C&C Computers and Communications

# TEXT MANUAL

PC-8300

PC-8300-TM

NEC

# NEC
# PC-8300

# TEXT MANUAL

# PREFACE

Your PC-8300 is the procuct of state-of-the-art microcompute· technology, and although compact enough to fit in a briefcase, i: is amazingly powerful with a wide rançe of appications.

# PREPARATION

Please ɔecome ɪamiliar with your computer by reading the User's Guide. Make sure you know how to connect and turn on the system. and lea·n the use of the many keys on the keyboard.

Most of the keys on the keyboard of the PC-8300 are like thcse of a typewriter, but there are special computer keys, such as:

[STOP], [f.1] to [f.5], [PAS˜ INS], [DEL BS],

the four cursor keys:

[↑], [↓], [←], and [→].

Also [ESC], [CTR_], and [ƎRPH].

Please refer to Aɔpendix A for the complete list of cursor control commands.

# NOTATIONS USED IN THIS TEXT MANUAL

## Keys

Before you begin to use your PC-8300, be sure you are familiar with the keys and their usage. This is a summary of the conventions used in the text to tell you what keys to press in step-by-step procedures.

## The Functions of Keys

The function of each key is clearly labelled on its keytop, but since some of these labels are shortened forms of the function, please make sure you understand them.

[ESC] "ESC" is the short form of ESCape, and is used in many ways, to escape from a procedure, and also as a type of control key.

[PAST / INS] "PAST" is the short form of PASTe, and since it is written on the top half of the key-top, [SHIFT] [PAST / INS] is used to transfer or paste a block of text just like the normal meaning of the word "paste".

[DEL / BS] "DEL" is the short form of DELete, and is used to delete unwanted text. Pressing [DEL / BS] moves the cursor back over text, and deletes it.

When used with [SHIFT], the cursor position becomes a deetion site, and puls text back to it, where it deletes it.

[CTRL] "CTRL" is the short form of ConTRoL, and is used as the master key of a whole range of commands, in combination with many other keys.

See Appendix A for the complete list of these commands.

| | |
|---|---|
| GRPH | "GRPH" is short for GRaPHic, and is used as a type of CTRL key, acting as a master key for a whole range of commands. See page 43 for the list of these commands. |
| ↑ | moves the cursor up one line at a time |
| ↓ | moves the cursor down one ine at a time |
| ← | moves the cursor one space to the left |
| → | moves the cursor one space to the right |

## Key Combinations

For many functions, it is necessary to use two keys in combination, for example CTRL A means that you hold down CTRL while pressing A .

## Notation for Using Function Keys

Press f1 means press the key marked f.1 to access the f.1 function.

f.6 is accessed by SHIFT f.1
f.7 is accessed by SHIFT f.2
f.8 is accessed by SHIFT f.3
f.9 is accessed by SHIFT f.4
f.10 is accessed by SHIFT f.5

Press ↵ means press the RETURN key.

## User Input Notation

To make it clear what you type as distinguished from that will appear on the screen by computer control, such user input will be shown in boldface text, such as:

Type **LETTER**
Press ↵

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# CHAPTER 1

# OVERVIEW



# 1.1 USE OF TEXT

You use TEXT to create and edit TEXT files such as memos, your personal diary, letters, and other documents. When you feel comfortable working with the computer, and you are ready to write letters and other text documents, then please use this TEXT Manual as your guide to easy but effective word processing on your PC-8300.

By proper use of TEXT, you can make great use of the software and hardware features of your PC-8300. You can create documents, edit them, print them, save them to or load them from external storage devices such as disk drives or data recorders, or you can use the TELCOM mode to transfer them to other computers, a remote printer or even to other types of computers.

# 1.2 MAIN FEATURE OF TEXT

TEXT transforms your PC-8300 into a powerful word processor with the following advanced features:

- An LCD screen, 8 lines down by 40 characters wide
- Full screen line editing
- Convenient cursor movement
- Auto repeat of all keys while held down
- Automatic word wraparound
- Easy editing of lines or characters
- Easy addition or deletion of characters or lines
- Various advanced format settings for editing
- Various advanced format settings for printing
- TEXT makes editing of documents very easy.

# 1.3 HOW TO START TEXT

Power up your PC-8300 by turning on the power switch on the right-hand side of the body, and you will see the main menu, called MENU as shown below:

```
1986/12/25 13:00:46      (C) Microsoft #1
 BASIC      TEXT       TELCOM      -.-
 -.-        -.-        -.-         -.-
 -.-        -.-        -.-         -.-
 -.-        -.-        -.-         -.-
 -.-        -.-        -.-         -.-
 -.-        -.-        -.-         -.-
Load     Save     Name     List      28758
```

# 1.4 FILE NAMES

A file name consists of three parts:

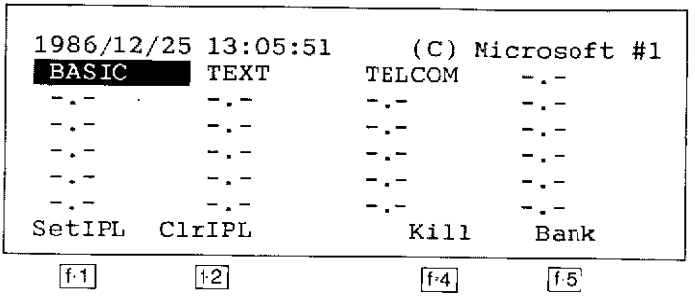
1. the main name, up to 6 characters long
2. a period used as a separator between the main name and its extension
3. the extension (which shows its file type) such as DC for TEXT files and BA for BASIC files. Notice that TEXT lets you access only TEXT files.

# 1.5 IDENTIFYING FILE TYPES

The file names are shown on MENU, and you can tell the type of a file by the extension added to its name after the period.

These extensions are automatically assigned to the name you give a file, according to the current mode your are using when you make the file. So when you are in TEXT and you assign the name "LETTER" to your text file, it will be saved with the name "LETTER.DO" by the computer, and will appear with this name on the MENU.

To see this next set of functions assigned to these keys, press and hold [SHIFT], and the bottom line of the screen will change to the following:




# 1.9 FILE OPERATION USING MENU COMMANDS

For a detailed description of how to use these functions, see the appropriate section in your User's Guide.

LOAD lets you load a file into the RAM or temporary memory of the PC-8300 from some external storage device, such as a disk drive or a data recorder.

SAVE lets you save a file from the PC-8300 RAM to some external storage device, such as a disk drive or a data recorder.

NAME lets you rename a file. Please see the rules regarding naming of files, especially the meaning of the "DO" file type extension for TEXT files.

KILL lets you delete a file. Highlight the name of the file (by moving the directory cursor onto the file name) you wish to delete; press and hold [SHIFT] to access KILL on [f.9] (it is actually on [f.4] but to access the second set of functions which are assigned to [f.6] to [f.10] inclusive, you must press and hold [SHIFT]. Then on the bottom line of the screen the following question will appear:

```
Kill filename Sure? _
```

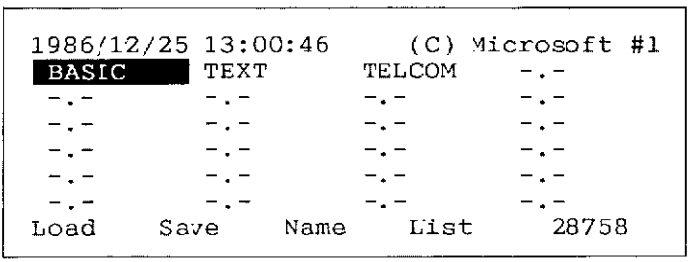
When you press "Y" for "YES" in response, the file will be deleted, and its name will disappear from the MENU. If you want to cancel the "KILL" command, simply answer the question with "N" for "No".

# CHAPTER 2

## GETTING STARTED

# 2.1 TURNING ON TO MENU

When you turn on your PC-8300, MENU appears on the screen, showing you the various modes, files and information which are available to you.




# 2.2 OPENING A TEXT FILE

You can select a TEXT filename from the MENU in either of the following two ways:

a. Move the directory cursor onto "TEXT" on the MENU screen, and then press [↵].

b. Move the directory cursor onto "LETTER.DO" on the MENU screen, (which ends with the extension .DO), and then press [↵].

When you enter a TEXT file using method "a" above, the following display appears on the screen:

```
1986/12/25 14:00:03      (C) Microsoft #1
 BASIC      TEXT        TELCOM      -.-
 -.-        -.-         -.-         -.-
 -.-        -.-         -.-         -.-
 -.-        -.-         -.-         -.-
 -.-        -.-         -.-         -.-
 -.-        -.-         -.-         -.-
Load       Save       Name        List       28758
```

## 2.3 OPENING A NEW TEXT FILE

If you want to create a new TEXT document, enter a new filename, for example "LETTER", after the prompt "File to edit?", shown in the next screen, and then next press [↵].

```
File to edit? LETTER
```

## 2.4 OPENING A PREVIOUSLY SAVED TEXT FILE

If you want to edit an existng TEXT document, (for example when you have previously opened the text file named LETTER.DO), type in its name after the prompt "File to edit?", and then press [↵].

## 2.5 MISSPELLING FILE NAMES


If while trying to edit a file, you misspell its name, your PC-8300 will "think" that you wish to open a new file, and will do so, assigning the misspelled name as the name of the new file. For example, if you previously have opened a TEXT file called LETTER.DO, and in trying to reopen it for editing you misspell the first part of its name as LATTER, your PC-8300 will "think" that you want a new file with the name LATTER, and will go ahead and open it.

