



USER MANUAL

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GETTING STARTED

Chapter 1: Introduction to Spellbinder and this Manual

- About Spellbinder 1-1
- About This Manual 1-1
- About The Spellbinder Diskettes 1-2

Chapter 2: Setting Up Spellbinder

- Preparing A Working Copy Of Spellbinder 2-1
- Setting Up A Printer 2-3
- Configuring Spellbinder 2-5
- Choosing A Display Adapter 2-6
- Selecting A Printer 2-7
- Selecting The Active Fonts 2-8
- Testing The Printer Configuration 2-8
- Selecting Screen Colors 2-8
- Saving The Configuration 2-8
- Essential Files 2-9

Chapter 3: Understanding The Basics

- Starting Spellbinder 3-2
- Control And Escape Commands 3-3
- Edit And Command Mode 3-4
- Function Keys 3-4
- Function Keys Versus Control Commands 3-5
- Editing Special Units Of Text 3-5
- Command Mode Commands 3-6
- Dot Commands 3-7
- In-line Commands 3-8

BASIC EDITING

Chapter 4: Starting and Exiting Spellbinder

- Starting Spellbinder 4-2
- Reading A File Upon Starting Spellbinder 4-2
- Issuing Commands Upon Starting Spellbinder 4-3
- Exiting Spellbinder 4-3
- Saving The Spellbinder Configuration 4-4

Chapter 5: Retrieving and Saving Documents

- Retrieving A Document 5-2
- Saving A Document 5-2
- Naming Document Files 5-3
- Listing A Directory Of Files 5-4
- Deleting Files 5-6

Chapter 6: Entering and Editing Text

- Typing In Text 6-2
- Overtyping And Deletion 6-3
- Inserting Text 6-4
- Inserting Text: Split-Screen Method 6-5
- Inserting Text: Push-Ahead Method 6-5
- Using Multiple Edit Buffers 6-6

Chapter 7: Moving the Cursor

- Moving The Cursor By Character 7-2
- Moving The Cursor By Text Unit 7-3
- Moving The Cursor By Line 7-4

Chapter 8: Deleting, Moving, and Copying Text

- Deleting Text 8-2
- Deleting Text By Text Unit (Edit Mode) 8-2
- Deleting Text By Screen Line (Command Mode) 8-3

Deleting Blocks Of Text (Edit/Command Mode)	8-3
Deleting An Entire File	8-3
Undeleting Text	8-4
Holding Text By Text Units (Edit Mode)	8-4
Holding Text By Screen Line (Command Mode)	8-5
Holding Blocks Of Text (Edit/Command Mode)	8-5
Retrieving The Hold Buffer	8-6
Moving Text	8-7
Copying Text	8-7
Clearing The Hold Buffer	8-8
Recovering Lost Text	8-8

Chapter 9: Searching For and Replacing Text

Search For Next Occurrence	9-2
Simple Search And Replace	9-3
Search All	9-3
Search All And Replace	9-4
Search Backwards	9-4
Repeat Last Search	9-5
Search For A Word Only	9-5
Search Ignoring Character Case And Enhancement	9-5
Search Using Wild Card Specifiers	9-6
Using Search Command To Delete And Insert Text	9-6
Searching For Special Characters	9-6
Searching A Disk File	9-7

Chapter 10: Viewing and Printing Text

Viewing And Printing One Page	10-2
Viewing And Printing A Whole Document	10-4
Viewing And Printing N Lines	10-4
Print Verification	10-4
Printing Multiple Copies	10-5
Inserting Hyphens	10-5
Setting Page Breaks	10-7

Stopping And Pausing The Printer 10-8
Advanced Commands 10-8

Chapter 11: Checking Spelling

Starting The Spell Checker 11-1
Skip Word [F1] 11-2
Type A Replacement [F2] 11-2
Replace With Suggestion [F3] 11-2
Ignore Word [F4} 11-3
Add To Auxiliary Dictionary [F5} 11-3
Look Up Word [F6] 11-3
Undo Last Text Change [F7} 11-4
Mark Word In Text [F8] 11-4
Options [F9] 11-5
Quit Speller [F10] 11-5
Checking An Entire Document 11-5
Count Words 11-5
Accessing The Speller Without Checking A Word 11-5

Chapter 12: Positioning Text

Indenting Text 12-2
Setting Tab Stops 12-3
Setting Tabs For Proportional Spacing 12-5
Aligning Columns Of Numbers 12-5
Centering Text 12-6

Chapter 13: Controlling The Printer

Printing Superscripts And Subscripts 13-1
Overprinting 13-2
Forward And Backward Line Feed 13-4
Rolling Back The Paper 13-5
Printing A Nonprinting Character 13-5

PAGE FORMATTING

Chapter 14: Formatting Text: Print Format Table

The Print Format Table	14-2
Using The Y Table Printer Type Entry	14-4
Using The Y Table Destination Entry	14-6
Line or Character Oriented Printing (Print Routine)	14-7
Setting Print Length	14-8
Setting Paper Length (Form Length)	14-9
Printing Continuously (Page Eject)	14-9
Setting Text Indentation (Left Indent)	14-10
Setting Line Spacing	14-11
Justifying Text	14-11
Setting Line Width	14-12
Setting Space Between Lines (Line Feed Size)	14-12
Selecting Fonts Or Character Sets	14-15
Setting Character Size For Nonprecision Printers	14-17
Enhancing Text	14-19
Setting Enhancement Type (Special Character)	14-19
Proportional Spacing	14-21
Proportional Print For Precision Printers	14-21
Proportional Print For Nonprecision Printers	14-22
Setting Space Between Words (Max/Min Space)	14-22
Saving The Print Format With A Document	14-23
Saving The Print Format With Spellbinder	14-24

Chapter 15: Formatting Text: The Title Table

Accessing The Title Format Table	15-1
Specifying The Title Format	15-3
Specifying The Text Of A Running Title	15-3
Setting Page Numbers	15-3
Printing A Running Top Title	15-3
Printing A Running Bottom Title	15-5
Automatic Page Numbering	15-5

Extended Page Numbering	15-6
Page Numbers And Running Titles	15-7
Using A Top And Bottom Title	15-9
Attaching A Title Format To Text	15-9
Specifying The Format Of A Running Title	15-11
Odd And Even Page Margins	15-11
Setting The Top Margin	15-13
Saving Customized Title/Page Number Options	15-14

ADVANCED WORD PROCESSING

Chapter 16: Advanced File Handling

Writing Text On Disk	16-2
Writing Selected Text On Disk	16-6
Reading Text From Disk	16-6
Reading Selected Text From Disk	16-7
Handling Complete Files	16-8
Combining Files	16-9
Creating ASCII Files	16-10
Using Subdirectories	16-11

Chapter 17: Working with Oversize Files

Basic File Handling	17-3
Freeing Up Work Space Memory	17-4
Using Other Read/Write Commands	17-5
File Size Limitations	17-6
Reading Two Files At Once	17-6
File Open/Closed Status Check	17-7
Disk Capacity Limits	17-8
Viewing, Verifying, And Printing Disk Files	17-10
Searching A Disk File	17-12

Chapter 18: Importing and Exporting Non-Spellbinder Files

Reading Standard ASCII Files 18-1

Saving To An ASCII File 18-2

Saving To A Plain Text Format 18-2

Other File Formats 18-3

Chapter 19: International Word Processing

Identifying The Needed Characters 19-1

Using The Internal Translation Tables 19-2

REFERENCE GUIDE

Chapter 20: Command Reference

Edit Mode Commands 20-1

Command Mode Commands 20-4

Dot Commands 20-14

In-line Commands 20-16

Chapter 21: Table Settings

Print Format Table (Y-Table) 21-1

Title Format Table (YT-Table) 21-3

Chapter 22: Function Keys

Edit Mode Function Keys 22-1

Command Mode Commands 22-2

Chapter 23: Spellbinder Messages

GLOSSARY OF TERMS

INDEX

ABOUT SPELLBINDER

Spellbinder is a general purpose word processing program for IBM PC computers and compatibles. Spellbinder has a powerful command mode, a macro programming language, and dynamic binding C extensions which give it tremendous flexibility in adapting to specific document processing tasks. The designers' objective is to produce a product that is efficient to use yet powerful and able to produce the highest quality printed output possible.

ABOUT THIS MANUAL

This manual is designed to provide you with quick access to detailed information, while at the same time providing a discussion of the techniques for using Spellbinder effectively. By working through each chapter, you will develop a complete knowledge of how to operate Spellbinder.

Chapters 1 through 3 make up the "Getting Started" part of this manual. In them you'll find discussions on how to set up Spellbinder, how to reconfigure it, and how to start the program. Chapter 3 also discusses Spellbinder's various command types. A knowledge of these command types is important in understanding the commands described throughout the manual.

Chapters 4 through 13 cover the techniques of basic word processing in Spellbinder. Each of the chapters in this section focus on specific classes of commands or tasks.

Chapters 14 and 15 explain the printing and formatting features of Spellbinder. These chapters are somewhat more advanced than the earlier chapters, but mastering them will be rewarded by a great deal of control over the formatting process.

Chapters 16 through 19 are about advanced word processing features that allow you a greater degree of control over the editing and printing process. After reading these chapters, you will be able to work with oversize files (greater than 60K bytes of RAM); export and import ASCII text, and work with international character sets.

Chapters 20 through 23 make up a reference guide which includes a command reference, a listing of the Y and YT Table settings, a listing of the function keys and definitions of common Spellbinder messages.

ABOUT THE SPELLBINDER DISKETTES

Spellbinder is distributed on three diskettes; Program disk, Speller disk, and Applications disk.

- The Program disk provides the necessary files to execute Spellbinder.

- The Speller disk provides the speller files along with documentation for modifying and customizing the speller dictionary.

- The Applications disk contains the files necessary to write macro programs and C extensions (Microsoft C compiler not included), sample macro and C extension applications, and accompanying documentation.

Along with the above mentioned files, each diskette contains a README file. We **strongly** suggest that you read each README file. The README files list changes to the program and added features not documented in the manual as well as providing important tips about the program.

Each diskette also contains a CONTENTS file. The CONTENTS files act as a Table of Contents by providing a list and brief explanation of the diskette files.

Using Spellbinder on your computer requires setting up your computer and printer so that they communicate properly, making a working copy of Spellbinder, and configuring Spellbinder for your computer display and printer. These steps are described in this chapter.

COMMAND SUMMARY

Copy Files to Hard Disk	A>COPY A:*. * C: —Copies the files from disk drive A and puts them on disk drive C.
Format a floppy disk	A>FORMAT B:/S —Formats the disk in drive B and places the system files on that formatted disk.
Configure Spellbinder	C>CONFIGSB —Performs initial configuration of Spellbinder.
Reconfigure Spellbinder	MACRO>CONFIGSB —Runs the Spellbinder configuration macro program. To get the MACRO FILENAME> prompt, issue the COMMAND:AD .
Start Spellbinder	A>SB —Starts Spellbinder. The first time a copy of Spellbinder is run, it will begin with the configuration program.

PREPARING A WORKING COPY OF SPELLBINDER

Before you use Spellbinder, you should prepare at least one working copy of your Spellbinder disk(s). The method you use to copy the disk will depend on your computer equipment. In the sections below, find the disk configuration that applies best to your computer system and follow the

description provided. You should skip the other sections on preparing a working copy of Spellbinder.

For Hard Disk Systems

Caution: Instructions in this section assume that your floppy disk drive is drive A and the hard disk drive is drive C. If your disk drives are named with different letters, you must change the instructions in this section to match your disk drive letters.

Follow these steps to copy the files from the Spellbinder disk onto your hard disk:

1. Be sure that there is no disk in drive A, and then reset your computer.
2. When the **C>** prompt appears, insert your Spellbinder disk in drive A.
3. Type: **MD C:\SB61** and press **Enter** to make a sub-directory labeled SB61.
4. Type **CD C:\SB61** and press **Enter** to change to the sub-directory SB61.
5. Type **COPY A:*.* C:** and press **Enter** to copy the files from the Spellbinder Program Disk in drive A to the sub-directory SB61 on drive C. (Be sure to put a space in front of the "A" and the "C".) The C: prompt will appear when the copying operation is finished.
6. Remove the Spellbinder disk from drive A. Store it in a safe place so that you can use it as a backup if you lose or damage the files you copied onto the hard disk. Repeat Step 5 with the **Speller Disk**. The **Applications Disk** contains special Spellbinder applications and documentation. Depending on the amount of space on your hard disk, you may choose to copy only the files you wish to use onto your hard disk.

Note: Each Spellbinder diskette contains a **READ.ME** and **CONTENTS** file. View and print these files directly from the master diskettes.

For Floppy Disk Systems

Follow these steps to make a copy of your Spellbinder disk(s):

1. Put your operating system disk (called MS-DOS or DOS) in drive A. Put a blank, unformatted disk in drive B.
2. When the operating system prompt (A>) appears, type:

FORMAT B:/S

and press **Enter**. This command formats the blank disk and copies your operating system onto it.

3. When the disk in drive B has been formatted, exit from the format program. Leave the disk in drive B. This disk will become your Spellbinder work disk.
4. Insert the original disk into drive A.
5. From the A> prompt, type:

COPY *.* B:

and press **Enter**. (Be sure to put a space after "COPY" and in front of the "B".) This command copies the files one at a time from the original disk onto the blank disk. The A> prompt will appear when the copying operation is finished.

6. Remove both disks and repeat this procedure for other Spellbinder disks.
7. Store the original Spellbinder disks in a safe place so that you can use them as a backup if you lose or damage your copied disks.

SETTING UP A PRINTER

To understand this section, you must know whether your printer is a **parallel printer** or a **serial printer**. You can get this information from your printer manual or your computer dealer.

If you have a parallel printer there are no special procedures for setting up your printer. If you have a serial printer, you will need to follow the serial printer set-up procedure described below.

For Serial Printers

These instructions apply to an IBM PC, XT, AT, PS/2, or any other, using the MS-DOS (or DOS) operating system. If you are using some other computer or operating system, ask your dealer to help you properly connect your serial printer.

MS-DOS uses the MODE command to set up printing with a serial printer. Before you use this command, you must know your printer's baud rate (the rate at which it can receive information from your computer). You can find this information in your printer manual.

To use the MODE command, follow these steps:

1. Begin by accessing the MS-DOS operating system:
 - a. If your computer does not have a hard disk, put your MS-DOS disk in drive A and reset your computer. The A> prompt will appear.
 - b. If you have a hard disk, the C> prompt should be showing on the screen. If it is not, type C: and press **Enter**. The C> prompt will appear.
2. When the operating system prompt (A> or C>) appears, type:

MODE COM1:baud rate,N,8,1,P

(where baud rate is the correct baud rate for your printer). Then press **Enter**. For example, if your printer's baud rate is 9600, you would type:

MODE COM1:9600,N,8,1,P

and press **Enter**.

3. When the operating system prompt appears, type:

MODE LPT1:=COM1

and press **Enter**.

This procedure lets you use a serial printer until you reset or turn off your computer. To permanently store this condition, you can save the MODE command in the AUTOEXEC.BAT file on your MS-DOS disk. See your MS-DOS manual for more information about the MODE command and the AUTOEXEC.BAT file.

CONFIGURING SPELLBINDER

The preceding sections described how to prepare a working copy of Spellbinder and how to set up your computer system so that it will communicate with your printer.

These things having been done, you are ready to start Spellbinder and configure it for your computer's display adapter. Type:

A>CONFIGSB

followed by pressing **Enter**.

You will then be presented with the following menu:

SPELLBINDER VERSION 6.1 CONFIGURATION PROGRAM

This program will create or modify the Spellbinder SB.DAT file.
You may press "RETURN" to skip any question, or "CONTROL-C" to exit this program.

- 1 Monochrome
- 2 CGA
- 3 EGA, VGA, MCGA
- 4 Other

Enter the number of your display adapter: #

CHOOSING A DISPLAY ADAPTER

Spellbinder recognizes four different display adapters: the IBM Monochrome Display Adapter (MDA) and compatibles (eg. Hercules Graphics Adapter), the IBM Color Graphics Adapter, the IBM Enhanced Graphics Adapter (EGA and VGA), and other non-IBM text based displays.

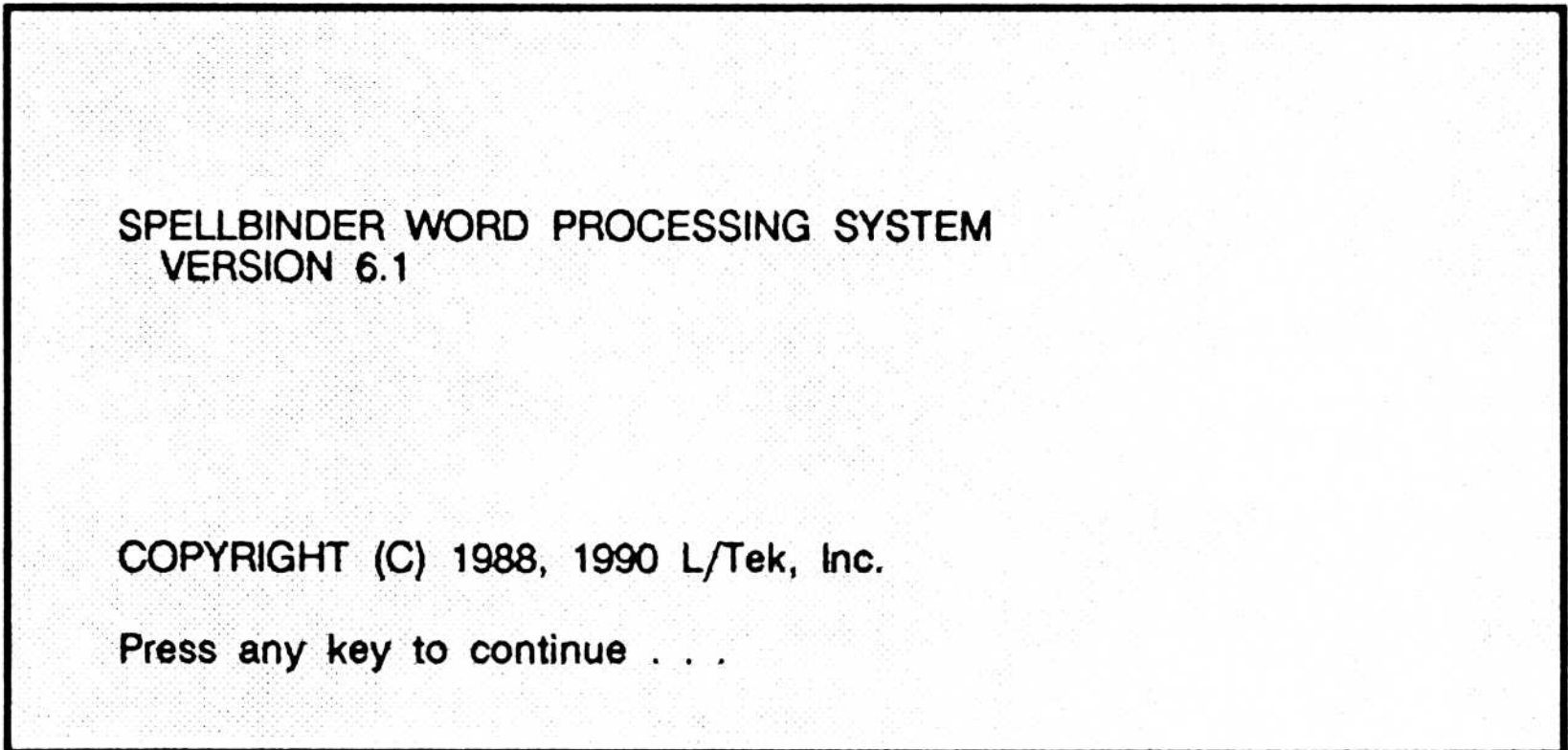
Note: A monochrome screen does not necessarily indicate a monochrome display adapter. If you have a monochrome screen and the Monochrome selection does not work, try the CGA selection. If you select the wrong display, the screen may appear totally blank. If this happens, you must reset your computer and run the configuration process again.

Make the selection that is appropriate for your system. Press **Enter** to complete your selection and press **Enter** again to exit back to the MS/DOS prompt.

While at the MS/DOS prompt of the Spellbinder working directory, type:

C:>SB

and press **Enter**. After a moment your display should look like this:



SPELLBINDER WORD PROCESSING SYSTEM
VERSION 6.1

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Press any key to continue . . .

As indicated, press any key to continue.

Normally, at this point Spellbinder will take you directly into the workspace to begin word processing. However, an unconfigured copy of Spellbinder will automatically load the configuration program. Every time this configuration program is run, a message will appear at the top of your screen which reminds you to save any text you may have typed into your workspace. At this point simply answer “Y” to continue.

You can reconfigure Spellbinder after the initial configuration process by running the configuration macro program CONFIGSB. You can do this with **COMMAND:AD**, followed by the filename CONFIGSB at the **MACRO FILENAME>** prompt.

With either method of starting the configuration program, the first menu presented is a list of features to be modified by the configuration process. This menu will appear as follows:

Spellbinder Configuration Program

- 1) Select a printer or fonts
- 2) Test printer configuration
- 3) Choose screen colors

Press Enter to exit this configuration program

Selection: []

You may choose to modify one or all of the indicated features. Simply type the number of your choice in the Selection box and press **Enter**. Features must be modified one at a time.

SELECTING A PRINTER

To select a printer type, select item 1 at the main

configuration menu. You will then be presented with a list of printers currently supported.

Select the printer that most closely matches the one you will be using with Spellbinder. If you do not find your printer listed here, refer to your printer manual for information on which of the listed printers your printer emulates.

SELECTING THE ACTIVE FONTS

For selected printers, you may select between multiple combinations of character sets to use with Spellbinder. After selecting the printer (eg. HP LaserJet) you will be presented with a list of font combinations or supported font cartridges.

Select the appropriate set of fonts for the current application of Spellbinder. You may re-select the fonts each time you load Spellbinder or save the current configuration.

TESTING THE PRINTER CONFIGURATION

This option tests for two things. First, to see if your computer and printer are communicating properly and second to show you which character sets are available for you to use with Spellbinder.

SELECTING SCREEN COLORS

If you have a color monitor you may select the screen colors for Normal and Enhanced characters, and for the various character enhancements in the preview mode. Select the appropriate character type to change and select the desired color. Repeat this process until all of the colors have been appropriately defined.

SAVING THE CONFIGURATION

When you are finished configuring Spellbinder, press **Enter** to exit to the main menu. You will then be asked if you want the changes saved. If you respond by pressing “Y” for yes, the changes will be saved to the file SB.DAT and be

permanent until Spellbinder is configured again.

If you do not want to save the changes permanently, but you do want to use the configuration during your current session with Spellbinder, press “N” when asked if you want to save the changes. You will be able to use the current configuration until you exit Spellbinder or you reconfigure the program.

ESSENTIAL FILES

Spellbinder can run with a minimum set of files if disk space is a concern. The only files you need to actually execute Spellbinder 6.1 are SB.EXE, SB.EXT and SB.DAT. You must first, however, configure Spellbinder extracting these three files to be used by themselves. Every time you configure, all of the files on the original disk must be available to complete the configuration process. The essential Spelling Checker files will all fit on one floppy disk with the three essential Spellbinder files as well, in case you wish to run Spellbinder from a single floppy disk.

In order to make a single 360K working diskette of Spellbinder and the Spelling Checker you will need to do the following:

1. Place your configured copy of Spellbinder in A: and a blank formatted disk in B: and type:

COPY A:SB.* B:

2. Then replace the disk in A: with a copy of the Speller Disk and type the following two DOS commands:

**COPY A:*.LEX B: and
COPY A:SBSPELL.OVL B:**

followed by pressing **Enter**. Remove the disk in drive B: and use this as your working copy of the program.

This chapter provides an overview of essential concepts for using Spellbinder. It will introduce the new user to the program environment, the workspace, Spellbinder's various command types, and basic techniques for starting, ending, and using Spellbinder.

COMMAND SUMMARY

Starting Spellbinder	A>SB —Starts the Spellbinder Word Processing program.
Control Commands	Ctrl-x --where "x" is a valid Control command character. Control commands are issued by pressing the Ctrl key and typing the control character.
Escape Commands	ESC x --where "x" is a valid Escape command character. Escape commands are issued by pressing and releasing the Escape key and then pressing the Escape command character.
Command/Edit Mode Switch	Ctrl-Q --switches between Command mode and Edit mode.
Text Unit	Ctrl-O --changes the Text Unit used to control the range of some text editing functions. The possible Text Unit values are <i>word</i> , <i>sentence</i> , <i>paragraph</i> , <i>mark</i> , and <i>character</i> .

Continue on the next page . . .

continued from previous page.

**Command Mode
Commands**

COMMAND:x—where “x” is a valid command mode character. Command mode commands are issued by switching into the command mode, typing the command character(s), and pressing **Enter**.

Dot Commands

.x—where “x” is a valid Dot command character. Dot commands are placed in the text and they instruct Spellbinder to perform certain operations during printing.

In-line Commands

!x—where “x” is a valid In-line command character. In-line commands are placed in the text and they instruct Spellbinder to perform certain operations during printing.

STARTING SPELLBINDER

If your computer has two floppy disk drives, put your Spellbinder work disk in drive A and reset the computer. When the **A>** prompt appears, you are ready to run Spellbinder. Type **SB** and press **Enter**.

If your computer has a hard disk, the **C>** prompt should be on the screen. (If it is not, type **C:** and press **Enter** to show that you want to use the hard disk.) To run Spellbinder, type **SB** and press **Enter**.

After a brief pause, the screen will display a copyright message. You will also see the message

Press Any Key . . .

at the bottom of the screen. Three boxes below the message offer you three program entry options. You can

select an option by pressing one of the function keys (**F1** through **F3**) on your keyboard. The program entry options are:

F1 Edit Mode: Starts Spellbinder in the Edit mode.

F2 Command Mode: Starts Spellbinder in the Command mode.

F3 Edit File: Starts Spellbinder with a read file command.

CONTROL AND ESCAPE COMMANDS

To perform the many editing functions of Spellbinder, you will want to be familiar with how the different keys and key commands work on your keyboard. In this section we will discuss the control key commands and the escape key commands.

Control Commands

To issue a control command, hold down the **Control** or **Ctrl** key on your keyboard while simultaneously typing the appropriate character of the command you want to use. For example, to delete a unit of text, hold down the **Control** key while simultaneously typing the letter “**D**”. The following are some of the most commonly used **Control** commands:

Ctrl-B	Backward
Ctrl-C	Check Spelling
Ctrl-D	Delete
Ctrl-E	Insert
Ctrl-F	Forward

Control commands are represented in the manual by the symbol **Ctrl-** and the command character. The dash is a reminder to press the control and the character key simultaneously. The command character can be either an upper or lower case character.

Escape Commands

To issue an escape command, press the **Escape** or **Esc** key on your keyboard, release it, and then press the appropriate command character. For example, to clear an indent (**Esc I**), press the **Escape** key, release it, and then press the “**I**” key.

EDIT AND COMMAND MODE

Spellbinder has two operational modes: the Edit mode and the Command mode. The Edit mode is used to enter and edit text. The Command mode is used to issue commands such as searching, saving and printing.

To switch back and forth between the Edit and the Command mode, type **Ctrl-Q**. Although the text on your screen does not change, the user guides (if any) at the bottom of the screen do change, and the word “**EDIT**” in the top left corner of the screen is replaced with “**COMMAND:**” or vice versa.

Note that some common functions, such as moving the cursor, can be performed in either mode. Other functions, however, must be performed in one mode or the other.

Any command represented in this manual with the **COMMAND:** symbol is to be executed by switching to the Command mode and typing the appropriate command character(s) followed by **Enter**.

FUNCTION KEYS

Spellbinder uses function keys for editing text and issuing commands. The function keys are located to the left of or at the top of the main keyboard and on the number key pad of the standard and extended IBM/PC keyboard. Spellbinder displays the action of the function keys on the bottom of the computer screen.

■

To execute a function key command, locate the command that you want on the screen prompts and then press the corresponding function key. For a description of the function key definitions, see *Chapter 22: Function Key Definitions*.

FUNCTION KEYS VERSUS CONTROL COMMANDS

There are two methods of performing most Edit mode operations: the function keys, or the control and escape commands. You are not restricted to using one method or the other. For any Edit mode operation, you can use the method that is quickest or easiest for you to remember. Both methods are illustrated below.

Suppose that you want to use the Decimal Tab function. To use a function key for this task, press the **F5** key (**Decimal Tab**). Because the function of the key is labeled at the bottom of the screen, you do not have to memorize the command to perform this function. However, you do have to move your hands from the main keyboard to the function keys.

To use a control command to perform the same function, hold down the **Control** key and press **Z**. This method lets you leave your hands on the main keyboard, but requires that you memorize **Ctrl-Z** for the decimal tab function.

Since the function keys are “soft keys” in that their functions can be changed, this manual focuses on the Edit mode key commands and the Command mode commands to describe editing and operating tasks. You can, however, find a description of the function key operations in *Chapter 22: Function Key Definitions*.

EDITING SPECIAL UNITS OF TEXT

Spellbinder allows the user to switch between the following units of text: character, word, sentence, paragraph, and mark. These different text units are useful when editing text or moving about in a file.

Spellbinder has several text unit commands that perform their functions on the currently defined Text Unit. For instance, the Control command **Ctrl-D** deletes the specified text unit. If the text unit is ***WORD***, the word under and to the right of cursor will be deleted. If the text unit is ***PARA*** (paragraph), the paragraph under and to the right of the cursor will be deleted. You can see how changing the text unit can be helpful in editing text.

The current unit of text is always displayed between the asterisks at the top of the screen. You can switch between the different units by typing **Ctrl-O**. The default text unit is ***WORD***.

The text units are self explanatory except for the ***MARK*** text unit. Pressing the **Mark (Ctrl-X)** key puts the mark symbol (^) in your text. You can use this character to define the boundary of a “***MARK***” text unit. The ***Mark*** text unit is useful when you want to perform an action on a unit of text that is not a character, word, sentence, or paragraph. For example, if you want to delete a section of text that consists of two lines and five words, place a mark(**Ctrl-X**) at the end of the text to be deleted. Move the cursor to the beginning of the text section; set the text unit to ***MARK*** (**Ctrl-O**) and press **Ctrl-D**. The marked text will be deleted.

The other unit-related keys also work on text units defined by marks. These keys include **Forward (Ctrl-F)**, **Backward (Ctrl-B)**, **Delete (Ctrl-D)**, **Enhance (Ctrl-U)**, and **Hold (ESC H)**. These keys will operate on the mark (^) unit if “***MARK***” is displayed on the message line.

For more information about text units and marks see *Chapter 6: Entering and Editing Text*.

COMMAND MODE COMMANDS

In Spellbinder many tasks such as printing, loading and saving files are performed in the **COMMAND** mode.

The Command mode is a special mode of Spellbinder that allows you to issue commands individually or in automated sequences by typing a series of command characters (often referred to as chaining commands). It is not unusual to execute a series of two or three commands as a way to automate a routine task.

For instance, in the chapters that follow you will see command sequences such as **COMMAND:T/P** (Top of Page, Print One Page), and **COMMAND:T/F100** (Top of Page, Forward 100 Lines).

Remember that whenever you see **COMMAND:x** where “x” is a valid command character(s), switch into the Command mode and type the command character(s) followed by **Enter**.

DOT COMMANDS

Dot commands instruct Spellbinder to perform certain operations during printing. Dot commands are imbedded in text, so the desired operation begins when Spellbinder reaches that location during a printing operation.

Dot commands have the following characteristics:

1. Dot commands begin with a period and a letter. The letter may be upper or lower case. For example, the dot command that centers text can be **.C** or **.c**. Neither the period nor the letter of a dot command can be enhanced.
2. Dot commands must end with a Return.
3. The characters of a dot command must be at the beginning of a line.

If a dot command fails to operate properly, or if the characters of the dot command are actually printed with the rest of your text, you have probably incorrectly

positioned the dot command in your text. Check that the period of the dot command is the first character on the line. If there is a space in front of the period, the dot command will not work. The command also will not work if any of the characters in the command are enhanced. However, you can enhance the text on which the dot command will operate.

For a list of Spellbinder's Dot commands see *Chapter 20: Command Reference*.

