

OLIWORD 2

*The M20 Word Processing Package
User Guide*



olivetti

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PREFACE

This manual describes the word processing package Oliword 2 for use on Olivetti's M20 personal computer.

The first two chapters constitute an introduction to the system and describe the principal characteristics of Oliword 2.

Chapters 3, 4 and 5 form a tutorial in which, through the use of simple examples, the user is shown how to create, modify and print texts using the major functions of Oliword 2.

Chapters 6, 7 and 8 are reference chapters in which all the Oliword 2 commands, Editor functions, Auxiliary functions and utility programs are listed and described in detail.

The manual ends with a series of appendices which describe the types of files handled by OLWORD 2, provide a glossary of word processing terms, identify the special symbols used by the system, describe the error messages, illustrate the various national keyboard layouts and explain the OWDEF utility.

PRE-REQUISITE PUBLICATIONS: None

RELATED PUBLICATIONS:

PCOS (Professional Computer Operating System) - User Guide

BASIC Language Reference Manual

MULTIPLAN Interactive M20 Spreadsheet Program - User Guide

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CONTENTS

PAGE

1-1	1. <u>INTRODUCTION</u>
1-1	<u>WORD PROCESSING ON THE M20</u>
1-2	<u>OLIWORD SERVICES</u>
1-3	<u>M20 CONFIGURATIONS FOR OLIWORD 2</u>
1-4	<u>LOADING OLIWORD 2</u>
2-1	2. <u>BASIC OPERATIONS</u>
2-1	<u>TEXT NAMES</u>
2-1	<u>FILE LOCATION</u>
2-4	<u>THE EDITOR SCREEN</u>
2-7	<u>THE KEYBOARD</u>
2-7	<u>SPECIAL COMMANDS AND FUNCTION KEYS</u>
2-8	<u>CURSOR CONTROL</u>
2-9	<u>THE OLIWORD 2 TEMPLATE</u>
3-1	3. <u>CREATING AND FORMATTING TEXTS</u>
3-1	<u>PRELIMINARY CONSIDERATIONS</u>
3-3	EXAMPLE 3.1 - LETTER1
3-8	EXAMPLE 3.2 - TEXT1
4-1	4. <u>MODIFYING TEXTS</u>
4-1	EXAMPLE 4.1 - PERSONALIZING A LETTER
4-3	EXAMPLE 4.2 - MODIFYING 'TEXT1'
4-6	EXAMPLE 4.3 - OLIWORD 2 AND MULTIPLAN
5-1	5. <u>PRINTING TEXTS</u>

PAGE

5-2	EXAMPLE 5.1a - PRINTING 'LETTER1' USING PRINT BATCH UTILITY
5-4	EXAMPLE 5.1b - PRINTING 'LETTER1' USING THE AUXILIARY PRINT ROUTINE
5-4	EXAMPLE 5.1c - PRINTING A PERSONALIZED LETTER
6-1	6. <u>EDITING FUNCTIONS AND COMMANDS</u>
6-1	INDENT
6-2	FORCED BLANK
6-2	FLUSH RIGHT
6-3	CENTER
6-3	NEW RULER
6-3	TEXT COLLECTION
6-6	DECIMAL TABULATION
6-6	TABULATION
6-7	HARD NEW LINE
6-7	NEW PAGE
6-7	MODIFY RULER
6-9	HELP
6-10	INSERT/OVERLAP
6-10	CUT & PASTE
6-12	SUBSCRIPT
6-12	SUPERSCRIPIT
6-13	SUPERIMPOSE
6-13	GHOST HYPHEN
6-14	BOLDFACE
6-14	UNDERLINE
6-15	LEARN
6-15	EXECUTE
6-16	CANCEL ATTRIBUTE

PAGE	
6-16	DELETE LINE
7-1	7. <u>AUXILIARY EDITOR FUNCTIONS</u>
7-2	CURSOR TO TOP OF TEXT
7-2	SMOOTH/NORMAL SCROLL
7-3	SMALL/LARGE SCREEN EDIT
7-3	DEFINE TEXT COMMENT
7-4	SAVE AND EXIT
7-4	GET FROM GLOSSARY
7-5	CURSOR TO END OF TEXT
7-5	JUSTIFY/RAGGED
7-5	INSERT A FILE
7-6	SEARCH
7-6	ABANDON EDITOR
7-7	REPEAT LAST SEARCH/REPLACE
7-7	LOAD A GLOSSARY FILE
7-8	BLIND/REVEAL
7-8	INSERT A CR-LF FILE (.prt)
7-8	REPLACE
7-9	FOOTER
7-10	PRINT
8-1	8. <u>UTILITY PROGRAMS</u>
8-2	COPY A TEXT
8-3	DELETE A TEXT
8-3	EXIT TO PCOS
8-4	LIST TEXTS
8-5	HARDCOPY LIST TEXTS
8-6	RE-SELECT INTERFACE & TYPE OF PRINTER

PAGE	
8-10	PRINT BATCH
A-1	A. <u>FILES HANDLED BY OLIWORD 2</u>
B-1	B. <u>GLOSSARY OF WORD PROCESSING TERMS</u>
B-1	ATTRIBUTE
B-1	AUTOMATIC REPEAT KEY
B-1	BI-DIRECTIONAL PRINTING
B-1	BLOCK
B-1	BOILERPLATE
B-1	BOLDFACE
B-2	CENTERING
B-2	CHARACTER SET
B-2	CURSOR
B-2	CUT & PASTE
B-2	EDITOR
B-2	ELITE
B-2	END-OF-LINE - HARD
B-2	END-OF-LINE - SOFT
B-3	FONT
B-3	FORMAT
B-3	FUNCTION KEYS
B-3	GLOSSARY
B-3	HARD COPY
B-3	INDENT
B-3	JUSTIFICATION
B-3	PASSWORD
B-4	PICA
B-4	PITCH

PAGE	
B-4	REPLACE
B-4	RULER
B-4	SCROLLING
B-4	SEARCH
B-4	STRING
B-4	SUBSCRIPT
B-5	SUPERSCRIPT
B-5	TABULATION
B-5	TEXT
B-5	UNDERLINE/UNDERSCORE
B-5	UTILITY
B-5	WRAP-AROUND
C-1	C. <u>SPECIAL SYMBOLS</u>
D-1	D. <u>ERROR MESSAGES</u>
E-1	E. <u>NATIONAL KEYBOARD LAYOUTS</u>
F-1	F. <u>THE OWDEF UTILITY</u>
F-1	<u>PRINT FORMAT</u>
F-1	<u>DECIMAL SEPARATOR</u>
F-2	<u>SERIAL PORT</u>
F-2	<u>SPECIAL CHARACTERS</u>
F-2	<u>LEAVING OWDEF</u>



1. INTRODUCTION

ABOUT THIS CHAPTER

This chapter describes Oliword 2 in general terms and explains how to load the package into memory.

CONTENTS

<u>WORD PROCESSING ON THE M20</u>	1-1
<u>OLIWORD SERVICES</u>	1-2
<u>M20 CONFIGURATIONS FOR OLIWORD 2</u>	1-3
<u>LOADING OLIWORD 2</u>	1-4

INTRODUCTION

WORD PROCESSING ON THE M20

Olivetti provides a series of application packages, such as Oliword 2, Oliword/TDM and Multiplan which, when taken together, offer an advanced word processing system for users of the M20 personal computer.

The following diagram illustrates this point:

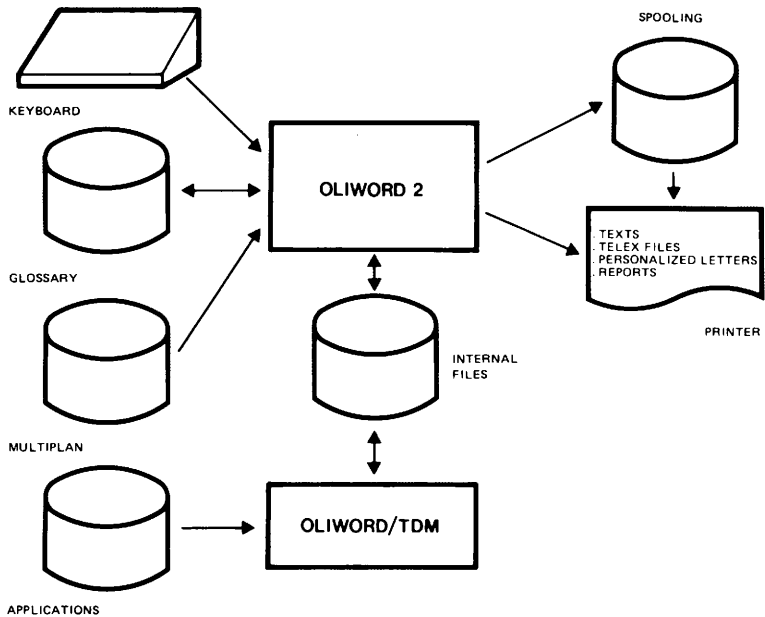


Fig. 1-1 The M20's Word Processing System

OLIWORD SERVICES

Oliword 2 provides the following basic services for text management:

- Creation
- Storage
- Retrieval
- Amendment
- Formatting
- Printing.

Oliword 2's ability to work with other application packages, as illustrated above, increases the range of services provided.

These services are enhanced through the inclusion of a set of commands, functions and facilities usually found only on large dedicated word processing systems:

- Glossaries: special files where frequently used pieces of text can be stored and subsequently retrieved for inclusion in a document
- File Insertion: allows the insertion into texts of files, which may themselves be text files, but may also be tables from Multiplan or BASIC source files
- Text Movement: a text manipulation system allows pieces of text to be deleted, moved to another area within the text, written to a glossary or stored in a user file
- Search & Replace: allows the text to be searched for a defined string of characters; when found the original string can be replaced by a different set of characters
- Definition of a Telex File: allows a text created under Oliword 2 to be transmitted by telex
- Text Collection: allows variable information to be inserted into a standard text so that, for example, personalized letters can be created containing individual names and addresses, as well as other variable information
- Help: when requested during editing operations, displays all the available commands and functions and how to access them
- Learn/Execute: causes the system to repeat, automatically, a series of characters and commands.

INTRODUCTION

M20 CONFIGURATIONS FOR OLIIWORD 2

The minimum M20 configuration for Oliword 2 is:

- central unit with monochrome video
- one 320 kbyte diskette drive
- one 32 kbyte memory expansion board
- one of the following printers:

draft printers: PR 1450

PR 1470

PR 1480

PR 2400

quality printers: PR 320

PR 430

It is also possible to connect one of the following electronic typewriters to the M20:

ET 121

ET 231

PRAXIS 41/C

LOADING OLIWORD 2

Switching on the M20

Facing the M20 the power ON/OFF switch can be found at the rear left hand side of the central unit. Once the machine has been connected to the appropriate power supply, set the power ON/OFF switch to the ON position.

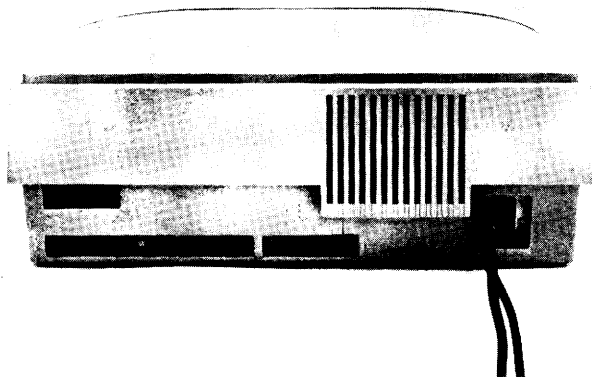


Fig. 1-2 Power ON/OFF Switch

The red power on light to the top left of the keyboard will come on and the following information will appear on the screen:

```
Bootstrap Loader Rev. x.y  
Insert diskette and type return
```

(x and y will be numbers indicating the version of the bootstrap loader installed).

INTRODUCTION

Inserting the Oliword 2 Diskette

There are three different procedures for loading Oliword 2 depending on the M20 model being used:

- dual diskette drive model
- one diskette drive model
- hard disk model.

M20 Configuration with Two Diskette Drives

The Oliword 2 diskette can be inserted into either drive, as shown in Figure 1-3.

A formatted disk should be placed in the other drive to avoid having to store texts on the Oliword 2 diskette.

M20 Configurations with One Diskette Drive

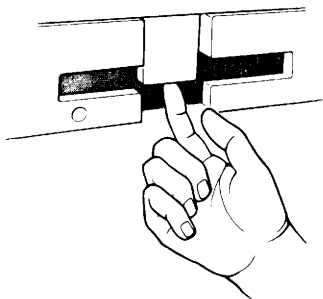
The Oliword 2 diskette should be inserted in the diskette drive as illustrated in Figure 1-3. Once Oliword 2 is loaded (see later in this section), the Oliword 2 diskette should be removed and replaced with a formatted disk for text storage.

M20 Configurations with Hard Disk

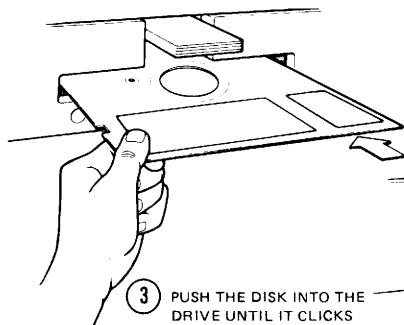
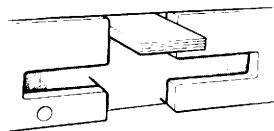
Insert the Oliword 2 diskette in the diskette drive (drive 0) as shown in Figure 1-3. Once Oliword 2 has been loaded (see later in this section), there are two options for text storage:

- the Oliword 2 diskette can be removed and replaced with a formatted diskette
- texts can be stored on the hard disk.

① PULL THE COVER OUTWARDS



② LET IT FLAP OPEN



③ PUSH THE DISK INTO THE DRIVE UNTIL IT CLICKS INTO POSITION

④ PRESS THE DRIVE COVER DOWN AND PUSH IT CLOSED

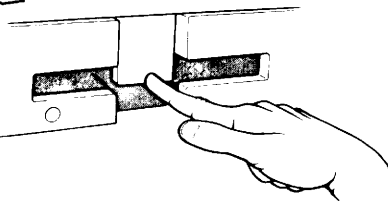


Fig. 1-3 Inserting a Diskette

INTRODUCTION

Loading PCOS

Once the Oliword 2 diskette has been loaded and the Bootstrap Loader message is displayed press the <CR> key, which appears on the keyboard as



The M20's operating system PCOS will be loaded into memory, once loaded the system prompt:

>

will be displayed (as shown in Figure 1-4) indicating that the system is ready to accept commands.

