



## VOLKSWRITER® DELUXE

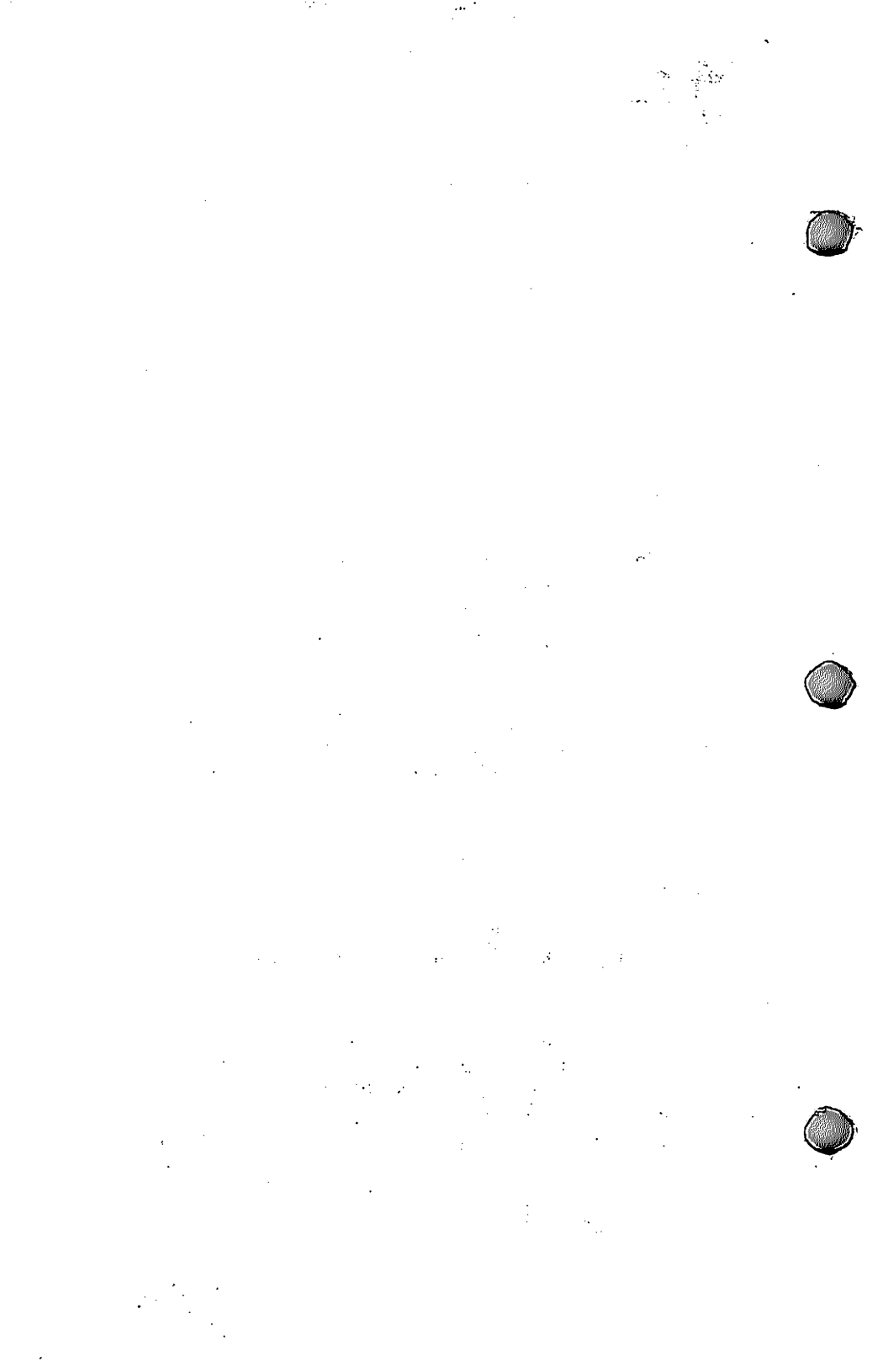
Lifetree Software Inc.  
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Monterey, CA 93940

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2. Make sure that all cords, plugs, and peripherals are plugged into the correct outlets and are firmly in place. (Contact your Tandy/Radio Shack dealer if you have questions concerning your hardware.)
3. Finally, if you cannot solve the problem by referring to the manual, and you are sure that it is not a hardware problem, call Lifetree Software's Customer Support number, (408) 373-4904, between the hours of 8 am - 5 pm, Pacific Time. Please make sure that you have your program serial numbers and all other pertinent information available before you call.



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volkswriter<sup>™</sup>  
*deluxe*

Version 2.0

for the Tandy TRS-80 Model 2000  
Personal Computer

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## **Chapter 1: INTRODUCTION**

**Congratulations on joining the Lifetree community. We are certain that you will enjoy Volkswriter® Deluxe for many years to come. You will find it easy to learn and virtually unlimited in capability.**

**The best way to learn to use Volkswriter Deluxe is to start using it now. Try the tutorials and their exercises. Consult the manual if something is not clear. If you have a problem, consult Appendix G.**

**Please read the first two chapters with care while sitting comfortably at your computer. Then continue with the tutorials. You will not have to read this entire manual because Volkswriter Deluxe gives you assistance when you need it.**

**You can use Volkswriter Deluxe for all your editing and writing needs, whether they are long documents or short memos -- from book manuscripts, reports, and feasibility studies, to correspondence, invoices, mailing lists and form letters.**

**Volkswriter Deluxe stores your documents on diskettes, and will print them according to your wishes. You can use it to merge personalized information into a "form" letter, or to include figures from spreadsheets into a report. And you can use Volkswriter Deluxe for program development and editing, with features designed especially for programmers. Volkswriter Deluxe's uses are limited only by your imagination.**

**With Volkswriter Deluxe you leave the world of file cabinets, carbons, copiers and typewriters behind. Volkswriter Deluxe opens a new dimension, turning typing drudgery into real writing pleasure.**

**For example, you can correct errors quickly and painlessly on the computer screen, where erasing is only a keystroke away. Although you will still use manila folders in your work, they will now contain mostly finished, smoothly polished documents, rather than ragged work in progress. And if your computer has communications capabilities, you can send documents electronically to others who have a compatible setup.**

**And you'll find editing documents is a breeze. You can "leaf through" document pages backwards and forwards quickly by pressing just one key; and when you wish to find the particular sentence where you mentioned, say, "profits," you can instruct your computer to find and display it, also by hitting a single key.**

**Best of all, because you can "cut and paste" documents electronically, you are free to write at the pace of your thoughts, leaving editing and rearranging text until later. Your inspiration won't be interrupted by the "housekeeping chores" of petty corrections. You can throw away your scissors, glue and "liquid paper"!**

**You will see what each page of your document looks like on the screen, including underlinings; and, if you use a color monitor, you are in for some pleasant surprises.**

Volkswriter Deluxe lets you print documents with pre-set formats which can be determined to your individual specifications. You set the formats once, and the system remembers them on command.

The Volkswriter Deluxe word processing system always speaks to you in plain English, so it is not only easy to use ... it is easy to learn to use. Perhaps the most pleasing feature you'll discover is its "forgiving nature", because it is set up to make it nearly impossible to lose your valuable documents and information by accident: Volkswriter Deluxe warns you if you are about to do something that could cause an accidental loss, and its "fail safe" design always lets you change your mind!

This manual shows you how to "test write" your new Volkswriter Deluxe in easy steps, and quickly master its capabilities. And the whole word processing package is equipped with an on-screen Tutorial which describes and illustrates the most-used functions.

There are two especially important keys on the "dashboard" of the Volkswriter Deluxe: You've got a **Help** key (**F1**), that tells you what all the other keys do. And there's the **Reset** or **Safety** key (**F10**) that lets you change your mind or quickly prevent Volkswriter Deluxe from doing something you didn't intend it to do. Think of F10 as the "Panic Button," although you should never feel any panic with this forgiving system. The **Escape** key will also serve this purpose, if you are used to it.

**First, an Important Note** Before you forget, please take a moment to fill out and mail us your Registration card. As we issue updates, the Registration card is the only way we have of notifying you. You will also receive the free Lifetree National Newsletter, published quarterly, with hints and expert tips on all Lifetree products.

**PLEASE FILL OUT YOUR REGISTRATION CARD NOW.**

### **YOUR EQUIPMENT**

If you are just starting out with Volkswriter Deluxe, be sure to read your computer's Guide to Operations, and to format several diskettes.

Volkswriter Deluxe takes advantage of the equipment you already have installed on your TRS-80 Model 2000. The minimum you need is MS™-DOS (either version 1.1 or 2.0), two disk drives, 192K, and an 80 character display.

Volkswriter Deluxe makes full use of the special features of many popular printers. You can use parallel printers and electronic typewriters with parallel adaptors.

Turn your computer on now and load DOS. When you see the familiar A> you are ready to begin.

## **PREPARING YOUR PROGRAM DISKETTE**

You will need:

- The original Volkswriter Deluxe Program diskette.
- Your original DOS system diskette.
- 1 blank diskette.

Place your DOS disk in Drive A (the lower diskette drive). If your system is turned off, turn power on until you see the familiar A> prompt. If your system is on and it is not showing the A> prompt, press the Reset button and wait for the A> prompt.

Two procedures are outlined below, depending on whether you have a two floppy diskette or a hard disk system.

### **IF YOU HAVE A TWO FLOPPY DISK SYSTEM:**

1. Take the DOS system disk and place it in Drive A (the bottom drive), face up. Place a new Tandy TRS-80 80-track, double-sided diskette in Drive B.
2. Enter this DOS command:

**FORMAT B:/S**

to format a bootable diskette.

3. Now remove the DOS system disk from Drive A and put it away. Remove the just formatted diskette from Drive B. Label this diskette as your Volkswriter Deluxe (this is the working diskette you will be using for day-to-day operation) and insert it now in Drive A, the lower drive (not B!)

Insert the original Volkswriter Deluxe Program diskette into Drive B, and you are ready to go. Now type:

### **B:SETUP**

Numerous files will be copied to your new disk. After this has finished, the CONFIGUR program will start automatically and will ask you a series of questions about your computer system, such as whether you use a monochrome or color display and the model of your printer. (You can always change your mind later by just running the CONFIGUR program; see Appendix H).

When you are done with CONFIGUR (choose the X option), you will automatically begin the Tutorial, which you should read along with Chapter 2.

## **IF YOU HAVE A HARD DISK SYSTEM**

**NOTE:** If you are just learning DOS 2.0, we recommend you skip step 1. Once you are quite familiar with DOS 2.0's directory structure, you may wish to repeat this procedure. See Appendix B for more information on DOS 2.0.

1. If you are using DOS 2.0, the Volkswriter Deluxe program can reside in a directory. To do so, you must first create a directory with the command:

**MD C:directory name for  
Volkswriter Deluxe**

Then make that directory the current directory with the command:

**CD C:directory name**

2. Place the Volkswriter Deluxe Program diskette in Drive A. Set the default drive to C by typing:

**C:**

Type the command:

**A:HSETUP C:**

Several files will be copied to your hard disk. Then you will continue with the CONFIGUR program, which will ask you a series of questions about your system. Answer them as well as you can. (You can always change your mind later by just running the CONFIGUR program; see Appendix H).

3. To run Volkswriter Deluxe you must first set the default drive to the hard disk:

**C:**

Then you must set the current directory to the directory which contains the program with a **CD** command:

**CD \directory name**

Then invoke Volkswriter Deluxe with:

**VX**

4. If Volkswriter Deluxe resides in a directory other than the root directory, you can construct a batch file to invoke Volkswriter Deluxe by just typing the letters VX. Here is how:

a. Construct an AUTOEXEC.BAT file on your hard disk which includes a PATH statement which points to the directory which normally contains all your programs.

b. In the PATH directory, create a batch file by the name of VX.BAT which contains the following DOS commands:

```
CD \name of Volkswriter Deluxe directory  
VX
```

## **PREPARING STORAGE DISKETTES**

All diskettes you use for storing data must first be formatted with the DOS FORMAT program described in your DOS Manual.



## **Chapter 2: USING VOLKSWRITER DELUXE**

### **STARTING OUT**

In this chapter, we will walk you through a series of hands-on exercises. So please sit at your computer while you read this chapter.

To begin writing, start up your Volkswriter Deluxe like this:

1. If running on a floppy disk system, insert your Volkswriter Deluxe diskette into Drive A.
2. If on a hard disk system, set the default drive to the disk which contains Volkswriter Deluxe (Drive C for example) by typing **C:**. If Volkswriter Deluxe resides on a sub-directory, set the current directory to Volkswriter Deluxe's sub-directory with the appropriate **CD** command.
3. Enter the command:

**VX**

## THE COMMAND MENU

Now you see the Volkswriter Deluxe menu of choices, and the question: "**YOUR CHOICE:**". By typing just a single letter, upper or lower case, you command Volkswriter Deluxe to do whatever you choose from the menu.

Generally, Volkswriter Deluxe **commands** consist of a single letter, typed all by itself. Document names and other entries consist of a series of characters or numbers, followed by pressing the **Enter** key. We call this "entering a value."

When entering a value, you can cancel the command by pressing the Safety key **F10** we told you about earlier (sometimes called the "Panic Button"), or with the **Escape** key.

One more thing before you begin writing: Unlike a typewriter, all keys on the keyboard repeat if held down for longer than a normal quick keystroke. So make it a habit to strike keys sharply and briefly. If you hold a key down inadvertently it can cause unexpected results, such as "rubber stamping" a letter across a line! Of course, sometimes you may want to take advantage of this automatic repeat feature.

Now, as you look at the choices available in the Command menu, try each one out on the keyboard.

### **HELP (H)**

Press **H** for **Help** and the screen will display a list of available commands and their functions.

## **DISPLAY DIRECTORY (D)**

The **D** (Directory) command lets you see which documents are stored on any diskette in a disk drive. Press **D** and you'll be asked, "**WHICH DRIVE.**" Press an **A** and you'll see the contents of the Volkswriter Deluxe program diskette.

If using DOS 2.0, you'll be asked

**"WHICH DRIVE AND PATH:"**

Press an **A** and follow with the Enter key. When using DOS 2.0, this facility allows you to "Set the Current Directory", by entering the path name, thus:

**C:\MANUFACT**

After this all documents will be stored and retrieved from subdirectory "\MANUFACT" on Drive C. See Appendix B for more information about DOS 2.0.

## **ABOUT DOCUMENT NAMES**

All documents are identified by names. You may type them in either upper case or lower case; they always display in upper case letters. All document names must follow the standard DOS naming conventions which require that a document have a **Name** made up of 8 characters or less, and an optional **Extension** of 3 characters or less. The Name is always separated from the Extension by a period.

**Do not use any of the following characters in file names:**

**\ / ; < > and spaces.**

**Do not use BAK as an extension.**

You will want to add an extension to document names and to format names for your own reference, and to allow the Volkswriter Deluxe system to know which format to associate with a document. For example, a document with an extension such as .LTR is quickly identified as being in letter format; and you might put the extension .INV on all files you use for invoices. A press release might carry an extension .PR, and so on.

However, to keep different versions of your documents, it is best to use the last character of the filename rather than the extension, so that Volkswriter can continue formatting each revision of the document without effort on your part.

For example, if you have written a first quarter report and saved it on disk by the name of **Q1.RPT**, when you revise it later you can store the updated version as **Q1A.RPT** and keep them both. If you use the same name, the new version replaces the old in its entirety. However, if you have chosen the Automatic Back-up feature, your old file will be saved with the extension of .BAK. See Safety Features later in this chapter.

Which method you use is up to you. Keeping multiple versions is safer but costs time and disk space. Keeping a single version is more risky but quicker and simpler. These are some examples of file names:

**ACME.LTR  
ANNUAL.RPT  
NYTIMES.PR  
CHART.BAS**

## **SWITCHING DISK DRIVES**

Notice the letter **A:** on the lower left corner of the screen, on the bright "status line." That letter **A:** indicates that all document operations, such as retrieving or storing documents, will be performed on Drive A, unless you request a different drive, such as B. Insert a diskette whose contents you know into the right-hand drive. Press **D** again, and then **B**. (On a hard disk system, display the directory for Drive **C**).

Note that the drive indicator on the status line changes to **B:**. If your storage diskette has documents on it, the names will be displayed; otherwise the screen will be blank. Documents are always stored and retrieved from the drive shown by the drive indicator on the status line.

To refer to a document on another drive, prefix the document name with the desired drive and a colon, such as:

**B:ACME.LTR**  
or  
**C:ANNUAL.RPT**

Any time you refer to a specific disk drive, such as **B:**, the drive indicator will change, and then it will route all further document references to that drive until you change it again by specifying another drive.

If you happen to have an unformatted disk in any drive, Volkswriter Deluxe will ask:

**"Missing Sector - Reinsert diskette - Retry? (Y/N)"**

on the status line. Insert a formatted disk and reply Y to try again. **Be sure to always have formatted disks handy.**

## **HOW TO EDIT DOCUMENTS**

To understand how document editing works, it's useful to know that your computer uses two kinds of memory: internal RAM memory (measured as 128K, 256K, etc.), which you use to manipulate text you are actually working with; and diskette memory, which is where Volkswriter Deluxe stores permanent copies of your documents.

Once a document has been written on a diskette you can examine and edit its contents, and then return it to the diskette for continued storage. It's simply an electronic way of going to a file drawer, pulling out a folder, and working with sheets of text, and returning it later for safekeeping.

To Edit a document, first you **Retrieve** it from diskette memory into RAM memory, where you edit it, and when finished, **Store** it back onto diskette memory, and then **Print** it.

In general, the first options in the menu mean:

**R: Retrieve** an already existing document from a diskette and display it on the screen.

**E: Edit** (rewrite, rearrange paragraphs, correct spelling errors, etc.)

**S: Store** the text in its storage space on the diskette.

**P: Print** the document on the printer.

**C: Create** is what you use to start a new document.

Now let's look at these options in fuller detail:

### **RETRIEVE DOCUMENT (R)**

To edit a document you have previously created, type **R** to **Retrieve** the document. Volkswriter Deluxe asks you

**"WHICH FILE":**

You may enter the name of any document in any drive. Reply by typing the drive first (**B:**, or **C:**), and then the document name. This time, to continue our exercise, enter:

**A:TUTORIAL**

(or **C:TUTORIAL** if using a hard disk)

The status line announces that the system is "**RETRIEVING...**". The text will be displayed on your screen and it can now be edited. You'll notice that the name of the document you just retrieved appears on the status line, for your reference.

If you happened to misspell the document name you wanted to retrieve, or if the document you asked for simply isn't on the diskette you thought it was on, you'll be told so. Once you have the document you want, you are ready to edit it. Volkswriter Deluxe also knows the format of the document, and will remember it for you, so it will already have its margins, etc. all set. More about formats in Chapter 3.

Before you start reading the tutorial, note that the material covered in the tutorial is also available in Chapter 5, the Editor Reference Guide.