IN-LINE COMMANDS

In-line commands, like dot commands, instruct Spellbinder to perform certain operations during printing. However, in-line commands are different from dot commands because they need not occur at the beginning of a line. In-line commands can be imbedded at any location in text, and the special printing function will begin at that location.

In-line commands consist of an exclamation point followed by a letter or a number. It is important for you to note whether the letter is upper or lower case; for example, **!B** performs one backward line feed, while **!b** changes the Y table CHARACTER SIZE entry.

If an in-line command fails to operate properly, check to ensure that you have used the proper letter or number for the command, and that it is not separated from the exclamation mark by a space. Also check that no characters in the command are enhanced.

For a list of Spellbinder's In-line commands see *Chapter 20: Command Reference*.

Spellbinder provides several methods of starting and ending an editing session. The method that you choose may vary from session to session depending upon your editing needs. This chapter describes these methods.

COMMAND SUMMARY

Start Spellbinder	C>SB —Starts Spellbinder and displays copyright.
Start Spellbinder with a file	C>SB [filename] —Starts Spellbinder and automatically retrieves a document stored in the disk file specified by [filename].
Start Spellbinder with a command list	C>SB [command list] —Starts Spellbinder and automatically executes command(s) specified in [command list].
Exit Spellbinder	COMMAND:X —Exits Spellbinder. If there is any text in the workspace, Spellbinder asks "EXIT WITHOUT SAVING WORKSPACE? (Y/N)." Type N to continue editing, Y to exit Spellbinder.
Save Configuration	COMMAND:XS —Saves the current Spellbinder configuration. If there is any text in the workspace, Spellbinder asks "EXIT WITHOUT SAVING WORKSPACE? (Y/N)." Type N to continue editing, Y to exit Spellbinder.

STARTING SPELLBINDER

To start Spellbinder, make sure that the current disk drive and directory contain the current copy of Spellbinder and at the DOS prompt type

SB

and then press **Enter**. Spellbinder's copyright screen will appear. Follow the instructions at the bottom of the screen.

If you need to confirm that Spellbinder is contained within the current directory, at the DOS prompt type

DIR SB.*

and press **Enter**. Look for the files: SB.EXE, SB.EXT and SB.DAT. If these files are not found in the current directory, you will need to copy them from your original Spellbinder disks or a working copy of Spellbinder.

READING A FILE UPON STARTING SPELLBINDER

To automatically load a document upon starting Spellbinder, type the filename of a document after **SB** on the MS/DOS command line as shown in the example below. The specified file will be loaded into the workspace automatically.

eg. **A>SB SAMPLE.TXT**

If the file you are trying to load is not in the current directory or disk drive, you will need to tell Spellbinder where to find the file. For instance, suppose that your Spellbinder working disk is in drive A and the file that you want to load is in drive B. Type the following to start Spellbinder with the file automatically loaded.

eg. **A>SB B:SAMPLE.TXT**

ISSUING COMMANDS UPON STARTING SPELLBINDER

To automatically issue commands upon starting Spellbinder, list the commands that you want to execute after **SB** and a filename on the MS/DOS command line. When issuing commands, you must place double quotes around each command. If you issue more than one command, make sure that the commands are listed in sequential order and that they are separated by a space.

The following examples illustrate the use of the Spellbinder command-line.

SB sample.txt "PA/FF"

Reads and prints the file **sample.txt**.

SB sample1.txt "EN/R" "sample2.txt" "EL"

Reads the file **sample1.txt**, switches to the next edit buffer, reads the second file **sample2.txt**, and switches back to the first edit buffer. This command could have been issued with the following command-line:

SB sample1.txt "EN" "R" "sample2.txt" "EL"

The only difference is that the commands "EN" and "R" are issued as separate commands in Spellbinder's Command mode. The end result is the same.

SB sample.txt "3J/S/file"

Loads the file **sample.txt**, jumps forward three pages and positions the cursor on the first occurrence of the word "file".

Any number of commands can be executed from the MS/DOS command line. When listing commands remember the following:

1. Put double quotes around each command sequence.

2. Put a space between quoted command strings.
3. Place command strings in the order that you want Spellbinder to execute them.

NOTE: The most important thing to remember about issuing commands from the DOS command-line is that any quoted string is treated as direct keyboard input to Spellbinder's command mode. If more than one string is typed at the DOS command-line, each one is treated as a separate command sequence.

CAUTION: When issuing command-lines involving multiple command strings, be sure that the printing, viewing, and justifying commands, if any, occur in the last command string as in:

SB sample1.txt "E" "B40" "P/X"

If a command string is issued after one which contains a printing, viewing, or justifying command, the function will be interrupted. This interruption occurs just as pressing a key during printing suspends the printing process.

EXITING SPELLBINDER

To exit Spellbinder issue **COMMAND:X**. If there is any text in your workspace, the following prompt will appear on the message line

"EXIT WITHOUT SAVING WORKSPACE? (Y/N)"

If you have not saved the text in your workspace, type **N**. **COMMAND:X** will be canceled and you can proceed to save the text with one of Spellbinder's write commands. For more information on saving text see *Chapter 5:Retrieving and Saving Documents*.

If you have already saved the text in your workspace, or you do not care to save the text, type **Y** at the **"EXIT WITHOUT**

SAVING WORKSPACE? (Y/N)" prompt. Spellbinder will stop running and control will return to DOS.

SAVING THE SPELLBINDER CONFIGURATION

If during an editing session, you change the default Spellbinder configuration and you want to save the current configuration, exit Spellbinder with **COMMAND:XS**. After a brief moment, Spellbinder will prompt

"EXIT WITHOUT SAVING WORKSPACE? (Y/N)"

If you have not saved the text in your workspace, type N. **COMMAND:XS** will be canceled and you can proceed to save the text with one of Spellbinder's write commands. For more information on saving text see *Chapter 5:Retrieving and Saving Documents*.

If you have already saved the text in your workspace, or you do not care to save the text, type Y at the "EXIT WITHOUT SAVING WORKSPACE? (Y/N)" prompt. Spellbinder will save the current configuration before returning control to DOS.

This chapter describes the method used to load an existing document into the Spellbinder workspace and to save it in a disk file during and at the end of an editing session.

Being able to load and save documents to and from disk files requires a knowledge of the Read and Write All commands. These two commands will satisfy most of your file access needs. Other commands are available to load and save oversize files, read and write any number of lines of text, insert text at the current cursor position, and change the default directory. These more advanced file handling features are discussed in Chapters 16 and 17.

COMMAND SUMMARY

Read a document	COMMAND:R —Reads a document from the specified disk file and inserts it at the end of the workspace.
Write a document	COMMAND:WA —Writes a document to the specified disk file.
List Files	COMMAND:Q —Lists the files on the specified MS/DOS path.
Change Directory	COMMAND:CD/pathname —Changes the default path to pathname .
Deleting Files	COMMAND:QD —Deletes the file specified in response to the DELETE FILENAME> prompt.

RETRIEVING A DOCUMENT

Retrieving a document into the Spellbinder workspace is performed by issuing **COMMAND:R**. You will see the prompt

READ FILENAME>

The filename that you specify may include a combination of the following:

1. A disk drive specifier: **A:\SB\DOCS\SAMPLE.TXT**
2. A directory path: **A:*SB\DOCS*\SAMPLE.TXT**
3. A filename: **A:\SB\DOCS*SAMPLE.TXT***

If you do not specify a disk drive or directory path with your filename, Spellbinder will assume that you want to use the last file specified with the file Read and Write commands.

After typing the filename followed by **Enter**, the document stored in the specified file will appear in the workspace. You are now ready to begin editing the document.

SAVING A DOCUMENT

In the process of editing a document it is a good idea to save the document periodically to ensure that your work is safe in the event of a power outage or other disaster. You can save a document easily in Spellbinder by issuing **COMMAND:WA (Write All)**. After entering this command, Spellbinder will display the prompt

WRITE FILENAME>

If you have already issued a read or write command during the current editing session, Spellbinder will display the last read or write filename issued as part of the **WRITE FILENAME>** prompt.

You have three optional responses to this prompt:

1. Press **Enter** to write to the current filename;
2. Type **Ctrl-R** to delete the current filename and type in a new filename;
3. Press **Backspace** to edit the current filename, ending with **Enter** to accept the changes typed.

Spellbinder will remember the filename you use and present it at the next **WRITE FILENAME>** prompt.

NOTE: The message: "**File exists--creating backup**" will be displayed when a file is being overwritten. If you had no intention of overwriting a file, you may restore the overwritten file by copying it from the file with the same name as before but with the extension ".BAK".

Remember that saving your document in a disk file is your insurance against power outages or misplaced fingers. If you have backed up the document, recovery is as easy as retrieving the latest version of the document into the workspace. If you have not backed up the document, recovery can be a long and painful process of typing the text a second time.

NAMING DOCUMENT FILES

When choosing a filename for your text, think of a filename that will enable you to distinguish the file from other files. Filenames can be no longer than 11 characters with the last three characters being preceded by a period (eg. PRICE.LST). These last three characters are referred to as filename extension and allow for greater flexibility in naming files. If you write a filename greater than 11 characters, you will get the response "Invalid Entry".

Disk Drive Designators

Any time that you read or write a file on disk, you must

respond to the “READ FILENAME>” or “WRITE FILENAME>” prompt. Your response to this prompt can consist of three parts: a disk drive designator (eg. A: or B:), a path, and a filename.

However, it is not always necessary to specify the disk drive designator or path; you need to specify one only when you change from one drive to another. If you do not include a disk drive designator with the filename, Spellbinder assumes that you want the drive that was most recently accessed. You access a disk drive whenever you read from it, write on it, delete a file from it, or request a directory for it.

For example, if you have a disk containing your operating system and Spellbinder in drive A, and a disk containing your text files in drive B, the first time that you want to read from or write to your data disk in drive B, you must specify the disk drive designator (B:). From then on, as long as you do not switch to drive A, you need not specify a drive designator again; Spellbinder will always assume that you want drive B.

If, by mistake, you try to read a file from the wrong disk, the message

NO SUCH FILE

will be displayed. Specify the filename again using the correct disk drive designator.

LISTING A DIRECTORY OF FILES

Listing the names of the files on a particular directory is sometimes necessary to recall a read or write filename. You can list names by issuing **COMMAND:Q**. Spellbinder will display the prompt

DRIVE: or DRIVE:FILENAME>

Type the name of the disk and/or filename of the desired listing. You may use the DOS wild card specifiers * and ? in

this specification. (See your DOS manual for an explanation of DOS wildcard specifiers).

Drive listing

If you want a list of files on a particular drive, at the `DRIVE:` or `DRIVE:FILENAME>` prompt, type the letter of the disk drive followed by a **colon** and **Enter**. Any text in your workspace will temporarily disappear and Spellbinder will display on the screen the names of the files on your designated drive.

The display consists of three blocks, each containing three columns. The first column in each block contains the filenames, and the second contains the optional extensions (if any).

The third column in each block shows the size of the file in “K”. One “K” is equal to 1024 characters, so a file that is 2K long will take up space on a disk equal to 2048 characters (2 times 1024). These numbers do not give the exact size of each file in characters, but represent how much disk space each file occupies.

Note that some of your Spellbinder files will have the extension “.BAK”. This is a “backup” file and is automatically created by Spellbinder when you save a file to a filename, read and edit it and then save it to the same filename. Spellbinder does not delete the first version of that file. Instead, it treats the first version as a backup to the second version and gives it the extension “.BAK”.

If you create a third version of this text and file it under the same name, the second version would then become the backup and the first version would be deleted. In other words, as long as you save a version of the text with the same filename, Spellbinder will always save the next-to-last version of the text as a backup.

This feature is useful if you accidentally lose or damage the latest version, or if you want to see how one version differs from another. You can read a backup file simply by

dropping any extension the filename might have and adding the extension “.BAK” when you respond to the “READ FILENAME>” prompt. For example, if you have a file named PRICE.LST, you can read the backup version (provided there is one) by reading in the filename PRICE.BAK.

To remove the directory display from the screen, press either **Enter** or **Escape**. Any text in your workspace will return to the screen.

Filename listing

You can also respond to the prompt DRIVE: or DRIVE:FILENAME> by typing the disk drive designator followed by a filename and **Enter**. This procedure lists just the specified file.

Using this function lets you see whether a particular file is on a disk without hunting through other directory entries.

Using Wildcard Characters

If you specify a filename in a directory operation, an asterisk * or ? used in the filename will act as a “wildcard”. For example, following the DRIVE: or DRIVE:FILENAME> prompt with a:*.bak will display all of the backup filenames on drive A.

DELETING FILES

As you write files on your data disk, you will eventually find that some of the files become outdated and you no longer want to keep them. Issuing **COMMAND:QD** allows you to delete unwanted files from a disk. After issuing this command, Spellbinder will display the prompt

DELETE FILENAME>

Type the name of the file that you want to delete and press **Enter**. Repeat the procedure if you want to delete more than one file.

Entering text into Spellbinder is similar to other word processors. You simply type at the keyboard, allowing the text to automatically wrap to the beginning of the next line when it reaches the end of the current line. Other basic typing features include overtyping, deleting, and inserting text.

Spellbinder also allows the user to edit several documents simultaneously by providing multiple edit buffers. Although each edit buffer acts independently, you can transfer information from one buffer to another with Spellbinder's hold and unhold commands.

This chapter describes the process of entering and editing text in Spellbinder. The concepts covered here are basic editing features. The more advanced word processing features will be discussed in a later chapter.

COMMAND SUMMARY

Enter	Enter —Terminates the current line and positions the cursor at the left column of the following line.
Delete a character	Del —Deletes the character currently under the cursor.
Overtyp	No action necessary—The normal typing mode is overtype.
Insertion	Ctrl-E, Insert —Allows you to insert text at the current cursor location by typing on the keyboard.
Reformat	Ctrl-R —Reformats text to recover space in the text that results from deleting text or moving text.

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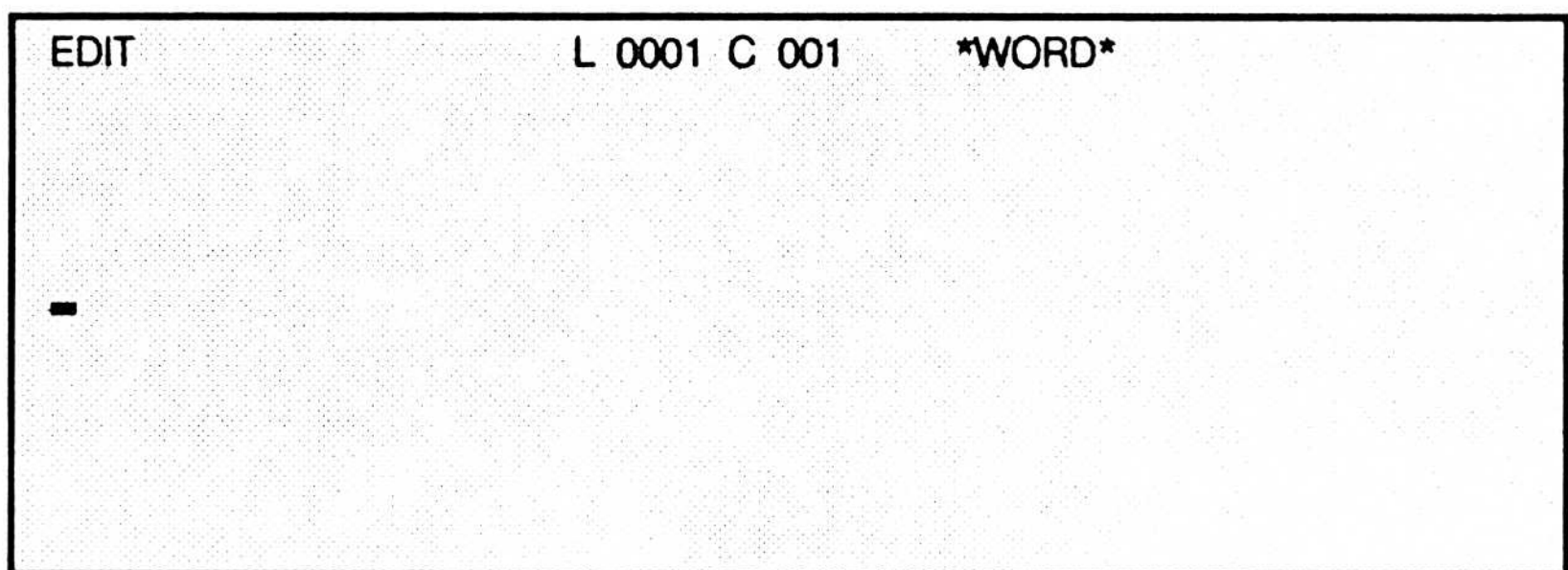
Push-Ahead Insert	COMMAND:IP —Switches insert style to push-ahead .
Split-Screen Insert	COMMAND:IS —Switches insert style to split-screen .
Edit Buffer #	COMMAND:EB# —Moves cursor to designated edit buffer.
Edit Next	COMMAND:EN —Moves cursor to next edit buffer.
Edit Last	COMMAND:EL —Moves cursor to preceding edit buffer.

TYPING IN TEXT

Now that you have entered the Spellbinder program, you are ready to begin word processing. First, the screen will display a title page and the message

Press any key ...

will appear at the bottom of the screen. Strike any key on the keyboard. The screen display will change to look like this:



At the top of the screen is the message line. On the left side of this line is the word "EDIT". This word tells you that Spellbinder is operating in the Edit mode, the operational state that allows you to enter and edit text. In the center of the message line is a "L" followed by a four digit number, and a "C" followed by three digits; L indicates the line

number, C indicates the column number of the current cursor position. The last symbol on the message line indicates the Text Unit currently being used for the commands that operate on a unit of text: Forward Text Unit, Delete Text Unit, Hold Text Unit,

Midway down the left side of the screen you will see the cursor. The cursor shows where a typed character will be displayed. Depending on your computer system, the cursor may be a small bright box, a short line, or some other symbol. It may be blinking or steady.

When you type a key, the corresponding character appears just as it would on a typewriter. The character appears in the place previously occupied by the cursor, and the cursor moves to the right to indicate where the next letter will appear.

When you press the **Enter** key, the symbol "<" appears in your text on the screen. Spellbinder uses this method to display the location of carriage returns on the screen; the "<" character will not appear on paper when you print the text.

Notice that if you are in the middle of a word when your text reaches the right margin of the screen, the word automatically moves down to the beginning of the next line. This Spellbinder feature is called "word wrap". As you can see, it is not necessary to press the **Enter** key at the end of every screen line. In fact, in most cases it is better to let Spellbinder "wrap" the text onto the next line.

OVERTYPING AND DELETION

The easiest way to make simple corrections in Spellbinder is to type over the mistake. Position the cursor over the character that you want to correct and type in the new character.

You can use this method to change as many characters as you wish.

You can also make simple corrections by using the **Delete** key. On your keyboard, this key may be labeled **Delete**, **DEL**, **Character Delete**, **Rubout**, or **RUB**.

When using the **Delete** key, position the cursor over the character you want to delete and press **Delete**. The character disappears and the remaining words on the line move left one space so that no extra spaces remain.

You can delete any number of characters using the **Delete** key.

For additional information on deleting text, see *Chapter 8: Deleting, Moving and Copying Text*.

If after editing your text you find that there are gaps in your text, type the command **Ctrl-R** (Reformat Text) to close the gaps following the cursor. The **Reformat Text** command will not affect spaces inserted with the **Space** bar.

INSERTING TEXT

Spellbinder provides two styles of inserting text into your file: **push-ahead** insertion or **split-screen** insertion. The style of insertion you choose will depend upon personal preference. You can switch between the two styles at anytime by executing the appropriate command line command, **COMMAND:IS** (split-screen insert) or **COMMAND:IP** (push-ahead insert). Once the insertion style is set, it will remain until you tell Spellbinder to change it or you exit Spellbinder. To save the current configuration, type **COMMAND:XS** when exiting Spellbinder. The default insertion method is the push-ahead method.

INSERTING TEXT: SPLIT-SCREEN METHOD

To use the **split-screen** insertion method issue **COMMAND:IS** (insert-split screen). Return to the edit mode and type either **Ctrl-E** or the **Insert** key.

The insert function opens up space on your screen and allows you to add text at a specific point in your document.

Note that when you press the **Ctrl-E** or **Insert** key, the symbol

INSERT

appears on the screen's message line to remind you that you are performing an insertion. The cursor and all the text preceding it remain in place on the screen. The rest of the text temporarily disappears, except for the remainder of the line following the cursor, which is displayed at the bottom of the screen.

You can now type additional text in the space made by the **Insert (Ctrl-E)** function. When you are finished adding text, press **Insert (Ctrl-E)** again. The text closes up around the insertion.

Note that you do not need to press **Insert (Ctrl-E)** to insert a carriage return. Simply position the cursor at the place where you want the return and press **Enter**.

During a split-screen insert operation, you cannot use any function that moves the cursor from the current line. If you try, a warning beep will sound and the word "INSERT" will flash momentarily in the top left corner of the screen.

INSERTING TEXT: PUSH-AHEAD METHOD

To use Spellbinder's **push-ahead** insertion method, issue the command **COMMAND:IP** (push-ahead insert). Return to the edit mode and type either the **Ctrl-E** or the **Insert** key. The symbol

INSERT

will appear on the screen's message line to remind you that you are performing an insertion.

You may now add text at the cursor position. The text to the right of the cursor will push ahead to the right until you end the insertion operation by pressing **Insert (Ctrl-E)** again.

Unlike a split-screen insertion operation, during a push-ahead insertion you may execute all Spellbinder commands. This flexibility makes the **push-ahead** insertion style the preferred method to use.

USING MULTIPLE EDIT BUFFERS

If you find that you need to edit several documents simultaneously or that you need to share text between several files, you will find Spellbinder's multiple edit buffers helpful. Spellbinder allows you to use up to ten edit buffers at one time (the maximum number limited only by available RAM). Each edit buffer works independently (except for the shared hold and delete buffers) and can hold up to 64K.

Moving Between the Buffers

To move from one edit buffer to another, Spellbinder provides three commands. The command that you choose will depend upon your desired direction of movement. As you move between edit buffers, Spellbinder recalls the cursor position. This feature allows you to return to the cursor location prior to exiting the buffer.

To move forward from one buffer to the next edit buffer in numerical order, issue **COMMAND:EN** (Edit Next). The text in your workspace will disappear and the text from the next buffer will appear in the workspace.

To move to the last or preceding edit buffer in numerical order, issue **COMMAND:EL** (Edit Last). The text in the workspace disappears and the text from the last buffer appears.

To move from one buffer to a specific buffer, type **COMMAND:EB#** where **#** represents for a number between one and ten. For example, to move to edit buffer 5, type **COMMAND:EB5**. The text in the current buffer will disappear and the text in buffer 5 will appear in the workspace.

Transferring Text Between Buffers

Although each edit buffer works independently of the other edit buffers, the edit buffers share the same hold buffer. This common hold buffer provides a convenient method of transferring text from one buffer to the next. Using Spellbinder's hold and unhold commands discussed in *Chapter 8: Deleting, Moving and Copying Text*, hold the desired text, switch to the appropriate buffer using one of Spellbinder's buffer movement commands, and unhold the text.

Tips and Precautions

- When working with multiple edit buffers, remember to save the text in each buffer prior to exiting Spellbinder.
- If you forget which buffer is the workspace, look at the number at the top right corner of your computer screen. This number displays the current buffer status.

In Spellbinder the cursor can be moved by character, word, sentence, line, paragraph, mark, or whole document. The cursor movement commands come in three basic types: character oriented **Left Arrow**, **Right Arrow**, **Up Arrow**, **Down Arrow**; text unit oriented **Forward Text Unit** and **Backward Text Unit**; and line oriented **Top of Workspace**, **End of Workspace**, **Forward N Lines**, and **Backward N Lines**. The first two types are Edit mode commands, the later is a Command mode command.

This chapter describes how to move the cursor around in a workspace easily and efficiently. Each of the classes of cursor movement plays an important role in allowing you to move quickly to any location in a document from any other location.

COMMAND SUMMARY	
Cursor Left	Ctrl-H or Left Arrow—moves the cursor left one character.
Cursor Right	Ctrl-L or Right Arrow—moves the cursor right one character.
Cursor Up	Ctrl-K or Up Arrow—moves the cursor up one line.
Cursor Down	Ctrl-J or Down Arrow—moves the cursor down one line.
Forward a Text Unit	Ctrl-F—moves the cursor forward one Text Unit.
Forward to Mark	Esc F—moves the cursor forward to the next Mark [^].
Forward N Lines	COMMAND:Fn—moves the cursor forward N lines of text.
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Backward a Text Unit	Ctrl-B —moves the cursor backward one Text Unit.
Backward to Mark	Esc B —moves the cursor backward to the last Mark [^].
Backward N Lines	COMMAND:Bn —moves the cursor backward N lines of text.
Top of Workspace	COMMAND:T or Esc T —moves the cursor to the top of the workspace.
End of Workspace	COMMAND:E or Esc E —moves the cursor to the end of the workspace.

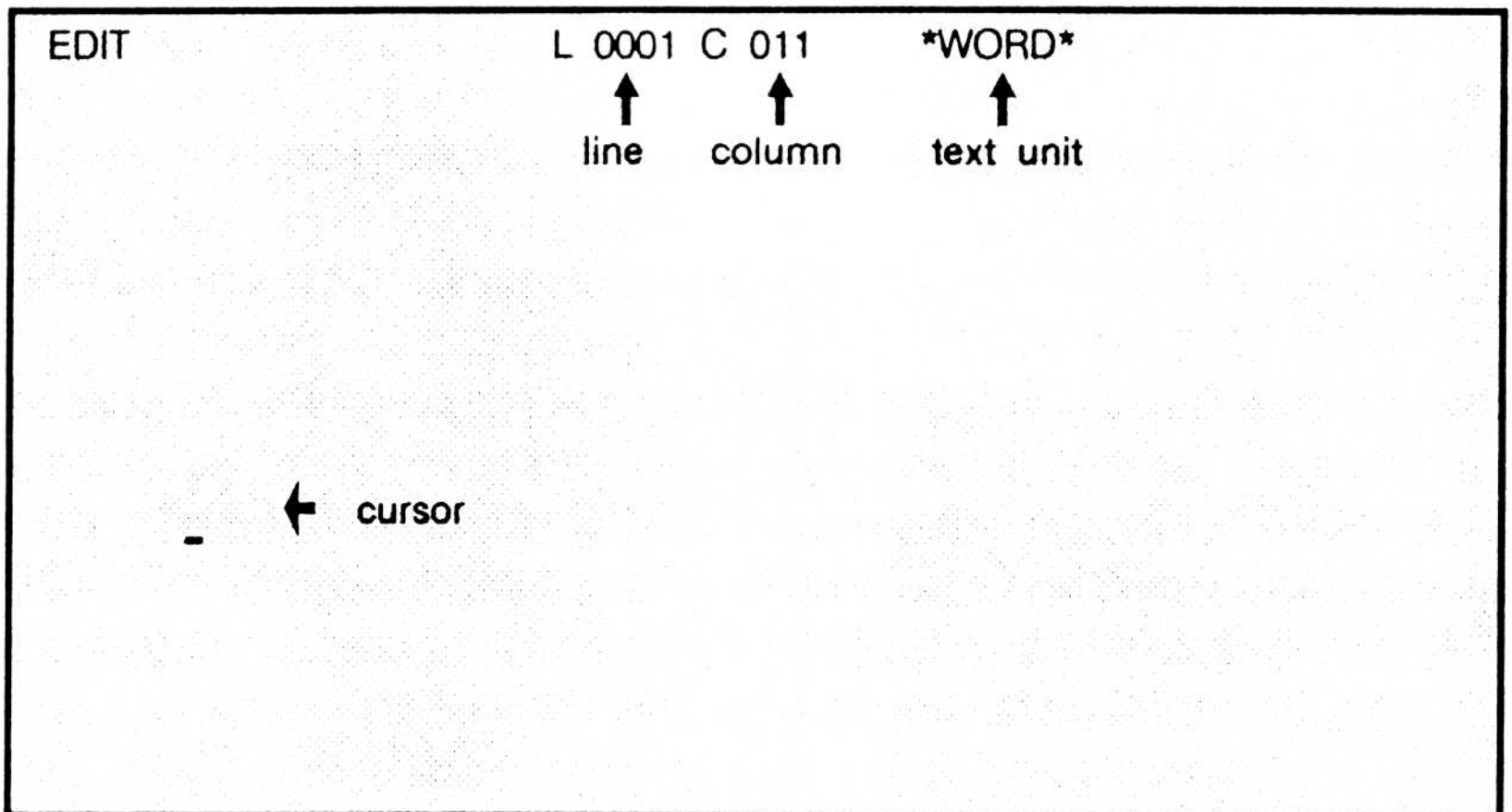
MOVING THE CURSOR BY CHARACTER

The arrow keys (or cursor movement keys) on a standard IBM/PC keyboard allow you to change the location of the cursor. These keys move the cursor forward and backward a character along a screen line and up and down from one screen line to another. On most keyboards, you can move the cursor a repetitive number of times to the right, left, up or down by simply holding down the appropriate cursor (arrow) key.

For the most part, the arrow keys are convenient for quick single character movement. For the touch typist, however, four CTRL commands are provided for easier access to single character movement. The action of these keys can be equated to the cursor arrow keys as follows:

Ctrl-H	Left Arrow
Ctrl-J	Down Arrow
Ctrl-K	Up Arrow
Ctrl-L	Right Arrow

Notice that as you move the cursor around in your text, the numbers on the message line change to indicate the current row/column position as illustrated in the following figure.



MOVING THE CURSOR BY TEXT UNIT

The current Text Unit is indicated by the word enclosed in asterisks displayed at the top of the screen immediately after the line and column numbers. The value of the text unit can be changed sequentially between character, word, sentence, paragraph, and mark by typing **Ctrl-O**.

One of the most efficient ways to move through the text of a document is to use the Text Unit oriented **Ctrl-F [Forward]** and **Ctrl-B [Backward]** commands. Each time one of these commands is typed, the cursor moves one Text Unit in the appropriate direction. For example, to move the cursor forward one sentence, use **Ctrl-O** to change the text unit to ***SENT*** and then type **Ctrl-F**. The cursor will jump forward to the beginning of the next sentence.

Movement to an absolute location can be accomplished easily by using the text unit ***MARK***. First, place a mark at the target location by typing **Ctrl-X**. The mark symbol [^] will appear in the text. When you are ready to return to that location, set the text unit to ***MARK*** using **Ctrl-O [Change text unit]**, and type **Ctrl-F [Forward a text unit]** or **Ctrl-B [Backward a text unit]** depending on the position of the cursor relative to the mark. The cursor will jump to and rest on the mark symbol.

There are two cursor control functions which operate on the mark character that will work even when the text unit is not ***MARK***. The **Forward Mark [Esc F]** key moves the cursor to the next mark (or to the end of text, if there are no marks). The **Back Mark [Esc B]** key moves the cursor to the previous mark (or to the beginning of the text if there are no marks).

MOVING THE CURSOR BY LINE

Line oriented cursor movement allows you to move forward and backward in the document a fixed number of lines, to the next occurring mark, and to the top and bottom of the document. To use line oriented commands, switch to the command mode by typing **Ctrl-Q** and then type the appropriate command letter(s) and **Enter**. The following table summarizes various applications of the line oriented cursor commands:

Top of the Workspace	COMMAND:T
End of the Workspace	COMMAND:E
Forward n Lines	COMMAND:F_n
Backward n Lines	COMMAND:B_n
Forward to Mark	COMMAND:F
Backward to Mark	COMMAND:B
Jump to Line n	COMMAND:T/F_n
Jump to n Lines from end of text	COMMAND:E/B_n

where **n** represents the number of lines to move.

Remember to follow these commands with **Enter**.

CHAPTER 8 Deleting, Moving and Copying Text

Deleting text in Spellbinder is simple in both the Edit mode and the Command mode. And unwanted deletions can be undone instantly with the press of a key. Spellbinder also provides a number of hold and unhold commands for moving and copying text. All of these editing operations will be discussed in this chapter.