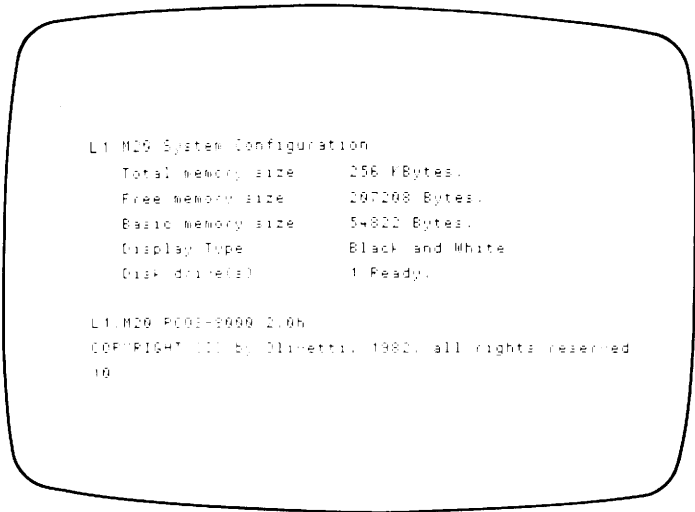


Fig. 1-4 PCOS Initial Screen

To load Oliword 2 simply enter:

oliword <CR>

and Oliword 2 will be loaded into memory. After a few seconds the following image will appear on the screen - Oliword 2's main selection screen.

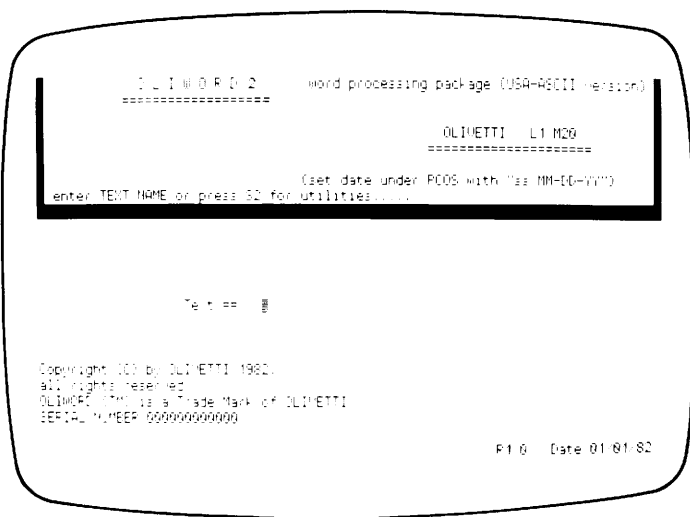


Fig. 1-5 Oliword 2's Main Selection Screen

Oliword 2 is now ready to start processing texts. There are three options available:

- create a text: enter a new text name
- modify a text: enter the name of an existing text
- load an Oliword 2 utility: press <S2>.

All the commands and functions for text creation and modification are described in chapters 6 and 7. The utility programs are described in chapter 8.

INTRODUCTION

Loading Oliword 2 to Hard Disk

A special routine - owinst - is provided on the Oliword 2 diskette to transfer the Oliword 2 package from diskette to hard disk. Place the Oliword 2 diskette in drive 0 and load PCOS, as described above. Then:

1. Load the installation routine by entering:

owinst <CR>

after a few seconds the following message will appear on the screen:

HARD DISK VERSION? (Y/N)?

2. Enter y or Y followed by <CR>.

All the files that constitute the Oliword 2 package will now be transferred from the diskette in drive 0 to the hard disk.

Once the transfer is complete the following message will be displayed:

INSTALLATION COMPLETED

It is advisable to remove the Oliword 2 diskette and keep it in a safe place as the backup copy for the system.



2. BASIC OPERATIONS

ABOUT THIS CHAPTER

This chapter provides the rules for the information of text names. The Editor screen is described in detail and the cursor control keys are identified and explained.

CONTENTS

<u>TEXT NAMES</u>	2-1
<u>FILE LOCATION</u>	2-1
<u>THE EDITOR SCREEN</u>	2-4
<u>THE KEYBOARD</u>	2-7
<u>SPECIAL COMMANDS AND FUNCTION KEYS</u>	2-7
<u>CURSOR CONTROL</u>	2-8
<u>THE OLWORD 2 TEMPLATE</u>	2-9

BASIC OPERATIONS

TEXT NAMES

To call Text Editor from Oliword 2's main selection screen it is only necessary to enter the name of either an existing text or the name of a text to be created. When entering a text name the following rules must be adhered to:

- the name must not exceed 10 characters in length
- the name may be qualified by a password, the password must not exceed 9 characters in length (see the note at the end of File Location below for a special case)
- if a password is used it must be separated from the text name by a slash (/) character
- no blank characters are allowed within a text name or password. Blank characters preceding a text name are ignored
- the following characters cannot be used in a text name or password:

`<space> / * ? - + = $`

- when a text is saved at the end of an Editor session the system adds a suffix to the name (.txt) to identify it as a text. The suffix is not specified when entering a text name to Oliword 2 for storage or retrieval
- upper and lower case characters are not treated by Oliword 2 as being equivalent, e.g. MYTEXT and mytext are the names of two separate texts.

FILE LOCATION

Once a text has been created it is necessary to store it on disk so that it can be used in the future. A text stored on disk is called a file.

M20 Configurations with Dual Diskette Drives

Oliword 2 will normally search for and store texts on drive 1. As soon as <CR> has been pressed Oliword 2 places 1: in front of the text name. If a text is to be loaded or stored to or from drive 0, then the user must enter 0: immediately before the text name. The new drive assignment remains in effect until the user changes back to drive 1, by entering 1: in front of a text name, or the Oliword 2 session is terminated.

M20 Configurations with Hard Disk

Oliword 2 will normally search for and store texts on drive 10 (the hard disk). As soon as <CR> has been pressed Oliword 2 places 10: in front of the text name. If a text is to be loaded or stored to or from drive 0, then the user must enter 0: immediately before the text name. The new drive assignment remains in effect until the user changes back to drive 10, by entering 10: in front of a text name, or the Oliword 2 session is terminated.

M20 Configurations with One Diskette Drive

Only drive 0 can be used in this configuration.

Note

A maximum of 20 characters can be used to specify a file name; if the drive number is supplied by the user then only 18 characters remain for the text name, password and separator. In this case, if the maximum number of characters (10) is used for the text name, then the password's maximum length drops from 9 to 7 characters.

Existing Text

The disk on the specified drive is searched for the text, if found it is loaded into the M20's memory and the Editor screen is displayed.

BASIC OPERATIONS

New Text

If no text is found corresponding to the specified name Oliword 2 assumes that a new text, with that name, is to be created. It is possible that a mistake was made when entering the text name so rather than creating the the new text immediately a message is displayed, for a few seconds, allowing the name to be cancelled by pressing the <S1> key. For example, a text called "customer" has been created and saved. When attempting to load this text a typing error is made - "cusdomer" is entered instead of "customer". Oliword 2 will display the following message:

A NEW TEXT ! (now S1 to exit)

as shown in the figure below.

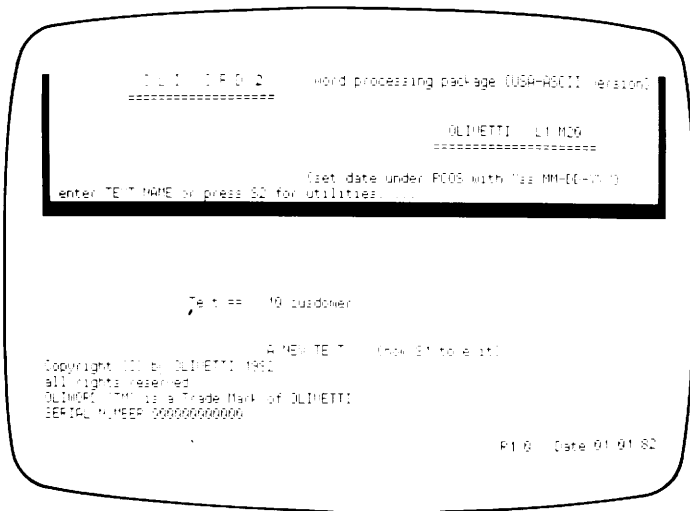


Fig. 2-1 Creating a New Text

This message is displayed for several seconds, allowing the user sufficient time to check the text name and to press <S1> if an error had been made. Having pressed <S1> the cursor is positioned on the drive number preceding the text name. The existing entry can be cancelled, character by character, by pressing <S1> repeatedly and the correct name can then be entered. It is also possible to enter the correct name directly, overwriting the incorrect version, but care should be taken where the new name is shorter than the incorrect one, the remaining characters of the old name will have to be cancelled using <S1>.

THE EDITOR SCREEN

Having entered a text name and pressed <CR> the Editor screen is displayed.

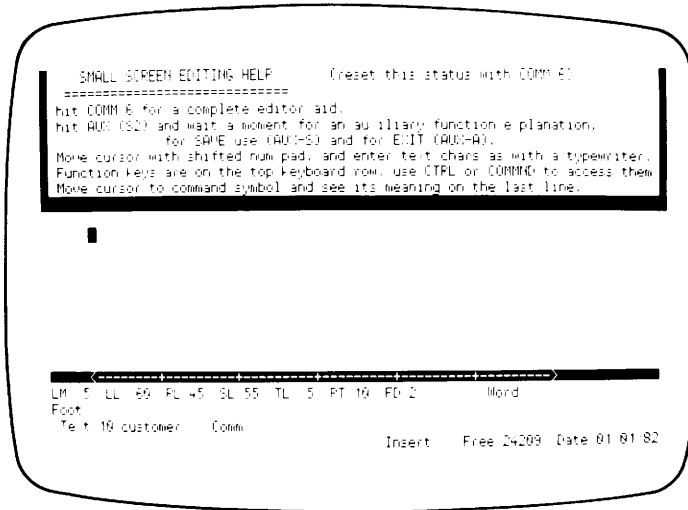


Fig. 2-2 The Editor Screen

The Editor screen is divided into four main areas.

The 'Help' Area

The top part of the screen displays information which explains how to access a complete description of all the function keys and how to obtain a display of the auxiliary editor and utility program functions. This "Small Screen Editing Help" also explains how to enter a text, save it (write it to disk for future access) and how to leave Editor.

This portion of the screen can be cleared and made available for text entry, as described later in this manual.

BASIC OPERATIONS

The Text Area

The text area consists of 10 lines immediately below the "help" area. If an existing text has been called the first nine lines are displayed, with the top row of the text area left blank.

If a new text is to be created the cursor is positioned at the first character position for the new text.

Using an auxiliary editor function it is possible to increase the text area to 19 lines, this option is described under SMALL/LARGE SCREEN EDIT in chapter 7.

The Format Area

Below the text area is the ruler which shows the current tabulation stops. These values can be altered by using the MODIFY RULER, TABULATION and DECIMAL TABULATION commands which are described in chapter 6.

Underneath the ruler information regarding the text format is displayed. The following list identifies the entries for format control and specifies the default setting for each entry:

-	LM	Left Margin	tenths of an inch	5
-	LL	Line Length	tenths of an inch	60
-	PL	Page Length	number of lines	45
-	SL	Sheet Length	number of lines	55
-	TL	Top Margin	number of lines	5
-	PT	Pitch	1/10", 1/12", 1/15" or Proportional Spacing (PS)	1/10"
-	FD	Line Feed	half lines	2

For information on how to change these values please refer to the MODIFY RULER command in chapter 6.

The System Area

The bottom part of the screen is the system area and is used by Oliword 2:

- to allow certain information to be entered:
 - . Foot: a comment to appear at the bottom of every page, automatic page numbering is provided if the # character appears in the footer
 - . Comm: a comment to be associated with the text
- to display information about the current text:
 - . Text: the name of the current text
 - . Insert/Overlap: Editor mode
 - . Free: amount of space remaining available for the current text
 - . Word/Paragraph: cursor movement
 - . Screen: screen scrolling
 - . Date: current date (if set by ss command under PCOS)
- to display messages:
 - . user guidance
 - . error conditions.

BASIC OPERATIONS

THE KEYBOARD

The M20 keyboard is used not only for the entry of text, but also to issue commands to Oliword 2 and to exercise control over the cursor.

The following diagram shows the functional areas of the keyboard:

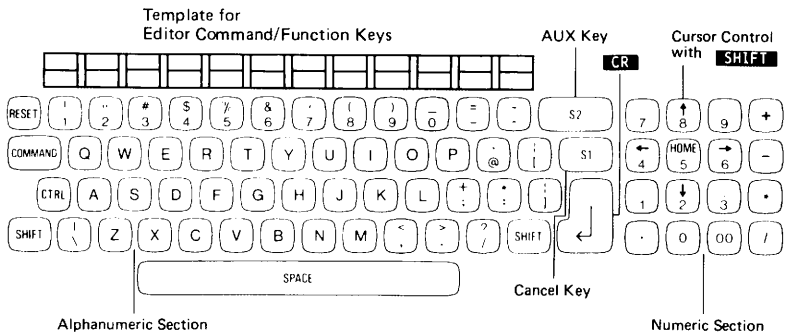


Fig. 2-3 M20 Keyboard Layout

SPECIAL COMMANDS AND FUNCTION KEYS

<CTRL> and <COMMAND> keys when used in conjunction with a key from the top row of the keyboard allow:

- commands to be issued to Oliword 2
- functions to be requested from Oliword 2
- all commands, functions and the associated key combinations are described in chapter 6.

<S2> (Auxiliary) is used:

- in Editor to display, in the help area, the 18 Auxiliary Editor functions
- while the main Oliword 2 selection screen is being displayed to access the utility program menu screen.

<S1> (Cancel) is used:

- during text entry to cancel characters entered in error
- to terminate certain Oliword 2 functions, a message is displayed whenever <S1> can be used.

CURSOR CONTROL

When working with texts displayed on the screen proper control of the cursor is important.

The numeric keypad provides the cursor control functions. The cursor is moved by pressing the <SHIFT> key and one of the numeric keys.

The following diagrams illustrate the various cursor control functions:

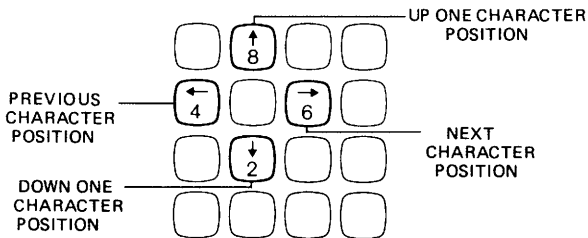


Fig. 2-4 Cursor Movement - One Character at a Time

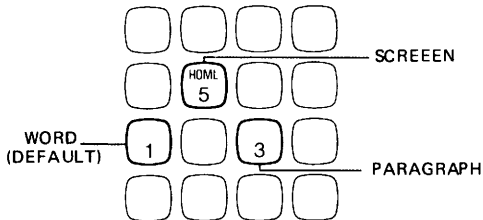


Fig. 2-5 Word/Paragraph/Screen Cursor Movement Setting

BASIC OPERATIONS

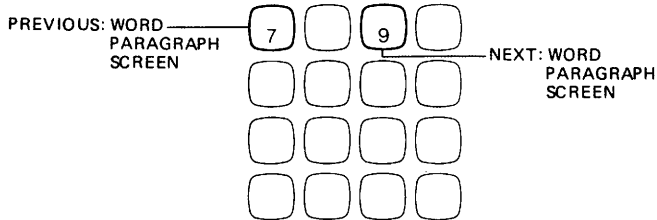


Fig. 2-6 Cursor Movement Keys for Word/Paragraph/Screen

The Auxiliary Editor commands to move the cursor to the beginning or end of a text (<S2> <T>, <S2> <E>) are described in chapter 7.