Now that you are ready, just remember: **F1** and **F10**. Press **F1** right now. This HELP key displays a full reference guide to all the function keys, reminding you what each one does. You turn this display on and off by pressing the **F1** key. The **RESET F10** key lets you change your mind at any time. If you choose the wrong option, such as **Retrieve** when you meant **Store**, press **F10**, the Safety key, and you can try again.

Begin reading the tutorial on the screen now, if you wish, and follow its instructions. When finished with the tutorial, resume reading this manual. However, if you prefer an overview of Volkswriter Deluxe first, continue reading this manual and Retrieve the Tutorial file when you start reading Chapter 5, the Editor Reference Guide.

Enjoy your tutorial. If you don't want to go through it now, come back to the main menu by pressing simultaneously the **Alt** and **F10** keys.



## **HOW TO EDIT CONTENTS (E)**

Once you have edited a document and returned to the main menu, you can go back and continue working on it by choosing Edit.

## **SAFETY FEATURES**

It is extremely important that you store documents back onto a diskette when you are finished editing. If you don't, all your work will be lost the moment power is shut off, or when you run another program.

Because of this, Volkswriter Deluxe has certain built-in safety features:

If you try to retrieve another document without first storing the material you have just been working on, you will be warned and you will have another opportunity to store the current document before proceeding to retrieve another one.

If there isn't enough room on the diskette for the document you are trying to store, you'll get a message saying so, and you will be instructed to mount another formatted diskette to receive the document. Because this diskette must already be DOS formatted, we remind you to always have extra formatted diskettes at hand. Various other situations can also result in similar fail-safe messages along the way. The system knows whether you have stored your work on diskette or not, and will remind you to store it in case you forget.

But you must insure against accidental disruptions of your computer system, such as tripping over the cord and pulling the plug. It is a good practice to Store what you are working on from time to time during the same work session, especially when you leave your machine unattended. Note that when you store a document under the same name it had originally, the old version is completely replaced by the new version. So if you want to keep both versions, it bears repeating that the two versions must have two different names, if only different by a single character.

Another essential practice is to periodically make backup copies of the entire contents of your diskettes, which is easily done using the command DISKCOPY on your DOS diskette. Most word processing horror stories come from not taking the time required to make backup diskettes.

## **AUTOMATIC BACKUPS**

Volkswriter Deluxe can, if you wish, make an extra copy of each document when you store it. When you store a file on disk, the current version's extension is changed to .BAK, and then the new version of the file is stored on disk under the original name and extension.

Thus the previous version of a file named Q1.RPT will be called Q1.BAK.

This feature gives you extra protection against system failures, at the cost of requiring extra space on your disks.

Note that if you have several files that have the same filename, but different extensions, for example:

**Q1.RPT  
Q1.LTR  
Q1.FRE**

and you then edit these files with the backup option in effect, only a single backup file will be created, with the name Q1.BAK, which will hold the copy of the last of the Q1.XXX files that you edited.

### **HOW TO STORE A DOCUMENT ON DISKETTE (S)**

Once you have finished editing a document, you must store ("save it") on a diskette. To do so, simply press **S** from the Command menu.

If you had originally retrieved an existing document to edit, Volkswriter Deluxe will remember its name and ask you

**FILE WILL BE NAMED: X:XXXXXXXXX.XXX  
IS THIS THE NAME YOU WISH (Y/N)?:**

At this point you can either reply **Y**, **N**, or press **F10** to avoid storing the document. (If you have been following the on-screen tutorial and you have modified it, press **F10** and don't store it!)

If you wish to Store the document back on the diskette under the same name it had before, simply reply **Y**. In this case, the new version of your text will replace the old version. If you prefer to have a copy of both the old version and the new edited version, simply reply **N** and Volkswriter Deluxe asks:

## WHAT NAME DO YOU PREFER?

Reply by entering the new name you want to give the revised document. You are always in complete control of your document names. You could also press **F10** if you decide not to store the document at this time.

It isn't necessary to store a document back onto the same diskette it came from. You can change diskettes right before storing a document. Thus you can store multiple copies of a given text on several diskettes under the same name or different names simply by repeating the Store command.

**WARNING:** Volkswriter Deluxe uses a diskette "spill file" to edit documents too large to fit in RAM memory. This diskette may not be removed until after you Store your document. If you need to store copies of your document on multiple diskettes, assign the "spill file" to your program diskette using the CONFIGUR program (see Appendix H).

## HOW TO CREATE A NEW DOCUMENT (C)

To Create a new document, press **C**. When you do so, Volkswriter Deluxe asks:

### BY WHAT NAME?:

Enter the new document name, such as **B:ACME.LTR**. If another document by the same name already exists on the diskette, you'll be warned of this fact and given an opportunity to choose a different name for your new document. This prevents you from accidentally destroying an existing document.

You'll be given a blank page to write on. Margins and tabs will already be set automatically, determined according to the document name, as explained in "How to Specify a Format for Your Document Automatically," in Chapter 3, Formatting Your Text. Special keyboard and printer character sets appropriate to the document will also be selected automatically, as described in Chapter 7.

### **HOW TO RENAME A DOCUMENT (N)**

From the Command menu you can change the name of a document by pressing **N**. The instructions ask you for the original name of the document you want to rename; then for the new name. If the document you are trying to rename doesn't exist on the diskette, or not as you typed it, or if the new name is already in use for another document on the diskette, you will see an error message saying so.

### **HOW TO DELETE A DOCUMENT (Z)**

As you write more documents you'll probably want to erase old ones that are no longer needed, to make room for new ones. Just press **Z** and type the name of the document you wish to delete. You will be asked to confirm that you wish to delete the document; if so, enter **Y**, otherwise reply **N**.

### **HOW TO EXIT VOLKSWRITER DELUXE (X)**

Whenever you have finished a Volkswriter Deluxe session, you can return immediately to DOS simply by pressing **X** from the Command menu. Once again, if you have forgotten to Store your

changed material onto diskette, you'll be reminded and given another opportunity to store the document.

Once you have returned to DOS you can run any program normally. If you want to start Volkswriter Deluxe again, just enter **VX**.

### **HOW TO FORMAT (F)**

Margins and tabs are set while editing, and are part of what is called a **FORMAT**, fully described in Chapter 3. These formats can be stored permanently on diskette for future automatic use, so you only have to set them up once on each diskette.

### **HOW TO PRINT (P)**

When you have finished editing a document, you will already have an excellent idea of how it will look on paper, since the screen shows faithfully how the printed document will look. To print, just turn on your printer and press **P**.

## **Chapter 3: FORMATTING YOUR TEXT**

### **FORMATS**

Printing is controlled by what is called a **FORMAT**. A format includes:

- Tabs and margins selected while editing.
- The size and appearance of a page selected through the printing format menu.
- The brand (type) of printer you are using.

The appearance includes spacing, justification, where on the paper to print, the number of lines on a page, whether you are using continuous paper forms or not, etc.

Once a format is defined it can and should be stored on the same diskette as the document(s) to which it applies. If it's a frequently used format you may also store it on your Volkswriter Deluxe diskette, if you wish. With this capability you can set up one format for your proposals, another one for correspondence, another format for memos, and so on.

And there's a way to automatically link any given format with a particular document. Read this chapter in its entirety, especially "How to Specify a Document Format Automatically."

## SETTING UP A FORMAT

Let's set up your first format. You probably have some idea about what kind of documents you'll be creating -- correspondence, proposals, etc. -- so pick one of those intended uses and decide how you want that kind of document to look on a printed page.

While editing, press **F9** and set the tabs and the margins where you want them to be, following the on-screen instructions, and then press **F9** again when your selection is complete. Generally, we recommend leaving the margin against the left side of the screen. You can then see as much text as your monitor will allow.

Now press simultaneously **CTRL** and **F1**, the **Format** key, and study the screen for a moment. Note that you can also arrive at this menu by choosing option **F** in the main menu. In either case, you will be able to view and select printing format specifications.

The format specifications you now see displayed on the screen are the default format settings. (Default format settings are guides before you set up any formats, and indicate how things will be printed. Unless you indicate otherwise, this is how it will be set up.)



## THE FORMAT SELECTION MENU

You now see four options on the screen:

- U** - Use the format as displayed
- M** - Modify the format
- S** - Store the format
- R** - Retrieve an existing format

Formats are generally handled much as you would handle text documents and are defined with this menu. Give them a name and **Store** them. When you wish to examine or change a particular format, **Retrieve** it by its name.

### HOW TO USE THE CURRENT FORMAT (U)

If you are satisfied with the format displayed on the screen, use the **U** option to return to the previous display. And you can always return to the previous display by pressing **F10**, or the Escape key (**Esc**).

### HOW TO MODIFY A FORMAT (M)

This option lets you change any or all of the components of a format. Let's see how to do it right now. Please enter the **M** option and look at the explanation message which shows how to modify each value in the format. Remember, tabs and margins are also part of a format; this is why we set them already. If you wish to change tabs and margins, use **F9** in edit mode.

## **HOW TO STORE A FORMAT ON DISKETTE (S)**

To store a format once you've modified it, use the **S** option. You'll be asked to enter a name to store it under. Once you do so, the "**FORMAT STORED**" message confirms a successful format storage.

## **HOW TO RETRIEVE AN EXISTING FORMAT (R)**

To activate a format you've previously stored, or to modify it, choose option **R**, to Retrieve the format. You are now asked to enter the name of the format you want. When you type in the format name, it will automatically be Retrieved and activated.

If you happen to misspell the name, or the preset format isn't on the diskette, you'll receive the "**UNKNOWN FORMAT**" message. If this happens, return to the main menu and then use the **D** command to see which formats actually are on the diskette.

**NOTE:** If you Retrieve a format while editing a document, your current tabs and margins will be reset according to the format you Retrieve.

## THE FORMAT OPTIONS IN DETAIL

### TYPE OF PRINTER

The first thing to specify in a format is the type of printer you have.

Volkswriter Deluxe takes advantage of the special features of most printers, and lets you specify, for example, whether you want to print text proportionally spaced and/or justified.

Take a quick look at the printer tables in Appendix E to see if your printer is among those already defined, and enter your printer type in the first entry. If your printer isn't on the list, enter Type 3, the "Any Printer" type, which is compatible with all printers, or construct your own printer table with the CONFIGUR Program. (See Appendix H.)

Depending on the printer type, you may see extra lines appear at the bottom of the format selections. Such lines are features unique to your printer. If the value shown for an entry is appropriate, just press **Enter** and the cursor moves to the next entry. To modify any entry, simply enter its new value and press **Enter**.

If you happen to make an error while typing an entry, hit the Backspace key. If you don't notice such an error until after you have pressed **Enter**, press **F10** or **Escape** and modify the format again.

## RESET PRINTER

This is a Y/N entry. If you enter Y, then every time you print a document using this format, Volkswriter Deluxe will stop and give you an opportunity to align the paper in the printer.

If you use only one kind of paper, it is best to enter N. Volkswriter Deluxe keeps track of where the paper should be at all times and advances the paper to the beginning of the next sheet at the end of each document. Therefore, avoid moving the paper manually.

If you will be using different kinds of paper then reply Y to realign the paper for every document.

## PAGINATION

This Y/N entry states whether your document is organized into pages, or is treated as continuous text without page separations (as in the case of a program). Most documents are organized into pages. The most frequent use for the "no pagination" setting is to avoid wasting paper when experimenting with different type faces, character sizes and printer commands.

**NOTE:** If you choose N, the cursor will skip over several entries which have no meaning if your document is not organized in pages.

## SETTING THE NUMBER OF LINES PER PAGE

To set this entry you must first decide how many lines you want to print on a page. Standard-size paper (8 1/2" x 11"), printed at 6 lines per inch, yields 66 lines to a page, so enter 66.

If you use longer paper, such as legal size or European standard letterhead, vary this number by multiplying the paper length in inches by the number of lines per inch which you wish to print (usually 6 or 8). For example, if you want to print on legal size paper (8 1/2" x 14") at the rate of 8 lines per inch, then enter 112.

### **SETTING THE FIRST TEXT LINE**

Knowing your paper length, you'll now want to determine what area of the paper will be used for printing. You will usually want to leave a margin at the top and bottom, and at the left and right sides of the sheet. This entry is used to set the top margin. If you want printing to start on line 6, enter the number 6 here. If you wish to start printing at the very first line, such as for mailing labels, enter the number 1.

The area of the page above the First Text Line may be used for running Headers, such as chapter titles and page numbers, discussed in Chapter 4.

### **SETTING THE LAST TEXT LINE**

This entry indicates, in the same manner as the First Text Line, the last line on which printing will appear.

The area of the page below the Last Text Line may be used for running Footers, such as page numbers or other identifying text, discussed in Chapter 4.

## **SETTING THE LEFT MARGIN**

This entry controls how far from the left side of the paper your text will be printed. Some printers begin printing at the extreme left of the paper, too close to the edge, so using this setting is a convenient way to move the text away from the edge of the paper to make a better looking margin.

If you set a left margin in your ruler line when you set the tabs and margins associated with this format, text will be indented that much further. If your printer is limited to 80 characters per line, be sure that your right margin is set so that the total length of your line doesn't exceed the character capacity of your printer.

## **SETTING LINE SPACING**

This entry controls the line spacing of your document. If set at 1, your document will be printed exactly as it appears on the screen. If you want a double-spaced manuscript, set this entry at 2. Larger values, such as 3, give you triple spacing.

## **SETTING FOR CONTINUOUS FORM PAPER**

This **Y/N** entry indicates whether you are using continuous forms or individual sheets of paper. We recommend continuous forms whenever possible, for convenience and speed.

When using continuous forms, Volkswriter Deluxe advances the paper to the top of the page at the end of every document, unless you stop the printing. If you stop the printing, use the Form

Feed switch on your printer to manually advance the next sheet, which will keep Volkswriter Deluxe in synch with the paper alignment.

When using single sheets, Volkswriter Deluxe stops at the end of every page and asks you to feed another sheet. Some printers remind you with a buzzer that the end of the sheet has been reached. If you are annoyed by the printer buzzer, you may wish to disable it by covering the switch with a piece of tape.

### **SETTING LINES PER INCH (6 or 8)**

This entry controls the number of lines printed per inch. If no choice is offered, the manual controls of the printer take precedence.

### **TYPE PITCH DEFINITION**

The following entry, if available, will vary depending upon printer type, and will be one of the following:

- CHARACTERS PER LINE
- CHARACTERS PER INCH
- CHARACTER SIZE

At the bottom of the format screen, the choices available for your particular printer are displayed next to the \*.

**NOTE:** When using proportional spacing this field is ignored.

## **CHARACTERS PER LINE**

Some printers define the pitch by the number of characters per line. In such case, 40 characters per line results in very large letters, while 132 characters per line will print out in tiny letters.

Experiment with the different available pitches so you can choose the best appearance for each kind of document.

## **CHARACTERS PER INCH**

Some other printers define the pitch by the number of characters per inch, such as 10, 12, and 15. Most daisy wheel printers have 10 and 12 pitch settings.

## **CHARACTER SIZE**

Some high precision printers allow you to specify the exact amount of space characters take up on a line in terms of what are called Horizontal Motion Units, typically in increments of 1/120".

## **SETTING TYPE INTENSITY**

In addition to controlling the size and spacing of characters, you can also control the intensity with which they are printed. A common practice is to use regular intensity for drafts and then a stronger intensity for final printing. Experiment by printing the same document with different character sizes and intensities to familiarize yourself with these various alternatives:



## **BOLD PRINT**

Bold Print, also known as Boldface, uses more ink on each character, and is therefore darker on the page. Caution: Some printers won't allow Bold Printing with certain character sizes. See your printer manual to be certain.

## **SHADOW PRINT**

Shadow Print, also known as Doublestrike, prints each character twice, but very slightly apart, in order to "fill out" characters. This results in darker characters than bold print.

## **ADVANCED PRINTING OPTIONS**

The following advanced printing options are available to you if they appear in your printer Format Selection Menu.

## **PROPORTIONAL SPACING**

Proportional spacing produces print quality similar to typeset text because each character, when printed, takes up a different amount of space. The letter **m**, for example, is given more space than an **i**, and so on.

Proportional spacing may require installing a different printing element (such as a different daisy wheel) into your printer, and may require manually resetting the printer "pitch" switches from the 10 or 12 settings to Proportional Spacing.

When using proportional spacing, Volkswriter Deluxe constructs each line of text so that, when printed, all lines will be of nearly the same length.

Each line on the screen will contain the maximum amount of characters which will fit on a printed line. This may cause lines on the screen to apparently extend beyond the right margin; but when printed, they will fit correctly within the margins.

Be sure the corresponding VXPRINTx.PRP is located on the same diskette as your VXPRINTx.TBL printer table. This is the proportional character width table created with Option 4 of the CONFIGUR program. (See Appendix H.)

## **RIGHT JUSTIFICATION**

This option allows your text to be printed with margins flush left and right, known as justification. Whenever possible, spaces on a line are evenly distributed in tiny increments among words and characters.

On printers which are capable of "microjustification", Volkswriter Deluxe uses that capability; with less sophisticated printers, it inserts whole spaces to create the same effect.

**NOTE:** Justification will not appear on the screen, but each printed line will be expanded to fit against both margins.

Justification may be used in combination with proportional spacing on high quality printers for the ultimate in text appearance.

Once you achieve the right combination of settings, **Store** the format as indicated below.

## STORING YOUR FORMAT (S)

If you have been following the above text with a format menu on your screen, the cursor will be near the bottom of the screen, or if you have reached the last entry it will have returned to the top to ask for your choice. If it hasn't, press **F10**.

Before proceeding, verify that the entries all contain the values you want. If you need to make any corrections, press **M** again and repeat the procedure until all the values are what you want them to be. Now you are ready to store this format for later use, so you won't have to repeat this procedure every time.

Choose the Store option by typing **S**, and a new display appears on the right, asking for the name you are giving the format you just set up.

When you enter the name, the "**FORMAT STORED**" message appears on the status line and the format is now stored on diskette.

Once you have finished setting up a format, you can return to the Main menu by typing **U** to Use the format you just created or by pressing **F10**.

## HOW TO SPECIFY A DOCUMENT FORMAT AUTOMATICALLY

Once a format is stored on diskette you can activate it by choosing the **F** option on the Main menu, then by specifying **R** to retrieve the format by its assigned name. If you forget the name of a format, the Display all documents command in the Main menu will show it to you.

Better yet, a document may have a format associated with it automatically by simply storing a format on the same diskette with an appropriate name. Then, whenever you Retrieve or Create a document, its associated format is automatically activated along with it. Similarly, whenever you print a document with the **N** option, that format is automatically activated.

Volkswriter associates a document with a format whose name matches either the document name or the document extension. For example, let's say you have a document named **LARGE.BID**.

When you Retrieve **LARGE.BID**, Volkswriter Deluxe automatically looks for a format by the name of **LARGE.FMT** on the same drive as your document. If one doesn't exist with such a name, Volkswriter will look for a format with the name of **VWFORMAT.BID**, also on the same drive as your document.

