

VIZA
SOFTWARE

Classic

VIZAWRITE
PERSONAL WORD PROCESSOR

VizaWrite Classic 128
Word Processing System

User Reference Guide'

VIZA SOFTWARE
PART NO. 128VWM01
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CREDITS

VizaWrite Classic 128 was researched, designed, programmed and documented by Kelvin Lacy.

Kelvin Lacy is also the author of: VizaWrite 64, OmniWriter 64 and the highly acclaimed VizaStar (for C64 and C128), the integrated spreadsheet and database program.

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1. INTRODUCTION

■ **ABOUT THIS MANUAL**

■ **Section 1** explains what word processing can do for you.

■ **Section 2** is an overview of *VizaWrite* taking you through starting a *VizaWrite* session, typing and laying out a page, and how to call upon the many commands.

■ **Section 3** explains typing and page layout, including text columns and sending special codes to the printer.

■ **Section 4** details the use of special keys and explains the operation of the pull down menu system, and how to fill out and alter information in command boxes.

■ **Sections 5 through 12** explain each of the *VizaWrite* menu bar commands, in reference style.

■ **Sections 13 through 19** explain each of the *VizaSpell* menu bar commands, in reference style.

■ **The Appendix** explains about the supplied sample disk documents, how to configure *VizaWrite* for special printer use, printer connections, connecting IEEE peripherals and compatibility with *VizaWrite*/OmniWriter 64 documents.

The manual contains over 70 screen diagrams, produced by *VizaWrite*, showing examples of page layout and menu boxes.

■ This manual was written using *VizaWrite Classic* on a Commodore 128, and printed on a Hewlett Packard LaserJet printer in Times Roman Medium 10pt. directly from the Commodore 128. The printer was interfaced using a *Viza* RS-232 direct connection cable, at 19200 baud.

■ THE WORLD OF WORD PROCESSING

Welcome to *VizaWrite Classic*, a word processing program especially designed for the Commodore 128 computer. *VizaWrite Classic* is ideal for the first time and infrequent user, but with a power and depth of facilities for the sophisticated and demanding user. In fact, *VizaWrite Classic* includes many features that are not available in any other Commodore word processing program.

If you have never used a word processor before, you will find *VizaWrite* an exceptionally easy program to learn and use. If you already use a dedicated word processor in your place of work, then you will be pleased to know that *VizaWrite* is operated in a very familiar manner.

■ **First-time use** - It's quite likely that this is your first introduction to word processing and you may well be wondering what a word processor really does. You may know that it can be used to produce a letter or help you write a report, but it sounds far more mysterious than that!!

This section explains the uses that a word processor can be put to, and how it assists you to process your words. *VizaWrite* packs a lot of power, so for optimum results we suggest that you casually read the manual once over, and then go through it a second time more thoroughly.

In its simplest form, a word processing program allows you to type words and figures onto a screen and then print them onto paper using a printer. It simulates a typewriter, with the advantage that, as you are typing onto the screen, you can correct mistakes or change words considerably easier than if typing straight onto paper with a typewriter.

A word processing program always provides this fundamental capability. All other facilities that are available in a word processor build upon the ability to manipulate and print words that have been typed onto the screen.

■ **What are these other facilities?**

Well, you may wish to completely re-arrange a paragraph; a word processing program allows whole parts of a document to be moved around, copied, or perhaps erased. You may decide that you want to centralize a piece of text. A word processing program can do all these things, enabling you to write memos, letters, reports, manuscripts or even a complete set of mailing labels.

Facilities provided in the word processor can be used when you need them - some facilities you may never use; others will be used over and over again.

For example - once you have typed a letter, you'll probably read it back and decide to make some- alterations. It is the word processor's facilities that will make that task much easier than using a typewriter. With *VizaWrite*, you can simply type over a correction, or insert a piece of text that you forgot to enter. You can very easily move a word from one place to another, or simply remove it.

In a document such as a report you'll need to be able to line-up columns of figures, centre a heading, or layout a paragraph inset from the left hand side of the paper. *VizaWrite* will assist in all these areas, so it becomes easier and faster to produce high Quality documents, both in content and printed presentation. You will find yourself producing documents that you wouldn't dream of with a normal typewriter. And when you come to change a page layout, you need not re-type the entire document!!

Once you have typed in your letter or other text, the word processor can then be instructed to save it permanently onto disk. This is one of the most useful features of a word processor, so that hours, days or even weeks later you can simply recall your document from the disk back onto the screen and review, alter and print it again.

- **Mail shots.** Easily one of the most useful 'large scale' operations that a word processor can rapidly perform are mail shots. You need type only one letter and this same letter can then be automatically printed over and over again, with each one individually addressed.

So, as you can see, a word processor is really a collection of facilities that will allow you to type, format, store and print documents.

Not really so mysterious after all!!

Naturally VizaWrite helps you to perform these common word processing tasks, quickly and efficiently. But you will soon discover that there are times when you need further tools to carry out your work - so briefly here are what we consider to be *VizaWrite's* time-savers....

- **Help And Pull Down Menus.** VizaWrite incorporates several techniques to assist the inexperienced or infrequent user. Firstly, at any time, you can ask for HELP by pressing the HELP key. This will display information at the foot of the screen. Secondly, word processor commands are called upon from pull down menus which, in themselves, explain the various commands, in what we call command boxes.
- **Proof Reading.** To assist in proof -reading your finished work - VizaWrite comes complete with an integrated spelling checker that contains over 30,000 English words, with either U.K. or U.S. spellings. Words can easily be added to this dictionary, and you can always 'look up' a word, without having to spellcheck the document.
- **Desktop Calculator.** A calculator can be called onto the screen and used just like a pocket calculator. With percentage key and memory store and recall, figures can also be sent and received to and from the document, with complete accuracy.

■ OVER TO YOU

As with most things, you can't beat experience, so plan to spend several hours reading through this manual to prepare for your first serious VizaWrite Classic document.

The next section explains how to get VizaWrite up and running.

2. ABOUT VIZAWRITE

This section explains the **general operation** of the word processor, its objective is to provide a **background** on which to build an **understanding** of the complete word processor.

■ STARTING THE SESSION

VizaWrite Classic is supplied on a disk, plus a ROM cartridge. To run VizaWrite you need a C128, a 1541, 1570 or 1571 disk drive, an 80 column color or monochrome monitor and a printer.

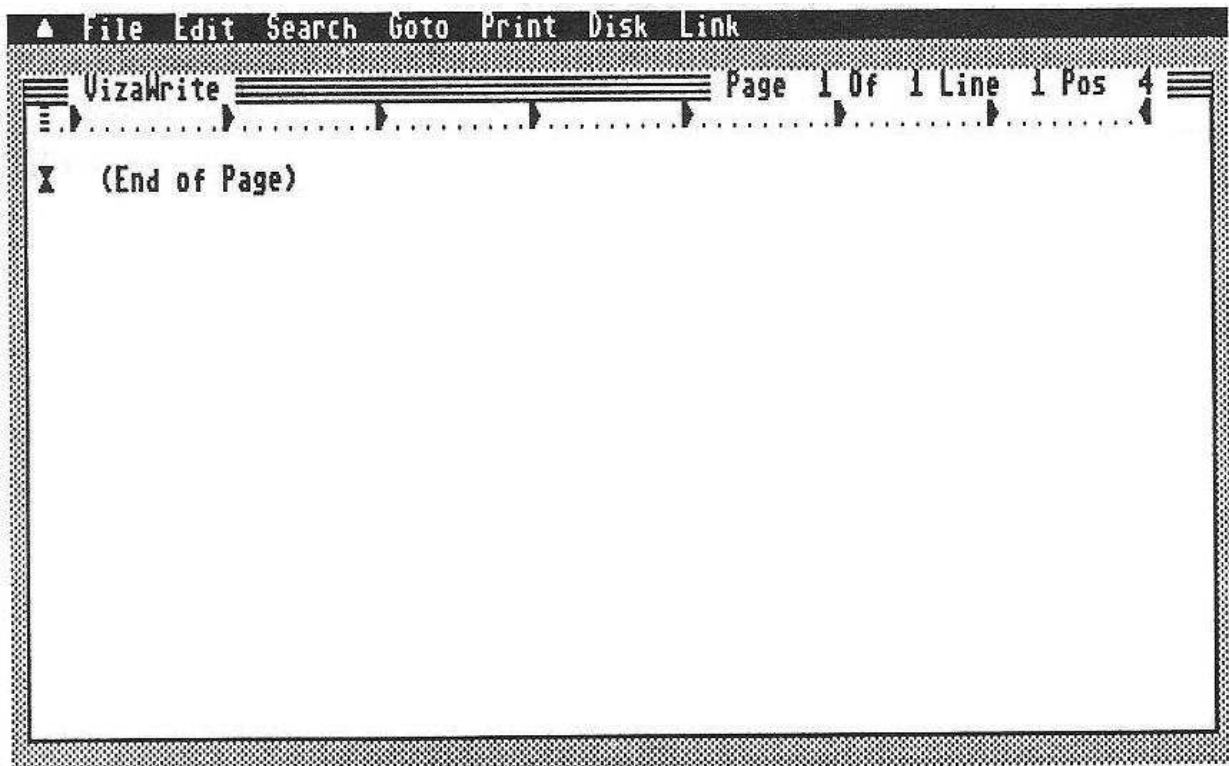
To load up VizaWrite Classic:-

- Turn the computer OFF, push the 40/80 Display switch down.
- Turn the printer ON.
- Turn the disk drive ON.
- Plug the VizaWrite ROM cartridge (label upwards) firmly into the cartridge socket of the computer (or approved IEEE interface).
- Insert the VizaWrite system disk in the drive and close the door flap.
- Switch 'the computer on, VizaWrite Classic will now boot from the system disk. Depending on the disk drive model, this will take between 30 seconds to 3 minutes to load in.

Once loaded, VizaWrite is immediately available for word processing. You may remove the VizaWrite disk and put in your own disk, ready to store and recall documents. The only time the VizaWrite disk will be needed again is if you use VizaSpell, the built-in spelling checker.

■ CREATING A DOCUMENT

On starting up VizaWrite, you are presented with a *New* (empty) word processing document. This is ready for use straight away, just type onto the screen to begin **creating** your new document.



■ THE DOCUMENT EDITOR

The document *editor* is the normal word processing state. It allows you to type onto the screen, with your typing **instantly laid out on the page**. The document text is held internally in the computer's memory. You are not limited to a fixed number of lines. Depending on the width of your page you will be able to hold around 30 pages of A4 (8½ by 11 inches) in a single document. **Long documents** can be automatically linked together, for printing.

■ THE DOCUMENT IN VIEW

As a page is usually too large to fit on your monitor screen all at once, VizaWrite displays just a section of it at any one time. The screen therefore acts as a window onto the document page. You will see that the cursor keys and some function keys adjust the view through this imaginary window, using these keys it is possible to move around a page, and around the document, quickly and efficiently.

■ DOCUMENT BORDER INFORMATION

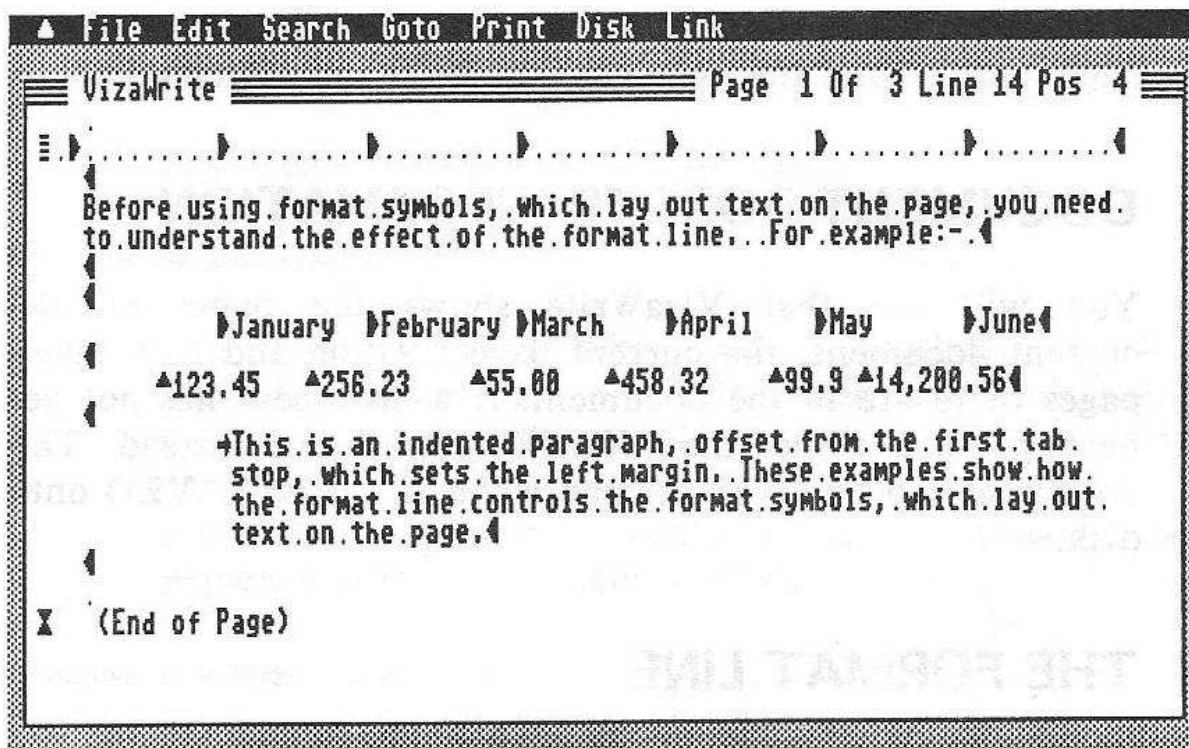
You will see that VizaWrite shows the name of the current document, the current page position and how many pages there are in the document. If a document has not yet been given a name, then VizaWrite is shown instead. The document can be given a name when it is first SAVED onto disk.

■ THE FORMAT LINE



VizaWrite Classic is a *what you see is what you get* word processing program. This means that your document is laid out in almost printable form, as you type. This is the way that all modern word processors work and there will be times when you will see your typed text 'flying about', especially when you reach the end of a line. VizaWrite is continually making sure that the document text is laid out in the way that you want it. But how does it know? Well very simply, on what we call a format line. The format line is a special line that simply defines the left and right margins, TAB stop positions and printed line spacing. It operates rather like the bar on a conventional typewriter.

A format line is automatically placed at the top of the first page in a NEW document, other format lines can be placed anywhere throughout the document allowing you to change layout whenever you like.



A format line affects the layout of all text that follows it, until another format line occurs. This means that different parts of the page can have different margins, or different TAB stop positions. It also means that when text is altered, the newly typed text conforms to the intended layout. And most important of all, the layout can be completely altered - with no re-typing at all. If you change a format line, all the following text is automatically, and instantly, adjusted.

You can control the line spacing for the printed document, by placing a 1, 2 or 3 in column 2 of any format line. This sets single (assumed), double or triple spacing. Lines are not actually spaced on the screen display, but the border title always shows the true printed line number.

■ PAGES OF TEXT

A VizaWrite document can be made up of one or more pages, the end of a page is marked by typing an *End Of Page* format symbol. This tells VizaWrite that the text **after** the symbol is to appear on a fresh page. It is often referred to as a page break, because it breaks up one page of text from another. So, as you reach the end of a page, type an end of page symbol to start a fresh page. The FILE PAGINATE command can be used to automatically do this, throughout an entire document.

The keyboard *function keys* F1, F2, F3 and F4 can be used to quickly move about a document, a screen or a page at a time. Section 4 explains the use of all the special keys on the keyboard.

■ FORMATTING INSTRUCTIONS

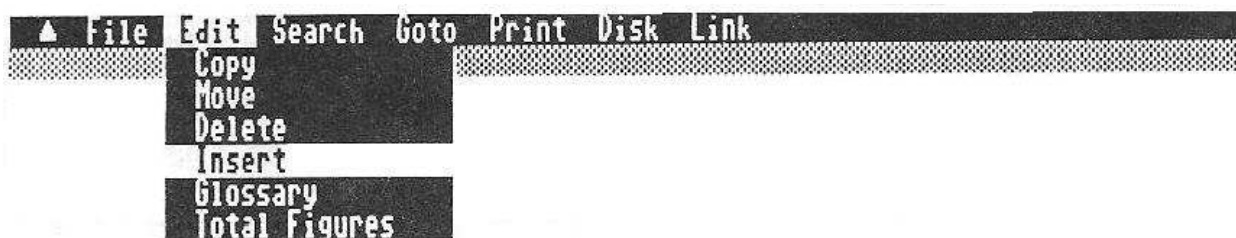
In addition to all the normal keyboard characters, VizaWrite uses a special set of additional characters. These are used to signify the use of particular text formatting instructions, and control the page layout of the document. These characters are called **format symbols** and are used to show **TAB** symbols, carriage RETURN's, PAGE endings, NEW columns and other types of layout instructions.

You will also see that a typed space is represented by a faint dot, while a margin space is completely blank. This shows clearly the difference, and while at first this may seem unusual, is quite invaluable. However, VizaWrite can be instructed to make all format symbols 'invisible' on the screen display. Format symbols and format lines never get printed.

■ THE MENU BAR

A wide range of word processing operations can be performed by issuing 'commands'. Commands are issued from the *MENU BAR*, which is permanently displayed at the top of the screen.

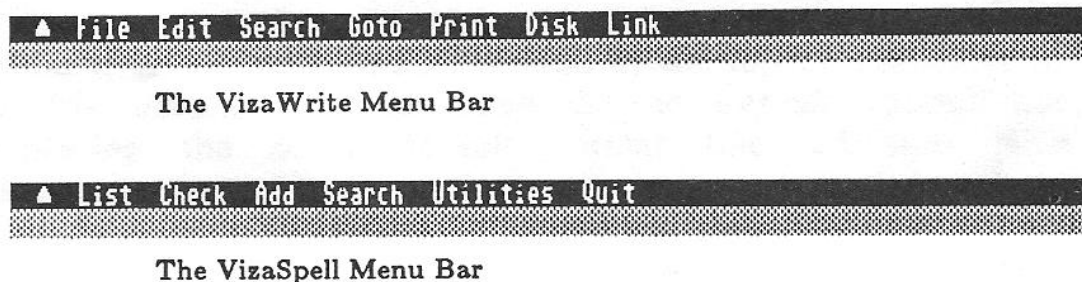
A command is used to SAVE your document onto disk, COPY text, ERASE a disk file, PRINT and much more. The picture below shows the list of options available under the *Edit* command, in the menu bar.



Whenever you press the Commodore key (the key in the bottom left corner, beneath the RUN/STOP key, with the Commodore logo), the MENU BAR is activated.

Press the *SPACE BAR* or *CRSR RIGHT* key to highlight the required command, press RETURN to show the list of options available under the highlighted command. Press *CRSR DOWN* or *CRSR UP* to highlight the required option. Finally, press RETURN to action the required command option.

Most command options then ask for more details in *command boxes* which appear in the centre of the screen. You may exit from any command menu by pressing the STOP key.



■ QUICK COMMANDS

When you have become more familiar with the commands of VizaWrite you may find it quicker to select a command and its option by pressing the CBM key (from here on, our abbreviation for the Commodore key), the first letter of the command followed by the first letter of the command option.

