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4000G

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# SuperScribe II

Reference Manual

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## INTRODUCTION

Congratulations!! You are about to experience the power of an Apple II computer which can be used to make your life easier.

SuperScribe ][ takes word processing with a micro computer and moves it into the world of the big main frame units. As a total-character-oriented word processing system, SuperScribe ][ allows you to enter and change text anywhere in your document with a minimum of key strokes. This means you spend your time writing, not talking to the computer.

SuperScribe ][ has expanded features not found in most word processors, such as:

-Upper and lower case display with no hardware
-70 Column display with no hardware
-Printer spooling with no hardware
-Built in Form Letter and Mailing Label capabilities
-The ability to edit Basic, Text, and Binary Text files
-Complete Search and Replace including wild card
-The ability to handle documents larger than memory
-Supports multiple disk drives
-Generates up to four indexes
-Full Hyphenation
-Provides complete page headers, footnotes,
customized page numbers, and dates
-Has full MACRO capabilities
-A true keyboard buffer that remembers the keys
as you type them so you don't lose characters

With all these capabilities, SuperScribe ][ will become many things to many people. It will handle everyday correspondence just as easily as long business reports. You can write a full length novel using the same techniques used in preparing a magazine article. With the form letter capability, you can create personalized letters or advertising mailings, and use the same files to address the envelopes.

To fully utilize the power of SuperScribe ][ you need a complete understanding of how it works ... and that's the purpose of this manual. The manual has two sections; a tutorial and a complete Appendix. The tutorial is designed to let you experience, first-hand, the power of SuperScribe ][. You won't finish the tutorial in one sitting, but PLEASE take the time to work each lesson. With the vast capabilities of this program, there are features available that will streamline your word processing application, no matter what it is.



The second part is a series of Appendixes. These are technical in nature and should be used for reference. You should also refer to your Apple II Reference Manual and The DOS Manual

### Before we begin.

There are a few points that should be covered before we actually start working with the program.

Included with SuperScribe ][ are two disks, one is for 3.2 DOS the other for 3.3. If you return the disk you DO NOT need at the same time you mail your registration card, On-Line Systems will send you a backup disk.

SuperScribe ][ uses standard DOS (3.2 or 3.3). As a result, you can also backup all the SuperScribe ][ files. This can be done with a standard copy program such as Apple's FID program. However, you won't be able to boot up this backup or run the files. But should you ever destroy a file on your master SuperScribe ][ disk, you will be able to copy that file back to the master.

If you need to do this, be sure you copy the file, file for file, not with a bit copy program. Only by not destroying the structure of the SuperScribe ][ master disk can you be sure this recopy backup will work.

There are two things that will make your work with text editing much easier. SuperScribe ][ takes advantage of a common key shift modification. This modification allows the Apple II or Apple II Plus shift key to operate just like a normal typewriter shift key. In the Appendix portion of this manual there are complete instructions on how to make this modification. It is strongly recommended.

The second time saver is the addition of a 16K Ram card. This board plugs into slot 1 and increases the addressable memory of your Apple II or Apple II Plus. SuperScribe ][ will recognize this additional memory and will use it to hold more text in the computer at one time.

Speaking of memory, SuperScribe ][ will handle text files as large as 65,000 characters or to the capacity of the disk. As you are entering or changing your document, SuperScribe ][ will automatically store and retrieve information from the disk as you need it.

You are about ready to start a truly enjoyable writing experience. Take your time and do all the examples. It is only through actual practice that you can learn to use and appreciate the full capabilities of SuperScribe ][.

## LESSON ONE -- POWER UP!!

To begin using the POWER of SuperScribe ][ you need three things. First your Apple II or Apple II Plus computer with one or more disk drives. This should be connected as described in the Apple manuals. You need the SuperScribe ][ master disk (be sure you use the proper disk (3.2 or 3.3) depending on which DOS you prefer), and you need a blank disk.

Place the master SuperScribe ][ disk into drive one and turn on the power. If you have a recent version of the Apple II or Apple II Plus, the auto start ROM will automatically boot up the disk. If you do not have the auto start ROM, you will get an "*" prompt when you turn power on, indicating the computer is in "monitor". From monitor simply type: 6CTRL/P and the disk will boot loading the SuperScribe ][ Logo. To get to the main menu press any key.

NOTE

> Throughout this manual you will be requested to type a number of things. When you need to type a special key, the key designation will be surrounded by <>. For example, if you are to press the return key, the indication will be <CR>.
>
> In the case where you are asked to use a control character such as 6CTRL/P, press the number 6 then hold down the control key (marked CTRL on the keyboard), and at the same time, press the P key.

In SuperScribe ][, the main menu gives you three options:

1. EDITOR
2. RUNOFF
3. END

At this time select option 3. This will stop the program and leave you in your resident Basic language (APPLESOFT or INTEGER). Now remove your SuperScribe ][ master disk and replace it with your blank disk and

type:
**INIT HELLO<CR>**

The disk drive will whirr and the "IN USE" light will come on. The disk is being initialized. This initialization process will take from 30 seconds to 2 minutes, depending on the DOS you are using. Initialization formats the disk so it can be used with SuperScribe ][ or any other standard Apple II or Apple II Plus program.

Once the disk stops

type:
**DELETE HELLO<CR>**

This will clear the disk of all files and make it ready to accept your text.

NOTE

> SuperScribe ][ uses standard formated 3.2 or 3.3 disks. We went through the drill of formating the disk from the SuperScribe ][ master disk to explain how it could be done. Any properly formated disk will work as a data disk. It is a good idea however, to keep all your data files separate from your other program disks.

One very important item, **DON NOT USE THE SUPERSCRIBE][ MASTER DISK TO STORE TEXT FILES.** Although text files can be stored on the master disk, there are a number of better uses for that disk space. We will talk about some of those uses in Lessons Five and Ten.

You are ready to start using SuperScribe ][. First place the SuperScribe ][ master disk back into drive one. If you have two drives you can place the data disk in drive two. Now to re-start the program merely type: **PR#6<CR>**. This will boot the SuperScribe ][ master disk and the main screen will be displayed. Press any key to get to the main menu.

Select option "1. EDITOR".

If you have only one disk drive, replace the SuperScribe ][ master disk with your text disk.

Before we start working with the EDITOR, we need to discuss files and how SuperScribe ][ handles them.

Think of a file cabinet, and in the cabinet are a number



of file folders. Each of these folders contain a document you have written. In order to find each document you have a master index or Table Of Contents. This Table Of Contents contains the name of each of your documents and the location, in the cabinet, of the file folder containing that document. If you want to add a new document to the cabinet you have to add a new file folder and add the new name to the Table Of Contents. Once you have the Table Of Contents in your hand you can locate and use any document in a file folder.

The disk works much the same way. The disk is like the cabinet. On the disk you can store a number of files. Each file contains a document. As a part of the Disk Operating System (DOS), when you add a file or delete a file the disk's Table Of Contents (VTOC) is updated or changed.

As soon as you've entered the EDITOR, SuperScribe ][ wants to know the name of the file for the document you will be working with. Since you will be sending the document out of the computer and onto the disk this is your **OUTPUT file.**

type:
**LESSON ONE**

> Note: If you are using two disk drives you would type LESSON ONE,D2. This tells SuperScribe ][ that the output file is on drive two.

Since this file is not on our newly initialized disk, SuperScribe ][ will ask:
OK TO CREATE (Y/N)

type:
**Y (for yes)**

Now SuperScribe ][ wants to know if you have a file currently on the disk that you want to use. Since you will be bringing this file into the computer this is the **INPUT file.** If you are starting new, as in our case, just press return.

Now the main SuperScribe ][ display is shown. Before we look at the display, here is a little background on how SuperScribe ][ handles your files.

In a standard program when you want to place something into a file (SAVE IT), the disk operating system looks at the Table Of Contents to find out where that file is located on the disk, then saves the information to that file. This is fine if you are only saving information occasionally.

However, one of the big advantages of SuperScribe ][ is its ability to handle documents much larger than the

computer's memory. It does this by using the disk as an extension of memory. It reads from a file and writes to a file automatically as you work with your text file. You don't have to do anything. In fact, unless you listen for the sound of the disk drive, you will probably not be aware of SuperScribe ][ using the disk.

To go back to our example of the file cabinet, if every time you added something to a file folder, you had to first look up the location of that folder in the Table Of Contents then look up the file, you would waste a lot of time. The same is true of SuperScribe ][. So to save time, the first thing SuperScribe ][ does is memorize the disk's Table Of Contents and then uses that information to directly access the file.

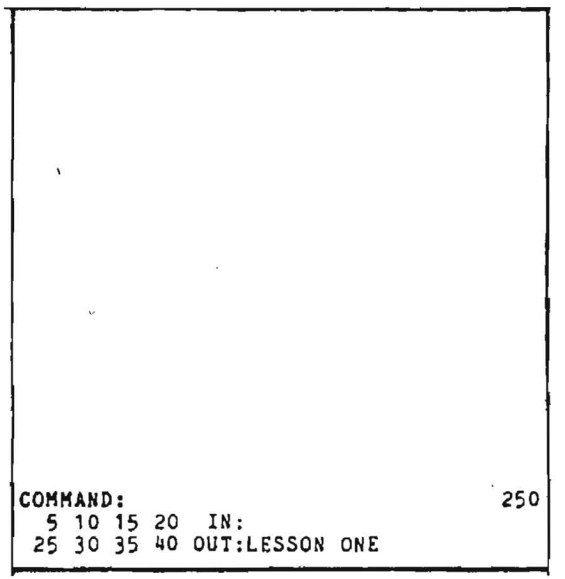
Because SuperScribe ][ does not look at the disk's Table Of Contents each time it works with a file, you have to remember;

**KEY RULE**
**ONCE YOU HAVE STARTED WORKING WITH THE EDITOR DON'T REMOVE YOUR TEXT DISK FROM THE DRIVE UNLESS YOU ARE TOLD TO.**

SuperScribe ][ knows where the files are and it will put the right information at the right place UNLESS you change the disk. Whenever you save text on a disk, you will be given the opportunity to change disks. This is the ONLY time you should change disks while in the editor.

That's enough of the theory. Now let us look at how you can use this theory to make your writing job easier.






This is the main SuperScribe ][ display. The vast majority of your time will be spent working on this display, so we will take some time and look at what is here.

The display is divided into two areas. The top of the screen is the work area, and the bottom four lines are the COMMAND area. There are two white squares displayed, one on the COMMAND line and one in the upper left hand corner of the work area. These squares are called cursors. The one on the COMMAND line is blinking, which means you are in the COMMAND mode. Anything you type will be displayed on the COMMAND line.

Below the COMMAND line are eight numbers. These are the current screen tab stops. Later we will look at the use of tabs and how to set them. To the right of the tab stops are the words IN: with nothing after it and OUT:LESSON ONE. This tells you your current input file and output file. In our case we have no input file, but we are using LESSON ONE as our output file. At the far right is a number. This number represents the amount of working space left divided by 256.

SuperScribe ][ is not limited to the memory in the computer. One document can make use of all the memory available on the disk. This display shows you exactly how

much memory is left. From time to time this number will be displayed in the inverse mode (black numbers on a white square). This tells you some of your document has already been saved onto the disk.

Additional letters will appear to the left of the disk space display We will discuss them as they come up.

Up to now you have been doing a lot of reading and very little writing. Now is the time to exercise your fingers. Before we begin, however, take the reference card from the back of the Manual and keep it handy. As new commands are introduced, find that command on the reference card and note it. SuperScribe ][ has a number of commands which account for its flexibility. Many, you will use on a day-to-day basis, others you will use only once in a while. Once you learn to use the reference card, it will prove to be a real time saver.

First, we have to get out of the COMMAND mode and up to the work area. Within the work area there are two modes, CHANGE and INSERT. From the COMMAND line press C<CR>. You are now in the CHANGE MODE. The cursor at the command line has disappeared, the cursor in the upper left corner of the screen is blinking and an inverse C is displayed next to the disk space number. This inverse C will always be displayed when you are in the CHANGE mode.

Type the following paragraph exactly as it appears. You do not need carriage returns at the end of lines, SuperScribe ][ takes care of that for you. If you have made the key shift modification, the keyboard will act like a normal typewriter and the display will show upper and lower case letters. If you have not made the modification you will need to press the <ESC> key before you press any key you want capitalized. If you make a mistake don't worry, merely go on and we will correct it later.

Now type:

> Tom appeared on the sidewalk with a bucket of whitewash and a long-handled brush. He surveyed the fence, and all gladness left him and a deep melancholy settled down upon his spirit. Thirty yards of board fence nine feet high. Life to him seemed hollow, and existence but a burden. Sighing he dipped his brush and passed it along the top most plank; did it again; compared the insignificant whitewash streak with the far-reaching continent of unwhitewashed fence, and sat down on a tree-box discouraged.



You have just entered your first text into SuperScribe ][. Let's see what we can do with it while we are in the CHANGE mode.

CURSOR CONTROL

First press the left arrow until it moves the cursor over the "d" in discouraged. Now type "encouraged." followed by <SPACE>.

In the change mode, the left and right arrows move the cursor over the text without changing it. When you move the cursor over previously written text and start to type, the new text overwrites the old. Now go back and change it to the way Mark Twain wrote it.

You could use the left arrow to go all the way back to the beginning of the paragraph. But there is a much easier way. To advance on a line-by-line basis you use the CTRL/A command. (Remember as you use the commands locate them on the reference card.) SHIFT-CTRL/A moves the cursor towards the beginning of the text. If you haven't made the shift modification, press ESC then CTRL/A.

Use the right and left arrows and the CTRL/A and SHIFT-CTRL/A command to move the cursor around the paragraph.

With these commands you can get to any point in your text. But, on long documents, you could get finger strain trying to go from the beginning to the end. Fear not, SuperScribe ][ does not like strained fingers.

Press CTRL/B and you are at the beginning of the text. Press CTRL/E and with the same SUPER speed you are at the end of the text. CTRL/B for beginning and CTRL/E for end.

Go to the beginning (CTRL/B) and press CTRL/J. The cursor advances one character. A SHIFT-CTRL/J reverses the cursor. These commands are the same as the right and left arrows.

Go to the end of the text and look it over. We left out part of a sentence. In the last sentence we forgot "repeated the operation;". It goes after "the topmost plank;". Using the CURSOR CONTROLS move the cursor until it is over the first "d" in "did it again;".

If we were to start typing, we would overwrite the text and end up having to re-type the rest of the paragraph rather than just making the changes.

This is where INSERT comes in. In the work area there

are two modes available; CHANGE and INSERT. To go from CHANGE to INSERT just press CTRL/C. Notice that the inverse C at the bottom of the screen disappears. Now, with the cursor positioned over the "d" in "did it again;",

type:
repeated the operation;

As you type in the INSERT mode, any text ahead of the cursor is pushed ahead, making room for the new text.

To go back to the CHANGE mode press CTRL/C again. On the work area CTRL/C toggles between the INSERT and the CHANGE modes.

Take a few moments now and use the commands we have covered so far. Refer to the reference card so you know where to find them. After you feel comfortable with CTRL/A, CTRL/B, CTRL/E, CTRL/J, right and left arrows, and the difference between CHANGE and INSERT, we'll look at the COMMAND line.

PRACTICE TIME

**********

Welcome back. Make sure you have the text back in the proper form because we will be using it later.

To return to the COMMAND line press CTRL/I. Notice the cursor in the work area stops blinking and one appears in the COMMAND line.

Most of the commands that apply in the work area also apply on the COMMAND line, only WITHOUT the CTRL/. For example, press B and then <CR>. The work area cursor (which is not blinking) will move to the beginning of the text. Press E<CR> and the cursor moves to the end. Try the non-CTRL versions of the commands we worked with in the first part of this lesson; "A,B,E, and J".

You have a little more flexibility on the command line. Type: -6A<CR> and the work area cursor moves back 6 lines. Look on the reference card. Under EDITOR COMMANDS there are three columns. The first is the function, Advance Line for example; the second column is the key strokes to perform the function from the COMMAND line. In this case, "s" is sign (plus or minus), "n" is number (of lines) and A is the command. In most cases, unless you specify "s" and "n", SuperScribe ][ assumes a plus direction and a number of "1"

While we are in the command mode let's take a quick look at tab. The tabs displayed below the COMMAND line are SCREEN



tabs. Later we will look at absolute tabs and printing tabs. Screen tabs work just like a typewriter, inserting spaces to the next tab position. However, they will only tab to position 40! This is no problem if your tabs are set in multiples of 5. In INSERT you tab by pressing CTRL/T. To change the tab stops listed below the COMMAND line, type tn,n,n (where the n's are the new tab stops). Let's change the current tab settings to 10, 20, 30. From the COMMAND line

type:
t10,20,30

Now go to the insert mode by pressing I<CR>. Move the cursor to the end of the text by pressing, you guessed it, CTRL/E. Do a <CR> and press CTRL/T. The flashing cursor moves across the screen inserting spaces to location 10.

Tabs are useful for formating your display screen (hence the name screen tabs) for easy reading. This is especially helpful in editing Basic and Pascal programs. OH YES SuperScribe ][ can do that (too.) By using the screen tab function you can format your screen for easy program editing. More on that in the Appendix.

Although screen tabs are helpful in cursor control, the expanded print tabbing features of SuperScribe ][ will take care of all your page format requirements.

## HELP COMMAND

One of the commands that are designed to aid you is HELP. Make sure you are on the command line (CTRL/I gets you from the work area to the command line), then

press:
H<CR>

This brings up the HELP display. This is simply a display that shows you the command functions. (Note this will only work if you have your SuperScribe ][ master disk in drive one.) From insert/change this same display can be brought up with CTRL/Q. In both cases it has no effect on the text currently being worked on, but is merely an aid to you. By entering a letter rather than <CR> the display will change showing a detailed review of the command.

## SYSTEM COMMANDS

We covered CURSOR CONTROL commands, the INSERT AND CHANGE mode commands and some COMMAND line commands. We are going to look at one SYSTEM COMMAND.

Go to the COMHAND mode, if you are not there already.

From the command mode you can access a number of system commands. The one we will look at now is the SAVE command. To save the text we have created under the title LESSON ONE merely type S<CR>. SuperScribe ][ will look at the disk and see if there is a file named LESSON ONE. If there is it will save the text to that file name. If not, SuperScribe ][ will ask you if you want to create one.

SuperScribe ][ will give you the opportunity to change disks if your INPUT and OUTPUT files are on different disks. Merely answer the prompts as they are displayed. Remember the section earlier in this Lesson on how SuperScribe ][ handles the Table of Contents? Well this is one time you can change disks if you wish.

You can also use the "S" (save) command to save a file under a different name. Looking at the reference card under SYSTEM COMMANDS the save file command is S<optional name>,Dx,Sx. If you want to save the text under a name different from the one displayed below the COMMAND line as the "OUT:" file, simply type s and the new file name. You can also use the drive and normal slot conventions.

For example, if we wanted to save the current file under the new name of THE FIRST LESSON and put it on drive two, we would type: sthe first lesson,D2.

Since we don't want to do any of the above but merely save the text as LESSON ONE

type:
s

and the file is automatically saved. If you are using two disk drives, and your text disk is on drive two then you will type s,d2.

WARNING!!!!

If any I/O error occurs on saving your file, or if the output disk is full, your file will NOT be saved and will probably be DELETED. This is only a problem if your INPUT and OUTPUT files have the same name, since you will then no longer have a copy of your INPUT file. However, fear not, all you have to do is re-save it on a different disk. To do this place a properly initialized disk in the proper drive, type S (and the disk and slot designation if needed), and when SuperScribe ][ asks you if your OUTPUT file is on a different disk, answer y for yes.



Remember, if you do not have another initialized disk you CANNOT initialize a disk from the EDITOR. It must be initialized from Besic.

Now it is time for a break. Go get a cup of coffee and relax. While you relax -- look over the Reference Card. In the next Lesson we will print what we just saved.

## LESSON TWO -- PRINT IT!!

Now it is time to print out the paragraph you created in LESSON ONE. To do this you have to enter the RUNOFF program. This can be done from either the main menu (Displayed when the SuperScribe ][ master disk is booted), or from the EDITOR program.

IMPORTANT
When you go from the EDITOR to the RUNOFF, the file currently in memory is destroyed. If you have not saved the file on the disk, it will be lost.

If you are starting fresh and boot up the SuperScribe ][ master disk, select option 2 from the main menu.

If you are in the EDITOR you must be in the COMMAND mode. Remember this is when there is a blinking cursor opposite the word COMMAND:, at the bottom of the screen. If you don't remember how to get into the COMMAND mode, consult the reference card.

To enter the RUNOFF program from the Editor simply enter an x<CR>. SuperScribe ][ will ask you if you have saved the file. If you have saved the file answer Y. If you answer N you will be returned to the EDITOR so you can save the file.

### RUNOFF

Before you start working with RUNOFF, if you have a single drive system, replace the SuperScribe ][ master disk with your text disk. With a dual drive system you can keep the SuperScribe ][ in drive one and your text disk in drive two. Just like in the EDITOR once you start using RUNOFF to print a file do not remove the text disk.

As soon as the RUNOFF program is loaded, the RUNOFF CENTRAL MENU will be displayed. There are 8 options.

Looking first at the obvious options, option 8 Exits the RUNOFF program and returns you to the resident Basic. Option 6 reloads the EDITOR so you can go back to creating text.



Before we go any further we need to talk a little about how the RUNOFF program works. From the menu you can see there are 8 different parts, of which 6 pertain directly to printing a file. If you had to go through all 6 parts of the RUNOFF program everytime you wanted to print something, this program would be useless. Again, SuperScribe ][ will not let you down. Once you have given RUNOFF all the pertinent information such as where your printer is, what kind of printer you have and so forth, all this information can be saved. Once saved it is automatically loaded when you select RUNOFF and you can go directly to printing your files.

But, since this is the first time your printer is formally introduced to SuperScribe ][ and RUNOFF, we need to go through the full introduction, according to proper etiquette.

The first step is to tell RUNOFF where your printer is located and how it works. This is done with option 5, by;

typing:
5 <CR>

The PRINTER HARDWARE SPECIFICATIONS will now be displayed. In order to properly set up all the printing parameters, you will probably need to consult your printer operator's manual. If something doesn't work with your printer, return to this option and try a few different combinations.

On all RUNOFF displays you can move the cursor around by using the control characters listed at the bottom of the screen. For example, to move from line one to line two on the PRINTER HARDWARE SPECIFICATION page merely press CTRL/Z. In all cases, a CTRL/Q returns you to the main menu.

The first line asks you the location of your printer. If you are using a standard printer interface card, merely enter the slot number of that card. If your printer requires a custom printer driver routine, this must be loaded. Refer to the APPENDIX for the proper procedure. With a custom printer driver routine enter the HEX or decimal location of that routine on the first line. (Note: HEX numbers are all ways preceeded by a $)

The second line allows you to set a form feed character. With no form feed character, SuperScribe ][ will line feed to the end of each page before it starts printing the next page. On some printers this can take quite a while. By setting a form feed character, time can be saved. This should be an ASCII character and on most printers it is decimal 12.

Auto Carriage Return, Send Line Feed after CR, and Number

of Nulls after CR will depend entirely on your printer. For example some printers will automatically generate a <CR> after printing the number of characters specified by form width. SuperScribe ][ will take this in account and will not send an extra <CR> if you answer Y (yes). To determine the proper combination of settings for your specific printer you can either consult your printer manual or experiment.

The next three lines allow you to establish the format for backspace, underscore format, and underscore character. Your printer must be capable of doing underscore and backspace to use these commands. The backspace and underscore character must be an ASCII character. Typically backspace is decimal 8 and the underscore character is decimal 31. The underscore format is a number from 0 to 3. Again consult your printer manual or experiment to find out which format works in your case.

Proportional spacing is defined next. We will discuss this when we look at proportional spacing.

The last line tells SuperScribe ][ what type size you are using. Pitch refers to the number of characters typed per inch. 10 pitch has ten characters per inch and is, therefore, a larger type size than 12 pitch which has 12 characters per inch. The proper pitch only effects proportional spacing.

Return to the Main Menu now. Remember you do that by:

pressing:
CTRL/Q

SuperScribe ][ should now be able to talk to your printer. If you have any problems interfacing your printer try different combinations in the PRINTER HARDWARE SPECIFICATIONS menu or check the Appendix on custom printer drivers and consult your operator's manual for your printer. If you still have problems, feel free to call On-Line Systems during normal working hours and a technical advisor will work with you.

We are almost ready to begin printing, but first we have to tell SuperScribe ][ how we want the page to look. This is done by selecting option 4 from the RUNOFF CENTRAL MENU.



press:
4<CR>

The EDIT FORMAT is now displayed. This defines the format that will be used when the text is printed.

The first column is margin setting. All margins must be less than the physical size of the page.

The second column defines the actual page. "Length" is the number of lines on the full sheet of paper. "Width" should be set for the width of your page in characters. This is the number SuperScribe ][ uses to generate, or not to generate an auto carriage, depending on how you have set up your HARDWARE SPECIFICATIONS.

ST. #ing sets the page number you want to begin numbering on. Typically with a letter, you don't want the first page to have a number so you would set ST. #ing to 2.

