

Prompt is the other optional component of Procedures. When you build your file, you have the option of inserting this prompt: **DO YOU WISH TO CONTINUE OR STOP? (C/S).** This allows you to replay the file again or stop, so that you can go on to something else.

The following pages also provide instructions on deleting, editing, and renaming Procedure files.

The following is an illustration of a typical Procedure file. This is the text (or sequence of keystrokes) that would be played out for you during execution of the file.

Enter a *Pause* in each of these places. The pause tells the system to stop executing the file so that you can enter text.

DATE:
TO:
FROM: J. Johnson
RE: Gourmet Cooking Class

This is to remind you that the monthly meeting of the gourmet cooking class will be held at

DO YOU WISH TO CONTINUE OR STOP?(C/S)

This is the *Prompt*. If you want to send the memo to more than one person, inserting the prompt during building allows you to replay the Procedure file again.

Use this function to build a Procedure file for storing a sequence of keystrokes. You can enter text, special screen symbols, and MultiMate functions in the file.

Instructions	Prompts & Options
1. While in a document, press the Create a Procedure File keys— while holding down Alternate (ALT), press F7	The screen displays the following prompt: **PROCEDURE FILE NAME: _____ (F10 TO CONTINUE, ESC TO ABORT).**
2. Type the name of the Procedure file. The name can be no more than eight (8) characters in length (with no spaces between characters and no punctuation.).	
3. Press F10.	A reverse video **C** appears in the bottom right-hand corner of the screen. This "C" informs you that you are now creating a File.
Note: Before completing Instruction 4, please read Instructions 5 and 6.	
4. Enter the keystrokes you want to save in the file. Every key that you strike is stored. This includes text, formatting keys (like indent or return), and the function keys (such as F2, for page break, or F3 for center).	

Instructions	Prompts & Options
5. At any point in the file where you want to enter a Pause, press the Procedure - Pause keys — while holding down Alternate (ALT), press F8.	The word **PAUSE** appears briefly in the lower left-hand corner of the screen. After **PAUSE** has left the screen, you can continue building the file.
Note: The Pause function instructs the system to stop when executing the Procedure file. At this time you can enter additional data, then continue executing the file.	You can enter as many Pauses as you want in a Procedurefile.
6. At any point in the file where you want to have the option to stop executing it, press the Procedure E Prompt keys — while holding down Alternate (ALT), press F9.	The word **PROMPT** appears briefly in the lower left-hand corner of the screen. After **PROMPT** has left the screen, you continue building the file.
Note: The prompt function allows you (when executing the Procedure file) to choose whether to stop executing the file, at that point, or continue with the file. If you are at the end of a Procedure file, continuing instructs MultiMate to replay it again from the beginning.	You can enter as many prompts as you want in a Procedure file.
7. To complete the creation of the Procedure file, press the Create keys (Alternate and F7) again.	The reverse video **C** at the bottom of the screen disappears.

Instructions	Prompts & Options
Notes: 1. If there is not enough room on the document diskette for the Procedure file, the system prompts: **FILE CREATION ERROR. TOO MANY FILES ON DISK. HIT ANY KEY TO CONTINUE.** The Procedure operation is aborted; a new disk should be used. 2. If there is not enough room on the document diskette for any additional data, the system prompts: **FILE CREATING ABORTED. NO ROOM ON DISK. PRESS ANY KEY TO CONTINUE.** The Procedure operation is aborted; a new disk should be used. To Edit a Procedure file, see Procedure in the Utility section of the Advanced User's Guide, page. To Delete a Procedure file, see Procedure in the Utility section of the Advanced User's Guide.	

KEY PROCEDURES - EXECUTE

(ALT and F10)

Use this function to replay a Procedure file. Executing a Procedure file allows you to play back previously stored keystrokes in any document.

Instructions	Prompts & Options
1. Move the cursor to the place in the document where you want to execute the Procedure file.	
2. Press the Execute a Procedure file keys — while holding down Alternate (ALT), press F10.	The screen displays the following prompt: **PROCEDURE FILE NAME: _____ (F10 TO CONTINUE, ESC TO ABORT).**
3. Enter the name of the Procedure file you want to execute.	
4. Press F10. The system plays back the file until it reaches a pause, a prompt, or the end of the file.	A reverse video **E** is displayed at the bottom right-hand corner of the screen. This E informs you that you are executing a Procedure file. Pressing Escape (ESC) stops the execution of a Procedure file. You return to your previous place in the document. You cannot press Escape when the system is stopped for a pause or prompt.
5. Complete the following instructions for each pause you encounter: (1) At the first pause in the file, press C. (2) Enter text, if necessary.	This prompt is displayed at the first pause in the file: **PRESS (C) TO CONTINUE. PLEASE ENTER DATA, THEN ALT-F8 TO RESUME.**

Instructions	Prompts & Options
(3) After entering the text, press the pause keys — while holding down Alternate (ALT), press F10.	
(4) Repeat steps 2 and 3 at each pause in the file.	For the second and all other pauses, the following prompt is displayed briefly: **PLEASE ENTER DATA, THEN ALT-F8 TO RESUME.**
6. Complete the following instructions for each prompt you encounter:	At each prompt command in the file, the system displays the Prompt: **DO YOU WISH TO CONTINUE OR STOP? (C/S).**
If you want to continue executing the Procedure file, press C.	MultiMate continues playing out the file.
OR	
If you want to stop executing the file, press S.	MultiMate stops playing out the file. You are still in the document.
7. After the Procedure file has been executed, you can continue typing your document.	The reverse video **E** is no longer displayed at the bottom right-hand corner of the screen.

(ALT and F10)

Instructions	Prompts & Options
Notes: 1. If you attempt to execute a file which does not exist, the system prompts **FILE NOT FOUND. PRESS ANY KEY TO CONTINUE.** Pressing any key gives you a chance to enter another file name. Check to make sure you are using the document diskette which contains the Procedure file. 2. If the system encounters an error reading the Procedure file, the following prompt is displayed: **EXECUTION ABORTED DUE TO READ ERROR. PRESS ANY KEY TO CONTINUE.** 3. The replay of a Procedure file can be paused by holding down Ctrl and pressing NUM LOCK. Restart the procedure by pressing ENTER.	

Use this function to enter a pause when building a Procedure file. When you execute the file, the pause gives you the opportunity to enter additional text that is not part of the file.

Instructions	Prompts & Options
To enter a pause while building a Procedure file:	
You must be building a Procedure file to use the following instructions.	Refer to Procedures F Create, page 2-131. If more instruction is needed, refer to your Beginner's Guide, page BT-IV-2.
At any point in the file where you want to enter a pause, press the pause keys — while holding down Alternate (ALT), press F8.	The word **PAUSE** appears briefly in the lower left-hand corner of the screen. After **PAUSE** leaves the screen, you can continue building the file. You can enter as many pauses as you want in a file.
To enter additional text while executing a Procedure file:	
You must be executing a Procedure file to use the following instructions.	Refer to Procedures - Execute, page 2-134.
Complete the following instructions for each pause you encounter: 1. At the first pause in the file, press C.	This prompt is displayed at the first pause in the file: **PRESS (C) TO CONTINUE. PLEASE ENTER DATA, THEN ALT-F8 TO RESUME.**
2. Enter text, if necessary.	
3. After entering the text, press the Pause keys — while holding down Alternate (ALT), press F8.	
4. Repeat Steps 2 and 3 for each pause you have in the Procedure file.	For the second and all other pauses, the following prompt is displayed briefly: **PLEASE ENTER DATA, THEN ALT-F8 TO RESUME.**

PROCEDURES - PROMPT

(ALT and F9)

Use this function to enter a prompt when creating a Procedure file. When you execute the file, the prompt gives you the option of stopping or continuing the execution of the file.

Instructions	Prompts & Options
To enter a prompt while creating a Procedure file:	
You must be creating a Procedure file to use the following instructions.	Refer to Procedures - Create, page 2-131.
At any point in the file where you want the option to stop executing the file, press the prompt keys — while holding down Alternate (ALT), press F9.	The word **PROMPT** appears briefly in the lower left-hand corner of the screen. After **PROMPT** leaves the screen, you can continue creating the file. You can enter as many prompts as you want in a file. Entering a prompt at the end of a procedure file gives you the option of executing the entire file again.

Instructions	Prompts & Options
To use the prompt while executing a Procedure file:	
You must be executing a Procedure file to use the following instructions.	Refer to Procedures - Execute, page 2-134.
Choose one of the following for each Prompt you encounter:	At each prompt command in the file, the system displays the prompt: **DO YOU WISH TO CONTINUE OR STOP? (C/S)**.
To continue executing the file, press C.	MultiMate continues playing out the file.
OR	
To stop executing the file, press S.	The Procedure file stops executing. You are still in the document.
After the Procedure file has been executed, you can continue typing your document.	The reverse video **E** is no longer displayed at the bottom right-hand corner of the screen.

Use this function to rename an existing Procedure file. This is a DOS function, not a MultiMate function.

Instructions	Prompts & Options
1. Go to the MultiMate Main Menu.	
2. Press 9 to select Return to DOS.	
3. Press ENTER.	The appropriate DOS prompt **A>** or **C>** appears.
4. Go to the drive containing the Procedure file to be renamed. This is the drive that you used as the document drive when you built the Procedure file.	For example, to go from Drive A to Drive B, type **B:** after the prompt **A>**. Then press Enter. The prompt **B>** appears.
5. Type the following: **rename** (old file name) **.KEY** (new file name) **.KEY** For example, if you attempt to rename a Procedure file called **KEYPROC1** to **KP1**, you would type the following: **rename KEYPROC1.KEY KP1.KEY**	
6. Press ENTER.	The file is renamed, and the DOS prompt reappears.
7. Go back to the system drive if you changed drives in step 4.	

Use this feature to give each character an amount of space on the printed page equal to its width. Proportional spacing makes your copy appear like typeset copy.

For information on how to select the Proportional Spacing option, see page R-1-19 in Screens and Menus.

Example of Proportional Spacing in Comparison to Fixed Spacing:

Proportional Spacing	Fixed Spacing
M M M M M M M M M M M M M	MMMMMMMMMMMMM
iiiiiiiiiiiii	iiiiiiiiiiiii

Notes:

1. *Not all printers support Proportional Spacing.* For this feature to work well, your printer must be capable of micro-space control in 1/120″ or 1/60″ increments. For a list of printers supported by MultiMate, see page R-apD-1, Appendix D, Printer Information.
2. If the Proportional Spacing option has been selected, any print pitch commands in the document are ignored.
3. To further enhance the appearance of your printed document, use this feature with Micro-Justification. The right margins will be straight, and the additional space will be distributed both between and *within* words. See Justification, page 2-78 for details.

REPAGINATE

(F12)

Use this function to change the number of lines per page in your document.

Instructions	Prompts & Options
1. Move the cursor to the beginning of the page where you want to start Repagination.	If Headers and/or Footers are included in your document, see Repagination with Headers and Footers, page 2-143.
2. Press the Repagination key (F12).	The system prompts **REPAGINATION MODE** in the upper right-hand corner of the screen, and **ENTER LINES PER PAGE: [ ]** in the lower left-hand corner of the screen.
3. Enter the number of lines you want on each page.	
4. Press ENTER.	The system prompts **REPAGINATING—PLEASE WAIT** at the bottom of the screen during the Repagination process. The system begins repaginating on the page that your cursor is on and continues to the end of the document.

Notes:

1. Once repagination has begun, it cannot be stopped.

2. If you want to have sections in your document with different page lengths, start by moving your cursor to the beginning of the first section and repaginate the entire document. Then move to the beginning of the next section and repaginate again. Do this until all the repagination is complete.

3. If it is necessary to end a page at a particular point, use a *required page break*. For details concerning this function, see page 2-150.

4. Depending upon how the Allow Widows and Orphans default is set, the system may or may not begin a paragraph on the last line of a page or start a page with the last line of a paragraph. For details about this default, see page R-1-12, Modify Document Defaults, in the Screens and Menus section.

Repagination With Headers and Footers

The way that Headers and Footers are handled by the system during repagination depends upon the Text associated or Page associated default that is set on the Modify Document Defaults screen. (See page 2-60 for Header information, page 2-41 for Footer information, and page 1-13 for details about the Modify Document Defaults screen.)

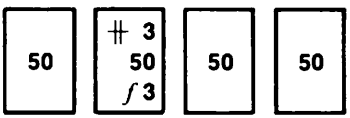
Page Mode is more accurate if you are using Headers and Footers. The Header or Footer remains on the page on which it was entered, and the lines of the Header and Footer are included in the total lines per page count.

Text Mode is faster, but the number of lines per page that you enter is the number of *lines of text* you want on the page. The lines of text in *headers and footers aren't included* in the line count. The Header remains with the text with which it was entered, acting as a page break; and the Footer may be placed on a page where you did not intend it to be.

Use the examples on the following pages to determine how repagination works when your document has Headers or Footers. We also suggest that you check your document quickly before sending it to print, to ensure that the footers appear on the proper line and that the assumptions made by the system concerning where to break pages conform to your plan.

EXAMPLE 1:

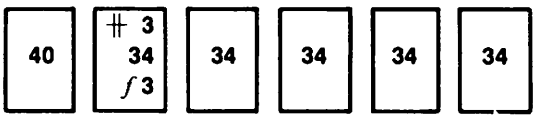
You start with a four page document containing 200 lines of text. Fifty lines of text are entered on each page. Headers and Footers consist of three lines each and are assigned to *both* odd and even pages, starting with page 2.



When this document is repaginated to 40 lines per page, the following occurs:

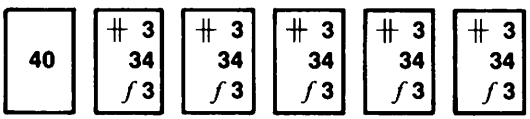
Page Associated

Lines as they appear on the screen



Header and Footer remain on the page on which they were entered.

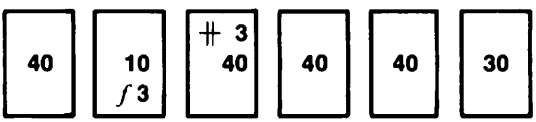
Lines as they appear in the printed document



Text plus Header and Footer equals number of lines per page.

Text Associated

Lines as they appear on the screen



Header acts as a page break.

Text Associated (cont'd)

Lines as they appear in the printed document

40	10 ƒ3	# 3 40 ƒ3	# 3 40 ƒ3	# 3 40 ƒ3	# 3 30 ƒ3

Headers and Footers and additional lines to lines per page.

EXAMPLE 2:

You start with a four page document containing 200 lines of text. Fifty lines of text are entered on each page. Headers and Footers consist of three lines each and are assigned to either the odd pages or the even pages.

50	# 3 50	50 ƒ3	50

When this document is repaginated to 40 lines per page, the following occurs:

Page Associated

Lines as they appear on the screen

40	# 3 37	34 ƒ3	34	34	21

Header and Footer remain on the page on which they were entered.

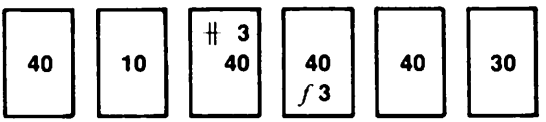
Lines as they appear in the printed document

40	# 3 37	# 3 34 ƒ3	# 3 34 ƒ3	# 3 34 ƒ3	# 3 21 ƒ3

Text plus Header and Footer equals number of lines per page.

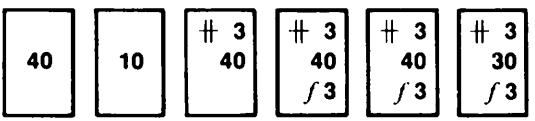
Text Associated*

Lines as they appear on the screen



Header acts as a page break.

Lines as they appear in the printed document



Headers and Footers and additional lines to lines per page.

*Helpful Hint: When in the Text Mode, remove Footers from the document before you repaginate the document. When repagination is complete, enter Footers on the appropriate pages.

REPLACE (Word or Character String)

(CTRL and F6)

Use this function to locate and replace a word or character string in a document.

Instructions	Prompts & Options
1. Move the cursor to the place where you want the Replace function to start.	You can replace character strings of up to 49 characters.
2. Press the Replace keys —while holding down Control (CTRL) press F6.	The system prompts **REPLACE MODE** in the upper right-hand corner of the screen, and **TYPE OF REPLACE: _____** **1) GLOBAL** **2) DISCRETIONARY** **3) ABORT** at the bottom of the screen.
3. Press 1 (Global Replace) if you want every occurrence of the character string replaced. Press 2 (Discretionary Replace) if you want to skip one or more replacements. Press 3 (Abort) if you want to cancel this command.	After indicating which type of replace you want to use (except 3), the system prompts **REPLACE WHAT?** at the bottom of the screen.
Replace will not differentiate between upper- and lower-case letters, unless the case significant keys Alternate (ALT) and F6 are pressed.	If Alternate (ALT) and F6 are pressed, the system displays **CASE** in the lower right-hand corner of the screen and searches for and replaces an exact match of the string. For more detailed information on Case Significance, refer to page 2-6.
4. Enter the character string you want the system to search for and replace. Remember: spaces before and after words are considered part of the string.	
5. Press the Replace key (F6).	The system prompts **REPLACE WITH?** at the bottom of the screen.

Instructions	Prompts & Options
6. Enter the replacement characters or text.	If you choose Global Replace, the system proceeds through your document searching for and replacing every occurrence of the character string. If you choose Discretionary Replace, the system prompts **REPLACE? Y/N/ANY OTHER KEY TO ABORT** at each occurrence of the character string.
7. Press the Replace key (F6).	
8. Press Escape (ESC) at any point during the process to cancel the Replace command.	

Notes:

1. It is important to enter blank spaces before and after your character string. This prevents the system from searching out the character string within other words. For example, say you want to search for the word "can" in a document. If you do not enter the spaces before and after this word, the system finds this character string in words like "in*can*tation, *can*teloupe and s*can*ner."

2. For information about replacing format lines, see Format E Replace, page 2-53.

REQUIRED PAGE BREAK

(ALT and F2)

Use this function to ensure that a page break remains as specified, even if the document is repaginated. This is useful for charts and passages of text you want to remain on the same page.

Instructions	Prompts & Options
1. After you finish entering text for a page, press ENTER.	
2. Press the Required Page Break keys — while holding down Alternate (ALT), press F2. Then, continue entering text.	The Required Page Break symbol (⊥) appears on the screen. A new page is created. The cursor advances to the first position of the new page.
To Cancel a Required Page Break:	
1. Move the cursor to the Required Page Break symbol (⊥).	
2. Press Delete (Del) twice. OR, Press the Delete Character key (SHIFT DELETE) once.	The system removes the Required Page Break symbol.

RESTORE A BACKED-UP DOCUMENT

Use this function to restore the retained copy of a document before it was edited.

Instructions	Prompts & Options
If the default for "Backup before edit document" is set for **Y**, then your document will be automatically backed-up before editing and stored in the DBK file.	See page R-1-53 in Screens and Menus.
1. From the Main Menu, Press 6, to select Document Handling Utilities.	
2. Press ENTER.	The system displays the Document Handling Utilities Menu.
3. Press 7, to select Restore a Backed-up Document.	
4. Press ENTER.	The screen displays a list of only those documents that have been backed-up before editing. The cursor is positioned after **Document:**
5. Enter the name of the document you want to restore.	
6. Press F10 and when the screen prompts you to, insert the diskette and strike any key when ready.	Operation is in progress.
7. Press ESC, to return to the previous screen.	The system displays the Document Handling Utilities Menu.
8. Press F10, to return to the Main Menu. You may now view or edit your restored document.	
CAUTION: A restored document will replace any existing document with the same name. If you do not want the restored document to replace the edited document, first rename the edited document using the Rename Function. Then restore the backed-up (DBK) document.	

MULTIMATE FUNCTIONS

SAVE

(SHIFT and F10)

Use this function to save your document, without returning to the Main Menu.

Instructions	Prompts & Options
1. Place the cursor after the text you want to save.	
2. Press the Save keys —while holding down SHIFT, press F10.	The system prompts **<<<PLEASE WAIT>>>** at the bottom of the screen.
3. Continue typing text for the remainder of the page.	

Use this function to save the document you are working on and return to the Main Menu.

Instructions	Prompts & Options
After typing in text, press the Save/Exit key (F10).	The system saves and stores the page and the document you are working on and returns you to the Main Menu.
The Save/Exit Key (F10) is also used for various operations in MultiMate to: • Continue to the next step in a function. • End a function. • Change screens and/or fields.	

SCREEN PRINT

(SHIFT and PRINT)

Use this function to print a screen exactly as it is displayed on the monitor.

Instructions	Prompts & Options
	Your printer must be turned on. If the printer is not on, the print command may be lost.
1. Position your cursor anywhere on the screen you want printed.	
2. Press the Screen Print keys — while holding down SHIFT, press PRINT.	The cursor scans the entire screen, and everything, including screen symbols, is printed. Once the scanning is complete, the cursor returns to its previous position.

Notes:

1. This is a DOS function. Any screen from a system run on DOS can be Screen Printed.
2. Your printer may not support certain screen symbols. Another character or a space may be substituted for such a symbol.
3. Once the Screen Print command has been given, this function cannot be stopped. The printing continues until the entire screen display is printed.
4. This is a good test to see if your printer is connected to the computer properly. For more details refer to your printer manual.

Use these symbols to instruct the system to perform formatting or printing functions. The symbols appear on the screen, but do not appear when the document is printed.

Instructions	Prompts & Options
Screen symbols are visual commands. They appear on the screen, but not in your document. On the screen, these symbols require the same space as any other character. When printed, some screen symbols are replaced by a space while others are not. There are five general types of screen symbols. They differ both in purpose and in the way they take up space when the document is printed.	Screen symbols can make the available space on your line shorter than the margin set by your format line. A screen symbol can force one line to wrap to the next if the format line is not long enough to accept all the characters and symbols that have been typed in. The way words wrap on the screen is the way they appear in the printed document. If you don't like the resulting word wrap, you can insert a longer format line before your line and return to the previous format line after it. For details on how to insert and change a format line, refer to Format - Current, on page 2-52.
Format Related Screen Symbols These symbols are used to place text at the desired line and column. The space they occupy on the screen is reflected as a blank space in your printed document. The Format Related screen symbols are:	For details on these specific screen symbols, refer to the following reference pages:

Center	↔	Center	2-7
Decimal Tab	▮	Decimal Tab	2-17
ENTER	⋘	ENTER	2-36
Indent	→	Indent	2-75
Required Page Break	⊥	Required Page Break	2-150
Tab	⋙	Tab	2-186

Instructions	Prompts & Options

Space Related

These symbols are used to position parts of a word or phrase in a specific place in your line. On the printed page, they require the space of a regular character. The space related symbols are:

Hard Space	ϕ
Soft Hyphen	≈
Space as Dot	•

The Soft Hyphen is the only screen symbol replaced by an actual character when printed. For more information on these symbols, refer to the following pages.

Hard Space	2-59
Soft Hyphen	2-74
Space as Dot	R-1-53

Special Formatting Symbols

These symbols instruct the system to insert specified text into a document as it is printing. This text appears either in another part of the document, or in another document, but does not appear on the screen. The special formatting symbols are:

Footer	ƒ
Header	╫
Merge	├

For more information on these symbols, refer to the following pages.

Footer	2-41
Header	2-60
Merge	2-88

Note:

See the Utilities section in the Advanced User's Guide for information on Extended Character sets and the MultiMate reserved characters.

Instructions	Prompts & Options

Print Related Symbols

These symbols control your printer and the way your document is printed. The space the symbol occupies on the screen is ignored when the document is printed. The print related screen symbols are as follows:

When using print related screen symbols, it is necessary to enter a space after the symbol. If no space is entered, the character string before and after the symbol is not separated by a space when the document is printed. For more information on these symbols, refer to the following pages.

Bold Print	ß	Bold Print	2-5
Draft Print	δ	Draft Print	2-31
Enhanced Print	∩	Enhanced Print	2-35
Pause Printer	⌂	Pause Printer	2-117
Print Pitch	Pt	Print Pitch	2-126
Printer Control Code	μ	Printer Control Code	2-128
Shadow Print	⫫	Shadow Print	2-164
Strikeout Character	┼	Strikeout Character	2-180
Subscript	↓	Subscript	2-182
Superscript	↑	Superscript	2-183

SCROLL CURSOR LEFT

(SHIFT and ←)

Use this function to automatically move the cursor to the first character or symbol in the current line.

Instructions	Prompts & Options
Press the Scroll Cursor Left keys— while holding down SHIFT, press ←.	The cursor moves to the first character or symbol at the left margin in the current line.

SCROLL CURSOR RIGHT

(SHIFT and →)

Use this function to automatically move the cursor to the last character or symbol in the current line.

Instructions	Prompts & Options
Press the Scroll Cursor Right keys — while holding down SHIFT, press →.	The cursor moves to the last character or symbol before the right margin in the current line.

SEARCH (For Word or Character String)

(F6)

Use this function to locate a word or character string in a document.

Instructions	Prompts & Options
1. Move the cursor to the place where you want to start the Search function.	
2. Press the Search key (F6).	The system prompts **SEARCH MODE** in the upper right-hand corner of the screen, and **SEARCH FOR:** in the lower left-hand corner of the screen.
Search only differentiates between upper- and lower-case letters, when the Case Significant keys (ALT and F6) are pressed.	If ALT and F6 are pressed, the system displays **CASE** in the lower right-hand corner of the screen and searches for an exact match of the specified word or character string. The system searches for up to 49 characters.
3. Type the word or character string you want the system to search for. Be sure to include spaces before and after the word if it is part of the string, or between words in a character string.	
4. Press the Search key (F6).	The system searches for the first occurrence of the word or character string in the document and places the cursor there. The system is in the **SEARCH MODE.**

Instructions	Prompts & Options
5. At this time, you may press the Search key (F6) again. OR, You may edit the word or character string, but this will end the Search mode. To resume the Search after editing, press the Search key (F6) twice. 6. Press Escape (ESC) at any point during the process to cancel the Search command.	The system places the cursor at the next occurrence of the specified word or character string.

Notes:

1. It is important to enter blank spaces before and after your character string. This prevents the system from searching out the character string within other words. For example, say you want to search for the word "can" in a document. If you do not enter the spaces before and after this word, the system finds this character string in words like "in*can*tation, *can*teloupe, and *scan*ner."
2. To search for a format line, see Format – Search, on page 2-47

SENTENCE HIGHLIGHTING

(SHIFT and F7)

Use this function to identify a sentence of text to be deleted, moved or copied.

Instructions	Prompts & Options
1. Move the cursor to the sentence that you want deleted, moved or copied.	
2. Press the key(s) needed to begin your function (Delete, Move, Copy or External Copy).	
3. Press the Sentence Highlighting keys — while holding down SHIFT, press F7.	The entire sentence containing your cursor is highlighted. The cursor can be located anywhere in the sentence to initiate Sentence Highlighting.
4. Continue highlighting more text or press the key(s) needed to complete your function.	For more information about the highlighting process, refer to page 2-64.

Note:

Press Escape (ESC) at any time to cancel the process.

PLACE MARK

(ALT and F5)

Setting a Place Mark causes a character to blink. Use this function to flag words or characters. Then, use the Go To Place Mark function to locate them quickly.

Instructions	Prompts & Options
1. Move the cursor to the character you want to identify with a Place Mark.	
2. Press the Set Place Mark keys — while holding down Alternate (ALT), press F5. You may continue typing text, or editing other existing text.	The Place Mark is now set. The character on which the cursor is placed blinks.
To Clear a Place Mark:	
1. Move the cursor to the blinking character designated as a Place Mark.	
2. Using the strikeover process, type over the character with the same character. OR, While holding down Alternate (ALT), press F5.	The Place Mark character does not blink and the system no longer identifies that character as a Place Mark.
To Clear All Place Marks:	
Press the Clear Place Mark keys — while holding down Alternate (ALT), press Y.	For more information, see Clear Place Marks, page 2-9.
To Locate Place Marks:	
Press the Go To Place Mark keys — while holding down Control (CTRL), press F5.	For more information, see Go To Place Mark, page 2-56.

This function causes the text following the command to print with a shadow. The text is printed once, then printed a second time, slightly to the right.

Instructions	Prompts & Options
1. Move the cursor to the place where you want to start Shadow Print.	
2. Press the Shadow Print keys—while holding down Alternate (ALT), press X.	The Shadow Print symbol (‖-) appears.
3. Type the text to be printed in Shadow Print.	
4. To end Shadow Print and return to the print style specified in the Print Document Utility Menu, press the Shadow Print keys—while holding down Alternate (ALT), press X.	The Shadow Print symbol (‖-) appears.
Notes:	Shadow Print is supported on those printers that either have control codes for Shadow Print or have Proportional Spacing supported by Multi-Mate. See Printer Information in Appendix D.
1. Shadow Print is *not* supported by all printers. Check your printer user's manual to ensure that your printer has this capability.	
2. The Shadow Print symbol is not printed out, and the additional space that this symbol occupies is ignored. In other words, if you enter a Shadow Print symbol between two words, be sure to enter another space to separate the words.	
3. For more information on print types, refer to Print Modes, page 2-124.	

SPELL CHECK A DOCUMENT (From the Main Menu)

This is the eighth item in the list of functions in the Main Menu. Use this function to check for spelling errors in a document.

Instructions	Prompts & Options
	The cursor is positioned in the Main Menu after **DESIRED FUNCTION:**.
1. Press 8 to select Spell Check a Document.	
2. Press ENTER. The system displays the Spell Check an Old Document screen.	The cursor is positioned after the prompt **Enter the Name of the Document to be checked. Drive: ___ Document: ___** If the desired drive is other than the one specified, use the Backspace key or the Left Cursor Arrow to return to that field for editing. The first eight characters of the names of previously entered documents are displayed in the lower portion of the screen. The name of the old document you wish to Spell Check must be one of the names listed.
3. Type in the name of the document you want to check for spelling errors.	
Note: While Spell Check is in progress, you may abort at any time by pressing ESC.	
4. Press ENTER.	The screen prompts: **Start page [1] End page [999]**

MULTIMATE FUNCTIONS

Instructions	Prompts & Options
5. Enter the first (Start) and last (End) page numbers to be Spell Checked. If you want the entire document to be checked for spelling errors, you can leave the defaults at 1 for the first page and 999 for the last page.	The system defaults to 1 for the first page and "999" for the last page. Use the Left or Right Cursor Arrows to move the cursor from bracket to bracket.
6. Press F10. Note: If you are using a hard disk, Step 7 is not necessary. Go to Step 8 .	If you are using a computer with two floppy drives, the system prompts: **Insert Dictionary Disk into Drive __ press any key.** The drive specified in the prompt should be the same as the drive which contains your System diskette. If not, press Escape (ESC) to abort the Spell Check process. Then change your drive defaults according to the instructions on page R-1-48.
7. If you are using a computer with two floppy drives, remove the System diskette from its drive, replacing it with the Dictionary Diskette. Then press any key to start the Spell Check process.	The Spell Check function requires the Document and Dictionary diskettes in the Computer throughout the procedure. The number of incorrect words and words checked is displayed in brackets at the bottom of the screen. **[00000] misspelled words** **[00000] words total**
8. After the system has calculated the number of misspelled words and total words in the document, you can press any key to continue.	Pressing any key at this point returns you to the MultiMate Main Menu.

Instructions	Prompts & Options
9. Press 1 to select Edit Old Document from the Main Menu.	
10. Press ENTER.	The system displays the Edit an Old Document Screen.
11. Make sure that the drive and document name are correct. If not, make the appropriate modifications.	The system displays the correct Drive and Document Name.
12. Press ENTER.	The Document Summary screen appears. For more information about this screen, refer to page 2-30.
13. Modify the Document Summary screen, if required. Then press F10.	Page 1 of the document is displayed on the screen. The first letter of each misspelled word blinks. This blinking appearance is called a place mark. To clear all place marks, press Alt Y.
14. You can now correct the misspelled words in the document by: a) Using the strikeover function	Refer to page 2-181 of this manual for more information about the strikeover function.
OR	
b) Using the Spell Edit function.	Refer to page 2-171 of this manual for information about the Spell Edit function.
15. If you are using a computer with two floppy drives, and you do not wish to use the Spell Edit function, remove the Dictionary Diskette from Drive A and replace it with the System Diskette.	

SPELL CHECK A DOCUMENT (From a Page in the Document)

(ALT and 8)

Use this function to save the document you are working on and go directly to the Spell Check an Old Document Screen, without returning to the Main Menu.

Instructions	Prompts & Options
1. While holding down Alternate (ALT), press 8. The system displays the Spell Check an Old Document screen.	The cursor is positioned after the prompt: **Enter the Name of Document to be checked. Drive: _ Document: _____** If the desired drive is other than the one specified, use Backspace or the Left Cursor Arrow to return to that field for editing. The first eight characters of the names of previously entered documents are displayed in the lower portion of the screen. The name of the old document you wish to Spell Check must be one of the names listed.
2. Use the Strikeover function to type in the document name you want to check for spelling errors and to delete any characters left from the previous name.	
3. Press ENTER.	The screen prompts: **Start page [1] End page [999]**
4. Follow steps 5-15 of Spell Check a Document (From the Main Menu), pages 2-166 and 2-167.	

Note:

While Spell Check is in progress you may abort at any time by pressing ESC.

SPELL CHECK A SECTION OF A DOCUMENT
(From a Page in the Document)

(SHIFT and F12)

Use this function to check sections of a document (words, sentences, paragraphs, and pages) for spelling errors. This Spell Check function only works from within the document.

Instructions	Prompts & Options
1. Move the cursor to the first character of the first word of the section you want to be checked for spelling errors.	
2. Press the Spell Check keys — while holding down SHIFT, press F12.	The system prompts **Check What?** in the upper right-hand corner of the screen.
3. Use the Highlighting Process to identify the text to be checked for spelling errors.	If needed, see Highlighting Process on page 2-64 of this manual.
4. Press the Spell Check keys — while holding down SHIFT, press F12.	If you are using a computer with two floppy drives, the system prompts: **Insert Dictionary Disk into Drive __ - press any key.** The drive specified should be the same as the drive which contains your system diskette. If not, press Escape (Esc) to abort the Spell Check process. Then change your drive defaults according to the instructions on page R-1-48 of this manual.
Note: If you are using a hard disk, step 5 is not necessary. Go to step 6.	
5. If you are using a computer with two floppy drives, remove the System Diskette from its drive, replacing it with the Dictionary Diskette.	The Spell Check function requires the Document and Dictionary Diskettes in the computer throughout the procedure.

Instructions	Prompts & Options
Then press any key to start the Spell Check process.	After Step 4 for the hard disk models or step 5 for computers with two floppy disks, the number of incorrect words and words checked is displayed in brackets at the bottom of the screen. **[00000] misspelled words** **[00000] words total** The first letter of each misspelled word blinks. This blinking appearance is called a "place mark". Only that section of the document which was highlighted displays place marks. To clear all place marks, press ALT Y.
6. You can now correct the misspelled words in the document by: a) Using the strikeover function OR b) Using the Spell Edit function.	Pressing any key at this point removes all screen displays except the actual document on which you are working. Refer to page 2-181 of this manual for more information about the strikeover function. Refer to page 2-171 of this manual for information about the Spell Edit function.

Note:

If you are using a system with two floppy drives and do not intend to use the Spell Edit function, replace the Dictionary Diskette with the System Diskette.

Use this function (after you have Spell Checked a Document) to correct words which are misspelled, and to add words to the Custom Dictionary. This function provides you with a list of alternative spellings for a word and provides you with the option of selecting an alternative spelling.

Instructions	Prompts & Options
You must have already used one of the Spell Check functions before you can Spell Edit a Document.	For more information about the Spell Check functions, refer to the following pages of this manual: Spell Check a Document (From the Main Menu), 2-165; Spell Check a Document (From a Page in the Document), 2-168; Spell Check a Section of a Document (From a Page in the Document), 2-169.
1. Move the cursor to the top of the text you want to Spell Edit.	
2. Press the Spell Edit keys — while holding down Alternate (ALT), press F12.	If you are using a computer with two floppy drives, the system prompts: **Insert Dictionary Disk into Drive __ press any key.** The drive specified in the prompt should be the same as the drive which contains your System Diskette. If not, press Escape (ESC) to abort the Spell Check process. Then change your drive defaults according to the instructions on page R-1-48 of this manual.
Note: If you are using a hard disk, or if your Dictionary Diskette is already in the drive, skip steps 3 and 4. Go to step 5.	

Instructions	Prompts & Options
3. If you are using a computer with two floppy drives, and your Dictionary Diskette is not in Drive A, the system prompts: **INSERT DICTIONARY DISK INTO DRIVE _ PRESS ANY KEY.** Remove the System Diskette from its drive and replace it with the Dictionary Diskette.	
4. Press any key to begin Spell Edit.	The system begins searching for the first place mark (which indicates the first misspelled word). If you attempt to Spell Edit a document with no place marks (misspelled words), the system displays the following prompt at the bottom of the page: **Unable to find the next misspelling - press any key to continue.**
Note: The screen display divides horizontally into two sections. In the top section you see 13 lines of text, including the first place mark. The bottom section displays the menu below:	

Please enter desired function

0)	Add this word to the Custom Dictionary
1)	Ignore this place mark and find the next place mark
2)	Clear this place mark and find the next place mark
3)	Find a list of possible correct spellings
ESC)	End Spell Edit and resume Document Edit

Instructions	Prompts & Options
5. Choose the appropriate function and press the number key that corresponds with that option, or press Escape (ESC).	You do not need to press ENTER. The system then prompts: **Press any key to search for the next misspelling, or press ESC to end Spell Edit and resume Document Edit.**
Note: To clear all place marks, press ALT Y.	
Option 0 This option erases the place mark and adds the word in question to the Custom Dictionary.	The system prompts: **Adding to Custom Dictionary:** (name of word). (See Custom Dictionary, page 2-12.)
a.) If your word is immediately followed by a period, the following prompt is displayed: **Adding to Custom Dictionary: Is the ending period required?** (name of word) **Enter "Y" for yes, "N" for no.**	If your word is capitalized or immediately followed by a period (i.e., Inc.), you must determine if this is a correct spelling of this word. Pressing Y tells the system that the capitalization and the period is acceptable to the spelling of the word; N tells the system that the spelling is unacceptable for the Custom Dictionary. After you respond to the above prompt, the system displays a new prompt: **Press any key to search for the next misspelling, or press ESC to end Spell Edit and resume Document Edit.**

Instructions	Prompts & Options
b.) If you want to search for the next misspelling, press any key except Escape (ESC).	The previous prompt leaves the screen, and the system searches for the next misspelling. The cursor moves to the next place mark and the Speller Main Menu reappears.
or	
If you want to end the Spell Edit function, press Escape (ESC).	The previous prompt leaves the screen and the system stops the Spell Edit function. Your document remains on the screen for editing.
Note:	
If you add a word to the Custom Dictionary, it will not be marked as misspelled during future Spell Check functions.	
Option 1	
This option tells the system to leave the place mark intact, and continue searching for the next place mark.	The cursor moves to the next place mark.
Option 2	
This option tells the system to erase the place mark. The character stops flashing and the system goes to the next place mark.	The cursor moves to the next place mark.

