



# Write- Master

Word  
Processing  
System

**Instruction**

**Manual**



**Cromemco<sup>®</sup>**

**WriteMaster<sup>™</sup>**

**Instruction Manual**

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## Chapter 1

### INTRODUCTION

Cromemco's Writemaster Word Processing System was designed with the concept that simplicity is beauty. This word processor is simple to learn, easy to use, and yet has all of the power and capabilities of other word processors. You can create letters, memos, charts, personalized form letters, and other documents with this powerful program.

The WriteMaster program is simple and straightforward; secretaries, typists, writers, and others with no previous computer experience will be able to use it after only a few hours of practice. Most commands and operations are executed by pressing a single key, and all of the operations are self-explanatory. No high technology words are used; the names of the operations are in plain and simple English.

The WriteMaster program has two types of user assistance (a Help command and a HELP key) designed to help you when using the program. These marvelous help features give you options during any phase of operation as well as an overview of the WriteMaster program itself.

One of the great advantages of the WriteMaster program is that it is a **display oriented** word processor; what is shown on the screen is what the finished printed document will look like. You can change and modify your text until it is exactly the way you want it to look.

This manual is designed to guide you through the basics of the WriteMaster program and to serve as a reference after mastering the basics. Chapters 2 and 3 are exercise chapters; use them to become familiar with the basic operations and concepts of the program.

Chapters 4-11 cover the various WriteMaster operations, such as inserting and deleting text and printing your text. Chapters 12-14 highlight some of the special WriteMaster features, including finding and replacing text and merging files.

Appendix A explains the difference between using the WriteMaster program under the CDOS and Cromix Operating Systems.

# Cromemco WriteMaster Instruction Manual

## 1. Introduction

Appendices B and C summarize all of the WriteMaster commands and function keys. This summary can be used as a quick reference after you've become familiar with the WriteMaster program. It contains the names of all of the operations and a brief description of what each command and function key does.

The WriteMaster word processor will become an important tool in your work environment. This program allows you to create quality paperwork with a minimum of both time and effort. You'll quickly become an expert at using this simple yet sophisticated word processing program.

1. Introduction

**WRITEMASTER PROGRAM CAPABILITIES**

The WriteMaster program allows you to type letters, charts, memos, lists, and any other documentation just as you would on your typewriter. With the WriteMaster program you can:

1. set margins, spacing, and tabs,
2. automatically number pages,
3. insert headings, and
4. vary the page length and paragraph indentation.

After you have typed a document, you can then:

5. correct spelling and punctuation,
6. move and copy text,
7. underline words,
8. **boldface** words,
9. insert characters, words, and whole pieces of text,
10. delete characters, words, and whole pieces of text,
11. merge two files,
12. print text,
13. find and/or replace characters, words or phrases,
14. save text,
15. re-enter text to edit, print, or read, and
16. format text on the screen.

### CONVENTIONS USED IN THE MANUAL

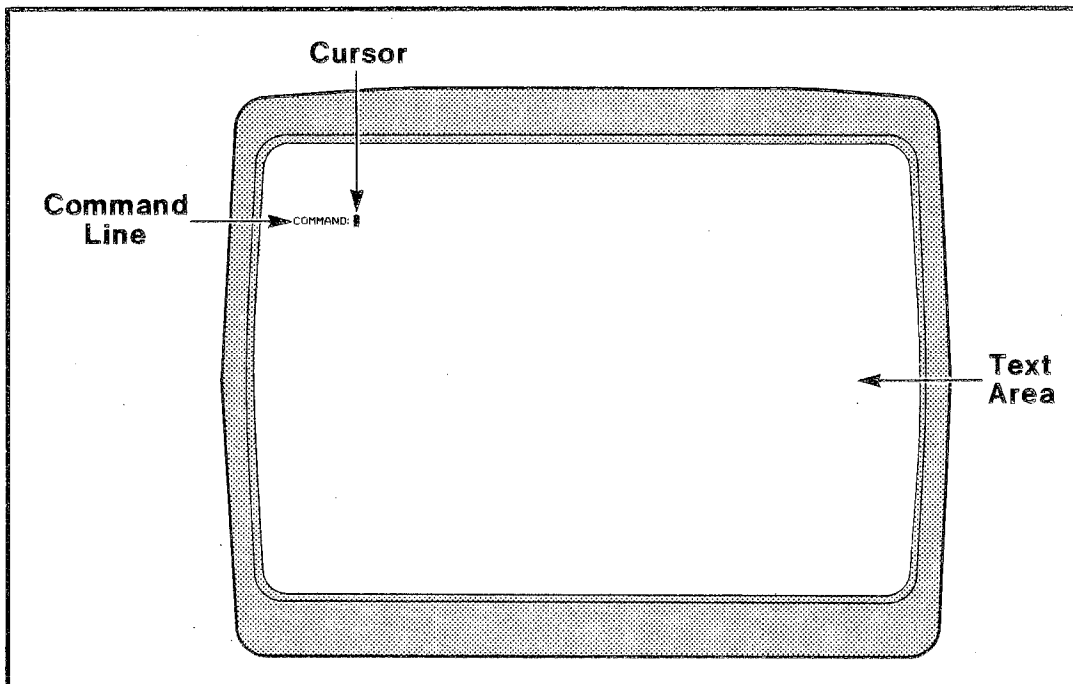
The following conventions are used in this manual to make directions easier to follow. CAPITALIZED WORDS indicate the key to be pressed.

#### Examples

RETURN	INS LINE
ESC	DEL CHAR
SPACE BAR	END PAGE
TAB	MOVE

**Type** tells you to type a word or phrase as you would on a typewriter. The commands do not have to be typed in their entirety. Throughout this manual, the portions of the commands you must type are boldfaced.

The **cursor** is the small white rectangle that appears on the command line on the screen of your terminal. The command line appears at the top of the terminal screen with the word **COMMAND:**. This is where you type all WriteMaster commands. When the cursor is not on the command line, it is in the text area. The text area is the lower portion of the terminal screen where you type your text. Below is a diagram of the cursor, the command line, and the text area. In this diagram, the cursor is on the command line.



# Cromemco WriteMaster Instruction Manual

## 1. Introduction

The Arrow keys and the RETURN key will move the cursor within the text area. If you want to enter a command and the cursor is in the text area, pressing the ESC key will move the cursor to the command line. Pressing the ESC key after typing a command will abort the command. Any time you type a command and then change your mind, press the ESC key.

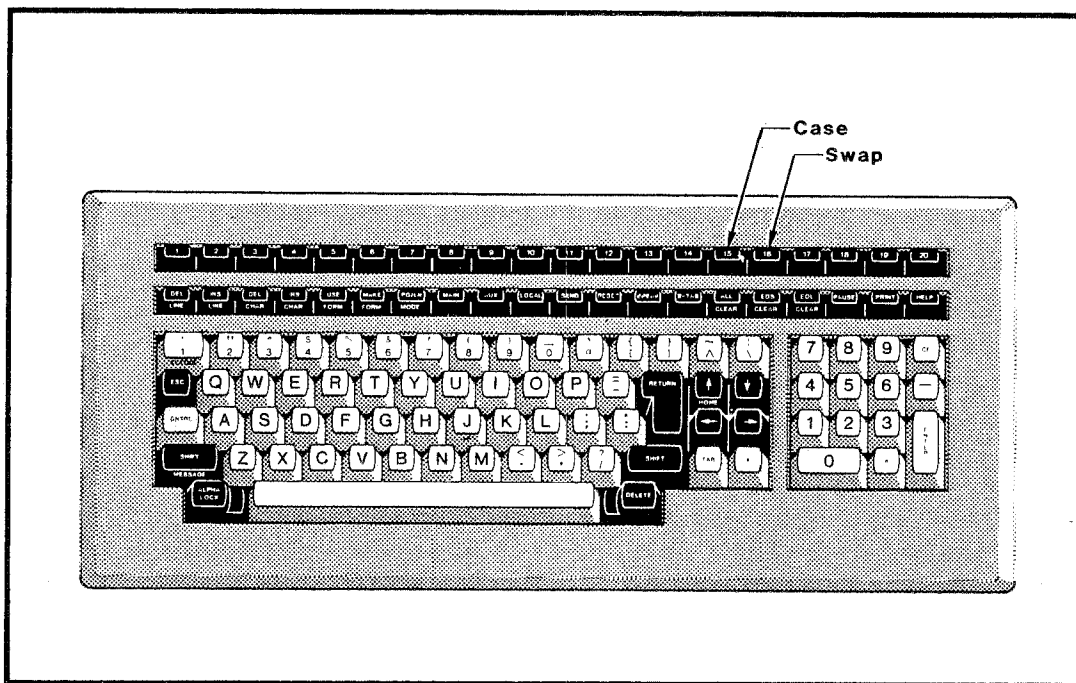
In rare instances, the terminal may lock up (no keys will function and pressing any key results in the terminal beeping). The terminal can be reset by pressing the CNTRL key and at the same time pressing the RESET key, or by pressing the LOCAL key, then the ESC key, and then the letter f.





## Chapter 2

### GETTING STARTED



This chapter is an exercise chapter designed to show you how to start the WriteMaster program, type a letter into the computer, and then correct the spelling and punctuation. Practicing the procedures as you read through this chapter will help you become familiar with the WriteMaster program.

#### **STARTING THE WRITEMASTER PROGRAM**

The procedures for starting the program under the CDOS and Cromix Operating Systems are discussed in Appendix A. It is assumed here that the program has already been installed in your system.

**To start the WriteMaster program:**

1. Log in as usual.
2. Type **wmaster** after the system prompt.

The WriteMaster program responds by displaying the WriteMaster heading and command line.

**COMMANDS**

The WriteMaster program requires instructions from you in order to perform many of its operations. These typed instructions are called commands. All typed commands are entered on the command line at the top of the terminal screen.

The WriteMaster program does not require you to type an entire command word. You only have to type enough of the command to distinguish it from any other command.

For example, suppose you want to see a listing of the files on your disk. You would need to type the command **directory**; you do not have to type the entire command, however. The following exercise will show you how to type a command. Use this procedure to determine how much of a command word you need to type.

**To see a listing of the files on your disk:**

1. Type d.
2. Press RETURN.

The WriteMaster program responds with the following message on the screen:

COMMAND:d

One of the following:

Delete Disk  
Directory Dump

These are all of the possible commands that begin with the letter d.

3. Type i.
4. Press RETURN.

The WriteMaster program responds with the following message:

COMMAND:di

One of the following:

Directory Disk

These are all of the possible commands that start with the letters di.

5. Type r.
6. Press RETURN.

The WriteMaster program responds by listing the files on the current disk.

If you misspell a command name, the WriteMaster program will correct it for you. A list of possible commands for every situation will be displayed when the HELP key is pressed. Pressing the ESC key after entering a command will abort the command. Any time you type a command and then change your mind, press the ESC key.

### **Boldfaced Characters**

Boldfaced characters indicate the letters of a command that you must type to distinguish it from other commands. The following is a typical instruction given for the WriteMaster procedure for creating a file:

1. Type **create**.
2. Type the filename.
3. Press RETURN.

To actually execute the above procedure, you would do the following:

1. Type **cr**.
2. Press SPACE-BAR or RETURN.
3. Type the entire filename.
4. Press RETURN.

### **CREATING A NEW FILE**

A file is a separate and individual set of information that is stored on a disk. A file in the WriteMaster program is like a file in your file cabinet. Files are kept separate and are named for easy reference. Just as you name the files in your file cabinet, you name the files in your computer in order to access them quickly and easily.

When you create a file, you may give it any name you wish. If you are writing a letter to Mr. John Brown, for example, the filename **brown** would be appropriate. The filename can be up to eight characters long. You can also add a three character extension to your file names, such as **.txt**. All filename extensions must be preceded by a period.

Files can be given any name, but filenames should reflect their content to help you remember what is in them. A file containing in-house telephone numbers, for example, could be named **phone**. A file containing a letter to Dr. Jones could be named **jones**.

Instructions for creating a file will be displayed on the screen when you use the HELP key.

**To view the instructions for creating a file:**

1. Type create.
2. Press RETURN.
3. Press HELP.

The WriteMaster program responds by displaying the instructions on how to create a file.

You can now create a file with the filename of **brown**.

**To create a file:**

1. Type create.
2. Press SPACE BAR.
3. Type the filename.
4. Press RETURN.

The WriteMaster program responds by placing the cursor at the beginning of the new blank file.

You are now ready to type the sample letter. Type it as you would on your typewriter. Use the RETURN key at the end of each line and also to make blank lines. Use the SPACE BAR or arrow keys to move the cursor across the screen. When you put text into a newly created file you are editing it. There is no difference between editing a new or old file as far as typing and correcting are concerned. As you are typing the sample letter on the following page, make use of the following correction methods.

### **Spelling Errors**

The arrow keys can be used to move the cursor around in the text. The cursor will move in the direction the arrow key is pointing in. You can correct spelling errors by moving the cursor to the incorrect letter and typing the correct letter over the wrong one. The terminal will beep when you type one character over another.

### Changing the Case

You can replace a lower case letter with an upper case letter (or vice versa) by using the CASE function key. Use the arrow keys to move to the incorrect letter.

**To change letter case:**

1. Use the arrow keys to place the cursor on the letter to be changed.
2. Press CASE.

The WriteMaster program responds by changing the case of the letter.

### Reversing Adjacent Letters

You can reverse the position of two adjacent letters by using the SWAP function key.

**To reverse adjacent letters:**

1. Use the arrow keys to place the cursor on the first of the two letters to be reversed.
2. Press SWAP.

The WriteMaster program responds by transposing the letters.

There are several other ways to correct errors and change text. They will be discussed later in this manual.

SAMPLE LETTER

June 10, 1981

John Brown  
2738 State Street  
Stockton, California 91223

Dear Mr. Brown:

We wish to thank you for your recent purchase from COMPUTER PRODUCTS. You have our assurance that delivery will be made on June 15, 1981, as specified in our purchase agreement.

Thank you for choosing COMPUTER PRODUCTS for your computer needs.

Sincerely,

Robert D. Fawcett  
President, COMPUTER PRODUCTS

RF/ss

**Ending the Page**

You can end the page by using the END PAGE function key. When you press the END PAGE key, a line will appear at the place designated by the cursor. It will not appear when you print the page. The END PAGE will inform the printer where to end the page.

**To end a page:**

1. Place the cursor at the end of the letter.
2. Press END PAGE.

The WriteMaster program responds by displaying a line indicating the end of the page.

### **Saving the Letter**

When you have corrected your errors and the letter is in its final form, you can save it on the disk. Saving a file stores it on the computer disk. Whenever you save text, you will be asked whether you want to return to the file for editing or leave the file. Either option allows you to print the letter.

**To save text:**

1. Press ESC.
2. Type **save**.
3. Press RETURN.

The WriteMaster program responds by saving the text on the disk. The program then asks whether you want to continue editing the same text.

- 4a. Type **y** to continue editing.
- 4b. Type **n** to stop editing.

### **Leaving the Program**

After saving your letter, you may wish to leave the program. This can be accomplished by using the Quit command. For more information on the Quit command, see Chapter 11.

**To leave the WriteMaster program:**

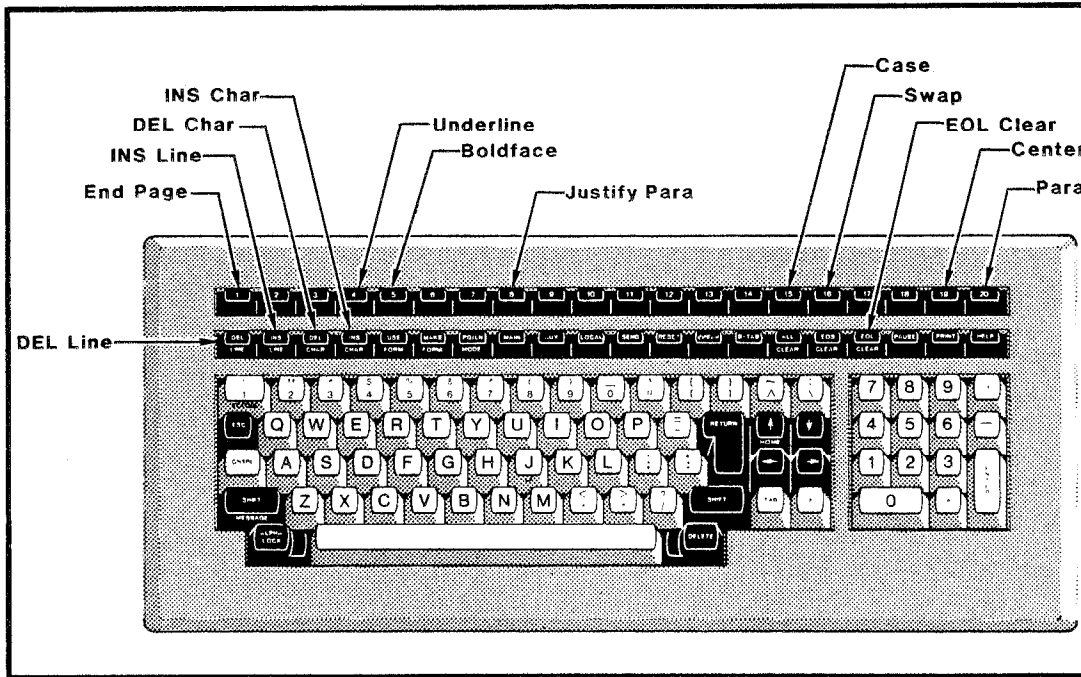
1. Press ESC.
2. Type **quit**.
3. Press RETURN.