"No. Type" tells SuperScribe ][ if you want "D" (decimal) page numbers or "R" (Roman numeral) page numbers. "Spacing" sets the line spacing from 1 to 20.

The third column is called OUTPUT. It allows you to turn "Justification" on or off. We will look more closely at justification when we talk about proportional spacing.

You can cause the RUNOFF program to ignore <CR> by turning "Fill" ON. For most normal printing "Fill" is OFF. "Case" allows you to have the text printed in all Caps or all Lowercase or Mixed. Normally you will use Mixed. However, if your printer will print upper case only this feature is useful.

The last two items in this column refer to hyphenation. SuperScribe ][ has a very comprehensive way of hyphenating the text. We will look at hyphenation in LESSON SIX.

The bottom of the page allows you to define exactly how and where you want the page number printed, the date printed, and up to 4 page titles or headers.

SuperScribe ][ allows you to set these EDIT FORMAT parameters from the RUNOFF program and via embedded commands within your text. In the next LESSON we will look at some of th embedded commands and how they interact with the EDIT FORMAT parameters.

Right now, however, you are getting anxious to see if we can print anything. Return to the main menu by:

Pressing (remember?):
CTRL/Q

Now all you have to do is tell SuperScribe ][ what file you want printed. This is done from option 1.

press:
1 <CR>

The TEXT FILES are now displayed. There are 8 files that can be sequenoed to print at one time, plus one address file. More than eight files can be printed by using an embedded print command. With these commands you can link as many files as you want. The ADDRESS FILE is used for form letter printing, which will be covered in LESSON EIGHT.

To tell SuperScribe ][ which file we want printed, you need to enter the SEQUENCE NUMBER (i.e. 10, 20, 30, and so on), a colon, and the file name. This can be done in one of two ways.

First you could type 10:LESSON ONE<CR>. Now LESSON ONE would be displayed (Now opposite sequence number 10).

(NOTE: If you are using two disk drives, you must tell SuperScribe ][ if the file is on drive two. This is done by entering the file name like this -- 10:LESSON ONE,D2)

But like many aspects of this program there is an easier way:

press
C<CR> (C,D2 if you want to access drive two or C,D2,S5 for drive 2 in slot 5)

...and SuperScribe ][ will display the catalog of your text files. Ahead of each file name (in our case there is only one file) there is a number. Remember this number and press <CR>

Now instead of entering the whole file name merely;

type:
10:1<CR> (dual disk systems 10:1,D2<CR>)

...and SuperScribe ][ will look at your text disk and enter the file name for "file one" into the sequence number 10.

One other shortcut; if you want to enter a file into sequence number ten, you do not have to type in the number ten. Type the colon and either the file name or the catalog number and it will enter the file name as sequence number ten. Also if you want to erase a name from the TEXT FILE PAGE (not from your text disk), type the sequence number and a <CR>.



And finally if you want to insert a file into a sequence of files use numbers between the ones displayed, for example, 15.

A quick word of warning, and a suggestion. RUNOFF looks for a file name if a number is entered. If the whole name is entered then it accepts that name as the proper one. This can be used to your advantage or it can cause problems. For example, if you want to print files from multiple disks, you can enter the files to be printed on the first disk by number, but you have to enter the files from the other disks by name. Be sure you enter the names EXACTLY as they appear on the disk or else RUNOFF will stop with a "FILE NOT FOUND" error.

Now return to the main menu. (CTRL/Q)

We could now print out LESSON ONE simply by selecting option 3. But since this is a learning experience, let's look at one more option, option 2.

press:
2<CR>

The "screen output" display is now shown. Had we selected option 3, PRINT FILES, this same display would be shown, but the printer would have started printing. By selecting option 2 we can see this display before we start to print the file.

The output display is divided into two sections. The top half displays the text as it is being sent to the printer. The bottom half keeps track of what is happening and allows you to control the printing process.

On the bottom half, the file currently being printed is shown. The current page number and the copy number are displayed. The index size and bytes available will be discussed in the LESSON on indixes.

The KEYBOARD COMMANDS allow you to control the printing.

B begins the printing process. By using the format B,c,s,e you can begin printing c copies starting with s page number, and ending with e page number.

During the printing process you can press any key to stop the printing. Then by pressing c you will continue where you left off.

J ejects the paper by sending a series of carriage returns and line feeds to the printer or by sending the form feed character to the printer if it was specifed on the HARDWARE SPECIFICATION PAGE.

R is used in form letters and will be covered in that lesson.

CTRL/Q allows you to access disk commands. And like all portions of the RUNOFF program CTRL/C returns you to the main menu.

D turns the display above the dashed line on and off. With some very fast printers having the display shown as the text is printed will cause the printer to wait for the display. By turning the display off additional printing speed may be achieved.

E will cause SuperScribe ][ to stop printing when it encounters a print format error. This allows you to see the error and then, if you want to, correct it by returning to the editor. To continue printing after the display is halted press any key.

F Fast/Slow print allows you to read the text as it is printed. The normal setting is fast.

I ignores any embedded commands. We will use I in the next LESSON.

P causes the printer to stop at the end of each page. This is used if you are using individual sheets of paper rather than continuous feed paper. The printer will pause letting you put in a new sheet of paper. After you've positioned the new sheet, press return to continue.

S allows you to have the printer stop at the end of the file. This is useful if you are printing a number of files and, for example, want to change the color of paper for each file. The printer will stop and allow you to make the change, then just press return to continue. This pause can also be used if you need to change disks between files.

FINALLY IT'S TIME TO PRINT

It's time to stop reading and start printing. Now

press:
B<CR>

You have just printed out LESSON ONE.

NOTE: If there is NOT a blinking cursor next to the word COMMAND, you have a problem. This blinking cursor indicates that SuperScribe ][ has an open communications channel with your printer. The lack of the blinking cursor could indicate the printer is turned off. Turning it on will solve the problem. It could mean that the printer's OFF-LINE/ON-LINE switch is in the OFF/LINE position, OR it could indicate you have a printer interface problem. Any problem here has to be solved before you can begin printing. Without the blinking cursor the only way you can get back to the main RUNOFF MENU is by pressing the reset button (or CTRL/RESET). If you have the auto start ROM, the main RUNOFF menu will be displayed. If you don't have the auto start ROM, then you will be left in monitor. To restart the program type 40000 and the main RUNOFF menu will appear. To correct the problem, consult the PRINTER HARDWARE SPECIFICATIONS, and the APPENDIX on printer interfaces.



Return to the main menu (CTRL/Q) and we will look at option 7. This option allows us to save all the default parameters we've established in this LESSON. (Remember we talked about this earlier) The next time we want something printed we will merely have to enter RUNOFF, tell SuperScribe ][ what file or files we want printed, and then press option 3. All the printer specifications, and format specifications will be a part of the RUNOFF program. A point of interest, if you have files designated in the TEXT FILE DISPLAY (that's one where you sequence the files to be printed), that information will also be saved so you can just start printing immediately if you always name your files the same. Although this is no problem it can be an inconvenience. If you want to, go back to option 1 and clear this display. Then return to the main menu and

press:
7 <CR>

This is the end of LESSON TWO, but before you take your break and definitely before you start LESSON THREE, here is a "homework" assignment. Go back into the EDIT FORMAT page and change the format. Try changing the margins to very small or very large, print out the results and see what happens. Then experiment with the Case parameter and try Justification.

After you feel confident with RUNOFF, begin LESSON THREE.

## LESSON THREE -- EMBED IT!

To begin LESSON THREE we need to be in the EDITOR. Place the SuperScribe ][ master disk into drive one. If you are still in RUNOFF, select option 6. If you are starting fresh, boot up the master disk and select option 1.

If you have a single drive system, as soon as OUTPUT FILE comes up, replace the SuperScribe ][ disk with your text disk. Dual drive systems can leave the master disk in drive one and the text disk in drive two. (One last warning ... once you start using your text disk, don't remove it unless SuperScribe ][ instructs you to.)

When SuperScribe ][ askes for an OUTPUT file name

type:
LESSON THREE <CR> (dual disk systems type LESSON THREE,D2)

Again, SuperScribe ][ will ask you OK TO CREATE (Y/N),

type:
Y

Now SuperScribe ][ wants to know your INPUT file. To save some typing time we will use the file created in LESSON ONE as a starting point for this lesson. So for the INPUT file we want to enter LESSON ONE. Since there is only one lesson on our text disk, this is very straightforward. But after you have used SuperScribe ][ for a while, you will probably have a number of files on each text disk. Rather than having to remember exactly how each name is spelled, you can use, as in RUNOFF, the C (for catalog) command. This will work for both the INPUT and the OUTPUT file designations.

press:
C<CR> (C,D2 for dual disk systems)

The display will show 01:LESSON ONE. To enter this lesson as the INPUT,

type:
1<CR> (dual disk systems 1,D2<CR>)

The EDITOR display now shows the input file designated as LESSON ONE and the output file as LESSON THREE. All the text you created in LESSON ONE is displayed in the work area.



### NOTE

As mentioned when we were saving text, you should not have the same name for your INPUT AND OUTPUT file. SuperScribe ][ reads and writes to and from these files as you are working with them. In most cases if your INPUT and OUTPUT file are the same, everything will work well, BUT and it's a BIG BUT if you have disk drive problems, or a power failure, or someone kicks out the plug, or if you forget to save a file before leaving the editor, your old file could be partially destroyed. By using different file names SuperScribe ][ reads from the input file and writes to the output file, hence, it never changes the input file. Later we will look at how to clean up your disk space to eliminate all the "backup" old files.

Open your reference card and look at the RUNOFF COMMANDS. These are embedded commands, which mean they can be "embedded" within the text. Each command causes something unique to happen during RUNOFF. It is through the use of these embedded commands that SuperScribe ][ gets much of its flexibility.

All embedded commands begin with a period and must occupy one line. For example, the command .NP will cause a New Page to be started. But it will only work if it is on a line by itself, preceded and followed by a carriage return. Within the text it would look like this:

.NP <CR>

There are two types of embedded commands. First there are straight embedded commands such as the .NP mentioned before. (In most cases the letters for the embedded commands are logical. Be sure to follow along with your reference card as we look at some of the commands.) These commands stand alone.

The second type of embedded command is a token command. In this case you use a straight command to define a token, then you can use the token in place of the command.

For example, to indent a paragraph the straight command is .PA followed by a carriage return. Since in many writing applications you create a lot of paragraphs, to type a carriage return (to end the previous paragraph) then type .PA and another carriage return takes a while. So to save you time, SuperScribe ][ has a .SP o command. This command sets

the Paragraph character to "c". Now "c" can be any key you want to use. However, since it now stands for paragraph you want to select one you will not normelly use. Whenever RUNOFF sees the token, it will do a carriage return then lndent the next line the number of spaces that you defined in the EDIT FORMAT section of the RUNOFF program. So instead of requiring five keystrokes to make a paragraph you can do it in one.

Lets try this token command in our text from Tom Sawyer.

Go into the insert mode (remember that is I<CR> from the COMMAND line - if you have doubts check the reference card). Make sure the cursor is at the beginning of the paragraph (CTRL/B takes you to the beginning). Now

type:
.SP 8<CR>

This says that you want the 8 to be the token for the paragraph command. Now

type:
8 (no carriage return)

Notice thst since you are in the insert mode as you add this information, the text is pushed ahead. The first line now defines the 8 as the token for paragraph. The 8 at the beginning of the text tells RUNOFF you want to start a new paragraph.

Let's add to the parsgraph and practice the use of this embedded command. Go to the end of the paragraph and go into the CHANGE mode (the inverse "C" should be displayed in the lower right hand corner of the display.) Using the right and left arrows move the curaor over one space after "discouraged.".

now type:

<CR>
8Jim came skipping out at the gate with a tin pail, and singing "Buffalo Gals." Bringing water from the town pump had always been hateful work in Tom's eyes, before, but now it did not strike him so. Tom said:<CR>
8"Say, Jim, I'll fetch the water if you'll whitewash some."<CR>
8Jim shook his head.<CR>
8"Oh, I dasn't, Mars Tom. Ole Missis she's take an' tar de head off'n me."<CR>
8"Shel She never licks anybody. And besides, if you will I'll show you my sore toe."<CR>
8Jim was only human -- this attraction was too much for him. He put down his pail and bent over the toe with absorbing interest while the bandage was being unwound. In another moment he was flying down the street with his pail and tingling rear, Tom was whitewashing with vigor, and Aunt Polly was retiring from the field with a slipper in her hand and a triumph in her eye.<CR>
.MP<CR>



Take a break now. Save this text by using the S command in the COMMAND line. Once it is saved go to the RUNOFF program and print out the results. Remember you saved all the printer specifications and edit format parameters, so all you have to do to print, is change the TEXT FILE so that it reads 10:LESSON THREE. When you finishing printing return to the EDITOR with LESSON THREE as your INPUT file and LESSON THREE.1 as your OUTPUT file. (Remember different names for your input and output keeps you safe.)

***************

Welcome back.

Now that you have seen how the embedded commands work let's look at some of the flexibility they provide. Looking at the reference card, you see there are four main categories of embedded commands; PAGE LAYOUT, SPECIAL FEATURES, TYPE STYLE, and SYSTEM COMMANDS.

In many cases embedded commands replace parameters found in the EDIT FORMAT display of the RUNOFF program. Using embedded commands you can create page formats that allow continous printing of a variety of files without ever having to change the EDIT FORMAT commands in RUNOFF.

## TYPE STYLE

Let's begin exploring the embedded commands by looking at type style. Type style commands control such things as bold facing, underlining, upper case only, lower case only and mixed case.

The last three commands, .LC - lower case only, .UC - upper case only, and .MC mixed case, replace the selection in the EDIT FORMAT display titled CASE. You can take all or a

portion of your text and by entering the embedded command .UC, for example, have RUNOFF print the following text in upper case only. It will continue to print in upper case only, no matter how the information was entered into the EDITOR until RUNOFF sees either a .LC (Lower case only) or a .MC (Mixed Case). The .UC command is useful if your printer prints in upper case only and you will print the final document on a printer that prints upper and lower case. You create the document using upper and lower case. For all your rough drafts you place a .UC at the beginning. When you are ready to print the final version merely delete that embedded command.

Remember, all embedded commands start with a period and must be on a line by themselves.

The boldface and underline commands work with the PRINTER HARDWARE SPECIFICATIONS section of RUNOFF. If your printer is incapable of boldfacing or underlining, or if you have esteblished the hardware specifications incorrectly, then these embedded characters will not work properly.

The boldface command is a token command. You set the character "c" to be the boldface character by using the command .BF c. Now any word or string of words that you surround with the boldface token, will be printed in boldface type.

The same holds true with the underline character. You establish the token "c" to be the underline character with the command .UL c.

For example, you could establish the boldface character to be the / by typing .BF /, now any word or groupa of words surrounded by / will be boldface.

Looking closer at underline, SuperScribe ][ gives you the option of underlining just the letters or underlining both letters and spaces. This is established with the .US and .UO commands. Normally RUNOFF will underline text only, but by putting a .US command at the head of your text all text and spaces between two underlined characters will be underlined.

This capability is very helpful in making forms. For example, if the underline character is "#" (set by entering .UL #) and underline space is turned on (by placing .US in the text), you can create a form by entering:

NAME: #<space><space><space><space><space><space> #<CR>

When this is printed it will look like this:

NAME: _____



## PAGE LAYOUT (Text Position)

Looking at your reference card, note that the section on PAGE LAYOUT is divided into four sub-sections; Margins, Format, Page Control, and Text Position.

Text Position commands are some of the most frequently used embedded commands. They determine how you want your finished text to be positioned on the page.

The .CE command will cause the next line printed to be centered between the margins. To try this command out go into the insert mode and go to the beginning of the text. (By this time you should have those commands down pat.)

Now type;

```
.CE<CR>
Excerpts from "The Adventures of Tom Sawyer"<CR>
.CE<CR>
by<CR>
.CE<CR>
Mark Twain<CR>
```

This will center the title ahead of the paragraph. We'll see the results the next time we go into the RUNOFF program.

We have already covered the .PA and the .PS c commands. These create a paragraph and set the paragraph token. The .PS n command works with these two paragraph commands and establishes the number of lines between paragraphs. This manual was printed with the .PS n set to 1, so there is one line between paragraphs. Go to the begining of your text and set the paragraph spacing to 1.

The next two commands allow you to save some keystrokes. The .SK n command will skip n lines. You can do the same thing by creating a number of <CR>s. But the .SK command will do it in a minimum of keystrokes. Another advantage of the .SK command is if the lines to be skipped happen to fall at the top of a new page, .SK will not insert blank lines.

.IN n indents the next line by n spaces. Generally, if you only need to indent one line, use the .IN n command. If however, you need to indent a number of lines, set a tab. You can also use a negative indent (outdent) to start a line to the right of the normal margin.

With SuperScribe ][ you can set two types of tabs. The .TS n,n,n and the .TC c commands control relative tab stops. Relative tab stops are relative to the left margin. If the

left margin is 10 and you have a relative tab stop set at 10, you would start printing 20 characters from the edge of the paper. If you changed the margin to 15, then you would start printing 25 characters from the edge of the paper.

The .TA o and .AS n,n,n are absolute tab stops. With absolute tab stops if you set the tab stop at 15 it will always be 15 characters from the edge of the paper, no matter what the margin is.

In both cases you can set the tab stops with the .TS n,n,n (relative tab stop) or .AS n,n,n (absolute tab stops) command. From each command, you can set up to 16 tab stops.

Once you have the stops set, you need to establish a tab character. This is done with the .TC c (relative tab) and the .TA c (absolute tab) command. Again, this is a token command and you can assign the "c" to any character you want. When a tab is placed in a line this temporarily turns off justification. This is done so that columnar work appears properly.

## SPECIAL FEATURES

It's time now to have a little fun. In the last lesson we touched on page numbering, titles, and date. These can be set from the RUNOFF program. But like most RUNOFF commands it is usually more convenient to do it with embedded commands.

The Title, Data, and Page functions can be turned on and off with the following commands (look at the reference card):

| | ON | OFF |
|---|---|---|
| DATE: | .DA | .ND |
| PAGE: | .NU | .NN |
| TITLE: | .TO n | .NT n |

The "n" in the title command refers to the fact that you can have up to 4 different titles on each page. For example, on this page there is a command at the beginning of this LESSON that centers the title SuperScribe ][ and then centers the title LESSON THREE.

Now that you can turn these functions on and off you need to establish what is to be printed. Again this can be done from either RUNOFF or with embedded commands. The format for both DATE and PAGE are the same. Date is defined by typing .DT l,p,text. The "l" defines the line number where you want the date printed; "p" defines position, either right, left, or center; and finally the text you want printed. This text can be in any format you want.

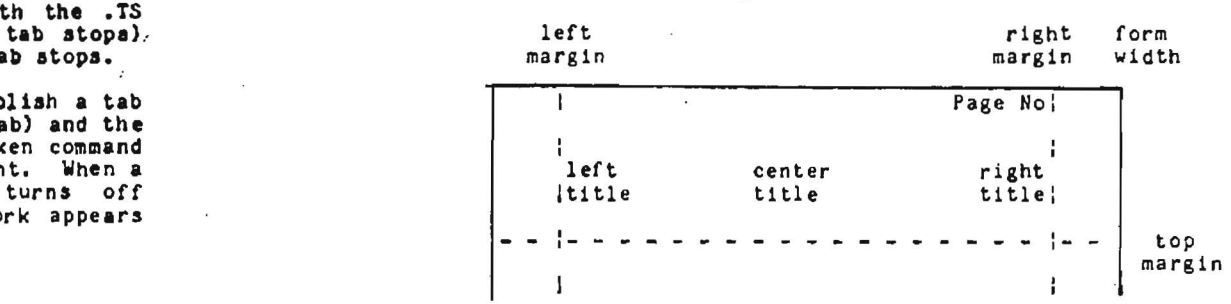
You can place titles, page number, and date at the top or



bottom of the page by indicting the proper line number.

Position also allows you to enter a number that represents an absolute tab stop. This stop will be the position where the Title, Date, or Page will start printing.

The centering and right justification of Title, Date and Page are determined by the Left Margin set at either the beginning of your document or in the OUTPUT page of RUNOFF. This is shown in the diagram.




Page is also defined the same way. To try this out, let's turn on page number and set page numbering for the current example,

First, go to the begining of the text and make sure you are in the insert mode. Now type:

```
.PG 3,r,Page -- <CR>
.NU
```

This will cause RUNOFF to print the word "Page" followed by a space, two dashes, another space and the page number on the third line of the page, so that the number is flush with the right margin.

NOTE

**All titles, page number, and the date must be outside the text window established by the top and bottom margins.**

If we want to set the page number, we can do it with the .PN n command where the "n" represents the page number. Since in most writing situations you do not want a page number on page one, SuperScribe ][ normally starts printing the page numbers with page two. If you do want a page number on page one then in RUNOFF set the "St #ing" command to 1 on the EDIT FORMAT page. We can also set the page number format to decimal with .SD or to Roman numerals with .SR.

One important aspect of page numbering is, if you turn the page numbering off (with the .NN command) RUNOFF will not print the page number, but it will still count the pages. When you turn it back on (with .NU) it will show the true number of pages unless you use the .PN n command to change the page number counter.

We will also use the title format to embellish our paragraph. There are four titles that can be established. Let's set two of them. Go to the beginning of the text and in the insert mode type the following:

```
.TI 1,3,c,LESSON THREE<CR>
.TI 2,4,c,your name<CR>
```

These commands will cause RUNOFF to center, title one ("LESSON THREE"), on line three, and to center, on line four, your name.

Before we look at the results of these embedded commands here are three more quick ones. .NP causes a new page to be started. .FF causes the printer to form feed if a form feed character is set on the HARDWARE SPECIFICATION PAGE in the RUNOFF program. One word of caution. With .FF no titles, dates, or page numbers will be printed if you have specified them to be at the bottom of the page. .SS n sets line spacing to n. These three commands are found on the reference card under PAGE LAYOUT, Page Control.

Now let's try out the embedded commands. First save this text. Remember, to save the text you need to be in the COMMAND mode (CTRL/I from the insert or change mode) then merely enter "s" to save it to the OUT: file name.

Be sure to save the file, when you enter RUNOFF this file is erased from memory.

Once the file is saved enter the RUNOFF program by entering X<CR> from the command line. The EDITOR will ask you if you have saved your file, answer Y.

In LESSON TWO you saved the RUNOFF parameters so you do not have to re-enter them. All you have to do is tell RUNOFF what you want printed and then print it.

Select option 1 and enter the file you want printed (LESSON THREE.1). If you are uncertain about doing this, refer back to LESSON TWO.

To print the file you could go to option 3, PRINT FILES, but let's display the OUTPUT PAGE with option 2 first.



press:
2<CR>

Before we print the file we are going to look at a special feature of RUNOFF. This is print preview. It is accessed from the OUTPUT PAGE by

Entering a "T<CR>" (for test) at the command line.

This "t" will be displayed to the right of the screen. Now,

press:
B<CR>

The screen will clear and the text will be displayed with a special character set that allows you to see exactly what the left 70 characters will look like. Notice you have a 70 column, upper and lower case display without any additional hardware! Anything that is underlined or in boldface will appear as inverse letters.

One comment, if you are using a standard television, this display will be hard to read. That is because the frequency response of a normal TV is not good enough to handle this detail. In order to use this display you need a high resolution monitor (8Mhz or better) hooked to the video output of your Apple II or Apple II Plus.

Now let's actually print out the file. As soon as the test printout is over, the "t" is removed. Merely enter "B" and the printer will start printing. Notice how the lines are centered and the paragraphs are created. You can stop this printout any time by pressing any key.

Once you've finished printing out the file turn on the I command from the COMMAND line. This will instruct RUNOFF to Ignore all embedded commands and print them out just as they are entered.

Again press "B" and notice how this print out is different from the previous one.

PROPORTIONAL SPACING

As promised, we will look at proportional spacing. Return to the main RUNOFF menu by,

pressing:
CTRL/Q<CR>

Now go to the PRINTER HARDWARE SPECIFICATIONS SECTION by selecting option 5.

Move the cursor down to the Proportional spacing section and turn proportional spacing on by pressing "Y".

Now that it's turned on you have to tell RUNOFF how your printer spaces. If you want a page of text justified (flush right and flush left margins) then RUNOFF will have to insert spaces to make the lines come out even. In justification with proportional spacing off, RUNOFF will insert whole spaces between words. With proportional spacing on, RUNOFF will insert partial spaces between words, making all the spaces between words equal. This gives a very professional appearance to your text. SuperScribe ][ can only do this, however, if your printer is capable of proportional spacing. Select the [illegible] that corresponds to your printer and the RUNOFF will take care of the rest.

You can turn JUSTIFICATION on from the EDIT FORMAT display or with embedded characters.

.JU turns justification on, .NJ turns it off, and .PM allows you to set the proportional spacing mode with embedded characters.

Since we are in RUNOFF already, go to the EDIT FORMAT display and turn Justification on.

Now print your file!

Time for another break. In the next LESSON you will have the opportunity to do some real word processing, as we experiment with more editor commands. Before you start, review the embedded commands covered in this LESSON and the Editor commands covered in LESSON ONE.



## LESSON FOUR -- PROCESS IT

In this lesson we are going to look at some of the fancy word prosessing commands. These commands make the manipulation of text as easy as working with building blocks.