COMMAND SUMMARY

Delete Text Unit	Ctrl-D —Deletes the current text unit under and to the right of the cursor.
Hold Text Unit	Esc H —Holds the current text unit under and to the right of the cursor and places it in the hold buffer until the hold buffer is emptied.
Change Text Unit	Ctrl-O —Changes the current text unit to the next value in the following order: WORD, SENT, PARA, MARK, CHAR.
Unhold Text Unit	Esc U —Unholds the contents of the hold buffer.
Delete N Lines	COMMAND:Dn —Deletes n screen lines from the current cursor position to the end of the nth screen line.
Hold N Lines	COMMAND:Hn —Holds n screen lines from the current cursor position to the end of the nth screen line.

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Hold All	COMMAND:HA —Holds all of the text in the workspace.
Delete All	COMMAND:DA —Deletes all of the text in the workspace.
Undelete Text	Ctrl-N —Undeletes and restores to the workspace most recently deleted text.
Hold Clear	COMMAND:H0 —Clears all text in the hold buffer.

DELETING TEXT

Deleting text in Spellbinder may be performed in the Edit mode on characters, words, sentences, paragraphs, and blocks using **Ctrl-D** and the **Del** key, and in the Command mode on lines or blocks using **COMMAND:Dn**.

DELETING TEXT BY TEXT UNIT (EDIT MODE)

The simplest method of deleting text is to set the text unit to the appropriate value (eg. **WORD**, **SENT**, **PARA**, **MARK**, **CHAR**), position the cursor on the first character of the text that you want to delete, and type **Ctrl-D**. If the targeted text spans less than three screen lines, the text will disappear. If the text spans three or more screen lines, Spellbinder will highlight the targeted text and display the question

IS THIS CORRECT?

on the message line. Type **Y** to delete the highlighted text, or **N** to cancel the operation.

If you want to delete a text unit other than a word, remember to change the text unit by typing **Ctrl-O**. The default text unit is ***WORD***.

DELETING TEXT BY SCREEN LINE (COMMAND MODE)

Sometimes it is more convenient to delete text by screen line rather than by text unit or character. To use the delete screen line command, position the cursor at the beginning of the targeted screen line, switch to the command mode and issue **COMMAND:Dn** where **n** equals the number of screen lines you want to delete. If **n** equals less than three, the text will automatically disappear from the screen. If **n** equals three or more, Spellbinder will highlight the targeted text and display the question

IS THIS CORRECT?

on the message line. Type **Y** to delete the highlighted text, **N** to cancel the operation.

DELETING BLOCKS OF TEXT (EDIT/COMMAND MODE)

To delete a block of text, set a **Mark (Ctrl-X)** at the end of the text to be deleted. The mark symbol [^] will appear on the screen. Move the cursor to the beginning of the targeted text, and in the Command mode type **COMMAND:D** or in the edit mode switch the Text Unit to ***MARK*** (Ctrl-O), and type **Ctrl-D**. As with the **Dn** command, if the targeted text spans less than three screen lines, the text will disappear. If the targeted text spans three or more screen lines, Spellbinder will highlight the targeted text and display the question

IS THIS CORRECT?

on the message line. Type **Y** to delete the highlighted text, **N** to cancel the operation.

DELETING AN ENTIRE FILE

If you want to delete all of the text in your workspace, type **COMMAND:DA** (delete all). To make sure that you did not mistakenly issue the command, Spellbinder

displays the question

REALLY? (Y/N)

on the message line. Type **Y** to delete the text, **N** to cancel the operation.

UNDELETING TEXT

In Spellbinder you can retrieve deleted text in the last-in/first-out order by using the command **Ctrl-N** (undelete). Simply position the cursor where you want the deleted text to be inserted and type **Ctrl-N**. The most currently deleted text will appear at the cursor position pushing existing text to the right.

HOLDING TEXT BY TEXT UNITS (EDIT MODE)

To hold text, position the cursor on the first character of the text that you want to hold, set the text unit to the appropriate setting using **Ctrl-O** and type **Esc H** (**Hold Text Unit**). Spellbinder highlights the specified text and displays one of the following questions on the message line:

IS THIS CORRECT? or ADD OR REPLACE?

If the hold buffer is empty, the question "IS THIS CORRECT?" will appear. Type **Y** to place the highlighted text in the hold buffer or **N** to cancel the operation.

If text already exists in the hold buffer, the question "ADD OR REPLACE?" will appear. To add the text to the end of the existing text in the hold buffer, type **A**. To replace the text in the hold buffer with the new highlighted text, type **R**.

As Spellbinder places the highlighted text in the hold buffer, it removes it from the screen and draws up the remaining text in order to avoid gaps.

HOLDING TEXT BY SCREEN LINE (COMMAND MODE)

To hold text by screen line make sure that you are in the command mode (Ctrl-Q). After determining the number of screen lines that you want to hold, position the cursor at the beginning of the targeted lines and issue **COMMAND:Hn** where **n** stands for the number of lines you want to hold. Spellbinder highlights the specified text and displays one of the following questions on the message line:

IS THIS CORRECT? or ADD OR REPLACE?

If the hold buffer is empty, the question "IS THIS CORRECT?" will appear. Type **Y** to place the highlighted text in the hold buffer or **N** to cancel.

If text already exists in the hold buffer, the question "ADD OR REPLACE?" will appear. To add the text to the current text in the hold buffer, type **A**. To replace the text in the hold buffer with the new highlighted text, type **R**.

As Spellbinder places the highlighted text in the hold buffer, it removes it from the screen and draws up the remaining text in order to avoid gaps.

HOLDING BLOCKS OF TEXT (EDIT/COMMAND MODE)

Holding blocks of text in Spellbinder can be performed with either Command mode commands or Edit mode commands.

First, set a **Mark** (Ctrl-X) at the end of the text to be held. The mark symbol **^** will appear on the screen. Move the cursor to the beginning of the block of text and in the command mode type **COMMAND:H** or in the edit mode switch the text unit to ***MARK*** (Ctrl-O) and type **Esc H**. Spellbinder highlights the specified text and displays one of the following questions on the message line:

IS THIS CORRECT? or ADD OR REPLACE?

If the hold buffer is empty, the question "IS THIS CORRECT?" will appear. Type **Y** to place the highlighted text in the hold buffer or **N** to cancel the operation.

If text already exists in the hold buffer, the question "ADD OR REPLACE?" appears. To add the text to the existing text in the hold buffer, type **A**. To replace the text in the hold buffer with the new highlighted text, type **R**.

As Spellbinder places the highlighted text in the hold buffer, it removes it from the screen and draws up the remaining text in order to avoid gaps.

An alternative way to hold an arbitrary amount of text is using multiple holds and appending the text of each hold to the text of the last hold by typing "A" at the ADD OR REPLACE? prompt.

RETRIEVING THE HOLD BUFFER

Spellbinder allows you to retrieve text from the hold buffer in both the Command mode and the Edit mode. Position the cursor where you want the retrieved text and in the Command mode type **COMMAND:U** or in the Edit mode type **Esc U**. In both cases, Spellbinder will insert the text at the cursor position pushing the existing text to the right. In most cases (see below for an exception), the Unhold operation of Spellbinder maintains the current text in the hold buffer while also retrieving the text to the screen. Because text in the hold buffer can be retrieved an unlimited number of times, the Hold and Unhold operations are ideal for moving and copying text.

**** A Special Note ****

If you issue **COMMAND:U** or **Esc U** when the workspace is full, Spellbinder will display the message

HOLD EMPTY

This message means that there is too much text in the hold buffer to fit into both the workspace and the hold buffer. When this happens, Spellbinder copies the material from the buffer into the text, and then erases the text in the hold buffer thus leaving the hold buffer empty.

If the message

MEMORY FULL

appears during a hold operation, write some of your current text on disk and try the hold operation again.

MOVING TEXT

Moving text in Spellbinder is simple with the **Hold** and **Unhold** commands. You simply **Hold** (**COMMAND:H**, **Esc H**) the text you want to move, move the cursor to the new location, and then **Unhold** (**COMMAND:U**, **Esc U**) the text. For a more detail explanation of the hold and unhold commands, read the preceding sections of this chapter.

COPYING TEXT

Copying text is similar to moving text in that both operations involve using the **hold** and **unhold** commands. If you are unfamiliar with these commands please refer to the preceding sections of this chapter.

Text is copied by **Holding** (**COMMAND:H**, **Esc H**) the targeted text, immediately **Unholding** (**COMMAND:U**, **Esc U**) the text thereby restoring it back to its original

location, moving the cursor to where you want the text copied, and **Unholding** the text again. Since once text has been stored in the Hold Buffer, it may be unheld an unlimited number of times you can copy text over and over by simply unholding it as many times as you want it copied.

CLEARING THE HOLD BUFFER

Text remains in the hold buffer until it is replaced with other text when given the **ADD OR REPLACE?** prompt or when cleared with **COMMAND:H0** (Hold Clear).

RECOVERING LOST TEXT

Spellbinder comes with a program to recover certain kinds of accidentally deleted text. This recovery program is called **SRECOVER**.

SRECOVER will recover text that is left in RAM after an unplanned exit to DOS. **SRECOVER** only works after a Delete All command or an unplanned exit from Spellbinder. In these cases use the following steps to recover your lost text.

1. Exit Spellbinder using **COMMAND:X**.
2. With the program **SRECOVER** on the current disk drive, type **SRECOVER**. **SRECOVER** will search the RAM of your computer's memory and display one of the following messages:

SPELLBINDER TEXT NOT FOUND

SPELLBINDER TEXT FOUND
ENTER NAME OF FILE TO SAVE:

If a file found message is displayed, save the text to the name of a scratch file. You may then edit the recovered text.

CHAPTER 9 Searching For and Replacing Text

Spellbinder allows two types of search and replace commands: discretionary and automatic. During discretionary search and replace, the user is prompted to verify the replacement each time the searched for string is found. During an automatic search and replace, the search and replacement takes place automatically throughout the extent of the command.

The Spellbinder search and replace commands are extremely flexible allowing you to search for the next occurrence, all occurrences, replace automatically, replace discretely, search for whole words or parts of words, ignore case and enhancements or don't ignore case and enhancements, use wildcards for characters, numbers or letters.

This chapter explains each of these variations of the search command beginning with the simplest and most commonly used forms and ending with the more complex forms.

COMMAND SUMMARY

Search for Next Occurrence

COMMAND:S—Searches for the next occurrence of the user specified string from the current cursor position to the end of the file.

Search and Replace Next Occurrence

COMMAND:S/string1/string2/-
Searches for the next occurrence of **string1** from the current cursor position to the end of the file and replaces it with **string2**.

Continue on the next page . . .

. . . continued from the previous page.

**Search and Replace
All Occurrences**

COMMAND:SA—Searches for all occurrences of the user specified string from the current cursor position to the end of the file.

**Search and Replace
All Occurrences
Automatically**

COMMAND:SA/string1/string2/-
Searches for all occurrences of **string1** from the current cursor position to the end of the file and replaces them with **string2**.

**Search Backwards For
Next Occurrence**

COMMAND:SB—Searches backwards for the next occurrence of the user specified string from the current cursor position to the beginning of the file.

SEARCH FOR NEXT OCCURRENCE

Searching for the next occurrence of a string without replacing it is the simplest application of the search function. To search for a word or word pattern (here referred to as **string1**), type **COMMAND:S**. Spellbinder will prompt

SEARCH FOR:

Type your targeted string. Spellbinder will prompt

REPLACE WITH:

Press **Enter** to ignore the **REPLACE WITH:** prompt. Spellbinder will search the workspace for the next occurrence of **string1**. If **string1** exists in the workspace, the cursor will move to the beginning of the string.

An alternative and quicker way to search for **string1** is to chain the **SEARCH FOR** word to the search command such as **COMMAND:S/String1/**.

In both cases, if the search locates the specified string, the cursor will move to the beginning of the string.

Note that the Search commands, except for **COMMAND:SB**, can not work backwards in the text. In other words, a search command will not identify a specified target string that is positioned before the cursor at the time of the search. If you want to search for a string in the entire text, you need to go to the beginning of the file before executing the search. The simplest way to do this is by typing **T/** before the search command (eg. **COMMAND:T/S**, **COMMAND:T/S/string1/**).

SIMPLE SEARCH AND REPLACE

To search for and replace a target string with a new string, type the replacement string at the **REPLACE WITH:** prompt or chain the replacement string to the command chain. For example, **COMMAND:S/String1/String2/** where **String1** represents the target string and **String2** represents the replacement string will result in the next occurrence of **String1** being replaced with **String2**.

SEARCH ALL

To search for all occurrences of a target string, type **COMMAND:SA**. Spellbinder will prompt

SEARCH FOR:

Type the target string and press **Enter**. Spellbinder will prompt

REPLACE WITH:

Press **Enter** to ignore this prompt. Spellbinder will search for the next occurrence of the target string (here referred to as **String1**) and rest on the beginning of the string. The prompt

Press A Key to Go On; Esc to Exit

will appear on the message line. To continue searching for other occurrences of String1, press any key except **Esc**. To exit the search, press **Esc**. The cursor will remain at the position of the last search.

As with the other search forward commands, you can chain String1 as part of the search command. **COMMAND:SA/String1/** will bypass the **SEARCH FOR:** prompt and Spellbinder will automatically search the workspace for String1.

SEARCH ALL AND REPLACE

To search for and replace all occurrences of a particular string, type the command **COMMAND:SA**. Spellbinder will prompt

SEARCH FOR:

Type the target string and press **Enter**. Spellbinder will prompt

REPLACE WITH:

Type the replacement word (here referred to as String2) and press **Enter**. Spellbinder will search for the next occurrence of String1 and prompt

Replace? (Y/N)

To replace String1 with String2, type **Y**. To leave String1 as is, type **N**. Spellbinder will then automatically move to the next occurrence of String1.

To automatically search from the current cursor position to the end of the file for all occurrences of String1 and replace them with String2, type **COMMAND:SA/String1/String2/**.

SEARCH BACKWARDS

Most of Spellbinder's search commands search forward in a file from the cursor position to the end of the workspace.

Spellbinder does, however, have a command for a simple backward search. To search backwards from the current cursor position to the beginning of the file, issue **COMMAND:SB**. Spellbinder will prompt

SEARCH FOR:

Type your target string and press **Enter**. Spellbinder will search backwards in the workspace and rest on the beginning character of target string.

Note that Spellbinder's backward search function only works in the discretionary search mode. Chaining the **SEARCH FOR:** string in the search command will still result in the **SEARCH FOR:** prompt.

REPEAT LAST SEARCH

To repeat the last search command issued, type **COMMAND:SR** (search repeat). Note that **COMMAND:SR** does not work on the backwards search command.

SEARCH FOR A WORD ONLY

The search commands normally search for any string that matches the specified pattern. To search for whole words only, the target string should be preceded with an exclamation mark, as in **!string**. Only strings separated by blanks and/or punctuation marks will be matched by **string** if it is preceded by an exclamation mark in this way.

SEARCH IGNORING CHARACTER CASE AND ENHANCEMENT

In both the **Search** and **Search All** features, character case and enhancement will be ignored if the target string is preceded by an asterisk as in ***String1**. For example, if issuing the command **COMMAND:SA/*target/**, the following strings would be found: **target**, **Target**, **TARGET**, **tarGet**, **target**, **TARGET**, and **tarGET**.

SEARCH USING WILD CARD SPECIFIERS

There are three wild card characters that allow you to specify inexact searches. An inexact search is a search that uses special characters which match to a class of characters rather than a specific character.

There are three wild card characters in Spellbinder searches:

- ? matches to any character
- # when enhanced matches to any numeric character
- & when enhanced matches to any non-numeric character

For example, to search for all seven letter words that end in “flate,” issue **COMMAND:SA/??flate**. Spellbinder would locate the words deflate and inflate if they were in the text.

USING SEARCH COMMAND TO DELETE AND INSERT TEXT

In addition to being useful for search and replace, the search commands can be used to delete, insert and append words and phrases.

Consider **COMMAND:SA/string//**. This string will search for all occurrences of string and replace them with nothing, in effect deleting every occurrence of string.

Inserting text can be performed in the reverse sequence. The **COMMAND:SA//string/** will insert **string** at the current cursor position.

Appending text to an existing string is another important application of the Spellbinder search function. The **COMMAND:SA/string1/?string2/** will append **string2** to the end of **string1** to result in the string **string1string2**.

SEARCHING FOR SPECIAL CHARACTERS

In the event that you need to search for a string that contains one or more of the special characters, you need to place a **back slash (\)** before the special character in the search

string. For example, if you want to find the next occurrence of "draft?" you cannot issue the **COMMAND:S/draft?** because "?" when used in a search string represents any character. However, if you precede any special character in your search string with a **backward slash(\)**, Spellbinder treats that character literally rather than as a special character. Using this method, you can issue **COMMAND:-s/draft\?** and Spellbinder will find the next occurrence of draft?.

The **** character in a search string gives a literal interpretation of any special character and can even be used on itself. For instance, **COMMAND:S/** would search for the next backward slash in your text.

The backward slash can also be used on the **"/** character, which Spellbinder normally interprets as a separator in combined search commands. For the **"/** to be interpreted literally, you must precede it with ****. For example, **COMMAND:SA/yes\no/yes** would automatically replace all occurrences of "yes/no" with "yes".

Finally, to include a Return or Enter in a search or replace string, use the less-than (**<**) character. For example, to find the occurrence of "week" at the end of a paragraph, you would issue **COMMAND:S/week.<**

SEARCHING A DISK FILE

The search commands discussed in this chapter only work on text in the workspace. To search and replace text in an oversize file requires special handling. For information about searching and replacing text in an oversize file, see *Chapter 17: Working with Oversize Files*.

CHAPTER 10 Viewing and Printing a Document

Spellbinder's preview feature allows you to view the format and pagination of a document in the workspace before printing. Previewing your document saves unnecessary use of printer time and supplies, and provides an interactive method of creating a document with the appearance that you desire.

This chapter describes the methods used to preview and print part or all of a document.

COMMAND SUMMARY

View a Page	COMMAND:V —View a page from the cursor position as it will be printed.
View All	COMMAND:VA —View All pages from the cursor to the end of the workspace as they will be printed.
View N Lines	COMMAND:Vn —View n lines of the text in the workspace from the current cursor position to the end of the nth line.
Print a Page	COMMAND:P —Print a page with the page starting at the current cursor position.
Print All Pages	COMMAND:PA —Print All pages of the document from the current cursor position to the end of the workspace.
Print N Lines	COMMAND:Pn —Print n lines of text in the workspace from the current cursor position to the end of the line.
Print N Copies	COMMAND:nT/PA —Print n copies of document.

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Form Feed	COMMAND:FF —Form Feed the printer paper.
Verify a Page	COMMAND:J —Verify one page of text from the current cursor position to the end of the page.
Verify N Pages	COMMAND:nJ —Verify n pages of text from the current cursor position to the end of the nth line.
Verify N lines	COMMAND:Jn —Verify n lines of text from the cursor position to the end of the nth line.
Verify All Pages	COMMAND:JA —Verify All pages of the document from the current cursor position to the end of the workspace.
Page Break	.E —Set a page break.
Conditional Page Break	.E<n —Printer ends page if n lines of text will not fit on current page.
Stop Printer	.S —Stops printer and returns Spellbinder to command mode.
Pause Printer	!P —Pause printer.

VIEWING AND PRINTING ONE PAGE

Both Spellbinder's viewing and printing commands are executable in the Command mode. If you are in the Edit mode, **Ctrl-Q** will switch you to the Command mode.

To **View** one page of your document, position the cursor on the first character of the page you want to view and type **COMMAND:V**. The first printed page from the cursor to the end of the page will scroll onto your screen just as it would appear in its printed form. After displaying your text, Spellbinder will display the message

PRESS A KEY TO CONTINUE, ESC TO EXIT

Press any key on the keyboard to return your original text to the screen. The cursor will appear at the bottom of the currently viewed text.

During a viewing session, you can stop the text from scrolling by pressing the **Space** bar. The message

"TYPE S(STOP), E(STOP PAGE END), RET TO CONTINUE"

will appear on the message line. To resume scrolling, press the **Space** bar again.

If during the viewing session, Spellbinder finds a word that needs hyphenating, the message

HYPHENATE: "string"-

will appear on the message line. After you hyphenate the word, Spellbinder will continue with the viewing session. For more information about hyphenating words, see the *Inserting Hyphens* section of this chapter.

To **Print** a page, position the cursor on the first character of the page you want to print and type **COMMAND:P**. Once printing is complete, you may have to type **COMMAND:FF** (Form Feed) to eject the printed page from the printer.

The viewing and printing commands in Spellbinder are flexible. By positioning the cursor, you can control the text you view or print. Spellbinder also provides flexibility with its chaining command feature. You can view or print your text from the top of the document regardless of the cursor position by chaining the top of file command to the viewing or printing command as follows: **COMMAND:T/V** (Top of page, View) and **COMMAND:T/P** (Top of page, Print).

VIEWING AND PRINTING A WHOLE DOCUMENT

Viewing and printing a whole document is similar to viewing and printing a page of a document. To view an entire document type **COMMAND:VA** (View All). To print an entire document type **COMMAND:PA** (Print All). Remember to go to the top of the file before viewing and printing, or chain the top of file command with the view and print commands (eg. **COMMAND:T/VA**, **COMMAND:T/PA**).

While viewing your document, the message

"PRESS ANY KEY TO CONTINUE, ESC TO EXIT"

will appear after each page scrolls across the screen. Press any key to continue or **Esc** to exit back to the document. Remember, you can use the **Space bar** to stop the scrolling of the view function at any time.

VIEWING AND PRINTING N LINES

Sometimes it is beneficial to View or Print several lines of a document to verify its appearance in its final form. When this is the case, type **COMMAND:Vn** and **COMMAND:Pn** where **n** represents the number of lines sent to the display or printer. Again, you may need to follow-up the print command with **COMMAND:FF**.

PRINT VERIFICATION

Sometimes you may want to view your text only to pick out words that need to be hyphenated, detect potential print errors, and show where page breaks will occur. If this is the case, use the **J commands** (Jump commands). The **J commands** (sometimes referred to as the print verification commands), do not display the text on the screen and therefore operate much faster than the View commands.

To verify text from the cursor position to the end of the page, type **COMMAND:J**. Spellbinder will jump through the page of text indicating print errors and prompting you to

hyphenate words where needed. To verify more than one page of text, type **COMMAND:nJ** where **n** equals the number of pages you want to verify. If you want to verify a number of lines of text, type **COMMAND:Jn** where **n** equals the number of lines that you want to verify. To verify your entire document, type **COMMAND:T/JA** (Top of file, Jump All).

PRINTING MULTIPLE COPIES

To print multiple copies of a document, type **COMMAND:nT/PA**. The "**n**" represents the number of copies you want to print; the **T** tells Spellbinder to go to the top of the file before printing each copy.

INSERTING HYPHENS

Spellbinder recognizes two types of hyphens: hard and firm. Following is a discussion on each of these hyphens.

Hard Hyphen

To hyphenate words that always require a hyphen (like "son-in-law"), press the "-" key as you would on a typewriter. This kind of hyphen is called a **hard hyphen**.

Spellbinder prints hard hyphens no matter where they occur on a line. Spellbinder will break words on a hard hyphen at the end of a line, both on the screen display and in your printed text.

Firm Hyphen

Sometimes Spellbinder needs to hyphenate a word at the end of a printed line just to improve the appearance of that line. In this case, the values in the Y table **MAXIMUM SPACE** and **MINIMUM SPACE** entries influence how often Spellbinder asks you to hyphenate. As you make the value for **MAXIMUM SPACE** smaller and/or the value for **MINIMUM SPACE** larger, your printed text will have a more even appearance, however, Spellbinder will ask you to hyphenate words more often. For more information about

setting the Y Table SPACE values, see *Chapter 14: Formatting Text - Print Format Table*.

During the viewing, verifying, or printing operations, Spellbinder may ask you to hyphenate words. The message

HYPHENATE: "string"-

will appear on the message screen followed by the word needing hyphenating. To insert a hyphen, use the cursor movement keys to move the hyphen until it is in the desired location and press **Enter**. Spellbinder will insert the hyphen and continue with the original operation.

If you examine the hyphenated word in your workspace, you will see that the word you hyphenated does not contain a hyphen, but a "|" character. This character is called a **firm hyphen**. Even though a firm hyphen looks like a "|" character on your screen, Spellbinder will print it like a regular hyphen character.

The difference between a firm hyphen and a hard hyphen is that Spellbinder prints a firm hyphen only when it appears at the end of a line. If you edit the text so that "string" is not at the end of a line, Spellbinder will ignore the firm hyphen during printing.

If you do not want to hyphenate a word that Spellbinder presents for hyphenation, you can press **Enter** without moving the cursor from its place at the end of the word. Spellbinder will go on to print, view, or verify the text without inserting a firm hyphen. By pressing **Enter**, you are telling Spellbinder to ignore the MAXIMUM SPACE and MINIMUM SPACE criteria when it prints that particular line of text.

You can use firm hyphens only in character-oriented printing (that is, when the Y table PRINT ROUTINE entry is 1). See *Chapter 14: Formatting Text - Print Format Table* for more information about character-oriented printing.

SETTING PAGE BREAKS

Spellbinder will automatically make page breaks according to the information in the Y table. When you are printing a multipage document, you may however need to end a page prematurely. For example, you may need to begin a section on a new page, or prevent a heading from being separated from its following text.

To set a page break, place a **.E** dot command (for "end") at the place where you want to end the current page. A **.E** command must be at the beginning of a line and must be followed by **Enter**. The "E" can be either upper or lower case.

Conditional Page Break

A variation of the **.E** command tells Spellbinder to end a page at a particular location, but only if that location meets a certain condition. This command is called a conditional **.E** command.

For example, suppose that you are printing a multipage document containing a table that is 15 lines long. You can use a conditional **.E** command to ensure that the table appears entirely on one page.

In this case, insert the command **.E<15** on the line before the table. The "<" in this command is the less-than symbol on your keyboard. The conditional **.E** command tells Spellbinder, "When you reach this spot, if you can print at least 15 more lines on the present page, continue printing. If you can fit fewer than 15 lines on the present page, end the page now."

You must consider the SPACING entry of the Y table when you calculate the number to use in a conditional **.E** command. For example, if you are printing a 15-line table with double spacing (a Y table SPACING value of 2), then you must use 30 for the number in the conditional **.E** command.

STOPPING AND PAUSING THE PRINTER

The dot command **.S** (for "stop") and the in-line command **!P** (for "pause") allow you to halt printing at any point in your text.

Stopping the Printer

As soon as Spellbinder encounters the **.S** command, it stops printing and returns the screen to the Command mode. The **.S** command is therefore another method of printing just a selected part of text, like **COMMAND:Pn**. Remember that dot commands must be at the beginning of a screen line and end with **Enter**.

Pausing the Printer

If you want the printer to pause at a particular point instead of stopping completely, you can insert the in-line command **!P**. This command must have an upper case "P". The printer will pause at the point of a **!P** in-line command and resume printing when you press the **Space** bar.

Note: Printers that use a particular kind of text buffering cannot use the **!P** command properly. If you are using this kind of printer, Spellbinder will pause at the beginning of the line containing the **!P** command, instead of at the location of the command.

Remember that you can manually interrupt the printer at any time by pressing the **Space** bar. Pressing it again will make printing resume.

ADVANCED COMMANDS

Spellbinder provides a variety of additional advanced viewing, verifying, and printing commands. Most of these commands are used when working with oversized files. For more information on how the advanced commands work see *Chapter 17: Working with Oversize Files*.

Spellbinder provides an integrated Spelling checker which allows you to check the spelling of individual words, sentences, paragraphs, blocks of text, and whole documents. Also included in Spellbinder is the ability to count words in a document.

This chapter describes the spell checking features of Spellbinder. To become skilled in using the spell checker, you should become familiar with each these features.

COMMAND SUMMARY

Check a Text Unit	Ctrl-C —Checks the spelling of the currently defined Text Unit.
Check All	COMMAND:CA —Checks spelling of all words in the workspace.
Speller Menu	COMMAND:SP —Displays the Speller main menu.
Count Words	COMMAND:CW —Counts all the words in the workspace.
Change the Text Unit	Ctrl-O —Changes the Text Unit between WORD, SENTENCE, PARAGRAPH, MARK, and CHARACTER.

STARTING THE SPELL CHECKER

There are two steps to starting the spell checker in Spellbinder: first, set the Text Unit, as indicated at the top of the screen between the two asterisks, to the appropriate

value (Ctrl-O); next, type Ctrl-C to start the speller program. You will then be presented with a menu of possible actions to take to correct any misspellings. The menu will contain the following items:

- F1 Skip word
- F2 Type replacement
- F3 Replace with suggestion
- F4 Ignore word from now on
- F5 Add to auxiliary dictionary
- F6 Look up word
- F7 Undo last text change
- F8 Mark word in text
- F9 Options
- F10 Quit Speller

SKIP WORD [F1]

If for any reason you wish to skip the currently highlighted word, press F1. The speller will continue to check the document ignoring the currently highlighted word. SKIP WORD differs from IGNORE WORD in that the SKIP WORD selection skips only the currently highlighted occurrence of the word, whereas the IGNORE WORD selection causes the speller to ignore all following occurrences of the word.

TYPE A REPLACEMENT [F2]

If none of the words suggested by the speller are the correct spelling of the intended word, you may type your own replacement spelling. To type a replacement, press F2 and at the appropriate prompt type the new word to replace the one currently misspelled.

REPLACE WITH SUGGESTION [F3]

If a misspelled word is found, the speller stops at the misspelled word and displays a list of optional actions. If you want to replace the misspelled word with one of the suggested words at the right of the screen press F3 or the

key indicated to the left of the desired word. After pressing **F3** or a letter key, you may use the cursor movement keys to highlight a selection in the list of suggestions. To select a suggestion, highlight the correct spelling choice and press **Enter**. Your spelling choice will automatically replace your misspelled word.

IGNORE WORD [F4]

If you wish to ignore the currently identified word now and any other time it occurs in the text, press **F4 [Ignore Word]**, and Spellbinder will pass over this and any other occurrence of the currently highlighted spelling.

ADD TO AUXILIARY DICTIONARY [F5]

Often a special word will occur in a text which is used in a particular field or industry. In these cases, it is desirable to be able to save such words in an auxiliary dictionary to be used for later passes of the spell checker. To save the currently highlighted word in an auxiliary dictionary, press **F5**. The word will be added to the auxiliary dictionary contained in the file `EXTRA.LEX`. This file will be automatically loaded upon initialization of the spelling checker.

In the event that you would like to add words to this dictionary manually, load the file `EXTRA.LEX` into Spellbinder, edit it, and save it as an ASCII file using a `/1` after the write filename. For more information about creating ASCII files, see *Chapter 18: Importing and Exporting Non-Spellbinder Files*.

LOOK UP WORD [F6]

If you would like to look up alternate spellings of a word or you are unsure of how to spell a word, press **F6** for the **LOOK UP WORD** selection. You will be prompted to type a word pattern to be compared to the other words in the speller dictionaries. You may either type an entire word to be looked up in the dictionary or a word pattern using the

wild card characters '?' and '*'.

If a complete word is entered, the look up function will search for alternate spellings of the word in the same way that it does when it encounters a misspelled word in the text. If a word pattern is typed, the look up function will search for all spellings that match the pattern entered. For example, if you type the word pattern est, the speller will present a list of words that end with the pattern "est" (eg. best, fastest, quickest).

When searching for a word pattern, depending on the number of matches that the speller finds, you may need to use the cursor down arrow key to scroll more words onto the screen.

UNDO LAST TEXT CHANGE [F7]

In the course of checking a block of text or whole document, you may, on occasion select a word and then realize that the word was incorrect only after the fact. In this event, you can press F7 to return you to the position of the last spelling change, and undo the change made. Once F7 is pressed, you will exit the speller. If you would like to resume checking spellings, type Ctrl-C.

MARK WORD IN TEXT [F8]

If you do not want to change the spelling of a word while in the spell checker, but do want to know where to find it for later editing, press F8 and Spellbinder will leave a Mark '^' in front of the currently identified word. You can then perform a search for the Mark '^' using the Search commands.

For a detailed description of Search commands, see *Chapter 9: Searching and Replacing Text*.

OPTIONS [F9]

The **OPTIONS** menu allows you to selectively switch between running the speller with the dictionary stored on disk or in RAM. The **OPTIONS** menu also allows you to unload the speller completely freeing any memory that it may use.

This selection is only desirable if memory is needed or the speller is not used.

