

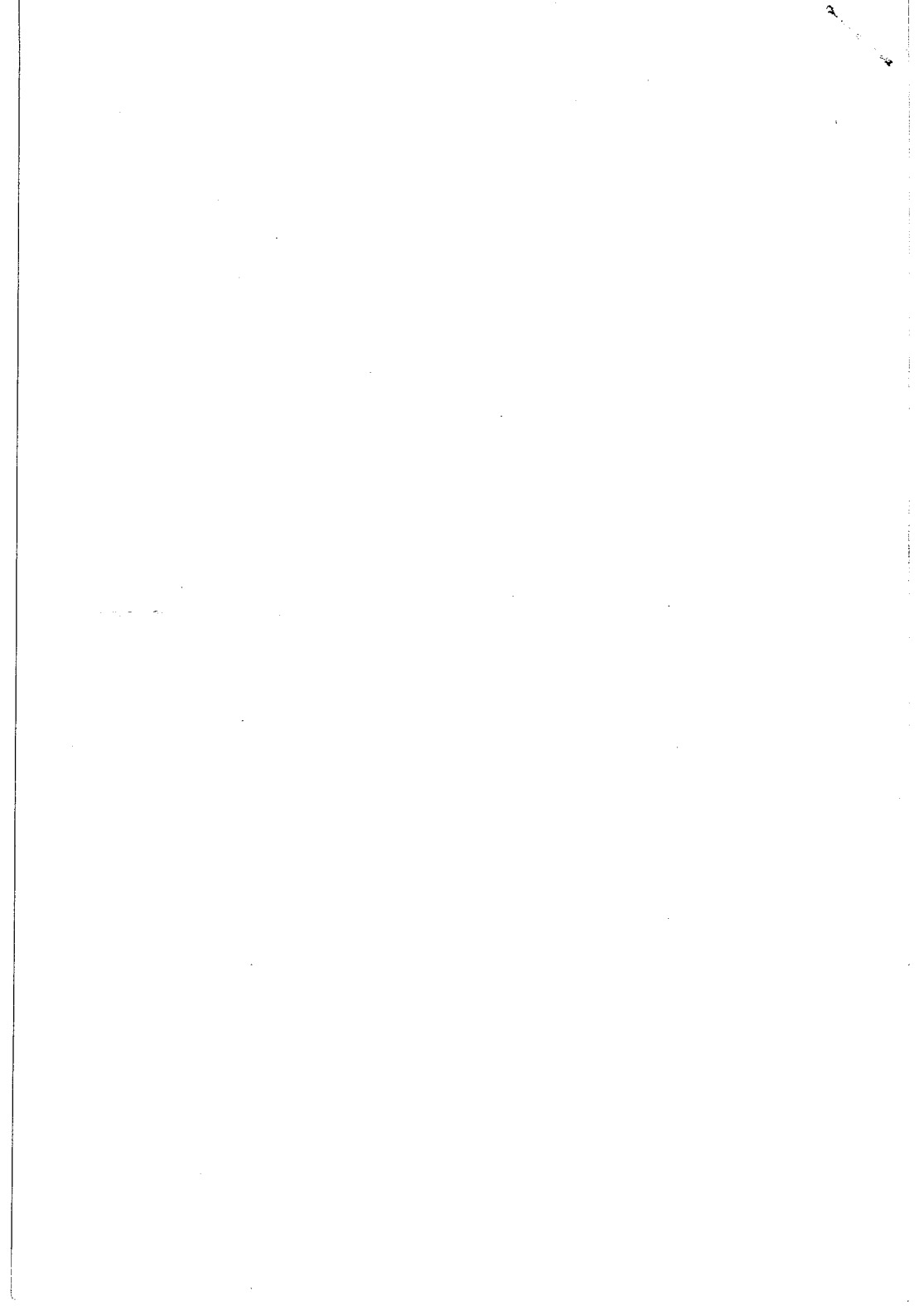
DICK SMITH WOPR 9

**PROFESSIONAL
QUALITY WORD
PROCESSING**

**FOR YOUR SYSTEM 80
BUSINESS COMPUTER**

OWNERS MANUAL

X-3761



INTRODUCTION BY DICK SMITH

Welcome to the world of word processing!

Our new WОРP-9 word processor is a sophisticated program designed to run on your System-80 Business Computer. It is easy to use and embodies several exciting new features:

- * A text wrap around enables you to type continuously without having to worry about the ends of lines.
- * Powerful editing functions allowing you to correct or add to your text after it has been typed in.
- * A right "justification" option which spaces words out so that the right-hand ends of the lines match up.
- * Proportional printing which adjusts the space allowed for each letter according to its width so that the type is more compact and attractive.
- * An underline key which enables you to highlight certain parts of your text.
- * A name and address file feature which lets you print out mailing labels, or merge the names and addresses with your text -- say at the top of a letter.

WОРP-9 has been designed and written by an Australian team of software specialists especially for Australian business conditions. An incredible amount of work has gone into making it as foolproof and as easy to drive as possible, especially by the inexperienced user. I believe you won't find a more "friendly", user-tolerant and useful word processor -- at any price! In fact I am sure you will find it quite the nicest thing in your office since the invention of the secretary!

This manual will show you how to use your WОРP-9 to its best advantage. We've even included a glossary of word processing terms at the back, so you can impress your friends!

Happy word processing!

Dick Smith

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WARRANTY

Great care has been taken in designing, developing and manufacturing this software product. It is sold in good faith, in the belief that it reliably performs the functions claimed. A normal warranty applies to the product itself with regard to quality of workmanship and freedom from manufacturing faults. However, no liability can be assumed regarding its suitability for any specific purpose, nor can Dick Smith Electronics accept liability for any loss or damage caused either directly or indirectly by this product or as a consequence of using it.

Specifically, Dick Smith Electronics cannot accept liability for any interruption of service, loss of business or goodwill or expected profits, or other consequential damages claimed to result from the use or operation of this product.

Before placing full reliance on any new system it is wise to operate and test it thoroughly, under conditions as close as possible to those likely to be met in practice. We therefore recommend that before you rely fully on this product, you run it for a reasonable time in parallel with the system you intend it to replace, to ensure that the results will be as desired.