To begin, however, we need to load a text file. Go into the Editor mode by making sure the SuperScribe ][ master disk is in drive one and either selecting option 6 from RUNOFF or entering option 1 when the master disk is booted.

With a single drive system replace the SuperScribe ][ master disk with your text file disk. Dual drive systems put the text disk in drive two.

We want to create a new output file called LESSON FOUR. When SuperScribe ][ asks for the OUTPUT FILE,

type:
LESSON FOUR <CR> (LESSON FOUR,D2 for dual disk systems)

SuperScribe ][ will ask; OK TO CREATE? (Y/N), answer "Y".

When SuperScribe ][ asks for the INPUT enter "c" for catalog (C,D2 for dual systems). You should see a display that looks like this;

```
01:LESSON ONE
02:LESSON THREE
03:LESSON THREE.1
INPUT FILE:
```

Enter the number 3 for the input file, (3,D2 for dual disk systems).

The text file you created in LESSON THREE will be displayed.

First, let's review the editor commands you have learned so far. Follow along on the reference card.

From the COMMAND LINE you can move the cursor around the screen with the "A" or "-A" command and the "J" or "-J" command. You can go to the beginning of the text with the "B" command and to the end with the "E" command.

To move to the work area you can either use the "C" command to go into the change mode or the "I" command to go into the insert mode.

Once in the work area the CTRL/C toggles between insert and change. In the work area CTRL/A, CTRL/B, and CTRL/E work just like A,B, and E. The SHIFT-CTRL command move the cursor backward. The right and left arrows, CTRL/J and SHIFT-CTRL/J work like the "J" command.

Here are four new commands, P, S, N, G. CTRL/P moves the cursor to the top of the next soreen display; you Page forward through the text.

SHIFT-CTRL/P moves the cursor to the top of the last page; you page backward through the text.

The "P" command will also work from the command line using the form snP where "s" is the sign, plus or minus for forward or beck and "n" is the number of pages.

Go to the text file and use the "page" command.

If you've been following along carefully, you will remember we already used the "S" and the "N" command from the COMMAND line to save a file and to start a new file.

In the Change/Insert mode "S" and "N" commands act differently. The CTRL/S command allows you to find a letter within a line. For example, if you wanted to move to the end of a line where the word "text" was written, you could "right arrow" over, or you could press CTRL/S then t and the cursor would move to the first "t" it sees in that line. If it doesn't find a "t" in that line SuperScribe ][ does nothing. And like most text area commands SHIFT-CTRL/S moves from right to left across a line.

The CTRL/Z and SHIFT-CTRL/Z command are similar to the CTRL/S commands. Only with the CTRL/Z commands the cursor moves from space to space skipping words. So if you want to skip to the middle of a line, use the CTRL/Z command to jump over words. If there are no spaces on that line the cursor will not move. The "Z" command in the COMMAND mode has a very different meaning which we will look at when we discuss SYSTEM COMMANDS.

The CTRL/N command moves the line where the cursor is currently located. to the top of the screen. The SHIFT-CTRL/N moves the line where the cursor is currently located, to the bottom of the screen. This is especially useful in text editing. Because of the screen memory display of the Apple II or Apple II Plus text is entered faster at the bottom of the screen than at the top. Although SuperScribe ][ will remember



each and every keystroke, it takes longer to display the keystrokes if the text is entered at the top. This bothers some people. So when you are ready to enter text merely bring the line with the cursor to the bottom of the display with the SHIFT-CTRL/N command.

The SHIFT-CTRL/C command works similar to the CTRL/N command, only with SHIFT-CTRL/C the line where the cursor is, is moved to the center of the screen. Please note this is a SHIFT-CTRL/C command. Remember a normal CTRL/C toggles between change and insert.

Soon we are going to start manipulating text. But before we do, let's save a backup copy of the text we have written so far. Go back to the command line. Remember you save text with the "s" command. Using just an "s" will save it to the file designated at OUT. You can also save a file to another file name by typing "s and a optional file name".

type:
Slesson four backup<CR> (dual disk systems remember to add the ,D2)

SuperScribe ][ will look at your text disk and discover that a file named LESSON FOUR BACKUP does not exist. It will ask you if you want one created. Answer "y" to this question, the file will be saved, and you'll be returned to the editor.

NOTE

> By now you will have noticed that SuperScribe ][ really does not care if you use upper case or lower case while talking to your disk drive. That is another convenience feature.

Look on your reference card for the section titled Word Processing Commands. With these commands you can remove text, find text, replace text and move text.

To delete text you have three choices. You can delete by letter, by line, or by block. From the change/insert mode place the cursor over a letter and press CTRL/D. The letter is Deleted. Press CTRL/K and the entire line is Killed. Both of these commands also work in the SHIFT mode. With SHIFT-CTRL the deletion is done toward the beginning of the text rsther than toward the end. You can also delete text by moving a block of text in to the get buffer. This will be covered in detail later.

From the COMMAND line the "d" and the "k" command will work the same way with additional features. You can enter a sign for forward or backward and a number from 1 to 255 before

he "d" or "k" and SuperScribe ][ will delete or kill that number of characters or lines in the direction of the sign.

Now for something really powerful. Have you ever written something only to discover it belonga somewhere else. The "Get Command" will do just that. Get allows you define text, one character up to as much as you want, save it to a get buffer, then take it and place it anywhere else in the text.

Get will work in both the COMMAND mode and the Insert/change mode. But, you will probably use it in the Insert/change mode most often. To move text you first tell SuperScribe ][ where to begin. This is done by positioning the work area cursor on the first letter you want moved. Now press CTRL/G (for get). Next move the cursor to the last letter you want moved.

At this point you have a choice. By pressing CTRL/G again this text will be copied to the "get buffer" on your disk. It will also remain in the text. If, instead, you press CTRL/D the text will be copied to the get buffer, but will be deleted from the text.

In the first case you can repeat a block of text. Remember, this is done by positioning the cursor over the start, pressing CTRL/G, positioning the cursor over the end and again pressing CTRL/G.

In the second case you can, in essence, cut the block of text out and glue it back in somewhere else. This is done like before, only you press CTRL/D as the last command to delete the old text.

Now that you have the text in the get buffer what do you do? Well you have two choices. You can either complete the move by using the CTRL/W (Write) command, or you can save it to another disk.

Looking first at completing the move all you have to do is to place the cursor in the work area, directly over the point you want the moving text to be inserted. Then press CTRL/W. In this case it doesn't matter if you are in change or insert, SuperScribe ][ automatically pushes everything down and makes room for the text.

An important point here. Although you have taken the text from the get buffer and inserted it into your main text, it is still in the get buffer. In fact it will remain there for your continued use until you:

1. Put something else in the the buffer.
2. Clear the get buffer with the command CTRL/Y (y in COMMAND mode).
3. Leave the editor (remember when you leave the editor you loose everything in the computer, so be sure to save your text files).
4. Use the "N" command to start a new file or the "S" command to save a file.



Granted there are a number of ways that the get buffer can be cleared, but they all require you do something, it is not done automatically. Because of this, Get can save you time. Suppose you ere making a form that is very complicated but repetitive. You make the basic part of the form once, then use the MOVE command to do all the repetitions.

It was mentioned earlier that the contents of the get buffer could be saved to another disk. This is a big help if you are working on one doument and want to use part of it in another. Simply mark the segment you want to save then place it in the get buffer. Now go to the COMMAND mode (remember CTRL/I). Use the command $name to save the contents of the get buffer to another disk.

> IMPORTANT: YOU CANNOT SAVE THE MOVE BUFFER TO THE DISK YOU ARE CURRENTLY USING AS A TEXT DISK. IN FACT SUPERSCRIBE ][ WILL NOT EVEN LET YOU TRY. DON'T REMOVE THE TEXT DISK. THIS WILL ONLY WORK ON A TWO DRIVE SYSTEM.

Once the buffer is saved you can add it to your file with a merge command, which we will discuss later.

It's practice time again. If you have been doing the exercises in this lesson and have been following along your "Tom Sawyer" tale is messed up good. Now mess it up some more with the Move commands.

**********

If you thought MOVE was fun wait till you try FIND and REPLACE. But before we do that let's skip ahead in this lesson a little and cover one SYSTEM COMMAND, the "n" Command.

With all your moving and deleting Twain is moving in his grave, so let's let him rest by restoring the file.

Remember when we started this lesson we used the save command to save a backup copy of this lesson. Now we'll restore it. Go to the COMMAND line and

type;
N<CR>

SuperScribe ][ will ask you if you have saved the text.

In this case we don't want to, so we will answer "y" just to move on. (If we had answered "n", we would have been returned to the EDITOR so we could save it).

Now we are back where we started, SuperScribe ][ wants to know the OUTPUT FILE

type;
LESSON FOUR (LESSON FOUR,D2 Dual systems)

Now it asks INPUT FILE

type;
LESSON FOUR BACKUP<CR> or C and use the number.

Since we had different names for our input and output files during all the playing around, we did not hurt the input file at all. It is ready to be used again.

Now that we have a clean copy let's look at the find command. From the COMMAND line a find is started by entering a sign (positive is assumed), a number (one is assumed), the letter "f", and the word or group of words you want found (look at the reference card). The format is:

snFstring

To demonstrate this command make sure you are in the COMMAND mode.

press
b<CR>

Remember this will take you to the beginning of the text. Now

press
2fTom <CR> (be sure you capitalize the T in Tom)

SuperScribe ][ will now scan through the text and find the second occurrence of the word Tom and will place the work area cursor directly after that word.

The number can be any number between 1 and 255. If SuperScribe ][ doesn't find the word you are looking for, it will merely go to the end of the file and stop.

You can also initiate a find command from the insert/change mode merely by pressing CTRL/F or SHIFT-CTRL/F (CTRL/F goes toward the end of the text, SHIFT-CTRL/F goes toward the beginning). SuperScribe ][ will ask you for the word you:



"WORD TO FIND/REPLACE"

and allows you to enter the word on the COMMAND LINE. The only limitation of the insert/change version of find is, it will only do one find at a time, unlike COMMAND find you cannot enter a number.

But, here is a little bonus. If you want to continue looking for the same word merely hit CTRL/F (or SHIFT-CTRL/F) and then return. SuperScribe ][ will look for the last word that you typed in to find. In a similar manner, on the command line, 25F<CR> finds the 25th occurence of the previously "found" or "replaced" phrase.

Remember when you did the first find exercise, looking for Tom? At that time it was emphasized you had to capitalize the "T" to make find work. You have a choice in the matter, however. If you want to find a word exactly like you enter it (all caps or all lower case or a mix), then use find as described.

But if you want to find all occurrences of the word without regard for capitals, then you need to turn on the "U" flag. This is the upper case flag and will be displayed right next to the inverse "C" on the bottom of the screen. The upper case flag instructs SuperScribe ][ to ignore all capitals when searching for a word. Merely press U<CR> to turn it on and press it again to turn it off. Or in the insert/change mode use SHIFT-CTRL/U.

Let's look at one application of the power of find and you will probably think of others. You have written a long paper on cameras and after finishing it find some additional information of a specific type of lens. You load the file back into SuperScribe ][ and want to add a paragraph about the new lens in the section on lenses. You could scroll through page by page looking for the section or you could use the FIND command.

Obviously the FIND command is much faster, but you don't have any idea which occurrence of the word "lens" you are looking for. What do you do? Search one lens at a time?

(Fanfare <that's hard to do in print>) Enter the "V" command. Like "U", "V" is turned on and off from the COMMAND LINE and is displayed with inverse "C" and "U". "V" stands for verify. In find, it allows you to verify if this is really the actual word you are looking for.

In our example you would turn the upper case flag ("U") and the verify flag ("V") on. Now you could go to the beginning of the text and search for "lens". SuperScribe ][ will look for any "lens" irregardless of capitals, it will

stop at that occurrence of "lens" and if you press any key EXCEPT <ESC>, it will go to the next occurrence. If, however, you press <ESC>, it will stop the find at that point and you can insert your paragraph.

With find you have a wild card option. If you want to find a word that starts with "Sup" and ends with "be" and that has eleven letters, you can enter "=" as a wild card. The command line would look like this:

fSup======be<CR>

REPLACE

The standard fear is "you can be replaced by a computer", well now is your chance to use the computer to "replace" a lot of work.

The REPLACE function is very similar to the find function. But instead of simply finding a string of characters it will replace that string with a new string. Like find, it can be used from either the COMMAND line or in the insert/change mode. Look at your reference card. The format is:

snr(first atring)<CTRL/R>(second string)<CR>

Here the sign and the number are handled like find. Positive sign goes toward the end of the file, negative goes toward the beginning. Number can be any number between 0 and 255. Unlike in find, if you select 0, all occurrences will be replaced.

The first "r" tells SuperScribe ][ you want to replace something. Next you tell it what to look for in the text. The CONTROL "R" is the separator and indicates that what follows is the new material.

Let's do an example to see how it works. First go to the COMMAND and turn off the "V" and "U" flags. (We will look at them again later.) Now,

press;
B<CR>

This gets the work area cursor to the beginning of the text. Now,

type;
OrTom<CTRL/R>yourname<CR>

This will personalize the adventures of Tom Sawyer for you. SuperScribe ][ will look for each occurrence of "Tom"



and replace it with your name.

The Upper case flag works just like in find. With it on, REPLACE ignores all capitals.

The "V" flag (verify), however, adds some additional power. With verify on, SuperScribe ][ stops at each occurrence, just like in find. If you press any key except <CR> and <ESC>, the string will be replaced with the designated new string. If you press <CR>, that word will be skipped, and if you press <ESC>, REPLACE will be terminated.

For example, if you had written an article on computers and had talked about the "Apple II". Now you want to change that article so that it refers to the "Apple II and Apple II Plus". However, in thinking about it you realize that in some areas you want to leave the text to read "Apple II" while in others you want it to read "Apple II and Apple II Plus". You would load the file into SuperScribe ][ and turn on verify. Then, from COMMAND you would type: OrApple II<CTRL/R>Apple II and Apple II Plus<CR>.

SuperScribe ][ would now search for "Apple II" and it would stop. If you pressed return, it would move onto the next occurrence. If you pressed any other key (except <ESC>) it would replace "Apple II" with "Apple II and Apple II Plus". If you pressed <ESC> the REPLACE function would stop.

In all cases when SuperScribe ][ replaces any text, it automatically makes room for, or pulls up the rest of the text to make everything fit well.

Like in find, with replace you also have a wild card option. If you want to replace all words that start with "Sup" and end with "be" and that have eleven letters, you can enter "=" as a wild card. The command line would look like this:

OrSup======be<CRTL/R>new string

One little hint. When you enter a word or string to be searched for consider putting a space after the word. This space is then searched for with the word and acts to define the end of the word. For example, if you wanted to search for the word "every" and did not add the space as a part of the search string, SuperScribe ][ would find each occurrence of "every", but it would also find "everything", everywhere", "everybody" and so on. In some cases you may want just that, in some you may not.

Also by typing: OrApple<CTRL/R><CR> all occurrences of "Apple" will be deleted (replaced with nothing).

Practice time again. Work with both FIND and REPLACE. Try the verify and the upper case flag. Try the "wild card" and watch the effect of including and excluding spaces in the search string.

When you feel confident, come back and we will look at system commands. But before you move on in this chapter save the text you've been working on (even though it is probably a batch of mixed up replaced and refound gibberish). Your output file should still be LESSON FOUR, and your input file should be LESSON FOUR BACKUP.

**********

SYSTEM COMMANDS are a group of unique commands that deal directly with the SuperScribe ][ system. They tell the system to do something rather than have the system manipulate text.

We have already covered some system commands, like "N" for new and "S" for save. For the remainder of this chapter we will look at some of the other, more interesting system commands.

One thing about system commands is, in many cases, they do not have a CTRL counterpart that does the same thing. "N" is a prime example. On the COMMAND line "N" clears memory so you can start new. In the insert/change mode CTRL/N and SHIFT-CTRL/N move the line with the cursor, to the top or bottom of the screen.

We'll start out with two rather unique ones "O" and "CTRL/X". Both are used in both the COMMAND and the insert/change mode but in both places they have a different use. CTRL/O in change and insert can be used for marking special printing. For example, if your printer has different printing elements and you want certain characters in your document to appear in a different type style, simply preface those characters of text with a CTRL/O. On the first pass through the printer it will leave a "hole" for that character. Once you've completed printing the document, change print wheels, set the paper back to the beginning and print it again. This time RUNOFF will ONLY print the "holes".

Special note: If you have used the CTRL/O command and when you start to print the text decide you don't want to bother with changing print wheels, all you have to do is go into display 2 of RUNOFF (remember that is the one which allows you to enter commands while printing) and enter an "O". This will defeat the CTRL/O.

Now for the use of "O". This is used ONLY FROM THE COMMAND line and is to help you type faster. Try it. Go to



COMMAND and

type:
O<CR>

Now go back to insert/change and type anything. Listen to the clicking sound. Many fast typist need this audio re-enforcement as they type, and "O" from the COMMAND line allows you to turn the clicks on and off.

"X" is a very nice feature. From the COMMAND line "X" will exit the EDITOR and load RUNOFF. BUT CTRL/X does something very different.

CTRL/X, in either COMMAND of insert/change, tells SuperScribe ][ to send to the printer or to the screen EXACTLY what the next character is. For example, go into change/insert and,

type:
CTRL/B<CR>

Just like before, you are now at the beginning of the text. BUT suppose that you need to send a CTRL/B to your printer to do something special, or wish to use it for replacement characters, yet any time you enter CTRL/B it does not go into the text but you go to the beginning. This is where CTRL/X comes in. If you type a CTRL/X (it will NOT appear on the screen), the next character you type will appear on the screen EXACTLY like you want it.

type:
<CTRL/X><CTRL/B><CR>

You now have a CTRL/B displayed on the screen and when you print the document, the CTRL/B will be sent to the printer.

CTRL/X can also be used from the COMMAND line. Suppose you want to replace all the .PA commands in the text with <CR><CR>.PA. If you tried to do a normal REPLACE the minute you entered the first <CR> (Or.PA<CTRL/R><CR> ) SuperScribe ][ would start doing the replace, only it would be replacing all .PAs with nothing (deleting them). By using the CTRL/X command you can get what you want. Go to the beginning of your text and then go to the COMMAND line.

type
Or.PA<CTRL/R><CTRL/X><CR><CTRL/X><CR>.PA<CR>

SuperScribe ][ now looks at the two leading <CR>s as part of the replacement string and will place them in the text.

While we are in the COMMAND mode here are two quick commands. First go to the beginning of the text. Now from COMMAND enter a #. SuperScribe ][ will count the words in your text. Want to be a little more precise? Then enter = and SuperScribe ][ will give you a character count. Both of these features are helpful if you are writing for publication.

As you remember, CTRL/Q from insert/change brings us a "help" display the "Q" command in the COMMAND line has quite a different role. "Q" quits the program and returns you to BASIC. If you accidentally hit "Q" while in command you are given a second chance to re-enter the program with no losses.

We have already used the "N" command to start a new file. The "M" command is similar in that it works directly with your text files. "M" merges files. If you want to add the contents of LESSON ONE to LESSON THREE, from COMMAND you would type: mLESSON ONE <CR> (mLESSON ONE, D2 for dual disk) and the text labeled LESSON ONE would be added to the text currently in memory at the current position of the cursor in the work area. You can therefore, merge two files at any point you want.

The last three SYSTEM COMMANDS that we are going to discuss in this chapter deal directly with handling the disk and the printer. First the printer.

Normally all printing control is done from the RUNOFF program. However, there are times when you want a quick rough draft of something and you do not want to go back and forth to RUNOFF. This is where the "L" for list command comes in.

From COMMAND, L allows you to list the file as it appears in memory. This listing includes all the embedded commands and all control characters your printer is capable of printing. The format for list is L,l,s,c,p.

1. "L" tells SuperScribe ][ you want to list the program.
2. "l" sets the line length for the list, this does not affect the final line length of the RUNOFF printout.
3. "S" sets line spacing, 1, 2 up to 5.
4. "C" sets a control character flag. It can be set to one or zero. If it is set to one, everytime the Editor sees a control character it will print an "up arrow" followed by the character. If c is set to zero then list will send the control character to the printer with no change.
5. "P" assigns the printer slot location or the HEX or decimal location of any special printer driver.

As an added feature you can print in all upper case by having the "U" flag on. List will also allow you to set several default values by using POKES in the EDITOR or EDITORA



programs. These POKES will allow you to send a line feed or not send a line feed after a <CR>; change the page length; and, change the left margin.

POKE 8189,value. This POKE controls the sending of a line feed. (For those interested this is $1FFD) Setting the value to 1 will cause a line feed to be sent after a carriage return. Setting the value to 0 will cause no line feed to be sent. 0 is the default value.

POKE 8190,value. This POKE controls the page length. (For those interested this is $1FFE) The value determines the length of the listed page. 60 is the default value.

POKE 8191,value. This POKE sets the left margin. (For those interested this is $1FFF) The value determines the left margin. The default is 0.

PACK is a command that is used, but it is used by the computer not you. As you edit a long document, SuperScribe ][ is constantly moving letters and words around and keeping them in the order you want. Doing a lot of this will cause the text to be spread all over memory, and that is inefficient. Whenever you save a file SuperScribe ][ will automatically pack the text to make BEST use of disk space.

As you are editing, you may find that the available memory shown on the bottom of the screen is getting dangerously low. At these times you can take over from the computer and PACK the text yourself. Making sure you are on the COMMAND LINE press "Z" and SuperScribe ][ will pack the text and update the available memory display. This command is necessary only if you are doing a lot of inserting. Remember, SuperScribe ][ does it automatically when you save a file.

Finally we are going to look at DOS commands. First go to COMMAND and press CTRL/D, then type catalog and the current catalog of your disk is displayed. That is what DOS commands do, they make the APPLE DOS available to you while you are in SuperScribe ][. You can delete a file or rename it. You can do anything found in the normal Apple DOS EXCEPT BSAVE a file and INIT a disk while in editor. Because of the way SuperScribe ][ handles text files, MACROS and the GET BUFFER, an attempt to BSAVE anything from the EDITOR could be disastrous.

The next LESSON will be short and wide because we are going to expand your horizons both physically and featurewise. Before you move on, however, take a break and work with replace, find, and the SYSTEM COMMANDS covered in this LESSON.

## LESSON FIVE -- EXPAND IT

Remember in the RUNOFF program when we uaed the "t" command to test the printout. Well in order to display 70 characters on a standard Apple II or Apple II Plus SuperScribe ][ provides a secondary display. This display is also available in the EDITOR.

To use this display you need a television monitor, not a standard TV. The monitor has higher resolution and this will allow you to read the display more easily. Let's see how this display works.

First boot up your SuperScribe ][ disk and enter the editor. Your OUTPUT file should be LESSON FIVE (LESSON FIVE,D2 for dual disk systems) and the input file should be LESSON FOUR BACKUP.

You now have excerpts of "The Adventures of Tom Sawyer" to work with. Now we want to go into the insert/change mode and we want to turn on the 70 column display.

Instead of entering C or I in the COMMAND line,

enter
70c <CR>

The text is now displayed using the second character set. To switch back, go to the command line and

enter
40c <CR>

The line length oan be anything from 10 to 70 characters wide. From 10 to 40 SuperScribe ][ will use the larger character set, above 40 it uses the smaller one. You can use the smaller character set to enter or edit text. The line length you use in the editor, however, has no effect on the line length actually printed by RUNOFF.

Some people may want to enter text so that it will appear on the screen as it will appear in RUNOFF. This is possible if you understand a couple of things. First, you have to aet the line length to be equal to the difference between the left and right margin you will be using in your RUNOFF program. For example, if you use the margins of 10 snd 70, the difference is 60. So you would enter change/insert with a 60c command.



The second thing you have to realize is that the EDITOR portion of SuperScribe ][ will not recognize embedded commands. So when you type .PA or * if you have aat the paragraph token to *, that is exactly what will appear on the screen. The next line won't be indented until you go to runoff.

At this point someone reading thia is saying, hey I don't have use .PA, all I have to do is end the paragraph with a <CR> and to a CTRL/T to indent the next paragraph. And that is exactly right. Except when you uae the justify mode in RUNOFF. (Busineas letters are usually not justified.) When text is justified all spacea can get changed. This can lead to some paragraphs not being indented the same distance as others. By using .PA all paragraphs will be indented the distanoe set in the EDIT FORMAT PAGE.

Before we go on, let's review the EDITOR COMMANDS. EDITOR COMMANDS are broken down into three main categories: Cursor Control, Word Processing Commands, and System Commands. Generally, for Cursor Control and Word Processing Commands, all commands can be entered from either the COMMAND line or the work area. The only difference is from the work area the command MUST be a CONTROL command. For example, to go to the beginning of the text from the COMMAND line preas B. To do the same thing from the work area press CTRL/B

With CURSOR Control in the COMMAND line a positive sign moves towards the end of the text and a negative sign moves toward the beginning. (No sign is assumed to ba a positive sign). In the work area a straight CTRL command moves toward the end of the text, a SHIFT-CTRL command moves toward the beginning.