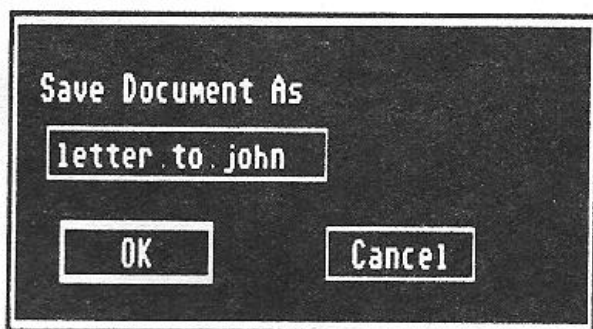
For example, the keyed sequence:

CBM
SPACE BAR along to **PRINT**
RETURN
CRSR DOWN to **DOCUMENT**
RETURN

can be replaced by keying: **CBM P D**

Note that the triangle symbol is referred to as the VIZA command, and that the letter 'v' should be used to issue a VIZA command quickly.

■ SAVING YOUR WORK

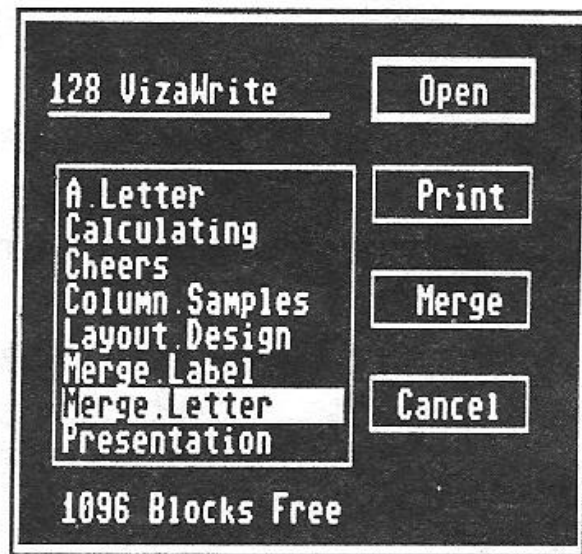


To ensure maximum processing speed, VizaWrite does not save your document from computer memory onto disk while it is being typed. To keep a document permanently, it should be stored on disk using the FILE SAVE command (described later).

We strongly recommend that you SAVE your document frequently to prevent accidental loss due to power failure or other disasters.

■ RECALLING A DOCUMENT FROM DISK

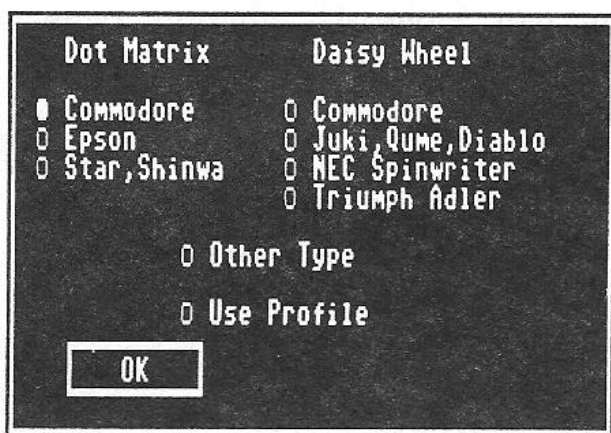
A useful option when displaying a FILE LIST is the ability to OPEN (recall) a document by highlighting and pressing RETURN.



The FILE LIST shows a scrollable list of all files on the disk (whether documents or other files), this list is shown in alphabetical order, unlike the usual BASIC directory list. You can skip through the list by pressing a letter key; the list is then skipped on to the first file that starts with the typed letter.

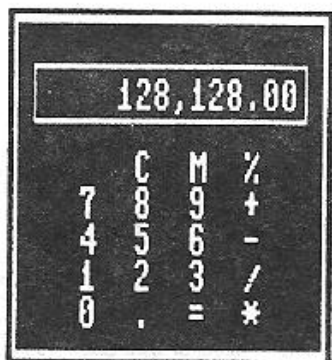
■ PRINTING YOUR DOCUMENT

VizaWrite Classic will work with virtually any printer, and can be made to use practically any feature of any printer. However, to keep things simple, we have included built-in support for the most popular printer makes and derivatives. The printer type that is the same, or the closest, is simply selected from the PRINT PRINTER menu.



If you want to configure VizaWrite specifically for your printer, then a Printer Profile can be created, where any feature can be individually defined. This is covered in detail in the Appendix. As an indication of the power that the profile system has, this manual was written and printed on a Laser Printer using a special Printer Profile, created in the normal way in VizaWrite Classic.

■ MAKING CALCULATIONS



VizaWrite Classic has a desktop calculator that is used just like a pocket calculator, but it can also total up figures from a document, placing the results back into the document.

In addition to the calculator, there is the EDIT TOTALS command, which can total any number of rows or columns, automatically.

■ HEADING UP EACH PAGE

Each document that you create with VizaWrite has two extra pages that can be used to form a heading and a footing which are printed automatically at the top and bottom of each page. These pages are called the header page and the footer page.

It is in these pages that you can have the current page number printed out, by typing the page number format symbol. You can get to these special pages using the *Goto* command.

Remember that if you type text into the footer page, it always prints out. If you type text into the header page, you must ask for it to be printed.

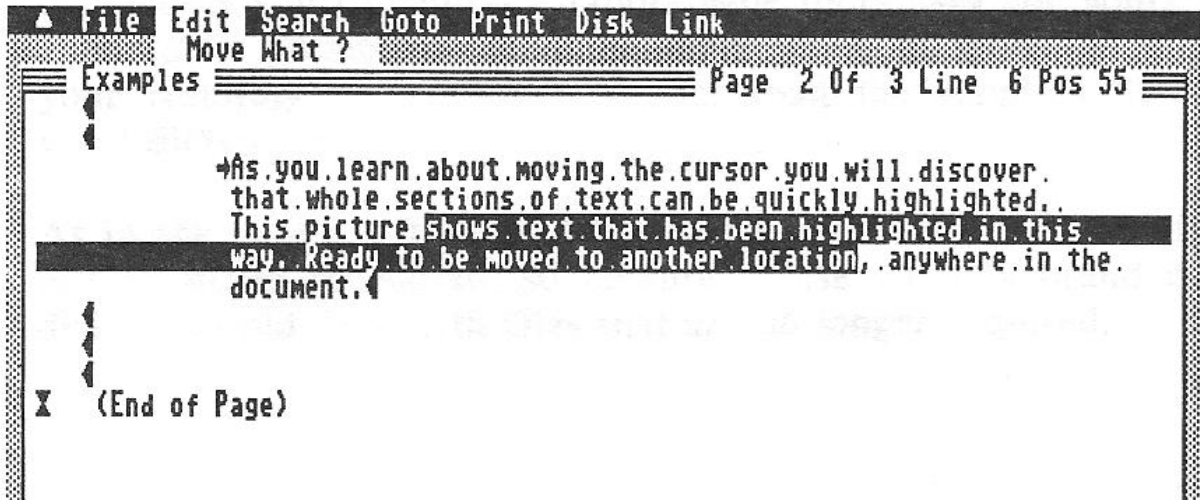
■ KEEPING NOTES ON YOUR WORK

Each document that you create with VizaWrite has a special page, called *the Work Page*. This page can be used to hold notes, instructions or just about anything you want. You can get to the Work Page using the *Goto* command.

■ HIGHLIGHTING TEXT

When using certain commands, VizaWrite will ask you to show what text is to be operated on. For instance, when moving a section of text from one place to another using the EDIT MOVE command, you indicate this by **HIGHLIGHTING** the required characters in the text. Highlighting is achieved (within a given command) by moving the cursor over the text. VizaWrite *reverses* the color of the text, so that it stands out.

As you learn about moving the cursor you will find that whole sections of text can be highlighted very quickly. The picture below shows text that has been highlighted in this way, ready to be moved to another location in the document.



■ SUMMARY

By now, you should be aware of the key aspects of VizaWrite, and there's still an awful lot more yet! In this section we have introduced the fundamentals of VizaWrite. You are now equipped to issue commands, enter text into a new document and be aware that the format line and format symbols control the layout of each page.

In the next section we explain the way that text is entered, altered, inserted and laid out on the page.

We suggest that you now type in a paragraph of text. Then issue the PRINT DOCUMENT command. If you have a CBM printer connected, your text will print out straight away. If your printer is different, first refer to the PRINT commands section.

3. TYPING AND PAGE LAYOUT

■ ENTERING TEXT

When typing into a **fresh page**, or at the base of an existing page, each line is adjusted AS YOU TYPE. So that words are never broken over the end of a line and onto the start of the next.

This is known in word processing terminology as word wrapping. To put it another way - incomplete words are wrapped up and sent down to the start of the next line for you to continue typing. As this is an entirely automatic process just **type away** and watch it all happen!!

As you type, the cursor is moved along the line and then onto the next and so on. When you reach the bottom part of the document screen, VizaWrite *scrolls* all the lines up, to allow further lines to be typed.

Although some of your typing is no longer displayed it is safely stored away in the computer memory for subsequent PERMANENT storage on a disk.

Documents are saved onto disk by the FILE SAVE and FILE REPLACE commands, which are explained later.

■ ALTERING TEXT

If you wish to **alter text** that has already been typed into a document there are many powerful COMMANDS that can assist in 'cut and paste' operations. These are of most benefit when moving or copying large amounts of text within the document. See EDIT COPY, EDIT MOVE and EDIT DELETE command descriptions.

If, however, your alteration is just to correct a few words then it is a simple matter of typing over the original. Simply move the cursor around the words to be changed and type. The INST and DEL keys can be used to insert or delete single characters, and if held down, will repeat.

Generally you can type straight over existing text, but YOU should not stray out of the margins, especially at the end of a line. The EDIT INSERT command (also available by pressing F7) should be used to insert large amounts of text, or insert at the end of an existing line.

■ **STARTING A NEW PAGE**

As you type in each line of text you will notice that the current line number, in the document border, increases. Depending on the length of the paper that the document is to be printed on, you will need to type in an End Of Page symbol (CONTROL P), as you reach the end of each page. This will automatically take you onto the top of the next page.

■ **INSERTING TEXT INTO AN EXISTING PAGE**

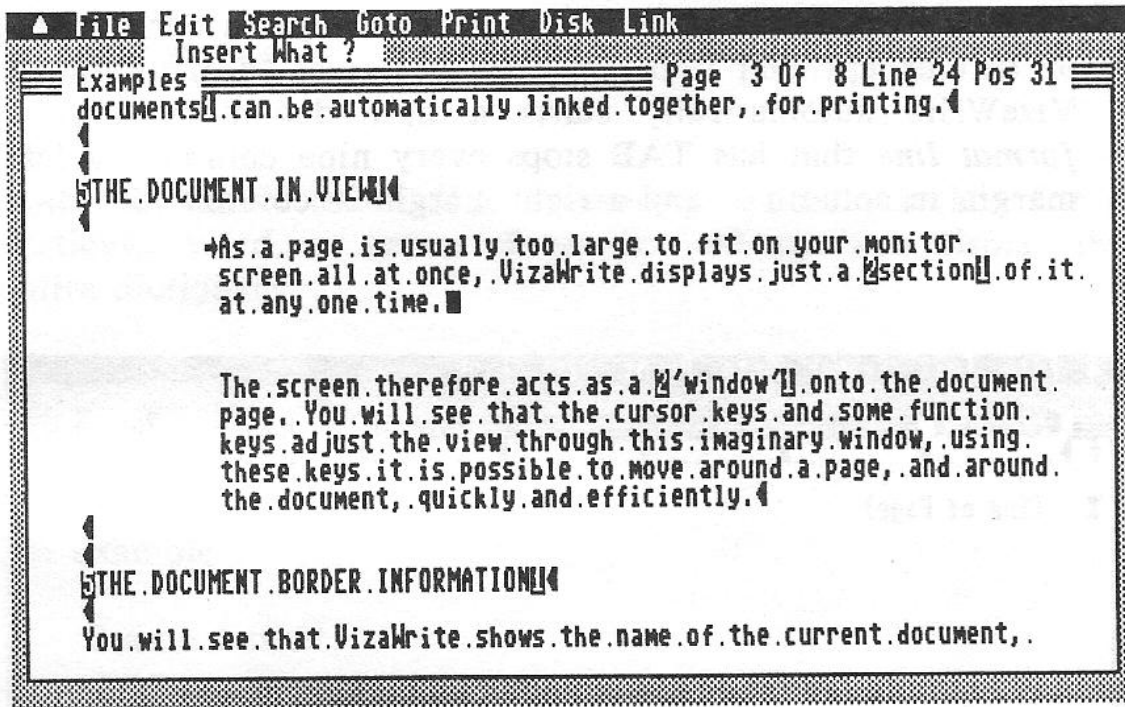
Where an alteration requires a large amount of text to be re-typed, the EDIT INSERT command should be used. This command opens up a gap at the current cursor location, ready for the insertion to be typed in. Text can then be typed in at full speed, with the gap expanding automatically as it is filled.

Once the insertion has been typed, the INSERT command is ended by pressing the STOP key. This re-arranges the text below the insertion, and closes the gap.

The INSERT command can be issued in two different ways, either select EDIT INSERT from the menu bar, or use the F7 function key.

■ INSERTING TEXT AT THE FOOT OF AN EXISTING PAGE

If you are extending an existing page then you could use the EDIT INSERT command, but typing into the foot of an existing page is really the same as typing into a fresh page!! So all you need do is move the cursor down to the foot of the page and type away.



Using the EDIT INSERT command for large inserts.

■ JOINING TWO PAGES TOGETHER

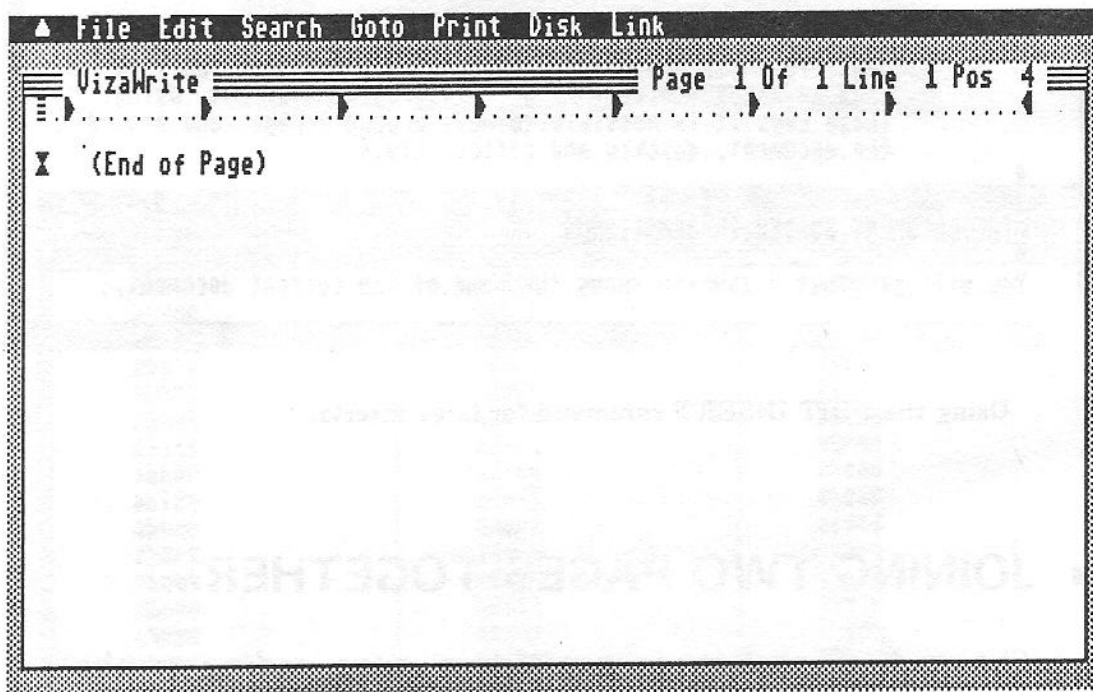
The end of each page contains a page ending symbol. If you wish to join two consecutive pages together - it is a simple matter of erasing the page ending symbol between them. This is done using the DELETE command, EDIT DELETE, which is explained later.

You cannot use the DEL key to delete a page ending symbol.

■ LAYING OUT A PAGE OF TEXT

From earlier sections in this manual you will know that VizaWrite lays out, or formats your text as you type it. You therefore need to tell VizaWrite where you want left and right margins, and the position of TAB stops, if required.

This is done very simply, on what is known as a Format Line. A format line appears on the screen like a normal line of text except that it begins with a special format symbol. VizaWrite automatically starts a new document with a format line that has TAB stops every nine columns, a left margin in column 3, and a right margin in column 74.



The opening screen of a NEW document, showing the initial format line.

The format line is used like the bar on a typewriter to line up your typed text (containing TAB or INDENT symbols). The first TAB symbol on a format line is taken as the left margin and the return at the end of the format line is taken as the right margin.

Format symbols are typed into a document by first pressing and releasing the CONTROL key and then typing the particular format symbol letter key. For example, an end of page symbol is typed by pressing the CONTROL key, releasing it, and then typing a 'p'.

Format lines can appear anywhere in your document (they don't actually print), so that margins and TAB stops can be altered where you like. You can move the cursor onto a format line and change it. Either as you alter the format line, or when you move off the format line, the following text is automatically and instantly rearranged to take on the changed format.

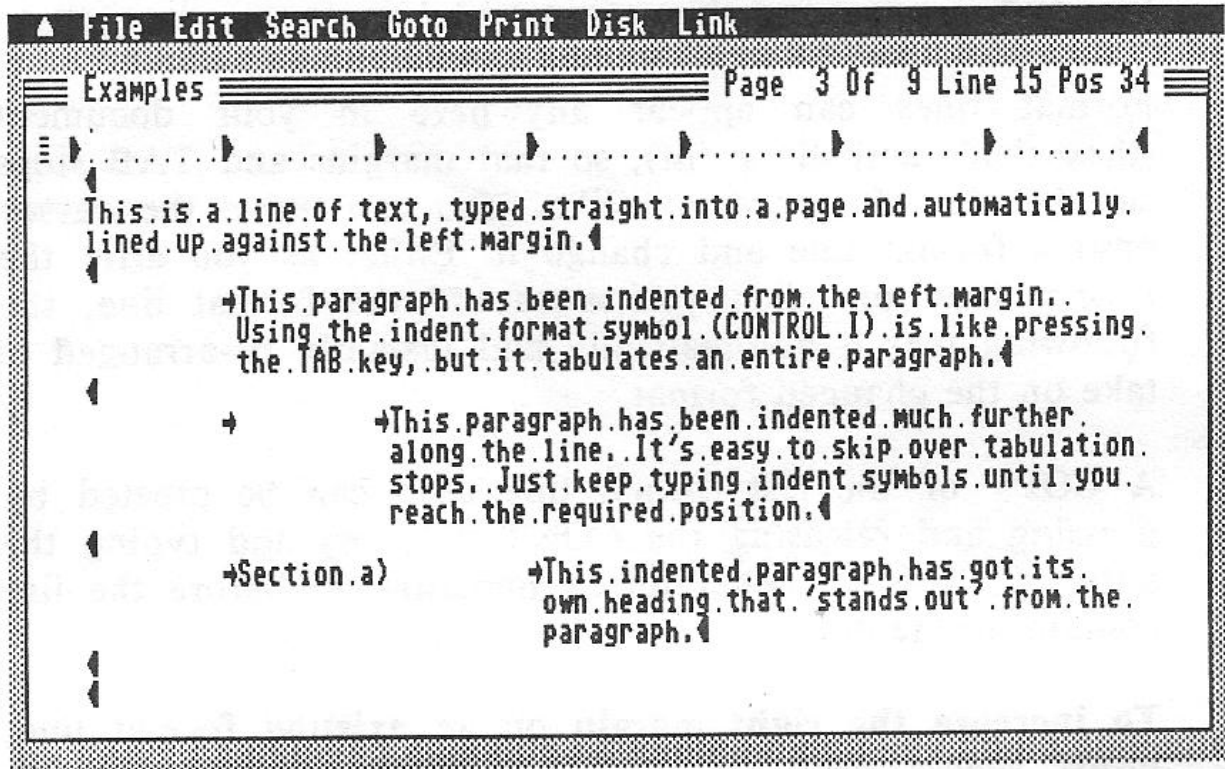
A COPY of the last format line used can be created by pressing and releasing the CONTROL key and typing the letter 'f'. This is then inserted immediately before the line containing the cursor.