## 2.6 CANCELLING REQUEST TO OPEN A TEXT FILE

However, if you press [↵] without keying in a name in response to the prompt "File to edit?", this will cancel your request to edit a TEXT file, and will return you to the MENU screen.

```
1986/12/25 14:03:15      (C) Microsoft #1
 BASIC      TEXT       TELCOM      -.-
 -.-        -.-        -.-         -.-
 -.-        -.-        -.-         -.-
 -.-        -.-        -.-         -.-
 -.-        -.-        -.-         -.-
 -.-        -.-        -.-         -.-
Load      Save      Name      List      28758
```

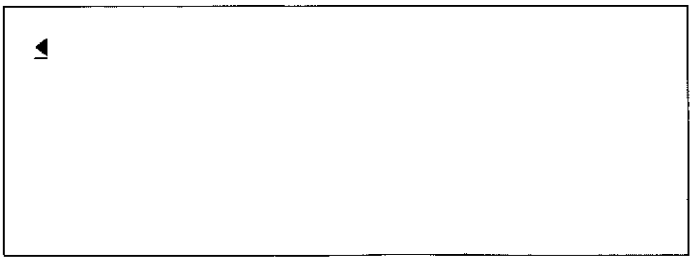
Alternatively, you can use procedure b (pease see Section 2.2 of this chapter), in which case you will see the screen contents shown below, with the text file name LETTER.DO highlighted; this will be selected as the text file to be edited by pressing [↵] .

```
1986/12/25 14:10:37      (C) Microsoft #1
 BASIC      TEXT       TELCOM     LETTER.DO
 -.-        -.-        -.-        -.-
 -.-        -.-        -.-        -.-
 -.-        -.-        -.-        -.-
 -.-        -.-        -.-        -.-
 -.-        -.-        -.-        -.-
Load     Save     Name     List      28757
```

Any one of these procedures to enter a TEXT document will result in the screen becoming available for input or editing of text.

## 2.7 NEW TEXT FILE

In the case of a new TEXT file, the screen will be clear, with only the End-Of-File (EOF) marker showing, and the cursor flashing underneath it. This shows you that you are at the end of a file, and is very convenient since the screen is only eight lines long.



No characters can appear beyond this EOF marker, since it is pushed across to the right by the characters as you type them in.

## 2.8 PREVIOUSLY SAVED TEXT FILE

In the case of opening a text document which you had previously saved, the screen will show up to the first eight lines of the text. You can then move to any part of it by moving the cursor to wherever you want to work. Please see Appendix A for the complete list of cursor control commands.

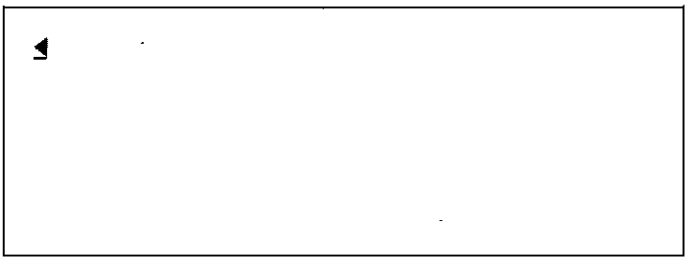
# CHAPTER 3

## TYPING A LETTER



# 3.1 TYPING A NEW LETTER

If you have opened a new TEXT document, the screen at this stage will be blank, except for the EOF marker, as shown below:

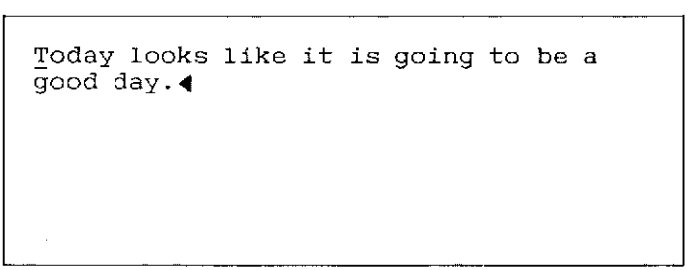


You are now ready to start typing a letter.

# 3.2 CONTINUING OR EDITING A PREVIOUSLY STARTED LETTER

If you had already opened the TEXT file named LETTER.DO, and you wish to continue it, edit it or modify it, after following the steps described above, the text of LETTER.DO will appear on the screen.

For example:



## 3.3 CURSOR MOVEMENT

You can use the space bar, the cursor keys, or CTRL commands to move the cursor around on the screen.

Please see Appendix A for a complete list of the cursor control commands.

## 3.4 USING CTRL

CTRL is short for the CONTROL key, and is written this way on the keytop. When you see CTRL W in this manual it means "press W while holding CTRL". If the cursor isn't in column 1, you simply move it there by keying in the following:

CTRL W or CTRL ▽

## 3.5 CONTINUING TYPING THE SAMPLE LETTER

Type the following letter the way it appears below, including the mistakes, as you will learn how to correct them using the TEXT mode onscreen editing.

Use ↵ only at the end of a paragraph, or if you want to end a line before the right margin.

```
November 15, 1884↵
↵
Mr. Robert Jones ↵
XYZ Corp.↵
↵
Dear Mr. Jones: ↵
↵
◀
```

Don't worry about the typing errors (showing the year part of the date as "1384" instead of "1986", and "orderorder" instead of "order"). You will use these deliberate errors later to learn and practise how to edit, so that you can correct mistakes and make other changes as you wish.

Please continue typing your letter as shown beow:

```
Mr. Robert Jones ↵
XYZ Corp. ↵
↵
Dear Mr. Jones: ↵
↵
This letter confirms your orderorder of
48,000 Grade A 8A2 parts placed with ABC
 Technclogies, today.
```

## 3.6 USING [↵] TO END A LINE

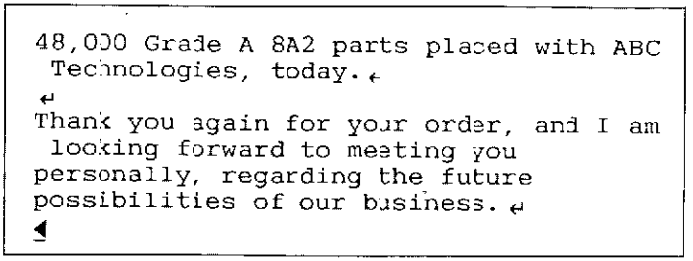
You will notice that there is no [↵] entered at the end of the first line of the letter, which contains the following words:

"This letter confirms your orderorder of"

These words just happen to fit the screen width exactly, so the next word will appear on a new line without you having to press [↵].

# 3.7 WORD WRAPAROUND

However, wher there is not enough space for a word on the current line, the word wraparound feature will automatically send it to a new line. Note lines 5 and 6 of this screen display shown below:




There is no [↵] at the end of lines 1, 4, 5 and 6. Although the text of lines 1 and 4 fits the screen width exactly, lines 5 and 6 do not.

Note that the next word which would have gone orto line 5 would have been 'personally", but since there was not enough space, line 5 ended with "you", and "personally" was sent down to start a new line, line 6.

Also, "Possibilities" was too long to fit on line 6, so it was sent down to start a new line, thus making line 6 end with "future".

## 3.8 SCROLLING

Now, please continue the letter, down to the end. You will notice that as your letter gets bigger than 8 lines in length, the top line is pushed up off the screen so that you can see the bottom line, on which you are typing. Such movement of text on the screen is called "scrolling". The screen always displays the part of the text which contains the cursor. Any part of the text can be displayed by using the cursor keys.

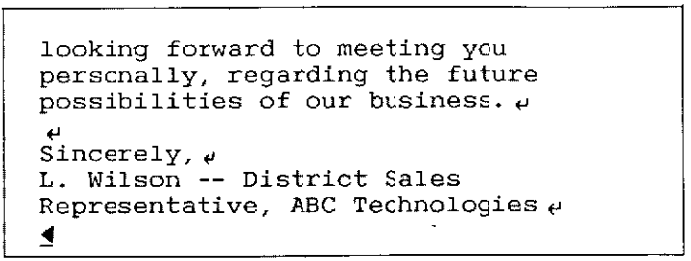
```
looking forward to meeting you
personally, regarding the future
possibilities of our business. ↵
↵
Sincerely, ↵
L. Wilson -- District Sales
Representative, ABC Technologies ↵
```

## 3.9 TYPING ERRORS IN THE SAMPLE LETTER

Remember, please include the mistakes at this stage as you will learn how to correct such mistakes in the next section.

# 3.10 EFFECTS OF INSERTING

By inserting a ↵ part way across a line, the line can be ended; (Note lines 3, 5 and 7 below).




If the ↵ is inserted before the text on that line ended, the line will be split into two lines, with the first line now ending at ↵ .

# 3.11 EMPTY LINES OR VERTICAL LINE SPACING

Also, to skip a line, leaving it empty in order to vertically space your text for easy reading, simply press [↵] , just as on line 4 on the screen above.

# 3.12 EFFECTS OF DELETING ↵

On the other hand, if a line does not reach the right margin due to the preserce of ↵ , the contents of the next line car be brought back as a continuation of this line, by deleting ↵ .

```
looking forward to meeting you
personally, regarding the future
possibilities of our business. ↵
↵
Sincerely, ↵
L. Wilson -- District Sales
Representative, ABC Technologies ↵
◀
```

If we now delete the ↵ after "Sincerely" on line 5, by pressing SHIFT DEL/BS when the cursor is on the Return symbol ↵ at the enc of the fifth line, the contents of ine 6 will come up as a continuation of line 5 as shown below:

```
looking forward to meeting you
personally, regarding the future
possibilities of our business. ↵
↵
Sincerely, L. Wilson -- District Sales
Representative, ABC Technologies ↵
◀
```

# CHAPTER 4

## EDITING A LETTER

# 4.1 EDITING OR MAKING CORRECTIONS

Now you will learn how to edit or make corrections. As you may have noticed, in the letter the year is shown incorrectly as "1884", and "order" is incorrectly spelled as "orderorder". Make sure that you are familiar and comfortable with cursor control commands before proceeding. Please refer to Appendix A for a complete list of cursor control commands.

# 4.2 CORRECTING "1884" TO "1986"

In order to correct "1884' to "1985", you must first move the cursor to the beginning of the file or document. You can do this very quickly by pressing CTRL W or CTRL ↑ .

Once the cursor is at the beginning of the document, move the cursor to the second 8 of "1884" by using ← .

# 4.3 DELETING WITH DEL BS

Next, delete the first "8" by pressing DEL BS which will cause the cursor to move back one space, deleting the character over which it has moved. Then type in the correct character, "9", at the cursor position, and because of the automatic insert function, this new "9" will push the other character over to the right; continue in a similar way to correct the last digit "4' to "6", to result in the year being corrected from "1884" to "1986".

# 4.4 CORRECTING "orderorder"

In order to correct "orderorder", you must first return to the beginning of the line on which it occurs. To do this, press CTRL Q or CTRL → . The cursor should now be on the "N" of "November".

Use ↓ 7 times to move the cursor down the necessary 7 lines so that it is over the "T" of "This".

Next, move the cursor over to "orderorder". You can easily step across word by word to that mistake by pressing CTRL F or SHIFT ← . (both of these move the cursor one word to the right each time).