Notes

- a paragraph is a piece of text preceded and followed by <CR>, except for the first paragraph in a text
- only the numeric keypad is used for cursor control. The numeric section on the top row of the keyboard cannot be used for cursor control
- pressing <CTRL> </> places the numeric keypad in upper case lock; the cursor control keys can then be used without having to press <SHIFT>. To return the numeric keypad to normal status press <CTRL> </> again.

THE OLIWORD 2 TEMPLATE

Using <CTRL> or <COMMAND> together with one of the keys from the top row of the keyboard accesses one of the 24 Editor or formatter functions. An Oliword 2 template is provided with this manual, this template identifies the commands and functions available. If this template is inserted in the slot above the alphanumeric keyboard section it can be used to as a reference to functions, commands and their associated keys.

FORCED BLANK	CENTER	TEXT COLLECT	TAB	NEW PAGE	HELP	CUT & PASTE	SUPS	HYPHEN	UNDER LINE	LEARN	DELETE LINE
INDENT	FLUSH RIGHT	NEW RULER	DEC TAB	HARD NEW LINE	MODIFY RULER	INSERT OVERLAP	SUBS	SUPER IMPOSE	BOLD FACE	EXECUTE	CANCEL ATTRIB



Fig. 2-7 Oliword 2 Template





3. CREATING AND FORMATTING TEXTS

ABOUT THIS CHAPTER

This chapter explains, by means of detailed examples, how texts are created and formatted.

CONTENTS

<u>PRELIMINARY CONSIDERATIONS</u>	3-1
EXAMPLE 3.1 - LETTER1	3-3
EXAMPLE 3.2 - TEXT1	3-8

CREATING AND FORMATTING TEXTS

In this chapter, and the two that follow, a series of simple examples are provided which demonstrate how texts can be created, modified and printed. These chapters serve as an introduction to the use of the Editor commands and functions, the Auxiliary Editor functions and the utility programs provided with Oliword 2.

PRELIMINARY CONSIDERATIONS

The following series of notes concern the use of the keyboard during Oliword 2 operations, failure to follow them can lead to unexpected results.

Upper and Lower Case Characters

The keys on the M20 keyboard are engraved with upper case characters. Pressing a keyboard character causes that character to be displayed in lower case on the screen. To have upper case characters displayed the <SHIFT> key has to be pressed at the same time as the character key. This rule also applies to the dual character keys. When pressed on their own the lower of the two characters is displayed, when pressed with <SHIFT> the upper character is displayed.

It is possible to lock the alphanumeric keyboard in upper case by pressing <COMMAND> </>, to return to lower case simply press <COMMAND> </> again.

As was already noted in the previous chapter the numeric keyboard can be locked into upper case (for cursor control) by pressing <CTRL> </>, and released by pressing <CTRL> </> again.

Cancelling Characters

The use of <CTRL> <H> cancels characters to the left of the cursor.

Under Oliword 2 it is also possible to cancel characters at the current cursor position by pressing <S1>. During editing operations when the cursor is positioned after the last character in the text, pressing <S1> will cancel the character to the left of the cursor.

Cancelling a Line of Text

During editing operations it is possible to cancel a whole line, or that part of a line to the right of the cursor, by pressing <COMMAND> <^>.

Special Symbols

When certain Editor commands or functions are called they are displayed on the screen as special symbols. These special symbols indicate the position of commands and functions within the text, the special symbols are never printed. A complete list of these symbols and their meanings is provided in Appendix C.

Cancelling Editor Functions and Commands

Editor functions and commands are cancelled by deleting the special characters that represent them. To do this place the cursor over the symbol representing the command or function to be deleted and press <S1>.

Entering Numbers

Numbers can normally be entered either from the numeric keypad to the right of the keyboard or from the top row of the alphanumeric keyboard.

If the numeric keypad has been "shift locked" for cursor control then numeric characters can only be entered from the top row of the alphanumeric keyboard.

CREATING AND FORMATTING TEXTS

EXAMPLE 3.1 - LETTER1

To create the following letter:

Oxford, 22nd July 1983

Mr. William Smithson
15, Thameside Ave.,
Reading

Subject: Notice of Meeting

Having studied your proposal our Contracts Department
would like you to attend a meeting on:

Thursday 28th July at 10.15 am
so that they can discuss the matter in more detail.

We look forward to meeting you, if you require any
further information do not hesitate to get in touch with me.

Personnel Department
Mr. R. S. Smythe

First load Oliword 2 as described in the previous chapter, when the main selection screen is displayed (as shown in Figure 3-1).

1. Enter the name of the text to be created: letter1.
2. Press <CR>, and the following message will appear:

A NEW TEXT! (now S1 to exit)

after a few seconds the Editor screen will appear, ready for the creation of text (as shown in Figure 3-2).

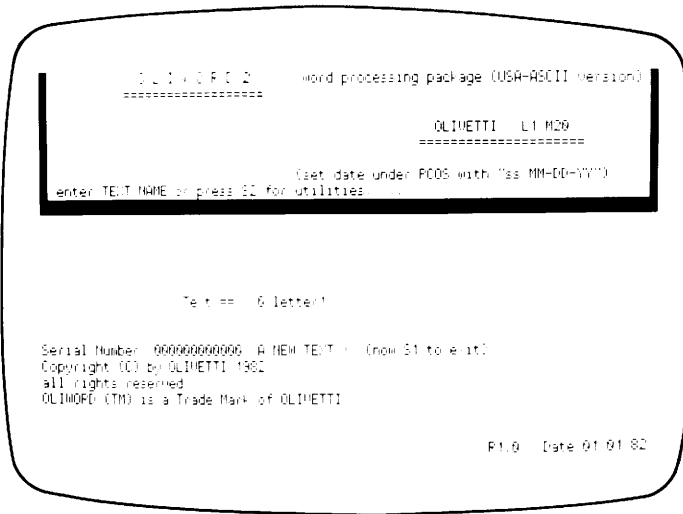


Fig. 3-1 Oliword 2's Main Selection Screen

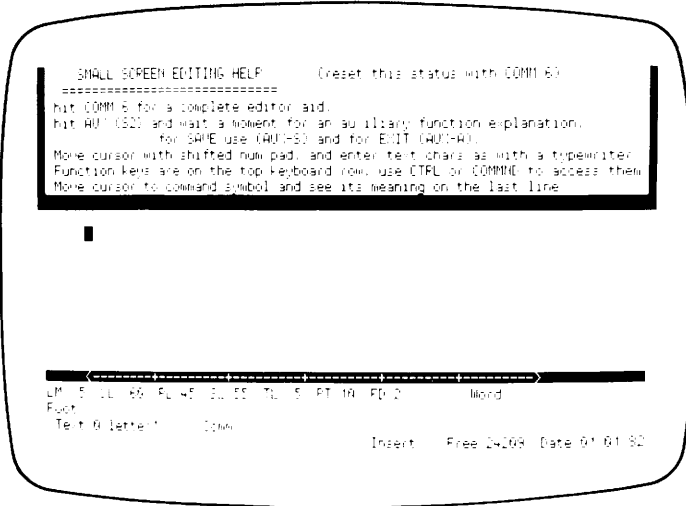


Fig. 3-2 Editor Screen for 'letter1'

The default values for text format are not going to be changed in this example, they will remain as specified in chapter 2. To create this letter follow the steps described below:

1. Enter the heading, starting at the current cursor position:

Oxford, 22nd July 1983

enter the FLUSH RIGHT command by pressing <CTRL> <2> and the date will be moved to the right margin.
2. Press <CR> twice to execute two line feeds.
3. To enter the address:
 - a) enter three TAB commands by pressing <COMMAND> <4> three times, this moves the cursor to the third tabulation stop.
 - b) type: Mr.
 - c) enter the INDENT command by pressing <CTRL> <1> to allow the address to be aligned to a left margin under the name.

- d) type: William Smithson
 - e) press <CR>, as the INDENT command (entered in c above) is still active the cursor will be positioned on the following line in the first character position after the column containing the INDENT special symbol.
 - f) type: 15, Thameside Ave.,
 - g) press <CR>, the cursor will be positioned as described in step e.
 - h) type: Reading
 - i) enter a HARD NEW LINE command by pressing <CTRL> <5> this has the effect of cancelling the previous INDENT command. The cursor will be placed in the leftmost character position of the following line.
4. press <CR> twice.
5. to introduce the subject:
- a) type: Subject: Notice of Meeting
 - b) press <CR>.
6. Press <CR> twice.
7. Now start entering the text of the letter:
- a) first enter five FORCED BLANK commands by pressing <COMMAND> <1> five times to position the cursor for the start of a paragraph.
 - b) start entering the text of the letter up to the point "...meeting on:". Notice that no carriage returns have to be entered, this is catered for automatically by Oliword 2.
 - c) press <CR>.
 - d) type: Thursday 28th July at 10.15 am.
 - e) enter a CENTER command by pressing <COMMAND> <2> to move the date to the center of the line. The cursor is moved to the beginning of the next line.
 - f) type the remainder of the first paragraph.
 - g) press <CR> twice.
 - h) enter five FORCED BLANK commands by pressing <COMMAND> <1> five times.
 - i) type the last sentence of the letter.

CREATING AND FORMATTING TEXTS

- j) press <CR> twice.
- 8. Press <CR> twice.
- 9. To prepare the signature area:
 - a) type: Personnel Department
 - b) enter a FLUSH RIGHT command by pressing <CTRL> <2>.
 - c) enter four TAB commands by pressing <COMMAND> <4> four times.
 - d) enter one space by pressing the <SPACE> bar once this aligns the cursor beneath the "P" of Personnel.
 - e) type: Mr. R. S. Smythe
- 10. Press <CR>.

The letter is now complete, in order to store it on disk for future use:

- press <S2> to access the auxiliary editor
- press <S> (save and exit) to write the text to disk and exit from Editor.

The procedure for printing letters is described in chapter 5.

EXAMPLE 3.2 - TEXT1

This example demonstrates the use of Oliword 2 to create texts of variable format and introduces further commands and functions.

The following figure shows the text to be created.

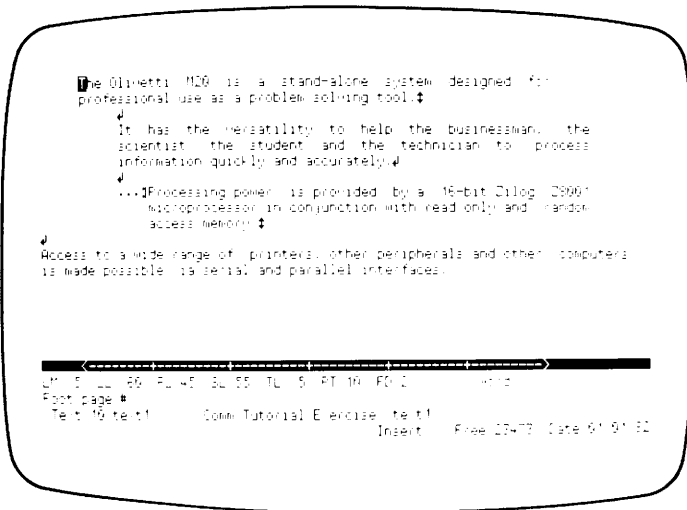


Fig. 3-3 Layout of 'text1'

When Oliword 2's main selection screen is displayed:

- enter: text1
- press <CR> and the following message will appear:

A NEW TEXT! (now S1 to exit)

after a few seconds the Editor screen will be displayed and the new text can be created by following the steps outlined below:

1. Place the numeric keypad into upper-case by pressing <CTRL> </>, this eases cursor control operations. The cursor can now be moved simply by pressing the appropriate keys as illustrated in chapter 2.

CREATING AND FORMATTING TEXTS

2. Introduce a text comment to identify the nature of this text, this comment will be displayed whenever the List Texts or Hardcopy List Texts utilities are run:
 - a) press <S2> to access the auxiliary editor.
 - b) call the DEFINE TEXT COMMENT function by pressing <C>, a new cursor is displayed next to the "Comm:" field in the system area.
 - c) enter a series of characters which will serve to identify the nature of this text, such as:

Tutorial Exercise: text1
 - d) press <CR> to return to normal editing operations.
3. Define a "Footer" to appear at the bottom of every page:
 - a) press <S2> to access the auxiliary editor.
 - b) call the FOOTER function by pressing <F>, a new cursor is displayed next to the "Foot:" field.
 - c) type: page #; the # symbol causes automatic page numbering to occur whenever the text is printed.
 - d) press <CR> to return to normal editing operations.
4. Increase the size of the text area allowing more text lines to be displayed, this is achieved by removing the small "help" screen:
 - a) press <S2> to display the auxiliary editor menu screen.
 - b) request the large screen edit facility by pressing <H>.
5. Type in the first paragraph of "text1" as illustrated in Figure 3-3; this paragraph will be formatted with Oliword 2's default values.
6. When the first paragraph has been typed in call the NEW RULER command by pressing <CTRL> <3> which positions the cursor at the start of the next line.
7. New format values can now be defined, they will apply from the current cursor position.
 - a) call the MODIFY RULER command by pressing <CTRL> <6>; a new cursor will appear at the start of the ruler.
 - b) position the cursor to the first of the format values beneath the ruler by pressing <2> on the numeric keypad. The first value defines the width of the left margin in tenths of an inch, the default value is 5/10".
 - c) change this value by typing 10 - use the top row of the alphanumeric keyboard, not the numeric keypad.

d) leave the other values as they are.

e) exit from the MODIFY RULER command again by pressing <CTRL> <6>, this allows normal editing operations to continue under the new formatting conditions.

8. Press <CR>.

9. Type the second paragraph and press <CR>.

10. Press <CR> again.

11. Enter three FORCED BLANK commands by pressing <COMMAND> <1> three times.

12. Call the INDENT command by pressing <CTRL> <1>.

13. Type the third paragraph.

14. At the end of the paragraph call the NEW RULER command by pressing <CTRL> <3>.

15. Define the new format values:

a) call the MODIFY RULER command by pressing <CTRL> <6>.

b) position the new cursor to the first value (left margin) by pressing <2> and change it to 0, using the top row of the keyboard.

c) move the cursor to the next value by pressing <6> on the numeric keypad and change the line length (LL) value to 75, using the top row of the keyboard.

d) return to normal editing by pressing <CTRL> <6> again.

16. Press <CR>.

17. Type the fourth paragraph.

Using the same procedure as was used at the end of example 3.1 to save text:

1. Press <S2>.

2. Press <S>.

The text will be saved on disk and Oliword 2's main selection screen will be displayed. Printing of texts is described in chapter 5.

4. MODIFYING TEXTS

ABOUT THIS CHAPTER

This chapter describes how a standard letter can be personalized by incorporating variable information. The procedure for including a Multiplan table in an Oliword 2 text is also explained.