QUIT SPELLER [F10]

To exit the speller while checking the words in a body of text, press **F10**. You may also press **Esc** at any point in the speller session and checking will be terminated and you will be returned to your previous position in the workspace.

CHECKING AN ENTIRE DOCUMENT

To check the spelling of all of the words in the workspace, issue **COMMAND:CA**. Along with checking the spelling of the words in the workspace, **COMMAND:CA** will also inform you of the number of words present in the document. Note that you can execute the document checking and the word counting operation of the speller regardless of the cursor's position in the text. You do not need to go to the top of the file first.

COUNT WORDS

Spellbinder allows you to count the number of words currently in the workspace. To count the words in the workspace, issue **COMMAND:CW**. Spellbinder will automatically count all of the words in the workspace and report them on the top line of the screen.

ACCESSING THE SPELLER WITHOUT CHECKING A WORD

If you need to perform a speller function found on the main Speller menu but you do not want to execute the check

spelling function of the speller, issue **COMMAND:SP**. After a moment the Speller menu will appear on the screen. At this point you may access any of the selections presented on the menu.

Positioning text in Spellbinder is accomplished with the aid of Tab, Indent, and Centering commands. This chapter describes these "line oriented" text positioning commands.

COMMAND SUMMARY

Center Line	.C[text] —Centers [text] horizontally on the current line.
Set Tab Stops	COMMAND:Z —Displays tab settings and allows you to set them using the function keys as indicated by the help messages.
Indent	Ctrl-Y —Indents text to next tab stop; maintains indentation until the next Enter .
Clear Indent	Esc I —Cancels indentations in text from cursor line to next Enter .
Delete	Del —When you are in the tab table, deletes all tab settings.
Tab	Ctrl-I —When you are in the tab table, sets or deletes a single tab.
Decimal Tab	Ctrl-Z —Aligns numeric columnar text at decimal point, or any columnar text at right edge of column.
Absolute Tab	Esc Tab —Places an absolute tab to the right of the cursor.

INDENTING TEXT

Spellbinder provides two methods for indenting text, each suitable for a different purpose. **Tab** or **Ctrl-I** moves the cursor to successive tab stops, just like the tab key on a typewriter. **Ctrl-Y** also indents text to the next tab stop, but automatically ensures that the text which follows in the same paragraph has the same indentation.

A major difference between tabbing and indenting has to do with how the left margin is maintained. A tab has no effect on the left margin; it simply fills in spaces up to the tab setting where the text begins. An indentation, on the other hand, temporarily changes the left margin of your document and maintains that margin until you press **Enter**.

In effect, **Ctrl-Y (Indent)** temporarily indents the left side of your screen; although you can move the cursor into the space to the left of the indent, you cannot type anything there. When you move the cursor anywhere to the right of the indent, you can enter or modify text again.

You can also use **Ctrl-Y** to indent existing text. Move the cursor to the first space beginning the next paragraph and press **Ctrl-Y**. Spellbinder automatically indents the entire paragraph one tab stop. If you press **Ctrl-Y** again, Spellbinder indents the paragraph one more tab stop. If you continue pressing **Ctrl-Y**, there will be several more indents, and then the paragraph will suddenly move back to the extreme left and the indentations will be canceled. This is one method of canceling indentations.

A quicker way to cancel indentations is to press **Esc I (Clear Indent)**. For example, if you place the cursor at the beginning of a paragraph and press **Ctrl-Y**, Spellbinder will indent each line of text up to the next **Enter** to the first tab stop. Then if you press **Esc I**, the indentation is canceled and the paragraph returns to its original form. Even if you indent a paragraph more than one tab stop, pressing **Esc I** once will cancel the entire indentation.

The cursor need not be positioned at the extreme left of the relevant line for **Ctrl-Y** and **Esc I** to work. They will generally work as long as the cursor is located in the left half of the line.

SETTING TAB STOPS

Your Spellbinder program comes with preset tab stops at intervals of eight spaces.

To view the table of current tab settings, issue **COMMAND:Z**. Any text in your workspace will temporarily disappear, and the screen will display a row of X's. Each X indicates a tab stop.

Below the row of tab stops is a row of dots. You will move the cursor along this row to set and clear tab stops. The number on the left side of the screen above the dots is a column counter that tells you where the cursor is located on the line of dots. When the cursor is above the first dot, the column counter is "1".

To clear all tab settings displayed in the Tab Table press the **Delete** key. (This is the key you use to delete the character under the cursor; do not use the **Delete Text Unit [Ctrl-D]** key, which you use to delete one unit of text.) When you press the **Delete** key, the line of X's disappears.

Setting Tabs at Regular Intervals

To reset the tabs at regular intervals type **Tab** or **Ctrl-I** followed by a number from 0 to 9. The value 0 will set the Tabs every 12 characters, a value from 1 through 9 will set the Tabs at the character spacing specified by the value provided.

When you set tab stops by typing **Tab** or **Ctrl-I** and a number from 0 to 9, you do not need to press the **Delete** key first to clear the current settings.

Setting Individual Tab Stops

To set an individual tab stop, use the **Cursor Left (Ctrl-H)** or **Cursor Right (Ctrl-L)** key to move the cursor to the desired location, and then press **Tab** or **Ctrl-I**.

If you press **Tab (Ctrl-I)** again, the X disappears. Pressing **Tab (Ctrl-I)** either sets or deletes a tab at the position of the cursor, depending on whether a tab is already present.

You can have a maximum of 32 tab stops at one time.

After setting or clearing tabs, press **Enter** or **Esc** to return to the Command mode. Any text in your workspace will reappear on the screen.

If your version of Spellbinder is configured to have user guides, messages at the top of the tab table will remind you how to set and clear tab stops.

The column counter in the tab table corresponds to the column counter that appears on the message line when you are in the Edit mode or the Command mode. This correspondence can help you set tab stops. For example, you may want to compose the first line of a table on the screen before you set tab stops so that you can experiment with the placement of table columns. Write down the number of the column counter on the message line when the cursor is at the first position of each table column. When you display the tab table, move the cursor until the column counter in the tab table matches the first number that you recorded, and set a tab stop there. Continue to set tab stops at the other recorded locations.

When you set tab stops, Spellbinder continues to use them until you set new ones or exit from the program. If you exit Spellbinder and then enter the program again, the original default tab stops will be in force.

If you find that you generally prefer to use tab settings other than Spellbinder's default settings, you can save a

Spellbinder version that contains different default tab stops by issuing **COMMAND:XS**. See *Chapter 4: Starting and Exiting Spellbinder* for a complete description of this command.

SETTING TABS FOR PROPORTIONAL SPACING

This section applies only to printing with proportional spacing. If your printer can not do proportional spacing, skip this section.

The absolute tab character (‘) makes tabular text line up properly when it is printed with proportional print. The absolute tab character should be placed immediately before the text you want to line up.

If you use proportional print, you should use the absolute tab anywhere that text has been indented using the **Tab (Ctrl-I)** key or the space bar. It is not necessary for text indented with the **Indent (Ctrl-Y)** key.

Enter the absolute tab character by pressing the **Escape** key, releasing it, and then pressing the **Tab (Ctrl-I)** key. If you use this method, the absolute tab character will appear one space to the left of the cursor.

If you know that you will be printing a text with proportional spacing, you can install absolute tabs as you type in the text. Use the space bar or **Tab (Ctrl-I)** key to move the cursor to the proper location for the text, and press **Escape** followed by **Tab (Ctrl-I)**. The absolute tab will appear in the space before the cursor, and you can continue to type.

If you do not want to bother with using absolute tabs, you can eliminate the alignment problem by printing tabular text with nonproportional spacing.

ALIGNING COLUMNS OF NUMBERS

The **Decimal Tab (Ctrl-Z)** key allows you to align columns of numbers at their decimal points. To tab to the position of

a column of numbers, use the Decimal Tab. Type the number you want entered at that position. The decimal will be centered on the position of the Decimal Tab as located with **Ctrl-Z**.

You can use **Decimal Tab (Ctrl-Z)** to line up numbers even if they do not have decimal points. The right-to-left entry of text is terminated not only when you type a period, but also when you press **Enter**, **Tab (Ctrl-I)**, or any other function key. These additional terminators allow you to line up non-numeric columnar text at the right instead of the left edge of the column.

CENTERING TEXT

You can center text on a selected line by using a **.C** dot command.

The **.C** command affects only the line on which it is typed. This command is useful for headings and for emphasis of one or more lines in the middle of other text.

You can only center text that is one printed line. If you want to center several successive lines, place a **.C** dot command at the beginning of each line that you want to center and **Enter** at the end of each line.

Remember that dot commands must be at the beginning of the line. Dot command letters can be upper or lower case. For example, either **“.C”** or **“.c”** centers a line of text. A dot command itself should never be enhanced, although the text it operates on can be enhanced. For more information on dot commands, see *Chapter 3: Understanding The Basics*.

Spellbinder provides a variety of printer control commands that you imbed into the body of your text. These commands instruct the printer where to position text on the printed page.

COMMAND SUMMARY

Shifts printer	{ and }– Shift printer upward and downward as in using superscripts and subscripts.
Overprint Character	!H– Print one character over another character.
Overprint Line	.B– Print one line over another line.
Line Feed	!A– Printer performs a line feed.
Backward Line	!B– Printer performs a backward line feed.
Roll Paper	.T– Printer rolls paper back to top of page.

PRINTING SUPERSCRIPTS AND SUBSCRIPTS

If you are using a nonprecision printer, check your printer manual to see if your printer can print superscripts and subscripts. If it cannot, skip this section.

To print a superscript, you must instruct the printer to shift upward a fraction of a line, and then instruct it to shift downward again. To print a subscript, you reverse the process.

Spellbinder uses the “{” character to shift the printer

upward and the “}” character to shift it downward. For example, to create a superscripted 4, you would type “{4}”. To create a subscripted 4, you would type “}4{”.

To demonstrate subscripting, clear your workspace and type the following text:

$$x\}1\{ + x\}2\{ = x\}3\{$$

Press **Enter** three times, and then demonstrate superscripting by typing:

$$x\{2\} + y\{2\} = z\{2\}$$

Press **Enter** at the end of this equation.

Now print the two equations. The printed text will look like this:

$$x_1 + x_2 = x_3$$
$$x^2 + y^2 = z^2$$

You can have subscripts on subscripts, or subscripts on superscripts on subscripts; any number of “{” characters or “}” characters can appear in sequence. But remember that eventually you must specify an equal number of both characters to move the printer back to its original line.

Clear your workspace using the DA or GQ command before you continue.

OVERPRINTING

Spellbinder lets you overprint characters either one character at a time or one line at a time.

Printing One Character Over Another

To print one character over another, separate the characters with a !H in-line command. For example, to

print a “/” character over a 0 character, type 0!**H**/ and then print it. The **!H** in-line command tells the printer to backspace over the previous character before printing the next character. Just remember that overprinting may not work properly if you are using proportional spacing, since different characters occupy different-sized spaces.

In-line commands like the **!H** command can be placed at any point in your text. The **!H** command must have an upper case “H”. See *Chapter 3: Understanding The Basics* for more information about in-line commands.

Printing One Line Over Another Line

To overprint a whole line, instruct the printer to print one line, roll back one line, and print the next line. Do this by inserting a **.B** command on a separate line between the two lines.

Generally, you can use a **.B** command only if you are using a precision printer and the Y table **PRINTER TYPE** entry is 0. However, you may also be able to use the command with some nonprecision printers if the **PRINTER TYPE** entry is 1.

For example, if you create text that looks like this:

```
0 0 0 0 0 0 0 0 0 0 0<
.B<
- - - - - - - - - - -<
```

Spellbinder will print the line of zeros, and then print the line of dashes over the line of zeros.

A series of **.B** commands will cause the printer to roll back the specified number of lines, but the printer cannot roll back further than the top of the page. Note also that with an automatic sheet feeder you cannot roll the paper back more than one line.

Remember that dot commands like the **.B** command

must be at the beginning of a screen line and must end with **Enter**. The letter can be upper or lower case. For more information about dot commands see *Chapter 3: Understanding The Basics*.

FORWARD AND BACKWARD LINE FEED

When a printer performs a “line feed”, it rolls the paper forward one line. This operation differs from a **Enter** in that a line feed does not return the print head to the left margin.

The in-line command **!A** causes the printer to perform a line feed. To demonstrate this feature, type the word “TEXT” with **!A** between each letter. The word will look like this on your screen:

T!AE!AX!AT

But when you print or view it, the text looks like this:

T
E
X
T

The in-line command **!B** causes the printer to perform a backward line feed; that is, it rolls the paper back one line.

If your printer can perform a backward line feed, and if you change each **!A** in your text to **!B**, the text will print like this:

T
X
E
T

You can put in-line commands like **!A** and **!B** at any location in your text. These commands must have upper

case letters. See *Chapter 3: Understanding The Basics* for more information about in-line commands.

ROLLING BACK THE PAPER

You can use the **.T** dot command to roll paper back in the printer. The **.T** command causes the printer to roll the paper back so that printing starts at the top of the same page. This command is useful when you want to print your text in more than one column.

Generally, you can use a **.T** command only if you are using a precision printer and the **Y** table **PRINTER TYPE** entry is 0. However, you may also be able to use the command with some nonprecision printers if the **PRINTER TYPE** entry is 1.

Remember that dot commands like the **.T** command must be at the beginning of a screen line and must end with a **Return**. The letter can be upper or lower case. See *Chapter 3: Understanding The Basics* for more information about dot commands.

PRINTING A NONPRINTING CHARACTER

Spellbinder uses many nonprinting characters to send special instructions to the printer. For example, when Spellbinder encounters “{”, it does not print that character, but instead shifts the paper up a fraction of a line.

You may occasionally need to print a nonprinting character as part of text. To do this, you must enhance the nonprinting character.

For example, the text “x{4}” would normally print as

x^4

If you enhance the “{” and “}”, however, they will print as enhanced characters. For example, if you enhance the

characters and have specified underlining for the Y table SPECIAL CHAR option, the same text will print as

x{4}

If you specify a Y table SPECIAL CHAR option of 7, for “ignore enhancement”, the text will print as

x{4}

For more information about enhancing text, see *Chapter 14: Formatting Text: Print Format Table*.

Spellbinder provides the user flexibility and control over the print format of a document through various settings in the Print Format table (also referred to as the Y table). This chapter discusses the various Print Format settings as well as suggesting commonly used values for these settings.

COMMAND SUMMARY

Set Print Format	COMMAND:Y –Displays Print Format Table, allowing you to change any of its values.
Fetch Print Format	COMMAND:FY –Inserts the current Print Format settings in the document at the current cursor location.
Save Configuration	COMMAND:XS –Saves the current Print Format setting as the Spellbinder default settings for the Print Format Table. The next time Spellbinder is loaded, these new settings will be the current values.
Mode Enhance	Ctrl-U –Enhances already typed text or removes enhancement from previously enhanced text.
Enter Enhance	Ctrl-W –Initiates or cancels enhancement for text you type from the keyboard.

Continued on next page . . .

. . . continued from previous page.

The following commands are called in-line commands. When inserted into text, they affect the text that follows them.

Shadow Printing

Turn On	<u>!Q</u> :-turns on shadow printing .
Turn Off	<u>!Q</u> :-turns off shadow printing.

Underline

Turn On	<u>!1</u> :-turns on <u>underlining</u>
Turn Off	<u>!1</u> :-turns off underlining

Dashout

Turn On	<u>!2</u> :-turns on dashed overstrike.
Turn Off	<u>!2</u> :-turns off dashed overstrike.

Red-line

Turn On	<u>!3</u> :-turns on dashed overstrike.
Turn Off	<u>!3</u> :-turns off dashed overstrike.

Bold

Turn On	<u>!4</u> :-turns on bolding.
Turn Off	<u>!4</u> :-turns off bolding.

THE PRINT FORMAT TABLE

This section provides an overview of entering and moving about in the Print Format table.

To examine the Print Format table, issue **COMMAND:Y**. Any text in your workspace will temporarily disappear, and the screen will display the print format table. This table is often referred to as the Y table because you display it with **COMMAND:Y**. The Y table, which defines the format of text when it is printed, looks as following.

PRINTER TYPE	2	precision(0) dot matrix (1) system (2)
DESTINATION	0	
PRINT ROUTINE	1	
PRINT LENGTH	90	
FORM LENGTH	110	
PAGE EJECT	2	
LEFT INDENT	0	
SPACING	1	
JUSTIFICATION	0	
LINE WIDTH	65	
LINE FEED SIZE	2	
CHARACTER SIZE	1	
SPECIAL CHAR	1	
PROPORTIONAL	0	
MAXIMUM SPACE	35	
MINIMUM SPACE	5	

Each entry of the Y table controls some aspect of the print format. The number to the right of each entry represents one option for that entry. Changing these numbers will change the print format.

The numbers that you see above are the default options; that is, they are the options that are in force when you first enter Spellbinder. To change an option, you must move the cursor to the entry you wish to change.

You can move the cursor down in the table by pressing either **Enter** or **Cursor Down (Ctrl-J)**. The **Cursor Up (Ctrl-K)** key moves the cursor up in the table.

When the cursor is resting next to the number you wish to change, type the new number and then press **Enter**. The new number will replace the old one, and the cursor will move to the next entry.

Press **Escape** or toggle to the bottom of the table to exit from the Y table. Spellbinder returns to Command mode and any text in your workspace returns to the screen.

Other sections in this chapter describe each line of the Y table and list the options available.

USING THE Y TABLE PRINTER TYPE ENTRY

The PRINTER TYPE entry tells Spellbinder what kind of printer you are using. The options are:

- 0 Precision printer
- 1 Dot matrix printer
- 2 System printer

Spellbinder automatically selects the best option for PRINTER TYPE based on information you provided when you ran the CONFIGSB program.

When you ran CONFIGSB, the program displayed a list of printers and asked you to choose one. Based on your response, CONFIGSB then selected 0, 1, or 2 as the correct Y table PRINTER TYPE entry for your printer.

Skip to the part of this section that describes your PRINTER TYPE entry.

HP LaserJet note for Spellbinder users: The LaserJet is a dot matrix printer so Spellbinder automatically sets this value to 1 for you.

If Your PRINTER TYPE Is 0

If the value in the PRINTER TYPE entry is 0, you have a precision printer. Most printers that use a print wheel or thimble to form characters are precision printers.

Most precision printers can perform the special printing functions described in the user's manual, like changing character size (pitch), printing superscripts and subscripts, and printing boldfaced text.

Precision printers can also produce both nonproportional and proportional printing. Nonproportional printing is like

printing produced by a typewriter, where each character is allotted the same amount of space. Proportional printing, on the other hand, uses different amounts of space for different characters (for example, the thin letter "i" occupies less space than the wider letter "w").

When you are using a precision printer, the Y table PRINTER TYPE entry should always be 0.

If Your PRINTER TYPE Is 1

If the value in the PRINTER TYPE entry is 1, you have a dot matrix printer.

Dot matrix printers vary greatly in their ability to perform special printing functions. For this reason, some printers (like the Epson MX-80) will not be able to perform all of the printing functions described in the user's manual, like changing character size, printing superscripts and subscripts, or printing boldfaced text. Other dot matrix printers, like the Hewlett-Packard LaserJet printer, can perform all of Spellbinder's special printing functions.

All dot matrix printers can produce nonproportional printing. This is like printing produced by a typewriter, where each character is allotted the same amount of space.

Some dot matrix printers can also produce proportional printing, where different characters are allotted different amounts of space (for example, the narrow letter "i" occupies less space than the wider letter "w"). If you don't know whether your printer can produce proportional printing, see your printer manual.

When you are using a dot matrix printer, the Y table PRINTER TYPE entry should always be 1.

If Your PRINTER TYPE Is 2

If you did not select a printer from the list in the CONFIGSB program, the value in your Y table PRINTER

TYPE entry will be 2. This entry means that Spellbinder has no special provisions for printing with your printer. Even if your printer can perform special functions like proportional printing, superscripting and subscripting, and changing ribbon color, Spellbinder will not be able to make your printer perform these functions automatically. For this reason, if you have an unsupported dot-matrix or precision printer, it is best to get it working with TYPE 0 or TYPE 1 if possible.

USING THE Y TABLE DESTINATION ENTRY

To understand this section, you must know whether your printer is a parallel printer or a serial printer. You can get this information from your printer manual or your computer dealer.

Parallel Printers

If you are using Spellbinder with a parallel printer, the DESTINATION option should be set to 0.

Serial Printers

If you have a serial printer, the printer may require special software "handshaking" to let it operate at high speed.

Ask your dealer whether your computer is connected to your printer in such a way that it needs software handshaking. If it does not, use a Y table DESTINATION entry of 0.

If you do need a software handshaking, ask your dealer whether you need ETX/ACK or XON/XOFF handshaking. Use the DESTINATION entry in the Y table to tell Spellbinder which kind of handshaking you want. The following table lists the different kinds of DESTINATION entries:

DESTINATION Value	FUNCTION
0	System device, no software handshaking needed
10	Serial port, no software handshaking
11	Serial port, XON/XOFF handshaking
12	Serial port, ETX/ACK handshaking
14	Parallel printer

Note: For a few computers the destination values of 11 and 12 will not work. In this case set the destination value at 0.

You must use the appropriate entry every time you print.

LINE OR CHARACTER ORIENTED PRINTING (PRINT ROUTINE)

The PRINT ROUTINE option defines Spellbinder's printing method. Some possible values are:

- 0 line-oriented printing
- 1 character-oriented printing

Line-Oriented Printing

If you choose 0 for the PRINT ROUTINE entry, your printed text will have the same line length as each screen line. For example, if you set your line length to 55 characters by issuing **COMMAND:L55** and print a page of text you will see that each line is 55 characters wide just as it appears on the screen. The printed line length is exactly the same as the screen line length set up by **COMMAND:Ln**, regardless of the other Print Format settings such as line width or character size.

In addition to **COMMAND:Ln**, two other Spellbinder features are related to line-oriented printing. One is hyphenation and the other is the LINE WIDTH option further down the Y table. LINE WIDTH affects line-oriented printing because it sets a maximum width (in tenths

of an inch) for each printed line.

This means that if your screen line length is long but you have specified a short print width in the **LINE WIDTH** option, Spellbinder may not be able to print each screen line in the space it thinks is available. When this happens, printing, viewing, or verifying stops and Spellbinder displays the message

LINE SIZE WRONG

You must then either increase the **LINE WIDTH** entry, or decrease the screen line length with **COMMAND:Ln**.

Using line-oriented printing limits the formatting capabilities of the printer to the formatting capabilities of the screen. Because it is less flexible than Character-Oriented printing, you should use line-oriented printing only if you have a specific requirement to print text exactly as it appears on the screen.

Character-Oriented Printing

If you use the default value of 1 for the print routine entry, Spellbinder will use character-oriented printing, where the width of the printed text is controlled by the **LINE WIDTH** entry of the Y table. The screen line length has no effect on the printed line length.

You will find character-oriented printing to be more useful than line-oriented printing because it allows more variation in print formats. We suggest that you leave the **PRINT ROUTINE** entry at 1 for most of your printing tasks.

SETTING PRINT LENGTH

The **PRINT LENGTH** entry specifies the maximum length (in tenths of an inch) of the text to be printed on each page.

The default is 90, which means that a maximum of 9.0 inches of text will be printed on each page. An entry of 65 will

produce a print length of 6.5 inches, 38 a print length of 3.8 inches, and so on.

Calculate the value for this entry by multiplying the desired print length (measured in inches) by 10. For example, if you want a print length of 2-1/2 inches, multiply 2.5 by 10, and specify 25 for this entry.

SETTING PAPER LENGTH (FORM LENGTH)

The FORM LENGTH option specifies the length (in tenths of an inch) of the paper you are using in your printer. This entry is important only if you are using continuous form paper or a cut sheet feeder.

The default value of 110 is the proper value for 11-inch paper. For any other size paper, measure the length in inches and then multiply that number by ten. For example, if your paper is 14 inches long, you should specify 140 for this entry.

PRINTING CONTINUOUSLY (PAGE EJECT)

The PAGE EJECT entry lets you specify continuous printing (that is, printing that does not stop at the end of each page). The possible values are:

- 0 Printing stops at end of each page.
- 1 Continuous printing for printers without form feed capability. At the end of a page, Spellbinder spaces down one line at a time to the beginning of the next page.
- 2 Continuous printing for printers with form feed capability. At the end of a page, the printer smoothly rolls the paper to the beginning of the next page.

The default option is 0. If you must insert paper before you can print each page, use this option. HP LaserJet note: If you have a LaserJet, you will generally want to set this entry to 2 which will let you print a multipage document without

pausing between pages.

If you are printing on continuous paper or using a cut sheet feeder, you can specify one of the options for continuous printing. If your printer has a form feed feature, specify option 2. If your printer does not have a form feed feature, specify option 1.

If you do not know whether your printer can perform form feeds, consult your printer manual or ask your dealer.

If printing does not start at the correct place on each page when you use continuous print, check the form controls on the printer or cut sheet feeder. These controls must be correct for the size of paper you are using. Also check the Y table FORM LENGTH setting to see if it is correct for your paper size. Finally, if you are using a PAGE EJECT entry of 2, switching to 1 sometimes corrects improper spacing to the next page.

SETTING TEXT INDENTATION (LEFT INDENT)

The LEFT INDENT entry specifies text indentation from the left margin in tenths of an inch. The default value for this entry is 0.

The actual left margin for printing is set elsewhere in Spellbinder. The LEFT INDENT entry allows you to indent text beyond the already established left margin.

Note that changing the LEFT INDENT value does not change the width of the printed line; it only moves the printing over to the right.

Of course, the actual position of the text on the paper depends on where you put the paper in the printer. If you put the paper further to the left, then the text will print further to the right; if you move the paper to the right, the text will print further to the left. To use Spellbinder's margin features properly, you must always put paper in the printer at the same place.

SETTING LINE SPACING

The SPACING entry determines how many blank lines are inserted between printed lines. The possible values are:

- 1 Single spacing
- 2 Double spacing
- 3 Triple spacing

and so on.

This entry controls the printer in the same way that a line spacing lever controls a typewriter. The default value is 1, which produces single-spaced text.

This is not the only entry that controls spacing between lines; spacing can be defined to a much greater degree using the LINE FEED SIZE entry. These two entries should be considered together when you set up your print format.

JUSTIFYING TEXT

The JUSTIFICATION entry specifies the vertical alignment of your text. The possible values are:

- 0 Even left margin and uneven right margin
- 1 Even left and right margins
- 2 Uneven left and right margins (each line centered)
- 3 Uneven left margin and even right margin

To print text with even left and right margins, change the JUSTIFICATION entry to 1. The appearance of your justified text will depend on the kind of printer you are using. If your printer can perform “microspace justification”, Spellbinder justifies the text by changing the spacing between words. If a line is too short to reach all the way to the right margin, Spellbinder adds a small additional space between words so that the line reaches exactly to the right margin. All precision printers and some nonprecision printers can perform microspace justification.

For most nonprecision printers, however, Spellbinder must lengthen the short lines of your text by randomly inserting extra spaces between words.

SETTING LINE WIDTH

The LINE WIDTH entry specifies the maximum length (in tenths of an inch) of each printed line of text, exclusive of margins. You can use this entry to change the width of the right margin.

The default value is 65, or 6.5 inches. This means that the printer will print text on each line up to a maximum length of 6.5 inches. An entry of 40 will produce a maximum line width of 4 inches, and so on.

To calculate the value for this entry, determine the desired width (measured in inches) and multiply by 10. For example, if you want a line width of 8.4 inches, you must specify 84 for this entry.

The number of characters that can actually be printed in the specified LINE WIDTH depends on the spacing between characters and between words.

Remember that if you use line-oriented printing (PRINT ROUTINE = 0), the LINE WIDTH must be large enough to accommodate printing the lines as they appear on the screen.

SETTING SPACE BETWEEN LINES (LINE FEED SIZE)

The Print Format table entry labeled LINE FEED SIZE allows you to define the vertical distance between two consecutive LINE FEEDS; this is in contrast to the SPACING value which specifies the number of LINE FEEDS between two consecutive printed lines. The following table lists the possible values for this entry in the Print Format table:

Table Option	Number of Lines per Inch	In-line Command
0	3	!f
1	4	!g
2	6	!h
3	8	!i

The default value for LINE FEED SIZE is 2, which produces 6 lines of text per inch. This is the standard spacing for typewritten text.

If your PRINTER TYPE entry is 2, you are restricted to using a LINE FEED SIZE value of 2. If you are using a PRINTER TYPE value of either 0 or 1, you can use LINE FEED SIZE values 0 through 3.

The table above also contains some of Spellbinder's in-line commands. These commands allow you to change the LINE FEED SIZE entry midway through your text.

When you are printing a single-page document, you can change the LINE FEED SIZE value as many times as you want within that page. If you are printing a multipage document, however, you can change LINE FEED SIZE only at the beginning of each printed page. If you try to change in the middle of a page, Spellbinder will not print the proper amount of text (defined by the Y table PRINT LENGTH option) on that page.

For example, suppose you want to print an advertisement at 6 lines per inch, except for the third paragraph, which you want to print at 4 lines per inch. You could do this by a series of actions: issuing a command to partially print the file, changing the value for LINE FEED SIZE, printing the lines of the third paragraph, returning the LINE FEED SIZE entry to the original value, and printing the remaining lines of the text. However, in-line commands can eliminate this awkward procedure.

You will find that you generally use these in-line commands in pairs: the first one to change the Y table LINE FEED

SIZE and the second one to return it to the original value.

For information about using Spellbinder's in-line commands see *Chapter 3: Understanding The Basics*.

Information in the rest of this section applies only to precision printers. If you are using a nonprecision printer, skip the rest of this section.

Fine Spacing

The LINE FEED SIZE values 0 through 3 will be adequate for most of your word processing needs. However, you may occasionally need to use finer spacing increments between lines than these entries allow. If you are using a precision printer, you can specify the number of 1/48ths of an inch that you want each line to occupy. You can use the following values to specify LINE FEED SIZE in this way:

Option	Space for each Line in 1/48ths of an Inch
200	No space
201	1
202	2
203	3
4	4
5	5
6	6

and so on. The extra digits in options 200 through 203 are necessary because, as you learned earlier in this section, Spellbinder uses options 0 through 3 for other line feed sizes.

Remember that you can use these values only if you are using a precision printer and your Y table PRINTER TYPE entry is 0.

Except for the options 200 through 203, you can use the entries to calculate the corresponding number of lines per

inch. For example, an entry of 6 means that each line will occupy 6/48ths inch, or 1/8 inch. If each line occupies 1/8 inch, then there will be 8 lines per inch. Similarly, an entry of 8 produces text with 6 lines per inch.

If you need to print text using one of these values, you can experiment until you find one that is appropriate. With the exception of options 200 through 203, the larger the number, the larger the space between lines.

If you need to calculate the exact number of lines produced by one of the values above, you can divide the value by 48 and then divide 1 by the resulting number. For example, an entry of 9 produces 5.3 lines per inch (9 divided by 48 is .1875; 1 divided by .1875 is 5.3).

Although most precision printers use vertical spacing increments of 1/48ths of an inch, there are some exceptions. If you have a Santec printer, the values in the table above will be in 1/44ths of an inch.

SELECTING FONTS OR CHARACTER SETS

Information in this section applies to setting the Y table CHARACTER SIZE entry for a precision printer. If you have a nonprecision printer, see the next section SETTING CHARACTER SIZE FOR NONPRECISION PRINTERS.

The CHARACTER SIZE entry lets you define the amount of space allowed for each character. Some possible entries are:

Option	Character Size	In-Line Command
0	8/inch, nonproportional	!a
1	10/inch, nonproportional (pica)	!b
2	12/inch, nonproportional (elite)	!c
3	15/inch, nonproportional	!d
4	15/inch average, proportional	!e

As you can see, these CHARACTER SIZE options control two factors: the space allotted to each character, and whether printing is proportional or nonproportional.

The CHARACTER SIZE default value of 1 produces nonproportional print with 10 characters per inch. An entry of 3 produces nonproportional print with 15 characters per inch, and so on.

You may vary your character size only if your PRINTER TYPE entry is 0 or 1; if your PRINTER TYPE entry is 2, the character size will be fixed.

You can also use in-line commands to change the Y table CHARACTER SIZE entry anywhere in your text without accessing the Y table. Suppose, for instance, that you want the heading of your document to have wider spacing than the rest of your text. Set the Y table CHARACTER SIZE entry to 0 (for 8 characters per inch). This setting will be perfect for the heading.