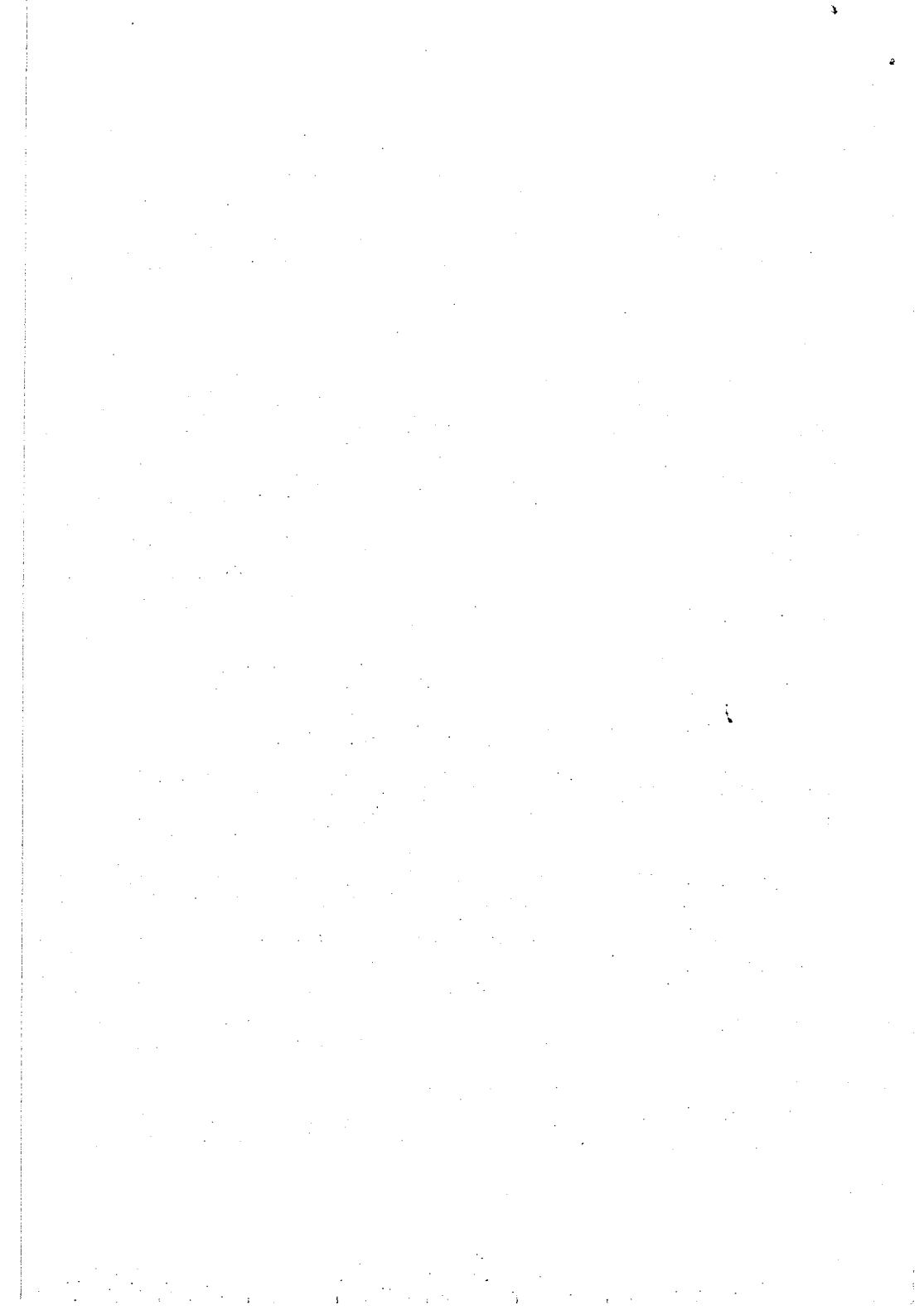
Manual written by Sue Robinson

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TABLE OF CONTENTS IN THIS MANUAL

TOPIC	PAGE
Warning: Magnetic Disks are easily erased!.....	1
Introduction to Word Processing.....	2
WORP-9 and what it can do for you.....	3-5
Minimum hardware configuration.....	5
HOW TO USE YOUR WORP-9 WORD PROCESSOR -	
1) Getting started:Loading WORP-9 into the computer...	6-7
2) Making a Work Disk.....	8-9
3) The Keyboard.....	10-12
4) Entering and editing data.....	13
5) Using WORP-9's Disk Filing System.....	14
6) Printing your text.....	15
COMMANDS	
? -the HELP command (and summary of commands).....	16
B -the BEGINNING command.....	17
F -the FORWARD command.....	17
S -the SEARCH command.....	17
E -the ERASE command.....	17-18
H -the HOLD command.....	18
U -the UNHOLD command.....	18-19
N -the NAME AND ADDRESS MODE command.....	19
P -the PRINT SERIES of commands.....	19-21
D -the DISK FUNCTIONS commands (save, retrieve, delete, directory and backup).....	22-23
BACKUP.....	24
THE NAME AND ADDRESS FILE -	
1) Creating a name and address file.....	25
2) Printing labels.....	25-26
3) Merging with correspondence.....	27
GLOSSARY OF TERMS.....	31-32



WARNING: MAGNETIC DISKS ARE EASILY ERASED!

This software product is supplied in the form of information stored on a magnetic "floppy" disk. Please note that this should be handled carefully so that the information is not corrupted or destroyed.

Ensure that you keep your disk well away from strong magnets, like those in loudspeakers and power transformers, such as those in the power supplies for your computer, video monitor, expansion unit and disk drives. Don't bring it too close to your video monitor's screen as its scanning field can cause damage. Even strong X-rays can corrupt or damage the data on a disk.

High temperatures can cause trouble so don't allow your disk to get overheated or leave it in sunlight, either direct or through a window. Nor should you allow it to get dusty, as dust particles can cause read or write errors (ie errors during the operation which "writes" information on to the disk when you enter it, or "reads" what is there). Most importantly, be careful not to let your disk get buckled, creased or bent -- this sort of damage will prevent you from using it at all.

When you label floppy disks, use a soft felt pen to avoid damaging the disk inside the sleeve. Better still, use adhesive labels, and write on them before applying them to the sleeve. Use a "write protect" tab (ie a small stick-on paper tab which folds over the notch in the disk) to cover the sensing notches of disks which are normally only read from, to prevent accidental over-writing and loss of data.

In short, treat your disks very carefully. When you're not actually using them, slip them into their envelopes and put them away carefully. This will ensure that you gain the full benefit from their use.

INTRODUCTION TO WORD PROCESSING

A word processor is the modern electronic successor to the typewriter. Whether you're involved in creative writing, preparing technical or management reports, or simply writing numerous business letters, a word processor (WP) lets you work faster, more efficiently and much more conveniently. After you've used one for even a short time, you'll wonder how you ever persevered with a conventional typewriter.

With a WP you type (key in) your text material on a keyboard similar to that on a normal typewriter. But it is not printed on paper as you key it in, it is displayed on a TV-type video screen. You can make minor changes to it as you are keying it in, and more extensive ones when it is all stored in the processor's memory. You can fix spelling mistakes, delete wrong words, insert letters, words or even sentences -- and all with the touch of a few keys.

When you are happy with your polished up text, you can press another couple of keys and the processor will type it on paper for you.