## 4.5 DELETING WITH SHIFT DEL BS

To delete the second "order", use ◁ to move the cursor to the second "o" in 'ordero**r**cer". Then press DEL BS while holding SHIFT, and repeat this keystroke combination 5 times to delete the five extra letters in "orderorder". DEL BS will act like a site of deletion, by pulling characters from its right back under it, and deleting them.

## 4.6 DELETING A BLOCK

Sometimes you may want to delete many words, lines or even whole paragraphs of text. There is a very efficient way to do this by using the SELect and CUT commands. Please see Section 7.11 for more details.

# CHAPTER 5

## SAVING A LETTER

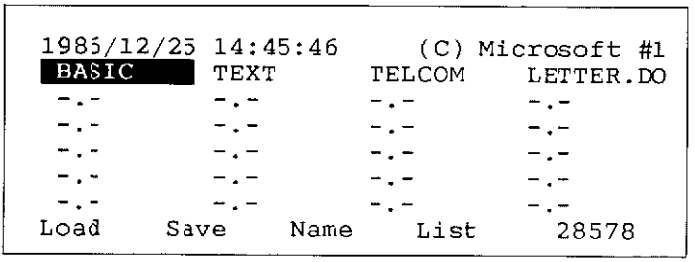


## 5.1 SAVING USING f.10

When you have finished creating or editing your letter, save it by pressing f.10 (hold SHIFT while pressing f.5 ); now, press f.10 once more and you will be returned to the MENU screen, on which your file name "LETTER".DO appears, and this shows you that it was successfully saved.

## 5.2 SAVING USING ESC

You can also save your document by pressing ESC twice. This procedure will have the same result as pressing f.10 , in that it will also return you to MENU.




## 5.3 SAVING AND LOADING FILES

Files can be loaded from and saved onto external storage devices such as disk drives, and data recorders; or by using a MODEM, they can be sent over telephone lines as electronic mail or TELEX messages.

For further information on such file handling, refer to Chapter 5 in the User's Guide, and the other appropriate sections, according to which operation you wish to perform.

# CHAPTER 6

## PRINTING A LETTER



# 6.1 PRINTING THE SAMPLE LETTER

Let's print the letter you prepared earlier. Move the directory cursor onto "LETTER DO " on the MENU screen, then press [↵] . The TEXT mode is entered and your etter is displayed on the screen.

```
November 15, 1986 ↵
↵
Mr. Robert Jones ↵
XYZ Corp. ↵
↵
Dear Mr. Jones: ↵
↵
This letter confirms your order of
```

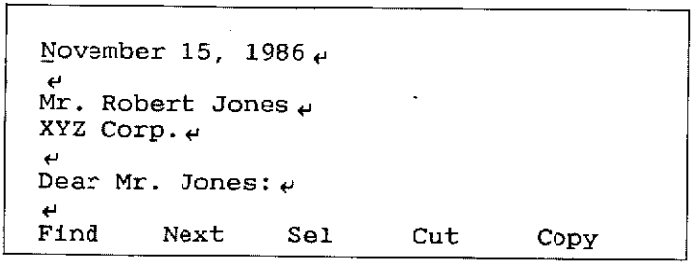
# 6.2 USING [f.6] TO SEE TEXT FUNCTION KEYS

Since the assigned functions of the function keys are not displayed automatically, press [f.1] while holding [SHIFT] to access KEYS, (which is actually assigned to [f.6] ;) the function of this command is to display across the bottom of the screen the current assignment of the function keys. Please refer to the next screen image to see the resut of pressing [f.6]

```
November 15, 1986 ↵
↵
Mr. Robert Jones ↵
XYZ Corp. ↵
↵
Dear Mr. Jones: ↵
↵
Keys     Form     Prnt                Menu
```

## 6.3 HOW TO SEE TEXT FUNCTION OF f.1 TO f.5

After displaying the second set of TEXT function keys by pressing KEYS (accessed by SHIFT f.1 ), as shown above, you can change the display on the bottom line of the screen to show the assigned functions in TEXT of f.1 to f.5 inclusive, merely by releasing SHIFT . This new display is shown below.



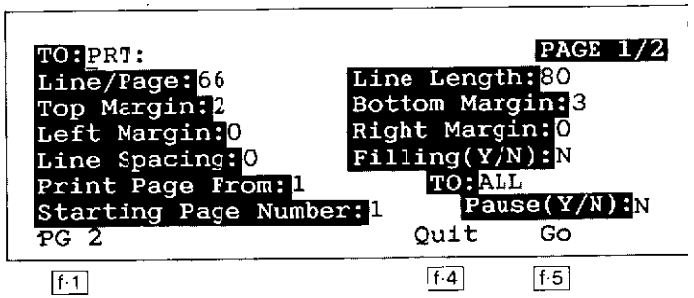

## 6.4 HOW TO SEE THE FUNCTIONS OF f.6 TO f.10

The procedure in section 6.3 above will turn on the display of TEXT function key assignment, starting with the second set, f.6 to f.10 inclusive. As explained in section 6.3 above, releasing SHIFT will result in this display changing to show f.1 to f.10 inclusive. To display f.6 to f.10 again, all you have to do is hold SHIFT .

There is no function assigned to f.9 , so there is only a blank space on the display.

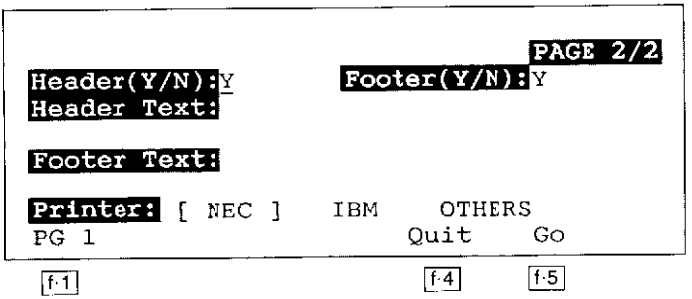
# 6.5 PAGE 1 OF PRINT SUB-MENU

While stil holding down [SHIFT] to keep the display of [f.6] to [f10] on the screen and accessible, press [f.8] (PRNT). Then the screen changes as shown below:




# 6.6 PAGE 2 OF PRINT SUB-MENU

Pressing [f.1] will change the screen to display the second page of the PRINT menu, as shown below.



## 6.7 DEFAULT SETTINGS OF PRINT PARAMETERS

When you want to print out the document with the standard format, it is unnecessary tc change the preset or default settings of the parameters (such as page length etc.). In such cases just press [f.5] (GO), and if your printer is properly connected, turned on, and on-line, your document will be printed out.

## 6.8 CHANGING SETTINGS OF PRINT PARAMETERS

When you want to use a different format, you must specify the new settings by replacing those shown here with the ones you want to use.

Pressing [TAB] moves the cursor to the next parameter to be specified, but you can also use the cursor keys.

When you press [↵] after making your choices from the PRINT sub-menu, the PRINT command will be executed. If some illogical parameter setting has been selected making printing impossible, you will hear a beep sound and the incorrect parameter setting will be shown on the screen.

## 6.9 CANCELLING A PRINT COMMAND

In order to cancel a PRINT command, press [ESC] or use [CTRL] [C].

## 6.10 ABORTING WHILE PRINTING

To abort or cancel printing which is already in progress, use [SHIFT] [STOP], and this will stop the printing which is in progress, and return to the MENU.

Please refer to Chapter 8 THE PRINTING COMMANDS, for more details on printing.

# 6.11 PRINT COMMANDS INITIALIZED IN TELCOM AND BASIC

The TEXT Print commands are initialized when you set the communications parameters by using the STAT command of TELCOM, or the OPEN"COM" instruction of BASIC.

# CHAPTER 7

## EDITING COMMANDS

# 7.1 THE FUNCTIONS OF THE TEXT EDITING COMMANDS

## 7.1.1 FIND Commands

FIND lets you specify a word or string of characters to find, and finds it. NEXT finds the next occurrence of the word or string of characters you specified in the previous FIND command.

## 7.1.2 Formatting Commands

There are two sets of formatting commands available to you. One set consists of the ten function key commands, and the other set consists of using [GRPH] in combination with other keys, just like you use [CTRL] : these [GRPH] combination commands are convenient, and so are called "Short Cuts".

| | |
|---|---|
| L.MARGIN | Sets the screen's left margin (Left Margin) as the number of spaces from the left side of the page |
| R.MARGIN | Sets the screen's right margin (Right Margin) as the number of spaces from the right side of the page |
| JUSTIFY | Sets all lines to the same left or right margin, or to be centered |
| FILLING | Makes all lines spread out so that they go all the way across from the left margin to the right margin |
| SPACING | Inserts blank lines between lines of text. 0 is for single spacing as shown on the screen, while 1 will give double spacing, with the text appearing on every second line |

| | |
|---|---|
| HEADER | Sets or turns off printing of a page header |
| FOOTER | Sets or turns off printing of a page footer |
| NEW PAGE | Starts a new page |
| TEST PAGE | Lets you check if a certain block of text will fit on a page, and if it will not, then starts a new page for it. This prevents tables etc. being broken and a part appearing on each of two pages. |

### 7.1.3 Text Movement Commands

| | |
|---|---|
| SELECT | Lets you designate a block of text on which you will use the CUT, COPY or PASTE commands |
| CUT | Erases from the screen the block of text which you designated by the SELECT command, and transfers it to the PASTE buffer |
| COPY | Copies the block of text which you designated by the SELECT command, and transfers it to the PASTE buffer |
| PASTE | Transfers or copies the contents of the PASTE buffer to the cursor position |

### 7.1.4 Other Commands

| | |
|---|---|
| KEYS | Displays the current function of the function keys |
| MENU | Saves the current document and returns the screen to the main MENU |

# 7.2 TEXT FUNCTION KEYS

The function keys are very convenient, and their designated functions change according to what you are doing; their current use is displayed across the bottom of the screen, and you can toggle them on/off by pressing f.6 (press f.1 while holding SHIFT) in the TEXT mode.