The WriteMaster program responds by exiting you from the WriteMaster program and returning you to the operating system.



### Chapter 3

#### EDITING AND PRINTING A DOCUMENT



This chapter will focus on correcting the mistakes in a document, adding new information, and deleting material.

For the following example you will have to create a new file and type the document on the following page. Using the procedures outlined in Chapter 2, create your own file with the filename **document**. Type the document exactly as shown, making sure to include the mistakes. After you type it, save it on the disk. You are then ready to edit the document.

After you have saved the document, you can determine whether it is on your disk. The Directory command allows you to see the list of files on your disk; the filenames of all the files will be displayed on the screen.

**To see a list of the files on the disk:**

1. Press ESC.
2. Type **directory**.
3. Press RETURN.

The WriteMaster program responds by displaying the list of files on the current disk.

**EDITING A DOCUMENT**

The following document has several mistakes in it. The sections following the document will explain how to correct the various mistakes. You may now edit your file named **document**.

**To edit a file:**

1. Press ESC.
2. Type **edit**.
3. Type the filename.
4. Press RETURN.

The WriteMaster program responds by displaying the file on the screen for you to edit.

SAMPLE DOCUMENT

1       the cromemco story  
2  
3       Cromemco, Incorporated. The largest manufacturer of general purpose  
4       microcomputers in the world. Some 350 employees, 200,000 square  
5       feet of production facilities in the very heart of Silicon Valley,  
6       dozens of products shipped worldwide to thousands of customers,  
7       producing millions of dollars in annual sales.  
8  
9       Home of some of the most creative minds ever assembled in one  
10      place since the space program was in its heyday.  
11  
12      There are many sotries as to how Cromemco achieved such prominence  
13      in less than 10 years.  
14  
15  
16      Some of them start, "He was only 19 when his father died, leaving  
17      him a '31 Model-A Ford, a toold copany, and a million buchs, but  
18      Howard Hughes somehow managed..." That's not the Cromemco story.  
19      Actually, Cromemco's story has never before been written. Maybe  
20      that's because it's not the modern "riches-to-riches" story like  
21      the Hughes legend. It's more of a Horatio Alger story that started  
22      with a \$300 royalty check earned in 1971 by two Ph.D. candidates  
23      at Stanford University. What a story.  
24

**Changing Letter Case**

The letters in "the cromemco story" on line 1 should all be capitalized. The CASE function key will change the letter case. Remember that the CASE function key works for letters that need to be changed from upper to lower case as well.

**To change letter case:**

1. Place the cursor on the letter to be changed.
2. Press CASE.

The WriteMaster program responds by changing the letter case.

Repeat the procedure until all of the letters are changed.

### Centering a Heading

Now that you have capitalized the heading on line 1, "THE CROMEMCO STORY", you will have to center it. The CENTER function key will center your heading.

**To center a heading:**

1. Place the cursor on the line that the heading is on.
2. Press CENTER.

The WriteMaster program responds by centering the heading.

### Boldfacing a Word

The words "Cromemco" and "Incorporated" on line 3 can be emphasized by putting them in boldfaced print. The BOLDFACE function key can be used to boldface words. When pressed once, it will boldface a word, and when pressed again it will change the word back to regular type. The procedure for boldfacing more than one word at a time is discussed in Chapter 9.

**To boldface a word:**

1. Place the cursor within the word to be boldfaced.
2. Press BOLDFACE.

The WriteMaster program responds by boldfacing the word.

### Underlining a Word

The words "largest" and "manufacturer" on line 3 can be emphasized by underlining them. The UNDERLINE function key can be used to underline words. When pressed once, the word will be underlined, and when pressed again the underlining will be deleted. The procedure for underlining more than one word at a time is discussed in Chapter 9.

**To underline a word:**

1. Place the cursor within the word to be underlined.
2. Press UNDERLINE.

The WriteMaster program responds by underlining the word.

**Reversing Adjacent Letters**

The word "sotries" on line 12 should be changed to "stories". The SWAP function key can be used to reverse the "o" and the "t".

**To reverse adjacent letters:**

1. Place the cursor on the first of the two letters to be reversed.
2. Press SWAP.

The WriteMaster program responds by reversing the two letters.

**Deleting a Line**

There should be only one blank line between the third and fourth paragraphs. The extra blank line can be deleted by using the DEL LINE function key. Each time it is pressed, this key will delete a line and move the following text up one line.

**To delete a line:**

1. Place the cursor at the beginning of the blank line to be deleted.
2. Press DEL LINE.

The WriteMaster program responds by deleting the line.

### Deleting a Character

The word "toold" in line 17 should be changed to "tool". The DEL CHAR function key will delete the "d" and will close in the extra space left by the deleted character. More than one character can be deleted in this manner.

**To delete a character:**

1. Place the cursor on the character to be deleted.
2. Press DEL CHAR.

The WriteMaster program responds by deleting the character.

### Inserting a Character

The word "copany" in line 17 should be changed to "company". The INS CHAR function key will allow you to add the missing letter. When pressed once, characters can be inserted. When pressed again, the insert mode is turned off. In the following procedure you will place the cursor on the "p" in "copany" and insert the missing letter "m".

**To insert a character:**

1. Place the cursor immediately to the right of the point where the character or characters are to be inserted.
2. Press INS CHAR.
3. Type the characters.
4. Press INS CHAR.

The WriteMaster program responds by inserting the character(s).

### Overwriting

The word "buchs" in line 17 is misspelled. The letter "k" can be typed over the incorrect letter "h". The terminal will beep when one character overwrites another.

**To overwrite a character:**

1. Place the cursor on the incorrect letter.
2. Type the correct letter.

The WriteMaster program responds by overwriting the incorrect letter.

**Marking a Paragraph**

The word "That's" on line 18 should be the start of a new paragraph. The PARA and INS LINE function keys will mark the paragraph. This action will separate the paragraph by the previous paragraph by one blank line. Defining a paragraph in this way is important if certain kinds of text formatting are to be implemented.

**To mark a paragraph:**

1. Place the cursor on the first letter of the paragraph.
2. Press PARA.
3. Press INS LINE.

The WriteMaster program responds by marking the paragraph.

**Deleting the End of a Line**

The sentence beginning with the word "What" in line 23 should be deleted. The EOL CLEAR key will delete any text between the cursor and the end of the line. It will not move the following text up one line.

**To clear a line of text:**

1. Place the cursor to the left of the text to be cleared.
2. Press EOL CLEAR.

The WriteMaster program responds by deleting the text.

### Ending a Page

You can end the page by pressing the END PAGE function key. A line will appear at the place designated by the cursor but it will not appear when you print.

**To end a page:**

1. Place the cursor at the end of the page.
2. Press END PAGE.

The WriteMaster program responds by ending the page.

### Justifying the Text

Justifying text brings the text within the left and right margin settings and makes the text flush, or even, with the margin settings. Justified text has no ragged edges and is lined up evenly. The paragraphs in this manual have been justified.

In order to justify text, the paragraphs must first be marked with the PARA key or with a blank line between paragraphs. The JUSTIFY PARA key will justify a paragraph.

**To justify a paragraph:**

1. Place the cursor within the paragraph to be justified.
2. Press JUSTIFY PARA.

The WriteMaster program responds by justifying the paragraph. Repeat this procedure for each paragraph.

### Saving the Document

When the text is displayed on the screen exactly the way you want it to look, you are ready to save it on the disk. Text must be saved on disk in order for you to print or edit it again. See Chapters 2 and 11 for a more complete description of saving text.



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3. Editing and Printing a Document

**To save text:**

1. Press ESC.
2. Type **save**.
3. Press RETURN.

The WriteMaster program responds by saving the text on the disk. The program then asks whether you want to continue editing the same text.

- 4a. Type **y** to continue editing.
- 4b. Type **n** to stop editing.

**Printing the Document**

If you are using the Cromix Operating System, you should first read the printing procedures discussed in Chapter 10 and Appendix A. To print in CDOS, you should make sure that the printer is on, the paper is inserted properly, and the ribbon is in place. The printer driver must also be loaded. In the following procedure, the filename **document** should be typed in step 3.

**To print the document:**

1. Press ESC.
2. Type **print** file with regular-spacing.
3. Type the filename.
4. Press RETURN.

The WriteMaster program responds by printing the document.

The document should now look like the one below.

### THE CROMEMCO STORY

Cromemco, Incorporated. The largest manufacturer of general purpose microcomputers in the world. Some 350 employees, 200,000 square feet of production facilities in the very heart of Silicon Valley, dozens of products shipped worldwide to thousands of customers, producing millions of dollars in annual sales.

Home of some of the most creative minds ever assembled in one place since the space program was in its heyday.

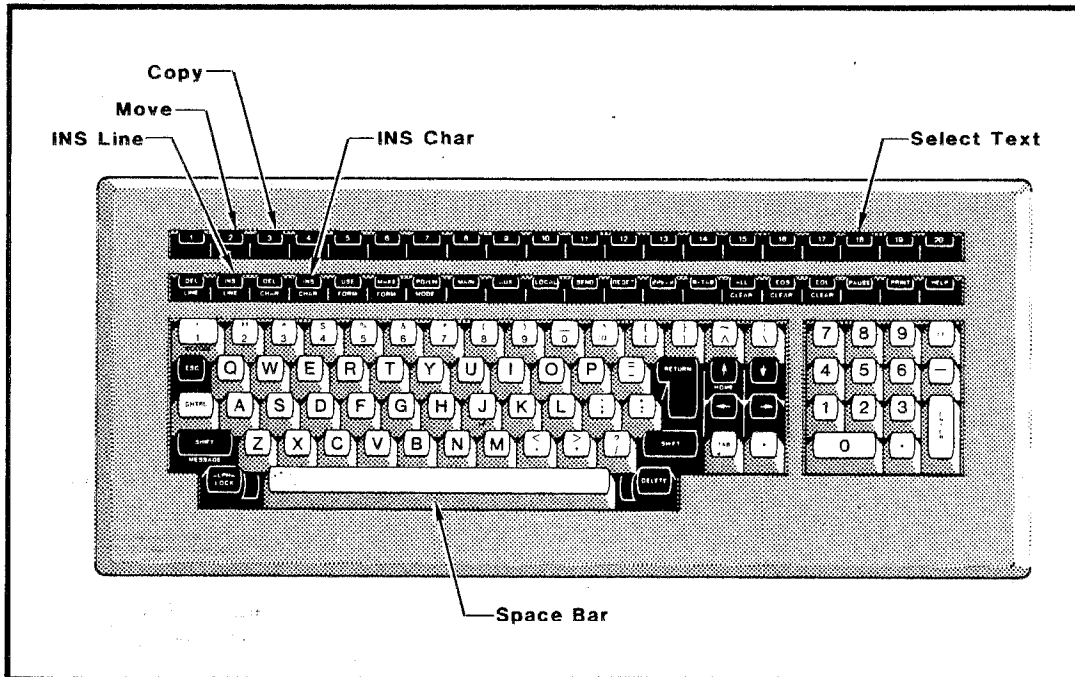
There are many stories as to how Cromemco achieved such prominence in less than 10 years.

Some of them start, "He was only 19 when his father died, leaving him a '31 Model-A Ford, a tool company, and a million bucks, but Howard Hughes somehow managed..."

That's not the Cromemco story. Actually, Cromemco's story has never before been written. Maybe that's because it's not the modern "riches-to-riches" story like the Hughes legend. It's more of a Horatio Alger story that started with a \$300 royalty check earned in 1971 by two Ph.D. candidates at Stanford University.

## Chapter 4

### INSERTING TEXT



This chapter will cover the four methods of inserting text into a file. The first and most basic method of inserting text is to move the cursor to the end of the file and type more text. A second way to insert text is to use the insert function keys. The third method involves a procedure that is used in many WriteMaster operations. Text is marked as Selected Text and then moved or copied with function keys or the Load and Dump commands. The final way to insert text is to insert one file into the file you are using, making it part of your current file.

#### INSERT FUNCTION KEYS

The following paragraphs explain the insert function keys (INS LINE, INS CHAR, and SPACE BAR).

### Inserting Text

Text can be inserted using the INS CHAR key. Each time this key is pressed the insert mode changes. When pressed once, characters can be inserted. When pressed a second time, characters cannot be inserted. A reverse video (black characters on white background) line with instructions on how to insert characters will appear on the bottom of the screen when in the insert mode. The INS CHAR key inserts characters immediately to the left of the cursor. The text to the right of the characters being inserted will automatically move to the right.

**To insert text:**

1. Place the cursor immediately to the right of the point where text is to be inserted.
2. Press INS CHAR.
3. Type the text.
4. Press INS CHAR.

The WriteMaster program responds by inserting the text.

### Inserting a Blank Line

A blank line can be inserted using the INS LINE function key. The INS LINE key inserts a line from the cursor to the right end of the line, and the text moves down one line. A line can be inserted at the left margin or in the middle of some text.

**To insert a blank line:**

1. Place the cursor on the point where the line is to be inserted.
2. Press INS LINE.

The WriteMaster program responds by inserting a blank line.

### Inserting Blank Spaces

The SPACE BAR is used in conjunction with the INS CHAR key to insert blank spaces into text. This procedure is the same as inserting characters, since spaces are characters too. The INS CHAR key must be pressed in order to insert spaces with the SPACE BAR. Space is inserted immediately to the left of the cursor and the text is moved to the right. Remember to press the INS CHAR key again after inserting spaces.

**To insert a blank space:**

1. Place the cursor immediately to the right of the point where blank space is to be inserted.
2. Press INS CHAR.
3. Press SPACE BAR.
4. Press INS CHAR.

The WriteMaster program responds by inserting a blank space.

### SELECTED TEXT

Selected Text is a word or some text that has been marked to use with function keys and commands. When text is marked Selected Text, it appears in reverse video (black characters on a white background). This distinguishes the Selected Text from surrounding text so that it can be easily identified and changed. Selected Text will not appear differently when printed, however.

Text can be marked as Selected Text and then underlined, boldfaced, moved, copied, deleted, justified, or stored in another file. Moving, copying, and storing the Selected Text will be discussed in this chapter.

### Marking Selected Text

Marking Selected Text is an important concept to understand and remember. It will be used in subsequent sections and chapters for other editing procedures.

**To mark Selected Text:**

1. Place cursor on the first character of the text to be selected.
2. Press SELECT TEXT.
3. Place the cursor after the last character of the text to be selected.
4. Press SELECT TEXT.

The WriteMaster program responds by showing the Selected Text in reverse video (black characters on a white background).

**MOVE AND COPY FUNCTION KEYS**

The MOVE and COPY function keys can move and copy small blocks of text--up to 512 characters. To move or copy more than 512 characters, see the section in this chapter on moving and copying large blocks of text.

**Moving Small Blocks of Text**

The following example will demonstrate how to move a small block of text within a file.

**Example**

These simple instructions on how to back out of a garage are obviously out of order. The third of these instructions should be moved to a position between the first and second steps.

Open the garage door.  
Back out of the garage.  
Start the engine.

Type the above instructions as shown and practice moving text with the procedure outlined on the next page. For the following procedure, you will mark the line "Start the engine." as Selected Text. When you select this line, press the SELECT TEXT key on the S in Start, and then press RETURN and press SELECT TEXT again. This will include the RETURN as Selected Text. When you move the line, the line that was previously occupying that space will move down one line rather than just following the moved line. You should place the cursor on the B in Back in step 2.

**To move a small block of text:**

1. Mark the text as Selected Text (refer to the previous procedure).
2. Place the cursor on the space where you want the first character of the moved text to appear.
3. Press MOVE.
4. Press RETURN.

The WriteMaster program responds by automatically moving the text to the position defined by the cursor.

The steps should now appear in this order:

Open the garage door.  
Start the engine.  
Back out of the garage.

If you did not mark the RETURN as part of the Selected Text, the steps will look like this:

Open the garage door.  
Start the engine.Back out of the garage.

**Copying Small Blocks of Text**

The procedure used to copy small blocks of text to another part of a file is the same as the procedure used to move small blocks of text. The difference is in the result; the copied text remains in its original position as well as appearing in the new position. The following example will demonstrate how to copy small blocks of text.

4. Inserting Text

**Example**

The following steps instruct car users on how to check their oil:

Open car hood.  
Remove oil dipstick.  
Clean oil dipstick with a rag.  
Insert oil dipstick into dipstick holder.  
Read oil level.

There is a step missing in this sequence. After inserting the oil dipstick into the dipstick holder, the user should remove the dipstick again before reading the oil level. The missing step is the same as the second step. To insert this step after the fourth step and to make sure it remains in its original position, the COPY function key should be used. In the following example, the line "Remove oil dipstick." (including the RETURN) should be marked Selected Text. The cursor should be placed on the R in Read in step 2.

**To copy small blocks of text:**

1. Mark the line to be copied as the Selected Text.
2. Place the cursor on the space where you want the first character of the moved text to appear.
3. Press COPY.
4. Press RETURN.

The WriteMaster program responds by copying the text to the position defined by the cursor.