To increase the right margin on an existing format line, insert spaces until the required column is reached. To reduce the right margin, use the DEL key until the required column is reached. You will see the following text re-arrange, as you do this. The right margin can be increased right up to 240, or down to 5 characters wide. If the right margin is greater than 78, use the CRSR LEFT and RIGHT keys to scroll and view parts of the page that are off the screen. The F6 function key sends the cursor to opposite ends of the line that the cursor is on.

To hide format lines and format symbols, type CONTROL H. Type CONTROL H again, to reveal hidden format lines and format symbols. When format symbols are hidden they can be deleted and entered in the usual way.

■ INDENTATION

A paragraph or a heading is often indented (inset) from the left margin. By setting a TAB stop into the format line where the indentation is to start, your text can be automatically indented by keying an INDENT format symbol (CONTROL I) at the start of the text to be indented.



Indentation ends when a RETURN is typed. Typing an INDENT symbol before text will automatically move the text up to the next TAB symbol.

You can also use the INDENT symbol after typing some text in a line; this can be used to make a heading stand out.

If you have several TAB symbols on your format line then keep typing INDENT symbols until you reach the one you want.

■ TAB STOPS, NUMERICAL TAB STOPS

In the diagram below, a TAB symbol (press TAB, or use CONTROL T) has been keyed before each of the months of the year. In the format line there are also TAB symbols keyed in the columns that the text is to appear under. VizaWrite has lined up each piece of text into tabulated columns. This type of tabulation is *textual*; there is no attempt to align decimal points, just to move the text along to the next format line TAB symbol.

The screenshot shows a VizaWrite Classic 128 window with a menu bar (File, Edit, Search, Goto, Print, Disk, Link) and a status bar (Page 1 Of 10 Line 27 Pos 4). The main window contains a table with names in the first row and numbers in the second row, followed by a total row. Below the table is a block of text explaining the use of TAB and numerical TAB symbols.

	Bert	Fred	Tom	Max	Jim	Dick
January	100.	200.23	56.76	45.56	45.87	99.95
February	123.45	256.23	55.00	458.32	99.9	14,200.56
Total	223.45	456.46	111.76	503.88	145.77	14,300.51

The above examples show how the TAB symbol... lines up text, and how the numerical TAB symbol... lines up numbers. Notice how 2 format lines are used to alter tab positions, IN THE SAME PAGE.

When using a lot of format symbols, don't forget to use CONTROL H to temporarily 'hide' the symbols and format lines. And you can carry on typing, with a much clearer display. Use CONTROL H again, to un-hide.

A *numerical* TAB symbol, CONTROL has been keyed before each of the above numbers. Again, in the FORMAT LINE, there are TAB format symbols in each of the columns that the numbers are to appear under. However, a numerical TAB causes the following number to line-up on its decimal point. When you type a number that appears after a numerical TAB you will notice that the number lines-up automatically.

■ **CENTERING TEXT**

Individual lines of text can be automatically centered in the middle of a page by typing a centre format symbol (CONTROL C) at the start of a line that is to be centered. A line that is to be centered should end with a RETURN. If the left or right margin is subsequently altered, this text is re-centered automatically.

■ **ALIGNING TEXT TO THE RIGHT OF A PAGE**

Individual lines of text may be moved up against the right margin by typing a right align format symbol (CONTROL R) at the start of the text to be aligned. This format symbol may only be used for single lines of text, which should end with a RETURN.

■ **KEEPING WORDS TOGETHER**

When typing text such as names, titles, and technical terms etc. you may wish to prevent two words separating and being word wrapped onto the next line. The hard space format symbol is displayed on the screen as a raised faint dot, is formatted as if it were a printable character, but is actually printed as a space. Type a hard space (CONTROL SPACE), instead of a space, between words that must always appear on the same line.

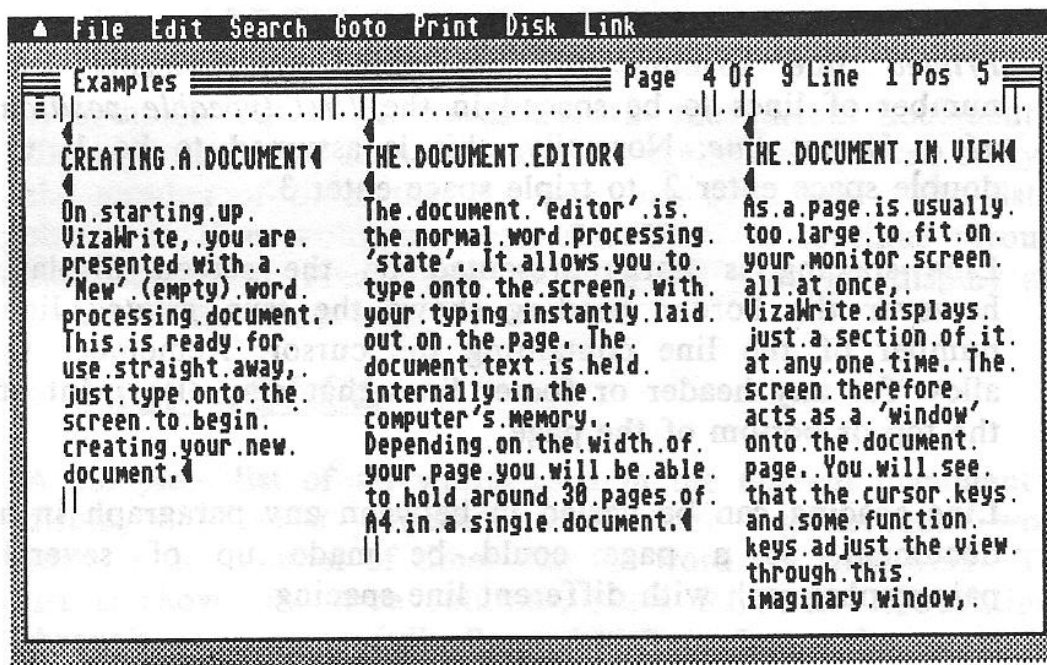
■ **OPTIONAL HYPHENATION**

The soft hyphen format symbol (CONTROL -) is used to hyphenate a word, ONLY if the word appears at the end of a line. It displays on the screen as a lowered dash, is ignored when formatted and printed EXCEPT when the word appears at the end of a line. This is of particular value when RIGHT JUSTIFYING text.

■ LAYING OUT TEXT IN COLUMNS

Any existing or freshly typed text can be laid out in newspaper style columns. Up to eight columns can be defined at once. As with most layout controls, the format line is used as the column guide. Column format symbols (CONTROL N) are entered along a format line, to show where each column starts and ends. In the text, a column format symbol is typed at the end of the column. If there are more columns defined on the format line, the cursor is moved up to the start of the next column. The diagram on the following page shows how this works. To remove a column format symbol, use the DEL key or EDIT DELETE.

The easiest way to column process is to type all the text as usual and then insert the column end symbols. They can be deleted, if needed, using the DEL key.



Text layout, using columns defined in the format line.

■ TYPING INTO COLUMNS

The full editing and command facilities apply to entering and altering text in columns. However you will find that the cursor is reluctant to move out of the column.

To move the cursor out of a column:

Hold down the ALT key and use CRSR LEFT to move the cursor one column to the left. Hold down the AL T key and use CRSR RIGHT to move the cursor one column to the right.

You may find it more convenient to use the top row of arrow keys, these don't need SHIFT'ing.

■ VARYING LINE SPACING

Printed line spacing can be varied by entering the number of lines to be spaced in the first typeable position of a format line. Normally, this is assumed to be 1, to double space enter 2, to triple space enter 3.

Line spacing is not represented on the screen display, however the border heading shows the true printed line number of the line containing the cursor. Remember to allow for any header or footer lines that may also print at the top or bottom of the page.

Line spacing can be varied in between any paragraph in a document, so a page could be made up of several paragraphs, each with different line spacing.

■ TYPING FORMAT SYMBOLS

So far, we have discussed what format symbols can do when typed around your text or onto a format line. The remainder of this section lists all format symbols in three groups, SCREEN, PRINTER and MAIL MERGE.

Format symbols are shown on the screen as special graphic characters that are unique to the VizaWrite word processor. As there are no single keys on the keyboard that can be used to represent these symbols, a 'two keystroke' sequence is necessary.

The first keystroke is to press and release the CONTROL key. You will notice a letter C appear at the bottom left of the screen. This shows that the next keystroke will be taken as a format symbol. If you then press one of the letter or number keys listed here, the associated format symbol is inserted into the document text at the cursor location.

■ SCREEN FORMAT SYMBOLS

This group of format symbols alter the visual on-screen layout.

C	-	CENTER THE LINE	◆
E	-	EMBOLDEN ON/OFF	■
I	-	INDENT PARAGRAPH	→
N	-	COLUMN START/END	
P	-	PAGE ENDING	⌂
R	-	RIGHT ALIGN	»
T	-	TABULATE	▸
.	-	NUMBER TABULATE	▲
U	-	UNDERLINE ON/OFF	-
SPACE	-	HARD SPACE	.
-	-	SOFT HYPHEN	-

Notice that the keys mainly correspond to the first letter of the type of format operation.

The underline and embolden format symbols should be typed at the beginning and the end of affected text. This is also displayed on screen and you will see the entire text underlined or emboldened until you type the symbol at the end of the affected text.

■ PRINTER FORMAT SYMBOLS

This group of format symbols can alter the printed text of a document. There is no visual on-screen representation of affected text.

L	-	LITTLE TEXT (condensed) ON/OFF	·
O	-	OFFSET TEXT (shadowed) ON/OFF	▲
W	-	WIDE TEXT (enlarged) ON/OFF	□
S	-	SUBSCRIPT NEXT CHARACTER	↓
↑	-	SUPERSCRIP NEXT CHARACTER	↑
#	-	PRINT PAGE NUMBER	#
0 to 9	-	SEND ASSIGNED CODE SEQUENCE	0. .9

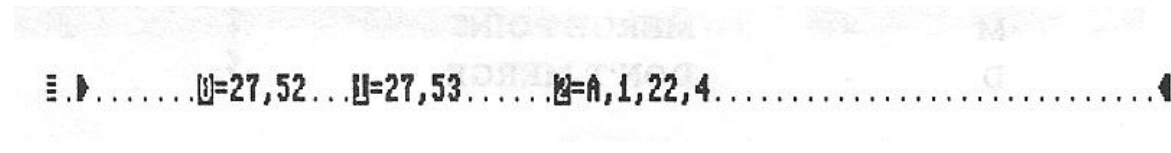
Not all printers are capable of the text enhancements. Like the Embolden and Underline format symbols - Little, Offset and Wide should be typed at the beginning and end of the text to be affected. Subscript and superscript format symbols need only be typed in front of the single character to be lowered, or raised from the line. The following character is then printed normally.

■ SENDING PRINTER CODES

Many printers have additional features that can be selected by sending one or more ASCII codes. For instance, the EPSON FX-80 can print in italics by sending an ESC (27) followed by a '4' (52). The ASCII codes for ESC and '4' are shown here in brackets. The EPSON italic mode is cancelled by sending an ESC (27) followed by a '5' (53).

In VizaWrite, the 0 to 9 format symbols can each be used to send a sequence of up to 10 assigned printer codes. These are typed into the document where they are to take effect. But first, these codes must be assigned to one or more of the 0 to 9 format symbols. This is done on any format line that appears before the codes are used.

For example:-



A Format Line with Assigned Codes

The CONTROL key is pressed and released, followed by a number from 0 to 9, followed by '=', and the decimal value of the ASCII code that is to be sent. If more than one code is to be sent, separate each code by a comma, as in the above example.

This process assigns a sequence of codes to a 0 to 9 format symbol. To actually send the sequence to the printer, use the relevant 0 to 9 format symbol, in the document text.

Many printer manuals list ESCAPE sequences followed by an ASCII code. In the assignment, a letter will be interpreted as its ASCII value. If the letter is the first code to be assigned, an ESCape (27) is automatically sent. See the above diagram.

If you need to send more than 10 printer codes on one format symbol, the Printer Profile system allows a virtually unlimited number of codes to be sent (see Appendix). VizaWrite assumes that the printer codes will not actually print a character. If your code sequence prints a character, refer to the 'Do Extra 0-9 Codes Space ?' entry in the Printer Profile description (Appendix). This also accepts proportional spacing widths.

■ MAIL MERGE SYMBOLS

These third groups of format symbols are used when preparing names and addresses in the Work Page or a special VizaWrite document, and when typing a 'repeat' letter into the main document. They are also used in a Glossary document to separate items.

M	-	MERGE POINT	⬆
D	-	DON'T MERGE	⬇

A MERGE symbol is typed into the 'main' part of a document wherever variable information is to be inserted, when printed.

A MERGE symbol is also typed into the Work Page before each piece of information that is to be merged into the 'main' part of the document. A MERGE symbol must also be typed before each piece of information in a 'disk document' that is to be mail merged.

If a DON'T MERGE symbol is typed into the Work Page, it is used to separate one 'set' of information (such as a complete name and address) from another. This allows specific 'sets' to be individually merged, by setting the 'From' and 'To' page numbers in the PRINT DOCUMENT box.

Any information typed between a DON'T MERGE symbol and the next MERGE symbol is ignored during a mail merge. This fact can be used to separate 'sets' of information by placing RETURN's between them, thereby improving readability.

The principal use for a DON'T MERGE symbol is to 'skip over' unwanted pieces of information. If one is placed in the main document, it will cause the next piece of information to be skipped over. This is used when using the same information source for more than one type of 'repeating' document.

See Section 10 for full Mail Merge description.

4. KEYBOARD. COMMAND BOXES

When typing text, and filling command boxes the letter keys are used to create words and figures, as you would naturally expect. In addition to letter keys, there are a number of special keys on the keyboard marked with abbreviations such as HOME and INST. Most of these keys have special meanings to VizaWrite, and are now explained in alphabetical order.

■ **ALT + A/Z**

Press ALT and a letter key together, to insert a glossary item that has a matching A through Z letter identity code. See the EDIT GLOSSARY command for further details on glossary set up.

■ **ALT + CRSR LEFT/RIGHT**

Press ALT and CRSR LEFT together to move the cursor left one text column. Press ALT and CRSR RIGHT to move the cursor right one text column.

■ **ALT + LINE FEED**

Press ALT and LINE FEED together to obtain a high resolution screen copy on CBM MPS-801, Epson and Epson compatible dot matrix printers. Be sure that the PRINT PRINTER command box has the correct printer type set.

■ **CAPS LOCK**

The CAPS LOCK key, when down, makes any A to Z key type in upper case, this has the same effect as the SHIFT LOCK key, except that the 'top row' operates as normal, with the SHIFT key selecting quote, exclamation mark etc.

Many European 128 keyboards use this 'lockable' key to select a completely different keyboard layout and character set.

■ **CLR**

Moves the cursor to the end of the last word on the current page or in the current column.

■ **CBM (COMMODORE KEY)**

This key is used to activate the MENU BAR. To issue a command, press and release this key, then highlight the required command using the SPACE BAR or CURSOR LEFT and RIGHT keys. Press DOWN ARROW or RETURN to display the list of command options, highlight the required command option using the UP and DOWN ARROW keys.

Press RETURN to make a selection.

A command can be issued without using the menu system by simply pressing the CBM key and the first letter keys of the command and its option.

Note that the STOP key can be used to exit from the menu bar, pulled down menus and command boxes.

■ **CONTROL**

Frequently used, this key is pressed and RELEASED before typing a format symbol key. It can also be used when typing a format symbol into a command reply, this becomes important when FINDING or REPLACING a sequence of characters with an embedded format symbol.

■ **CURSOR (Arrow) Keys**

On the Commodore 128 the four cursor movement keys up, down, left and right are available on the top row. These same cursor movements are duplicated by the two keys marked CRSR, on the bottom row of the keyboard. These keys are used in conjunction with the SHIFT key when moving the cursor up or leftwards.

These keys are referred to as: CRSR UP, CRSR DOWN, CRSR LEFT and CRSR RIGHT. If these keys are held down, they repeat, so that the cursor can be moved rapidly over the page. When the cursor reaches the outer edges of the screen, the text will be scrolled up or down and even sideways to show, or allow entry, of further text on the page.

■ **DEL**

When typing fresh text or typing into a command box, the DEL key deletes the previously typed character and backspaces the cursor. When the DEL key is used on previously typed text the character under the cursor is deleted and the cursor does not move. The DEL key can be used to erase any displayed character except an 'End Of Page' symbol. To delete a page ending symbol use the EDIT DELETE command.

■ **ESC**

This key duplicates the function of the CBM key.

■ **HELP**

Press this key to show 'help' information at any time. Press RETURN to remove the displayed 'help' information and continue.

■ **HOME**

If HOME is pressed just once, the cursor is simply moved to the top left hand corner of the screen. If HOME is pressed twice, the cursor is moved to the first word at the top of the page.

■ **INST**

This inserts a space before the character under the cursor, the previous line and the remainder of the paragraph is adjusted, if necessary.

■ **RETURN**

A RETURN is really a format symbol that means 'go to the start of the next line', When you press RETURN, a RETURN format symbol is inserted into the text. The cursor, plus any words on the rest of the line, is moved down to the next line. A RETURN should be typed at the end of each paragraph. A line can be just a RETURN, this can be used to space a line.

■ **SHIFT RETURN**

A very useful key to remember, this performs a RETURN, without inserting a RETURN format symbol. In short, it moves the cursor to the start of the next line. This is particularly useful when editing typed text.

■ **STOP KEY**

The STOP key is used to exit from menus and command boxes. It is also pressed, to end an EDIT INSERT.

■ **TAB**

The TAB key is used to insert a TAB format symbol into the text at the cursor. The cursor is automatically positioned in front of the TAB symbol, ready for typing to be lined up against the TAB stop. The TAB symbol is positioned according to TAB stops set on the most recent format line.

■ **THE FUNCTION KEYS**

When editing a document, the function keys can be used as follows:-

F1	Page Forward
F2	Page Back
F3	Next Screen full
F4	Previous Screen full
F5	Move Cursor to Next TAB Stop
F6	Move Cursor to Other End of Line
F7	Quick EDIT INSERT Command
F8	Quick EDIT DELETE Command

When filling out a command box, the F1 function key is used to select a particular activity; then press RETURN. The TAB, CRSR DOWN and CRSR UP keys are used to move around entries within a command box.