Next move the cursor to the start of the first paragraph of your text and insert !c. This in-line command changes the Y table CHARACTER SIZE value to 2. Now when you print your document the heading will be widely spaced; the text following the in-line command will be printed with 12 characters per inch.

Remember that unlike dot commands, in-line commands do not need to be at the beginning of a screen line.

The CHARACTER SIZE values 0 through 4 will be adequate for many of your word processing needs. However, if you are using a precision printer and your PRINTER TYPE entry is 0, you may specify additional CHARACTER SIZE values that allow finer control of this feature; you can specify the number of 1/120ths of an inch that you want each character to occupy. You can use the following values to specify CHARACTER SIZE in this way:

Option	Space for each Character in 1/120ths of an Inch
--------	--

201	1
202	2
203	3
204	4
5	5
6	6
7	7

and so on. The extra digits in options 201 through 204 are necessary because, as you learned earlier in this section, Spellbinder uses options 1 through 4 for other character sizes.

If you need to print text using one of these values, you can experiment until you find one that is appropriate. With the exception of options 201 through 204, the larger the number, the larger the space allotted for each character. For example, an entry of 10 produces 12 characters per inch (elite character size), and an entry of 12 produces 10 characters per inch (pica character size).

If you need to calculate the exact number of characters per inch for one of the values above, divide the value by 120 and then divide 1 by the resulting number. For example, an option of 9 produces 13.3 characters per inch (9 divided by 120 is .075; 1 divided by .075 is 13.3).

SETTING CHARACTER SIZE FOR NONPRECISION PRINTERS

Information in this section applies to setting the Y table CHARACTER SIZE entry for use with a nonprecision printer. If you have a precision printer, see the appropriate section for information about setting the CHARACTER SIZE entry. If you have the HP LaserJet you may refer to the appropriate section on laser printers.

The CHARACTER SIZE entry lets you define the amount of space allotted for each character. Common values are:

Option	Character Size	In-Line Command
0	8.5/inch, nonproportional	!a
1	10/inch, nonproportional (pica)	!b
2	12/inch, nonproportional (elite)	!c
3	17/inch, nonproportional	!d
4	Either proportional or 6/inch, nonproportional	!e

The default value is 1.

You may vary your character size only if your PRINTER TYPE entry is 0 or 1; if your PRINTER TYPE entry is 2, the character size will be fixed.

Instructions in this section assume that your printer can produce the character sizes listed above. However, because nonprecision printers vary in capability, yours may not be able to produce all of the listed character sizes. Experiment with using entries 0 through 4 for CHARACTER SIZE and note the result of using each entry. If your printer can print proportionally, you can produce proportional print by using a CHARACTER SIZE entry of 4.

You can also use in-line commands to change the Y table CHARACTER SIZE entry anywhere in text without accessing the Y table. Suppose, for instance, that you want the heading of your document to have wider spacing than the rest of your text. Set the Y table CHARACTER SIZE entry at 0 (for 8.5 characters per inch). Next, move the cursor to the start of the first paragraph of your text and insert !c. This in-line command changes the Y table entry CHARACTER SIZE entry to 2. Now when you print your document, the heading will be widely spaced; the rest of the text following the in-line command will be printed with 12 characters per inch.

Remember that unlike dot commands, in-line commands do

not need to be at the beginning of a screen line. See *Chapter 3: Understanding The Basics* for more information about in-line commands.

ENHANCING TEXT

Enhanced text has a different appearance than other text on the screen. Depending on the terminal you are using, enhanced text may be underlined, dark on a light background, light on a dark background, blinking, or brighter or dimmer than normal text.

Enhancement is used to designate text that is to be printed in a special way, such as underlined or boldfaced.

You can use two methods to create enhanced text. When you press **Ctrl-W (Enter Enhance)**, text you type afterward is enhanced on the screen. **Ctrl-U (Mode Enhance)** enhances units of text that have already been typed in; the size of the unit is defined by the **Cursor Mode (CTRL-O)** key.

SETTING ENHANCEMENT TYPE (SPECIAL CHARACTER)

The **SPECIAL CHAR** (special character) entry specifies the way in which enhanced characters are printed. The possible values are listed below along with the corresponding in-line commands.

Option	Method of Enhancement	In-line Command
0	Shadow print	!0
1	Underline	!1
2	Slash overprint	!2
3	Dash overprint	!3
4	Boldface	!4
5	Space	!5
6	Skip character	!6
7	Ignore enhancement	!7

The default value is 1, which produces underlined text. Each

type of enhancement is illustrated below.

Shadow print—example: **Spellbinder**. The printer overprints a character, but slightly offsets the second strike, giving the letter a bold, “shadowed” appearance. This function is generally available only for precision printers when the Y table PRINTER TYPE value is 0, but it may be available for some nonprecision printers using a PRINTER TYPE value of 1.

Underline—example: Spellbinder.

Slash Overprint—prints diagonal slash over each character. Can be used to indicate deletions.

Dash Overprint—prints dash over each character. Can be used to indicate deletions.

Boldface—example: **Spellbinder**. The printer prints a character twice in the same place to produce a darker impression. The result is not as bold as for shadow print, but it is available on most nonprecision printers.

Space—Spellbinder substitutes a space for each enhanced character.

Skip character—Spellbinder does not print the enhanced characters and does not substitute spaces. This entry can be used to imbed comments or references that you want to see on your screen but do not wish to print.

Ignore enhancement—Spellbinder prints the enhanced text, but without any enhancement. This feature is used to print characters that normally cannot be printed. For example, the mark (^) appears on your screen but is a nonprinting character. If you enhance a mark, it will print, but with the kind of enhancement specified by the SPECIAL CHAR entry. If you want the mark to print without any form of enhancement, specify 7 for SPECIAL CHAR. The mark will print (because it is enhanced on the screen), but it will not

be enhanced in any way.

PROPORTIONAL SPACING

Some printers can also produce proportional printing, allowing space for each character that is proportional to the character's size. Thus wide letters like "w" and "m" are given wide spaces, and narrow letters like "l" and "i" are given narrow spaces.

You can produce proportional spacing with a precision printer using a Y table PRINTER TYPE entry of 0. You may also be able to produce proportional spacing with some nonprecision printers using a Y table PRINTER TYPE entry of 1. You cannot produce proportional spacing with a printer that cannot move in fractions of a character space, or if your Y table PRINTER TYPE entry is 2.

PROPORTIONAL PRINT FOR PRECISION PRINTERS

If you selected a precision printer from the printer list in CONFIGSB, and if your Y table PRINTER TYPE entry is 0, you will be able to produce proportional print.

The PROPORTIONAL entry is related to the CHARACTER SIZE entry. CHARACTER SIZE entries 0 through 3 are defined as nonproportional and therefore cannot be used with proportional spacing; if you attempt to do so, Spellbinder will automatically reset the PROPORTIONAL entry to 0 and print your text with standard spacing. This also means that you cannot use CHARACTER SIZE in-line commands !a through !d with proportional spacing.

To print proportionally, you must use either a CHARACTER SIZE entry of 4 (which produces 15 characters per inch average, proportional print), or one of the CHARACTER SIZE entries which is expressed in 1/120ths of an inch.

Note that this time more characters are squeezed onto each line. This happens because in standard spacing all characters occupy the same space as the largest character, but in

proportional spacing small characters occupy less space. The space between characters is also determined by the CHARACTER SIZE entry; the larger the entry, the larger the space.

If the appearance of the proportionally printed text is not satisfactory, it may be because the proportional space allocated to some characters is not correct. The precise allocation of space to each proportional character is defined in Spellbinder's Proportional Space Table. See *Special Printer Applications* (on disk) to find out how to change this table to suit the requirements of your print wheel or thimble.

When you print tabular text with proportional print, you must use a special procedure to make columns of text line up properly. For information about setting Absolute Tabs, see *Chapter 12: Positioning Text*.

PROPORTIONAL PRINT FOR NONPRECISION PRINTERS

If your nonprecision printer can do proportional spacing, continue with this subsection.

You can use a Y table CHARACTER SIZE entry of 4 to produce proportional print. You do not need to change the PROPORTIONAL entry to 1; Spellbinder will do this for you automatically when you select a CHARACTER SIZE entry of 4, since this CHARACTER SIZE is defined as being proportional.

You can use the in-line command `!e` to change the CHARACTER SIZE entry to 4 at any place in your text.

SETTING SPACE BETWEEN WORDS (MAXIMUM/MINIMUM SPACE)

When you print text using right justification, you may find that the spaces between words on certain lines are either too large or too small for your taste. The MAXIMUM SPACE and MINIMUM SPACE entries allow you to control the size of these spaces. These options can generally be used

only with a precision printer using a PRINTER TYPE entry of 0. However, you can also use these options with some nonprecision printers using a PRINTER TYPE of 1.

The MAXIMUM SPACE entry lets you specify in tenths of a character space the maximum space you will allow between words in right-justified text. The default is 35, which means that no inter-word gap will be more than 3.5 character spaces wide. If you make this entry smaller, the maximum space Spellbinder allows between words will be smaller.

The MINIMUM SPACE entry lets you specify in tenths of a character space the minimum inter-word gap you will allow in right-justified text. The default is 5, which means that no inter-word gap will be less than half a character space wide. If you make this entry larger, the minimum space Spellbinder allows between words will be larger.

If you change the default values so that the range of inter-word spacing is more limited (by making MAXIMUM SPACE smaller and/or MINIMUM SPACE larger), the printed appearance of right-justified text will be more even.

The more limited you make the range of inter-word spacing, however, the harder it is for Spellbinder to fit a whole word at the end of a line. If Spellbinder is unable to compose a line using whole words, it will ask you to hyphenate the word at the end of the printed line. For information about hyphenating words see *Chapter 10: Viewing, Verifying and Printing Text*.

SAVING THE PRINT FORMAT WITH A DOCUMENT

It is normally a good idea to save the current Print Format table with the document. This avoids any possible confusion regarding the actual values used while last editing a document.

To save the Print Format table with a document, you must insert the Print Format table into the document using

COMMAND:FY (Fetch Y-table). The Print Format (or Y-Table) will be inserted into the text of your document in the following form:

```
.Y 1 90 110 2 0 1 1 65 2 0 1 2 20 5
```

The Print Format table will be saved with the document each time the document is saved as long as it is kept in the document.

SAVING THE PRINT FORMAT WITH SPELLBINDER

For special applications, it is sometimes desirable to save the Print Format table and other Spellbinder configuration information with Spellbinder to create a customized version of the program.

To save the Print Format table with Spellbinder, issue **COMMAND:XS**. The prompt

```
EXIT WITHOUT SAVING WORKSPACE? (Y/N)
```

will appear on the screen. If you would like to exit Spellbinder, press **Y**. If you would like to save the contents of the workspace or continue editing, press **N**.

After executing **COMMAND:XS**, Spellbinder will start in the same state as was defined at the time of the **XS** command.

Running titles, page numbers, margins, and odd and even page formats are controlled by the Title Table (also referred to as the YT Table). This chapter discusses the various settings of the Title Table.

COMMAND SUMMARY

Access the Print Format Table	COMMAND:Y –Access the Print Format Table (Y-table) to allow changes.
Fetch Print Table	COMMAND:FY –Inserts the Print Format table into the workspace at the current cursor position.
Access the Title Format Table	COMMAND:YT –Access the Title Table (YT-table) to allow changes.
Fetch the Title Format Table	COMMAND:FT –Inserts the Title Format table into the workspace at the current cursor position.
Define Header Text	.H –Defines the text of a header.
Specify Page Number	.P –Specifies starting page number.

ACCESSING THE TITLE FORMAT TABLE

Each entry of the Title Format Table (also referred to as the YT table) controls some aspect of the title format. In order to access the Title Format Table, issue

COMMAND:YT. The text on the screen will temporarily disappear and the YT table will appear.

TOP TITLE	0
TOP SPACING	0
BOTTOM TITLE	3
BOTTOM SPACING	0
ODD PAGE FORMAT	30
EVEN PAGE FORMAT	30
PAGE NUMBER	1
ODD PAGE MARGIN	10
EVEN PAGE MARGIN	10
TOP MARGIN	0

The table consists of a list of entries followed by a number. The numbers that you see when you first access the table are the default options; that is, they are the options that are in force when you first enter Spellbinder. To change an option, you must move the cursor to the entry you wish to change.

You can move the cursor down in the table by pressing either **Enter** or **Cursor Down (Ctrl-J)**. The **Cursor Up (Ctrl-K)** key moves the cursor up in the table.

When the cursor is resting next to the number you wish to change, type the new number and then press **Enter**. The new number will replace the old one, and the cursor will move to the next entry.

Press **Escape** or toggle to the bottom of the table to exit from the YT table. Spellbinder returns to Command mode and any text in your workspace returns to the screen.

Other sections in this chapter describe each entry of the YT table and list the options available.

SPECIFYING THE TITLE FORMAT

Specifying the page format requires setting the following values in the Title Table:

Top Title—defines whether the title will contain text and/or a page number.

Top Spacing—defines how many lines are included in the top title.

Bottom Title—defines whether the bottom title will contain text and/or a page number.

Bottom Spacing—specifies the number of lines included in the bottom title.

Odd Page Format & Even Page Format—specifies the positioning of the text and page number to be in the title. Two digits are expected in each entry with values that correspond to the justification values: 0 left only, 1 left and right, 2 center, 3 right justification.

SPECIFYING THE TEXT OF A RUNNING TITLE

Spellbinder has a dot command, **.H**, which allows you to define the titles, either top or bottom. To define the header text, follow the **.H** command with the text of the title using backslashes **"\"** to indicate line breaks, and **"\"** to indicate the beginning of the bottom title text.

SETTING PAGE NUMBERS

The current page number is maintained in the **PAGE NUMBER** field of the Title Format table. This field can be set to begin printing at a page other than page 1. All subsequent pages will be numbered in sequential order, assuming that a correct title format is specified, so that the page number is printed.

PRINTING A RUNNING TOP TITLE

Display the YT table by typing **COMMAND:YT**. The text in your workspace will temporarily disappear.

The first two entries of the YT table are concerned with printing a running top title. The first entry, TOP TITLE, specifies whether you want a top title and/or top page number. Possible options are:

- 0 No top title or pagination
- 1 Top title only
- 2 Top pagination only
- 3 Top title and pagination

The default value is 0.

The second entry of the YT table, TOP SPACING, specifies the number of blank lines you want to separate the title and/or page number from the text. For example, 1 will leave one blank line, 2 will leave two blank lines, and so on. The default value is 0, which produces no space between the title and the text.

The following is a demonstration on printing a running title. Before you get started make sure that the TOP TITLE entry is 1 and the TOP TITLE SPACING entry is 2. Press **Esc** to exit the YT table and return to your workspace.

Next, tell Spellbinder what text to use for the title by inserting a **.H** command (for “header”) at the beginning of the title text. A **.H** command is a line beginning with **.H** or **.h**, followed by the text of your title (for example, **.hTRANSPORT REPORT\WEEK 21**).

The **.H** command tells Spellbinder to treat all following text up to the next **Enter** as a running title. A title may have more than one line; the backslash character (****) in the **.H** command indicates the beginning of a new line. Be sure not to use a forward slash (**/**) for this character.

For example, the **.H** command **.hTRANSPORT REPORT\WEEK 21** will print as follows.

TRANSPORT REPORT
WEEK 21

Note that the total number of characters in a **.H** command cannot exceed 120.

Remember that dot commands like the **.H** command must be at the beginning of a screen line and must end with a **Enter**. The “H” can be upper or lower case.

PRINTING A RUNNING BOTTOM TITLE

You can use the **BOTTOM TITLE** and **BOTTOM SPACING** entries to print a running bottom title. The **BOTTOM TITLE** entry has options like the **TOP TITLE** options:

- 0 No bottom title or pagination
- 1 Bottom title only
- 2 Bottom pagination only
- 3 Bottom title and pagination

The default value is 0.

The **BOTTOM SPACING** option instructs Spellbinder how many blank lines to leave between the last line of text on each page and the first line of the bottom title. The default value of 0 leaves no blank lines, the value of 1 leaves one blank line, and so on.

AUTOMATIC PAGE NUMBERING

The **TOP TITLE** and **BOTTOM TITLE** options also allow you to specify automatic page numbering on multipage documents. To print page numbers (but no title) at the top of each page, specify 2 for **TOP TITLE**; to print them at the bottom of each page, specify 2 for **BOTTOM TITLE**. You must also tell Spellbinder what the starting page number will be.

The seventh entry of the **Title table** (YT table), **PAGE NUMBER**, tells Spellbinder what starting page number to use.

Spellbinder updates this page number each time you print, view, or verify a page with any of the **p**, **v**, or **j** commands.

EXTENDED PAGE NUMBERING

You can use the **PAGE NUMBER** entry of the Title table to specify page numbers from 1 to 255. If you do not need to use larger page numbers, skip the rest of this section.

If you need to number pages beyond 255, you must use a **.P** dot command to specify the starting page number. You can use the **.P** command for page numbers from 1 to 30,000.

You can enter a **.P** command by typing **.P** or **.p**, followed by the desired beginning page number and **Enter**. For example, if you wanted to print a 20- page file with a beginning page number of 250, you would insert

.P250<

at the beginning of the text.

The page numbers initiated by a **.P** command behave just like page numbers initiated by the **PAGE NUMBER** entry of the Title Format table. They are incremented each time you print, view, or verify a page, and their placement on the page is governed by the other Title Format table entries.

Once you have initiated page numbering with a **.P** command, you cannot change the numbering by changing the **PAGE NUMBER** entry in the Title Format table. You can change the numbering only by changing the original **.P** command or putting another **.P** command in text.

To cancel page numbering initiated by a **.P** command (for example, to switch from numbering with the **.P**

command to numbering with the Title Format table PAGE NUMBER entry), put the command

.P0<

in your text.

Remember that dot commands like the **.P** command must be at the beginning of a screen line and must end **Enter**. The “P” can be upper or lower case.

PAGE NUMBERS AND RUNNING TITLES

To print a page number and a running title on the same line, specify 3 for the TOP TITLE or BOTTOM TITLE option.

You must also specify where on the paper the title and page number will print. The options in the Title Format table that allow you to do this are ODD PAGE FORMAT and EVEN PAGE FORMAT. You will see later the usefulness of specifying different formats for odd-numbered and even-numbered pages.

The ODD PAGE FORMAT and EVEN PAGE FORMAT options consist of two digits each. The first digit specifies the position of the running title, and the second digit specifies the position of the page number.

First Digit	Second Digit
0 Title on left	0 Page number on left
2 Title in center	2 Page number in center
3 Title on right	3 Page number on right

For example, an entry of 03 will put the title on the left of the page and the page number on the right.

To print the combined title and page number, set TOP TITLE to 3, TOP SPACING to 2, BOTTOM TITLE and BOTTOM SPACING to 0, and ODD PAGE FORMAT

and EVEN PAGE FORMAT to 03. Be sure to set the PAGE NUMBER entry to the appropriate value.

Note that when you type 03 for the format entries, the table displays the number as 3; Spellbinder does not display the zero when it is the first digit. Just remember that a displayed value of 3 is the same as 03.

Remember that an entry of 03 will print text with the title on the left and page numbers on the right.

Press **Escape** to return your text to the screen. Now print the text. As expected, Spellbinder prints the title on the left and the page number on the right of each page.

We have discussed printing page numbers without any associated text. If you wish to have text associated with the number (for example, the word “page”), you can include the text in your **.H** command. Such text is called a page legend.

eg. **.hTRANSPORT REPORT\WEEK 21\\-Page ##-
<**

In the example above, the “\\” indicates the end of the running title and the beginning of the page legend, and “##” indicates the location of the page numbers in the page legend. The page numbers, when printed, will look like this:

-Page 1-

You can use a page legend even if you do not have a title. For example, the **.H** command

.H\\Page No. ##

will produce a page legend.

The only limitation in using a page legend is that the total **.H** command cannot exceed 120 characters.

USING A TOP AND BOTTOM TITLE

To print both a top and bottom title on a page, you must include the text for one of the titles with the page legend.

For example, to print a top title of “Annual Report”, and a bottom title of “December 4, 1984” with a bottom page number, you could use the **.H** command

```
.hAnnual Report\\December 4, 1984          Page ##
```

In the Title Format table, you would set the TOP TITLE entry to 1 for title only. The BOTTOM TITLE entry would be 2 for pagination only because the bottom title is incorporated into the page legend. You would probably want to also have a few lines separating the top and bottom titles from the text.

You could also use the same **.H** command with a TOP TITLE entry of 2 and a BOTTOM TITLE entry of 1. This would produce text with a top title of “December 4, 1984” and a top page number, and a bottom title of “Annual Report”.

If you specify a second title by treating it like a page legend, the page legend need not include page numbers. For example, you could use the **.H** command

```
.hWORD PROCESSING PROGRAMS\\Chapter 3
```

with a TOP TITLE entry of 1 and a BOTTOM TITLE entry of 2. This would produce text with a top title of “WORD PROCESSING PROGRAMS” and a bottom title of “Chapter 3”. There would be no page numbering because “##” was not included in the page legend.

ATTACHING A TITLE FORMAT TO TEXT

Spellbinder allows you to connect a piece of text to the particular Title Format table options you use to print it. This lets you print a saved file without first adjusting the

Title Format table.

For example, if you issue **COMMAND:FT** (Fetch Title table). A line of text like

```
.YT 0 0 0 0 0 0 1 10 10 0<
```

will appear at the location of the cursor. This text is called a **.YT** command. The first number corresponds to the first entry of the YT table, and so on.

You can change the titling options at any point in text by inserting a **.YT** command with new values. The example below will explain how to use **.YT** commands to print a multipage text with no page number on the first page, but with page numbers (starting with 2) on subsequent pages.

1. Install a **.YT** command at the beginning of the text which specifies no page numbering.
2. Using **COMMAND:J**, determine where the second printed page will begin. Once you have located the page break, install another **.YT** command that specifies page numbering and a starting page number of 2. Where you install this command in your text depends on whether you want top or bottom pagination.
3. If you want top pagination, install the second **.YT** command anywhere between the beginning and end of text on the first page. Remember that the **.YT** command must be at the beginning of a line and must end with **Enter**.
4. If you want bottom pagination, install the second **.YT** command anywhere between the beginning and end of text on the second page. Remember that the **.YT** command must be at the beginning of a line and must end with **Enter**.

SPECIFYING THE FORMAT OF A RUNNING TITLE

The printed format (like character size, proportional spacing, and so on) of a running title is determined by the **Y** table options in force at the time Spellbinder encounters the **.H** command containing the title.

If you want to print a running title in a different format from the rest of your text (for example, with a larger character size or different line spacing), you must install a separate **.Y** command to govern the format of the title. A typical sequence of lines at the top of such a text might be:

.Y[numbers]	(Y table for running title and page number)
.YT[numbers]	(YT table for running title and page number)
.H[text]	(Running title and/or page legend)
.Y[numbers]	(Y table for main format)
.YS[numbers]	(Y table for alternate format)
.YS	(Y table switch)

This sequence will give you a running title in one format and two additional formats for your text.

ODD AND EVEN PAGE MARGINS

The **ODD PAGE MARGIN** and **EVEN PAGE MARGIN** options let you produce this book-like effect by specifying different left margins for odd-numbered and even-numbered pages.

The number for the **ODD PAGE MARGIN** or **EVEN PAGE MARGIN** entry specifies the left margin in tenths of an inch. Both entries have a default value of 10, producing one inch left margins on both odd-numbered and even-numbered pages.

These options establish the base left margin for your text. If you want to temporarily indent text further in a

printing operation, you can use the **Indent (Ctrl-Y)** key or the **LEFT INDENT** option in the **Y** table.

Books usually have a wider margin on the bound edge of the page than on the unbound edge. Typically, odd-numbered pages are on the right side of the book and even-numbered pages are on the left side. This means that if you specify unequal left margins, **ODD PAGE MARGIN** will usually be larger than **EVEN PAGE MARGIN**.

Possible table entries that produce a larger odd page margin are as follows.

TOP TITLE	0
TOP SPACING	0
BOTTOM TITLE	3
BOTTOM SPACING	2
ODD PAGE FORMAT	23
EVEN PAGE FORMAT	20
PAGE NUMBER	1
ODD PAGE MARGIN	10
EVEN PAGE MARGIN	5
TOP MARGIN	0

Issuing **COMMAND:FT** will install those values in the text in the following form:

.YT 0 0 3 2 23 20 1 10 5 0

Note that the left margin of the second page is half an inch narrower, but the width of the printed text stays the same.

To calculate the width of the right margin of a piece of text, add up the values of the **LEFT INDENT** and **LINE WIDTH** in the **Y** table, and **ODD PAGE MARGIN** (or **EVEN PAGE MARGIN**) of the **YT** table. Then subtract the total from the width of your paper. The resulting number is the width of the right margin.

SETTING THE TOP MARGIN

The TOP MARGIN option specifies an extra distance each new page will advance before printing begins. The distance is specified in tenths of an inch. For example, 10 gives a margin of one inch, 24 a margin of 2.4 inches, and so on. The default value is 0.

For example, if you position paper in the printer so that the print head is one inch from the top edge of the paper, and specify a TOP MARGIN of 20 (two inches), the paper will advance an additional two inches before printing starts, creating a 3-inch top margin.

If you put paper into your printer manually, you will probably never need to use the TOP MARGIN option; you can position the paper so that printing begins at the desired location. However, TOP MARGIN can be useful if you use continuous paper or a cut sheet feeder.

If you print on continuous form paper, you can use TOP MARGIN in two different ways. If you establish the “top of form” position when the top edge of the paper is at the level of the print head, you should use TOP MARGIN to specify the distance that the paper should advance before printing begins. If you use this method, you will always need to have an entry other than 0 for TOP MARGIN.

To use the second method, you can establish the “top of form” position when the top of the paper is already advanced an inch or so past the print head. When the printer performs a form feed, the next sheet will roll up so that printing begins at the same place as on the first sheet. In this case you can leave the TOP MARGIN at 0 for most of your printing tasks.

You must remember that the length of the text on each page is not automatically reduced to compensate for an increased top margin. You can do this yourself by changing the PRINT LENGTH option in the Y table. For example, if you want to increase the TOP MARGIN

entry by 25 (2.5 inches), but still want the same space left at the bottom of each page, you must subtract 25 from the PRINT LENGTH value.

SAVING CUSTOMIZED TITLE/PAGE NUMBER OPTIONS

You learned in this chapter how to change the default values in the Title Format table to suit the titling and format needs of a particular text. If you find that you generally prefer to use Title Format table settings other than the default settings, you can save a Spellbinder version that contains different default settings with **COMMAND:X**.

You also learned that Spellbinder stores the most recently used title in a title buffer. When you first run Spellbinder, a default title of "SAMPLE TITLE" is already in that buffer. If you find that you consistently use a particular title for your texts, you can save a Spellbinder version that contains that title as the default title with **COMMAND:X**.

Spellbinder has an extremely flexible set of commands for reading and writing text to and from the disk drives of your computer system. This chapter is about how you can take advantage of this flexibility to perform file handling tasks for unique situations such as saving part of the document in the workspace, or changing the default subdirectory.

It is important that you understand the concepts presented here completely. Reading and writing disk files manually can result in the lost of data if not performed properly.

COMMAND SUMMARY

Write Commands

COMMAND:W—Writes on disk text from position of cursor to end of your workspace and leaves write file open.

COMMAND:WD—Closes an open write file.

COMMAND:W/WD—Links together **COMMAND:W** and **COMMAND:WD**.

COMMAND:Wn—Writes “n” lines of text from position of cursor into a specified write file.

Read Commands

COMMAND:R—Reads text from specified read file and displays it at end of any text in your workspace.

COMMAND:RI—Reads text from specified read file and inserts it at the position of the cursor.

Continued on next page . . .

. . . continued from previous page

COMMAND:Rn—Reads either first “n” lines of text from specified read file or next “n” lines from already open read file, and displays them at end of any text already in your workspace.

COMMAND:RI n—Performs the same as **COMMAND:Rn** except that text is inserted at cursor position.

COMMAND:RD—Closes a currently open read file.

Get Commands

COMMAND:G—Gets specified file, displays it, and opens a specified write file.

COMMAND:GD—Saves all text (regardless of cursor position) in write file, closes write file, and deletes text from workspace.

COMMAND:GQ—Cancels **COMMAND:G**; deletes text from workspace, deletes open write file, and leaves read file unaltered.

Directory Commands

COMMAND:CD—Reports the name of the current subdirectory on the current drive.

COMMAND:CD/d:—Reports the name of the current subdirectory on drive d (where d represents the drive letter).

COMMAND:CD/d:path—Changes from the current subdirectory on drive d to a new subdirectory on drive d, as specified by the path.

WRITING TEXT ON DISK

So far you have used **COMMAND:WA** to save text on disk. We have introduced this command first because it is the safest and most convenient of the Write commands to use when you are working with regular sized files and when you want to save your text during an editing

session. Another command that is safe and easy to use is **COMMAND:GD**. This command saves all text in your workspace but then clears the text from the screen.

Because **COMMAND:GD** is not very flexible, Spellbinder provides other commands that save text on disk. However, before you can learn to use Spellbinder's other commands for writing text on disk, you need to understand the procedure Spellbinder uses for saving text.

How Spellbinder Saves Text on Disk

When you issue a command telling Spellbinder that you want to write text on disk, Spellbinder needs to know what name to give the file and on which disk to store it. Your response to the "WRITE FILENAME>" prompt provides this information.

Spellbinder then examines the appropriate disk (the one indicated by the disk drive designator, if you included one with the filename, or the most recently accessed disk, if you did not) and finds an empty place to store the text. Spellbinder names that spot on the disk with the filename you provided, and prepares to write text there. This procedure is called opening a write file.

Once a write file has been opened, Spellbinder can store text from your workspace in that file. Depending on the command that you use, Spellbinder will store all the text in your workspace or just some selected part.

When the writing operation is finished, Spellbinder closes the write file so that no more text can be written in it at this time. The write file must be closed before you can write text in some other file.

COMMAND:GD

COMMAND:GD automatically performs all of the necessary steps to save a file on disk. When you issue this command, Spellbinder opens a write file, writes all text in

your workspace into that file, closes that write file, and clears your workspace. There is little chance for you to make a mistake when you use this command because Spellbinder automatically performs the file-handling operations for you.

However, if you do not want the text cleared from your workspace after the writing operation, or if you want to write on disk just a selected portion of text in your workspace, you should replace **COMMAND:GD** with one or more of Spellbinder's other write commands.

COMMAND:W

COMMAND:W (for "write") saves text on disk from the location of the cursor to the end of your workspace. Unlike **COMMAND:GD**, **COMMAND:W** does not close the write file and does not clear your workspace.

Because **COMMAND:W** leaves the write file open, you will often use it in conjunction with **COMMAND:WD** (for "write done"); this command's only function is to close an open write file.

The following is a demonstration of how **COMMAND:W** works.

Suppose that you have a file in your workspace called **REPORT2**. To save this text in a new file, go to the top of the workspace and issue **COMMAND:W**. Respond to the "WRITE FILENAME>" prompt by typing **report2** **Enter**. Spellbinder writes on disk all text from the cursor (which in this case is at the top of text) to the end of text in your workspace. A message like

720 LETTERS

tells you how many characters Spellbinder wrote in the file. Because **COMMAND:W** does not close a write file, the write file **REPORT2** is still open.

Your next task is to add text to the file **REPORT2**.

Delete your text from the screen by issuing **COMMAND:DA** (Delete All). Change to Edit mode and type in your new text.

Now to add this text to the end of your file **REPORT2** (remember that the write file is still open), move the cursor to the beginning of the text, change to Command mode, and issue **COMMAND:W** again.

Spellbinder does not need to ask for a write filename since a write file is already open; it immediately writes the text onto the end of the already open file **REPORT2**, and displays a message telling you how many characters were written in this operation.

When you have finished writing text in a file using **COMMAND:W**, you must close the file to prevent Spellbinder from writing more text in it. You close the file by issuing **COMMAND:WD**.

Unlike **COMMAND:GD**, **COMMAND:W** did not delete the text from your workspace. To do so, issue **COMMAND:DA**.