Instructions	Prompts & Options
Option 3	
This option displays a listing of possible correct spellings. If you select one of the listed choices, the system can replace your word with the correct spelling.	The system prompts: **Looking for correct spelling for:** (name of word). After a brief search, the screen displays up to 9 possible spellings. Each spelling possibility is numbered. The following prompt appears: **Enter the number of the word to replace the misspelled word, or press ESC to return to Document Edit.**
a.) If you want your misspelled word replaced by one of the listed choices, press the number which corresponds to the word you want to enter.	The system replaces the misspelled word with the word that you select. The system prompts: **Press any key to search for the next misspelling, or press ESC to end Spell Edit and resume Document Edit.**
Press any key, except Escape (ESC), to search for any additional spelling errors. or Press Escape (ESC) to end the Spell Edit function and return to Document Edit.	The system searches for the next misspelling. The cursor moves to the next place mark, and the Speller Main Menu reappears.

Instructions	Prompts & Options
b.) If the word is a very unusual one, or if there are mistakes in it which make it unrecognizable to the Speller: Press any key. The system prompts: **To resume Spell Edit, press ALT F12.**	The system displays the following prompt: **No correct spellings were found, press any key to continue.**
c.) If you want to end the Spell Edit function, press Escape (ESC).	The previous prompt leaves the screen and the system stops the Spell Edit function. Your document remains on the screen with the following prompt at the bottom: **To resume Spell Edit press ALT F12.** You can correct the error yourself; then press Alternate (ALT) and F12 to go back into Spell Edit.
Notes for Option 3: 1) If the misspelled word is underlined in your text, the replacement word will also be underlined. If the misspelled word is capitalized, or written all in capital letters, the replacement word retains the same capitalization.	

Instructions	Prompts & Options
2) Place marks on the first character of the misspelled word are removed when the word is corrected. If there is a place mark on another character in a word, the mark is retained in the same position within the word. If the word ends in a period, the replaced word ends in a period. (Other punctuation marks will be deleted when the word is replaced.)	
The Escape (ESC) Option	
If you wish to end the Spell Edit function and return to Document Edit, press Escape (ESC).	The Speller Main Menu leaves the screen. The Edit Document screen appears. Your document remains on the screen for editing.
6. If you are using a computer with two floppy drives, remove the Dictionary Diskette from Drive A and replace it with the System Diskette.	

STATUS LINE

This line, located at the top of every screen in a document, displays the document name, page number, line number, and column number of the document you are working on. If you are in a special mode (Move, Copy, Delete, etc) this is also shown in the Status Line.

Status line fields:

Document Name: The 20 character name of the document currently being edited.

Page: The current page number being displayed.

Line: The line number in the current page where the cursor is located. When you reach the number of lines specified with the page length command, the system beeps and the line number indicator flashes in reverse video.

However, if you have opted for Automatic Page Break on the Document Summary Screen, the system automatically breaks the page at line 55. There is no beep or flashing reverse video.

Column: The position of the cursor in the current line.

Mode: This field is located in the upper right-hand corner of the screen. During normal entry or editing, this field is blank. When you enter a special mode, such as move, copy, insert, etc., the mode is displayed for your reference.

Example of Status Line:

```
DOCUMENT: JOHNSON-harry ||PAGE:  1||LINE:  1||COL:  1|| MOVE WHAT?
```

STOP PRINTER

(CTRL and BREAK; then 1)

Use this function to stop the printer while it is printing out a document. This function is *not* a pause printing function; the printing of a document will stop.

Instructions	Prompts & Options
1. To stop the printing of your document, use the Stop Printer keys — while holding down Control (CTRL), press Break (Break).	The system displays the Printer Queue Control screen.
2. While at the Printer Queue Control screen, press 1 (Remove a Document from the Queue).	When you press 1 and the document name disappears, MultiMate stops sending characters to the printer's buffer. The printer will stop printing as soon as its buffer is emptied, usually between ½ page to a full page (See Printer Manual for details on how to dump the buffer). You cannot start printing that document again without returning to the Print Parameters for Document screen and pressing F10.
To return to where you were prior to step 1:	
Press Escape (ESC) or F10.	The system returns you to the screen you were on before step 1 of this function.

Notes:

1. For more information on ways to stop your printer, refer to Pause Printer (From Printer controls) page 2-118 and Pause Printer (From a Document), page 2-117.
2. For more information on the Printer Queue Control screen refer to page R-1-25 in the Screens and Menus section.

STRIKEOUT CHARACTER

(ALT and O, the letter)

Use this character to display a strikeover of your text at print time.

Instructions	Prompts & Options
The default strikeover character is /. You may change this default to any letter or number. (See Screens and Menus, page R-1-54.	
1. While in a document, move the cursor to the place in your text where you want the Strikeout Character to begin.	
2. Press ALT and the letter O.	The strikeout symbol (┼) is displayed.
3. Enter all text that you want to strike-out.	Strikeout will not affect your text until you print the document.
4. After all text is entered, press ALT and the letter O, again.	When you print your document, the text inside the strike-out symbols will appear as follows: ~~STRIKEOUT~~.
5. Continue entering text in your document.	

STRIKEOVER

Use this process to edit or correct minor errors by typing over the old characters.

Instructions	Prompts & Options
1. Move the cursor to the first character to be changed.	
2. Type the new characters or symbols.	The old characters or symbols are replaced by the new characters or symbols.

Use this function to cause letters and numbers to print ½ line down from the main printing line.

Instructions	Prompts & Options
1. Move the cursor to the position before the character to be lowered.	
2. Press the Subscript keys — while holding down SHIFT, press ↓.	The Subscript symbol (↓) appears on the screen.
3. Type the characters to be printed lower than the main printing line.	
4. Press the Superscript keys — while holding down SHIFT, press ↑.	The Superscript symbol (↑) appears on the screen.

Notes:

1. Although you see this symbol on the screen, when the document is printed, the symbols do *not* print and there are *no* spaces between the lowered characters.
2. Each Subscript command must be followed by a Superscript command to return the next characters to the main printing line.

SUPERSCRIPT

(SHIFT and ↑)

Use this function to cause letters and numbers to print ½ line up from the main printing line.

Instructions	Prompts & Options
1. Move the cursor to the position before the character to be raised.	
2. Press the Superscript keys — while holding down SHIFT, press ↑.	The Superscript symbol (↑) appears on the screen.
3. Type the characters to be printed higher than the main printing line.	
4. Press the Subscript keys — while holding down SHIFT, press ↓.	The Subscript symbol (↓) appears on the screen.

Notes:

1. Although you see this symbol on the screen, when the document is printed, the symbols do *not* print and there are *no* spaces between the lowered characters.
2. Each Superscript command must be followed by a Subscript command to return the next characters to the main printing line.
3. Not all printers support ½ line spacing. Their Superscript and Subscript will print with a full line space.

Use this feature to print the date, time, document page, or total number of pages in your document.

Instructions	Prompts & Options
1. Move the cursor to the position in your document where you want the date, time, page number, or last page number to appear.	
2. Type the appropriate print command. Do not enter any spaces between the characters of the commands.	
a. To print the date, type: **&DATE&**	The date that will be printed in the document is the date that appears on the Print Parameters for Document screen. See Current Date Is on page R-1-22 for more details. The date format is determined by the Print Date Standard. See page R-1-14 for details.
b. To print the time, type: **&TIME&**	The time that prints is the time when the page is actually printed. Page 2 can have a time printed that is later than the time printed on page 1.
c. To print the page number of the document as it appears on the screen, type: **&PAGE&**	
d. To print the page number of the last page of the document as it appears on the screen, type: **&LPAGE&**	The last page number is determined by the number in the *Stop Print After Page Number* field on the Print Parameters for Document screen. (See page R-1-18 for details.)

Example of System Print Commands:

On the first page of a ten page document you have entered the following system print commands:

&DATE& **Page &PAGE& of &LPAGE&**
&TIME&

When your document is printed, what appears is:

09/15/1984 Page 1 of 10
10:37:14

Notes:

1. If you have a series of pages to be numbered, it is recommended that page numbering commands be entered in a Header or Footer. (See page 2-60 for Header information, and page 2-41 for Footer information.)

2. If your file is a portion of a larger document (for example, pages 11-20 of a 30 page report), the numbering of pages can be controlled by using the **&LPAGE&** command within a Header or Footer. Use Automatic Page Numbering (see page 2-113) and the *Header/Footer First Page Number* field on the Print Parameters for Document screen to determine the current page number. Use the **&LPAGE&** command and the *Stop Print After Page Number* field on the Print Parameters for Document screen to determine the last page number. (Print Parameters for Document information begins on page 1-17.)

Use this function to indent a line of text.

Instructions	Prompts & Options
1. Press TAB. The cursor moves to the next tab stop in the format line.	The Tab symbol (≫) appears on the screen each time Tab is pressed.
2. Type the line of text that you want indented.	At the end of the line, text word wraps to the left margin.
Note: The system format line automatically sets up tab stops at 5, 10 and 15 spaces. If you want to change these defaults, use the Edit System Format Line feature in Other Utilities. For more information, see page R-1-47 in the Screens and Menus section. If you want to change these tab stops temporarily, use the Format Change function. For more information, see page 2-45.	

These examples of Tab and Indent illustrate the difference between the two functions:

Tab:

```
≫Now is the time for all good people to come to the aid of
their country. ≪
```

Indent:

```
→Now is the time for all good people to come to the aid of
 their country.≪
```

TOP OF PAGE
(CTRL and HOME)

Use this function to move the cursor to the beginning of the current page.

Instructions	Prompts & Options
1. Press the Top of Page keys — while holding down Control (CTRL), press Home (HOME).	The cursor moves to the first character or symbol at the top of the current page.

UNDERLINE

(SHIFT _)

Use this function to manually underline characters or text.

Instructions	Prompts & Options
1. Move the cursor to the first character or symbol you want to underline.	
2. Press the Underline keys — while holding down SHIFT, press the Hyphen/ Underline key (_).	The system underlines the character(s).
To De-Underline:	
1. Move the cursor to the first character or symbol you want to de-underline.	
2. While holding down SHIFT, press the Hyphen/ Underline key (_).	The system deletes just the underline (not the characters).
Note:	
Some printers do not underline spaces. (Check your printer manual.)	

UNDERLINE - ALPHANUMERIC (Automatic)

(ALT and ±)

Use this function to automatically underline letters and numbers as you enter them. Spaces and punctuation are not underlined.

Instructions	Prompts & Options
1. Move the cursor to the place where you want to begin Alphanumeric Underline.	
2. Press the Alphanumeric Underline keys — while holding down Alternate (ALT), press the Plus/Equals key (±).	
3. Type the text to be underlined.	The system underlines only letters and numbers on the screen as you type. This function does not underline spaces, punctuation and the extended character set.
4. Exit Alphanumeric Underline — while holding down Alternate (ALT), press the Plus/Equals key (±).	

Note:

To de-underline text, see Underline, page 2-188.

MULTIMATE FUNCTIONS

UNDERLINE - TEXT (Automatic)

(ALT and –)

Use this function to underline the text as you enter it. Text Underline underlines everything: letters, numbers, spaces, punctuation, and the extended character set.

Instructions	Prompts & Options
1. Move the cursor to the place where you want to begin Text Underline.	
2. Press the Text Underline keys—while holding down Alternate (ALT), press the Hyphen/Underline key (–).	
3. Type the text to be underlined.	The system underlines all text on the screen as you type. In addition to underlining letters, numbers, spaces, and punctuation, this function underlines the extended character set (mathematical symbols, international characters, and miscellaneous characters and symbols). If you are using a color monitor, underlined text appears in reverse video on the screen.
4. Exit the Text Underline mode—while holding down Alternate (ALT), press the Hyphen/Underline key (–).	

Note:

To de-underline text, see Underline, page 2-188.

VERTICAL ADDITION

(ALT and F4)

Use this function to add columns of numbers.

Instructions	Prompts & Options
1. Enter the columns of numbers. Use the decimal tab keys (SHIFT and F4) to align the columns of numbers on their decimal points.	If needed, see Decimal Tab on page 2-17.
2. Move the cursor to the place where the answer is to be placed.	
3. Press the decimal tab keys — while holding down SHIFT, press F4.	A decimal tab symbol (▮) appears on the screen.
4. Use the Left Cursor Arrow (←) to move the cursor under the decimal tab that you created in step 3.	
5. Press the Vertical Addition keys — while holding down Alternate (ALT), press F4.	The system starts at the top of the column and looks for a decimal tab. If one is found, that number is added to others in the column. The system stops searching when it returns to the decimal tab where the cursor is resting. The answer is inserted to the right of that decimal tab.

Note:

If a number already appears to the right of the decimal tab created in step 3 *and* the Vertical Addition keys (ALT and F4) are pressed, that number will be replaced by the new number.

Notes:

1. When you use a comma or a dollar sign in column calculations, it is carried into the answer.
2. Vertical Addition cannot be carried across pages.
3. Subtraction is done by designating a number as a negative. (This is equivalent to adding a negative number.)
4. You cannot calculate sub-totals.

Designating Negative Numbers

To designate a negative number in Vertical Addition, use one of the following methods:

a. Place a hyphen to the left of the number
   example: **-2.00**

b. Place a hyphen to the right of the number
   example: **2.00-**

c. Surround the number with parentheses
   example: **(2.00)**.

If you combine these methods in the same row of numbers, the system uses only one of the methods to print a negative answer. The system selects the appropriate method based on the following priority system:

1. Hyphen on the left always appears in the answer if it has been used.
2. Hyphen on the right appears if it has been used and the hyphen on the left has not been used.
3. Parentheses surround the answer only if the above two methods have not been used.

The examples on the following page will help you understand this priority system.

Examples of Vertical Addition

```
|1 ..........>..................>................>.................>........ <
<

  ▮123.44        ▮12.1        ▮$100.        ▮5.<
   ▮23.44        ▮12.1         ▮50.        ▮ -2.<
    ▮3.44     ▮MF312.1       ▮$150.        ▮3.<
  ▮123.44        ▮12.1<
    ▮4.332       ▮48.4<
  ▮123.    <
  ▮401.092<

<
|1 ..........>..................>................>.................>........ <
<

 ▮$1,000.00     ▮1,002.      ▮1,000.      ▮1,000.<
   ▮999.00-      ▮(2.)      ▮-1,002.     ▮1,002.-<
 ▮$     1.00    ▮1,000.      ▮-    2.     ▮   2.-<

<
|1 ..........>..................>................>.................>........ <
<

   ▮1,000.     ▮$1,000.     ▮$1,000      ▮-123.44<
  ▮(1,002.)     ▮(1,002.)     ▮1,000       ▮23.44-<
  ▮(     2.)   ▮$(     2.)   ▮$2,000      ▮123.44<
                                          ▮-23.44<

▮
|1 ..........>..................>
<

          >      ▮123.44-        >      ▮-123.44<
          >      ▮(23.44)        >      ▮  23.44-<
          >      ▮123.44         >      ▮(123.44)<
          >       ▮23.44-        >      ▮223.44<
          >            >         >      ▮  -46.88<
<
```

WORD HIGHLIGHTING

(SHIFT and F5)

Use this function to identify a word to be deleted, moved, copied, or external copied.

Instructions	Prompts & Options
1. Move the cursor to the word that you want deleted, moved or copied.	
2. Press the key(s) needed to begin your function (Delete, Move, Copy or External Copy).	
3. Press the Word Highlighting keys—while holding down SHIFT, press F5.	The entire word containing your cursor is highlighted. The cursor can be located anywhere in the word to initiate Word Highlighting.
4. Continue highlighting more text or press the key(s) needed to complete your function.	For more information about the Highlighting process, refer to page 2-64.
5. Press Escape (ESC) at any time to cancel the process.	

DOS REFERENCE

3

DOS REFERENCE

OVERVIEW

This section of the manual explains DOS commands and shows how to use them in conjunction with your MultiMate Professional Word Processor; it demonstrates how to interface a serial printer with MultiMate, using specific DOS commands; and describes how to set up disks (both hard and floppy) into sub-directories.

MS-DOS is the disk operating system to be used with the Tandy 2000. It can be thought of as the environment in which you run your software programs. Although MultiMate provides its own document handling functions, knowing some basic DOS commands will be helpful. For more detailed information about DOS, refer to your DOS manual.

Some DOS programs are called "internal," because they reside in the computer's memory. Others are called "external," because they are stored on disk and are copied into the computer's memory when they are used.

DOS FUNCTIONS COVERED IN THIS SECTION

Switch Directory Drives Using a Hard Disk Drive System
Switch Directory Drives Using a Floppy Disk Drive System

Check Diskette: For Condition
Check Diskette: To Recover Data From File Allocation Errors

Copy: A Single File from One Diskette to Another
Copy: All Files from One Diskette to Another Diskette

Directory: Display Directory on Screen
Directory: List Files on Screen (Widthwise)
Directory: Display a Specified File
Directory: Display All Files Page by Page
Directory: Display All Files by Extension

Display: A File on the Screen

Erase: A Single File from a Diskette
Erase: An Entire Diskette
Erase: A Jammed Print Queue

Format: A Blank Diskette
Format: A Blank Diskette and Copy the DOS System onto It

NOTE:

When typing a DOS command, you can use upper and lower case letters. Remember to include a space to separate parts of a command.

DOS COMMANDS CHART

NOTE: Unless otherwise indicated, the commands listed below assume the file(s) you want to manipulate reside in the drive with the corresponding screen prompt (A>, B>, or C>). To switch drives, see instructions below.

To perform this DOS Function	At this screen prompt	Type the following DOS command exactly as shown, then, press ENTER	Comments
Switch Directory Drives (DOS Default Drive)	A> C> A> B>	C: A: B: A:	For Hard Disk System For Hard Disk System For Floppy Disk System For Floppy Disk System
Check diskette condition	A>	CHKDSK B: (DOS checking program)	The DOS checking program in drive A will verify the condition of the diskette in drive B.
Check diskette for data recovery	A>	CHKDSK B:/F	The DOS checking program in drive A will attempt to fix errors on the diskette in drive B. The errors can be DOS file allocation errors or DOS directory errors.
Copy a single file from one diskette to another diskette	A>	Copy filename.extension B:	Know your filename and extension. The file from the diskette in drive A will be copied to the diskette in drive B.
Copy all files from one diskette to another diskette, one file at a time.	A>	Copy *.* B:	All files from the diskette in drive A will be copied to the diskette in drive B.
Directory list displayed on screen	A>	dir	Lists all the files on the diskette in drive A (lengthwise)
Directory list of files, widthwise	A>	dir B:/w	Lists all the files on the diskette in drive A (widthwise).

DOS COMMANDS CHART

To perform this DOS Function	At this screen prompt	Type the following DOS command exactly as shown, then, press ENTER	Comments
Directory display of a specified file	A>	dir filename.extension	Know your filename and extension.
Directory display of all files, page by page	A>	dir /p	Causes directory to fill screen, then pause.
Directory display of all files by extension	A>	Example: dir *.PAT	All files with a PAT (Printer Action Table) extension will be displayed.
Display a file on the screen	A>	type filename.ext Example: type doc1.PRN	This command allows you to view a MultiMate Print file.

DOS COMMANDS CHART

To perform this DOS Function	At this screen prompt	Type the following DOS command exactly as shown, then, press ENTER	Comments
Erase a file from a diskette	A>	erase filename.extension	Know your filename and extension.
Erase a diskette	A>	erase *.*	After typing this command, you will be prompted with "Are you sure? Y/N".
Erase a jammed Print Queue	A>	erase WPQUE.SYS	After pressing ENTER type: WP and press ENTER to get back into the MultiMate program.
Format a blank diskette	A>	format B:	The DOS formatting program on the diskette in drive A will format (initialize) the diskette in drive B.
Format a blank diskette and copy the DOS system onto it	A>	format B:/s	The DOS formatting program on the diskette in drive A will format (initialize) the diskette in drive B. Also, the DOS system files on the diskette in drive A will be copied onto the diskette in drive B.

CHECK DISKETTE—CHKDSK (external command)

This command is used to verify that a diskette is in good condition for use, and to check that the FORMAT command has done its job. It also tells how much memory your PC holds and how much is available for use. Occasionally, a diskette will have a bad sector. CHKDSK will tell you if any bad sectors have been found on the diskette. In addition, the last two lines of information produced by executing this command show the total main memory in the computer and the number of bytes free. Insert the diskette to be checked in drive B. Insert the DOS diskette, with CHKDSK.COM, in drive A. You are now ready to use one of the commands shown below.

The CHKDSK B: command

At the prompt, **A>**
Type: **CHKDSK B:**
Press ENTER.

This command is used to check a diskette for possible errors. Specify the drive holding the diskette and enter a colon.

The CHKDSK B:/F command

At the prompt, **A>**
Type: **CHKDSK B:/F**
Press ENTER.

This form of the command is used in an attempt to recover errors on a diskette. It is used when you are notified of file allocation errors, or lost cluster errors. Lost clusters will be stored in files that have an extension of CHK. CHK files, when renamed to DOC files (for MultiMate documents), may or may not be functional.

If there are bad sectors on your MultiMate data diskette, create a new document on a new diskette, and Copy (External) the good pages of your original document into the new document, using the MultiMate function, CTRL F8. (See Copy (External), page R-2-39.)

COPY (internal command)

The Copy command enables you to transfer (duplicate) an individual file or a group of files from one diskette to another. You must specify your target drive followed by a colon. A dual floppy system is assumed.

The copy filename.extension command

At the prompt, **A>**
Type: **copy filename.extension B:**
Press ENTER.

(The extension is from zero to three characters. This command is used to copy a single file from the diskette in drive A to a diskette in drive B).

The copy *.* B: command

At the prompt, **A>**
Type: **copy *.* B:**
Press ENTER.

(All files on the diskette in drive A will be copied onto the diskette in drive B, one at a time).

If you are copying a file into a sub-directory, the sub-directory path must also be specified.

Type: **copy filename.extension B:/sub-directory path**

For more information, see Sub-directories and Paths, page R-3-14.

DIRECTORY (internal command)

The DIR command will display a list of files that are on the diskette in the drive specified. In addition, the directory will also indicate the file size, file creation date and most recent modification date. Files are listed in a directory by filename and extension in this manner:

filename.ext

The filename will consist of any one- to eight-character name of your choice. The extension begins with a dot (.) and is from zero (0) to three characters in length. The extension designates the file type. For example, a filename with the extension .DBK will inform you that the file is a backed up file. (See page R-3-11 for a list of the most commonly used extensions).

Some of the most useful directory commands are shown below:

The dir command

At the prompt, **A>**
Type: **dir B:**
Press ENTER.

Dir will give you a directory of the diskette on drive B. When you specify the drive, always follow it with a colon. (Dir B:).

The dir B:/w command

At the prompt, **A>**
Type: **dir B:/w**
Press ENTER

Dir/w will give you a widthwise directory. This command will not display the file size or the creation date of the files.

The dir B:filename.extension command

At the prompt, **A>**
Type: **dir B:filename.extension**
Press ENTER

This command will give you the directory entry of a specified file.

The dir B:/p command

At the prompt, **A>**
Type **dir B:/p**
Press ENTER

Dir/p will list your directory, one screen at a time with a pause. This form of the command is useful if you have a large number of files to display.

At the prompt, **A>**
Type: **dir *.PAT**
Press ENTER

*Dir *.PAT* will list all MultiMate Printer Action Table files on the diskette found in drive A. Any file with a PAT extension will be displayed.

ERASE (internal command)

This command is used to remove either one file or all files from a diskette. Two forms of the command follow.

The erase B:filename.extension command

At the prompt, **A>**
Type: **erase B:filename.extension**
Press ENTER.

This command is used to delete a single file from a diskette. Specify the drive which contains the diskette, then the filename you want to erase, followed by a dot (.) and the extension. For example, if you want to erase a MultiMate document file named test from a diskette in drive B, then you would type the following command:

erase B:test.doc

The erase B: *.* command

This command will erase all the files from a diskette in drive B, one file at a time, but only after you reply in the affirmative to the question, **Are you sure (Y/N)?**

The erase WPQUE.SYS command

At the prompt, **A>**
Type: **erase WPQUE.SYS**
Press ENTER.

This Erase command is useful to MultiMate users if the Print Queue becomes jammed. If this happens, you should return to the DOS level from the MultiMate Main Menu, and at the **A>** prompt Type: **erase WPQUE.-SYS** and then press ENTER. When you get the DOS prompt again, Type: **WP** and then press ENTER to get back to the MultiMate program.

FORMAT (external command)

Before you can save data on a diskette, the diskette must be formatted (initialized) by DOS. While formatting, you also have the option to copy the DOS system itself onto the diskette being formatted. Therefore, two different Format commands can be used— format B: (to format a diskette) and format B:/s (to both format a diskette and copy the DOS system onto it).

Caution:

> When you format a diskette, you erase any information that may have been stored on it. Therefore, be certain to designate the correct disk drive when you enter the command.

To format a diskette for a dual floppy drive system, place the DOS diskette, containing the FORMAT.COM program file, in drive A, and put a blank diskette in drive B.

The format B: command

At the prompt, **A>**
Type: **format B:**
Press ENTER.

This command is used to format blank diskettes so they can be used to store data and so that program files can be copied onto them. You must specify the drive which contains the diskette in need of formatting and follow it with a colon (:), as shown above. MultiMate documents are stored on diskettes that are formatted in this manner.

The format B:/s command

At the prompt, **A>**
Type: **format B:/s**
Press ENTER.

This command is used to format blank diskettes with DOS and to copy the DOS system onto the diskette being formatted (or onto a hard disk, if you have a hard disk drive). The **/s** copies the DOS system onto the diskette so that the system will automatically boot up. The MultiMate Boot/System diskette is copied onto a DOS system diskette.

When formatting, be sure to wait for the bytes listing before removing the diskette from the drive. If the diskette is removed too soon, a portion of the diskette could be incompletely formatted, and allocation errors may occur when you attempt to save the text. (See the CHKDSK B:/F command, page R-3-6.)

FILE EXTENSIONS (Most Commonly Used)

Extension	Meaning
.BAS	Basic Program
.BAT	Batch File (autoexec)
.COM	Command File
.CWT	Character Width Translation
.DAT	Dictionary Extension
.DBK	MultiMate Back-up File
.DCA	Output of MM-DCA Conversion
.DIF	Input of DIF-MM. Usually from Lotus or VisiCalc Special file for electronic spreadsheets
.DOC	MultiMate Document
.EXE	Executable File
.KEY	Key Procedures File
.PAT	Printer Action Table
.PRN	MultiMate Print File (ASCII File)
.SAT	Sheet Feeder Action Table
.SYS	MultiMate System Files
.TXT	MultiMate Files Containing Messages

SUB-DIRECTORIES AND PATHS

With MS-DOS, the system is able to divide disks (both hard and floppy) into sub-directories. This enables you to better manage your work by storing similar files together.

The notation for any directory is the DOS prompt (**A**>,**B**>, or **C**>). The first directory that appears when you boot up the system is called the *root directory*. A root directory has the following capacities:

Floppy diskette, single sided — 64 files
Floppy diskette, double sided — 112 files
Hard disk — depends on size of the DOS partition

From the root directory, you can create and access *sub-directories*. Each sub-directory is counted as a single file; but you can create and access sub-directories from within sub-directories, making a tree-like structure with many branches. Each sub-directory is capable of storing as many files as the disk space allows.

MOVING THROUGH THE DIRECTORIES

Each branch is called a *path*. The notation for paths is a backslash (\). When you are in DOS (that is, when the DOS prompt **A>** or **C>** is on the screen), the root directory can be reached from any sub-directory by typing **CD**. (CD stands for *change directory*.) In the same manner, any sub-directory can be reached by first going back to the root directory and then out to the sub-directory. For example, the command **CD\WP** would read, "Go to the root directory (CD\) and find the sub-directory called WP." Similarly, to reach the MEMO sub-directory from any sub-directory on your disk, type: **CD\WP\MEMO**.

It is not necessary to always go back to the root directory. If you are looking for a sub-directory a level below the one where you are, you would just enter a **CD** command and the sub-directory name. For example, if you are in the WP sub-directory and want to change to the MEMO sub-directory, you would type **CD MEMO** after the DOS prompt **A>** or **C>**.

Using the Path Structure With MultiMate Advanced Functions

MultiMate 3.30 supports extensive use of the DOS path structure with the Advanced Utilities programs and with the database/merge feature. (See the *Advanced User's Guide* for details.) That is, while working in one sub-directory, you can direct the system to locate and use files in another sub-directory. Depending upon the size of your directory name, you can direct the system to locate files within sub-directories several levels down from anywhere in the system.

Since, in the advanced functions, the DOS prompt (**A>** or **C>**) does not appear on your screen, it is not necessary to use the **CD** command. Instead, a line is provided where the path information is entered. For example, the following line appears on the screens in the Advanced Utilities programs where files are named or selected:

PATH:C:_____

Drive **Sub-Directories**

Use the examples below as a guide to completing the path information when naming a file.

NOTE:

We make the assumption that you are using a hard disk and have made a sub-directory called **WP** for your MultiMate programs.

PATH:C:

Nothing is entered because the file you want is in the WP sub-directory on the C drive.

PATH:C:MEMO

The file you want is in the MEMO sub-directory which stems from the WP sub-directory on the C drive.

PATH:C:\33\MEMO

The file you want is in the MEMO sub-directory, but MEMO is a sub-directory of another directory called 33. You must first go back to the root directory, then to 33, then to MEMO.

PATH:A:

The file you want is on a diskette. All you have to do is put the diskette in your A drive and change the drive default.

Using Sub-Directories With MultiMate Word Processing

MultiMate word processing supports sub-directories under the MultiMate directory, but it does not have the extensive path capabilities of the advanced functions. You can set up your system by creating a MultiMate sub-directory off the root directory and then create sub-directories from the MultiMate directory (referred to as the *Home* directory, or with directory name "WP"). You can assign sub-directories to different types of documents — one for memos, another for your novel, and so forth.

On the Drive Defaults Modification screen (see page R-1-48), you can specify a default sub-directory for your MultiMate documents. Enter the name of any sub-directory you have already created through DOS. (If the field is left blank, the Home directory will be the default). This default directory will be displayed at start-up by various MultiMate screens.

When a directory is displayed, you can switch sub-directories by pressing the CTRL END key combination. Each time this key combination is pressed, the system displays your next sub-directory, in the order in which they were created, finally returning to the default directory. The directory shown on screen at any time is the *current directory*. The CTRL HOME key combination will return the default directory.

The current document directory is indicated above the list of files:

Approximately 00000000 characters [00000 Page(s)] available on C:MEMO

The field to the left of the colon (:) indicates the current disk drive. You can change drives by pressing PG DN. The field to the right indicates the current directory on that drive. If the right field is blank, the Home directory is the current directory.

MultiMate will only search the current drive and directory for a file. You cannot use the DOS path commands or the symbol "/" within MultiMate. If MultiMate cannot locate a requested document on the current drive and directory, it will prompt you with: **SORRY...THE DOCUMENT DOES NOT EXIST**.

NOTE: MultiMate's Copy and Move functions can use sub-directories for their *source* documents, but they cannot copy *to* a different sub-directory or from a diskette to a document sub-directory of a hard disk. For such operations, you must return to DOS and use the DOS COPY command. If you attempt to Copy a document from a diskette to the hard disk using MultiMate, it will be stored in the Home directory area with the WP.EXE file. Procedures, Library Documents and the Copy (External) function also are limited to one sub-directory at a time.

Creating a Path to DOS

If you have a hard disk system, you should create a sub-directory for DOS and one for MultiMate. This way, you won't fill up your root directory, which holds only 512 files. If you do this, however, you should also create a path to DOS. This will enable you to use the DOS command files (for example, FORMAT) while in the MultiMate sub-directory.

To create this path, simply type **PATH C:\DOS** from the root directory. What will happen is that, if you are in a sub-directory (for example, WP) and type a DOS command, the computer first looks to the files in the WP sub-directory. If the file cannot be found there, it will then search to the DOS sub-directory. Although you'll remain in the original sub-directory (WP), the command file from the DOS sub-directory will be executed.

NOTE: If you have a hard disk and have followed the instructions given in First Things First of the Beginner's Guide, you will already have a path to DOS on your machine.

Creating and Naming Sub-directories

Sub-directories are created and named using the DOS make directory and change directory commands, **MD** and **CD**.

1. Start in the directory that will precede the new sub-directory on the tree structure. (For example, if you want something to branch from the WP directory, you should be in the WP directory.)
2. Create the sub-directory by typing the make directory command and the name of the new sub-directory. After the **C>**, type:

   MD dirname

   At this point, you will still be in the original directory.
3. To change to the new directory, after the **C>**, type

   CD dirname

   From that point on, files that you enter will be placed in the sub-directory (**dirname**, in this example).

NOTE: When more than 112 files are in a directory, a screen prompt will appear, showing how to scroll up; and scroll down to display more files.

APPENDICES

A

IF YOU HAVE A PROBLEM

If you have a problem with your system, the difficulty could be for several reasons and may originate from one of the following areas:

operator/user error
software problem
hardware/system problem

The difficulty may even be the result of a combination of problems. Therefore, it is best to look at these three areas carefully and separately. The following pages offer a troubleshooting guide pertaining to each area. Using this guide will help you locate the difficulty. And most important, perhaps the problem can be resolved quickly.

If the problem still exists after you have gone through the checklist for each area, we may be able to offer you assistance and at least enable you to continue operating until the problem can be corrected.

BEFORE CALLING Radio Shack's Customer Support number:

- Be sure you have already attempted to solve the problem by referring to your Reference Manual.

- Check to see that your Computer, printer, cables, peripherals and MultiMate Professional Word Processor are set up and used exactly as described in all the product manuals.

When a call is necessary, please locate yourself in front of your system so that you can perform the solutions offered by the technician while you are still on the phone.

OPERATOR/USER ERROR

First, be sure you understand how your MultiMate word processing system is supposed to work. Your interpretations of how the system should function and the way the system actually operates can be distinctly different. Go through the Training Lessons and re-read the appropriate sections in the manual. Please be sure the difficulty can be duplicated.

- Re-evaluate what you have entered:

  - Check the data you are using and attempting to enter. Is the data correct and appropriate for the situation, and was it entered accurately?

  - Was necessary data or a command function left out?

  - Check your spelling—Was the document name or printer name entered and spelled correctly?

- Check your typing, and verify your usage of the functions.

- Were the diskettes placed in the appropriate drives, and did you specify the correct drive or is the system assuming it?

- Is the printer turned on?

SOFTWARE PROBLEM

A problem with the software program is sometimes more commonly referred to as a "software bug" or simply "bug." Again, please be sure you understand how your MultiMate word processing system is supposed to work. What you interpret as a bug may actually be a design feature you object to, or one which is currently not supported. If you are in doubt, please refer to the manual.

If you have encountered a software difficulty, please provide as much information as possible to indicate the problem. Also, please record and save any documents or screen print-outs to help your Radio Shack dealer identify and correct the problem. This will include both input and output data.

- What version number are you currently working with? (Look at the MultiMate Main Menu.)
- Which particular area of the word processing system were you working with? A document? A submenu? etc.
- What were you attempting to do? And, what was the result?
- What were you doing before the difficulty occurred?
- What were the machine/error messages you received, if any?

Please have this information on hand before calling the technical support number.

HARDWARE PROBLEM

If you have an operational difficulty or computer system failure, please consult your Introduction to the Tandy Model 2000 manual for further reference.

PRINTER PROBLEM

The following is a list of general rules for most printer interfaces and the setting of the printer dip switches:

- If you have a switch to enable disable automatic line feed after a carriage return, set the switch to the disabled position.

- If you have a switch to enable/disable receipt of printer control sequences, set the switch to the enable position. This will allow MultiMate to use print functions.

Generally speaking, MultiMate controls most of the functionality for your printer, and the switches should be set accordingly to accommodate this. If a question arises, please consult your printer manual, or call our technical support.

If you have a problem with your printer:

1. Use the TTYCRLF (a general purpose interface) when entering the Printer type in the Print Parameters for Document screen if there is no printer output.
2. After pressing F10 from the Print Parameters for Document screen, and there is no printer output, check the following:
   a. Is the printer power on?
   b. Is the printer on-line?
   c. Is the printer ribbon installed properly?

d. Check the printer queue, by pressing Control (CTRL) and Break. From the Printer Queue Control screen, check to see if the entire document name is flashing. If the document name is flashing, the following conditions should be checked:

   Your Printer Action Table is not on your Boot/System diskette, Go back to the DOS directory and verify that your Printer Action Table is on your Boot/System diskette.

   OR

   You incorrectly spelled the printer type on the Print Parameters for Document screen.

   OR

   There are errors in your Printer Action Table, possibly resulting from an incomplete copy. This would require your recopying the Printer Action Table from your original Boot/System or Utility diskette.

3. If the document name is in the print queue, it must be removed if it hasn't printed.

   a. Return to DOS, by pressing 9 from the Main Menu.

   b. At the DOS prompt, type: **erase wpque.sys** and press ENTER.

   c. After receiving the DOS prompt, type **wp** and press ENTER.

      This will bring you to the MultiMate Main Menu.

   d. First turn off your printer, and then turn it on to reset it.

   e. After checking the above information, send the document to print again.

4. If there is still no printer output, have the MultiMate Main Menu displayed on the screen and press SHIFT and PRINT simultaneously.

   a. If there is no printer output now, call your printer service, as you could have a problem with your printer.

   b. If you do get a print screen output, call the support line, have your printer manual in front of you, and have this information ready:

      ▶ printer model number, and

      ▶ MultiMate serial number.

B

ERROR MESSAGES

Bad disk in drive X
Unable to find sector
Press A to abort, I to continue, R to retry

This message is not created by MultiMate. It is passed to MultiMate from the operating system. For more information, refer to the section on DOS Interrupts and Function Calls in the Programmer's Reference Manual. It is unlikely that you will ever receive this message. If you do receive the message, remove the diskette, place it back into the drive, and then press R to retry. If this does not correct the situation, replace the diskette with another one. If the message appears while you are in a document, part or all of the document may have been destroyed. Use MultiMate's Copy (External) function to retrieve the good pages, if any, from the document.

Bad disk in drive X
Unable to read or write data correctly
Press A to abort, I to continue, R to retry

See the explanation for: **Bad disk in drive X**
Unable to find sector

Bad or missing command interpreter

This is a DOS message. It means that the DOS diskette that you are booting up with does not have the file called COMMAND.COM on it. Copy the file from a backup DOS system diskette and re-boot.

Cannot add to Custom Dictionary — Press any key to continue

You attempted to add a word to the Custom Dictionary but the system was unable to do so. Check that the word is not greater than 32 characters and that there is room on the diskette where the Custom Dictionary is stored.

Disk Directory Full — Replace With Formatted Disk

You attempted to create a new document, but there was no more room on the diskette for a new entry. The maximum number of files per diskette is approximately 130. Return to the Main Menu and replace the Document diskette with a newly formatted diskette.

DISK FULL ERROR: UNABLE TO SAVE PAGE

You exceeded the storage limit on the diskette. The page that you were working on is lost. Press ESC to exit from the document. Copy the document onto a newly formatted diskette. Try again.

Disk Has Been Changed — Replace Proper Disk, Press ENTER

You attempted to save a document, however, the document was not where it was supposed to be. Replace the diskette that has the document back into the document disk drive.

Disk in drive X is of unknown type
Replace with a MS DOS compatible diskette
Press A to abort, I to continue, R to retry

This message is not created by MultiMate. It is passed to MultiMate from the operating system. Refer to the section on DOS Interrupts and Function Calls in the Programmer's Reference Manual. It is unlikely that you will ever receive this message.

Disk in drive X is write protected
(Remove write protect tab or replace disk)
Press A to abort, I to continue, R to retry

MultiMate must write data to the Boot/System diskette. It must not be write protected.