CONTENTS

EXAMPLE 4.1 - PERSONALIZING A LETTER	4-1
EXAMPLE 4.2 - MODIFYING 'TEXT1'	4-3
EXAMPLE 4.3 - OLIWORD 2 AND MULTIPLAN	4-6

MODIFYING TEXTS

EXAMPLE 4.1 - PERSONALIZING A LETTER

The letter created in example 3.1 can be personalized so that the current date can be inserted, the letter can be addressed to different people with different dates and times being specified for meetings. Before modifying the letter copy it to a new file -letter2- as both the original and modified versions will be required in chapter 5.

Ensure that the disk containing letter1 is loaded.

With Oliword 2's main selection screen being displayed press <S2>:

- the utility program menu screen will be displayed with the cursor positioned after the following message:

Select?

- enter <C> and the following message will be displayed:

TEXT NAME

- enter: letter1 and press <CR>
- the following message will be displayed:

TEXT NAME

- enter: letter2 and press <CR>.

After a few seconds the utility program menu screen will reappear indicating that the copy has been completed. Press <S1> to return to the main selection screen.

In order to personalize the letter follow the steps described below:

1. With Oliword 2's main selection screen being displayed enter the text name for the letter:
 - a) enter letter2.
 - b) press <CR>.

2. Modify the date entry using the TEXT COLLECTION command, this will allow the current date to be used whenever the letter is printed. (Note: the current data is the date as known to PCOS, the default value is 01/01/82, to change this the PCOS command ss is used).
 - a) position the cursor to the first character of the date.
 - b) call the TEXT COLLECTION command by pressing <COMMAND> <3>.
 - c) type !D!
 - d) call the FLUSH RIGHT command by pressing <CTRL> <2>.
 - e) cancel the remaining part of the line by pressing <COMMAND> <^>.
3. To change the name and address a different form of the TEXT COLLECTION command can be used allowing names and addresses to be selected from a file, the file itself is created using Oliword 2 (see step 5 below).
 - a) position the cursor on the first character of the name immediately after the INDENT symbol.
 - b) call the TEXT COLLECTION command by pressing <COMMAND> <3>.
 - c) press <CTRL> <5> to execute a HARD NEW LINE.
 - d) use <COMMAND> <^> to cancel the rest of the address.
4. Modify the entire line containing the date and time for the meeting, when individual letters are to be printed this information will be entered via the keyboard:
 - a) position the cursor on the first character of the line.
 - b) cancel the entire line by pressing <command> <^>.
 - c) call the TEXT COLLECTION command by pressing <COMMAND> <3>.
 - d) type: !K;Enter date and time of meeting!
 - e) enter a CENTER command by pressing <COMMAND> <2>.

Store this modified text on disk by pressing <S2> followed by <S>.

5. To create the name and address file:
 - a) with Oliword 2's main selection screen being displayed enter the name of the file to be created: addresses.
 - b) press <CR>.
 - c) enter the names and addresses of potential recipients of the letter. Each name and address entry must be terminated with a HARD NEW LINE command (<CTRL> <5>) as shown in Figure 4-1.

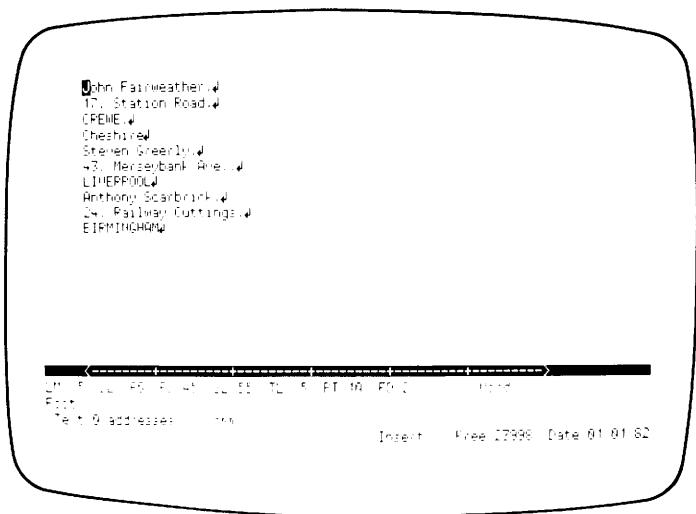


Fig. 4-1 Name and Address File

6. Save this file by pressing <S2> <S>. Chapter 5 contains a description of how to print the three personalized letters using the name and address file just created.

EXAMPLE 4.2 - MODIFYING 'TEXT1'

This example demonstrates the use of the CUT & PASTE command in all its various forms.

Firstly reload "text1" which was saved at the end of example 3.2.

With Oliword 2's main selection screen being displayed:

1. Enter: text1.
2. Press <CR>.

The text will be displayed on the screen with the cursor positioned at the first character position.

1. The first part of this example involves copying the text to a user file: text1c.

- a) with the cursor positioned at the first character position call the CUT & PASTE command by pressing <COMMAND> <7>; the following message will appear in the system area:

now define the end-of-block !

which is a request to define the last character of the text to be manipulated.

- b) position the cursor after the last character in the text, using the cursor control keys as described in chapter 2. Once the cursor is in position press <COMMAND> <7> again and the following message will appear in the system area:

OK, now select a function (C,P,G,F)

which is a request to define the function required:

- . C cut (remove) the defined block
 - . P paste (position) the block
 - . G glossary, place the block in a glossary
 - . F file, place the block in a user file.
- c) press <F> and the following message will be displayed in the system area:

Text ==>

which is a request for the name of the file to store the block.

- d) enter: text1c.
- e) press <CR>.

The block of text, in this case the entire text, will be copied to a file called "text1c". If this file does not already exist Oliword 2 creates it.

2. In this example the paste option will be demonstrated. The second paragraph of "text1" will be moved to the end of the text:
 - a) move the cursor to the NEW RULER symbol at the end of the first paragraph and call the CUT & PASTE command by pressing <COMMAND> <7>.
 - b) move the cursor to the <CR> symbol at the end of the second paragraph and press <COMMAND> <7> again.
 - c) move the cursor to the position after the last character in the text.

MODIFYING TEXTS

- d) press <P>.

The block will now be moved from its original position to the end of the text.

- 3. This example of the CUT & PASTE command describes how to delete a block of text using the cut option. The third paragraph of "text1" will be deleted:
 - a) position the cursor on the first character of the third paragraph and call the CUT & PASTE command by pressing <COMMAND> <7>.
 - b) position the cursor on the <CR> symbol at the end of the third paragraph and press <COMMAND> <7> again.
 - c) press <C> and the paragraph will be deleted.
- 4. The last example of the use of the CUT & PASTE command demonstrates how to store blocks of text in a glossary. The first paragraph of "text1" and the first line of the second paragraph will be used in this example:
 - a) firstly it is necessary to load a glossary into memory, this is done by pressing <S2> to access the auxiliary editor functions and then pressing <W>. The following message will appear in the system area:

GLOSSARY:

which is a request for a name to be assigned to the glossary.

- b) enter a name, "glossary1" for example, press <CR> and the glossary will be created.
- c) position the cursor on the first character of "text1" by pressing <S2> <T> and call the CUT & PASTE command by pressing <COMMAND> <7>.
- d) position the cursor on the CR symbol at the end of the first paragraph and press <COMMAND> <7> again.
- e) press <G> and the following message will appear in the system area:

GLOSSARY entry number ==> 0

which is a request for a number in the range 0 - 98 It will be used to store and retrieve entries in the glossary. For this example the default value of 0 will be used, this is specified simply by pressing <CR>.

- f) the block will now be stored in the first record position in the glossary "glossary1".

The same procedure is used to store the first line of the second paragraph, except that an entry number other than 0 must be specified.

It is also possible to use a different glossary by pressing <S2> <W> and specifying a new glossary name. In this case "glossary1" will be written to disk before the new glossary is opened.

EXAMPLE 4.3 - OLIVORD 2 AND MULTIPLAN

To demonstrate the relationship between Olivetti packages, specifically Oliword 2 and Multiplan there follows an example on how to incorporate a Multiplan table within a text created by Oliword 2.

Saving a Multiplan Table

Figure 4-2 shows a table created using Multiplan.

product	SALES		AFFLIGN	
	plan	actual	plan	actual
acq 50	7000	7024	214	1709
det 50	7000	7000	480	7000
wnt 74	7000	7000	18	7000
z 67	7000	7000	170	7000
totals	70000	70000	471	7000

Fig. 4-2 Multiplan Table

MODIFYING TEXTS

Before incorporating the table in a text it must first be saved on disk. With Multiplan already loaded in memory the following steps should be executed in order to save the table:

1. Press <P> to call the Multiplan Print routine.
2. Press <F> to select the File option.
3. Type:

n:name.prt

where:

- . n is the drive number of the disk on which the table is to be saved
 - . name is the name to be assigned to the table
 - . prt is the file name extension.
4. Press <CR> and the table will be written to the specified disk with the name assigned in step 3.
 5. Leave Multiplan by pressing <Q>.

Inserting a Multiplan Table into a Text

Having saved the Multiplan table an Oliword 2 text needs to be created to contain it:

1. Load Oliword 2 as described in the previous chapter.
2. Once the main selection screen is displayed enter a text name, for example "summary".
3. Use the MODIFY RULER command (<CTRL> <6>) to change the Left Margin (LM) value to 0 and the Line Length (LL) to 75 in order to accommodate the entire Multiplan table.
4. Enter some text, for example:

The following table summarises the company's sales activities during the first six months of 1983.

5. Press <CR> three times.
6. Press <S2> to display the auxiliary editor functions.
7. Press <M> to allow a file with a .prt extension to be inserted into the text.

8. The following message will appear in the system area:

Text ==>

with a cursor flashing at the point where the name of the table is to be entered.

9. Enter the name of the Multiplan table preceded by the appropriate drive number but without the .prt extension.
10. Press <CR> and the system will insert the table at the current cursor position.
11. Continue entering text, if required.
12. Save the text with the incorporated table by pressing <S2> <S>.

Figure 4-3 shows how the text and table appear on the screen.

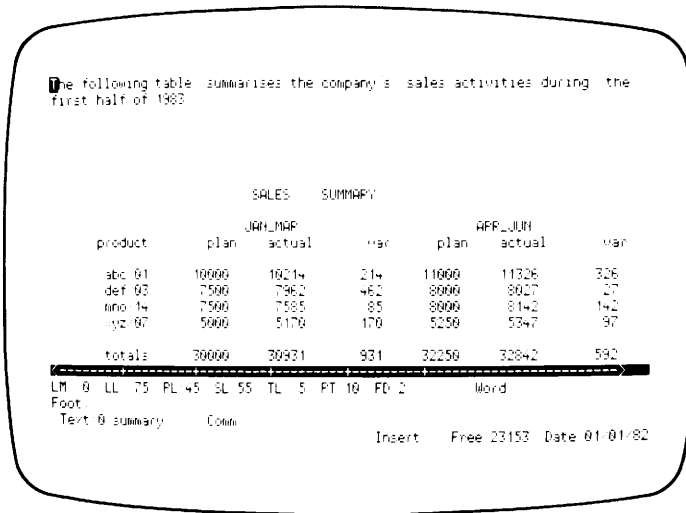


Fig. 4-3 OLIWORD 2 Text and Multiplan Table

5. PRINTING TEXTS

ABOUT THIS CHAPTER

This chapter describes the various print options available with Oliword 2.

CONTENTS

EXAMPLE 5.1a - PRINTING 'LETTER1' USING PRINT BATCH UTILITY	5-2
EXAMPLE 5.1b - PRINTING 'LETTER1' USING THE AUXILIARY PRINT ROUTINE	5-4
EXAMPLE 5.1c - PRINTING A PERSONALIZED LETTER	5-4

PRINTING TEXTS

This chapter describes the various ways in which texts can be printed. In order to print texts one of the printers listed in chapter 1 must be connected to the M20.

The examples that follow are based on an Olivetti PR 320 printer.

Switch the printer on by moving the ON/OFF switch to the ON position before powering up the M20. Before loading Oliword 2 it is necessary to issue the following PCOS command:

```
setpr 4800,7,2
```

and press <CR>.

The type of printer, paper feed mechanism and interface are specified using the RE-SELECT INTERFACE & TYPE OF PRINTER utility program, this utility is fully described in chapter 8. For the PR 320 the following procedure is used:

- load Oliword 2
- once the main selection screen is displayed press <S2> to call the utility program menu screen
- press <M> to select the RE-SELECT INTERFACE & TYPE OF PRINTER utility program
- enter 3FS for the printer parameters, overwriting the default values of 2MC.

If the parameters apply only to the current working session press <CR>.

If the parameters are to become the new default values:

- ensure that the Oliword 2 disk is loaded, if it is a diskette remove the write-protect sticker
- press <CTRL> <P>
- the new default values will be written to the Oliword 2 disk
- if Oliword 2 is stored on diskette replace the write-protect sticker.

In both cases the utility program menu screen will be re-displayed. To return to Oliword 2's main selection screen press either <S1> or <S2> or <CR>.

EXAMPLE 5.1a - PRINTING 'LETTER1' USING PRINT BATCH UTILITY

This example uses the PRINT BATCH utility program to print the letter "letter1" created in example 3.1.

Load Oliword 2 if it is not already loaded. Once the main selection screen is displayed press <S2> to display the utility program menu screen, as shown in Figure 5-1.

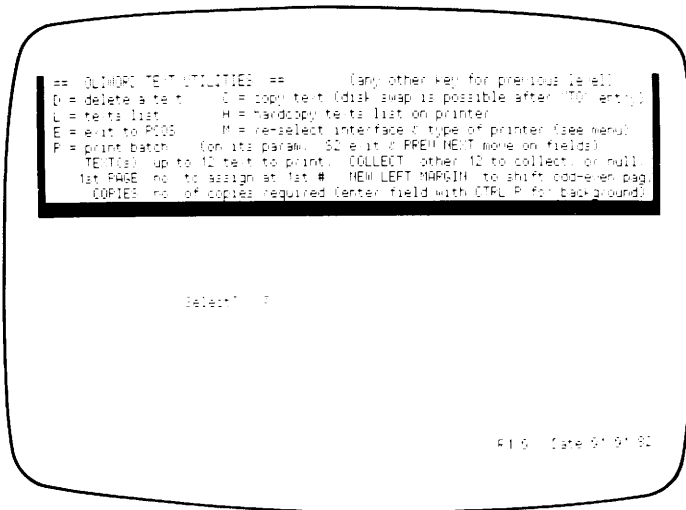


Fig. 5-1 Utility Program Menu Screen

PRINTING TEXTS

Press <P> to select the PRINT BATCH utility program and the screen illustrated in Figure 5-2 will be displayed.