That isn't all. A WP can "save" your text for you on a magnetic disk so that it can be retrieved and fed back into the processor at any time. Using this feature you can, for example, print out the draft copy of a report, save it, and feed it back into the processor later, for correction and final printing. Only the corrections have to be retyped.

You can also use the WP as an "electronic file" for notes and ideas. You don't even need a printer for this sort of use.

If you're familiar with computers, you will realise from this description that the WP is basically a dedicated computer. In other words, it is a computer running a program specifically designed to manipulate strings of text. This means almost any computer can be made to perform the functions of a WP simply by giving it the appropriate program. The Dick Smith WOP-9 Word Processor is just such a program.

WORP-9 AND WHAT IT CAN DO FOR YOU

WORP-9 is an easy to use, professional standard word processing program designed to run on the Dick Smith System 80 Mark II Business Computer. Here are some of its many outstanding features and functions:

- * With 32K of RAM memory in your computer, it will handle text of more than 10,000 characters in length. If you have 48K of memory, this figure increases to 26,000 characters. If you want to manipulate documents larger than this, you can do so by dividing them into chunks of this maximum size and storing them on floppy disks.
- * It has an automatic text wrap-around facility so that you don't have to worry about the ends of lines when you enter your text. If the last word on the line won't fit, WORP-9 will move it down to the start of the next line.
- * It lets you do simple editing during text entry using the backarrow/erase key, so you can correct many of the most common typing errors as they occur.
- * It has a flashing cursor to indicate where the next character will go on the screen.
- * It lets you erase characters, sentences, paragraphs and even the whole text if you want, double-checking with you to avoid accidentally erasing too much.
- * It lets you insert additions at any point in the text. The insertion can be as small as 1 character or as large as the computer's memory will allow.
- * It has auto-repeating keys. Hold any key down for more than a second or so and its function will be repeated automatically.
- * It automatically converts the keyboard to typewriter mode for more convenient operation.
- * It will let you move words, sentences or paragraphs around in the body of your text for greater flexibility in editing.

- * It incorporates a shift lock facility for ease when entering headings etc.
- * It allows line indenting. Indent width is 4 spaces, but multiple indents can be used.
- * It will find a specific word or phrase in your text, as you require, using the search function.
- * It prints any text width from 1 to 132 characters with an adjustable left margin.
- * It can print from any designated point in your text as desired. You can also embed a marker in your text to stop the printer at that point letting you change print wheels, line lengths or format.
- * You can print your text either with ragged or justified right margins.
- * It will print your text with either normal single line spacing or double as you choose.
- * It will allocate proportional spacing to each character according to its width, if you want it to.
- * It will underline any desired part of your text.
- * It will maintain a name and address file, which can be used both for printing on mailing labels and for automatically merging with business letters or circulars.
- * It will store as many as 54 files per disk (using 40 track disk drives), depending on file size.
- * It provides an inbuilt disk copying facility, which you can use both for making backup copies of WP disks and for creating new work disks.
- * It can save and retrieve your documents on disk using any desired file name of up to 24 characters in length.
- * It maintains an inbuilt directory of the files you have stored on disk.

- * It will work with either 1 or 2 mini disk drives.
- * It will advise and inform you on its own use if you ask for help in using the commands.
- * It has been especially designed after considerable research to be easier to operate and safer for you to use than most other word processors -- even those costing many times more. It incorporates fail-safe mechanisms to prevent you from accidentally overwriting files or losing them from memory in the event of a mains voltage spike or accidental reset.

MINIMUM HARDWARE CONFIGURATION

In order to run WORP-9 on your System-80 Mark II Business Computer you will need at least the following hardware:

- * A System-80 Mark II Business Computer with video monitor and expansion unit, and provided with at least a total of 32K RAM memory (48K will let you manipulate larger texts).
- * At least one 40-track floppy disk drive with daisy chain cable.
- * An 80- or 132-column printer with cable.

HOW TO USE YOUR WORP-9 WORD PROCESSOR

The rest of this book is devoted to helping you to use your WP.

Remember!

If you have any trouble remembering the commands you need to tell the machine what to do - simply enter the command mode and type in a question mark (?) and the computer will give you a list of possible commands and descriptions of what they do.

1. GETTING STARTED: LOADING WORP-9 INTO THE COMPUTER

Before you can do any work with WORP-9 you must load it into your computer and get it running. To do this, follow these directions:-

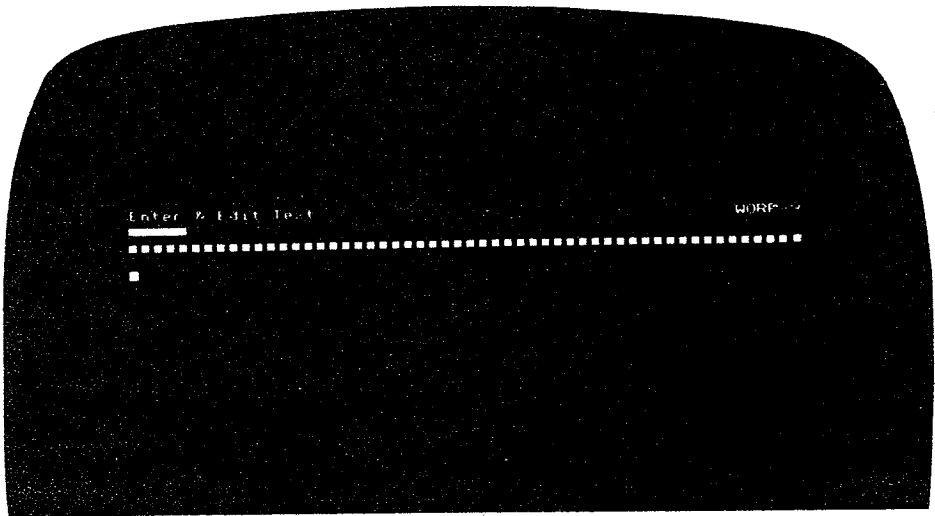
- a) Turn on the power to -
 - the disk drives
 - the video monitor
 - the expansion unitin that order

- b) Take your WORP-9 disk and check that it has a write protect tab over the notch on the side of the sleeve. If it hasn't, fit one immediately to ensure that the disk is not accidentally overwritten or erased.

This disk is never written upon, it is the master from which you make your working disks.

- c) Put your disk into disk drive 0, with the write protect tab uppermost and with the central slot in the sleeve towards the rear. Push the disk gently until it clicks, then shut the drive latch.