Remember that once you have finished writing text into a write file with **COMMAND:W**, it is very important to close the file. For this reason, you will frequently want to immediately follow **COMMAND:W** with **COMMAND:WD**.

So that you do not forget to issue **COMMAND:WD**, you can link it to the Write command (**COMMAND:W**) by issuing **COMMAND:W/WD**. This command tells Spellbinder to issue **COMMAND:W** and then immediately follow it with **COMMAND:WD**. Before you issue **COMMAND:W/WD**, be sure that the cursor is in the proper place (typically, at the top of your text).

You may occasionally find that you want to open a write file, but not write any text into that file at present. You can perform this function with **COMMAND:WO**.

WRITING SELECTED TEXT ON DISK

In this section you will learn how to write a specified number of lines of text from your workspace in a disk file. For this function you use **COMMAND:Wn**, where “n” is a number of lines. The command operates from the location of the cursor.

For example, if you want to write the first 4 lines of your text to a disk file, go to the top of your workspace and issue **COMMAND:W4**. If there is no Write file currently open, you will be prompted "WRITE FILENAME>". If there is already a Write file open, the four lines of text will automatically be written to the open file.

READING TEXT FROM DISK

This section provides information on **COMMAND:R**, which reads a file from disk. It also describes **COMMAND:RI**, which allows you to read a file and insert it in text at the cursor position.

If you want to read a file into your workspace, issue **COMMAND:R**. At the prompt "READ FILENAME>", type the name of the file you want. The file will appear on your screen. If you want to add the text from another file to the text on your screen, issue **COMMAND:R** again. Type in the appropriate filename. The text will appear on the screen below your previous text. Note that the position of the cursor at the time you issued the command was not important; any text you read with **COMMAND:R** will always be added to the end of any text already in your workspace.

Suppose that you want to insert text from one file into the middle of the text on your screen instead of appending it to the end of your text. You can do this with **COMMAND:RI** (read and insert command). Position the cursor where you want to add the text and issue **COMMAND:RI**. At the "READ FILENAME>"

prompt type in the appropriate filename. The text will be inserted into your workspace at the position of the cursor. As you can see, Spellbinder's read commands allow you to build a lengthy document by reading one file after another into your workspace.

READING SELECTED TEXT FROM DISK

Commands **Rn** and **RIn** allow you to read "n" lines of text from a disk file. **COMMAND:RO** opens a read file (but reads no text from it) and **COMMAND:RD** closes a read file.

Issuing **COMMAND:Rn** (where **n** stands for number of lines) tells Spellbinder to read the first **n** lines of the specified file and display them at the end of the workspace. (If there is no text in the workspace, then the text will appear at the top of the screen.) If Spellbinder did not read all of the text in the file, the file will remain open. This is in case you want to read more text from that same file without having to start at the beginning again.

This file will remain open until you either read the remainder of the file or issue a command to close the read file.

If you want to read the rest of the text from the open read file, issue **COMMAND:R**. You will then get the message "END OF FILE" which indicates that Spellbinder has added the remainder of the text in the open file to the end of the text already in the workspace, then automatically closed the read file.

If you had not wanted to read the rest of the text in the file, you could have closed the file with a separate command to prevent subsequent read commands from reading text from it. The command to close a read file is **COMMAND:RD** (for "read done").

COMMAND:RIn allows you to read a specific part of a file and insert it at the position of the cursor. For example, if you issue **COMMAND:RI4**, Spellbinder will read four lines from a read file and insert them at the position of the cursor.

You can also open a read file without actually reading any text, with **COMMAND:RO**. Any subsequent read commands will read text from that open file.

Remember to use **COMMAND:RD** to close a read file when you are finished with it.

HANDLING COMPLETE FILES

This section provides additional information on **COMMAND:G**, which “gets” a file from disk and also opens a write file. As you have already seen, you can use **COMMAND:G** when you want to get a disk file, modify it, and then save the revision.

In this section you will also learn more about **COMMAND:GD**, which saves edited text on disk, closes the write file, and deletes the text from your workspace. **COMMAND:GD** automates some of the functions performed with the **W** commands. It also prevents you from accidentally leaving read and write files open.

When you issue **COMMAND:G**, Spellbinder will ask you for a “**READ FILENAME>**”. Spellbinder will open the file you designate as a Read file.

Next, Spellbinder will ask you for a “**WRITE FILENAME>**”. You will be presented with the **READ FILENAME** as the default. If you want your **READ FILENAME** to also be your **WRITE FILENAME**, press **Enter**. If you want to write the file to a different filename then backspace to the prompt and type in the new **WRITE FILENAME**.

Spellbinder will then display the text in the read file on the screen and you can edit it, view it, or print it.

When you are ready to save the file, issue **COMMAND:GD**. Spellbinder automatically saves the text with the name you specified and then closes the write file. A message shows how many letters were written on disk. Finally, Spellbinder deletes the text from your workspace.

In effect, **COMMAND:GD** replaces a series of other commands: **COMMAND:T** to move the cursor to the top of the text, then **COMMAND:W** to write the text on disk, then **COMMAND:WD** to close the write file, and finally **COMMAND:DA** to delete the text from the screen.

If you decide at any time after issuing **COMMAND:G** that you do not want to change your original text or do not want to continue with the command, you can cancel it by issuing **COMMAND:GQ** (for “global quit”). This command deletes all text from your workspace and deletes the open write file, but leaves the read file unaltered. In other words, this command returns your original file to the state that existed before the **COMMAND:G** was issued. Any changes that you made after you issued **COMMAND:G** are lost.

Before Spellbinder carries out **COMMAND:GQ**, it will ask

REALLY? (Y/N)

Respond by typing **Y** to carry out the command, or **N** to cancel it.

COMBINING FILES

You can use **COMMAND:G** to combine several files into one large file. The files you combine can be any size. However, before you use this method, be sure that your data disk contains room for the file that will be composed of the combined files.

First, issue **COMMAND:G**. Respond to the “**READ FILENAME>**” prompt by typing the name of the first file you want to combine. Respond to the “**WRITE FILENAME>**” prompt by typing the name you want to give to the file of combined text. The beginning of the file you are reading will appear in your workspace.

Continue to issue **COMMAND:G** until “**READ FILENAME>**” appears again. Respond by typing the name of the second file you want to combine. The second file will be added to the text in your workspace.

Continue this process until you have entered all the desired filenames. After you have entered the last filename, issue **COMMAND:GD** to save the last of the text and close the write file.

You will now have on disk a large file consisting of your smaller files. The original smaller files will also be on the disk under their original filenames. You may want to delete the original files to keep your disk from becoming cluttered.

CREATING ASCII FILES

You may occasionally want to create a text file with Spellbinder that will be used as input for some other program, like a database manager. You may also want to use Spellbinder to compose programs to run with an assembler or operating system utility. Such files are called system files or ASCII files. You create a system file by converting the text file to ASCII.

The primary difference between a Spellbinder file and a system file is that the ASCII file has a carriage return and line feed at the end of each line.

It is possible, however, to change a Spellbinder file into an ASCII file. To do this, save the file on disk and respond to the “**WRITE FILENAME>**” prompt by appending “/1” to the filename. For example, to create

an ASCII file called "DATABASE", specify the write filename as "DATABASE/1".

Once you have converted a Spellbinder file to an ASCII file, it is very difficult to make it a Spellbinder file again. If you wish to create an ASCII file, it is a good idea to save it on disk first as a Spellbinder file. You can then save it under a different filename as an ASCII file.

Spellbinder also allows you to save text so that any group of spaces is converted to a tab character. This conversion is useful if you are saving a program file, like a BASIC or FORTRAN file. You can convert a Spellbinder file in this way by appending "/2" to the write filename.

Both conversion types can be used on a single file. Appending "/1/2" to a write filename will save the file with a carriage return and line feed at the end of each screen line, and with all spaces converted to tabs.

USING SUBDIRECTORIES

You can use a tree-structured directory (composed of a root directory and subdirectories) to organize the files on a disk. If your computer has a hard disk or if it uses high-density floppy disks, you may want to use tree-structured directories.

Cautions about Using Subdirectories

If you have already used subdirectories with MS/DOS, you will be familiar with certain methods of moving from one subdirectory to another. Spellbinder uses methods that are similar but not identical to the methods used by MS-DOS. Be sure to read this entire section before you try to use subdirectories with Spellbinder.

How to Use Subdirectories

Before you can use subdirectories with Spellbinder, you must use the MS-DOS Make Directory (MD) command to create subdirectories on your disks. Once you have

created subdirectories, Spellbinder's **COMMAND:CD** will let you read, write, and delete files in any subdirectory.

You can use **COMMAND:CD** in two ways: to report the name of the current subdirectory, or to change to a different subdirectory. **COMMAND:CD** has the four different forms described below:

1. To report the name of the current subdirectory on the current drive, first check to be sure that Spellbinder is in the Command mode. Then type

CD

and press **Enter**. Spellbinder displays the name of the current subdirectory on the message line.

2. To report the name of the current subdirectory on some other drive, type

CD/d:

(where **d:** represents any disk drive letter). Then press **Enter**. To report the current subdirectory on drive **B**, for example, you would type **CD/B:** and press **Enter**.

3. To change from the current subdirectory to a different subdirectory on the current drive, type

CD/path

where **path** is the series of subdirectory names leading to the new subdirectory. Then press **Enter**. You can use standard MS-DOS conventions for specifying the path, including the use of the backward slash to indicate the root directory and to separate subdirectory entries. For example, the command:

CD/\CORRESP\ROBERT\LETTERS

will tell Spellbinder to return to the root directory (designated by the first "\"), branch to the subdirectory CORRESP, then to ROBERT, and finally to LETTERS. LETTERS will become the current subdirectory on the current drive.

4. To change from the current subdirectory to a different subdirectory on another drive, just include a disk drive designator immediately after the "/". For example, the command:

CD/C:\SUB1\SUB2

changes the current subdirectory on drive C to SUB2.

Be careful not to confuse the two types of slashes in these commands. The forward slash (/) separates the **CD** from the disk drive designator and/or the path specifier. The backward slash (\) has two meanings: When it is the first character in the path, it indicates the root directory; when it appears later in the path, it separates one subdirectory from another.

Remember that you can use standard MS-DOS conventions to specify directory paths, including the "\" to represent the root directory and ". ." to represent the parent directory of the current subdirectory. See your MS-DOS manual for information about specifying subdirectory paths.

Screen Messages

Sometimes an incorrect command specification or some other condition will prevent Spellbinder from carrying out **COMMAND:CD**. When this happens, Spellbinder will display one of the screen messages below:

Invalid Entry: This message means that you have typed incorrect information in the command. The following conditions cause this message to appear:

1. Failing to use a forward slash (/) to separate the CD from any following specifications (like the drive letter or the path specifier).
2. Making a typographical error in the command.
3. Making an error in a path specification. Such errors include misspelling a subdirectory name, failing to put a backward slash between directories, leaving out a subdirectory that should be in the path, or including one that does not belong. See your MS-DOS manual for information about properly specifying directory paths.

Write Open: You cannot use **COMMAND:CD** if a write file is open. Use a method to close the write file that will not destroy any text that you want to keep. (You can issue **COMMAND:ST** afterward to confirm that the write file is now closed.) Then issue **COMMAND:CD** again.

Handling Spellbinder Files

If your disks contain subdirectories, all Spellbinder file-handling operations must take place in the current subdirectory. These file handling operations are:

- Reading from disk
- Writing to disk
- Deleting a file from disk
- Displaying a list of the files in a subdirectory

If you want to perform one of these operations on a file that is not in the current subdirectory, you must use **COMMAND:CD** first to change to that file's subdirectory.

Spellbinder allows you a certain amount of memory to create or edit a block of text at one time. The amount of memory designated for editing is called the workspace memory. The workspace memory available is limited by Spellbinder and can not be expanded in any way by adding more memory to your computer. Spellbinder's workspace is currently limited to approximately 60K bytes or 60,000 characters.

Occasionally, you may need to work with files that are too large to fit into the workspace at one time. Such files are called oversize files. This section explains how to load, save and manipulate oversize files. Since working with an oversize file is generally more cumbersome than working with smaller files, we recommend keeping your files small enough to fit into your workspace at one time. If this is not convenient, be sure to backup your original files before creating new ones with the commands in this chapter.

The **COMMAND** mode commands that begin or end with **G** are designed for use with oversize files (eg. **G**, **GD**, **PG**, **VG** . . .). This chapter explains how these commands are used to handle files larger than the workspace memory.

COMMAND SUMMARY

Get a File

COMMAND:G—Gets text from a large file one portion at a time, automatically saving the previous portion and clearing it from the workspace.

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Get Done with a file	COMMAND:GD —Saves all of the text to a large file, closes write file, and clears your workspace.
Get N lines	COMMAND:Gn —Reads “n” lines from open read file and, if necessary, writes out enough text into open write file to leave room for editing.
Get No text	COMMAND:G0 —Reads no text from open read file, but writes out enough text into open write file to leave room for editing.
Read a Second file	COMMAND:RS —Reads a file into your workspace when another read file is already open.
Read N lines from a Second file	COMMAND:RSn —Reads “n” lines of a file into your workspace when another read file is already open.
Status	COMMAND:ST —Tells whether a read file or write file is currently open or closed, and indicates how much room is left in your workspace.
View Global	COMMAND:VG —Lets you view text from read file, saves text in write file, and closes file.
Jump Global	COMMAND:JG —Verifies text from read file, saves text in write file, and closes file.
Print Global	COMMAND:PG —Prints text from read file, saves text in write file, and closes both files.

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Search Global	COMMAND:SG/string1/string2/- Automatically replaces all instances of string1 with string2 in disk file.
Available Memory	COMMAND:M- Displays available room in workspace.

BASIC FILE HANDLING

To edit an oversize file, issue **COMMAND:G** and specify the appropriate read and write filenames. Spellbinder will read the first part of the text into your workspace, leaving some room for additions and changes. At the same time, Spellbinder opens a write file, but does not write any text in it (as indicated by the screen message “0 LETTERS”). A message like

```
FREE:9937  WRITE :OPEN  READ :OPEN
```

tells you that both a write file and a read file are now open. The message also tells you how much room is left in your workspace.

You may now edit the portion of the file that is in your workspace.

When you have finished editing the portion of text in your workspace, issue **COMMAND:G** again. Spellbinder saves the text in your workspace on disk in the open write file. Spellbinder then deletes the saved text from your workspace and replaces it with more text from the open read file. The position of the cursor when you issue **COMMAND:G** is not important.

You can go through the entire file in this way, getting more text whenever you wish, by issuing **COMMAND:G** as many times as necessary. When there is no more text

to get, Spellbinder displays the message

END OF FILE

and closes the read file.

When you have finished editing, issue **COMMAND:GD**. Spellbinder saves the remainder of your text in the write file and closes the file.

FREEING UP WORK SPACE MEMORY

When you are adding large amounts of text to a file that was brought into your workspace with **COMMAND:G**, you may run out of room in your workspace. Use **COMMAND:M** periodically to see whether you are running out of space. As you approach the end of room in your workspace, or if the message “MEMORY FULL” appears, you must write all or part of the text in your workspace on disk.

If you want to write all text in your workspace on disk, issue **COMMAND:G**. After Spellbinder has written the contents of the workspace on disk, it will read more text in, if the original read file is still open.

Variations of **COMMAND:G** can be useful for editing long files. If you have begun editing a long text and you want to read in more text without writing out all text in the workspace, use **COMMAND:Gn**, where **n** is a number of lines of text.

For example, **COMMAND:G50** reads in 50 lines of text from the open read file. If necessary, this command also writes into the open write file enough text to accommodate the 50 new lines and leave some extra room for editing changes. You can use **COMMAND:Gn** when the cursor is anywhere in your workspace, since Spellbinder will put the new text at the end of the text currently in your workspace.

Use **COMMAND:G0** to write some of the text from your workspace on disk without reading in more text from the open read file. For example, if you are editing a long file and you need to add a lot of new text, eventually the “MEMORY FULL” message will tell you that no more workspace is left. At this point, type **COMMAND:G0**. Spellbinder will not read any text from the open read file, but will write enough text into the open write file to create room in your workspace for more text entry.

COMMAND:G0 works only if you need more room in your workspace. If you already have enough room, issuing **COMMAND:G0** has no effect.

USING OTHER READ/WRITE COMMANDS

So far you have learned to use commands that begin with “G” to read and write some or all of an oversize file on disk. These commands are designed to safely handle oversize files, so you should use them whenever possible. However, you may occasionally find it convenient to use some of Spellbinder’s other read and write commands to manipulate oversize files.

For example, suppose that you are editing the middle portion of an oversize file, so that both a read file and a write file are open. When you come to the end of the text currently in your workspace, you note that you are missing the last four lines of a table. These lines are in the open read file, waiting to be read into your workspace. If you want to read only those four lines, you can issue **COMMAND:R4**. If there is room in your workspace, Spellbinder will read those four lines from disk and add them to the end of the text in your workspace.

You can also use write commands to write portions of an oversize file on disk. Suppose again that you are editing the middle portion of an oversize file, so that both a read file and a write file are open. If you want to write on disk exactly 50 lines from the beginning of text in your

workspace, you can issue **COMMAND:T** to move the cursor to the beginning of your workspace, followed by **COMMAND:W50** to write the first 50 lines into the open write file. Note that **COMMAND:Wn** does not delete the written text from your workspace once it has been written on disk. You must delete the text manually. Be sure that the cursor is at the beginning of text in your workspace, and issue **COMMAND:D50** to delete the 50 lines.

Be very careful when you use Spellbinder's regular read and write commands on an oversize file since these commands are not designed to perform automatic file handling. Whenever possible, use **COMMANDS G, Gn, G0, and GD** when you are editing oversize files.

FILE SIZE LIMITATIONS

The size of a text file is limited only by the capacity of your disks. The actual size of your files will be influenced by the kind of documents you create and by your individual preferences.

For example, you may prefer to handle a long document as a single file, using the various **G** commands (commands that begin with the letter "G" which are used to load and save files) to edit it. On the other hand, you may prefer to work with files that are small enough to fit into your workspace since short files are less cumbersome to handle. For example, you can save and edit a long report in individual files called **REPORT1**, **REPORT2**, and so on. When you are ready to print or store a final copy, you can merge the pieces into one long file. You will learn how to merge files in the next section.

READING TWO FILES AT ONCE

If you are editing a file which is larger than your workspace, a read file is typically open so that Spellbinder can read in more text when you are finished with the current segment. In this situation, you may

occasionally need to read into your workspace text from some file other than the read file which is already open.

You can issue **COMMAND:RS** (for “read second”) to read a file from disk when another read file is already open. Respond to the “**READ FILENAME>**” prompt by typing the name of the file you want to read. Spellbinder will read the text from that file and insert it in your workspace at the location of the cursor.

You must observe two rules when you use **COMMAND:RS**:

1. The file you want to read must be able to fit into your currently available workspace. Use **COMMAND:M** if you need to find out how much workspace is available.
2. You must be able to read the file without removing the disk that contains the currently open read file. This means that the file you want to read must be on the same disk as the open read file, or if it is on another disk, you must insert that disk into a drive other than the one containing the open read file. If you do not observe this requirement, you may lose the text on which you are working.

You can also use **COMMAND:RSn** to read **n** lines of a file into your workspace at the location of the cursor when another read file is already open.

FILE OPEN/CLOSED STATUS CHECK

When you are performing disk operations, it is often useful to know whether a read file or write file is open. You can check the status of your files with **COMMAND:ST**.

Depending on the status of your files, you may get a message like:

FREE 25324 WRITE:CLSD READ:OPEN

This message tells you that no write file is open, a read file is open, and that you have room in your workspace for the specified number of characters.

In this case you can close the read file with **COMMAND:RD**, and then issue **COMMAND:ST** again. The message should now confirm that the read file is closed.

DISK CAPACITY LIMITS

The amount of text you can store on a disk depends on your computer system. Consult your computer manual to learn about the disk storage capacity for your system. This capacity will probably be listed in units of “K”.

To determine how much text is currently stored on a disk, you can request a directory of the disk with **COMMAND:Q**. Spellbinder displays the total occupied space at the bottom of the directory in units of “K”.

You should generally not fill a disk to capacity. Leave room on the disk for the automatic creation of backup files.

You will know you have exceeded the capacity of a disk if Spellbinder displays the message

DISK FULL

in the middle of a write operation. At this point you have two choices:

1. You can abandon the writing operation by issuing **COMMAND:GQ**. Any read file that you began with will be left in its original state, but you will lose any modifications or additions you have made.

2. You can follow the procedure explained below to recover any modifications made to the original file. This procedure requires that you have a formatted disk with enough room for the file.

If you choose to recover the modified text, first issue **COMMAND:T** to move your cursor to the top of text in your workspace. Note whether this text is the actual beginning of the file, or if the first part of the file is missing. You will need this information later.

Remove the disk from a drive that was not involved in the write operation; typically this will be drive A. Insert in this drive a formatted disk that contains enough room for your file.

Issue **COMMAND:GD**. Respond to the “**WRITE FILENAME>**” prompt by typing the disk drive designator for the disk you just inserted, followed by a filename of your choosing. You might use the filename “last”, since this text may constitute the last part of your original file. Spellbinder will then save the file on the indicated disk.

If the beginning of text in your workspace was the same as the beginning of text in your file, your file recovery is now complete. If it was not, continue with the instructions below.

If the beginning of your file was not at the beginning of your workspace, then Spellbinder has already written that portion on disk. Confirm this by requesting a directory of the disk on which you were writing when the “**DISK FULL**” message appeared.

If the original write filename was the same as the original read filename, then the portion that was written before the disk became full will have the filename extension “**\$\$\$**”. If the original write filename was different from the original read filename, the portion on disk will have the original write filename.

Issue **COMMAND:G** to read this file into your workspace. When you respond to the “**WRITE FILENAME>**” prompt, use the disk drive designator of the disk on which you wrote the last portion of the original file. You may want to use the filename “first”, since this file constitutes the first part of your original file.

After you provide the write filename, Spellbinder will read the file into your workspace. Ignore the message “**DISK ERROR**” which may appear. Then issue **COMMAND:GD** to write the file on disk.

Now both the first and last portions of the original file are on the same disk. To combine the two files, issue **COMMAND:G**, and respond to the “**READ FILENAME>**” prompt by typing the name of the first portion. Respond to “**WRITE FILENAME>**” by typing the name you want to give the combined files.

Continue to issue **COMMAND:G** until “**READ FILENAME>**” appears again. Respond by typing the name of the last portion.

Finally, issue **COMMAND:GD**. This completes the combination process.

You may need to edit the resulting file. Some portion of the text (from several lines to several pages) may be duplicated or missing where the two files were joined.

You are now ready to begin editing where you left off when the “**DISK FULL**” message appeared.

VIEWING, VERIFYING, AND PRINTING DISK FILES

Commands that end in “**G**” (for “global”) are designed for use with oversize files (files that are larger than your workspace). You can view such files with **COMMAND:VG**, verify them with **COMMAND:JG**, and print them with **COMMAND:PG**.

These commands differ in several ways from the other viewing, verifying, and printing commands. Your workspace should be clear before you issue one of the commands. The command will prompt you for the “**READ FILENAME>**” of your text. The command will also ask you for a “**WRITE FILENAME>**” so that any changes you make to your text while you are using the command will be saved on disk.

Below is an example of how to use these commands.

After making sure that your workspace is clear, issue **COMMAND:VG**. Respond to the “**READ FILENAME>**” prompt by typing the name of the file you want to view. Respond to the “**WRITE FILENAME>**” prompt by typing the name under which the text should be saved after the viewing is finished. If you want the write filename to be the same as the read filename simply press **Enter**.

After viewing the first page, press any key except **Escape** to continue viewing the next page.

During the viewing, you can interrupt the operation by pressing the space bar, and start it by pressing the space bar again.

When you have viewed the last page, Spellbinder saves the text on disk. Press **Enter** or **Escape** to clear your workspace and return to Command mode.

To cancel viewing at any time, you can press **Escape**; your text reappears on screen in its original form with the cursor at the location where the viewing stopped. The specified write file remains open. At this point you can make any changes you wish to the text in your workspace, and then store the entire text on disk by issuing **COMMAND:GD**.

COMMAND:JG works like **COMMAND:VG**, except that it does not display the text on the screen and works much faster.

COMMAND:VG and **COMMAND:JG** are useful when you want to view or verify oversize files, since they automatically handle the text portion by portion. You do not have to worry about how much text Spellbinder can read into your workspace at one time.

You should use **COMMAND:PG** to print an oversize file. As with **COMMAND:VG** and **COMMAND:JG**, you need to specify a read filename and write filename for your text. As soon as you specify the write filename, Spellbinder starts printing the text. When the printing is finished, Spellbinder automatically saves your text on disk.

As with all the other print commands, you can temporarily interrupt printing by pressing the space bar. You can also stop the operation by pressing **Escape**; your text reappears on screen in its original form with the cursor at the location where the printing stopped. The specified write file remains open. At this point you can make any changes you wish to the text in your workspace. If you want to continue printing, put the cursor at the location where printing should start, and issue **COMMAND:PG** again. If you want to cancel the printing operation, issue **COMMAND:GD** to store the modified file on disk.

If a read file or write file is already open when you issue **COMMAND:VG**, **JG**, or **PG**, Spellbinder will assume you want to use the open file and will not ask you to specify another.

SEARCHING A DISK FILE

So far, your search and replace operations have been performed on text in your workspace. To perform a search or search and replace operation on an oversize

file (one that is larger than your workspace), use **COMMAND:SG**.

Your workspace should be empty when you issue this command. The command will automatically ask you for a read filename (the name of the text on which the search and replace operation is to be performed) and a write filename (a name under which the edited file can be saved).

For example, suppose that you have just written an article about Hawaii but you want to change the word "holiday" in your text with the word "vacation". To do this, issue **COMMAND:SG/holiday/vacation/**. Respond to the "READ FILENAME>" prompt by typing in the appropriate read filename and then respond to the "WRITE FILENAME>" prompt by typing the filename that you want the changes to be saved to.

Spellbinder will search your file and perform the replacement. When it is finished, "**COMMAND:**" will reappear on the screen.

Note that **COMMAND:SG** will search through an entire disk file, just as **COMMAND:SA** searches through all text in your workspace and replaces all occurrences of the target string with the replacement string.

COMMAND:SG can also be used for discretionary search and replace. This command works similarly to **COMMAND:S** (search and replace command for regular sized files) except that you first need to specify your "READ" and "WRITE" filenames.

After specifying the READ and WRITE filenames, Spellbinder displays the "SEARCH FOR" prompt and then the "REPLACE WITH" prompt. After typing in the appropriate words Spellbinder will display your text on the screen with the cursor positioned at the first occurrence of the "SEARCH FOR" string, and the "REPLACE? (Y/N)" prompt will appear at the top of

the screen. Press **Y** to perform the replacement.

Spellbinder will go on to find all other instances of the "SEARCH FOR" string in the file and perform the replacement for each. When you have made the last replacement, Spellbinder automatically stores the edited text and clears your workspace.

Spellbinder is able to import from and export to standard ASCII files. ASCII files utilize a standard coding method for the representation of numbers, letters, and special characters in a form readable by most computer programs. ASCII stands for American Standard Code for Information Interchange.

COMMAND SUMMARY

Remove Carriage Returns	COMMAND:SA/</ /- Removes carriage returns by replacing them with a space.
Save to ASCII File	filename/1-the /1 tells Spellbinder to save the file in a standard ASCII file format.
Save to Plain Text Format	filename/4-the /4 tells Spellbinder to save the file in a plain text format.

READING STANDARD ASCII FILES

ASCII files are loaded using the normal **Read a File** and **Get a File** commands. One common problem in reading ASCII files is the presence of a carriage return after each screen line. The best way to remove these carriage returns is to perform a search and replace on those characters. The following steps can be used to delete the carriage returns at the end of each line:

1) **Mark** the beginning of each paragraph. When you delete the carriage returns you don't want to lose track of where the paragraphs begin and end.

2) Perform an automatic search and replace on the carriage return character, replacing it with a space: eg. **COMMAND:SA/</ /.**

3) Perform another automatic search and replace on the Mark characters. This time replace the Marks with carriage returns using the following command: **COMMAND:T/SA/^/</.**

4) And finally, delete any undesirable spaces that might have been left by paragraph indents.

SAVING TO AN ASCII FILE

Saving to a standard ASCII file is a somewhat simpler process. To save to an ASCII file, append the characters /1 to the end of the WRITE FILENAME as specified at the WRITE FILENAME> prompt. When the file is saved, it will be saved as a standard ASCII file.

NOTE: You must unenhance any enhanced text using Ctrl-U.

To verify your ASCII file, issue the command TYPE at the MS/DOS prompt. You should see normal text scroll past the screen.

SAVING TO A PLAIN TEXT FORMAT

At times, you may find it helpful to save your file to a plain text format. A plain text format differs from the standard ASCII (/1) format in that it does not have carriage returns at the end of each line except for the end of paragraph line. To save your text without carriage returns, append the characters /4 to the end of the write filename as specified at the WRITE FILENAME> prompt (eg. sample.txt/4).

This text format is useful as a general word processor format for exporting Spellbinder files to other word processor formats.

OTHER FILE FORMATS

Spellbinder does not currently import or export non-Spellbinder, non-ASCII files. Several very good over-the-counter products are available for converting software between Spellbinder and other file formats.

Most printers have some non-US English characters in their resident and external (eg. cartridge or soft font) character sets. Unfortunately there is no standard correspondence between the codes used by the IBM/PC and those used by printers. As a result, a truly useful foreign word processing system requires some degree of customization.

This chapter describes the steps required to gain convenient access to the foreign characters in your computer system: identifying the characters to be accessed; building a translation scheme for translating keystrokes into screen characters and printer characters; defining special keys to make typing foreign characters easy.

COMMAND SUMMARY

Enter extended codes	Ctrl-P —Allows you to enter codes outside of the ASCII range (95-127).
Install Internal Table	COMMAND:PS-- Installs an internal.
Save Configuration	COMMAND:XS —Save the current configuration of Spellbinder including all internal tables.

IDENTIFYING THE NEEDED CHARACTERS

The first step in creating a foreign word processing capability is to identify the characters that you need to use in your document. Look at the character charts in your printer manual to get an idea of the characters that your printer is able to produce. Once you've determined which characters you'll need, make a list of those characters including the character codes that correspond to each character.

The next step is to determine if those characters are available in the screen character set of your computer, and if so what the character codes are.

Check your computer manual, locate these same characters, or ones that are similar in appearance, and make a note of their codes.

USING THE INTERNAL TRANSLATION TABLES

You are now ready to program Spellbinder to display and print non-US character codes. To access foreign characters you need to perform the following steps:

- 1) Read the file FOREIGN.TAB into the workspace and insert the appropriate characters to translate from the internal representation of the character to the screen form and printer form.

HINT: Spellbinder allows you to enter the codes between 128 and 143 by typing Ctrl-P@, Ctrl-Pa through Ctrl-Po. Use these codes as the internal values. As you will see later on, these key strokes are easy to redefine using Spellbinder.

Map each of these codes to a screen equivalent and a printer equivalent and enter the translation into the Terminal Output Translation Table and the Printer Output Translation Table found in FOREIGN.TAB.

The following example illustrates the implementation of a foreign character mapping which allows you to use the "+" character to enter an accented "a". This example is found in the file FOREIGN.TAB on your Spellbinder program disk.

Terminal Output Translation Table

&8
000
128 160 255 ;Translates 128 into accented "a" screen char.
255

&9
000
128 160 225 ;Translates 128 into accented "a" print char.
255

At this point if you type Ctrl-P-@ to generate the 128 code, you will see an accented "a" on your screen, and if you printed that character you would also see an accented "a" on the page.

The final step is mapping one of the normal keys to a foreign character's internal code. In our example that means programming the "+" key to produce the code 128.

This is accomplished by mapping the input key to the internal code using Table 6 provided in the file FOREIGN.TAB. The table should look like this:

&6
0
'+' 128 255
255

The '+' character represents the currently defined character for the "+" key. The number 128 represents the translation of the "+" key. The 255 terminates the definition.

Installing the set of tables represented in FOREIGN.TAB in this example will result in the "+" key producing the accented "a" whenever pressed.

This chapter lists and briefly describes Spellbinder's Edit mode commands, Command mode commands, dot commands and in-line commands.