Note, that the F7 and F8 function keys are short cuts for the CBM EDIT INSERT and CBM EDIT DELETE commands.

■ SPECIAL KEY SUMMARY

ALT	Press to Do a Quick Glossary Insert
ALT +CRSR LEFT	Move Cursor Left One Column
ALT+CRSR RIGHT	Move Cursor Right One Column
ALT +LINE FEED	Print HiRes Screen Dump
CAPS LOCK	Type CAPITAL LETTERS
CLR	Cursor to End Of Page Or Column
COMMODORE	Activate Menu Bar
CONTROL	Press to Type A Format Symbol
CRSR DOWN	Cursor Down
CRSR LEFT	Cursor Left
CRSR RIGHT	Cursor Right
CRSR UP	Cursor Up
DEL	Delete a Character
DOWN ARROW	Cursor Down
ESC	Same as COMMODORE
HELP	Display Help Information
HOME	Cursor to Top Of Display Or Page
INST	Insert a Space
LEFT ARROW	Cursor Left
LINE FEED	Same as SHIFT RETURN
NO SCROLL	Ignored
RETURN	Insert a Carriage Return
RIGHT ARROW	Cursor Right
SHIFT +RETURN	Cursor to Start Of Next Line
STOP	Abandon Activity
TAB	Type a TAB Format Symbol
UP ARROW	Cursor Up
40/80	Ignored

■ THE MENU BAR

At the top of the screen, VizaWrite permanently shows a row of Command Words. This is known as the MENU BAR. It is normally inactive, and all keystrokes are entered into the document.

The menu bar is activated by pressing either the CBM key or the ESC key. It is deactivated by pressing the STOP key. When activated, the last command used is highlighted. By pressing the SPACE bar or the CRSR LEFT and RIGHT keys, any command word can be highlighted.

To 'pull down' the available Command Options, press RETURN or CRSR DOWN. Again, the last command option used is highlighted. Press CRSR UP and CRSR DOWN to highlight each of the command's options.

To select a command option, press RETURN.

All command words begin with a unique letter, and all command options, within a given command, begin with a unique letter. Instead of highlighting and pressing RETURN, you may select a command or a command option by pressing the corresponding letter key. Once you become familiar with the commands, you may want to use this quick way of activating them.



The Print Command, pulled down.

■ COMMAND BOXES

Once you have selected a command option, most commands then require further information to be provided. VizaWrite Classic uses Command Boxes. These boxes replace the more usual 'question and answer' prompts you may be used to. You need to fill out the box, select the action to be taken and then press RETURN to execute the command.

If the box is filled out incorrectly, it is highlighted and you must either correct it, or press STOP to abandon the entire command.

Command Boxes often contain many different items, you may need to change or enter only a single item. To move the cursor between items in a box: Press CRSR UP and CRSR DOWN keys to move up and down, press the TAB key to move right.

The image shows two screenshots of VizaWrite Classic command boxes. The top box is a settings menu with the following options:

- ☒ Send Line Feeds
- ☒ Send Form Feeds
- ☒ Single Sheets
- ☒ Print Headers
- ☒ Right Justify
- Paper Length
- Printer Column
- Pitch/CPI ☒ 10 ☐ 12 ☐ 15 ☐ 20
- Proportional ☐ 1 ☐ 2 ☐ 3 ☐ 4
- NLQ Font ☐ 1 ☐ 2 ☐ 3
- LPI ☒ 6 ☐ 8 ☐ 12 ☐ xx
- Print as ☐ ASCII ☒ CBM ASCII
-

The bottom box is a 'Print Document' dialog with the following fields and buttons:

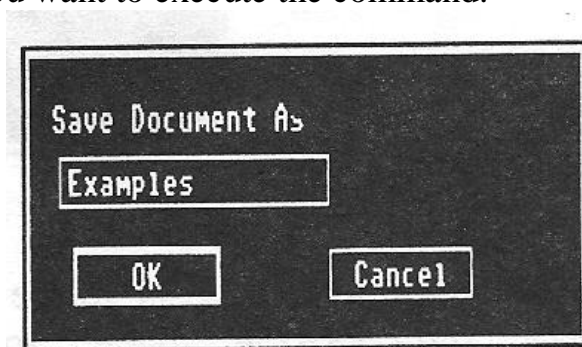
- Print Document
- From Page
- To Page
- Copies
- Page#
-
-

Command Boxes can contain the following items:-

■ FILE NAMES

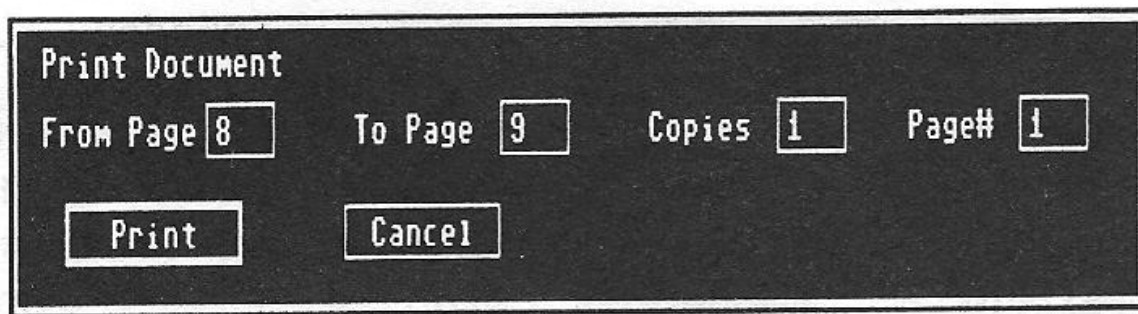
When entering a file name, or disk command all the usual editing keys are available. So you are able to correct, or reuse a previous entry. The CLR key can be used to erase all characters to the right of the cursor. The HOME key moves the cursor back to the start of the item.

To move onto the next item in the box, press CRSR DOWN or TAB. **Do not press RETURN**, until you want to execute the command.



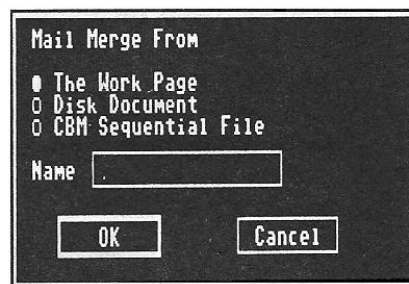
■ NUMBERS

Numbers are entered in the same way as file names; if the number is not valid it will be 'inversed' when you attempt to execute the command.



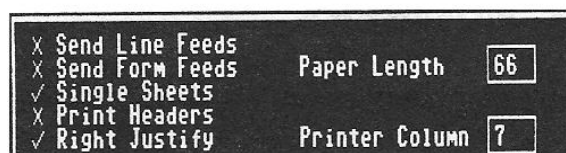
■ ON/OFF BUTTONS

Buttons are used where there is a multiple choice of settings, you are only able to move the cursor onto the buttons that are off, press the SPACE BAR to press a button on. The button that was previously on, is automatically set off.

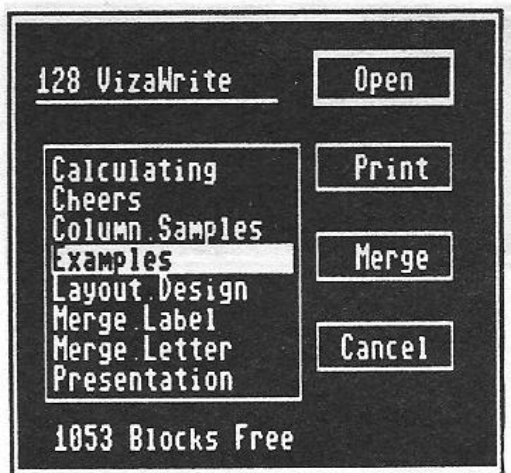


■ TICKS + CROSSES

These are used where a setting is to be either enabled or disabled. Press the SPACE BAR to change a tick (checkmark) into a cross, or vice versa. Tick marks signify enable, and cross marks signify disable.



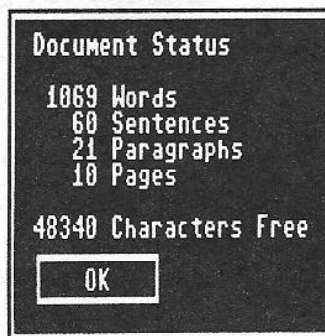
■ LISTS



A list is shown in a *scrollable* window. Use the CRSR UP and CRSR DOWN keys to scroll through the list. A disk directory is shown in such a list. A list can be searched through by pressing the first letter key of the entry required, press HOME to go to the start of the list. Press RETURN to execute the command using the current entry in the list.

■ INFORMATION

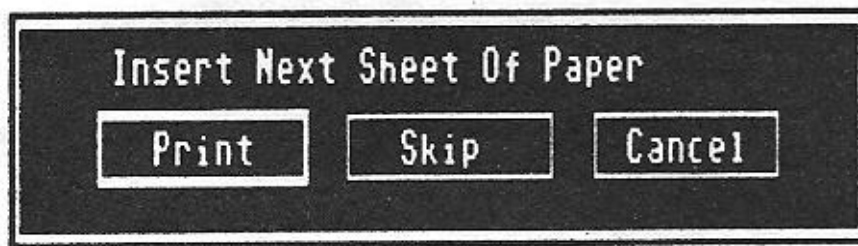
A command box may just contain information, such as the number of words contained in the current document. In this case, just press RETURN when you have read it.



■ ACTIONS

All command boxes show the possible Actions that can be taken when the RETURN key is pressed.

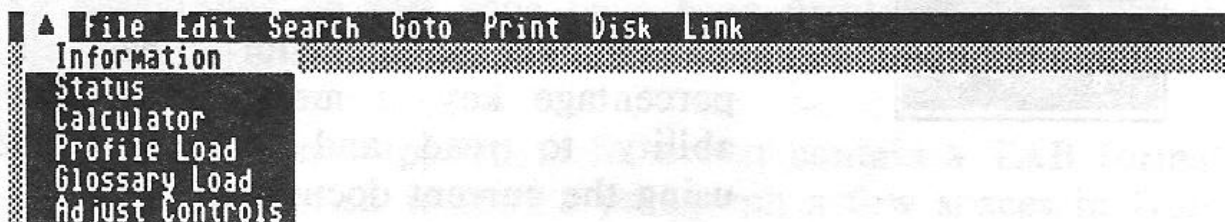
Where there is a choice, the assumed action has a bold border. To highlight a different action, press the F1 function key until you highlight the required action. Many boxes just have **OK** and **CANCEL**. Press RETURN to execute the command. Press the STOP key to abandon the command.



A Command Box with a Choice Of Action.

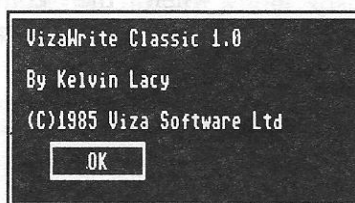
5. VIZA COMMANDS

The Viza commands are a group of general system functions. Unlike other major commands, Viza commands are not directly related to one another. Shown in the menu bar under the triangle, use V as the first letter in a quick command.



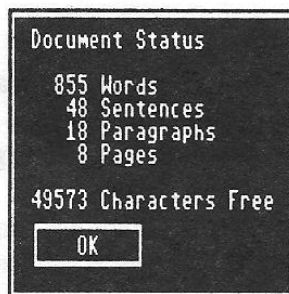
■ INFORMATION

This command shows the software version number of your copy of VizaWrite Classic, the program author and the official copyright statement.

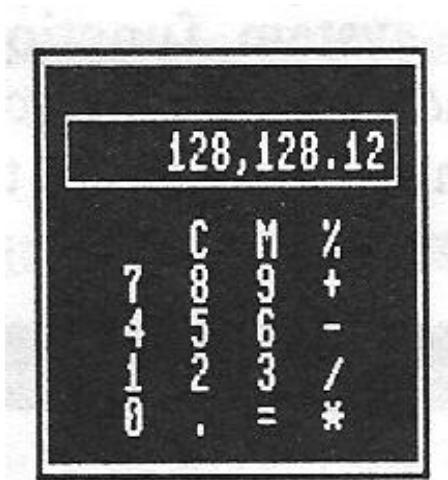


■ STATUS

The status command option displays facts and statistics about your use of VizaWrite and the current document. If the number of characters free is below a thousand, consider splitting the document into two. See the FILE MERGE and PRINT GLOBAL command descriptions.



■ CALCULATOR



The Viza Calculator is operated just like most pocket calculators. Enter a number, press an operator key and the accumulated result is shown in the calculator display area.

The Viza Calculator has a percentage key, a memory and the ability to read and write figures using the current document.

Press the STOP key to leave the calculator and return to the document. The calculator memory and option settings are only cleared when the computer is reset or VizaWrite is terminated.

MATHEMATICAL FUNCTIONS

+ - * / Add, subtract, multiply or divide the running total, using the next number typed.

% or P Treats the next number typed as a percentage, i.e. divided by 100.

The ENTER key on the numeric keypad performs the same function as the + key..

An incorrect function operator is automatically cleared by pressing the correct function operator key.

If a number or a result is too large, >>>>>> is displayed. Press CLR to clear the display.

BUILT-IN CALCULATOR FUNCTIONS

- =** **Display Answer.** When entering a number, performs the calculation and shows the result. If no operator has been typed, the number entered becomes the running total, effectively clearing the accumulated result.
- C** **Clear Key.** When entering a number, clears the display but not the accumulated result or memory.
- CLR** **All Clear Key.** The CLR key (SHIFT HOME) resets the accumulated result back to zero.
- M CLR** **Memory Clear.** Entering M selects the memory result, press CLR immediately to reset the memory result back to zero. Equivalent to MC, memory clear on a pocket calculator.
- M =** **Memory Recall.** Entering M selects the memory result, press the = key immediately to display the memory result. Equivalent to MR, memory recall on a pocket calculator
- M +-* /** **Memory Add.** Adds, subtracts, multiplies or divides the memory result using the displayed number. Equivalent to M+ and M- keys on a pocket calculator, except that the Viza calculator can also multiply and divide.

? **Option Key.** Decimal places, rounding, and commas after thousands can be individually set in this calculator mode. Press RETURN to cycle through the options. Use the following keys to alter particular options. When finished, press the STOP key to resume work in the calculator.

PLACES? Results can be displayed from 0 to 5 decimal places, press the required number.

ROUND? Results are normally rounded to the set number of places. Press N to prevent rounding on the displayed result, press Y to restore rounding on the displayed result. Note that internal precision is 14 places before and 14 places after the decimal point. The Viza calculator is therefore extremely accurate when performing internal calculations.

COMMAS? Results are normally shown with commas separating thousands. Press N to remove commas. Press Y to restore them.

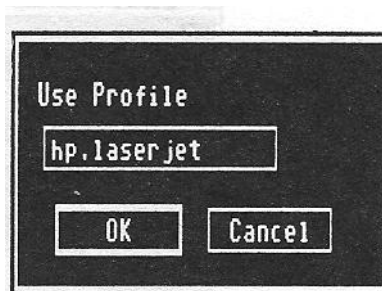
Press the STOP key to exit the options mode.

R **Read Key.** Read the next figure from the document, starting at the cursor location, as if typed into the calculator.

W **Write Key.** Write the current displayed number into the document at the cursor location. It is necessary to leave the calculator, in order to see the figures in the document.

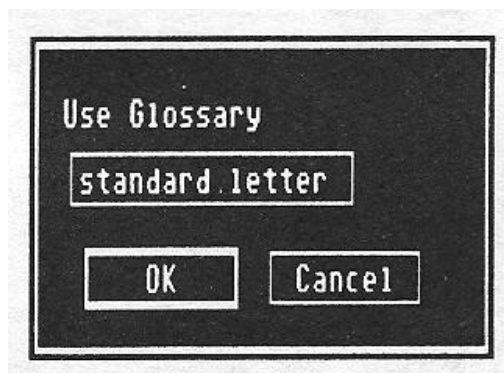
■ PROFILE LOAD

Reads the named document from disk interpreting it as a printer profile as described in the Appendix - Printer Profile System. To use the printer profile settings, issue the PRINT PRINTER command and press the USE PROFILE button. All PRINT box settings can be changed by the profile; however the current document text is not disturbed.



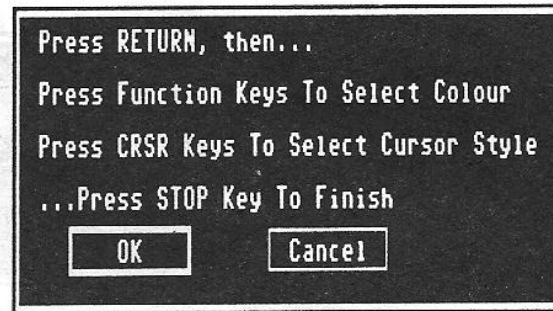
■ GLOSSARY LOAD

Reads the named document from disk into the glossary area. The EDIT GLOSSARY command or the ALT key can then be used to insert a glossary item instantly into any subsequent document. See the EDIT GLOSSARY description for the glossary document format.



■ ADJUST CONTROLS

The color scheme and cursor style remains associated with the current document. Instead of setting these controls each time you use VizaWrite, set them once and save the document to disk. At the start of each session, simply recall the document.



COLOR CONTROL

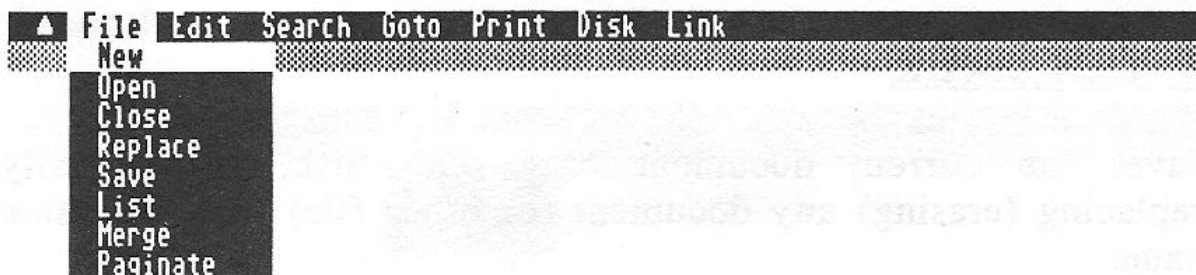
Press:	F1 Document text	F3 Whole screen background	F5 Title border	F7 Reset all
Press:	F2 Invert text	F4 Menu Bar, boxes	F6 Desktop border	F8 Monochrome, black/White

CURSOR STYLE

Press:	CRSR DOWN	CRSR RIGHT
	Block Underline	Fast Flash No Flash Normal Flash

6. FILE COMMANDS

The File commands are a group of commands that operate on whole document files, usually involving a disk operation.



Where a command could destroy an altered document, the following warning box is displayed. Select CANCEL to abandon the offending command.

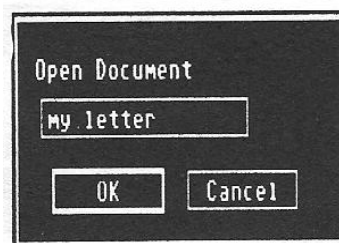


■ NEW

Erases the current document from memory; ready to start a new document.

■ OPEN

Recalls an old (existing) document from disk, the recalled document then becomes the current document. All document related information, such as printer settings, color and position in the document are re-instated.



■ CLOSE

Saves the current document back onto disk and erases the current document from memory, ready to start a new document.