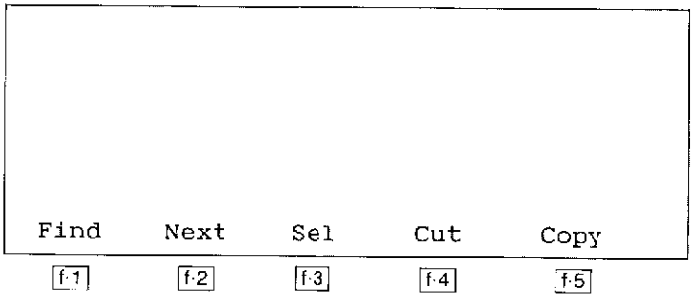
## 7.2.1 Tree-Structure of Access to Function Keys

The functions available through use of the function keys are arranged in a tree-like structure, in which a main function branches to a set of sub-functions, some of which also have their own sub-functions. (Refer to the function keys tree-structure diagram on page 39.)

The functions initially assigned to the ten function keys while in TEXT are shown next.

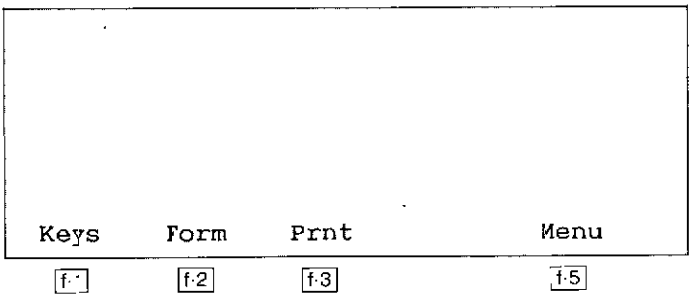
## 7.2.2 Function Keys f.1 to f.5

Since there are only five actual function keys on the top of the keyboard, the TEXT functions are assigned in two sets, the first set of which are as follows:



# 7.3 TEXT FUNCTION KEYS [f.6] TO [f.10]

By pressing [SHIFT], you can see and access the second set of commands assigned to the function keys, as [f.6] to [f.10]:




On the second page or set of TEXT function keys, on this particular computer there is no function assigned to [f.9], so just a blank space appears there.

## 7.3.1 Function of the FIND and NEXT Commands

The FIND command [f.1] lets you specify and locate a string of characters, and the NEXT command [f.2] lets you locate that same string as many times as you like.

## 7.3.2 PASTE Buffer

While in the TEXT mode, there is an area of the RAM (temporary memory) assigned as a PASTE buffer. This is a very useful area when using the following function key commands in the TEXT mode:

SELect [f.3], CUT [f.4], COPY [f.5] and PAST [SHIFT] [PAST INS].

### 7.3.3 FORMat Command [f.7]

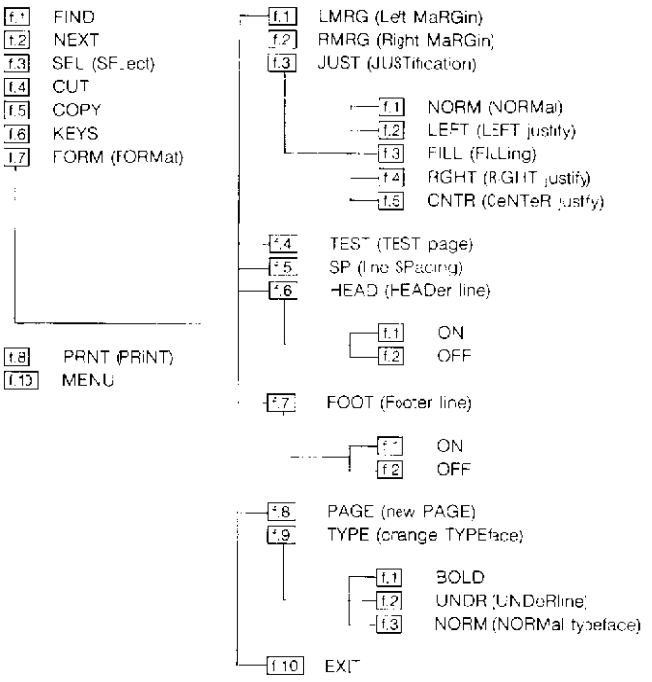
This is the first function key that leads you through sub-menus into many formatting functions, which give you amazing power and choice.

### 7.3.4 1st Sub-Menu of FORMat Commands

When you use [f.7] (by pressing [f.2] while holding down [SHIFT]), the first formatting sub-menu appears on the bottom line of the screen and these commands are now assigned to the respective function keys.

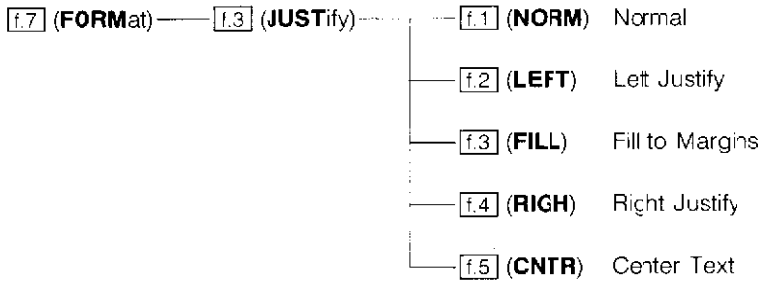
Please see the following diagram which shows the branching structure and order of these command menus.

## 7.4 THE BRANCH STRUCTURE OF TEXT FUNCTION COMMANDS



### 7.4.1 Branching Down through Text Function Key Sub-Menu

Example:




Please see the diagram showing the tree-structure of the function keys, to understand the relationship of their initially assigned functions and their sub-functions.

## 7.5 SHORT CUTS BY USING GRPH

Although the function keys are easy to use and well arranged in order of use, to use them you must move your hands from the main keyboard, and you may find this to be inconvenient; if so, you can use a second set of function keys, arranged under GRPH as the main function key, acting as a type of CTRL.

Please refer to the GRPH-Key Command (Short Cuts) in Appendix B for specific command information.

### 7.5.1 Example of Using [GRPH] + Other Keys as Short Cuts

Example:
Setting The Left Margin to 10:

Press the "L" key while holding down [GRPH]. Then type 3. The screen will change to that shown below:

```
To set the left margin, if you now hold
GRPH and press the letter "L", you will
see the special symbol for margins
followed by the letter "L" which means
"LEFT MARGIN"; after this you should
type in the margin width. Example:↵
↵
▯L3◀
```

The characters "▯ L3" will appear on the screen, confirming that the new left margin has been set at the 3rd column from the left side of the paper. You should then press [↵].

## 7.6 PAPER PRINTOUT VERSUS SCREEN IMAGE

Note that this will take effect when you print out the 'hard copy" (on paper), but what you see on the screen will be different, since the screen width is only 40 characters wide, but you can print out according to the width of your paper, and of course the maximum width of the plate on your printer.

# 7.7 FIND [f.1] AND NEXT [f.2]

## 7.7.1 Function of FIND

The FIND command [f.1] ets you specify and locate a string of characters, and the NEXT command [f.2] lets you locate that same string as many times as you ike.

## 7.7.2 Description of the Use of FIND

Press [f1] (FIND).

Hold [SHIFT] anc press [f.1] to activate the function command KEYS which will turn on the display of the function keys on the bottom line of the screen. You wil then see the screen as shown belcw:

```
This is an example of how to use the
FIND function. In order to see this
display, hold SHIFT and press f.1 to
access f.6, which is KEYS. Note that
KEYS is a toggle.◀

Find     Next     Sel      Cut      Copy
```

## 7.7.3 String to FIND

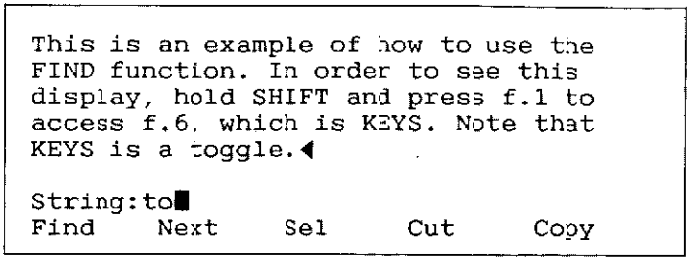
When you now press [f.1], a request for you to specify what word, phrase or string of characters you want the computer to find in your dccument will appear on the second last line of the screen, as shown below:

```
This is an example of how to use the
FIND function. In order to see this
display, hold SHIFT and press f.1 to
access f.6, which is KEYS. Ncte that
KEYS is a toggle.◀

String:■
Find     Next     Sel      Cut      Copy
```

## 7.7.4 Specifying the String to FIND

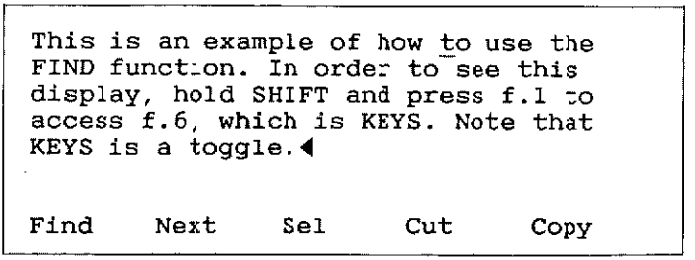
You will see the cursor flashing to the right of this word, prompting you to specify the string (up to 24 characters long) that you wish to locate. Then you type in the string to be located, for example, request that the word "to" be found, by typing the word "to" after "String:", and pressing [↵] to tell the computer that you have finished specifying the string to be found.




Once you press [↵] to signify the end of the string to be located, the computer will search for that string from the location of the underline cursor in your text.

Don't forget to put the cursor back at the beginning of the text if you want it to search from the beginning; hold [CTRL] while you press ⇧ to move to the very top of your document before you start a search.

In this example, the computer will find the first occurrence of the word "to", and it will show it to you by flashing the cursor under the first letter, as shown below.



If the specified string is not found, the message "No match" will appear on the bottom of the screen.

```
No match
Find    Next    Sel     Cut     Copy
```

## 7.7.5 Size and Contents of a String to FIND

The specified string can include any letters, numbers, symbols, spaces, but must not contain any quotation marks. If you try to specify a string of more than 24 characters long, you will hear a warning beep sound, and only the first 24 characters will be accepted as the specified string.

## 7.7.6 Using FIND for a Second Time

When you press FIND again after having already used the FIND function, the previously specified string will be displayed again; this is very useful when you want to find the same string again, which you can do with the NEXT function.

## 7.7.7 Finding a New String

If you wish to locate a string other than the one you previously located, simply press [f.1] (FIND) once more, or press any key to clear the previously specified string; thus you can just type in the new string of characters which you want to find, as this will automatically replace the previously specified string.