Divide Overflow

A DOS message. There has been an attempt by the processor to divide a number by zero or an error in the program caused a malfunction. With MultiMate, there are two situations that could cause this. If the message appears while you are printing, chances are that you have created your own Printer Action Table and neglected to fill in the number of 120ths for the nine different pitches. If the message appears when you attempt to get to page 1 of a document, do a directory of the Document diskette. If the document has a length of 1024, then there is no data in the document. You must have created a new document, gone to page 1, and then re-booted the system. Delete any document with only 1024 characters in it. It has no data.

DOCUMENT FULL ERROR: UNABLE TO SAVE PAGE

You exceeded the storage limit in the document. A MultiMate document can store a maximum of 128K of data. That translates to approximately 35 pages of 50 single spaced lines per page. The best thing to do is press ESC (and press Y) to exit the document; create a new document and externally copy half of the full document into this new document. Then go back into the full document and delete the part that was just copied.

Drive X is not ready
Close drive door
Press A to abort, I to continue, R to retry

Close the door and press R to retry.

Drive X unable to locate proper track
Press A to abort, I to continue, R to retry

See the explanation for: **Bad disk in drive X**
Unable to find sector

DUPLICATE ENTRY NAME

When creating an entry in a Library, you entered a name that already exists. To get a list of existing entry names, press F1. Enter another name.

EMPTY RECORD ENCOUNTERED IN MERGE DATA FILE

The secondary Merge Document has a blank page. Remove the blank page and try again.

End of File Has Been Encountered — Data May Have Been Lost

MultiMate is attempting to display a page of a document on the screen. However, it is getting an error from DOS telling MultiMate that the record does not exist. A corrupted diskette could cause this problem. You can run MultiMate's RECOVERY program to rebuild the document; or do a file conversion to go from MultiMate to ASCII to MultiMate; or create a new document and externally copy the good pages (if there are any) from the corrupted document.

ENTRY NOT FOUND

The Library entry name that you have entered to be read into a document does not exist. Press SHIFT F1 and then F1 to get a list of the Library entry names on the screen.

ERROR READING DICTIONARY FILE — PRESS ESC KEY

There was an attempt by the system to access the dictionary on the Dictionary diskette. An error occurred and the system aborted. Return to DOS and re-copy the original dictionary back onto the diskette and try again. If any errors are reported during or after the copy, contact Tech Support for a replacement diskette.

ERROR . . . CURSOR MUST BE ON A DECIMAL TAB

You attempted to do a vertical or horizontal addition while editing a document in MultiMate. This cannot be done unless the cursor is on a decimal tab.

ERROR: CAN NOT COMBINE, PAGE FULL

You attempted to do a Page Combine (SHIFT F2), but the amount of text in the two pages exceeded the 6,000 character limit per page. Break up one of the pages by using Page Break (F2) before attempting another Page Combine.

ERROR: DOCUMENT FULL

You attempted to create page 255. The maximum number of pages for a document is 254.

ERROR: MUST BE AT END OF PAGE

You attempted to do a Page Combine (SHIFT F2). You can only combine pages from the end of a page. Press CTRL END to get to the end of a page and try again.

ERROR: Repagination aborted — Too many pages — PRESS ANY KEY TO CONTINUE

During repagination, the document ended up with more than 254 pages. Try again, only this time repaginate with more lines per page.

ERROR: UNABLE TO LOAD ENTIRE PAGE

There is an attempt to display a page of a document on the screen. But an error has occurred and for some reason MultiMate thinks that the page is greater than 6,000 bytes. There could be a couple of reasons for that: 1) the document is actually an ASCII file that has DOC extension; 2) when the document was created, the system was turned off while on page 1. (Thus, there is no data in the file and MultiMate is attempting to retrieve garbage from the disk.); 3) a disk error created a situation whereby MultiMate got very confused. You can run MultiMate's RECOVERY program to rebuild the document; or do a file conversion to go from MultiMate to ASCII to MultiMate; or create a new document and externally copy the good pages (if there are any) from the corrupted document.

EXECUTION ABORTED DUE TO READ ERROR. PRESS ANY KEY TO CONTINUE

A Procedure is being executed and an error is encountered on the Document diskette. Return to DOS and try to isolate the problem by using CHKDSK or DISKCOPY.

FATAL DISKETTE I/O ERROR (F: /S: /A:):—Please Reset System

When a disk error occurs and MultiMate does not recognize it, the system will display this message on the screen and lock up the system. Refer to the section on DOS Interrupts and Function Calls in the Programmer's Reference Manual. The number that follows F: is the interrupt being executed. The number that follows S: is the function. A: is the address from which the error occurred. One error that has occurred is F:22/S:02 which means that the diskette is full.

FILE BUILDING ABORTED. NO MORE ROOM ON DISK. PRESS ANY KEY TO CONTINUE.

This message appears when you are building a Procedure and there is no more room on the diskette. Return to DOS and delete some files to make room for the new data, or get a newly formatted diskette. The Procedure file can then be edited by using the Procedure Files Utility.

FILE CREATION ERROR. TOO MANY FILES ON DISK. PRESS ANY KEY TO CONTINUE.

This message appears when a Procedure file is being created on the Document diskette and there are too many files already on the diskette. The maximum number of files on a diskette is approximately 130. Return to DOS and delete a file, or get a newly formatted diskette.

FILE NOT FOUND. PRESS ANY KEY TO CONTINUE.

You entered a Procedure file name to edit but the system cannot find it on the document drive.

FILE NOT FOUND — RETURN TO DOS

When you were booting MultiMate up, the files required by MultiMate were not found. MultiMate needs the following files: WPMSG.TXT, WPCSG.TXT, WPHELP.TXT, and WPSYSD.SYS. Put the appropriate diskette into the drive and try again.

FILE NOT FOUND — SYSTEM ERRORS MAY RESULT

You attempted to modify and save the system defaults but the file was not found. Put the MultiMate Boot/System diskette in the appropriate drive and try again.

File WPSYSD.SYS not current—return to DOS

You attempted to boot MultiMate. MultiMate tried to read the system defaults from WPSYSD.SYS, but the default file is from a previous version of MultiMate. Copy the WPSYSD.SYS file original Boot/System diskette and try again.

FUNCTION INVALID FOR LIBRARY

While editing a library, you pressed ALT-F1 to attach a library to the library you were editing. That's not allowed.

General disk failure
Press A to abort, I to continue, R to retry

See the explanation for: **Bad disk in drive X**
Unable to find sector

Incorrect length request header passed to device driver
Press A to abort, I to continue, R to retry

See the explanation for: **Bad disk in drive X**
Unable to find sector

Insufficient system memory

There is not enough free memory to run MultiMate. If you have 256K and get this message, there must be a program or a function that takes up memory and does not release it for use by MultiMate. Prokey, for example, takes up memory, as do buffers. Try to free up some memory and try again.

INVALID CHARACTER FOR CENTER LINE MODE

You are centering a line, and pressed either a Tab or an Indent (F4). Those characters are not allowed during centering.

INVALID KEY ENCOUNTERED IN MERGE DATA FILE

The secondary Merge Document has a Merge Variable that is longer than 12 characters.

INVALID KEY FOR FORMAT MODE

When editing a Format Line, functions such as Move, Copy, and Delete cannot be performed.

INVALID KEY FOR INSERT MODE

Several functions cannot be executed while you are inserting text. For example, you cannot delete text while you are inserting, nor can you move or copy while inserting.

INVALID PAGE NUMBER

You pressed F5 to go to a specific page, but entered a page number that does not exist. To find out what the last page in a document is, press F5 and then the END key.

INVALID VALUE ENCOUNTERED IN MERGE DATA FILE

There is a missing Merge Code Symbol in the secondary Merge Document. MultiMate could not find the closing Merge Code Symbol.

Memory Allocation Failure

MultiMate requires a certain amount of memory to operate. If an error occurs when MultiMate is trying to obtain memory for its own use, then this error will occur. It is unlikely you will get this message. But if you do, run the diagnostics program that comes with the computer to check the memory. There may be a bad mother board or expansion board.

MERGE DATA FILE DOES NOT EXIST ON DISKETTE SPECIFIED

The secondary Merge Document that you entered is not on the diskette.

MERGE DOCUMENT DOES NOT EXIST ON DISKETTE SPECIFIED

The primary Merge Document that you entered is not on the diskette.

NO LIBRARY CURRENTLY ATTACHED

You pressed SHIFT-F1 to read in a Library item, but you have not attached a Library. Before you can read in an item, you must press ALT-F1 to attach the document you are editing to a Library.

OPERATION ABORTED . . . DISK ERROR

In the Document Handling Utilities, an error was encountered during the operation. There could be something wrong with one of the diskettes. Isolate the error by trying another document or another diskette. Also try either CHKDSK or DISKCOPY to determine the source of the error.

OPERATON ABORTED . . . OUT OF DISK SPACE

In the Document Handling Utilities, the attempt to copy a document was stopped because the destination diskette was full. Either make room for the document or switch diskettes.

OPERATION DISCONTINUED AT PAGE

The system was doing a spell check from item 8 on the Main Menu and you pressed ESC. The message also displays the number of words accessed and the number of words spelled incorrectly.

PAGE FULL

You exceeded the 6,000 characters per page limit. Perform a Page Break to continue.

Parity Check 1

There may be an error with memory on the mother board. Re-boot. If the error occurs again, run diagnostics to determine the problem. Static or power surges can also cause this error to occur.

Parity Check 2

There may be an error with memory on an expansion board. Re-boot. If the error occurs again, run diagnostics to determine the problem. Static or power surges can also cause this error to occur. You can also try to re-seat the board (push the board down to be assured of contact).

Please rename your document. Spaces are illegal

You were trying to create a new document. The disk operating system does not allow spaces in document names.

PRINT ERROR ACCESSING X:XXXXXXXX.XXX PRESS <ESC> TO CONTINUE.

You entered the Printer Action Table name incorrectly. To correct the error, press ESC, and then get into the Printer Queue Control screen (hold down CTRL and press the Break key). The name of the document that you submitted for printing should be blinking on the screen. Position the cursor on the name of the document and press the 1 key to remove the document name from the queue. When the name of the document is gone, press ESC to leave this screen. Re-submit the document for printing. This time, enter the Printer Action Table name correctly.

Printer is either off or out of paper
Unable to write data successfully
Press A to abort, I to continue, R to retry

Either turn the printer on, or put it on-line. Press R to retry.

PRINTER NEEDS ATTENTION. PRESS <ESC> TO CONTINUE

There is something wrong with the printer. Check to make sure the cables are attached securely; the printer is on; the printer is on-line; there is ribbon in the printer; the printer is not out of paper. When the condition has been corrected, then and only then press ESC.

PRINTER PAUSE BETWEEN PAGES. PRESS <ESC> TO CONTINUE

When you submit a document for printing, you chose to pause between pages for one reason or another. Press ESC when you are ready to continue. NOTE: Those who have printers with buffers must wait until the printer stops before pressing ESC.

PUT SYSTEM DISK — FILE XXXXXXXX.XXX IN DR: X — Hit any key when ready —

One of the following files was not found on the Boot/System diskette: WPMSG.TXT, WPCSG.TXT, WPHELP.TXT, and WPSYSD.SYS. Put the appropriate diskette into the drive and try again.

Replace the System disk into DR:X— Strike any key when ready

MultiMate needs to have the MultiMate Boot/System diskette in the system default drive. Replace the diskette and press any key.

REQUESTED STOP PRINT. PRESS <ESC> TO CONTINUE.

The print program encountered the Stop Print function in your document and the printer stopped. Press ESC when you are ready to continue. NOTE: Those who have printers with buffers must wait until the printer stops and you are ready to continue before pressing ESC.

SORRY . . . DOCUMENT IS CURRENTLY PRINTING.
UNABLE TO EDIT THE DOCUMENT AT THIS TIME.
Hit any key to return to the Main Menu

You are attempting to edit a document. However, it is being output to the printer. Wait until MultiMate is finished printing before attempting to edit the document.

SORRY . . . NO FREE SPACE ON DISK. OPERATION ABORTED.

The system needs 24K of free space on the Document diskette to perform an external copy, move across pages, or copy across pages. If there is not enough room, this message appears. Try to free up some space on the diskette and try again.

SORRY . . . NO FREE SPACE ON PAGE. OPERATION ABORTED.

There was an attempt to copy data into another page. However, the copy would have resulted in a page that would have exceeded the 6,000 characters per page limit. The Copy function was aborted.

SORRY . . . PAGE TOO BIG

You have just attempted to copy text **within** a page, but doing so would cause MultiMate to exceed the 6,000 characters per page limit. The Copy function was aborted.

SORRY . . . THE DOCUMENT ALREADY EXISTS

You are creating a new document, but the first eight characters of the name that you entered matched the first eight characters of an existing document. Re-enter a new document name.

SORRY . . . THE DOCUMENT DOES NOT EXIST

You are attempting to edit an old document, but the document does not exist on that diskette. Check the spelling of the name or change diskettes and try again.

SORRY . . . THERE IS NO ROOM IN THE QUEUE
PLEASE PRESS ANY KEY TO RETURN TO THE MAIN MENU

You tried to print a document in background, but the thirty item queue for documents to be printed is full. Either clear the queue by deleting the queue file from DOS, or wait until a document has printed before re-submitting the document for print.

SPECIFIED FILE MUST BE A LIBRARY

You attempted to attach a Library to the document that you are editing, but you entered the name of a document instead of a Library.

SPELL CHECK ABORTED

You pressed ESC while the system was doing a Spell Check. The number of words checked and misspelled will appear on the screen.

SYSTEM DISK — REQUIRED IN DR:X — Strike any key when ready

MultiMate needs to have the MultiMate Boot/System diskette in the system default drive. Replace the diskette and press any key.

Terminal Error 101 — RESET SYSTEM

You were inserting text and exceeded the 195 lines per page limit. Turn the computer off and re-start everything. You will lose only what you were inserting at the time.

The current configuration of this page yields too many lines.
A page break has been forced

If you attempt to go past line 195 on a page, MultiMate automatically performs a Page Break.

THE SPECIFIED DOCUMENT COULD NOT BE LOCATED

In the Document Handling Utilities, you entered a drive letter and a document name to be copied, moved, deleted, renamed, or restored. However, the document could not be found on that particular drive. Check the spelling of the document name or try another diskette.

THE SPECIFIED DOCUMENT CURRENTLY EXISTS

In the Document Handling Utilities, you attempted to change the name of a document to another name, but another document already has that name.

THERE ARE NO FILES ON THE DISK IN THE SPECIFIED DRIVE.

This message is displayed when you are trying to print Document Summary Screens. The drive specified does not have any files on it. Enter the appropriate drive letter and try again.

UNABLE TO FIND LIBRARY — Strike any key to continue

You attempted to attach a Library to the document that you are editing, but you entered a name of a Library or document that does not exist on the specified drive. Check the spelling of the Library name.

UNABLE TO FIND PLACE MARK — PRESS ANY KEY

You pressed CTRL-F5 to search for a Place Mark but there were no Place Marks to be found.

UNABLE TO OPEN FILE. LISTING ABORTED.

This message is displayed when you are printing Document Summary Screens and a file cannot be opened. Do a CHKDSK on the diskette to isolate the problem.

UNABLE TO PRINT. PRINTER IS IN USE.

This message will be displayed when you are printing Document Summary Screens. You want to pipe the output to the printer, but the printer is being used in background by MultiMate. Wait until MultiMate finishes printing documents before outputting the Document Summary Screens.

Unable to read data successfully
Press A to abort, I to continue, R to retry

See the explanation for: **Bad disk in drive X**
Unable to find sector

Unknown command issued from device driver
Press A to abort, I to continue, R to retry

See the explanation for: **Bad disk in drive X**
Unable to find sector

Unknown unit number passed to device driver
Press A to abort, I to continue, R to retry

See the explanation for: **Bad disk in drive X**
Unable to find sector

C

MULTIMATE DOCUMENT PARAMETERS

MultiMate is designed to operate quickly and efficiently as long as it is used within specified limits. The following pages contain information about the system's capacities. Your good judgment will help you avoid many problems; and by planning ahead, you can design your documents so that the limitations won't become a problem.

PAGE LENGTH AND NUMBER OF PAGES TO A DOCUMENT

The MultiMate Professional Word Processor presents your document as a series of pages, making the system especially easy to use. Pages can be initially entered in any length up to 150 lines. Keeping this maximum page length in mind, you may begin or end a page wherever you wish. When you reach line 55 of your document, the computer alerts you with a beep (and flashes the line number in reverse video) indicating that you are approaching the end of the page. It is a good place to insert a Page Break (F2) if you are using a standard 8½" x 11" paper. (The system default page length is set at line 55, but you may modify this variable using the Page Length key combination [CTRL and F12] to set the number of lines you want the pages of your document to have.)

Your page size can range from 1 character to 6144 characters. With this in mind, the figures below show the relationship between the number of characters per page and the number of pages in a document.

# chars. per page	1-510 chars.	2500 chars.	6144 chars.
# pages per doc.	250 pgs.	50 pgs.	20 pgs.

The relationship of the number of characters to the number of pages is inversely proportional. This means that as the number of characters increases the number of pages decreases.

Important: If you exceed the maximum number of characters per page or pages per document, you may get an error message, and the last work you've done in the document may be lost.

APPENDICES

DOCUMENT LIMITS

Presented below are some document limits for the MultiMate Professional Word Processor. These limits are imposed by MultiMate itself — not by the computer.

Max. # of lines per page (page length)	150 lines
Max. # of chars. per line (page width)	156 chars.
Max. # of chars. per page	6144 chars.
Max. # of pgs. per doc.	250 pgs.
Max. doc. size	128K
Max. # of library entries per library	100
Max. # of merge data items in Merge Data File	64 items per page 250 pages per document
Max. # of characters to document name	20 characters
Max. # of characters to Merge Item Name	12 characters
Max. # of characters to Library Entry Name	3 characters

NUMBER OF PAGES TO A DISKETTE

The number of pages which can be saved on a diskette is dependent upon the size of the documents as well as the capacity (that is, number of bytes) of the diskette. Every document requires a portion of system-related space which is unrelated to the text being stored. Documents with many pages use space more efficiently than documents with fewer pages. Therefore, the number of pages which can be filed onto a diskette is never constant.

If you are unsure whether the diskette you are using has enough storage space for your document, the Edit An Old Document screen or Create A New Document screen will alert you to the approximate number of pages available on the diskette. These are the first screens to appear after you have made your selection (Edit or Create) from the Main Menu. For further information concerning these screens, refer to pages R-1-3 and R-1-10 in the Screens and Menus section.

SCREEN OF TEXT VS. PAGE OF TEXT

When you first look at the screen (monitor) of a computer, you might easily assume that what you see on the screen is equivalent to one page of typed text. Although this can be true, more often than not it is false. The following examples will give you an idea of how typed pages correspond to screens of information:

PAPER LENGTH	LINE SPACING	LINES PER PAGE	LINES OF TEXT WITH TOP & BOTTOM MARGIN	SCREENS PER PAGE
8½ x 11	single (1)	66 total	approx. 50-55	approx. 2½
8½ x 11	double (2)	33 total	approx. 25-30	approx. 1½
8½ x 14	single (1)	84 total	approx. 69-74	approx. 3½
8½ x 14	double (2)	42 total	approx. 34-37	approx. 2

In other words, there are 22-23 lines of text per screen. Remember that you may end a page or begin a new page whenever or wherever you wish. For example, if you start a document on the first line of page 1, proceed to type twenty lines of text (single-spaced), and then want to end that page, you press the Page Break key (F2). So now your first page would have twenty lines of text and be contained on one screen. At this point, after performing the Page Break function, the cursor would be positioned in Column No. 1, Line 1, on Page 2.

THE PRINT QUEUE

MultiMate lines up documents to be printed in a *Print Queue*. The documents in the queue will be printed on a "first in, first out" basis. A maximum number of 30 documents may be lined up on the print queue. The documents will be printed in the order they are submitted unless you Move a Document to the Top of the Queue or Remove a Document from the Print Queue.

D

PRINTER INFORMATION

PRINTER ACTION TABLES
SHEET FEEDER ACTION TABLES

The following pages show all the printer models and their corresponding Printer Action Table (PAT) file names you can use with the MultiMate Professional Word Processor. Seventeen PAT files and five CWT Tables are located on the 3.30 Boot/System diskette. Proportional Spacing codes are listed for some printers, but, only those that are listed are known to work. If a Proportional Spacing code is not shown for a printer, you can try to create a Proportional Spacing PAT file using your Advanced Utilities.

In addition, some printers will now recognize "Enhanced Print" mode for the first time, treating single-strike printing as "Draft Print" and double-strike as "Enhanced Print." See the Print Parameters for Document screen in the Screens and Menus section of this guide. If you reprint an old document that was created with "N" in response to the "Draft Print?" question, it will now print in enhanced mode, slower and darker than draft mode.

NOTE:

Radio Shack offers customer support for Tandy printers. The other printer drivers are provided and supported by MultiMate.

Proportional Spacing Codes:

h = horizontal motion index proportional spacing
ps = printer performs proportional spacing automatically
pm = printer moves into the program mode to perform proportional spacing

PRINTER ACTION TABLES

PAT File	Prop space	Printer Model
DMP130	ps	Tandy Dot Matrix Printer 130
DMP430	ps	Tandy DMP 430
DMP500	ps	Tandy DMP 420, DMP 500
DMP2100	ps	Tandy DMP 2100
DMP2100P	ps	Tandy DMP 2100P
DMP2110	ps	Tandy DMP 2100
DMP2200	ps	Tandy DMP 2200
DWII	pm	Tandy Daisy Wheel II
DWIIB	pm	Tandy DW IIB
DWIILF	pm	Tandy DW II
DWP210	pm	Tandy Daisy Wheel Printer 210
DWP220	pm	Tandy DWP 220
DWP410	pm	Tandy DWP 410
DWP510	pm	Tandy DWP 510
TRSVIII		Tandy Line Printer VIII
TTYCR		Teletype Carriage Return
TTYCRLF		Teletype Carriage Return Line-feed
EPSONMX		Epson MX
GE3000		General Electric 3000 series
GE3014		Genicom 3014, 3024
IBM		IBM
IBM5218		IBM 5218
IBMCOLOR		IBM Color
IBMGRAPH		IBM Graphics
M1550		C.Itoh M1550, 8510A
NEC3510	h	NEC 3510
NEC3515	h	NEC 3515
NEC5510	h	NEC 5510
NEC7710	h	NEC 7710
NEC7715	h	NEC 7715
NEC8023	h	NEC 8023

PRINTER ACTION TABLES

PAT File	Prop space	Printer Model
NECPINP3		NEC Pinwriter, P2/P3-3
NECPN237		NEC Pinwriter, P2/P3-2, P2/P3-7
OKDATA82		Okidata 82
OKDATA84		Okidata 84
OLYMPIA	h	Olympia ESW 3000
QUME11	h	Qume 11 and Qume 9
QUME5	h	Qume 5
THINKJET		Hewlett Packard Ink Jet
TI855	ps	Texas Instruments 855
TTYCR		Teletype Carriage Return
630ECS.CWT		Diablo 630 ECS Character Width Translation Table
AJ832		Anderson Jacobson 832
AP91		Canon AP91 interface for Canon AP500
BRTHIF50		Brother typewriter with IF-50 interface
CENTR353		Centronics 353
COMRITER		Comriter
DAISYWRT	h	Daisywriter 2000
DATADP55	h	Dataproducts DP55
DECLA100		DEC LA 100
DS180		DataSouth 180
FUJI830	ps	Fujitsu 830
GEMINI		Gemini 10X, 15X
PLUGPLAY		Okidata with Plug 'n Play chip
PRINTEK		Printek 910
PRISM	h	IDS Prism, Microprism
PRTI		IBM 5216
RITEMAN		Riteman
SMITHCOR		Smith Corona TP-I
TALLYI		Mannesmann Tally 160, 180
TALLYL		Mannesmann Tally 160L, 180L
TRANS140	h	Transtar 140
XERX1650	h	Xerox 1650

PRINTER ACTION TABLES

PAT File	Prop space	Printer Model
BROTHER	h	Brother HR15, HR25, HR35
DIABL620	h	Diablo 620
DIABL630	h	Diablo 630, DTC380Z, Dynax DX15, Juki 6100, Silver Reed 550, Silver Reed 770, Ricoh 1200, Ricoh 1600
EPLQ1500	ps	Epson LQ1500
EPSONFX	ps	Epson FX, RX
IBMTYP85		IBM Typewriter, Models 65 and 85
LJETA	h	Hewlett Packard Laserjet, Cartridge A
LJETBLAN		Hewlett Packard Laserjet, Cartridge B, Landscape
LJETBPOR		Hewlett Packard Laserjet, Cartridge B, Portrait
NEC3550	ps, h	NEC 3550
NEC7730	h	NEC 7730
OKDATA93		Okidata 93
TOSHIBA	h	Toshiba P1350
TSHP1351	h	Toshiba P1340 and P1351
TTYCRLF		Teletype, Carriage Return and Line Feed
BROTHER1		Brother HR1
CITOHF10	H	C.Itoh F10-40 and F10-55

SHEET FEEDER ACTION TABLES

SAT File	Model
BDT3	BDT3 triple bin sheet feeder
BDT3NEW	BDT3 triple bin sheet feeder (revised)
DIABLF33	Diablo F33 triple bin sheet feeder (use with F32 also)
IBM5218	IBM 5218 sheet feeder
NEC1BIN	NEC single bin sheet feeder
NEC2BIN	NEC double bin sheet feeder for the NEC 3550
NEC27700	NEC double bin sheet feeder for the NEC 7700
NEC27715	NEC double bin sheet feeder for the NEC 7715
NEC27730	NEC double bin sheet feeder for the NEC 7730
OLYMPIA	Olympia single bin (has form feed in sheet feeder)
QUME9	Qume 9 sheet feeder

E

QUICK REFERENCE MATERIAL

USING THE LEGEND CARDS

Multimate is equipped with a set of four Legend Cards for the Tandy Model 2000. These cards serve as a quick reference guide to function key combinations, and are placed directly on the keyboard.

Each key used in a function is pictured as a separate block on the Legend Cards. Within the block, the functions which can be performed by that specific key are listed. Three of the cards are identical in shape and size and fit over the top Function Keys. The fourth card is shaped like a backwards letter "C" and fits around the Command Keys on the right-hand side of the keyboard. Double rows of blocks appear at the top and bottom of this Legend Card, with the position of each block corresponding to the key it represents.

Each function key is capable of performing four functions, depending upon whether it is used alone or in conjunction with the SHIFT, ALT or CTRL key. Bands of color are used, allowing you to quickly identify the key combination that is required for a desired function. Below is a table describing which color is associated with each key combination:

Grey	The Function Key alone
Gold	SHIFT and the Function Key
Rust	CTRL and the Function Key
Orange	ALT and the Function Key

Look at the Legend Card with HELP printed on the first line of the left-most block. This is the card which fits over Function Keys F1 through F4. The block with HELP is placed directly over the F1 key. Note that the background color for HELP is grey. This means if you press the F1 key while holding down the SHIFT key, you are directing the system to perform a Library Entry function. (LIB ENTRY is printed on the Gold background in the same block as HELP.) The Print Pitch function (Rust) is a combination of the F1 and CTRL keys: and the Library Attachment (Orange) function is a combination of the F1 and ALT keys.

PLACEMENT OF THE LEGEND CARDS

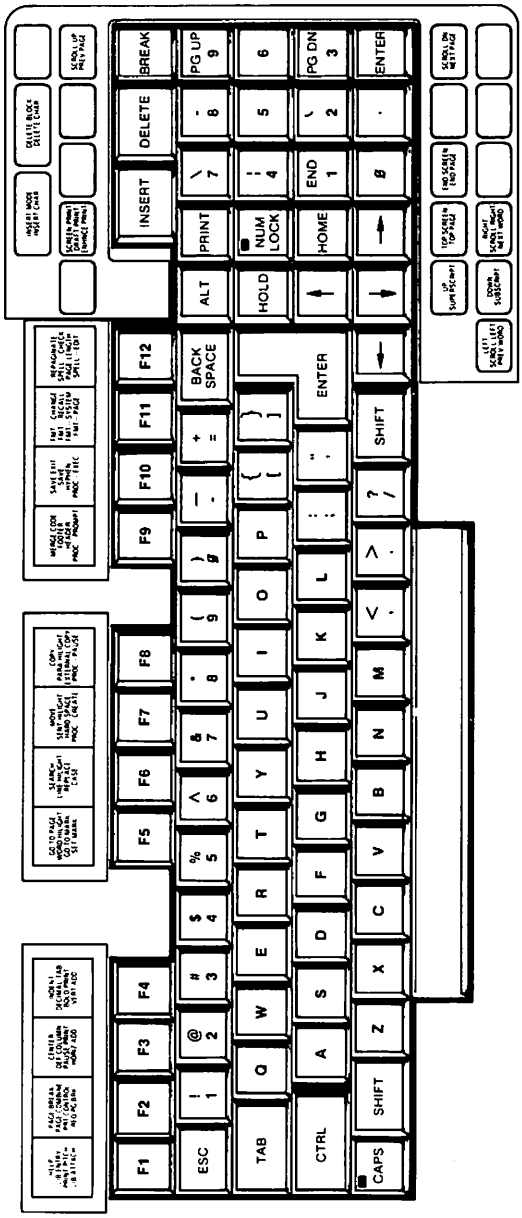
Since Legend Cards display only the function and color codes and do not make reference to the key names, it is important that they be properly placed on the keyboard.

Place the large Legend Card so that it fits around the Command Keys at the right of the keyboard. The other three Legend Cards are similar in shape and size. Use the function printed at the top left corner as your point of reference. Place the cards in the following order:

- The card with HELP is positioned over keys F1 through F4.
- The card with GO TO PAGE is positioned over keys F5 through F8.
- The card with MERGE CODE is positioned over keys F9 through F12.

A Legend Card Layout is provided on the following page. Refer to this illustration for the exact position of each card.

KEYBOARD LAYOUT



MULTIMATE KEY COMBINATIONS FOR THE TANDY 2000

FUNCTION	KEY(S)
Alternate Rates to Main Menu	ALT 1 through 9
Auto Page Numbering	SHIFT and 3
Auto Underline — Alphanumeric	ALT and ±
Auto Underline — Text	ALT and –
Back Tab	SHIFT and TAB
Bold Print	CTRL and F4
Case (For Search and Replace)	ALT and F6
Center	F3
Clear Place Marks	ALT Y
Copy	F8
Create a New Document	ALT and 2
Decimal Tab	SHIFT and F4
Define Column — Copy	SHIFT and F3; then F8
Define Column — Delete	SHIFT and F3; then DELETE
Define Column — Insert	SHIFT and F3; then INSERT
Define Column — Move	SHIFT and F3; then F7
Delete Block	DELETE
Delete Character	SHIFT and DELETE
Document Handling Utilities	ALT and 6
Down	↓
Draft Print	CTRL and PRINT
Edit an Old Document	ALT and 1
End of Page	CTRL and END
End of Screen	END
Enhanced Print	ALT and PRINT
Enter	ENTER
Escape	ESC
External Copy	CTRL and F8
Footer	SHIFT and F9
Format — Change	F11
Format — Delete	DELETE: then F11; the DELETE
Format — Page	ALT and F11
Format — Recall	SHIFT and F11
Format — System	CTRL and F11
Go To Mark	CTRL and F5
Go To Page	F5
Go To Tab	ALT and TAB

FUNCTION	KEY(S)
Hard Space	CTRL and F7
Header	CTRL and F9
Help	F1
Horizontal Addition	ALT and F3
Hyphen	CTRL and F10
Indent	F4
Insert Character	SHIFT and INSERT
Insert Mode	INSERT
Left	←
Library Attachment	ALT and F1
Library Entry	SHIFT and F1
Line Highlighting	SHIFT and F6
Merge Code	F9
Merge Print Utility	ALT and 5
Move	F7
Next Page	CTRL and PG DN
Next Word	CTRL and →
Other Utilities	ALT and 7
Page Break	F2
Page Combine	SHIFT and F2
Page Length	CTRL and F12
Paragraph Highlighting	SHIFT and F8
Pause Print	CTRL and F3
Previous Page	CTRL and PG UP
Previous Word	CTRL and←
Print Control Code	CTRL and F2
Print Document Utility	ALT and 3
Print Pitch	CTRL and F1
Printer Control Utilities	ALT and 4
Procedure — Create	ALT and F7
Procedure — Execute	ALT and F10
Procedure — Pause	ALT and F8
Procedure — Prompt	ALT and F9
Repaginate	F12
Replace	CTRL and F6
Required Page Break	ALT and F2
Return to DOS	ALT and 9
Right	→
Save	SHIFT and F10

FUNCTION	KEY(S)
Save/Exit	F10
Screen Print (DOS Function)	SHIFT and PRINT
Scroll Down	PG DN
Scroll Left	SHIFT and ←
Scroll Right	SHIFT and →
Scroll Up	PG UP
Search	F6
Sentence Highlighting	SHIFT and F7
Set Mark	ALT and F5
Spelling Check	ALT and 8
Spelling Check a Section of a Document	SHIFT and F12
Spelling Edit	ALT and F12
Stop Printer	CTRL and BREAK: then I
Strikeout	ALT O and Letter
Subscript	SHIFT and ↓
Superscript	SHIFT and ↑
Tab	TAB
Top of Page	CTRL and HOME
Top of Screen	HOME
Underline	SHIFT and _
Up	↑
Vertical Addition	ALT and F4
Word Highlighting	SHIFT and F5
£ (United Kingdom Monetary Unit)	ALT and L

GLOSSARY

GLOSSARY OF TERMS

Some of the terms used in this manual are listed and defined below. The terminology and definitions may be especially helpful to those unfamiliar with word processing or computers. Some of the definitions are specific to the MultiMate Professional Word Processor.

abort – to terminate a process, function, or procedure before completion.

alphanumeric – composed of letters and numerals, i.e., a-z, A-Z, 0-9.

ampersand (&) symbol- see *system print commands.*

ASCII (American Standard Code for Information Interchange) – This is the internal recognition, by the computer, of English letters, numbers, and symbols. ASCII provides a standard format used for interchange between data services.

backup (backing up) – a duplicate copy of a file that is kept for refeence in case the original file is damaged. It is wise to make a backup of all your files to guard against accidental loss.

baud rate - a measure of data flow. The baud rate is equal to the number of bits per second (bps).

bit – contraction of binary digit. The smallest storage element of a computer, represented in a 1 or a 0.

boilerplate - standardized text or format that is often used again in other documents, e.g., paragraphs within legal documents or a table set-up.

boot – the process of loading your program into the computer and bringing it up on the screen.

buffer – the memory space, holding place, which stores characters.

byte - computer word for one character in the computer memory.

character set - the total number of different characters displayable.

color/graphics card - a computer circuit board that makes it possible to use a color or graphics monitor. Even if used with a monochrome screen, this board may change some display features, such as underlining. See Modify Display Defaults in the *Reference Manual.*

COMM - a format that can be used in telecommunications. It converts a document into a 7-bit ASCII intermediate document, which can then be communicated through a modem. The COMM file can then be converted back to a MultiMate document. There is no common filename extension for a COMM file.

computer network - a computer communications system consisting of one or more terminals communicating with a single host computer which acts as the controller for the network system.

control character - a character whose occurrence in a document initiates, modifies, or stops a function.

CPU (central processing unit) – the element of the computer that interprets and executes a program. It's also referred to as a microprocessor.

CRT (cathode ray tube) – This is the display screen contained in the video monitor; it's similar to a television screen.

cursor - a position indicator locating where the next character you type will appear.

database - a file or group of files on a single subject or related subjects, for instance, an inventory or mailing list.

DIF (Data Interchange Format) - a type of output used by many spreadsheet programs. With MultiMate's File Conversion Utility, a user can take a DIF file and convert it into a MultiMate file format.

data - any information (letters, numbers, symbols, etc.) the computer can process, store, or produce.

data conversion - the process of changing data from one form of representation to another.

dedicated word processor - a hardware and software combination intended exclusively for word processing.

default - preset options which determine operation of the computer. They may be changed by the operator.

directory - a list of files on a disk or diskette.

disk - the magnetic recording medium used to store computer data; loosely refers to either a hard disk (fixed disk) or a diskette (floppy disk).

diskette - a flexible, plastic disk coated with magnetic material. Data is stored magnetically on the diskette's surface.

display - see *CRT.*

document - also known as a file; text which is stored on disk and can be displayed on the screen, edited, and printed.

DBK (document backup file) - a file created by MultiMate's automatic document backup feature. If viewed on a DOS directory, original MultiMate documents have a filename with the *.DOC* extension while MultiMate backup files have the *.DBK* extension. *DBK* files can be converted to *DOC* files with the Restore a Back-Up Document utility (item 7, Other Utilities, on the Main Menu). Filename examples: MEMO.DOC, MEMO.BAK.

DCA (Document Content Architecture) - a format commonly used by IBM systems such as the Displaywriter system. The most common extension for DCA is *.RF.*

document directory - if using DOS 2.0 or higher, a list of MultiMate files on a drive, directory, or sub-directory; a section or sections of the disk on which MultiMate files are stored.

documentation - the instructions accompanying a computer program.

DOS (Disk Operating System) - the disk-based operating system is a set of programs for your computer that processes commands, allowing you to manage information and the hardware resources.

drives - these are the devices that contain floppy diskettes (hard disks on an XT). When a diskette (or disk) is in a drive, you can read and write data on it.

double density - specifies storage capacity of a diskette. A double density diskette stores two times as much information as a single density diskette.

EBCDIC (Extended Binary Coded Decimal Interchange Code) - a code often used for storage of alphanumeric information in large computers.

edit - to modify or revise your data.

EDITPAT (Edit Printer Action Table) - a program on the Advanced Utilities Diskette which allows the operator to edit and/or create his own Printer Action Table (PAT) files.

execute - the computer's performance of an operation or command in a program. Similarly, an operator can execute a word processing function.

field - In MultiMate, it refers to an entry area on a menu screen. In a database, it is one or more items of data (information) that comprise a record.

field delimiter - In a sequential database file, it is a single character surrounding each field.

field separator - In a database file, it shows where one field ends and the next begins.

file - a document, program, or other collection of information stored under a filename on a computer disk.

fixed disk - a non-removable, permanent storage medium for your text, generally with much greater capacity and reliability than a floppy diskette.

fixed length record - a record having the same length as all other records with which it is associated.

floppy disk - see *diskette.*

font - a set of alphanumeric characters and symbols in a single typeface or print style.

footer - a block of text placed at the end of a page.

format (formatting) - preparing or initializing your diskette to receive and hold information.

format line - in MultiMate, the line on the screen that determines the layout of the printed page.

function - Although the computer performs basic functions, in the MultiMate Word Processing system, we generally refer to a function as being performed by the operator. As an example, "Press the Page Break key (F2)" is a function the operator performs.

global - relating to the entire document, e.g., the global Replace function.

global search and replace - the ability of a system to search for repeated occurrences of a character string and then replace that character string with another.

hard copy - printed output from a computer, i.e., your printed document.

hard disk - see *fixed disk.*

hardware - the *hard* or physical components of a computer system, e.g., disk drives, keyboard, the computer, CRT, memory, etc.

header - a block of text placed at the top of a page.

hexadecimal - a numerical system which uses 16 as its base. MultiMate's Printer Action Tables use hexadecimal codes.

highlighting - MultiMate's method of indicating text to be moved, copied, or deleted. Several methods of cursor movement can be used to mark the text which will then be denoted by high-intensity display or reverse-video.