■ REPLACE

Saves the current document back onto disk, automatically replacing (erasing) any document (or other file) with the same name.

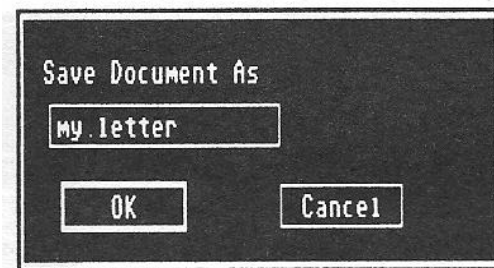
If the current document is new, the Save Document As command box asks for the name of the new document. In this case, the REPLACE command will not allow the new document to replace an existing document with the same name.

■ SAVE

Saves the current document back onto disk, with the option of changing the document name. If the document name is changed, the title border shows the new name.

Use this command option to copy a document from one disk to another: FILE OPEN the document from one disk, and then FILE SAVE it to another disk.

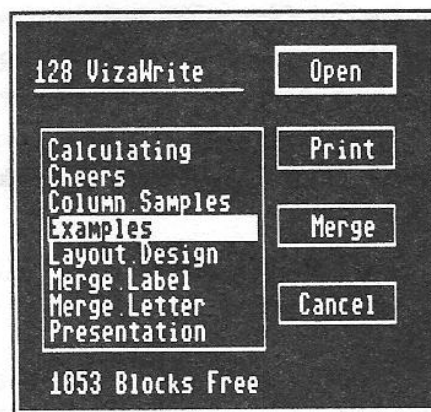
Use this command option to change the name of a document: FILE OPEN the document, FILE SAVE and alter the document name, then use the DISK ERASE FILE command to remove the original from the disk.



■ LIST

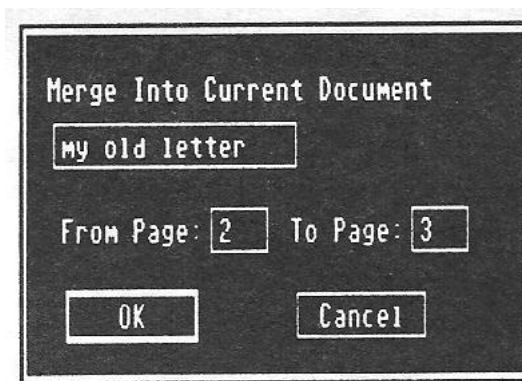
Lists the names of all files on the current disk, in alphabetical order. The list is scrollable and searchable. Use the CRSR UP and CRSR DOWN keys to scroll back and forward through the list. Press any key to locate a file name that starts with the same letter.

Select OPEN and press RETURN to open the highlighted document. Select PRINT and press RETURN to print the full file list. Select MERGE and press RETURN to merge the full file list into the current document.



■ MERGE

Merges pages from an external document on disk into the current document, at the cursor location. To merge the Work Page, enter a page number of zero. Header and Footer pages cannot be merged from.



(Continued next page)

Virtually any other text file can be merged with this command; VizaWrite automatically detects the file type and converts it accordingly. Easy Script, Superscript, WordPro and any CBM ASCII sequential file are all converted correctly. VizaWrite will not attempt to translate the foreign word processing files instruction codes. However, the text is formatted according to the current format line.

When merging WordPro files: enter 40 into the From Page entry to correctly merge a 40 column file, enter 80 to merge an 80 column file. This removes the extra spaces after a WordPro end of paragraph arrow. End of paragraph arrows are converted into VizaWrite RETURN's.

When merging Superscript files: after merging, go to the end of the page and EDIT DELETE out the graphic characters. Do not be concerned, this is control information included by Superscript for its own purposes.

Use the next command, FILE PAGINATE, to quickly get text into pages.

■ **PAGINATE**

Pagination is a process that re-forms a document into pages, all within a maximum page length. All existing page ending format symbols are removed and new ones inserted where necessary.

Pagination commences from the current page. Additional control, by placing instructions in format lines, is available.

The paginate command does not split paragraphs over pages, unless instructed to. You can have as many format lines with instruction letters as you like.

The 3 format line instructions are as follows:-

S - Split Paragraphs over Pages

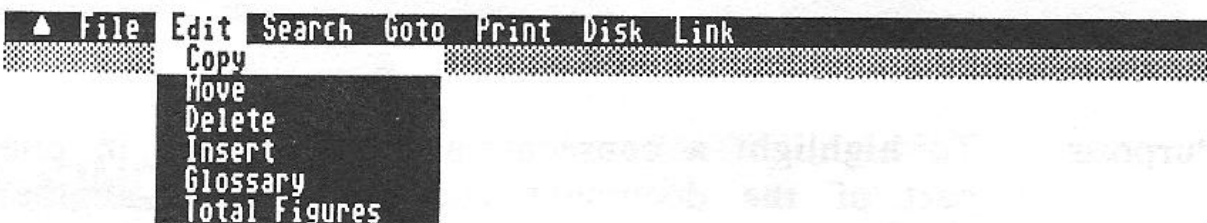
P - Don't Split Paragraphs Over Pages

T - Set the Following Text at the Top of a Page

The format line instruction letters are typed in the first typeable position, position 2.

7. EDIT COMMANDS

The Edit commands are a group of commands that assist in the typing of a document. Such as moving a paragraph, inserting a frequently used phrase or totaling a column of figures.



■ COPY

Purpose: To highlight a consecutive piece of text in one part of the document and copy it to another location anywhere within the same document. Both parts of the document will then contain the same text.

Sequence: Before issuing the command, position the cursor at the start of the text that is to be copied. Issue the EDIT COPY command, highlight the text that is to be copied and press RETURN. Now move the cursor to beginning of the new location and press RETURN.

Notes: All text that was highlighted is copied to the new location. Text is highlighted by using any CRSR key, the remainder of a page is highlighted by pressing CLR. Search and Highlight by pressing any key corresponding to the letter to be searched. e.g. press '.' to search and highlight up to the end of a sentence, press CONTROL and RETURN to search and highlight up to the end of a paragraph. Press SPACE to highlight a word.

To highlight across pages: Press F1 to highlight onto the next page, press F3 to highlight a screen full at a time.

To de-highlight: move the cursor back using the CRSR keys or HOME, press F2 to de-highlight back a page, press F4 to de-highlight back by a screen full.

If the cursor is moved back past the original starting location, the EDIT COPY is automatically abandoned.

■ MOVE

Purpose: To highlight a consecutive piece of text in one part of the document and move it to another location anywhere within the same document.

Sequence: Before issuing the command, position the cursor at the start of the text that is to be moved. Issue the EDIT MOVE command, highlight the text that is to be moved and press RETURN. Now position the cursor at the beginning of the new location and press RETURN.

Notes: All text that was highlighted is moved to the new location. Text is highlighted by using any CRSR key. The remainder of a page is highlighted by pressing CLR. Search and Highlight by pressing any key corresponding to the letter to be searched. e.g. press '.' to search and highlight up to the end of a sentence, press CONTROL and RETURN to search and highlight up to the end of a paragraph. Press SPACE to highlight a word.

To highlight across pages: Press F1 to highlight onto the next page, press F3 to highlight a screen full at a time.

To de-highlight: move the cursor back using the CRSR keys or HOME, press F2 to de-highlight back a page, press F4 to de-highlight back by a screen full.

If the cursor is moved back past the original starting location, the EDIT MOVE is automatically abandoned.

■ **DELETE**

Purpose: To highlight a consecutive piece of text in the document and delete it.

Sequence: Before issuing the command, position the cursor at the start of the text that is to be deleted. Issue the EDIT DELETE command, highlight the text that is to be deleted and press RETURN.

Notes: All text that was highlighted is deleted. Text is highlighted by using any CRSR key, the remainder of a page is highlighted by pressing CLR. Search and Highlight by pressing any key corresponding to the letter to be searched.
e.g. press '.' to search and highlight up to the end of a sentence, press CONTROL and RETURN to search and highlight up to the end of a paragraph. Press SPACE to highlight a word.

To highlight across pages: Press F1 to highlight onto the next page, press F3 to highlight a screen full at a time.

To de-highlight: move the cursor back using the CRSR keys or HOME, press F2 to de-highlight back a page, press F4 to de-highlight back by a screen full.

If the cursor is moved back past the original starting location, the EDIT DELETE is automatically abandoned.

Use the F8 function key to instantly issue this command.

■ INSERT

Purpose: To type an insert into the current document.

Sequence: Before issuing the command, position the cursor to where the new text is to be inserted. Issue the EDIT INSERT command. Type the insertion, once completed press the STOP key to *end* the insert.

Notes: A small gap is used to separate the newly inserted text from the original. Any amount of text can be inserted at one time. However the cursor cannot be moved off the line being typed.

On pressing the STOP key, the gap is closed, and the text beneath is automatically adjusted.

It is not necessary to INSERT at the foot of a page.

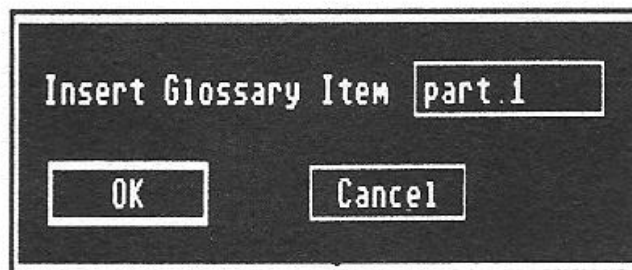
Use the F7 function key to instantly issue this command.

■ GLOSSARY

Purpose: To insert a frequently used phrase from the glossary area.

Sequence: Before issuing the command, position the cursor to where the phrase is to be inserted. Issue the EDIT GLOSSARY command, type the identity of the glossary item to be inserted and press RETURN.

Notes: A glossary document must have already been loaded into the *glossary area* by the VIZA LOAD GLOSSARY command.



A glossary is a regular VizaWrite document that contains phrases separated by MERGE format symbols. A one to ten character identity name is typed followed by a MERGE format symbol, the phrase is then typed, followed by another MERGE format symbol. There is no limit to the length of the phrase, and phrases may contain format symbols, RETURN'S etc. The end of a glossary phrase is assumed on reaching a MERGE symbol or the end of the page.

Glossary items with a single A to Z letter identity can be inserted, while typing, by pressing the AL T key at the same time as the corresponding letter key.

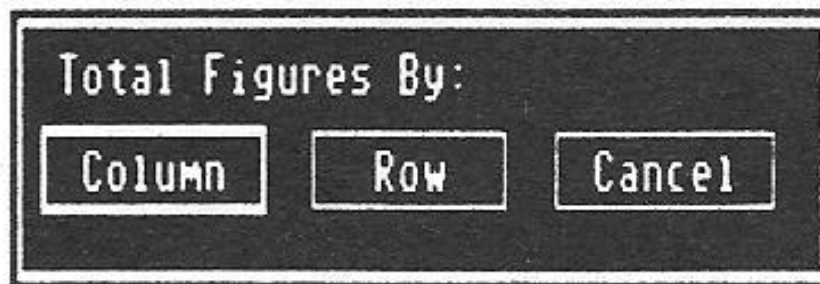
■ TOTAL ROWS/COLUMNS

Purpose: To total figures in rows or columns, starting from the current cursor location, to insert the accumulated totals at the end of each row, or at the base of each column.

Sequence: Before issuing the command, position the cursor on the first row of figures to be totaled. Select totaling *By Row or By Column*. Each figure must be preceded by a DECIMAL TAB format symbol. Each row must end with a RETURN format symbol.

Notes: Totaling by row or column continues through the document page until all the figures are accumulated. The totals are automatically entered into the document, preceded by a DECIMAL TAB format symbol.

When totaling *By Row* ensure that the format line has an extra TAB stop, and the totals will be neatly lined up.



8. SEARCH COMMANDS

The Search commands are a group of commands that search through the entire document in memory, starting at the cursor location.



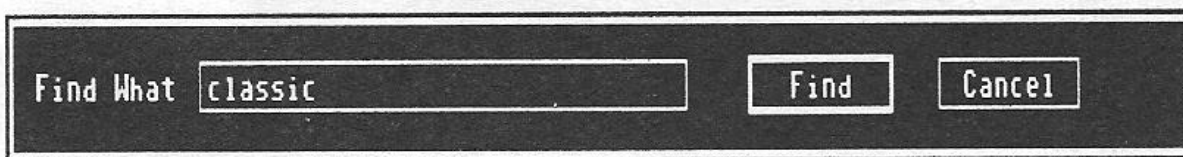
■ FIND

Purpose: To search through the document, starting at the current cursor location, for a specified sequence of characters, for any letter case combination, or an exact match.

Sequence: Before issuing the command, position the cursor at the start of the text to be searched. Issue the SEARCH FIND command, type the required character sequence and press RETURN. End the typed sequence with = to find an exact match.

Notes: The document is searched from the current cursor location. At each point where the sequence occurs: the search is suspended and the cursor is positioned at the start of the sequence. Press RETURN to resume the search, press STOP to finish.

To find a specific word, type a space at the end of the word. To search for a sequence that includes a format 8symbol, type the symbol in the usual way. A RETURN format 8symbol can be typed by pre88ing CONTROL-RETURN.



■ REPLACE

Purpose: To search through the document, starting at the current cursor location, for a specified sequence of characters, for any letter case combination, or an exact match, to selectively replace the sequence with another, or throughout the complete document.

Sequence: Before issuing the command, position the cursor at the start of the text to be searched. Issue the SEARCH REPLACE command, type the required character sequence that is to be replaced, press CRSR DOWN and enter the new text. Press RETURN to find the first occurrence.

Notes: The document is searched from the current cursor location. At each point where the sequence occurs: the search is suspended and the cursor is positioned at the start of the sequence.

Select the required action box, using FI, and press RETURN.

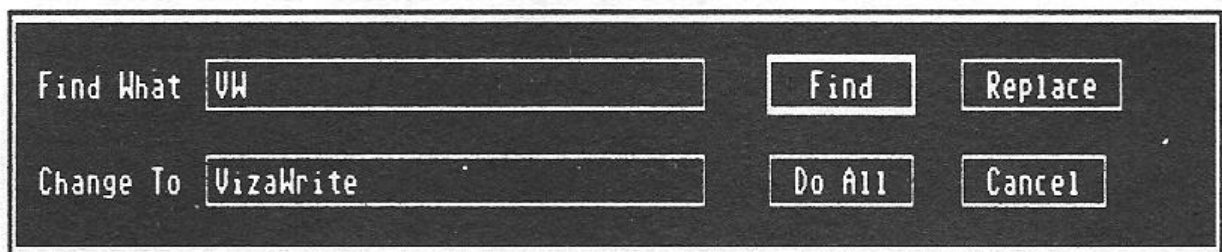
Select FIND to find the next occurrence.

Select REPLACE to replace the character sequence once.

Select DO ALL to replace this and all subsequent occurrences.

Select CANCEL to end the command.

To find a specific *word*, type a space at the end of the word. To search for a sequence that includes a format symbol, type the symbol in the usual way. A RETURN format symbol can be typed by pressing CONTROL-RETURN.



Find What	VW	Find	Replace
Change To	VizaWrite	Do All	Cancel

■ **VERIFY**

This command assumes that a spelling check has been performed using VizaSpell, the integrated spelling checker.

Use the LINK command to call up the VizaSpell menu bar. Use the CHECK DOCUMENT command to spellcheck the document. Use the ADD WORDS command to later include words learned, in the User Dictionary.

Purpose: To search through the document, starting at the current cursor location, for any word that was not recognized in a CHECK DOCUMENT spelling check. To allow the word to be skipped, corrected, or marked for later inclusion in the User Dictionary.

Sequence: Before issuing the command, position the cursor at the start of the text to be searched.

Each page of the document is displayed during the VERIFY process. When an unrecognized word is found, the following actions can be selected, using the F1 function key and pressing RETURN.



EDIT Stop the verify process, so that the highlighted word can be edited and corrected. To resume verifying, re-issue the SEARCH VERIFY command.

SKIP Skip over this word and continue verifying, if this word occurs later in the document, STOP and ask again.

ACCEPT Accept this word as correct, and continue verifying. If this word occurs later in the document, DON'T STOP at it and DON'T mark it for later inclusion in the user dictionary.

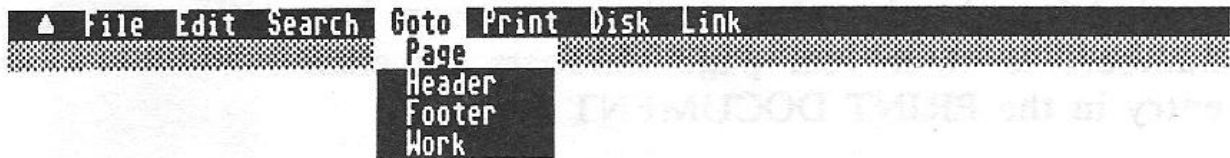
LEARN Mark this word for later inclusion in the User Dictionary, and continue verifying.

Don't forget to start verifying from page 1 of your document, and if you have text in the Work Page, GOTO the Work Page and issue the command from there. The VERIFY command goes through each page and finishes on reaching the end of the last page.

If you have LEARNED any words, LINK to VizaSpell and issue the ADD command. This must be done before any other disk operations, such as FILE LIST, FILE NEW and FILE OPEN.

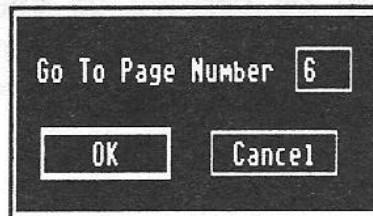
9. GOTO COMMANDS

The Goto commands are a group of commands that move the cursor instantly to any page in the document. These command descriptions also explain the use of the three extra pages: the Work Page, the Header Page and the Footer page.



■ PAGE

This command moves the cursor to any page in the current document. The current page number is remembered, so that when the GOTO PAGE command is issued again, the old page number is already prompted. This is particularly useful when 'flipping' between pages.



■ HEADER

This command moves the cursor into the Header Page. The Header Page is an extra page in every document. Its content can be automatically printed at the top of every normal text page. Unlike the Footer Page, the Header Page will be printed only if requested in the PRINT SETUP PAGE box. The Header Page can have any number of lines. The current page number can be printed by entering the CONTROL-# format symbol into header text. A document can have different page numbers to their real page numbers by changing the Page# entry in the PRINT DOCUMENT box.

■ FOOTER

This command moves the cursor into the Footer Page. The Footer Page is an extra page in every document. Its content is always printed at the foot of every normal text page. The Footer Page can have any number of lines. The current page number can be printed by entering the CONTROL-# format symbol into header text. A document can have different page numbers to their real page numbers by changing the Page# entry in the PRINT DOCUMENT box.

■ WORK

This command moves the cursor into the Work Page. The Work Page is an extra page in every document. Its content is not normally printed. It can be used to hold your own notes, memory joggers etc. VizaWrite uses it to hold names and addresses or other similar texts for mail merging at print time. The Work Page can be printed by specifying a *From page of zero* in the PRINT DOCUMENT command box.

Note that the F1 F2 F3 and F4 function keys are used to move through the document, a page or screen full at a time.

