

Word PublisherTM

A E I L R T
C G O S W Z
B D J M P U X
F H K N Q V Y

from

SPINNAKER



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Introduction

Word Publisher™ is an easy-to-learn, easy- to-use GEOS-based writing tool ideal for creating a variety of documents. The program differs from other GEOS-based word processors in that font and style information are recorded rather than displayed during text entry, thus avoiding the huge delays associated with WYSIWYG types. Word Publisher has many features, however, some of the more important capabilities are:

- Rapid text entry in composition mode
- Special font for composition with ultra-fast scrolling
- Graphic overlay (e.g. from GeoPaint)
- 100,000 word spelling checker
- Mail merge
- Document view and preview
- Fast, draft and final quality printouts
- Complete keyboard control of pointer (Mouse)
- Multi-page capacity, multi-disk storage

Getting Started

• Moving about the Word Publisher

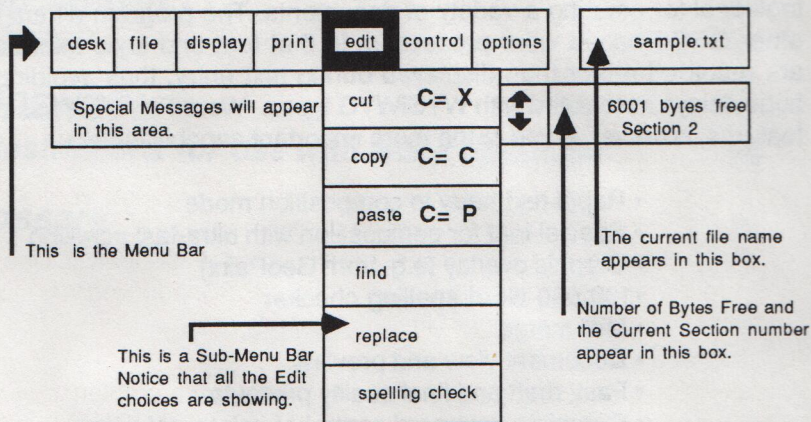
The Word Publisher program can be used with either a joystick or a mouse. Use either of these to move the pointer to any option that you would like to select at any time in the program. Once you have placed the pointer on the desired option, you must press the firebutton if you are using a joystick, or the mouse button if you are using a mouse, to activate the option.

Instructions on loading and activating your mouse or joystick can be found in the following sections.

• Something about menus

Word Publisher uses a main menu, in addition to extending menus which will appear when you select a main menu option. To view an extending menu, place the pointer on the main menu option and press the mouse button, or the fire button, depending upon whether you are

using a mouse or a joystick with this program. The extending menu will appear, revealing additional options. To make the extending menu disappear, simply move the pointer back up to the main menu line.



This diagram explains the Word Publisher's Menus

• *Selecting an option*

Move the pointer to the main menu option that you would like to select. If you are using a joystick you must press the fire button to activate the option the pointer is located on. If you are using a mouse you must click the mouse button to activate the option the pointer is located on.

Once you have activated the main menu option you can continue to use your joystick or mouse to select the extending menu option desired in the same manner described above.

You can also use the cursor keys at this point if you would like. Use the cursor keys to move the pointer to the extending menu option desired, and then press the return key to select. NOTE: You must use the joystick or mouse to activate the MAIN MENU option desired before you can use the cursor keys. Use the cursor keys only after a main menu option has been activated.

• Installing A Second Disk Drive

If you do not have a second drive continue to the next section. To install a second drive follow these instructions:

1. Follow above instructions for booting GEOS with one drive.
2. Once you see the deskTop screen, select the DISK menu and then select ADD DRIVE.
3. You'll be instructed to turn off your first drive and power up the second drive. When you do this, have a GEOS formatted disk ready and insert it into the second drive.
4. Once the existence of the second drive has been verified you will be instructed to turn the first drive on again.
5. You'll return to the GEOS deskTop at this point. Use the following instructions to boot the Word Publisher program.

• Making A Back-up Copy

A back-up copy of your program disk ensures that if a problem develops with your original, you'll still have a working copy to use. Word Publisher is not copy protected, so the back-up procedure is a straightforward one.

Backing -up On a Single Drive System

1. Boot the GEOS disk following the instructions given in the Loading section.
2. Once the GEOS deskTop screen appears, select the DESK option from the main menu, and then select the CLOSE option to close the disk.
3. Insert the Word Publisher disk, select DISK, and then select OPEN.
4. Remove the Word Publisher disk from the drive and insert the disk you want to copy to. You don't need a formatted disk. The disk will be formatted before the copy procedure begins.
5. Select DISK again, and then select the COPY option. Type in the name of your disk and press **return**.
6. Follow the instructions on the screen to complete the copy operation.

Backing -up On a Two Drive System

1. Place the program disk in drive A and a newly formatted disk in drive B.

2. Click the disk A icon once, pause, and click again.
3. Drag the ghost icon for disk A directly over the icon for disk B and click the mouse button again.
4. All files will be transferred to the new disk.

Backing-up Only Word Publisher

Use this procedure to prepare a blank disk to store files created with Word Publisher. You must format the disk before you copy the Word Publisher file onto the disk. Refer to your GEOS manual for the steps involved in formatting a disk. Once you've formatted the disk, follow the steps below to copy the Word P W P and Word P Comp file onto the disk.

1. Boot the GEOS disk following the instructions given in the Loading section.
2. Once the GEOS deskTop screen appears, select the DESK option from the main menu, and then select the CLOSE option to close the disk.
3. Insert the Word Publisher disk, select DISK, and then select OPEN.
4. Place the pointer on the Word Publisher icon pictured on the deskTop screen. Click once to activate the icon, and then pause. Click again to reveal a ghost icon. If you click too quickly, you'll enter the program. If this happens, select QUIT to return to the deskTop and start again from step 4.
5. Drag the ghost icon to the bottom of your screen, off of the deskTop. Click once to leave the icon there.
6. Repeat steps 4 and 5, taking the Word Publisher Comp file this time. The Word Publisher will not work if you do not copy this file onto your disk as well.
7. Once both of the icons appear at the bottom of the screen, select DISK, and then select CLOSE, to close the Word Publisher disk. Remove the disk from the drive.
8. Insert a blank GEOS formatted disk into the drive. Select DISK from the main menu, select OPEN to open the disk.
9. Place the pointer on the Word P W P icon at the bottom of the screen. Activate the ghost icon again by clicking once, pausing, and then clicking again.
10. Move the ghost icon up onto the deskTop and click once to drop it onto the deskTop. Follow the instructions given.
11. Repeat steps 9 and 10 for the Word P Comp file.