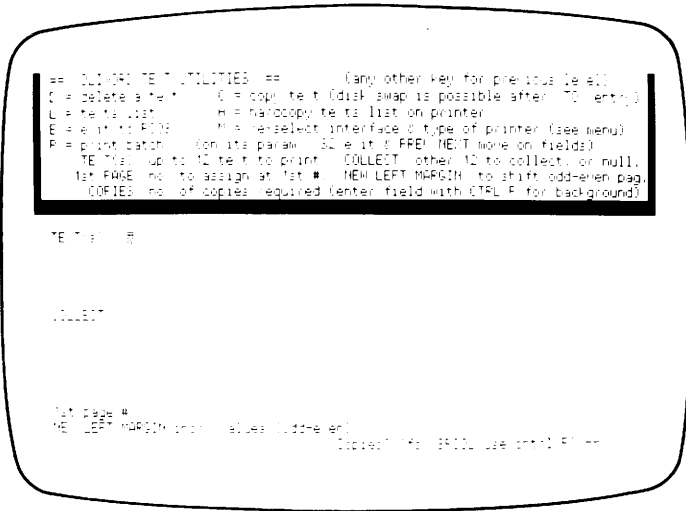


Fig. 5-2 PRINT BATCH Utility Screen

- enter the name of the text to be printed, in this case "letter1" and press <CR>
- press <CR> seven times specifying that no texts are to be collected, no page numbering is required, no left or right margin values are to be specified and only one copy of the letter is required.

The text of "letter1" will be loaded into memory and the following message will appear in the system area:

PITCH 1/10'' (S1 exit)

if a printer is being used with manual paper feed the following message will appear instead:

when PR halt LOAD PAPER (S1 exit)

- press <CR> to start printing.

When the printing is finished the utility program menu screen is re-displayed allowing:

- another utility program to be selected
- return to the main selection screen by pressing <S2>.

EXAMPLE 5.1b - PRINTING 'LETTER1' USING THE AUXILIARY PRINT ROUTINE

Texts can also be printed using the auxiliary editor print routine. In this example the same letter will be printed as in the previous example. With Oliword 2 loaded and the main selection screen being displayed:

- enter: letter1
- press <CR>.

The Editor will be loaded and the text of the letter displayed on the screen. Call the auxiliary editor menu screen by pressing <S2> and then select the print routine by pressing <P>. The following message will appear:

PITCH 1/10'' (S1 exit)

If a printer is being used with manual paper feed the following message will appear instead:

when PR halt LOAD PAPER (S1 exit)

Press <CR> and printing will start, the printing can be interrupted by pressing <S1>. At the end of printing normal editing operations can be continued.

The major difference between the print utility program and the auxiliary print routine is that the utility program prints the entire text, whereas the auxiliary print routine prints from the current cursor position.

EXAMPLE 5.1c - PRINTING A PERSONALIZED LETTER

In this example the personalized letters prepared in example 4.1 will be printed.

With Oliword 2 loaded and the main selection screen being displayed:

- press <S2> to call the utility program menu screen
- press <P> to select the PRINT BATCH utility
- the PRINT BATCH screen will be displayed (as shown in Figure 5-2)
- introduce the name of the text to be printed: letter2

PRINTING TEXTS

- press <CR> twice and the cursor will be positioned on the first COLLECT field
- enter the name of the file to be collected: addresses
- press <CR> six times to accept default values for the other fields
- Oliword 2 will then load the two texts into memory
- the prompt to enter the date and time of the meeting will be displayed in the top left hand corner of the screen
- enter a time and date for the first meeting
- terminate the entry by pressing <SHIFT> <5>
- the following message will appear in the system area:

PITCH 1/10'' (S1 exit)

If a printer is being used with manual paper feed the following message appears instead:

when PR halt LOAD PAPER (S1 exit)

- press <CR> and the first personalized letter will be printed
- the same procedure is followed to produce the other two personalized letters. When these have been printed the utility program menu screen is displayed allowing another utility program to be selected. Pressing <S1>, <S2> or <CR> at this point causes the Oliword 2 main selection screen to be displayed.

Oxford, 22/07/83

Mr. Anthony Scarbrick,
24, Railway Cuttings,
BIRMINGHAM

Subject: Notice of Meeting

Having studied your proposal our Contracts Department
would like you to attend a meeting on:
Thursday 25th August at 11.15 am
so that they can discuss the matter in more detail.

Oxford, 22/07/83

Mr. Steven Greerly,
43, Merseybank Ave.,
LIVERPOOL

Subject: Notice of Meeting

Having studied your proposal our Contracts Department
would like you to attend a meeting on:
Wednesday 24th August at 10.30 am
so that they can discuss the matter in more detail.

Oxford, 22/07/83

Mr. John Fairweather,
17, Station Road,
CREWE,
Cheshire

Subject: Notice of Meeting

Having studied your proposal our Contracts Department
would like you to attend a meeting on:
Tuesday August 23rd at 14.00
so that they can discuss the matter in more detail.

We look forward to meeting you, if you require any
further information do not hesitate to get in touch with me.

Personnel Department
Mr. R. S. Smythe

Fig. 5-3 Personalized Letters

6. EDITING FUNCTIONS AND COMMANDS

ABOUT THIS CHAPTER

This chapter provides a detailed description of all the Editor functions and commands.

CONTENTS

INDENT	6-1	SUPERSCRIPIT	6-12
FORCED BLANK	6-2	SUPERIMPOSE	6-13
FLUSH RIGHT	6-2	GHOST HYPHEN	6-13
CENTER	6-3	BOLDFACE	6-14
NEW RULER	6-3	UNDERLINE	6-14
TEXT COLLECTION	6-3	LEARN	6-15
DECIMAL TABULATION	6-6	EXECUTE	6-15
TABULATION	6-6	CANCEL ATTRIBUTE	6-16
HARD NEW LINE	6-7	DELETE LINE	6-16
NEW PAGE	6-7		
MODIFY RULER	6-7		
HELP	6-9		
INSERT/OVERLAP	6-10		
CUT & PASTE	6-10		
SUBSCRIPT	6-12		

EDITING FUNCTIONS AND COMMANDS

Using the <COMMAND> or <CTRL> keys together with one of the keys from the top row of the keyboard activates one of the 24 editing or formatting functions. These functions can be called while working on a text using Editor.

In this chapter all of these functions are described in detail.

INDENT

Called by <CTRL> <1>.

Description

Causes the current and subsequent lines to be indented one character position to the right, thereby creating a new left margin. The special symbol H is displayed to show where an INDENT command has been issued.

Note

INDENT commands are not accepted in the last 19 character positions of a line.

Cancelling

Indentation is cancelled by the use of a HARD NEW LINE command, which is described later in this chapter.

Examples

This command is used in examples 3.1.3 and 3.2.12.

FORCED BLANK

Called by <COMMAND> <1>.

Description

Places a blank at the current cursor position. The blanks created by this command are represented by the special symbol

Note

A Forced Blank cannot be expanded when the system justifies a line of text.

Examples

This command is used in examples 3.1.7 and 3.2.11.

FLUSH RIGHT

Called by <CTRL> <2>.

Description

The part of the line to the left of the cursor is moved to the right margin. Any characters to the right of the cursor are moved to the start of the next line. The FLUSH RIGHT command is represented on the screen by the special symbol H

Examples

This command is used in examples 3.1.1, 3.1.9 and 4.1.2.

CENTER

Called by <COMMAND> <2>.

Description

The text to the left of the cursor is moved to the center of the current line and is followed by the special symbol \sphericalangle .

Any characters to the right of the cursor are moved to the start of the next line.

Examples

This command is used in examples 3.1.7 and 4.1.4.

NEW RULER

Called by <CTRL> <3>.

Description

The special symbol \updownarrow is placed at the current cursor position to indicate that existing formatting conditions cease at that point. After issuing this command a MODIFY RULER command (described later in this chapter) should be executed to alter the formatting conditions.

Note

This command has the same effect as a HARD NEW LINE command (described later in this chapter) and can appear several times within one text.

Examples

This command is used in examples 4.2.6 and 3.2.14.

TEXT COLLECTION

Called by <COMMAND> <3>.

Description

This command operates in conjunction with the PRINT BATCH utility program. The main function of Text Collection is to allow different texts to be merged at print time. The special symbol \boxplus is displayed on the screen at the point where a TEXT COLLECTION command is issued.

The functions offered by Text Collection are:

Linking Texts

A TEXT COLLECTION command when issued without parameters generates a link between the texts specified in the "texts to be printed area" and those defined in the "texts to be collected area".

A text to be collected is treated as sequential strings of characters and commands separated by HARD NEW LINE commands.

When the PRINT BATCH utility is used to print texts containing Text Collection commands Oliword 2 replaces each TEXT COLLECTION command in the text with a character string from the connected file.

If TEXT COLLECTION commands are encountered after the connected file is finished the commands are ignored.

Note

No diagnostics are issued during TEXT COLLECTION operations.

The documents produced are formatted according to the current format rules, it is the user's responsibility to ensure that collected texts are compatible with the current format. Any NEW RULER commands in the collected text are treated as HARD NEW LINE commands.

Example

This command is used in example 4.1.3.

Text Insertion

It is possible to insert a text within another text using the following command:

```
<COMMAND> <3> !;"text-name"!
```

where "text-name" is the name of an existing text to be inserted at that point in the major text by the PRINT BATCH utility program. Note that "text-name" is enclosed in double quotation marks.

String Insertion

A string of characters can be inserted into a text using the following command:

`<COMMAND> <3> !I;'string'!`

where 'string' represents the string of characters to be inserted. Note that 'string' is enclosed in single quotation marks.

Date Insertion

If the current date has been set using the PCOS command "ssys", this date can be inserted in texts by issuing the following command:

`<COMMAND> <3> !D!`

Example

This command is used in example 4.1.2.

Keyboard Entry

Data can be entered into a text, from the keyboard, during print operations by issuing the following command:

`<COMMAND> <3> !K;prompt!`

where "prompt" is the message that will appear on the screen to request the entry of data.

Note

A maximum of 80 characters or commands can be entered from the keyboard.

Examples

This command is used in examples 4.1.4 and 5.1c.

Introducing Comments

Comments can be entered into a text, but not printed, using the following command:

`<COMMAND> <3> !comment!`

Note

The maximum length of a comment is 80 characters.

DECIMAL TABULATION

Called by `<CTRL> <4>`.

Description

The special symbol `▶` is displayed at the current cursor position. The cursor then moves to the next tabulation stop, numeric or alphanumeric data can now be entered. If numeric data is entered it is aligned around the decimal point positioned at the tabulation stop, with the integer part of the number to the left of the decimal point and the decimal part to the right.

If alphanumeric data is entered it is positioned to the left of the tabulation stop. This command can also be used in conjunction with the `MODIFY RULER` command (described later in this chapter) to define new decimal tabulation stops.

TABULATION

Called by `<COMMAND> <4>`.

Description

The special symbol `▶.` appears at the current cursor position. The cursor then moves to the next tabulation stop. Numeric or alphanumeric data is aligned to the right of the tabulation stop.

This command can also be used in conjunction with the `MODIFY RULER` command (described later in this chapter) to define new tabulation stops.

Examples

This command is used in examples 3.1.3 and 3.1.9

HARD NEW LINE

Called by <CTRL> <5>.

Description

The special symbol ↵ appears at the current cursor position. The cursor moves to the left hand margin of the next line. All previously issued INDENT commands are cancelled.

Examples

This command is used in examples 3.1.3, 4.1.3 and 4.1.5.

NEW PAGE

Called by <COMMAND> <5>.

Description

When issued this command causes the special symbols ☐ ☑ to appear on either side of the text. During printing the stationery will be moved to the start of a new page when this point is reached.

MODIFY RULER

Called by <CTRL> <6>.

Description

The MODIFY RULER command allows tabulation stop settings and formatting values to be altered.

Changing Tabulation Stops

When this command is issued Oliword 2 places a cursor in the leftmost position of the ruler. This cursor can be moved along the ruler by using the <SHIFT> <6> and <SHIFT> <4> keys. Tabulation stops can be set using <COMMAND> <4> and <CTRL> <4> for tabulation and decimal tabulation stops. A tabulation stop can be cancelled by positioning the cursor on it and pressing <S1>.

Changing Format Values

The cursor can be moved from the ruler to the first of the format values by pressing <SHIFT> <2>. The following rules apply to the modification of format values:

- LM Left Margin expressed in tenths of an inch. This value must be less than 132-LL.
- LL Line Length expressed in tenths of an inch. This value must be in the range 20 to 132-LL.
- PL Page Length expressed as a number of lines. This value must be in the range 20 to SL-TL.
- SL Sheet Length, the length of the physical page to be printed on expressed as a number of lines. This value must be in the range PL+TL to 99.
- TL Top Lines, the space to be left at the start of every page, expressed as a number of lines. This value must be in the range 0 to SL-PL.
- PT Pitch 1/10", 1/12", 1/15" of an inch, or Proportional Spacing. These values are specified as 10, 12, 15 and PS.
- FD Line Feed expressed in half lines. This value must be in the range 2 to 6.

Notes

LL+LM must not exceed 132.

PL+TL must not exceed the value specified for SL.

To return to Editor press <CTRL> <6> again.

Examples

This command is used in examples 3.2.7 and 3.2.15.

Called by <COMMAND> <6>.

Description

This command displays a complete list and a brief description of command and function keys, cursor control keys and special keys, as shown in Figure 6-1.

To return to Editor press <COMMAND> <6> again.

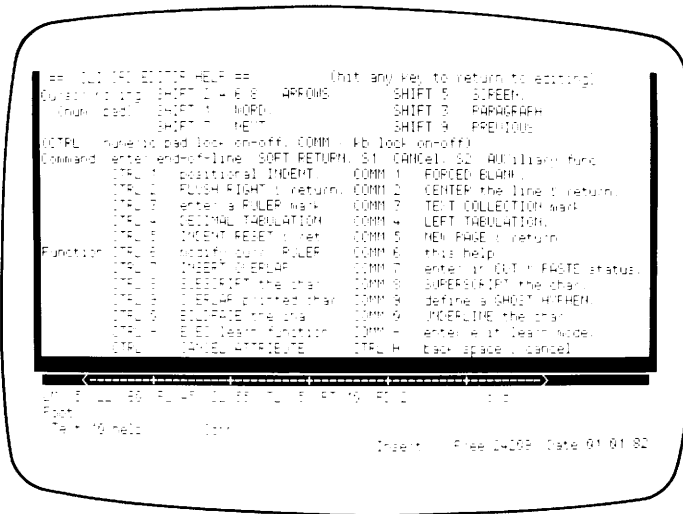


Fig. 6-1 HELP Screen

INSERT/OVERLAP

Called by <CTRL> <7>.

Description

Editor's normal state is Insert, however this can be changed to OVERLAP with this command. To return to INSERT simply press <CTRL> <7> again.

Note

A message is displayed in the system area to indicate whether Editor is in INSERT or OVERLAP status.

CUT & PASTE




Called by <COMMAND> <7>.

Description

Allows an entire text or a part of a text to be defined as a block which can then be manipulated in the following ways:

- cancelled (cut)
- moved to a new position (paste)
- stored in a glossary
- stored in a user file.

Creating A Block

Pressing <COMMAND> <7> causes the special symbol  to appear at the current cursor position, the cursor then moves one position to the right. The special symbol  marks the beginning of a block. A message is displayed in the system area requesting that the end of the block be defined. Using the cursor control keys position the cursor at the end of the block of text to be handled and press <COMMAND> <7> again. The special symbol  will appear to mark the end of the block.

Block Operations

Having defined the block Oliword 2 displays a message in the system area requesting that the operation to be performed be defined.

Cut

To cut (delete) a block press <C> and the block will disappear from the screen. The block will still exist in the file on disk, it will only be deleted from disk when the amended version of the text is written back to that disk, using either F option of CUT & PASTE or the Save and Exit auxiliary editor option.