If neither of these format names resides on the same diskette as your document, Volkswriter Deluxe will simply continue using the previously activated format.

But if you are Creating or Retrieving a document, Volkswriter Deluxe will search the document's diskette for a catch-all format by the name **VW.FMT**. If it doesn't find it, Volkswriter Deluxe uses the format **VW.FMT**, on the default drive.

The names **VW.FMT**, **VWFORMAT** and **.FMT** are reserved exclusively for these "generic" formats.

A format with a name of the form XXXXXXXX.FMT is useful for a one of a kind document, while a format with a name like VWFORMAT.XXX establishes a format for **all** documents that have the extension **.XXX** on that diskette.

For example, you could set up these standard formats and document extensions:

VWFORMAT.LTR	Letters, extension .LTR
VWFORMAT.PR	Proposals, extension .PR
VWFORMAT.ML	Mailing lists, extension .ML

Over time, you will build a rich library of standard formats.



## **Chapter 4: PRINTING**

### **THE PRINT SELECTION MENU**

Now that you have decided on the format you will use for documents, let's print some text.

From the main menu, press **P**, and the Print menu gives you these choices:

- N** - Print a document from disk
- P** - Print the document you are currently editing using the current format
- F** - Format examination before printing
- S** - Select where you want the printed output
- X** - Exit to the main menu (don't print yet)

### **HOW TO PRINT A DOCUMENT FROM DISKETTE (N)**

To print an already existing document which is stored on disk, choose option **N**. When Volkswriter Deluxe asks for the **Name** of the document you wish to print, enter the document name in the usual manner.

Volkswriter Deluxe will look for an Associated Format for this document by the name of xxxxxxxx.FMT or VWFORMAT.xxx. If it finds neither on the same diskette which contains the document, it will continue using the current format.

#### **NOTE: DO NOT PRINT YOUR TUTORIAL FILES.**

They use special symbols (such as left and right arrow) which have meaning to your printer. Follow the on-screen instructions for printing in the tutorials.

## **HOW TO PRINT THE DOCUMENT BEING EDITED (P and ALT F1)**

This option prints the document currently being edited using the current format. First, Retrieve a document, Edit it as you wish, return to the Main menu and choose option **P**. After printing, you may return to the text again, to modify it further, if you wish.

While editing you may place the cursor on any line in the text and press **ALT F1** to begin printing immediately from that line.

## **HOW TO EXAMINE OR MODIFY A FORMAT BEFORE PRINTING (F AND CTRL F1)**

Option **F** lets you examine and modify the Format you are using before printing a file which is already in memory. After modifying the Format to suit your requirements, you will return to the Print menu.

While editing you may enter the Format menu by pressing **Ctrl F1**. Exiting the Format menu returns you to your text.

## **HOW TO SELECT A PRINTING DEVICE (S)**

When you choose the option **S**, Volkswriter Deluxe presents the following choices of where to print your text:

- P** - Parallel printer
- V** - View text on screen  
(including control codes)
- W** - Write text to a diskette



Option **P** is the default setting, and selects your parallel printer.

Option **V** enables you to view your text on the screen, including all control codes sent to the printer. It is useful for diagnosing printing problems.

Option **W** lets you store the printed output on a diskette for further printing, which you can do with the DOS **COPY** command, or the DOS 2.0 **PRINT** command. (See Appendix B.)

If you select the **W** option, when you start printing you will be asked:

**PRINT TO DISK FILE  
WHICH FILE?:**

At this point you should enter the name of the file in which you wish your printed output to be stored. If a file already exists with your chosen name, you will be notified and given the option to either overwrite it or to enter a new file name.

**NOTE:** Files written by option **W** should not be printed with Volkswriter Deluxe. Use the DOS **COPY** or **PRINT** commands instead.

## **SELECTING THE STANDARD PRINTING DEVICE**

Volkswriter Deluxe comes ready to print through the Parallel Printer Adaptor. To change this setting, do as follows:

1. From the main Volkswriter Menu, choose option **P** to enter the Printing Menu. Choose option **F** and Retrieve **VW.FMT** from the Volkswriter diskette.

2. Return to the Printing Menu, choose option **S**, and Select the Printing Device.
3. Enter the Format Menu again with **F** and store **VW.FMT** on your Volkswriter diskette.

From now on, Volkswriter Deluxe will send all printed output to your selected device unless you select a different printing device.

## **WHAT HAPPENS DURING PRINTING**

### **PAPER ALIGNMENT**

When printing begins you'll see a new panel on the right asking you to align the paper. If you are using continuous form paper, align the print element (the print wheel or printing head) directly opposite the very first line of the paper, immediately below the perforated edge. If your printer has a "Set Top of Form" or "Set TOF" button, press it after you align the paper.

If you are using single sheets of paper, feed a new sheet and align it in the same way. Before continuing, make sure your printer is on and ready; then press any key, and printing will begin.

The system advances the paper to the top of the next page at the end of every document. Volkswriter Deluxe has no way of knowing when you turn the knob that adjusts the paper by hand. If you do so, the system's sense of where it is on the page will be thrown off. To reset it, use the Reset Printer option in your Format options menu.

## STOPPING AND RESTARTING PRINTING

While printing you can stop temporarily to adjust paper, or to see how the printed text looks, by simply pressing the **F10** key. Then press any key to resume printing.

## CANCELLING PRINTING

If you aren't satisfied with the "hard copy" coming from your printer, press **ALT F10** and Volkswriter Deluxe stops sending characters to the printer.

If your printer does not have an internal "buffer", printing stops immediately. If your printer has a buffer, it will continue printing until its buffer is empty; to make it stop immediately, turn its power on and off after pressing **ALT F10**.

If you cancel printing, Volkswriter Deluxe no longer assumes that paper is properly aligned, and it asks you the next time around to reposition the paper to the top of the form.

## PRINTING ONLY PART OF A DOCUMENT

As your printed text gets closer to the final result you want, you may want to correct and reprint only part of a document. There are two ways to do so. Either:

1. Choose option **P** or **N** from the Printing Menu; when asked for **ENTIRE DOCUMENT (Y/N)?**, reply **N**, and when asked **STARTING PAGE NUMBER** enter the page number.

Or:

2. While editing, insert a `..END` command where you want to stop printing. Then place the cursor at the line where you want to start printing and press **ALT F1**.

## **EMBEDDED COMMANDS**

Besides all the editing facilities which are activated by the touch of a key, there are a number of printing facilities that are activated with "embedded" commands, which you place within the text.

Embedded commands are never printed, nor do they interfere with the number of lines on a page. During printing, as different embedded commands are encountered, they take effect from that point on, so the precise placement of these commands in the text is important.

These are the commands you can embed. Each is explained in detail on the following pages:

- `..comments`
- `..PAGE`
- `..HEADnnXRunning Header`
- `..FOOTnnXRunning Footer`
- `..PGNO n`
- `..PAUSEmessage`
- `..END`
- `..PRINTdocumentname`
- `..FORMATformatname`
- `..VERB ..NORM`
- `..CMD`
- `..FILE`

These commands must begin at the left side of your screen, in column 1. Use F3 to take you to that position.

The first two characters must be periods, followed by the command (in either lower or uppercase), followed by information specific to the command. Don't insert extra blanks in a command.

No more than 150 ..commands can be included within one document. Ctrl-U also counts as a ..PAGE command. More than 150 ..commands may cause incorrect on-screen pagination, but printed text will still be printed correctly.

## **WHAT EACH EMBEDDED COMMAND DOES**

### **..(comment)**

Typing two dots (..) at the leftmost positions allows you to enter any remarks in your text that you wish. These are never printed. You may, for example, summarize the contents of the document, or its creation date. The exact format is two periods, plus any text which is not an embedded command:

For example:

**..First Draft 4/1/84**

### **..PAGE**

This command indicates that this is the end of a page.

**NOTE:** Earlier versions of Volkswriter supported a `..PAGEnn` command, which indicated that the following `nn` lines had to be contained on the same page. This command is not supported by Volkswriter Deluxe, since page endings are shown on the screen, and is interpreted as a `..PAGE` command.

### **..HEAD and ..FOOT**

These two commands are identical, except that `..HEAD` defines a line of text to be printed at the top of a page, and `..FOOT` defines lines of text to be printed at the bottom of a page.

These running "headers" and "footers" are also used to specify how pages are numbered.

With headers and footers you can automatically place a different heading on every chapter or section of a manuscript, include a form number and revision date on each page, etc.

The exact format of these two commands is:

**..HEADnnXtext**

and

**..FOOTnnXtext**

The "nn" in the middle of these commands is a two digit (exactly 2 digits!) number such as 03 or 48, which indicates on which line of a page the Header or Footer "text" will be printed.

The Header or Footer text will be positioned according to which of the following letters you use in place of the letter **X** in the command:

- L** - flush left
- R** - flush right
- C** - centered
- A** - alternating flush right and flush left, for odd-numbered and even-numbered pages respectively.

You may use as many headers and footers as you like, but there can be only one header or footer on any given line.

For headers, the line number "nn" must be less than the First Text Line in the current format. And for footers, the line number "nn" must be greater than the Last Text Line number in the format.

**WARNING:** If you specify a line number which is within the area used for printing the main body of text, the header and/or footer will be ignored without any error message appearing!

A Header or Footer will be printed on every page of the document following the place in the text where your command was first embedded. Any succeeding `..HEAD` or `..FOOT` command with the same line number ("nn") as the previous command will replace it.

You can make your headers and/or footers stop printing any place in the document by embedding a `..HEAD` or `..FOOT` command with the same line number as the previous one and no text. For example,

**..HEAD03**  
**..FOOT60**

would cancel the header on line 3 and the footer on line 60.

## **PAGE NUMBERS**

The location and format of a page number is specified with the **..HEAD** or **..FOOT** command you just learned. The text of a header or footer may contain the special character combination **##** (two number signs). In place of **##** Volkswriter automatically inserts the number of the page being printed, with no extra blanks.

The following examples illustrate the results of different page number specifications.

**..FOOT63C-##-**

will result in a centered page number on line 63 in the form:

-2-  
-10-  
-107-

**..FOOT63LPage A-##**

will result in a flush left page number on line 63 in the form:

Page A-3  
Page A-10  
Page A-107



**..HEAD03APage ## Rev. A**

will result in page numbers which alternate flush right (odd pages) and flush left (even pages) in the form:

Page 10 Rev. A  
Page 3 Rev. A  
Page 107 Rev. A

Volkswriter Deluxe numbers pages consecutively starting with 1. To start with a different number, use the **..PGNO** command.

On the first page, headers with page numbers are printed. If you wish to omit a header on page 1, move the **..HEAD** command anywhere after the first line of text.

Headers and footers are printed on every page except footers with page numbers. These are not printed on page one but start printing on page 2, as is customary in correspondence. To print a footer on page 1, use a **..PGNO1** command.

**..PGNOnn**

This command allows you to reset the current page number. The page number, nn, is specified as either one or more digits. If you specify a 0, Volkswriter Deluxe will ask you what page number you wish to start with when printing the document.

This command is useful with the **..HEAD** and **..FOOT** commands as described above.

## **..PAUSEtext**

When printing reaches this command, VW displays "text" on the status line, beeps and waits for you to press a key before continuing.

This ..PAUSE command can be inserted into text as a reminder to let you know that the document is completely printed, or to remind you to change to a different kind of paper, or to change printing elements, etc.

## **..END**

When Volkswriter Deluxe encounters this command, it stops printing as if this was the end of the text.

This command is useful for printing only a portion of your text.

## **..PRINT**

This command is written thus:

**..PRINTb:document.ext**

When Volkswriter Deluxe encounters this command during printing, it stops printing the document it has been printing, switches to the other document named in the command, and continues printing. The document name is specified, as always, without any blanks. The drive indicator, such as "A:" or "B:" is optional. If you don't indicate it, the active drive at the time of printing (shown on the status line), will be used.

This `..PRINT` command lets you print many documents together as though they were one, as would be the case when writing a manuscript made up of a number of short chapters. This technique "assembles" the shorter documents into a longer one. There are two ways to do this.

One way is to use a `..PRINT` command as the last line of every document in the manuscript, giving Volkswriter the name of the next document to print. This is simple and convenient, particularly if you're writing one long piece in which the sequence of the pieces is well known in advance.

But if it is likely that you'll be rearranging the order of your presentation as you go, you should set up a separate "command document" which contains no text, just commands. See "A Manuscript" under "Examples of Embedded Commands" below.

Once you set up a command document with the commands in the desired sequence, Retrieve the document and use option **P** to print the text. (This method will not work with option **N**, however.) The documents printed in this way must not contain any `..PRINT` commands themselves! If they do, an error message will be displayed and printing will be cancelled.

This command may also be used to print a standard heading at the beginning of a document, as in a letterhead. And it can also be used to print repetitious "boilerplate" paragraphs in such documents as proposals and contracts. Whenever you use `..PRINT` to print a document, Volkswriter activates the associated format `xxxxxxx.FMT` or `VWFORMAT.xxx` only. If neither of these is found, the format previously in effect remains in effect.

## **..FORMAT**

The **..FORMAT** command is written as:

**..FORMATb:filename.ext**

When Volkswriter Deluxe encounters this command, it retrieves the named format, and all text following the command will be printed according to the new format. If the named format is not found, printing is cancelled.

This command is useful for changing print styles within a document. For example, quotations can be set in a different type style than the body of the text.

## **..VERB** and **..NORM**

These commands let you print all 256 ASCII characters. You can enter them from the numeric keypad while holding down the **ALT** key (see Special Characters in Chapter 5).

However, some special characters have special significance to Volkswriter Deluxe, such as the paragraph sign (ASCII 20). If you wish to send such ASCII characters to your printer, you need a way to tell Volkswriter Deluxe to send all ASCII codes to the printer **verbatim** regardless of their **normal** meaning.

The **..VERB** command lets all characters go to the printer without interpretation. The **..NORM** command restores all characters to their usual significance.

See Appendix C for a complete list of all ASCII characters which are significant to Volkswriter Deluxe.

### **..CMDtext**

For sending special control sequences to a printer, use this command. "Text" will be sent to the printer, and no line spacing will take place.

If this command ends with a paragraph sign, a carriage return is sent to the printer; otherwise, only the characters in "Text" are sent. In either case, no linefeed or other control characters are sent to the printer.

### **..FILE**

This command is used with TextMerge<sup>tm</sup>. See Chapter 6.

## EXAMPLES OF EMBEDDED COMMANDS

### A MANUSCRIPT

Let's say you set up a document with the following commands, and that you Retrieve and then print it using option P.

```
..printCOVERPG.MS
..printCONTENT.MS
..formatBODY.FMT
..head02cQ1 REPORT 9/1/83 Richard Reeves
..foot62aPageA-##
..printCHAPTER1.MS
..printCHAPTER2.MS
..pauseSwitch to diskette #2
..printCHAPTER3.MS
..printBIBLIO.MS
```

The first two **..PRINT** commands take care of the cover page and table of contents. Each of these should have an associated format already defined, by the names **COVERPG.FMT** and **CONTENT.FMT**, respectively.

Then the third command, **..FORMAT** activates the **BODY.FMT** for the bulk of the manuscript. (Another way would be to have a format by the name of **VWFORMAT.MS** which would be automatically activated for all chapters which had **.MS** as their extension.)

The **..HEAD** command in this sample list would produce a header like this on line 2 of every page:

## Q1 REPORT 9/1/83 Richard Reeves

as well as a footer on line 62 which would alternate left and right on odd and even pages, respectively, reading:

Page A-2

Page A-3

The ..PAUSE command allows you to switch from the diskette for Chapter 2 to the diskette for Chapter 3 in the above manuscript example. To switch diskettes you must use ..PAUSE. It is also safe to change disks after storing a document.

**WARNING:** You cannot change a diskette which is being used for the spill file, for printing to disk, or for DOS background printing. Doing so may cause your entire diskette to be irreparably scrambled.

### **BOILERPLATE PARAGRAPHS**

Embedded commands can be used anywhere in your text, and are therefore essential for creating form letters and for streamlining the use of repetitious "boilerplate" sentences or even whole documents. There is no limit to the size of "boilerplate" text, other than the space available on a given diskette.

For example, consider the following document:

---

`..printHEADING`

John Smith  
123 4th Avenue  
New York, NY 10021

Dear Mr. Smith:

It was a pleasure speaking with you the other day.

`..printSALES`

I would certainly enjoy getting together with you for lunch on Wednesday, December 10th. Please give me a call.

`..printCLOSING`

---

In this example, three files, **HEADING**, **SALES**, and **CLOSING** are printed within the letter automatically. These files each contain, respectively: the company masthead; the standard sales talk; a closing statement, such as "Sincerely yours," etc. These files are automatically printed as part of the letter document at the indicated spots where you have embedded the commands. The file **HEADING** would contain:

**AMERICAN ENTERPRISES, INC.**  
**123 INDUSTRY DRIVE**  
**NEWTOWN, USA 11111**

This same technique of embedding `..PRINT` commands can be used for "boilerplate" clauses in proposals, contracts, and other repetitive documents.



## MAKING MULTIPLE COPIES

To print the same document many times, simply include a **..PGNO1** command at the beginning of your text and **..PAGE** and **..PRINT** commands after the last line of text, which instruct Volkswriter Deluxe to print the document again. You must manually cancel printing after the desired number of pages appears on the status line.

Consider, for example, a file named **ROSES**:

```
..PGNO1  
ANNOUNCING THE FESTIVAL OF ROSES  
text  
.  
.  
text  
..PAGE  
..PRINTROSES
```

Store your document, then Print it by using the **P** command from the Printing Menu, and pressing **ALT F10** to end printing after the desired number of copies have been printed.



## CHAPTER 5: EDITOR REFERENCE GUIDE

This chapter is meant to be used for reference only. For a step-by-step explanation of how to use the editing functions, simply refer to the on-screen Tutorials.

The first part of this chapter describes the functions of individual keys. The second part covers Moving Sentences, Moving Columns, and Special Effects in detail.

After reading this chapter, you will have an expert's eye for text editing with Volkswriter Deluxe. We recommend reading it while experimenting with the computer, but it can also be read by itself.

### GENERAL PRINCIPLES

All editing functions may be combined with any others. For example, you may mark the Beginning and End of a Block to be moved to another place, use the **Find** or the **Go To Page** key to locate where you want the text to go, and finally press the **Move** key to move the text to its desired location. With Volkswriter Deluxe you are free to concentrate on what you are doing, rather than worrying about what the computer is doing!

And, if you find that you have pressed the wrong key, remember F10 - your SAFETY key.

### THE STATUS LINE

When editing text, the bright status line at the bottom of your screen shows the line number (L) and the column number (C) where the cursor is positioned within the page (P).