Like Cursor Control commands most WORD PROCESSING oommands will work from either COMMAND or from the work area. When some word processing commands like "FIND" and "REPLACE" are accessed from the work area, you are automatically shifted to the COMMAND mode to enter the variables. With both FIND and REPLACE SuperScribe ][ will remember the last word or group of words found or searched for in replace and will allow you to look for those words again simply by accessing the oommand and preasing return.

With Word Processing command the plus/minus - straight/SHIFT direction indications hold true. Take a moment and review the Cursor Control and The Word Processing Commands.

Now look at the System Commands. These commands other than C and I, are not used nearly as often as the ones in the other two categories. System commands relate to the operation of SuperScribe ][, not to entering and changing text. Rather

than reviewing them, look them over and if you have any questions, refer back to the tutorial on the specific command or consult the APPENDIX on commands.

Those of you who have really been studying and following along have noticed that we've covered all the EDITOR COMMANDS except the percent, the quote, and the exclamation command. These are the MACRO commands and are the commands that give SuperScribe ][ big system power.

A MACRO is simply the ability to take a key and make it do anything you want. For example, in writing this tutorial it is necessary to type "SuperScribe ][" quite a number of times. Normally this would take 14 keystrokes, however, with MACROs it can be done with one.

MACROs must be entered from the COMMAND line and it is done with a series of steps. Go to the command line and do this example. First

type:
% <CR>

SuperScribe ][ now wants to know CHAR TO REPLACE. Now

type:
CTRL/S (NO CARRIAGE RETURN)

SuperScribe ][ now asks "INPUT CHAR STRING CTRL/X CTRL/X TO END". This allows you to enter what you want CTRL/S to do. It can be anything from printing SuperScribe ][ to performing cursor controls. For now

type:
SuperScribe ][ CTRL/X CTRL/X

The two CTRL/Xs tells SuperScribe ][ that you are done with the MACRO. A word of warning, you must type the MACRO exactly as you want it to appear. The left and right arrows work, but not like you would expect. If you type a left arrow as a part of the MACRO, when you execute the MACRO it will perform a left arrow.

If you make a mistake and want to UN-MACRO a MACRO, merely go through the steps to create the MACRO only when SuperScribe ][ asks you to "INPUT CHAR STRING CTRL/X CTRL/X TO END", enter CTRL/X CTRL/X. This will restore the original function back to the key.

Let's try and see if your MACRO works. Go to change/insert and press CTRL/S, it prints SuperScribe ][.

Before we go on to explain how to save and restore



macros, let's think about some of the uses. Obviously if you are using one word or a phrase over and over, it makes sense to make it a MACRO. But what about other repetitive items, such as paragraph or centering. You could use SHIFT-CTRL/P as a MACRO to create <CR>.PA<CR>. Now whenever you want to create a paragraph, merely press SHIFT-CTRL/P.

NOTE

Do not use CYRL/I or CTRL/M for your MACROS. If you do use CTRL/I you will not be able to exit from the insert/change mode. CTRL/M is the same as carriage return and if entered it will be ignored as a character.

Another good application for MACROS is if you are creating text that has a variety of margins that are used throughout the text. An example of this would be dual column work. You could set up a MACRO which would have all the embedded commands necessary to create each margin setting.

Naturally all is not totally rosey. For example, if you set SHIFT-CTRL/P as the MACRO for paragraph you cannot use it for the backward paging command. Remember this when you pick your macros. Nearly every key has an alternate CTRL and SHIFT-CTRL function. When you assign the macro you are losing that function. You, therefore, want to assign MACROS to key functions you normally do not use.

Here is a little trick. If it makes sense to you to have SHIFT-CTRL/P as the MACRO for paragraph and you still want the reverse page command, you can do it. First assign as a MACRO another key to equal SHIFT-CTRL/P, say SHIFT-CTRL/O. After you've done that then assign the paragraph function to SHIFT-CTRL/P. Now when you press SHIFT-CTRL/O you will get a reverse page, and when you press SHIFT-CTRL/P you will get a paragraph. Also realize that SHIFT-CTRL/O and CTRL/O are two different characters. CTRL/O is used for overprint (see reference card or LESSON FOUR).

You have now made all these MACROS that save you time and make writing a truly pleasurable experience. But you are going to shut down the computer and lose them all. Not with SuperScribe ][! MACROS can be saved and restored, but you must be careful.

First they CANNOT BE SAVED ON YOUR TEXT DISK!!!!!. The best place is on your SuperScribe ][ Master Disk. (Remember

we said there were some good uses for the apsce on the master disk, well this is one.)

To save the macro go to the COMMAND line and enter an exclamation point and the name you want to call the macro, then hit return. A warning message will be printed. Answer it carefully. The MACRO table will be saved.

To restore the MACROS merely type one set of quotation marks and the name of the MACRO file and it will be loaded in. MACROS can also be automatically loaded for you by adding one line to both the EDITOR and EDITORA programs. Add a line that says:

PRINT D$;"BLOAD<macro name>"

Before we leave MACROS and this LESSON let's look at one more application. Macros can be used for commands. A simple example would be if you do not have the SHIFT key , you could assign "=" to take the place of SHIFT-CTRL/A. Now if you want to advance a line you press CTRL/a if you want to go back you press =.

This command replacement can be even more complex. If you wanted to change the format and content of a list of items, you could do it with a MACRO. For example, if on each line you had to: add two words, delete six characters, left arrow four times and insert 5 spaces, this could be done with one carefully created MACRO. Remember, a macro will do exactly what you enter. If you make a mistake, just start over or eliminate it with the two CTRL/Xs. Also some people use MACROS to do five CTRL/A's in a row. This will advance five lines at a time rather than one. Likewise, five left or right arrows move the cursor across the screen fast.

This ends LESSON FIVE. It was promised to be short, but expanded. The next lesson will look at more embedded commands and hyphenation. Before you start take the time to review all the embedded commands we've covered so far and decide which ones you will use on an on going basis. (Good candidates are .PA and .CE.) Finally, decide which keyboard commands you can do without and use them to create MACROS. From now on use those MACROS as we create new text. (P.S. save this lesson as LESSON FIVE.)



## LESSON SIX -- GETTING FANCY

The ability to control the RUNOFF parameters from each text file is one of the nice features of SuperScribe ][. Most RUNOFF parameters can be set with embedded commands. In this LESSON we will look at ones you can use to give your documents a very professional look.

First, the physical size of the paper and the margins can be set with PAGE LAYOUT commands sub-headed under Margins. Page length is set with .FL n and is set for the number of lines that make up the complete page. This number depends on your printer setting. Many printers allow you to set 6 lines per inch or 8 lines per inch. If you set your printer to 6 lines per inch, then on a standard piece of 8 1/2 X 11 paper the form length would be 66 lines. If it is set at 8 lines per inch then you would set form length to 88 lines.

Form width is set the same way with the .FW n command. Form width is the actual width of the paper.

Margins must be less than the Form Length and the Form Width. The right margin must be greater than the left margin, and the bottom one must be greater than the top one.

Top margin is set with .TM n and the bottom margin is .BM n. One interesting point is these margins are the margins for the text, not for the headers or page numbers. For example, your top margin can be set to eight, which is eight lines from the top of the paper. You can still have the page number on line three, one title on line four, and another title on line five, and the date on line six.

**NOTE**

> The title, date, and page numbers must be outside of the text page. Therefore, if you set .TM to 0, NO titles, page numbers or date will be printed at the top.

Right and left margins are set with the .RM and .LM commands. Let's look at the normal use and some unique uses. Normally, if you want to set or change the left margin, for example, you would type .LM n, where n is the number you want for your left margin. Typically margins are set at 10 and 70. On your page these would look like this:

.LM 10 <CR>
.RM 70 <CR>

That is the normal use, but you can do more things with margin. You can enter up to 80 margin numbers with one margin command. This is done by entering .LM (or .RM) then a series of numbers separated by commas. For example, .LM 10,20,30,40,50,60. This tells RUNOFF you want line one with a left margin at 10, line two left margin 20, line three left margin 30 and so forth. In this example line 6 would have a left margin of 60 AND the rest of the page would have a left margin of 60.

To try this feature, start a new file (type n <CR> from the COMMAND LINE). Name the new OUTPUT FILE CHRISTMAS TREE then press <CR> when you are asked for the INPUT FILE. Now type

```
.LM
1,1,1,1,1,1,1,1,1,1,40,39,38,37,36,35,34,33,32,31,30,29,28,27,
26,25,24,23,22,21,20,19,18,17,16,15,14,13,12,10,9,8,7,36,36,36
,36 <CR>
 <CR>
x <CR>
xxx <CR>
xxxxx <CR>
xxxxxxx <CR>
xxxxxxxxx <CR>
xxxxxxxxxxx <CR>
xxxxxxxxxxxxx <CR>
xxxxxxxxxxxxxxx <CR>
xxxxxxxxxxxxxxxxx <CR>
xxxxxxxxxxxxxxxxxxx <CR>
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xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx <CR>
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx <CR>
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx <CR>
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx <CR>
xxxxxxxx <CR>
xxxxxxxx <CR>
xxxxxxxx <CR>
xxxxxxxx <CR>
.NP <CR>
```
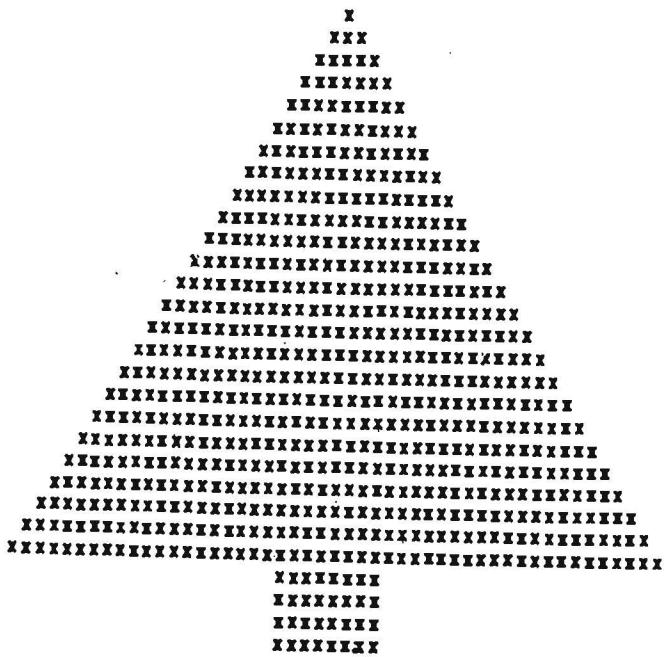



Now take a break and go to RUNOFF and print out the Christmas Tree.

Your printout should look like this.





**********

Welcome back. That last exercise showed how the .LM and .RM commands can be used. This can be especially useful for format work where each page must conform to a specific format. You can enter one set of .RM and .LM commands at the beginning of the text and it will be repeated on each page.

You can also enter margin commands anywhere within the text. If, for example, half way down a page you want to indent a paragraph, you can just change the left margin. At the end of the paragraph you change it back.

Now return to the editor and designate your output file as LESSON SIX and the input file as LESSON FIVE.

Look at your reference card under the Format embedded commands. The first four control justification. Justification means that both the right and left margins are straight, just like this text is printed. .JU turns justification on and .NJ turns justification off. In addition to having the right and left margins justified together you can justify either one separately.

This paragraph is printed with .NJ (no justification). Normally when you turn justification off the page is left justified. In other words, the left margin is straight and the right margin is ragged. Many people feel this gives the page a more informal look and should be used for personal and business letters.

The page can also be right justified. This is done with the .RJ command. (This paragraph is right justified). Right justification can be used well in certain format work and in special layouts. Right justification is done by turning justification off, .NJ (if it is not already turned off), and merely entering .RJ <CR>. When you want to go back to left justification... all you have to do is enter .LJ <CR> and the following text will be left justified. Again, left justification is the normal no-justification format. With left justification the left margin is straight and the right is ragged. With right justification the left margin is ragged and the right one is straight.

The last command under format is Proportional Spacing. You will recall from the RUNOFF program under HARDWARE SPECIFICATIONS you can turn proportional spacing on, and you

set the proportional spacing mode. If you want to, you can set the proportional spacing mode with the embedded command .PM n. In this case "n" represents the mode you want RUNOFF to use. Mode 0 enters complete spaces between words in order to justify the line. Mode 0 is just like having porportional spacing turned off on the HARDWARE SPECIFICATIONS display. Mode 1 enters partial spaces between the words. This gives a much nicer looking page, but it requires that you have the proper printer specified in the HARDWARE SPECIFICATIONS portion of the RUNOFF program.

On your reference card, look at the heading TYPE STYLE. We have covered all these commands in a number of other LESSONS. Take a minute and look them over to make sure you understand them. The .BF c and .UL c commands set up tokens for Bold Facing and Underlining (remember, your printer must be capable of doing this and the method for doing it must be properly defined in HARDWARE SPECIFICATIONS). Along with these commands the .US and .UL commands determine the underline format, whether you want spaces underlined - .US, or just have the letters underlined - .UL.

Before we go on to hyphenation, let's take the embedded commands we have learned and create an embedded format for the excerpt from "Tom Sawyer".

Go to the beginning of the text and go into the insert mode. Then type:

```
.ND
.PG 4,r,PAGE -
.PN 1
.TI 1,5,r,TOM SAWYER
.TO 1
.FL 66<CR>
.FW 85<CR>
.LM 15<CR>
.RM 70<CR>
.TM 8<CR>
.BM 55<CR>
.JU<CR>
.SS 1 <CR>
.PS 1<CR>
```

This embedded format will print the text with the word PAGE and the page number flush right on the fourth line from the top, the words TOM SAWYER also flush right on the fifth line from the top. It will start numbering the page at one. (Providing that you have the St. #'s set properly in the EDIT FORMAT PAGE.) It sets the page length to 66 lines, margins of



15 and 70. The text will begin printing on line eight and end on line 55. The page will be justified and single spaced with a blank line inserted between paragraphs.

It is very helpful to save standard formats and in LESSON NINE we'll look at a number of them. By the way, a good place to save the standard formats is on your SuperScribe ][ master disk.

For now save LESSON SIX on your text disk, then we will look at hyphenation.

## HYPHENATION:

Hyphenation is a feature found only on larger dedicated word processing systems. On these systems internal within the computer is a dictionary that provides proper hyphenation conventions. With the Apple II or Apple II Plus if we attempted to place a complete dictionary in memory along with SuperScribe ][ and your text file, we would run out of memory very quickly. However, there exists a definite need for a hyphenation capability in order to produce professional looking text.

This capability is done with a series of hyphenation commands. Look at the reference card under Hyphenation. The obvious two are .HO and .HF for hyphenation on and Hyphenation off.

With those two out of the way look at the two hyphenation modes, Manual Hyphen and Auto Hyphen. We'll explain manual hyphenation first.

In the OUTPUT display in RUNOFF there is a Hyphen Spc. area. This sets the specifications for the hyphen decision. Typically this is set at 5. In this case if you are printing in the JUSTIFIED mode and RUNOFF must insert more than 5 spaces to justify the line, then the next word becomes a candidate for hyphenation.

During RUNOFF the printing will stop, the next word will be displayed, and you will be asked if you want to hyphenate it. If you do, simply move the cursor, using the right or left arrow, over the word, pressing "-" on the character just after every place where a hyphen could go. This decision will be displayed as an inverse character. After you have made all the hyphenation decisions for that word press <CR>. RUNOFF will then look at all the hyphenation choices you have given it and choose the one that will make the page look best.

This is manual hyphenation. It can be turned on with the

.HO command (which overrides the hyphenation designation in the OUTPUT page of RUNOFF), and the .MH command sets the hyphenation mode for manual. (The default setting)

Auto hyphenation takes this process one step further. To use auto hyphenation you have to set the hyphen character with .SH c. Let's say for example you set the hyphen character to "-" (like all token commands it could be any key you wanted to use). At the beginning of the text you turn hyphenation on with .HO and set the hyphenation mode to automatic with .AH. Now go into the expanded text mode and set the display width to just over the actual text width of your page. Now as you are typing, when you get to the end of a line if a word just fits or if it is taken down to the next line, place "-" within the word where you would want it to be hyphenated. You can place as many "-" in a word as you want.

When you print this text RUNOFF will ignore all the "-" (because you set - as the .SH token) unless it appears in a word that is a hyphenation candidate. In other words, if RUNOFF has to insert more spaces than the Hyphen Spc., it looks at the next word. If that word contains the hyphen character (in this example "-"), it will hyphenate the word. If not, it won't hyphenate it. In words that you have placed more than one hyphenation character it will pick the right one to make the page look best and ignore the others. If it doesn't need to hyphenate the word, it won't print any of the hyphenation characters in that word.

Let's practice with this hyphenation. Go to the beginning of your text and add the following lines (use insert) to the heading.

```
.SH - <CR>
.HO <CR>
.AH <CR>
```

Now we'll go through and put the hyphen character into a number of words that might require hyphenation. To help you, printed below is the text as it should now appear in your display. The hyphenation character has been included. You can add more hyphens if you want.

```
.PG 4,r,PAGE - <CR>
.PN 1<CR>
.TI 1,5,r,TOM SAWYER<CR>
.TO 1<CR>
.FL 66<CR>
.FW 85<CR>
```



```
.LM 15<CR>
.RM 70<CR>
.TM 8<CR>
.BM 55<CR>
.JU<CR>
.SS 1 <CR>
.PS 1<CR>
.NU <CR>
.CE <CR>
Excerpts from "The Adventures of Tom Sawyer" <CR>.
.CE <CR>
by <CR>
.CE <CR>
Mark Twain <CR>
 <CR>
.PA <CR>
Tom appaared on the sidewalk with a bucket of white-wash and a
long-handled brush.  He sur-veyed the fence, and all gladness
left him and a deep mel-an-choly settled down upon his spirit.
Thirty yards of board fence nine feet high.  Life to him
seemed hol-low, and exist-ence but a burden.  Sighing he
dipped his brush and paased it along the top most plank; did
it again; com-pared the in-signifi-cant white-wash streak with
the far-reaching continent of un-white-washed fence, and sat
down on a tree-box dis-couraged. <CR>
.PA <CR>
Jim came skipping out at the gate with a tin pail, and singing
"Buffalo Gals."  Bringing water from the town pump had always
baen hate-ful work in Tom's eyes, before, but now it did not
strike him so.  Tom said: <CR>
.PA <CR>
Say, Jim, I'll fetch the water if you'll white-wash some."
<CR>
.PA <CR>
Jim shook his head. <CR>
.PA <CR>
"Oh, I dasn't, Mars Tom.  Ole Missis she's take an' tar de
head off'n me." <CR>
.PA <CR>
"Shel She never licks anybody.  And besidea, if you will I'll
show you my aora toe." <CR>
.PA <CR>
Jim was only human -- this attraction was too much for him.
He put down his pail and bent over the toe with absorbing
inter-est while the band-age was being un-wound.  In another
mo-ment he was flying down the street with his pail and
tingling rear, Tom was white-washing with vigor, and Aunt
Polly was re-tiring from the field with a slip-per in her hand
and a triumph in her eye. <CR>
.NP <CR>
```

After you heve entered the hyphenation changes save the text under LESSON SIX. Now go to RUNOFF.

Once you are in RUNOFF go to option one and set the first file to be printed as LESSON SIX. All the other printer parameters should have been saved way back in LESSON TWO. Now print the file. It should look like the next page.



Excerpts from "The Adventures of Tom Sawyer"
by
Mark Twain

Tom appeared on the sidewalk with a bucket of whitewash and a longhandled brush. He surveyed the fence, and all gladness left him and a deep melancholy settled down upon his spirit. Thirty yards of board fence nine feet high. Life to him seemed hollow, and existenoe but a burden. Sighing he dipped his brush and passed it elong the top most plank; did it again; compared the insignificant whitewash streak with the farreaching continent of unwhitewashed fence, and sat down on a treebox discouraged.

Jim came skipping out at the gate with a tin pail, and singing "Buffalo Gals." Bringing water from the town pump had always been hateful work in Tom's eyes, before, but now it did not strike him so. Tom said:

Say, Jim, I'll fetch the water if you'll whitewash some."

Jim shook his head.

"Oh, I dasn't, Mars Tom. Ole Missis she's take an' tar de head off'n me."

"She! She never licks anybody. And besides, if you will I'll show you my sore toe."

Jim was only human this attraction was too much for him. He put down his pail and bent over the toe with absorbing interest while the bsndage was being unwound. In another moment he was flying down the street with his pail and tingling resr, Tom was whitewashing with vigor, and Aunt Polly was retiring from the field with a slipper in her hand and a triumph in her eye.

Look at your printout and notice how the hyphens are used only where they are needed. You will also notice that ALL unused hyphens are removed. Some of these you probably want in. The easiest way to eliminate this problem in the future is to use a character other than "-" as the hyphenation character, such as "@". This way a "-" will be placed in the text where you type it. When a word is to be hyphenated, auto hyphen will replace the "@" with a "-". Auto Hyphen will eliminate the "@" where they are not needed.

Go to the OUTPUT PAGE (option 2). Earlier we mentioned the "O" command and the CTRL/O command. In the EDITOR, in the COMMAND LINE, "O" toggles the key click. In insert/change the CTRL/O defines text to be OVERPRINTED. Remember, this is used if you want to have part of your dooument printed with one print element and the rest printed with another. On the OUTPUT PAGE, if you turn on "O", then everything will be printed during the first pass.

Likewise, on the OUTPUT PAGE you can turn on H. With H turned on, all hyphenation, auto or manual, whether set in PRINTER SPECIFICATIONS or with embedded commands is ignored.

These two commands allow you to change hyphenation format and overprint format from RUNOFF.

Try the H command, then take a break and start LESSON SEVEN. In this lesson we will work with indexes, test pages, and footnotes.



## LESSON SEVEN -- ADVANCED FANCY

The title of this lesson is "ADVANCED FANCY" and in it we will cover basically three items, indexing, footnotes and page test. By this point in the tutorial you should have an excellent understanding of the majority of the capabilities. This lesson will begin looking at some of the special purpose capabilities. You will either use these features frequently, or not at all. It's a good idea to skim this lesson and the next one, then, if you see these capabilities are beneficial for your application re-read the LESSONS.

Before we look at the mechanics of Indexes, let's talk about how they work and how you can use them. The indexing capability of SuperScribe ][ allows you to create up to four indexes of your document as you are writing it. The words to be indexed are marked with a token index character. Nothing is done, however, with the index until you go into RUNOFF. As RUNOFF sees the index characters it stores the word and the page that the word appeared on in a special portion of memory called the index buffer. Finally, after the entire document has been printed, an embedded command tells RUNOFF to take the contents of the index buffer and print it out.

Because the actual indexing does not take place until RUNOFF, a true page orientad index is created. If you decide to change the margins, the index will probably change since you will have more or less words per page. By indexing during RUNOFF these changes are used to make a new index.

There are two prime applications for indexing. First is to create a traditional index that appears at the end of a long document. This index should contain important words from the document. Another not quite so obvious application is in creating a table of contents which will appear at the front of the document. Both are created the same way. The big difference is, with the index, there will be a number of page references per word, and with the table of contents there will be one page reference per group of words.

There are two types of index token characters. One type allows the word to be indexed to be printed in the main text. The other, indexes the word but does not print it in the main text.

The .IN n,c is the printing index character. The "n" is the index you want this word (or words) to be placed in, (it must be between 1 and 4) and of course the "c" is the token character. This is the index format character you would most generally use.

The .IC n,c is the NON-printing index character. The "n" and the "c" are the same as above, however, in this case RUNOFF will NOT print the word (or words) surrounded by this character in the main text. It will place it in the proper index and, on demand, print out the complete index. This type on NON printing index could be useful in creating a table of contents. At the beginning of each chapter you would have the chapter heading, then you could have the chapter information you wanted to appear in the table of contents surrounded by the non print index character.

For example, if you set the non print index character to "*" the beginning of Chapter One could look like this:

```
.IC 1,*<CR>
.CE<CR>
CHAPTER ONE<CR>
.CE<CR>
OVERVIEW<CR>
*CHAPTER ONE - Overview, a basic look at concepts*<CR>
```

Using this format the words CHAPTER ONE and OVERVIEW would appear at the beginning of Chapter One (and because of the .CE command, they would be centered). The sentence, "CHAPTER ONE - Overview, a basic look at concepts", would not appear as a part of Chapter One. It would be stored during RUNOFF in the index buffer. When you instruct RUNOFF to print out index 1 then this sentence would be printed.

Remember, .IN n,c sets the token character "c" for the printing index "n". .IC n,c sets the token character "c" for the NON printing index "n". Now don't get confused, both type of index characters will cause the word or words surrounded by the character to be entered into the appropriate index and these indexes will be printed when told to. The difference is whether or not the indexed words will be printed in the main body of the text.

Once the entire document has been printed and all the indexed words loaded in the index buffer you need a way to tell RUNOFF you want to print the buffer. This is done with one of three commands.

All three commands which print out the contents of the



index buffer are in the same format. First is the command, a space, the number of the index to be printed, a comma, and finally the column where the printout of the numbers is to begin.

.PI n,p causes the index "n" to be printed. Further it ALPHABETIZES the index before it prints it. In the case of the .PI index command, all words that are spelled the same are considered the same, no matter if they have capital letters or not. Using the .PI command the word "Apple" and "apple" would appear as the same word.