The steps should now appear in this order:

Open car hood.  
Remove oil dipstick.  
Clean oil dipstick with a rag.  
Insert oil dipstick into dipstick holder.  
Remove oil dipstick.  
Read oil level.



### LOAD AND DUMP COMMANDS

This section will show you how to move or copy a large block of text (more than 512 characters) within a file using the Load command and Dump command.

#### Moving or Copying Large Blocks of Text

To move or copy a large block of text, the text must be marked as Selected Text, loaded into a temporary storage area, and then dumped or inserted into the new location. The temporary storage area is called a temporary file. Temporary files can be inserted into any file any number of times. It is important to note that all temporary files are deleted anytime you leave the WriteMaster program. Temporary files are not listed in the directory but can be viewed with the Show Temp Files command (see Chapter 8 for details). You may choose any filename you wish for the temporary file.

**To move or copy a large block of text:**

1. Mark the text to be moved or copied as Selected Text.
2. Press ESC.
3. Type **load** selected text into.
4. Type the temporary filename.
5. Press RETURN.

The WriteMaster program responds with the following message:

COMMAND: load selected text into temp file  
Delete?

- 6a. Type **y** if you want the program to **move** the text to the temporary file and delete it from the original file.  
or
- 6b. Type **n** if you want the program to **copy** the text to the temporary file and to leave the text in the original file.

The WriteMaster program responds by moving or copying the Selected Text to the temporary file as designated.

### Inserting Text From a Temporary File

The Selected Text is now stored in a temporary file and can be inserted into your text.

**To insert text from a temporary file:**

1. Place the cursor at the point in text where you want the temporary file to be inserted.
2. Press ESC.
3. Type **dump** selected text.
4. Type the temporary filename.
5. Press RETURN.

The WriteMaster program responds by inserting the temporary file at the position defined by the cursor.

### Moving or Copying a Column of Text

The WriteMaster program allows you to write your text in columns and to move and copy these columns using a temporary file. To move or copy a column, you must first determine its width and length. When marking the width of the column, make sure there are enough space characters on the line so that the entire width will be marked. If, for example, your column has a short heading and longer lines of text beneath it, the space for the entire column width must be included.

**To move or copy a column:**

1. Mark the line across the top of the column as Selected Text.
2. Place the cursor on the line below the last line of the column.

The WriteMaster program responds by marking the width as Selected Text and marking the length with the cursor position.

**Example**

CITY

San Francisco  
Dallas  
Detroit  
Chicago  
Reno  
Minneapolis  
New York City  
Phoenix  
Miami  
■

3. Press ESC.
4. Type load column-to-temp-file.
5. Type the temporary filename.
6. Press RETURN.
- 7a. Type **y** if you want the program to move the column to the temporary file and delete it from the original file.  
or
- 7b. Type **n** if you want the program to copy the column to the temporary file and to also leave the text in the original file.

**Inserting a Column From a Temporary File**

The column of text is now stored in a temporary file and can be inserted into your text by using the Dump command. This procedure is the same as dumping or inserting regular text.

**To insert a column of text:**

1. Place the cursor at the point in the text where the column is to be inserted.
2. Press ESC.
3. Type **dump** column from-temp-file.
4. Type the temporary filename.
5. Press RETURN.

The WriteMaster program responds by inserting the column into the text.

**THE READ COMMAND**

The Read command allows you to insert one file into another. The file you insert will remain on the disk as a separate file as well as becoming a part of the file into which it is inserted.

**Example**

Suppose you are composing the company's annual report and you create one file named **intro** (for introduction) and another file named **main** (for main body of the report). When both files are completed you can combine them into a single report. When inserting one file into another, you must be editing one of the files.

**To read one file into another:**

1. While editing one file, place the cursor where the other file is to be inserted.
2. Press ESC.
3. Type **read**.
4. Type the name of the file to be inserted.
5. Press RETURN.

The WriteMaster program responds by inserting one file into the other.

### **THE WRITE COMMAND**

The Write command allows you to place a particular portion of text from one file into a separate file of its own. This command enables you to edit and print portions of files as separate files. The portion of text you want in a separate file is marked as Selected Text. The Selected Text that is moved to a separate file will remain part of your original file as well.

**To write a portion of text into a separate file:**

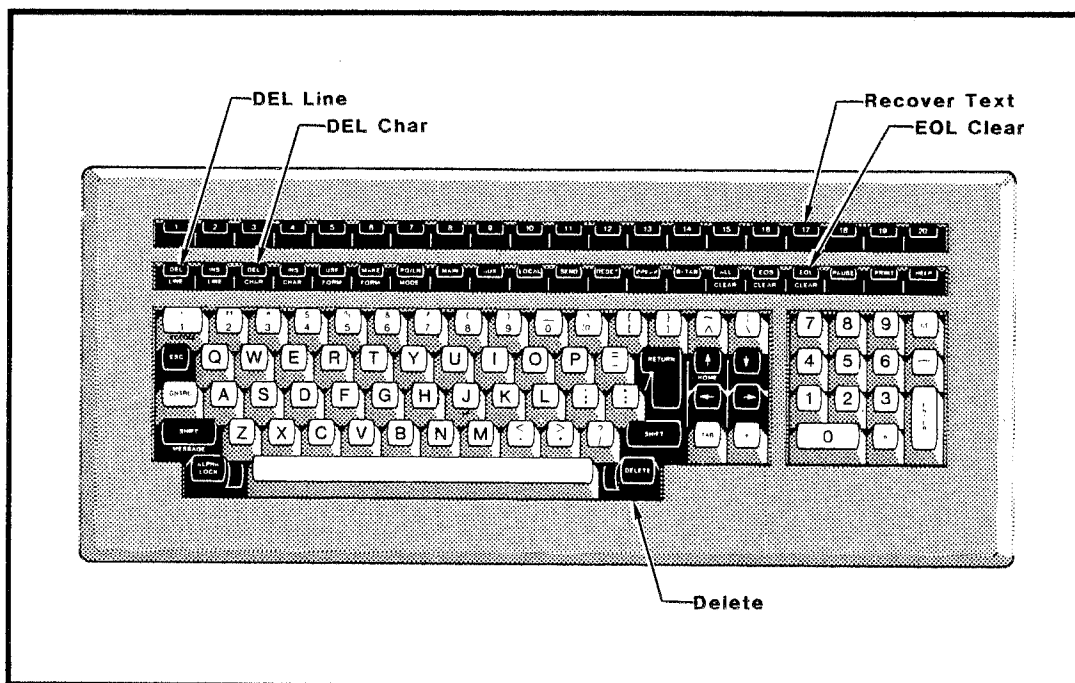
1. Mark the text you want in a separate file Selected Text.
2. Press ESC.
3. Type write selected text to.
4. Type a filename.
5. Press RETURN.

The WriteMaster program will make the Selected Text a separate file and will display the files on the current disk.



## Chapter 5

### DELETING TEXT



This chapter will cover the three methods of deleting text from a file. Text can be deleted using the function keys at the top of the keyboard. Text can also be deleted using special keyboard commands that delete specific sections of your text. The third method of deleting text involves marking text as Selected Text and implementing commands to delete it.

#### DELETE FUNCTION KEYS

The following paragraphs explain the delete function keys (DEL LINE, DEL CHAR, EOL CLEAR and DELETE).

### **DEL LINE Key**

The DEL LINE key deletes a line of text from the cursor to the right of the line. Use this key to delete an entire line. The text below the deleted line will move up and close in the space. If you want to delete part of a line and keep the following text in the same position, use the EOL CLEAR key (see the next section).

**To delete a line of text:**

1. Place the cursor to the left of the line to be deleted.
2. Press DEL LINE.

The WriteMaster program responds by deleting the line and moving the following text up.

### **Example**

The following paragraph is designed to show you how the text will look after the DEL LINE key is pressed.

**The quick brown fox hopped over the dog. The lazy dog jumped up and barked.**

If the cursor is placed at the beginning of the paragraph and the DEL LINE key is pressed, the first line will be deleted and the second line will move up.

**jumped up and barked.**

If the cursor is placed on the h in hopped, the last part of the first line will be deleted and the second line will move up.

**The quick brown fox jumped up and barked.**

Practice using the DEL LINE key in different places on a line.



### **EOL CLEAR Key**

The EOL CLEAR key deletes any text on the line to the right of the cursor. EOL stands for End Of Line. Use this key to clear part or all of a line. Unlike the DEL LINE key, it will not move the following text up one line but will leave space where the previous text was.

**To clear a line of text:**

1. Place the cursor to the left of the text to be deleted.
2. Press EOL CLEAR.

The WriteMaster program responds by deleting the line to the right of the cursor.

### **DEL CHAR Key**

The DEL CHAR key deletes a character and moves the text following the deleted character to the left to fill in the space previously occupied by the deleted character.

**To delete a character:**

1. Place the cursor on the character to be deleted.
2. Press DEL CHAR.

The WriteMaster program responds by deleting the character.

### **DELETE Key**

The DELETE key deletes text to the left of the cursor and moves the following text left. This key can be used to delete a single character or the left portion of a line. Pressing the DELETE key and holding it down will cause the cursor to move left across the line and delete the text.

Unlike the DEL CHAR key, when you place the cursor on a character and then press DELETE, that character will not be deleted. The character or space to the left of it will be deleted.

**To delete a character:**

1. Place the cursor immediately to the right of the character to be deleted.
2. Press DELETE.

The WriteMaster program responds by deleting the character.

**RECOVER TEXT Key**

On occasion, text may be deleted accidentally. The RECOVER TEXT key will recover deleted text, but only if it is implemented immediately after text has been deleted with any of the function keys. When the RECOVER TEXT key is pressed, the deleted material reappears on the screen.

**To recover text you have just deleted with a delete function key:**

1. Press RECOVER TEXT.

The WriteMaster program responds by recovering the deleted text.

**DELETE COMMANDS**

Text can be deleted using the Delete command with specific options. You can view the options if you are unsure about which options are available.

**To view the Delete command options:**

1. Press ESC.
2. Type delete.
3. Press RETURN.

The WriteMaster program responds by displaying the Delete command options.

**To use the Delete command:**

1. Press ESC.
2. Type delete.
3. Type one of the following options:

Begin-cursor	Selected Text
Boldfacing	Subscripting
Cursor-end	Superscripting
File	Underlining
Indexing	

4. Press RETURN.

The WriteMaster program responds by deleting text with the option you have chosen.

**Delete Begin-cursor**

This command will delete all of the text from the beginning of the text to the Cursor Location. The Cursor Location refers to the position in text where the cursor was when ESC was pressed and a command was typed. The Cursor Location appears in the text at half intensity while the cursor is on the command line. The character at the Cursor Location is not deleted.

**To delete text from the beginning of the text to the Cursor Location:**

1. Place the cursor where you want the program to stop deleting text.
2. Press ESC.
3. Type **delete begin-cursor**.
4. Press RETURN.

The WriteMaster program responds by deleting all of the text from the beginning of the text to the Cursor Location.

#### **Delete Cursor-end**

This command will delete all of the text from the Cursor Location to the end of the file.

**To delete text from the Cursor Location to the end of the text:**

1. Place the cursor where you want to begin deleting text.
2. Press ESC.
3. Type **delete cursor-end**.
4. Press RETURN.

The WriteMaster program responds by deleting all of the text from the Cursor Location to the end of the text.

#### **Delete Boldfacing or Underlining**

Underlining or boldfacing can be deleted using the Delete command. This command does not delete the boldfaced or underlined word, but deletes the boldfacing or underlining.

**To delete boldfacing or underlining:**

1. Place the cursor within the boldfaced or underlined text.
- 2a. Type **delete boldfacing**.  
or
- 2b. Type **delete underlining**.
3. Press RETURN.

The WriteMaster program responds by deleting the indicated boldfacing or underlining.

**Delete File**

**CAUTION:** This command will delete an entire file permanently. There is no way you can recover the file once you delete it. You cannot delete a file you are editing; you must exit the file before you delete it. After deleting the file, the program will display the directory (without the filename of the file you just deleted).

**To delete an entire file:**

1. Type **delete file**.
2. Type the name of the file you wish to delete.
3. Press RETURN.

The WriteMaster program responds by deleting the file and displaying the directory of the remaining files.

**Delete Indexing**

This command will delete a word or phrase that has been marked for the index and is included in the index. For information on marking words for the index, see Chapter 9. This command does not delete the word from the file, but deletes the word from the index.

**To delete a word or phrase from the index:**

1. Place the cursor within the word or phrase marked for the index.
2. Press ESC.
3. Type **delete indexing**.
4. Press RETURN.

The WriteMaster program responds by deleting the word or phrase from the index.

**Delete Selected Text**

This command will delete text that has been marked with the SELECT TEXT function key.

**To delete text that has been marked as Selected Text:**

1. Press ESC.
2. Type **delete selected text**.
3. Press RETURN.

The WriteMaster program responds by deleting text that has been marked as Selected Text.

**Delete Subscripting or Superscripting**

These commands will delete the subscripting or superscripting from a word or character. This command does not delete the subscripted or superscripted word or character.

**To delete subscripting or superscripting:**

1. Press ESC.
- 2a. Type delete **subscripting**.  
or
- 2b. Type delete **superscripting**.
3. Press RETURN.

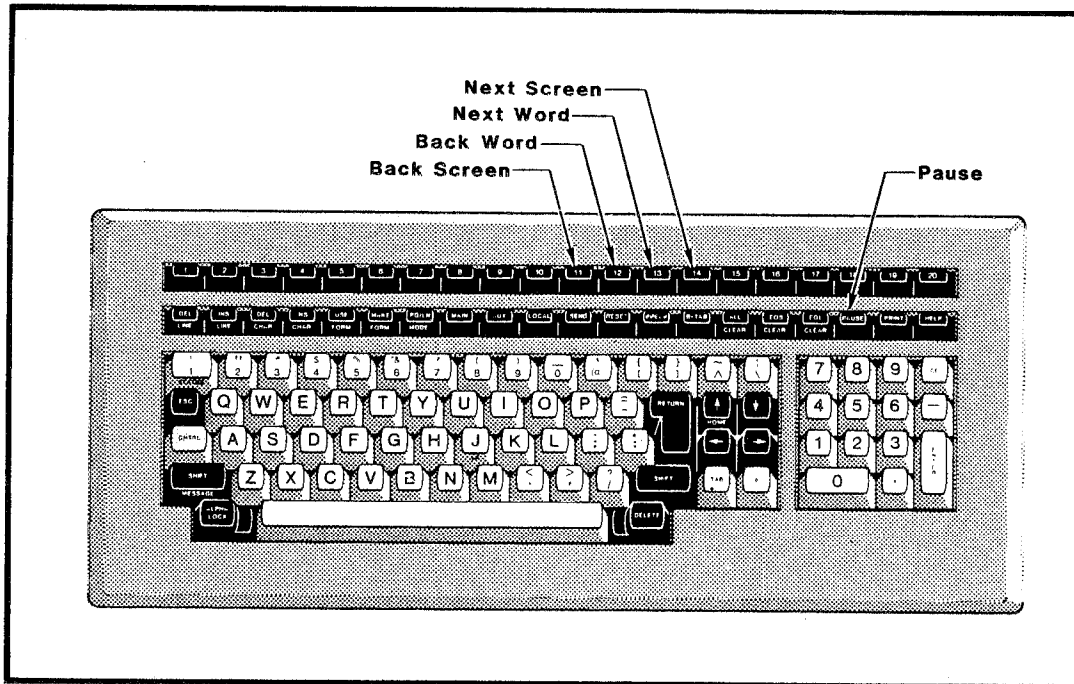
The WriteMaster program responds by deleting subscripting or superscripting from words or characters.





## Chapter 6

### MOVING THE CURSOR WITHIN TEXT



This chapter will explain the several ways to move the cursor within the text. Moving the cursor within text allows you to edit and read different portions of your file. As you have learned, the arrow keys and the RETURN key allow you to move around in your files. There are also function keys and commands that enable you to move more quickly and specifically within text.

#### FUNCTION KEYS

The following paragraphs explain the function keys that move the cursor in text (BACK SCREEN, BACK WORD, NEXT WORD, and NEXT SCREEN).

### **BACK SCREEN Key**

The BACK SCREEN key moves the cursor backward in the text to the previous screen (previous 24 lines of text).

**To move back to the previous screen:**

1. Press BACK SCREEN.

The WriteMaster program responds by moving the cursor back to the previous screen.

### **BACK WORD Key**

The BACK WORD key moves the cursor backward in the text to the previous word.

**To move back to the previous word:**

1. Press BACK WORD.

The WriteMaster program responds by moving the cursor back to the previous word.

### **NEXT WORD Key**

The NEXT WORD key moves the cursor forward in the text to the next word.

**To move forward to the next word:**

1. Press NEXT WORD.

The WriteMaster program responds by moving the cursor forward to the next word.

### **NEXT SCREEN Key**

The NEXT SCREEN key moves the cursor forward in the text to the next screen (24 lines of text).

**To move forward to the next screen:**

1. Press NEXT SCREEN.

The WriteMaster program responds by moving the cursor forward to the next screen.

### **THE JUMP COMMAND**

The Jump command allows you to move the cursor in text to any one of several locations. This command enables you to jump to very specific places in your files. With the Jump commands you can jump to the beginning or end of your file, to the index-entries or to the Selected Text in your file. With the Jump command you can also jump to a specific page, or to the last place you jumped from.