12. Once you have copied both files onto your disk, replace the icons onto the deskTop by activating the ghost icon and placing it where the file had once been.

NOTE: On a two drive system, drag the ghost icon in step 5 to the B icon instead of the bottom of the screen. You will not have to replace the icons onto the deskTop.

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Loading

To boot and use the Word Publisher program, you must first load the operating system into your computer. The operating system used with Word Publisher is GEOS. Follow the instructions below to load the GEOS operating system into your computer.

To boot Geos:

1. Insert the Geos system disk into your disk drive and close the drive door.
2. Connect a mouse or joystick to port 1 (the port closest to the front of the machine).
3. In order to active your mouse or joystick turn your system on in the following order:
Turn on your monitor and disk drive **FIRST**. Depress the firebutton on your joystick, or the mouse key on your mouse **WHILE** you turn on your keyboard.
4. When the word **READY** appears, type **LOAD """,8,1** and press **RETURN**. In a few moments the deskTop screen will appear .

At this time the GEOS operating system will be loaded into your computer. You must now load the Word Publisher disk into your computer. If you have a two drive system and plan to use the second drive to hold your file, first install the second drive while in the GEOS deskTop program.

To boot Word Publisher:

At this point the Word Publisher can be activated in one of three ways. Use whichever one is the most convenient for you.

Once the deskTop screen has appeared, remove the GEOS disk from the disk drive and insert the Word Publisher disk.

1. Place the pointer on the Word Publisher WP icon, and double-click quickly. This will activate the disk drive and load the program.

or

2. Place the cursor on the disk icon located in the upper right corner of your screen. Click once, and the program will begin to load. Move the pointer to the DISK main menu option and click once to reveal the extending menu. Move the cursor to OPEN and click.

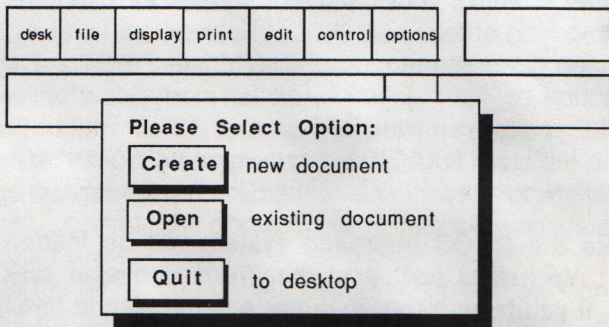
or

3. Select Disk and open from menu. Place pointer on WP icon and click. Move to file and select OPEN.

Entering Word Publisher From the deskTop

Once you have loaded the word publisher disk you will see a screen with the following options:

create a new document
open an existing document
quit to deskTop



Opening Menu

Move the pointer to the option you would like to select. Click once, or press **return** to activate the selection.

a. creating a new document

If you selected CREATE, a second dialog box appears which identifies the disk used to open Word Publisher. To store the files created on the Word Publisher disk in your drive, use the keyboard to type in the name of the document to be created and press **return**.

If you have a single drive system and want to store the files you create on another disk, you must first perform the *Backing Up Only Word Publisher* procedures described earlier. In order to store data on a disk, the Word Publisher program must be on the disk you are storing files on. You need only copy the files indicated in that section. Please refer back to this section for instruction.

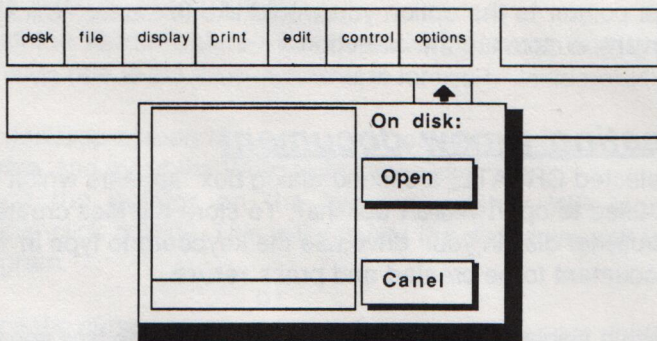
If you have a two drive system, you will be prompted to type in the name of your new document. At the top of this screen there will be a name indicating which disk this file will be created on. To toggle between the two disks move the pointer to the large box with DRIVE in it and click once. The label for the disk will appear on the screen. Enter the name of the file you're creating and press **return**. The new file will be created on the disk you've selected.

NOTE: Word Publisher will always default to the drive you booted the program from when creating new documents. Be sure to click on the DISK option before entering your new file name if you want to use a drive other than the one you booted from.

b. opening an existing document

If you selected OPEN, a dialog box appears indicating the name of the disk used to open Word Publisher along with a list of Word Publisher documents residing on that disk. To select the document you want to open, move the pointer to the document name and click once.

If there are more than five documents on the disk, a scroll bar appears at the bottom. Use the scroll bar to move until the name of the document desired appears, then click to highlight it. Open the file by moving the



Opening an existing Document

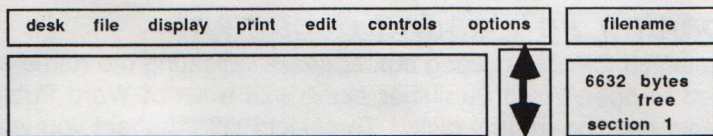
pointer to the OPEN icon and hitting RETURN or pressing the fire button. If you are using a two-drive system, you can select the other DRIVE by clicking on the DRIVE icon. You'll be given the option of changing disks by using the DISK icon.

c. quit

Selecting this option returns you to the deskTop.