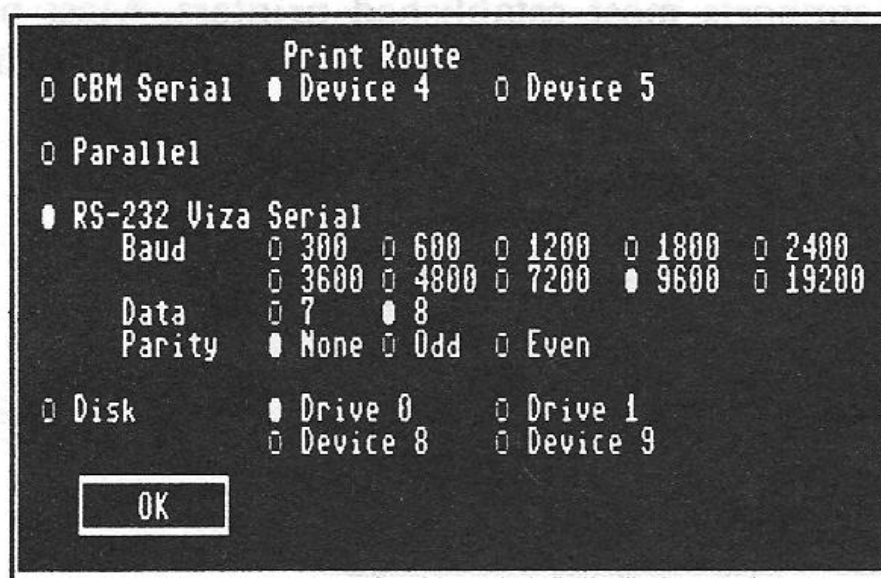
10. PRINT COMMANDS

The Print commands are a group of commands that control all aspects of document printing, including mail merging. Most print command boxes use buttons or ticks to make selections. Their use is explained in the earlier Keyboard, Command Boxes section.



■ ROUTE

This command box is used to indicate how your printer is connected. Printers can be connected in a variety of ways, depending on the kind of signals they respond to. The most common connection is CBM Serial as Device 4. This is the assumed setting, and the one that will work if you normally print from BASIC without loading any special software.

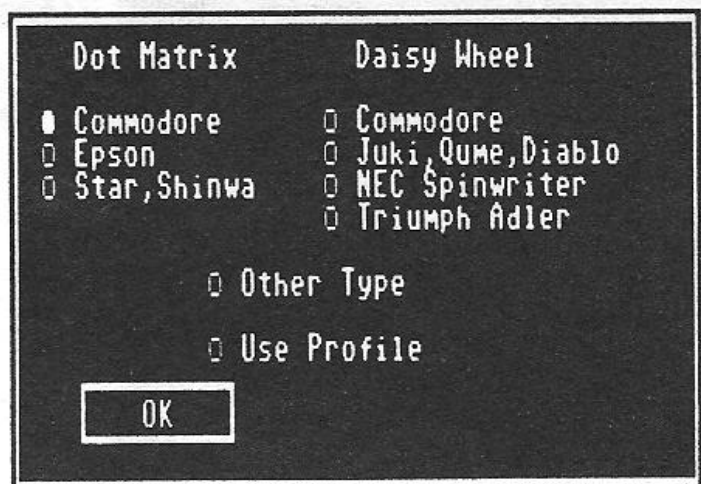


VizaWrite supports both parallel (also known as Centronics- Parallel) and RS-232 printers directly, with only a low cost cable (available separately from us) and NO EXTRA COSTLY HARDWARE. Notice that our RS-232 cable supports baud rates right up to 19200, suitable for Laser Printers and other fast devices.

The **Disk** button can direct printing to a disk file. The disk file is automatically given the same name as the document, but with '.PRT' appended. This file can then be used by other software to be sent over a modem, printed from BASIC, used for typesetting, printed by programs like Sideways etc. The disk file is an exact image of what the printer would normally receive. This includes spaces at the start of each line (margins) and printer control codes. If you do not want control codes included, select Other Type in the PRINTER box. If you do not want spaces at the start of each line, adjust the format line. Adjust the ASCII buttons in the SETUP PAGE box to produce the file in true ASCII or Commodore ASCII.

■ PRINTER

VizaWrite supports most established printers. Most printers use one of these manufacturer's protocols. Select your printer type.



Some manufacturers insist on making new ones up!! If you have a printer that is not listed and just want to get started, select Other Type. Later, if you want to use the features of the printer you will need to use the Printer Profile System. This is exceptionally powerful, easy to use and is detailed in the Appendix.

■ **SETUP PAGE**

This command box is at the centre of all printing. If either Proportional or NLQ Font is selected, then remember that line endings are based on each character's printed width.

```

X Send Line Feeds
X Send Form Feeds
✓ Single Sheets
X Print Headers
✓ Right Justify

Paper Length 66
Printer Column 7

Pitch/CPI  10 12 15 20
Proportional 1 2 3 4
NLQ Font    1 2 3

LPI  6 8 12 xx

Print as  ASCII  CBM ASCII

OK
  
```

SEND LINE FEEDS

Most printers can automatically space a line after returning their carriage. However, this is optional (usually by a switch buried inside the printer) and your printer may not be set up to do this. When ticked, VizaWrite will send a line feed character after a carriage return. When crossed VizaWrite will not send a line feed after a carriage return. If you are not sure, print out a few lines. If they are all printed on top of one another, tick this item. If they are all printed double spaced, cross this item.

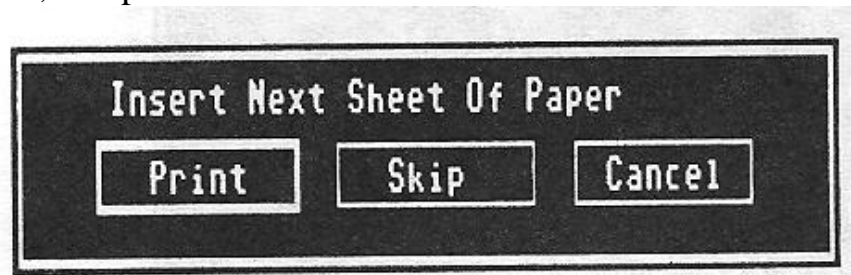
Most CBM printers automatically space a line after a carriage return, this item should then be crossed.

SEND FORM FEEDS

A form feed is a special character (in ASCII, decimal 12) that makes most printers space up the paper to the next top of form position. (Most CBM printers do not recognize a form feed.) This item, when ticked, will send a form feed character at the bottom of each page. Some printers are notably faster at 'form-feeding' than 'line-feeding', the latter being the way that VizaWrite normally spaces up the paper.

SINGLE SHEETS

Tick this item when using single, cut sheet paper. The following command box is then displayed at the start of each page. Use the F1 function key to highlight the required action, and press RETURN.



Select SKIP to skip onto the next page, keep selecting to skip over several pages. This is particularly useful when selectively mail merging.

PRINT HEADERS

Normally, text in the Header Page is not printed at the top of each page. Tick this item to have text lines in the Header Page print at the top of every document page.

RIGHT JUSTIFY

A document is normally printed with a ragged right margin. Words at the end of each line usually end in different columns leading up to the right margin. Tick this item to have each line justified; space is inserted evenly between words so that text is justified against both left and right margins. For example, all the paragraphs on this page have been printed justified, with this item ticked.

Justification is not applied to lines that contain a TAB format symbol. If you wish to start a paragraph a few spaces in from the rest of the paragraph's margin, just type spaces and the line will be correctly justified.

On printers than can micro space, such as the Juki, VizaWrite inserts very fine spaces to justify the line. On printers that cannot micro space, VizaWrite inserts whole spaces. This item also justifies text columns.

PAPER LENGTH

Enter the number of lines that can fit on a single page (or label) of the stationery you are using. Allow for the line spacing value selected (LPI). For 11 inch paper at 6 lines per inch it would be 66 lines, for 12 inch paper at 6 LPI, it would be 72 lines. If you are using single sheet stationery, this entry is not critical. On continuous stationery, this entry must be exact otherwise text lines will start to 'move down' as each page prints.

PRINTER COLUMN

This entry is used to space the printer carriage up to a particular column, before each line is printed. It could be called the printer's left margin. This allows you to vary the position of your document's left margin, when it prints, without having to change any format lines.

PITCH/CPI

Selects the printed width of each character, 10, 12, 15 or 20 characters per inch, some printer types do not support all these widths.

PROPORTIONAL

Selects proportionally spaced character formatting and printing, this is effective when using a Daisywheel printer type, or the Epson. Also when using a printer profile that includes the PS Unit tables. For Daisywheel and Epson, use Proportional 1 only. Ensure that the daisywheel printer in use supports proportionally spaced printing (often referred to as PS mode) and that a PS daisy wheel is installed (Such as Madeleine or Tile on the Juki and Triumph Adler).

Note that proportionally spaced text is formatted slightly differently. Certain lines can appear on screen longer than the right margin, and other lines can be much shorter. This is absolutely correct, as you will see when printing. Because VizaWrite has full proportional support: tabulations, indents and columns are always printed in absolute positions, based on the space character width. Do not attempt to line up tables by 'spacing', always use TAB format symbols.

On printers, such as the HP LaserJet, that have multiple fonts this setting is the default font at the start of each page. Different fonts are selected in text by using the CONTROL-1 to 5 format symbols. Fonts can be switched at any time.

NLQ FONT

This entry selects the default *near letter quality* dot matrix font. These fonts will print on the CBM MPS-801 and other compatible Commodore printers (not 1526 or MPS-802), also prints on Epson, Star, Shinwa and compatibles. These fonts are built in to VizaWrite and are proportionally spaced. Operation is very similar to the PROPORTIONAL features described above.

Fonts can be enhanced by underlining and emboldening. The three different fonts are selected in-text using the CONTROL-1 to 3 format symbols. This replaces the normal use for these format symbols. Fonts can be switched at any time.

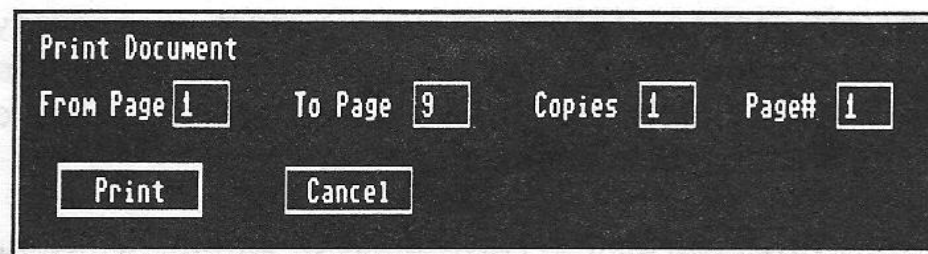
LPI

The number of lines per vertical inch can be changed using this entry, except on CBM dot matrix printers. Note that double spaced lines can be printed by placing a 2 in the first position of the opening format line.

ASCII, CBM ASCII

Usually, if you have selected a printer ROUTE of CBM Serial, then set the CBM ASCII button. If you have selected any other ROUTE, then set the ASCII button. If your text has the upper flower case transposed, alter this setting.

■ PRINT DOCUMENT



Print Document

From Page To Page Copies Page#

Enter the number of the first document page to be printed, enter the number of the last document page to be printed. Enter the number of copies to be printed. If the pages are to be numbered differently, enter the printed page number for page one (not necessarily the first page to be printed).

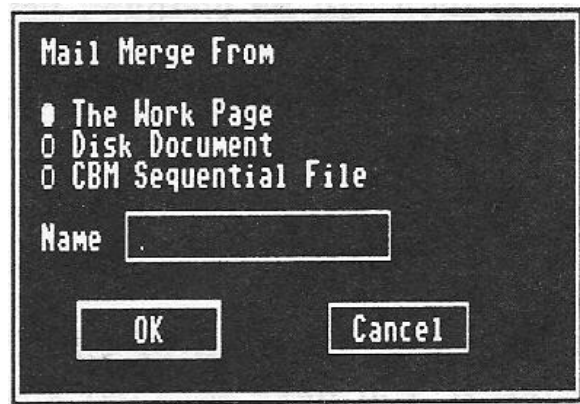
Press RETURN to commence printing.

Press the SPACE BAR to interrupt printing.

Press STOP to abandon printing.

When mail-merging from the Work Page: enter the number of the first set of text held in the Work Page that is to be mail merged into the main document, then enter the number of the last set. A set is considered to be all text that is in-between DON'T MERGE symbols.

■ MAIL MERGE



■ HOW IT WORKS

A mail merge is probably one of the most common types of large scale operations that a word processor can perform. A mail merge is simply the filling out of a fixed letter or label with information such as a name and address.

The word processor can be instructed to automatically print out the same document over and over again, but with different names and address neatly formatted as if all typed by hand.

Of course you need not be merging names and addresses. Any text can be merged, but a mail merge is certainly the most common and is used here as an example.

How is this done? Well, very simply. First identify which parts of the letter are to contain the varying information, then type the letter as usual, but type a MERGE format symbol instead of each piece of information.

Your letter may then look like this:

```

      Ref: $
      1st May 1986

Dear $,

We have pleasure in enclosing our latest
brochure, which contains many new product lines
which may be of interest to you.

.....yours sincerely

.....Fred Bone

.....Director Of Sales
  
```

The document is now prepared for filling at each of the MERGE format symbols. Now it is necessary to type the varying information that will be used to fill out the letter.

This *variable* information can be supplied from one of three possible sources, in this example the variable information will be taken from the Work Page.

■ THE WORK PAGE

Issue the GOTO WORK PAGE command and type in each piece of information like this:

```

$Shendle Hardware Company,$Unit.28$Tipper Trading Estate.
$Tippersville$/M026$Mr.Shendle$.....
  
```


All the other customers' details can be typed in a similar way. At the end of each customer's information, type a DON'T MERGE format symbol. This will allow individual customers to be selected.

Once this has been completed, you will have a Work Page containing information that can be used over and over again in other letters, as well as the batch you are about to print.

To print out the letters, issue the PRINT MAIL MERGE command, press the Work Page button on, and press RETURN. Each letter will now print, each one filled with the varying pieces of information.

The MAIL MERGE command uses the page range specified in the PRINT DOCUMENT box to select a range of consecutive customers' details. In our example, each customer set is identified by placing a DON'T MERGE format symbol at the end of .311 of a particular customer's details. So the first customer's details are set number 1, the second is set number 2 and so on.

Before issuing the MAIL MERGE command, issue PRINT DOCUMENT and alter the page range as required, press STOP and issue PRINT MAIL MERGE, the mail merge will then only print letters out for customer sets in the specified page number range.

Another way to mail merge and selectively print is to tick SINGLE SHEETS in the PAGE SETUP box. Before each letter prints, VizaWrite will pause and show the merged letter on the screen. Select the SKIP action box, using the F1 function key, VizaWrite will skip on to the next letter.

■ **DISK DOCUMENT**

The above example shows how to store information in the Work Page of the document that is to be filled. If you have a particularly large amount of information then we recommend that you use the following method of mail merging.

Variable information can be held in pages of a totally separate document. Each name and address is typed in the usual way, separated by MERGE format symbols. However, instead of separating each set of information with a DON'T MERGE symbol, use an END OF PAGE symbol. Each set is then placed on a separate page. This makes the maintenance of the information considerably easier and neater.

Once again the page range entries in the PRINT DOCUMENT box can be used to select which consecutive customer's details are to be merged.

The name of the VizaWrite document containing the pages of information is typed into the Name entry.

■ **CBM SEQUENTIAL FILE**

This final information source provides the necessary interface to information files produced by other software products, such as VizaStar, our popular integrated spreadsheet/database. The sequential file is assumed to be in CBM ASCII code. Each carriage return is considered in the same way as a MERGE symbol in a VizaWrite information source.

The name of the sequential file is typed into the Name entry.

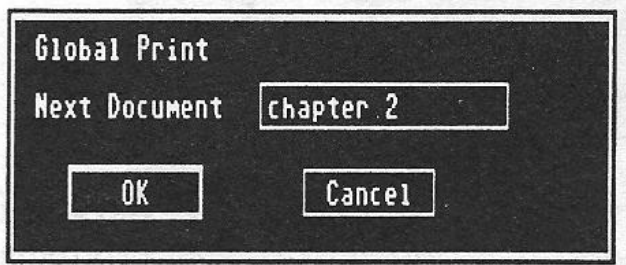
In VizaStar, issue the DATA OTHER EXPORT command to export the current database file. This creates a sequential file in CBM ASCII, suitable for mail merging into VizaWrite.

SKIPPING OVER UNWANTED PIECES OF INFORMATION

In any merge operation, a DON'T MERGE format symbol typed in the main document (containing the fixed letter or address label) **SKIPS OVER** the next piece of information that would otherwise be merged at the next MERGE format symbol. This permits the use of the same information source for different applications.

For instance, if you were printing an address label using information similar to our previous example, you might wish to skip over a reference number. Typing a DON'T MERGE symbol after the last line of the address label would make VizaWrite skip over the reference number, typing a second symbol would skip over both the reference number and the salutation.

■ PRINT GLOBALLY



If you wish to print several documents as one continuous document they can be *linked* together by entering the name of the next document in all documents except the last.

To change this entry, type the name of the next document in the chain and press STOP. FILE REPLACE to save the document and this setting back onto disk. Repeat this for all documents that are to be globally printed. FILE OPEN the first document that is to be globally printed, issue FILE GLOBAL and press RETURN to commence a- global print.

Note that this entry can always be filled out without having to print globally. Just PRINT DOCUMENT in the normal way.

There are three situations when you may need to print globally:

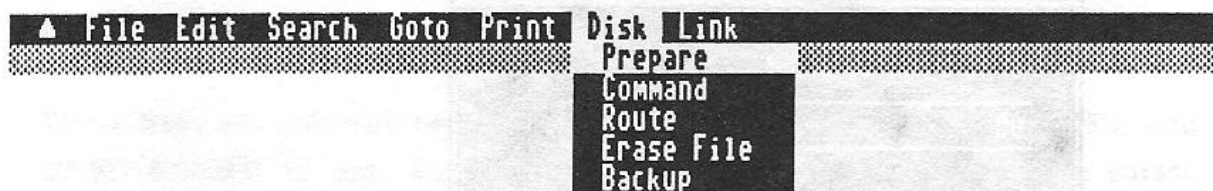
- 1) To print out a large document that cannot all fit into computer memory.
- 2) To keep continuous page numbering across all documents in a large print.
- 3) To automatically print out a number of unrelated documents, without intervention.

To accommodate these situations it is important to understand the use of the Page# entry in the PRINT DOCUMENT box: This allows the printed page number of the first page to be adjusted. Normally this is a 1. When set to 0, and part of a global print, the first page number follows on from the last page of the previous document in the chain. If it is not part of a global printing, the first page is printed as page number 1. When set to 1 and part of a global print, the first page is printed as page 1.

A page number is printed by including a CONTROL-# in either the Header or Footer page.

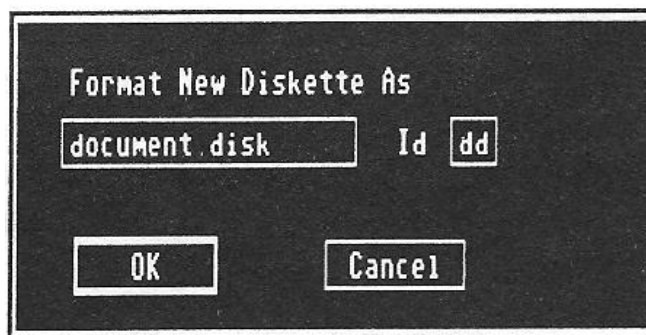
11. DISK COMMANDS

The Disk groups of commands are concerned with the maintenance and general housekeeping of documents stored on disk.