#### **Jump to Beginning**

This command moves the cursor to the beginning of the file.

**To jump to the beginning of the file:**

1. Press ESC.
2. Type `jump` to beginning.
3. Press RETURN.

The WriteMaster program responds by moving the cursor to the beginning of the file.

#### **Jump to End**

This command moves the cursor to the end of the file.

**To jump to the end of the file:**

1. Press ESC.
2. Type **jump** to end.
3. Press RETURN.

The WriteMaster program responds by moving the cursor to the end of the file.

**Jump to Index-entry**

This command moves the cursor to the word or phrase that has been marked for entry into the index (see Chapter 9 for information on marking words for the index). These words appear as blinking text. Each time this command is typed, the cursor will jump to the next index-entry. The cursor must be located in the text ahead of the index-entries in a file when the command is entered, since the Jump to Index-entry command will not move backward through a file.

**To jump to an index-entry word:**

1. Press ESC.
2. Type **jump** to index-entry.
3. Press RETURN.

The WriteMaster program responds by moving to the next word or phrase marked as an index-entry.

**Jump to Last Location**

This command moves the cursor to the last position the cursor was in. Suppose you implement the Jump to Beginning command in order to briefly edit the beginning of your file, and then you want to return to the text you were editing in the middle of your file. The Jump to Last Location command will move the cursor from your current location to your previous location.

**To jump to the last location:**

1. Press ESC.
2. Type **jump** to last-location.
3. Press RETURN.

The WriteMaster program responds by moving the cursor to the last location.

**Jump to Page**

This command moves the cursor to a particular page in the text. The pages can be defined by either two END PAGE lines, or by the WriteMaster program itself if automatic pagination is turned on (see Chapter 9). This command applies to actual pages as they are printed rather than to screens of text.

**To jump to a particular page:**

1. Press ESC.
2. Type **jump** to page.
3. Type the page number.
4. Press RETURN.

The WriteMaster program responds by moving the cursor to the specified page.

**THE SCAN COMMAND**

The Scan command allows you to scan through your file at a variety of speeds. The Scan command has two options; you can scan forward through a file or backward through a file. The Scan command enables you to change the speed and the direction of the scan with a single keystroke. You cannot, however, stop to edit your text until you exit from the Scan command.

You can view the options of the Scan command by entering either the Scan Forward or Scan Backward command and then pressing the HELP key.

**To view the Scan options:**

1. Press ESC.
- 2a. Type scan forward.  
or
- 2b. Type scan backward.
3. Press HELP.

The WriteMaster program responds by displaying the following options:

0 (halt)  
1 (slow)  
2  
3  
4  
5 (default)  
6  
7  
8  
9 (fast)  
PAUSE  
up and down arrows--to change direction  
ESC--to end command  
HELP--to see this list

After you have implemented the Scan command, you can press any of the above keys at any time and the Scan command will change speed or direction. Pressing the PAUSE key causes the Scan to stop for a few seconds at the current display. Pressing the up and down arrows will change the direction of the Scan. This allows you to change directions quickly instead of ending the Scan command and entering it again with a different direction option.

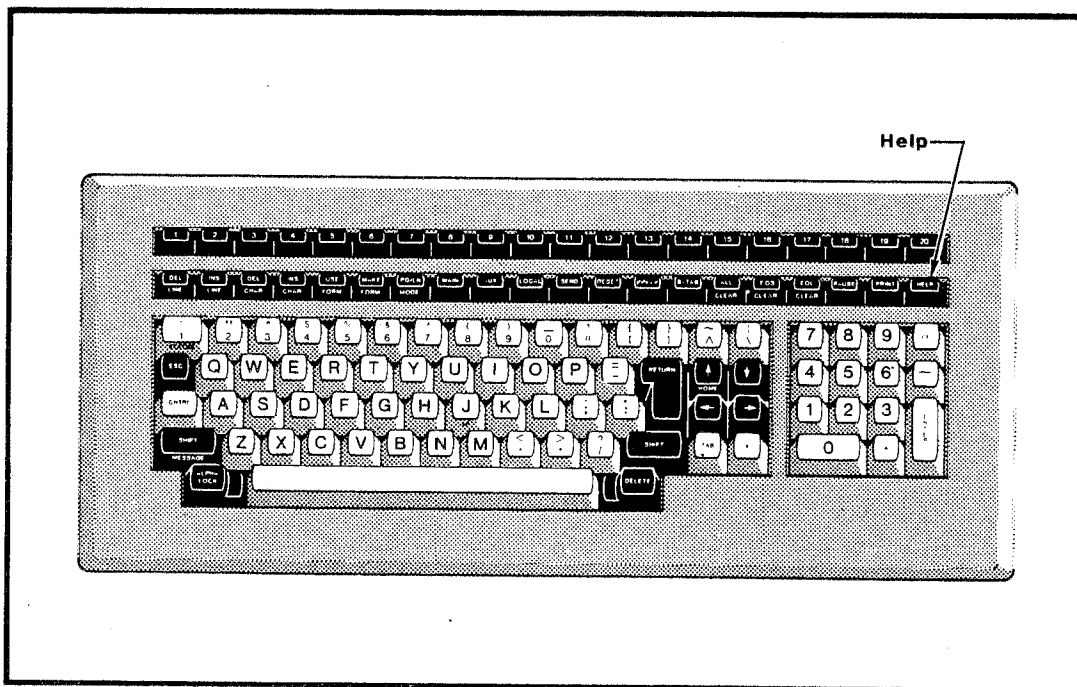
**To scan forward or backward in a file:**

1. Press ESC.
2. Type scan forward.  
or
- 2b. Type scan backward.
3. Type a number to indicate speed.

The WriteMaster program responds by scanning forward or backward in a file at the speed indicated.

## Chapter 7

### GETTING HELP



This chapter will explain how to request assistance from the WriteMaster program. The program provides two types of help. The Help command displays a general overview of the WriteMaster program on the terminal screen. The HELP key will display options either before or after a command is typed.

#### **THE HELP COMMAND**

The Help command can be used when you are unsure of how the WriteMaster program works. When called, this command displays a brief review of the operation of the WriteMaster program.

**To see a review of the WriteMaster program:**

1. Press ESC.
2. Type help.
3. Press RETURN.

The WriteMaster program responds by displaying a brief overview of the WriteMaster program.

**THE HELP KEY**

The HELP key can be used at any time. It can be pressed in place of a command, while another command is on the command line, or after a command has been typed. When unsure about which commands are available, press the HELP key in place of a command.

**To receive help in choosing a command:**

1. Press ESC.
2. Press HELP.

The WriteMaster program responds by listing the available commands.

When you are editing, you can use the HELP key while another command is on the command line. The WriteMaster program will display a list of the editing options that are available to you.

**To receive help while editing:**

1. Press HELP.

The WriteMaster program responds by displaying the editing options on the screen.

You can use the HELP key after a command has been typed on the command line. This will allow you to view the options for the command you entered. You cannot type a command and press HELP when that particular command



should not be used at that time (i.e., typing create and pressing HELP while editing a file). If you do type an inappropriate command and press HELP, the program will give you an error message and return you to the command line.

**To receive help after typing a command:**

1. Press ESC.
2. Type any appropriate command.
3. Press HELP.

The WriteMaster program responds by listing the available options for the command.



## Chapter 8

### CONVERT, RENAME, DISK, TYPE, AND SHOW COMMANDS

This chapter will explain some of the special commands that make the WriteMaster program easier to use. You will learn how to reformat your text, rename a file, use a different disk drive, use the Show command with its many options, and use the Type command.

#### CONVERT COMMANDS

The Convert commands allow you to convert any file created with the Cromemco Screen Editor to a WriteMaster-compatible format and vice-versa.

#### Convert to WriteMaster-file

The Convert to WriteMaster-file command is used to reformat Screen files into WriteMaster files.

**To convert a file created with the Screen editor into a WriteMaster file:**

1. Press ESC.
2. Type edit.
3. Type the name of the file you want to convert.
4. Press RETURN.
5. Press ESC.
6. Type convert to Writemaster-file.
7. Press RETURN.

The WriteMaster program responds by displaying the following message on the screen:

Caution: Use this only on files created with SCREEN.

Do you want this?

Type Y for yes, N for no (or <esc>)

- 8a. Type **y** if you want to reformat the text.
- 8b. Type **n** if you do not want to reformat the text.

The WriteMaster program responds by displaying the first page of the reformatted file.

### Convert to Screen-file

The Convert to Screen-file command is used to convert WriteMaster files into Screen files.

**To convert a file created with the WriteMaster program into a Screen file:**

1. Press ESC.
2. Type edit.
3. Type the name of the file you want to convert.
4. Press RETURN.
5. Press ESC.
6. Type convert to Screen-file.
7. Press RETURN.

The WriteMaster program responds by displaying the following message on the screen:

Caution: this command will make the edit file into a SCREEN file.

Are you sure you want this?

Type Y for yes, N for no (or <esc>):

- 8a. Type y if you want to reformat the text.  
or
- 8b. Type n if you do not want to reformat the text.

The WriteMaster program responds by changing the file to Screen format, storing it on the disk, saving the WriteMaster-formatted file in a file with the same name and the extension .bak, and displaying a list of files on disk.

### THE RENAME COMMAND

The Rename command is used to rename a file when you want to update or reorganize your files. You cannot use this command while you are editing a file.

**To rename a file:**

1. Type `rename`.
2. Type the name of the file you want to rename.
3. Press RETURN.

The WriteMaster program responds by prompting you for a new filename.

4. Type the new filename.
5. Press RETURN.

The WriteMaster program responds by renaming the file and displaying the files on the current disk.

**THE DISK COMMAND**

The Disk command is executed if you want to use a disk that is in a different drive than the one you are using. To use the Disk command, you must be in the WriteMaster program but not creating or editing a file.

**To use a disk in a different drive:**

1. Type `disk`.
2. Press SPACE BAR.
3. Type the new drive designation.
4. Press RETURN.

The WriteMaster program responds by switching you to the specified disk and displaying a list of the files on that disk.

**THE SHOW COMMAND**

The Show command is used to display six different types of information. It can show the files on the disk, the format, and the location by page, column, and line of the cursor. It can also show the search parameters, the Selected Text, and any temporary files that are being stored. The Show command with its six options can be used at any time.

**To see the Show command options:**

1. Press ESC.
2. Type **show**.
3. Press HELP.

The WriteMaster program responds by displaying the following on the screen:

COMMAND: show

Files	Search parameters
Format	Selected Text
Location	Temp files

### Show Files

The Show Files command is the same as the Directory command. It will display a list of all of the files on the current disk or in the current directory.

**To display the files on the current disk:**

1. Press ESC.
2. Type **show files**.

The WriteMaster program responds by displaying all of the files on the current disk.

### Show Format

The Show Format command will display the current format settings. This command allows you to view the format. To change the format, see the section in Chapter 9 on the Set Format command.

**To display the current format:**

1. Press ESC.
2. Type **show format**.

The WriteMaster program responds by displaying current format settings.

**Show Location**

The Show Location command will show the specific line, page number, and column location of the cursor. If you are not editing a file, you will be returned to the command line.

**To display the specific cursor location:**

1. Press ESC.
2. Type **show location**.
3. Press RETURN.

The WriteMaster program responds by showing the line, page, and column location of the cursor in the following manner:

COMMAND: show location

in text:

Line 46 of Page 4

Column 33

Screen starts in column 1 of text

**Show Selected Text**

The Show Selected Text command will turn off the display of Selected Text (reverse video), index-entries (blinking), superscript (reverse video and blinking), subscript (half intensity and blinking), and paragraph markers (~). When this command is entered the first time, it will turn off the display of Selected Text, indexing, paragraph markers and super- and subscripting. When entered again, it will turn the display on.

Turning the display on and off will not affect the text; the Selected Text, for instance, will still remain Selected Text whether or not it is on display. Assume in the following procedure that the display of Selected Text, indexing, paragraph markers and super- and subscripting is on.

**To turn off the display of Selected Text, indexing, paragraph markers and super- and subscripting:**

1. Press ESC.
2. Type **show selected text**.
3. Press RETURN.

The WriteMaster program responds by turning off the display of Selected Text, indexing, paragraph markers and super- and subscripting. Repeat to turn on again.

#### **Show Temp Files**

This command displays all of the temporary files that have been placed in temporary storage since the WriteMaster program was entered. It is important to note that temporary files only remain active while you are in the WriteMaster program. Any time you exit from the program, the temporary files will be deleted. For a complete explanation of temporary files, see Chapter 4.

**To display the list of temporary files:**

1. Press ESC.
2. Type **show temp-files**.
3. Press RETURN.

The WriteMaster program responds by displaying the list of temporary files.



### **THE TYPE COMMAND**

When you are editing one file and you want to view another file, you can do so by implementing the Type command. The Type command allows you to read any file or temporary file. You may only view a file with the Type command; you cannot edit or alter it in any way.

**To view a file while editing another file:**

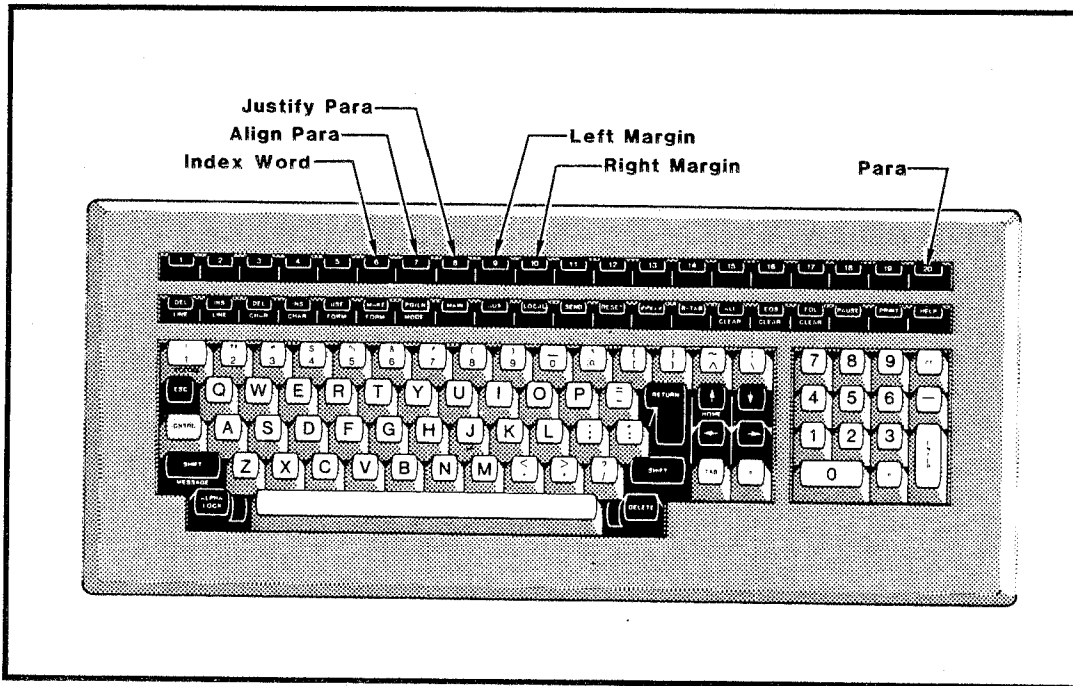
1. Press ESC.
- 2a. Type type file.  
or
- 2b. Type type temp-file.
3. Type the name of the file you wish to view.
4. Press RETURN.

The WriteMaster program responds by displaying the file on the screen.



## Chapter 9

### TEXT FORMATTING



This chapter will show you how to format your text. After you have typed your text and made any corrections, additions and deletions, you may want to format the text. This chapter will cover:

- \*setting the format
- \*formatting paragraphs
- \*justifying and aligning text
- \*setting and shifting margins
- \*locking text
- \*building an index
- \*boldfacing and underlining more than one word
- \*marking words and characters as superscripts and subscripts

### THE SET FORMAT COMMAND

The Set Format command allows you to change the program's preset margin settings as well as the indentation, page length, and top and bottom margins. This command also allows you to activate automatic pagination and numbering as well as automatic alignment. A page heading can be inserted into the format, and the spacing between lines may also be changed.

**To view the current format settings:**

1. Press ESC.
2. Type set format.

The WriteMaster program responds by displaying the format on the screen.

When the Set Format command is typed, the following appears on the terminal screen:

COMMAND: set format

the current text format settings are:

Left margin(10)= 10  
Right margin(70)= 70  
Indentation(5)= 5  
Page length(55)= OFF  
Spacing, line(1)= 1  
Top margin(5)= 5  
Bottom margin(5)= 5

automatic format function status:

Alignment, automatic: OFF  
Word hyphenation: OFF  
Numbering & automatic pagination: OFF  
Heading, page: NONE

The format settings are easily changed by typing the first character of the line to be changed and then entering the new figure. It is important to note that the page length and the top and bottom margins can only be changed if the numbering and automatic pagination is turned on.

**To change a format setting:**

1. Press ESC.
2. Type set format.
3. Type the first letter of the line you want to change (l, r, i, p, s, t, b, a, w, n, or h).
4. Type the new format setting.
5. Press RETURN.