.IA n,p works like the .PI index except it will differentiate between "Apple" and "apple".

The final index format is .NA n,p. This format prints a non alphabetized index and just like .IA it will differentiate between a capitalized form of the word and a non-capitalized form of the word. This command is used mostly for the table of contents.

In all three cases if the "p" is not designated it is assumed to be half way between the margins. The page number will start there.

In printing of an index it is sometimes desirable to have the index appear in all capital letters, all lower case or mixed case. This is done with the .IL (index lower case), .IU (index upper case), or .IM (index mixed). If at the beginning of your document you enter a .IU then all the indexed words will be stored in all capital letters, no matter how they appear in the text.

Depending on your application this may or may not be what you want, but the biggest advantage of SuperScribe ][ is there is the flexibility needed to create the print formats you need for your individual applications.

MOVING ON

The next three embedded commands we are going to look at are similar in operation, but different in application. .TP n and .FG n both check to see how many lines are left on the page. This number is important if you want all of a paragraph to appear on one page or if you want to be sure there is room on the page to place a drawing or picture.

Look first at .TP n. This tests the Page to see if there are "n" lines left on the page. If there are, it will continue to print; if not, it will cause a new page to be started. This is used if you want all of a block of text to

appear on the page. As you are entering the text, estimate how many lines it will take to print the block of text. For example, if you have a 10 line paragraph you want to appear as a block, on one page you would type .TP 10<CR>. When RUNOFF sees the .TP 10 it will stop printing and figure out how much space is left on the page. If there are 10 line left it will continue to print, if not, it will start a new page.

.FG n stands for Figure. This is used if you want to include illustrations in the text. Say you need to leave room for a flow diagram that is 5 inches high. If your printer is set to be printing at 6 lines per inch, this diagram is 30 lines high. Since it must be all on one page you must make sure you have 30 blank lines on the page. At the point you want the diagram you would type .FG 30 <CR>. When RUNOFF sees the .FG 30 it stops printing and checks to see if there are 30 lines left on the page. If there are, it skips 30 lines and begins printing again. If not, it starts a new page, skips 30 lines for the diagram and then starts printing again.

Both of these commands check the amount of room left on the page. The difference is the .TP command fills the room with the following text, the .FG command skips spaces to allow for the insertion of drawings or pictures.

The last command is for footnotes. Many writing applications require the use of footnotes. SuperScribe ][ makes the formating of footnotes easy. To create a footnote you would start a line with the command .FT n<CR> where "n" is your best guess of the number of lines it will take to handle the footnote. Start typing the footnote on the very next line. At the end of the footnote enter a <CR> and "!" and another <CR>. The footnote looks like this;

```
.FT 3<CR>
This is a footnote that will take about three lines at the
bottom of the page.  It will be placed at the bottom of the
page by the RUNOFF program.<CR>
!<CR>
```

When RUNOFF sees the .FT command, it stores the contents of the footnote in a special buffer. When it gets to "n" lines from the bottom of the page (in our case three), it prints the footnote. If there are multiple footnotes on a page, it will store all the footnotes, accumulate the total lines needed, and print them in the order they are entered.

If you want the footnotes to appear in a certain format, this can be entered as a part of the footnote. If you do change the page format for the footnote however, you have to



change it back at the end of the footnote. For example, if your text is double spaced and you want your footnote single spaced, then enter a .SS 1 at the beginning of the footnote, but be sure to enter a .SS 2 at the end.

In this chapter you haven't had any real work to do. Now take a break and if you have an indexing or footnoting application, try it out while the procedure is still fresh in your mind. If not, move on to FORM LETTERS.

## LESSON EIGHT -- FORM LETTERS

Included with SuperScribe ][ is a very comprehensive form letter module. A form letter can be looked at as a tree, that can support a number of similar, but different leaves. These leaves are in the form of a series of address files.

You create the form letter, indicating spaces for variables. You then create a series of records which contain the variables. RUNOFF combines the form letter with each record, making unique letters. Typically, form letters are used with mailing lists. The form letter generates a personalized letter using the mailing list as variables.

The form letter concept can be used for many other things. First, using the same mailing list and a new form letter, it can print out address labels for the letter. You can expand the files in the mailing list to include first names, children's names, products purchased, date of last sales call, items interested in, and other variables. This will allow you to create a form letter that can address a number of items.

First, let's look at a basic form letter. To create the form letter you only need three embedded commands. (We'll cover the last two on the reference card later). The three commands are .AD c, .SA c, and .GR.

The form letter is made up of text and variables called address characters. These variables are grouped into records. All the records make up an address file. The address character, set by .AD c, tells RUNOFF what variable goes where.

Since the address file consists of a number of records each with a number of address variables, you need to tell RUNOFF where one record ends and the next begins. This is done with the .SA c, the set end of address character. You MUST tell SuperScribe ][ what the end of address character is as a part of the form letter and you MUST use this character to separate records.

The final command you need is the Get Record command, .GR. This tells RUNOFF that you are finished using the variables in the current record file and want to go on to the



next set.

The easiest way to understand form letters is by doing one. Go into the EDITOR and start a new file called LESSON EIGHT LETTER. Simply press <CR> when asked for an INPUT file. Now type the following exactly as it's shown.

```
.SA /<CR>
.AD #<CR>
#2 #1<CR>
#3<CR>
#4 #5<CR>
<CR>
Dear #2,<CR>
<CR>
I am writing to you to tell you about
SuperScribe ][.  This program will work
well for you #2.  I hope you will have a
chance to use it in #4.<CR>
<CR>
Sincerely,<CR>
<CR>
<CR>
<CR>
<CR>
.NP<CR>
.GR<CR>
```

The .SA sets the end of address character to "/". This means, in the address file, whenever RUNOFF sees the "/" it knows that one record is ending and the next one is beginning.

The .AD sets the Address character to #. In the address file (which we will create in a minute) there will be five lines per record. When RUNOFF sees #1 it will take the first line in the file, when it sees #2 it takes line two, and so forth.

In both cases, as with all token commands, the character can be any character you will not normally use and that makes sense.

The final .GR instructs RUNOFF to get the next record and start all over again. All other embedded commands used have been explained in other lessons.

Now save the form letter. Once it is saved, create a new file by pressing "N" from the COMMAND LINE. Call this file LESSON EIGHT FILE, and again press return when SuperScribe ][ asks you for an INPUT FILE.

Now it is time to create the address file. The secret to a good address file is consistency. If you ask RUNOFF to place variable #5 in a specific position, that is the variable it will place there no matter what the record. You must be consistent from record to record or else the final form letter won't make any sense.

Create the address file as follows;

```
Jones<CR>
Mary<CR>
123 Street<CR>
Our town, CA<CR>
12345<CR>
/<CR>
Smith<CR>
Bill<CR>
321 Avenue<CR>
His town, NY<CR>
54321<CR>
/
Your last name<CR>
Your nick name<CR>
Your street<CR>
Your town and state<CR>
Your ZIP<CR>
/<CR>
```

The format of the record file is last name, nick name, street, city and state, and zip. This format can be anything you want. Each variable can be one letter or a complete paragraph. The end of a variable is marked by a <CR>.

IMPORTANT

EACH RECORD MUST END WITH THE DESIGNATED END OF ADDRESS CHARACTER AND A <CR>. THIS INCLUDES THE LAST FILE. IF EITHER THE ADDRESS TERMINATOR OR THE <CR> IS LEFT OUT THE FORM LETTER WILL NOT BE PRINTED PROPERLY.

Save the address file.

Before we go to RUNOFF and try out the form letter, we are going to create one more form letter. This one will use the same file structure, but will be used to make the gummed address labels for the envelopes.



After you have saved the address file, start another new file. Call this one LESSON EIGHT LABEL, and again press return when SuperScribe ][ asks for INPUT file.

Most gummed labels come on form feed paper which has a form length of one inch. If your printer is set up to print at six lines per inch then you would set the form length to 6. Now set up the following form letter to print labels.

```
.SA /<CR>
.AD #<CR>
.FL 6<CR>
.TM 1<CR>
.BM 6<CR>
.LM 2<CR>
.RM 40<CR>
.ND <CR>
.NN <CR>
.NT 1<CR>
.NT 2<CR>
.NT 3<CR>
.NT 4<CR>
#2 #1 <CR>
#3<CR>
#4<CR>  #5<CR>
.NP<CR>
.GR<CR>
```

The first two lines of this form letter set the characters for the address and end of address just like the first form letter. The next group of embedded characters set the form length to 6 lines, set the margins, and turn off numbering, titles, and date. The #1, #2, #3, #4, and #5 actually print the label which will consist of:

```
First name Last name
Street address
City state   and Zip code
```

The last two lines cause a new page, in this case the next label to come up and tells RUNOFF to get the next record.

Now save this form letter and go to RUNOFF.

Once you are in RUNOFF enter option one. For sequence number 10 enter LESSON EIGHT LETTER. For sequence number 90 enter LESSON EIGHT FILE. In the RUNOFF the form letter must be entered as sequence number 10 and the address file must be entered as sequence number 90.

Now print your form letter. You should end up with three personalized letters all with the same format. The first letter will look like this:

Mary Jones
123 Street
Our town, CA 12345

Dear Mary,

I am writing to you to tell you about SuperScribe ][. This program will work well for you Mary. I hope you will have a chance to use it in Our town, CA.

Sincerely,

Once you've printed the three letters go back to the main RUNOFF menu and select option one again. This time under sequence 10 enter LESSON EIGHT LABEL. Now print the labels.

Notice that the first line of each label is exactly one inch apart (assuming your printer is set up for 6 lines per inch).

You can see from these examples if you set up your record formats correctly, one master address list can be used in a lot of different configurations.

The use of a large master list, however poses three problems. First, say you have 100 records, and you are printing a form letter. Suddenly at record number 85 the paper in your printer jams and you have to stop. You finally clear the printer jam. Do you have to re-print the first 85? Not with SuperScribe ][.

Go to the main RUNOFF menu and select option two to display the OUTPUT PAGE. Notice one of the commands is R-Skip Address Reo.

By entering this command in the format Rn where "n" is the address you want to skip to, (in our example record 85) SuperScribe ][ will begin printing with address number 85 (or whatever number you enter as "n") and continue through the end of the list.

The second problem with large mailing lists is the size. You may want to break your lists down into smaller files, or



you may need more than one disk to hold the lists. SuperScribe ][ will allow you to link mailing lists. This command allows you to link any number of files together. There are two forms of the command, first is .file name and second is !file name.

To link a file begin the first line of the last address file with either the period or exclamation point followed by the new file name. Both commands will link files, the only difference is the period will cause the file to be linked without a pause; the exclamation point creates a pause. In both cases you can add a drive and slot parameter as a part of the file name.

If you need to change disks in a drive during the linking process, use the exclamation point. The printing will pause while you change disks then you can hit any key to continue.

The final problem with large files comes when you only want to print out part of the files. For example, if you have a master mailing list that includes your customers, your creditors, and your Christmas Card list, come December you probably only want to send the Christmas cards to your card list.

Although SuperScribe ][ will not alphabetize the address file or sort it, it will selectively print files. This selection is done with two embedded commands, .AI s and .AN s. These commands set a token string of characters to tell RUNOFF to include addresses (.AI s) coded with this string or not to include address (.AN s) coded with this string. As a part of the form letter, you set the code string as you need it.

You also need to build your address file so that the first line of each record contains only the code string of character. For example, you could code all your Christmas list with the CHRISTMAS. When you print Christmas labels you would have to have .AI CHRISTMAS at the beginning of the letter. RUNOFF will then look at each address and see if the first line of each address is CHRISTMAS. If so, it will print it; if not, it will skip it and go on to the next address. The address file could look like this

```
CHRISTMAS<CR>
Mary<CR>
Mary Jones<CR>
123 Street<CR>
Our town, CA<CR>
12345<CR>
/<CR>
```

Another feature of SuperScribe ][ is the very powerful question command (.QU). This command allows you to input characters or phrases at printing time to replace any given character in the text. Used in conjunction with the REMark command (.RK) and the address include (.AI) command, this feature allows real access to any record in your address file. This command can also be used to enter amounts or other personalized material in the body of the form letter during printing time.

An example of usage with .AI is;

```
.QU !<CR>
.RK Input the Last Name<CR>
.AI !<CR>
```

When RUNOFF executes the above command it will ask you to input the "last name" as specified by the REMark statement. Then RUNOFF will search through all your address files until it finds the proper address record and print only that record.

The ability to create form letters and work with them is a very powerful aspect of SuperScribe ][. Another benefit is both the form letter and the address files are standard text files that can be accessed by many data base programs. The proper combination of data base programs and SuperScribe ][ can provide a very powerful package.

Take a break now and experiment with form letters and structures for address files. When you come back we'll look at some formatting shortcuts.



## LESSON NINE -- FORMAT IT

As you have seen, SuperScribe ][ offers you a great deal of flexibility. It can be used to handle the vast majority of your writing needs. The problem with any program which has such flexibility is that there is a tendency for it to be complicated to use for simple tasks. One of the best way to simplify this complexity is to create a number of standard formats. These are formats you use everyday.

When you get ready to type a letter, rather than consulting the reference card to remember how you set mergins, and justification, and spacing, etc., you indicate the standard format as your INPUT file and it is automatically loaded. You can then start writing rather than formatting.

Presented in this LESSON are a number of standard formats. Some may be applicable to you, others not. Some may be close and you will have to modify them to make them work. Study each format and take what you need discarding the rest.

A good place to store the formats you use on a regular basis is on your SuperScribe ][ master diak. As stated many times, do not use this disk for your text files, but it is ideal to store macros, get buffers, and standard formats. It can also be used for spooling, which will be covered in LESSON ELEVEN.

The first format we'll look at is for a standard business letter:

BUSINESS LETTER
**********

```
.PG 4,r,Page <CR>
.TI 1,5,r,(name)CR>
.DT 6,r,(date)<CR>
.ND<CR>
.NJ<CR>
.NT 1<CR>
.NT 2<CR>
.NT 3<CR>
.NT 4<CR>
.LM 15<CR>
.RM 75<CR>
.FW 75
```

```
.FL 66
.TM 8<CR>
.BM 58<CR>
.SS 1<CR>
.UL *<CR>
.BF !<CR>
.PS 1<CR>
(date)<CR>
<CR>
(addresa)<CR>
(address)<CR>
(address)<CR>
(address)<CR>
(address)<CR>
(address)<CR>
<CR>
Dear (name),<CR>
.TO 1<CR>
.DA<CR>
<CR>
<CR>
.PA<CR>
```

**********

Looking at the format from top to bottom it does the following things. The first three lines set up the headers for the second page and beyond. Typically in a business letter the first page is on letterhead and each additional page is either on plain bond or on a modified letterhead. In all cases at the top of each page, except the first page, is the page number, the date of the letter, and the name of the person to whom the letter is addressed too.

The next lines turn the date, justification, and all four titles off. Business letters usually are not justified. You do not want the title or the date automatically printed on the first page. The next group of lines set the page width and length, and the margins.

Next spacing is set at single space, the underline character is assigned as the "*" and the bold face character is assigned as the "!". .PS 1 sets paragraphs spacing so that one blank line is inserted between paragraphs.

Then there is an area for the date, the address, and the salutation. Now date and title 1 are turned on so they will be printed when page two starts. There are two blank lines and the first paragraph of the letter begins.



The report format is very similar to the letter only it allows for titling and justification.

BUSINESS OR SCHOOL REPORT

**********

```
.PG 3,r,Page <CR>
.TI 1,4,r,(your name)<CR>
.TI 2,5,r,(title)<CR>
.DT 6,r,(date)<CR>
.ND<CR>
.JU<CR>
.NT 1<CR>
.NT 2<CR>
.NT 3<CR>
.NT 4<CR>
.LM 10<CR>
.RM 75<CR>
.TM 8<CR>
.BM 60<CR>
.FW 75<CR>
.FL 66<CR>
.SS 2<CR>
.UL *<CR>
.BF !<CR>
.SK 10<CR>
.CE<CR>
Title<CR>
.CE<CR>
by<CR>
.CE<CR>
(your name)<CR>
.DA<CR>
.TO 1<CR>
.TO 2<CR>
<CR>
<CR>
<CR>
<CR>
.PA
Start text here
```

**********

The first lines in this format also establish the page, title, and date format. In this case there will be two titles, one with the author's name and one with the title of the report.

Next, the date and titles are turned off for the first page (note page number is normally turned off for the first page). Margins, spacing, underline, and bold face are set. Notice that the report format calls for double spacing. Justification is turned on.

Ten lines are skipped so that the title and author's name are centered in the middle of the first page. Date, number, and two titles are turned on for printing starting on the second page. Four more lines are skipped and the report begins.

In the publishing world a professional looking manuscript will present a good first impression. The following manuscript format is based on the recommendations from, "1981 WRITER'S MARKET", Writer's Digest Books, Cincinati, Ohio

MANUSCRIPT

**********

```
.PG 5,r,(your last name) -- <CR>
.TI 1,6,r,(title)<CR>
.ND
.NJ<CR>
.NT 1<CR>
.NT 2<CR>
.NT 3<CR>
.NT 4<CR>
.LM 13<CR>
.RM 75<CR>
.TM 8<CR>
.BM 58<CR>
.FW 75<CR>
.FL 66<CR>
.SS 1<CR>
.UL *<CR>
.BF 1<CR>
Your name                                  Word Count: <CR>
Your street                          First Serial Rights<CR>
Your town, state zip           Copyright year your name<CR>
Your phone    <CR>
.SS 2<CR>
.NU<CR>
```



```
.TO 1<CR>
.SK 8<CR>
.CE<CR>
(title)<CR>
.CE<CR>
by<CR>
.CE<CR>
(your name)<CR>
.SK 5<CR>
.PA<CR>
Start here<CR>
<CR>
<CR>
```

**********

The manuscript does a couple of different things. First of all, it does not use the "Page" title for the page designation. Instead it uses the author's last name and the page number. It only uses one title which should be the title of the manuscript or a portion of that title. For example, if the title of the manuscript was "The Rise and Fall of Coarsegold California", you could simply use "COARSEGOLD" as the title on the header of each page.

Manuscripts are usually not justified, and the margins are set so that there is about 1-1/4 inch margin all the way around the page.

The first page header is standard and establishes that the author owns the copyright and what right he/she is willing to sell. The word count can be easily determined with SuperScribe ][ by using the pound sign from the COMMAND LINE. All authors should be sure to include their address and phone number so that the publishers know how to reach them to offer them untold wealth for the rights to publish their work.

Finally, eight lines are skipped to center the title of the work and the name of the author. Five more lines are skipped and the work is begun.

The last format we will look at is a general one. It could be used to keep a daily journal or diary. It has just the minimum of information to do straight writing with no frills. It can be very useful for a quick draft.

JOURNAL and GENERAL FORMAT

**********

```
.PG 4,r,Journal-(your name) <CR>
.ND<CR>
.NT 1<CR>
.NT 2<CR>
.NT 3<CR>
.NT 4<CR>
.LM 13<CR>
.RM 75<CR>
.TM 8<CR>
.BM 58<CR>
.FW 75<CR>
.FL 66<CR>
.SS 2<CR>
.UL "<CR>
.BF 1<CR>
.PA<CR>
Start text here<CR>
```

**********

Here we use the page line to identify the name of the document and the author's name. Everything else is turned off. The margins are set and you can begin writing.

These margin formats should give you a good idea of how you can save a great deal of time when you write. You simply indicate your OUTPUT file as the file you want to save the document under, the INPUT file as the format you want to use, quickly go through the format, include the pertinent information and begin writing.

In some cases you may want to save more than one version of RUNOFF. This can be done very easily. First create the RUNOFF parameters you want to use. Then from any of the RUNOFF displays:

TYP CTRL/D BSAVE <name>,A$C00,L$1400,<SLOT><DRIVE><CR>

t be saved onto your SuperScribe ][ master disk.
a binary file.

ternate RUNOFF, enter RUNOFF normally then;



TYPE: CTRL/D BLOAD<name>,<SLOT><DRIVE><CR>

The name you choose should be representative of the specific RUNOFF variation the file represents.

Stop and analyze your writing applications. Determine which of these formats you can use, enter them, and save them on your SuperScribe ][ master disk. If these do not fit your needs try designing ones that will work for you.

You will find that as you use these formats you can modify them and polish them. Do this as soon as you find an improvement and begin using the new version.

After you finish working with your personal formats, return to the tutorial. The next lesson will finish up the system commands.

## LESSON TEN -- END IT

This chapter will tie up all the loose ends for the editor and the embedded commands. The next chapter explains the very powerful spooler option to SuperScribe ][.

The information preaented here is not of general interest. Read the lesson and decide what is applicable to you and what is not. Many SuperScribe ][ users will never have to use the commands presented here. Others, due to their printer or their application, will need them extensively.

All disk access is done with standard DOS commands and some special SuperScribe ][ commands. We have covered most of these like "s" to save a file from the COMMAND LINE, and "c" to catalog the text files to assign INPUT and OUTPUT files and to set up sequence print assignments in RUNOFF.

In the Editor and in RUNOFF you can also acceas the disk with the CTRL/D. This was demonstrated in LESSON FOUR. There are two more embedded commands which deal directly with the disk. These are the .DI and the .AF commands. .DI allows you to embed any DOS command within the text. This is done by typing .DI<command>.

The only DOS command you cannot use is the INIT command. To use it you must exit RUNOFF and use standard APPLESOFT or INTEGER commands.

The .DI command could be used if you want to take your text and "print" it to a disk rather than the printer. For example if you had a modem and wanted to sent a letter over the modem and when that letter arrived at its destination you wanted it printed out exactly as it would have been printed by RUNOFF, then you would use .DI. At the beginning of the text you would type,

```
.DI OPEN <name>
.DI WRITE <name>
```

the end of the letter you would type,

OSE

o to RUNOFF, you would put $FDED as the output
WARE SPECIFICATION PAGE. When you print the



text, instead of sending the processed text to the printer, RUNOFF creates a standard text file called <name> and this text file not only has all the text in your letter but has all the formating commands that RUNOFF adda. You can send this new file over your modem.

You could also use the .DI command to delete the file after printing. Merely place a .DI DELETE <NAME> at the end of your text and as soon as RUNOFF sees this command it will delete the file. Note, if you use this command, make sure you get it right THE FIRST TIME.

The other command, .AF, allows you to link files during RUNOFF. At the end of one file merely type .AF and the file name you want linked. If you are using multiple disks, you will have to keep in mind tha drive where the file will be mounted. For example, if you want LESSON NINE printed from drive two you would type .AF LESSON NINE,D2.

The .RE command is a very important one and a very powerful one. It allows character replacement during RUNOFF. The format for the command is .RE c,c1 where "c" is the character to be replaced and c1 is the new character. During the writing of this tutorial it was necessary to enter embedded commands without RUNOFF acting on them. For example, when we discussed .PA, we didn't want a new paragraph started, but we needed to show the command .PA. To do this, in the text file the command was written *PA. Then at the head of the text a .RE *,. was embedded. Each time RUNOFF saw the * it printed a ".".

However, at times it was necessary to print a "*". Just before the paragraph with the "*", an embedded command waa placed .RE *,*. Just after the paragraph we went back to .RE *,..

Another use of the .RE command is in executing special printer characters. Some dot matrix printers allow you to print in a bold face or double strike mode. In order to turn this mode on it is necessary to send certain characters to the printer. For example, an EPSON printer requirea an <ESC>G. The only problem is if we put an <ESC>G in the text, RUNOFF does not know that this character will not be printed. Therefore, RUNOFF counts tha character when it makes the justification decision. The end result is you can have bold face but not justification. .RE to the rescue.

The replacement is taken care of after all calculationa have been made, so all we have to do is place a character in the screen that is not normally counted (a control character), then replace that control character with the "G". Now the

CTRL/X command will allow us to enter a control character into the text and this charcter will not be counted. So at the beginning of the text we enter a .RE CTRL/G,G. When we want a line bold faced we enter CTRL/X<ESC> CTRL/X CTRL/G. The two CTRL/Xs allow the control characters to be entered. Since they are control characters, RUNOFF does not count them in making justification decisions. As the text is being sent to the printer (after the justification decisions) then the CTRL/G is replaced by G and the printer prints in BOLD FACE.

In some situations you want a certain number of spaces between two words. You make sure you put those spaces in correctly, but when it comes time to print, if you want the document to be justified, RUNOFF may insert more spaces. To eliminite that, you can use .RE. For example, if you want only one space between APPLE and II, you could type it like this: APPLE*II then at the head of the document place the command .RE *,(space)<CR>. This will place one space when ever it aees the *. Since this is done after RUNOFF calculates justification you will only have one space between the words.

Another example of how .RE could be uaed is with negative indents (outdents). Look at this list of items.

1. This is the first item in the list and notice how the outdented number is three spaces to the left of the new left margin.
2. This is the second line and it is done in exactly the same wsy as the first line.
3. And finally the last line.