■ PREPARE

Before you can use a brand new diskette, it must be formatted. This command prepares a new disk in this way. It will also re-format an existing disk, however all existing information will be irretrievably lost.



Enter the name to be given to this disk, press TAB and enter a two character identity code (anything you like). Press RETURN to format the disk.

If you have an already formatted disk with files that you no longer need, you may omit the identity code. This will clear all file entries from the disk's directory and give it the new name. This is much faster than re-formatting the disk again. If you have encountered READ ERRORS or WRITE ERRORS while using a disk, it should be completely re-formatted once you have rescued any important files.

■ COMMAND

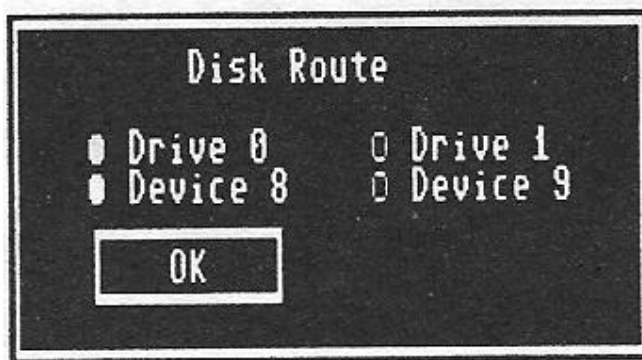
Using this command option, any 'low-level' CBM Disk Operating System (DOS) can be entered and executed through the disk's command channel. These commands are detailed in the CBM disk manual.



Beware that certain DOS commands are not intended to be used in this way and can cause unpredictable results if attempted. A disk's contents can be validated using this command, enter V followed by the drive number and press RETURN.

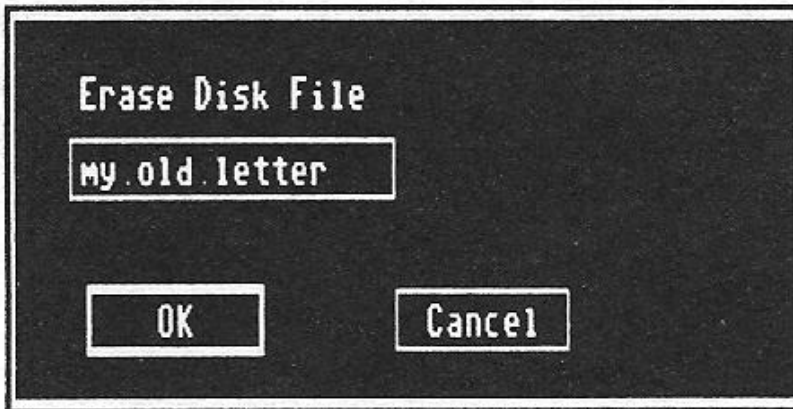
■ ROUTE

When using disk drives with different device numbers, or dual disk drives with a drive 1, use this command to re-direct subsequent disk accesses.



■ **ERASE FILE**

Any disk file can be erased from the current disk using this command.



Groups of files can be erased, all at once, by using pattern matching characters ? and *. Take care when using pattern matching. For example:-

letter*	Erases "letter", and "letter to joe"
le??*	Erases "lease", "letter", "lettuce" and "letter to joe"
le???	Erases "lease", "lemon" but not "lettuce"

■ **BACKUP**

This command is used to copy the entire contents of either a single or double sided disk onto a completely fresh disk. This is done by swapping the disk to be copied, known as the source disk, with the disk that the copy is to be placed on, known as the target disk. This is performed in several passes and uses the memory that a document normally occupies. For this reason you should FILE REPLACE your document before using this command option.

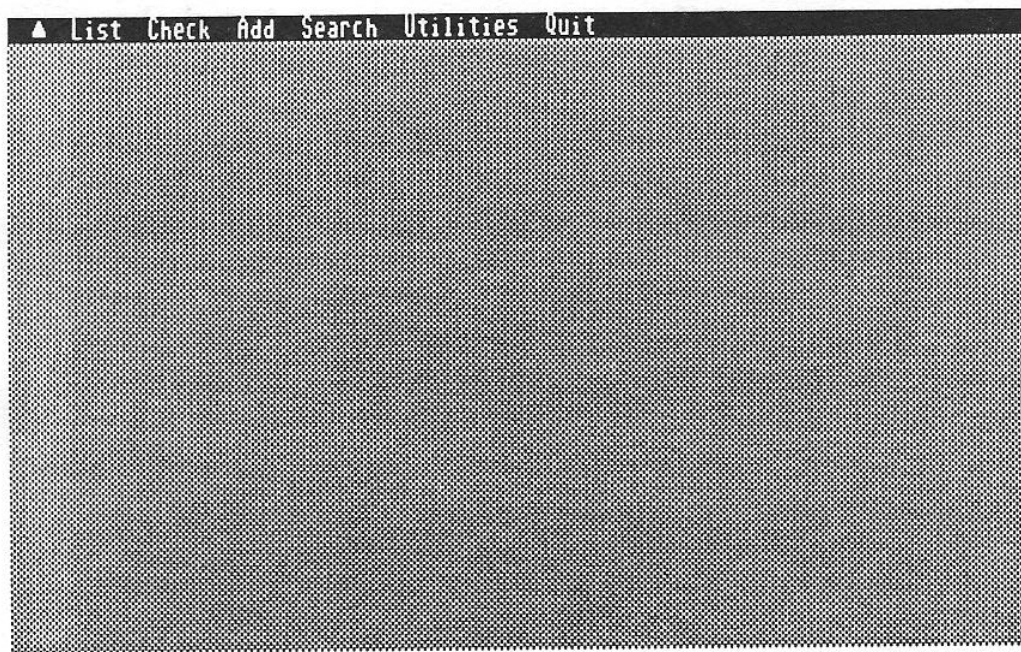
Before commencing this operation, place a WRITE PROTECT TAB on the disk that is to be copied. The target disk should not have a WRITE PROTECT TAB, and should either be a brand new disk, or one that you no longer require.

12. LINK COMMAND

VizaSpell co-exists in memory alongside VizaWrite. The LINK command is used to immediately switch over to this co-existing application.



VizaSpell has its own MENU BAR. Once you have LINK'ed, issue a command in the usual way, pressing the CBM or ESC key to highlight a command. When VizaSpell is inactive, a blank desktop is displayed and the current VizaWrite document is hidden from view. To return back into VizaWrite, select the QUIT command from the VizaSpell menu bar.



The following sections describe the VizaSpell commands.

13. ABOUT VIZASPELL

VizaSpell is the integrated spelling checker designed for use with VizaWrite documents. By using VizaSpell on your documents you can be sure that your documents are free of not only spelling mistakes, but typing errors as well.

Your VizaWrite documents can now be checked against the supplied 30,000 plus word English dictionary (U.S. copies have a U.S. English dictionary). For special applications requiring technical words, or when using proper names you may update the dictionary to include your own words. The dictionary can be searched at any time, so that while you are typing, you can simply look up the on-line dictionary.

The VizaSpell menu bar is 'switched in' by selecting the LINK command from VizaWrite. Once switched in, the VizaSpell menu bar remains until the QUIT to VizaWrite command is selected.

The VizaSpell CHECK command is used to prepare a list of all the words used in the current document, this list is then displayed while each word is looked up in the disk based dictionary. After the CHECK is complete, you may then QUIT back to the document and use the SEARCH VERIFY command to highlight each misspelt word. Words can then be corrected, or marked for later inclusion in your USER Dictionary.

If you decide not to mark any words for addition to the USER Dictionary, the process is complete. To add new words to the USER Dictionary. LINK to VizaSpell and select ADD.

USER DICTIONARY

The USER Dictionary, as the name implies, is your own additional dictionary that extends the supplied (MAIN) dictionary. The USER dictionary is, in fact, a normal VizaWrite word processing document which can be opened, edited and printed in the usual way. This is especially powerful as you can add, delete or print out words from the USER dictionary as often as you like.

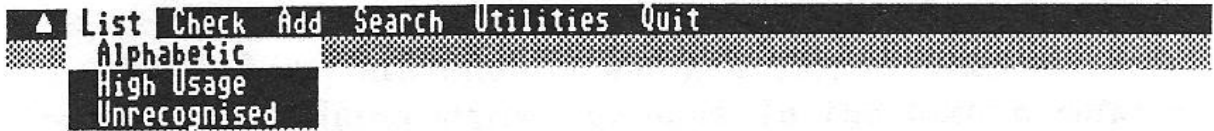
In addition to the normal spelling check process, there are several UTILITIES which can be used to maintain your dictionaries.

FIRST STEPS

Before you spell check your first document, you should make a copy of the dictionary files supplied on the VizaWrite system disk. The VizaSpell UTILITIES command does this for you, select COPY DICTIONARY FILES and follow the screen instructions. You will need a brand new disk to hold the copied dictionary files. This process uses the memory that a VizaWrite document normally occupies, be sure to FILE REPLACE your document before using this command.

14. VIZASPELL LIST COMMANDS

The List group of commands display various word lists extracted from the current VizaWrite document.



When issuing one of these commands for the first time, the document is processed and the word lists prepared. While the word lists are prepared, colored squares are flashed along the top of the screen. The word list is prepared in the unused document memory. When working on a particularly large document it should first be split into two smaller documents.

■ ALPHABETIC

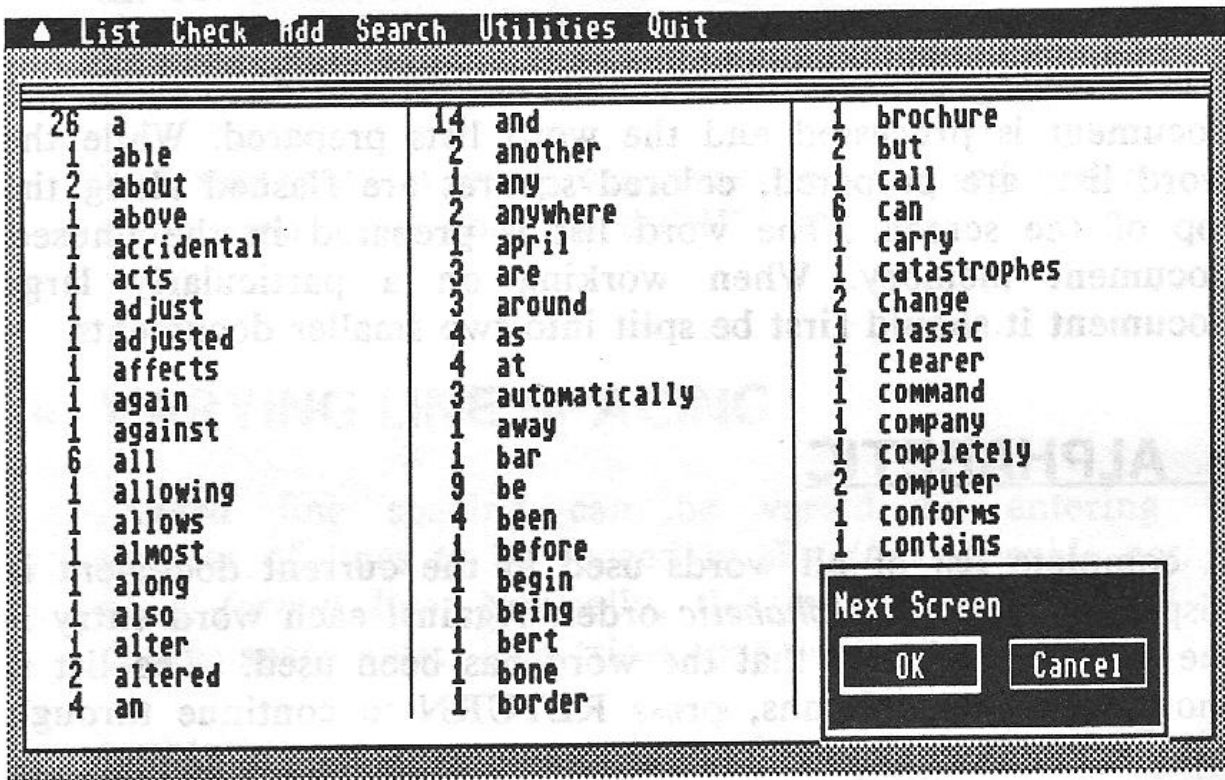
A complete list of all words used in the current document is displayed in strict alphabetic order. Against each word entry is the number of times that the word has been used. The list is shown in three columns, press RETURN to continue through each screen full. Press STOP to leave the word list display and return to the menu bar.

■ HIGH USAGE

A complete list of all words used in the current document is displayed in most frequently used order. Against each word entry is the number of times that the word has been used. The list is shown in three columns, press RETURN to continue through each screen full. Press STOP to leave the word list display and return to the menu bar.

■ UNRECOGNIZED

After a spell CHECK, displays a list of the unrecognized words in alphabetical order. If more than a screen full, press RETURN to continue the display, press STOP to leave the unrecognized word list and return to the menu bar.



An Alphabetic Word List

15. VIZASPELL CHECK COMMAND

The VizaSpell Check command performs a complete spelling check of the current document against the disk dictionary.



■ CHECK

Unless one of the word lists has been displayed, the CHECK command option first processes the current document and produces a unique word list. While the word list is prepared, colored squares are flashed along the top of the screen to show that VizaSpell is active.

After preparation, the first screen full of words to be checked is displayed. The dictionary disk should be inserted in the disk drive and the spelling check then proceeds. Each word is highlighted as it is checked; if it remains highlighted it is not in the dictionary and is unrecognized.

After a spell check, a list of unrecognized words can be displayed using the LIST command.

As the check continues, each screen full of words is displayed. On completion, press RETURN to leave the check and return to the VizaSpell menu bar.

To correct your document: select QUIT to VizaWrite, GOTO PAGE I, select SEARCH VERIFY. Each unrecognized word is highlighted, in turn, for correction or learning. See the SEARCH VERIFY command description.

After VERIFY, to add LEARNT words to the dictionary: select LINK to VizaSpell, select ADD.

16. VIZASPELL ADD COMMAND

The VizaSpell Add command is used to extend the User dictionary after a document has been verified.



■ ADD

The VizaWrite SEARCH VERIFY command is used after a spell CHECK to highlight and correct miss-spelt words. New words LEARNT are marked for later inclusion in the USER dictionary. The ADD command is used to include these words.

If the disk you are using becomes full, the CBM DOS (disk operating system) message: 72,DISK FULL,00,00 is displayed. If this occurs you will need to return to VizaWrite, free some space on the disk (ERASE unwanted documents) and spell check once more.

Once you have added the learned words, subsequent spell checks and dictionary searches will consider these words as part of the whole dictionary. If you manually entered a word in the USER dictionary that is also present in the MAIN dictionary: the word is no longer considered part of the dictionary. This is how to delete a word.

THE USER DICTIONARY - Internal Workings

The following explanation is given in case a disk error occurs while ADDING. It is not necessary to understand these workings, in order to use VizaSpell.

The USER dictionary is stored on the disk as a regular VizaWrite document and is called "VS.USER.DICT". When ADDing to the USER dictionary, VizaSpell extracts the existing words from the document and merges the words just LEARNed. The new combined dictionary is written out to disk as "VS.USER.TEMP". When this has been successfully written out to disk, the USER dictionary is renamed from "VS.USER.DICT" to "VS.USER.OLD" and the new USER dictionary is renamed from "VS.USER.TEMP" to "VS.USER.DICT".

If a catastrophe occurs, or the disk becomes full, you may need to recall these documents back into VizaWrite and then save them back onto the disk. To perform any VizaSpell command there must always be a "VS.USER.DICT" and "VS.USER.OLD" file present.

17. VIZASPELL SEARCH COMMAND

The VizaSpell Search command searches through the disk dictionaries for a requested word, or group of words.



■ SEARCH

Both the MAIN and USER dictionary can be searched for a particular word or group of words. You can also display the entire dictionary.

Enter the word to be searched for and press RETURN. Use pattern matching characters ? and * to search for groups or entire lists of words.

For example:

Search For a*

displays all words beginning with the letter "a".

Search For auto*

displays all words beginning with the prefix "auto".

To search for words a particular length, then the "wild card" symbol can be used. This is a ? question mark.

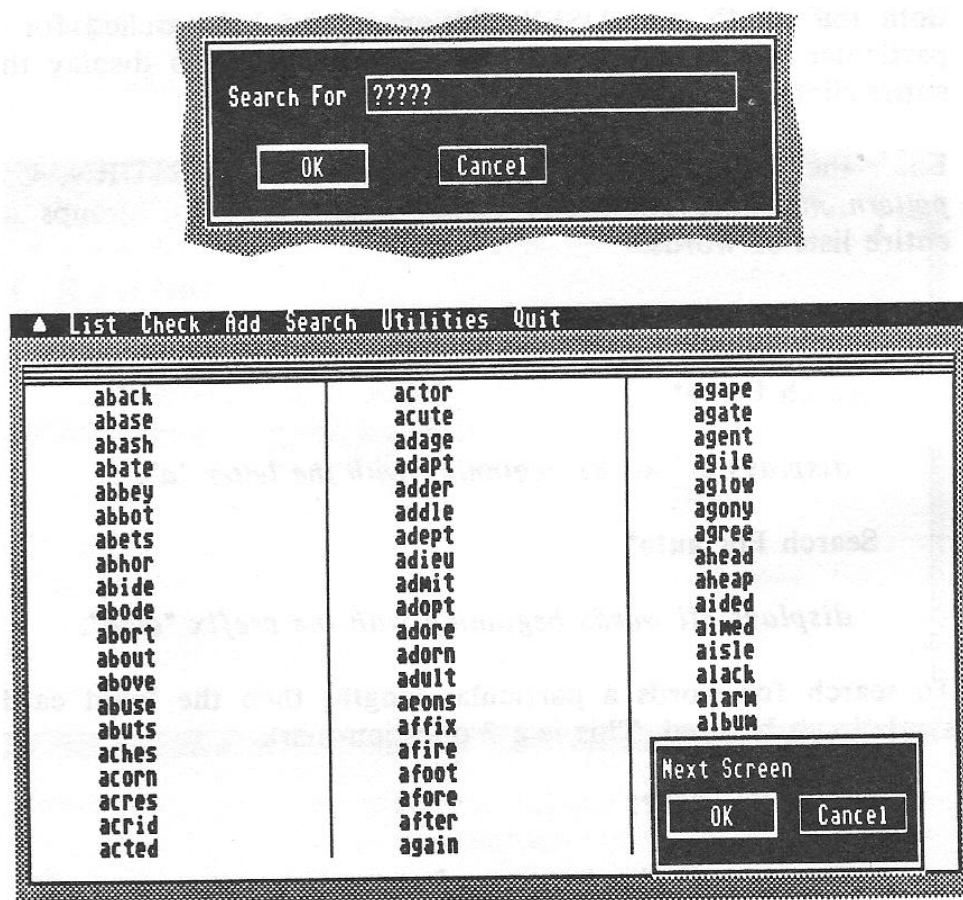
Search For ?????

displays all five letter words.

Search For oc??r*

displays words starting with "oc" having any two following letters, with a fifth letter of "r" and ending in any sequence of letters. This is particularly useful when you are unsure of a particular spelling and wish to display a limited number of possible words.