The WriteMaster program responds by changing the format setting.

6. Press RETURN.

The WriteMaster program responds by returning you to the text.

If you have implemented the Set Format command and need help in determining how to change the format, the HELP key can be pressed. To abort a change, the ESC key can be pressed.

### **Automatic Alignment**

When the automatic alignment option is off, RETURN must be pressed to end a line and begin the next line. Lines can be up to 253 characters long (the text window or screen area shifts right automatically as more than 78 characters are typed on a line). Also when automatic alignment is off, pressing RETURN always places the cursor in column 1 of the next line down (the text window shifts over to the left if it was shifted right for the previous line). The bell symbol will appear if there are characters to the right of the text window. The bell symbol indicates that text is out of the text window. When you justify or align your text, the text outside of the text window will be brought within the margin settings and will appear on the screen.

When the automatic alignment option is on, the cursor is automatically returned to the left margin when it reaches the right margin during typing. Whether the cursor is moved down one, two, three, or four lines depends on the line spacing that has been selected. As the cursor is returned, words that are too long to fit on the previous line are moved to the next line.

**To turn on the automatic alignment:**

1. Press ESC.
2. Type set format.
3. Type a.

The WriteMaster program responds by turning on the automatic alignment. The automatic alignment line will be changed to the following:

Alignment, automatic: ON

4. Press RETURN.

The WriteMaster program responds by returning you to the text.

When the a is pressed a second time, the automatic alignment will be turned off.

**Word Hyphenation**

The word hyphenation option allows you to hyphenate words during align and justify operations and thus eliminate too many unnecessary space characters on a line. If a word is too long for the line, the program will stop and give you the option to place a hyphen in a particular word.

**To turn on the word hyphenation:**

1. Press ESC.
2. Type set format.
3. Type w.
4. Press RETURN.

The WriteMaster program responds by turning on the word hyphenation and returning you to the text. The word hyphenation line will be changed to the following:

Word hyphenation: ON

When the w is pressed a second time, the word hyphenation will be turned off. After the word hyphenation option has been turned on, you will be able to place hyphens in text while it is being aligned or justified. When you have marked a paragraph and have given either the Align or the Justify commands or pressed the ALIGN or JUSTIFY PARA keys, the program will stop at any word that needs a hyphen. The cursor will stop on the first letter of the word to be hyphenated. A reverse video line will appear at the bottom of the screen with the following message:

Please insert a hyphen in this word.

If you want that word to have a hyphen in it, you can insert one using the following procedure.

**To respond to the hyphen prompt while aligning or justifying text:**

1. Place the cursor on the character immediately to the right of the point where the hyphen is to be inserted.
2. Press the hyphen key (-).

The WriteMaster program responds by inserting a hyphen at the point designated by the cursor and continuing to align or justify the text.

or

- 1b. Press RETURN.

The WriteMaster program responds by not inserting a hyphen and continuing to align or justify the paragraph.

or

- 1c. Press ESC.

The WriteMaster program responds by aborting the alignment or justification process.

### **Numbering and Automatic Pagination**

The numbering and automatic pagination option allows you to instruct the program to automatically number the pages of your text, and also to automatically display the boundaries of a page.

The page numbers will not be displayed on the screen but will appear when printing. The numbering and automatic pagination option must have been on when the file was last updated in order for the numbering to appear. When printing, the program will ask which page to begin printing on and which number to start with (see Chapter 10 for more information).

The automatic pagination option inserts a page boundary after each 55 lines. This eliminates the need to count out lines and put in page boundaries manually. If the program places an automatic end page in an awkward place, the end page can be overridden by pressing the END PAGE function key. This will cause a new end page line to appear and the automatic page ending to be erased.

**To turn on the numbering and the automatic pagination:**

1. Press ESC.
2. Type set format.
3. Type n.
4. Press RETURN.

The WriteMaster program responds by turning on the numbering and automatic pagination and returning you to the text.

The numbering and automatic pagination option allows you to choose where the numbers will appear on the page when it is printed. The first time the n is typed, the automatic pagination will be implemented, but the numbering option will not. The following message will appear at the end of the line which reads "Numbering & automatic pagination":

ON--number located:NONE



When the **n** is typed a second time, the numbering will appear at the bottom of each page and the following message will be displayed:

ON--number located:BOTTOM

When the **n** is typed a third time, the numbering will appear at the top right of each page and the following message will be displayed:

ON--number located:TOP RIGHT

When the **n** is typed a fourth time, the numbering will alternate the page numbers so the even numbered pages will be numbered in the upper left corner and the odd numbered pages will be numbered in the upper right corner. The following message will be displayed:

ON--number located:TOP LEFT & RIGHT

When the **n** is typed a fifth time, the numbering and automatic pagination option will be turned off.

### **Changing Top and Bottom Margins and Page Length**

The WriteMaster program automatically inserts a margin of five lines between the top of the page and first line of text when the text is printed. It also allows 55 lines of text and inserts a margin of five blank lines at the bottom, following the last line of text.

Once you have implemented the automatic numbering and automatic pagination option, you may also change the page length, top margin, and bottom margin.

**To change the page length and margins:**

1. Press ESC.
2. Type set format.
3. Press RETURN.
4. Type the first letter of the option you wish to change (p, t or b).
5. Type the new setting.
6. Press RETURN.
7. Press RETURN.

The WriteMaster program responds by changing the format and returning you to the text.

**Adding a Heading**

The heading option allows you to add a heading to each page of your document. The heading will not be displayed on the screen but will appear when printing (see Chapter 10 for printing information).

**To add a heading:**

1. Press ESC.
2. Type set format.
3. Type h.
4. Type the heading.
5. Press RETURN.
6. Press RETURN.

The WriteMaster program responds by adding a heading and returning you to the text.

**FORMATTING PARAGRAPHS**

The WriteMaster program recognizes paragraphs in two ways. Paragraphs can be marked with the PARA key or may be preceded and followed by an extra blank line.

Paragraphs must be marked in order to perform certain operations such as justifying and aligning text. If your paragraphs are not marked or separated and you press the JUSTIFY PARA key, for instance, the program will justify your entire file. You can either mark your paragraphs as you type, or you can return to your files to mark them before you print.

### **PARA Key**

The PARA function key will mark a paragraph. When pressed, this key will cause the ~ sign to appear at the end of the previous line. This symbol will not appear when printing, but appears on the screen to let you know which paragraphs were marked.

When pressed once, the paragraph will be marked, and when pressed again, the paragraph marking will be removed.

#### **To mark a paragraph:**

1. Place the cursor on the first character of the paragraph to be marked.
2. Press PARA.

The WriteMaster program responds by marking the paragraph.

### **Blank Lines to Denote Paragraphs**

In addition to the PARA key, blank lines may also be used to denote paragraphs. You must leave one more blank line than the current line spacing. If the format is set at a single space, for instance, you would have to leave two blank lines.

The JUSTIFY PARA and ALIGN PARA keys recognize blank lines as paragraph markers, but the Justify and Align commands do not. These commands only recognize paragraphs marked with the PARA key.

### **ALIGNING AND JUSTIFYING PARAGRAPHS**

There are several ways to justify or align your paragraphs once they are marked. The procedures are the same for both aligning and justifying text.

Justifying a paragraph brings the text within the left and right margin settings and makes the text flush or even with the margins settings. Justified text has no ragged edges and is lined up evenly at both margins. The paragraphs in this manual are justified.

Aligning a paragraph brings the text within the left and right margin settings and makes the text flush with the left margin setting. The right margins will be jagged.

#### **ALIGN PARA and JUSTIFY PARA Keys**

The ALIGN PARA and JUSTIFY PARA keys allow you to align or justify one paragraph at a time. These function keys recognize both paragraph markers and blank lines.

**To align or justify a paragraph:**

1. Place the cursor within the paragraph to be aligned or justified.
- 2a. Press ALIGN PARA key.
- or
- 2b. Press JUSTIFY PARA key.

The WriteMaster program responds by aligning or justifying the paragraph.

#### **Align and Justify Commands**

The Align and Justify commands allow you to align or justify more than one paragraph at a time. In order to use these commands, paragraphs must be marked with the PARA function key. The Align and Justify commands do not recognize blank lines as paragraphs markers.

The Align and Justify command options allow you to align or justify an entire file or the Selected Text. You can also align or justify your text from the beginning of your file to the Cursor Location, or from the Cursor Location to the end of the file.

#### **Align/Justify All**

The Align All and Justify All commands allow you to align or justify an entire file.

**To align or justify an entire file:**

1. Mark paragraphs with the PARA key.
2. Press ESC.
- 3a. Type align all.  
or
- 3b. Type justify all.
4. Press RETURN.

The WriteMaster program responds by aligning or justifying the entire file.

**Align/Justify Begin-cursor**

The Align Begin-cursor and Justify Begin-cursor commands allow you to align or justify text from the beginning of the text to the Cursor Location.

**To align or justify from the beginning of the text to the Cursor Location:**

1. Mark paragraphs with the PARA key.
2. Place cursor at the end point of the text you want aligned or justified.
3. Press ESC.
- 4a. Type align begin-cursor.  
or
- 4b. Type justify begin-cursor.
5. Press RETURN.

The WriteMaster program responds by aligning or justifying the text from the beginning to the Cursor Location.

**Align/Justify Cursor-end**

The Align Cursor-end and Justify Cursor-end commands allow you to align or justify the text from the Cursor Location to the end of the text.

**To align or justify text from the Cursor Location to the end:**

1. Mark the paragraphs with the PARA key.
2. Place the cursor on the space before the text you want aligned or justified.
3. Press ESC.
- 4a. Type align cursor-end.  
or
- 4b. Type justify cursor-end.
5. Press RETURN.

The WriteMaster program responds by aligning or justifying the text from the Cursor Location to the end of the text.

**Align/Justify Selected Text**

The Align Selected Text and Justify Selected Text commands allow you to align or justify Selected Text.

**To align or justify Selected Text:**

1. Mark text as Selected Text.
2. Mark the Selected Text with the PARA key.
3. Press ESC.
- 4a. Type align selected text.  
or
- 4b. Type justify selected text.
5. Press RETURN.

The WriteMaster program responds by aligning or justifying the Selected Text.

**MARGINS**

When formatting, you will often want a particular paragraph to have different right and left margins than the rest of the text. There are three ways to change the margins of a paragraph. One method is to use the RIGHT MARGIN and LEFT MARGIN keys in conjunction with the right and left arrow keys. A second method is to execute the Shift command with its five options. The final method is to change the format with the Set Format command.

### Setting Margins

Margins can be set with either the Set Tabs command or the Set Format command. The Set Format command allows you to change the preset margin settings. The Set Tabs command allows you to set several left and right margin settings. This method of setting margins allows you to take advantage of the Shift command and its many options.

**To change the format margins:**

1. Press ESC.
2. Type set format.
3. Type the letter l.
4. Type the left margin setting.
5. Press RETURN.
6. Type r.
7. Type the right margin setting.
8. Press RETURN.
9. Press RETURN.

The WriteMaster program responds by changing the margin settings and returning you to the text.

You can use the Set Tabs command to set several left and right margins that can be used with the Shift command. When the Set Tabs command is implemented, the following will appear at the top of the screen:

```
COMMAND:set tabs

      1           2           3           4           5           6           7
12345678901234567890123456789012345678901234567890123456789012345678
      ^           ^           ^           ^           ^           ^           ^
      L           L           L           R           R           R
```

The columns are numbered across the top, and below the column numbers are the tab settings ( ). To set the margins, you need only be concerned with the bottom row. Use the arrow keys to move down to and across the bottom row. The margin settings are represented by the letters L and R.

**To view the margin settings:**

1. Press ESC.
2. Type set tabs.
3. Press RETURN.

The WriteMaster program responds by displaying the margins and tabs at the top of the screen.

**To insert a left or right margin:**

1. Place the cursor where you want a margin setting.
- 2a. Press LEFT MARGIN.  
or
- 2b. Press RIGHT MARGIN.

The WriteMaster program responds by inserting a left or right margin setting.

**To delete a margin:**

1. Place the cursor on the margin setting you want deleted.
2. Press SPACE BAR.

The WriteMaster program responds by deleting the margin setting.

**To return to the text:**

1. Press RETURN.

The WriteMaster program responds by returning you to the text after a brief pause.



### **Left and Right Margin Keys**

The LEFT MARGIN and RIGHT MARGIN keys can be used to shift margins in and out once margins have been set with the Set Tabs command.

**To shift margins for a paragraph:**

- 1a. Press LEFT MARGIN.  
or
- 1b. Press RIGHT MARGIN.
2. Press the right or left arrow key once in the direction you want the right or left paragraph margin shifted.
3. Type the paragraph.

The WriteMaster program responds by shifting the paragraph margins in the direction indicated by the arrow key that was pressed.

To move the paragraph margins back to the normal setting you can use the same procedure and reverse the direction of the arrow.

### **THE SHIFT COMMAND**

The Shift command also allows you to shift your margins. This command works in conjunction with the margins that are set with the Set Tabs command. The Shift command allows you to shift margins left, right, in, out, and normal (default). These commands move the margins to the next preset margin settings.

The Shift Left command will shift your margins left to the next preset margin. The Shift Right command will shift your margins right to the next preset margin. The Shift In command will shift your margins in to the next left and right margin settings. The Shift Out command will shift your margins out to the next left and right margin settings. The Shift Normal command will shift the margins back to the default margins that are set by the Set Format command.

**To shift margins in, out, left, right, or normal:**

1. Press ESC.
2. Type **shift**.
3. Type the option you want (**i, o, l, r, n**).
4. Press RETURN.
5. Type the paragraph.

The WriteMaster program responds by shifting the margins in the direction indicated by the option chosen.

After typing the paragraph and aligning or justifying it, you can return to the normal or default margin settings by entering the Shift Normal command.

#### **THE LOCK COMMANDS**

The Lock commands allow you to lock specific portions of your text so that they will not be accidentally aligned or justified differently. When portions of your text are formatted using different margin settings, it is advisable to lock these portions in order to prevent the program from changing the format when printing or justifying and aligning text.

The Lock command has five options. You can lock an entire file, a file from the beginning to the Cursor Location, from the Cursor Location to the end of a file, the Selected Text, or the lines within the current margin. To view these options you can enter the Lock command on the command line and press the HELP key.

When you lock text, the letter L will appear in the right margin of each line to indicate that it has been locked. The lock symbols will not appear when printing but are present on the screen to remind you which text has been locked.

#### **Lock All**

The Lock All command allows you to lock your entire file.

**To lock your entire file:**

1. Press ESC.
2. Type **lock all**.
3. Press RETURN.

The WriteMaster program responds by locking your entire file.

**Lock Begin-cursor**

The Lock Begin-cursor command will lock the text from the beginning of the text to the Cursor Location.

**To lock text from the beginning of the text to the Cursor Location:**

1. Press ESC.
2. Type **lock begin-cursor**.
3. Press RETURN.

The WriteMaster program responds by locking the text from the beginning of the text to the Cursor Location.

**Lock Cursor-end**

The Lock Cursor-end command will lock the text from the Cursor Location to the end of the text.

**To lock text from the Cursor Location to the end of the text:**

1. Press ESC.
2. Type **lock cursor-end**.
3. Press RETURN.

The WriteMaster program responds by locking the text from the Cursor Location to the end of the text.

### **Lock Selected Text**

The Lock Selected Text command will lock all text that has been marked Selected Text.

**To lock the Selected Text:**

1. Press ESC.
2. Type **lock selected text**.
3. Press RETURN.

The WriteMaster program responds by locking the Selected Text.

### **Lock Lines-within-current-margin**

The Lock Lines-within-current-margin command will lock all text that is within the current format margin settings. It will not lock text that has margins that differ from those indicated by the Set Format command. This command has four options and one must be selected in order for the command to be implemented. You may lock lines within the current margin throughout the entire file (all), from the beginning to the Cursor Location (begin-cursor), from the Cursor Location to the end (cursor-end), and the Selected Text. You can view these options by typing the Lock Lines-within-current-margin command and pressing HELP.

**To lock lines with the current margin:**

1. Press ESC.
2. Type **lock lines-with-current-margin**.
3. Type one of the four options (a, b, c, s).
4. Press RETURN.

The WriteMaster program responds by locking the lines with the current margin with the option you have specified.

### **THE UNLOCK COMMAND**

The Unlock command works exactly like the Lock command, but it unlocks the text that was previously locked with the Lock command. The procedures and options for the Unlock command are the same as those for the Lock command.

**To unlock text that was previously locked:**

1. Press ESC.
2. Type unlock.
3. Type the option (a, b, c, s, l).
4. Press RETURN.

The WriteMaster program responds by unlocking the text that was previously locked.

### **INDEXING**

If the document you are preparing requires an index, the following procedures will show you how to mark a word or group of words for inclusion in the index, and then how to build the index. The index is automatically alphabetized with page numbers and will appear at the end of your file when you print it.

#### **INDEX WORD Key**

The INDEX WORD key allows you to include one word in the index at a time. On the screen, words marked for the index will blink. The blinking can be turned off with the Show Selected Text command (see Chapter 8). When pressed once, the word will be marked as an index word, and when pressed again the word will not be marked and will not appear in the index.

**To mark one word for inclusion in an index:**

1. Place the cursor within the word to be indexed.
2. Press INDEX WORD.

The WriteMaster program responds by marking the word for inclusion in the index.