I/O port (input/output) - a device that enables the computer to input or output data. I/O ports take two forms, serial and parallel.

input/output - a general term for the equipment used to communicate with a computer, commonly called I/O; the data involved in such communications.

K - (abbreviation for kilo), however, in actuality 1024 bytes equals 1K byte.

key procedures - a MultiMate function to store frequently used sequences of keystrokes for future replay.

line length - is used in word processing (in contrast to margins), and is established in the Format Line. Maximum line length is 156 characters.

list document - a MultiMate document containing information used with the Merge function.

listing - a printout of your file.

M - (abbreviation for mega), however, in actuality 1,048,576 bytes equals 1M bytes.

macro - a software feature used to store frequently used sequences of keystrokes, commands, or instructions (under a single keystroke combination or command) for future replay. See *Key Procedures.*

memory (or storage) - a basic component of the computer which stores information for later use.

menu - a list of numbered functions or options from which you select the operation or function you want to perform.

merge data file - a file containing information used with the Merge function. The information may be from either a database or a List document.

merge document - the fixed or standard text, used with the Merge function, which will be printed in every Result document.

microcomputer - a complete, small computing system consisting of hardware and software, with a microprocessor as the CPU. Size, price, speed, and computing power differentiate a microcomputer from a minicomputer or a mainframe.

microprocessor - the wafer-thin integrated circuit (sometimes called a *chip*) performing the CPU's computational operations.

mini-floppy - see *diskette.*

monitor - see *CRT.*

on-line - that which is stored and accessed on the word processing system, e.g., MultiMate's on-line Help facility.

orphan - the beginning of a paragraph separated from its related text, and appearing at the bottom of a printed page or column.

page (of text) - may consist of any number of lines desired by the operator. (Pages may be entered in any lenth up to 150 lines.) This is the amount of text entered after which an end of page (Page Break key, [F2]) is inserted. (See also *screen of text.*)

page associated - Headers and footers remain with the page number during repagination.

page combine - a MultiMate function which allows two pages of text to be combined into one page.

parallel port - a device that enables the computer to transfer data a byte at a time.

path - the route the DOS system takes to locate files.

peripheral - devices such as a printer, modem, or display screen, which are connected to, but not actually part of the computer.

pitch - number of characters per inch; many printers can print in different pitches.

plug-compatible - a computer designed to use all (or most) software and hardware components built for the IBM PC.

pound sign (#) - a character that denotes a number or numeral. If you use this sign in the Automatic Page Numbering function, the system prints a number in place of the pound sign (#) in a Header or Footer.

pound symbol (£) - a character that denotes the United Kingdom monetary unit. For example, "the cost is £75.00 per person." The MultiMate key combination to press to enter the pound symbol into your text is Alternate (ALT) and L.

print, background - a process that does not interrupt normal use or operation of the program or equipment.

print, foreground - a process that takes over the program or equipment such that no additional work can be done at the same time.

print queue - is a waiting line. Refers to the list of documents to be printed in the order they are submitted by the operator. (See also *spool.*)

prompt - a prompt is the computer's way of asking you for input. (1) The Disk Operating System (DOS) command prompt is a letter followed by a symbol, e.g., **A>**. This signals that DOS is loaded and is ready to accept a command. (2) The MultiMate system prompts with messages on the screen stating what is happening or suggesting what function you should perform next.

PAT file (Printer Action Table) - a file on the *Advanced Utilities* Diskette that enables the MultiMate print routine to maximize the capabilities of your printer.

RAM (random access memory) - memory the microprocessor can *write to* or *read from.*

random data file - a file in which data is stored and retrieved without having to search sequentially through preceding data.

ROM (read only memory) - memory the microprocessor can only *read from.* ROM is used for permanently stored programs or variables.

repagination - a process by which you change the number of lines per page in the document to a uniform number.

record - in MultiMate's Merge function, a set of Merge items.

record separator - in a database file, it indicates where one record ends and the next begins.

result document - the result of combining the Merge document and the Merge Data File (List document).

screen - see *CRT.*

screen (of text) - what is actually visible on the screen. There are 22-23 lines of text per screen load. Therefore, one screen load of text will not necessarily be equivalent to one page of text.

- A screen will hold a page of text if the text is less than 22-23 lines. (Here a screen load of text and a page of text would be the same.)
- A page of text consisting of more than 22-23 lines will occupy more than one screen. (Here they are not the same.)

(See also *page of text.*)

screen symbol - a symbol that appears on the screen when you are using MultiMate, but which does not appear in the printed document. These symbols indicate where you've inserted a command in the text, such as Indent (→), Enhanced Print (∩), Tab (≫), or Return (≪). When the system prints the document, it eliminates the spaces these symbols occupy; therefore, the lines in the printed document may look different than the lines on the screen.

sequential data file - a file in which data is read and/or written to one after the other.

sheet feeder - an attachment to a printer that holds a stack of single sheets of paper, and inserts them into the printer one sheet at a time.

software - the *soft* or programming components of a computer system, including the programs, languages, and procedures.

spool (spooling) (Simultaneous Peripheral Operation On-Line) - Items (such as your documents to be printed) are put on a *queue* in the order they are submitted. These items are removed by the printer software so they may be printed in that same order.

spreadsheet - software used primarily for mathematical applications, such as budgets, inventories, and financial modeling.

stand-alone - (1) This is a utility or program which is accessed through the Disk Operating System (DOS), rather than from the MultiMate Main Menu. (2) That which functions independently.

storage - see *memory.*

sub-directory - a division of a higher level directory (on a particular diskette), reached by a designated directory path.

system, computer - refers to the hardware components, such as the CPU, screen, keyboard, etc.

system, operating - refers to the Disk Operating System. (See *DOS.*)

system, word processing - refers to the MultiMate Professional Word Processor including its operational instructions.

system print commands - ampersands (&) used in matched pairs by MultiMate to print the System Time, System Date, document page, or total number of pages in a document.

text associated - Headers and footers remain with the text during repagination.

utility - a utility is made up of functions or small tasks which the computer performs. MultiMate incorporates two types of utilities: 1) utilities which are accessed from the MultiMate Main Menu, and (2) stand-alone utilities (those utilities accessed from the Disk Operating System [DOS]).

variable - a symbol that may have an infinite number of values.

widow - a single, usually short, last line (as of a paragraph), separated from its related text, and appearing at the top of a printed page or column.

widow/orphan - a MultiMate option which allows you to decide if you want to print pages with or without leaving one line of a paragraph by itself at the end of a page, or at the start of a new page.

word processor - Capable of performing many functions and operations, this automated system is used to create, edit, store, and print text.

word wrapping - occurs when you enter a word which is too long to fit on the current line. The word is automatically moved (wrapped) to the beginning of the next line.

write-protect - means that the data can be *read from* but not *written to* a diskette. This guarantees the disk won't be written on, accidentally destroying data already on the diskette. A diskette is write-protected by affixing a write-protect tab.

write to disk - an option, on the Print Parameters for Document screen, for writing to an ASCII file.

INDEX

INDEX

Page references in this index indicate the book, section, and page number.

For example, page R-2-3 refers to: R - 2 - 3

Book Section Page Number

The three books are identified as follows:

Beginner's Guide (Getting Started) ..... BG

Beginner's Guide (Training Lessons) ..... BT

Reference Manual ..... R

Advanced User's Guide ..... A

The appendices are identified as follows:

Reference Manual, Appendix A, page 2 ..... R-apA-2

Advanced User's Guide, Appendix A, page 2 ..... A-apA-2

A

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MULTIMATE ADVANCED USER'S GUIDE

TITL.BAK——Added 10/29/84
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NOTICE

You must add a CONFIG.SYS file to your Boot/System diskette or hard disk to avoid errors when using the Advanced Utilities.

TABLE OF CONTENTS

INTRODUCTION

This is the *Advanced User's Guide*. The features presented in this manual are some of the most powerful that can be offered by a word processing package. Some are designed to integrate other software programs with MultiMate. Some enable you to modify files that are otherwise inaccessible from your word processing system.

The programs and procedures described in this book will be of most use to users who understand the logic of the personal computer, and are comfortable with terms and concepts used by manufacturers of software and hardware. It can also be helpful to people who have mastered MultiMate word processing and want to expand their knowledge.

There are three sections and an appendix to this manual.

Section 1 Merging With A Database is a feature that enables you to merge sequential and random access records with a MultiMate Merge document. If you use a data management program to organize your work, this section tells you how to create a Merge document with commands that can access information in non-MultiMate files.

Section 2 Extended Characters is a brief discussion about the special characters that can be displayed on the Tandy monitor, and the methods used to send these characters to your printer (assuming, of course, that the printer can support them). It also provides instructions for a BASIC program which can be used to determine what characters your printer supports.

Section 3 Advanced Utilities is an extensive section, discussing the many powerful programs that are provided on the MultiMate Advanced Utilities diskette. An overview to this section is provided. It discusses how to display the Advanced Utilities Main Menu, how to move through the different levels of screens, and the conventions used for presenting information in the documentation. We *strongly* recommend that you read the Advanced Utilities Overview before proceeding to other areas in this section. Sub-sections to Advanced Utilities are:

- **Printer Tables Editor** — How to modify and create the tables that control the way your printer works with MultiMate.
- **Procedure Files Utility** — How to modify Procedure files.
- **File Conversion** — How to convert a MultiMate document to and from other formats.
- **Modify Display Defaults** — How to change the defaults for your monitor if you have a graphics board.
- **Document Recovery** — How to recover documents that may have been damaged.

Appendix The ASCII Conversion Chart is a tool you will find useful if you are using Extended Characters or modifying a Printer Action Table. The chart is divided into three sections: ASCII Control Characters; Standard ASCII Characters; and Extended Characters. The decimal and hexadecimal values for each character are provided. Also included is a list of those characters reserved by the MultiMate system (for example, Enter symbol, Tab, etc.).

NOTE: You must add a CONFIG.SYS file to your Boot/System diskette or hard disk to avoid errors when using the Advanced Utilities

MERGING WITH A DATABASE

1

MERGING WITH A DATABASE

INTRODUCTION

MultiMate provides the ability to merge a document with nearly any database commercially available. To prepare for this operation, first familiarize yourself with the Merge section of the Reference Manual. A general knowledge of your database and its files will be helpful in understanding these instructions.

Merging With a Database works much the same as regular Merge Print. While no MultiMate List document is specified, a file supplied by your database is used in its place.

NOTE: The instructions in this section tell you how to generate a report in your database containing only those fields you will use in Merge. You are then instructed how to set up your Merge document to use this information. However, Merging With a Database has the capability of merging directly with the raw data file. If you are technically familiar with Sequential or Random database file structures, write to our Technical Support Department for advanced technical documentation.

For MultiMate to extract information from a database it must be told where the information is, and how it is organized. Two approaches are presented here. The preferred approach is termed a *Sequential Data File Merge*. In it you have your database produce information in a format MultiMate is expecting and then Merge. If your database is unable to format its data in a Sequential file format, then you must use the second method, which is termed a *Random Data File Merge*.

TERMINOLOGY

Before proceeding to the examples it is important to define the terms you will need to understand. Databases are made up of *records*. Two records in a typical database might look like this:

CUSTOMER:	001
NAME:	Stan Miller
ADDRESS:	125 Perry St.
CITY:	New York
STATE:	NY
ZIP:	10019

CUSTOMER:	002
NAME:	Debbie Conners
ADDRESS:	3301 Rose
CITY:	Venice
STATE:	CA
ZIP:	90408

A record is comprised of several *fields*. Each field is made up of a *field name*, and its corresponding *data*. In the previous example "CUSTOMER:" is the *field name* and "001" is the *data* contained in this field. In most databases each field will have a particular maximum length.

SEQUENTIAL DATA FILE MERGE

Sequential Data Files contain *Record Separators*, *Field Separators*, and *Field Delimiters*. A file will often look like the following:

```
"001","Stan Miller","125 Perry St.","New York","NY","10019"
"002","Debbie Conners","3301 Rose","Venice","CA","90408"
```

A *record separator* indicates where one record stops and the next begins. In the example on the previous page an Enter serves as the record separator. The Enter also creates a blank line for the next record. The Enter is, in actuality, a sequence of two characters, carriage return and line feed, (abbreviated **<cr> <lf>**). Please use the **<cr> <lf>** format if you need to specify this symbol in your Define Block.

A *field separator* is used to show where the data from one field ends and the next field begins. In the example the field separator is the comma (,).

A *field delimiter* is a single character surrounding each field. In this example quotation marks (") serve as the field delimiter. It is important that this character is *not* found in your data. If the delimiter needs to be represented within data, it must be represented as a pair of delimiters, e.g., "This is" "Delimited" "data".

INSTRUCTIONS FOR GENERATING A SEQUENTIAL FILE

1. First, determine if your database can output a Sequential Data File (sometimes called a Delimited File). Many database packages provide a special function just for this purpose. If your package does not, then move on to the Random Data File Merge section.

2. Create a sequential file containing those fields you will need in your merge. In dBase II this is accomplished by using the command **COPY TO** <newfile>**.TXT DELIMITED with ' '**, where <newfile> is a name of your choice. Check your database manual for the appropriate commands for generating this file.

3. Now print the file you have created by entering the **PRINT newfile.txt** command from DOS. There are several things you want to check for:

   What are the Field Delimiters, Field Separators, and Record Separators? Note these on a sheet of paper.

4. Now you will set up the Define Block at the beginning of the MultiMate Merge document (i.e., your form letter). All of the instructions in the *define block* may be typed in either uppercase or lowercase. The Merge Code symbol (|-) will be used in place of the keystroke F9.

5. Type: |-**DEFINE**|- on the beginning of the first line of the Merge document.

6. On the next line type: **FILE TYPE SEQUENTIAL**

7. Next you need to tell MultiMate what the Field Delimiter, Field Separators, and Record Separators are. MultiMate expects that you will use the full quote mark (") for the Field Delimiter and the comma (,) for the Field Separator. It also expects that the Record Separator will be **<cr> <lf>**. If any of these are correct, you do not have to specify that field in your define block. If they need to be changed, specify the character enclosed in single quotes. If your file used a single quote ('), you would type **FIELD DELIMITER ' ' '**.

8. On the next line, type the name of the first field that is in your report. This is done by typing: **FIELD NAME <name of field>**. This name does not have to be the same as that used in the original database but must agree with what was used in the Merge document text (case significant). You will need one of these statements on a separate line for each field. They should be listed in the same order as printed in step 3 of the "Generating a Sequential File" section.

9. Type |-**END DEFINE**|- on the line following the last field definition.

10. When the document is Merge Printed, this define block will not appear; it is simply used by MultiMate. If you need to complete your Merge document you may do so at this time. The beginning of your completed Merge document should now look something like the following example.

```
DOCUMENT: TEST1          ||PAGE:  1||LINE:  1||COL:  1||
|1..>....>....>.........................................>...............<
|-DEFINE|-<
FILE TYPE SEQUENTIAL<
FIELD NAME CUSTOMER<
FIELD NAME NAME<
FIELD NAME ADDRESS<
FIELD NAME CITY<
FIELD NAME STATE<
FIELD NAME ZIP<
|-END DEFINE|-<
<
<
    >        >        >                          >&date&<
<
<
|-NAME|-<
|-ADDRESS|-<
|-CITY|-,  |-STATE|-  |-ZIP|-<
<
Dear |-NAME|-, <
<
    >We at Multimate International are pleased to announce a new release
of MultiMate Professional Word Processor. This latest version includes an
expanded Merge function which allows merging of information from external
databases.<
```

11. You are now ready to Merge Print. Please skip ahead to the Merge Print section on page A-1-9.

RANDOM DATA FILE MERGE

This is the most powerful type of merge, but also requires the most knowledge of your database. A *Random Data File* contains records all of the same length, with fields all of the same length. You need to know each field's size so that MultiMate knows where to find specific information. To illustrate how to Merge with a Random File, we will work through an example.

GENERATE A REPORT

1. Begin by creating a report using your database. Include all of the fields that you will need to Merge.

2. If the record length you need exceeds the maximum line length allowed by your database, you will need to divide your record into multiple lines. Do not divide your record in the middle of a field. Make sure that you note where the division(s) take place.

   For example, let's take our two sample records found in the Terminology section. Assume the total record length is 65 characters, broken down as: Customer — 3 characters, Name — 20 characters, Address — 20 characters, City — 15 characters, State — 2 characters, and Zip — 5 characters. Assume that our maximum line length in our report is 45 characters and we want to divide the record after field 3, (the address field). This prevents the city field from being divided. The sample would look as follows:

```
001Stan Miller........125 Perry St.........<cr> <lf>
New York.......NY10019<cr> <lf>
002Debbie Conners.....3301 Rose............<cr> <lf>
Venice.........CA90408<cr> <lf>
```

NOTE: Dots (.) represent spaces filling a field to its maximum length.

3. Save this report format to a disk file. Refer to your database manual for instructions on saving report formats.

4. You may want to include a test record in which each separate field is filled completely with a visible character. Using the test record, print the report. Look at this record in print. Has the report generated a space between fields? If so, you will need to include it in the field size in the Define Block.

5. If the output report looks as expected, run the report and save the results to a disk file. This will be the Random Data File for use with Merge. Refer to your database manual for instructions on outputting reports.

SET UP DEFINE BLOCK

6. We will now set up the Define Block at the beginning of the MultiMate Merge document (i.e., your form letter). All of the instructions in the define block may be typed in either uppercase or lowercase.

7. Type: **|-DEFINE|-** on the beginning of the first line of the Merge document.

8. On the next line type: **FILE TYPE RANDOM**

9. Now we need to tell MultiMate the name of and size of every field that you have included in the report. This is done by typing:

   FIELD NAME <name of field> SIZE <size of field>

   The size of the field is equal to the total number of characters the field can hold, plus a space if it has been added. (See step 4 above.) The Field Name need not be identical with that used in the original database, but must be the same name (case significant) used in the Merge document text. You will need one of these statements on a separate line for each field. They should be listed in the same order as specified in the report.

   NOTE: Any carriage return, line feed pairs **<cr>** **<lf>** you have inserted in formatting the report need to be declared as separate fields of length two. You may name them anything you like. Example—
   FIELD NAME newline1 SIZE 2

10. Type: **|-END DEFINE|-** on the line following the last field define.

11. When the document is Merge printed, this define block will not appear; it is simply used by MultiMate. If you need to complete your Merge document you may do so at this time. The beginning of your completed Merge document should now look something like the following example.

```
DOCUMENT: TEST2          ||PAGE:  1||LINE:  1||COL:  1||
|1..>....>....>.....................................................<
|-DEFINE|-
FILE TYPE RANDOM<
FIELD NAME CUSTOMER# SIZE 3<
FIELD NAME ADDRESS SIZE 20<
FIELD NAME NEWLINE1 SIZE 2<
FIELD NAME CITY SIZE 15<
FIELD NAME STATE SIZE 2<
FIELD NAME ZIP SIZE 5<
FIELD NAME NEWLINE1 SIZE 2<
|-END DEFINE|-<
<
    >        >        >                          >&date&<
<
<
|-NAME|-<
|-ADDRESS|-<
|-CITY|-, |-STATE|-  |-ZIP|-<
<
Dear |-NAME|-, <
<
    >We at Multimate International are pleased to announce a new release
of MultiMate Professional Word Processor. This latest version includes an
expanded Merge function which allows merging of information from external
databases.<
```

12. You are now ready to Merge Print. Proceed to the next section.

MERGE PRINT

You have now completed the necessary preliminaries to Merge With a Database. Select option 5 from the MultiMate Main Menu.

1. Enter the drive and name of the Merge document containing the Define Block for your database in the area marked **MERGE DOCUMENT**.
2. Enter the drive and name of the file containing the information from your database in the area marked **MERGE DATA FILE**. You may specify a path before this file name.
3. You will now be prompted for which records you would like printed. If you want all records printed, press the F10 key, otherwise change the numbers in the brackets then press F10.
4. The Print Parameters For Document screen will be displayed. You may change any of the parameters contained in it. When you have finished making changes press F10 and your Merge documents will print.

EXTENDED CHARACTERS

2

EXTENDED CHARACTERS

There is a series of special characters, called *extended* characters, that MultiMate is capable of displaying on the screen. Some printers can print many of these characters, while others can't print any. Refer to your printer manual to determine what extended characters your printer can produce.

Example of Extended Characters:

Ç	é	Æ	▒
≡	Φ	≥	Σ

NOTE: There is a BASIC program that enables you to print all available characters and their associated codes. Refer to page A-2-4 for more information.

Keep in mind that the print wheel on your printer or font to which your printer is set may not be capable of supporting the character you want, but another print wheel or font for that printer may be able to print it.

Once you know which characters your printer is capable of producing, the next step is understanding how to enter them into the document. Unless these characters (or the corresponding codes) are in a document, they will never be sent to the printer.

The following table shows three methods of entering characters in your document so that they can be printed. Details for each method follow the table.

Method	What You Press	What You See	What Is Printed
1. Display the character on the screen.	ALT 128 (numeric keypad)	Ç	Ç
2. Enter the Printer Control Code.	CTRL F2 171 (typewriter keys)	µ171	©
3. Display another character and change the PAT file translation sequence of that character to the one you want.	ALT L	£	£

DISPLAYING THE EXTENDED CHARACTERS ON THE SCREEN

This method is the most direct. The PAT files provided by MultiMate are designed to send the character displayed on the screen to the printer, if the printer can produce it.

Except for those extended characters that are *reserved* by MultiMate (that is, such characters as the Enter symbol, Tab symbol, etc. that are used by the system), extended characters can be displayed on the screen by completing the following steps:

1. Hold down the Alternate key (ALT).
2. Enter the *decimal value* of the character you want, *using the numeric keypad.*
3. Release the Alternate key (ALT).

NOTE: Appendix A in the back of this book displays the available extended characters and their associated values.

If your printer supports the character displayed, and the appropriate code has been entered into the Printer Action Table file, the character will be printed in the document.

USING THE PRINTER CONTROL CODE

When the Printer Control Code is used, the character you want to print does not appear on the screen. Instead, the screen shows the Greek letter mu (μ), followed by a three-digit decimal value.

This function is usually used to print characters that are reserved by Multi-Mate. It can also be used to build characters. For more information, see Printer Control Code in the Reference Manual.

To use the Printer Control Code, complete the following steps:

1. While holding down Control (CTRL), press F2.

   (The Greek symbol, μ, appears.)

2. Enter the appropriate three-digit *decimal value* using the number keys *at the top of the keyboard.* Do *not* use the numeric keypad.

   Example:

   The decimal code for a copyright symbol (©) using a Tandy DMP2200 printer is 176. In your document you would type μ176 (using the CTRL F2 key combination to produce the μ). When the document is printed, the symbol © will appear.

NOTE: The decimal value to be entered will depend upon the type of printer used. Check the printer manual (or the BASIC program printout) to determine this code.

USING ANOTHER EXTENDED CHARACTER FOR THE ONE YOU WANT

Since it is really the code sent to the printer, not the character on the screen, that determines what is printed, you can *sacrifice* unreserved characters in order to print the reserved characters you want.

This method requires that you modify the Printer Action Table. First, determine the appropriate code for the character; then use the Character Width/ Translation table to modify the PAT file. (For details, see page A-3-36.)

For example, if you never intend to use the British Pound symbol (£) but want to print a character unique to your print wheel (let's say the character Ξ), you can replace the translation sequence for £ (Character Number 9C on the Character Width/Translation Table) with the appropriate code for Ξ. Then, wherever you want the character Ξ entered into the printed document, enter a Pound symbol on the screen.

NOTE: The Pound symbol is the only extended character that can be entered on the screen without the use of a decimal code. (ALT L is the key combination for £.)

LISTING THE PRINTER'S CHARACTERS

The instructions below describe how to run a BASIC program which enables you to list all the characters that your printer is capable of producing with their associated decimal and hexadecimal values. Type in the program exactly as shown.

NOTE: Before you begin, be sure that your printer is turned on.

1. Insert the DOS diskette containing BASIC.EXE in drive A.
2. Type: **BASIC**
3. Press ENTER.

   The system leaves DOS, and the BASIC format appears at the bottom of the screen.
4. Type: **10 FOR X=32 TO 255**
5. Press ENTER.
6. Type: **20 LPRINT "ASCII # ";X;"HEX ";HEX$(X);" - ";CHR$(X)**
7. Press ENTER.
8. Type: **30 NEXT X**
9. Press ENTER.
10. Type: **RUN**

11. Press ENTER.

    The printer begins to print out a list of all the available characters and their codes.

    Example:

```
              Decimal   Hexadecimal
               Value       Value       Character
                 |           |           |
ASCII #   64  HEX  40  -  @
ASCII #   65  HEX  41  -  A
```

To return to DOS after the program prints successfully,

1. Type: **SYSTEM**
2. Press ENTER.

   The A> appears on the screen.

ADVANCED UTILITIES

ADVANCED UTILITIES

OVERVIEW

Utilities are tools to perform specific tasks that are done by the computer. This section of the manual is concerned with *stand alone* utilities; that is, those that work independently of the word processing system. If you use a computer with two floppy drives, you know that your System diskette must be in the A (left) drive when doing word processing functions. When you use the MultiMate Advanced Utilities, the Advanced Utilities diskette must be in that drive.

The utilities provided by MultiMate are as follows:

Printer Tables Editor

These programs enable you to edit, create, or delete the files that control the printing of your documents (Printer Action Tables, Sheet Feeder Action Tables, and Character Width/Translation Tables).

Procedure Files Utility

These programs enable you to edit, create, and delete Procedure files.

File Conversion

These programs enable you to transfer information from one type of file (for example, Lotus 1-2-3™ Print File) to another type of file (a MultiMate document).

Modify Display Defaults

This program enables you to change the settings of your screen, text, messages, etc. It can be used if your system has a graphics board.

Document Recovery

This program enables you to restore pages that may have been damaged due to a malfunction in the system.

DISPLAYING THE ADVANCED UTILITIES MAIN MENU

To access the utility files, you must begin in DOS. Like the MultiMate word processing system, utilities are menu driven. The Advanced Utilities Main Menu is the starting point. To display this menu, you begin by booting up the system the way you would for the word processing program.

The DOS prompt, **A>** or **C>**, must appear on the screen. (If you are using a hard drive system, you must be in the MultiMate sub-directory storing the Advanced Utilities files. Then go to step 2.)

If you are using a system with two floppy disk drives:

1. Remove your System diskette from the A (bottom) drive and place it in the B (top) drive. Place the Advanced Utilities diskette in the A (bottom) drive.
2. After the **A>** (**C>**, if you are using a hard disk), type: **UTIL**
3. Press ENTER.

   If you are using a system with two floppy disk drives, or if you have made separate sub-directories for your System and Advanced Utilities files, the following prompt appears:

   CAN'T FIND MULTIMATE SYSTEM FILE
   WPSYSD.SYS
   ENTER A NEW DRIVE AND PATH, F10; OR ESCAPE TO ABORT

4. If you are using a system with two floppy disk drives, enter only the name of the drive holding the System diskette (B), followed by a colon (:),

   OR

   If you are using a hard drive system and have made separate directories for the System and Advanced Utilities files, enter both the drive and the path where the System files can be found.

NOTE: For information about how to enter a path name, refer to Sub-Directories and Paths in the DOS Reference section of the *Reference Manual.*

5. Press F10.

   The Advanced Utilities Main Menu appears.

HOW TO MOVE THROUGH THE SCREENS AND MENUS

The screens and menus of the Advanced Utilities programs are slightly different from those in word processing. *Light bars* (bands of reverse video) are used to select options or specify the names of existing files. You move the light bar to the option or file name you want to select, and then press F10 to move to the next screen.

To move the light bar from field to field, you can:

- Press the Spacebar to move to the next option.
- Use the Cursor Movement Arrows.
- Press the first letter of the option you want. (The light bar will move to the first available field beginning with that letter. If another field with the same letter appears first, continue to press the key until the bar is positioned on the field you want.)

To select options or save changes, press F10. To move backwards through the screens, press Escape (ESC). If you are in the Advanced Utilities Main Menu and press Escape (ESC), you return to DOS.

EDITING, CREATING, AND DELETING FILES

Many of the Advanced Utilities programs use similar screens and procedures for naming and managing files. For example, before you can make any changes to an existing file, or create a new file, it is necessary to select an option (edit, create, or delete) and then tell the system the name of that file and where it can be found (the drive or path).

NOTE: Since a standard procedure for moving through the screens, naming files, and selecting paths is used for many of the utilities, this manual does not document these steps in detail in each section.

Refer to pages A-3-5 through A-3-6 for directions about how to select an option (edit, create, or delete), specify the path (drive) and file name, and move to the next screen.

USING THE DOS PATH STRUCTURE

MultiMate Utilities enable you to use the path structure that is available with MS-DOS. This means that you are able to partition your floppy diskette or hard disk into sub-directories for easier management of files.

If your files are located on different sub-directories, you can specify the sub-directory on the screen where you name the file. To do this, type the name of the sub-directory after **PATH:A** (**PATH:C** if you are using a hard drive). For example, if the files you plan to edit are in a sub-directory named MM33, which is off the root directory, the path line on your screen would look like this: **PATH:C:/MM33**. Then, the files appearing in your directory would only be those files from the MM33 sub-directory.

For more information, see Sub-Directories and Paths in the DOS Reference section of the *Reference Manual.*

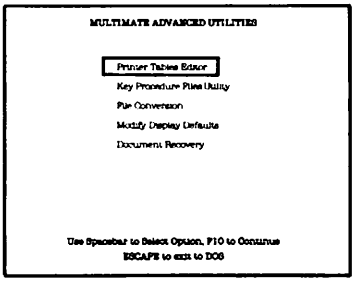
NOTES: 1. If you do not use multiple sub-directories, or if you are using a system with two floppy disk drives, it is only necessary to check that the drive name (that is, the letter after **PATH:**) is correct.

SELECTING AND NAMING FILES

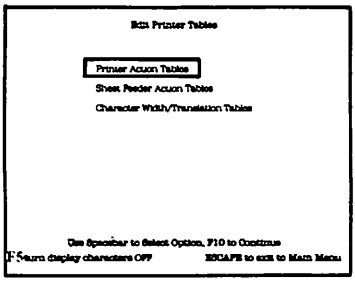
The chart below uses an example of creating a PAT file to illustrate how you move through levels of screens before reaching the screen where you actually can make changes to a file. The two larger screens represent:

- The standard method used to select the edit, create, or delete option
- The standard method used to name the file

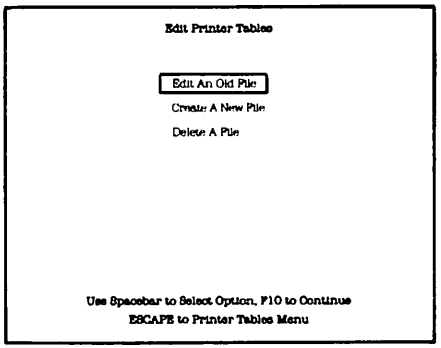
To display the first screen, follow the directions on page A-3-2 for displaying the Advanced Utilities Main Menu.



The light bar is positioned on Printer Tables Editor. Press F10 to move to the next screen.

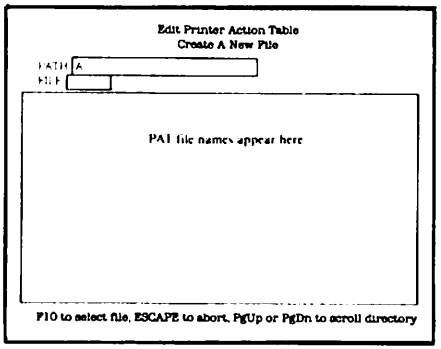


The light bar is positioned on Printer Action Tables. Press F10 to move to the next screen.



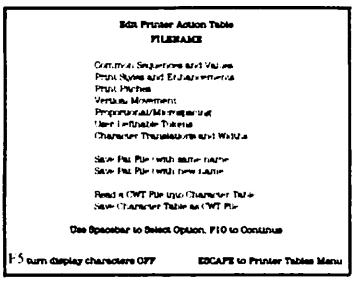
The light bar is positioned on Edit an Old File. Press the Spacebar to move it to Create a New File. Press F10 to move to the next screen.

CAUTION: If you select Delete a File and then move past the next screen, that file will be removed from your disk. You will first be prompted: **ARE YOU SURE YOU WANT TO DELETE FILE? YES NO**



The cursor is located to the right of **FILE:**. Type the name of the new PAT file on this line. If you want the new file to be entered in a different sub-directory than the one appearing on the screen, press Return to move the cursor to the line marked **PATH:A**, and enter the sub-directory name. For information about how to enter a sub-directory name, refer to Sub-Directories and Paths in the DOS Reference section of the *Reference Manual.* Press F10 to move to the next screen.

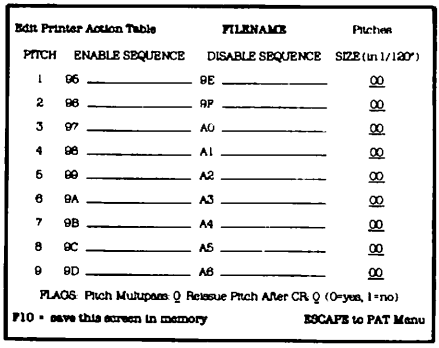
NOTE: If you wanted to edit an old file, you would move the light bar to the name of that file. If the files displayed were from another directory, you would first change the directory path.



Position the light bar on the appropriate option and press F10.

VISUAL GUIDES

The picture of the screen at the beginning of each section is accompanied by a listing of the screens that preceded it. (Where possible, the name of the screen is used in this list. Otherwise, the function of the screen is used.) The example below displays the beginning documentation for Print Pitches (page A-3-19).



Edit Printer Action Table FILENAME Pitches

PITCH	ENABLE SEQUENCE	DISABLE SEQUENCE	SIZE (in 1/120")
1	96	9E	00
2	98	9F	00
3	97	A0	00
4	98	A1	00
5	99	A2	00
6	9A	A3	00
7	9B	A4	00
8	9C	A5	00
9	9D	A6	00

FLAGS: Pitch Multiples: 0 Reissue Pitch After CR: 0 (0=yes, 1=no)

F10 = save this screen in memory ESCAPE to PAT Menu

Advanced Utilities Main Menu

Edit Printer Tables

Edit Printer Action Table

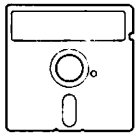
Edit an Old File/
Create a New File

Edit Printer Action Table Menu

If you are using a system with two floppy disk drives, you will need to know which diskette to place in your B (top) drive. Some utilities require that the System diskette be placed in this drive. Others require that a document diskette be there.

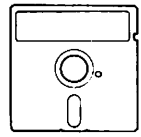
NOTE: Remember that you always bring up the Advanced Utilities Main Menu with the Advanced Utilities diskette in the A (bottom) drive and the System diskette in the B (top) drive. When using a utility that requires a document diskette to be in the B drive, replace the System diskette with the document diskette.

On the first page of each section there will be an illustration of the diskette that belongs in the B (top) drive. (Remember that the Advanced Utility diskette must be in the A [bottom] drive.) Example:



System Diskette
in Drive B

OR



Document Diskette
in Drive B

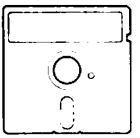
PRINTER TABLES EDITOR

Advanced Utilities Main Menu

```
Edit Printer Tables 3.30

Printer Action Tables
Sheet Feeder Action Tables
Character Width/Translation Tables

Use Spacebar to Select Option, F10 to Continue
F5-turn display characters OFF          ESCAPE to exit to Main Menu
```



System Diskette
in Drive B

These tables enable you to edit, create, and delete the files that control the printing of your document. The file names that you specify correspond to the ones that you enter on the Print Parameters for Document screen when sending a document to print. (See Print Parameters for Document in the Screens and Menus section of the *Reference Manual* for details.)

From this menu, select one of three options:

- **Printer Action Tables** (PAT's) contain the unique codes needed for each particular printer to perform the word processing functions of MultiMate.

- **Sheet Feeder Action Tables** (SAT's) contain the codes for particular sheet feeders to work with a printer.

- **Character Width/Translation Tables** (CWT's) contain the codes used to perform two functions:

  — They define the width of a character in 1/120ths of an inch. This code is required for micro-justification and proportional spacing.

  — They define or redefine the character to be sent to the printer. (For example, a symbol appearing on the screen can be replaced by another character when printing a document.)

This table appears as part of every Printer Action Table. You select this option only if you want to create a file containing only the Character Width/Translation Table. Separate CWT files can be used to override the character and width commands of a PAT file when a document is printed. (See Print Parameters for Document in the Screens and Menus section of the *Reference Manual* for details.) They can also be used to edit a PAT file by overlaying an existing Character Width/Translation screen of that file. (See page A-3-13.)

F5 = Turn Display Characters Off/On

You have the option of seeing ASCII characters displayed with the associated hexadecimal code. (For example, the character for an ASCII Escape command is ←.) This is particularly helpful if you are modifying a Character Width/Translation Table. However, if you are doing a print screen of a page, and your printer doesn't support those special characters, you probably would not want the characters displayed.

Before pressing F5, check to see whether the characters will or will not be displayed. For example, the prompt, **F5 = Turn Display Characters OFF**, means that the ASCII characters will be displayed unless you press F5.

A list of the ASCII characters is provided on the ASCII conversion chart, Appendix A, in the back of this book.

Move the light bar to the option you want to select and press F10 to move to the next screen.

NOTE: Before you attempt using the Printer Tables Editor, you should be familiar with the hexadecimal coding system and your printer manual. The following pages present a quick overview of these topics.

UNDERSTANDING CODES AND SEQUENCES

Printer Action Tables (also SAT's, and CWT's) are files containing data that MultiMate uses to communicate with printers. They are designed to get the most out of your printer while working with MultiMate. Everything a printer must do (for example, print characters, space, return the carriage) must be sent in a language that the printer understands.

All printers are different. Some are designed with many of the features that MultiMate also provides. Some can perform MultiMate functions if the proper commands are sent by MultiMate. Some just aren't designed to perform the functions.

When a printer is capable of performing a function, it may be necessary to enter the appropriate *hexadecimal code* for that function in the Printer Action Table. Each code is a numerical value, two characters in size. MultiMate stores these values in sequences. Each sequence is simply a series of up to seven codes which are sent to the printer as a single command.

Below is an example of the Printer Initialization sequence for a printer:

PRINTER INITIALIZATION	**80**	**1B15**
Function Name	Function Reference Number	Hexadecimal Value

NOTE: The function name used by MultiMate may be different from the one found in your printer manual.

Each printer requires its own, unique PAT file. A sequence that sends bold print to one printer may send automatic underlining to another. On the Print Parameters for Document screen, you specify a PAT file. (See Print Parameters for Document in the Screens and Menus section of the *Reference Manual* for details.) When a document is printing, MultiMate reads that PAT file and then sends the appropriate codes for each function that must be used by the printer.

USING YOUR PRINTER MANUAL

You use your printer manual to determine the appropriate hexadecimal value that must be entered into the sequence. Every printer manual has a section of pages explaining the particular functions of the printer and giving codes for each function. Usually, these codes are expressed only in ASCII values. Once you know the ASCII value of a function, you must translate it to a hexadecimal value using an ASCII value conversion chart. Many printer manuals will contain one of these charts. One is also supplied as Appendix A in this book.