## **AUTOMATIC HORIZONTAL SCROLLING**

Volkswriter Deluxe is capable of handling documents up to 250 characters wide, such as large spreadsheets. After setting your margins, Volkswriter Deluxe shows you the section of the document you are working on automatically. No special keys are needed to take advantage of this powerful function.

## **CURSOR MOVEMENT**

The cursor control keys, located on the lower right of the keyboard, move the cursor up, down, left, and right around the screen. For continuous movement, hold the key down.

When the cursor reaches the upper or lower ends of the screen, the text scrolls down and up, respectively.

When using the backspace or the cursor left arrow, the cursor will revert to the position next to the last character of the previous line upon reaching the left side of the screen. On the right side, it simply continues to move right to the physical end of the screen (position 250.)

## **Ctrl CURSOR - SKIP WORD**

When you hold down the Ctrl key at the same time you press the Cursor right or Cursor left key, the cursor skips to the next or to the previous word, respectively.

The cursor will make an extra stop at the beginning and end of the line.

## HOME: LARGE CURSOR MOVEMENTS

If you want to move the cursor in larger steps, press the HOME key before the appropriate cursor movement keys.

Using Home plus another key gives you great flexibility in moving the cursor with one hand.

If you press Home by mistake, don't worry – if the following key is not among those below, the accidental Home key is ignored.

### **Home (Up Arrow)**

Jumps the cursor to the top of the screen directly above its current position.

### **Home (Down Arrow)**

Jumps the cursor to the bottom of the screen directly below its current position.

### **Home (Right Arrow)**

Jumps the cursor to the space just after the last character on the line you are currently typing.

### **Home (Left Arrow)**

Jumps the cursor to the first character of the line the cursor is currently on.

### **Home Home**

Jumps the cursor to the top left corner of your screen, at the left margin.

### **Home PgUp/PgDn**

Jumps the cursor one screen up or down.

### **Home Home Home**

Jumps the cursor to the very beginning of the document you are currently editing.

**Home End**

Jumps the cursor to the very end of the document you are currently editing.

**OTHER CURSOR MOVEMENT KEYS****End (or F11) – BOTTOM OF SCREEN**

The cursor jumps to the bottom of the screen, at the left margin.

**Ctrl Home – BEGINNING OF TEXT**

Another way to make the cursor jump to the very beginning of your text.

**Ctrl End (or F12) – END OF TEXT**

Another way to send the cursor to the very end of your text.

**Pg Up/Pg Dn – SCROLL TEXT**

These keys “scroll” the text towards the beginning (UP), or towards the end (DN) one half-screen at a time.

**Ctrl Pg Up/Ctrl Pg Dn – PREVIOUS PAGE – NEXT PAGE**

These keys take you to the first line of the previous page of your text or the next page, respectively. When writing, you will see the end of every page displayed on the screen.

Don't worry about reaching the end of the page; if you don't like the way the text will look when printed, insert blank lines with Alt F3, or use the ..page command to indicate that the following text must start on a new page.

Another way to go from one page to any other page instantly, particularly in large documents, is the Go To Page (**Ctrl F7**) key. If "Pagination" in your format is off, this key changes into a Go To Line key.

**NOTE:** When the PAGINATION option in your Format indicates No, there are no pages to be displayed. These keys scroll the text down or up one whole screen at a time, always leaving one line of the previous screen showing for continuity.

## **ENTER**

This key, used at the end of every paragraph, displays as a paragraph symbol ¶ on lines with text on them. The paragraph symbol is used to indicate the end of the paragraph and never prints out in hard copy.

One line sentences must end with a paragraph sign as well.

When the right margin is set with an \* (see Tabs and Margins, later in this chapter), the Enter key does not insert the paragraph symbol into the text. The Enter key simply returns the cursor to the following line at the left margin.

Pressing the Enter key in the middle of a line will cause a new line to be created, beginning with the next character on that line. This is how you can create a new paragraph.

## **BACKSPACE**

This key moves the cursor back one character or space, and erases it. If you are at the left margin, the cursor will move to the end of the previous line.

## **Ins - INSERT ON/OFF**

When you press the **Ins** key, you turn on and off the "insert" feature. When "insert" is on the cursor becomes a blinking rectangle. Whatever you type will be inserted into the text, and existing text will be shifted to the right.

When insert is off, the cursor is a small horizontal line, and characters you type will replace the characters on the screen at the cursor so you can modify the text at will.

Turn off insert by pressing the **Ins** key again. It turns off automatically every time you hit the Enter key, or whenever you press any function keys which modify text.

## **Del - DELETE CHARACTERS**

Every time you press the Delete key, one character is deleted. If you hold it down, it will repeat and delete characters quickly and continuously until released.

## **NUM LOCK**

When you press this key you turn on the numeric keypad, and pressing it a second time returns the keys to their normal functions. When using Volkswriter Deluxe, it is better to use the



numbers at the top of your keyboard for typing figures in text.

### **CAPS LOCK**

This key is similar to the Shift Lock key on typewriters, except that it applies only to the letters A through Z. This is useful for titles that are in all capital letters, and for writing program lines. Press it again to turn it off.

### **ESC**

This key has no significance in Volkswriter Deluxe when editing, and can be used to send the Escape code to your printer, for which it has real meaning. It displays on-screen as a left arrow.

If you press **Esc** in response to a question, Volkswriter Deluxe interprets it in the same safe manner as the **F10** Reset key. Thus its name, Escape, meaning "Get me out of here!"

### **Tab - TABULATE/INDENT**

The cursor moves right to the next Tab position, as indicated on your ruler line. Default Tab positions have been set for you every ten spaces, and can be modified by using the **F9** key.

If you are in the Insert mode (with the large cursor showing), text at the cursor will also be moved to the next tab stop. This is excellent for creating and adjusting indented outlines.

If you wish to insert a tab character (it's the ASCII 9 character), use the Alt key with the numeric keypad. (See Special Characters, later in this chapter).

## **Shift Tab - PARAGRAPH INDENT**

If you hold the Shift key and press the Tab key, giving you an uppercase Tab, the left margin will be set at the cursor position. This is a temporary left margin, and remains in effect until you press the Reset key (F10). This is a powerful tool for creating text in outline form in conjunction with the Reformat key.

## **Alt, Ctrl, Shift - EXTRA FUNCTION KEYS**

These three keys are used in conjunction with the ten Function keys (F1 through F10), to provide thirty more uses. Hold the Alt, Ctrl, or Shift key down and press one of the F1 through F10 keys to get the desired effect.

To remind yourself of what all these keys do, just press F1 while editing and leave the reminders on your screen as long as you like.

### **ALT**

This key is used to extend the number of functions available to you.

### **CTRL**

Like Alt, this key is used with the Function keys to provide additional uses.

### **SHIFT**

Used to enter uppercase text, and in combination with the Function keys to provide special effects.

## **THE FUNCTION KEYS**

### **F1 - HELP**

Hit this key any time you are editing with Volkswriter Deluxe, and you'll get an on-screen reference guide to all the other Function keys.

### **Alt F1 - PRINT**

This key prints the text being edited from the line where the cursor is positioned using the current format.

### **Ctrl F1 - FORMAT**

This key takes you directly to the Format menu.

### **Shift F1 - SUBSCRIPT**

This key inserts a subscript start symbol or a superscript stop symbol in your text. See Special Effects, later in this chapter.

### **F2 - STORE FILE**

The text currently being edited will be stored on disk. You will be asked what name to store it under. If a file (document) by the same name already exists on the selected drive, this new text will replace the older document and the older one will be completely erased, unless you have chosen the automatic backup option (see Safety Features in Chapter 2).

If you want to keep both documents, store the current text under a new name, perhaps using a different last character in the file name. If using automatic formats, keep the extension the same.

If you want to store just part of the text you are working on, define the block of text you wish to store, beginning with **F5** and ending with **F6** (see below), and then pressing the **F2** key.

### **Alt F2 – READ FILE**

This key allows any second document to be read from disk and inserted into the text you are working on at the point where the cursor is positioned.

You will be asked the name of the file to be inserted, and the line number at which to start and end. To insert the entire document, just press Enter on the starting line question and don't specify any line numbers.

### **Ctrl – F2 NOTEPAD – APPEND TEXT TO DISK FILE**

This key takes either the single line where the cursor is located, or all lines defined by **F5** and **F6**, and adds these lines to the end of a file and removes them from your text. **F5** and **F6** designate whole lines only, when used with NotePad <sup>tm</sup>.

The first time you press this key you will be asked, "TO WHICH FILE:". Enter the name of a file to contain your notes, such as MEMO, or PAD, or footnotes or even just A, or B, or C. A document by that name will be created automatically, if it doesn't exist on your disk; if a document already exists with the name you give, the entire contents of the document will be preserved and your notes will be added to the end.

The second time you press this key, Volkswriter Deluxe will remember the name of the last NotePad file you stored, and will display it and ask:

**APPEND TEXT TO DISK FILE  
B:MEMO (Y/N)?:**

If you reply Y, the new note will be added to the existing text in MEMO. To switch to a different NotePad, simply reply N and give the other name. You can have as many NotePads as will fit on your disk.

To examine the contents of your NotePads, simply Retrieve them just as you would any other document.

This key can also be used to segregate footnotes, entered into the text while writing, into a separate file for printing in chapter-end style.

### **Shift F2 - SUPERSCRIPIT**

This key inserts a superscript start symbol or a subscript stop symbol in your text. See Special Effects, later in this chapter.

### **F3 - BEGINNING and END OF LINE**

This key jumps the cursor alternately to the left end of the screen and to the right end of any line the cursor is on. Particularly useful when entering ..commands, which must be against the left side of the screen.

### **Alt F3 - INSERT LINE**

A whole blank line is inserted on the line where the cursor is located. The cursor won't move from its position, and you may type directly onto the newly-created blank line.

### **Ctrl F3 - PROOF**

The symbols used to indicate underlining, paragraph end, boldface, etc., take up room on your screen which can make it difficult to check the vertical alignment of text. To get a more accurate idea of what your text will look like, press Ctrl F3, and all markers will be removed from the screen until you press any key to resume editing.

If you requested right justification in the document format, it will be carried out when the document is printed. Your screen shows, at all times, the exact characters which will be printed on each line. If your format requests proportional spacing, word wrap and Reformat take into account the fact that i's are much narrower than m's and they accommodate the correct number of characters on every line, which results in an excellent appearance once printed.

### **Shift F3 - NORMAL FONT**

This places the symbol in your text which indicates the normal font. See Special Effects, later in this chapter.

## **F4 - DELETE WORD**

This key deletes the word at the cursor. Any trailing spaces following the deleted word are also deleted, up to either the beginning of the next word, or the end of the current line. If the cursor is placed within the word, any letter before the cursor will not be deleted. If the cursor is at the end of a line, it will just move down to the next line.

This is a most useful key for making corrections: it does not turn off Insert and removes unwanted text quickly. After making corrections, follow with the Reformat key (F8).

## **Alt F4 - DELETE REMAINING TEXT IN LINE**

If the cursor is at Column 1 of the screen, the whole line is deleted and the text lines just below it are moved up one line, to take the space of the deleted line.

If the cursor is located somewhere other than at Column 1 of a line on which you want to delete, only the text following the cursor will be deleted. Text to the left of the cursor remains.

## **Ctrl F4 - DELETE ENTIRE LINE**

Deletes the entire line where the cursor is positioned regardless of whether or not the cursor is positioned at Column 1. When held down, will continue deleting text line by line rather rapidly. For deleting very large amounts of text, use Block Delete (**ALT F8**).

## **Shift F4 - FONT 2**

This key places the symbol in your text which indicates the start of Font 2, usually italics or red colored ribbon. See Special Effects, later in this chapter.

## **F5 - BEGIN BLOCK**

This key is used to mark the beginning of a block of text to be moved, copied, deleted, or written to disk. See Moving and Copying Sentences and Lines, later in this chapter.

## **Alt F5 - MOVE BLOCK OR COLUMN**

This is used in moving blocks or columns of text. See Moving and Copying Sentences and Lines and Moving and Copying Columns, later in this chapter.

## **Ctrl F5 - BEGIN COLUMN**

Marks the beginning of a column of text for moving or copying, see Moving and Copying Columns, later in this chapter.

## **Shift F5 - FONT 3**

This key places the symbol in your text which indicates the start of Font 3. See Special Effects, later in this chapter.

## **F6 - BLOCK END**

Used to mark the end of a block of text to be moved, copied, deleted, or written to disk. See Moving and Copying Sentences and Lines, later in this chapter.



## **Alt F6 – COPY BLOCK OR COLUMN**

This is used in copying blocks or columns of text. See Moving and Copying Sentences and Lines and Moving and Copying Columns, later in this chapter.

## **Ctrl F6 – COLUMN END**

Marks the end of a column of text for moving or copying, see Moving and Copying Columns, later in this chapter.

## **Shift F6 – FONT 4**

This key places the symbol in your text which indicates the start of Font 4. See Special Effects, later in this chapter.

## **F7 – FIND**

This powerful function is sometimes known as "global search." You type a "string" of characters that you want to find, such as the word "profit", and then press Enter. The cursor will advance to the next spot in your text where the word occurs, and insert mode will be turned on.

If you want to find the next place "profit" occurs, press **F7** again, and so on. Upon reaching the end of the document, the search will resume at the beginning again. To start a search for a different word, press **F10** to clear the find "string" and then press **F7**.

## **Alt F7 - REPLACE**

Similar to the Find function, the Replace key asks you what characters (words, numbers) you want to replace. After you type them, press Enter, and you will be prompted to type in the new characters. Then press Enter, and you will be asked if you want to replace all the occurrences of those characters or not.

If you answer N (no, do not replace every occurrence), the cursor will be advanced to the next occurrence of the word(s) you want to replace. Then you have the option of pressing **Alt F7** to carry out the replacement, or **F7** to move to the next occurrence and leave this one as it is. This way, you can selectively replace only that text you want to change.

The F7 and Alt F7 keys continue finding and replacing the chosen characters until you press F10 or there are no more such characters. You may use all other editing functions while using these keys.

If you answer Y (yes) to "replace all occurrences" question, all occurrences of the first string will be replaced by the second string starting from the beginning of the document, not from the cursor location.

**IF YOU CHOOSE Y BY MISTAKE, press any key quickly and the operation will stop immediately.**

Use this option with care. Replacing every occurrence, without pausing to look at each one, can result in some unexpected surprises, especially if the string you are replacing is in any

way a part of another word. For example, if you replace "there" with the word "their," the word "therefore" will turn into "therefore."

Both Find and Replace are sensitive to differences in upper and lower case. To find a particular piece of text, you need only type as few characters as is necessary to identify the word; for example, to find "necessary", "nece" will be sufficient -- since very few other words contain this combination of letters. With this in mind, if you search for a word starting with its second letter, you will catch both capitalized and non-capitalized occurrences.

If no occurrence of the desired find or replace string is found, the string is cleared so that upon the next F7 or ALT F7 a new search string may be entered.

#### **Ctrl F7 - GO TO PAGE/GO TO LINE**

When you press this key, you will be asked on the status line "WHICH PAGE:". Reply with the number of the page you wish to see and press Enter.

If Pagination is currently set to N, this key will ask "WHICH LINE:" and you can proceed to any line you desire.

#### **Shift F7 - BOLDFACE**

This key inserts a boldface start/stop symbol in your text. See Special Effects, later in this chapter.

## **F8 - REFORMAT**

This key reformats text from the line where the cursor is located through the end of the paragraph. This is very useful while inserting text, which can make paragraphs appear ragged. When you've finished inserting text, return the cursor to the first "break" in the text of the paragraph, hit F8, and watch the improvement.

The Reformat key **F8** straightens out a paragraph (such as the one below) which has become ragged from inserting and other forms of editing that break up lines. The Reformat key is inactive when editing a file which has an \* as the right margin indicator in the ruler line. This feature prevents reformatting of program files.

You can put a messy text such as this paragraph full of lines of different length, into a perfectly clean one by simply placing the cursor anywhere on the line where the first break occurs, in this case "full of lines of" and pressing **F8**, Reformat.

Reformat respects leading indentations. When used with the Indent key (Shift Tab), which sets a temporary left margin, it is most useful for producing indented outlines as shown with this paragraph.

Just place the cursor at the desired column for indenting and press Shift Tab to set the temporary left margin. Then take the cursor to the first line of the paragraph and press **F8**, Reformat.

The temporary left margin is turned off by the Reset (F10) key.

### **Alt F8 - DELETE BLOCK OR COLUMN**

Any sentence or block of text defined by the F5 and F6 keys is deleted by pressing **Alt F8**. Remaining text is reformatted into a paragraph.

A column defined by Ctrl F5 and Ctrl F6 is deleted. The text is not reformatted.

### **Shift F8 - STRIKETHROUGH (OVRSTR)**

This key inserts a strikethrough start/stop symbol in your text. The affected text will blink on and off. See Special Effects, later in this chapter.

### **F9 - SETTING TABS and MARGINS**

A display appears with instructions for setting tabs and margins, and a "Ruler Line" shows you their location, so you can set them visually, rather than having to remember numbers.

To change the settings, use the Cursor Left, Cursor Right, Tab, Enter and F3 keys to move about. To cancel a tab or margin setting, simply type a - (dash) in its place. To set a tab, type a + (plus) where you want a tab stop set.

To set the right margin, use the / (slash). To set the left margin, use the \ symbol (reverse slash). The maximum margins available to you are from position 1 at the left to position 250 at the right.

Once you change the settings, press F9 to activate the new settings, or press F10 to return to the previous settings, cancelling any changes you have just made.

If you set more than one margin on the Ruler Line, only the inner left margin, and the inner right margin are used. The left and right margin must be at least 10 spaces apart.

Remember that once you have found your favorite margin settings, you can activate them for a document automatically, as explained in Chapter 3, Formats.

If you use an \* (asterisk) to set the right margin instead of a / (slash), this tells Volkswriter Deluxe that you want to use it as a program editor and reformat will be disabled. This way, when you press Enter it will work like the carriage return on a typewriter, no paragraph sign will appear, and F8 will not reshuffle your source code. This also disables both sentence moves and deletions.

### **Alt F9 - CENTER**

The line where the cursor is will be centered within the current margins and the cursor will jump down to the next line.

If you change your mind, you can "un-center" the line by placing the cursor where you want to start the line, and press the Delete key until the line is back where you want it.

## Shift F9 - UNDERLINE

This key inserts an underline start/stop symbol in your text. The affected text will be underlined on a monochrome monitor, or in a different foreground color on a color monitor.

## F10 - RESET

Affectionately known as the "Panic Button," F10 will get you out of any function you want to stop in mid-stream, such as a runaway Replace.

Reset also resets Find (F7) and Replace (Alt F7) to start a new search, and cancels Block Definitions which are incomplete.

It will also re-display what is on-screen in the rare event that the DOS (operating system) decides to place a message in the middle of your screen, such as "Out of Paper."

In any prompted entry, i.e. when Volkswriter Deluxe is asking for a file name, or a format field, the F10 key will cancel the operation.