**The Mark-for-Index Command - Indexing More Than One Word**

The Mark-for-Index command will mark more than one word for inclusion in an index. This command is used in conjunction with the Selected Text procedure. The words must first be made Selected Text and then marked with the Mark-for-Index command. Words that are marked for the index will appear blinking on the screen.

**To mark more than one word for inclusion in an index:**

1. Mark the words to be included in an index as Selected Text.
2. Press ESC.
3. Type mark-for-index selected text.
4. Press RETURN.

The WriteMaster program responds by marking the words for inclusion in the index.

**The Index Command**

This command allows you to build an index. Once words have been marked with either the INDEX WORD key or the Mark-for-Index command, they can be included in an index with the Index command. The text must first be saved before you can implement the Index command.

The index will be in alphabetical order and will include page numbers. No duplications will appear in the index. It will be a part of your file and will appear when you print the file. For information on printing, see Chapter 10.

**To compile an index:**

1. Mark words for inclusion in the index.
2. Press ESC.
3. Type index.
4. Type the page number you want the index to start on.
5. Press RETURN.

The WriteMaster program responds by compiling an index.

**THE UNDERLINE COMMAND**

The Underline command allows you to underline more than one word at a time. This command is used in conjunction with the Selected Text procedure. Text must first be marked Selected Text and then underlined with the Underline command. This command can only underline one line at a time. You must type the command for each line you wish to underline. To underline one word, use the UNDERLINE function key. To delete the underlining, use the Delete Underlining command (Chapter 5).

**To underline more than one word:**

1. Mark the text you want underlined as Selected Text.
2. Press ESC.
3. Type underline selected text.
4. Press RETURN.

The WriteMaster program responds by underlining the words.

**THE BOLDFACE COMMAND**

The Boldface command allows you to boldface more than one word at a time. This command is used in conjunction with the Selected Text procedure. Text must first be marked Selected Text and then boldfaced with the Boldface command. This command can only boldface one line at a time. You must type the command for each line you wish to boldface. To boldface one word, use the

**BOLDFACE** function key. To delete boldfacing, use the Delete Boldfacing command (Chapter 5).

**To boldface more than one word:**

1. Mark the text you want boldfaced as Selected Text.
2. Press ESC.
3. Type boldface selected text.
4. Press RETURN.

The WriteMaster program responds by boldfacing the words.

**SUPERSCRIPPT AND SUBSCRIPT COMMANDS**

These commands allow you to mark and print both words and characters as superscript and subscript. Superscripting a word or character raises that word or character. Subscripting a word or character lowers that word or character.

These commands will not work properly if your printer has a friction feed or counter rotating paper tractors.

When a word has been marked as superscript, it will appear in the text in reverse video and blinking. A word marked as subscript will appear at half intensity and blinking.

Superscripting and subscripting can be deleted using the procedures described in Chapter 5.



**To superscript or subscript a word:**

1. Place the cursor within the word to be superscripted or subscripted.
2. Press ESC.
- 3a. Type **superscript word**.  
or
- 3b. Type **subscript word**.
4. Press RETURN.

The WriteMaster program responds by marking the word as superscripted or subscripted.

**To superscript or subscript a character:**

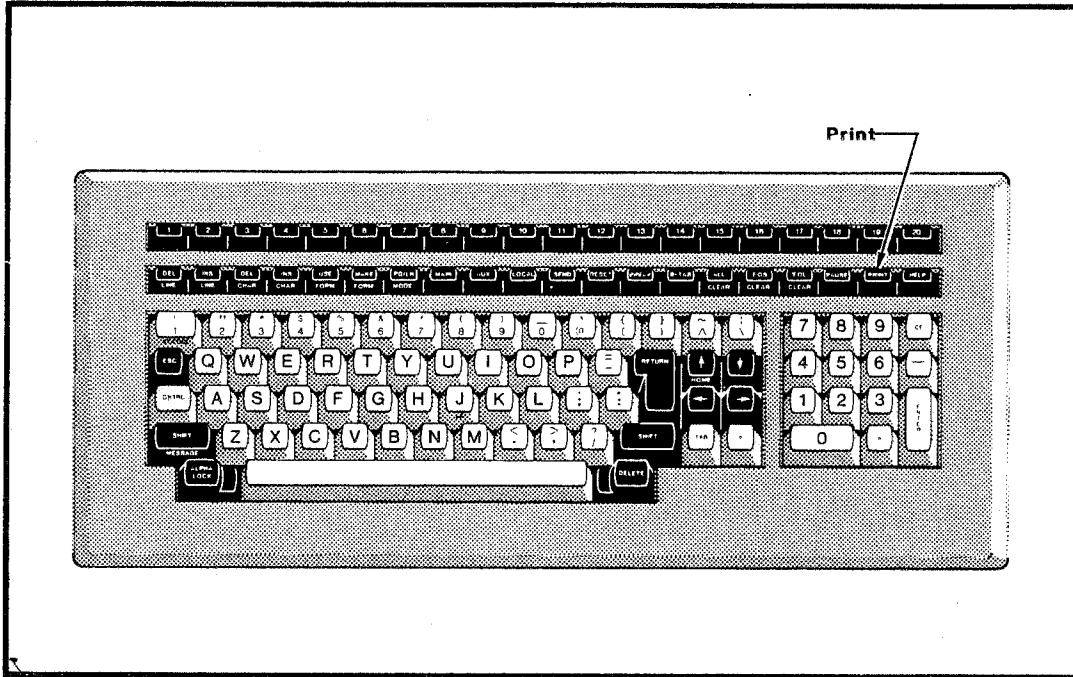
1. Place the cursor within the character to be superscripted or subscripted.
2. Press ESC.
- 3a. Type **superscript character**.  
or
- 3b. Type **subscript character**.
4. Press RETURN.

The WriteMaster program responds by marking the character as superscripted or subscripted.



## Chapter 10

### PRINTING



This chapter describes the different methods of printing used in the WriteMaster program. Printing is an important operation in any word processing system, as it gives you printed copies of your files.

The procedures for printing under the CDOS and Cromix Operating Systems are similar, except that there is sometimes an extra step which is necessary when printing under the Cromix system. Both procedures are outlined in this chapter.

With the WriteMaster program you have the option of printing four different ways; you can print only that portion of your file that is displayed on the terminal screen, one page of text, an entire file, or an entire file with incremental spacing (each character evenly spaced on the line).

There are two types of printers you can have attached to your system; a dot matrix printer or a fully formed character printer (Cromemco 3355A). If you are using the fully formed character printer with the CDOS system, the printer driver must be loaded before you can print. The procedure for loading the printer driver is described in Appendix A. If you are using the Cromix system, you must see the section in Appendix A on using

a character printer under the Cromix system.

Before you print from either system, make sure that the printer is on, the paper is inserted properly, and the ribbon is in place.

Under CDOS, the printing commences immediately. Under the Cromix Operating System, the WriteMaster program creates a file before printing. This file is automatically processed by the Cromix Spool utility. If your system does not have enough memory in reserve to handle this process when you press the PRINT key or enter a print command, the print file is saved in your directory with a filename extension of .prt. When this happens, the following message appears on your screen:

```
Couldn't send text to printer...left it in .PRT file
```

If you get this message, you must exit from the WriteMaster program and use the Spool utility to print the file. See the section in Appendix A on using the Spool utility.

#### **PRINT KEY**

The PRINT key allows you to print the 24 lines of text that are currently displayed on the screen. The file does not have to be saved on the disk in order to use the PRINT key.

**To print the 24 lines displayed on screen:**

1. Press PRINT.

The WriteMaster program responds by printing the currently displayed screen or by sending the screen to the Cromix Spool utility. If you get the message:

```
Couldn't send to printer...left it in .PRT  
file
```

you must get out of the WriteMaster program and spool your file (see Appendix A).

### PRINT PAGE COMMAND

The Print Page command allows you to print a single page within a file. The text is printed from the beginning of the current page to the next page boundary. If you have set your page boundaries using the END PAGE key, these boundaries take priority. If you have not used the END PAGE key to define pages, the program uses the page length established by the Set Format command.

#### To print a page:

1. Place the cursor within the page to be printed.
2. Press ESC.
3. Type print page.
4. Press RETURN.

The WriteMaster program responds by printing the page designated by the cursor or by sending the page to the Cromix Spool utility. If you get the message:

Couldn't send to printer...left it in .PRT file

you must get out of the WriteMaster program and spool your file (see Appendix A).

### PRINT FILE COMMANDS

The Print File command allows you to print any file in your directory, whether or not it is displayed on the screen. You may print while on the command line or while editing a file. The only qualification is that the file be saved on the disk. If you have specified that page numbers be printed with your text, the program will ask on which page to begin numbering and with what number to begin. For more information, refer to the section of this chapter that covers printing with numbering.

There are two options when printing a file. You can print a file with regular spacing or print a file with incremental spacing. The difference between regular and incremental spacing is important only when the file to be printed is justified. Justifying the right margin requires adjustment of spaces between words.

Incremental spacing adjusts the spaces between words so that all of the spaces on the same line are of equal width. Regular spacing adjusts spaces so that right margins are justified, but the spaces on the line may be of uneven width. In order to use the Print with Incremental-spacing command, your file must first have been justified with the Justify command or the JUSTIFY PARA key. You can only use the incremental spacing option with a character printer.

**To print a file:**

1. Press ESC.
- 2a. Type print file with regular-spacing.  
or
- 2b. Type print file with incremental-spacing.
3. Type the filename.
4. Press RETURN.

The WriteMaster program responds by printing the file or by sending it to the Cromix Spool utility (see Appendix A). It will display the message

**printing....**

if it was able to print the file.

**Printing a File With Numbering**

You can print a file with numbering if you have implemented the automatic pagination and numbering option while editing and formatting a file. The file must first be saved on the disk. The program will ask for instructions about the numbering.

**To print a file with numbering:**

1. Press ESC.
- 2a. Type print file with regular-spacing.  
or
- 2b. Type print file with incremental-spacing.
3. Type the filename.
4. Press RETURN.

The WriteMaster program responds with the following message:

---start numbering on page

5. Type the page number.
6. Press RETURN.

The WriteMaster program responds with the following message:

with the number

7. Type the number.

The WriteMaster program responds by printing the file and numbering the pages as indicated or sending the file to the Cromix Spool utility.





## Chapter 11

### ENDING THE SESSION

This chapter will explain the three ways to leave a file or the WriteMaster program itself. Two of the commands, Save and Abort, are used to exit from file only. The Quit command is used to exit from the WriteMaster program. When executed, the Quit command will return you to the operating system (either CDOS or the Cromix Operating System). With either of the three methods, you have the option of saving the changes you have made or leaving the file without saving the latest changes.

#### THE SAVE COMMAND

The Save command is used to store the information in a file on disk so that it can be edited, printed, or read. Whenever you finish creating or editing a file you must save it on the disk. The Save command has two options: to save the file and return to the text for further editing, or to save the file and exit from it.

**To save text:**

1. Press ESC.
2. Type save.
3. Press RETURN.

The WriteMaster program responds by saving the text. In a few seconds, the saving text message will be followed by this message:

COMMAND:save

Do you want to continue editing the same text?

Type Y for yes, N for no (or <esc>)

- 4a. Type y.

The WriteMaster program responds by returning you to the file you just saved.

or

- 4b. Type n.

The WriteMaster program responds by returning you to the command line.

**THE QUIT COMMAND**

The Quit command is used to exit from the WriteMaster program altogether. It can be used at any time.

**To exit from the WriteMaster program:**

1. Press ESC.
2. Type quit.
3. Press RETURN.

The WriteMaster program responds by returning you to the operating system.

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The Quit command has two options when you are editing a file. You can exit from the program and not update the file, or you can exit from the program and update the file.

**To exit from a file:**

1. Press ESC.
2. Type quit.
3. Press RETURN.

The WriteMaster program responds by asking if you want to update.

- 4a. Type n.

The WriteMaster program responds by exiting you from the program and displaying the following message:

Text not updated...Goodbye

or

- 4b. Type y.

The WriteMaster program responds by exiting you from the program and displaying the following message:

Text updated...Goodbye

**THE ABORT COMMAND**

The Abort command is used to exit from a file without the option of saving any changes. This command will abort all of the changes you have made since the last save.

To exit from a file without the option of saving:

1. Press ESC.
2. Type abort.
3. Press RETURN.

The WriteMaster program responds by displaying the following message:

Caution--Any changes since the last save will be lost!

Is this what you want?

Type Y for yes, N for no (or <esc>)

- 4a. Type y.

The WriteMaster program responds by exiting you from the file and not saving the latest changes.

or

- 4b. Type n.

The WriteMaster program responds by returning you to the file you were editing.

## Chapter 12

### SETTING TABS

This chapter will explain how to set tabs when using the WriteMaster program. The tab set works in much the same way as the tab set on your typewriter. The Set Tabs command allows you to mark each column you want defined as a tab setting. After returning to the text, the TAB key will move the cursor to the tab settings.

#### CONSTRUCTING A CHART WITH TAB SETTINGS

The following exercise will teach you how to construct a chart with tab settings. Remember that you can also get the same results by using the SPACE BAR to move the cursor. Using the tab settings allows for quicker and easier results. For this example you will need to create a file.

#### Sample Chart

City	Population	Area(SQ.MI.)	Climate
San Francisco	1,000,000	100	Mild
Dallas	2,000,000	400	Warm
Minneapolis	1,000,000	200	Cold
New York City	8,000,000	150	Cold
Phoenix	1,000,000	300	Arid

The column headings in the above chart are positioned in columns 12, 30, 46, and 62. The information beneath each heading starts in columns 12, 30, 49, 63. Use the following procedure first to set the heading tabs and again to set the column tabs.



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Use the preceding procedures to insert the column headings tab settings (columns 12, 30, 46, and 62) and delete any existing tab settings. After the column heading tabs are set, you can return to the text and type the headings. The TAB key operates just as the TAB key on your typewriter does. Pressing the TAB key will move the cursor to a tab setting. After you have typed the column headings, use the Set Tabs command to change the tab settings for the information below the headings. The new tabs should be set at columns 12, 30, 49, and 63.





## Chapter 13

### MERGING FILES

This chapter will explain the WriteMaster merge operation. The Merge command allows you to combine information from one file with information from another file. A common use for the merge option is to combine a single letter with customer addresses, creating personalized form letters.

This chapter should be used as a practice chapter. Follow the instructions and procedures in this chapter to familiarize yourself with the merge operation.

Suppose a member of your sales staff is responsible for sending out the following letter to each customer who purchased merchandise from your company. There are several items of information missing from the letter. Create a file for the letter and type it as shown. End the letter with an END PAGE and save it on the disk.

\*\*\*\*\*SAMPLE LETTER\*\*\*\*\*

(date)

(address)

Dear (customer name):

We wish to thank you for your recent purchase of (product name) from COMPUTER PRODUCTS. You have our assurance that delivery will be made on (delivery date) as specified in the purchase agreement.

Thank you for choosing COMPUTER PRODUCTS for your computer needs.

Sincerely,

Robert D. Fawcett  
COMPUTER PRODUCTS

\*\*\*\*\*

### THE MASTER FILE

For our purposes, the file containing the letter will be called the master file, and the file containing addresses will be called the data file.

After you create a file for the letter and type it as shown, markers must be placed in the master file so information can be added at those locations when the master and data files are merged. The WriteMaster program will only add information where you instruct it to do so.

There are five pieces of information missing from the letter: the date, the address, the customer name, the product name, and the delivery date. These pieces of information must be marked so that the data file can be properly merged with the master file.

Slashes (\) are used to mark both sides of the word or words being marked. It is important to note that the slashes must be tilted toward the left (\) and should not be confused with slashes that tilt toward the right (/).

When the files are merged, the program will look for two things: the slashes before and after the information, and the matching words. It is helpful to capitalize the words within the slashes to make it easier to distinguish them from the regular text. When merging, the words must match exactly, including capitalization and abbreviation.

The missing information from the sample letter should be typed into the proper place in the letter as follows:

```
\DATE\  
\ADD\  
\CUST NAME\  
\PROD NAME\  
\DEL DATE\  

```

After inserting the above information, save the letter on the disk again. The letter should now look like the letter on the following page.

\*\*\*\*\*

\DATE\

\ADD\

Dear \CUST NAME\:

We wish to thank you for your recent purchase of \PROD NAME\ from COMPUTER PRODUCTS. You have our assurance that delivery will be made on \DEL DATE\ as specified in the purchase agreement.

Thank you for choosing COMPUTER PRODUCTS for your computer needs.

Sincerely,

Robert D. Fawcett  
COMPUTER PRODUCTS

\*\*\*\*\*

### Duplicating the Master File

When the master file is merged with the data file it will be permanently altered. If you want to save the master file so it can be merged another time with different data, you can duplicate it using the Read command.

**To create a duplicate file:**

1. Type create.
2. Type a filename.
3. Press ESC.
4. Type read.
5. Type the name of the file you wish to duplicate.
6. Press RETURN.

The WriteMaster program responds by copying one file into another file.

Be sure to save the master file duplicate on disk. You now have two files with two different names that contain the same information. When you merge the master file with the data file, a copy of the original letter will still be available.