Example

This command is used in example 4.2.3.

Paste

To move a block to another position within a text move the cursor to where the block is to be positioned and press <P>. The block will be moved to its new position and disappear from its original position.

Example

This command is used in example 4.2.2.

Glossary

To use this option a glossary must be loaded into memory using the Load Glossary File option of auxiliary editor (described in chapter 7). The glossary is designed as a storage medium for relatively small blocks - up to a maximum of 2000 characters. Larger blocks can be saved using the F (File) option of CUT & PASTE (described in the following section). To store a block in a glossary press <G>. Before writing the block to the glossary Oliword 2 displays a message requesting a glossary entry number to be specified. This number must be in the range 0 - 98 and serves to identify the block for future use.

Example

This command is used in example 4.2.4.

File

To save a block in a user file press <F>. Oliword 2 then positions a cursor in the system area to accept a name for the file. If the file does not currently exist Oliword 2 will create it. Having entered a file name press <CR> and the block will be written to the file.

Example

This command is used in example 4.2.1.

Note

If after having created a block no further action is intended simply press any key other than <C>, <P>, <G> or <F>. Pressing <COMMAND <7> also exits from CUT & PASTE without any further action.

SUBSCRIPT

Called by <CTRL> <8>.

Description

This function is available only on quality printers (see chapter 1). It allows characters to be printed a half line lower than normal so that expressions such as chemical formulae can be printed properly.

Note

This character attribute can be cancelled using the CANCEL ATTRIBUTE command described later in this chapter.

SUPERSCRIPT

Called by <COMMAND> <8>.

Description

This function is only available with quality printers (see chapter 1). It allows characters to be printed one half line higher than normal so that expressions such as numerical powers and footnote references can be printed properly.

Note

This character attribute can be cancelled using the CANCEL ATTRIBUTE command described later in this chapter.

SUPERIMPOSE

Called by <CTRL> <9>.

Description

This function is available only with quality printers (see chapter 1). It allows characters to be superimposed when printed. A line on the screen containing characters with this attribute is longer than a normal line.

Note

A maximum of ten superimposed characters per line is allowed.

This character attribute can be cancelled using the CANCEL ATTRIBUTE command described later in this chapter.

GHOST HYPHEN

Called by <COMMAND> <9>.

Description

Allows the user to specify to Oliword 2 how a word should be divided if it has to be split between two lines. The Ghost Hyphen is inserted in the position following the cursor. The hyphen will only appear on the screen or printout if the word is actually split because it appears at the end of a line.

Notes

More than one Ghost hyphen can be inserted into a word. Oliword 2 will select the appropriate dividing point according to the circumstances.

To cancel this attribute use the CANCEL ATTRIBUTE command described later in this chapter.

BOLDFACE

Called by <CTRL> <0>.

Description

This function is available only with quality printers (see chapter 1). Characters with this attribute are printed in boldface (heavier and thicker than normal typeface). Such characters are displayed on the screen in reverse (black on a white background).

Note

This attribute can be cancelled using the CANCEL ATTRIBUTE command described later in this chapter.

UNDERLINE

Called by <COMMAND> <0>.

Description

This function is only available with quality printers (see chapter 1). It allows characters to be underlined both on the screen and when printed.

Note

When the cursor is positioned on a character having one of the following attributes:

- subscript
- superscript
- superimpose
- boldface
- underline.

a message is displayed in the system area identify the attribute.

This attribute can be cancelled using the CANCEL ATTRIBUTE command described later in this chapter.

LEARN

Called by <COMMAND> <->.

Description

This powerful Oliword 2 facility operates in conjunction with the EXECUTE command which is described in the following section. A sequence of up to 80 characters, Editor commands and auxiliary editor commands can be entered and stored by Oliword 2. When LEARN mode is entered a message is displayed in the system area.

Note

When the 80th character is entered an audible alarm is issued by the system.

The series of characters and commands remain in memory either until the next LEARN command is issued or the Oliword 2 session is terminated.

EXECUTE

Called by <CTRL> <->.

Description

This command causes a string of characters and commands entered with the LEARN command to be displayed and executed in slow motion.

CANCEL ATTRIBUTE

Called by <CTRL> <^>.

Description

Cancels the character attribute of the character at the current cursor position.

The following character attributes can be assigned under Oliword 2:

- subscript
- superscript
- superimpose
- boldface
- underline
- ghost hyphen.

DELETE LINE

Called by <COMMAND> <^>.

Description

The entire line to the right of the current cursor position is deleted.

Example

This command is used in example 4.1.2-4.

7. AUXILIARY EDITOR FUNCTIONS

ABOUT THIS CHAPTER

This chapter provides a detailed description of all the auxiliary editor functions.

CONTENTS

CURSOR TO TOP OF TEXT	7-2	REPLACE	7-8
SMOOTH/NORMAL SCROLL	7-2	FOOTER	7-9
SMALL/LARGE SCREEN EDIT	7-3	PRINT	7-10
DEFINE TEXT COMMENT	7-3		
SAVE AND EXIT	7-4		
GET FROM GLOSSARY	7-4		
CURSOR TO END OF TEXT	7-5		
JUSTIFY/RAGGED	7-5		
INSERT A FILE	7-5		
SEARCH	7-6		
ABANDON EDITOR	7-6		
REPEAT LAST SEARCH/REPLACE	7-7		
LOAD A GLOSSARY FILE	7-7		
BLIND/REVEAL	7-8		
INSERT A CR-LF FILE (.prt)	7-8		

AUXILIARY EDITOR FUNCTIONS

There are 18 auxiliary editor functions available to assist in the creation and modification of texts.

During an editing session the list of auxiliary editor functions can be displayed by pressing <S2>.

Figure 7-1 shows the auxiliary editor menu screen.

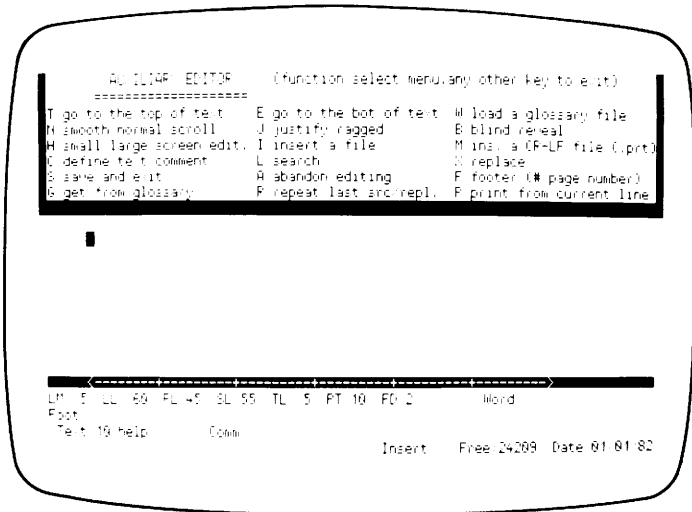


Fig. 7-1 Auxiliary Editor Menu Screen

The following paragraphs describe the auxiliary editor functions in detail.

CURSOR TO TOP OF TEXT

Called by <T>.

Description

Moves the cursor to the first character position of the current text.

Example

This function is used in example 4.2.4.

SMOOTH/NORMAL SCROLL

Called by <N>.

Description

Pressing the cursor control keys <SHIFT> <2> or <SHIFT> <8> causes the displayed text to be moved (scrolled) down or up in one line jumps. This is the normal scrolling status. Smooth scrolling, as its name implies, moves the displayed text up or down smoothly.

Cancelling

This function can be cancelled either by pressing <S2> <N> to return to normal scrolling, or by closing the editing session and leaving Oliword 2.

AUXILIARY EDITOR FUNCTIONS

SMALL/LARGE SCREEN EDIT

Called by <H>.

Description

This function causes the small "help" screen to disappear increasing the text area to 19 lines.

Cancelling

This function can be cancelled either by pressing <S2> <H> to re-display the small "help" screen and reducing the size of the text area, or by closing the editing session and leaving Oliword 2.

Examples

This function is used in example 3.2.4.

DEFINE TEXT COMMENT

Called by <C>.

Description

This function allows a comment to be associated with a text. The comment is displayed in the system area while the text is being edited; it is also displayed or printed when the utility programs for displaying or printing the list of texts are executed.

Note

The comment can have a maximum length of 48 characters.

Example

This function is used in example 3.2.2.

SAVE AND EXIT

Called by <S>.

Description

Allows the current text to be saved on disk. On dual diskette systems the text is usually saved on the diskette in drive 1, unless drive 0 has been specified previously. On hard disk systems the text is normally saved on the hard disk (drive 10) unless drive 0 (diskette drive) has been specified previously.

Note

While the text is being written to disk the following message appears in the system area:

please wait, SAVING text on disk !

No other operations are allowed until the saving operation is completed. When the text has been successfully written to disk Oliword 2's main selection screen is displayed, allowing another text, or the utility program menu screen, to be selected.

Examples

This function is used in examples 3.1, 3.2, 4.1.4, and 4.1.7.

GET FROM GLOSSARY

Called by <G>.

Description

This function allows a glossary record to be inserted in the current text, at the position indicated by the cursor. The glossary record is specified by a glossary entry number, in the range 0 - 98.

Note

The first 40 characters of the requested glossary record are displayed in the system area.

AUXILIARY EDITOR FUNCTIONS

CURSOR TO END OF TEXT

Called by <E>.

Description

Moves the cursor to the end of the current text.

JUSTIFY/RAGGED

Called by <J>.

Description

Specifies to Oliword 2 whether the current text is to have a justified format or not. Oliword 2 will normally generate justified text unless directed by this command to produce ragged format.

Cancelling

To return to the previous format status press <S2> <J>.

INSERT A FILE

Called by <I>.

Description

Allows a file to be inserted in the current text at the point indicated by the cursor.

Notes

If an invalid or non-existent file name is entered an error message will be displayed.

An error message is also displayed if the text to be transferred contains a MODIFY RULER command.

In both cases press any key to cancel the command.

SEARCH

Called by <L>.

Description

The current text is searched for a defined string of characters, starting from the current cursor position. If the search is successful the cursor will be placed on the first character of the string within the text. If the search is unsuccessful the cursor will be placed after the last character in the text.

Note

The string to be searched for must not exceed 20 characters.

ABANDON EDITOR

Called by <A>.

Description

Causes Oliword 2's main selection screen to be displayed allowing another text or the utility program menu screen to be selected.

Note

If the text has been modified during the current editor session the following message will be displayed:

hit S1 to ABANDON modified text!

this message allows the user to confirm that the updated text is to be abandoned by pressing <S1>.

REPEAT LAST SEARCH/REPLACE

Called by <R>.

Description

Executes the last SEARCH or REPLACE command again.

Note

The character string for the search or replace operation is not displayed and remains unaltered throughout the editing session.

LOAD A GLOSSARY FILE

Called by <W>.

Description

Loads a glossary file into memory:

- if an existing glossary is to be used enter its name and press <CR>
- if a new glossary is required enter the name to be assigned to the glossary and press <CR>. Oliword 2 will then create the glossary.

Notes

1. A glossary file is stored on disk with the suffix .glo. This suffix is appended by Oliword 2. When creating or calling a glossary within Oliword 2 the suffix is not used.
2. When an Oliword 2 session is closed by entering a SAVE AND EXIT or ABANDON EDITOR command the glossary in use is stored on disk automatically.

Example

This function is used in example 4.2.4.

BLIND/REVEAL

Called by .

Description

As text is entered and commands issued during an editing session, Oliword 2 inserts special symbols into the displayed text.

This command removes the symbols from the screen leaving the text exactly as it would appear when printed.

Cancelling

To return to the previous display status press <S2> .

INSERT A CR-LF FILE (.prt)

Called by <M>.

Description

Allows a file not created by Oliword 2 to be inserted into an Oliword 2 text. Oliword 2 files have a .txt suffix, the CR-LF files have .prt suffix. The non-Oliword 2 files could be, for example, a Multiplan table or a BASIC file.

REPLACE

Called by <X>.

Description

This command allows the user to enter a search string and a replace string; pressing <CR> after the replace string has been entered causes the search to start. When the first occurrence of the string being searched for is found a message appears in the system area requesting one of the following 4 keys to be pressed:

<Y>: to make the substitution and stop

<N>: to restart the search from the current cursor position

AUXILIARY EDITOR FUNCTIONS

<A>: to make the substitution for every occurrence of the search string within the text (this operation can be interrupted by pressing <S1>)

<S1>: to terminate the command

Note

The search and replace strings each have a maximum length of 20 characters.

FOOTER

Called by <F>.

Description

Allows a piece of text to be defined that will be printed at the bottom of every page.

Note

1. The footer must not be longer than 30 characters.
2. If the # symbol is included in the footer it will be replaced by a page number when the text is printed.
3. The footer will only be printed if there are at least six lines free at the bottom of the page. The amount of free lines at the bottom of a page can be calculated using the information provided in the system area of the screen:

$$\text{if } SL - (PL + TL) \geq 6$$

then the footer will be printed.

4. If there are less than six lines free at the bottom of the page and a footer is still required then a MODIFY RULER command will have to be issued to alter the values of SL, PL and TL.

Example

This command is used in example 3.2.3.

PRINT

Called by <P>.

Description

This command causes the text to be printed, starting from the current cursor position through to the end of the text.

Cancelling

Pressing <S1> at any time during the print operation will cause printing to stop.

Example

This function is used in example 5.1b.

8. UTILITY PROGRAMS

ABOUT THIS CHAPTER

This chapter describes Oliword 2's seven utility programs.

CONTENTS

COPY A TEXT	8-2
DELETE A TEXT	8-3
EXIT TO PCOS	8-3
LIST TEXTS	8-4
HARDCOPY LIST TEXTS	8-5
RE-SELECT INTERFACE & TYPE OF PRINTER	8-6
PRINT BATCH	8-10

UTILITY PROGRAMS

There are 7 utility programs available with Oliword 2. They can be called into memory using the utility program menu screen, this is accessed by pressing <S2> when Oliword 2's main selection screen is displayed.

The main selection screen is displayed when:

- Oliword 2 is first loaded
- an ABANDON EDITOR command is issued
- a SAVE AND EXIT command is issued.

The following photograph shows the utility program menu screen:

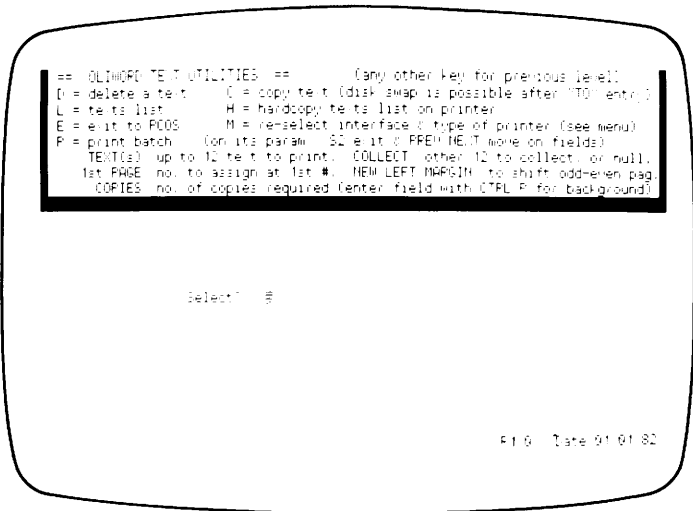


Fig. 8-1 Utility Program Menu Screen

The seven utility programs are described in detail below.