In any menu, this F10 key also cancels any command you started. For instance, if you somehow request to Store a certain document by mistake, you can just press this key, and you'll be returned to **YOUR CHOICE**.

While printing, F10 will temporarily stop printing while you realign the paper or answer the telephone, until you wish to continue printing; then press it again to resume. To cancel printing altogether, use Alt F10.

## **Alt F10 - EXIT**

This key takes you back to the main Volkswriter Deluxe menu so you can store text on disk when you are finished editing.

During printing, Alt F10 will cancel printing. While F10 stops printing temporarily, Alt F10 stops printing the document completely. This is useful when you have chosen the wrong format, options, paper, ribbon, or printing element and you no longer wish to proceed with printing this document.

## **Shift F10 - SHADOWPRINT**

This key inserts a shadowprint start/stop symbol in your text. The affected text will display in bright characters. See Special Effects, later in this chapter.

## **F11 - BOTTOM OF SCREEN**

This key takes the cursor to the lower left corner of your screen.

## **F12 - END OF TEXT**

This key places the cursor at the very end of your text.

## **SPECIAL EFFECTS**

Special Effects make your materials distinctive and can be used to attract attention to important points in your text. With the proper printer, your documents can even match the appearance of typeset text.



Most printers require a great deal of time to get them to work properly. Learn what your printer can and cannot do, using the tests in the tutorial files.

As a safety feature, all the following Special Effects shut off automatically at the end of every paragraph, except for Subscripts and Superscripts, which turn off at the end of every line.

All Special Effects are indicated on your screen by different symbols. To change or correct an effect, simply delete its symbol, both before and after the affected text.

All special effects are shown on your screen whenever possible, so you can preview the appearance of your document completely. You can even get rid of all the special effect symbols using the Proof key (**Ctrl F3**) to get a more accurate picture of what the finished document will look like.

Each Special Effect is shown on your screen in a unique manner, as close as possible to the actual printed appearance. Boldface and shadowprint show as higher intensity (on a color monitor, bold characters are reversed); strikethrough shows as blinking; underlining shows as such on monochrome displays and as a foreground color on color displays; the page ending indicator shows as a thin line on a monochrome display and reverse video on a color display; the four fonts (normal and alternate fonts 2 through 4) show as normal and three different background colors on a color display.

Even if your printer has no special effects whatsoever, these are still extremely useful for

editing your own text, as reminders. For example, if you have some text you must revise later, press the Shift F8 keys and leave it as blinking text. Or, on a color monitor, use one color background to emphasize good news and a different color for bad news.

The "Any Printer" type can usually produce underline, boldface, shadowprint and strikethrough.

### **Shift F3, F4, F5, F6 – SELECT TYPE FONT and COLOR**

These Special Effects allow you to take advantage of printers which support multiple colors such as red and black, and/or multiple fonts (typefaces), such as italics.

Each of the following keystrokes, placed just before the text you want to affect, will give you either a pre-set color or typeface. For printers supported by Volkswriter Deluxe, these have been set to take advantage of the maximum capabilities of the printer. If a font does nothing, use the CONFIGUR program to do what you want.

The "normal" typeface and color (**Shift F3**) is plain type in black ink, and your Volkswriter Deluxe always returns to the normal type style after every paragraph. So it's up to you to keep inserting the font controls of your choice wherever you want them in each paragraph. If you want to return to the normal style within a paragraph, type **Shift F3**.

On a monochrome display, you see the four playing card suit symbols (hearts, diamonds, clubs and spades) to indicate which font or color you are using. On a color monitor, the font or color in

use is displayed as a background color, so that letters are outlined against a color backdrop. Note that at the end of every paragraph you automatically return to the normal typeface.

### **Shift F7 - BOLDFACE**

To **BOLDFACE**, type **Shift F7** at the start of the text and immediately at the end of the text you want to boldface. Boldfacing will display brighter than other text with a monochrome monitor (adjust your monitor if you have trouble seeing this effect). With a color monitor, bold characters are in **reverse** video. Most of the time, you will use either **Boldface** or **Shadow** (Shift F10), but not both, as most printers can only support one well.

### **Shift F8 - STRIKETHROUGH (OVRSTR)**

To **STRIKETHROUGH**, type **Shift F8** in the space just before the text you want struck through, as in many kinds of legal documents. Strikethrough appears on-screen as blinking text.

### **Shift F9 - UNDERLINE**

To **UNDERLINE**, type **Shift F9** with the cursor under the first letter of the text you want underlined. On a monochrome monitor you will see the underlining. On a color monitor, it will display in a different color. Type **Shift F9** after the last character you wish to underline to turn it off. You will see this on your screen also, so you can tell exactly where underlining will begin and end.

### **Shift F10 - SHADOWPRINT**

To **SHADOWPRINT**, type **Shift F10** over the first letter and last letter of the text you wish to

shadowprint. Text marked this way will show on the screen in brighter than the normal text.

Shadowprint is normally bolder than Boldface, and is done by printing every character twice after moving the printer carriage a minute fraction of an inch.

## **FORCED SPACE**

Pressing together the keys **Ctrl** and **Z** gives you a blank space that displays on-screen as a blank, and prints out as a blank. When Reformatting (F8), this space, such as the one within these brackets [ ], is preserved throughout the Reformatting process and is useful as a place marker.

The internal representation of this Forced Space character (Ctrl-Z) is the ASCII code 00 (zero).

## **SPECIAL CHARACTERS**

You can use all 256 possible ASCII characters in your text (see Appendix C for complete details). This allows you to use foreign language alphabets, special printing fonts, and even graphics.

### **To enter a specific ASCII character:**

- Hold down the Alt key and keep it down.
- Using the numeric keypad on the right of the keyboard, type in the numeric value (in decimal) of the desired ASCII character.

- Release the **Alt** key. Whatever symbol is assigned to that ASCII character will appear on the screen at the cursor position.

You can key in any one of the 256 ASCII codes in this manner, even if they have special significance to Volkswriter Deluxe or to DOS. To enter an ASCII 00 (zero), however, you must use the **Ctrl-Z** combination.

Volkswriter Deluxe will also read and write files with all 256 characters in them, including end of files (ASCII 26)!

When printing, symbols which are significant to Volkswriter Deluxe (such as the paragraph sign, ASCII 20) may be sent to the printer verbatim with the **..VERB** command (see Chapter 4).

#### **Ctrl-ENTER - OVERPRINT NEXT LINE**

This key combination displays as a musical note on your screen. Any text to the right of this symbol will be shifted to the next line at the left margin.

When printing, Volkswriter Deluxe will print this line on top of the line which follows, by issuing the printer a Carriage Return without a Line Feed.

This function is provided for compatibility with earlier (IBM) versions of Volkswriter. Use the Special Effect keys mentioned above instead.

#### **Ctrl-U - END OF PAGE INDICATOR**

In addition to the **..PAGE** command (see Chapter 4), you can specify the end of a page with the

section symbol §, which you obtain with the **Ctrl-U** combination.

This function is provided for compatibility with earlier (IBM) versions of Volkswriter. Use the **..PAGE** command instead.

## **ESCAPE SEQUENCES**

To take advantage of your printer capabilities which Volkswriter Deluxe may not support, you can always issue command codes to the printer directly with the **..CMD** embedded command.

To use this command, enter two periods in columns 1 and 2 and the letters **CMD** immediately following them. All other characters you place after **CMD** will be sent, without any changes, to the printer. If the **..CMD** ends with a paragraph sign, a carriage return (but not line feed) will be issued; otherwise, only the characters after **..CMD** will be sent to the printer without carriage return or line feed.

You can use the Escape key freely as part of your text anytime; it displays on the screen as a small arrow pointing to the left.

With this facility, you can make your printer do almost anything.

## **MOVING and COPYING SENTENCES and LINES**

You may move or copy any amount of text, such as a sentence, line or paragraph, or even several pages. Place the cursor at the first character of the material you want to move, and press **F5**. Then put the cursor on the last character of the material you want to move, and press **F6**. Now

that you've defined the text to be moved, put the cursor on the space where you wish the material to be inserted and press **Alt F5** to move the text, or **Alt F6** to make a copy of it. Your text is reformatted automatically in both places.

Remember, **Alt F5** removes the marked block from its original location and places it in a new location. **Alt F6** leaves the marked block in place and puts a copy of it in the new location.

### **F5 and F6 – DEFINE BLOCK**

These keys let you define any block of text you want to manipulate. Use these keys to define any text you want to move or copy elsewhere in your text. You can also use them to define a portion of text you want to pull out and insert into another document, or wish to delete.

To define a block, simply place the cursor at the beginning of the block and press **F5**, and mark the end similarly with **F6**. You may press **F6** before pressing **F5**, if convenient. A block can be as small or as large as you wish!

When defining, if you press only **F5** and don't press **F6**, the defined block is assumed to be exactly one line, the line on which **F5** was pressed.

### **Alt F5 and Alt F6 – BLOCK MOVE OR COPY**

**Alt F5** is used to move a block and **Alt F6** is used to copy a block. After marking a block with **F5** and **F6**, put the cursor on the space where you wish the material to be inserted, and press **Alt F5**

to move or **Alt F6** to copy the block to the new location. The block move will automatically reformat text.

**NOTE:** When editing a document not created by Volkswriter Deluxe, all moves consist of entire lines. (See Appendix A.)

## **MOVING and COPYING COLUMNS**

### **Ctrl F5 and Ctrl F6 - DEFINE COLUMN**

You can move a rectangle of text, usually a column of figures, from any place in the document to any place else. Just place the cursor at the **upper left corner** of the rectangle of text to be moved and press **Ctrl** and **F5** simultaneously; a right-pointing arrow will appear, marking your place. Next, move the cursor to the **lower right corner** of the text and press **Ctrl F6**, your place will be marked by a left-pointing arrow. Everything within the marked rectangle, including spaces, will be included when you move the column.

### **Alt F5 and Alt F6 - COLUMN MOVE OR COPY**

Just as with Block Move or Copy, **Alt F5** is used to move a column and **Alt F6** is used to copy a column. After marking a column with **Ctrl F5** and **Ctrl F6**, move the cursor to the **upper left corner** of the location where you want the column to be placed and press **Alt F5** to move or **Alt F6** to copy the column to the new location.

Unlike Block Copy and Move, Column Copy and Move does not automatically reformat text. Text at the destination is moved to the right to



accommodate the new column. The space originally occupied by the column is left blank when a column is moved.

It is possible to move or copy a block of spaces (blanks) into the middle of text, thereby leaving space to drop in an illustration later.



## **Chapter 6: TEXTMERGE™**

**TextMerge** gives you the power to do mass mailings of form letters tailored to each individual who receives one.

To do so, you set a "base document" which contains your form letter and a "merge file" in which you keep your mailing list.

Your Volkswriter Deluxe disk contains 3 sample files which illustrate how TextMerge works; a base document named **T.TXT**, a merge file with names and addresses named **T.LST**, and a second base document named **T.LBL** to show you how to print mailing labels from the same mailing list.

The general principle is very simple. Write your form letter exactly as you want it to read in finished form. Instead of using actual names and addresses, use variable names of your own choosing such as `\fn` (for first name), `\country` (for country of destination), etc., each one immediately preceded by a `\` (reverse slash) throughout the letter.

Volkswriter Deluxe will use your specified mailing list and substitute the actual names and addresses in place of the variables. It will then reformat the entire letter and will display it on your screen while printing, so you can check the exact appearance. You may use all Volkswriter Deluxe enhancements and commands in your base document.

At the beginning of your base document you must insert the embedded command, **..FILE**, which tells Volkswriter Deluxe which variable name in your base document corresponds to which variable in the merge file.

## **HOW TO USE TextMerge**

The best way to get acquainted with TextMerge is to try it. Turn your printer on. Put your Volkswriter Deluxe diskette in Drive A. From Volkswriter Deluxe's main menu, choose option T. You will be asked "**WHICH FILE?**" enter the drive and name of the base document:

**A:T.TXT**

You will be asked next "**WITH WHICH FILE?**" enter the drive and name of the merge file which contains the names and addresses:

**A:T.LST**

Volkswriter Deluxe will finally ask "**ALL? (Y/N)**". Reply Y.

Volkswriter Deluxe will proceed to print as many letters as there are lines in your merge file, and will also display each one on the screen so you can check its appearance as you go.

Try the exercise again, merging base document T.LBL with T.LST, to see how the same merge file can be printed in a completely different format to produce mailing labels.

**FILE T.TXT:**

..file\firstnm\lastnm\address\city\state\zip\phone ¶  
 \firstnm \lastnm ¶  
 \address¶  
 \city, \state \zip ¶

Dear \firstnm: ¶

I have been so glad to hear that you will be joining us for our annual meeting. I am certain that you will enjoy the event, and particularly look forward to seeing all the \lastnms together. I have tried to reach you, \firstnm, to confirm, but have been unsuccessful at reaching you. Could you please give us a call so we may make the necessary arrangements, \firstnm?¶

I hope the weather is nice this time of year in \city. ¶

Sincerely yours, ¶

Jenifer Lutz ¶  
Membership Secretary ¶

**FILE T.LBL:**

\firstname \lastname ¶  
 \address¶  
 \city, \state \zip¶

FILE T.LST:

John, Miller, 645 Alta Mira ,Monterey,CA,93940, 624 1234 ¶  
Jeff, Stone, 1234 Roadmont Canyon Road\Apt 3G, Monterey,CA,93940, 373 3333 ¶  
Richard, Zuckerman,, Smalltown, VT, 01201, ¶  
Ann, Williams Willard,"The Arcade"\121 Main, 2nd floor", Bethesda, MD, 02120, 555 1311 ¶  
Leslie, Saroyan, 151 Rio Grande, Houston, TX, 74033, 312 434 3323 ¶  
Phil, Weinberg, 215 E 68th. St\Apt 19K, NY, NY, 10021, 212 489 7430 ¶  
Stu, Meridan, "42 Circle Square, West", Boston, MA, 02212, 607 333 1213 ¶

The `..FILE` command in `T.TXT` indicates that the variables of `T.LST` are, from left to right:

<code>\firstnm</code>	-	the first name
<code>\lastnm</code>	-	the last name
<code>\address</code>	-	the address
<code>\city</code>	-	the city
<code>\state</code>	-	the state
<code>\zip</code>	-	the zip code
<code>\phone</code>	-	the telephone number.

Note how `\firstnm` is used several times in the base document, while `\phone` is not used at all. However, since the phone number is present for every person in the list, its presence must be indicated by the `\phone` entry in the `..file` command. Note also how `\firstnm` is followed by a colon, and `\lastnm` is followed by an "s" in different places, as desired.

The `T.LST` file holds the mailing list. All information for every person on the list must be contained in one line. To prepare such a file, simply use Volkswriter Deluxe and set the margins sufficiently far to the right to accommodate all information. There is a maximum length of 250 characters for all information about one person, including commas and spaces.

Within `T.LST`, each variable is separated from the next by a comma. Each example illustrates some of the finer subtleties of TextMerge.

John Miller has exactly seven variables, separated by commas. This is the simplest example.

Jeff Stone illustrates how to use multiple lines in an address: wherever you want the resulting text to continue on a succeeding line, use a \ (reverse slash) in the middle of a variable in the merge file. Thus, "Apt. 3G" will appear on a second address line.

Richard Zuckerman illustrates how you may enter a variable with nothing in it: his small post office requires no address, so you simply omit it by placing the comma right next to the previous comma. If the resulting text would be a blank line, Volkswriter Deluxe will omit it altogether.

Also notice how, although Richard does not have a phone number, its absence still must be indicated by a comma at the end of his entry.

Ann Willard shows how to use a comma as part of a variable. By enclosing the variable in quotation marks, all text within them, including commas, is treated as a single variable by Volkswriter Deluxe. You may use single or double quotes, as you prefer; if using double quotes, then you may insert single quotes within the variable, and vice versa.

The remaining examples just illustrate other combinations of the above. Note that any extra spaces at the beginning and end of each variable are discarded when merging the variables into the base document.

Finally, examine file T.LBL. This base document is set up to use exactly the same merge file, T.LST. Note how we have used different variable names just to show that it makes no difference what they are from document to document. These



labels, when printed with the appropriate format `VWFORMAT.LBL`, will produce standard mailing labels.

**NOTE:** You may use `..PRINT` filename commands in the base document, but variable substitutions are allowed only in the base document itself. For example, if "filename" includes a `\lastnm` variable, the printed copy will contain the expression "`\lastnm`" with no substitution.

## **PREPARING MERGE FILES**

Note that any extra spaces at the beginning and the end of a variable are ignored. This allows you the flexibility to set a tab stop at the beginning of each variable, and to simply tab over to the beginning of the next field, where you start with a comma.

## **PRINTING ONLY PART OF A LIST**

If you do not wish to print a personalized letter for every record in your merge file, answer the "ALL? (Y/N)" with a No. At this point you will be asked "Starting with letter number?" Enter the letter number where you wish to begin.

## **COMPATIBILITY WITH OTHER SOFTWARE**

Most database programs, such as dBase II, have an option to write a file in ASCII format (in dBase II, this is known as TXT format), in which every variable is surrounded in quotes and separated by commas. This format is also known as "CBASIC" format and is perfectly compatible with the format required by Volkswriter Deluxe's TextMerge.

Integrating TextMerge with mainframe software is simple. Just place quotes around each field and a comma between them. Fields can be of fixed length, since TextMerge ignores leading and trailing blanks. To use a multiple-line address, simply use a \ (reverse slash) to indicate the end of one line and the start of the next.

## CHAPTER 7: MULTILINGUAL AND SCIENTIFIC APPLICATIONS

Volkswriter Deluxe incorporates facilities for multilingual, engineering and scientific text processing.

Volkswriter Deluxe comes ready to write text in English, German, French, Italian and Spanish. To access these letters, simply hold down the **Alt** key and press the 0 through 9 keys and the A through Z keys.

The left hand side of the keyboard gives you the five vowels with all possible accents and umlauts. The right hand side gives you foreign currency and the remaining language specific characters. For a table of key assignments, refer to the Standard Volkswriter Keyboard Arrangement Chart at the end of this chapter.

Experiment with the **ALT** key combinations in the tutorials; if you get the results you want, you will not need to redefine your keyboard. You may skip to the sections, Translating Characters For The Printer and How Translation Tables Are Used, later in this chapter.

In order to understand how Volkswriter performs these functions, some background information on how your computer handles the keyboard is necessary.

When you press a key on the keyboard, a "scan code", indicating the position of the key which you pressed is sent to your computer. There, it is interpreted into an ASCII character. For example, the letter A (uppercase) ends up as ASCII 65.

When that A is stored on a disk file, it is also represented as the same 65. When it comes time to print the document, the 65 is again sent to your printer which recognizes it as an A and prints the appropriate letter.