To create the list above the left and right margins were reset. Then the .RE command replaced "*" with one space. Finally the .ID command was followed by a minus 3 which outdented the numbers. In the raw form the above exsmple was entered like this:

```
.LM 23<CR>
.RM 65<CR>
.RE *, <CR>
.ID -3<CR>
1.*This is the first item in the list and notice how the
outdented number is three spaces to the left of the new left
margin.<CR>
.IN -3<CR>
2.*This is the second line and it is done in exactly the same
way as the first line.<CR>
.ID -3<CR>
```



```
3.*And finally the last line.<CR>
.RE *,*<CR>
.LM 13<CR>
.RM 75<CR>
```

Look at your reference card under SYSTEM COMMANDS. There are ten somewhat related commands that have yet to be discussed. There are three fill related commands. FILL refers to the process whereby <CR> are ignored during printing. FILL can be turned on from RUNOFF or it can be embedded. To turn fill on enter .FI and to turn it off enter .NF (no fill).

When fill is turned on there may be times that you still want a <CR>. This can be accomplished with the .BK or break command. Break causes a carriage return to be sent to the printer even during a fill operation.

There are three forms of a pause command. All three are token type commands, in other words you assign a token and use that token to cause a pause.

To merely pause during printing you set the pause character with the .PC c. Anytime the psuse character is encountered the printer pauses until you press a key to continue. This is useful if you want to change print elements or in subscripts or superscripts.

Remember, if you have a lot of print element changing, probably a better way to handle the changea is with the overprint command explained in LESSON FOUR.

Some printers allow you to print superscripts and subscripts with the use of control characters. This can be done simply by entering a CTRL/X and the control character. Other printers need you to physically move the carriage up or down. The PAUSE UP and PAUSE DOWN character halt the printer and display a message instructing you to move the carriage up or down. These tokens are set with .PD c for pause down and .PU c for pause up. If your printer is one that is supported on the HARDWARE SPECIFICATION PAGE of RUNOFF, then this is done automatically.

Occasionally you msy want a message displayed on the screen while a document is being printed. For example, if you have a special application that requires the color of paper to be changed, by entering a .ME<text>, the RUNOFF program will halt the printer and display the message.

Another example, when you are doing multiple column work, you can set your margins for a left column, at the bottom of the page enter a .ME command, then set the margins for the right column. The message could remind you to roll the paper back to the beginning and start printing again.

Here is where .LD, .LI, and .SL n come in. These commands tell RUNOFF that you have physically moved the paper.

.SL n allows you to set the line counter in RUNOFF to the number "n". .LD allows you to decrement the line counter by one. .LI allows you to increment the line counter by one.

This finishes up the basic tutorial on SuperScribe ][. By now you understand the power of this word processing program. Use the reference card to refesh your memory and develop and use standard formats for your common writing applications.

The Appendix is also a good reference. The first two sections are organized just like the reference card with a little more detail than the card.

The last LESSON is on SPOOLING. Because of the need to make some modifications to the basic program to make spooling work with your specific printer, read the complete lesson before trying the program.



## LESSON ELEVEN -- SPOOL IT

In order to understand SPOOLER snd appreciate its use let's look at the work flow without SPOOLER. Typically you write a document, proofread it, possibly make a rough draft using "L" from the EDITOR, then print it. Now assuming you have a 10 page document, depending on your printer, this printing process could take from three minutes to almost 20 minutes to print these 10 pagea. During this time about all you can do is drink coffee and watch the printer work.

With spooler this can become productive time. Spooler allows you to continue to edit one document while it prints another. This can be a great time savings.

Because spooler must be configured to your printer and you have to change some of the programs on your master disk, please read and understand this complete lesson before you begin using spooler.

### OVERVIEW

The way spooler works is simple. You handle a program normally in RUNOFF but instead of running off the text to the printer, SPOOLER runs off the text to the disk. This may seem somewhat confusing but it is very simple. SPOOLER reads the text from your text file then stores it back on the disk in a special spooling file. Once it is in this special file (s file that does not appear in your catalog, in fact, it uses unused tracks and sectors on your disk) SPOOLER takes it out to the printer while it is waiting for you to type. Since it no longer needs the RUNOFF program to print (all RUNOFF instructions have been incorporated in the spooled program) you can go back to the EDITOR and start working again.

The text will continue to spool off the disk stopping only when you need to use the disk from the EDITOR. In other words, you are time-sharing disk access time with spooler.

The ideal configuration for SPOOLER is a two disk system where in Drive One you have your SuperScribe ][ master disk and in Drive Two you have you text disk. But you can use spooler with a single drive system, in certain cases. For one drive systems you must have your output file on the same disk as the spooling file and remain in the editor until the file ia printed.

Here is how spooler would work with a two drive system. After all the necessary changes have been made in the HELLO programs and in the HARDWARE SPECIFICATION display (we will cover these in detail later), you would first go to TEXT FILES display and enter the sequence for the files to be printed. Then you would go to the OUTPUT PAGE display and turn off the display. Since the disks can handle data faster than the Apple II or Apple II Plus display, you can save a great deal of time by turning off the display. Now you press "B" to begin printing. If you want more than one copy, use the "B,n" format.

Your text file will be transferred from your text disk to empty sectors on your SuperScribe ][ master disk. As soon as all the text is transferred, the printer will begin to print and you will be returned to keyboard control. Now you can return to the EDITOR and edit another file as the text is being SPOOLED off the SuperScribe ][ master disk.

It's just that simple. There are, however, some limitations with SPOOLER.

1. The disk to be spooled must be in Drive 1. In our example our text disk was in Drive 2, the text was transferred to Drive 1 and it was spooled from Drive 1.
2. Because SPOOLER requires memory, there is not as much available for editing. This will cause disk swapping to occur more often. Since this is done automatically, it is no big limitation.
3. You must not leave SuperScribe ][ while you are spooling. You can switch between the EDITOR and RUNOFF (with two drives), but you cannot exit to Basic while the spooling is taking place.
4. Pause only occurs during RUNOFF not during spooling. You, therefore, cannot use the pause to change paper or to change print elements on a file that is spooled.

And one last word of warning. Spooler stores the text on empty sectors of a disk. It does not log these sectors in the disk directory. As a result, if spooler is stopped due to a power failure, or an I/O error, the sector count on the spooling disk will be messed up. To rectify this problem, exit to Basic. On your SuperScribe ][ master disk is a program called FIX SECTOR COUNT. Run this program as soon as possible, then return to SuperScribe ][. If you hit reset during spooling just re-enter either RUNOFF or EDITOR and



spooler will start printing.

MAKING SPOOLER WORK

To make SPOOLER work you have to modify your SuperScribe ][ master disk. This is done in a number of steps and is relatively easy. Take your time.

You must modify various Basic files to load Spooler and modify the Editor and Runoff to work with it.

There are a number of versions of the spooling program on the SuperScribe ][ master disk. These are for a variety of printers and interface cards. In the instructions below, when you are instructed to "BLOAD Spooler" you would "BLOAD" the spooler program for your interface card and printer.

If you have Integer Basic do the following:

1. Insert and boot the SuperScribe ][ diskette.
2. Type: 3
3. Type: LOAD APPLESOFT
4. Type: 600 PRINT D$,"BLOAD Spooler"
5. Type: 610 CALL -28332
6. Type: SAVE APPLESOFT2
7. Type: DELETE APPLESOFT
8. Type: RENAME SETHIMEM,APPLESOFT
9. Type: LOAD RUNOFF
10. Type: EXEC RUNOFF POKES
11. TYPE: SAVE RUNOFF
12. Type: LOAD EDITOR
13. Type: EXEC EDITOR POKES
14. Type: SAVE EDITOR

If you have Applesoft Basic do the following:

1. Insert and boot the SuperScribe ][ diskette.
2. Type: 3
3. Type: LOAD INTEGER
4. Type: 600 PRINT D$,"BLOAD Spooler"
5. Type: 610 CALL 37204
6. Type: SAVE ~~APPLESOFT2~~ INTEGER
7. Skip
8. Skip
9. Type: LOAD RUNOFFA
10. Type: EXEC RUNOFF POKES
11. TYPE: SAVE RUNOFFA
12. Type: LOAD EDITORA
13. Type: EXEC EDITOR POKES

14. Type: SAVE EDITORA

First a word about what the above commands do. The following list corresponds to the above numbers for both Integer and Applesoft Basic:

2. The 3 exits you to Basic.
4. The BLOAD command loads the spooling program when you boot SuperScribe ][.
5. The call initializes the spooling program.
6. The SAVE command saves the modified "HELLO" program. Note: We are saving the file under a different name.
7. The DELETE command deletes the old "HELLO" file.
8. The rename command makes SETHIMEM program the new "HELLO" file. This program runs the binary program SETHIMEM II which sets himem below the starting address of Spooler and runs APPLESOFT2. This way when we bload Spooler in line 600 it does not overwrite our current Basic program.
10. This line loads several POKES. The first POKE sets himem in RUNOFF to $8E00. If you have a printer driver, you must load it lower than $8E00. The other Poke's inform RUNOFF that the spooler has been loaded and may need to print text.
13. This line also loads several POKES. The first POKE sets himem in the Editor to $8E00. The other Poke's inform the Editor that the spooler has been loaded and may need to print text.

USING SPOOLER

To use Spooler perform the above modifications to the calling programs; then run RUNOFF. On the PRINTER SPECIFICATIONS PAGE (5), instead of the slot address of 1 type $8E00. That's it!! Spooler assumes your printer is in slot 1. If it is not, then it will not work properly.

When you begin printing your text it will be "printed" to the disk first before being sent to the printer. Again, to speed things up you can print your text with the display off (D flag set).

Note

If your printer is not ready, Spooler will beep twice every five seconds untill the printer is ready.



On some printers this will only happen when text needs to be printed, on others it will happen any time the printer is not ready.

Spooler does not create a file; just uses the free space on the disk in Slot 6, Drive 1. Spooler can spool up to 65,000 characters of text or to whatever free space is on the disk. If the disk should become full or the maximium of 65,000 characters are spooled, Spooler will wait till some of your text is printed, freeing disk space, before spooling the rest of the file.

CUSTOMIZING SPOOLER

As mentioned before, Spooler always usea Slot 6, Drive 1 as the spooling disk. If you want to use another disk, do the following:

For Integer Apples add lines 700 and 710 to what is now APPLESOFT" and save it.

```
700 POKE -28930,16 slot ($8EFE)
710 POKE -28929,drive ($8EFF)
```

(Where slot and drive are the ones you want.)

For Appleaoft Apples add lines 700 and 710 to the program INTEGER and save it.

```
700 POKE 36606,16 slot ($8EFE)
710 POKE 36607,drive ($8EFF)
```

To avoid losing characters on reading the disk, Spooler looks at and saves characters from the keyboard. For those who have made the shift key modification different from that which is outlined in the Appendix, you must poke a few locations in Spooler.

Type the following lines to the various programs:

```
750 POKE -28967,xxx for the program APPLESOFT2 ($8ED9)
750 POKE 36569,xxx for the program INTEGER ($8ED9)
```

Where xxx is 98 for PDL 1, 99 for PDL 2, or 100 for PDL 3.

To disable the shift key modification type:

750 POKE -28965,234 for the program APPLESOFT2 ($8EDB)
760 POKE -28964,234 for the program APPLESOFT2 ($8EDC)
750 POKE 36571,234 for the program INTEGER ($8EDB)
760 POKE 36572,234 for the program INTEGER ($8EDC)

SPECIAL NOTE FOR EPSON PRINTERS

Epson printers will not do backspacing unless you have purchased special ROM chips for $100. Because of this, underlining and boldface have previously been unavailable to most people. Special software has been written to do underlining and boldface for you when you spool your text. To use these features change the default values on the PRINTER SPECIFICATION PAGE (5) to the following:

1. Change send line feed to Y.
2. Change underline mode to 3.

Now you have underlining and boldface with no extra hardware!



APPENDIX ONE -- EDITOR COMMANDS

CURSOR CONTROL

Advance Line

COMMAND FORM: snA
INSERT/CHANGE FORM: CTRL/A or SHIFT-CTRL/A
This command advances or retards the cursor in the work area. The command allows for a sign (plus or minus) and a number from 1 to 255. In the Insert/Change mode CTRL/A moves the cursor one line toward the end of the text and SHIFT-CTRL/A moves the cursor one line toward the beginning of the text.

Move Right/Left

COMMAND FORM: snJ
INSERT/CHANGE FORM: CTRL/J or SHIFT-CTRL/J or left or right arrow
This command moves the cursor to the right or the left. The command mode allows for a sign (plus or minus) and a number from 1 to 255. In the insert/Change mode CTRL/J or right arrow moves the cursor to the right, SHIFT-CTRL/J or left arrow moves the cursor to the left.

Go to Beginning

COMMAND FORM: B
INSERT/CHANGE FORM: CTRL/B
This command takes the cursor to the beginning of the text.

Go to End

COMMAND FORM: E
INSERT/CHANGE FORM: CTRL/E
This command takes the cursor to the end of the text.

Set Tab

COMMAND FORM: Tn,n,n,n
INSERT/CHANGE FORM: Not available
This command allows the screen tabs to be set. These tabs are displayed at the bottom of the screen. Up to 8 tabs are allowed with a maximum value of 99.

### Tab

COMMAND FORM: Not available
INSERT/CHANGE FORM: CTRL/T

This allows the cursor to be moved forward (CTRL/T) to the next set tab, inserting spaces.

### Move Text to Top of Screen

COMMAND FORM: Not available
INSERT/CHANGE FORM: CTRL/N

This command takes the line where the cursor is currently located and moves the text so that the line is at the top of the screen.

### Move Text to Bottom of Screen

COMMAND FORM: Not available
INSERT/CHANGE FORM: SHIFT-CTRL/N

This command takes the line where the cursor is currently located and moves the text so that the line is at the bottom of the screen.

### Move Text to Center of Screen

COMMAND FORM: ~C
INSERT/CHANGE FORM: SHIFT-CTRL/C

This command takes the line where the cursor is currently located and moves the text so that the line is at the center of the screen.

### Page Advance

COMMAND FORM: snP
INSERT/CHANGE FORM: CTRL/P or SHIFT-CTRL/P

This command moves the cursor forward or backward to the top of the next screen display. The command allows for a sign (plus or minus) and a number from 1 to 255. In the Insert/Change mode CTRL/P moves the cursor to the head of the next full display page and SHIFT-CTRL/P moves the cursor to the top of the last full display page

### Find Letter in Line

COMMAND FORM: Not available
INSERT/CHANGE FORM: CTRL/S<letter> or SHIFT-CTRL/S<letter>

This command is entered by pressing CTRL/S and a letter. The cursor will then move to the next occurrence of that letter in the current line. The SHIFT-CTRL/S<letter> version moves the oursor back in the line. If no letter is found nothing happens.



### Skip Word

COMMAND FORM: Not available
INSERT/CHANGE FORM: CTRL/Z or SHIFT-CTRL/Z

This command moves the cursor forward (CTRL/Z) or backward (SHIFT-CTRL/Z) within a line to the next space between words.

## WORD PROCESSING COMMANDS

### Delete Letter

COMMAND FORM: snD
INSERT/CHANGE FORM: CTRL/D or SHIFT-CTRL/D

This command deletes letters. The command allows for a sign (plus or minus) and a number from 1 to 255. It will delete n characters forward or backward. In the Insert/Change mode CTRL/D deletes the character at the cursor location. The SHIFT-CTRL/D deletes the character to the left of the cursor.

### Kill Line

COMMAND FORM: snK
INSERT/CHANGE FORM: CTRL/K or SHIFT-CTRL/K

This command deletes lines. The command allows for a sign (plus or minus) and a number from 1 to 255. It will delete n lines forward or backward. In the Insert/Change mode CTRL/K deletes from the cursor position to the right to the end of the line. The SHIFT-CTRL/K deletes from the cursor to the left to the beginning of the line.

### Start Mark -- Get Buffer

COMMAND FORM: G
INSERT/CHANGE FORM: CTRL/G

Pressing G from the COMMAND line or CTRL/G from Insert/Change marks the beginning of the text to be stored in the Get buffer. When the command is executed, an inverse G is displayed on the lower part of the screen.

### End Mark -- Get Buffer

COMMAND FORM: G or D
INSERT/CHANGE FORM: CTRL/G or CTRL/D

This command marks the end of the move text and places it in the Get Buffer. The G form of this command leaves the text in place as a part of the main text. The D form deletes the text from the main text.

### Save Get Buffer Contents

COMMAND FORM: $<name>
INSERT/CHANGE FORM: Not available

This command allows the contents of the Get Buffer to be saved as a text file. WARNING: Do not save this buffer to your OUTPUT DISK, it could cause the output file to be scrambled. Use a different disk like the SuperScribe ][ master disk when saving the contents of the Get Buffer. Not available on one drive systems.

### Clear Get Buffer

COMMAND FORM: Y
INSERT/CHANGE FORM: CTRL/Y

This command clears the contents of the Get Buffer. The Get Buffer is also cleared any time text is saved or a new file is started.

### Write Contents of Get Buffer

COMMAND FORM: nW
INSERT/CHANGE FORM: CTRL/W

This command writes the contents of the Get Buffer to the text beginning at the current cursor location. The text after the current cursor location is automatically pushed down and no text is overwritten. On the COMMAND LINE more than one copy may be specified by "n".

### Find

COMMAND FORM: snF<string>
INSERT/CHANGE FORM: CTRL/F

This command initiates the find capability. In the COMMAND mode the command allows for a sign (plus or minus) and a number from 1 to 255. SuperScribe ][ will search for n occurrences of the string designated in the direction specified. If the verify flag (initiated by V in the command mode and displayed as an inverse V on the bottom of the screen) is on, SuperScribe ][ will stop at each occurrence. <ESC> will stop the find routine, return will continue the process. If the upper case flag (initiated by U in the command mode and displayed as an inverse U on the bottom of the screen) is on, SuperScribe ][ will disregard the case of the text searched for. If no string is entered as a part of the find command SuperScribe ][ will search for the last string FOUND OR REPLACED. The replace string takes precedence over the find string.

In the Insert/Change mode you are prompted for the string to be found.



### Replace

COMMAND FORM: snr<find string><CTRL/R><replace string>
INSERT/CHANGE FORM: CTRL/R

This command initiates the replace capability. In the COMMAND mode the command allows for a sign (plus or minus) and a number from 0 to 255. SuperScribe ][ will search for n occurrences of the <find string> and replace it with the <replace string> designated in the direction specified. If 0 is selected SuperScribe ][ will replace all occurrences of the <find string> with the <replace string>. If the verify flag (initiated by V in the command mode and displayed as an inverse V on the bottom of the screen) is on, SuperScribe ][ will stop at each occurrence. <ESC> will stop the replace routine, return will skip that occurrence, any other key will cause the occurrence to be replaced. If the upper case flag (initiated by U in the command mode and displayed as an inverse U on the bottom of the screen) is on, SuperScribe ][ will disregard the case of the text searched for. If no string is entered as a part of the replace command SuperScribe ][ will search for the last string FOUND OR REPLACED. The replace string takes precedence over the find string.

In the Insert/Change mode you will be prompted for the necessary information. It must be entered as <Search string>CTRL/R<Replace string><CR>.

## SYSTEM COMMANDS

### Go into Change Mode

COMMAND FORM: nC
INSERT/CHANGE FORM: See switch command

This command will do two things. Entered from the COMMAND line as a straight C it will move you to the work area of the screen in the change mode. In the change mode any text entered overwrites any existing text. When you are in the change mode an inverse C is displayed at the bottom of the screen.

With a number from 10 to 70 in front of the C it will set the screen line width to that number. You will then have to enter a C to go into the work area. This line width has no effect on the RUNOFF parameters. Line widths between 10 and 40 use a large type size, line widtha above 40 use a condensed type size.

### Go into Insert Mode

COMMAND FORM: I

INSERT/CHANGE FORM: See switch command

This command entered from the COMMAND line will take you to the work area in the Insert mode. The Insert mode will push any existing text ahead of the new text being entered and the old text will not be overwritten.

### Switch from Change to Insert to Change

COMMAND FORM: See Change and Insert commands
INSERT/CHANGE FORM: CTRL/C

This command is used in the work area to switch between the Change and the Insert mode. When you are in the Change mode an Inverse C is displayed on the bottom of the screen. In the Insert mode no C is displayed.

### HELP Display

COMMAND FORM: H
INSERT/CHANGE FORM: CTRL/Q

This command will display a list of the control functions available with SuperScribe ][. This display does not affect the text currently being worked with. This display is only available if the SuperScribe ][ master disk is mounted in the drive you booted on. If you press any key, HELP will give you a detsiled description of that command.

### Toggle Key Click

COMMAND FORM: O
INSERT/CHANGE FORM: Not available

This command entered from the COMMAND line will cause the keys to click or not to click as they are pressed.

### Mark Overprint

COMMAND FORM: Not available
INSERT/CHANGE FORM: CTRL/O

In RUNOFF, the text marked for overprint will not be printed during the first pass. RUNOFF then instructs you to reset the paper to the beginning and begin printing again. On the second pass only the characters prefaced by the overprint character will be printed. This command is when you want to use two different type styles in your text.

### Append File

COMMAND FORM: m<file name>
INSERT/CHANGE FORM: Not available

This command, entered from the COMMAND line, will add <file name> to the existing file in memory at the current cursor location.



### Start New File

COMMAND FORM: N
INSERT/CHANGE FORM: Not available

This command clears memory and brings up the OUTPUT and INPUT prompts to restart the editor. Before memory is cleared you are given the opportunity to return to the editor to save your text.

### Save File

COMMAND FORM: S<optional name>
INSERT/CHANGE FORM: Not available

This command, entered from the COMMAND line, will save the current text to disk. Using the S command by itself will cause the file in memory to be saved to the current OUT file. Prior to the file being saved you are given the opportunity to change disks. If the optional file name is used, the text will be saved to the optional name. Normal disk/slot instructions can be used.

### Quit Program

COMMAND FORM: Q
INSERT/CHANGE FORM: Not available

This command, entered from the COMMAND line, will exit the program leaving you in the resident basic language. You are given the opportunity to return to the editor before the program ends. From the resident Basic you can re-enter SuperScribe ][ by typing, 10 CALL 16384<CR>, RUN<CR>.

### Pack Text

COMMAND FORM: Z
INSERT/CHANGE FORM: Not available

This command will reorganize the text in memory, making the best use of memory space. It needs to be used only if extensive editing has been done. It is automatically done EVERY time the text is saved.

### Execute Runoff

COMMAND FORM: X
INSERT/CHANGE FORM: Not available

This command, entered from the COMMAND line, will exit the editor and load RUNOFF. Since all files currently in memory will be lost, you are given the opportunity to re-enter the editor to save your text.

### Ignore Control Commands

COMMAND FORM: CTRL/X
INSERT/CHANGE FORM: CTRL/X

Any time a CTRL/X is entered the next character entered will be stored exactly as entered and no special action will be taken. This command is helpful if you want to enter a control character in the text. You can also use it in entering control commands as a part of a search and replacement command. Also, if you preface any character with CTRL/X that character will be printed exactly as it is on the keyboard, ignoring any MACROS or conversions that may be defined. For example typing CTRL/X SHIFT N gives you .

### DOS Commands

COMMAND FORM: CTRL/D<command>
INSERT/CHANGE FORM: Not available

This command allows DOS commands to be entered from the COMMAND line. The INIT command is not allowed and you are not allowed to BSAVE anything to the OUTPUT disk.

### List

COMMAND FORM: L1,s,c,p
INSERT/CHANGE FORM: Not available

This command, entered from the COMMAND line, allows the text currently in memory to be printed directly to the printer. This print format disregards all embedded commands. The format is L<line length><spacing><control character flag (0 prints control characters as control characters, 1 displays control characters as up arrows)>, <printer slot or printer driver in HEX or decimal>. HEX is designated with a $. For example, if you designate the address as $FDF0, which is the LORES text screen, the text will be listed to the screen. Also if the "U" is turned on all text will be printed in upper case.

### Word Count

COMMAND FORM: s#
INSERT/CHANGE FORM: Not available

This command, entered from the COMMAND line, will scan the text currently in memory and display the number of words in the text after or before (if the a is minus) the cursor in the work area.

### Character Count

COMMAND FORM: s=
INSERT/CHANGE FORM: Not available

This command, entered from the COMMAND line, will scan



the text currently in memory and display the number of characters in the text after or before (if the s is minus) the cursor in the work area.

### Define Macro

COMMAND FORM: $
INSERT/CHANGE FORM: Not available

This command, entered from the COMMAND line, will initiate the macro dialogue. Upon entering "$" SuperScribe ][ will ask for CHAR. TO BE REPLACED. Enter this character with no return. SuparScribe ][ will then ask INPUT CHAR. STRING CTRL/X CTRL/X TO END. Enter the character or phrase you want the macro to print. Tell SuperScribe ][ you are done by entering two CTRL/X=s.

### Save Macro

COMMAND FORM: !<name>
INSERT/CHANGE FORM: Not available

This command, entered from the COMMAND line, will allow all macros currently in memory to be saved under the file <name>. Do NOT aave macros on your OUTPUT text disk. Typically, macros are saved on the SuperScribe ][ master disk.

### Restore Macros

COMMAND FORM: "<name>
INSERT/CHANGE FORM: Not available

This command, entered from the COMMAND line, allows previously saved macros under file <name> to be re-loaded into memory.