## 7.7.8 Cancelling Change of String to FIND

Pressing [f.1] (FIND) followed by [↵] will have no effect, and the previously specified string is still specified.

### 7.7.9 Valid Keys during a FIND Operation

The only keys which will get a response while the computer is prompting you to input a string are:

[↵] cancels request if no string is specified
or
confirms the end of specification of a string

[SHIFT] gives you access to all of the upper case characters and symbols

[STOP] or [CTRL][C] cancels the FIND function

Please see the example used in NEXT in the next section

## 7.8 NEXT [f.2]

### 7.8.1 Function of NEXT Command

This command is used in combination with the FIND command to consecutively find the string specified for the FIND command.

### 7.8.2 Description of Use of the FIND Command

Press [f.2] (NEXT).
When you have already specified a string to locate by the FIND command, you can locate it again by the NEXT command [f2]. The NEXT command works only in combination with the FIND command.

For example, if we have pressed [:2] (NEXT) to look for the word "to" a second time, the result will be that the cursor will flash below the second occurrence of the word "to", to show that it has been found, as shown below:

```
This is an example of how to use the
FIND function. In order to see this
display, hold SHIFT and press f.1 to
access f.6, which is KEYS. Note that
KEYS is a toggle.◀

Find     Next     Sel      Cut      Copy
```

## 7.8.3 No Match for String to Find Again by NEXT

Again, if the specified string is not found, the message "No match" will appear on the bottom of the screen.

```
This is an example of how to use the
FIND function. In order to see this
display, hold SHIFT and press f.1 to
access f.6, which is KEYS. Note that
KEYS is a toggle.◀

No match
Find     Next     Sel      Cut      Copy
```

# 7.9 SELect [f.3]

## 7.9.1 Function of the SELect Command

This command lets you select a block of text to be moved into the PASTE buffer, for use with the CUT, COPY and PASTE commands.

## 7.9.2 Description of Use of the SELect Command

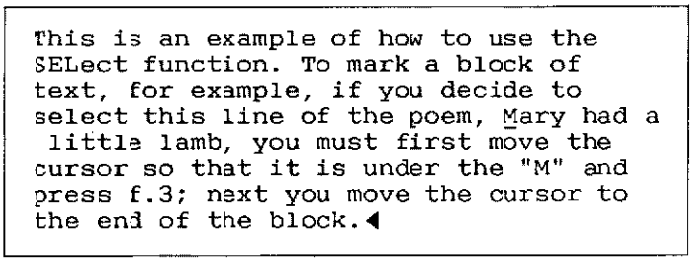
Press [f.3] (SEL).
Start with the cursor at start of the block you wish to select, and then press [f.3] (SEL). Then move the cursor over some text to mark a block, which will be inversely displayed (light characters on a dark background). Then use the CUT, COPY and PASTE commands at will; please see the descriptions of these commands which follow.

## 7.9.3 Quick Way to Use the SELect Command

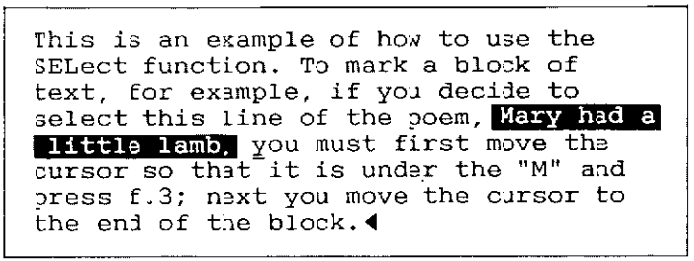
You can mark a big block quickly by using the fast movements of the cursor, such as [CTRL]/[↓] to mark all the text from the cursor all the way down to the end of the document, even when the document is more than one screen long.

## 7.9.4 Care in Using the PASTE Buffer


The PASTE buffer can hold only one block at a time, so if it is already occupied with a block which you will need again, for example with COPY or PASTE, do not fill the PASTE buffer with something else until you have used that current block; otherwise you will lose your first block by it being overwritten by your most recent selection.




The next screen shows the SELected line highlighted;




From here, with the block of text which you selected clearly marked by being inversely displayed, you can use the CUT, COPY or PASTE commands.

# 7.10 CUT [f.4]

## 7.10.1 Function of the CUT Command

This command is used in combination with the SELect command to delete a selected block of text from the screen, and move it into the PASTE buffer.

## 7.10.2 Description of Use of the CUT Command

Press [f.4] (CUT) after having selected a block of text by using SEL [f3] as described above. The inversely-displayed block (this shows it is SELected) will disappear from the screen, but is moved into the PASTE buffer. You can copy it back from the PASTE buffer to its original position or to any other place by recalling it with the PASTE command.

```
This is an example of how to use the
SELect function. To mark a block of
text, for example, if you decide to
select this line of the poem, you must
first move the cursor so that it is
under the "M" and press f.3; next you
move the cursor to the end of the block.
◀
```

Notice that the SELected block has just disappeared from the screen. If we want to bring it back to its original place, hold [SHIFT] and press [PASTE INS]. This will cause the original text to reappear as it was before, by calling it back from the PASTE buffer.

```
This is an example of how to use the
SELect function. To mark a block of
text, for example, if you decide to
select this line of the poem, Mary had a
 little lamb, you must first move the
cursor so that it is under the "M" and
press f.3; next you move the cursor to
the end of the block.◀
```

### 7.10.3 Differences between DELete and CUT Commands

Please make sure that you understand the difference between deletions done by the DEL and CUT commands. When you use the DEL command, the deleted characters are gone and cannot be recalled.

However, in the case of using the CUT command, the characters are removed from the screen, but are stored (at least temporarily) in the PASTE buffer, from which they can be recalled, as long as they have not been replaced by being overwritten by a more recently SELected block of text.

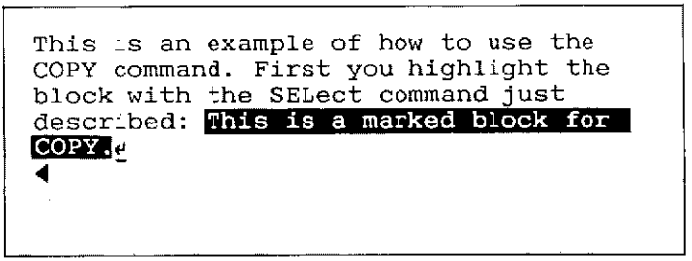
## 7.11 COPY [f.5]

### 7.11.1 Function of the COPY Command

This command is used in combination with SEL [f.3] to copy a selected block of text from the screen, and move it into the PASTE buffer.

### 7.11.2 Description of Use of the COPY Command

Press [f.5] (COPY) after having selected a block of text by using SEL [f.3] as described above. The inversely-displayed block (this shows that it has been SELected) will stay on the screen, but is also copied into the PASTE buffer. You can copy it back from the PASTE buffer to any other place by recalling it with the PASTE command.



Next we press [f.5] (COPY), and the highlighting disappears, but the block of text that was highlighted still remains on the screen; however it has also been copied into the PASTE buffer. Now, to copy it to a new location, move the cursor to this new place, and while holding [SHIFT], also press [PASTE].

```
This is an example of how to use the
COPY command. First you highlight the
block with the SELect command just
described: This is a marked block for
COPY.↵
This is a marked block for COPY.◀
```

Note that the block "This is a marked block for COPY." has been coped down onto a new line.

# 7.12 KEYS [f.6]

## 7.12.1 Function of the KEYS Command

This command is a toggle switch to alternately display or hide the current assignment of the function keys, which appear on the bottom line of the screen.

(Please see the tree-structure diagram of the function keys and their sub-function keys on page 39).

## 7.12.2 Description of Use of the KEYS Command

Press [f6] (KEYS) (press [SHIFT] [f.1]), and then release [SHIFT], and the current assignment of the first 5 function keys will appear on the bottom line of the screen. To see the assignment of [f.6] to [f.10], press [SHIFT] again. To hide this display, press [f.5] (KEYS) while the display is turned on; hiding this line gives you one extra line of space for text.

### 7.12.3 Displaying Function Keys on Full Screen

If the last line of the screen is being used for text, and both the end-of-file marker and the cursor are on the screen, pressing [f.6] (KEYS) will cause the text to be scrolled up by one line, thus leaving the bottom line available for display of the function key assignments.

If the text extends down below the bottom line of the screen and the cursor is not on the bottom line, pressing [f.6] (KEYS) will cause a line gap to appear on the bottom of the screen to make space for display of the function key assignments, and the remander of the text is scrolled down a line.

## 7.13 FORMAT [f.7]

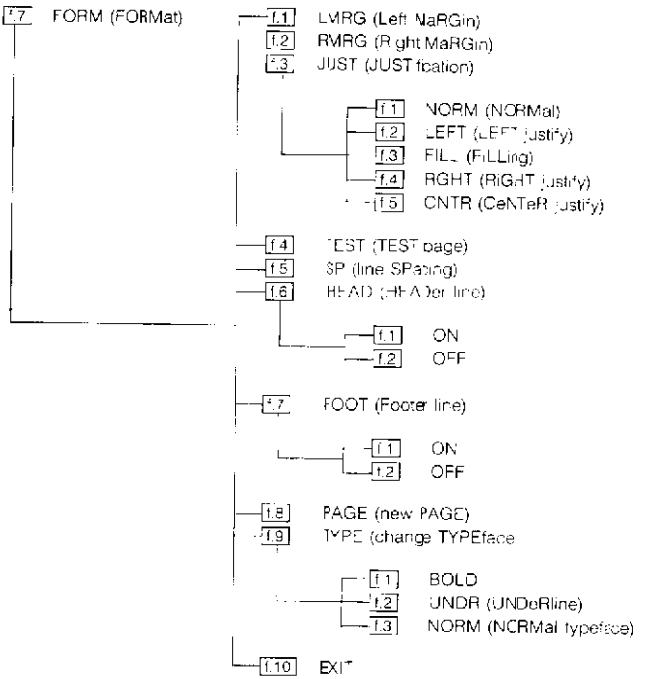
### 7.13.1 Function of the FORMat Command

This command provides entry into many formatting commands, based on a tree-structure arrangement of functions, sub-functions and in some cases, even a third level of sub-functions. This arrangement is in logical order of use. For a fuller explanation of these commands, please see the diagram on the next page, and also the respective command detailed descriptions

### 7.13.2 Description of Use of the FORMat Command

Press [f7] (FORM). A new set of functions will be assigned to the function keys, and will be displayed on the bottom line of the screen, even if this display had been turned off by the KEYS command, [f.6].