- d) Turn on the computer by using the rocker switch at the back right-hand corner of the keyboard unit. The red lamp on the disk drive will light up, you will hear the motor whirring and mysterious little messages will appear on the screen. After a few seconds WORP-9 will be loaded into your computer and your screen should look like this:



Screen number 1: (ENTER AND EDIT mode)

e) If screen number 1 is not showing, go back and check each step:

- is the power on for each piece of equipment?
- is the disk correctly inserted in the disk drive?
- is the disk drive latch shut properly?

f) If one of these things has prevented the correct loading of WORP-9, correct the problem and press the RESET button on the back left-hand side of the keyboard unit. Pressing the RESET button gets the computer to reload WORP-9.

g) If this still doesn't work, call the Dick Smith Computer Hotline or your local supplier.

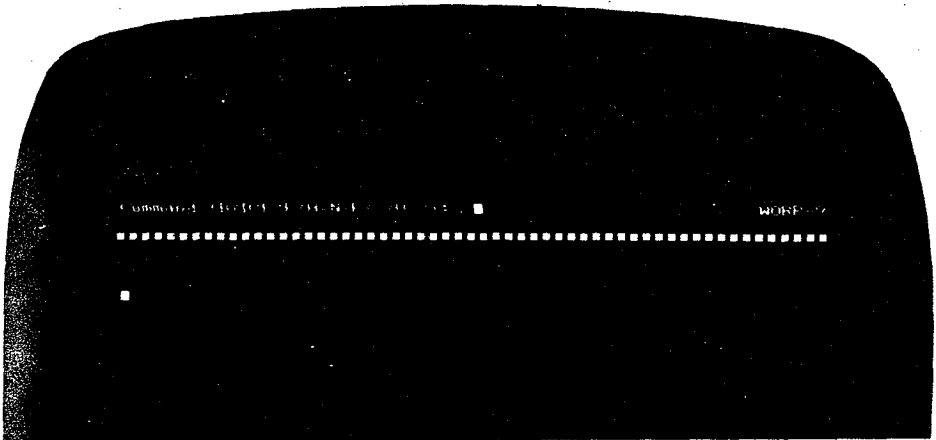
WARNING! If screen number 1 is not showing do not proceed without further help!

NOTE: If you have been using WORP-9 and you stop or reset without saving the file on disk, the computer gives you the chance to re-use it when you reload the disk. In other words you have a second chance to save a file you might otherwise have lost. You'll really appreciate this feature!

2. MAKING A WORK DISK

The disk you have is a master only and should not be used for storing text. The very first thing you do once WOPR-9 is successfully loaded is make yourself a work disk. Do this by following these steps:

- 1) Take a spare disk. This should be one that is either new or has no valuable data on it as this procedure will erase everything already on the disk.
- 2) If it has a write protect tab on the notch, remove it. You should now have 2 disks, WOPR-9 (with the write protect tab on it) in disk drive 0 and the spare disk with no tab.
- 3) Press the <F1> key until your screen looks like this:



Screen number 2: (COMMAND mode)

- 4) Press <D> and when the screen changes, press <5>. The following message will appear:
 "DO YOU WANT A BACKUP COPY OR A NEW WORK DISK (B/W)?"
 Type <W>.

NOTE: You don't have to use the shift key for entering these characters, they will appear in upper case anyway.

5) The screen will then say:

"DO YOU HAVE ONLY ONE DISK DRIVE?"

If you have only 1 disk drive, press <Y> if you have 2 or more, press <N>. The computer will show you what to do next in each case.

6) When you have made your work disk, the screen will say:

"GOOD COPY"

Press the space bar and screen number 1 will reappear.

7) If "GOOD COPY" does not appear at the end of the sequence or if anything else goes wrong, ensure the WOP-9 disk is in disk drive 0, press the space bar and the computer will go through the process again with you.

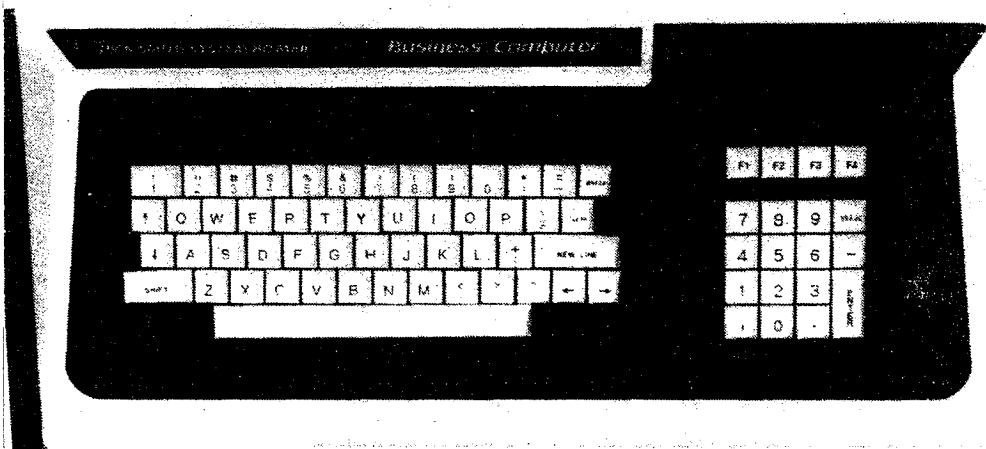
8) If the "GOOD COPY" message still does not appear, you may have a faulty or damaged spare disk. Try another one. If you still have no success, phone for help.

9) When a good copy has been made, remove the master disk, put it in its envelope and store it away for safe keeping.

10) Put your newly created work disk in drive 0 and you are ready to start using WOP-9 properly.

3. THE KEYBOARD

Before you start to type information into the computer you should be able to use all the relevant keys on the keyboard. The following is a photograph of the keyboard with an explanation of some of the keys.



THE CURSOR AND ITS MOVEMENT KEYS

The cursor is the small flashing rectangle you see on the screen. This tells you where the next character you enter will appear. It is especially important when editing as it flashes on top of the character you want to correct. To move the cursor to your chosen place in the text, use the 4 keys on the keyboard with arrows on them (←, →, ↑, ↓). These keys move the cursor in the direction of the arrow.

The up arrow key is also used to move from ENTER to EDIT mode. After pressing this you are able to move the cursor around the text and change your entries.

NOTE: The backspace arrow (←) is destructive in ENTER mode. That is, you can correct a recently made error by backspacing and retyping the material. In EDIT mode, however, you can backspace without erasing the text.

SPECIAL FUNCTION KEYS

On the top right-hand side of the keyboard, there are 4 special function keys. These perform the following functions:-

<F1> - This key changes the mode of operation from command mode (in which you tell the computer what to do; eg, print, erase, move the cursor etc) to enter and edit mode (in which you enter your material into the WP and edit it).

The F1 key also aborts some disk functions. You can use it to halt saving, retrieving, and backup.

<F2> - This is the insert/close up key. When you want to insert a word, phrase, sentence or paragraph you press this first (making a gap for the insertion), enter the insertion and press it again to close up the gap you made. While you are inserting an "I" will show on the command line at the top of the screen.