COPY A TEXT

Called by <C>.

Description

Copies a text into an existing file or to a new file. The copied file can be stored on the original disk or on a disk in the other drive.

Note

If the copy is being made to an existing file a message is displayed requesting confirmation that the file contents are to be overwritten.

Example

- press <C>
- the following message will appear:

TEXT NAME

- enter the name of the file to be copied, if necessary preceded by a drive number and press <CR>
- the text to be copied is read into memory. At this point it is possible - if diskettes are being used - to remove the source diskette and replace it with another
- the following message will appear:

TEXT NAME

- enter the name of the file into which the text is to be copied, if necessary preceded by a drive number, press <CR>
- if this file already exists Oliword 2 requests confirmation that it is to be overwritten; the following message is displayed:

text ALREADY exists, S1 to swap !

- pressing <S1> confirms that the copy is to be made; pressing any other key causes the copy operation to be abandoned
- at the end of the copy (or if the copy was abandoned) the utility program menu screen will be displayed.

UTILITY PROGRAMS

DELETE A TEXT

Called by <D>.

Description

Deletes a text from a disk.

Note

No request for confirmation is issued by Oliword 2, so this utility should be used with care.

Example

- press <D>
- the following message will appear:

enter TEXT to DELETE ==>
- enter the name of the text to be deleted, preceded by a drive number if necessary, press <CR>
- once the text has been deleted the utility program menu screen will be displayed.

EXIT TO PCOS

Called by <E>.

Description

Control is passed from Oliword 2 to PCOS (the M20's operating system)

Note

If glossary entries have been created during the current Oliword 2 session, they will be automatically saved on disk.

LIST TEXTS

Called by <L>.

Description

An index of all texts is displayed. For each text the following information is provided:

- the drive number of the disk containing the text
- any comment and/or footer information assigned to the text
- the creation date
- the date of the last update
- free space available.

In the top right hand corner of the screen the amount of free space on the disk is displayed as a number of sectors. If a password was assigned when the text was created, no information about the text is displayed except its name and the following message:

protected by passw.

Note

The TEXT LIST utility displays five text entries at a time, if there are more texts a message is displayed requesting that any key be pressed to display another five entries.

Example

- press <L>
- the first five texts are displayed
- if there are further text entries to be displayed a message is displayed requesting <S1> to be pressed to abandon the listing, or any other key to continue with the next 5 text entries
- if there are no further texts the following message is displayed:

LIST COMPLETE (hit any key to return)

- press any key and the utility program menu screen will be displayed.

Called by <H>.

Description

Provides the same information as the LIST TEXTS command but prints the information rather than displaying it on the screen.

Notes

1. The texts are listed in groups of 12. If there are more than 12 texts a message is displayed requesting that any key be pressed to continue printing.
2. If the text list contains characters with special attributes, such as boldface, this will produce an error condition on draft printers (see chapter 1).
3. As with all print operations it is necessary to define, in advance, the values to be used by Oliword 2 when accessing the printer. This is fully described in the RE-SELECT INTERFACE & TYPE OF PRINTER section later in this chapter.

Example

- press <H>
- the printing of the first twelve text entries will start
- if there are more than twelve texts a message will be displayed requesting that any key be pressed to continue the listing, or <S1> be pressed to terminate the utility
- when all the texts have been listed the following message is displayed:

LIST COMPLETE (hit any key to return)

- press any key and the utility program menu screen will be displayed.

RE-SELECT INTERFACE & TYPE OF PRINTER

Called by <M>.

Description

Allows the values used by Oliword 2 to access the printer and control printing to be altered. This would be necessary if the type of printer or interface connecting the printer to the M20 was changed.

Note

The menu screen associated with this utility program is divided into three columns, as shown in the following photograph:

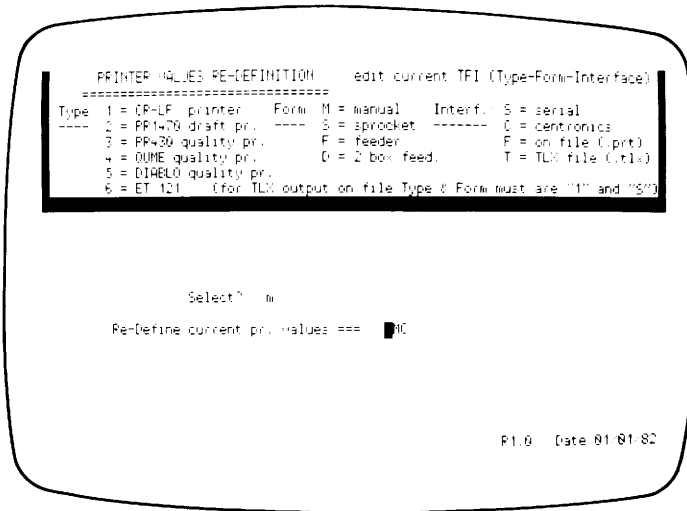


Fig. 8-2 Printer/Interface Menu Screen

The first column refers to the types of printer that can be connected:

- 1 = CR-LF (Carriage Return - Line Feed) printer
- 2 = Olivetti PR 1470 (PR 1450)

UTILITY PROGRAMS

3 = Olivetti PR 430 (PR 320)

4 = QUME type printer

5 = DIABLO type printer

6 = Olivetti ET 121

The second column refers to the paper feed mechanism:

M = Manual

S = Sprocket

F = Feeder

D = Dual tray feeder

The third column refers to the type of interface:

S = Serial RS 232-C

C = Centronix

F = File (.prt)

T = Telex file (.tlx)

A message is displayed requesting the new values to be entered. The entry of new values is closed by pressing either <CTRL> <P> or <CR> (as described later).

Example

- press <M>
- the Printer/Interface menu screen is displayed together with the following message:

Re-Define current pr. values ==>

- enter the new values to define the type of printer, paper feed mechanism and interface
- press either:
 - . <CTRL> <P> to store the new values permanently on the Oliword 2 disk. If Oliword 2 is stored on diskette the write protect sticker will have to be removed and then re-applied at the end of this utility.

- or press:
 - . <CR> if the changed values apply only to the current Oliword 2 session.
- in either case once the changed values have been entered the utility program menu screen will be displayed.

Changing an Oliword 2 Text (.txt) to a CR-LF (.prt) File

In certain situations it is useful to convert a text file (suffix .txt) to a CR-LF file (suffix .prt). To make this conversion the procedure described below should be followed:

1. When the Printer/Interface menu screen is displayed with the message:

Re-Define current pr. values ==>

move the cursor to the last character by pressing <SHIFT> <6> twice, then press <F>.

2. Press <CR> and the utility program menu screen will be displayed.
3. Press <P> to call the PRINT BATCH utility.
4. Enter the name of the text to be converted preceded by a drive number if necessary.
5. Press <CR> 7 times, the text will be read into memory and the following message will be displayed:

Text ==>

followed by the cursor.

6. Enter the name to be assigned to the converted file (without the .prt suffix) but preceded by a drive number if necessary; press <CR>.

The file is then converted and the .prt suffix is appended by the system.

Converting a Text File to a Telex File

To convert a text file created under Oliword 2 to a telex file (suffix .tlx) the following procedure should be used:

1. When the Printer/Interface menu screen is displayed with the message:

Re-Define current pr. values ==>

enter 1ST.

2. Press <CR> the utility program menu screen will be displayed.

UTILITY PROGRAMS

3. Press <P> to call the PRINT BATCH utility.
4. Enter the name of the text to be converted preceded, if necessary, by a drive number.
5. Press <CR> 7 times the text will be read into memory and the following message will be displayed:

Text ==>

followed by the cursor.

6. Enter the name to be assigned to the converted file preceded by the drive number, if necessary and press <CR>. The converted file will be created and the .tlx suffix appended by the system.

Notes

When converting a text file to a telex file the following points apply to the text file:

- the line length must be less than 7 inches
- A pitch value of 10 must be specified.

If these conditions are not met the following error message is displayed:

inv.fmt; TLX needs 1/10''-line < 70

press any key and modify the text file to conform to the required format.

PRINT BATCH

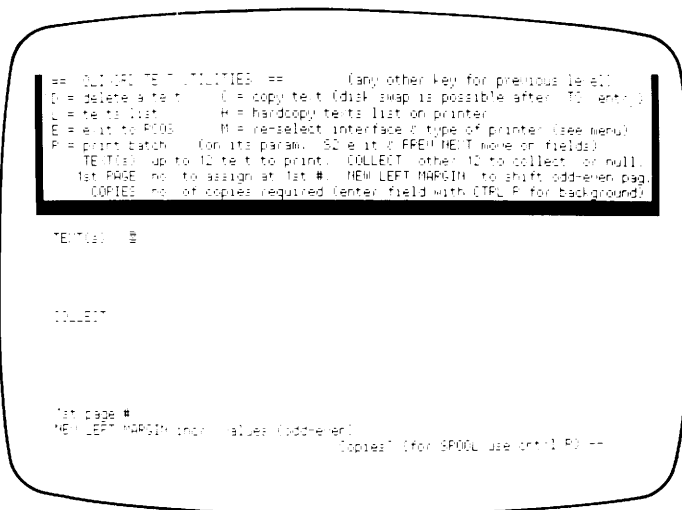
Called by <P>.

Description

Allows texts created under Oliword 2 to be printed.

Note

The PRINT BATCH utility displays the screen shown in Figure 8-3.



```
== OLIVERD UTILITY PROGRAMS ==          (any other key for previous level)
D = delete a text          C = copy text (disk swap is possible after TC entry)
L = text list             H = hardcopy text's list on printer
E = edit to POOL         M = reselect interface & type of printer (see menu)
P = print batch          (on its param. SC = edit & PPEM/HEIT none or fields)
TEXT(S) up to 12 text to print. COLLECT other 12 to collect or null.
1st PAGE no. to assign at 1st #. NEW LEFT MARGIN to shift add-then pag.
COPIES no. of copies required (enter field with CTRL-P for background)

TEXT(S) : #

COLLECT

1st page #
NEW LEFT MARGIN (no. of spaces add-then)
Copies (for SPOOL use only) P=
```

Fig. 8-3 PRINT BATCH Utility Screen

The PRINT BATCH utility screen is divided into four sections:

- the top of the screen displays a list of the utility programs with a "help" area dedicated to the PRINT BATCH utility
- underneath the "help" area is the region where up to 12 text names can be entered; the texts will be printed in the same sequence as the names were entered

UTILITY PROGRAMS

- the next area allows the names of texts to be collected to be defined; these texts will be collected by the TEXT COLLECTION facility (described in chapter 6); up to 12 text names can be entered in this area
- the last area of this screen allows certain print values to be specified:
 - . the number of the first page to be printed. This can only be used if the text concerned has a Footer containing the # symbol, as described in chapter 6; the default value is 1 and the maximum value that can be specified is 99
 - . the values for the margins are specified in tenths of an inch; the first entry defines the left hand margin of the left hand page; the second entry defines the distance from that margin to the left hand margin of the right hand page, as illustrated in Figure 8-4. For normal, single page printing leave the second entry at its default value of 0

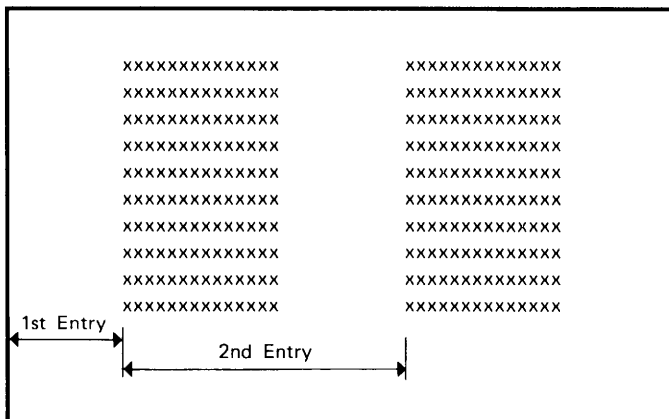


Fig. 8-4 Margin Values

- . number of copies to be printed, the default value for this entry is 1 and the maximum value that can be specified is 99.

To accept default values and/or to move to the next field press <CR>.

It is possible to continue working with Oliword 2 while printing is taking place by pressing <CTRL> <P> when the cursor is positioned on the copy number. The texts to be printed are written to a file on disk. Once this operation is complete the utility program menu screen is displayed and the message:

(SPOOL RUN)

is displayed on the 22nd line of the video.

Other messages may displayed depending on circumstances, such as:

LOAD PAPER

Once the appropriate actions have been taken press <CTRL> <P> to start printing. The printing can be terminated by pressing <CTRL> <X>, this operation automatically cancels the spool file on disk. While spool printing is taking place no other print oriented commands may be issued.

Examples

This utility was used in examples 5.1a and 5.1c.

A. FILES HANDLED BY OLWORD 2

ABOUT THIS APPENDIX

This appendix identifies the various types of files handled by Oliword 2.

FILES HANDLED BY OLIWORD 2

Various types of file can be created and used under OLIWORD 2. Each type of file is distinguished by a suffix (file extension) which will be displayed whenever a volume is listed under PCOS.

The types of file handled by OLIWORD 2 are listed below:

name.txt - a file created by OLIWORD 2

name.prt - either

- . a file created under Multiplan to be included in an OLIWORD 2 text file, the user assigns the .prt extension

or

- . a CR-LF file created after selecting the "F" option in the RE-SELECT INTERFACE & TYPE OF PRINTER utility program

name.tlx - a telex compatible file created under OLIWORD 2 using the "1ST" option in the RE-SELECT INTERFACE & TYPE OF PRINTER utility program

name.msg - a message file used by OLIWORD 2

name.glo - a glossary file created under OLIWORD 2



B. GLOSSARY OF WORD PROCESSING TERMS

ABOUT THIS APPENDIX

This appendix provides definitions for the more frequently used word processing terms.

CONTENTS

ATTRIBUTE	B-1	FORMAT	B-3
AUTOMATIC REPEAT KEY	B-1	FUNCTION KEYS	B-3
BI-DIRECTIONAL PRINTING	B-1	GLOSSARY	B-3
BLOCK	B-1	HARD COPY	B-3
BOILERPLATE	B-1	INDENT	B-3
BOLDFACE	B-1	JUSTIFICATION	B-3
CENTERING	B-2	PASSWORD	B-3
CHARACTER SET	B-2	PICA	B-4
CURSOR	B-2	PITCH	B-4
CUT & PASTE	B-2	REPLACE	B-4
EDITOR	B-2	RULER	B-4
ELITE	B-2	SCROLLING	B-4
END-OF-LINE - HARD	B-2	SEARCH	B-4
END-OF-LINE - SOFT	B-2	STRING	B-4
FONT	B-3	SUBSCRIPT	B-4



SUPERSCRIP T B-5

TABULATION B-5

TEXT B-5

UNDERL I N E / U N D E R S C O R E B-5

UTILITY B-5

WRAP - A R O U N D B-5





ATTRIBUTE

A particular characteristic assigned to a character. Character attributes with OLIWORD are:

- underline/underscore
- boldface
- superscript
- subscript
- hyphen.