## 7.13.3 The Branch Structure of FORMAT Function Commands




## 7.13.4 Example of Left Justify of Text

Press f.7 (FORM). This will result in the sub-menu of the FORMat command being assigned as the current function key commands, and will appear on the bottom line of the screen. Below is a listing of the first set of the formatting sub-menu function keys, with a brief description under the letters used to identify them in their current use.

| f.1 | f.2 | f.3 | f.4 | f.5 |
|---|---|---|---|---|
| LMRG | RMRG | JUST | TEST | SP |
| Left Margin | Right Margin | Justify | Test Page | Line Spacing |

From these, press [f.3] (JUST). (JUSTify command, newly assigned to [f.3] by this latest route down through the tree-structure of branching commands). This will result in the next lower sub-menu of commands under the Justify command to be assigned to the function keys, as shown below.

| [f.1] NORM | [f.2] LEFT | [f.3] FILL | [.4] RGHT | [f.5] CNTR |
|---|---|---|---|---|
| Normal | Left Justify | Filling | Right Justify | Center Justify |

Next, press [f.2] to specify Left Justification. The result will be that the left-hand side of the text is lined up according to the set left margin, as one straight line. Note the **JL** mark appears on the screen to inform you that you have justified the left margin.

```
JL This is an example of text
formatting commands in action, and this
text has been Left Justified, which
means that all of the lines start in the
 same column on the left-hand side of
the screen.  Please note that the
right-hand side is not justified in this
 example but is ragged.
```

There is a whole set of very convenient short cut formatting commands using [GRPH] as a type of [CTRL]. Please see page 53 for the complete list.

# 7.14 FORMAT-LEFT MARGIN [f.7] [f.1] n

## 7.14.1 Function of the Left Margin Command

This command lets you set the left margin by specifying the number of spaces across from the left side at which to start the text.

## 7.14.2 Description of Use of the Left Margin Command

Press [f.7] (FORM) to enter the formatting sub-function commands, then press [f.1] (LMRG) of these sub-function commands and specify the column number n at which the left margin should be set, in response to the prompt on the bottom line of the screen:

```
Enter Number then Press Return
```

## 7.14.3 Notes on the Use of the Left Margin Command

a. a non-numeric character is entered in response to this prompt, the Left Margin Setting procedure is cancelled.

b. If you do not use this command, the preset or default value of the left margin set for the PRINT command will be automatically used.

c. If you set values for the left and right margins which are illogical by being too big for the line size, you will hear a warning beep, the printing of the document will not proceed, and an error message appears on the screen.

If you change the left margin in the middle of a line it will not affect the current line, but will start to have effect from the next line on.

# 7.15 FORMAT-RIGHT MARGIN f.7 f.2 n

## 7.15.1 Function of the Right Margin Command

This command lets you set the right margin by specifying the number of spaces across from the right side at which to end the text.

## 7.15.2 Description of Use of the Right Margin Command

Press f.7 (FORMat) to enter the formatting sub-function commands, then press f.2 (RMRG) of these sub-function commands, and specify with a number n, the column at which the right margin should be set, in response to the prompt on the bottom line of the screen:

```
Enter Number then Press Return
```

## 7.15.3 Notes on the Use of the Right Margin Command

a. If a non-numeric character is entered in response to this prompt, the right margin setting procedure is cancelled.

b. If you do not use this command, the preset or default value of the right margin set for the PRINT command will be automatically used.

If you change the right margin in the middle of a line it will not affect the current line, but will start to have effect from the next line on.

# 7.16 FORMAT-JUSTIFY f.7 f.3

## 7.16.1 Function of the JUSTify Command

This command enters you into the JUSTIFY set of sub-function commands, from which you have a choice to use NORMAL, LEFT JUSTIFY, FILLING, RIGHT JUSTIFY and CENTER JUSTIFY.

### 7.16.2 Description of Use of the JUSTify Command

Press [f.7] (FORM) to enter the main FORMAT menu of formatting sub-function commands; then press [f.3] (JUST) to enter the sub-function menu for JUSTIFICATION. From this point, choose any one of [f.1] to [f.5], depending on which of these justification sub-functions you want to use:

NORMAL [f.1],
LEFT JUSTIFY [f.2],
FILLING [f.3],
RIGHT JUSTIFY [f.4] and
CENTER JUSTIFY [f.5].

Please see the following command descriptions which follow logically from this main command.

## 7.17 FORMAT-JUSTIFY-NORMAL
## [f.7] [f.3] [f.1]

### 7.17.1 Function of the NORMal Command

This command will cancel left and right justification (FILLING). Please see the descriptions of the FILLING command, and the LEFT Justify and RIGHT Justify commands.

### 7.17.2 Description of Use of the NORMal Command

Press [f.7] (FORM) to enter the FORMAT function key menu, then press [f.3] (JUST) of this sub-function menu to enter the JUSTIFICATION sub-menu; this gives you five choices, of which the first is NORMal, [f.1].

Its effect is to release the effect of the FILLING command so that the text is normally spaced, and not spread out to reach the left and right margins. Under these new conditions, if a word is too long to fit as the last word on a line, the automatic word wraparound feature cause it to be sent to the next line, so that the right margin will not be a straight line, but will look like the right margin of text typed on a type writer, with the length of each line depending on the number of characters typed on it.

NORMal entered in a line will take effect from that line on.

# 7.18 FORMAT-JUSTIFY-LEFT JUSTIFY

f.7 f.3 f.2

## 7.18.1 Function of the LEFT Justify Command

This command makes the left margin of the text line up as a straight line.

## 7.18.2 Description of Use of the LEFT Justify Command

Press f7 (FORM) to enter the formatting sub-functions commands, then press f3 (JUST) of these sub-commands, and a third-level menu of JUSTIFY sub-functions commands are assigned to the function keys; now press f2 (LEFT) of this latest menu to choose LEFT. Each line of text will start at the same column number, to make the left margin a straight line.

```
.JL This is an example of text
formatting commands in action, and this
text has been Left Justified, which
means that all of the lines start in the
 same column on the left-hand side of
the screen.  Please note that the
right-hand side is not justified in this
 example but is ragged.
```

# 7.19 FORMAT-JUSTIFY-FILLING [f.7] [f.3] [f.3]

## 7.19.1 Function of the FILLing Command

This command will cause each line of the text to be spread out to reach both the left and right margins.

## 7.19.2 Description of Use of the FILLing Command

Press [f.7] (FORM) to enter the FORMAT function key menu, then press [f.3] (JUST) of this sub-function menu to enter the JUSTIFICATION sub-menu; this gives you 5 choices, of which the third is FILLing. Its effect is to spread the text on each line so that it reaches both the left and right margins, resulting in both of these margins being straight lines, just like in a newspaper. Below is an example of the result of using FILLing.

```
This is an example of what your
output will look like when you use
the fill command. The characters on
each line will spread out until
they reach both the left and right
margins.
```

It can be released by the NORMal command.

# 7.20 FORMAT-JUSTIFY-RIGHT JUSTIFY [f.7] [f.3] [f.4]

## 7.20.1 Function of the RiGHT Justify Command

This command will cause each line of the text to be moved over to the right so the right margin is a straight line.

### 7.20.2 Description of Use of the RiGHT Justify Command

Press [f.7] (FORM) to enter the FORMAT function key menu, then press [f3] (JUST) of this sub-function menu to enter the JUSTIFICATION sub-menu; this gives you five choices, of which the fourth is RiGHT Justify. Its effect is to move the text on each line so that it ends at the right margins, resulting in that margin being a straight line. Such a function is very important in certain types of text arrangement, especially in tables, and when using numbers for calculation. Below is an example of text which has been Right Justified. Note that the right-hand side margin is a straight line, with every line ending in the same column.

```
        Taxi Fare:     $20.00
            Lunch:     $12.00
       Hotel Room:     $65.00
```

## 7.21 FORMAT-JUSTIFY-CENTER JUSTIFY [f.7] [f.3] [f.5]

### 7.21.1 Function of the CeNTeR Justify Command

This command will cause each line of the text to be centered.

### 7.21.2 Description of Use of the CeNTeR Justify Command

Press [f.7] (FORM) to enter the FORMAT function key menu, then press [f.3] (JUST) of this sub-function menu to enter the JUSTIFICATION sub-menu; this gives you five choices, of which the fifth is CeNTeR Justify. Its effect is to center the text on each line.

This is a very nice effect to put on certain announcements, lists, and even on mailing labels, as shown below.

```
Mr. Robert Jones
Managing Director
    XYZ Corp.
  California
   U. S. A.
```

# 7.22 FORMAT-TEST PAGE [f.7] [f.4]

## 7.22.1 Function of the TEST Page Command

This command will prevent a block of text from being split into two pages; tables, lists and other such blocks would lose much of their impact if they are split across two pages.

## 7.22.2 Description of Use of the TEST Page Command

Press [f.7] (FORM) to enter the FORMAT function key menu, then press [f.4] (TEST) to specify TEST Page. Next, there will be a prompt on the bottom line of the screen asking you to enter the number of lines of the block of text (such as a table) which you want to be kept on one page, and press [↵]. If the number of lines remaining on the current page are enough to accomodate the "unit-block" which you want kept together, then you may proceed to enter it; however, if there are not enough lines remaining on that page to accomodate the "unit block", a new page will be started to prevent splitting the "unit block" between two pages.

When TEST Page appears within a line, the check for how many lines are still available on that page starts from the end of that current line.

# 7.23 FORMAT-SPACING f.7 f.5 n

## 7.23.1 Function of the SPacing Command

This command lets you specify the vertical line spacing of the text, which can be 0 or 1.

## 7.23.2 Description of Use of the SPacing Command

Press f.7 (FORM) to enter the FORMAT function key menu, then press f.5 (SPacing), and in response to the prompt on the bottom line of the screen asking for the new line spacing parameter (either 0 or 1) type in the number of your choice, and press ↵ .