# APPENDIX TWO -- EMBEDDED RUNOFF COMMANDS

## PAGE LAYOUT ----- MARGINS

Left Margin .LM n,n,n,n

Sets left margin to "n". Up to 80 numbers may be specified. This will allow alternating of the left margin for each line. When multiple margins are used the first "n" is the margin for the first line, the second "n" is for the second line and so forth. The margin count starts at the top of the page not with the top margin.

Right Margin .RM n,n,n

Sets right margin to "n". Up to 80 numbers may be specified. This will allow alternating of the right margin for each line. When multiple margins are used the first "n" is the margin for the first line, the second "n" is for the second line and so forth. The margin count starts at the top of the page not with the top margin.

Bottom Margin .BM n

Sets the bottom margin to "n". This must be less than the physical size of the page and greater than the top margin.

Top Margin .TM n

Sets the top margin to "n". This must less than the bottom margin.

Form Length .FL n

Sets form length to "n". This should be the physical length of the page in lines.



Form Width .FW n

Sets form width to "n". This should be the physical width of the paper.

PAGE LAYOUT ----- FORMAT

Right Justification .RJ

Turns on right justification. In this mode all text will appear flush right with a ragged left margin providing that justification is turned off.

Left Justification .LJ

Turns on left justification. This command is used after a right justification. In this mode all text will appear flush left with a ragged right margin. The fill mode is temporarily turned off.

Justify .JU

Turns the justification on. In the justification mode both the left and right margins are flush. Depending on the type of printer and the proportional spacing mode, RUNOFF will insert full or partial spaces between words in order to even out the lines.

No Justification .NJ

Turns justification off. This will cause the normal left justification to be resumed.

Proportional Spacing .PM n

Sets the proportional spacing mode to "n". The type of proportional spacing as determined by your printer. Mode 0 inserts whole spaces between words to justify lines. Mode 1 inserts partial spaces between words to justify lines.



PAGE LAYOUT ----- PAGE CONTROL

Set Line Spacing .SS n

Sets line spacing to "n". N may be 1 to 20.

New Page .NP

Causes a break, after which a new page is started.

Form Feed .FF

Causes the form feed character to be sent to the printer. On some printers this advances the page faster than .NP. However, with .FF no dates, page number, or titles can be printed on the bottom of the page.

Test Page .TP n

Command causes a break, after which if there are "n" or fewer lines remaining on the current page, a page advance is initiated. This command insures the following "n" lines all appear on the same page.

Figure .FG n

Command compares "n" to the number of lines left on the page. If there are not "n" lines left, then a new page will be started and "n" lines will be skipped on the new page. If there are "n" lines on the current page, then "n" lines are skipped. This command is useful for inserting drawings or pictures after the printing.

Footnotes .FT n

Command allocates "n" lines at the bottom of the current page for footnotes. The text for the footnote begins on the following line and may contain formatting commands. The footnote must end with a line containing |<CR>. The lines are saved in a buffer to be processed when the starting distance to the bottom of the page is reached. If a page has multiple footnotes, the space allocated is the sum of all the ns specified. The actual space taken by the footnote may be more

Tab character .TC c

Sets the relative tab character to "c". When "c" is encountered a tab to the next relative tab stop is generated.

Absolute Tab Stops .AS n,n,n,n

Sets absolute tab stops to "n". There may be up to 16 absolute tab stops set. When the absolute tab character is encountered, a tab to the next absolute tab stop is generated. These tab stops are not relative to the left margin.

Absolute Tab Character .TA c

Sets the absolute tab character to "c". When "c" is encountered, a tab to the next absolute tab stop is generated.



## SPECIAL FEATURES ----- HEADINGS

### DATE

Date On .DA

Turns on the printing of date

Date Format .DT l,p,t

Defines the data format so that date is printed on line l. It is positioned at p. p is either left, center, right, or it can be a number specifying a column number. The date printed is determined by the text t.

Date Off .ND

Turns date printing off.

### PAGE NUMBER

Number On .NU

Turns the printing of the page number on.

Page Format .PG l,p,t

Defines the page format so that page is printed on line l. It is positioned at p. p is either left, center, right, or it can be an number specifying a column number. The page text printed is determined by the text t. Remember to leave a space at the end of the text, since the page number will be printed flush against any text printed.

Page Set .PN n

Sets the page counter to "n".

Set Decimal .SD

Sets the page numbering to the decimal mode.

Set Roman .SR

Sets the page numbering to the Roman numeral mode.

Number Off .NN

Turns number printing off. Page numbers will continue to be counted so that when page number printing is turned back on, the number will be correct.

TITLE

Title On .TO n

Turns on the printing of title "n". "n" must be between 1 and 4.

Title Format .TI n,l,p,t

Defines the title format for title "n" so that title "n" is printed on line l. It is positioned at p. p is either left, center, right, or it can be an number specifying a column number. The title printed is determined by the text t.

Title Off .NT n

Turns the printing of title "n" off. "N" must be between 1 and 4.



SPECIAL FEATURES ----- FORM LETTER

Set Address .AD c

Sets the address character to "c". Every time the address character is encountered in the text, the number following is used as an index to read that line from the current record in the address file. If that record does not exist nothing is inserted.

End of Address .SA c

Sets the end of address token character to "c". This tells SuperScribe ][ that it is the end of one record file and the beginning of another in the address file.

Get Record .GR

Gets the next record from the address file.

Address Include .AI c

Instructs RUNOFF to print the address file that has the character or string c as the first line of the record.

Address Not Include .AN c

Instructs RUNOFF not to print the address file that has the character or string c as the first line of the record.

Link Address File (no pause) .<name>

Links another address file <name> to the address file currently being printed. This is done without a pause. This command is placed in the address file as the first line of a new record.

Link Address File (pause) !<name>

Links another address file <name> to the address file currently being printed. This is done with a pause which allows you to change disks. This command is placed in the address file as the first line of a new record.

Question .QU c1,c2,...c8

This command defines up to eight characters. The first time RUNOFF encounters one of these characters in the text, RUNOFF will pause and allow you to enter up to 31 characters to replace that character. This command is usually used in conjunction with the REMark command.



## SPECIAL FEATURES ----- HYPHENATION

Auto Hyphen On .AH

Turns auto hyphen on. With auto hyphen on all hyphenation decisions are made based on hyphen characters included in the text.

Hyphen Character .SH c

Sets the hyphenetion token character to "c". When a hyphenation decision is necessary in auto hyphen, RUNOFF looks for the hyphenation token character within the word to be hyphenated. If found, the hyphenation will take place. If no hyphenation token character is found, there will be no auto hyphenation. In all other cases the hyphenation token character is ignored and not printed.

Manual Hyphen On .MH

Turns manual hyphen on. With manual hyphen on, whenever RUNOFF has to add more spaces than that specified in the HYPHEN SPC., it will ask you if you want to hyphenate the next word. If you do, use the arrows to move the cursor after the character where you want the hyphen placed and press the "-" key.

Hyphen On .HO

Turns hyphenation on. Once turned on, RUNOFF will hyphenate in the mode set by the .MH or .AH mode.

Hyphen Off .HF

Turns hyphenation off.

SPECIAL FEATURES ----- INDEX

Index Character (no print) .IC n,c

Sets the non-printing index character for index "n" to "c". When the index character surrounds a word or group of words, they are stored in the index buffer during printing. The words or group of words are not printed as a part of the main text, but they are printed when the index is printed.

Index Character (print) .IN n,c

Sets the printing index character for index "n" to "c". When the index character surrounds a word or group of words, they are stored in the index buffer during printing. The words or group of words are printed as a part of the main text, and also when the index is printed.

Print All Indexes .IA n,p

Prints all of index "n". It begins the page references at position "p" which is an absolute tab number. If no number is designated, then the numbers are started at the center of the page. This print command assumes that words which are spelled the same but have different capitalization are different words.

Print Non-alphabetized Indexes .NA n,p

Prints all of index "n". They are printed in the order they were entered in the buffer and are not alphabetized. It begins the page referances at position "p" which is an absolute tab number. If no number is designated, then the numbers are started at the center of the page. This print command assumes that words which are spelled the same but have different capitalization are different words.

Print Alphebetized Indexes .PI n,p

Prints all of index "n". This command alphabetizes the index prior to printing. It begins the page references at position "p" which is an absolute tab number. If no number is designated, then the numbers are started at the center of the page. This print command assumes that words which are spelled the same but have different capitalization are the same words



and prints the words in the index in the capitalization mode that was first encountered.

Index Lower .IL

This causes the words surrounded by the index character to be loaded into the index buffer as all lower case, irregardless of the case in which they were entered.

Index Upper .IU

This causes the words surrounded by the index character to be loaded into the index buffer as all upper case, irregardless of the case in which they were entered.

Index Mixed .IM

This causes the words surrounded by the index character to be loaded into the index buffer as they appear in the main text.

TYPE STYLE

Set Boldface .BF c

Sets the boldface token character to "c". When a word or group of words are surrounded by c the word or group of words will be printed in boldface. This is only done if the boldface format is properly set in RUNOFF and if your printer is capable of boldfacing (i.e. backspacing or not sending a LF after a CR).

Set Underline .UL o

Sets the underline token character to "c". When a word or group of words are surrounded by c the word or group of words will be underlined. This is only done if the underline format is properly set in RUNOFF and if your printer is capable of underlining (i.e. backspacing or not sending a LF after a CR).

Underline Spaces .US

Causes both text and spaces to be underlined when the underline characters are encountered.

Underline Text .UO

Causes text only to be underlined when the underline characters are encountered.

Print Lower .LC

Causes RUNOFF to print the following text in lower case only.

Print Upper .UC

Causes RUNOFF to print the following text in upper case only.

Print Mixed .MC

Causes RUNOFF to print the following text in mixed case.



SYSTEM COMMANDS

DOS Command .DI<command>

Causes the DOS command <command> to be executed.

Another File .AF<name>

Causes the file <name> to be loaded and printed during RUNOFF, thus appending a file. This command does not cause a break.

Replace .RE c,c1

Causes RUNOFF to replace character "c" with with character "c1". "c" or "c1" may be either the actual character or its decimal equivalent.

Fill .FI

Causes the following text to be filled. All carriage returns are ignored. To cause a break use the .BK command.

No Fill .NF

Causes the following text not to be filled.

Break .BK

Causes a break or carriage return to be sent to the printer, used mainly in the fill mode.

Pause Character .PC c

Sets the token pause character to "c". When the character is encountered, the printer will stop until a key is pressed.

Pause Down Character .PD o

Sets the token pause down character to "o". When the character is encountered, the printer will stop and a message will be displayed instructing you to move the carriage down. On certain printers this is done automatically. This command is useful for superscripts.

Pause Up Character .PU c

Sets the token pause up character to "c". When the character is encountered the printer will stop end a message will be displayed instructing you to move the carriage up. On certain printers this is done automatically. This command is useful for subscripts.

Message .ME<text>

Causes the printer to pause and displays the message <text>

REMark .RK<text>

Like message, this command displays the <text>, but does not pause. This command is useful in conjunction with the question command (.OU).

Set Line Counter .SL n

Sets the line counter to n.

Decrement Line Counter .LD

Causes the line counter to be reduced by one.

Increment Line Counter .LI

Causes the line counter to be increased by one.



# APPENDIX THREE -- RUNOFF COMMANDS

## MAIN MENU

The Main menu has 8 options. The only commands available are selection of options 1 through 8 or CTRL/D for a DOS commands such as loading an alternate RUNOFF format or displaying the catalog.

```
SuperScribe ][
RUNOFF CENTRAL MENU
Copyright 1981 David Kidwell

CHOOSE ONE OF THE FOLLOWING:
  1. Display the TEXT FILE PAGE
  2. Display the OUTPUT PAGE
  3. Print the files
  4. Display the EDIT FORMAT PAGE
  5. Display the PRINTER SPECIFICATIONS
  6. Enter the Editor
  7. Save default parameters
  8. Exit
Enter a number or DDOS Command
:
```

TEXT FILE (OPTION 1)

```
                SuperScribe ][
                 TEXT  FILES

FILE:
10:
20:
30:
40:
50:
60:
70:
80:

ADDRESS FILE:
90:

ENTER FILE NAME i,e, 10:FILE NAME,Dn,Sn
:

C-CATALOG    DDOS COMMAND    Q-MAIN MENU
```

This display allows you to sequence files for printing and allows the selection of an address file for form letter printing.

File names are entered into sequence by entering the sequence number, a colon, the file name or catalog number, and any slot/drive information needed. For example:

[redacted]

or

[redacted]

One command that is available C, which catalogs all the text files.

A C command will catalog text files on the booted drive. A C,D2 will catalog text files on Drive 2. The number displayed in front of each file can be used instead of the



file name for entering the file name.

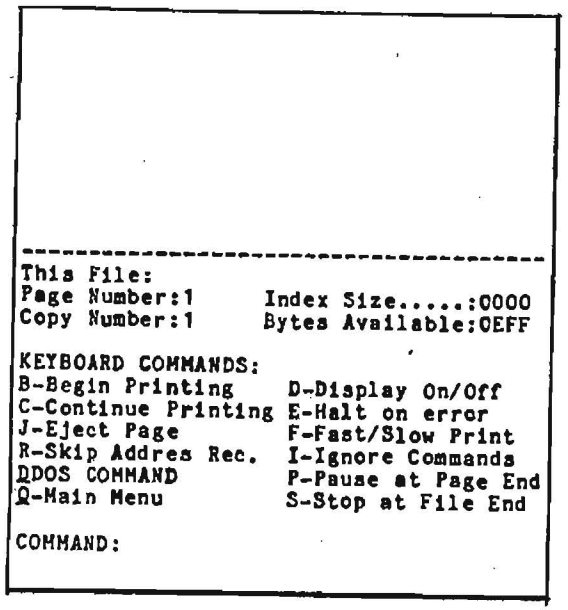
Other commands include CTRL/D for DOS commands and CTRL/Q which returns you to the main RUNOFF menu.

[redacted]

[redacted]

will place file "HI" (which is on Drive 2 in Slot 6) in between files 10 and 20.

OUTPUT PAGE (Option 2)




This page can display the files as they are being printed. It also shows the file name of the current file, the current page number and the current copy number. It gives the status of the index size and the bytes available. The following commands are available on this display:

**Begin printing** **B,c,s,e**

This begins printing x copies, starting at s page and ending at e page. The c,s,e are optional. If they are not entered, RUNOFF will print one copy of all the pages in the file. However, if you want to enter any of the numbers you must enter all preceding ones. For example, if you went to start printing on page 10 then enter, B,1,10 ... NOT B,,10.

**Stop printing** **Any Key**

This causes all printing to stop.



**Continue** **C**

C will resume the printing where you left off.

**Eject paper** **J**

J causes the printer to form feed to the top of the next page. If single sheet feed is used, it will eject the paper. It will use carriage returns and line feeds Unless the form feed character is set in the HARDWARE SPECIFICATION PAGE.

**Skip address** **Rn**

When printing form letters this command will skip records to start printing on record "n".

**DOS** **CTRL/D<command>**

Allows you to enter DOS commands.

**Return to main menu** **CTRL/Q**

Returns to the main RUNOFF menu

**Display** **D**

Turns the display on or off. With fast printers (faster than 80 cps) and during spooling, turning the display off will speed up the operation.

**Fast/Slow print** **F**

Alternates between fast printing and slow printing so an operator can read the text.

**Halt on error** **E**

Stops the printer when an error in an embedded command is discovered. The error message is displayed. To contine printing press any key.

**Ignore** **I**

Ignores all embedded commands. Useful in finding page formatting errors or for rough drafts.

**Pause at page end** **P**

Causes a pause to occur at the end of each page. This allows you to change paper in a sheet feed operation. Any key

continues after pause.

Stop at file S

Cause a pause to occur at the end of a file. This allows you to change disks prior to linking to the next file.

Test *T

Displays a test page using the 70 column screen format. This will show you the left 70 columns of your paper, including the margins.

Ignore hyphen H

This will ignore all hyphenation commands during printing.

Ignore overprint O

This will ignore all overprint commands during printing.



PRINT FILES (Option 3)

This will cause the first file in the sequence to begin printing. It will display the OUTPUT PAGE, see above.

```
This File:
Page Number:1      Index Size.....:0000
Copy Number:1      Bytes Available:0EFF

KEYBOARD COMMANDS:
B-Begin Printing     D-Display On/Off
C-Continue Printing  E-Halt on error
J-Eject Page         F-Fast/Slow Print
R-Skip Addres Rec.   I-Ignore Commands
DDOS COMMAND         P-Pause at Page End
Q-Main Menu          S-Stop at File End

COMMAND:
```

EDIT FORMAT PAGE (Option 4)

```
                SuperScribe ][
                 EDIT FORMAT

    MARGINS          PAGE          OUTPUT
Left    :10     Length    :66   Justify :ON
Right   :70     Width     :80   Fill    :OFF
Top     :6      St. #'s   :2    Case    :M
Bottom  :60     No. Type  :D    Hyphen  :OFF
Indent  :5      Spacing   :1    H. Spc. :5

Page No.  Title:3,r,Page

Title:
1:
2:
3:
4:

Date:


A-LEFT S-RIGHT W-UP Z-DOWN  Q-MAIN MENU
```

This displays the output format for the text. The output format can be overridden by embedded commands. The commands available are as follows;

CURSOR MOVEMENTS: CTRL/A - left, CTRL/S - right, CTRL/Z - down, CTRL/W - up, and CTRL/Q return to main RUNOFF menu.

MARGINS:

Left Margin and Right margin are the margins of the text. The right margin must be greater than the left margin.

Top margin and bottom margin are the margins of the text. The bottom margin must be greater than the top margin. Both must be less than the page form length.

Indent is the number of spaces indented when a paragraph is started.



PAGE:

Page length is the actual length of the page based on your printer's line format. Standard 11 inch paper has 66 lines when the printer is set to 6 lines per inch. It has 88 lines when the printer is set to 8 lines per inch.

Page width sets the physical size of the paper. This is used to send line feeds on certain printers.

St. #s is the page to start numbering on. If you set this to 2, then the numbering will begin on page two.

No. Type sets the numbering type to either Decimal or Roman numerals.

Spacing, sets the line spacing from 1 to 20 lines.

OUTPUT

Justification turns justification on or off. The type of proportional spacing used during justification is determined on the HARDWARE SPECIFICATIONS PAGE.

Fill turns the fill feature on or off. Fill on ignores all <CR>s.

Case allows for printing in Mixed, Upper only or Lower only.

Hyphen turns Hyphen on or off. Normal mode is Manual hyphen. Auto hyphen is turned on with an embedded command.

Hyph Spc. sets the hyphen spacing. If RUNOFF must add more spaces than are set in the Hyphen spacing and a hyphenation mode is selected, then a hyphenation decision will be made.

BOTTOM SCREEN

Page no. sets the format for the page number. The format is the line for the page number, the position of the page number, and the text to precede the number. Position can either be left, center, or right; or it can be an absolute tab position.

Titles set the format for titles 1 through 4. The format is the line for the title, the position of the title, and the text of the title. Position can either be left, center, or

right; or it can be an absolute tab position.

Date sets the format for the date. The format is the line for the date, the position of the date, and the text of the date. Position can either be left, center, or right; or it can be an absolute tab position.



PRINTER HARDWARE SPECIFICATIONS (Option 5)

```
SuperScribe ][
PRINTER HARDWARE SPECIFICATIONS

Slot number or driver address .....:1
Form feed character ...............:0
Auto carriage return ......(Y/N)....:N
Send linefeed after CR ....(Y/N)....:N
Number of nulls after CR ..........:0

Backspace character ...............:8
Underscore format .................:2
0-none          1-dash next line
2-backspace     3-no line feed
Underscore character ..............:95

Proportional Spacing (Y/N) ........:N
Printer type ......................:0
1. Qume Sprit 5
2. Spinwriter 5510/20
3. Diablo/Sprinwriter 5515/25

Pitch (10,12,15)...................:10

A-LEFT S-RIGHT W-UP Z-DOWN Q-MAIN MENU
```

This display sets up the hardware specifications for your printer. Once set and saved as a part of the RUNOFF program it does not have to be reset unless you chenge printers.

CURSOR COMMANDS: CTRL/A - left, CTRL/S - right, CTRL/W - Up, CTRL/Z - down, and CTRL/Q return to main RUNOFF menu.

Other commands:

Slot number or driver address is the slot number of your printer interface card or the HEX or decimal address of a custom printer driver. To enter a HEX address use $. For example, $FEFD is the address of the LOWRES screen.

Form feed character is the ASCII code of the form feed character for your printer. Some printers form feed faster with this character, others do not need it. Most printers use decimal 12.

Auto carriage return (Y/N) tells RUNOFF if your printer has auto carriage return. When RUNOFF writes to the PAGE WIDTH, if this question is YES, then NO <CR> is generated -- RUNOFF assumes your printer did it for you.

Send line feed after CR (Y/N) tells RUNOFF if your printer needs a line feed character after a carriage return.

Number of nulls after CR is used if your printer requires a delay after a carriage return. Most printers do not require nulls.

Backspace character is the ASCII code of the backspace character for your printer. Most printers use decimal 8.

Underscore format allows you to select one of four formats to work with your printer. Format 0 is used if your printer is incapable of backspacing or you wish to ignore underlining. Format 1 places dashes on the next line. Format 2 causes the printer to strike a character, backspace, strike the underscore character, and go on. To work, the backspace character must be set to a non-zero value. Format 3 issues a carriage return with no line feed then underscores on the second pass. To work, the send LF question must be yes.

Underscore character is the ASCII code of the underscore character for your printer. Most printers use decimal 31.

Proportional spacing allows you to turn proportional spacing on and off. If proportional spacing is off and you are printing in a justified mode, then whole spaces are placed between words to make the lines come out even. If proportional spacing is turned on, then depending on your printer selection, partial spaces are inserted between words to make the lines come out even.

Printer selection allows you to tell RUNOFF the type of printer you have. This is used to determine the proper code for proportional spacing.

Pitch tells RUNOFF the pitch of your print element. Pitch refers to the number of characters printed per inch.

ENTER EDITOR (Option 6)

This option returns you to the editor.



SAVE DEFAULT PARAMETERS (option 7)

This option saves the parameters currently set in the RUNOFF program. These parameters will be loaded the next time you go into RUNOFF.

Alternate sets of RUNOFF parameters can be saved. This is done by BSAVING the alternate parameters on your SuperScribe ][ master disk. To do this you type:

CTRL/D BSAVE<name>,A$C00,L$1400,(SLOT and DISK DRIVE)

To use alternate RUNOFF parameters, enter RUNOFF normally then type:

CTRL/D BLOAD<name>,(SLOT AND DISK DRIVE)<CR>

EXIT (option 8)

This option returns you to the resident Basic. Often, you may ba able to restart the program by entering the monitor with a call -151 and typing 4000G<CR>, Or from Basic typing,

```
10 CALL 16384<CR>
RUN<CR>
```

# APPENDIX FOUR -- EDITING PROGRAMS

One of the most powerful capabilities of SuperScribe ][ is its ability to edit text, using all the CURSOR CONTROLS and WORD PROCESSING commands. This capability can be used for editing any type of text file.

Basic programs can be edited as easily as letters. Replacement, screen tabs, and the use of MACROS make SuperScribe ][ a powerful programming tool.

When working with Basic programs in SuperScribe ][, an actual Basic file is not used. Instead, the file is first converted to a text file. The primary reason for this is when a Basic file is saved on disk certain commands are "tokenized". This means that certain words like GOTO are not saved as GOTO but as e single unprintable character. Line numbers are also converted to a two character representation. In order to make this Basic listing readable, you must convert it to a text file. This is an easy process.

One line must be edded to your Besic program. This line will open a text file, list the program to the text file then close the text file. You have to decide on what you are going to call the file. It is a good idea to use a similar but different version of the Basic file name. For example, if our Basic program is SNOWFLAKE, we could call the text file SNOWFLAKE.TEXT.

Now load the Basic program and add the following line:

```
0 POKE 33,33:PRINT "CTRL/D OPEN SNOWFLAKE.TEXT":PRINT "CTRL/D
WRITE SNOWFLAKE.TEXT":LIST 1,32767:PRINT"CTRL/D
CLOSE":TEXT:END
```

The CTRL/D is entered by holding the CTRL key and pressing D. Do not enter the words CTRL/D. When this modified version of the program is run the text file SNOWFLAKE.TEXT is created and the program is listed to that file. Make sure you have enough room on your disk for the



text file.

Now all you have to do is boot your SuperScribe ][ master disk and load the text file like any other text file. Once loaded you use all the power of SuperScribe ][ to make any changes necessary.

Thre are a few guidelines in creating or editing a Basic program. All words normally capitalized in a Basic program such as commands, variable names, and so forth must be capitalized when you work with SuperScribe ][. This can be done by placing SuperScribe ][ in the shift-lock mode (press <ESC> twice). But a better way is to create a number of single key MACROS to do the work for you.

For example you could use SHIFT-CTRL/G to print GOSUB and SHIFT-CTRL/R for RETURN.

Screen tabs can also help you format your screen for eesy editing. Line numbers could be in one column and the Basic statement in another. You could use a staggered PASCAL type format to help keep FOR NEXT loops straight. Since you could work in the 70 column format, you have a great deal of flexibility in creating a format that makes sense to you.

Once you are satisified with the program save it and exit SuperScribe ][ with the Q (quit) command.