If you hold down the <SHIFT> key when you hit <F2> you get a shiftlock function which puts your alphabetical characters in the upper case. The command line will show "SL" when you are in shift lock. To release the shift lock simply hold down <SHIFT> and hit <F2> again.

<F3> - This is the indent key. When you want to indent the text, hit this key. It will indent the text by 4 spaces, each time you hit it. All text entered (until you next hit the <NEW LINE> key) will be indented. Indented text will be identified on the screen with a back slash (\).

If you hold down <SHIFT> when you hit <F3>, the computer will insert a marker (|) in your text. If you are not performing mail merge printing, this marker will cause the printer to stop at that point in the text to change print wheels, etc. If you are using the file for mail merging, the marker is inserted where you want the name and address to appear (see page 26).

<F4> - This is the underline key. Press this before and after you type the item you want underlined. Underlined material will be shown on the screen with a reversed square bracket (}) before the material and a forward one (}) after.

NOTE: the {,},[,| and \ symbols show on the screen only. They are not printed. In addition to these keys there are also:

* A <CLEAR> key, used to erase mistakes. Hit this key and the mistake will disappear to be replaced by a █ symbol. This will also disappear and the text will move up to close the gap as soon as you hit an arrow key.

* The <NEW LINE> and <ENTER> keys both perform the same function - they start a new line or paragraph. Indented lines return to normal left margin after either of these keys is pressed. The screen shows a curly bracket ({}).

* The <BREAK> key, which will abort the PRINT function. That is, you can halt printing by holding this key down.

* To the right of the keyboard there is a small additional keyboard with numbers. This is for your convenience when entering numbers. You can use it exactly as you would the number keys at the top of the keyboard. The <ERASE> key on that keyboard has the same function as the backspace key.

The rest of the keyboard operates in much the same way as the typewriter keyboard. Now you know the keys you can start entering text.

4. ENTERING AND EDITING DATA

Entering data into the WP is like typing except that:

- * Correcting text is much easier.

- * Except for indentation, upper and lower case and underlining, you don't choose format during the entering and editing stage. The length and width of the page and so on are decided during the printing stage.

- * You don't have to return the carriage at the end of the line. The computer does this automatically for you. Use the <NEW LINE> key only when you want to start a new paragraph or leave a line.

- * When you have entered a full screen of lines the whole text will automatically move up the screen to provide room for the next lines you enter. The first lines are not lost when they disappear from the screen. They are kept in the computer's memory.

The steps in entering and editing data are very simple:

1) Hit <F1> to go into the ENTER OR EDIT MODE. When you are in the right mode screen number 1 will show. If you see screen number 2, simply hit <F1> again.

2) Type in your text. If you make a mistake, you can either backspace and retype or edit it later.

3) Editing is done by proofreading the text as it appears on the screen, moving the cursor to the area you want to change and making your improvements. You can -

- correct mistakes by typing over them;
- add or insert text (or even just a space) by using the <F2> key;
- delete text using the <CLEAR> key; or
- move words, sentences or paragraphs around.

4) There are 6 commands you can also use to help you edit. The first 3 help you find your place in long documents. They are B, F and S. Another, (E), lets you erase material without having to hold down the <CLEAR> key. This is most useful when you want to remove a whole sentence or paragraph. Then there are the H and U commands, which let you move text around. There is more information on these commands starting on page 17.

5. USING WORP-9's DISK FILING SYSTEM

Sometimes you will just want a print of your text without keeping it on file. On most occasions, however, it is preferable to have a copy of your text filed away. The beauty of the word processor is that it lets you file your texts on the disk. The computer files them for you, retrieves them, shows them on screen or prints a copy (as you desire) and even keeps a directory of texts on file which you can call to the screen whenever you want it.

The commands you use to carry out these functions are explained in the section on THE DISK FUNCTIONS COMMAND so here I will only tell you which commands to use. Select the option you want by keying in the number.

- 1) To save a text (ie to have it filed on the disk), hit <F1> to go to COMMAND mode, then, before you print the text, use command D and select option 1.
- 2) To retrieve a text from file (ie to get it from the file so you can edit, read or print it), go to COMMAND mode, use command D and select option 2.
- 3) To delete a text (ie to remove it permanently from file), go to COMMAND mode, use command D and select option 3.
- 4) To see a list of the texts on file (ie to get a directory listing), go to COMMAND mode, use command D and select option 4.

Once you have keyed in a text, edited it and saved it you are ready to print it.

NOTE: It is possible in some word processing systems to accidentally erase a file from the disk by saving an empty file with the same file name. This can happen, for example, if you hit the wrong key when you really mean to recall the file from memory. WORP-9 protects you from this possibility by refusing to save an empty file. If there is no text in the file, you will be shown a message when you use the SAVE option which says you can not save this file because it is empty.

6. PRINTING YOUR TEXT.

Printing is the one area where word processing really differs from typing. Using the P commands you tell the computer what you want your margins to be, how many characters to put in a line and how many lines a page. WORP-9 has 2 special features that allow you further variety in the way you print your text:

* The right justified option allows you to have the spacing in the lines adjusted so that your right margin is lined up like the left one.

* The proportional printing option allows you to have the spaces between letters adjusted according to their size.

NOTE: For more details on the commands used in printing, go to the pages on THE PRINT SERIES OF COMMANDS.

The steps to take in printing are simple:

1) Turn your printer on and make sure the ON LINE light is showing. To do this you must use both the ON-OFF switch and the ON LINE button.

2) Put paper in the printer, ensure you have the right daisy wheel and so on.

3) Go to COMMAND MODE using <F1>. Press <P> and if you desire select your printing options. Remember to use the arrow keys to move the cursor to the option you want to change and the <NEW LINE> to start printing when you are satisfied.

4) If printing stops before the text is finished, it could be because:

- The page has finished. Put in another sheet, hit <NEW LINE> and printing will continue.
- The printer has run out of paper or ribbon. Replace the item and press the ON LINE button on the printer.

5) To halt printing in the middle of a document, hold the <BREAK> key until it stops.

If you change your mind about printing, hit the <BREAK> key and Screen 1 will return.

COMMANDS

The WP operates in 2 modes, the COMMAND mode and the ENTER AND EDIT mode. Screen number 2 shows in COMMAND mode, screen number 1 in ENTER AND EDIT. To use any of the commands you must first go to COMMAND mode by hitting <F1>, select the command from the symbols listed at the top of the screen and hit the key for that symbol.

? = THE HELP COMMAND - This is a special command which can provide you with information on the other commands if you can't remember which one to use. To use this command simply go to COMMAND mode and press <?>. The screen will immediately show all the commands available to you with a short explanation for each one. You can then select the command you want.