For every letter in the alphabet, there is a corresponding ASCII code (ASCII stands for American Standard Code for Information Inter-Exchange). These codes have been standardized worldwide for the English alphabet A-Z, numerals 0-9, and some punctuation. There is, however, no standardized way to represent other European language characters such as vowels with accents, for example.

Every computer manufacturer who deals in European markets assigns codes to the letters in the European alphabets. For example, a 131 produces an a with a circumflex accent, while a 138 means an e with an accent grave (from left to right). Other manufacturers may have completely different codes.

## **HOW VOLKSWRITER HANDLES MULTIPLE LANGUAGES**

### **TRANSLATING CHARACTERS FOR THE PRINTER**

Most printers sold in Europe, and all daisywheel printers, have either an alternate character set, which can be selected by flipping DIP switches within the printer, or have special printwheels with the necessary characters. In either case, the printer manufacturer assigns certain ASCII codes to the needed letters.

Unfortunately, these codes don't match the TRS-80 character set. What is needed is a method to "translate" the codes used by the computer into the codes used by the printer. Volkswriter Deluxe does just that through a "translation table" which you can modify to suit any printer.

Thus, if your printer requires a code 145 to print an e with a right-to-left accent rather than the standard 130, all you need to do is to modify the corresponding entry in the table.

Better yet, if your printer doesn't have the characters you require, you can print them as a combination of two characters superimposed on each other, as you would on a typewriter. The translation table allows you to substitute in place of the code 130 the character sequence e, backspace, and apostrophe which, when printed, will resemble the desired character.

## **USING THE KEYBOARD IN MANY LANGUAGES**

The second way in which Volkswriter Deluxe helps you with multilingual text processing is by letting you expand and redefine the keyboard. A keyboard translation table takes characters as you type them and converts them into other characters and displays them on your screen.

When using Volkswriter Deluxe on a European machine, you have the option of operating the machine in your language using the appropriate keyboard routine.

Furthermore, Volkswriter Deluxe will also let you generate the commonly used European characters in most languages by using the **ALT** key in combination with the 1-9 and A-Z keys.

This feat is accomplished by using a keyboard translation table. This table comes ready to produce the above mentioned characters. The table can also be modified to reassign any of the regular keys, as well as the ALT key combinations in any way you choose. This can be very useful for scientific word processing by assigning, for example, Greek letters to ALT 1-9 instead of the regular assignments.

Let's say that your work requires writing technical papers with equations in them, as well as writing in foreign languages, and that you write programs as well. With Volkswriter Deluxe, all of these rearrangements can coexist peacefully.

Volkswriter Deluxe lets you specify different translation tables for different kinds of documents. Whenever you edit or create a file, Volkswriter Deluxe automatically selects the appropriate tables according to the file type.

## **HOW TRANSLATION TABLES ARE USED**

The normal translation tables are named KEYBD.INT and PRINT.INT, and must be stored on the same diskette as the Volkswriter Deluxe program, which must also be the default drive.

The tables provided with Volkswriter Deluxe come ready with all characters required for English, German, French, Italian and Spanish, provided that your printer accepts the backspace character and provides the following symbols:

∨ ^ " ~

If you need different characters, or if you prefer to take advantage of special symbols in your printwheel, or your printer cannot use a backspace, refer to Appendix F for how to construct a customized table.

On any data disk you may keep files by the names KEYBD.xxx and PRINT.xxx. Whenever Volkswriter Deluxe Retrieves or Creates a file, it looks in the data disk to see if there is a KEYBD or a PRINT file whose extension matches the extension of the file being retrieved or created. If so, those files are used as the keyboard or printer tables for that particular file. With this mechanism, you can have a set of translation tables, for either keyboard or printer or both, associated with all documents whose extensions match, such as .TXT, .MTH, .PAS, .COB, etc.

Furthermore, if Volkswriter doesn't find such a match on the data diskette, it will look for the universal translation tables KEYBD.INT and PRINT.INT on its program disk; if none are found there, then none will be used.

The KEYBD and PRINT tables are completely independent of each other. You can use the same keyboard with all printing elements, for instance, or you can have one universal printing element and tailor the keyboard for particular uses, or any combination of these.

Appendix F provides complete details on how to construct keyboard and printer translation tables.

## STANDARD VOLKSWRITER KEYBOARD ARRANGEMENT

When you use the ALT key in combination with each of the following keys, you get:

1	2	3	4	5	6	7	8	9
â	ê	î	ô	û	£	Pl	f	¥
Q	W	E	R	T	Y	U	I	O
á	é	í	ó	ú	ÿ	ç	Ç	ñ
A	S	D	F	G	H	J	K	L
à	è	ì	ò	ù	Ä	É	Ö	Ü
Z	X	C	V	B	N	M		
ä	ë	ï	ö	ü	ı	ı		

**NOTE:** These are the same for both upper or lower case.



## APPENDIX A

### EDITING FILES NOT CREATED BY VOLKSWRITER

Volkswriter Deluxe can be used to edit any standard ASCII file, as long as each line ends with a carriage return and a line feed character. For example, files created by spreadsheets, by telecommunication services, by EDLIN, etc.. all conform to this standard.

If you will be using these kinds of files regularly, set up a standard document format by the name **VWFORMAT.xxx**, where **xxx** is the extension you regularly assign to such files.

To create that format, press **F9** and use an **\*** (asterisk) to set the right margin, rather than a slash. Then press **Ctrl F1** and specify **N** to **PAGINATION (Y/N)** in the Format menu. Then choose option **S** and store the Format under the name **VWFORMAT.xxx** on your data diskette.

When the right margin is set with an asterisk, the Enter key can be used at the end of every line to simply return the cursor to the next line, and no paragraph symbols are needed. Word wrap is enabled, but Reformat is disabled, for your protection. Block Move and Copy (**F5** and **F6** used in conjunction with **Alt F5** or **Alt F6**) always move complete lines while Column Move and Copy (**Ctrl F5** and **Ctrl F6**) can be used to move partial sections of lines.

If you abstain from using special effects, the files produced by Volkswriter Deluxe will contain absolutely no extraneous characters, so that you can easily run your compiler or assembler against them.

Volkswriter Deluxe, however, does not recognize tabs. If your file has a tab character in it, it will show on your screen as a small circle. You can use Global Replace (**ALT F7**) and turn all tab characters (ASCII 9) into blanks, or you can ignore them.

## **EDITING PROGRAMS**

Set up a Format for each language, using an asterisk for the right margin, as indicated above.

You can edit a BASIC program with Volkswriter Deluxe provided you Save it using the ASCII option:

```
SAVE "MYPROG.BAS",A
```

After editing the program, use BASIC's MERGE command to read the program in.

You may wish to use the Caps Lock key when typing your program statements so they will be in capital letters.

## **APPENDIX B:**

### **USING VOLKSWRITER DELUXE WITH DOS 2.0**

Volkswriter Deluxe takes advantages of many of the extra facilities of DOS 2.0.

#### **SUBDIRECTORIES**

After the opening menu, you may use the **D** (Directory) command to **change the DOS Current Directory**. Simply enter the drive and path name, as follows:

**C:\PATHNAME\SUBDIR**

This would indicate Drive C, path \PATHNAME\SUBDIR. You may use up to 65 characters to indicate the drive and path name.

After setting the Current Directory, Volkswriter Deluxe will look up all files on that drive in that Directory, including documents, formats, printer tables and character translation tables.

However, the Volkswriter Deluxe program itself does not need to be in the Current Directory. You can keep Volkswriter Deluxe in one Directory and keep all your working documents and formats in a separate Directory.

#### **PRINTING WHILE EDITING (Background Printing)**

To use DOS's background printing command, **PRINT**, use the **SELECT PRINTING DEVICE** menu and choose option **W**, Write to Disk.

As long as you leave this option in effect, all printed matter will not be sent directly to the printer, but will be sent to a file whose name you will be asked to specify every time you begin printing with either the Print option or the **ALT F1** key. The names you choose are arbitrary; we recommend using names with a common extension, such as **JONES.LST** and **REPORT.LST**.

**NOTE:** Do not use the same name for your print file. The file that is **Written** to disk should not be edited or printed using Volkswriter Deluxe.

After you have written several of these documents to disk, exit Volkswriter Deluxe and issue the **DOS PRINT** command:

**PRINT \*.LST**

At this point, DOS will start printing all files whose extension is **LST**, and you can immediately continue with Volkswriter Deluxe or any other program you desire.

## APPENDIX C

### THE VOLKSWRITER DELUXE FILE FORMAT

Volkswriter Deluxe is intended to be as compatible with other DOS software as possible. You will find the following technical information useful if you are considering using Volkswriter Deluxe to display results from files written by other programs, or as a text editor for another program.

A file written by Volkswriter Deluxe is identical to a file written by EDLIN, the DOS line editor. A file is organized as lines. At the end of every line there is a carriage return (ASCII 13) and a line feed (ASCII 10) character. At the end of the entire file there is an end of file marker (ASCII 26). The last sector in the file is padded with extra end of file characters. Volkswriter Deluxe uses the following ASCII codes for specific purposes:

Line Feed (10)	To space paper vertically.
Carriage Return (13)	At the end of every line.
End of File (26)	Written at end of file.
Paragraph sign (20)	Used to end a paragraph.
Section sign (21)	Used to end a page.
Null (00)	Represents a forced space; displays as a blank.
Up arrow (24)	Denotes superscript.
Down arrow (25)	Denotes subscript
Playing card symbols (3,4,5,6)	Denote the four fonts
Up/down arrow (18)	Denotes boldface
Left corner (28)	Denotes strikethrough
Left/right arrow (29)	Denotes shadowprint
Down arrowhead (31)	Denotes underlining
Reserved	All others 00-31.

If you use the embedded command, `..VERB(atim)`, all the above codes will be sent to the printer without interpretation and you may use any of them in your text.

The `..CMD` statement sends the data to the right of the command to the printer without interpretation. If a paragraph sign is present at the end, a Carriage Return is also sent, otherwise no Carriage Return or Line Feed is sent.

Files created by Volkswriter Deluxe can be read in a BASIC program with:

**OPEN "testfile.txt" FOR INPUT AS #1**

Volkswriter Deluxe can read files created by a BASIC program if it uses:

**OPEN "testfile.txt" FOR OUTPUT AS #1**

In a PASCAL program, Volkswriter Deluxe files are of type TEXT.

Merge files for TextMerge can be written with the BASIC statement:

**WRITE #1, a\$, b, c\$**

## **APPENDIX D**

### **PROGRAM COMPATIBILITY**

Volkswriter Deluxe has been tested successfully with most widely available software packages. Volkswriter files can be read by all of them, and any ASCII text files written by other programs can be read by Volkswriter Deluxe.

The only limitation to keep in mind is that Volkswriter Deluxe is limited to 250 characters per line. If the file contains lines with more characters than that, Volkswriter Deluxe will insert an arbitrary space after the 250th character to allow you to edit the file.

#### **1-2-3, VISICALC and SUPERCALC**

Volkswriter Deluxe has been tested with 1-2-3's, VisiCalc's and SuperCalc's Print Format files and found to be perfectly compatible.

Use the PRINT to FILE option and request disk file output. VisiCalc's files are named xxxxxxxx.PRF and 1-2-3's and Supercalc's are named xxxxxxxx.PRN.

Once you have created a worksheet and written a section of it to a disk file with PRINT FILE, you can insert those figures into a document by placing the cursor at the appropriate point in your text and pressing **ALT F2**.

#### **dBASE II**

Files of type TXT can be used as merge files for TextMerge.

## **WORDSTAR**

If you have a WordStar file and you wish to convert it to Volkswriter Deluxe format, simply use the WSTOVX program on your Volkswriter Deluxe diskette.

With the Volkswriter disk in Drive A and the data disk in Drive B, enter the following command at the DOS A> prompt:

**WSTOVX B:wsfilename B:vxfilename**

**wsfilename** is the name of the WordStar file on your data disk to be converted and **vxfilename** is the name of the Volkswriter Deluxe file to be created on your data disk. The entire contents will be translated into Volkswriter Deluxe format.

## **OTHERS**

Volkswriter Deluxe is compatible with any software packages, particularly spelling checkers, which support the standard DOS ASCII file format.



## **APPENDIX E**

### **PROGRAM INFORMATION**

Volkswriter Deluxe detects all error conditions caused by disk failures, leaving a disk drive door open, etc., and issues a message on the status line which indicates the probable cause and asks if you want to to **Retry? (Y/N)**.

It is always safe to reply Y, retry. If repeated retries do not resolve the error condition, then reply N and you will be given a lengthy explanation of the significance of the error.

Volkswriter Deluxe uses as much RAM memory as is available, until it fills up; text then spills to the swapping files named VXTAB0.\*\*\* and VXPAG0.\*\*\*. On a 128K machine and DOS 1.1, about 7 pages of text can be held in RAM before disk spilling occurs. With disk spilling, the maximum document size is limited by the amount of disk space available, up to 1 megabyte.

Disk spilling is done according to a virtual memory demand paging algorithm, with least recently used swapping; this guarantees maximum performance while editing. Extra memory beyond 128K is strongly recommended for applications requiring large documents on a consistent basis.

Volkswriter Deluxe uses the first parallel port to drive the printer, using DOS function calls 3, 4, and 5. The hardware interface must indicate the buffer full condition.

Volkswriter Deluxe can write its printed output to a disk file. This file is not standard ASCII, as it is intended to be printed. It can be printed with the DOS command:

**COPY xxxxxxxx.xxx LPT1:**  
or **PRINT xxxxxxxx.xxx** (DOS 2.0 only).

## **PRINTER CONSIDERATIONS**

The CONFIGUR program allows you to modify an existing printer table or to create a brand new one. All codes required should be in your printer's manual. If not, it is safe to assume that your printer doesn't have the feature you are looking for.

Many printers, unfortunately, fail to perform as specified. Print file TESTFILE to see what your printer can and cannot do. It is common for printers to correctly print individual enhancements, such as superscripts or boldface, but to fail if you try to mix them, such as when combining justification and underlining, or proportional spacing and strikethrough.

All Printer Tables provided with Volkswriter Deluxe have been carefully tested to get the most out of each printer. However, printer manufacturers often change the firmware (programs stored in ROM) in their printers. Thus, the printer for which Lifetree developed the tables may not be identical to yours despite sharing the same name and there may be differences in their functioning.

Volkswriter Deluxe requires that the "automatic linefeed after carriage return" feature of your printer, if available, be turned OFF in order to do strikethrough and other effects which may require a second pass over the same line.

This may be done via DIP switches or by sending an Escape sequence to the printer; in the latter case, insert the appropriate sequence at the beginning of every text file.

Some printers cannot advance the paper a fraction of a line, and therefore cannot handle subscripts and superscripts.

Under the "Any Printer" selection, Volkswriter Deluxe does not issue any control characters nor escape sequences; the only characters it sends are Carriage Return and Line Feed at the end of every line plus a Form Feed at the end of a page. It will implement underlining, boldface, shadowprint and strikethrough by printing the enhancements on a second pass through the line.

You may supply your own control codes to the printer by using either the Escape key, or the Alt key with the numeric keypad to enter all 256 ASCII characters. If the characters required by the printer include any of the characters used by Volkswriter Deluxe for special purposes, use the `..CMD` or the `..VERB(atim)` command prior to that point in the text where you wish to use the codes. If you use `..VERB`, be sure to turn it off afterwards with a `..NORMAL` command.

## **Radio Shack Printers**

1. Radio Shack Model DW2 (silver, Serial Numbers 0 - 13010462\*)
2. Radio Shack Model DW2 (silver, Serial Numbers 13010463 - 13050104\*)
3. Radio Shack Model DW2B (white, Serial Numbers 13050105 and higher)
4. Radio Shack Model DMP 200
5. Radio Shack Model DWP 210
6. Radio Shack Model CGP 220
7. Radio Shack Model DWP 410
8. Radio Shack Model DMP 420
9. Radio Shack Model DMP 500
10. Radio Shack Model DMP 2100
11. Any printer
12. Typewriter with auto linefeed

**Note: Be sure to set the Linefeed After Carriage Return switch to the ON position.**

**\*With the original ROM installed.**

## Radio Shack Printer Feature Comparison

Printer	Subs & Supers	Heavy Print	Proport Space
1.	Y	Y	N
2.	Y	Y	Y
3.	Y	Y	Y
4.	Y	Y	Y
5.	Y	Y	Y
6.	N	N	N
7.	Y	Y	Y
8.	Y	Y	Y
9.	Y	Y	Y
10.	Y	Y	Y
11.	N	Y	N
12.	N	Y	N

Other printer tables are available from Lifetree Software

## Print Samples

### Radio Shack Model DWP IIB (white)

This is an example of text you can create using the Tandy Radio Shack TRS-80 Model 2000 computer, a powerful and versatile system for business, scientific, or home use. Teamed up with Volkswriter Deluxe and the printer of your choice, it gives you a full range of expressive features: proportional spacing, justified right margins, **boldface**, underlining, ~~overstrike~~, and subscripts like H<sub>2</sub>O or superscripts like E = mc<sup>2</sup>.

### Radio Shack Model DMP 200

This is an example of text you can create using the Tandy Radio Shack TRS-80 Model 2000 computer, a powerful and versatile system for business, scientific, or home use. Teamed up with Volkswriter Deluxe and the printer of your choice, it gives you a full range of expressive features: proportional spacing, justified right margins, **boldface**, underlining, ~~overstrike~~, and subscripts like H<sub>2</sub>O or superscripts like E = mc<sup>2</sup>.

### Radio Shack Model DWP 210

This is an example of text you can create using the Tandy Radio Shack TRS-80 Model 2000 computer, a powerful and versatile system for business, scientific, or home use. Teamed up with Volkswriter Deluxe and the printer of your choice, it gives you a full range of expressive features: proportional spacing, justified right margins, **boldface**, underlining, ~~overstrike~~, and subscripts like H<sub>2</sub>O or superscripts like E = mc<sup>2</sup>.