#### **THE DATA FILE**

The data file contains the information missing from the master file. In the example, five pieces of information missing from the master file must be included in the data file. They are the date, the address, the customer name, the product name, and the delivery date. The WriteMaster program needs a marker to identify all of the information that should go into one letter. The information for one letter will be referred to as one record. **Each record must be preceded by a reverse apostrophe (`).**

The key words that you entered into your master file letter must be typed into your data file. Create a file for your data.

For the following procedure you will type the key words in capital letters followed by a colon, leaving room for the specific information to be entered later. If you plan to have many records in the data file, you can make copies of the record by making it Selected Text and moving it with the Load and Dump commands. This allows you to make quick copies instead of typing out each record. Type the following into your newly created data file (starting in column 1).

DATE:

ADD:

CUST NAME:

PROD NAME:

DEL DATE:

### The Type Command

When you are editing one file (in this case the data file) and you want to view another file (the master file), you can do so by implementing the Type command. The Type command allows you to read any file on the screen. This way you can make sure that the keywords in the data file match those in the master file.

**To view a file while editing another file:**

1. Press ESC.
2. Type type file.
3. Type the name of the file you wish to view.
4. Press RETURN.

The WriteMaster program responds by displaying the file on the screen.

After you have typed the data file, you can then enter the specific information for each record. The separate records can be numbered for easy reference. In this example, only two separate letters will be created. Type the new information so that it looks like the following:

```
DATE:  
\February 13, 1982\  
ADD:  
\Joe Kruger  
101 State Street  
Cedarville, Kansas 65120\  
CUST NAME:  
\Mr. Kruger\  
PROD NAME:  
\the System Zero\  
DEL DATE:  
\March 4, 1982\  

```

Now you can type the missing data into the next customer record. Remember to number each record for easy reference.

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```
#2
\
DATE:
\February 13, 1982\
ADD:
\Susan Farmer
3411 North Ashford
Dallas, Texas 21001\
CUST NAME:
\Ms. Farmer\
PROD NAME:
\the System Zero\
DEL DATE:
\March 17, 1982\
```

The entire data file, when complete, should look like the following. Remember to save it on disk. You will then be ready to merge the master and data files.

```
#1
\
DATE:
\February 13, 1982\
ADD:
\Joe Kruger
101 State Street
Cedarville, Kansas 65120\
CUST NAME:
\Mr. Kruger\
PROD NAME:
\the System Zero\
DEL DATE:
\March 4, 1982\
```

```
#2
\
DATE:
\February 13, 1982\
ADD:
\Susan Farmer
3411 North Ashford
Dallas, Texas 21001\
CUST NAME:
\Ms. Farmer\
PROD NAME:
\the System Zero\
DEL DATE:
\March 17, 1982\
```

### **MERGING TWO FILES**

There are two options available when merging files; you can merge and store files or merge and print files. The merge and store option allows you to merge two files and store them on the disk. You can then print them as you would any file. The merge and print option activates the printer and prints the files as they are merged. The merged file is not retained on the disk as a merged file, but the master and data files remain on the disk. Since the data file merges into the master file, the Merge command must be made while you are editing the master file.

#### **Merging and Storing**

This option merges two files into one file on the disk.

**To merge and store two files:**

1. Type edit.
2. Type the name of the master file.
3. Press RETURN.

The WriteMaster program responds by displaying the file on the screen.

4. Press ESC.
5. Type merge and store.
6. Type the name of the data file.
7. Press RETURN.

The WriteMaster program responds by merging the two files.

When the Merge and Store command is executed, the files will merge and the first letter will be displayed on the screen. The file can then be printed in the same manner as you would print any file on your disk. When printing your merged file, you can print one page at a time or the entire file. Make sure that each letter in the file is defined by an END PAGE mark. See Chapter 10 for more detailed information on printing in CDOS and the Cromix Operating System.

### Merging and Printing

This option merges two files as they print and does not merge the files on the disk.

**To merge and print two files:**

1. Type edit.
2. Type the name of the master file.
3. Press RETURN.
4. Press ESC.
5. Type merge and print.
6. Type the name of the data file.
7. Press RETURN.

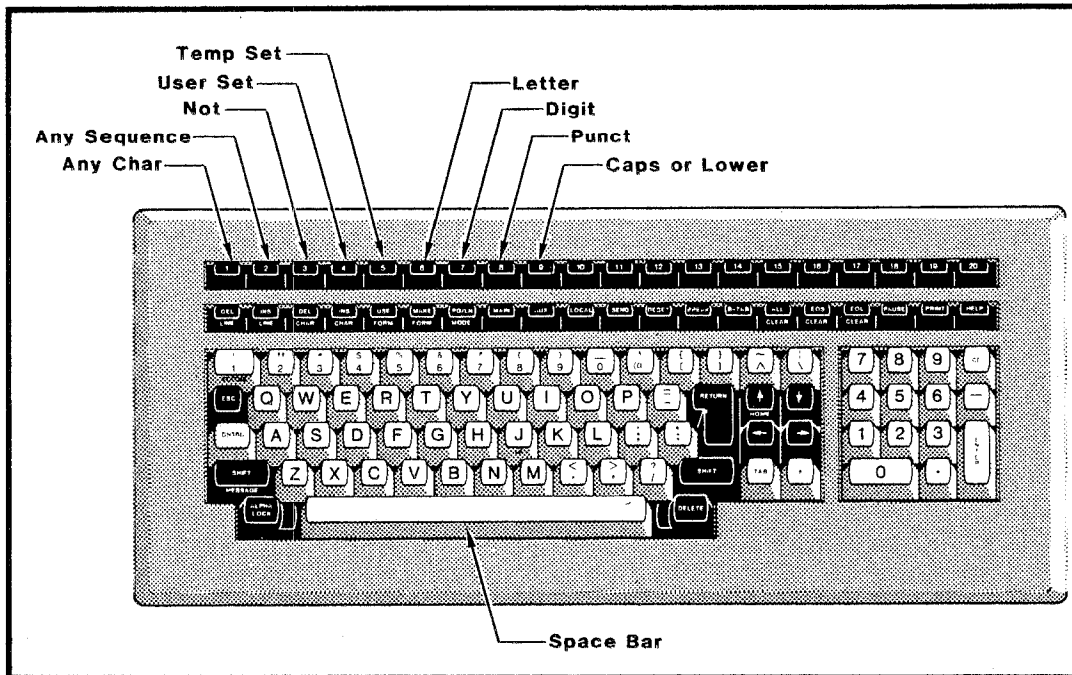
The WriteMaster program responds by merging and printing the two files.

When the Merge and Print command is executed, the files will be merged in print but not on the screen. The original files will remain on the disk. For more information on printing, refer to Chapter 10.



## Chapter 14

### FINDING, REPLACING, AND SETTING SEARCH PARAMETERS



This chapter will focus on WriteMaster's powerful find and replace capability. This capability makes use of commands, function keys and search-parameters. They allow the user to find a particular word or combination of characters in a given file and to replace the word or characters.

#### THE FIND COMMAND

The Find command will locate any word or group of words or characters including digits, punctuation, and upper or lower case words. The Find command allows you to find text quickly without having to scan through a file.

The WriteMaster program searches from the Cursor Location to the end of the file for the word, and will land on the word it finds. When using the Find command, be sure the cursor is located ahead of the text you want to find; it is a good idea to use the Jump to Beginning command and then implement the Find command. If the cursor is past the text you wish to find, or if the word is not in that particular file, the program will inform you that the text was not found.

**To find a word:**

1. Press ESC.
2. Type find.
3. Type the word you want to find.
4. Press RETURN.

The WriteMaster program responds by finding the word and making it the Selected Text.

After you have implemented the Find command for a particular word and would like to find the word several times, you can use the following procedure. This procedure can only be used immediately after you have first implemented the Find command.

**To find the same word several times:**

1. Follow the steps in the previous procedure.
2. Press ESC.
3. Type find.
4. Press RETURN.

The WriteMaster program responds by finding the word in the next place in the text.

You can repeat this procedure as many times as you need to.

**The Find Command — Case Sensitivity**

The case sensitivity of the Find command can be changed through the use of the Set Search-parameters command. The Find command is preset to be insensitive to letter case (it does not distinguish between upper and lower case letters). This means that the Find command might find the word brown when you request the word Brown or vice versa. The program can be reset, however, to be sensitive to case (it will recognize the difference between upper and lower case letters).

**To change the case sensitivity of the Find command:**

1. Press ESC.
2. Type set search-parameters.
3. Press RETURN.

The WriteMaster program responds by displaying the following:

Case: INSENSITIVE

\*\*\*user defined character sets\*\*\*

- 1.\*{\*\*\*empty\*\*\*}\*
- 2.\*{\*\*\*empty\*\*\*}\*

4. Type c.

The WriteMaster program responds by changing the word INSENSITIVE to SENSITIVE.

5. Press RETURN.

The WriteMaster program responds by changing the case sensitivity of the Find command and returning you to the text.

Each time you press the c, the case sensitivity will change.

#### **THE REPLACE COMMAND**

The Replace command can be used to replace a particular word, a group of words, or characters such as digits and punctuation marks. With this command you can indicate whether or not you want to see and approve each replacement, and you can indicate how many times the replacement should take place.

For example, suppose you are updating a parts list and you want to change the word binders to clipboards. With the Replace command, you could replace all the instances of the word binder in just a few minutes.

**To replace one word with another:**

1. Press ESC.
2. Type `replace`.
3. Type the word you want to replace.
4. Press RETURN.

The WriteMaster program responds with the following message:

Command: Replace <old text> with:

5. Type the replacement word.
6. Press RETURN.

The WriteMaster program responds with the following message:

How many times?

7. Type a large enough number to make sure all occurrences of the word are replaced.

The WriteMaster program responds with the following message:

Confirm replacements?

- 8a. Type `y` if you want to stop at each occurrence so that you may confirm it or choose not to replace it.  
or
- 8b. Type `n` if you want to replace the word the number of times you have specified without confirmation.

The WriteMaster program responds by replacing the word the number of times specified and confirming or not confirming the replacements, depending upon the option chosen.

If you have asked the program to replace more than the actual number of occurrences in the text, the program will replace all of the words it can and then will display a message indicating that the word could not be found. The text will then reappear with the cursor on the last replacement. There is another option available when confirming replacements. This option allows you to view the first few replacements and then have the program replace the rest without confirmation. You can

view the list of available options by using the HELP key. Assume in the following procedure that you have entered the Replace command, typed a number, and have received the confirm replacements prompt.

**To view the list of options when confirming replacements:**

1. Type **y** in response to the confirm replacements prompt.
2. Press **HELP**.

The WriteMaster program responds by displaying the following message:

```
y--replace
n--do not replace
c--replace, continue, and stop asking
  for confirmation
o--display the old text pattern on the
  bottom line
r--display the replacement text on the
  bottom line
ESC--to end command
HELP--to see this list
```

Practice using each of these options with the Replace command.

**FUNCTION KEYS WITH FIND AND REPLACE**

The following function keys can be used when the Find or Replace command has been typed on the command line.

**ANY CHAR Key**

The ANY CHAR function key allows you to find and/or replace a character without regard to the specific character you are finding and replacing. The character may be a letter, a number, or a symbol. This key can be entered alone as well as with other characters.

### Example

Suppose you have written an article about the classes that your company offers. The classes were formerly held in Classroom A and Classroom 4, but have now been changed to Lecture Room C. You can find and replace all occurrences of Classroom A and Classroom 4 by using the Find or Replace command in conjunction with the ANY CHAR key.

In the following procedure, assume you are replacing Classroom A and Classroom 4 with Lecture Room C. You can use the same procedure with the Find command in order to find all occurrences of the word and character.

#### To replace a word and any character:

1. Press ESC.
2. Type **replace**.
3. Type word to be replaced.
4. Press SPACE BAR.
5. Press ANY CHAR.
6. Press RETURN.
7. Type the replacement.
8. Press RETURN.

The WriteMaster program responds by replacing the word and character with the new word after you answer the questions concerning the number of replacements and confirmation of replacements.

### ANY SEQUENCE Key

The ANY SEQUENCE key allows you to find and/or replace a phrase or sequence by specifying only the beginning and the end of the phrase or sequence.

### Example

Suppose you are writing a document and have described a product using the same tired adjectives. You can replace the overused phrase "the extraordinarily unique program" with the fresher phrase "the exceptional program". You can find and replace all of the overused phrases with the new phrase by using the Find or Replace command in conjunction with the ANY SEQUENCE key.

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In the following procedure, assume you are replacing the phrase "the extraordinarily unique program" with the phrase "the exceptional program". You can use the same procedure with the Find command in order to find all occurrences of the sequence.

**To replace a phrase or sequence:**

1. Press ESC.
2. Type **replace**.
3. Type the first word of the phrase.
4. Press **ANY SEQUENCE**.
5. Type the last word of the phrase.
6. Press **RETURN**.
7. Type the new phrase.
8. Press **RETURN**.

The WriteMaster program responds by replacing the sequence with the new phrase after you answer the questions concerning the number of replacements and confirmation of replacements.

**TEMP SET Key**

The TEMP SET key allows you to find and replace several types of characters (letters, digits, or punctuation) in specific kinds of situations. The TEMP SET function key enables you to find and replace characters conditionally. These conditional characters can be replaced with specific characters. The temporary set remains defined only until the Find or Replace command is complete. Each time a temporary set is used, the TEMP SET key must be pressed again.

**Example 1**

Suppose you want to find every occurrence of the word **this, that, those** and **thus** in a particular file. The TEMP SET key can be used in conjunction with the Find command in order to find all occurrences of the words. In the following procedure, you will enter the letters **th** after implementing the Find command. After pressing the TEMP SET key, the set of characters **iaou** can be entered. The program will then find all occurrences of **thi, tha, tho,** and **thu**.

**To find several conditional characters:**

1. Press ESC.
2. Type find.
3. Type the character(s) that the conditional characters have in common.
4. Press TEMP SET.
5. Type the conditional characters.
6. Press RETURN.

The WriteMaster program responds by finding all occurrences of the characters combined with the conditional characters.

You can use the above procedure to replace conditional characters. See the example below for details.

**Example 2**

Suppose you are updating your inventory list and television monitors are classified on your list under the codes **TU** and **TX**. You now want to classify them under the single code **TV**. This involves looking for totally different listings (TU and TX) as well as avoiding changing other codes such as TS or TD. You can replace all occurrences of TU and TX by using the Replace command in conjunction with the TEMP SET key.

In this example, assume that you are replacing the codes TU and TX with the code TV. You can use the same procedure with the Find command in order to find all occurrences of TU and TX.

In the following procedure, you would enter the letter **T** after implementing the Replace command, since the **T** is the common character. After pressing the TEMP SET key, you can type in the conditional characters **U** and **X**. These should be typed in without a space between them. The replacement characters will be **TV**.



**To replace several different words or characters with one set of words or characters:**

1. Press ESC.
2. Type **replace**.
3. Type the character(s) the conditional characters have in common.
4. Press TEMP SET.
5. Type the conditional characters to be replaced.
6. Press RETURN.
7. Type the replacement word or characters.
8. Press RETURN.

The WriteMaster program responds by replacing the characters after you answer the questions concerning the number of replacements and confirmation of replacements.

#### **USER SET Key**

The USER SET key allows you to find and replace specific kinds of words and characters in several files. It operates in the same manner as the TEMP SET key does but allows you to find and replace characters in several files, or at different times within the same file, without having to repeat the entire procedure. The USER SET key is used in conjunction with the Set Search-parameters command.

#### **Example**

Suppose that you want to change several files to the TV listing described in the previous procedure. You can find and replace all occurrences of TU and TX by using the Find or Replace command, the Set Search-parameters command, and the USER SET key.

In the following procedure, assume you are replacing the codes TU and TX in several files. You can use the same procedure with the Find command in order to find all occurrences of the codes in several files. The letters **UX** will be the conditional characters to be replaced, the **T** will be the character the conditional characters have in common, and **TV** will be the replacement characters.

**To replace conditional characters in several files:**

1. Press ESC.
2. Type set search-parameters.
3. Press RETURN.

The WriteMaster program responds with the following display:

Case: SENSITIVE

\*\*\*user defined character sets\*\*\*

1\*{\*\*\*empty\*\*\*}  
2\*{\*\*\*empty\*\*\*}

4. Type 1.
5. Type the conditional characters to be replaced.
6. Press RETURN.
7. Press RETURN.

The WriteMaster program responds by setting the search-parameters and returning you to the text.

8. Press ESC.
9. Type replace.
10. Type the character(s) the conditional characters have in common.
11. Press USER SET.
12. Type 1.
13. Press RETURN.
14. Type the replacement characters.
15. Press RETURN.

The WriteMaster program responds by replacing the characters after you answer the questions about the number of replacements and confirmation of replacements.

You can then make changes in your other files by editing them and implementing steps 9-15 in the above procedure. You do not have to set new search-parameters for each file. However, when you leave the WriteMaster program itself, all user defined character sets are deleted.

### **LETTER Key**

The **LETTER** key allows you to find and/or replace letters without regard to the specific letters you are replacing. This key represents any letter when used on the Find or Replace command line. It can be entered alone as well as with a word or character on the find and replace command line. It is recommended when using the **LETTER** key to confirm each replacement in order to insure correct meaning.

### **Example**

Suppose you want to replace the words "his" and "her" with the word "the". You can find or replace all three-letter strings beginning with "h" by using the Find or Replace command in conjunction with the **LETTER** key. The replacement word must be the same number of characters as the word that is being replaced.

#### **To replace any letters with specific letters:**

1. Press ESC.
2. Type **replace**.
3. Type the first character of the word to be replaced.
4. Press **LETTER**.
5. Press **LETTER**.
6. Press RETURN.
7. Type the replacement (three characters).
8. Press RETURN.

The WriteMaster program responds by replacing all three letter occurrences beginning with the designated character with the replacement word after you answer the questions concerning the number of replacements and confirmation of replacements.

### **DIGIT Key**

The **DIGIT** key allows you to find and/or replace numbers without regard to the specific number you are finding or replacing. This key can be entered alone as well as with a word or character on the find and replace command line.

### Example

Suppose you have a list that includes delivery dates. You do not know the last delivery date on the list, but you do know the most recent one. Assume that the old delivery dates were at different times near the end of July and the new delivery date is August 3.

In the following procedure, assume that you are replacing the unknown days in July with the new date of August 3. In this example, July will be the word to be replaced. You can use the same procedure with the Find command in order to find all occurrences of the July date. The DIGIT key can be entered alone as well as with a word or character.

**To replace a word and any digits with specific digits:**

1. Press ESC.
2. Type **replace**.
3. Type the word to be replaced.
4. Press SPACE BAR.
5. Press DIGIT.
6. Press DIGIT.
7. Press RETURN.
8. Type the replacement.
9. Press RETURN.

The WriteMaster program responds by replacing all occurrences of the word and digits after you answer questions concerning the number of replacements and the confirmation of replacements.

### PUNCT Key

The PUNCT key allows you to find or replace any punctuation mark. This key can be entered alone as well as with a word or character on the replace command line.

### Example

Suppose you have written a letter in which you have typed the abbreviation for "February" in three different ways: Feb., Feb,, and Feb:. You want to delete the abbreviations and replace them with the word "February".

## 14. Finding, Replacing, and Setting Search Parameters

In the following procedure, assume you are replacing the punctuation with the word "February". **Feb** should be typed as the characters that precede the incorrect punctuation. You can use the same procedure with the Find command in order to find all incorrect punctuation occurrences.

**To replace a word and any punctuation with specific punctuation:**

1. Press ESC.
2. Type **replace**.
3. Type the word or characters immediately preceding the incorrect punctuation.
4. Press PUNCT.
5. Type the replacement.
6. Press RETURN.

The WriteMaster program responds by replacing the incorrect punctuation after you answer the questions concerning the number of replacements and the confirmation of replacements.

### **NOT Key**

The NOT key allows you to find and/or replace an occurrence of characters that excludes the character or characters following NOT. You can enter the NOT key with characters or with the DIGIT, PUNCT, LETTER, TEMP SET, and USER SET function keys.

### **Example 1**

Suppose you want to find and replace all words beginning with the letters "th" except for the word "the". You can find or replace all of these by using the Find or Replace command in conjunction with the NOT key.

In the following procedure, assume you are replacing words beginning with "th" except for the word "the". You can use the same procedure with the Find command in order to find all occurrences of the characters.

**To replace characters while excluding specific characters:**

1. Press ESC.
2. Type `replace`.
3. Type the characters to be replaced.
4. Press NOT.
5. Type the characters that are not to be replaced.
6. Press RETURN.
7. Type the replacement characters.

The WriteMaster program responds by replacing the specified characters and not replacing the character(s) following NOT after you answer the questions concerning the number of replacements and confirmation of replacements.

**Example 2**

If you want to find all numbers in a listing of numbers and letters, for instance, you could enter the NOT key with the LETTER key.

**To find numbers while excluding letters:**

1. Press ESC.
2. Type `find`.
3. Press NOT.
4. Press LETTER.

The WriteMaster program responds by finding the next character in the file that is not a letter.

**CAPS OR LOWER Key**

The CAPS OR LOWER key allows you to find all occurrences of words or characters regardless of case. This key can be used when the search parameters are set to be sensitive to letter case.

### Example

Suppose you want to find all occurrences of the word **the**, ignoring whether it is upper or lowercase. If the search parameters are set to be case insensitive, then there is no problem. However, if the search parameters are set to be sensitive to case, you can use the CAPS OR LOWER key to find all upper and lower case occurrences of the word **the**.

In the following procedure, you would enter the first letter of the word you want to find (**t**) after pressing the CAPS OR LOWER key, and then you would type in the rest of the word.

#### To find words regardless of case:

1. Press ESC.
2. Type find.
3. Press CAPS OR LOWER key.
4. Type the first letter of the word you want to find.
5. Type the remaining characters.
6. Press RETURN.

The WriteMaster program responds by finding the next occurrence of the word in the file.

#### To find a character regardless of case:

1. Press ESC.
2. Type find.
3. Press CAPS OR LOWER key.
4. Type the character you want to find.
5. Press RETURN.

The WriteMaster program responds by finding the next occurrence of the indicated character in the file.

### SPACE BAR

The SPACE BAR allows you to type in space when using the Find or Replace commands. Spaces on the find or replace command line will match spaces, tabs, and carriage returns.





## Appendix A

### OPERATING SYSTEM DIFFERENCES AND NOTES

The WriteMaster program consists of a system of three files. The **wmaster.com** file contains the actual program. The **wmasterxx.hlp** file contains the Help text (xx is the version number of the WriteMaster program you are using), and the **wmaster.tab** file contains the tab and margin setting. It is imperative that the **wmasterxx.hlp** and **wmaster.tab** files retain their original names.

The WriteMaster program can be run under either CDOS or the Cromix Operating System, although there are several differences between these two operating systems. These differences have been noted throughout the text and have been compiled here for easy reference. Other operating system notes have also been included.

#### RUNNING THE WRITEMASTER PROGRAM UNDER CDOS

The three WriteMaster files must reside on the same disk in order for the WriteMaster program to run under CDOS. The disk containing the WriteMaster files must not be removed while using the WriteMaster program.

#### Starting the Program Under CDOS

If you are using the CDOS operating system, use the following procedure to bring up the WriteMaster program.

**To start the WriteMaster program under CDOS:**

1. Insert the WriteMaster disk in disk drive A.
2. Type **wmaster** after the system prompt A.

The WriteMaster program responds by displaying the heading and the WriteMaster command line.

It is possible to edit a file on drive B, even though your WriteMaster program is on drive A. You can use the Disk command so that the files on that disk become available for editing (see Chapter 8).

### Loading the Printer Driver

It is recommended that you use a 3355a character printer when printing with the WriteMaster program. If you are using CDOS, the system automatically sends printer output to the system printer. To make sure that the 3355a printer is recognized as the system printer, the 3355a printer driver must be loaded each time the CDOS system is brought up. A 3355a Driver disk is included with the 3355a printer. Use the following procedure to load the driver.

**To load the printer driver:**

1. Insert the 3355a Driver disk in drive A.
2. Type 3355a after the system prompt.

The CDOS system responds by displaying the following message:

```
Model 3355 Printer Driver version xx.yy  
Loaded Correct
```

The printer carriage automatically moves to its leftmost position on the printer platen, so that it is ready to print. If the printer driver has already been loaded, the system displays the following message:

```
Model 3355 Printer Driver version xx.yy  
3355 driver already loaded
```

### **RUNNING THE WRITEMASTER PROGRAM UNDER THE CROMIX OPERATING SYSTEM**

In the Cromix Operating System, the **wmaster.com** file may reside in the /bin directory, but the **wmastrxx.hlp** and **wmaster.tab** files must be in or linked to the directory in which the WriteMaster program is being used. The CDOS simulator (**sim.bin**) program must be present in the /bin directory in order for the WriteMaster program to operate. The 3355a printer driver program is built into the Cromix system.

### Starting the Program Under the Cromix System

The process of bringing up the WriteMaster program under the Cromix Operating System involves copying the WriteMaster software from the release diskette on which it is supplied (in CDOS format) to your Cromix disk. The procedure is not difficult, but it requires you to log in as a privileged user. Let's go through the process step by step.

To start the WriteMaster program under the Cromix system:

1. Boot up the Cromix Operating System version 11 and log in as a privileged user (see your Cromix manual).
2. Insert the release WriteMaster diskette in disk drive A.
- 3a. If you have an 8-inch release diskette, type **install fda**.
- 3b. If you have a 5-inch release diskette, type **install sfda**.
4. Press RETURN.

The operating system responds by copying the WriteMaster software to the Cromix system disk, and displays a message when the process is complete.

5. Exit from the system.
6. Log on as a nonprivileged user and type **wmaster** followed by a RETURN.

The WriteMaster program responds by displaying the following after a brief pause:

COMMAND:

```
WRITEMASTER --- Cromemco Word Processing System  
Version x.yy
```

After installing the software, only Step 6 is needed to use the WriteMaster program.

### Using a Character Printer Under the Cromix System

As shipped, Cromix software uses the line (matrix) printer as the system printer. When printing with the WriteMaster program, it is recommended that a character printer be used for printing. To specify the Cromemco 3355a as the system printer, it must be linked to the `/dev/prt` file. The procedure for making this link follows.

**To make the 3355a printer the system printer:**

1. Log in as a privileged user (see your Cromix manual).
2. Type the following commands after the system prompt:

```
# del /dev/prt  
# maklink /dev/typ1 /dev/prt
```

3. Log off the system (prolonged use of the system as a privileged user is not recommended).
4. Log in as usual.

The operating system responds by making the 3355a printer the system printer.

This change will stay in effect until a new version of the Cromix Operating System is installed. You do not have to go through this procedure each time the system is brought up.

### Using the Cromix Spool Utility

If your system does not have enough memory in reserve to print your WriteMaster files under the Cromix system, the following message will appear on your screen:

```
Couldn't send text to printer...left it in .PRT file
```

You must use the Cromix Spool utility in order to print your file.

**To spool a file after implementing a WriteMaster print procedure under the Cromix Operating System:**

1. Type quit.
2. Press RETURN.

The WriteMaster program responds by returning you to the operating system.

3. Check your directory for the file with a .prt extension.
4. Type **spool** followed by a space.
5. Type the filename with the extension .prt.

**Example**

```
spool brown.prt
```

The operating system responds by printing the file.

**Notes**

The CDOS simulator allows the WriteMaster program to be used under the Cromix system. Some special consideration should be given to the WriteMaster Directory command.

The Directory command is used to display the content of the selected disk. The Cromix file system has a tree structure with multiple levels of directories. In a given directory there may be directory names which point to the files at the lower level, as well as normal files. The directory names are listed along with the normal files when the WriteMaster program displays a disk directory, because the CDOS simulator does not make any distinction between them. Directory names cannot be edited.



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B. Summary of WriteMaster Commands

Appendix B

**SUMMARY OF WRITEMASTER COMMANDS**

<u>Command</u>	<u>Type</u>	<u>Function</u>
Abort	<b>ab</b>	Exits you from a file without saving the latest changes.
Align (All, Begin-cursor, Cursor-end, Selected Text)	<b>al</b>	Aligns an entire file, the Selected Text, from the Cursor Location to the end of a file, or from the beginning of a file to the Cursor Location.
Boldface (Word, Selected Text)	<b>b</b>	Boldfaces a word or Selected Text.
Create	<b>cr</b>	Creates a file.
Convert to Screen-file	<b>co s</b>	Converts a WriteMaster file into a Screen file.
Convert to WriteMaster-file	<b>co w</b>	Converts a Screen file into a WriteMaster file.
Delete (Begin-cursor, Boldfacing, Cursor-end, File, Indexing, Selected Text, Subscripting, Superscripting, Underlining)	<b>de</b>	Deletes an entire file, from the Cursor Location to the end of a file, from the beginning to the Cursor Location, boldfacing and underlining, super- and subscripting, and Selected Text marking and indexing.
Directory	<b>dir</b>	Displays a list of all of the files on the current disk.
Disk	<b>dis</b>	Switches you to the specified disk.
Dump (Column, Selected Text)	<b>du</b>	Dumps a temporary file (either a column or Selected Text) into the position defined by the cursor.
Edit	<b>e</b>	Displays a file for editing.
Find	<b>f</b>	Finds a word, a group of words, or characters such as digits and punctuation.

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Help	<b>h</b>	Displays a brief overview of the WriteMaster program.
Index	<b>i</b>	Compiles an index with the words marked as index-entries.
Jump (Beginning, End, Index- entry, Last- location, Selected Text)	<b>jum</b>	Jumps the cursor to the beginning of a file, the end of a file, the next index-entry, the Selected Text, or the last location the cursor was in.
Justify (All, Begin-cursor, Cursor-end, Selected Text)	<b>jus</b>	Justifies an entire file, the Selected Text, from the Cursor Location to the end of a file, or from the beginning of a file to the Cursor Location.
Load	<b>loa</b>	Loads a column or Selected Text into a temporary file.
Lock (All, Begin-cursor, Cursor-end, Selected Text, Lines-within- current-margin)	<b>loc</b>	Locks your entire file, the Selected Text, from the beginning to the Cursor Location, from the Cursor Location to the end of the file, or the lines within the current margins.
Mark-for-Index	<b>ma</b>	Marks text for the index.
Merge (Store, Print)	<b>me</b>	Merges two files and either stores or prints them.
Print (File, Page)	<b>p</b>	Prints a page, a file, a file with incremental spacing, or a file with numbering.
Quit	<b>q</b>	Exits you from the WriteMaster program.
Read	<b>rea</b>	Inserts one file into another.
Rename	<b>ren</b>	Renames a file.
Replace	<b>rep</b>	Replaces a word, a group of words, or characters such as digits or punctuation.
Save	<b>sa</b>	Stores the file on the computer disk.



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Scan (Backward, Forward)	<b>sc</b>	Scrolls backward or forward through a file at various speeds.
Set Format	<b>se f</b>	Displays and allows you to change the current format.
Set Search- parameters	<b>se s</b>	Displays and allows you to change the current search parameters.
Set Tabs	<b>se t</b>	Displays and allows you to change the current tabs.
Shift (In, Left, Normal, Out, Right)	<b>shi</b>	Shifts paragraph margins left, right, in , out, or normal.
Show (Files, Format, Location, Search-parameters, Selected Text, Temp-Files)	<b>sho</b>	Shows a list of the files, the temporary files, the Selected Text, the search parameters, or the location of the cursor.
Subscript (Character, Word)	<b>sub</b>	Subscripts a character or a word.
Superscript (Character, Word)	<b>sup</b>	Superscripts a character or a word.
Type (File, Temp-Files)	<b>t</b>	Displays a file or temporary file for reading (cannot be edited).
Underline (Word, Selected Text)	<b>und</b>	Underlines a word or Selected Text.
Unlock	<b>unl</b>	Unlocks text that has been locked.
Write	<b>w</b>	Writes a portion of text into a separate file.



## Appendix C

### SUMMARY OF FUNCTION KEYS

<u>Key</u>	<u>Function</u>
ALIGN PARA	Aligns a paragraph.
BACK SCREEN	Moves the cursor back to the previous screen.
BACK WORD	Moves the cursor back to the previous word.
BOLDFACE	Boldfaces a word or character.
CASE	Changes the case of a letter.
CENTER	Centers a heading.
COPY	Copies the Selected Text to the position defined by the cursor.
DEL CHAR	Deletes a character.
DELETE	Deletes a character immediately to the left of the cursor.
DEL LINE	Deletes a line and moves the following text up one line.
END PAGE	Ends the page.
EOL CLEAR	Clears a line of text.
HELP	Displays a list of commands and also lists options while editing or using any command.
INDEX WORD	Marks a word for inclusion in the index; the word will appear blinking.
INS CHAR	Allows characters to be inserted and moves the following text to the right.
INS LINE	Inserts a blank line.
JUSTIFY PARA	Justifies a paragraph.

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LEFT MARGIN	Makes a left margin setting while in the Set Tabs command and also is used in conjunction with the arrow keys to shift paragraph margins.
MOVE	Moves the Selected Text to the position defined by the cursor.
NEXT SCREEN	Moves the cursor to the next screen of text.
NEXT WORD	Moves the cursor to the next word.
PARA	Marks a paragraph so that it can be aligned or justified.
PAUSE	Stops the scan (while in the Scan command) for a few seconds.
PRINT	Prints a screen display (24 lines).
RECOVER TEXT	Recovers text that was just deleted with a delete function key.
RIGHT MARGIN	Makes a right margin setting while using the Set Tabs command, and also is used in conjunction with the arrow keys to shift paragraph margins.
SELECT TEXT	Marks text in reverse video so that it can be used in certain operations.
SWAP	Reverses two adjacent letters.
UNDERLINE	Underlines a word or character.

**FUNCTION KEYS WITH FIND AND REPLACE**

ANY CHAR	Matches any character.
ANY SEQUENCE	Matches any sequence.
CAPS OR LOWER	Indicates that case is irrelevant for the next character.
DIGIT	Matches any digit.
LETTER	Matches any letter.
NOT	Matches any characters except for those following NOT.
PUNCT	Matches any punctuation.
TEMP SET	Matches a set of words or characters that are defined only for the current Find or Replace command.
USER SET	Matches a set of words or characters that are defined via the Set Search-parameters command.







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