Example of Coding a Sequence:

You want to determine the appropriate hexadecimal code for Printer Initialization.

1. Read the definition for Printer Initialization on page A-3-14 of the *Advanced User's Guide.*
2. Find the function in your printer manual that most closely matches the description for Printer Initialization.

   When you read through the section on Control Codes in your printer manual, you find the following:

Dec	Hex	Symbol	Function
ESC 21	15	§	Master Reset Code, which resets all special modes to their power-up states, including Top Of Form. Clears all text and control codes from the printer.

3. Determine the ASCII value for the function.

   ESC § is the ASCII value for Master Reset Code.

4. Translate the ASCII value to a hexadecimal value.

   Looking at the conversion chart in Appendix A of this book, you find that:

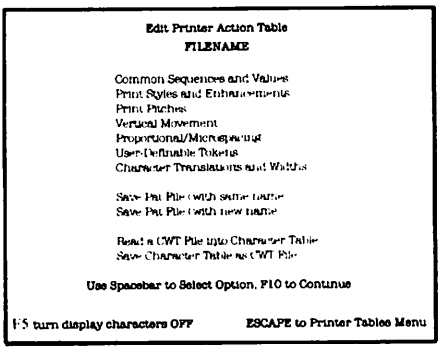
ASCII Value		Hexadecimal Value
ESC	=	1B
§	=	15

   The appropriate Printer Initialization sequence for the printer is 1B15.

The process you use to determine the code is quite simple. The challenge lies in understanding the type of information that should be entered into each sequence and in matching the function to the definition found in your printer manual.

The following pages discuss the many screens used in the Printer Tables Editor utility and define the fields where codes must be entered.

EDIT PRINTER ACTION TABLE MENU



Advanced Utilities Main Menu

Edit Printer Tables

Edit Printer Action Table

Edit an Old File/
Create a New File

F5 = turn display characters OFF

Use this screen if you are creating or editing a PAT file. To get to this screen, you must first select the PAT file option and specify the file name and path. (For more information, see page A-3-5 in the Advanced Utilities Overview.)

There are three groupings of options on this screen. Selecting an option from the first group moves you to another screen where you can enter hexadecimal codes for the related functions. Each option from this group is discussed in detail on the following pages. Once you have entered the sequences which are needed, you must select one of the options from the second group to save the file. The third group enables you to use the same Character Translation Table in different PAT files. (For information about the Character Translation Table, see page A-3-28.)

To select any option from this screen, move the light bar to the appropriate line and press F10.

Save and Exit

After you make changes to a Printer Action Table, the sequences must be saved. You can either save the file with the name that appears at the top of the screen, or elect to save it with a new name. If you save it with a new name, a screen appears prompting you to enter the file name and path before pressing F10. (For information about how to specify a path and name a file, see pages A-3-4 through A-3-6 in the Advanced Utilities Overview.) After the file is named and saved, your original file will appear the way it did before editing, and a new file with the changes you made will appear in the directory.

After you press F10, the Edit Printer Tables menu appears.

CWT Files

Reading a CWT File into the Character Table enables you to copy an existing Character Width/Translation Table to the PAT file you are working on. If you select this option and press F10, the new values will overlay the old values.

Saving the Character Table as a CWT file enables you to copy the Character Table in your Printer Action Table to its own file. It can then be used in conjunction with other PAT files. Selecting this option and pressing F10 creates the file.

The Edit Printer Action Table Menu remains on the screen after F10 has been pressed.

F5 = Turn Display Characters Off/On

You have the option of seeing ASCII characters displayed with the associated hexadecimal code. (For example, the character for an ASCII Escape command is ←.) This is particularly helpful if you are modifying a Character Width/Translation Table. However, if you are doing a print screen of a page, and your printer doesn't support those special characters, you would probably not want the characters displayed.

Before pressing F5, check to see whether the characters will or will not be displayed. For example, the prompt, **F5 = Turn Display Characters OFF**, means that the characters will be displayed unless you press F5.

A list of the ASCII command characters is provided on the ASCII conversion chart, Appendix A, in the back of this book.

```
Edit Printer Action Table   FILENAME   Common Sequences and Values

        PRINTER
        INITIALIZATION      80 ____________
        PRINTER
        DE-INITIALIZATION   81 ____________

        CARRIAGE RETURN     82 ____________

        LINE FEED           83 ____________

        FORM FEED           84 ____________

        BACKSPACE           85 ____________
            0 : Seconds For Printer Timeout

F10 : save this screen in memory          ESCAPE to PAT Menu
```

Advanced Utilities Main Menu

Edit Printer Tables

Edit Printer Action Table

Edit an Old File/ Create a New File

Edit Printer Action Table Menu

Use this screen to enter sequences for the most basic commands used by your printer.

Enter the appropriate codes according to the directions below. Press ENTER, or use the Cursor Movement Arrows to move from field to field. Press F10 to save your changes (in memory only) and return to the Edit Printer Action Table menu. (Remember to save the PAT file using the Edit Printer Action Table menu.)

Printer Initialization

The code in this sequence is the first thing sent to the printer each time a document is printed. If the printer you use has a software reset function, you may want to enter the code for that function here. A software reset places the printer into all of its default modes (for example, single strike, 10 characters per inch, and 6 lines per inch).

Printer De-Initialization

The code in this sequence is the very last thing sent to the printer when a document is printed.

Carriage Return

The code in this sequence brings the print head to the left margin. Almost every printer made will have 0D (zero D) entered here.

Line Feed

The code in this sequence performs the vertical movement of the carriage. How far the carriage actually advances is controlled by the Vertical Movement sequences (see page A-3-21). Almost every printer made will have 0A (zero A) in this sequence.

Form Feed

This sequence contains the code that moves the paper to the top of the next page. Most printers will use the code 0C (zero C) in this sequence; but the code is not used unless Sequence 8D, Set Page Length In Inches, has a code in it. (See page A-3-22 for details.)

NOTE: This sequence is *never* used when you are using a sheet feeder. (See page A-3-33 for information about Sheet Feeder Action Tables.)

Backspace

The code in this sequence will be used to move the print head back over a character that was just printed. It can be used when MultiMate encounters an underlined word or a command (for example, bold print) that requires two characters to be printed in the same space. The backspace code for most printers is 08 (zero 8); but this sequence is usually left empty because it can slow the printing of your document.

If there is a code in this sequence, when the printer comes to an underlined word or a bold print, it prints the first character, then backspaces, and prints the second character. This process continues one character at a time. A faster method is to print the entire line with no underlines or double strikes, then return the carriage to the beginning of that line and underline or print over the appropriate characters.

NOTE: For underlining, an even faster method may be available if your printer supports automatic underlining. See page A-3-18 for details.

Seconds for Printer Timeout

Enter the number of seconds (*not* in hexadecimal code) you want to allow before the printer reports an error.

When there is a problem with the printer (for example, if it is off line or out of paper), MultiMate waits a certain amount of time before the error message, **PRINTER NEEDS ATTENTION...PRESS ESCAPE TO CONTINUE**, appears on the screen. Usually, the amount of seconds entered here is the amount of time it takes your printer to do a form feed (about 15 seconds for most printers). However, some printers with unusually large buffers may require more time because the printer will not report any problems until the buffer clears.

PRINT STYLES AND ENHANCEMENTS

```
Edit Printer Action Table        FILENAME        Print Styles

                ENABLE SEQUENCE   DISABLE SEQUENCE

ENHANCED        88 ___________    86 ___________

SHADOW          AA ___________    AB ___________

SUPERSCRIPT     90 ___________    91 ___________

SUBSCRIPT       92 ___________    93 ___________

UNDERLINE       8E ___________    8F ___________

F10 = save this screen in memory        ESCAPE to PAT Menu
```

Advanced Utilities Main Menu

Edit Printer Tables

Edit Printer Action Table

Edit an Old File/
Create a New File

Edit Printer Action Table Menu

Use this screen to enter sequences that control the style of print used by your printer.

Enter the appropriate codes according to the directions below. Press ENTER, or use the Cursor Movement Arrows to move from field to field. Press F10 to save your changes (in memory only) and return to the Edit Printer Action Table menu. (Remember to save the PAT file using the Edit Printer Action Table menu.)

NOTE: There are two columns of sequences on this screen. The first, Enable Sequence, usually sets the code that places the printer into a particular print mode. The other, Disable Sequence, usually returns the printer to its original mode.

Enhanced

The Enable Enhanced sequence (88) sends code that makes the print darker. If the printer has a double strike mode, then the code for double strike should be entered here. If the printer has only shadow mode, that sequence goes here. You can also enter the code for a particular font in this field. This sequence is executed when an enhanced print symbol (∩, created by the ALT PRINT key combination) is encountered in a document, or when an N is entered into the Draft Print field on the Print Parameters for Document screen (see Print Parameters for Document in the Screens and Menus section of the *Reference Manual*). When there are no codes in the Enable Enhanced sequence, MultiMate will do its own double strike by passing over the line twice.

The Disable Enhanced sequence (86) sends code that puts the printer in a single strike mode. This sequence is executed when a draft print symbol (δ, created by the CTRL PRINT key combination) is encountered in a document, or when a Y is entered into the Draft Print field on the Print Parameters for Document screen.

Shadow

If your printer is capable of printing shadowed text or you want to access one of the printer's fonts, enter the appropriate codes for Enable Shadow and Disable Shadow on these lines. Then, when a shadow print symbol (||-, created by the ALT X key combination) is encountered in your document, the sequence will be executed. (The first sends the Enable Shadow command, the following sends the Disable Shadow command.) If this sequence is empty, shadow printing will be attempted by using microspacing.

Superscript

If your printer can do automatic superscripting, the code is entered in this Enable Sequence. When a superscript symbol (↑, created by the SHIFT ↑ key combination) is encountered in your document, the codes entered here will be sent to the printer. Characters will continue to print in superscript mode until a subscript symbol ↓, created by the SHIFT ↓ key combination) is encountered.

If your printer needs a code to disable the superscript, enter that sequence under Disable.

Subscript

If your printer can do automatic subscripting, then code is entered in this Enable Sequence. When a subscript symbol (↓, created by the SHIFT ↓ key combination) is encountered in your document, the codes entered here will be sent to the printer. Characters will continue to print subscripted until a superscript symbol (↑, created by the SHIFT↑ key combination) is encountered.

If your printer needs a code to disable the subscript, enter that sequence under Disable.

NOTE: A superscript sequence disables a subscript sequence, and vice versa. In your document, be sure to follow superscripted text with a subscript, and subscripted text with a superscript.

Underline

If your printer is capable of automatically underlining text as it is being printed, enter the appropriate code in the Enable Sequence. This is the fastest method of underlining.

NOTE: For this more efficient method of underlining to happen, there must *not* be any code in sequence 85 (Backspace). If there is, the print head will print the character, move to the right, backspace, and print the underline. See page A-3-15 for more details.

If your printer does not have an automatic underscore feature (and no code has been entered into the Backspace sequence), the entire line will be printed, then the carriage will return and the appropriate characters will all be underlined at one time.

If you enter an Enable Underline code for sequence 8E, then you must enter the appropriate Disable Underline code for sequence 8F.

Edit Printer Action Table		FILENAME	Pitches
PITCH	ENABLE SEQUENCE	DISABLE SEQUENCE	SIZE (in 1/120")
1	9C	9E	00
2	9D	9F	00
3	9F	A0	00
4	9G	A1	00
5	9H	A2	00
6	9A	A3	00
7	9B	A4	00
8	9C	A5	00
9	9D	A6	00

FLAGS: Pitch Multipass Q Reissue Pitch After CR Q (0=yes, 1=no)

F10 = save this screen in memory ESCAPE to PAT Menu

Advanced Utilities Main Menu

Edit Printer Tables

Edit Printer Action Table

Edit an Old File/ Create a New File

Edit Printer Action Table Menu

Use this screen to enter sequences that control the horizontal motion increments (width) and inter-character spacing used by your printer.

Enter the appropriate codes according to the directions below. Press ENTER, or use the Cursor Movement Arrows to move from field to field. Press F10 to save your changes (in memory only) and return to the Edit Printer Action Table menu. (Remember to save the PAT file using the Edit Printer Action Table menu.)

NOTE: There are three columns on this screen, Enable Sequence, Disable Sequence, and Size (in 1/120ths). Since the concept of pitch is constant, we discuss only the differences between these categories, not the specific pitches.

Enable Sequences

MultiMate measures pitches by the amount of space placed between characters, measured in increments of 1/120ths of an inch. A general guideline is:

Pitch 1 is the widest pitch (for example, 5 characters per inch).
Pitch 4 produces 10 characters per inch.
Pitch 5 produces 12 characters per inch.
Pitch 9 has the tightest print, about 17 characters per inch.

The pitch used is determined by the pitch selected on the Print Parameters for Document screen or by the number following a Print Pitch command (the CTRL F1 key combination) in a document. (See Print Parameters for Document in the Screens and Menus section and Print Pitch in the MultiMate Functions section of the *Reference Manual* for more information.)

Some printers are capable of supporting only one or two pitches. In such cases, the codes entered for different sequences (for example, Pitch 7, 8, and 9) will be duplicated. No sequence should be left blank.

Check your printer manual to determine what pitches your printer supports.

Disable Sequences

When you change pitches using the CTRL F1 key combination, MultiMate changes the pitch for which the printer was set. It then looks into the corresponding disable pitch sequence. If there is code in that sequence, that code is sent to the printer.

Usually, there is no code in the Disable Sequences. Most printers use only the Enable Sequences to set the pitch. Some printers, however, work differently. For example, to set pitch at five characters per inch, Epson printers send code to set the horizontal increment to ten characters per inch and then send additional code to double that pitch. If your printer works this way, enter the appropriate Disable Sequences here.

Size (in 1/120)

This field tells MultiMate how much space each character takes up in that pitch. The number of 1/120ths of an inch that each character will use is entered with a *decimal* value.

Pitch Multipass

Some printers are capable of automatically printing different pitches on the same line. If your printer is like that, enter 1 (for no). If your printer cannot change pitches within a line, enter 0 (for yes). When 0 is entered, MultiMate controls the printing of multiple pitches. This means that the printer will first print all the characters that must be printed in the initial pitch, then do a carriage return and print the characters in the second pitch.

Reissue Pitch After Carriage Return

Some printers require that the print pitch be issued every time the carriage returns. If your printer does *not* have to send the print pitch for each line, enter 1 (for no). If you know that your printer must issue the pitch after each carriage return, enter 0 (for yes). If you are unsure, experiment by sending a paragraph with a pitch change. If, when the paragraph is printed, the pitch returns to the default pitch on the line following the Print Pitch command, you will have to enter a 0 (for yes) in this field.

NOTE: This sequence also controls the reissuing of draft, enhanced, and shadow print, not just pitch.

```
Edit Printer Action Table        FILENAME        Vertical Movement

        SEQUENCES TO SET LINE SPACING VALUES

                        6 lines/inch          8 lines/inch

QUARTER LINE    8A  ____________      AC  ____________

HALF LINE       8B  ____________      AD  ____________

FULL LINE       8C  ____________      AE  ____________

        SET PAGE LENGTH IN INCHES     8D  ____________

2 = sequence to use for minimum vertical motion (1=quarter, 2=half, 3=full)
2 = number of smallest vertical token (1=quarter, 2=half, 3=full)

F10 = save this screen in memory          ESCAPE to PAT Menu
```

Advanced Utilities Main Menu

Edit Printer Tables

Edit Printer Action Table

Edit an Old File/ Create a New File

Edit Printer Action Table Menu

Use this screen to enter sequences that control the space between lines (vertical motion index). Line spacing is sent just before a line feed. The particular sequence used depends upon two things:

- The line spacing set in the Format Line (single, quarter, double, etc.). For more information, see Format Line Set Up in the MultiMate Functions section of the *Reference Manual.*

- The line spacing set in the Print Parameters for Document screen (6 or 8 lines per inch). See Print Parameters for Document in the Screens and Menus section of the *Reference Manual.*

Enter the appropriate codes according to the directions below. Press ENTER, or use the Cursor Movement Arrows to move from field to field. Press F10 to save your changes (in memory only) and return to the Edit Printer Action Table menu. (Remember to save the PAT file using the Edit Printer Action Table menu.)

Quarter, Half, and Full Line Spacing

Printers can turn the carriage in increments of a quarter line, half a line, and a full line. You can print either 6 or 8 lines to an inch. The chart below displays the line measurements in fractions of an inch for each option.

	6 lines/inch	8 lines/inch
Quarter Line	2/48	2/48
Half Line	4/48	3/48
Full Line	8/48	6/48

Not all printers are capable of spacing at quarter lines. For those printers that can space to the quarter line, MultiMate uses the sequence from the quarter line spacing to perform subscripts and superscripts, half, one-and-one-half and two-and-one-half line spacing. For printers that space only to the half line, the half line sequence is used for those functions.

Set Page Length In Inches

This sequence is used in conjunction with the Sequence 84, Form Feed. (See page A-3-15 for more information.)

Few printers set their page length in inches and use form feeds, so normally this sequence is empty. If the page length is not set to inches, MultiMate performs line feeds to get to the next page instead of doing a form feed. Form feeds, however, are faster than a series of line feeds.

This field should be left blank.

Minimum Vertical Motion/Smallest Vertical Sequence

Enter a 1 (quarter), 2 (half), or 3 (full) on these lines. The code entered should correspond to the smallest vertical increment your printer can support. The code should be identical for both fields.

For example, if your printer cannot support quarter line spacing, but can support half line spacing, a 2 would be entered for both lines.

```
Edit Printer Action Table      FILENAME      Proportional/Microspacing
HMI MICROSPACE  _______        MICRO-BACKSPACE  _______
PROP SPACING ON _______        PROP SPACING OFF _______
PROP SPACING FLAGS AND VALUES
 0 = PS method  1=Program Mode  2=Use 'HMI' Changes  3=Printer PS mode
For Program Mode:
 0 = Width/Intensity Byte Format:   0=Qume  1=TRS    2=Olympia
 0 = White Space Format:            0=hex 1f  1=hex 20  2=char with 0 int.
 0 = Increment Represented          0=1/120"  1=1/60"
00 = Hammer Intensity Value.
HMI FLAGS AND VALUES
 0 = HMI Command Argument Base (0,1, or 2)
 0 = Increment Represented          0=1/120"  1=1/60"
 0 = HMI Cmd Argument Format:       0=numer  1=2-digit ascii
 0 = HMI Cmd Argument Format:       1=NEC 2=TRS 3=IDS 4=LaserJet 0=other
 0 = Use micro-backspace only:      0=no   1=yes
00 = Max. Space Width (in 1/120") before Microjustifying

F10 = save this screen in memory                    ESCAPE to PAT Menu
```

Advanced Utilities Main Menu

Edit Printer Tables

Edit Printer Action Table

Edit an Old File/ Create a New File

Edit Printer Action Table Menu

You use this screen to enter codes that control horizontal spacing for the printer you selected. Whenever you use proportional spacing or micro-justification, the distance that the print head moves to the right or left is determined in 1/120ths or 1/60ths of an inch, depending upon your printer. For more information about proportional spacing and microspacing, see Proportional Spacing and Justification in the MultiMate Functions section of the *Reference Manual.*

NOTE: Not all printers can support micro-justification or proportional spacing. Refer to Appendix D, Printer Information, in the *Reference Manual* for a list of those printers that are capable of this feature.

Enter the appropriate codes according to the directions below. Press ENTER, or use the Cursor Movement Arrows to move from field to field. Press F10 to save your changes (in memory only) and return to the Edit Printer Action Table menu. (Remember to save the PAT file using the Edit Printer Action Table menu.)

CAUTION: This feature is very complex. It is suggested that you have a technical/programming background to use this feature.

HMI/Microspace

The code entered in this sequence enables MultiMate to control the distance the print head will move after printing a character in either the proportional spacing or micro-justification mode. For proportional spacing, the actual distance the print head moves is determined by the value entered on the Character Width/Translation Table (see page A-3-28). This sequence is used if you select micro-justification or proportional spacing on the Print Parameters for Document screen and have entered a 2 (Use 'HMI' Changes) as the PS method (see below).

NOTE: This sequence contains only the command for horizontal movement (the command bytes), but not the actual distance that the print head moves (the command argument). The actual distance that the print head moves is provided by MultiMate.

Micro/Backspace

The code entered in this sequence enables the print head to move back in increments of 1/120ths or 1/60ths of an inch, depending upon the type of printer you are using.

Proportional Spacing On

The code entered here turns on the printer's proportional spacing mode. If your printer uses a Program Mode (see below), enter that code here. If it uses the Printer PS Mode, enter that code. If the Horizontal Movement Index (HMI) is to be used, leave this sequence blank.

Proportional Spacing Off

The code entered in this sequence disables proportional spacing after the document has been printed.

Proportional Spacing Flags and Values

Enter 1, 2, 3 or 4 in the field to the left of PS method, depending upon the type of proportional spacing method your printer can support.

NOTE: Method 2 (Use 'HMI' Changes) is the proportional spacing method of choice. It provides maximum speed and control over your MultiMate commands.

1 = Program Mode — This enables MultiMate to control the proportional spacing and micro-justification of your document using the printer's *program mode*. This means that a code controlling the horizontal movement of the print head is sent *after each character* is printed.

2 = Use 'HMI' Changes — This enables MultiMate to control the proportional spacing and micro-justification of your document, but uses the HMI/Microspace sequence, which is output only when the character width changes (and not necessarily after each character).

NOTE: Your printer manual may refer to this feature as CSI (Change Spacing Index) rather than HMI.

3 = Printer PS Mode — This should be used only if the printer is capable of performing proportional spacing on its own and is not capable of methods 1 or 2 described above. If the Printer PS Mode is selected, control of proportional spacing is given to the printer. MultiMate has control of Indents, Tabs, Centering, and Right Justification *only* if character widths are in increments of 1/120ths or 1/60ths of an inch *and* if the exact widths are entered in the Character Width/Translation Table.

NOTE: For some printers, micro-justification using this mode is impossible.

For Program Mode:

If you entered 1 (Program Mode) as the PS method, complete these four fields, using the codes provided on the screen. Refer to your printer manual for the appropriate values.

Width/Intensity Byte Format: — In the Program Mode, MultiMate must know if the width/intensity byte is for a Qume, TRS, or Olympia printer. If you use one of these printers, enter a 0, 1, or 2 in this field. The width/intensity byte is that byte sent to the printer after each character in Program Mode.

White Space Format: — Refer to your printer manual to see the format of the way the printer moves the print head without printing any characters.

Increment Represented: — This refers to the smallest distance the print head can move in Program Mode. Refer to your printer manual.

Hammer Intensity Value: — This determines how heavily characters are printed. For Diablo and Diablo compatibles, the range is 01 to 04. For other printers, the range is 01 to 06. Use only these values.

HMI Flags and Values:

If you entered 2 (Use 'HMI' Changes) as the PS method, complete these six fields, using the codes provided on the screen. Refer to your printer manual for the appropriate values.

HMI Command Argument Base:—The argument for the HMI command begins at 0, 1, or 2. Refer to your printer manual for this information. For example, if the argument is 15, and the HMI Command Argument begins at 1, MultiMate must send out a 16 as the argument.

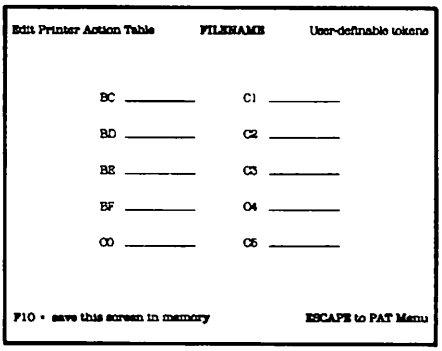
Increment Represented:—This refers to the smallest distance the print head can move. This number affects the HMI command and Micro-backspace command. Refer to your printer manual.

HMI Command Argument Format:—The first HMI Command Argument Format refers to the type of number used for the argument. If the argument is numeric or binary (for example, 15), enter 0. If it is a two-digit ASCII number (for example, 3135), enter 1.

HMI Command Argument Format:—If the command argument is special on your printer, enter the appropriate number here. Otherwise, enter 0.

Use Micro Backspace Only:—This is used for very few printers. If the printer is in its Proportional Space mode, MultiMate can micro-justify using the micro backspace.

Max. Space Width (in 1/120ths) before Microjustifying:—This is the amount of space (in 1/120ths of an inch) that can be entered between words before micro-justification is attempted for a line.



Advanced Utilities Main Menu

Edit Printer Tables

Edit Printer Action Table

Edit an Old File/ Create a New File

Edit Printer Action Table Menu

If there is not enough space in a sequence for all the codes that must be sent to perform a specific function, the User Definable sequences are used to enter the additional codes.

Enter the codes according to the directions below. Press ENTER, or use the Cursor Movement Arrows to move from field to field. Press F10 to save your changes (in memory only) and return to the Edit Printer Action Table menu. (Remember to save the PAT file using the Edit Printer Action Table menu.)

Using User Definable Sequences With Another Sequence

Most sequences have space for seven codes. Character Translation sequences (page A-3-28) have space for only three. If the number of codes required for a sequence is more than the space available, enter the first six codes for the function (the first two, in the case of Character Translation) and place a user definable code (BC through CF) at the end. Then the remaining codes should be entered in the user definable sequence.

Example:

A printer initialization sequence requires the following 9 codes:

1B 1C 1D 1E 1F 20 21 22 23

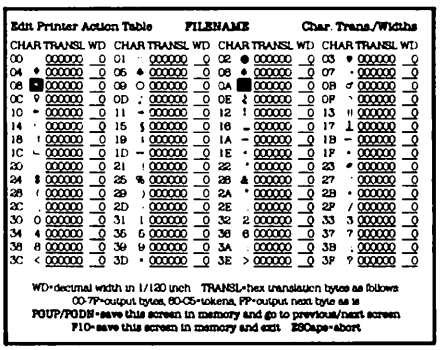
On the Common Sequences and Values screen (see page A-3-14), you enter the following:

```
PRINTER
INITIALIZATION      80      1B1C1D1E1F20BC
```

On the User Definable Sequences screen, you enter:

```
BC  212223
```

CHARACTER TRANSLATIONS AND WIDTHS



Edit Printer Action Table FILENAME Char. Trans./Widths

CHAR	TRANSL	WD	CHAR	TRANSL	WD	CHAR	TRANSL	WD	CHAR	TRANSL	WD
00	000000	0	01	000000	0	02	000000	0	03	000000	0
04	000000	0	05	000000	0	06	000000	0	07	000000	0
08	000000	0	09	000000	0	0A	000000	0	0B	000000	0
0C	000000	0	0D	000000	0	0E	000000	0	0F	000000	0
10	000000	0	11	000000	0	12	000000	0	13	000000	0
14	000000	0	15	000000	0	16	000000	0	17	000000	0
18	000000	0	19	000000	0	1A	000000	0	1B	000000	0
1C	000000	0	1D	000000	0	1E	000000	0	1F	000000	0
20	000000	0	21	000000	0	22	000000	0	23	000000	0
24	000000	0	25	000000	0	26	000000	0	27	000000	0
28	000000	0	29	000000	0	2A	000000	0	2B	000000	0
2C	000000	0	2D	000000	0	2E	000000	0	2F	000000	0
30	000000	0	31	000000	0	32	000000	0	33	000000	0
34	000000	0	35	000000	0	36	000000	0	37	000000	0
38	000000	0	39	000000	0	3A	000000	0	3B	000000	0
3C	000000	0	3D	000000	0	3E	000000	0	3F	000000	0

WD=decimal width in 1/120 inch TRANSL=hex translation bytes as follows
00-7F=output bytes, 80-C5=tokens, FF=output next byte as is
PGUP/PGDN=save this screen in memory and go to previous/next screen
F10=save this screen in memory and exit ESCape=abort

Advanced Utilities Main Menu

Edit Printer Tables

Edit Printer Action Table

Edit an Old File/
Create a New File

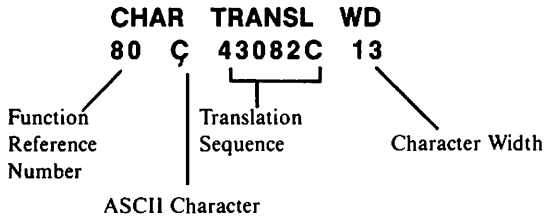
Edit Printer Action Table Menu

Use these screens to enter codes that control the characters printed and the width of those characters. This screen can also be saved to create a CWT file. (See page A-3-13 for details.)

Enter the appropriate codes according to the directions below. Press ENTER, or use the Cursor Movement Arrows to move from field to field. If the field you want to view is on another screen, press Page Down (PG DN) to move to the next screen or Page Up (PG UP) to move to the previous screen. Press F10 to save your changes (in memory only) and return to the Edit Printer Action Table menu. (Remember to save the PAT file using the Edit Printer Action Table menu.)

Fields on the Screen

The four fields of information on this screen are illustrated below:



NOTE: The ASCII Character will not appear unless the Character Display is turned on. See page A-3-9 or A-3-13 for details.

The function reference number identifies the line in the PAT file. When printing a document, screen characters are sent to the PAT file in hexadecimal code that matches the reference number. MultiMate then checks whether anything has been entered in the translation sequence.

The ASCII character is the character that appears on the screen in your document.

The translation sequence is what MultiMate checks when sending a character to the printer. If there is no code in the sequence, the hexadecimal code is sent directly to the printer. If there is code in the sequence, the translation sequence is sent.

The character width is the width of the printed character expressed in 1/120ths of an inch.

Character Translation Process

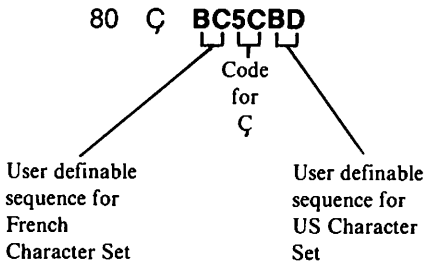
Characters are sent to the printer in one of three ways:

- No translation sequence is necessary because the hexadecimal value of the printer's character matches that of the Tandy 2000. Zeros are left in the translation sequence, and the character is sent automatically to the printer.

- The printer is capable of printing the character, but code must first be entered into the translation sequence because the hexadecimal value that the printer uses is different from the one used by the Tandy 2000
- Characters can be built from other available characters. For example, a Ç can be printed by sending the codes for C, a backspace, and a comma.

NOTE: If more than three codes are needed to send a character to the printer, use the User Definable sequences (BC through C5).

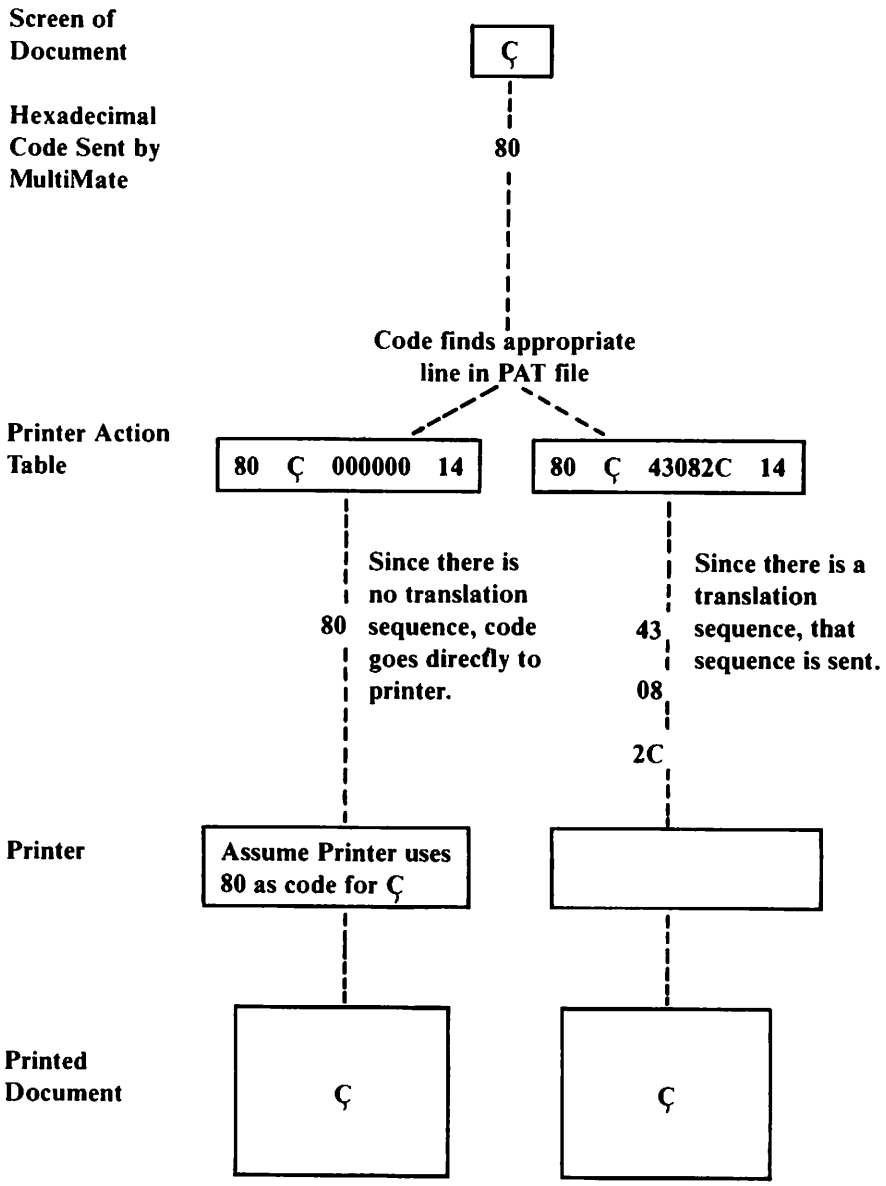
For example, if your printer requires that a French character set be used for printing the letter, Ç enter the sequences for the French and US character sets on the User Definable sequence screen. Then, in the sequence 80, (C), enter the code for C between the two user definable codes.



See page A-3-27 for more information.

Use the chart on the next page to understand how a character on the screen of your monitor is transformed to a printed character. Please note that there are two possible paths. In one path, there is no code in the translation sequence. In the other path, a sequence has been entered.

HOW A CHARACTER IS SENT TO THE PRINTER



How Code is Output

At the bottom of the screen, there is a prompt that you can use to understand how MultiMate reads codes from the sequences:

TRANSL = hex translation bytes as follows:
00-7F = output bytes, 80-C5 = sequences, FF = output next byte as is

If the code entered in the sequence has a hexadecimal value from 00 to 7F, that code is sent to the printer.

If the value is from 80 to C5, MultiMate will search for and send the sequence entered beside that function reference number. (See page A-3-10.) Unless this sequence is a user definable sequence, you will not want that sequence sent.

There are times when the code for a character *is* between 80 and FF and must be sent to the printer. In those cases, such code must be flagged so that MultiMate will not send the associated sequence to the printer. To do this, enter FF before the code.

Example:

The hexadecimal value of a character is 92.

920000 will send the Subscript sequence to the printer. (See page A-3-18.)

FF9200 will send the hexadecimal code, 92, to the printer.

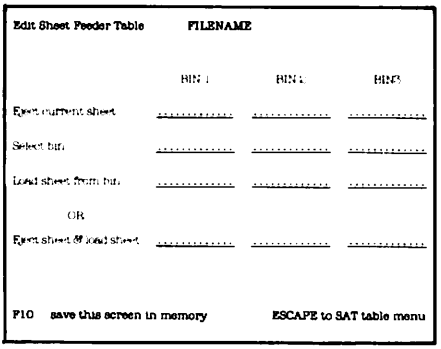
Character Width

If your printer is capable of performing proportional spacing and micro-justification, enter the width of each character in the Width(WD) column. Character widths are entered in 1/120ths of an inch. Refer to your printer manual for their actual size.

NOTE: Widths are entered with decimal values, *not* hexadecimal code.

SHEET FEEDER ACTION TABLE

EDIT SHEET FEEDER TABLE



Advanced Utilities Main Menu

Edit Printer Tables

Sheet Feeder Action Table Menu

Edit an Old File/
Create a New File

Use this screen if you are creating or editing a SAT file. To get to this screen, you must first select the SAT file option and specify the path and file name. (For more information, see page A-3-5 in the Utilities Overview.)

Enter the appropriate codes according to the directions below. For each bin that your sheet feeder has, the appropriate sequences should be completed. When your document is printing, the pages fed and ejected from the bins are controlled by the sheet feeder bin information entered on the Print Parameters for Document screen. (See Print Parameters for Document in the Screens and Menus section of the *Reference Manual.*)

Press ENTER, or use the Cursor Movement Arrows to move from field to field. Press F10 to save your changes (in memory only) and move to the Edit Sheet Feeder Action Table menu.

Entering the Codes

MultiMate assumes that the codes on this table will cause the following things to happen:

1. Eject the paper in the printer.
2. Select the bin from where the next sheet is to be loaded.
3. Load (or feed) the sheet from the selected bin.

If your sheet feeder can perform all of these functions using seven hexadecimal codes or less, enter all the codes into the field labeled **Eject sheet & load sheet**. Be sure to enter the codes in the appropriate order (that is, eject, select, and load).

If more than seven hexadecimal codes are required to perform the three steps, enter the appropriate codes into the three sequences called **Eject current sheet**, **Select bin**, and **Load sheet from bin**.

```
Edit Sheet Feeder Action Table
FILENAME

Edit Sat Table
Save SAT (with same name)
Save SAT (with new name)

Use Spacebar to Select Option, F10 to Continue
ESCAPE to Printer Tables Menu
```

Advanced Utilities Main Menu

Edit Printer Tables

Sheet Feeder Action Table Menu

Edit an Old File/ Create a New File

Sheet Feeder Table Menu

This screen appears after you have entered sequences for a new or modified SAT file. It enables you to save the SAT file, or return to the previous screen to make additional changes.

To select any option from this screen, move the light bar to the appropriate line and press F10.

Edit SAT Table

Selecting this option enables you to return to the Edit Sheet Feeder Table to modify the sequences that you just entered.

Save SAT (with same name)

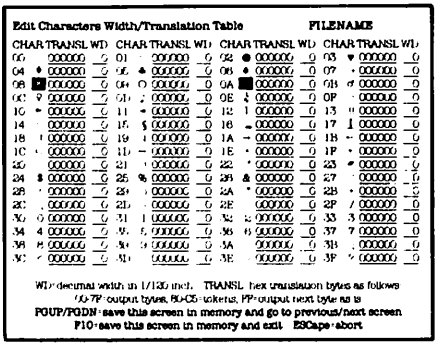
Selecting this option saves the sequences you entered on the previous screen, and returns you to the Edit Printer Tables menu. The SAT file will be saved with the name that appears at the top of the screen.

Save SAT (with new name)

Selecting this option enables you to save the SAT file you were editing in its original form and to save the modified file as a new file. After you press F10, a screen appears, prompting you for the file name and path. (For information about how to name a file and select the path, see page A-3-5 in the Advanced Utilities Overview section.)