The following is a copy of the information that will appear when you hit <?>:

THE BASIC COMMANDS AND THEIR USE:

- B: Move video cursor back to the BEGINNING of your text.
- D: DISK commands--
1. Save a document away on disk
 2. Retrieve a document from disk
 3. Delete an unwanted file from disk
 4. Display a disk's file directory
 5. Make a backup or new work disk
- E: ERASE a word, sentence, paragraph or the rest of the text
- F: Move video cursor FORWARD to the end of your text
- H: Remove the following word, sentence or paragraph or rest of text and HOLD it in reserve.
- N: Create a new NAME AND ADDRESS file
- P: PRINT the file currently beign worked on (but before doing so, you will be able to set the print format)
- S: SEARCH for a specific word or phrase in your text from the current video cursor position.
- U: UNHOLD the text held using the HOLD command and insert it at the current video cursor position.

B = THE BEGINNING COMMAND - This command simply moves the cursor to the beginning of the text you were working on. For an explanation of the cursor see page 10.

NOTE: press before printing if you want your text printed from its start.

F = THE FORWARD COMMAND - This command moves the cursor to the end of the text you were working on. You will probably want to use this command when you have finished editing part of your text and want to add more.

S = THE SEARCH COMMAND - This command will actually get the computer to look for, and find a particular word or phrase in your text. If, for example, you find that you have made a spelling error in a word, the SEARCH command will find that word for you (no matter how long the text) so that you can correct it. To use this command you must press S, then key in the string of characters (word or phrase) you want to find, then the <NEW LINE> key. The cursor will find the string and move to the last character of that string while also flashing on the command line. Press <F1> and the computer will switch into EDIT mode so that you can make your change or correction. If you want to move to the next occurrence of the string of characters without changing it, hit <NEW LINE> and the computer will automatically search for its next position in the text. To stop a search and flip back into ENTER and EDIT mode, simply hit <F1>.

E = THE ERASE COMMAND - The last 3 commands have been to do with finding any place you want in the text. This command allows you to erase the next word, sentence or paragraph after the cursor. To use the command, enter <E>, then <W> (for a word), <S> (for a sentence) or <P> (for a paragraph). You can also erase all text following the cursor by pressing <E>, then <A> (for All). To protect you from erasing the wrong thing by mistake, the computer will double check with you by asking:

"REALLY?"

You can then stop the erasure by hitting <N> (for no). If you hit <Y> the material will be erased.

NOTE: You can erase all text from the memory by moving the cursor back to the beginning of the file (hitting) and erasing all the following text. You can also erase all text by hitting the RESET button to restart WORP-9, then answer <N> when it asks you if you want to use the existing text.

H = THE HOLD COMMAND - This command (used along with the U command) allows you to move parts of your input to other places in the text. Move the cursor to the start of the text to be moved, go to COMMAND mode and hit <H>. The screen asks if you want to hold a "word/sent/para/all ?" This gives you 4 choices, you can move just a word, a sentence (up to the next full stop), a paragraph (up to the next NEW LINE sign) or all the rest of the text from the cursor on. Make your choice by hitting the first letter of your selection (ie W,S,P or A). The machine will double-check with you by asking "REALLY?" If you hit anything but <Y> or <N> it will ignore you. If you hit <N> it will abort the HOLD and return you automatically to ENTER and EDIT mode.

If you select <Y> you will find that a letter "H" appears on the command line to signify that text is being held and the portion of the text you selected will disappear from its former position on the screen to reappear at the end of your text.

The held portion of your text is distinguished by a marker (H) placed in front of it. If you have chosen to hold all the text after the cursor, this marker will appear at the cursor position to indicate that all text after that point is held. You can correct text while it is in the HOLD BUFFER by overtyping, but you can not make any changes that affect its length. The computer will simply ignore INSERT or ERASE commands while the cursor is in the HOLD BUFFER area.

NOTE: You can only HOLD one portion of your text at a time. Also you will not be able to enter any new text after the HOLD BUFFER while there is text there; but you can insert text just before the hold sign.

U = THE UNHOLD COMMAND - This is used to release the held portion of your text from the HOLD BUFFER and re-insert it into the text at a new position, where you have repositioned the cursor. You can't replace the text in the HOLD BUFFER or after the HOLD BUFFER. You can, however, place it at the very end of your text by placing the cursor over the hold symbol.

When you have placed the cursor where you want it, go to COMMAND mode by hitting <F1> and press <J>. The letter "H" will then disappear from the command line and the text will appear starting from the cursor position. The rest of your text will be automatically moved to allow space for the insertion.

N = THE NAME AND ADDRESS MODE COMMAND - There is a name and address file as a special feature of this word processor. Hitting <N> gives you access to the file so that you can enter names and addresses. Each name and address entry contains 5 lines:-

Line 1 Name
Line 2 Address line 1
Line 3 Address line 2
Line 4 Address line 3
Line 5 Salutation (Dear.....)

Each line should be no more than 27 characters long (including spaces) to fit on a standard mailing label, and must be finished by hitting the <NEW LINE> key.

Once names and addresses are entered into this file, they can be printed on to labels or inserted automatically at the top of circular letters as you require. See the section on THE NAME AND ADDRESS FILE for more information on this.

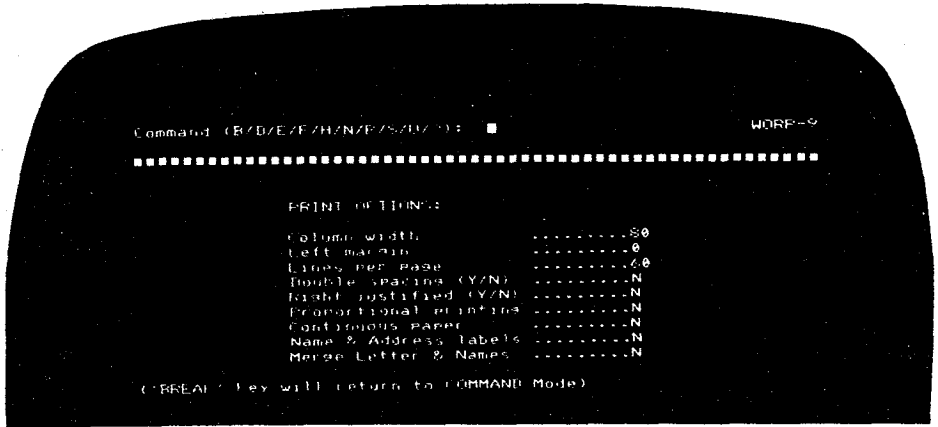
NOTE: A name and address file can't be combined with a normal file in memory. It can only be merged with a text file during printing and then only when a marker has been inserted.

P = THE PRINT SERIES OF COMMANDS - When you choose the P command, you are given a further series of options from which to choose. These options are set in a standard manner but you can change any one (or all) of them by moving the cursor (using the arrow keys) down to the line the option occupies and entering your choice.

When you have changed the options you want to change or if you are happy with the existing choices, start printing by hitting <NEW LINE>.