Document Open

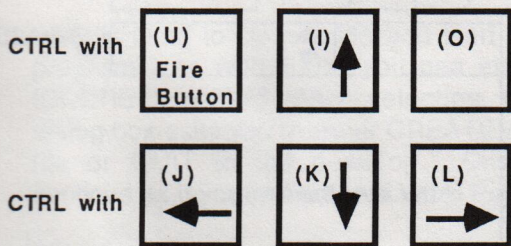
Once you have opened a document the Word Publisher screen contains a command menu along the top. Each option will allow you to perform different operations on the document you have opened. The menu items are:



The second line contains a status box which tells of any attributes or characteristics (ie. bold, italics, etc) selected for the current character. On the right side is the name of the file currently open. At this point, the

keyboard pointer controls are active. Whenever a menu is selected, you can use the cursor keys to move the pointer over an item and press RETURN to select. For example, using the cursor down key will jump the pointer down one item.

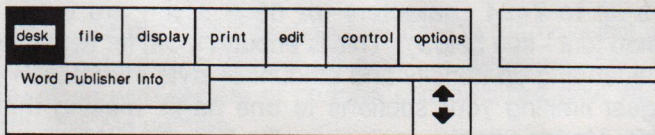
A second set of cursor keys are available for moving the pointer, even when no menu has been selected. Press CTRL I to make the pointer move up, CTRL K to move down, CTRL J to go left and CTRL L to go right. CTRL U can be used in place of the button. The keypad can be thought as follows:



When a menu has been selected, the keys cause the pointer to move in a step equal to one menu item. In any event, once you're in Word Publisher, you can put the joystick out of the way until it is time to return to the deskTop.

a. desk

Selecting this option reveals a second menu containing Word Publisher Info. Selecting this option reveals pertinent information regarding the current revision of the program.

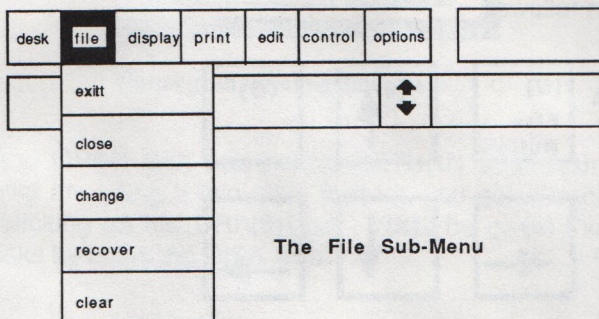


Desk Sub-Menu

b. file

Selecting this option reveals a second extending menu. The options available are:

exit	return to deskTop
close	document, start another
change	section
recover	section
clear	current section



Word Publisher organizes text into sections (up to 120). Each section can have up to 7424 characters (or 6656 if you are using a larger composition font - see below). This is enough room for two to five pages of text, depending on density and amount of style information required. We suggest limiting your sections to one page, making them easily identifiable. Under any circumstances, the last character in the section should be a page break so the final form of the document can be predicted without having to change sections.

Word Publisher organizes text into sections (up to 120). Each section can have up to 7424 characters (or 6656 if you are using a larger composition font - see below). This is enough room for two to five pages of text, depending on density and amount of style information required. We suggest limiting your sections to one page, making them easily identifiable. Under any circumstances, the last character in the section should be a page break so the final form of the document can be predicted without having to change sections.

Each section is stored on disk linked under the general file name. Only one section can be in memory at a time. When you are finished with a

section, you can save the changes made during the current session (update) or discard them (ignore) thus retaining the previous version.

EXIT is used to return to the deskTop. Selecting this option presents another submenu asking you to either **UPDATE SECTION** or **IGNORE CHANGES**. The normal procedure would be to update the section so returning to the Word Publisher main menu is as simple as a double click. But, if you want to retain the previous version of the section currently being altered, click on the **IGNORE CHANGES** box and exit without updating the file. Doing this will erase any changes you had entered.

CLOSE is used to close a file and start another without leaving the program. As with **EXIT**, you can either **UPDATE SECTION** or **IGNORE CHANGES**. After selecting the appropriate option, a dialog box asks you to either **CREATE** a new file, **OPEN** an existing file or **QUIT** to the deskTop. Click the desired option and continue as if you just entered Word Publisher from the deskTop.

NOTE: The Word Processor "remembers" the section resident when last closed with update. For Section 1 to always load in first, change or recover it before exit or close with update.

CHANGE automatically updates the current section and asks you to select either the current section, the next section, the first section or go to a specific section.

RECOVER presents the same four choices as **CHANGE** but will automatically **IGNORE** changes made to the active section. You can use **RECOVER** to move from section to section, but remember that it *does not update* the current section.

CLEAR wipes out the entire section currently in memory but does not affect the last version stored on disk. If, however, you exit with update, close with update or change sections, the new version will overwrite the old version.

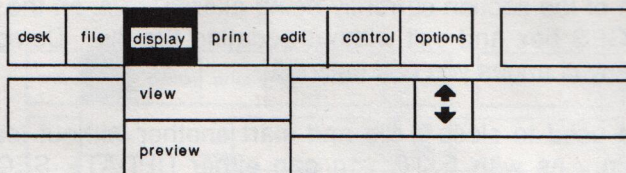
c. display

The normal mode for data entry is called composition mode. All attributes are suppressed and are indicated by a special symbol. When the cursor is over an attribute mark, the status box tells what attribute is

represented there. Pictures become attributes and fonts are shown by name but are not reflected on screen. Select "display" when you're ready to take a look at the final form of your document.

The submenu choices are:

view	document, full size
preview	whole page, reduced



Display Sub Menu

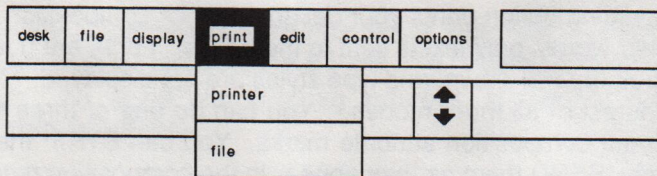
VIEW mode causes all attributes to be expanded and fonts to be generated on screen. Pictures will be overlayed where appropriate. You can see the entire document just by moving the pointer, though no changes can be made. VIEW mode is strictly for checking the form of the document.

Use the cursor keys or HOME to move around the document. The tiny page facsimile to the right of the status box shows the approximate location. Go directly to a specific place on the page by moving the pointer to the desired spot and clicking. Use the [f1] key to proceed to the next page or [RUN/STOP] to return to the word processor.