AUTOMATIC REPEAT KEY

A key which continually repeats the associated character or function for as long as it is depressed. All M20 keys provide the automatic repeat facility.

BI-DIRECTIONAL PRINTING

The production of hardcopy using a printer that can print from left to right and from right to left.

BLOCK

Within OLIWORD a block is a piece of text to be handled by a cut & paste command. The beginning and end of a block are defined using <COMMAND> <7>.

BOILERPLATE

The insertion of a frequently used piece of text into a document. OLIWORD supports this function by maintaining a glossary.

BOLDFACE

This character attribute allows characters to be printed in a heavier and thicker form than normal character output. Within OLIWORD boldface characters are displayed on the screen in reverse.

CENTERING

The action of moving a defined part of a line to the center of the line.

CHARACTER SET

The complete collection of characters that can be used in a word processing system, including all alphabetic, numeric and special characters. If upper and lower case characters are provided they are considered as different elements within the character set.

CURSOR

An illuminated rectangle, slightly larger than a screen character, indicating the current position for text operations.

CUT & PASTE

The action of defining a block of text prior to deleting it (cut), or moving it to another place within the text (paste). OLIWORD provides additional facilities with this function, texts, or portions of text, can be stored in the Glossary or written to a file.

EDITOR

The name given to the set of functions that allow text to be created, stored, modified and formatted.

ELITE

12 character per inch print spacing, also known as 12 pitch.

END-OF-LINE - HARD

A command that positions the cursor on the absolute leftmost position of the next line; all indents are cancelled.

END-OF-LINE - SOFT

A command that positions the cursor on the leftmost position of the next line at the current indentation point.

GLOSSARY OF WORD PROCESSING TERMS

FONT

A particular character set with its own unique typeface, size and style.

FORMAT

The way in which a text is displayed or printed, conditioned by such variables as line length, tabulation stops, margin settings and levels of indentation.

FUNCTION KEYS

Keys that, when pressed on their own, or in combination, direct the word processing system to perform particular operations.

GLOSSARY

Within OLIWORD the Glossary provides storage for up to 100 entries of frequently used text. These entries can be called during editing operations and inserted into a text.

HARD COPY

A printed or typed version of a text.

INDENT

An increase in the length of the left hand margin. Text is therefore printed further to the right of the page. OLIWORD supports multiple levels of indentation.

JUSTIFICATION

The production of text with even left and right margins. OLIWORD produces justified text automatically, although the option does exist (<S2> <J>) to produce "ragged" text, that is text with an uneven right margin.

PASSWORD

A file protection facility. Once assigned to a file (text), future access to the file is blocked until the password is specified.

PICA

10 character per inch print spacing, also known as 10 pitch.

PITCH

The number of print characters per inch.

REPLACE

The action of substituting one set of characters with another set.

RULER

The line underneath the OLIWORD text area where current tabulation settings are displayed.

SCROLLING

Texts can be much larger than the screen, scrolling allows the video to display the hidden part of the text by moving the text up or down. In cases where a text is wider than a screen line horizontal scrolling is possible.

SEARCH

A function that allows a specified string of characters to be looked for within a text. If located the cursor is positioned on the first character of the located string.

STRING

A continuous series of characters.

SUBSCRIPT

Characters printed half a line below standard printing allowing, for example, a chemical formula to be presented correctly.

GLOSSARY OF WORD PROCESSING TERMS

SUPERSCRIFT

Characters printed half a line above standard printing, allowing mathematical expressions and footnote references to be displayed correctly.

TABULATION

Horizontal movement to a preset point in a line.

TEXT

Within OLIWORD a text is a file created by Text Editor. A text may be of any size, up to a maximum of 24,209 characters. The amount of space available for text expansion is always displayed in the bottom right hand corner of the Editor screen.

UNDERLINE/UNDERScore

A line placed underneath a character or series of characters.

UTILITY

One of a set of programs providing text management facilities. OLIWORD provides seven such utilities, which are accessed by pressing <S2> when the main selection screen is displayed.

WRAP-AROUND

An automatic function under OLIWORD whereby words are moved between lines to allow justified text to be produced.



C. SPECIAL SYMBOLS

ABOUT THIS APPENDIX

This appendix lists the special symbols displayed by Oliword 2, defines the associated functions and specifies the control keys used to access those functions.

SPECIAL SYMBOLS

These symbols appear on the screen when the associated function or command is entered:

SYMBOL	FUNCTION/COMMAND	CALLED BY
.	blank	<SPACE>
·	forced blank	<COMMAND> <1>
↵	normal <CR> (soft end of line)	<CR>
↵	hard end of line (indents cancelled)	<CTRL> <5>
⌵	centered text	<COMMAND> <2>
⏏	right flush	<CTRL> <2>
↕	new ruler	<CTRL> <3>
□	text collection	<COMMAND> <3>
⊞ ⊞	cut and paste	<COMMAND> <7>
↵	new page	<COMMAND> <5>
⏏	left indent	<CTRL> <1>
▶	tabulation	<COMMAND> <4>
▶.	decimal tabulation	<CTRL> <4>

Note

The Auxiliary Editor command <S2> (Blind/Reveal) removes all special symbols from the screen, thereby presenting a print image of the text. To restore the special symbols enter <S2> again.



D. ERROR MESSAGES

ABOUT THIS APPENDIX

This appendix lists and explains the error messages which may be displayed during Oliword 2 operations.

ERROR MESSAGES

MESSAGE	MEANING	ACTION
inv.fmt; TLX needs 1/10" - line < 70	A telex file (.txt) has an invalid format	Press any key to return to the utility program menu screen
This file isn't an OLIWORD text !	A file has been called that was not created by OLIWORD 2	Press any key and then enter the correct text name
MEMORY OVERFLOW (hit S1)	The amount of memory reserved for the text has been exceeded	Press <S1> and the last line of text is deleted
IMPOSSIBLE no more space! (any key)	There is insufficient space on the disk to store the text	Press any key and change the disk
NOT ENOUGH SPACE ON DISK (any key)		
NO SPACE! glossary overflow (any key)	The glossary is full	Press any key and change to a diskette with another glossary
PRINTER CHECK!! (S1 to exit)	The printer cannot be accessed. Examples: . printer off-line . no paper	Press <S1> and correct the error condition on the printer
GLOSSARY NTFND (S1 to init it)	No glossary was found during the loading of OLIWORD	Press <S1>. If an existing glossary is required, load the appropriate diskette
WRONG FILE NAME (any key)	An invalid file name has been entered	Press any key and enter the correct file name
TEXT PASSWORD MIS- MATCHED (any key)	The password that has just been entered is incorrect	Press any key and enter the correct password
DISK ERROR (S1, abort, other retry)	An I/O error has occurred	Press <S1> to abandon the attempt to save a text on diskette. Press any other key to retry

TEXT NOT FOUND (any key)

The specified text does not exist on the specified disk(ette)

Check that the text name has been entered correctly and that the appropriate disk-ette is loaded. Press any key to retry

No MATCH !! (hit any key)

The specified character string has not been found during a SEARCH/REPLACE operation

Press any key and either re-enter the character string or bypass the SEARCH/REPLACE operation

Glossary NOT LOADED

An access has been attempted to a glossary that is not loaded

Press any key and load the required glossary

SPOOL DK-ERR; CTRLX

During spool printing operations a disk error has occurred

Press <CTRL> <X>

E. NATIONAL KEYBOARD LAYOUTS

ABOUT THIS APPENDIX

This appendix illustrates the national keyboard layouts supported by Oliword 2.

NATIONAL KEYBOARD LAYOUTS

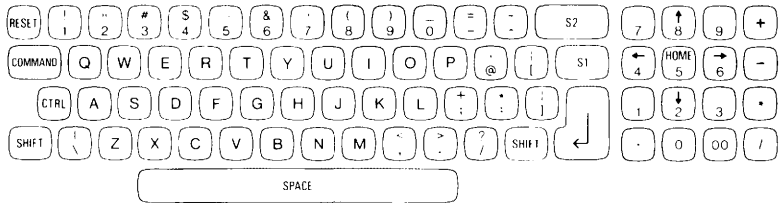


Fig. E-1 USA ASCII Keyboard

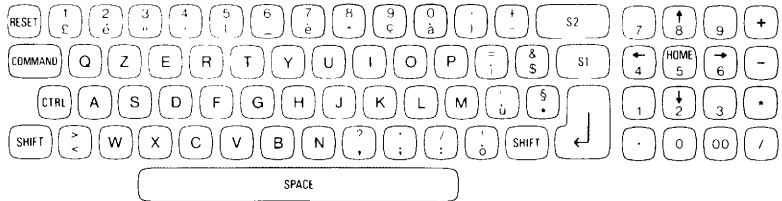


Fig. E-2 Italy Keyboard

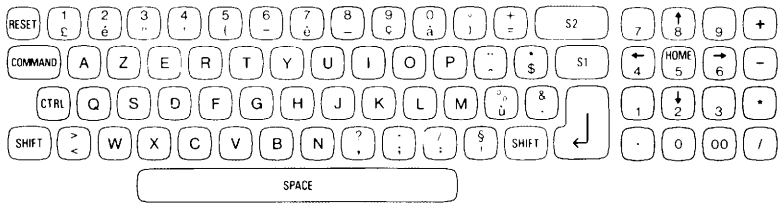


Fig. E-3 France Keyboard

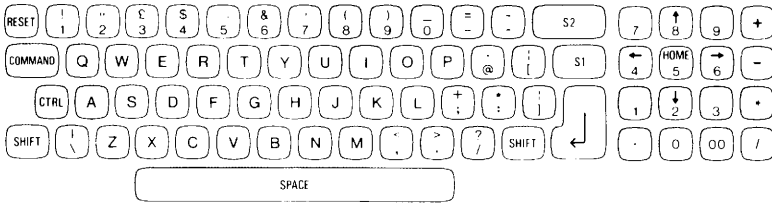


Fig. E-4 Great Britain Keyboard

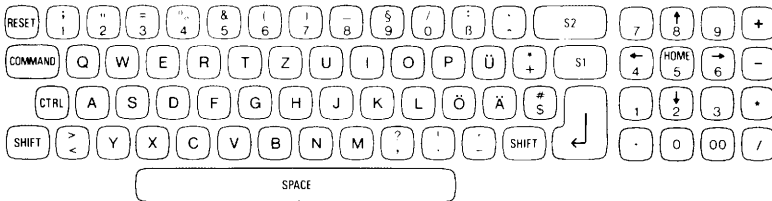


Fig. E-5 Germany Keyboard

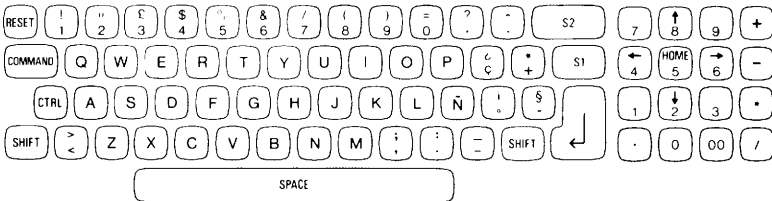


Fig. E-6 Spain Keyboard

NATIONAL KEYBOARD LAYOUTS

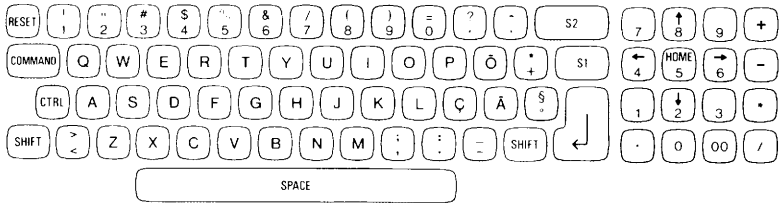


Fig. E-7 Portugal Keyboard



Fig. E-8 Norway/Denmark Keyboard

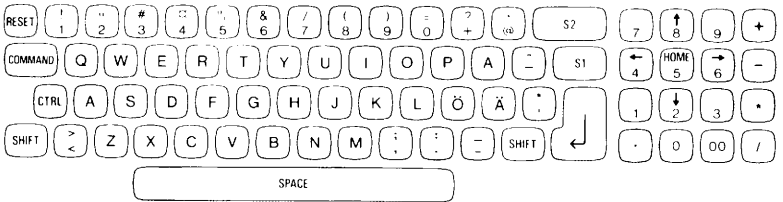


Fig. E-9 Sweden/Finland Keyboard

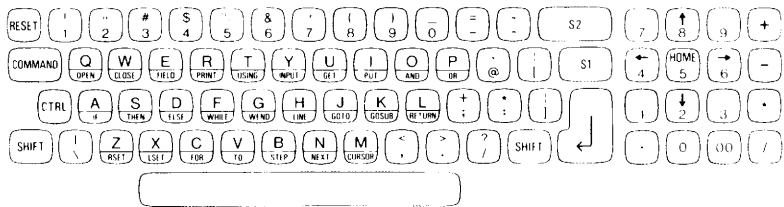


Fig. E-10 USA ASCII + BASIC Keyboard

F. THE OWDEF UTILITY

ABOUT THIS APPENDIX

This appendix describes the OWDEF utility which is used to alter certain of Oliword 2's default values.

CONTENTS

<u>PRINT FORMAT</u>	F-1
<u>DECIMAL SEPARATOR</u>	F-1
<u>SERIAL PORT</u>	F-2
<u>SPECIAL CHARACTERS</u>	F-2
<u>LEAVING OWDEF</u>	F-2

THE OWDEF UTILITY

The OWDEF utility allows new default values to be assigned to the following OLLWORD 2 parameters:

- print format
- decimal separator
- serial port for printer connection
- characters which do not occupy space on their own (for example accents)

The OWDEF utility is loaded from PCOS by entering:

owdef <CR>

once loaded into memory the OWDEF menu screen is displayed.

PRINT FORMAT

Once the OWDEF menu screen is displayed press <1>. Then introduce the new default values for:

- Left Margin (LM)
- Line Length (LL)
- Page Length (PL)
- Sheet Length (SL)
- Top Lines (TL)
- Pitch (PT)
- Line Feed (FD)

To confirm an existing value press <CR>.

DECIMAL SEPARATOR

Once the OWDEF menu screen is displayed press <2> and enter the character to be used as the decimal separator, this can be either a full stop or a comma. To confirm the existing value press <CR>.

SERIAL PORT

Once the OWDEF menu screen is displayed enter <3>, then enter the number of the serial port to which the printer is connected: 0, 1 or 2. If the existing value is to be confirmed press <CR>.

SPECIAL CHARACTERS

Once the OWDEF menu screen is displayed enter <4> followed by the special characters (a maximum of five) which are to occupy no space on their own e.g. acute, grave and circumflex accents. To confirm existing values press <CR>.

LEAVING OWDEF

To leave OWDEF and return to PCOS press <5> while the menu screen is displayed.

NOTICE

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