You can return to COMMAND mode without printing by pressing <BREAK>. This can also be held down to abort during printing.

The screen of PRINT options will look like this:



Screen Number 3: PRINT OPTIONS

The options are as follows:

COLUMN WIDTH

The number denotes the total number of characters (including spaces) you want across the page.

LEFT MARGIN

You can move the whole text across the page by changing the left margin from the zero point. Type in the number of character spaces you want text moved to the right.

LINES PER PAGE

The number denotes the total number of lines (including spaces) per page. You can adjust this number according to the length of page on which you want to print.

SINGLE OR DOUBLE SPACED

You can choose to have double spaced lines (as in typing) by putting a D. If S is left you get single spacing.

RIGHT JUSTIFIED (Y/N)

Choose Y if you want the spacing adjusted to have the right-ends of lines matching up.

PROPORTIONAL PRINTING

Choose Y if you want the space for each letter adjusted according to the width of that letter. If you do decide on proportional printing you can vary the spacing or spread of letters across the line. You can, in fact, type in any number between 1 and 9 (inclusive) instead of <Y>. 1 produces extremely compressed spacing of the letters, 9 produces very spread-out text. If you choose <Y> you will automatically be given a spread of 5 which is average spacing. Even when the letters are very spread out across the page, they are still printed proportionally for you. This takes slightly longer to print but looks more attractive.

NAME AND ADDRESS LABELS

Choose Y if you want a name and address file printed on labels or in list form. These are printed on A4 label sheets with 3 standard labels across the page. The print options are set on standard parameters to ensure that the addresses fit on the label paper. No other option will change from the standard even if you manually change it.

MERGE LETTER WITH NAMES

Choose Y if you want names and addresses from your file to be put on the top of a multiple printed letter. Your letter form will have already been prepared. By selecting this option you get the computer to read each entry in the NAME AND ADDRESS FILE and to print the name, address and salutation (in order) on the top of each letter printed.

NOTE: when text is printed, it starts from the position of the cursor. It is important, if you want text printed from the beginning, to move the cursor back by using the command B.

D - THE DISK FUNCTIONS COMMAND

This command also produces a series of possible options when you hit <D>. These options are listed in short form on the top of the screen. Select your option by hitting the number it has been allocated. You can abort options 1, 2, 3 and 5 by hitting <F1> if you change your mind. The options are as follows:

1. Save Text

This files the complete text you have been using on the disk (regardless of the position of the cursor). When you select this option the screen will ask for a file name. You can enter any name you wish providing it is no longer than 24 characters (including spaces). After entering the name, hit <NEW LINE> and the text is stored.

WARNING! If you nominate a name already filed, your new file will be stored under that name but the old file will be erased. Unless you are updating or editing an existing file it is vital to ensure that the name you enter is not already in use. The computer protects you from saving an empty file, but a file with text in it -- even only one character -- can overwrite another file if it is saved under an existing file name.

2. Retrieve Text

This retrieves text from the disk file and puts it on the screen so you can edit, read or print it. When you select this option the screen will again ask for a file name. Enter the name, hit <NEW LINE>. If there is existing text on the screen the computer will ask -

DO YOU WANT DOCUMENT ADDED TO THE EXISTING TEXT IN MEMORY ?

If you hit <Y> the document retrieved from file will be added to the end of the text at present showing on the screen. If you hit <N> the text file at present displayed will be deleted and the newly retrieved file will be displayed by itself. NOTE: It is therefore important to save the file you are working on before you retrieve another one.

If you type in a name that is not on file the screen will say -

"NOT FOUND. ANOTHER?"

Type Y to enter the right text name. If you type N, the computer returns you to ENTER AND EDIT mode.

3. Delete Document

This option allows you to remove the text permanently from the disk file. You will be asked by the screen for the file name. If you type in the wrong name you will be led through the same process as you were for an unknown name in option 2.

4. Directory

If you select this option the screen will print a directory of documents held in the disk file. This is particularly useful if you can't remember the exact name of the file you want to retrieve or delete. The directory also lets you know how much filing space is left on the disk by showing the number of characters which can still be stored.

5. Backup Disk

This option should be used for making a backup or work disk. For information on how to make a work disk - see pages 8 and 9. For further information on backup disks and their use, see page 24. If you select this option, the screen will ask you if you want a backup copy or a new work disk. Hit <W> if you have run out of space on your present work disk or want to use another one. Hit for making a backup copy of your present disk. The computer will then ask -

"DO YOU ONLY HAVE ONE DISK DRIVE?"

Hit <Y> if you do or <N> if you have more than 1. The computer will then guide you through the process of backup or making a work copy by showing instructions on the screen. When the process is successfully complete the screen will show -

"GOOD COPY"

You can then return to ENTER AND EDIT mode by pressing the space bar.

BACKUP

Disks, as mentioned earlier in this book, are easily damaged. For this reason, it is important to make a spare or "backup" copy of your work disk at the end of the day. Then you don't lose all the files if you accidentally damage the original.

The steps in making a backup are as follows:

1) Take a spare disk with the write protect tab removed. Remove your work disk from Disk Drive 0, put a write protect tab on it and replace it in Disk Drive 0.

2) Go to COMMAND mode by hitting <F1>. Then press <D> and <5>.

3) When the screen asks -

"DO YOU WANT A BACKUP COPY OR A NEW WORK DISK (B/W)?"

Hit . You will then be asked -

"DO YOU HAVE ONLY ONE DISK DRIVE?"

Hit <Y> if you do or <N> if you have 2 or more. The computer will then tell you what to do by means of instructions displayed on the screen.

4) When the backup is complete, the screen will say -

"GOOD COPY"

If this doesn't show, ensure your work disk is in Disk Drive 0 and go through the process again. If backup is still not complete, try another backup disk. If you are still unsuccessful, seek help.

5) Take your backup copy, label it carefully and store it away from your original. (Otherwise they could both get damaged at the same time and the purpose of making a backup would be lost.)

6) Press the space bar to return to ENTER AND EDIT mode.

THE NAME AND ADDRESS FILE

This special feature of WOPR-9 saves you the drudgery of typing out frequently-used names and addresses.

There are 3 main facets to its use:

1) Creating a name and address file

To create a name and address file for later use, go to the COMMAND mode by hitting <F1> and select command N. Details on the use of this command are on page 19. Using D commands give your file a name of up to 24 characters and save it as you would any other text. The file can be updated by retrieving and editing like any other file. (You can have a number of different name and address files.)

2) Printing labels

To print labels retrieve your name and address file and position the cursor on the "N" of the word "NAME" just to the left of the first name and address. Then go to the COMMAND mode and hit <P>. When the P options are displayed on the screen set the column width (see below) and move the cursor (using your arrow keys only) to the Name and address labels line and hit <Y> and <NEW LINE>. The printer will then print your labels, providing you have put the label paper in the machine.