PREVIEW mode produces a facsimile of an entire 8 1/2" by 11" page. so you can get an idea of the document's overall appearance. You can then return to the composition mode or preview the next page.

d. print

Word Publisher can send a document either to a disk for storage, or to your printer. To send a document to be printed to the printer there are a couple of things to check first.



Print Sub-Menu

Before printing a document, make sure that your printer and its driver have been installed properly. To check installation, follow the steps below:

1. Before turning on your computer, check your printer manual to make sure your printer is connected correctly.
2. Turn your printer, disk drives and monitor on. Turn the keyboard on last.
3. After booting your GEOS program turn to the third page of the deskTop by placing the pointer on the lower left corner to the deskTop and clicking. You will see icons for all of the types of compatible printers.
4. You will have to copy the printer driver onto your Word Publisher disk in the same manner instructed under the **Back-up Only Word Publisher** section. Please refer to this section if you forget the steps involved in copying a file onto your disk. Use these same steps, only you will be taking the icon that represents your printer to the bottom of the screen or to the disk drive icon to the left of your screen, depending upon the drive set-up that you have.

NOTE: Printer widths (printer dpi option) restricted to 60, 72 or 80 dpi horizontal. Vertical is ALWAYS 72 dpi.

Once your printer is set up properly, you don't have to worry about setting up your system each time you use the program.

You can activate the PRINT option from within the Word Publisher by selecting PRINT from the main menu. Once this option is selected an extending menu will present two more options:

- PRINTER - Fast, draft or quality mode
- FILE- stripped, marked, or expanded

Selecting the PRINTER option provides a choice between three modes of printer output.

- *fast* - printing option prints your document in its composition form. In other words, only text is sent to the printer. Fonts are not built, pictures are not drawn, and type styles are not displayed. This is the fastest of all three modes. You can do one of three things with your composition attribute marks. You can STRIP them off entirely, SEND them as they appear in the composition mode, or EXPAND them to indicate on your printed document what type of attribute will be displayed when printed in draft or quality mode. For example, an entire document consisted of the word "memo" and it has an attribute of BOLD typeface. This is an example of how the document would appear in each of the three modes:

STRIPPED:	MEMO
MARKED:	@MEMO
EXPANDED:	(BOLD)MEMO

- *draft* - printing fully expands the attributes, fonts and graphics selected. It closely resembles the final document though only one pass of the printhead is used. This results in a lighter printout but, takes only half as long as a *quality* printout. If there are any merge marks present, you'll be prompted for the file name containing the merge information when the first merge mark is encountered. Printing continues until all merge records are exhausted.
- *quality* - mode should be used for the final printout of the document. This option also fully expands all attributes, fonts and graphics and uses two passes of the printhead to produce a darker, smoother, higher quality document. Just as in *draft* mode, if a merge mark is encountered, you will be prompted for the file name containing the merge information.

NOTE: Quality print mode uses a search procedure to determine if the printer selected supports the quality mode. Some printers, especially the older Commodore printers, do not support this mode. Word Publisher automatically detects this fact and reverts to Draft mode. Certain other printers may have the pattern required for Quality yet still not be compatible. Your first printout will show this. If your printer produces garbage output while in Quality mode, use the Draft mode only.

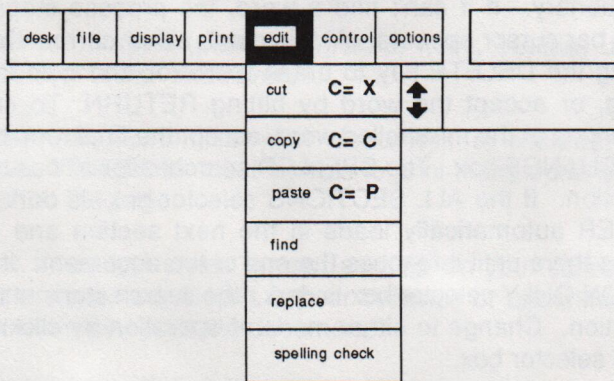
Once you've begun the printing process, if you want to stop for some reason, you can by pressing the **F1** key. To resume printing, press the **F2** key. To abort the printing process altogether, press the **RUN/STOP** key firmly.

Selecting the **FILE** option allows you to send a regular ASCII file to a disk in a sequential (SEQ) file format. The same options that apply in the **FAST** printing mode also apply here. Refer to the **PRINTER** section for an explanation of the **SEND**, **STRIP** and **EXPAND** options.

e. edit

The submenu options here are:

cut	marked area
copy	marked area
paste	at cursor location
find	define string to search for, or execute
replace	define string to replace with or execute
spelling	invokes 100,000 word dictionary
check	



Edit Sub-Menu

CUT takes the area of text highlighted and places it in a special buffer. The text is removed from the screen and the vacant area is closed.

COPY copies the highlighted area to the special buffer while leaving the text on screen.

PASTE copies the contents of the special buffer to the current cursor location.

FIND prompts for a string and then searches starting at the current cursor location for the first occurrence of that string.

REPLACE asks for a replacement string and replaces the first occurrence of the matched string.

SPELLING CHECK invokes the 100,000 word spelling checker. The spell checker starts from the current section and runs to the end of the current section, or to the end of the last section of your document when selected. Header and Footer must be spell checked individually by selecting one or the other from the options menu and then invoking the spell checker.

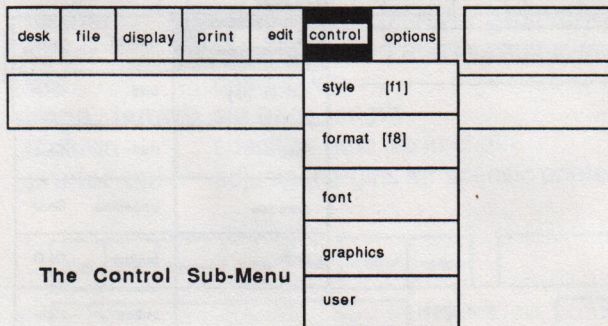
Select this option from the EDIT main menu option, and insert the Speller program, located on the flip side of your Word Publisher disk. The screen clears and the spell checker starts checking the current section. Each word flashes briefly as the SPELLER compares it to the dictionary. If it can't find a word, the process stops and the vertical bar cursor appears. At this point, either correct the spelling by using the DELETE key to erase the error and type in the new spelling, or accept the word by hitting RETURN. To change all occurrences of the misspelled word, accept the final form by clicking on the CHANGE box. The SPELLER searches for all occurrences in the section. If the ALL SECTIONS selector box is dark, then the SPELLER automatically loads in the next section and make the changes there until it reaches the end of the document. If the THIS SECTION ONLY selector box is dark, the search stops at the end of the section. Change to either mode of operation by clicking on the desired selector box.