### Radio Shack Model CGP 220

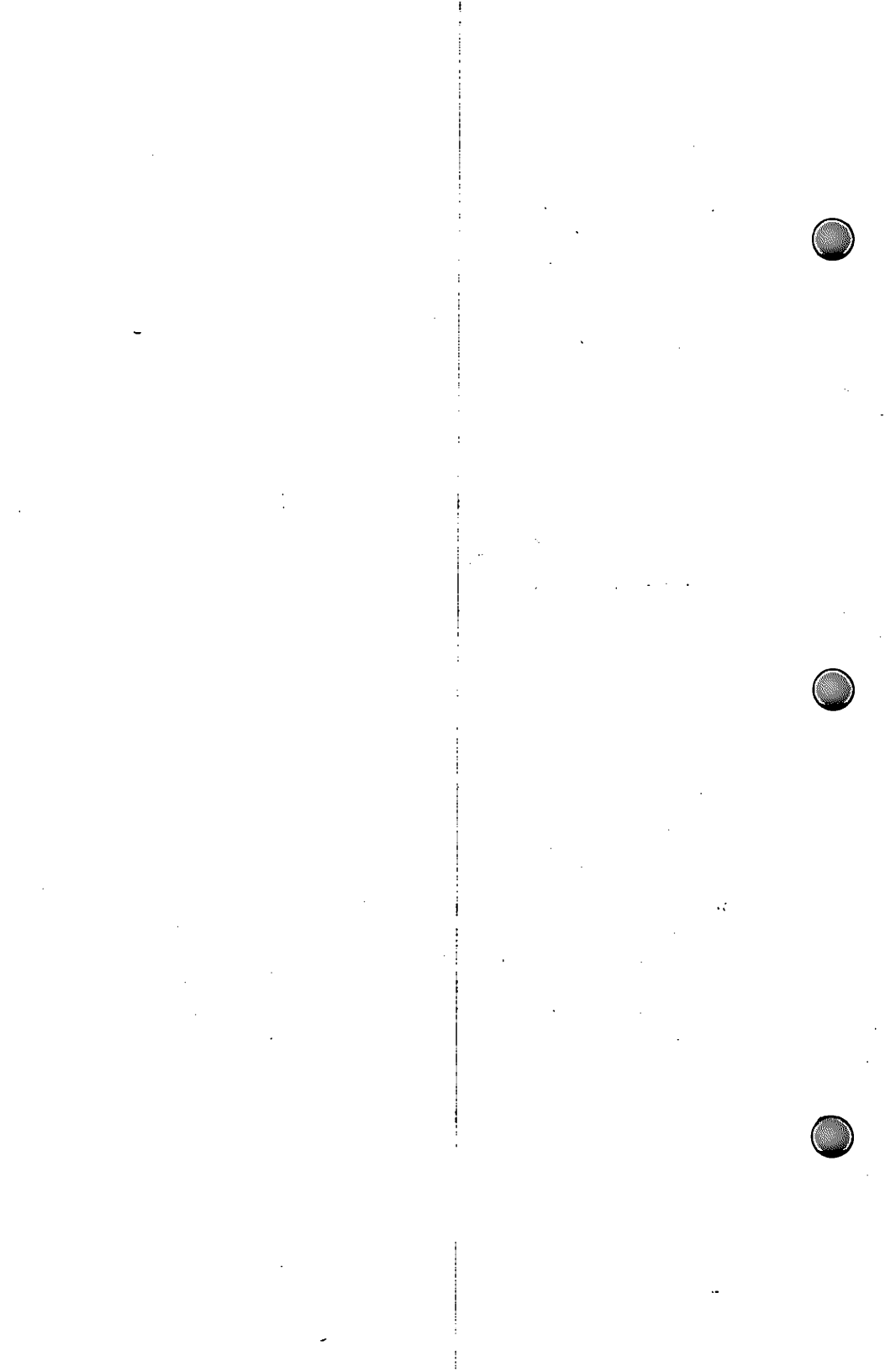
This is an example of text you can create using the Tandy Radio Shack TRS-80 Model 2000 computer, a powerful and versatile system for business, scientific, or home use. Teamed up with Volkswriter Deluxe and the printer of your choice, it gives you a full range of expressive features: proportional spacing, justified right margins, boldface, underlining, overstrike, and subscripts like H<sub>2</sub>O or superscripts like E = mc<sup>2</sup>.

### Radio Shack Model DMP 420

This is an example of text you can create using the Tandy Radio Shack TRS-80 Model 2000 computer, a powerful and versatile system for business, scientific, or home use. Teamed up with Volkswriter Deluxe and the printer of your choice, it gives you a full range of expressive features: proportional spacing, justified right margins, boldface, underlining, ~~overstrike~~, and subscripts like H<sub>2</sub>O or superscripts like E = mc<sup>2</sup>.

### Radio Shack Model DMP 2100

This is an example of text you can create using the Tandy Radio Shack TRS-80 Model 2000 computer, a powerful and versatile system for business, scientific, or home use. Teamed up with Volkswriter Deluxe and the printer of your choice, it gives you a full range of expressive features: proportional spacing, justified right margins, boldface, underlining, ~~overstrike~~, and subscripts like H<sub>2</sub>O or superscripts like E = mc<sup>2</sup>.





## **APPENDIX F**

### **TRANSLATION TABLES**

This appendix shows you how to construct your own keyboard and printer translation tables. It presumes a high degree of familiarity with the operation of your computer and with Volkswriter Deluxe. Be sure to read Chapter 7 first.

### **HOW TO MAKE A KEYBOARD TRANSLATION TABLE**

Some of the best uses for customized keyboards are:

Creating a keyboard for a language.

Assigning specific keys to mathematical symbols such as Greek letters and integral signs.

Here is how to do it.

1. Retrieve file **A:KEYBD.INT** from your Volkswriter Deluxe diskette.

You will see four lines of unusual symbols. This is the keyboard translation table. Let us suppose that you are building a translation table for scientific word processing and that all your scientific work will have the extension **.MTH**.

2. Leave the editor with **ALT F10** and store the file on your data drive **B** with the name

**B:KEYBD.MTH**

You now have copied the standard table onto the new disk.

3. Now decide what changes you want to make to the standard table. You can redefine any key in the main keyboard (1-9, A-Z and all the special character keys), and any of the "Extended ASCII" codes not used by Volkswriter Deluxe, namely the letters A-Z and the numbers 0-9 in combination with the ALT key (referred to as ALT A-Z and ALT 0-9).

Use the Character Set Reference Chart, at the end of this appendix, to guide you in your selection of codes. These are the internal ASCII codes used by your computer, and indicate how each ASCII value will display. Having decided what keys you want to change, proceed.

4. To modify the keyboard table, use the line and column numbers on the right hand side of the status line for reference.

Line 1 of the table indicates codes on the regular keyboard which you want to translate. For example, let's say that you want to make the slash (/) key generate a Greek Alpha, whose ASCII is 224.

Columns 2 through 36 of the first line of the keyboard table are used to designate regular ASCII values to be changed. Simply type the slash (/) in line 1, position 2.

**WARNING:** Do not use the Insert, Delete, or Enter keys when editing these tables. Each line must remain exactly the same length after editing. Be sure to fill out the line with periods.

On the second line, below the slash, enter the ASCII code for the desired character. From the Character Set table, you find that the code for an Alpha is 224 (decimal). To enter the 224 into line 2, position 2, place the cursor there and, while holding down the ALT key, type 224 on the numeric keypad on the right of the keyboard (not on the top row of keys!). This is how you can enter any ASCII value, between 1 and 255, anytime.

What you have just done is to indicate on line 1 that you want to translate the / into an ASCII 224, which will display on your screen as an Alpha. For other characters, simply enter them on successive columns, the original character on line 1 and the resulting character right below it on line 2.

You may designate up to 35 characters to be translated in this manner, in columns 2-36. Having done so, you must enter in column 1 the number of keys you have reassigned. Let's say you are reassigning 10 keys; place the cursor on line 1, column 1, and enter the value 10 using the numeric keypad while holding down the ALT key. Enter the same value on line 2, column 1.

You may also want to assign some of the characters to the ALT 0-9 or ALT A-Z combinations. To do so, you use lines 3 and 4. Line 4, like before, contains the resulting code and you enter it in the same manner. Line 3 contains a code which represents the appropriate key.

To obtain the code in line 3, look up the value associated with the key you want to assign in the Extended ASCII Codes chart at the end of this appendix. For example, to assign Alpha to the ALT-9 combination, look up ALT 9 in the table, where you will find the value 128. Enter the value ASCII 128 on line 3, column 2 by holding down the Alt key and typing 128 on the numeric keypad.

Again, when you finish making entries to lines 3 and 4, enter in column 1 the number of characters you are reassigning by pressing ALT and entering the number of reassigned characters through the numeric keypad, as you did for lines 1 and 2.

It is important to enter the characters in successive columns, left to right, without intervening spaces. Make sure all lines remain the original length and that column 1 accurately reflects the number of characters defined in its respective line.

5. You are now ready to test your new table. Leave the Editor with **ALT F10**, and store the table under **KEYBD.MTH**, the name you assigned to it earlier. Now Create a new file on your data drive **B** by the name:

**B:TESTFILE.MTH**

which will activate the **KEYBD.MTH** file.

Now choose **Edit**, and test the keys you intended to change. You should see the desired symbols appearing on the screen.

Any file with the extension of .MTH on your data diskette will automatically select the keyboard you have just constructed. To make this happen on other disks, simply copy the KEYBD.MTH table to those disks too.

6. If your table is not working properly, there could be a number of reasons. Here are the most common:
  - Wrong number in Column 1 of any line. The number of keys reassigned must be entered in ASCII in Column 1.
  - Every line must be of the same length and must be filled out with periods. The last column must be column 36 exactly.
  - The wrong value was entered on line 1, cols. 2-36; in this case, the key you intended to reassign will still behave like it used to, while the key you designated will behave differently.
  - The wrong value was entered in line 2, cols. 2-36; the key you intended to reassign will display something other than what you had in mind.
  - The wrong value was entered in line 3 or 4, with similar consequences as 1 and 2. Remember, line 3 must contain the code from the Extended ASCII Codes chart.
  - Your file's extension does not match the extension of your KEYBD.xxx, so the new keyboard table is not activated.
  - Your KEYBD.xxx is not on your data diskette.

## HOW TO MAKE A PRINTER TRANSLATION TABLE

To make a printer table, you will need your printer manual! When reading it, keep in mind that all ASCII codes we use are in decimal, not hexadecimal, octal or binary. Unfortunately, some manuals only give you hexadecimal; if so, use the Character Set Reference Chart at the end of this appendix to convert numbers from hex to decimal.

Your printer manual contains a chart of its character set, usually in an Appendix. Please take the time to find it. If your printer has interchangeable print wheels, you will need to do some more digging, as different printwheels have different charts and you will need to ask your dealer for the one which suits your requirements.

Let us use, as an example, a printwheel where the characters 128 through 131 are used for the vowels a e i o u with accents from left to right, respectively, and that you need to set up a table for the French language, to be used by all files whose extensions are .FRE; proceed as follows.

1. Using your Volkswriter Deluxe, retrieve file **A:PRINT.INT** from your Volkswriter Deluxe Program diskette.

You will see many short lines. This is the printer translation table.

2. Leave the editor with ALT F10 and store the file on your data drive B with the name

### **B:PRINT.FRE**

All files on your data disk whose extension is .FRE will print with this table, instead of the normal PRINT.INT on the program disk. The regular table has predefined all most commonly used characters in a manner which allows you to use them on any printer capable of backspacing.

How the Printer Translation table works: Each line represents one character to be translated. In the first column is the character to be translated, as defined by the Character Set Reference Chart. It should appear on the screen as you wish to see it. To enter it, either key it directly through the keyboard or use the numeric keypad with ALT.

Column 2 contains an ASCII value from 1 to 3, again entered with ALT-numeric keypad, which indicates how many characters will be substituted in place of the character to be translated when sending it to the printer. To continue our example, enter an a in line 1, column 1. On column 2, enter the value 1 through the numeric keypad with ALT, which will display as a smiling face on your screen.

On column 3, enter the value 128, which we stated was the code required by this printer for an à. Repeat the same procedure with the remaining letters.

Some printers may require up to 3 substitutions to print a particular character. For instance, an a with an accent might have to be printed with

first an "a", then a backspace, and then an accent. To enter such a sequence, put the desired character in Column 1, then an ASCII 3 in column 2 for the number of movements required by the printer. Then in Column 3 enter the ASCII 97 for the "a", an ASCII 8 (backspace) in Column 4, and then an ASCII 39 for the accent.

If all 5 columns for any character are not used, be sure to place a period in each column not used. Each line **must** be exactly 5 columns.

The table, as distributed, does not contain the maximum number of 70 entries. When you have entered all the characters you want to translate, terminate the list by entering a Ctrl-Z on column 1 of the first unused entry. This allows you to save some disk space if you are using a very small table. Characters not on the table are sent to the printer unchanged.

When you are finished, store the table back on your data disk as desired. All files on that disk whose extension is .FRE will use this table. To use this table on other disks, just copy it there.

If this table defines your printer in such a manner that all your documents can make use of this table, store the table on your Volkswriter Deluxe Program diskette under the name A:PRINT.INT; you can still have other tables on your data disks, by the name PRINT.xxx, which will be used for all files whose extensions are .xxx.



# Standard Volkswriter Keyboard Arrangement

When you use the ALT key in combination with each of the following keys, you get:

1	2	3	4	5	6	7	8	9	
â	ê	î	ô	û	£	Pl	f	¥	
Q	W	E	R	T	Y	U	I	O	P
á	é	í	ó	ú	ÿ	ç	Ç	ñ	Ñ
A	S	D	F	G	H	J	K	L	
à	è	ì	ò	ù	Ä	É	Ö	Ü	
Z	X	C	V	B	N	M			
ä	ë	ï	ö	ü	i	í			

## Extended ASCII Codes

ALT 1	120				
ALT 2	121				
ALT 3	122				
ALT 4	123				
ALT 5	124				
ALT 6	125				
ALT 7	126				
ALT 8	127				
ALT 9	128				
ALT 0	129				
ALT -	130				
ALT =	131				
ALT Q	16	ALT A	30	ALT Z	44
ALT W	17	ALT S	31	ALT X	45
ALT E	18	ALT D	32	ALT C	46
ALT R	19	ALT F	33	ALT V	47
ALT T	20	ALT G	34	ALT B	48
ALT Y	21	ALT H	35	ALT N	49
ALT U	22	ALT J	36	ALT M	50
ALT I	23	ALT K	37		
ALT O	24	ALT L	38		
ALT P	25				

NOTE: ALT Q, A, Z, W, X, and Y refer to the U.S. keyboard arrangement.

# Character Set Quick Reference

DECIMAL VALUE	HEX A DECIMAL VALUE	0	16	32	48	64	80	96	112
0	0	BLANK (NULL)	▶	BLANK (SPACE)	0	@	P	'	p
1	1	☺	◀	!	1	A	Q	a	q
2	2	☹	↕	"	2	B	R	b	r
3	3	♥	!!	#	3	C	S	c	s
4	4	♦	¶	\$	4	D	T	d	t
5	5	♣	§	%	5	E	U	e	u
6	6	♠	■	&	6	F	V	f	v
7	7	•	↕	'	7	G	W	g	w
8	8	◉	↑	(	8	H	X	h	x
9	9	◯	↓	)	9	I	Y	i	y
10	A	◉	→	*	:	J	Z	j	z
11	B	♂	←	+	;	K	I	k	{
12	C	♀	└	,	<	L	\	l	!
13	D	🎵	↔	-	=	M	I	m	}
14	E	🎵	▲	.	>	N	^	n	~
15	F	☀	▼	/	?	O	_	o	△

# Character Set Quick Reference

DECIMAL VALUE	➡	128	144	160	176	192	208	224	240
↙	HEXA DECIMAL VALUE	8	9	A	B	C	D	E	F
0	0	Ç	É	á	⋮	⏏	∞	≡	
1	1	ü	æ	í	⋮	⏏	β	±	
2	2	é	Æ	ó	⋮	⏏	Γ	≥	
3	3	â	ô	ú		⏏	π	≤	
4	4	ä	ö	ñ	⏏	⏏	Σ	∫	
5	5	à	ò	Ñ	⏏	⏏	σ	∫	
6	6	å	û	ä	⏏	⏏	μ	÷	
7	7	ç	ù	ó	⏏	⏏	τ	≈	
8	8	ê	ÿ	ı	⏏	⏏	ϕ	°	
9	9	ë	Ö	┘	⏏	⏏	θ	•	
10	A	è	Ü	┘	⏏	⏏	Ω	•	
11	B	ï	ç	½	⏏	⏏	δ	√	
12	C	î	£	¼	⏏	⏏	∞	n	
13	D	ì	¥	ı	⏏	⏏	φ	2	
14	E	Ä	ŕ	«	⏏	⏏	€	■	
15	F	Å	ƒ	»	⏏	⏏	∩	BLANK FF	



## **APPENDIX G**

### **IF YOU HAVE A PROBLEM**

Before you call Lifetree Software's customer service line, please study this trouble-shooting guide. You may find the answer here and save yourself a phone call.

First determine the problem and consult the proper section.

- Section 1 - Minimum hardware/software requirements.
- Section 2 - System start-up.
- Section 3 - Program lock-up, system slow down.
- Section 4 - Scrambled or empty files.
- Section 5 - Tabs, margins and formats.
- Section 6 - Printer problem checklist.
- Section 7 - General printing problems.
- Section 8 - Printer tables.
- Section 9 - Proportional spacing.
- Section 10 - Justification
- Section 11 - Serial printers.
- Section 12 - Typewriter interface.
- Section 13 - Extra characters printed.
- Section 14 - Multilingual questions.
- Section 15 - TextMerge.

If after studying this trouble-shooting guide you still have a problem, please fill out the Customer Service Report Form before calling Lifetree Software.

## **SECTION 1 - MINIMUM HARDWARE/ SOFTWARE REQUIREMENTS**

To run Volkswriter Deluxe you must have:

A TRS-80 Model 2000 computer with:

- at least 192K RAM
- two floppy-disk drives or one floppy-disk and a hard disk
- 80-column display, color or monochrome
- MS-DOS (Disk Operating System)
- your Volkswriter Deluxe diskette
- if you wish to print, a printer or typewriter with an adaptor

## **SECTION 2 - SYSTEM START-UP**

1. **PROBLEM:** Typing of VX at DOS prompt or trying to execute the program from the AUTOEXEC.BAT file results in the DOS prompt being redisplayed.

**CAUSE:** The SETUP procedure has not been executed.

**SOLUTION:** Run the SETUP batch file (see Chapter 1).

2. **PROBLEM:** Typing VX at the DOS prompt or trying to execute the program from the AUTOEXEC.BAT file results in the prompt being redisplayed.

**CAUSE:** The Volkswriter Deluxe Program diskette is not on the default drive.

**SOLUTION:** Before bringing the Volkswriter Deluxe program up, be sure the DOS prompt indicates the drive where the Volkswriter Deluxe Program diskette resides.

3. **PROBLEM:** Incorrect printing device selected upon start-up.

**CAUSE:** Correct printing device not stored in the default format (VW.FMT) on the Volkswriter Deluxe diskette.

**SOLUTION:** Set the tabs and margins, select the printing device, and set up your standard printer format. Store these in the default format VW.FMT on the same diskette that contains the Volkswriter Deluxe program. Every time you restart Volkswriter Deluxe, these values will come up automatically.

4. **PROBLEM:** Program doesn't automatically boot.

**CAUSE:** There is no AUTOEXEC.BAT file on the disk, or COMMAND.COM is missing from the Volkswriter Deluxe program disk.

**SOLUTION:** Create an AUTOEXEC.BAT file which invokes VX. See "Batch Files" in your DOS manual.

### **SECTION 3 – PROGRAM LOCK-UP, SYSTEM SLOW DOWN**

**PROBLEM:** The program is running very slowly.

**CAUSE:** You are editing a document not created by Volkswriter, and you have not indicated this in the ruler line.

**SOLUTION:** When editing files created by other programs, be sure to use an asterisk as the right margin on your ruler line. This will speed up the program.