## 7.23.3 Effects of No. n on Vertical Line Spacing

a. Choosing 0 will give the same vertical line spacing in the print-out as you made on the screen, where as 1 will double the vertical line spacing in the print-out, compared to the screen image.

b. If a non-numeric character in response to the request for the new line spacing, the command will be cancelled, since this would be an illogical answer.

c. If the numbered entered is outside the valid range of 0 or 1, a warning beep will sound

d. If the SPacing command is used and no number is entered before pressing ↵ , then the default line space setting will be used.

When the SPacing command is used within a line, it will take effect from that line on.

# 7.24 HEADER LINE ON f.7 f.6 f.1 HEADER LINE OFF f.7 f.6 f.2

## 7.24.1 Function of the HEADer Commands

Starts or stops the printng of a header lire on the top of each page

## 7.24.2 Description of Use of the HEADer ON Command

To turn on the HEADer function to print a header on a page (or a series of consecutive pages), set the HEADer ON command on by pressing f.7 (FORM) which assigns the FORMAT menu of sub-function commands; then press f.6 (HEAD) of these sub-functions, and next press f.1 (ON) of the third level of sub-function commands (YES) to turn the heacer printing function ON.

HEADer ON/OFF FCOTer ON/OFF
These commands can be inserted anywhere in a document. TEXT will decide whether or not a HEADer/FOCTer should be printed on a particular page by checking on the parameters you have set.

## 7.24.3 Description of Use of the HEADer OFF Command

To turn off the HEADer function (to cance printing of the header on a page or a series of consecutive pages), set HEADer OFF command on by first pressing f.7 (FORM) (which assigns the FORMAT menu of sub-function commands); then press f.6 (HEAD) of these sub-functions, and next press f.2 (OFF) of the third level of sub-functior commands.

### 7.24.4 Contents of a HEADer

Specify the actual contents to be printed in a HEADer. These contents are usually a chapter or section title, a letter-head of a company or maybe a name and address that should be printed in the top margin of each page.

The final status of the HEADer and FOOTer ON/OFF parameter settings will be saved in the Print sub-menu.

## 7.25 FORMAT-FOOTER LINE-ON f.7 f.7 f.1 OFF f.7 f.7 f.2

### 7.25.1 Function of the FOOTer Commands

These commands start or stop the printing of a footer line in the bottom margin of each page.

### 7.25.2 Description of Use of the FOOTer ON Command

To turn on the FOOTer function (to print a footer on a page or a series of consecutive pages), set the FOOTer ON command on by first pressing f.7 (FORM) which assigns the FORMAT menu of sub-function commands; then press f.7 (FOOT) of these sub-functions; next press f.1 (ON) of the third level of sub-function commands.

### 7.25.3 Description of Use of the FOOTer OFF Command

To turn off the FOOTer function (to cancel printing of the footer on a page or a series of consecutive pages), set FOOTer OFF command on by first pressing f.7 (FORM) which assigns the FORMAT menu of sub-function commands then press f.7 (FOOT) of these sub-functions, and next press f.2 (OFF) of the third level of sub-function commands (NO).

### 7.25.4 Contents of a FOOTER

Specify the actual contents to be printed in a FOOTER. These contents are usually something that should be printed in the bottom margin of each page.

## 7.26 FORMAT-NEW PAGE [f.7] [f.8]

### 7.26.1 Function of the New PAGE Command

Specifies the end of the contents of the current page and starts a new page.

### 7.26.2 Description of Use of the New PAGE Command

When you want to go to a new page, press [f.7] (FORM) to enter the FORMAT set of sub-function key commands, and then press [f.8] (PAGE) to specify the start of a new page. This is useful when you want to start a new page such as for a new chapter, but the current page is not yet full.

The New PAGE command takes effect immediatey it is input, and starts a new page.

## 7.27 CHANGING TYPE FACE

**CHANGE TYPE FACE NORMAL** [f.7] [f.9] [f.1]

**CHANGE TYPE FACE BOLD** [f.7] [f.9] [f.2]

**CHANGE TYPE FACE UNDERLINED** [f.7] [f.9] [f.3]

**BOLD** (darker than usual) or UNDERLINED are very useful for emphasizing important points in a document.

## 7.27.1 Function of the BOLD Command

To start and stop printing darker than normal to emphasize important points.

## 7.27.2 Description of Use of the BOLD Command

Press [f.7] (FORM) followed by [f.9] (TYPE), and then press [f.1] (BOLD) to print darker than normal.

If BOLD is selected while underline has already been selected, the underline command is overruled by the bold command, with the result that bold will take effect from that point on but the underlining will be cancelled.

## 7.27.3 Function of the UNDR Command

To start and stop UNDeRlining of a section of text. This command is very useful for emphasizing important points.

## 7.27.4 Description of Use of the UNDR Command

Press [f.7] (FORM) followed by [f.9] (TYPE), and then press [f.2] (UNDR) to print underlined text.

### 7.27.5 Description of Use of the NORMal Command

Press [f.7] (FORM) followed by [f.9] (TYPE), and then press [f.1] (NORM) to return your print to normal.

Eamples:

[f.7] [f.9] [f.2] **IMPORTANT NOTE**

[f.7] [f.9] [f.1] These points must be remembered

Note that the first line, which specifies BOLD printing, is printed darker than usual, and the second line which specifies NORMal printing is printed with ordinary darkness of printing.

## 7.28 EMBEDDED CONTROL CODE COMMANDS

These control code commands are the most unique set of commands in the TEXT mode of the PC-8300. Each command requires two special character codes. To get the most out of some printers, you need to set special parameters to be able to access their special capabilities.

### 7.28.1 Accessing Embedded Control Code Commands

These embedded control code commands are not assigned to function keys, so the only way to access them is to use [GRPH] as a type of [CTRL].

## 7.28.2 Example of Entering Embedded Control Codes

1. Press GRPH C to enter the embedded control code command mode.

2. Type the parameters.

3. A parameter can be up to 254 characters long, and parameters should be separated by one space.

4. Press GRPH C to exit the embedded control code command mode.

## 7.28.3 Using Embedded Control Codes for Pica Mode

### Example 1:

To change the NEC PC-PR105A printer into the HD pica mode

Press GRPH C

Type 2 7

Press the space bar

Type 7 2

Press GRPH C

The parameters used will differ according to the printer in use. Refer to the escape sequences listed in the printer's manual.

Characters sent by this command are not considered to be text characters, so they will not be affected by format commands such as FILLing etc.

## 7.28.4 Example of Using Embedded Control Codes

### Example 2:

To use the Greek character alpha in your mathematics report, do the following:

Press [GRPH] [E] to enter the embedded code command mode

Press **1 9 2**

This is only an example for a particular printer.

In the use of this command, only one parameter can be used at a time. One special character is enough; if you enclose the parameter with a pair of special characters, it will cause an error.

These commands are used to enter graphics characters within the text of a document while in the TEXT mode. Any character whose ASCII code is greater than 128 cannot be entered directly from the keyboard. However, special characters, such as Greek characters, or special German characters, are assigned to the higher part of the character code chart of most printers.

If you want to use these characters, their ASCII code embedded within the text of a document by use of this Embedded Code command will be treated as a normal printable character.

Characters sent by the Embedded Code command are treated as normal text characters, and will be affected by formatting commands such as FILLing, JUSTification, etc.

# CHAPTER 8

## THE PRINTING COMMANDS

# 8.1 FUNCTION OF THE PRINTING COMMANDS

The varicus printing commands give you an amazing amount of control and power, with flexibiity, over what your printed output will look like. There are many parameters you can specify to get exactly the result you want. The following list shows all the printing command available to you with you PC-8300.

**Topics**

Standard Page
To: (Type of Printer)
Lines per Page
Line Length
Top Margin
Bottom Margin
Left Margin
Right Margin
Filling
Header Text
Line Spacing
Print Page
Start Page Number
Pause (Between Pages)
Printer

# 8.2 STANDARD PAGE

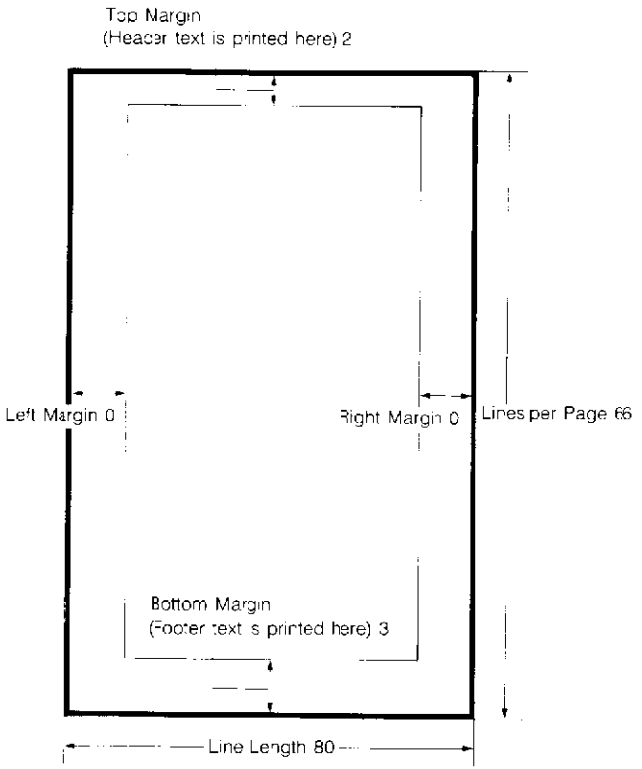
The varicus commands in this chapter are used to specify the parameters of a page. A standard page is one in which all the parameters are pre-set at the most usual settings). If these parameters are changed, the change will stay in effect until another setting for that parameter is set.

These parameters are not initialized by a cold start such as when you turn your PC-8300 on for the first time, or when you turn the BACK UP POWER switch on before turning on the computer.

A standard page in which all the settings are at their default (pre-set) values is shown in the next figure.

You can set these parameters as part of editing your document.

When the terminal mode of TELCOM is used, all the parameters of the TEXT PRINT command are initialized at their default values. This is because the RAM area in which the parameters are stored is also used by the terminal mode screen, due to the limited memory size.




**Standard page layout**

(Each number is the default setting.)

# 8.3 TO: (TYPE OF PRINTER)

The first parameter you can see in the PRNT (PRiNT) command menu, is "TO:". You have to set to this if your printer is serial printer.

## 8.3.1 Using a Parallel Printer

The default setting for TO: is parallel printer "PRNT". To use a printer connected to the parallel Centronics PRINTER port, there is no need to change this parameter.