During spell checking, the mouse is very unresponsive so use [RUN/STOP] to CANCEL, [f5] to switch to ALL SECTIONS and [f7] for THIS SECTION ONLY .

f. control

These are attributes which are altered throughout the text, even on a character by character basis if desired. The attributes available are:

style	bold, outline, underline, etc.
format	indent, center, etc.
font	selection
graphics	overlay information
user	direct printer codes (fast mode only)



STYLE includes normal (plain text), bold, italic, outline, underline, subscript, superscript and reverse.

Style lets you customize your document to include different typesstyles. Your printer must be able to print these options for them to appear on the page.

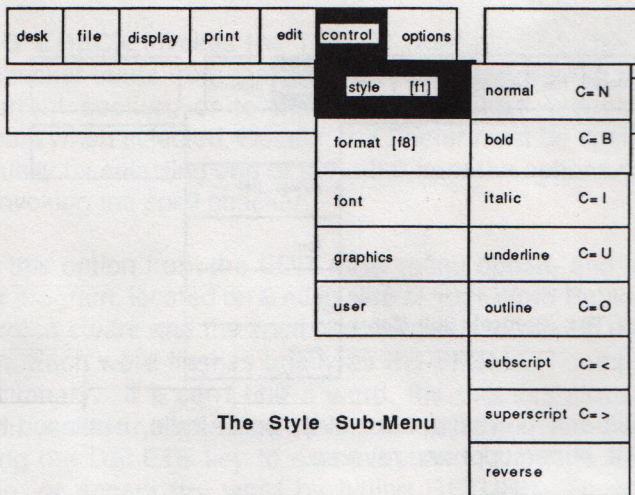
Note that these typesstyles appear as a @ on your screen. Don't worry if the sentence doesn't appear boldface or underlined. It will be done when you print the document.

There are two ways to use this option:

1. Select a typesstyle and begin typing. The Word Publisher will use this typeface until you select a new one. This is most useful when you're first creating the text.
2. Place the cursor at the point where you want to begin a typesstyle. Select a typesstyle and a @ will appear where the cursor was. WP will use this typesstyle until you tell it to use another. You'd do this by placing the cursor at the end of the

word or section and select the new typestyle. There will be as many @'s as typestyles you've selected for that character.

To see what typestyle each @ stands for, place the cursor under the @ and the status box at the top of your screen will tell you the typestyle selected. To change a typestyle, delete the @ using the [Del] key and select the new style you want.



The Style Sub-Menu

FORMAT allows you to set tabs and page breaks, centering, left and right indents (local margins), line spacing and merge marks.

FONT gives access to seven fonts besides the BSW 9 point internal font.

GRAPHICS allows the mixing of graphics (contained in a Photo Album) with text. Graphics are defined in terms of overlays. Information is entered including graphic document name (and page within the album), offset down and offset right (both specified in inches). Graphics are overlayed on top of any underlying text so a blank area should be created if the picture is to appear alone. If the desired overlay is on a page other than page one, append the file name with the "#" sign and one digit signifying the desired page. For example, if the desired page is number 5 in Photo Album ALBUM, specify the name as ALBUM#5.

USER allows direct insertion of ASCII control codes (specified in decimal) which are sent to the printer only in fast mode.

g. options

These are less frequently used items or attributes set once at the beginning of the document. The submenu contains:

comp. font	select composition font
justify	right hand justify on or off
margins	top, bottom, right or left
header	string if desired and/or pagination
footer	string if desired and/or pagination
tab	description
page length	set page length
include	specifies next file in chain
printer dpi	adjusts margins for specific printer

desk	file	display	print	edit	control	options	
						comp font	
						justify	
						margins	
						header	
						footer	
						tabs	
						page length	
						include	
						printer dpi	

The Options Sub Menu

COMP. FONT allows the selection of either the standard Word Publisher Word Processor 8 point composition font, the BSW 9 pt. font, or any other font with a point size between 9 and 15. Use of the standard composition font allows for ultra-fast scrolling during text entry. It is GEOS-compatible and may be selected for output as well as composition.

JUSTIFY determines whether the text will be right-justified.

PAGE LENGTH and **MARGINS** are specified in inches. However, the output will only be correct if the **PRINTER DPI** value is set correctly. All printers are either 60, 72 or 80 dpi across. Most are 72 dpi down.

HEADER and **FOOTER** allow for a single line of text to be printed at the top and bottom of each page. Pagination is controlled within these strings. Use the "#" sign to start pagination. A "#" sign followed by a non-zero number will start pagination at that number. The header is centered at the top of each page and the footer is centered immediately below the bottom margin of each page. There is no limit to the number of characters in the header/footer but the text is limited to fitting on one line only.

Moving & Altering Text

Once in the document, the mouse or joystick can be used to move the pointer to the main menu choice you wish to activate. Move the pointer to the main menu option that you would like to select. If you're using a joystick, you must press the fire button to activate the option the pointer is located on. If you're using a mouse, you must click the mouse button to activate the option the pointer is located on.

Once you've activated the main menu option you can continue to use your joystick or mouse to select the extending menu option desired in the same manner described above.

You can also use the cursor keys at this point if you want. Use the cursor keys to move the pointer to the extending menu option desired, and then press RETURN to select.

NOTE: You must use the joystick or mouse to activate the MAIN MENU option desired before you can use the cursor keys. Use the cursor keys only after a main menu option has been activated.