EDIT MODE COMMANDS

Edit mode commands have the following characteristics:

1. They are used for entering and editing text.
2. They are performed using function keys or control and escape commands.
3. They work at the location shown by the cursor.

CURSOR MOVEMENT KEYS

Cursor Left	Ctrl-H
Moves cursor one character to the left. The Backspace key operates identically on most terminals.	
Cursor Right	Ctrl-L
Moves cursor one character to the right.	
Cursor Down	Ctrl-J
Moves cursor down one line.	
Cursor Up	Ctrl-K
Moves cursor up one line.	
Scan	Ctrl-S
When pressed once, moves cursor to end of line; when pressed again, moves cursor to beginning of same line.	

Cursor Top **Esc T**
Moves cursor to top of text.

Cursor End **Esc E**
Moves cursor to end of text.

Mode Forward **Ctrl-F**
Moves cursor forward one character, word, sentence, paragraph, or to mark, depending on cursor mode text unit.

Mode Back **Ctrl-B**
Moves cursor back one character, word, sentence, paragraph, or to mark, depending on cursor mode text unit.

Forward Mark **Esc F**
Moves cursor forward to next mark, or to end of text if there are no marks.

Back Mark **Esc B**
Moves cursor back to previous mark, or to beginning of text if there are no marks.

Next Page **Ctrl-V or Esc N**
Moves cursor forward one screen page.

Previous Page **Ctrl-G or Esc P**
Moves cursor back one screen page.

EDITING KEYS

Absolute Tab **Esc Tab**
Installs absolute tab just ahead of current cursor location.

Clear **Ctrl-R**
Fills in any gaps from deletions by realigning text from current line to next **Enter**.

Clear Indent **Esc I**
Clears indent on the line containing the cursor, and all subsequent lines up to the next **Enter**.

Continue	Ctrl-A
Used to continue the operation of a macro after a pause.	
Change Text Unit	Ctrl-O
Changes text unit as indicated on message line from WORD to SENT to PARA to MARK to CHAR as key is repeatedly pressed.	
Decimal Tab	Ctrl-Z
Enters columns of numbers with decimal points vertically aligned. Can also be used to make a column line up on the right rather than the left side.	
Delete or Rubout	Deletes character at cursor position.
Edit/Command	Ctrl-Q
Switches back and forth between Edit and Command mode.	
Enter Enhance	Ctrl-W
Switches back and forth between enhanced and unenhanced mode of text entry. Used to enhance text as it is typed.	
Hold	Esc H
Places in hold buffer the unit of text specified by current Text Unit. You can add to or replace any text already in the buffer.	
Indent	Ctrl-Y
Indents current line to next tab stop. Subsequent lines will be indented until the next Enter . Cursor must be near beginning of line when you press this key.	
Insert	Ctrl-E
Opens a space at cursor location so that additional text can be inserted.	
Line Center	Esc C
Scrolls text so that cursor line is displayed at center of screen.	

Line Top	Ctrl-T or Esc R
Scrolls text so that cursor line is displayed at top of screen.	
Single Command mode Command	Esc Esc
If Spellbinder is not configured for display of column and row counters, displays column and row information at top of screen.	
Mark	Ctrl-X
Places a mark in text. A mark is a nonprinting character see Index for more information.	
Delete Text Unit	Ctrl-D
Deletes one character, word, sentence, paragraph, or to mark, depending on cursor mode text unit.	
Undelete text	Ctrl-N
Undeletes most currently deleted text and places it at the cursor position.	
Enhance Text Unit	Ctrl-U
Enhances text in unit indicated by cursor mode. Used to enhance text which has already been entered.	
Tab	Ctrl-I
Moves cursor to next tab stop. To set or clear tabs, use COMMAND:Z .	
Unhold	Esc U
Copies text in hold buffer at cursor location.	

COMMAND MODE COMMANDS

Command mode commands are used for major text alteration, disk operations, macro operations, and printing. Commands can be issued with regular keyboard characters. The command letter(s) is typed in either upper or lower case, followed by **Enter**.

If you make a mistake while typing a command, you can

delete individual characters with the **Backspace** key. You can delete the entire line by typing **Ctrl-R**.

Spellbinder also lets you use soft function keys to issue Command mode commands. For more information about function keys, see *Chapter 22: Function Keys*.

Some commands let you specify the number of lines on which the command is to act. For example, **COMMAND:F** moves the cursor forward to the next mark or to the end of text in your workspace if there are no marks, whereas, **COMMAND:F50** moves the cursor forward 50 lines. In the following list of commands, and throughout the manual, any number that you use to specify a certain number of lines is shown as **n**.

Commands may also be preceded by a number. For example, **COMMAND:U** copies the contents of the hold buffer into the workspace; **COMMAND:3U** copies the contents of the hold buffer into the workspace three times.

CURSOR MOVEMENT COMMANDS

Some of the cursor movement keys that work in Edit mode also work in Command mode. These keys include

Cursor Left	Ctrl-H
Cursor Right	Ctrl-L
Cursor Up	Ctrl-K
Cursor Down	Ctrl-J
Scan	Ctrl-S
Mode Forward	Ctrl-F
Mode Back	Ctrl-B
Next Page	Ctrl-V
Previous Page	Ctrl-G

Commands for cursor movement are:

COMMAND:B

Moves cursor back to last mark. If there are no marks,

moves cursor to top of text.

COMMAND:Bn

Moves cursor back **n** lines.

COMMAND:E

Moves cursor to end of text.

COMMAND:F

Moves cursor forward to next mark; if there are no marks, moves cursor to end of text.

COMMAND:F_n

Moves cursor forward **n** lines.

COMMAND:T

Moves cursor to top of text.

TEXT MOVEMENT AND DELETION COMMANDS

COMMAND:D

Deletes text from the cursor position to next mark, or if there are no marks, to the end of text. If text to be deleted comprises more than two lines, Spellbinder asks "IS THIS CORRECT?". If you type **Y**, Spellbinder deletes the text.

COMMAND:D_n

Deletes **n** lines from the cursor position, including line containing the cursor.

COMMAND:DA

Deletes all text in workspace. Before the deletion occurs, Spellbinder asks "REALLY?". If you type **Y**, Spellbinder deletes the text.

COMMAND:H

Puts in hold buffer all text from cursor position up to next mark; if there are no marks, puts text to end of file in hold buffer.

COMMAND:HA

Puts in hold buffer all text in your workspace.

COMMAND:Hn

Puts **n** lines of text from cursor position in hold buffer.

COMMAND:H0

Deletes text currently in the hold buffer.

COMMAND:IP

Switches insert style to push-ahead.

COMMAND:IS

Switches insert style to split screen

COMMAND:U

Inserts contents of hold buffer into text at cursor location.

READ/WRITE COMMANDS

COMMAND:G

Gets file from disk for editing after asking for read and write filenames. Automatically handles oversize files.

COMMAND:Gn

Gets **n** lines from disk for editing.

COMMAND:G0

Reads no text from open read file, but writes out enough text in open write file to leave room for editing.

COMMAND:GD

When editing on a file is completed, this command writes the remainder of the file on disk and closes the file automatically.

COMMAND:GQ

Used to abandon an editing job initiated with **COMMAND:G**, or to write file from disk. Open read file is closed but is not altered.

COMMAND:R

Reads file from disk and places it at the end of any text already in workspace.

COMMAND:Rn

Reads **n** lines of text and places them at the end of any text already in workspace.

COMMAND:RI

Reads a file from disk and inserts it at cursor location.

COMMAND:RI n

Reads **n** lines from disk and inserts them at cursor location.

COMMAND:RD

Closes a read file.

COMMAND:RO

Opens a read file, but reads no text from it.

COMMAND:RS

Reads a file into your workspace when another read file is already open. The second file must fit into the available workspace.

COMMAND:RSn

Reads **n** lines of a file into your workspace when another read file is already open.

COMMAND:W

Writes on disk text in workspace from cursor position to end of text file.

COMMAND:WA

Writes on disk text in workspace regardless of cursor position.

COMMAND:Wn

Writes on disk **n** lines from cursor position.

COMMAND:WO

Opens a write file, but writes no text in it.

SEARCH COMMANDS**COMMAND:S/string/**

Moves cursor to next occurrence of string.

COMMAND:SA/string/

Moves cursor to all following occurrences of string.

COMMAND:S/string1/sting2/

Replaces next occurrence of string1 with string2.

COMMAND:SA/sting1//string2/

Replaces all following occurrences of string1 with string2.

COMMAND:SR

Repeats most recently issued search command.

COMMAND:S/string//

Deletes next occurrence of string.

COMMAND:SA/string//

Deletes all following occurrences of string.

COMMAND:S//string

Inserts string at cursor position.

COMMAND:SG

Can be used like any s or sa search command, but operates on an oversize file. Automatically saves the searched file on disk.

COMMAND:SB

Moves cursor backwards through a file to the next occurrence of specified string.

The following characters have special meaning in search strings:

- * Ignore case and enhancement.
 - ! Look for whole word only.
 - ? In search string, represents any character. In replace string, repeats the text of the search string.
 - # When enhanced, represents any numeric character.
 - & When enhanced, represents any non-numeric, non-alphabetic character any symbol or punctuation mark
- The following character has special meaning in both search and replace strings:
- \ Next character is treated literally, rather than as a special character. Allows you to use characters like "/" and "*" in search and replace strings.

BEFORE PRINTING

COMMAND:J

Verifies one page; shows page breaks and finds words which require hyphenation. Text is not displayed on screen during verification.

COMMAND:JA

Verifies all text in workspace.

COMMAND:JG

Verifies an oversize file. Automatically saves verified text.

COMMAND:Jn

Verifies **n** lines from cursor location.

COMMAND:nJ

Verifies **n** pages from cursor location.

COMMAND:V

Lets you view one page by displaying it on screen in its

printed format; shows page breaks, finds words which require hyphenation, and shows effect of format variables.

COMMAND:VA

Lets you view all text in workspace.

COMMAND:VG

Lets you view an oversize file; automatically saves viewed text.

COMMAND:Vn

Lets you view **n** lines from cursor location.

COMMAND:nV

Lets you view **n** pages from cursor location.

COMMAND:Y

Displays Y table to set format of printed text.

COMMAND:YT

Displays YT table to set titling and pagination.

COMMAND:YS

Switches back and forth between main and alternate Y table formats.

COMMAND:FY

Fetches Y table values and installs them in text as a **.Y** command.

COMMAND:FT

Fetches YT table values and installs them in text as a **.YT** command.

COMMAND:FH

Fetches heading and installs it in text as a **.H** command.

PRINTING COMMANDS

COMMAND:FF

Causes printer to perform a form feed which rolls paper to the beginning of the next page or causes a sheet feeder to insert paper.

COMMAND:FFn

Causes sheet feeder to feed a sheet from bin **n**.

COMMAND:P

Prints one page from cursor position.

COMMAND:Pn

Prints **n** lines from cursor position.

COMMAND:PA

Prints all text in workspace from cursor position.

COMMAND:nT/PA

Prints **n** copies of document.

COMMAND:PG

Prints an oversize file; automatically saves printed file on disk.

COMMAND:PD

Closes print file used in a print-to-disk operation.

COMMAND:PO

Opens print file for a print-to-disk operation.

COMMAND:PR

Resets printer.

OTHER COMMANDS

COMMAND:C/program

Lets you run "program" from Spellbinder.

COMMAND:CD

Lets you move from one subdirectory to another.

COMMAND:EB#

Retrieves designated edit buffer to the workspace.

COMMAND:EL

Go to the preceding edit buffer.

COMMAND:EN

Go to the next edit buffer.

COMMAND:HE

Displays menu of help messages when you respond to "READ FILENAME>" by typing a:help.hep. Also lets you look at a file when another file is already in your workspace.

COMMAND:I

Interrupts execution of a command chain until you press any key.

COMMAND:L

Reports current screen line length in number of letters per line.

COMMAND:Ln

Sets new screen line length with **n** letters per line.

COMMAND:M

Displays available room in workspace.

COMMAND:PS

Installs altered printer table.

COMMAND:Q

Displays file directory.

COMMAND:QD

Deletes a disk file.

COMMAND:ST

Displays current file status. Tells you how much room is left in workspace, and whether read and write files are open or closed.

COMMAND:X

Exits from Spellbinder to the operating system.

COMMAND:XS

Exits from Spellbinder to the operating system and saves current contents of data tables.

COMMAND:Z

Displays location of tab stops and lets you change locations.

DOT COMMANDS

Dot commands instruct Spellbinder to perform certain operations during printing. Dot commands are imbedded in text, so the desired operation begins when Spellbinder reaches that location during a printing operation.

Dot commands have the following characteristics:

1. Dot commands begin with a period and a letter. The letter may be upper or lower case. For example, the dot command that centers text can be .C or .c. Neither the period nor the letter of a dot command can be enhanced.
2. Dot commands must end with **Enter**.
3. The characters of a dot command must be the first character on a line.

If a dot command fails to operate properly, or if the characters of the dot command are actually printed with the rest of your text, you have probably incorrectly positioned the dot command in your text. Check that the period of the dot command is the first character on the line. If there is an extra space in front of the period, the dot command will not

work. The command also will not work if any of the characters in the command are enhanced. However, you can enhance the text on which the dot command will operate.

Spellbinder's dot commands are:

.B

Backward linefeed.

.C[text]

Centers "text".

.E

Ends printing on the current page.

.Ex

For use with a multiple bin cut sheet feeder. Tells Spellbinder to end printing on the current page and to feed the next page from bin x.

.E<n

Tells Spellbinder that if it cannot fit at least **n** more lines on the current page, to end the page now.

.Ex<n

For use with a multiple bin cut sheet feeder. Tells Spellbinder that if it cannot fit at least **n** more lines on the current page, to end the page now, and feed the next page from bin x.

.H[text]

Installs "text" as a running title and/or page legend.

.P

Specifies a starting page number. You can use a value from 1 to 30,000.

.R[text]

Treats "text" as a nonprinting remark.

.S

Stops the printer.

.T

Causes paper to roll back to the first line of printing.

.Y[numbers]

Installs “numbers” as new Y table values.

.YS[numbers]

Installs “numbers” as alternate Y table values.

.YS

Switches back and forth between main and alternate Y table values.

.YT[numbers]

Installs “numbers” as new YT table values.

IN-LINE COMMANDS

In-line commands, like dot commands, instruct Spellbinder to perform certain operations during printing. However, in-line commands are different from dot commands because they need not occur at the beginning of a line. In-line commands can be imbedded at any location in text, and the special printing function will begin at that location.

In-line commands consist of an exclamation point followed by a letter or a number. It is important for you to note whether the letter is upper or lower case; for example, !B performs one backward line feed, while !b changes the Y table CHARACTER SIZE entry.

If an in-line command fails to operate properly, check to ensure that you have used the proper letter or number for the command, and that it is not separated from the exclamation mark by a space. Also check that no characters in the command are enhanced.

!a to !e

Changes CHARACTER SIZE entry of the Y table.

!f to !i

Changes LINE FEED SIZE entry of the Y table.

!0 to !7

Changes SPECIAL CHAR entry of the Y table.

!0: to !7:

Causes all text from this point on to be printed with a form of special character treatment. The numbers of the special character treatments correspond to the numbers for the SPECIAL CHAR entry of the Y table.

!0. to !7.

Ends the printing of text with a special character treatment.

!A

Performs one line feed.

!B

Performs one backward line feed.

!P

Causes printer to pause until you press any key.

!H

Causes printer to backspace once.

Frequently used settings for Spellbinder's Print Format and Title Format tables are shown below. Chapters 14 and 15 discuss these tables in greater detail.

PRINT FORMAT TABLE (Y-Table)

PRINTER TYPE

- 0 Precision
- 1 Nonprecision
- 2 System printer
- 3 Typeset printer (SDP only)

DESTINATION

- 0 System device
- 10 Serial port
- 11 Serial port
- 12 Serial port
- 14 Parallel printer

PRINT ROUTINE

- 0 Screen-oriented printing
- 1 Printer-oriented printing

PRINT LENGTH

- 90 Text length (in tenths of an inch)

FORM LENGTH

- 110 Paper length (in tenths of an inch)

PAGE EJECT

- 0 Print stops after each page
- 1 Continuous print for printers without form feed
- 2 Continuous print for printers with form feed

LEFT INDENT

- 0 Further indentation from YT table margin (in tenths of an inch)

SPACING

- 1 Single spacing
- 2 Double spacing
- 3 Triple spacing

JUSTIFICATION

- 0 Ragged right, even left margin
- 1 Even left and right margins
- 2 All lines centered
- 3 Ragged left, even right margin

LINE WIDTH

- 65 Text width (in tenths of an inch)

LINE FEED SIZE

- 0 3 lines/inch
- 1 4 lines/inch
- 2 6 lines/inch
- 3 8 lines/inch

CHARACTER SIZE

For precision printers:

- 0 8 characters/inch, nonproportional
- 1 10 characters/inch, nonproportional
- 2 12 characters/inch, nonproportional
- 3 15 characters/inch, nonproportional
- 4 15 characters/inch average, proportional

For nonprecision printers:

- 0 8.5 characters/inch, nonproportional
- 1 10 characters/inch, nonproportional
- 2 12 characters/inch, nonproportional
- 3 17 characters/inch, nonproportional
- 4 either proportional or 6 characters/inch

SPECIAL CHAR

- 0 Shadow print
- 1 Underline
- 2 Slash overstrike
- 3 Dash overstrike
- 4 Boldface
- 5 Prints spaces instead of enhanced characters
- 6 Skips enhanced characters
- 7 Prints enhanced character without enhancement

PROPORTIONAL

- 0 Nonproportional spacing
- 1 Proportional spacing

MAXIMUM SPACE

- 35 Maximum space between words in tenths of a character space

MINIMUM SPACE

- 5 Minimum space between words in tenths of a character space

TITLE FORMAT TABLE (YT-TABLE)

TOP TITLE

- 0 No title or pagination
- 1 Title only
- 2 Page number only
- 3 Both title and page number

TOP SPACING

- 0 Empty lines between title and/or page number and text

BOTTOM TITLE

- 0 No title or pagination
- 1 Title only
- 2 Page number only
- 3 Both title and page number

BOTTOM SPACING

- 0 Empty lines between text and/or page number and title

ODD PAGE FORMAT

Enter two digits; first for title placement, second for and page number placement

EVEN PAGE FORMAT

0	Title on left	0	Page number on left
2	Title centered	2	Page number centered
3	Title on right	3	Page number on right

PAGE NUMBER

1 Starting page number

ODD PAGE MARGIN

10 Left margin in tenths of an inch for odd-numbered pages

EVEN PAGE MARGIN

10 Left margin in tenths of an inch for even-numbered pages

TOP MARGIN

0 Top margin in tenths of an inch; used primarily with sheet feeders

EDIT MODE FUNCTION KEYS

The IBM/PC keyboard has special function keys which Spellbinder allows you to use to edit text and issue commands. These function keys are labeled F1 through F10 and 0 through 9 and "." on the number keypad.

Function keys F1 through F10 are "soft keys". This means that the functions performed by these keys change as Spellbinder's mode of operation changes. The current functions of the ten keys are always displayed at the bottom of the screen.

Many Edit mode functions can be performed with function keys. Other functions are performed with control commands or escape commands. See *Chapter 3: Understanding the Basics* for a more complete description of control and escape commands.

Dedicated Function Keys

The number keys on the IBM keyboard keypad are dedicated to specific editing functions such as cursor movement, insert and delete. These dedicated keys have the following definitions:

0, Ins	Insert
., Del	Delete a character
1, End	End of workspace
2, Down	Down Cursor
3, PgDn	Down one screen page
4, Left	Left Cursor
5	No function
6, Right	Right Cursor
7, Home	Scan Line
8, Up	Up Cursor
9, PgUp	Up one screen page

Soft Function Keys

In Edit mode, keys F1 through F10 at first have these functions:

F1	Edit/Command	F2	Indent
F3	Continue	F4	Enter Enhance
F5	Decimal Tab	F6	Cursor Mode
F7	Mode Enhance	F8	Mode Delete
F9	Mode Back	F10	Mode Forward

If you press the Esc key, the functions will change to:

F1	Line Top	F2	Clear Indent
F3	Cursor Top	F4	Cursor End
F5	Absolute Tab	F6	Line Center
F7	Hold	F8	Unhold
F9	Back Mark	F10	Forward Mark

Pressing the Num Lock key lets you use the number keypad for typing numbers rather than editing text.

Function Keys Versus Control/Escape Commands

Remember that there are two methods of performing most Edit mode operations: using function keys, or using control sequences and escape sequences. You are not restricted to using one method or the other. For any Edit mode operation, you can use the method that is quickest or easiest for you to remember.

COMMAND MODE COMMANDS

In the IBM PC version of Spellbinder, all Command mode commands can be entered with the letters (or letter/number combinations) listed in the Command Reference of this manual. You can also use keys F1 through F10 to issue some commands. In the lists of function keys which follow, the equivalent letter command for each key is shown in parentheses. The Command Reference of the this manual

contains a list of these and other commands.

Issuing Commands with Function Keys

When you first put Spellbinder in Command mode, the ten function keys have the following functions:

F1	Edit/Command	F2	Help
F3	Continue	F4	Enter Enhance
F5	Exit	F6	No Function
F7	Disk Keys	F8	Text Keys
F9	Print Keys	F10	Table Keys

The functions of these keys fall into two categories. In the first category, keys **F1** through **F6** either perform functions or offer you a menu of options, as explained below:

- F1 Edit Mode:** This key puts Spellbinder in Edit mode to let you enter and edit text.
- F2 Help:** This key displays a menu of information on these subjects: Edit mode, Command mode, disk operations, printing, print format tables, and in-line commands and dot commands. Select the subject you want and press **Enter**. To use this key, the file **HELP.HEP** must be on the disk in drive A (or on your hard disk).
- F3 Continue:** This key is used with some macro programs. If you use one of these macros, you will find instructions for using the **Continue** key in the instructions for using the macro.
- F4 Enter Enhance:** This key lets you enhance text that you type on the Command line. When you are performing a search operation in text, this function lets you search for an enhanced word.
- F5 Exit:** Use this key to exit from Spellbinder to the operating system.

In the second category, function keys F7 through F10 display new menus of commands.

To issue a command from any of these menus, press the appropriate key. If you decide not to issue a command from that particular menu, press **Esc** to return to the first soft key level.

F7 Disk Keys:

F1 Edit/Command	F2 Directory drive A (q)
F3 Directory drive B (q)	F4 Directory drive C (q)
F5 Get text to edit (g)	F6 Get done with edit (gd)
F7 Read disk file (r)	F8 No function
F9 Quit edit (gq)	F10 Delete disk file (qd)

F8 Text Keys:

F1 Edit/Command	F2 Search once (s)
F3 Search the entire workspace (t/sa)	F4 Repeat last search (sr)
F5 Search entire file (sg)	F6 Hold to mark (h)
F7 Unhold (u)	F8 Undelete
F9 Delete to mark (d)	F10 Delete all (da)

F9 Print Keys:

F1 Edit/Command	F2 Print one page (p)
F3 Print all text in workspace (t/pa)	F4 Print entire file (pg)
F5 Printer ready (pr)	F6 No function
F7 No function	F8 View one page (v)
F9 View all text in workspace (va)	F10 View entire file (vg)

F10 Table Keys:

F1 Edit/Command	F2 Show Y table (y)
F3 Form .Y command (fy)	F4 Show YT table (yt)
F5 Form .YT command (ft)	F6 Show tab table (z)
F7 Form .H command (fh)	F8 Show size of free workspace (m)
F9 Show line length (l)	F10 Show file status (st)

Function Keys Versus Standard Commands

Remember that you can use two methods to perform most Command mode operations: using keys F1 through F10 or using the standard commands listed in the Command Reference of this manual. You are not restricted to using one method or the other; for any command you can use the method that is quickest or easiest for you to remember.

This chapter contains an alphabetized list of Spellbinder's screen messages. Some of these messages provide information, some ask you to make a choice, and some warn you about error conditions.

This list does not contain messages generated by Spellbinder's individual macro programs. You can find information on error messages for individual macros in the appropriate sections of the manual.

Some of the messages that you see while operating Spellbinder actually come from your operating system. If you see a message that you cannot find in this chapter, check your operating system manual to see if it is an operating system message.

ADD OR REPLACE? Appears if you ask Spellbinder to put text in the hold buffer when the buffer already contains text. If you respond by typing **A**, Spellbinder adds the text you want to put in the hold buffer to the text that is already there. If you respond by typing **R**, Spellbinder erases the current text in the hold buffer and replaces it with the text from the requested hold operation.

CHAR Defines the unit of text for some Edit mode operations. In this case, Spellbinder functions beginning with the word "Mode" (eg. Mode Forward) will operate on one character of text.

CLEAR HOLD? (Y/N) May appear when you execute a macro. This message means that the macro needs to use the hold buffer but there is already text in the buffer.

Respond by typing **Y** if you do not want to save the text in the hold buffer. Spellbinder will erase the buffer text and go on to run the macro that caused the message to appear.

Respond by typing **N** if you want to save the text in the buffer. Issue **COMMAND:U** to copy the text from the buffer into your workspace, and then save the text on disk. Issue **COMMAND:H0** to clear the buffer. You can now execute the macro that caused the “CLEAR HOLD?” message to appear.

COMMAND: Indicates that Spellbinder is in Command mode.

DELETE FILENAME> Appears when you issue **COMMAND:QD**, which directs Spellbinder to delete a disk file. Respond by typing the name of the file you want to delete, and then press **Enter**. Add a disk drive designator to the filename if the file is not on the disk most recently accessed by Spellbinder.

DEVICE NOT READY Indicates that you are using an invalid disk drive designator. For example, this message appears if you use the disk drive designator “C” when you previously told Spellbinder that you have only two disk drives. Valid disk drive designators are established by your response to the entry “ENTER NUMBER OF DISK DRIVES (OR LAST DRIVE)” in the CONFIGSB program.

To correct the problem, exit from Spellbinder and follow the instructions on running the CONFIGSB program. Provide an answer to the “NUMBER OF DISK DRIVES” entry that will let you use the desired disk drive designator. Remember that you can use disk drive designators A through P.

DIRECTORY FULL Appears when you exceed the number of disk file directory entries allowed by your operating system. See your operating system manual for information about the maximum number of entries you can have. Keep in mind that some operating systems may use more than one directory entry for a single file.

When this message appears, issue **COMMAND:ST** to check your file status. If no write file is open, use **COMMAND:QD** to eliminate one or more unneeded files from your disk. Then proceed with the write operation that originally caused the message to appear.

If a write file is open when the “**DIRECTORY FULL**” message appears, use the procedure for correcting the “**DISK FULL**” condition described in the manual.

DISK ERROR Appears when you read a file that was damaged or truncated when it was written on disk. Use **COMMAND:GD** to save the file under a new file name on the same disk or some other disk. Read the new file into your workspace. You will need to reconstruct any missing or garbled text.

DISK FULL Indicates that you have exceeded the available storage space on your disk.

DRIVE (X:), OR DRIVE:FILENAME (where “x” is a letter) Appears when you issue **COMMAND:Q** to request a disk directory.

EDIT Indicates that Spellbinder is in Edit mode.

END OF FILE Appears during a reading operation when Spellbinder reads the last of the file into your workspace. If this message does not appear during a reading operation, you will know that Spellbinder was not able to fit the entire file into your workspace and the read file is still open.

EXIT WITHOUT SAVING WORK SPACE? (Y/N) Appears when you issue a command to exit from Spellbinder when there is text in your workspace.

FILE FOUND Appears after you issue a read command to tell you that Spellbinder was able to locate the indicated file.

FREE: N (where “n” is a number) Tells you how many more characters you can type until your workspace is full.

HOLD EMPTY Appears under two circumstances: (1) if you issue **COMMAND:H0** (which clears the hold buffer) when no text is in the buffer, and (2) when you copy the contents of the buffer into text when there is little room left in your workspace. In the latter case, the message appears because there is not enough room in your computer's memory to accommodate the text both in the hold buffer and in your workspace.

HYPHENATE: [WORD] May appear during a printing, viewing, or verifying operation (one of the p, v, or j commands). This message asks you to hyphenate the word following the colon.

INSERT Indicates that you are using the Insert function.

INVALID ENTRY Appears under the following circumstances:

1. When you type a command that Spellbinder does not recognize (for example, if you make a typographical error when you issue the command).
2. When you give Spellbinder an illegal filename (for example, one that is longer than your operating system allows).
3. If you make an alphabetic entry when Spellbinder is expecting a numeric one. For example, this message will appear if you type a .Y command in text and substitute the letter "l" for the number "1". The message will also appear if you try to make an alphabetic entry in the Y table or YT table.
4. If you make an error in modifying or installing one of Spellbinder's printer tables.

IS THIS CORRECT? (Y/N) Appears in two circumstances: when you ask Spellbinder to put text in the hold buffer, or when you ask Spellbinder to delete more than two lines of text. In both cases, Spellbinder enhances the text that will be

affected so that you can decide whether to carry out the operation.

N LETTERS (where “n” is a number) Appears when you write text on disk, to tell you the size of the text (in characters). Also appears when you issue **COMMAND:L**, which tells you the current maximum screen line length (in characters).

LINE SIZE WRONG May appear during a printing, viewing, or verifying operation (one of the p, v, or j commands). If you are using screen-oriented printing (Y table PRINT ROUTINE entry of 0), this message indicates that your Y table LINE WIDTH entry is too small to accommodate printed lines with the current screen line length.

If you are using printer-oriented printing (Y table PRINT ROUTINE entry of 1), this message may appear when you have a long string of characters unbroken by any spaces (for example, a long string of underscores). You can usually remedy the problem by shortening the string of unbroken characters.

MARK Defines the unit of text for some Edit mode operations. In this case, Spellbinder functions beginning with the word “Mode” (like Mode Forward, and Mode Delete.) will operate on one MARK unit of text.

MEMORY FULL Indicates that no more room is left in your workspace for entering text.

NEXT PAGE? (Y/N) If you have many files on a disk, this message may appear at the bottom of the screen when you request a disk directory. The message tells you that there are too many filenames to fit on the screen at once. If you respond to the message by typing “y”, Spellbinder erases the current page of directory listings and displays the remaining directory listings. If you respond by typing “n”, Spellbinder continues to display the current page of listings.

NO SUCH FILE May appear in response to a command to read a file from a disk. This message indicates that there is no file on that disk with that name. The problem may be that (1) you spelled the name of the file incorrectly (request a disk directory to ascertain the proper spelling), or (2) you did not use a disk drive designator to tell Spellbinder which disk to search.

OUT OF ROOM Appears when you ask Spellbinder to perform an operation for which there is insufficient room in your workspace.

PARA Defines the unit of text for some Edit mode operations. In this case, Spellbinder functions beginning with the word “Mode” (like Mode Forward and Mode Delete) will operate on one paragraph of text.

PRESS A KEY TO CONTINUE, ESC TO EXIT May appear during a printing, viewing, or verifying operation (one of the p, v, or j commands). If you wish to continue the operation with the next page of text, press any key but Escape. If you wish to stop the operation, press the Escape key.

PROGRAM AREA BUSY Appears when you try to use a Spellbinder function that conflicts with a function currently being carried out. Wait until the conflicting function is finished and try again.

PROGRAM DISK IN USE May appear when you have a data disk rather than a Spellbinder work disk in drive A.

PROTECTED Appears when you try to write text in a write-protected file.

PUT ORIGINAL DISK IN DRIVE X (where “X” is a letter). Indicates that Spellbinder is unable to locate some of the program files needed for a particular task.

READ: CLOSED Indicates that no read file is currently open.

READ FILENAME> Appears when you issue a command to read a file from disk. Respond by typing the filename and pressing **Enter**.

READ: OPEN Indicates that a read file is currently open.

REALLY? (Y/N) Appears when you issue **COMMAND:DA** or **COMMAND:QD**. Respond by typing **Y** to carry out the command or **N** to cancel it.

REPLACE WITH: Appears when you issue a command for discretionary search and replace.

REPLACE? (Y/N) Appears during a discretionary search and replace operation. Respond by typing **Y** to replace the search string with the replacement string. Respond by typing **N** to leave the current instance of the search string unchanged and go on to the next instance of the search string.

SEARCH FOR: Appears when you issue a command for discretionary search and replace.

SENT Defines the unit of text for some Edit mode operations. In this case, Spellbinder functions beginning with the word “Mode” (like Mode Forward and Mode Delete) will operate on one sentence of text.