CHARACTER WIDTH/TRANSLATION TABLES

EDIT CHARACTER WIDTH/TRANSLATION TABLE



Edit Characters Width/Translation Table FILENAME

CHAR	TRANSL	WD	CHAR	TRANSL	WD	CHAR	TRANSL	WD	CHAR	TRANSL	WD
00	000000	0	01	000000	0	02	000000	0	03	000000	0
04	000000	0	05	000000	0	06	000000	0	07	000000	0
08	000000	0	09	000000	0	0A	000000	0	0B	000000	0
0C	000000	0	0D	000000	0	0E	000000	0	0F	000000	0
10	000000	0	11	000000	0	12	000000	0	13	000000	0
14	000000	0	15	000000	0	16	000000	0	17	000000	0
18	000000	0	19	000000	0	1A	000000	0	1B	000000	0
1C	000000	0	1D	000000	0	1E	000000	0	1F	000000	0
20	000000	0	21	000000	0	22	000000	0	23	000000	0
24	000000	0	25	000000	0	26	000000	0	27	000000	0
28	000000	0	29	000000	0	2A	000000	0	2B	000000	0
2C	000000	0	2D	000000	0	2E	000000	0	2F	000000	0
30	000000	0	31	000000	0	32	000000	0	33	000000	0
34	000000	0	35	000000	0	36	000000	0	37	000000	0
38	000000	0	39	000000	0	3A	000000	0	3B	000000	0
3C	000000	0	3D	000000	0	3E	000000	0	3F	000000	0

WD=decimal width in 1/120 inch. TRANSL hex translation bytes as follows
00-7F=output bytes, 80-C5=tokens, FF=output next byte as is
PGUP/PGDN=save this screen in memory and go to previous/next screen
F10=save this screen in memory and exit ESCape=abort

Advanced Utilities Main Menu

Edit Printer Tables

CWT Table Menu

Edit an Old File/
Create a New File

Use this screen if you are creating or editing a CWT file. To get to this screen, you must first select the CWT file option and specify the path and file name. (For more information, see page A-3-5 in the Advanced Utilities Overview.)

This screen is the same one that appears in the Printer Action Table. Refer to page A-3-28 for directions on how to complete the sequences.

NOTE: It is suggested that if you are creating a CWT file similar to one that already exists, use the *Save CWT File With New Name* option from either the Printer Action Table process (see page A-3-13) or the Character Width Translation process (page A-3-37).

Press ENTER, or use the Cursor Movement Arrows to move from field to field. Press F10 to save your changes (to memory only) and return to the Edit Character Width/Translation Table menu.

```
Edit Character Width/Translation Table
FILENAME

Save CWT file with old name
Save CWT file with new name

Use Spacebar to Select Option, F10 to Continue
ESCAPE to Exit
```

Advanced Utilities Main Menu

Edit Printer Tables

CWT Table Menu

Edit an Old File/ Create a New File

Edit Character Width/Translation Table

This screen appears after you have entered sequences for a new or modified CWT file. It enables you to save the file with the same or a new name.

To select any option from this screen, move the light bar to the appropriate line and press F10.

Save CWT file with old name

Selecting this option saves the sequences you entered on the previous screen, and returns you to the Edit Printer Tables menu. The CWT file will be saved with the name that appears at the top of the screen.

Save CWT file with new name

Selecting this option enables you to save the CWT file you were editing in its original form and to save the modified file as a new file. After you press F10, a screen appears, prompting you for the file name and path. (For information about how to name a file and select the path, see page A-3-5 in the Advanced Utilities Overview section.)

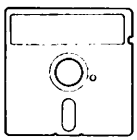
PROCEDURE FILES EDIT UTILITY

```
MULTIMATE KEY PROCEDURE FILE EDIT UTILITY
                                        CURSOR MODE
Use Spacebar to Select Mode             INSERT MODE
Press <F10> to Continue, ESCAPE to Abort DELETE MODE
                                        EXIT
-----------------------------------------
```

Advanced Utilities Main Menu

Procedure Files Menu

File Name Selection Screen



Document Diskette
in Drive B

Use this screen to edit an *existing* Procedure. To get to this screen, you must first select the Edit an Old File option and name the file to be edited. (Instructions for bringing up the Advanced Utilities Main Menu and displaying the screens can be found in the Utilities Overview, page A-3-5.)

NOTE: If you are using a computer with two floppy disk drives, the System diskette must remain in the B (right) drive until the Procedure Files Menu appears. Otherwise, the following message appears:
CAN'T FIND MULTIMATE SYSTEM FILE
WPHELP.TXT
ENTER A NEW DRIVE AND PATH, F10; OR ESCAPE TO ABORT

If this happens, make sure that your System diskette is in the B (right) drive. Type **B:**, and press F10. You do *not* have to enter a path.

If you are using a hard drive and the above message appears, it means that your Advanced Utilities files and MultiMate Word Processing files are in different sub-directories. Enter the drive and path of the sub-directory holding the word processing files (for example, **C:\WP**, indicates the path to the sub-directory named **WP**). For more information, see Paths and Sub-Directories in the DOS Reference section of the *Reference Manual.*

BEFORE YOU USE THE KEY PROCEDURE FILES UTILITY:

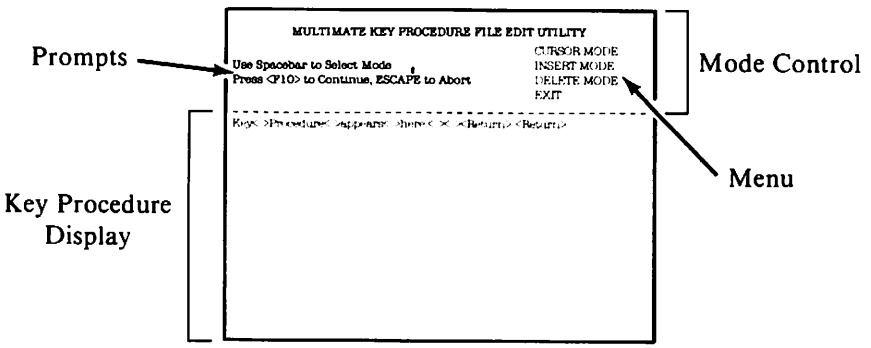
1. It is strongly recommended that Procedures be created while in a document and not from this utility. File creation from within a document is easier, and it allows you to see exactly what will appear on the screen when it is executed. For details, refer to Procedures in the MultiMate Functions section of the *Reference Manual.*

2. This utility is designed to respond differently, depending upon the mode that you are in. For example, you must be careful not to attempt moving the cursor, deleting a keystroke, or exiting while in the Insert Mode. You may find it helpful to create a simple Procedure while in a document and then practice on that file before attempting to Edit a Procedure file that will be used in your documents.

UNDERSTANDING THE SCREEN

There are two sections to this screen: the Mode Control, and the Procedure Display. The mode control is the upper portion of the screen, and is used to guide you as you edit the file. The display is a visual set of keystrokes that you edit. When the key procedure is executed in a word processing document, these keystrokes are played back in your document.

The next few pages give general information about the purpose of each screen section. For details about how to edit the file, see *Editing the File* on page A-3-42.



Menu

The menu controls your activity. While you are in a particular mode, you can do *only* those functions for which the mode is designed. You select a mode by moving the light bar to the appropriate line and pressing F10.

- **Cursor Mode** enables you to move the cursor to the position in the display where you want to edit the file. See page A-3-43 for details about how to move the cursor.

- **Delete Mode** enables you to delete keystrokes from the file. The only key you can use in this mode is DELETE.

- **Insert Mode** enables you to add keystrokes to the Key Procedure file. Before you select this mode, you must make sure that the cursor is in the right position. If it is not, use the Cursor Mode.

- **Exit** saves the changes you make and returns you to the Key Procedure Files Menu.

Prompts

There are four prompts that can appear, depending upon the section of the screen (Mode Control or Display) and the mode you are in. They tell you what keys are functional for the mode you are in.

- **Use Spacebar to Select Mode**
  Press F10 to Continue, ESCAPE to Abort

  This prompt appears when you are in the Mode Control (upper) portion of the screen. When this prompt is displayed, you can move the light bar to the mode you want and press F10, or you can stop the edit process by pressing Escape (ESC).

  If you Escape, the system will prompt: **DO YOU WISH TO EXIT WITHOUT UPDATING THE KEY PROCEDURE FILE? YES NO**. If you answer No, the modifications you have made up to that point still appear. If you answer Yes, the Key Procedure Files Menu appears, and any changes you had made to the file are eliminated.

- **Use Cursor Keys to Move Cursor**
  Press CTRL-M to Change Mode

  This prompt appears when you have selected *Cursor Mode* and are in the display portion of the screen. When this prompt is displayed, you can *only* change the location of the cursor. If you hold down Control (Ctrl) and press M, you return to the Mode Control portion of the screen.

▶ **Insert at Current Cursor Location**
Press CTRL-M to Change Mode

This prompt appears when you have selected *Insert Mode* and are in the display portion of the screen. When this prompt is displayed, any keystroke made will be recorded as part of your Key Procedure file. If you hold down Control (CTRL) and press M, you return to the Mode Control portion of the screen.

▶ **Press DEL to Delete Key at Cursor**
Press CTRL-M to Change Mode

This prompt appears when you have selected *Delete Mode* and are in the display portion of the screen. When this prompt is displayed, the only thing you can do is delete keystrokes by pressing Delete (DEL). If you hold down Control (CTRL) and press M, you return to the Mode Control portion of the screen.

Procedure Display

The actual appearance of this portion of the screen depends upon what is written in your Procedure. Every keystroke is recorded and, with the exception of text, is encased in angle brackets. There are no breaks for returns, as you would find with a word processed document: the entire file is written out as one continuous string of keystrokes.

Below is a sample Procedure display. Pay close attention to where the Right and Left Cursor Arrows (<-->> and <<-->) have been entered. A detailed list of Command Key Symbols is provided on page A-3-44.

```
This< >is< >an< >example< >of< >a< >procedure< >file.
< >< >Pressing< >the< >Right< >Cursor< >Arrow< >looks< >like
< >this:< >< >><-->><-->><-->><-->>.< >< >Pressing< >the< >
Left< >Cursor< >Arrow< >looks< >like< >this< >< >><<-><<-->
<<-><<-->.< >< >Pressing< >function< >keys< >will< >display
< >a< >command< >within< >angle< >brackets:< >< >><F1>
<F3><F5><ESC><ENTER><HOME><END><PG UP><PG DN>
```

EDITING THE FILE

Use the following steps as a guide for editing your Procedure. Before you start, you may want to:

- ▶ Review the list of command key symbols on page A-3-44.
- ▶ Make a screen print of the Procedure, using the SHIFT/PRINT key combination. (See Screen Print in the MultiMate Functions section of the *Reference Manual* for more information.)

1. With the light bar on **Cursor Mode**, press F10.

   The cursor appears in the Procedure file. If you have just started working on the file, it will be in the top left corner. Otherwise, it will be in the position where it was before you returned to the Mode Control section of the screen.

2. Move the cursor to the position where you want to make a change. A chart displaying all the cursor movement keys that can be used in this utility is provided on page A-3-43.

3. While holding down Control (CTRL), press M.

   You leave the display section of the screen and move to the Mode Control section.

4. Move the light bar to the appropriate line of the menu, and press F10.

   The cursor appears in the position where you had left it in step 3.

5. Make the necessary changes, depending upon the mode you are in.

   Insert Mode

   Enter only the keystrokes that you want played back when the Procedure is executed. As you type, the remaining keystrokes in the file will be pushed to the right.

   Delete Mode

   Press DELETE for each keystroke that is to be removed. Deletion occurs at the cursor location. As the keystrokes are deleted, the following keystrokes move to the left.

CAUTION: Do not try to delete something while you are in the Insert Mode, or insert something while you are in the Delete Mode. If you make a mistake while inserting, you will have to: 1) use the Cursor Mode to move the cursor back to the mistake; and 2) use the Delete Mode to remove that mistake.

6. While holding down Control (CTRL), press M.

   You leave the display section of the screen and move to the Mode Control section.

7. Repeat steps 4 through 6 until you have finished editing the Procedure.

NOTE: If, at any point, you feel it is necessary to start the edit process from the beginning, press Escape (ESC) and return to the Key Procedure Files Menu. Any changes you made while editing will disappear, and the file will look the way it did before step 1.

8. After all corrections to the Procedure have been made, move the light bar to Exit and press F10.

   The edited Procedure is saved, and you return to the Key Procedure Files Menu.

CURSOR MOVEMENT CONTROL KEYS

Cursor Movement Arrows	Move the cursor right, left, up, or down.
PG UP	Moves the cursor to the previous screen if there is more than one, or Moves the cursor to the top left corner if there is only one screen.
PG DN	Moves the cursor to the next screen if there is more than one, or Moves the cursor to the bottom left corner if there is only one screen.
HOME	Moves the cursor to the first key in the row.
END	Moves the cursor to the last key in the row. (If you are at the end of the file, the cursor appears after the last key.

MULTIMATE COMMAND KEY SYMBOLS

< >	Space
<BACK SPACE>	Back Space
<SHIFT→>	Back Tab
<CTRL F4>	Bold Print
<ALT F6>	Case Significance
<F3>	Center
<ALT Y>	Clear Place Marks
<F8>	Copy
<CTRL F8>	Copy — External
<ALT 2>	Create Doc
<↓>	Cursor Down
<←>	Cursor Left
<→>	Cursor Right
<↑>	Cursor Up
<SHIFT F4>	Decimal Tab
<SHIFT F3>	Def Column
<DELETE>	Delete
<SHIFT DELETE>	Delete Char
<ALT>	Doc Handler
<CTRL PRINT>	Draft Print
<ALT 1>	Edit Old Doc
<END>	End (of Screen)
<CTRL END>	End of Page
<ALT PRINT>	Enhanced Print
<ENTER>	ENTER Key
<ESC>	Escape
<SHIFT F9>	Footer
<F11>	Format Change
<SHIFT F11>	Format Current
<ALT F11>	Format Page
<CTRL F11>	Format System
<F5>	Go To (Page #)
<CTRL F5>	Go To Place mark
<ALT TAB>	Go To Tab
<CTRL F7>	Hard Space
<CTRL F9>	Header
<F1>	Help Function
<HOME>	Home
<ALT F3>	Horizontal Addition
<CTRL F10>	Hyphen
<F4>	Indent
<INSERT>	Insert
<SHIFT INSERT>	Insert Char
<ALT F1>	Library Attch
<SHIFT F1>	Library
<SHIFT F6>	Line Hilight
<F9>	Merge Code
<F7>	Move
<ALT 5>	Merge Print
<CTRL PG DN>	Next Page
<CTRL →>	Next Word
<ALT 7>	Other Utilities
<F2>	Page Break
<SHIFT F2>	Page Combine
<PG DN>	Page Down
<CTRL F12>	Page Length
<#>	Page Number — Auto
<PG UP>	Page Up
<SHIFT F8>	Paragraph Hilight
<CTRL F3>	Pause Print
<CTRL PG UP>	Previous Page
<CTRL ←>	Previous Word
<ALT 4>	Print Control
<ALT 3>	Print Cur Doc
<CTRL F1>	Print Pitch
<CTRL F2>	Printer Control Codes
<ALT F7>	Procedure — Create
<ALT F10>	Procedure — Execute
<ALT F8>	Procedure — Pause
<ALT F9>	Procedure — Prompt
<F12>	Repagination
<CTRL F6>	Replace
<ALT 9>	Return to DOS
<ALT F2>	Rqd Page Brk
<SHIFT F10>	Save
<F10>	Save Exit
<SHIFT ←>	Scroll Left
<SHIFT →>	Scroll Right
<F6>	Search
<ALT F5>	SET Mark
<ALT X>	Shadow Print
<SHIFT F7>	Sentence Hilight
<ALT 8>	Spell Check
<ALT 0>	Strikeout
<SHIFT ↓>	Subscript
<SHIFT ↑>	Superscript
<TAB>	Tab
<CTRL HOME>	Top of Page
<ALT ±>	Underline Alpha
<ALT =>	Underline Text
<SHIFT ->	Underline
<ALT F4>	Vertical Addition
<SHIFT F5>	Word Hilight

FILE CONVERSION

FILE CONVERSION MENU

FILE CONVERSION

Convert Documents
Edit Conversion Defaults

Use Spacebar to Select Option, F10 to Continue
ESCAPE to Main Menu

Advanced Utilities Main Menu

Document Diskette
in Drive B

File Conversion is a utility that enables you to translate documents from one format to another. For example, using File Conversion, you could translate a MultiMate document into an ASCII document, and vice versa. In addition to word processing documents, File Conversion can also be used to translate data from other programs, such as Lotus 1-2-3™, VisiCalc™, and dBASE II™. This utility is a powerful tool which allows you to share your information between MultiMate and other programs.

NOTE: For many programs, conversion is not done directly to or from MultiMate. A file may first have to be converted to another format. For example, a LOTUS .WKS file could be converted to a .DIF file, and then converted to MultiMate through DIF.

The following pages give details about how File Conversion works and the formats that can be converted to or from MultiMate.

The first time you select File Conversion from the Advanced Utilities Main Menu, the following message appears before the File Conversion Menu is displayed:

Cannot Find Conversion Default File
CONSYSD.SYS
Create a New File or Try Again Create Try Again

F10 to Select ESCAPE to Abort

This file must be created so that the drive and path defaults can be stored. Press F10 to create the file and display the File Conversion Menu. (If you have previously created this file, but have it stored on another drive or diskette, you can select **Try Again**. The system will then prompt you for the name of the drive where the file can be located.)

To select an option from this screen, move the light bar to the appropriate line and press F10. (Instructions for bringing up the Advanced Utilities Main Menu and displaying the screens can be found in the Utilities Overview, pages A-3-2 through A-3-6.)

Convert Documents

This option displays the screen where you specify the name and location of the file to be converted, and the name and intended location of the new (converted) file. For more information, see page A-3-49.

Edit Conversion Defaults

Some types of files, but not all, require that specific information about the format (for example, Line Length, Tabs, Page Length) be entered before the conversion can be successfully completed. This option enables you to set the defaults for those files.

NOTE: Select this option first if it is the first time you are doing a file conversion. These defaults should be set *before* using the Conversion Utility for the first time. From then on, you can go immediately to the Convert Documents screen from the File Conversion Menu.

Important Notice

If you use DOS version 2.0 or higher, be sure that you have created the CONFIG.SYS file, using the instructions provided in the First Things First section of the *Beginner's Guide*. If you use a system with two floppy disk drives, this file must be located on your Boot/System diskette. If you use a hard drive, the file must be located in the root directory.

If you do not boot up with a correct CONFIG.SYS file, space allocation problems may arise during some of the Advanced Utilities functions (especially during File Conversion). An error message (for example, **ERROR: Can't create file**) will appear on the screen. If this happens, you should return immediately to DOS and re-boot with a disk containing the correct CONFIG.SYS file. (For more information, see the instructions provided in the *Beginner's Guide*.)

HOW FILE CONVERSION WORKS

File Conversion is broken into many small pieces to make more efficient use of the computer's memory. Only the pieces that are needed to complete the conversion are loaded into memory. The other pieces are stored on disk until they are needed. These pieces are called *overlays*. Each overlay contains all the information needed to convert to or from one of the supported formats.

To convert a document from one format to another, you have to provide the system with some information about the file you want converted. The file to be converted is known as the *source* file. It will not be modified in any way during the conversion.

The result of the conversion is known as the *destination* file. This file can be either a new file or an old file. If the destination file is a new file, then it will be created. If it is an old file, that old file will be replaced with the converted file.

File Conversion needs to know three things about the source and destination files:

- What the files are called (the source and destination filenames).
- Where the files are located (the source and destination drives or paths).
- What kind of a file each is (the source and destination types). *These types can be any format that is available as an overlay.* There are many types supported by File Conversion. These will be described below.

File Conversion also needs to know where it can find the conversion overlays. Once it has all the information it needs, the overlays are loaded into memory and the conversion begins.

FILE CONVERSION TYPES

As of this writing, there are six formats supported by File Conversion:

- **MM** — This is the MultiMate document format. In most cases, either the source or destination file will be a MultiMate document. These files use **.DOC** for the filename extension.

- **ASCII** — This format is widely used. Databases, spread sheets, and text editors can output data to ASCII files. It may also be known as a *print image* format. There is no common filename extension for an ASCII file.

  The ASCII format is not capable of handling MultiMate function characters. When a document is converted from ASCII to MultiMate, most of the formatting functions are lost.

- **COMM** — This is a format that can be used in telecommunications. It converts a document into a 7-bit ASCII intermediate document, which can then be communicated through a modem. The COMM file can then be converted back to a MultiMate document after transmission. There is no common filename extension for a COMM file. When converting from MultiMate, to COMM, and back to MultiMate, the format and function characters from the original document are maintained.

- **DIF** — This is a format used by many spread sheets to represent numerical data. The MultiMate File Conversion utility can convert a DIF file to MultiMate document format. Other formats cannot be converted into DIF files. The most common filename extension for a DIF file is **.DIF**.

- **VCDIF** — This conversion reformats files stored in a VisiCalc Data Interchange Format (VCDIF) to a MultiMate document. In using the VisiCalc program, the files to be transferred must be stored to a DIF format; they will be given a .DIF extension. The files may then be converted to a MultiMate document.

  NOTE: VisiCalc stores its DIF files in a different format than standard DIF; therefore the VCDIF conversion must be used.

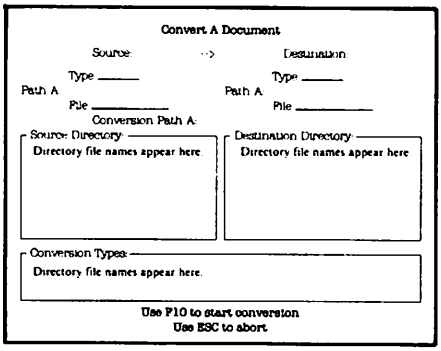
- **DCA** — These conversions allow data stored in IBM's Document Content Architecture (DCA) to be converted to a MultiMate document, and data in a MultiMate document to be converted to DCA format. DCA is used in IBM Office Systems for sharing files between dissimilar systems throughout their network.

  There are a few requirements for the conversion.

  - The DCA file to be converted must be Revisable-Form-Text DCA.
  - The file must also reside on a DOS formatted disk or diskette. (This may require communications to transfer the file to your computer.)

  When MultiMate converts to a DCA file, it will be in a revisable form.

  For more information on generating a Revisable-Form-Text DCA or communicating DCA files to the computer, please refer to your DCA documentation.



Advanced Utilities Main Menu

File Conversion Menu

This screen enables you to identify the file you want to convert and to specify the name and directory of the new (converted) document.

NOTE: Before you can convert a document, all necessary conversion defaults must be set. Refer to page A-3-53 for more information.

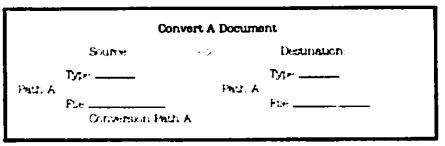
Enter the appropriate information according to the directions that follow. Then press F10 to begin the conversion process.

There are two sections of the screen. At the top are fields where you enter the information used by the system during file conversion. The bottom portion of the screen displays the file names in the directories (paths) you identify.

Fields

Before the conversion can be done, the system must know the name and type of files, where they are (or will be) located, and where the conversion overlay programs supplied by MultiMate are stored.

Fields where you enter information



On these lines you enter this information about:

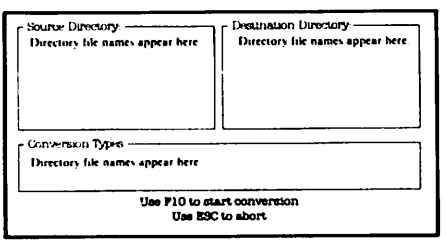
- The source file (the file to be converted)
- The destination file (the file that will be created)
- The conversion path (the sub-directory or drive where the conversion programs are stored).

For details about the information that must be entered, see Entering the Information, on page A-3-51.

Directories

The names of the files that are stored in the specified directories are displayed in these windows. The source and destination directories display all the files that are located in the associated path. The directory for conversion types displays only those files that are used in the file conversion process.

Directories



If you have more files in a directory than can be seen in the window, you can scroll that directory. To do this:

1. Using the Spacebar, move the light bar to the directory you want displayed.
2. While holding down Control (CTRL), press Page Down (PG DN) to view the file names below,

   OR

   While holding down Control (CTRL), press Page Up (PG UP) to view the previous file names.

NOTE: If you change a directory path, the associated directory will not change until you move the cursor to another field.

Moving the Cursor

The following keys can be used to move the cursor from field to field:

Enter	Moves the cursor to the next field. If you are on the last field and press ENTER, the cursor moves to the first field.
Tab	Moves the cursor one field to the right.
Shift/Tab	Moves the cursor one field to the left.
Cursor Movement Arrows	Moves the cursor up or down, one line at a time, or left or right, one character at a time.
Home	Moves the cursor to the first field.
End	Moves the cursor to the last field.

ENTERING THE INFORMATION

The following descriptions provide the information you need to fill in this screen. Press any of the cursor movement keys described above to move from field to field. Press DELETE to remove characters.

File

Enter the file name *and its extension*. The name of the file you are converting is entered under **Source**. The name of the file you are creating is entered under **Destination**.

Type

Enter the format type for the Source and Destination files. The conversion formats presently available are:

ASCII	American Standard Code for Information Interchange
COMM	Communications Format
DIF	Data Interchange Format
MM	MultiMate Document
VCDIF	VisiCalc DIF
DCA	Document Content Architecture Format

For an explanation of each format type, see pages A-3-47 and A-3-48.

The directory at the bottom of the screen displays the conversion format types that have been copied into the specified path. The format types that you use must appear in this directory. If they don't, check to see whether the Conversion Path is correct.

Path

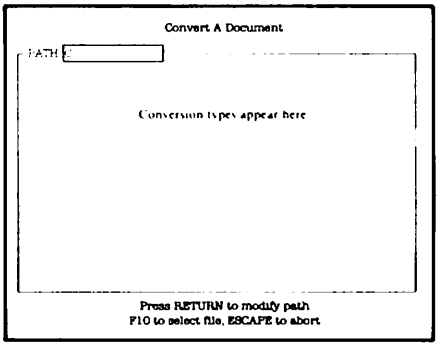
Enter the path (sub-directory or drive) where the file should be located. The path for the file you are converting is entered under **Source**. The path for the file you are creating is entered under **Destination**. The path storing the MultiMate conversion programs is entered beside **Conversion Path**.

For more information about sub-directories, see page A-3-4 in the Utilities Overview.

NOTE: The supplied path default is the drive that appeared when you logged onto your system. When you enter information on these lines, you reset this default. The directories (or sub-directories) will remain set until you change them.

After you have completed all the fields, press F10.

The system displays a series of messages, indicating which overlays are being loaded into memory. When the conversion is complete, the message **CONVERSION COMPLETE** appears. At this time, you can enter information for another conversion, or press Escape (ESC) to return to the File Conversion menu.



Advanced Utilities Main Menu

File Conversion Menu

This screen enables you to select the conversion type for defaults, such as page length, line length, etc., which must be set. The message **No Defaults for Selected Conversion** will be displayed if a format type is selected that requires no defaults. You then press Escape (ESC) to abort and select another file type.

To select an option from this screen, move the light bar to the appropriate format type and press F10.

NOTES: 1. Defaults are set by MultiMate, but you can change them. Before doing a document conversion for the first time, you should check whether the type of format you are using requires that defaults be set and, if so, whether the settings are correct for your application. Once they are set, you can go immediately to the Convert Documents screen from the File Conversion menu.

2. Before converting a document from MultiMate to ASCII, consider the following. Some of the print parameters that are stored in the MultiMate document are utilized in the conversion process. The settings for Left margin, Top Margin, and Document page length will affect your ASCII file.

   If you do not want this to happen, (1) change the margin settings to zero and the page length to 66 (in most cases), (2) print a page of the MultiMate document, and then perform the conversion.

EDIT ASCII DEFAULTS

```
                    Edit ASCII Defaults
To ASCII:

  Use Document Summary Screen for Page One?          YES  NO
  Accept Extended Characters?                        YES  NO
  Line End Sequence?                            CRLF  LF  CR
  Page End Sequence?        Blank Lines   Form Feed   No Page End
  Replace Tabs with Spaces?                          YES  NO
  Remove Underlining?                                YES  NO

From ASCII:

  Remove Page One?                                   YES  NO
  Remove Extended Characters?                        YES  NO
  Line End Sequence?                            CRLF  LF  CR
  Remove Returns Where Possible                      YES  NO
  Lines per Page? (10150)  55
  Press F9 to Edit Format Line

          RETURN to Select Next Field
   F10 to Save All Changes  ESCAPE to abort
```

Advanced Utilities Main Menu

File Conversion Menu

Edit Command Defaults

This screen enables you to select and set the defaults required for doing conversions to or from ASCII.

Defaults appear as highlighted text. The light bar appears on the first default. You can change the default by using the Right and Left Cursor Arrows or the Space Bar to move the light bar. Press ENTER to set the default and move to the next field. Press Tab to move to the next line, or Shift Tab to move to the previous line.

Defaults are grouped according to whether they are used to format a MultiMate document being converted to an ASCII file, or to format an ASCII file being converted to a MultiMate document. Set the defaults according to the directions below. Press F10 to save the defaults.

NOTE: The ASCII format is not capable of handling MultiMate function characters. When a document is converted from ASCII to MultiMate, only the text appears. Spaces are inserted in the place of Tabs and Indents.

TO ASCII

Use Document Summary Screen for Page One

Select Yes or No. If you select Yes, the information in your MultiMate Document Summary Screen will be converted as the first page of your ASCII file. If you select No, the Document Summary Screen will not be converted.

Accept Extended Characters

Select Yes or No. If you select Yes, extended characters in your MultiMate document will be passed through to the new file. If you select No, they won't.

NOTE: Extended characters cannot be converted to true ASCII characters (decimal codes 0 to 127). Instead, the IBM Extended Character Set is used. In your converted file, these characters may appear differently than they did in MultiMate.

Line End Sequence

Select CR/LF, LF, or CR. If you select CR/LF, commands for both a carriage return and line feed will be inserted at the end of each line in your document. Selecting LF or CR will insert only a line feed command or a carriage return command.

The default you select depends upon the printer or text editor you are using. Check your printer/text editor manual. If the wrong default is set, the line spacing will not be correct. If this is the case, change the default and do the conversion again.

Page End Sequence

Select Form Feed, Blank Lines, or No Page End. If you will be printing the converted document, and you know that your printer uses form feeds to eject each page, select Form Feed. Otherwise, select Blank Lines. This way, extra returns will be entered in the document between pages. If you are using a text editor, select No Page End.

Replace Tabs With Spaces

Select Yes or No. If you select Yes, text will align itself in the ASCII file the way it was in MultiMate, but spaces will be used instead of tabs. If you select No, ASCII tab characters will replace those in the MultiMate document, but you will have to set the tabs in your text editor or on your printer accordingly.

Remove Underlining

Select Yes or No. If you select Yes, all underline codes in the MultiMate document will be removed during the conversion. If you are using a text editor, you should select Yes. If you select No, an ASCII Backspace code and an Underline character will be inserted between each underlined character of the converted MultiMate text. Only printers capable of doing backspacing can support underlining in a converted document. You would normally select No only if you were converting from MultiMate, to ASCII, then back to MultiMate.

Remove Page One

Select Yes or No. Select Yes *only* if you have converted the Document Summary Screen to an ASCII file, but do not want to convert that information back to the MultiMate document. Select No if you do not want the first page of your ASCII file deleted during the conversion process.

NOTE: If you convert a Document Summary Screen from an ASCII file back to MultiMate, it will appear as page 1 in your MultiMate document.

Remove Extended Characters

Select Yes or No. If you select Yes, extended characters in your ASCII file will be removed before it is converted to a MultiMate document. If you select No, they will be converted.

NOTE: Extended characters are not true ASCII characters (decimal codes 0 to 127). If you select No for this default, the IBM Extended Character Set is used. In your converted file, these characters may appear differently than expected.

Line End Sequence

Select CR/LF, LF, or CR, depending upon the commands that were entered at the end of each line in your ASCII file. The default you select depends upon the printer or text editor you are using. Check your printer/text editor manual. If the wrong default is set, the line spacing will not be correct. If this is the case, change the default and do the conversion again.

Lines Per Page

Enter a number from 1 to 150, depending upon the length of the MultiMate document you are creating. Remember that each page cannot hold more than 6,144 characters.

NOTE: A rule of thumb for determining the maximum number of lines your document can hold is to divide 6,144 by the length of the format line you set.

Remove Returns Where Possible

Select Yes or No. If you select Yes, the system analyzes the text (line length, possible tabs, etc.), and generates a format line for each page. A minimum of carriage returns will be entered, and lines will wrap, where possible. If you select No, lines will wrap only at the default format line. All other lines will have a carriage return entered at the end.

F11 To Edit Format Line

Before converting an ASCII document to MultiMate, it is necessary to set the line length and the tab stops. When you press F9, the following screen is displayed:

```
                    Edit Format Line
Prompt: ASCII
|.  >>   >>   >>                                  <<

                    3        Right Margin:  75

                    Single Line Spacing

INS to Extend Format Line   DEL to Compress Format Line
TAB to Insert Tab Stop   SPACEBAR to Remove Tab Stop
Use LEFT and RIGHT ARROWS to Move Within the Format Line

F10 to Save All Changes   ESCAPE to abort
```

The conversion format line is set the same way as the MultiMate system format line. The prompts underneath the format line tell you:

- The position of the cursor (Cursor at Column:). Use this to determine where to set the tabs.
- The length of the line (Right Margin:)
- The line spacing (Single, Double, etc.)

If you need assistance in setting the format line, refer to Edit System Format Line in the Screens and Menus section of the *Reference Manual.*

Press F10 to save the changes to the Format Line. The Edit ASCII Default screen will reappear. Then press F10 again to save all the change and return to the File Conversion Menu.

```
                    Edit DIF Defaults

To DIF

    Conversion to DIF Format unavailable


From DIF

    Lines per Page ? (1-150)  66


          F10 to Save All Changes   ESCAPE to abort
```

Advanced Utilities Main Menu

File Conversion Menu

Edit Command Defaults

This screen enables you to select and set the default required for doing a conversion from DIF.

Set the default according to the directions below. Press F10 to save it.

Lines Per Page

Enter a number from 1 to 150, depending upon the length of the MultiMate document you are creating. Remember that each page cannot hold more than 6,144 characters.

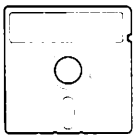
NOTE: A rule of thumb for determining the maximum number of lines your document can hold is to divide 6,144 by the length of your line.

MODIFY DISPLAY DEFAULTS

```
Display Default Select Utility

VSYNC Wait (Y,N)          Y
Background                A B C <-  Foreground            A B C
Highlight                 A B C     Underline             A B C
Background Reverse        A B C     Foreground Reverse    A B C
        Highlight Underline         A B C
Character Colors          AHAHAHAHAHAHAB   ABABABABABABAB
Background Colors         ABCDABCDABCDABCDABCDABCDABCDABCD
                                 ^
                 Use Spacebar to Modify FIELD
            Use ARROW KEYS to Select FIELD To Modify
              Press F10 to Continue, ESCAPE to Exit
```

Advanced Utilities Main Menu



System Diskette
in Drive B

Use this screen if you have a graphics board and want to change the shading defaults of the system. These defaults control the appearance of letters, background, underlining, highlighting, and reverse video.

NOTE: If underlined text in your document appears as reverse video, your computer uses a graphics board and you can therefore modify these defaults.

Use the directions that follow to modify the defaults. Press F10 to save the defaults. (Instructions for bringing up the Advanced Utilities Main Menu and displaying the screens can be found in the Utilities Overview, pages A-3-2 through A-3-6.)

UNDERSTANDING THE SCREEN

There are two sections to this screen. At the top, you identify the default to be changed. At the bottom, you select the color and intensity for that default.

NOTE: Due to the higher resolution on the Tandy 2000, only intensity changes are available.

For details about these defaults, see *Default Definitions* on page A-3-61.

Defaults To Be Set

```
                    Display Default Select Utility

VSYNC Wait (Y,N) ..... Y
Background ..........  A B C <-  Foreground ............  A B C
Highlight ...........  A B C    Underline .............  A B C
Background Reverse ....  A B C  Foreground Reverse ....  A B C
          Highlight Underline .....  A B C
```

A horizontal arrow points to the default to be set. You move this arrow from field to field by pressing any of the Cursor Arrows.

In the example above, the arrow points to **Background**. When you select the intensities, using the bottom half of the screen, all fields displaying a background intensity change.

NOTE: The field, Highlight Underline, is not a default to be set. Its purpose is to display how the combination of highlighting and underlining will appear on your screen.

Selecting the Intensities

```
Character Colors   ABABABABABAB   ABABABABABAB

Background Colors  ABCDABCDABCDABCDABCDABCDABCDABCD
                        ↑
                 Use Spacebar to Modify FIELD
            Use ARROW KEYS to Select FIELD To Modify
            Press F10 to Continue, ESCAPE to Exit
```

There are two intensity bars used to set the color. The top is used only for characters (foreground). The bottom bar is used for selecting the background.

A vertical arrow points to the intensity you are selecting. You move this arrow by pressing the Spacebar. As you change the default selection at the top of the screen, this arrow appears under the top or the bottom bar, depending upon whether the default being set is for characters or background.

Setting the Defaults

Except for the field, VSYNC Wait, use the instructions below to modify the defaults.

1. Using the Cursor Arrow, point the horizontal arrow to the default you want to change.
2. Press the Spacebar until the vertical arrow appears under the color you want.
3. Repeat steps one and two until all defaults have been set to your preference.
4. Press F10 to save the modifications and transfer them to the file that controls the defaults of the system (WPSYSD.SYS).

DEFAULT DEFINITIONS

You can use these definitions to help you understand the purpose of each default.

VSYNC Wait

VSYNC stands for *video synchronization*. This default determines whether the system will wait for all the messages from the color board before displaying characters. If you do wait, the screen will be free of *snow* if commands are being set rapidly. If you prefer speed, white specks may appear periodically (for example, when you move the cursor through a Format Line).

Use the Up Cursor Arrow to move to this field. Enter Y or N. If you enter Y, the system will be a little slower, but there will be no snow. Entering N speeds the system, but snow will occasionally appear.

Background

This default determines the intensity of the screen when it is blank.

Highlight

This default determines the intensity of highlighted text.

Background Reverse

This default determines the intensity of the screen behind characters appearing in reverse video (for example, a light bar).

Foreground

This default determines the intensity of your text.

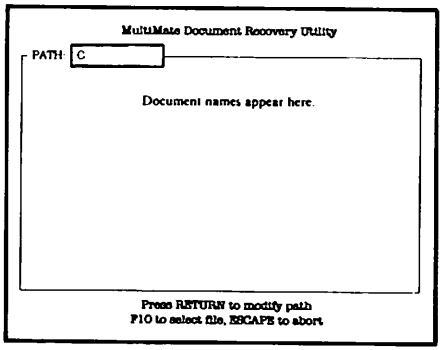
Underline

This default determines the intensity of the bar used to define underlined words.

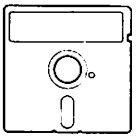
Foreground Reverse

This default determines the intensity of characters appearing in reverse video (for example, the letters appearing in a light bar).

DOCUMENT RECOVERY



Advanced Utilities Main Menu



Document Diskette
in Drive B

This feature is used to restore pages that may have been damaged due to a failure in the system or temporary loss of power. For example, you can run the Recovery program if the system "locks up" or scrambles text. It can also recover pages accidentally deleted when you use the delete function.

NOTE: The Recovery program is intended to be used *immediately after* text has been damaged. If the document is edited in any way before Recovery is run, it may be impossible to reconstruct the file.