NOTE: WOPR-9 is basically set up to print labels on A4 label sheets with three 25.4 mm-high (1") labels across the page. A suitable label sheet is the Avery type XS-6033. The printing COLUMN WIDTH should be set to 84 to ensure correct printing.

It can also print on continuous rolls of single 25.4mm-high labels. To use this type of label, you must select a COLUMN WIDTH of 28 before you choose the NAME AND ADDRESS LABELS option. The computer will then print every third name and address on the labels. When the print run is finished, the name and address file will reappear on the screen. Now move the cursor down to the N of "NAME" next to the second name and address and repeat the printing process. When that run is finished, move the cursor to the third name and address and print from there. You will thus print each customer's name and address on labels.

NOTES

When you have finished printing the labels, remember to select <P> and return column width to normal and unselect (by hitting <N>) the NAME AND ADDRESS LABELS option.

3) Merging with letters

There are 2 parts to this process -

A) Type or retrieve your circular letter with a marker (the marker you need is the <|> sign) in the text where you want the name and address material inserted. The marker is embedded in the text by holding down the shift key and hitting <F3>.

The first time the marker appears (probably at the top of the page) the name and address will appear. The second time (probably after the salutation - "Dear") the personal name will appear.

If you want to use this personal name again at other places in the letter, simply put further markers at those places and it will appear at those places as well.

B) To print the letters with the names and addresses, go to COMMAND mode, select P and type Y next to the Merge letter with names option. The computer will ask -

"Which NAME & ADDRESS File is to be merged?"

Enter your file name and hit <NEW LINE> again. The computer will then print the letter with the name and address of the first entry in the file inserted. Change the paper and the letter will be printed with the second name and address, and so on. If you have continuous paper in your printer you won't even have to change the paper.

NOTE: The <|> marker can also be inserted into text to stop printing at any time, providing you don't have the MERGE LETTER AND NAMES option selected. This will allow you to change print wheels and so on. For more information on printing turn to pages 19 to 21.

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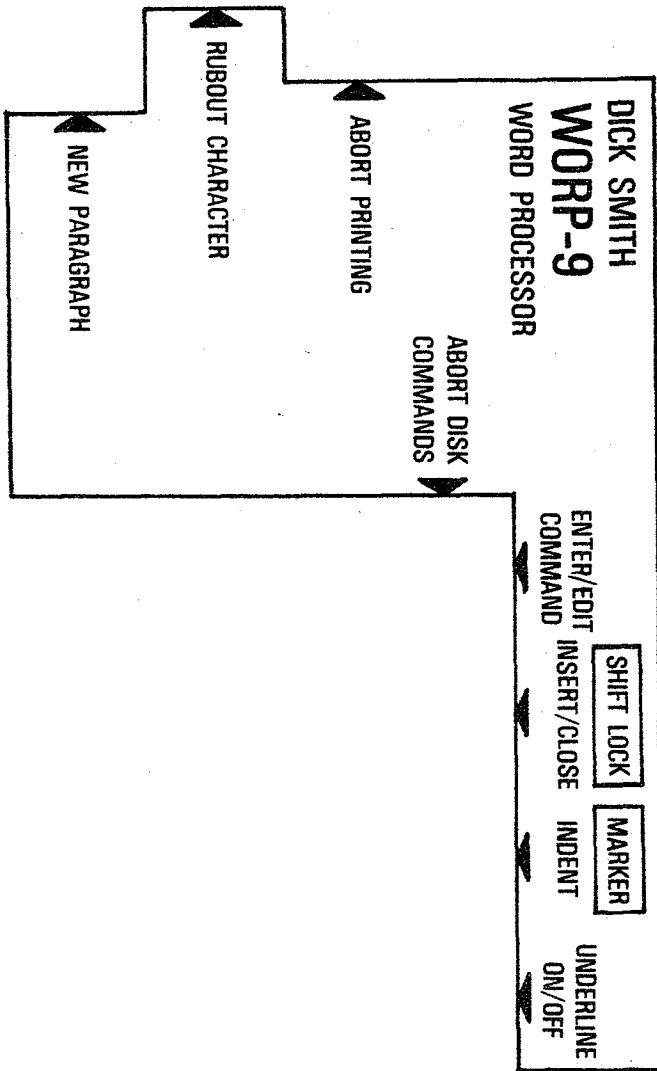
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*A sample of WOPR-3's mailing label printing
(reduced to 60% of actual size). These
labels were printed on an A4 label sheet.*



Here is a handy template which you may care to cut out and attach to your computer keyboard to remind you of WORP-9's special function keys.

GLOSSARY OF TERMS

BACKUP - the process by which you obtain a spare copy of a disk which you have used to store data. This is a necessary process as disks can store a large number of files and are easily damaged. A second copy prevents you losing your files if you accidentally damage your master disk.

CHARACTER - each item entered into the text using your keyboard. A character can be a letter, a number, a symbol (eg, &, \$ or ") or the space between words.

COMMAND - your instruction to the computer. You make commands for example, when you press the keys that tell the computer to print text or retrieve a file.

CONFIGURATION - the arrangement and electrical link up of equipment. The minimum configuration for using WOPR-9 for example, is the minimum number of pieces of equipment (or Hardware) that must be linked in order for WOPR-9 to work.

CURSOR - the small flashing rectangular light that appears on the screen to indicate where the next character you enter will appear.

DELETE - the function that erases material from a file. When you delete a file that has been stored on a disk, you remove it from the disk permanently.

DIRECTORY - the list of the files kept on a given disk.

DISK DRIVE - the piece of equipment you put the disk into.

EDITING - the same function as correcting typewritten material.

ENTERING - typing information into the computer.

FILING - storing a piece of text away on a disk.

MARKER - a character you insert into the text which is not printed, but which tells the computer to do something special when it reaches that part of the text.

MASTER - the original kept for the record. This can be a master file or disk.

MERGE - to combine text from 2 different sources in one piece of written text.

MODE - an aspect or kind of operation. WOPR-9 operates in 2 modes, **COMMAND** mode and **ENTER AND EDIT** mode.

OVERWRITE - or **OVERTYPE** is simply typing or writing on top of something.

PRINT WHEEL - operates in the same way as a typewriter's golf ball. It lets you vary the typeface used on your text.

PROGRAM - a set of instructions to the computer which enables you to use it for a specific purpose (eg. word processing).

RAM MEMORY - memory that you have access to for storing and retrieving programs.

READ - the process by which the computer finds and "reads" material on a file.

SAVE - the act of filing data on a disk.

SENSING NOTCH - the small notch on the edge of a disk that is used by the computer to tell whether or not you want it to save or "write" further text files on that disk.

STRING - a set of characters in order. A word is a string.

WRITE - the computer's act of entering text in to its memory or a disk file.

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