The cursor is a blinking horizontal line one or three scan lines thick. Normally, composition is done in INSERT mode, indicated by the thick

cursor. This means each keystroke displaces all text to the right. OVERWRITE mode, indicated by the thin cursor, overwrites text to the right. INSERT mode is selected by pressing SHIFT INST/DEL. OVERWRITE mode is selected by pressing the C= (COMMODORE) key simultaneously with the INST/DEL key. Switch back and forth between the two modes as much as you like.

The cursor is moved through the document by using the Cursor Keys or one of the function keys described below. The cursor can also be placed by moving the mouse or joystick to the desired location and clicking. The only restrictions to the placement of the cursor are the following:

- The cursor cannot be placed on a line after a carriage return character.
- The cursor can't be placed below the last line of text in a document unless a wordwrap character or carriage return has been placed there.

Word Publisher utilizes "wordwrap" which means if a word goes past the right margin, the entire word is moved to the next line, rather than being split. A hard return, made by pressing the RETURN key and illustrated within a document as a solid black box, is used to end a paragraph. If there is a word don't want to be split, you can insert a "fixed" space by pressing the Commodore key along with the spacebar. You can make the fixed space as long or short as you like according to the length of time you hold down the spacebar.

Pressing the INST/DEL key alone deletes the character immediately to the left of the cursor and moves the cursor back one space (essentially a BACKSPACE function), dragging the text to its right over one space to the left. Pressing the <-- key (also known as back arrow, found directly to the left of the 1 key) causes the character directly on top of the cursor to be deleted and shifts the remaining text to the left.

Cursor and editing controls use a hierarchy. Any key causes a certain effect. Where possible, *shift* applied with that same key causes a similar but greater action to occur. Pressing the C= (COMMODORE) key simultaneously with that same key causes a still greater effect to occur.

SUMMARY OF EDITING COMMAND KEYS

INST/DEL	delete character to the left of the cursor
shift INST/DEL	Turns the INSERT mode ON.
C= INST/DEL	Turns INSERT mode OFF, sets to OVERWRITE mode.
<-	delete character directly over cursor
C= <-	delete word
f1	move cursor to the end of the line
shift f1	move cursor to the end of the screen/next screen
C= f1	move cursor to the end of the section
CLR/HOME	move cursor to the beginning of the line
shift CLR/HOME	move cursor top of the screen/previous screen
C= CLR/HOME	move cursor to the top of the section
f3	move cursor forward one word
shift f3	scroll screen up 1 line
C= f3	scroll ahead 1/2 screen
f5	move cursor backward one word
shift f5	scroll screen down 1 line
C= f5	scroll back 1/2 screen
f7	select STYLE menu
shift f7	select FORMAT menu
C= f7	select EDIT menu
RUN/STOP	cancel block mark
shift RUN/STOP	command review screen
CRSR RGT	move cursor right by one character
shift CRSR RGT	move cursor left by one character
CRSR DWN	move cursor down one line
shift CRSR DWN	move cursor up one line
£ (Lb)	begin MARK (£ = British Pound Sign)
C= Lb (BPS)	end MARK
RETURN	end of paragraph mark (hard return, solid block)
C= RETURN	skip to beginning of next line
SPACE	just the space character
C= SPACE	will create a fixed space, wordwrap will not occur here (shown in reverse)

Mark a block (shown in reverse) by using the £ key, cursor down or use the mouse or PAGE-UP/PAGE-DOWN arrows to get to the end of the desired region. Use the C=£ key to end marking. At this point you must cut, copy, delete the block or else cancel the mark. Marked blocks can

be cut or copied using the EDIT menu or deleted by pressing the INST/DEL key. RUN/STOP cancels highlighting with no harm done.

[SHIFT] RUN/STOP produces a summary screen reviewing all of the command choices. There are a few additional characters not marked on the keyboard. They are accessed by:

C=[{	(open brace)
C=] }	(close brace)
C=^	(bar)
C=- _	(underscore)
C=/ \	(backslash)
C=* ~	(tilde)
C=@ `	(accent)

Certain keys can be used instead of going through the various menus to produce style or format information. Each is used in conjunction with the C= key.

STYLE, EDITING & FORMATTING COMMANDS

MENU	SHORTCUT	DEFINITION
Style	C= B	bold
Edit	C= C	copy to buffer
Edit	C= D	define search string
Edit	C= F	find next occurrence of string
Style	C= I	italics
Format	C= L	page break
Style	C= N	normal style (plain text)

Each section is stored on disk linked under the general file name. Only one section can be in memory at a time. When you are finished with a section, you can save the changes made during the current session (update) or discard them (ignore) thus retaining the previous version.

Merge Marks

Use Merge Mark to import names, addresses, salutations, etc. from another file. The merge mark is used to mark the place where data is to be brought in. There is an associated field number which relates to the relative position of the data within a single record. If the number is

omitted, the next successive field would be used. Merge files have a specific format, namely, records are separated by slashes (/). Fields within a record are separated by carriage returns.

For example, a simple merge file might be:

```
Name1 [CR]
Address1 [CR]
Salutation1 [CR]
/[CR]
Name2 [CR]
Address2 [CR]
Salutation2 [CR]
/[CR]
Name3 [CR]  etc.
```

Otherwise, merge files are ordinary Word Publisher files which have their own set of attributes, fonts, etc. The only restriction is merge files can't have embedded merge marks, or rather merge marks are ignored.

Help Screen

Press SHIFT RUN/STOP to produce a summary screen of keystroke commands. Press RETURN to advance to the next screen or RUN/STOP to return to the text.

• **Notes**

- All keys auto-repeat if held down for more than 1 second. Be careful when holding the DELETE key or LEFT ARROW key down as you may end up deleting more text than you wanted to. Just remember, Word Publisher never misses a keystroke. If you have a lot to delete, use the word delete or block cut option.
- Since Word Publisher uses a proportionally spaced font, altering characters in OVERWRITE mode may cause the length of line displayed to vary if the width of the character being replaced is not the same as the one just typed. While this may be somewhat disconcerting at first, Word Publisher doesn't miss keystrokes so the end result will be correct. Type a little slower at first to get used to this.