When writing, remember to get in the habit of pressing Enter at the end of each paragraph. Your right margin should always be indicated with a slash when editing documents created by Volkswriter.

#### **SECTION 4 - SCRAMBLED OR EMPTY FILES**

1. **PROBLEM:** Examination of file shows ASCII characters and what appears to be the ruler line instead of the document.

**CAUSE:** You stored your format under the same name as your document, overwriting your text.

**SOLUTION:** There is no way to restore your file. In the future always be sure to name your format with an extension of .FMT or with the filename of VWFORMAT and an appropriate extension so that you don't confuse file names with format names.

2. **PROBLEM:** Files have garbage in them when printed, but display properly on the screen.

**CAUSE:** You have a file with the filename PRINT with the same extension as your data file, but this PRINT file is not a printer translation table.



**SOLUTION:** PRINT.xxx is a reserved filename for printer translation tables only, rename any PRINT.xxx files that are not printer translation tables.

- 3. PROBLEM:** Retrieving the file shows it to be empty. (DOS 2.0 only).

**CAUSE:** You reset your system or turned the power off before you finished storing your file.

**SOLUTION:** Run CHKDSK and reply Y to the question, "Convert lost chains to files". The file will be reconstructed as FILExxxx.CHK. Copy FILExxxx.CHK file to the original file, verify that it is OK, and delete FILExxxx.CHK.

- 4. PROBLEM:** Your hard disk contains no files.

**CAUSE:** Under DOS 2.0 you issued a FORMAT command to the hard disk, and erased its contents.

**SOLUTION:** If you have a backup of your files, use RESTORE to copy them back to the hard disk. If you don't, you will have to recreate them manually. Backup your hard disk daily.

- 5. PROBLEM:** The files on my data disk are scrambled and doing a CHKDSK on the disk shows files are cross-linked.

**CAUSE:** You placed your spill files on the same disk as your data files. While editing, you removed the data diskette without storing the file first.

**SOLUTION:** If you have room on your program disk, which is the case if you have double sided disk drives, it is best to place your spill files on the program diskette. DO NOT SWITCH DISKETTES UNTIL AFTER YOU STORE A DOCUMENT IF THE SPILL FILES ARE ALSO STORED ON THE DATA DISKETTES.

## **SECTION 5 - TABS, MARGINS AND FORMATS**

1. **PROBLEM:** Tabs and margins are set, but the next time you retrieve the file the tabs and margins are lost.

**CAUSE:** You didn't store the tabs and margins in a format file that can be associated with the file.

**SOLUTION:** After setting the tabs and margins with the F9 key, press Ctrl F1; save them by storing the format on the diskette under an appropriate name.

2. **PROBLEM:** Pressing the F8 key to reformat the text compresses more text than desired.

**CAUSE:** Reformating occurs until the paragraph symbol is encountered.

**SOLUTION:** Always enter a paragraph sign (with the Enter key) at the end of each paragraph, and at the end of each individual line, such as each line of an address or a column.

To edit a document not created by Volkswriter Deluxe, set the right margin with a \* (asterisk) and insert paragraph end signs manually; then

edit the document normally. Alternately, simply disable Pagination in the format for a significant speed improvement.

If you are using Volkswriter Deluxe as a program editor, be sure to store the tabs and margins that include the asterisk (\*) in the appropriate format, so that later retrieval of the file will again activate the program editor function and the F8 will still be disabled. For example, this would prevent accidental reformatting of your BASIC or PASCAL programs.

## **SECTION 6 - PRINTER PROBLEM CHECKLIST**

If your printer doesn't print or prints garbage, check the following:

1. Is the printer turned on?
2. Is the cable securely attached at both ends?
3. Are the printer DIP switches set to correspond with the desired options as described in the manufacturer's manual?

**Before you call us with a printer problem, please perform the following test to determine if your printer is properly connected and operational:**

1. Exit Volkswriter Deluxe or do a system reset to bring up the DOS prompt.
2. Issue the DOS command DIR.
3. While depressing the Shift key, press the PRINT key.
4. If the print-out is unsuccessful, consult your dealer.
5. Once you have a good print-out, return to Volkswriter Deluxe and retry printing.

## SECTION 7 – GENERAL PRINTING PROBLEMS

1. **PROBLEM:** Printer will not do justification, proportional spacing, underlining, bold print, shadow print, etc.

**CAUSE:** You are trying to do something your printer is not capable of doing, or trying a combination of special effects not supported by your printer. Or you have not set the DIP switches to access the function you are trying to perform. Or you have not put on the correct printwheel or element to perform the the desired function.

**SOLUTION:** Check your printer manual to see what features your printer supports and in what combinations. Be sure the DIP switches are set correctly, the correct hardware is installed on your printer, and the word processing firmware is installed.

2. **PROBLEM:** Print-outs are all double-spaced even though the line-spacing is set to "Line spacing - 1" in the format.

**CAUSE:** The printer is issuing an automatic line feed.

**SOLUTION:** Set the printer DIP switch so that the printer doesn't automatically issue a line feed after every carriage return.

3. **PROBLEM:** Subscripts and superscripts don't work.

**CAUSE:** Certain combinations of printing modes override subscripts and superscripts.

**SOLUTION:** Check your printer manual for combinations of printing modes to see which are allowed and which aren't.

4. **PROBLEM:** Headers and footers are not printing.

**CAUSE:** Your First Text Line and Last Text Line are set incorrectly or you have Pagination set to "N".

**SOLUTION:** The line numbers in your headers must be less than the number specified for First Text Line in your format. The line numbers for your footers must be greater than the number specified for Last Text Line in your format.

Pagination in your format must be set to "Y" to activate headers, footers, page numbers, and page breaks.

5. **PROBLEM:** An embedded command is printing on your hard copy.

**CAUSE:** The command does not start in Column 1 of the screen or you have misspelled it.

**SOLUTION:** Make sure that your embedded command begins in Column 1 rather than the left margin. Use the F3 key to move cursor to Column 1.

6. **PROBLEM:** Escape code sequences in your text file don't have the desired effect, or are printed on hard copy.

**CAUSE:** The escape code is incorrect and your printer is printing it because it doesn't know what to do with it.

**SOLUTION:** Check your printer manual for allowable escape codes.

7. **PROBLEM:** Print out is incorrect.

**CAUSE:** You may be using the wrong format or the wrong Printer Type.

**SOLUTION:** Check the name of your format to see that it is named appropriately so that it is retrieved with your text file. If Volkswriter Deluxe cannot find an associated format it will use the default format which may not be set up appropriately for this file.

Change your format to the correct printer type. Keep in mind that you may be using VW.FMT without realizing it. Modify and store VW.FMT with the tabs, margins, printing device, printer type and your default printer settings, so that every time you enter Volkswriter Deluxe it will default to the correct parameters.

Make sure that all your formats specify the same printer type.

8. **PROBLEM:** The lines on my print-out spill over onto the next line; and the following line is one below where it should be.

**CAUSE:** There are more characters on a line than the maximum your printer can print on a line. The left margin indicated in your format plus the maximum number of characters per line exceeds the capacity of your printer.

You may also be using a different format than the format you used to create the document.

**SOLUTION:** Check to see if you are using the correct format. If you are, either reformat the text within narrower margins or set the left margin option in the Format to 1.

9. **PROBLEM:** "Printer Not Selected" message displays during printing, and pauses.

**CAUSE:** Some printers have large internal buffers which fill up during printing.

**SOLUTION:** No problem; ignore the message.

10. **PROBLEM:** When using single sheets of paper, printing continues even if you hit ALT F10 to cancel.

**CAUSE:** The ALT F10 is taken as "Pressing any key" to continue.

**SOLUTION:** Press ALT F10 twice to cancel when printing single sheets.

11. **PROBLEM:** When an embedded `..FORMAT` command is encountered during printing, the program pauses and waits for a key to be pressed.

**CAUSE:** Two things can cause this:

1. The RESET PRINTER option is set to Y in the new format.
2. The page size (lines per page or lines per inch) is different from the previous format, or the continuous forms/sheet paper specification changes. Volkswriter Deluxe assumes you need to adjust the paper.

**SOLUTION:** If you do not want to pause, either change RESET PRINTER to N or make lines per page, lines per inch, and continuous-form/sheet-paper match the previous format.



## SECTION 8 – PRINTER TABLES

### General Printer Table Information

Printer Table names have the form, VXPRINTn.TBL, where the n stands for 1-9 or A-Z, as follows:

Printer Type	Printer Table
1	VXPRINT1.TBL
.	.
9	VXPRINT9.TBL
10	VXPRINTA.TBL
11	VXPRINTB.TBL
.	.
35	VXPRINTZ.TBL

Be sure that you are using the correct printer table. The message, "UNKNOWN PRINTER", seen after retrieving a file or a format, means that you specified a non-existent printer table.

1. **PROBLEM:** The functions you specify in the format do not work.

**CAUSE:** Either the printer table does not have the correct escape code sequences to drive the printer or the printer is not capable of performing the desired combination of functions.

**SOLUTION:** Check your printer manual to see if the combination of features you specified is valid. If the features are supported in the combinations you specified, and you

customized your printer table through the CONFIGUR program, check the escape code sequences for those features that don't seem to be working. (See Appendix H.)

## SECTION 9 - PROPORTIONAL SPACING

1. **PROBLEM:** Proportional spacing doesn't display on the screen.

**CAUSE:** Proportional spacing only shows on hard copy, since screen characters are of fixed size. But the correct number of proportional characters per printed line will display on each screen line. Although the right margin on the screen will be very ragged, when printed the text will be very even.

2. **PROBLEM:** Your format specifies proportional spacing, but printed lines are very uneven in length.

**CAUSE:** When you created the document, the current format did not specify Proportional Spacing. The VXPRINTx.PRP table may also be missing.

**SOLUTION:** Retrieve the document and make sure its format specifies proportional spacing and the correct printer type. Then Reformat every paragraph with the F8 key.

If the VXPRINTx.PRP table is missing, copy it from the original disks to your Volkswriter Program disk, or create one with the CONFIGUR program (see Appendix H).

3. **PROBLEM:** Proportional spacing print-out is non-proportional.

**CAUSE:** There are four things that need to be addressed before proportional spacing will work:

1. Your printer must be capable of doing proportional spacing.
2. The printer may require a DIP switch setting to activate proportional spacing.
3. A special proportional printwheel needs to be installed on the printer.
4. A proportional spacing table for your proportional character set must be resident on the same diskette as your associated printer table. This table is called VXPRINTn.PRP and contains the number of Horizontal Motion Units necessary to print each proportional character.

**SOLUTION:** For dot matrix printers, DIP switches will usually have to be set; for impact printers, DIP switches and a change of printwheel are usually required. All printers require an accompanying VXPRINTn.PRP file, which is on the Volkswriter program diskette, or is created with the CONFIGUR program. (See Appendix H.)

4. **PROBLEM:** Proportional spacing on letters is not correct, letters are too far apart or squashed together.

**CAUSE:** The proportional spacing table for your printer, VXPRTN.PRP, is non-existent or has been set up incorrectly. Or you may not have your DIP switches set for proportional spacing or you may have the wrong printwheel installed on your printer.

**SOLUTION:** Make sure that the VXPRTN.PRP table has been created. Use the CONFIGUR program to check the number of units assigned to each character in question. (See Appendix H.) Make sure that DIP switches are set correctly and that the appropriate printwheel is installed.

5. **PROBLEM:** Columns don't line up on my print-out, even though they line up on the screen.

**CAUSE:** When using proportional spacing, different characters have different widths.

**SOLUTION:** Change to a format without Proportional Spacing right before the table with a ..FORMAT command. Be sure to always end each line in a column with a paragraph symbol to prevent unwanted reformatting.

## SECTION 10 - JUSTIFICATION

1. **PROBLEM:** Justification does not show on the screen.

**CAUSE:** Justification only appears on the print-out. Microjustification cannot be displayed on the screen as the screen spaces are standard size.

2. **PROBLEM:** Justification is not correct.

**CAUSE:** Justification and proportional spacing have both been specified and your printer is not capable of doing both in combination.

**SOLUTION:** Choose which feature you prefer and select only that one.

3. **PROBLEM:** Justification does not occur.

**CAUSE:** Either your right margin on your ruler line is too close to the left so Volkswriter Deluxe cancels justification, or your right margin is too far to the right, which would put too many spaces between words, so your printer refuses to justify.

**SOLUTION:** Check your ruler line for the right margin settings and reformat any text which extends beyond the right margin. Check the left margin in your format. Check your printer manual for printer tolerances.

## SECTION 11 - SERIAL PRINTERS

The use of serial printers is not supported.

## SECTION 12 – TYPEWRITER INTERFACE

1. **PROBLEM:** My print-outs are all double-spaced.

**CAUSE:** The typewriter is issuing an automatic linefeed.

**SOLUTION:** Modify the typewriter interface so that it will not issue a line feed automatically after every carriage return. If this is impossible, use the CONFIGUR program to modify your printer table and reply Y to "Line Feed after Carriage Return". (See Appendix H.)

2. **PROBLEM:** My print-outs have no spaces between paragraphs even though they display on the screen.

**CAUSE:** The printer discards successive line feeds.

**SOLUTION:** The typewriter requires modification so as to honor all line feed characters sent by Volkswriter Deluxe.

## SECTION 13 – EXTRA CHARACTERS PRINTED

1. **PROBLEM:** My print-outs contain extraneous characters thrown into the text, especially on the upper left corner.

**CAUSE:** Either you are using the wrong printer type or the DIP switch settings are wrong.

**SOLUTION:** Check to see that you are using the correct printer type, and if so, then change the DIP switch settings.

## SECTION 14 - MULTILINGUAL QUESTIONS

1. **PROBLEM:** When you use Find and Replace on special characters that require the ALT key in combination with any key other than a key on the numeric keypad, the Find and Replace cancels.

**CAUSE:** When issuing a FIND or REPLACE command, you must use the ALT - numeric keypad method (see Special Characters, Chapter 5) to enter any characters not marked on the keyboard.

**SOLUTION:** While depressing the ALT key, use the numeric keypad to enter the decimal ASCII code for the character you wish to find. Use a character set reference chart to get the correct code.

## SECTION 15 - TEXTMERGE

1. **PROBLEM:** The columns you have in your base document are reformatted upon printing with TextMerge but not if printed otherwise.

**CAUSE:** Because Volkswriter Deluxe cannot know ahead of time how long each variable in the merge file will be, reformat must take place to allow each variable to be inserted into the base document.

**SOLUTION:** Be sure every line in your columns is terminated with a paragraph mark, so reformat does not destroy your columns.

2. **PROBLEM:** You modified a Format, then specified TextMerge, and your format does not take effect.

**CAUSE:** Temporary formats cannot be used with TextMerge. Base documents are printed from disk and their associated format will be retrieved from disk.

**SOLUTION:** Be sure to store your TextMerge formats on your data diskette with an appropriate name.

3. **PROBLEM:** Text does not display on the screen as it is being printed out, and it is not reformatted on the hard copy.

**CAUSE:** You have an asterisk as the right margin in your format.

**SOLUTION:** Change the asterisk to a forward slash and store the changed format on the appropriate disk.

4. **PROBLEM:** After printing several letters, the printer jams and you need to start over again.

**SOLUTION:** Reply **N** to the **ALL (Y/N)** question at the start of TextMerge. Then provide the number of the first letter to start printing with.

If you do not know the letter number, press F10 and do the following:



1. Retrieve the merge file with the list.
2. Press Ctrl F1 to go to format selection, and change PAGINATION to "N". Don't store the format, just indicate U to Use it.
3. Use F7 to locate the entry where you wish to begin printing.
4. Read the line number from the status line and return to the main menu.
5. Choose T for TextMerge.
6. Use this line number to answer the "Starting with letter number?" question. The line number is the letter number.



## APPENDIX H

### CUSTOMIZING VOLKSWRITER DELUXE

#### THE CONFIGUR PROGRAM

After using Volkswriter Deluxe for a while, you may want to change some of the options you chose the first time you used Volkswriter Deluxe. You may alter your configuration any time.

**If running on a two floppy system,** insert your working Volkswriter Deluxe diskette in Drive A and type:

```
A:  
CONFIGUR
```

**If running on a hard disk system,** set the Current Directory and the default drive to the directory where Volkswriter Deluxe resides by typing:

```
C:  
CD \directory name  
CONFIGUR
```

**NOTE:** If you are not using directories, omit the CD command.



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# CUSTOMER SERVICE REPORT FORM

## LIFETREE SOFTWARE INC.

411 Pacific Street, Suite 315

Monterey, CA 93940

(408) 373-4904

Please have the following information available when you call customer service; or, if you are writing us, please copy this form, fill it out and mail it with your letter and any documentation you may have.

Registration Name \_\_\_\_\_

Telephone (      ) \_\_\_\_\_ - \_\_\_\_\_ Ext. \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### SOFTWARE DESCRIPTION

Lifetree Product \_\_\_\_\_

Version \_\_\_\_\_

Serial Number \_\_\_\_\_

Date of Purchase \_\_\_\_\_

Operating System \_\_\_\_\_

Revision \_\_\_\_\_

Supplier \_\_\_\_\_

### HARDWARE DESCRIPTION

Manufacturer and Model \_\_\_\_\_

Memory \_\_\_\_\_ KB

Number of disk drives? \_\_\_\_\_ Density  Single  Double

Sides  Single  Double

Hard disk? (Y/N) \_\_\_\_\_ RAM disk? (Y/N) \_\_\_\_\_

Monochrome Monitor? (Y/N) \_\_\_\_\_ Color Monitor? (Y/N) \_\_\_\_\_

Monochrome Board? (Y/N) \_\_\_\_\_ Color Board? (Y/N) \_\_\_\_\_

Do you have accessory boards? \_\_\_\_\_ If so, describe \_\_\_\_\_

Printer \_\_\_\_\_ Serial or Parallel? \_\_\_\_\_

Does this printer emulate another printer? If so, what? \_\_\_\_\_

What printer type are you using in your formats? \_\_\_\_\_

Date of printer table \_\_\_\_\_

If this is a printing or formatting problem, please send a PRISC of the format(s) in question. If calling us, please have format information available.

**PROBLEM DESCRIPTION**

\_\_\_\_\_ Software Problem                      \_\_\_\_\_ Software Enhancement  
\_\_\_\_\_ Documentation Problem            \_\_\_\_\_ Other  
                    Manual (Page \_\_\_\_\_ )  
                    Tutor (Number \_\_\_\_\_ )

Describe the problem and how to reproduce it. Attach a listing if available.



---

**Lifetree Software Use Only**

Date Received \_\_\_\_\_ Date Resolved \_\_\_\_\_

Action Taken:



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TRS-80 2.0