## 8.3.2 Using an RS-232C Serial Printer

To use a serial printer connected to the RS-232C port by the proper cable, you can set the device name the same way as the BASIC OPEN"COM" instruction.

## 8.3.3 Communications Parameters

For your response to TO: you should type in:

```
COM:2N81X
```

In this example, "2N81X" are the communications parameters. Refer to the TELCOM Manual for detailed explanation about the communication parameters.

## 8.3.4 Default Parameter Settings

If you change the communications parameters using the TELCOM's STAT command or BASIC OPEN"COM" instruction, then TEXT will use the same parameter.

If the communications parameters are omitted and you just type "COM:", TEXT will use the default setting. The default settings are:

8171X

### 8.3.5 Sending a File by Telecommunications

When you wish to send a file or document by telecommunications, simply transfer your print-out image directly to the RS-232C port, just as if you were using a serial printer.

Example:

The serial printer settings are:

300 baud rate
8 bit/character
1 stop bit
No Parity
XON/XOFF enabled

To set these parameters, type the following code: **COM:2N81X**

## 8.4 LINES PER PAGE

The parameter lets you set the physical length of the paper being used, and it will include all the lines of text, as well as the top margin and the bottom margin.

Even if there is not enough text to fill a page, and you give the command to go to a new page, the printer will correctly go to a new page.


When the LINES PER PAGE parameter is set to 0, the document will print out continuously, without a top or bottom margin as in the case of printing labels on continuous paper. However, if you try to set a top or bottom margin, this will be considered illogical, and an error message will appear on the screen.

# 8.5 LINE LENGTH

This parameter specifies the number of characters that can be printed out on one line by the printer. The line length includes the left and right margins, so the actual length of a line printed out may be shorter than the LINE LENGTH setting.


When the parameter for LINE LENGTH is set to 0, no Carriage Return (CR) code will be sent, so there will be no line breaks.

# 8.6 TOP MARGIN

This parameter specifies the number of lines from the top of the paper to the start of printing of text.

## 8.6.1 Header Text

Any HEADER TEXT specified, which can consst of several lines of text, will be printed in this area.

The TOP MARGIN cannot be charged part-way through a document. It should be set by using this command.

# 8.7 BOTTOM MARGIN

This parameter specifies the number of lines from the last possible line of the text to the bottom of the paper.

## 8.7.1 Footer Text

Any FOOTER TEXT specified, which can consist of several lines of text, will be printed in this area.

The BOTTOM MARGIN cannot be changed part-way through a document. It should be set by using this command.

## 8.8 LEFT MARGIN

This parameter specifies the number of spaces or columns from the left side of the page to where printing wil actually start on each line.

This parameter can be changed within a document, since you may need several different settings of the left margin within one document. If no parameter is set by you, the default setting is used.

## 8.9 RIGHT MARGIN

This parameter specifies the number of spaces or columns from the right side of the page to where printing will actually start on each line.

This parameter can be changed within a document, since you may need several different settings of the right margin within one document. If no parameter is set by you, the default setting is used.

## 8.10 FILLING

FILLING causes the text to be left- and right justified, so that each line reaches both margins.

This parameter is specified by "Y", in which case the right and left margins will be set in a straight line.

Wherever the Right/Left Justify or Center Justify function is used in the document, this Filling function is disabled.

If you want to utilize the FILLING function after using the Right/Left Justify in the document, the FILLING command should be used.

## 8.11 HEADER TEXT

The words written here will be printed out as the header text. As the position of the HEADER TEXT will not be affected by the left or right margins, you will have to insert the appropriate spaces if you want the HEADER TEXT to print out in the middle of the line.

## 8.12 LINE SPACING

Defines how many vertical lines should be advanced at the end of the printed line.

When the parameter is set at 0, it specifies single spacing, the same as appears on the screen. The paper will automatically advance one vertical line at the end of each printed line.

When the parameter is set at 1, it specifies double spacing, or double what appears on the screen. The paper will automatically advance two vertical lines at the end of each printed line.

## 8.13 PRINT PAGE

Indicates which pages should be printed out.

If you edit only one page, you can print out that page only. The Default is ALL (from page 1 to the last page of your document).

## 8.14 START PAGE NUMBER

Specifies the page from which to start printing.

Whenever you have a big document to print, you have to split it into two or more parts because of the limitation of the memory.

For example, the end of the first document ends with page number 15, you would set the START PAGE NUMBER at 16. Thus, when the second file is printed out, you will see that it starts with the page number 16.

## 8.15 PAUSE (Between Pages)

When you want to pause between sheets of paper, you set this with the parameter "Y", which the TEXT confirms with the message to change the paper and waits until you press the key. This is used when printing out on single sheets of paper, instead of continuous fan-fold paper.

## 8.16 PRINTER

Specfies which printer is to be used.

The three follcwing types of prirters can be used:

1. NEC: PC-8023A, PC-8025A, PC-8027A, PC-PR103A or other dot matrix type printers which have the same functions as these.

2. IBM: IBM Graphic printer or compatibles.

3. OTHERS: No control code will be sent to the printer

One of the three is selected and highlighted by being inverse-displayed on the screen. In order to change the selecton, move the cursor onto the name which you want to select, and you will see that this new seection is highlighted.

If you want to use the **Bold**, Underline, or another special effect in your printer which is not mentioned above, you can do it with the embedded Control Code Command. Refer to section 7.39 and the manual of your printer.

# APPENDICES



Appendices

# A. FUNCTION USING CTRL

| CTRL-Key Command Operation | Special Key Operation | Function |
|---|---|---|
| CTRL A | SHIFT ← | Moves the cursor one word to the left |
| CTRL B | SHIFT ↓ | Moves the cursor dowrward one screen |
| CTRL C | STOP | Cancels the commands |
| CTRL D | ↵ | Moves cursor one character to the right |
| CTRL E | ↑ | Moves the cursor up one line |
| CTRL F | SHIFT ↵ | Moves the cursor one word to the right |
| CTRL H | DEL | Delete the character |
| CTRL I | TAB | Moves the next TAB |
| CTRL K | f.2 | Performs next command |
| CTRL L | f.3 | Performs the SELECT command |
| CTRL M | ↵ | RETURN key function |
| CTRL N | f.1 | Performs FIND command |
| CTRL O | f.5 | Performs COPY command |
| CTRL P | f.6 | Displays KEYS assignment |
| CTRL Q | CTRL ← | Moves cursor to left margin of a line |
| CTRL R | CTRL → | Moves cursor to right margin of a line |
| CTRL S | SHIFT ← | Moves cursor one character to left |
| CTRL T | SHIFT → | Moves cursor one character to right |
| CTRL U | f.4 | Performs the CUT command |
| CTRL W | CTRL ↑ | Moves cursor to beginning of file |
| CTRL X | ↓ | Moves cursor down one line |
| CTRL Z | CTRL ↓ | Moves cursor down to end of the file |

# B. GRPH -KEY COMMAND (Short Cuts)

| GRPH-Key Operation | Parameter | Function |
|---|---|---|
| GRPH L | Numeric Parameter | **Left Margin** command |
| GRPH R | Numeric Parameter | **Right Margin** command |
| GRPH J L | | **Left Justify** command |
| GRPH J R | | **Right Justify** command |
| GRPH J C | | **Center Justify** command |
| GRPH J F | | **Filling** command |
| GRPH J N | | **No Filling** command |
| GRPH T | | **Test Page** command |
| GRPH S | Numeric Parameter | **Line Space** command |
| GRPH H | Y/N Parameter | **Header On/Off** command |
| GRPH F | Y/N Parameter | **Footer On/Off** command |
| GRPH P | | **New Page** command |
| GRPH B | | **Bold Font** command |
| GRPH U | | **Under Line** command |
| GRPH N | | **Normal Font** command |
| GRPH E | Numeric Parameter | **Embed Code** command |
| GRPH C | * | **Embed Control Code** command |

*The command has special format.

# C. ERROR MESSAGES

## 1. Bad Line Length

The line length set in the PRINT sub-menu is not correct. Please check the left and right margin settings.

## 2. Bad Page Length

The number set in the page length is too large or invalid.

## 3. Bad Top Margin

The top margin is either too large or too small. If the header text is enabled, the top margin should be larger than 2.

## 4. Bad Bottom Margin

The bottom margin is either too large or too small. If the footer text is enabled, it should be larger than 3.

## 5. Bad Left/Right Margin

The left or right margin command in the document is not correct. The sum of the left margin value and the right margin value should be smaller than the line length.

## 6. Bad Line Spacing

The parameter for the line spacing should be 0 or 1. "0" means single spacing and "1" means double spacing.

### 7. Bad "Page To"

The number specified in "Page To" is too large.

### 8. Bad "Page From"

The number specified in "Page From" is too large.

### 9. Bad Start Page

The number specified in "Start Page" is too large.

### 10. Unacceptable Top/Bottom Margin

The Header/Footer ON command appears in the document even if the Top/Bottom margin is too small.

### 11. Too Many Printer Codes

When this message appears, it means that there are too many Change Type commands, too many Embed Code commands, or too long Embedded Control Code commands.

### 12. Invalid COM Parameter

The parameter specified in the device name as the print sub-menu is invalid. Please refer to the BASIC Reference Manual or TELCOM Manual.

### 13. Invalid File Name

The file name given in the Device name of the Print sub-menu is improper.

### 14. File Already Exists

The file name given in the Print sub-menu is already in existence. Please use another file name which is not stored in the RAM.

### 15. Printer Error

The printer is not ready or there is something wrong with the printer. Please check the printer.

### 16. COM Error

Improper status which is detected during the output of the data through RS-232C. Please check the RS-232C line and the target system.

### 17. I/O Error

Printing was aborted by SHIFT STOP.

### 18. Line Too Long

The word in the document is longer than the current line length. The line length can be calculated by subtracting the left and right margin from the Line Length specified in the Print sub-menu.

### 19. Invalid Control Code

The embed Control Code command in the document is invalid. Please check the command.

### 20. Invalid Footer Switch

The footer switch is turned on even if there is not enough space for the footer text. The bottom margin should be more than 3 lines when the footer text is to be printed out.

### 21. Invalid Header Switch

The header switch is turned on even if there is no space available for the header text. The top margin should be more than 2 lines when the header text is to be printed out.

### 22. Invalid Line Spacing

The Spacing command in the document has an invalid parameter.

# INDEX

NEC

Printed in Japan
78116272