Appendix

Restrictions for Use With Word Publisher

1. Number of bytes per section:
 - a. using standard composition font: 7424
 - b. using BSW 9 pt. composition font: 7424
 - c. all other composition fonts: 6656
2. Max. number of sections per file: 120
3. Merge files limited to 1 section and 8000 bytes total
4. Number of tabs: 8
5. Max. right margin: 8.5 Minimum right margin: .3 Max. left margin: 8.2 Minimum left margin: 0 Page length max: 11.0
6. Max. number of lines/page: 96
7. Max. size of individual graphic overlay: 320 X 160 (pixels) (limitation of photo manager). No limit to number of overlays.
8. Max. number of desk accessories: 8
9. Max. number of fonts: 8 plus BSW9 Max. number resident in memory at one time: 5 plus BSW9]
10. Subscript cancels superscript (superscript cancels subscript)
11. Max. number of bytes in header and footer: 254. However, the header/footer will only print one line, additional characters are ignored.
12. Max. number of merge fields: 9 (0 or none means next)
13. Merge file will IGNORE Merge attribute.
14. Maximum characters in a particular merge record: 4864

15. Cannot use "/" (slash) character in USER specification. Include in text or use /047 instead.
16. @USER ignored in draft and quality print modes. Always sent in fast mode, i.e. strictly for enhancement of fast mode documents.
17. Make sure you declare the graphics information above the region where it is to be printed out.
18. Left Margin+Left Indent cannot exceed Right Margin-Right Indent. Minimum spacing is approximately 1/3 inch (program enforces this)
19. Changes to indents don't take effect until the next whole line, therefore, change them in the line above the desired one.
20. There is no limit to the number of files which can be chained using the INCLUDE filename. The chained file can even be on a different diskette. There's no protection against circular chaining so caution is advised!
22. Use of the "#" sign in the header or footer is restricted to activating or setting pagination and it won't be printed. If no number follows the "#" sign, pagination starts at page 1. Up to three digits can follow the "#" sign. If included, pagination will start there.
23. Maximum number of lines/screen: 20 (standard composition font)
Max. number of lines/screen for other comp. fonts: 10
24. When you select Header or Footer, Word Publisher "remembers" the section you were in and treats as if it was the next section. To exit Header or Footer, use the change (to retain any changes) or recover (to ignore changes) next section to get back to the section you were working on. Change to current or first section work as expected as does recover current or first section.
25. Graphic overlays must be in a photo album which can have several pages. If no page number is specified, the Word Publisher always selects page 1. The "#" sign is reserved for selecting the page number. DO NOT use it in the name of the photo album or the

program will get confused. For a page number other than page 1, put the "#" sign immediately after the name followed by the 1 digit page desired. For example, if you want page 4 of photo album FOTO, specify the name as FOTO#4.

26. Graphics can overlay with text or graphics. In fact, the Word Processor can be used to overlay any number of pictures from any number of albums.
27. Declare your graphic overlays near the beginning of the page to limit the chance of being past the starting point. Even though the VIEW option will show an overlay declared past the drawing point, the printer cannot go backwards and will miss an overlay declared below the origin.
28. Although any offset right can be requested, due to the peculiar nature of the photo album format, all pictures are aligned along byte (every 8 pixels or dots) boundaries.

GLOSSARY

BACKUP: An additional program or data disk you make as a second copy. This protects the original program or data disk in case of damage or loss. "To back up" refers to the process of making a backup disk.

BAUD: Baud or Baud Rate is the speed at which information is transmitted.

BBS: And electronic Bulletin Board System that automates the process of sending and receiving files via modem. Like a regular bulletin board, a BBS is also a place to swap information and ideas with other users.

BIT: The smallest unit of information recognized by a microcomputer.

BOOT: Booting the computer is jargon for loading DOS into the computer's memory. Every time you turn the computer off, its memory (RAM) is erased and DOS must reboot it. See definition of DOS for further clarification.

BUFFER: A place in the computer's memory where software programs temporarily store data that's not currently needed. Databases and word processors are examples of software that make extensive use of buffers.

BYTE: A byte is a unit of measure used for software, disk storage, and memory. It generally represents one character. A typical IBM-PC is sold with 512K of memory. (There are 1,000 bytes in a kilobyte.) It takes 8 bits of information to make one byte (see also BIT).

COPY PROTECTED: A copy protected software program can't be duplicated using the standard DISKCOPY or COPY commands. Copy protection was first introduced as a method to keep people from "stealing" software.

CPU: Stands for Central Processing Unit. The CPU is the heart of the computer.

CURSOR: The blinking line or box that appears on the computer screen which indicates where you're going to type.

DESKTOP: This is the term used to define the "environment" of Berklee Softwork's GEOS, or Graphics Environment Operating System. Basically, the desktop is what you see when you first boot GEOS or when you exit a program like the Word Publisher. From the Desktop you can execute programs, manipulate files, or configure your system. You can do many other things from the desktop, but the three applications listed are what you will use the desktop for the most.

DISK ID (or label): The diskette identification is the name you give a newly formatted disk. This name appears directly under the icon for your disk. The operating systems uses the disk ID to keep track of what disks it is dealing with. Without the ID, the operating system would not be able to differentiate one disk from another when carrying out a task such as copying. The disk's name also helps the user identify the contents.

DOT MATRIX: A common method used by printer manufacturers to produce printed copy. A series of dots are generated by a dot matrix printer to form characters. These printers are typically very fast.

DOWNLOAD: The process of a microcomputer receiving data from an external source. Receiving the latest information about your stock portfolio over the telephone with a modem is an example of downloading information.

EXPORT: Similar to the regular meaning, export means to send out. A program that is exporting something is sending out information.

FILE: A computer file is much like a file in your desk drawer. The computer uses files to identify stored information on a floppy or hard disk. In word processing programs, files are often referred to as "documents."

FLOPPY DISK: A floppy disk is the flexible record-like disk on which you store information.

FORMAT: A disk must be formatted for it to be used as a storage device.

GHOST ICON: This specific type of icon is generally used for duplicating or moving files. A ghost icon can be created from the desktop by moving the mouse pointer over a file icon, pressing the

mouse button once, waiting a second, and pressing the mouse button a second time. A ghost icon can then be moved around the screen simply by moving the mouse pointer.