Enter the Path (Drive) in which the document is stored. Move the light bar to the name of the document and press F10 to begin the recovery. (For details about selecting the path and name, see pages A-3-2 through A-3-6 in the Utility Overview.)

If the Recovery program runs successfully, the following message appears: **Document Recovered Press Any Key To Continue**. Pressing any key removes the message. Press Escape (ESC) to return to the Advanced Utilities Main Menu.

If the document cannot be recovered, this message appears: **Document Recovery Unsuccessful Press Any Key To Continue**. If this message appears, the document cannot be restored. Press any key to remove the message. Then press Escape (ESC) to return to the Advanced Utilities Main Menu.

APPENDIX A

A

ASCII CONVERSION CHART

The following tables display all the Tandy 2000 Characters and their associated values (both hexadecimal and decimal). You can use these tables when working with the Printer Tables Editor, or when entering extended characters into a document. Refer to the legend at the bottom of each table for an explanation of the codes. The last page in this appendix presents those characters that are reserved by MultiMate (screen symbols, for example).

ASCII CONTROL CODES

These codes are used as commands to your computer and printer. The characters at the bottom are the characters that will be displayed above the associated hexadecimal values in the PAT and SAT files if you have the Character Display turned on. (See page A-3-9 for details.)

00	01	02	03	04	05	06	07
000	001	002	003	004	005	006	007
NUL	SOH	STX	ETX	EOT	ENQ	ACK	BEL
(null)	☺	●	♥	♦	♣	♠	•
08	09	0A	0B	0C	0D	0E	0F
008	009	010	011	012	013	014	015
BS	HT	LF	VT	FF	CR	SO	SI
■	○	■	♂	♀	♪	♫	☼
10	11	12	13	14	15	16	17
016	017	018	019	020	021	022	023
DLE	DC1	DC2	DC3	DC4	NAK	SYN	ETB
►	◄	↕	‼	¶	§	▬	↨
18	19	1A	1B	1C	1D	1E	1F
024	025	026	027	028	029	030	031
CAN	EM	SUB	ESC	FS	GS	RS	US
↑	↓	→	←	∟	↔	▲	▼
7F							
127							
DEL							
Δ							

1 = Hexadecimal Value
2 = Decimal Value
3 = Control Code
4 = Control Character

STANDARD ASCII CHARACTERS

These characters are the standard (typewriter) characters that most systems use. When you convert files to or from ASCII, these characters will always be transmitted without problems.

20	21	22	23	24	25	26	27
032	033	034	035	036	037	038	039
(space)	!	"	#	$	%	&	'
28	29	2A	2B	2C	2D	2E	2F
040	041	042	043	044	045	046	047
(	)	*	+	,	-	.	/
30	31	32	33	34	35	36	37
048	049	050	051	052	053	054	055
0	1	2	3	4	5	6	7
38	39	3A	3B	3C	3D	3E	3F
056	057	058	059	060	061	062	063
8	9	:	;	<	=	>	?
40	41	42	43	44	45	46	47
064	065	066	067	068	069	070	071
@	A	B	C	D	E	F	G
48	49	4A	4B	4C	4D	4E	4F
072	073	074	075	076	077	078	079
H	I	J	K	L	M	N	O
50	51	52	53	54	55	56	57
080	081	082	083	084	085	086	087
P	Q	R	S	T	U	V	W

58 088 X	59 089 Y	5A 090 Z	5B 091 [	5C 092 /	5D 093]	5E 094 ^	5F 095 _
60 096 \	61 097 a	62 098 b	63 099 c	64 100 d	65 101 e	66 102 f	67 103 g
68 104 h	69 105 i	6A 106 j	6B 107 k	6C 108 l	6D 109 m	6E 110 n	6F 111 o
70 112 p	71 113 q	72 114 r	73 115 s	74 116 t	75 117 u	76 118 v	77 119 w
78 120 x	79 121 y	7A 122 z	7B 123 {	7C 124 |	7D 125 }	7E 126 ~	

1 = Hexadecimal Value
2 = Decimal Value
3 = Character

EXTENDED CHARACTERS

These are special characters that the Tandy 2000 personal computer supports. They can be displayed on the screen by holding down Alternate (Alt) and typing the appropriate decimal value, using the numeric keypad. You will have to check your printer manual to determine whether your printer can support them. Also, since they are not part of the true ASCII character set, extended characters cannot be guaranteed to be transmitted correctly when converting from MultiMate to another format.

Those values with N/A in the place of a character are reserved by MultiMate. See the following page for a listing of these characters.

80	81	82	83	84	85	86	87	88	89	8A	8B	8C	8D	8E	8F
128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143
Ç	ü	é	â	ä	à	å	ç	ê	ë	è	ï	î	ì	Ä	Å

90	91	92	93	94	95	96	97	98	99	9A	9B	9C	9D	9E	9F
144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159
É	æ	Æ	ô	ö	ò	û	ù	ÿ	Ö	Ü	¢	£	¥	N/A	N/A

A0	A1	A2	A3	A4	A5	A6	A7	A8	A9	AA	AB	AC	AD	AE	AF
160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175
á	í	ó	ú	ñ	Ñ	ª	º	¿	⌐	¬	½	¼	¡	N/A	N/A

B0	B1	B2	B3	B4	B5	B6	B7	B8	B9	BA	BB	BC	BD	BE	BF
176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191
░	▒	N/A	N/A	┤	╡	╢	╖	╕	╣	N/A	╗	╝	╜	╛	┐

C0	C1	C2	C3	C4	C5	C6	C7	C8	C9	CA	CB	CC	CD	CE	CF
192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207
└	N/A	┬	N/A	─	N/A	├	N/A	╚	╔	╩	╦	╠	═	╬	╧

D0	D1	D2	D3	D4	D5	D6	D7	D8	D9	DA	DB	DC	DD	DE	DF
208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223
╨	╤	╥	╙	╘	N/A	╒	N/A	╫	┘	┌	█	▄	▌	▐	▀

E0	E1	E2	E3	E4	E5	E6	E7	E8	E9	EA	EB	EC	ED	EE	EF
224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239
N/A	β	Γ	π	Σ	σ	N/A	τ	Φ	Θ	Ω	N/A	∞	N/A	∈	N/A

F0	F1	F2	F3	F4	F5	F6	F7	F8	F9	FA	FB	FC	FD	FE	FF
240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255
≡	±	≥	≤	⌠	⌡	÷	N/A	°	N/A	·	√	ⁿ	²	N/A	N/A

Legend:

80 = Hexadecimal Value
128 = Decimal Value
Ç = Extended Character

MULTIMATE RESERVED CHARACTERS

These characters are used by the MultiMate system. The only way that they can be sent to a printer (assuming that the printer supports the character) is by using the Printer Control Code (the Alt A key combination followed by the appropriate decimal code). For more information about the Printer Control Code, see the MultiMate Function section of the *Reference Manual.*

Function	Character	Decimal Value	Hexadecimal Value
Screen Symbols			
Bold	▮	178	B2
Center	↔	029	1D
Decimal Tab	■	254	FE
Draft	δ	235	EB
Enhanced	∩	239	EF
Footer	∫	159	9F
Format Line	|	179	B3
Header	╫	215	D7
Hyphen (soft)	≈	247	F7
Indent	→	026	1A
Merge	├	195	C3
Page Break (req'd)	┴	193	C1
Print Control Code	μ	230	E6
Print Pitch	P	158	9E
Return	⋘	174	AE
Shadow	╟	199	C7
Space (hard)	Ø	237	ED
Stop	⌂	127	7F
Strikeout	┼	197	C5
Subscript	↓	025	19
Superscript	↑	024	18
Tab	⋙	175	AF
Command Characters			
End of Data		000	00
Backspace Key		008	08
Tab Key		009	09
Return Key		013	0D
Old Expanded Character		019	13
Escape Character		027	1B
Underline Character		095	5F
Internal (attribute change)		255	FF

ADVANCED USER'S GUIDE

SCREENS AND MENUS

1

SCREENS AND MENUS

OVERVIEW

All of MultiMate's functions begin with a *menu*. This chapter introduces functions by showing you the menus and other display screens that make MultiMate easy to use. It tells you when these screens appear, how to use and move through them.

The Main Menu is the starting point. You select an option, then proceed through a series of menus and screens related to the option you selected. You can fill in information on many screens; the spaces you fill in are called *fields*, such as a field asking you to enter a document name.

Some fields are already filled in when they first appear, and direct the system in a particular way. The contents of such fields are called *defaults*. The system will operate according to this information unless you change the default entry.

MultiMate's *document directory* appears on many of the display screens. It displays the names of the MultiMate documents on your default document disk (it ignores non-MultiMate files). If you have MultiMate documents on your other disk drive, you will be able to switch the directory listing between drives using the PG DN key. If you have more than 112 files on a disk, you will be able to scroll the directory with CTRL-PG UP and CTRL-PG DN.

It is possible to create more than one directory or sub-directory on a disk. This is usually used to divide a hard disk into smaller work spaces. See the DOS Reference section of this book for more information on creating sub-directories. MultiMate 3.30 allows you to store documents in more than one such directory.

The start-up document directory for any MultiMate disk is your default directory. If you choose not to use multiple directories, you can ignore the prompts and messages on various screens that ask you to name or select a Document Directory.

If you do use multiple directories for MultiMate documents, you must set a default Document Directory using the Edit Drive Default, Drive Default Modification screen discussed later in this section (see page R-1-48).

THE MAIN MENU

This chapter is organized in the same order as the Main Menu. The Menu offers nine choices. Some take you directly to main functions like "Edit an Old Document" or to secondary menus such as the "Document Handling Utilities."

```
                    MultiMate
        Professional Word Processor Ver 3.30

          1) Edit an Old Document
          2) Create a New Document

          3) Print Document Utility
          4) Printer Control Utilities
          5) Merge Print Utility

          6) Document Handling Utilities
          7) Other Utilities
          8) Spell Check a Document
          9) Return to DOS

                DESIRED FUNCTION:
      Enter the number of the function; press ENTER
                Press F1 for HELP menu

                                          S:↓ N:↓
```

You type the number of a menu item and press ENTER to make your selection. Note that you can also go to MultiMate's Help Menu (the Help screens are explained at the end of this chapter).

When you complete an editing session you can either return to the Main Menu by pressing the F10 (Save/Exit key), or you can go directly to any of the nine Main Menu selections by holding down the Alternate (ALT) key and pressing the number key corresponding to that Main Menu selection.

For instance, typing Alt 3 while within a document is the same as pressing F10, selecting number 3 from the Main Menu, and proceeding to the Print a Document screen.

EDIT AN OLD DOCUMENT

The first option on the Main Menu is Edit an Old Document; it allows you to work on or look at a document that is already on the disk. After you select item 1 from the Main Menu, this screen appears:


```
                    EDIT AN OLD DOCUMENT

                 What is the Name of the Old Document?

          Drive: __          Document: ____________________

Approximately 00000000 characters [00000 Page(s)] available on __ : __

              (Documents on the selected drive are listed here.)

                 Press ENTER to continue, PgDn to switch drives
Press Ctrl Home to select default directory, Ctrl End to select next directory

                                                        S:↓ N:↓
```

The following descriptions provide the information you need to fill in this screen. Use the Cursor Arrows to move from one field to the other.

Drive

Enter A, B, or C to indicate the disk drive containing the document you want to edit. You can skip this step if the correct drive is displayed when the screen appears.

Document

Enter the name (or the first eight characters) of the document you want to edit. You can skip this step if the correct document is displayed already.

Available Characters and Pages

This line tells you approximately how many characters and pages are left on the current drive. Always leave room for making revisions to existing documents and for new pages you expect to create.

Document Directory

The letter to the left of the colon (:) indicates the current document disk drive. The field to its right gives the current document directory if you have multiple directories; if the field is blank, your start-up directory is the current directory.

The list shows all MultiMate documents on the current drive and directory. See Overview, page R-1-1, for information on multiple directories.

The bottom of the screen tells you which keys to press to switch drives or select another directory. You can press the keys repeatedly, if necessary.

When the correct drive, directory and document names are displayed, press ENTER to continue to the next screen.

DOCUMENT SUMMARY SCREEN

The Document Summary Screen appears after the Edit an Old Document screen and Create a New Document screen.

```
                    DOCUMENT SUMMARY SCREEN

Document      docname          Total pages     0
Author
Addressee
Operator

Identification key words:

Comments:

Creation Date      01/01/80     Keystrokes last session      0
Modification Date  01/01/80     Total keystrokes             0

        Use tab keys to change fields - Press F10 when finished

                                                      S:↓ N:↓
```

The following descriptions provide the information you need to fill in or modify this screen. MultiMate fills in some of the information, but all the other fields are optional. You can enter any information you want, or press F10 to continue to the next screen (see Document Screen Layout, page R-1-7). Press ENTER, TAB, or the Cursor Arrows to move from field to field.

MultiMate can search through all the Document Summary Screens to find matching information. You can, for example, search for all the documents with the same Addressee. Think of this as an automatic cross-reference file. See Search Document Summary Screens on page R-1-41 for more information.

Document

The document name is displayed when this screen appears. It is the document you specified on the previous screen.

Total Pages

This field shows how many pages exist in the document. If you are creating a document, this number is zero.

Author, Addressee, Operator

Use these fields in the way that is most convenient for you. The author is the person who writes the document. If a different person keys it in, that person is the operator. Enter the name of an addressee if you need to file or retrieve correspondence according to the person it's sent to.

Identification Key Words

Fill in any words that you want to use for filing or retrieving the document. For example, if you are writing a report on certain products, you might enter *dolls, stuffed animals, and board games* as the key words. (See Search Document Summary Screens on page R-1-41.)

Comments

Use these four lines to describe the document so that, if you're unsure whether you want to work on this document, you can look at this screen rather than having to review the entire document. Or, enter information that you don't want in the document itself.

Creation Date, Modification Date

MultiMate fills in these fields. The system displays the date you entered when you started the computer. If you did not enter a date in DOS when you started the computer, a programmed date appears in this field. The modification date is the most recent time you edited or looked at the document.

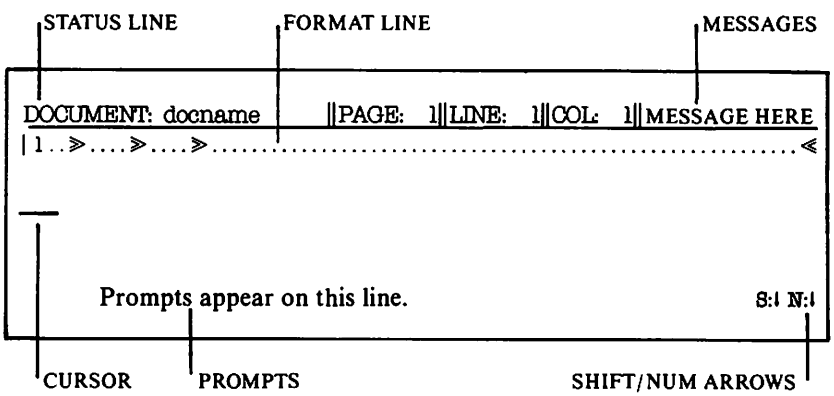
Keystrokes Last Session, Total Keystrokes

MultiMate fills in these fields. They show the number of keys you pressed the last time you edited the document, and the total number of keystrokes in the document.

When you've completed this screen, press F10 to continue.

DOCUMENT SCREEN LAYOUT

Below is a screen display of a new document named **docname**. Note how what actually appears on the screen is colored green and in another typeface. *Messages* and *prompts* will only appear when the system is trying to tell you something; otherwise those areas will be blank.



SHIFT LOCK/NUMBER LOCK

S:↓ = letters you type will be lowercase.
S:↑ = SHIFT OR CAPS KEY IS ON: LETTERS YOU TYPE WILL BE UPPERCASE.
N:↓ = numeric keypad used for cursor movement.
N:↑ = Num Lock key is on; numeric keypad types numbers.
S:↓ N:↓ = Underline (Automatic) is on.

Now that you've got a picture of the screen in front of you, let's give a few more details about the *Status Line* and the *Format Line*.

Status Line

As you type your document, the number to the right of the **COL:** will change depending upon the position in the line where the cursor appears. The same is true for **PAGE:** and **LINE;**. That is, the fields for *page*, *line*, and *column* always reflect where the cursor is located. This information is always available to you as long as your document is displayed on the screen.

Format Line

The *Format Line* appears only if there are less than twenty-three lines of text under it. As the text scrolls up, the Format Line will disappear; but your document will continue to be formatted.

Each mark in the Format Line represents a column (position) where your text can be entered. The cursor can never move to the right of the Format Line.

Notice the 1 at the left of the Format Line. This is where the line spacing is displayed. There will always be a number or letter in this position to indicate how your document will be printed. The codes for line spacing are as follows:

1	Single (System Default)	2	Double
3	Triple	0	Zero
+	One and One Half	H	Half
=	Two and One Half	Q	Quarter

The Tab symbols (≫) indicate *tab stops*; that is, the column where your text will be aligned if you press TAB or the Indent key (F4). The ENTER symbol (≪) marks the right margin of your document.

For information about how you can adjust the Format Line to your particular needs, see Format Line Set Up on page R-2-48 in the MultiMate Functions section of this manual.

SCREEN SYMBOLS

Many of the functions that you will use with MultiMate are associated with *screen symbols*. These are visual commands to the system which will affect the formatting or printing of your document. They appear on the screen, enabling you to see the command you have given the system, but will not appear in your document when printed.

The following is a list of screen symbols used by the MultiMate word processing system.

Bold Print ..... ▮
Center ..... ↔
Decimal Tab ..... ▮
Draft Print ..... δ
Enhanced Print ..... ∩
Enter ..... ⋘
Footer ..... ƒ
Hard Space ..... ϕ
Header ..... ╪
Indent ..... →
Merge Code ..... ├
Pause Printer ..... ⌂
Printer Control Code ..... μ
Print Pitch ..... P
Required Page Break ..... ⊥
Shadow Print ..... ╟
Soft Hyphen ..... ≈
Space as Dot ..... .
Strikeout ..... ┼
Subscript ..... ↓
Superscript ..... ↑
Tab ..... ≫

CREATE A NEW DOCUMENT

The second option on the Main Menu is Create a New Document; it allows you to begin a new job. After you select item 2 from the Main Menu, this screen appears:

```
                    CREATE A NEW DOCUMENT

                 Enter the Name of the New Document

          Drive: __          Document: ____________________

Approximately 00000000 characters [00000 Page(s) available on __ : __

              (Documents on the selected drive are listed here.)

                 Press ENTER to continue, PG DN to switch drives
Press CTRL HOME to select default directory. CTRL END to select next directory
                                                          S:↓ N:↓
```

The following descriptions provide the information you need to fill in this screen. Use the cursor arrows to move from one field to the other.

Drive

Enter A, B, or C to indicate the disk drive where you want to create the document. You can skip this step if the correct drive is already displayed.

Document

Enter the name of the new document. Use up to twenty characters, using any combination of numbers, letters, and symbols, but don't enter any spaces, periods or asterisks. The first eight characters of the name cannot be the same as the first eight characters of any other document. It is a good idea to make the name relevant to the document, and something that will make sense to you later.

Available Characters and Pages

This line tells you approximately how many characters and pages are left on the current drive.

Document Directory

The letter to the left of the colon (:) indicates the current document disk drive. The field to its right gives the current document directory if you have multiple directories; if the field is blank, your start-up directory is the current directory.

The list shows all MultiMate documents on the current drive and directory. See Overview, Page R-1-1, for information on multiple directories.

The bottom of the screen tells you which keys to press to switch drives or select another directory. You can press the keys repeatedly, if necessary.

When the correct drive, directory and document names are displayed, press ENTER to continue to the next screen.

The Document Summary Screen appears. See page R-1-5 for information on that screen.

MODIFY DOCUMENT DEFAULTS SCREEN

The Modify Document Defaults Screen appears:

- After the Document Summary Screen when you create a document.
- If you select item 7, Other Utilities, on the Main Menu and then select Edit Document Defaults.

When the screen appears, it is already filled in with the *System Defaults*. At this point, you can change the instructions for a particular document. To continue without changing the instructions, press F10.

NOTE: See page R-1-52 for information on changing the System Defaults.

```
                    MODIFY DOCUMENT DEFAULTS

Allow widows and orphans?        Y   Acceptable decimal tab [ . or , ]   .
Automatic page breaks?           N   Number of lines per page           55
Backup before edit document?     N
(T)ext or (P)age associated headers and footers?                         P

Print date standard [(U)SA, (E)urope, (J)apan, or System (D)efault]:      D

          Press F10 to Continue, Press ESC to Abort          S:↓ N:↓
```

The following descriptions provide the information you need to modify this screen. Press ENTER or use the cursor arrows to move from field to field.

Allow Widows and Orphans

Enter Y or N. If you enter a Y, the system allows widows and orphans when repaginating (see Glossary). That is, the system will begin a paragraph on the last line of a page, or will begin a page with the last line of a paragraph. If you enter an N, the system does not allow widows and orphans when repaginating.

Automatic Page Breaks

Enter Y or N. If you enter a Y, the system page breaks automatically at the number you specify in the Number of lines per page field. If you enter an N, the system does not page break automatically. Instead, you must page break using the Page Break key (F2). Each page size can range from one character to 6,144 characters. (See Appendix C [MultiMate Document Parameters] for information on Page Length and Number of Pages to a Document.)

Backup Before Edit Document

Enter Y or N. If you enter a Y, the system will make a back-up (a copy) of your document immediately before you edit it: that is, the system makes and keeps a copy of your document on file automatically. If you enter an N, the system will not do this.

For more information, see Back Up a Document Automatically, page R-2-3, in the MultiMate Functions section.

Acceptable Decimal Tab (. or ,)

Enter either a period (.) or comma (,). The entry in this field — either the American standard (a period) the European standard (a comma) — is the standard you should use for decimal points in documents. When you use the Decimal Tab function (Shift and F4), numerical columns align on the decimal point.

Number of Lines Per Page

Enter a number between 1 and 150. When the cursor reaches the designated line in a document, the system alerts you with a beep. If you specify automatic page breaks, the system automatically ends a page at the line number indicated, and displays the next page. (See Appendix C [Multi-Mate Document Parameters] for information on Page Length and Number of Pages to a Document.)

(T)ext or (P)age Associated Headers and Footers

This determines the placement of Headers and Footers during *Repagination*. Enter a T or P. If you enter a T, Headers will act as page breaks and remain with the original text. If you enter a P, Headers and Footers will remain on the page where originally entered. For more information, see Repagination, page R-2-142 in the Reference section.

Print Date Standard [(U)SA, (E)urope, (J)apan, or (D)efault]

Enter either U, E, J, or D. This specifies the format in which a date (indicated by the command &DATE&) will be printed in a document.

Entry	Standard	Format
U	U.S.A.	MONTH/DAY/YEAR
E	European	DAY/MONTH/YEAR
J	Japanese	DAY:MONTH:YEAR
D	DOS	MONTH/DAY/YEAR

(The Default format is that used by the installed DOS.) When Multimate is booted for the first time, the "Date System is the MS-DOS date format. If the System Defaults are modified or the System Date Standard is changed, then selecting the default date will yield whatever was selected as the new System Date Standard.

If you make changes on this screen, and then decide you want to return to its original status, press Escape (ESC). You return to the Main Menu or the Other Utilities menu.

When you are satisfied with the entries on this screen, press F10.

CAUTION: When modifying document defaults, be sure each one shows an entry. To make changes, type over the existing information; don't delete an entry. Don't leave any fields blank.

PRINT DOCUMENT UTILITY

The third option on the Main Menu is Print Document Utility; it allows you to print a document and provide the printer with exact printing instructions. After you select item 3 from the Main Menu, this screen appears:


```
                    PRINT A DOCUMENT

          What is the name of the document you wish to print?

          Drive: __          Document: ________________

Approximately 00000000 characters [00000 Page(s)] available on __ : __

          (Documents on the selected drive are listed here.)

          Press ENTER to continue, PG DN to switch drives
Press CTRL HOME to select default directory, CTRL END to select next directory
                                                          S:↓ N:↓
```

The following descriptions provide the information you need to fill in this screen.

Drive

Enter A, B, or C to indicate the disk drive containing the document you want to print. You can skip this step if the correct drive is already displayed.

Document

Enter the first eight characters of the document name. You can skip this step if the correct document name is already displayed.

Available Characters and Pages

This line tells you approximately how many characters and pages are left on the current drive.

Document Directory

The letter to the left of the colon (:) indicates the current document disk drive. The field to its right gives the current document directory if you have DOS 2.0 and multiple directories; if the field is blank, your start-up directory is the current directory.

The list shows all MultiMate documents on the current drive and directory. See Overview, page R-1-1, for information on multiple directories.

The bottom of the screen tells you which keys to press to switch drives or select another directory. You can press the keys repeatedly, if necessary.

When the correct drive, directory and document names are displayed, press F10 to continue to the next screen.

PRINT PARAMETERS FOR DOCUMENT

The Print Parameters for Document screen appears after the Print a Document screen and Merge Print a Document screen.

```
                Print Parameters for Document        B: DOCNAME

Start print at page number          001   Lines per inch (6 / 8)                  6
Stop print after page number        001   Justification: N / Y / M(icro)          N
Left margin                         000   Proportional Spacing: N / Y             N
Top margin                          000   Char translate/width table
Pause between page: N / Y             N   Header/footer first page number       001
Draft print: N / Y                    N   Number of original copies            001
Default pitch (4 = 10 cpl)            4   Document page length                 066
Printer Action Table          DMP 500     Sheet Feeder Action Table
Sheet Feeder Bin Numbers (0/1/2/3):       First page 0:      Middle 0:     Last page: 0
        P(arallel) / S(erial) / L(ist) / A(uxiliary) / F(ile)                    P
                                          Device Number                        001

Print document summary screen:  N/Y  N    Print printer parameters:          N/Y  N
Background / Foreground:        B/F  B    Remove queue entry when done:      Y/N  Y

Current Time is:  HH:MM:SS                Delay Print until Time is:  HH:MM:SS
Current Date is:  MM/DD/YYYY              Delay Print until Date is:  MM/DD/YYYY

Press F5 for Printers, F2 for Sheet Feeders - only the first 16 are displayed

                (Printer Action Table names are listed here.)

                Press F10 to Continue, Press ESC to Abort                S:↓ N:↓
```

The following descriptions provide the information you need to fill in this screen. Press ENTER, TAB, or the Cursor Arrows to move from field to field.

The drive and the document name appear to the right of the screen name.

Start Print at Page Number

Enter a number from 001 to 254. The document will start printing at the page indicated.

Stop Print After Page Number

The last page of your document (the total number of pages in the document) appears in this field.

Do not change this number if you want the document to print all the way to the end.

To print a portion of a document, enter the page number where you want to begin printing in the Start print at page number field. Then, enter the number of the last page you want to print in the Stop print after page number field.

To print a single page of a document, enter the same page number in both the Start print at page number and Stop print after page number fields.

Left Margin

Enter a number to specify the number of spaces to be inserted at the beginning of each line (your left margin). The system calculates your right margin based on the line length(s) in the document.

Top Margin

Enter a number to specify the number of blank lines to be inserted at the top of each page. To calculate how much space this will be, refer to the number of lines per inch specified farther down in the screen. In other words, if you specify 6 lines per inch and a top margin of 6, the top margin on every page of your document will be exactly one inch.

Pause Between Pages

Enter an N (for no) if you are printing on continuous forms. Enter a Y (for yes) if you want to print on single sheet paper and your printer doesn't automatically stop at the end of each sheet. The Pause between pages field works in both the Background and Foreground print modes.

Draft Print

Enter Y or N. Enter Y to print your document in draft or single-strike mode. Enter N to print your document in enhanced or double-strike mode. If your document contains draft, enhanced, or bold printer commands, they will override the command you enter here. See page R-2-124 in the MultiMate Functions section for more information on print modes.

Default Pitch

Enter a number from 1 to 9. This number determines the number of characters per inch in the printed document. The exact number of characters per inch depends upon the printer you are using. A 1 pitch indicates the fewest number of characters per inch, which is usually 5. (Some printers refer to this as "expanded" print.) Use a 4 pitch for 10 characters per inch (pica). Use a 5 pitch for 12 characters per inch (elite). Use an 8 or 9 pitch to get the most compressed print: 16.5 or 17 characters per inch. Make sure your printer can print text in the pitch you select. (See the MultiMate Functions section, page R-2-126, for examples.)

Printer Action Table

Enter the PAT file name for the printer you are using. If the appropriate file has not been copied to your System diskette, you will first have to do so. See "First Things First" in the Beginner's Guide. The first 16 PATS are at the bottom of the screen.

Lines Per Inch

Enter 6 or 8 to indicate the number of lines of text you want printed per vertical inch of the document. Remember, the number you specify here will have some bearing on your top margin and the document page length.

Justification

Enter Y, N, or M. Enter Y if you want the printed document to have right-justified text (i.e., for the right margin to be a straight line), with spacing between words. Enter M if you want right-justified text, with additional space placed between and *within* words to achieve an even right margin. Enter N if you want the printed document to have a ragged right margin. For more information and an example of right- and micro-justified print, refer to Justification on page R-2-78 in the MultiMate Functions section.

NOTE: Check your printer manual to determine whether your printer is capable of micro-justifying text.

Proportional Spacing

Enter Y or N. Enter Y if you want to give each letter an amount of space on the printed page equal to its width. Enter N if you want every letter to be given the same amount of space when printed. For more information, and an example of proportional spacing, see Proportional Spacing on page R-2-141 in the MultiMate Functions section.

NOTE: Check your printer manual to determine whether your printer is capable of performing proportional spacing.

Character Translate/Width Table

The Character Translate/Width Table is a special list of commands you write to be used with the Printer Action Table. It contains character widths used in proportional spacing. It enables you to access special characters or fonts without having to customize the entire PAT file. For more information see Edit Character Width/Translation Table in the Advanced User's Guide.

Header/Footer First Page Number

The system uses this number in conjunction with the Automatic Page Numbering function.

Enter a number from 001 to 999 to indicate the first page number to replace the first pound sign (#) in a header or footer.

Number of Original Copies

Enter the number of copies of the document you want to print.

Document Page Length

Enter a number from 001 to 200. This number indicates your page length in sixths of an inch if you specify 6 lines per inch; or eighths of an inch if you specify 8 lines per inch.. A standard page is 11 inches long; therefore, you should enter 66 in this field if you are using 11" paper and have entered a 6 in the Lines Per Inch field.

Sheet Feeder Action Table

Enter the name of the Sheet Feeder Action Table you want to use. Press the F2 key to see a list of the SAT files which have been copied onto your System disk.

First Page

Enter a number from 1 to 3 to specify which bin of your sheet feeder contains the appropriate paper for the first page of your document. (Letterhead stationery is an example of first page paper.) Enter 0 if you are not using a sheet feeder.

Middle

Enter a number from 1 to 3 to specify which bin of your sheet feeder contains the appropriate paper for the middle pages (every page except the first and last) of your document. Enter 0 if you are not using a sheet feeder.

Last Page

Enter a number from 1 to 3 to specify which bin of your sheet feeder contains the appropriate paper for the last page of your document. Enter 1 or 2 if using a 2 bin feeder. Enter 0 if you are not using a sheet feeder.

Parallel, Serial, List, Auxiliary, or File

Enter P, S, L, A, or F to specify the method the system uses to transfer data to the printer. Parallel and Serial send the print request through BIOS. List and Auxiliary send the request through DOS. They can be used if, for some reason, your printer cannot receive commands through BIOS. (However, using List or Auxiliary prints in foreground only.) File creates a disk file (with the extension .PRN) which is stored on the document diskette.

In almost all cases, you should enter P if you have a parallel printer and enter S if you have a serial printer. If you must print through DOS, enter L if you have a parallel printer, or A if you have a serial printer. Enter F if you want to send the print request to a DOS file.

NOTE: Refer to your printer manual to determine whether you have a parallel or serial printer. If you are using a serial printer, the appropriate dip switches must first be set. Then, whenever you boot up the system, the baud rate, parity, the number of stop bits, etc. will have to be programmed into the system before bringing up MultiMate. For more information, refer to your DOS reference manual for the MODE or CONFIG command.

Device Number

Enter 001 to select your printer.

NOTE: The system uses this number in conjunction with the previous field.

Refer to your DOS manual for more information about printer ports.

Print Document Summary Screen

Enter Y or N. If you enter a Y, the system prints the Document Summary Screen before it prints the document. If you enter an N, the system does not print it.

Print Printer Parameters

Enter Y or N. If you enter a Y, the system prints a copy of the Print Parameters for Document screen before it prints the document. If you enter N, the system does not print this information.

Background/Foreground

Enter B or F. Enter B (for background print mode) if you want to edit another document while this one is printing. Enter F (for foreground print mode) for more control when you are printing special forms or single sheets. When a document is printing in foreground, you cannot do any other work on the system.

NOTES:
1. Merge documents print only in foreground mode.
2. Outputting to List Device or Auxiliary Device prints only in foreground mode.
3. To cancel a print request in foreground mode, press Escape (ESC) until the Main Menu appears. To stop printing in background mode, use the Stop Printer function by pressing CTRL and Break to go to the Printer Queue Control screen, and then selecting option 1. (For details, see Printer Queue Control, page R-1-25.) Your printer will continue to print until its buffer has been emptied. Turn printer off and then on to empty the printer's buffer.

Remove Queue Entry When Done

Enter Y or N. If you enter a Y, the system removes this document from the print queue after it is printed. If you enter an N, the system prints the document and then returns it to the print queue in Hold status. This is useful if you are printing a document that you want to print again later.

NOTES:
1. You can use the Printer Control Utilities on the Main Menu to release or delete documents on Hold in the print queue. See page R-1-24 for details.
2. You can edit a document that is on Hold.

Current Time Is

You cannot make an entry in this field. The system displays the current time in the format HH:MM:SS (hour:minute:second) based on the time you entered when you started the computer. If you did not enter the time, a programmed time appears in this field.

Delay Print Until Time Is

If you fill in this field, printing will not start until the time you specify. Enter the appropriate starting time in the format HH:MM:SS (hour:minute: second). If you do not make an entry in this field, it shows the current time.

Current Date Is

You cannot make an entry in this field. The system displays the date you entered when you started the computer. If you did not enter a date when you started the computer, a programmed date appears in this field.

Delay Print Until Date Is

If you fill in this field, printing will not start until the date you specify. Enter a date in the format MM/DD/YYYY (month/day/year). If you do not make an entry in this field, it shows the current date.

After you have entered all the necessary information on this screen, press F10 to continue. Your document begins printing, and the MultiMate Main Menu returns to the screen if printing in background mode. If printing in foreground mode, the Main Menu appears *after* printing is completed. For more information, refer to Background/Foreground on the previous page.

NOTE: The documents waiting to print remain in the printer *queue* as long as your system is turned on and you are in the MultiMate system. If you turn off the power or press Control (CTRL), Alternate (ALT), and DELETE simultaneously to restart the system, MultiMate removes all the documents from the queue.

If you have documents waiting until a later date or time to print, you must save the queue by returning to DOS every time you turn off the power. To save the queue when you turn the power off, you must first use option 9, Return to DOS, on the MultiMate Main Menu. When the **A>** prompt appears, you can turn off the system. The next time you turn on the system and enter **WP** to use MultiMate, all the documents waiting until a later date or time are restored to the print queue.

Creating a Print File or ASCII File from MultiMate

To create a print or an ASCII file from MultiMate, first make sure that the TTYCRLF Printer Action Table is on the Boot/System diskette (or on the proper sub-directory on a hard disk). Then make the following changes and print the document.

Set the left margin to 000, the top margin to 000, draft print to Y, Printer Action Table to TTYCRLF, justification to N, proportional spacing to N, pause between pages to N, number of original copies to 001, and direct the output to F for file. You can leave the document page length at 066, but if you don't want a lot of carriage return/line feeds in between pages, set the document page length to 001. Text will be continuous.

This way, you don't have to leave MultiMate to convert your MultiMate documents to an ASCII file.

PRINTER CONTROL UTILITIES

The fourth option on the Main Menu is Printer Control Utilities. These provide you with access to the Print Queue and allow you to modify the instructions on the Print Parameters for Document screen. After you select item 4 from the Main Menu, this menu appears:

```
                PRINTER CONTROL UTILITIES

                1. Printer Queue Control

                2. Edit Printer Defaults

                      Function:

             Enter Function Number, Press ENTER
               Press F10 to Return to Main Menu        S:↓ N:↓
```

Press a number to select a utility, and then press ENTER. The following pages show you the screens that appear and tell you how to use them.

PRINTER QUEUE CONTROL

If you select item 1 from the Printer Control Utilities menu, the screen below is displayed. Documents that you have sent to the printer will be listed in the Printer Queue. The screen shows the names of documents waiting to print, and enables you to control print activity.

```
                    Printer Queue Control

          1. Remove a Document from the Queue
          2. Place a Document on Hold
          3. Release a Document from Hold
          4. Move a Document to the top of the Queue
          5. Restart the Document Currently Printing

        (Documents in the Printer Queue are listed here.)

File Status:    Printing    Hold    Errors will Blink

      Place the cursor next to the document name.
  Press the numeric key (1 to 5) for the function to be performed.
                  Press F10 to return.                    S:↓ N:↓
```

Use this function to control documents in the Printer Queue. Place the cursor next to the document name by using the Left and Right Cursor Arrows. After positioning the cursor, press the number of the function you want to perform.

NOTE: You can go to this screen directly from anywhere in MultiMate. During any word processing function, simply press the Stop Printer keys: while holding down Control (CTRL), press Break. Once you make a Printer Queue Control selection, the cursor returns to the page or screen you just left (you don't lose any text). Refer to Stop Printer on page R-2-179 of the Reference section for details.

1. **Remove a Document from the Queue**

   This option enables you to remove a document from the Printer Queue. If that document is currently printing, printing will stop as soon as the printer's buffer is cleared. However, the printer will continue to print before stopping, depending on the size of your printer buffer.

2. **Place a Document on Hold**

   This option enables you to suspend the printing of a document until it is released from Hold.

3. **Release from Hold**

   This option enables you to release a document from Hold. If you were printing that document at the time it was placed on hold, printing would restart from the beginning of the document. If the document was in queue at that time, it would continue to move up in the Queue and not lose its printing priority.

4. **Move a Document to the Top of the Queue**

   This option enables you to place a document at the top of the Print Queue. The selected document prints as soon as the current print job is completed.

5. **Restart the Document Currently Printing**

   This option stops the current print job and restarts the printing of that document from the beginning.

EDIT PRINTER DEFAULTS

If you select item 2 from the Printer Control Utilities menu, the following screen is displayed:

```
                    MODIFY PRINTER DEFAULTS

Start print at page number          001   Lines per inch (6/8)                  6
Stop print after page number        001   Justification: N / Y / M(icro)        N
Left margin                         000   Proportional Spacing: N / Y           N
Top margin                          000   Char translate/width table
Pause between pages?                 N    Header/footer first page number     001
Draft print: N / Y                   N    Number of original copies           001
Default pitch (4 = 10 cpi)           4    Document page length                066
Printer Action Table            DMP 500   Sheet Feeder Action Table
Sheet Feeder Bin Numbers (0/1/2/3):       First page 0:      Middle 0:   Last Page:0
      P(arallel) / S(erial) / L(ist) / A(uxiliary) / F(ile)                  P
                                          Device Number                     001

Print document summary screen:  N/Y  N    Print printer parameters:        N/Y  N
Background / Foreground:        B/F  B    Remove queue entry when done:    Y/N  Y

Press F6 for Printers, F2 for Sheet Feeders - only the first 16 are displayed

                (Printer Action Table names are listed here.)

                Press F10 to Continue, Press ESC to Abort              S:↓ N:↓
```

The above screen shows the defaults that are set in your MultiMate system when you receive it. You can use these defaults or change them to the printing instructions you use most often.