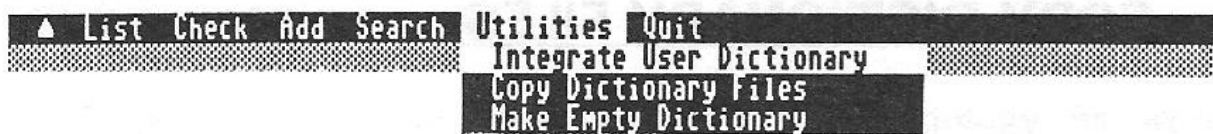
The display of words found in the dictionaries is shown in alphabetical order in three columns. Press RETURN to continue through each screen full. Press STOP to abandon the search.



A Search for 6 Letter Words

18. VIZASPELL UTILITIES COMMANDS

The VizaSpell Utilities groups of commands are used to maintain the disk dictionary files. These commands use the entire memory normally used to hold the current VizaWrite document. Be sure to FILE REPLACE the current document before issuing a Utilities command option.



■ INTEGRATE USER DICTIONARY

This command extracts new words from the USER dictionary and merges them into the MAIN dictionary. As the MAIN dictionary is held in compressed form, your total dictionary will require less disk space and be quicker to process if you regularly integrate your USER dictionary.

Before using this command, you should ideally DISK BACKUP the disk containing the MAIN and USER dictionary. Otherwise, if the disk becomes full or corrupted in some way, you may lose a part of your valuable MAIN dictionary.

This operation does not require any disk swapping, just insert the disk containing the dictionaries to be integrated and the merge process will go through each dictionary letter file until complete. The current word being merged is displayed, so you are able to see the progress of the operation.

If you have placed a word in the USER dictionary which is also in the MAIN dictionary you will be asked to confirm its deletion from the MAIN dictionary.

After the integration, the USER dictionary is renamed to "VS.USER.OLD" just as it is when you ADD to the USER dictionary after a VERIFY.

Due to the way in which the CBM disk system operates, the dictionary files are now scattered across the disk in use. While the dictionary is perfectly readable, the disk mechanism will need to do some rather frequent head movement whenever you now spell check. To straighten out the dictionary files, use the Utilities command COPY DICTIONARY FILES. This places the newly formed dictionary files in the optimum position on a brand new disk. Use this new disk and store the intermediate disk away, as a security copy.

■ **COPY DICTIONARY FILES**

This command is first used to create a copy of the dictionary files supplied on the VizaWrite system disk.

This command should also be used after Integrating a USER Dictionary to create an optimum performance dictionary disk.

This command can also be used to create backup copies of dictionaries, which is much quicker than the full DISK BACKUP.

The copy is performed in at least one pass, and two disk swaps. As the dictionary grows in size, the copy will take longer.

The dictionary is copied onto a brand new disk, which is first formatted by the command. Follow the screen instructions carefully, to prevent accidental destruction of your original disk (the source disk), place a WRITE PROTECT TAB over its notch.

■ **MAKE EMPTY DICTIONARY**

This command is used when you wish to build your own USER dictionary containing just the words you use. It will give an indication of the size of your vocabulary, or at least the size of your written vocabulary (which may be quite different). By making an empty dictionary and LEARNING words from your documents you can build a tailor-made dictionary for yourself. This could possibly reduce the time taken to spell check, if your resulting dictionary is smaller than the supplied 30,000 word dictionary.

As in the COPY DICTIONARY FILES command, the new disk is first of all formatted, so be sure to use either a brand new disk or an old disk with files that are no longer required.

19. VIZASPELL QUIT COMMAND

The VizaSpell *Quit* command is used to exit from VizaSpell and return to VizaWrite.



If any of the UTLITIES commands have been used, the document area is automatically cleared, equivalent to a FILE NEW. If the document had been altered since last saved, a warning message box would have been displayed.

■ **APPENDIX I SUPPLIED DOCUMENTS**

Useful documents are supplied on the system disk, these are:

- open me
- sample
- merge letter
- merge label
- merge multilabel

The *open me* document is where we tell you about enhancements and any other information which may be relevant to your particular copy of VizaWrite.

The **sample** document contains almost every kind of document layout that you are likely to want to do. If you are unsure how to use a particular format symbol, then use this document to "crib" from. Also practice some of the commands and formatting operations. FILE OPEN this document, remove the system disk, and then FILE SAVE it onto one of your working disks.

The **merge letter** document shows how to construct a standard letter with MERGE format symbols, so that it can be repeatedly printed for all the names and addresses in the Work Page. This is the example used in the MAIL MERGE command description. To try this out, just issue the PRINT MAIL MERGE command after setting your printer type in the PRINT SETUP PAGE box.

The **merge label** document shows how to print out single address labels repeatedly. Notice that page I just consists of four MERGE format symbols, one for each name and address line.

The **merge multilabel** document shows to print out four across labels, by using text columns, works using the same principle as above but with the power of column processing.

■ **APPENDIX II PRINTER CONNECTIONS**

■ **CBM PRINTERS**

Commodore serial printers are connected using the cable supplied with the printer at time of purchase. This cable is plugged into either socket at the rear of the 1541/1570/1571. The printer cable is plugged into the DIN socket at the rear of a C-128D.

■ **PARALLEL PRINTERS**

The most popular signal protocol now used by non-CBM printers is Parallel (also known as Centronics-Parallel). To get almost total compatibility with different software products and print from BASIC, a separate interface is required, such as the CARDCO G+. These interfaces plug into the Commodore just as if they were a CBM printer. The interface then plugs into the parallel printer. However, these interfaces can be quite expensive (and difficult to use).

We have created a much simpler and cheaper solution using a low cost cable connected between the User Port of the C128 and the parallel printer. Contact your dealer or the address on the back of the VizaWrite product box for details. The PARALLEL button on the PRINT ROUTE box directs printing out through this cable. This cable can be used with all Viza Software products, such as VizaStar, VizaWrite and OmniWriter.

■ **RS-232 Viza SERIAL**

The most well known *non-standard* standard of all time is RS-232. This signal protocol is becoming an extra option for most printers, parallel having taken over. It is often very difficult to connect RS-232 printers, simply because neither the computer manufacturer nor the printer manufacturers explain, in simple terms, what signals they use.

This complication is made worse because the C128 usually requires an extra interface plugged into the User Port, and even then the maximum reliable baud rate is very slow.

As you may have read, this manual was written and printed using VizaWrite on a standard C-128. The printer was a Hewlett Packard LaserJet which uses RS-232 at up to 19200 baud (bits per second). Just to send a page of this multi-font, proportionally spaced, justified manual at 1200 baud (bits per second) would have taken over 5 minutes!

So we designed a low cost cable to connect directly between the C-128 and RS-232 printers, and wrote the necessary software drivers that work right up to 19200 baud. And here it is, installed in VizaWrite and available if you need it. Contact your dealer or the address on the back of the product box to order a Viza RS-232 cable. Being able to use the high baud rates meant that each page was sent and printed in around 30 seconds.

The polarity of either data or busy lines can be inverted by a setting in the printer profile (see Appendix IV).

Viza RS-232 is selected on the PRINT ROUTE box, be sure to set BAUD RATE, DATA and PARITY correctly. Viza RS-232 always sends 2 stop bits. Connection details are supplied with the cable.

■ **APPENDIX III IEEE PERIPHERALS**

VizaWrite can be used at full IEEE speed with any CBM IEEE disk drive. The approved IEEE cartridge is manufactured by BRAIN BOXES, contact ENGLAND 051-427-1526. Be sure to ask for the model with the cartridge extender suitable for VizaWrite. This interface plugs into the cartridge slot and fully interfaces to BASIC.

This interface also has a built-in parallel printer interface that uses the same cable as described above under PARALLEL connections.

■ **APPENDIX IV PRINTER PROFILE SYSTEM**

The printer profile system lets you configure VizaWrite for your particular printer's characteristics. The printer profile is defined in the first page of a VizaWrite document. The printer profile must then be loaded, once, at the start of each VizaWrite session, using the VIZA PROFILE LOAD command (CBM V P).

The profile is made up from a number of entries, each entry being used to vary a particular printer operation. To be able to define a profile you will need to be familiar with your printer's operation. We have included a listing of a profile for an EPSON FX-80, this same profile is included on the VizaWrite disk and is called "sample profile". We suggest that you take a copy of this, and alter it as required.

Each profile entry consists of one or more parameters, a TAB format symbol, optional comments and a RETURN. Each entry must be present, even though there may be no parameters. Parameters can extend over several lines, but must always end in a TAB format symbol.

When entering printer codes, they can be typed as numbers or their ASCII letter equivalent, separated by commas. A sequence of letters can be enclosed in either single or double quotes.

Profile entries that require a Y/N parameter can be left blank; this is understood as N (NO).

In addition to these entries, ALL printer menu settings plus screen color and cursor style constitute the profile. When the profile is loaded, all these settings are restored and the PRINT PRINTER type is set to Use Profile.

Finally, if a format line is entered at the top of page 1 in the profile document, it is taken as the default format line, replacing the usual default format line set into NEW documents.

■ **PRINTER PROFILE ENTRY DESCRIPTIONS**

Secondary Address Number - 0 to 31

Some CBM printers, and serial to parallel interfaces (such as the CARDCO) require that all printing be done using a particular Secondary Address. Normally VizaWrite does not use a secondary address.

Data/Busy Signal Polarity - 0 to 3

This entry allows the RS-232 data and busy signals to be inverted. 1 inverts the recognition of the busy signal, 2 inverts the data signal, 3 inverts both the busy and data signal. This option applies to the low cost/high speed Viza RS-232.

Send Cursor Down - Y/N

Most CBM printers need to be sent a cursor down (decimal 17) at the start of each line. This switches the printer out of upper case/graphics mode and into lower case/upper case mode. This applies to CBM printers only.

Qume/Diablo/Juki Microspacer - Y/N

Spinwriter Microspacer - Y/N

Triumph Adler Microspacer - Y/N

HP Laserjet Microspacer - Y/N

These entries can apply when printing justified text, aligning columns and printing proportionally spaced text. Most printers conform to one of these established spacing methods. If your printer can micro space (move the print head by 1/120th inch) and you are not sure what system it uses, select Qume/Diablo/Juki.

Dot Graphics Width - 0 to 2

This entry is used when printing high resolution screen prints (ALT +LINE FEED). Leave blank if your printer cannot print in bit image mode. Enter 1 if the maximum number of dots wide is 960, enter 2 if the maximum number of dots is 1280.

Reserved

Reserved for future use, leave blank.

Embolden By Backspacing – Y/N

This entry is used when text is enclosed by the embolden format symbols, CONTROL-E. If this entry contains a Y, then the printer head is backspaced using the ASCII BS (8) code and the text is repeatedly printed. If this entry contains N, the Embolden On sequence is sent (described below).

Embolden This Many Times - 0/9

When printing emboldened text; this entry governs how many times the text will be re-printed.

Offset Print By Microspacing – Y/N

When printing text enclosed by the *offset* format symbols, CONTROL-O. If this entry contains Y, the print head will be backspaced by 1/120th inch and the character re-printed. If this entry contains N, the Offset On sequence is sent (described below).

Underline By Backspacing – Y/N

When printing text enclosed by the underline format symbols, CONTROL-U. If this entry contains Y, the print head will be backspaced and the underline character printed underneath the text character. If this entry contains N, the Underline On sequence is sent (described below).

Do 0-9 Extra Codes Space – Y/N

The CONTROL-0 to 9 format symbols can send a sequence of printer codes (described below). This might be used to actually print a normally unkeyable character. This entry tells VizaWrite whether to allow for this 'extra' character when tabulating and justifying text. This entry is a sequence of 10 settings, separated by commas. Enter a Y if the sequence prints a character; enter an N if the sequence doesn't. This entry also accepts the proportional space width of a printable character, in decimal.

Initialization Sequence

This sequence of codes is sent to the printer after activating the PRINT DOCUMENT command. This can be useful in clearing any printer 'modes' left over from a previous printing, can be left blank.

Form Feed Sequence

If the SEND FORM FEEDS is ticked in the SETUP PAGE box, VizaWrite sends this sequence after printing each page and line spacing to the base of the page, can be left blank.

Pitch 1
Pitch 2
Pitch 3
Pitch 4

These sequences correspond to the Pitch/CPI buttons in the SETUP PAGE box. They are used for mono spaced character printing, can be left blank.

Proportional 1
Proportional 2
Proportional 3
Proportional 4
Proportional 5

These sequences correspond to the Proportional buttons in the SETUP PAGE box, and are used for proportionally spaced character printing.

When a proportional button is set on, text is formatted according to each character's width. The width of each character must be correctly defined in the profile. The five possible proportional typefaces can be switched between, in-text, by using the CONTROL-1 to 5 format symbols.

Obviously, the printer in use must be capable of having different proportional typefaces (fonts) selected by software code sequences.

Can be left blank.

For each font used, the corresponding PS Unit Table must be defined. Failure to do this will result in irregularly formatted text, both on-screen and printed.

Lines Per Inch 1
Lines Per Inch 2
Lines Per Inch 3
Lines Per Inch 4

These sequences correspond to the LPI buttons in the SETUP PAGE box.
They are sent at the start of each document print.

Can be left blank.

Underline On	Sent at the start of <i>Underlined</i> text.
Offset On	Sent at the start of <i>Offset</i> text.
Embolden On	Sent at the start of <i>Emboldened</i> text.
Little On	Sent at the start of <i>Little</i> text.
Wide On	Sent at the start of <i>Wide</i> text.
Subscript On	Sent before printing a <i>Subscripted</i> character.
Superscript On	Sent before printing a <i>Superscripted</i> character.
Underline Off	Sent at the end of <i>Underlined</i> text.
Offset Off	Sent at the end of <i>Offset</i> text.
Embolden Off	Sent at the end of <i>Emboldened</i> text.
Little Off	Sent at the end of <i>Little</i> text.
Wide Off	Sent at the end of <i>Wide</i> text.
Subscript Off	Sent after printing a <i>Subscripted</i> character.
Superscript Off	Sent after printing a <i>Superscripted</i> character.

Extra Code 0
Extra Code 1
Extra Code 2
Extra Code 3
Extra Code 4
Extra Code 5
Extra Code 6
Extra Code 7
Extra Code 8
Extra Code 9

The sequences are sent by placing a CONTROL-0 to 9 format symbol in the text. Almost any number of codes can be set in a single sequence. See also 'Do Extra Codes Space' earlier in the profile description.

PS 1 Unit Table
PS 2 Unit Table
PS 3 Unit Table
PS 4 Unit Table
PS 5 Unit Table

If any of the Proportional buttons are set on in the SETUP PAGE box, all text is formatted according to the character widths defined in the corresponding PS Unit Table. Alternate PS fonts are switched in-text, by using the CONTROL-1 to 5 format symbols.

The space widths for each character must be entered in strict ASCII order, starting with SPACE (decimal 32) and ending with the TILDE (decimal 127).

Note that VizaWrite has built-in PS support for Qume/Diablo/Juki printers, using PS 1.

Sample Printer Profile For An EPSON FX-80

0	Secondary Address No. - 0 to 31
n	Send Cursor Down - y/n
0	Data/Busy Signal Polarity - 0 to 3
n	Qume/Diablo/Juki Microspacer - y/n
n	Spin writer Microspacer - y/n
n	Triumph Adler Microspacer - y /n
n	HP Laserjet Microspacer - y/n
1	Dot Graphics Width - 0 to 2
	Reserved
n	Embolden By Backspacing - y/n
0	Embolden This Many Times - 0 to 9
n	Offset Print By Microspacing - y/n
n	Underline By Backspacing - y/n
n,n,n,n,n,n,n,n,n	Do 0-9 Extra Codes Space - y/n
ESC,@	Initialization Sequence
12	Form Feed Sequence
ESC,P	Pitch 1 10 CPI
ESC,M	Pitch 2 12 CPI
ESC,E	Pitch 3 Enlarged
15	Pitch 4 Condensed
ESC,p,1	Proportional 1 PS Mode
	Proportional 2
	Proportional 3
	Proportional 4
	Proportional 5
ESC,2	Lines Per Inch 1 6
ESC,0	Linea Per Inch 2 8
ESC,1	Linea Per Inch 3 12
	Linea Per Inch 4

ESC,-,1	Underline On
ESC,E	Offset On
ESC,G	Embolden On
15	Little On
14	Wide On
ESC,S,1	Subscript On
ESC,S,0	Superscript On
ESC,-,0	Underline Off
ESC,F	Offset Off
ESC,H	Embolden Off
18	Little Off
20	Wide Off
ESC,T	Subscript Off
ESC,T Superscript Off	
ESC,4	Extra Code 0 Italic On
ESC,5	Extra Code 1 Italic Off
	Extra Code 2
	Extra Code 3
	Extra Code 4
	Extra Code 5
	Extra Code 6
	Extra Code 7
	Extra Code 8
	Extra Code 9

12,12,11,11,11,12,10,11,11,08,09,10,08,12,11,12,11,11,11,12,11,12,12,12,10,12,10,
08,10,08,12,12,12,05,08,12,12,12,12,05,06,06,12,12,07,12,06,10,12,08,12,12,12,12,
12,12,12,12,06,06,10,12,10,12,12,12,12,12,12,12,12,12,08,11,12,12,12,12,12,12,
12,12,12,12,12,12,12,10,12

PS 1 Unit Table
PS 2 Unit Table
PS 3 Unit Table
PS 4 Unit Table
PS 5 Unit Table
....end

■ **APPENDIX V 64 COMPATIBILITY**

This appendix explains document file compatibility with VizaWrite and VizaSpell 64. This also applies to OmniWriter and OmniSpell 64.

VizaWrite Classic can read a VizaWrite 64 document directly using the FILE OPEN or FILE LIST commands. However, you cannot immediately FILE REPLACE this document. Instead, simply FILE SAVE and give the document a new name. After the FILE SAVE, you can then FILE REPLACE as normal. You will then have two document files: the original 64, and the new 128, both with different names.

VizaWrite Classic files are SEQuential. VizaWrite 64 files are PRG (program) files. We have changed the file type because of disk directory errors caused by the 1541's disk operating system.

If you need to read VizaWrite Classic documents back into either VizaWrite or OmniWriter on the 64, we have included a program on the system disk that does the necessary backwards conversion. LOAD "128 TO 64",8,1 and RUN from BASIC, on either a 64 or a 128 computer.

If you have an existing set of VizaSpell 64, updated dictionary files, you should first copy them onto a new disk, using the UTILITIES COPY DICTIONARY command in VizaWrite Classic. Once again, this will change the file type, from PRG to SEQ.

If you have an existing set of updated OmniSpell dictionary files, you will first need to rename them. The system disk has a program "OS RENAME". Load and run from BASIC on the 128, then use the COPY command described above.

VizaWrite Classic can read files from a 1541 diskette in a 1541 disk drive; this is performed at the usual slow serial rate. VizaWrite Classic can read files from a 1541 diskette, placed in either a 1570 (single sided) or 1571 (double sided) disk drive. This is performed in burst mode, as a FASTLOAD. Naturally, 1570/1571 diskettes placed in a 1570/1571 drive are read in burst mode as a FASTLOAD.

Note that 1570/1571 drives can occasionally take a few seconds to detect a 1541 diskette. This should not be interpreted as a fault in either the drive or disk. It's just checking it, as these drives can support many different disk formats.

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The logo for Viza Software. The word "VIZA" is in a large, stylized, serif font. Above the letter "A" is a small, solid triangle pointing upwards. Below "VIZA" is the word "SOFTWARE" in a smaller, all-caps, sans-serif font. The entire logo is white on a black background.

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