ICON: An icon is a graphics character displayed on the screen to represent files on a disk or an actual disk. The use of graphics icons are an alternative to strictly text output from the computer. With icons, the user can now select options and files for use without having to ever touch the keyboard.

IMPORT: A computer program that takes information from another source is importing data.

MENU: Consists of tables for use by the user. In GEOS and Word Publisher, the main menus are located at the top of the screen in the form of a menu bar. By selecting one of the menu options, a sub-menu (or table) is usually created. The user selects the function which he desires to execute by moving the mouse pointer over the word which defines the specific operation and clicking the mouse button. Menus are alternatives to actual keyboard input as are icons.

MODEM: A hardware unit that allows the computer to communicate by telephone. The word MODEM stands for MODulate/DEModulate. Modems are useful to personally monitor your own stock portfolio.

MOUSE: An input device used with GEOS and the Word Publisher which looks somewhat like a small mouse. With GEOS, a joystick can be used instead of a mouse if you do not own one. The only advantage a mouse has is that the computer accepts proportional input from it. This means that whatever direction you move your mouse in, the pointer will move in the exact same way. The joystick is limited to eight directions in its input. Functionally, however, they both serve the same purpose in the Word Publisher.

POINTER: A small graphics character displayed on screen used in conjunction with a mouse (or joystick) to "point" to on-screen selections. When the pointer is moved directly over a menu selection or icon, and the mouse button is depressed, that selection is activated.

PRINTER DRIVER: A printer driver is a file of data used by the Word Publisher (and other word processors) to establish a communications

link between your printer and your computer. On the Word Publisher disk, there are a number of files named with printer names: these files are the printer drivers. They contain essential data which activates typestyles (bold, underline, etc.) and graphics capabilities of your specific printer.

RAM: RAM stands for Random Access Memory. It refers to the amount of memory your computer has available for local use. In other words, all programs you want to work with have to be 64K or less because ones that require larger amounts of memory will not "fit" into your computer's memory. If your computer has 64K of memory, your computer has 64 kilobytes of RAM.

ROM: ROM stands for Read Only Memory. ROM is similar to RAM except that the information and internal programs stored in ROM are permanent, and remain in the computer even when it is turned off. ROM contains the commands and programs which run your computer, and instruct it how to read and communicate with RAM, your printer and other attached devices.

SHAREWARE: Software that's not copy protected. In fact, sharing the program with friends is encouraged, though a donation to the author is expected. Shareware used in a commercial environment must be paid for.

SUB-MENU: A group of choices that are part of a larger set of choices. For example, a Style Command might have several options associated with it. These options could be made into a sub-menu. In the Word Publisher, each of the program's commands are presented in pop down menus. If the commands in these menu have other commands linked to them they will appear in a sub-menu.

UPLOAD: The opposite of download, upload describes the process where your computer sends data to another computer.

WINDOW: A window is the division of your monitor into two or more areas in which different information is displayed. Some programs give your computer the ability to use windows.

WORDWRAP: Associated with word processors, wordwrap means that as you type the text will automatically "wrap" around the screen. Wordwrap is like an automatic carriage return.

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ADDENDUM: *Word Publisher*

• Merge

Merge joins text, graphics, font, format and style information. Sample files on your program disk illustrate a form letter and address file merge. You can't load two files that each have merge marks.

To use this feature, you must have a file containing merge marks which tell the program where to place the data it will be importing to this file, and a second file containing the data to be imported.

The MSAMPLE file illustrates how the data is organized into records made up of 'fields.' There is a separate record for each group of fields. A new record is indicated by a "/." To see a sample file, select the MDATA file on your *Word Publisher* program disk. The file receiving the data should be set up as illustrated by the MTEST file on your *Word Publisher* program disk.

There are two ways to see your document with the data imported. The first is by selecting DISPLAY from the Main Menu, and then selecting VIEW from the pop down menu. Type in the name of the file containing the data you want imported and press **Return**. The program shows how the first page looks with the first record of data imported.

If you have more than one record, press <F1> to see what the page looks like with the second record of data imported. Repeat this procedure for each record you want to see. Before trying a merge of your own, use the steps above, view the MTEST file and merge it with the MDATA file.

The second way to merge data is to select PRINT from the Main Menu and send it to the printer for a hard copy. You don't have to press <F1> to see your file with each record imported. When you select printer, WP automatically reprints the file using each successive record.

To place merge marks in a document receiving data from another file:

- 1) Position the cursor where you want the imported data placed.
- 2) Select CONTROL from the Main Menu, FORMAT from the pop down menu, and MERGE from the next menu.
- 3) When asked for the field number of the data you want imported. Type in the field number that contains the data you want in this spot. Press **Return** after typing in the number.
- 4) Repeat the above process for each field of data you want to import.

• Installing Your Printer Driver

The program disk contains the drivers for twenty nine printers. Check the WP disk to see if your driver is there by opening your WP disk to the deskTop. You are at the deskTop when you see Word Publisher above the icons. Select the GEOS option from the Main Menu, and the SELECT PRINTER from the pop down menu. Select your printer from the list if it's there. Your driver is now installed.

GEOS has the ability to store only fifteen of the twenty nine drivers under the SELECT PRINTER option. If you DO NOT

see your printer driver after following the above steps, you must copy your printer driver onto your Word Publisher work disk. There is a file on your Word Publisher Disk called README. Take a look at this file for more information about printer drivers.

To make a work disk follow the steps outlined in the manual under Backing Up Your Disk. When you have created a work disk, you should have copied three files onto your disk: the Word Publisher Word Processor file, the Word Comp file, and the file that contains your printer driver.

Find your printer icon on one of the pages of the deskTop and copy it onto your work disk following the instructions given in the Print section of your manual. After you have copied the printer file onto your disk, you must install it each time you reload the program by following the instructions above.

NOTE: Each time you begin using the WP and plan to use your printer you MUST reinstall the printer following the instructions above.

• Spell Check

To change a spelling in ALL SECTIONS of the document, darken the ALL SECTIONS box, and click on the CHANGE box after typing in the correct spelling. Pressing **Return** WILL NOT change the spelling in all sections even though the ALL SECTION box is darkened. Remember: you must have the cursor within the section you want to begin the spell check. WP will spell forward from the section the cursor is in when you begin the process.



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