You are now in the resident Basic and have a text file version of your program. The next step is to convert it to the proper Basic file.

This is done with the EXEC command. This command tells the computer to accept the text file as keyboard input. In other words, the computer thinks it is receiving information from the keyboard when, in fact, it is seeing a text file from the disk. For more information see your DOS manual.

Make sure you are in the correct Basic, APPLESOFT or INTEGER, and type EXEC snd the text file name.

The file will now be read into memory aa a Basic file. If a mistake was made while entering a line, you will get a SYNTAX ERROR. Make a note of the position, and go back and correct the problem.

The screen display may be turned on or off as the file is being read in by entering a apecial disk command before EXECing the file.

MON C,I,O will allow the file to be displayed as it is

read in. NOMON C,I,O turns off the display.

Once it is loaded it should be saved as a Basic file. You will have to use a different name then the one you used as the text file or you will get a FILE MISMATCH ERROR.

The Basic program can now be listed and run.



## APPENDIX FIVE -- KEY SHIFT MODIFICATION

SuperScribe ][ takes advantage of the common Apple SHIFT key modification. Once modified, SuperScribe ][ will look at the Apple keyboard as a standard typewriter keyboard. You press the shift key and another key, and a capital letter will be displayed. This modification is highly recommended.

NOTICE

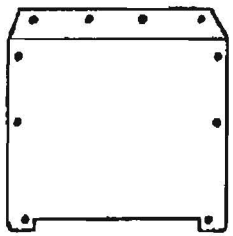
This modification requires the removal of the APPLE case and will probably void the warranty. If you are unsure of what to do, allow your local service center to perform this modification for you.

Follow these steps in making the modification

1. Turn off the power to your computer. Unplug the computer and carefully remove all peripheral cards and the game paddles if you have them.

2. Turn the computer over and on the back you will find four screws along the front, two screws on either side and two screws on the back. These screws hold the case on. Remove all ten screws.

BOTTOM VIEW OF APPLE II
REMOVE ALL 10 SCREWS.



3. Now holding the top case and the bottom case together, turn the computer back over and carefully lift the top case a few inches. You will see a short flat cable connecting the keyboard to the main board. Look at how it is oriented and carefully unplug it. BE CAREFUL THE PINS ARE VERY FRAGILE AND WILL BEND AND BREAK EASILY.

4. Once the cable is free, remove the top cover and keyboard, and turn the unit upside down. Look at the keyboard and locate the shift key. The shift key is connected to the keyboard with two solder points. One of these is connected to ground and the other runs to the keyboard encoder. You will need to connect one end of a wire to the point that runs to the encoder and connect the other end to the game connector pin 4. This can be done in one of two ways.

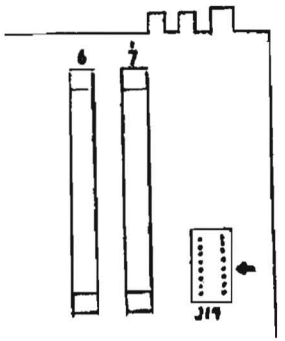
5a. You can take 13" length of No. 22 wire. Strip about a 1/4 inch of insulation off each end. Solder one end of the wire to the shift pin that goes to the keyboard encoder and run the other end back to the game paddle connector.

5b. If you have a new model of the Apple II, then there is a piggyback board on the keyboard. On this piggyback board is a 50 pin connector. The second pin from the far right is the key shift pin. This pin is located directly above the asterisk key. You can clip a wire to that pin, being careful that it does not touch any other pins. Then run the wire back to the paddle connector. This method will only work with newer Apples.

6. Once you have the wire attached to the keyboard, reassemble the case making sure the cable from the keybosrd to the main board is properly installed. The key shift wire needs to be oriented so that it goes toward the back of your computer.



7. With the case reassembled remove the top lid of the computer. With the keyboard toward you, look down at the game paddle connector. (It is in the right rear corner of the main board). This connector is a 16 pin socket which the game paddles plug into. Take the wire you connected to the shift key and insert the other end into the fourth hole on the right side (as you look down with the keyboard toward you). Do not solder this wire. You can now carefully install the game paddles on top of this wire by bending out the fourth pin.




Right rear of computer
Place wire in the fourth hole
of game paddle connector

That is all there is to it. SuperScribe ][ will now let the Apple keyboard act as a normal typerwriter keyboard.

Pin 4 of the game connector is the switch 2 input. This is the normal pin to use for the key shift modification since it is generally not used in the Apple. However, if your joystick configuration is unique you may want to select another input.

There are two other switch inputs available; switch 0 and switch 1. Consult your Apple reference manual to determine the correct pin. If you use a switch OTHER than the one specified or if you want to disable the shift key, you will need to modify four programs on your master disk.

These four programs are EDITOR, EDITORA, RUNOFF, and RUNOFFA. The modifications to these programs will take the form of adding or changing a line in the program. This line will consist of changing or adding:

POKE <address>,<VALUE>.

Since SuperScribe ][ is always being improved, we have eliminated the need for updating this portion of the manual by

placing the proper addresses for these pokes in "REM" statements as a part of the program. To make the changes Boot up SuperScribe ][ and exit to Basic. Then one at a time load each of the four programs, make the change, and save the program.

To actually make the change, after you have loaded the program type LIST. This will cause the program to list. The list can be stopped by pressing CTRL/S. As you list the program look for the REMark statements that pertain to the key shift modification. These REM statements will tell you the address where you need to poke a new value. The values are as follows.

| Wire connected to | <VALUE> |
|---|---|
| Switch 0 | 97 |
| Switch 1 | 98 |
| Switch 2 | 99 (normal) |

Now all you have to do is follow the instructions in the REM statement to make the change. Remember, the program comes written to take advantage of the Key Shift in Switch 2. DO NOT CHANGE IT UNLESS YOU HAVE A PROBLEM.

One of the other advantages of the key shift modifications is that it gives you some characters not normally found on the Apple. These are;

| KEY STROKE | CHARACTER |
|---|---|
| CTRL-SHIFT-I | [ ] Right bracket |
| CTRL/x SHIFT-N | ^ Up arrow |
| CTRL/x SHIFT-P | @ At Sign |
| CTRL-SHIFT-O | @ At sign |
| CTRL-SHIFT-X | \ Back slash |
| CTRL-SHIFT-V | _ Underline |
| CTRL-SHIFT-M | { Left bracket |



## APPENDIX SIX
## CUSTOM PRINTER DRIVERS and SPECIAL PRINTER CARDS

There are two areas of memory which may be used to locate a custom printer driver: In page 3 (from $300 to $3D0) or from $9600 down. Page 3 is the normal place for most custom drivers. If your driver is to long to fit in this area or it is in another area of memory, it must be reassembled to run from just below $9600. For example, if a printer driver is $200 (512) in length, it must be reassembled to run from $9400 ($9600-$200). It will now reside from $9400 to $95FF.

Since text is stored in most of the Apple memory, the startup programs must be changed to inform SuperScribe ][ you need the upper part of memory for your printer driver.

To do this, add a POKE at line 1000 in the programs EDITOR and EDITORA that reads POKE 5280,149 minus the number of pages needed for your driver. In RUNOFF and RUNOFFA add POKE 17301, 149 minus the number of pages needed for your driver. (Each page is $100 or 256 bytes). EDITOR and RUNOFF are for Integer Apples. EDITORA and RUNOFFA are for Applesoft Apples.

This change is not necessary if the driver is located on page 3.

To actually load the printer driver, add the appropriate BLOAD statement to each of the four programs mentioned. Then in the RUNOFF HARDWARE SPECIFICATIONS indicate the driver location where it asks for slot or address.

Some printer cards and printers require you to send a string of special characters before printing. This is to initialize the printer or to set the interface card to more than 40 columns. This can be done by RUNOFF and EDITOR automatically.

You poke locations 8176-8188 with up to 11 characters. You must end the string of characters with a zero. These characters must be ASCII codes.

For example, to send a <CR> and LINE FEED to your printer when initialized, you would add the following lines to RUNOFF

and RUNOFFA;

```
1000 POKE 8176,141:REM ASCII CR
1010 POKE 8177,138:REM ASCII LF
1020 POKE 1878,0:REM END THE STRING.
```

Some serial cards require initialization to print more than 40 characters on a line. Usually they require CTRL/I 255N. The following POKES will accomplish this.

```
1000 POKE 8176,137 : REM ASCII CTRL/I
1010 POKE 8177,178 : REM ASCII 2
1020 POKE 8178,181 : REM ASCII 5
1030 POKE 8179,181 : REM ASCII 5
1040 POKE 8180,206 : REM ASCII N
1050 POKE 8181,141 : REM ASCII <CR>
1060 POKE 8182,0   : REM end of string
```

In order to do proportional apacing RUNOFF sends special characters to the printer. These characters tell the printer to move the print head in increments of 1/20th of an inch. In some cases printer interface cards intercept these special characters and will not allow the printer to work properly.

A special printer driver must be used. On an SSM AIO interface with a NEC Spinwriter 5515 or 5525 you need to add these four lines to the RUNOFF programs

```
1000 REM PRINTER INIT
1010 PRINT D$;"BLOAD DRIVER":PRINT
```

Once you have made the changes to the RUNOFF programs and saved them then you need to create the binary program called "DRIVER". To do thia, from Basic enter the monitor by

typing;
CALL -151<CR>

You will get the "*" prompt. Then type

```
300:48 A9 03 8D 94 C0 A9 11
:8D 94 C0 A9 03 85 FD A9
:14 85 FC 68 48 AD 94 C0
:29 02 F0 F9 68 8D 95 C0
:60
```



Return to basic by pressing CTRL/C then type,

```
BSAVE DRIVER,A$300,L35
```

Now load RUNOFF and go to the HARDWARE SPECIFICATION PAGE and set the printer address to $300.

Proportional spacing should work properly now.

## EPSON PRINTER DRIVER

The Epson printer does not normally support boldface and underlining, unless you purchase en optional hardware package. With the following driver, however, both boldface and underlining are available through SuperScribe ][ software.

First add these lines to RUNOFF and RUNOFFA.

```
1000 REM PRINTER INIT
1010 PRINT D$;"BLOAD EPSON DRIVER":PRINT
```

Once you have made the changes to the RUNOFF programs and saved them then, you need to create the binary program called "EPSON DRIVER". To do this, from Basic enter the monitor by

typing;
CALL -151<CR>

You will get the "*" prompt. Then type

```
300:48 A9 C3 C1 D0 FB 68 8D 90 C0 60
```

Return to basic by pressing CTRL/C then type,

```
BSAVE EPSON DRIVER,A$300,L15
```

Now load RUNOFF and go to the HARDWARE SPECIFICATION PAGE and set the printer address to $300. Next change "SEND LINE FEED" to "Y" and change the UNDERLINE MODE to "3".

Underlining and boldface will now work properly.

## APPENDIX SEVEN -- CHARACTER TABLES

SuperScribe ][ supports alternate character sets. The character table resides at $C00 (4096) and is of the Keyboard Filter/Typesetter/Apple format. However, the table is inverted. The program UPSIDE DOWN on the master disk will perform this conversion for you. To load in an alternate character set, add the line:

2100 PRINT D$;"BLOAD <new character table>,A$C00"

to EDITOR, EDITORA, RUNOFF, and RUNOFFA.

Note: SuperScribe ][ effectively disables the color killer on the Apple II or Apple II Plus during its use. If the new characters appear on the screen in color, turn down the color control on the TV set or color monitor.



## APPENDIX EIGHT -- TEXT FILE SAVE

Sometimes it is useful to print a formatted version of a text file to disk. This format includes all the print commands as if you were printing the text. But, instead of going to the printer, the formatted text goes on the disk (or on another disk in another drive) as a formatted text file.

This file can then be used with a general spooling program or to transmit the information over the telephone (ELECTRONIC MAIL)

First from the command line of a RUNOFF display you type:

CTRL/D OPEN <NEW FILE NAME><CR>
CTRL/D WRITE <NEW FILE NAME><CR>

This establishes a link to a given file name. Now go into the HARDWARE SPECIFICATION DISPLAY and change the printer location to $FDED. (Remember the $ sign for HEX.)

Now print the file and it will be transferred to the new file name. To speed up the transfer, turn the display off on the OUTPUT PAGE.

When you have finished transferring the file, type

CTRL/D CLOSE <NEW FILE NAME><CR>

You can also open, write, and close the file from your text. The .DI command allows you to use DOS commands as apart of your text file. For more information see LESSON TEN. Also review the Apple DOS manual for information on file handling.

A simple program in INTEGER Basic is listed below. This program will take the file you just created and print it. A similar program can be written for APPLESOFT but it will be more complex because of the way APPLESOFT handles strings and commas.

The program will end in the error message "END OF DATA".

This message will be printed at the end of any document so it is a good idea to end any document with a new page (.NP) command.

```
10   REM PROGRAM TO PRINT TEXT FILES
20   DIM A$(255),D$(1)
30   DIM FILE$(255)
40   D$="":REM CTRL/D
50   PRINT "INPUT THE TEXT FILE NAME"
60   INPUT FILE$
70   PRINT D$;"PR#1":REM PRINTER SLOT
80   PRINT D$;"OPEN";FILE$
90   PRINT D$;"READ";FILE$
100  INPUT A$
110  PRINT A$
120  GOTO 100
```



## APPENDIX NINE --- USING VIDEX KEYBOARD ENHANCER

The VIDEX Keyboard and Display Enhancer is a hardware modification that allows the Apple II or Apple II Plus computers to display upper and lower case text in the normal Apple mode. This enhancer also utilizes the shift and control keys as on a normal typewriter.

SuperScribe ][ does NOT need the Videx board to display upper and lower case or to use the shift key in a normal manner. However, many SuperScribe ][ users do have the VIDEX board. Because of the way VIDEX handles some of the special characters it is necessary to make a few changes to allow SuperScribe ][ to work with the VIDEX board.

1. Make sure the VIDEX board is set up so that when the computer is turned on, the mode is the NORMAL APPLE mode, or ALPHA LOCK.

2. When using SuperScribe ][ DO NOT activate the VIDEX board. (Activation is done by pressing shift and reset, DO NOT DO THIS.)

3. Since VIDEX handles some of the characters differently it is necessary to establish nine MACROS. These macros are for the keys L,K,E,R,T,Y,U,I, and O.

If you are unsure how to create the MACROS, check the tutorial. The macros you will need are for the upper case version of each letter. For example, for the latter L, from the COMMAND LINE;

```
PRESS %
SuperScribe ][ will ask TYPE CHAR TO REPLACE
PRESS SHIFT-L
SuperScribe ][ will ask INPUT CHAR STRING CTRL/X CTRL/X TO END
PRESS <ESC> then L then CTRL/X CTRL/X
```

Now whenever you press SHIFT-L a capital L will be printed. Repeat this operation for the other eight letters.

4. After you have completed the replacement MACROS and have tested them to be sure they work, you can save them on the SuperScribe ][ master disk. This is done from the COMMAND LINE by:

PRESSING !<macro name><CR>

A good name to use is KEYFILT, which is the name used in saving the VIDEX driver program.

5. Whenever you enter SuperScribe ][ EDITOR, from the command line

TYPE "<macro name><CR> (be sure to type tha single quotes)

... and the macro will be loaded in ready for use.

You may also automatically load the macro by placing a BLOAD statement in the BASIC program EDITOR or EDITORA.

The VIDEX board changes some of the special characters that are avaialbe. With this board you can get the following special characters:

| KEY STROKE | CHARACTER |
|---|---|
| CTRL/x SHIFT-I | } Right bracket |
| CTRL/x SHIFT-U | { Left bracket |
| CTRL/x SHIFT-P | @ At sign |
| CTRL/x SHIFT-O | _ Underline |
| CTRL/x SHIFT-Y | \| Vertical line |
| CTRL/x SHIFT-E | ~ Reverae carrot |
| CTRL/x SHIFT-L | \ Back Slash |
| CTRL/x SHIFT-K | [ Left square bracket |
| CTRL/x SHIFT-M | ] Right square bracket |
| CTRL/x SHIFT-N | ^ Up arrow |

VIDEX is a product of VIDEX, INC, Corvallis, OR, snd is a copyrighted trademark.



## APPENDIX TEN --- CONVERTING SUPERTEXT II FILES

Some SuperScribe ][ users have files that were created on the SUPERTEXT II word processing program by MUSE Software (tm).

This is complicated because MUSE stores the files as Binary files and uses non-standard 3.2 DOS.

In order to make the conversion, you have to go through a number of steps on a file-by-file basis.

1. Boot SUPERTEXT II and load the file you want converted.

2. Save the file to be converted, writing down the file name and location that is shown at the bottom of the screen. It will look something like this.

FILE NAME,A$4800,L$2F50

3. This program is stored in the Apple II or Apple II Plus memory at the location displayed. Press RESET or CTRL/RESET to exit SUPERTEXT II to monitor.

4. Remove the SUPERTEXT II disks and replace them with the SuperScribe ][ master disk and a standard 3.2 or 3.3 formatted disk. (You can use one disk drive, simply switch to the data disk after you boot SuperScribe ][.) Now boot SuperScribe ][ by pressing 6 CTRL/P. (DO NOT USE THE POWER DOWN RESET.)

5. When the first menu comes up, exit to BASIC. During the boot, 3.2 or 3.3 DOS was loaded, but the SUPERTEXT II binary file was left undisturbed in memory. Now BSAVE FILE NAME at the addresses you copied down. DO NOT save this on the SuperScribe ][ master disk but on a standard formatted text disk.

6. RE-Boot tha SuperScribe ][ master disk and enter the EDITOR. Select an OUTPUT File that is different from the SUPERTEXT II file name. For the input file select the name you assigned to the SUPERTEXT II Binary file.

7. As soon as you enter the INPUT file, SuperScribe ][ will warn you that this file is not a text file, that is correct. Type "Y" ,hit return and the SUPERTEXT II file will be loaded in.

8. SUPERYEXT II uses different control characters than SuperScribe ][. As a result, you will have to use the REPLACE function to replace the SUPERTEXT II commands with SuperScribe ][ embedded commands.

9. Once you have completed editing the file, save it in the normal way.





# APPENDIX ELEVEN -- ERROR MESSAGES

This appendix contains the error messages you may encounter when using SuperScribe ][.

## EDITOR

NO SUCH FILE
Entry of a name that is not in the catalog.

WARNING NOT TEXT FILE
SuperScribe ][ senses that the file is a Binary, Applesoft or Integer file. You can continue only if the file is a BINARY TEXT file.

ON DISK I/O
Disk read or write error. Your only remedy is to try using another disk.

LINE LENGTH <10 OR >70
On a "C" command the line length must be between 10 and 70.

FILE NOT AN UNLOCKED TEXT FILE
Output file is not a text file or is locked.

OK TO CONTINUE (Y/N)
If an I/O error is encountered in reading an input file, the editor will read to the problem and some of your text may be rescued.

SLOT/DRIVE OUT OF RANGE
Drive must be 1 or 2 and slot between 1 and 16.

NUMBER >255
Repeat numbers, such as used in delete or kill, must be between 0 and 255.

LINE LENGTH EXCEEDED
Maximum of 63 characters allowed on the COMMAND line.

ILLEGAL COMMAND
The command is illegal, usually results from entering a control command on the COMMAND LINE. Will also occur if you are trying to save the Get Buffer to the output drive.

NO PRINTER IN SLOT
In an "L" command the slot specified did not have a card in it.

TAB EXCEEDED 99
Tabs must be between 0 and 99.

MAX 8 TABS EXCEEDED
Only 8 tabs are allowed; the rest are ignored.

DISK FULL
Disk is full, save your text to another disk.

STORAGE EXCEEDED
Memory full, maximum of 64K characters have been entered.

ERROR IN LIST SPECS.
One or more of the "L" list specifications were out of range.

HELP FILE NOT FOUND
Help file not on disk. Usually because SuperScribe ][ Master disk is not mounted on Drive 1.

ERROR IN STORING TEXT
I/O error occurad in storing text or the disk is full.

NOTE
Old file has been deleted. You MUST successfully save text on another disk or you will loose it.

MOVE BUFFER OVERFLOW
Only 32K is allowed in the get buffer. Nothing is savad on an overflow.

MISSING CTRL/R
Missing CTRL/R in replace specifications.

NO ROOM - NO REP DONE
The Macro table is full. No action was taken.

DATA NOT READ IN
Memory is full and some of your file is not read in. This will only occur if the output disk is full or if the file is larger than 64K.

NOTHING IN THE MOVE BUFFER
The move buffer is empty. Remember, the move buffer is cleared every time you save text.



RUNOFF

NUMBER >9999
Page number is greater than 9999. It must be batween 0 and 9999.

NUMBER >8
Option from the main RUNOFF menu must be between 1 and 8.

ERROR ON DISK I/O
I/O Error on read.

ILLEGAL D OR S
Slot must be between 1 and 16 drive 1 or 2.

NOT BETWEEN 10 AND 80
Sequence number from the TEXT Page must be between 10 and 80 or exactly 90 for the address file.

MISSING :
Format for text page is 10:FILENAME.

FILE NOT FOUND
File not on disk specified.

TITLE NUMBER > 4
Only 4 titles are allowed.

NOT Y OR N
Answer to the question MUST be Y or N.

FORM FEED CHAR >255
Form feed character number must be between 0 and 255.

NULLS >255
Only 255 nulls are allowed.

UNDERSCORE FORMAT NOT 0 - 3
Underscore format must be 0,1,2, or 3.

UNDERSCORE CHAR >255
Underscore character must be between 0 and 255 to be a legal ASCII character.

FOOTNOTE BUFFER OVERFLOW
A maximum of 512 characters can be stored in the footnote buffer. Place the next footnote on the next page.

NO END OF FOOTNOTE MARK (↑)
All footnotes must have a "↑" at the end and they must be less than 512 characters per page.

R. MARGIN < L. MARGIN
Right margin is less than left margin.

INDENT TOO LARGE
Tried to indent past right margin.

NO ADDRESS FILE FOUND
The address file is currently not on the disk.

MODE NOT 1,2 or 3
Proportional spacing must be 1, 2,or 3. (3 is not supported at this time.)

NOT R OR D
Page number must be Roman or Decimal.

ROMAN NUMERAL> 99
Roman numerals must be between 0 and 100.

NO ON OR OFF
RUNOFF is looking for an ON or OFF.

ERROR IN PAGE NUMBER LOCATION
ERROR IN DATE LOCATION
Usually occurs when the locations exceed the margins or the format is incorrect.

CASE NOT U, L, OR M
RUNOFF expecting U(upper), L(lower), or M(mixed).

ILLEGAL COMMAND
Illegal command; usually caused by attempting to use a CTRL/ command that is not recognized by RUNOFF.

CANNOT JUSTIFY LINE
The line contains no spaces - no justification done.

BOTTOM MARGIN OUT OF RANGE
Bottom margin is greater than form length.

OUT OF MEMORY
Index buffer used all avsilable memory - rest ignored.



>80 CHAR IN INDEXED WORD
Only 80 characters are allowed in an indexed word. This usually means there is a missing second index character.

ADDRESS RECORD TOO LONG
Address records must be less than 255 characters.

NO CLOSE ON INDEX
File ended before index close was encountered. Usually due to missing second index character.

NO ENTRIES IN THE INDEX
An attempt was made to print the index and it was found to be empty.

TOP MARGIN OUT OF RANGE
Top margin greater than bottom margin.

NO PRINTER CARD IN SLOT
Slot requested does not have a card.

WARNING - CR in INDEXED WORD
Indexed word has a <CR> included. Usually due to missing second index character.

NOT 10,12, OR 15
Pitch not valid.

LINE SPACING >20
Line spacing must be between 0 and 20.

# INDEX

# SUPERSCRIBE II ERRATA SHEET

## A Note About DOS and Version Numbers

Page II of your manual tells you that you have received one DOS 3.2 disk and one DOS 3.3 disk. THIS IS NO LONGER TRUE. Because of Apple's standardization to DOS 3.3, Superscribe II now carries two (2) DOS 3.3 disks. One of these disks can be used for backup. The 3.2 version number that appears when you boot the disk is the Superscribe II version number, not the DOS number. If you require DOS 3.2 Superscribe, please contact us.

There are a few items that must be changed in your manual if you want to use page numbering, an Epson printer, or the spooling feature now available with Superscribe.

1. On page 87, line 6 of the Applesoft configuration for spooling should be changed to read: 6. Type: SAVE INTEGER.

2. On page 139, the Epson Driver should be entered as follows:

   300: 48 AD C3 C1 D0 FB 68 29 7F 8D 90 C0 60

   Then return to Basic and type BSAVE EPSON DRIVER,A$300,L$17.

3. A change must be made to the file "RUNOFF.OBJ0" if you wish to use the page numbering command, ".pg". To make the change, follow these steps:

   Boot the Superscribe II diskette

   When the Main Menu appears, type "3" to exit to Basic.

   Type the following:

   BLOAD RUNOFF.OBJ0 <RETURN>

   CALL-151 <RETURN>

   74C7: 19 <RETURN>

   74CC: 4C 50 7D EA <RETURN>

   7D50: 85 0A 85 EA A9 1A 85 EB 4C D0 74 <RETURN>

   3D0G <RETURN>

   BSAVE RUNOFF.OBJ0,A$4000,L$3D60 <RETURN>