Use this screen to change these printing instructions. Whatever you enter on this screen is saved and will remain as the printer default until changed for a new document. Defaults for existing documents are not changed. Set the fields to the defaults you use most of the time by striking over the highlighted values; and change them whenever you need to by using the same procedures.

Modify the fields after reviewing the descriptions on pages R-1-15 through R-1-23 of the Print Document Utility section.

NOTE: You can change the instructions for individual documents without affecting this screen. See Print Parameters for Document screen on page R-1-17.

MERGE PRINT UTILITY

The fifth option on the Main Menu is Merge Print Utility. This utility combines a Merge and a List document (Merge Data File) to produce the complete, printed copy (Result document). This is the final step of the Merge functions. After you select item 5 from the Main Menu, this screen appears:

```
                    MERGE PRINT A DOCUMENT

  MERGE DOCUMENT                    MERGE DATA FILE
Drive: __                           Drive: __
  Name:_________                     Name:_________

Approximately 00000000 characters [00000 Page(s)] available on ___ : ___

        Press F10 to continue, Esc to abort, PgDn to switch drives
   Press Ctrl Home to select default directory, Ctrl End to select next directory
                                                                  S:↓ N:↓
```

The following descriptions provide the information you need to fill in this screen. Press ENTER, TAB, or use the cursor arrows to move from field to field.

The MERGE DOCUMENT is the document that contains the fixed text.

Drive

Enter A, B, or C to indicate the disk drive containing the Merge document you want to Merge Print. You can skip this step if the correct drive is already displayed.

Name

Enter the name of the primary document. You can skip this step if the correct name is already displayed.

The MERGE DATA FILE (List document) is the document that contains the variables.

Drive

Enter A, B, or C to indicate the disk drive containing the Merge Data File you want to Merge Print. You can skip this step if the correct drive is already displayed.

Name

Enter the name of the Merge Data File.

Document Directory

The letter to the left of the colon (:) indicates the current document disk drive. The field to its right gives the current document directory if you have multiple directories; if the field is blank, your start-up directory is the current directory.

The list shows all MultiMate documents on the current drive and directory. See Overview, page R-1-1, for information on multiple directories.

The bottom of the screen tells you which keys to press to switch drives or select another directory. You can press the keys repeatedly, if necessary.

When the correct drive, directory and document names are displayed, press F10. An additional field will be added to your screen below the Merge Data File name.

```
Record(s) [00001] to [99999]
```

To merge a portion of the List document, enter the pages (record) where you want the printing to begin and end. If the defaults are left at 00001 and 99999, every page in the List document will be merged with the Merge document. After the correct pages are entered, press F10; or press Esc to abort.

PRINT PARAMETERS FOR DOCUMENT

The Print Parameters for Document screen appears next. This is the same screen as the one appearing on page R-1-17. See pages R-1-17 through R-1-23 for details on completing the fields.

Fields on this screen refer to the *Merge document* only. When Merge Printing, you can print portions of the Merge document by entering the specific pages for Start print at page number and Stop print after page number.

DOCUMENT HANDLING UTILITIES

The sixth option on the Main Menu is Document Handling Utilities. These utilities allow you to Copy, Move, Delete, and Rename documents, and to Print, Display, or Search through Document Summary Screens. After you select item 6 on the Main Menu, this menu appears:

DOCUMENT HANDLING UTILITIES MENU

1. Copy a Document
2. Move a Document
3. Delete a Document
4. Rename a Document
5. Print Document Summary Screens
6. Search Document Summary Screens
7. Restore a Backed-up Document

Function:

Enter function number, Press ENTER
Press F10 to return to Main Menu

S:↓ N:↓

Press a number to select a utility and then press ENTER. The following pages show you the screens that appear and tell you how to use them.

COPY A DOCUMENT

Use this utility to copy (duplicate) a document.

Copying a document allows you to:

- Copy a single document from one diskette to another, as a backup.
- Keep an original version and edit a copy. This is very useful if you are not sure of the effect of any changes you may make. You can copy this document onto another diskette, or to the same diskette under a new name.

If you select item 1 on the Document Handling Utilities Menu, this screen appears:

```
COPY FROM:                          TO:

        Drive: __                   Drive: __
        Document: ____________      Document: ____________

Approximately 00000000 characters [00000 Page(s)] available on __ : __

            (Documents on the selected drive are listed here.)

        Press F10 to Continue, ESC to abort, PG DN to switch drives
Press CTRL HOME to select default directory, Ctrl End to select next directory

                                                          S:↓ N:↓
```

Specify the source (FROM) document and the destination (TO) document, and the drives containing them.

NOTE: If you are using a Tandy 2000 with dual floppy disk drives, replace the System diskette with a document diskette.

Document Directory

The letter to the left of the colon (:) indicates the current document disk drive. The field to its right gives the current document directory. If the field is blank, your start-up directory is the current directory.

The list shows all MultiMate documents on the current drive and directory. The bottom of the screen tells which keys to press to switch drives or directories. You can press the keys repeatedly, if necessary. When the correct drive, directory and document names are displayed, press F10 to continue.

The following note applies only if you are storing MultiMate documents in multiple directories of the same disk. See Overview, page R-1-1, for reference on multiple directories.

NOTE: Copy can be used *within* the same sub-directory to make a duplicate under a new document name. To copy or move a document *to* a sub-directory or *between* directories, you should return to DOS and use the DOS COPY command (see DOS Reference section). MultiMate's Copy and Move functions will work *from* any sub-directory selected with the CTRL END or CTRL HOME keys, but not *to* a sub-directory. They can only write to the home (start-up) directory of the destination drive. For instance, if you use MultiMate to Copy a document from a diskette to a multiple-directory hard disk, the copy will go to the directory area where MultiMate's program WP.EXE is found.

After you fill in the requested information and press F10, the system prompts you to:

a. Insert diskette(s) for the copy operation.
b. Press any key to start the copy.
c. Replace the original diskettes (if they were removed for the copy operation).
d. Press any key to complete the copy operation.

You may copy a document onto the same diskette as long as the FROM and TO names are different. On one diskette, no two documents may have the same name. If you copy a document from one diskette to another, the document names can be the same.

CAUTION: If you copy one document to an existing document name on the destination disk, the existing document will be *replaced* by the new text. (To combine documents, see Copy [External], page 2-39.)

MOVE A DOCUMENT

Use this utility to move (not duplicate) a document from one diskette to another. The document you are moving is deleted from the original (source) diskette and will appear only on the new (destination) diskette.

If you select item 2 on the Document Handling Utilities Menu, this screen appears:

```
MOVE  FROM:                    TO:

        Drive: __                Drive: __
        Document: ____________   Document: ____________

Approximately 00000000 characters [00000 Page(s)] available on ___ : ___

        (Documents on the selected drive are listed here.)

        Press F10 to continue, ESC to abort, PG DN to switch drives
Press CTRL HOME to select default directory, CTRL END to select next directory

                                                          S:↓ N:↓
```

Specify the source (FROM) document and the destination (TO) document, and the drives containing them.

NOTE: If you are using a computer with dual floppy disk drives, replace the System diskette with a document diskette.

Document Directory

The letter to the left of the colon (:) indicates the current document disk drive. The field to its right gives the current document directory if you have multiple directories; if the field is blank, your start-up directory is the current directory.

The list shows all MultiMate documents on the current drive and directory. The bottom of the screen tells which keys to press to switch drives or directories. You can press the keys repeatedly, if necessary. When the correct drive, directory and document names are displayed, press F10 to continue.

The following note applies only if you are storing MultiMate documents in multiple directories of the same disk. See Overview, page R-1-1, for reference on multiple directories.

NOTE: To copy or move a document *between* directories, you should return to DOS and use the DOS COPY command (see DOS Reference section). MultiMate's Copy and Move functions will work *from* any sub-directory selected with the CTRL END or CTRL HOME keys, but not *to* another sub-directory.

After you fill in the requested information and press F10, the system prompts you to:

a. Insert diskette(s) for the move operation.
b. Press any key to start the move.
c. Replace the original diskettes (if they were removed for the move operation).
d. Press any key to complete the move operation.

You may move a document from one diskette to another but you cannot move a document if the FROM and TO drives are the same.

DELETE A DOCUMENT

Use this utility to remove (erase) a document from a diskette. As part of routine file maintenance, it's good practice to delete documents you no longer need. Deleting old documents makes room for new ones on your diskette and eliminates a possible source of confusion. Once you delete a document, you cannot recover it, so be careful.

If you select item 3 on the Document Handling Utilities Menu, this screen appears:

```
DELETE:

        Drive: __
        Document: ______________

Approximately 00000000 characters [00000 Page(s)] available on __ : __

        (Documents on the selected drive are listed here.)

     Press F10 to continue, ESC to abort, PG DN to switch drives
Press CTRL HOME to select default directory, CTRL END to select next directory

                                                          S:1 N:1
```

Specify the document and the drive containing it.

Document Directory

The letter to the left of the colon (:) indicates the current document disk drive. The field to its right gives the current document directory if you have multiple directories; if the field is blank, your start-up directory is the current directory.

The list shows all MultiMate documents on the current drive and directory. See Overview, page R-1-1, for information on multiple directories.

The bottom of the screen tells you which keys to press to switch drives or select another directory. You can press the keys repeatedly, if necessary.

When the correct drive, directory and document names are displayed, press F10 to continue.

After you fill in the requested information and press F10, the system prompts you to:

a. Insert diskette(s) for the delete operation.
b. Press any key to start the delete.
c. Replace the original diskettes (if they were removed for the delete operation).
d. Press any key to complete the delete operation.

The system erases the document from the indicated drive.

RENAME A DOCUMENT

Use this utility to change a document's name. You may want to rename a document if you have found that the original document name was not clear, easy to type, or meaningful to you.

If you select item 4 on the Document Handling Utilities Menu, this screen appears:

```
RENAME FROM:                    TO:

        Drive: __
        Document: ______________    Document: ______________

Approximately 00000000 characters [00000 Page(s)] available on __ : __

        (Documents on the selected drive are listed here.)

        Press F10 to continue, ESC to abort, PG DN to switch drives
Press CTRL HOME to select default directory, CTRL END to select next directory

                                                        S:↓ N:↓
```

Specify the source (FROM) document, the drive containing it, and the destination (TO) document.

Document Directory

The letter to the left of the colon (:) indicates the current document disk drive. The field to its right gives the current document directory if you have multiple directories; if the field is blank, your start-up directory is the current directory.

The list shows all MultiMate documents on the current drive and directory. See Overview, page R-1-1, for information on multiple directories.

The bottom of the screen tells you which keys to press to switch drives or select another directory. You can press the keys repeatedly, if necessary.

When the correct drive, directory and document names are displayed, press F10 to continue.

After you fill in the requested information and press F10, the system prompts you to:

a. Insert diskette(s) for the rename operation.
b. Press any key to start the rename.
c. Replace the original diskettes (if they were removed for the rename operation).
d. Press any key to complete the rename operation.

NOTE: The system will not write over an existing file. (The TO and FROM names must be different.)

PRINT DOCUMENT SUMMARY SCREENS

Use this utility to see all of the Document Summary Screens on a diskette. This utility gives you a printed copy of all the information you have entered in the Document Summary Screens; or, if you prefer, you can display them on the screen. See Document Summary Screen on page R-1-5.

If you select item 5 on the Document Handling Utilities Menu, this screen appears:

```
PRINT DOCUMENT SUMMARY SCREENS

This utility will output all of the Document Summary Screens
to either the SCREEN or the PRINTER

Drive                  : B
Directory              : ___
(S)creen or (P)rinter  : S

NOTE: If you are going to output to the Printer, then
the Printer MUST BE ON and NOT IN USE

Press F10 when done or ESC to abort
Press CTRL HOME to select default directory, CTRL END to select next
directory
                                                        S:↓ N:↓
```

Enter the letter of the drive containing the Document Summary Screens you want to print. Press ENTER when the correct drive designation is displayed.

Directory

Press CTRL HOME or CTRL END to select Document Directory if using multiple directories.

Enter S (for screen) or P (for printer) to indicate whether you want to display or print the Document Summary Screens. You can skip this step if the correct letter already appears.

Press F10. The system either displays or prints the Document Summary Screens. Pressing Escape (Esc) followed by any key returns you to the Document Handling Utilities Menu. Then pressing Esc or F10 brings you to the Main Menu.

If you print the screens, each printed page contains two document screens. If you display the screens, pressing any key moves you from screen to screen. In either case, pressing Escape (ESC) followed by any key, returns you to the Document Handling Utilities Menu.

SEARCH DOCUMENT SUMMARY SCREENS

Use this utility to search the Document Summary Screens on a diskette for selected information. This allows you to print or display all the Summary Screens with matching information. You can search for all the documents which have, as an example, Rich Joyner as the Addressee, or all the documents which have a Creation Date in the month of October. In other words, you can search for any information you have keyed in on this screen.

If you select item 6 on the Document Handling Utilities Menu, this screen appears:

```
SEARCH DOCUMENT SUMMARY SCREENS

This utility will search Document Summary Screens
and output the names of the matching documents
to either the SCREEN or the PRINTER

Drive                  : B
Directory              : ____
(S)creen or (P)rinter  : S

NOTE: If you are going to output to the Printer, then
      the Printer MUST BE ON and NOT IN USE.

Press F10 when done or ESC to abort
Press CTRL HOME to select default directory, CTRL END to select next
directory
                                                        S:1 N:1
```

The following descriptions provide the information you need to fill in this screen. Press ENTER or the Cursor Arrows to move from one field to the other.

Drive

Enter A, B, or C to indicate the disk drive containing the Document Summary Screens you want to search through. You can skip this step if the correct drive is already displayed.

Directory

Press CTRL HOME or CTRL END to select Document Directory if using multiple directories.

Screen or Print

Enter S (for screen) or P (for printer) to specify whether you want to display or print the Document Summary Screens. You can skip this step if the correct letter is already displayed.

When you have entered the drive and S or P, press F10. A blank Document Summary Screen appears, where you will fill in the fields to be used as the search criteria.

SEARCH DOCUMENT SUMMARY SCREENS

DOCUMENT SUMMARY SCREEN

Document _____ Total pages
Author _____
Addressee _____
Operator _____

Identification key words:

_____
_____
_____

Comments:

_____
_____
_____
_____

Creation Date MM/DD/YY to MM/DD/YY Keystrokes last session
Modification Date MM/DD/YY to MM/DD/YY Total keystrokes

Press F10 when done or ESC to abort

S:↓ N:↓

Enter search criteria in one or more of the fields. The system will individually search for documents that meet the criteria for any of the fields entered.

NOTE: To locate specific documents, enter the most distinguishing information possible in as few fields as necessary.

More than one criterion can be entered in the field for Document Name. Separate more than one entry with a space. For example, if your criteria is:

Document **MEM LET**

The system searches for all documents that have MEM or LET anywhere in the document name.

When using the Creation Date or Modification Date as search criteria, enter the dates in the proper format. This format is determined by the system date standard set on the Modify System Defaults screen. (See page R-1-52 for more information.) For example, if you are using the USA date standard, enter the day, month, and year in that sequence. Separate the numbers with slashes (e.g., 09/15/84). You may enter a beginning and ending date, as follows:

Creation Date **09/15/84** **to** **09/30/84**

All documents created in the range between the two dates specified will be listed.

After filling in the search information, press F10. The system searches for every match, and then displays a list of document names that meet the criteria.

RESTORE A BACKED-UP DOCUMENT

Use this utility to bring back a copy of a document from a DBK (document backup) file to the system.

Restoring a document enables you to:

- Restore a document that has been backed up using the Backup Before Edit default and then deleted.
- Restore a previous version of a document. If the document exists in the system, then that version is replaced by the backed-up version.

If you select item 7 on the Document Handling Utilities Menu, this screen appears:

```
                RESTORE A DOCUMENT SCREEN

RESTORE:
        Drive: __
        Document : ____________________

Approximately 00000000 characters [00000 Page(s)] available on ___: ___

        (DBK Files [backed up documents] are listed here.)

        Press F10 to continue, ESC to abort, PG DN to switch drives
Press CTRL HOME to select default directory, CTRL END to select next directory
                                                          S:↓ N:↓
```

NOTE: Only documents that have been saved before editing will appear on this screen.

Specify the document and the drive containing it. Press PG DN to see a list of documents on another disk.

Document Directory

The letter to the left of the colon (:) indicates the current document disk drive. The field to its right gives the current document directory if you have multiple directories; if the field is blank, your start-up directory is the current directory.

The list shows all MultiMate documents on the current drive and directory. See Overview, page R-1-1, for information on multiple directories.

The bottom of the screen tells you which keys to press to switch drives or select another directory if you have more than one. You can press the keys repeatedly, if necessary.

When the correct drive, directory and document names are displayed, press F10 to continue.

After you fill in the requested information and press F10, the system prompts you to:

a. Insert diskette(s) for the restore operation.

b. Press any key to start the restore operation.

c. Replace the original diskettes (if they were removed for the restore operation).

d. Press any key to complete the restore operation.

CAUTION: A restored document will replace any existing document of the same name.

For more information about how to use this feature, see Restore a Backed-Up Document, page R-2-151 in the MultiMate Functions section.

OTHER UTILITIES

The seventh option on the Main Menu is Other Utilities. They allow you to: Edit System Format Line; Edit Drive Defaults; Edit System Defaults; and Edit Document Defaults. After you select item 7 from the Main Menu, this screen appears:

```
                    OTHER UTILITIES MENU

                    1. Edit System Format Line

                    2. Edit Drive Defaults

                    3. Edit System Defaults

                    4. Edit Document Defaults

                          Function:


          Enter Function Number, Press ENTER
          Press F10 to Return to Main Menu                S:1 N:1
```

Press a number to select a utility, and then press ENTER. The following pages show you the screens that appear and tell you how to use them.

EDIT SYSTEM FORMAT LINE

Use this utility to change the System Format Line. The System Format Line is the Format Line that appears at the top of the first page of every new document.

If you select item 1 from the Other Utilities Menu, this screen appears:

```
                    System Format Line Modification

                              Page Format Line

|1..≫....≫....≫.............................................≪

                    Column:  3        Right Margin: 75

                              Single line spacing

                    Press F10 when modification complete
                       or ESC to abort modifications
                                                        S:1 N:1
```

Your cursor is in Column 3 in the Format Line. The number 1 to the left of the cursor is the code for single spacing. By moving your cursor to the 1 and striking over it with another code, you can change the line spacing to one of the following selections:

0	zero	Q	quarter
H	half	1	single (system default)
+	one and one half	2	double
=	two and one half	3	triple

Tab symbols (≫) represent tab stops, and periods represent space positions (columns). As you move the cursor across the line, the number after **Column:** changes. Delete tab stops by pressing the space bar; add tab stops by pressing TAB.

Press ENTER to get a shorter line length. Use the right cursor arrow to move the Enter symbol (≪) to the right for a longer line length. If you change the line length, the number following **Right Margin:** also changes.

NOTE: The maximum line length is 156.

For more information on modifying the Format Line, see Format Line Set Up on page R-2-48 of the MultiMate Functions section.

Press F10 when the Format Line is the way you want it.

EDIT DRIVE DEFAULTS

Use this utility to set system defaults for disk drives. The defaults have already been set for dual diskette drives, labeled A and B. If you have a hard disk or additional floppies, use this utility to modify the supplied defaults. See Drive Defaults on page BG-2-15 in the First Things First section of the Beginner's Guide.

If you select item 2 on the Other Utilities Menu, this screen appears:

```
                    DRIVE DEFAULT MODIFICATON

System Drive          A    (Enter the letter of the desired de-
Document Drive        B    fault drive in the space provided)
Library Drive         B
Dictionary Drive      A    Document Directory ____________

Installed Drive Table :

ABCDEFGHIJKLMNOP          (Enter "Y" beneath each drive letter
YYNNNNNNNNNNNNNN          if you have that drive installed. Else
                          enter "N")

Drive Type Table :

ABCDEFGHIJKLMNOP          (Enter "F" beneath each installed
FF                        floppy or "H" beneath each installed
                          hard disk)

              Press F10 when done or ESC to Abort

                                                  S:↓ N:↓
```

Use the top part of the screen to set the drives you want to use for the components of MultiMate.

System Drive – Enter the letter of the drive containing the system programs. In a dual-floppy system, this is usually A; with a hard disk, it is usually C.

Document Drive – Enter the letter of the drive containing your documents. In a dual-floppy system, this is usually B; with a hard disk, it is usually C.

Library Drive – Enter the letter of the drive containing Library Documents. In general, this should be the same as the document drive. In a dual-floppy system, this is usually B; with a hard disk, it is usually C.

Dictionary Drive – Enter the letter of the drive containing the Speller Dictionary program. In general, this should be the same as the system drive. In a dual-floppy system, this is usually A; with a hard disk, it is usually C.

Document Directory – *Note: This field is used* **only** *if you have created more than one directory for MultiMate documents.* Enter the name of the sub-directory where you store most MultiMate documents. The names of documents in this directory will be displayed by various MultiMate screens (for example, Edit an Old Document) each time you start up your MultiMate system. The directory name will appear with the drive name in the form **...available on C:POEMS** followed by a list of document names.

Changing Document Directories – Once additional document directories are created, they can be selected with other MultiMate menu commands. First select the desired command. You then will be able to rotate through multiple directories by holding down the CTRL key and pressing the END key once for each directory. Holding down CTRL and pressing HOME will return the default directory to the screen. If the Document Directory field is blank, the home or start-up directory is the default. See the DOS Reference section concerning sub-directories.

```
                    DRIVE DEFAULT MODIFICATON

System Drive        A    (Enter the letter of the desired de-
Document Drive      B    fault drive in the space provided)
Library Drive       B
Dictionary Drive    A    Document Directory _____

Installed Drive Table :

ABCDEFGHIJKLMNOP         (Enter "Y" beneath each drive letter
YYNNNNNNNNNNNNNN          if you have that drive installed. Else
                          enter "N")

                         Drive Type Table :

ABCDEFGHIJKLMNOP         (Enter "F" beneath each installed
YYNNNNNNNNNNNNNN          floppy or "H" beneath each installed
                          hard disk)

                         Press F10 when done or ESCAPE to
                                   Abort

                                                S:↓ N:↓
```

Use the bottom part of the screen to tell the system which drives you have, and whether they are floppies or hard disks.

Installed Drive Table – Enter a Y beneath each installed drive. If you have two floppy drives, your table looks like this:

```
ABCDEFGHIJKLMNOP
YYNNNNNNNNNNNNNN
```

With a hard disk system, it looks like this:

```
ABCDEFGHIJKLMNOP
YNYNNNNNNNNNNNNN
```

Drive Type Table – Enter F beneath each installed floppy or H beneath each installed hard disk. If you have two floppy drives, your table looks like this:

```
ABCDEFGHIJKLMNOP
FF
```

With a hard disk system, it looks like this:

```
ABCDEFGHIJKLMNOP
F H
```

Press F10 when the screen is completed.

EDIT SYSTEM DEFAULTS

This utility allows you to set certain editing instructions that you use most often for your documents. The system allows you to edit these defaults for a specific document when you create it.

If you select item 3 on the Other Utilities Menu, this screen appears:

```
                    MODIFY SYSTEM DEFAULTS

Allow widows and orphans?          Y   Acceptable decimal tab [ . or , ]   .
Automatic page breaks?             N   Number of lines per page           55
Destructive backspace?             N   Display spaces as dots? [.]         N
Backup before edit document?       N   Keep document closed for safety?   Y
Display Directory?                 Y   Strikeout character                /
(T)ext or (P)age associated headers and footers?                          P

System date standard [(U)SA,(E)urope,(J)apan, or (D)OS]:                  D
Print date standard [(U)SA,(E)urope,(J)apan, or (D)OS]:                   D

Main dictionary        DICTNRY
Custom dictionary      CUSTOM

          Press F10 to Continue, Press ESC to Abort          S:↓ N:↓
```

Fill in the fields after reviewing the following descriptions. Press ENTER, TAB, or the Cursor Arrows to move from field to field. Then, press F10.

Allow Widows and Orphans

Enter Y or N. If you enter an N, the system does not allow widows and orphans when repaginating. That is, the system does not begin a paragraph on the last line of a page, nor does it begin a page with the last line of a paragraph. If you enter a Y, the system allows a paragraph to begin on the last line of a page when repaginating, or a page may start with the last line of a paragraph.

Automatic Page Breaks

Enter Y or N. If you enter an N, the system does not page break automatically at a specified number of lines per page. Instead, you must page break using the Page Break key (F2). If you enter a Y, the system page breaks automatically at the number you specify in the Number of lines per page field.

Destructive Backspace

Enter Y or N. If you enter an N, the Back Space moves the cursor to the left, one character at a time, without erasing. (In other words, it acts just like the Left Cursor Arrow.) If you enter a Y, the Back Space moves the cursor one position to the left, erasing as it goes.

Backup Before Edit Document

Enter Y or N. If you enter a Y, the system will make a back-up (a copy) of your document immediately before you edit it: that is, the system makes and keeps a copy of your document on disk automatically. If you enter an N, the system will not do this.

For more information, see Back Up a Document Automatically, page R-2-3 in the MultiMate Functions section.

Display Directory

Enter Y or N. If you enter a Y, the system will automatically display an alphabetical directory of all documents on the default drive. The directory will appear on your screen just below the name of your current document whenever you Edit, Create, Print, Merge Print or Spell Check a document. If you enter an N, the directory of all such documents on file will not be displayed on your screen, unless you press F6. The prompt to do this will appear at the bottom of the appropriate screens.

Acceptable Decimal Tab [. or ,]

Enter either a period (.) or comma (,). The entry in this field — either the American standard (a period) or the European standard (a comma) — is the standard you should use for decimal points in documents. When you use the Decimal Tab function (SHIFT and F4), numerical columns align on the decimal point.

Number of Lines Per Page

Enter a number between 1 and 150. When the cursor reaches the designated line in a document, the system alerts you with a beep, and by flashing the Line Number display on the document screen in reverse video. If you specify Automatic Page Breaks, the system automatically ends a page at the line number indicated, and displays the next page.

Display Spaces as Dots

Enter Y or N. Enter Y if you want each space entered by the Spacebar to appear on the screen as a dot (.). Enter N if you want the spaces to appear simply as space.

Keep Document Closed for Safety

If you enter a Y, MultiMate will close the document file on your disk each time it opens it to change pages. This means there is little chance of losing any part of a document—even in a power failure or system problem, except for new text on the current page.

If you enter an N, you will be able to move from page to page more quickly, but there will be an increased risk of losing more than one page of text in the event of power failure or improper disk removal. Use Backup Before Edit and save documents periodically (for example, using Shift F10) if you do not keep documents closed.

Strikeout Character

The system default character is /. You may change this character by entering any character of your choice. MultiMate will use this character to display a strikeout of your text at print time. (See Strikeout in the MultiMate Functions section, page R-2-180.)

(T)ext or (P)age Associated Headers and Footers

This determines the placement of Headers and Footers during *Repagination.* Enter a T or P. If you enter a T, Headers will act as page breaks and remain with the original text. If you enter a P, Headers and Footers will remain on the page where originally entered. For more information, see Repagination, page R-2-142 in the Reference section.

System Date Standard [(U)SA,(E)urope,(J)apan, or (D)OS]

Enter either U, E, J, or D to specify the format in which the date will be displayed on the screen.

Entry	Standard	Format
U	U.S.A.	MONTH/DAY/YEAR
E	European	DAY/MONTH/YEAR
J	Japanese	DAY:MONTH:YEAR
D	DOS	MONTH/DAY/YEAR

The DOS format is the same format displayed when DOS is first brought up. For more information, see First Things First in the Beginner's Guide.

Print Date Standard [(U)SA,(E)urope,(J)apan, or (D)OS]

Enter either U, E, J, or D. This specifies the format in which a date, indicated by the command &DATE& will be printed in a document.

Entry	Standard	Format
U	U.S.A.	MONTH/DAY/YEAR
E	European	DAY/MONTH/YEAR
J	Japanese	DAY:MONTH:YEAR
D	DOS	MONTH/DAY/YEAR

The DOS format is the same format displayed when the system is first brought up. For more information, see Getting Started, page BG-2-6.

Main Dictionary DICTNRY

The dictionary supplied with your version of MultiMate is entered here. The default is *Webster*.

Custom Dictionary CUSTOM

Enter the name of your custom dictionary here. You will add words to your custom dictionary that you use often and that are not found in the Main Dictionary (for example, AUTOEXEC.BAT, MultiMate, Joe).

Multiple custom dictionaries can be created, but only one can be used at a time. CUSTOM is the Custom Dictionary name.

For more information, see Custom Dictionary, page R-2-12 in the MultiMate Functions section.

EDIT DOCUMENT DEFAULTS

Use this utility to change the defaults for a document after you have created it. The screen you will edit is the same screen that appears when you create a new document.

If you select item 4 on the Other Utilities Menu, this screen appears:

```
                    MODIFY DOCUMENT DEFAULTS

                    What is the name of the document

          Drive: __          Document: ____________________

Approximately 00000000 characters [00000 Page(s)] available on __ : __

              (Documents on the selected drive are listed here.)

                  Press ENTER to continue, PG DN to switch drives
Press CTRL HOME to select default directory, CTRL END to select next directory
                                                          S:↓ N:↓
```

Drive

Enter the letter of the drive containing the document whose defaults you want to edit. Skip this step if the correct drive is displayed.

Document

Enter the name of the document whose defaults you want to edit.

Document Directory

The letter to the left of the colon (:) indicates the current document disk drive. The field to its right gives the current document directory if you have multiple directories; if the field is blank, your start-up directory is the current directory.

The list shows all MultiMate documents on the current drive and directory. See Drive Default Modification screen, page R-1-48, and Overview, page R-1-1, for information on multiple directories.

The bottom of the screen tells you which keys to press to switch drives or select another directory if you have more than one. You can press the keys repeatedly, if necessary.

When the correct drive, directory and document names are displayed, press ENTER to continue to the next screen.

MODIFY DOCUMENT DEFAULTS

Allow widows and orphans?	Y	Acceptable decimal tab [. or ,]	.
Automatic page breaks?	N	Number of lines per page	55
Backup before edit document?	Y		

(T)ext or (P)age associated headers and footers? P

Print date standard [(U)SA,(E)urope,(J)apan, or System (D)efault]: D

Press F10 to Continue, Press ESC to Abort S:↓ N:↓

See page R-1-12 for instructions on filling in this screen.

SPELL CHECK A DOCUMENT

The eighth option on the Main Menu is Spell Check a Document; it allows you to check the spelling of words in a document. After you select item 8 from the Main Menu, this screen appears:

```
SPELL CHECK AN OLD DOCUMENT

Enter the Name of the Document to be checked

Drive: __          Document: ____________________

Approximately 00000000 characters [00000 Page(s)] available on __ : __

(Documents on the selected drive are listed here.)

Press ENTER to continue, PG DN to switch drives
Press CTRL HOME to select default directory, CTRL END to select next directory
                                                                  S:↓ N:↓
```

The following descriptions provide the information you need to fill in this screen. Use the cursor arrows to move from one field to the other.

Drive

Enter A, B, or C to indicate the disk drive containing the document you want to Spell Check. You can skip this step if the correct drive is displayed when the screen appears.

Document

Enter the name (or the first eight characters) of the document you want to Spell Check. You can skip this step if the correct document is displayed already.

Available Characters and Pages

This line tells you how many characters and pages are left on the current drive.

Document Directory

The letter to the left of the colon (:) indicates the current document disk drive. The field to its right gives the current document directory if you have multiple directories; if the field is blank, your start-up directory is the current directory.

The list shows all MultiMate documents on the current drive and directory. See Drive Default Modification screen, page R-1-48, and Overview, page R-1-1, for information on multiple directories.

The bottom of the screen tells you which keys to press to switch drives or select another directory if you have more than one. You can press the keys repeatedly, if necessary.

When the correct drive, directory and document names are displayed, press ENTER to continue to the next screen.

The screen now looks as follows:

```
SPELL CHECK AN OLD DOCUMENT

Enter the Name of the Document to be checked

Drive: __          Document: ____________________
                   Start page [1   ]   End page [999]

Approximately 00000000 characters [00000 Page(s)] available on __ : __

(Documents on the selected drive are listed here.)

Enter Page numbers, Use Tab to change fields, Enter F10 when complete  S:↓ N:↓
```

Notice that this screen is very similar to the one just displayed. The differences are the prompt at the bottom and the prompt that appears under **Document**.

Start page [1] End page [999]

To check less than the entire document, enter the first and last page numbers of the section you want to check in the appropriate brackets. If the defaults are left at **1** and **999**, the entire document will be Spell Checked.

Press F10 to start the checking process.

If you are using dual floppy disk drives, the following prompt is displayed at the bottom of the screen: **Insert Dictionary Disk in Drive A — Press Any Key**. (This prompt will not appear on systems equipped with hard disks.)

The system searches through the document, looking for misspelled words. While the system is checking, the screen displays the following message:

```
OPERATION IN PROGRESS
[00000] WORDS MISSPELLED   [00000] WORDS TOTAL
```

The numbers in brackets change as the system checks the document and finds misspelled words.

NOTE: You can stop the Spell Check process at any point by pressing Escape (ESC). If you do, the following message appears:

```
OPERATION DISCONTINUED AT PAGE 000
[00000] WORDS MISSPELLED [00000] WORDS TOTAL
```

Any misspellings found up to the point where Spell Check was discontinued will be flagged with a placemark.

When the check is complete, the screen displays the following message:

```
OPERATION COMPLETE - PRESS ANY KEY TO CONTINUE
[00000] WORDS MISSPELLED   [00000] WORDS TOTAL
```

Press any key to return to the Main Menu.

NOTE: For more information on the spelling capabilities of MultiMate, and for instructions on Spell Edit, refer to Training Lesson V in the Beginner's Guide book or to pages R-2-171 through R-2-177 of the MultiMate Functions section.

ON-LINE HELP

With the on-line Help facility, you have a reference manual right at your fingertips. If you need to know what a function is, or how it is performed, you can use Help — and the system will display the answers to your questions. You can access Help from almost any point during your document creation or modification (even in the middle of performing a function), or from the Main Menu.

The Help facility includes a main Help Menu and several sub-menus. The menus tell you what keys to press to get Help on any function. Such help may be a description about what the function is designed to do, or step-by-step instructions on how to perform the procedure.

To get Help, simply press F1. The Help Menu appears, as shown in the example below.

HELP MENUS

Press the function key for the help desired.

Example: Press F8 key for help on the Copy function.
Press SHIFT and F9 keys for help on the Footer function.

To get help on more general topics, press one of the following keys:

HELP DESIRED	PRESS
CURSOR POSITIONING	1
EDITING FUNCTIONS	2
FORMAT LINE CONTROLS	3
PRINTING FUNCTIONS	4
MISCELLANEOUS FUNCTIONS	5
LIST OF ALL HELP TOPICS AND KEYS	6

Press ESC to exit **S:↓ N:↓**

From the Help Menus screen, you can press any function key or combination for help with that key, or press a number which selects one of the six sub-menus. For example, press 1 for help on Cursor Positioning. (You do not have to press ENTER. The Cursor Positioning Help screen appears:

CURSOR POSITIONING - Press the function key(s) indicated for help:

FUNCTION	KEY(S) TO PRESS
BACK TAB	SHIFT TAB
DECIMAL TAB	SHIFT F4
DOWN	↓
END OF PAGE	CTRL END
END OF SCREEN	END
GO TO MARK	CTRL F5
GO TO PAGE	F5
GO TO TAB	ALT TAB
INDENT	F4
LEFT	←
NEXT PAGE	CTRL PG DN
NEXT WORD	CTRL →
(PREVIOUS PAGE	CTRL PG UP)
(PREVIOUS WORD	CTRL ←)
RIGHT	→
CURSOR UP	↑
SCROLL DOWN	PG DN
SCROLL LEFT	SHIFT ←
SCROLL RIGHT	SHIFT →

Press ESC to exit, ENTER to go to previous menu, Space bar to scroll S:↓ N:↓

Only eighteen lines of information can appear on the screen at one time. You must press the Spacebar to scroll down the list line by line. (When you reach the end of the list, it loops back to the top.)

If you next held down the ALT key and pressed the TAB, you would see the GO TO TAB help screen.

GO TO TAB

1. Press ALT TAB.
2. The system will begin at the cursor location and search through the text for an ASCII character (letters, numbers from 0-9, punctuation marks, a space, or special characters like +,$,%,etc.) immediately following the next tab, decimal tab, or indent

Press ESC to exit, ENTER to go to previous menu S:1 N:1

You can go directly from one help screen to another by pressing another function key, or you can press ENTER to go to the previous Help Menu screen.

Item 6 from the Help Main Menu displays a list of all the available on-line Help. To demonstrate the variety of Help, we've printed the entire screen below. (Remember, you see only eighteen lines at one time.)

NOTE: Most Help items are accessed by pressing the appropriate key(s) for that particular function. Some Help items are accessed only by letters: these items are generally detailed descriptions of a function or feature.

The following is a list of all functions and the key(s) to press for help:

FUNCTION	KEY(S)	FUNCTION	KEY(S)	FUNCTION	KEY(S)
AUTO PAGE NUMBER	#	UNDERLINE AUTO	Alt -	AUTO UND (ALPHA)	Alt =
BACK SPACE	BACKSPACE	BACK TAB	SHIFT TAB	BOLD PRINT	CTRL F4
CASE	ALT F6	CENTER	F3	COPY	F8
CREATE DOCUMENT	ALT 2	DECIMAL TAB	SHIFT F4	DEFINE COLUMN	SHIFT F3
DELETE BLOCK	DELETE	DEL CHARACTER	SHIFT DEL	DOC HANDLING UTIL	ALT 6
DOWN	↓	DRAFT PRINT	CTRL PRNT	EDIT OLD DOC	ALT 1
END OF SCREEN	END	END OF PAGE	CTRL END	ENHANCED PRINT	ALT PRNT
ENTER	R	COPY, EXTERNAL	CTRL F8	FOOTER	SHIFT F9
FORMAT CHANGE	F11	FORMAT DELETE	D	FORMAT LINE	F
FORMAT PAGE	ALT F11	FORMAT RECALL	SHIFT F11	FORMAT SYSTEM	CTRL F11
GO TO PAGE	F5	GO TO MARK	CTRL F5	GO TO TAB	ALT TAB
HARD SPACE	CTRL F7	HEADER	CTRL F9	HELP	F1
HIGHLIGHTING	H	HORIZONTAL ADD	ALT F3	HYPHEN	CTRL F10
INDENT	F4	INSERT CHAR	SHIFT INS	INSERT MODE	INSERT
LEFT	←	LIBRARY ATTCH	ALT F1	LIBRARY DOC	L
LIBRARY ENTRY	SHIFT F1	LINE HIGHLIGHTING	SHIFT F6	MERGE CODE	F9
MERGE PRINT UTIL	Alt 5	MOVE	F7	NEXT PAGE	CTRL PG DN
NEXT WORD	Ctrl →	OTHER UTILITIES	ALT 7	PAGE BREAK	F2

Press ESC to exit, ENTER to go previous menu, Spacebar to scroll S:↓ N:↓