SPELLBINDER PROGRAM FILE NOT FOUND ON DISK DRIVE A. WHICH DRIVE HAS SB.COM AND SB.OVL? (ESC TO EXIT). Indicates that Spellbinder is unable to find the program file. List the drive that contains the file.

TYPE: S(STOP) E(STOP PAGE END), RET TO CONTINUE Occurs when you press the space bar to interrupt a printing, viewing, or verifying operation (one of the p, v, or j commands). If you type “s”, the print operation will end immediately and the screen will return to Command mode. If you type “e”, the print operation will end after

Spellbinder has printed the current page. If you press **Enter** printing will resume as though it had not been interrupted.

WORD Defines the unit of text for some Edit mode operations. In this case, Spellbinder functions beginning with the word “Mode” (like Mode Forward and Mode Delete) will operate on one word of text.

WRITE: CLOSED Indicates that no write file is currently open.

WRITE FILENAME> Appears when you issue a command to write text on disk. To respond, type the name you want to give to the file, and then press **Enter**.

WRITE: OPEN Indicates that a write file is currently open.

Glossary of Terms

ASCII: American Standard Code for Information Interchange, a standard coding method for the representation of numbers, letters, and special characters in a form readable by a computer.

ASCII sender: A sequence of characters used to send an instruction to a printer.

backup: A process designed to save copies of disk files. When you edit any existing file, Spellbinder automatically saves a copy of the most recent version having the same filename as a backup, adding the extension “.bak” to the filename. You should also “back up” files occasionally by copying information in your workspace on disk to avoid losing text through an accident such as a power loss.

buffer: An area in a computer’s memory used to temporarily store a specific kind of text or data.

bring up: To go through the steps necessary to run a software program, from turning on your machine to entering and running a program.

byte: A memory unit capable of storing a single character.

character: A letter, space, number, punctuation mark, or symbol.

character-oriented printing:: A type of printing where Spellbinder determines when to end each printed line according to information in the Y table.

command chain: A sequence of commands entered on a single command line which allows a task to be performed repetitively or without intervention by the operator.

Command mode: Spellbinder's operational state in which major text, disk, and printing operations are performed.

configuration: In software usage, configuration refers to the steps required to set up a particular operation (for example, to configure Spellbinder for a particular printer or other peripheral unit). In terms of hardware, it is a general term given to a computer system, usually used to indicate the physical units of a system.

control sequence: A keyboard key used in conjunction with the **Control** key to give Spellbinder an instruction; a character whose function is to initiate controlling operations.

cursor: A screen position indicator, showing the point at which text will be entered, moved, or deleted. The cursor may appear as a solid or flashing block, or as an underscore.

cursor mode: The unit of text to be manipulated by several of Spellbinder's Edit mode functions. Text units are word, sentence, paragraph, mark, and character. The current unit is displayed at the top of the screen between asterisks.

database: A software program which stores, edits, and sorts complex files such as lists. Some database capabilities are included with Spellbinder; Spellbinder can also access many database manager programs.

dedicated function key: A function key which always performs the same function.

default: A value assumed by Spellbinder whenever you specify no other value.

delete: To remove or erase; may be used regarding text in your workspace or information in a disk file (for example, delete a character, word, sentence, etc., or delete a disk file).

destination: The output device to which you wish information sent. This is used if you have more than one printer connected to your computer, or if your computer and

printer require special software handshaking.

directory: (noun) A listing of files on a disk; (verb) To request a listing of the files on a disk.

disk or diskette: A magnetic storage device consisting of a thin, flexible circle of plastic coated with iron oxide and encased in an envelope or plastic box. Usually either 5.25 inches or 3.25 inches in diameter.

disk error: A message printed by Spellbinder when it attempts to read a file that is not properly formatted for use with Spellbinder, such as a file with no "end of file" marker. Such a file could be produced if, for example, the computer is turned off when a write file is open.

dot commands: A type of print command. A dot command consists of a period followed by a character and must be placed at the beginning of a line. For example, ".c" stands for "center text" and the characters following it would be centered on the printed page.

dot matrix printer: A printer that uses a column of pins which strike an ink ribbon to construct character symbols composed of individually placed dots.

drive: A device that moves tape or a disk past a read/write head.

drive designator: The letter indicating the disk drive that you wish Spellbinder to access.

dual drive system: A system containing two disk drives, each capable of reading from or writing to disk.

Edit mode: Spellbinder's operational state in which you enter and edit text.

emulate: A piece of hardware or software that behaves like or imitates some other piece of hardware or software.

enhancement: Special character treatment; usually shown on screen by reverse video and on the printed page by your choice of boldfacing, shadow printing, underlining, etc.

escape key: Changes the operation of some keyboard keys, allowing you to duplicate Command mode functions in Edit mode (such as hold and unhold). Striking this key will also interrupt the processing of certain macros, or stop search, verification, and print functions.

execute: To perform an instruction or run a program.

filename: A set of characters assigned to identify a disk file.

firm hyphen: Used to hyphenate a word at the end of a line. Firm hyphens are used only with printer-oriented printing.

floppy disk drive: A disk drive system which records information on flexible magnetic disks.

font: A family of type characters having a consistent form and size. A type face of a specific size (such as 12 point GOTHIC).

font switch: An in-line command (!a-!e) which alters the CHARACTER SIZE entry in the Y table.

function key: A labeled key on a computer keyboard which allows an operation to be carried out with one keystroke.

global edit: Also known as a “get” command (Command:G). Gets text from disk for editing after asking for a read and write filename.

handshaking: Exchanging data between terminal and printer, in which a computer controls the flow of information to the printers and terminals. This process is necessary because a computer can output information much faster than a printer or a terminal can display it.

hard disk: The most efficient type of information storage device. It is a circular platter of aluminum covered with magnetic material capable of storing several million bytes.

hard hyphen: A hyphen placed in text during entry to divide a word which is always hyphenated (such as “mother-in-law”), in contrast with a soft hyphen or firm hyphen.

head: An electromagnet used to read and write on a magnetic recording surface.

hold buffer: A section of memory used by Spellbinder to store text temporarily until it is relocated in a document.

horizontal scrolling: The ability to display a line wider than the normal screen width of 79 character spaces.

in-line commands: Nonprinting characters placed in text which cause changes in print format.

initialize: A process performed at the beginning of an operation that indicates the parameters for that operation. For example, when you initialize a printer you prepare it to receive output from Spellbinder.

input file: Information or data to be entered into internal memory from storage devices, usually tapes or disks.

insert: The process of opening up an area on screen so you can add new information within existing text.

I/O: Abbreviation for input/output, as in I/O devices.

justification: The creation of text with even right and left margins.

line feed: The vertical movement of paper through a printer between each line of print.

line-oriented printing: A type of printing where the text is printed with the same line length that appears on the screen.

mark: A nonprinting character (^) that can be placed in text to flag areas for editing or other types of text manipulation. If your keyboard does not have a key for the “(^)” character, you can produce it with **Ctrl-X**.

MS-DOS: A disk operating system for 16-bit microcomputers. MS-DOS is a trademark of Microsoft, Inc., Bellevue, WA.

null: A void; differs from a space in that it does not take up a character position in printed text. The print head will not move forward when it encounters a null.

output: (noun) The results produced by a computer; (verb) To transfer information from a central processing unit to an output device (screen or printer).

oversize file: A file that is larger than your workspace.

pitch: The number of printed characters per inch. Values of 10 (pica) or 12 (elite) characters per inch are most common.

precision printer: A printer capable of moving the print head in very small increments to produce high-quality print.

print routine: An entry in the Y table; used to designate whether you want to print using margins set up on your screen or those installed on your Y table, as well as determining whether printing will be unidirectional or bidirectional.

print table: Spellbinder’s print table; a list of options used to set up the print format.

proportional spacing: A process of printing in which each letter takes up only as much space as is necessary (for example, “w” takes up more space than “i”).

rag right: The appearance of a page printed without justified spacing. Each line is likely to end at a different point on the page.

read: To copy data on disk into your workspace.

record: (noun) Any block of text consisting of related information. Records used to make up a file (such as a database file) will consist of one or more fields, with the same number of fields in each record.

resolution: The sharpness of the characters on the screen or printer determined by the number of dots used to form the characters.

save: The action of copying text from the workspace onto a disk for storage.

search: A systematic examination of data to find a particular item.

shadow print: A form of special character treatment in which a character is printed, the print head moves slightly, and the character is printed again. Generally is available only on precision printers.

single drive system: A computer that has one disk drive.

soft function key: A function key that performs more than one function. The function performed will vary with Spellbinder's different modes of operation.

soft hyphen: Used to hyphenate a word at the end of a line. Soft hyphens are used only with screen-oriented printing.

spacefill justification: A method of right justification accomplished by inserting whole spaces between some of the words on a line. Microspace justification, on the other hand, produces right justification by inserting the same amount of space between each word on a line.

string: A consecutive grouping of characters.

system crash: An occurrence which renders a system inoperable because of a hardware failure or software malfunction.

system utilities: Programs which allow you to do maintenance on disk files (such as editors, disk copy programs, disk formatters, and system generators).

title table: Spellbinder's title table; allows you to set up titling, pagination, and margin options.

user guides: Screen messages that provide information about how to perform particular operations. User guides can be included or excluded when you configure a version of Spellbinder.

verification: A command function in Spellbinder that identifies page breaks, potential print errors, and words that need hyphenation. No text is displayed on the screen during verification.

viewing: A command function in Spellbinder which allows you to view a document before printing. This function shows page breaks, margins, indentation, centering, etc., and assists you with hyphenation.

wildcards: Symbols which allow you to perform operations on portions of text strings (called "inexact" strings). Spellbinder provides wildcards in its search commands which allow you to find approximations of a string.

workspace: The portion of a computer's memory that is available for entering text.

wraparound: Spellbinder's process of moving words that will not fit at the end of a screen line onto the following line, eliminating the need for a carriage return at the end of each line.

write: The process of recording data in your workspace onto disk or tape.

write-protected: A disk or tape that has been treated in such a way that data cannot be recorded onto it.

Y table: Spellbinder's print table; a list of options used to set up the print format.

YS command: Format switch command. This command switches to an alternate Y table, simplifying two-format printing.

YT table: Spellbinder's title table; allows you to set up titling, pagination, and margin options.

Z table: Spellbinder's tab table; used to set tab stops.

A

Absolute tab 12-1, 12-5, 20-2
ADD OR REPLACE? message 8-4 to 8-6, 8-8, 23-1
Adding to the dictionary 11-2 to 11-3
Aligning columns 12-1, 12-5 to 12-6
ASCII codes 11-3, 19-1
ASCII, creating files 16-10 to 16-11, 18-1 to 18-2
ASCII, read 18-1
@ symbol 19-2 to 19-3
Automatic page numbering 15-5
Automatic search and replace 9-4

B

Backslash 9-6 to 9-7, 15-3 to 15-4, 15-8
Backspace 5-3, 20-5
Backup disks 2-1 to 2-3
Backup files 5-5 to 5-6
Backward 3-3, 3-6, 7-2 to 7-4, 13-4 to 13-5
Backward line feed 13-1, 13-4, 20-17
BAK filename extension 5-3, 5-5 to 5-6
Block of Text
 copying 8-7
 deleting 8-3
 holding 8-5 to 8-6
 moving 8-7
Boldface print 14-2, 14-19 to 14-20
BOTTOM SPACING option 15-5, 15-7, 21-3
BOTTOM TITLE option 15-5, 15-7, 15-9, 21-3
Buffer
 clear hold 8-2, 8-8
 edit 6-6 to 6-7
 hold 8-4, 8-6 to 8-7

C

"C" 6-2 to 6-3, 12-4
Cancel (clear) indent 12-1, 20-2
Carriage return
 in search string 9-7

- remove 18-1 to 18-2
- Centering text 12-1, 12-6
- Chaining Commands 3-7, 10-3 to 10-4
- Changing modes
 - command/edit 1-2, 3-1, 3-4, 8-5, 10-2, 20-3
 - text unit 3-1, 3-6, 7-3, 8-1 to 8-5, 11-1, 14-19, 20-3
- Character
 - enhanced 14-19
 - pitch 14-5
 - size 14-15 to 14-19
 - skip 14-9 to 14-20
 - spacing 14-15 to 14-19
 - special 9-6, 14-19 to 14-20, 20-10
 - unit 3-5 to 3-6
- Character-oriented printing 14-7 to 14-8
- CHARACTER SIZE option 3-8, 14-15 to 14-18, 14-21 to 14-22
- Characters per inch
 - non-precision printers 14-17 to 14-19
 - precision printers 14-15 to 14-17
- *CHAR* message 23-1
- Check All (Speller) 11-1, 11-5
- Clear hold buffer 8-2, 8-8
- CLEAR HOLD message 23-1
- Clear indent 3-4, 12-1 to 12-2, 20-2
- Clear tab setting 12-4, 20-4
- Clearing workspace 8-2 to 8-3, 16-2 to 16-3, 16-5, 16-8 to 16-10, 17-2, 17-4, 17-9 to 17-11, 20-7
- Close
 - files 16-1 to 16-8, 16-10, 17-2 to 17-6, 17-10
 - read file 16-2, 16-7, 17-4
 - write file 16-1, 16-4 to 16-5, 16-8, 16-10, 17-2 to 17-6, 17-10
- Columns, aligning 12-1, 12-5 to 12-6
- Combining files 16-9 to 16-10
- Command
 - Chaining 3-7, 10-3 to 10-4
 - Command/Edit Switch 1-2, 3-1, 3-4, 8-5, 10-2, 20-3
 - mode Command 3-2 to 3-3, 3-6, 20-4 to 20-14, 22-2 to 22-5
 - pause in chain 20-13
- COMMAND: message 3-2, 3-4, 3-7, 17-3, 23-2
- Command Mode Commands listing
 - :AD 2-7
 - :Bn 7-2, 7-4, 20-5 to 20-6

- :C/program 20-13
- :CA 11-1, 11-5
- :CD 16-2, 16-12, 16-14, 20-13
- :CD/d 16-2, 16-12
- :CD/pathname 5-1, 16-2, 16-12
- :CW 11-1, 11-5
- :D 8-1 to 8-3, 20-6
- :DA 8-2 to 8-3, 16-5
- :Dn 17-6
- :E 7-2, 7-4, 20-6
- :EB# 6-2, 20-13
- :EL 6-2, 6-6, 20-13
- :EN 6-2, 6-7, 20-13
- :FF 10-2 to 10-4, 20-12
- :FH 20-11
- :Fn 7-1, 7-4, 20-6
- :FT 15-1, 15-10 to 15-11, 20-11
- :FY 14-1, 14-24, 15-1, 20-11
- :G 16-2, 16-8 to 16-10, 17-1, 17-3, 17-4, 17-10, 20-7
- :GD 16-2 to 16-3, 16-8 to 16-10, 17-2, 17-4, 17-9 to 17-11, 20-7
- :Gn 17-2, 17-4, 20-7
- :GO 17-2, 17-5, 20-7
- :GQ 16-2, 16-9, 20-7
- :H 8-1, 8-5, 8-7, 20-6
- :HA 8-2, 20-7
- :HE 20-13
- :HO 8-2, 8-8, 20-7
- :I 20-13
- :IP 6-2, 6-4 to 6-5, 20-7
- :IS 6-2, 6-4 to 6-5, 20-7
- :J 10-2, 10-4 to 10-5, 20-10
- :JA 10-2, 10-5, 20-10
- :JG 17-2, 17-4, 17-12, 20-10
- :L 14-7, 20-13
- :M 17-3, 17-4, 17-7, 20-14
- :nT/PA 10-1, 10-4, 20-12
- :P 10-1, 10-3, 20-12
- :PA 10-1, 10-4, 20-12
- :PD 20-12
- :PG 17-2, 17-10, 17-12, 20-12
- :PO 20-12
- :PR 20-12
- :PS 19-1, 20-13

- :Q 5-1, 5-2, 5-4, 17-8, 20-13
- :QD 5-1, 5-6, 20-13
- :R 5-1 to 5-2, 16-1, 16-6 to 16-7, 20-8
- :RD 16-2, 16-7 to 16-8, 20-8
- :RI 16-1, 16-6, 16-8, 20-8
- :Rn 16-1, 16-7, 20-8
- :RO 16-8, 20-8
- :RS 17-2, 17-7, 20-8
- :RSn 17-2, 17-7, 20-8
- :S 9-1 to 9-3, 20-9
- :SA 9-2 to 9-4, 18-1, 20-9
- :SB 9-2 to 9-3, 9-5
- :SG 17-3, 17-13
- :SP 11-1, 11-6
- :SR 9-5, 20-9
- :ST 16-14, 17-2, 17-7, 20-14
- :T 7-2, 7-4, 17-6, 17-9, 20-6
- :U 8-6 to 8-7, 20-7
- :V 10-1 to 10-2, 20-10
- :VA 10-1, 10-4, 20-11
- :VG 17-2, 17-10 to 17-12, 20-11
- :W 16-1, 16-4 to 16-5, 20-8
- :WA 5-1 to 5-2, 16-2, 20-8
- :WD 16-1, 16-4 to 16-5
- :Wn 16-1, 16-6, 17-6, 20-8
- :WO 17-6, 20-9
- :W/WD 16-1, 16-5
- :X 4-1, 4-3 to 4-4, 8-8, 20-14
- :XS 4-1, 4-4, 6-4, 12-5, 14-1, 14-24, 15-14, 19-1, 20-14
- :Y 14-1 to 14-2, 15-1, 20-11
- :YS 20-11
- :YT 15-1 to 15-3, 20-11
- :Z 12-1, 12-3, 20-14

Configuration

- printer 2-8

- saving 2-8 to 2-9, 4-1, 4-4, 6-4, 14-1, 14-24, 19-1

Configuring Spellbinder 2-1, 2-5, 2-8

Continuous printing 14-9 to 14-10

Control-P commands 19-1 to 19-3

Control commands 3-1, 3-3, 3-5

Control command list (Ctrl-x)

- B 3-3, 3-6, 7-2 to 7-3, 20-2, 20-5

- C 3-3, 11-1 to 11-2 11-4

- D 3-3, 3-6, 8-1 to 8-3, 12-3, 20-4
- E 3-3, 6-1, 6-5 to 6-6, 20-3
- F 3-3, 3-6, 7-1, 7-3, 20-2, 20-5
- G 20-2, 20-5
- H 7-1 to 7-2, 20-1, 20-5
- I 12-1 to 12-6, 20-4
- J 7-1 to 7-2, 14-3, 20-1, 20-5
- K 7-1 to 7-2, 14-3, 20-1, 20-5
- L 7-1 to 7-2, 20-1, 20-5
- N 8-2, 8-4, 20-4
- O 3-1, 3-6, 7-3, 8-1 to 8-5, 11-1 to 11-2, 14-19, 20-3
- P 19-1
- Q 3-1, 3-4, 8-5, 10-2, 20-3
- R 5-3, 6-1, 6-4, 20-2, 20-5
- S 20-1, 20-5
- T 20-3
- U 3-6, 14-1, 20-4
- V 20-2, 20-5
- W 14-1, 20-3
- X 3-6, 7-3, 8-3, 8-5, 20-4
- Y 12-1 to 12-3, 12-5, 20-3
- Z 3-5, 12-1, 12-5 to 12-6, 20-3
- Copying disk 2-1, 2-3
- Copying Files 2-1
- Copying Text 8-7
- Count words 11-1, 11-5
- Ctrl key 3-1, 3-3, 3-5
- Cursor 7-1 to 7-4, 14-3
- Cursor mode (see text unit)
- Cursor movement 7-1 to 7-4, 20-1 to 20-2, 20-5 to 20-6
- Customizing Spellbinder 2-1, 2-5, 2-8, 14-24
- Cut-and-paste (see Hold)

D

- Dash overprint 14-2, 14-19 to 14-20
- Decimal tab 3-5, 12-1, 12-5 to 12-6, 20-3

Default values

- how to permanently change 12-5
- tab settings 12-4
- Y table 14-3, 14-8 to 14-9, 14-11 to 14-13, 14-16, 14-18 to 14-19, 14-23
- YT table 15-4 to 15-5, 15-11, 15-14
- DEL CHAR key 6-1, 6-4, 8-2, 12-1, 12-3

Delete

- all 8-2 to 8-3, 16-5
- block 8-3
- character 6-1, 6-4, 20-3
- commands 3-3, 3-6, 8-1 to 8-3, 12-3, 16-5, 20-4, 20-6
- file 5-1, 5-3, 5-6, 8-3, 16-5
- line 8-1, 8-3, 17-6
- search and 9-6, 20-8
- tab 12-1
- text 6-3 to 6-4, 8-2, 16-2, 16-9, 17-2 to 17-4, 20-3
- text unit 8-1 to 8-2, 12-3, 20-4

DELETE FILENAME message 5-1, 5-6, 23-2

DESTINATION option 14-6, 21-1

DEVICE NOT READY message 23-2

Dictionary

- adding words to 11-2 to 11-3

Directory, disk

- change 5-1, 16-12, 16-14, 20-13
- deleting file from 5-1, 5-6, 20-14
- list files 5-1 to 5-2, 5-4, 17-8, 20-14
- wildcards 5-4, 5-6

DIRECTORY FULL message 23-2

Disk

- capacities 2-9, 17-8
- copies 2-1, 2-3
- directory 5-1 to 5-2, 5-4, 17-8
- drive designator 5-2 to 5-4
- drive specifier 5-2
- floppy 2-2
- hard 2-2
- path 5-4

DISK ERROR message 23-2

DISK FULL message 17-8 to 17-10, 23-2

Display Adapter 2-6

\$\$\$ filename extension 17-9

Dot commands 3-2, 3-7 to 3-7, 20-14 to 20-16

Dot command list

- .B** 13-1, 13-3, 20-15
- .C** 12-1, 12-6, 20-15
- .E** 10-2, 10-7, 20-15
- .E≤n** 10-2, 10-7, 20-15
- .H** 15-1, 15-3 to 15-5, 15-8 to 15-9, 15-11, 20-15
- .Pn** 15-1, 15-6 to 15-7, 20-15

- .R** 20-15
- .S** 10-2, 10-8, 20-16
- .T** 13-1, 13-5, 20-16
- .Y** 15-11, 20-16
- .YS** 15-11, 20-16
- .YT** 15-10 to 15-12, 20-16

Dot matrix printer 14-4 to 14-6

Double spacing 14-11

Drive designators 5-2 to 5-4

Drive listing 5-5 to 5-6

DRIVE: or DRIVE:FILENAME> prompt 5-4 to 5-6, 23-2

E

Edit

- buffer 6-6 to 6-7
- last 6-2, 6-6 to 6-7
- moving between buffers 6-6
- next 6-2, 6-6 to 6-7
- transferring text between 6-7

EDIT message 6-3, 23-2

Edit mode 3-3 to 3-5

Edit mode commands 3-5 to 3-6, 20-1 to 20-4

Elite print 14-17

END OF FILE message 17-4, 23-2

End of text 7-2, 7-4, 20-2, 20-6

Enhanced text 3-6, 13-5 to 13-6, 14-1, 14-9, 20-4

Enhancement

- cancel 14-1
- ignore 14-19 to 14-20

Enter enhancement 14-1, 14-19, 20-3

Enter Key 6-1, 6-3, 12-4, 12-6, 14-3

Entering Spellbinder 2-1, 3-1 to 3-2, 4-1 to 4-2

Esc commands 3-1, 3-3 to 3-5, 10-4

Esc command list

- Esc **B** 7-2, 7-4, 20-2
- Esc **C** 20-3
- Esc **E** 7-2, 20-2
- Esc **Esc** 20-4
- Esc **F** 7-1, 7-4, 20-2
- Esc **H** 3-6, 8-1, 8-4 to 8-5, 8-7, 20-3
- Esc **I** 3-4, 12-1 to 12-3, 20-2
- Esc **N** 20-2
- Esc **P** 20-2

- Esc **R** 20-4
- Esc **T** 7-2, 20-2
- Esc **TAB** 12-1, 20-2
- Esc **U** 8-1, 8-6 to 8-7, 20-4
- Esc (Escape) key 3-1, 3-4, 5-6, 12-4 to 12-5, 14-3, 15-2, 15-4, 15-8, 17-11 to 17-12
- EVEN PAGE FORMAT option 15-7 to 15-8, 21-4
- EVEN PAGE MARGIN option 15-11 to 15-12, 21-4
- Exiting from Spellbinder
 - exit and save configuration 4-1, 4-5, 6-4, 12-5, 14-1, 14-24, 15-1, 19-1, 20-14
 - standard exit 4-1, 4-4, 8-8, 20-14
- EXIT WITHOUT SAVING WORK SPACE? 4-1, 4-4 to 4-5, 14-24, 23-3
- Exporting non-Spellbinder files 18-1 to 18-2
- Extended page numbering 15-6
- Extensions, filename
 - .BAK 5-3, 5-5 to 5-6
 - .\$\$ 17-9

F

FILE FOUND message 23-3

Filename

- display (directory) 5-1 to 5-2, 5-4, 17-8, 20-14
- extensions 5-3, 5-5 to 5-6
- listing 5-6
- specifying 5-3 to 5-4

Filename/1 18-1

Filename/4 18-1 to 18-2

Files

- closing 16-1 to 16-2, 16-4 to 16-5, 16-7 to 16-8, 16-10, 17-2 to 17-6, 17-10
- combining 16-9 to 16-10
- copying 2-1
- delete 5-1, 5-3, 5-6, 8-3, 16-5
- directory 5-1, 5-4
- essential 2-9
- get 16-2, 16-8 to 16-10, 17-1, 17-3 to 17-4, 17-10, 20-7
- list 5-1, 5-4
- open/close status check 16-14, 17-2, 17-7, 20-14
- oversize 10-8, 17-1 to 17-14
- read 5-1 to 5-2, 16-1, 16-6 to 16-7, 20-8
- read two files at once 17-6 to 17-7
- write 5-1 to 5-2, 16-1 to 16-6, 20-8

File size limitations 5-5, 17-6

FILE EXISTS – CREATING BACKUP message 5-3

Fine spacing 14-14 to 14-15

Fonts

- active 2-8

- selecting 14-15

Foreign.tab 19-2 to 19-3

Format

- disk 2-1, 2-3

- print 14-1 to 14-24

- table 14-1 to 14-24, 15-1 to 15-15

- title 15-1 to 15-15

Form feed 10-2 to 10-4, 14-10, 20-12

FORM LENGTH option 14-9 to 14-10, 21-1

Form paper, continuous 14-9

Forward 3-3, 3-6, 7-1, 7-3 to 7-4, 13-4 to 13-5

FREE:N message 17-3, 17-7, 23-3

Full disk 17-8 to 17-10

Function keys 3-4 to 3-5, 22-1 to 22-5

- soft 3-5, 20-5, 22-1

G

Get file from disk 16-2, 16-8 to 16-10, 17-1 to 17-4, 17-10, 20-7

Global

- print 17-2, 17-10 to 17-12, 20-12

- quit 16-2, 16-9, 20-7

- search 17-3, 17-12 to 17-14

- verify 17-2, 17-4, 17-10 to 17-12, 20-10

- view 17-2, 17-10 to 17-12, 20-11

Glossary—see Glossary of Terms

H

Header, text 15-1, 15-3 to 15-5, 15-8 to 15-9, 15-11, 20-16

Hold 3-6, 8-1 to 8-2, 8-4 to 8-7, 20-3, 20-7

Hold buffer 8-4, 8-6 to 8-8

Hold clear 8-2, 8-8

HOLD EMPTY message 8-7, 23-4

Hyphen 10-5 to 10-6

Hyphenation 10-4 to 10-6

HYPHENATE: message 10-3, 23-4

I

Ignore enhancement 14-19 to 14-20

Importing non-Spellbinder files 18-1 to 18-2

Indent (see Indent text)

clear 3-4, 12-1 to 12-2, 20-2

Indent text (tab) 12-1 to 12-2, 20-3

cancel 12-1 to 12-2, 20-2

need for absolute tab 12-5

Inexact searches 9-6, 20-10

In-line commands 3-2, 3-8, 20-16 to 20-17

In-line command list

!0 to !7 14-19, 20-17

!0: to !7: 14-2, 20-17

!0. to !7. 14-2, 20-17

!A 13-1, 13-4, 20-17

!B 13-1, 13-4, 20-17

!a to !e 14-15, 14-18, 14-21, 20-17

!f to !i 14-13, 20-17

!H 13-1 to 13-3, 20-17

!P 10-2, 10-7, 20-17

Ins (Insert) key 6-1, 6-5

Insert

push-ahead 6-2, 6-4 to 6-6

split-screen 6-2, 6-4 to 6-5

text 3-3, 6-1, 6-4 to 6-6, 20-3

INSERT message 23-4

Insertion

read file from disk 16-1, 16-6, 16-8, 20-8

International Word Processing 19-1 to 19-3

INVALID ENTRY message 5-3, 16-3, 23-4

IS THIS CORRECT? message 8-2 to 8-6, 23-4

J

Jump 7-4, 10-2 to 10-5, 17-2, 17-4, 17-12, 20-10

JUSTIFICATION option 14-11, 21-2

Justifying text

all lines centered 14-11

justified left 14-11

justified left and right 14-11

justified right only 14-11

K

"K" (file size) 17-1, 17-8

Keys

function 3-4 to 3-5, 22-1 to 22-5

soft 3-5, 20-5, 22-1

L

"L" 6-2

Large files (see oversize files)

LEFT INDENT option 14-10, 15-12, 21-2

Left justification 14-11

Letter-quality printers (see Precision printers)

n LETTERS message 23-5

Line

- centering in text 12-1, 12-6, 20-15

- centering on screen 20-3

- cursor movement along 7-1 to 7-2, 7-4

- delete 8-1, 8-3, 17-6

- length on screen 14-7, 20-13

- number 6-3

- overprint 13-1, 13-3

- spacing 14-11

- width, printed 14-7

Line feed

- forward and backward 13-1, 13-3 to 13-5

LINE FEED SIZE option 14-11 to 14-14, 21-2

Line-oriented printing 14-7 to 14-8, 14-12

LINE SIZE WRONG message 14-8, 23-5

Line spacing, setting option 14-13 to 14-15

Lines per inch 14-12 to 14-15

LINE WIDTH option 14-7 to 14-8, 14-12, 21-2

M

MACRO FILENAME message 2-7

Make directory 16-11

Margins

- even page 15-11 to 15-12

- odd page 15-11 to 15-12

- setting left margin 14-10

- top 15-13 to 15-14

Mark

- character 3-6, 7-2 to 7-3, 20-4

- mode 3-6

- unit 3-6, 7-1 to 7-2, 8-3

MARK message 3-6, 7-3 to 7-4, 8-3, 8-5, 23-5

MAXIMUM SPACE option 10-5 to 10-6, 14-22 to 14-23, 21-3

Memory available for text entry 17-1, 17-3, 17-7, 20-14

MEMORY FULL message 8-7, 17-4, 23-5

MINIMUM SPACE option 10-5 to 10-6, 21-3

Mode

- backward 3-3, 3-6, 7-2 to 7-3, 20-2, 20-5

- character 3-5 to 3-6

- command 3-2 to 3-7

- cursor 14-19

- delete 3-3, 3-6, 8-1 to 8-3, 12-3, 20-4

- edit 3-3 to 3-5

- enhance 3-6, 14-1, 14-19, 20-4

- forward 3-3, 3-6, 7-1, 7-3, 20-2, 20-5

- mark 3-5 to 3-6

- paragraph 3-5 to 3-6

- sentence 3-5 to 3-6

- switch 3-4 to 3-6, 8-1 to 8-2, 11-1, 14-19, 20-3

- word 3-5 to 3-6

Moving text 8-7

Moving the cursor

- by character 7-2

- by line 7-4

- by text unit 7-3

MS/DOS command line 4-3 to 4-4

Multiple commands

- chained 3-7, 10-3 to 10-4

Multiple line titles 15-4

N

NEXT PAGE? (Y/N) message 23-5

Next screen page 20-2, 20-5

Nonprecision printers 13-5, 14-11, 14-17, 14-20, 14-22 to 14-23

Non-printing characters

- absolute tab (‘) 12-1, 12-5, 20-2

- curly brackets ({}) 13-1 to 13-2, 13-5

- how to print 13-5 to 13-6

- mark (^) 3-6, 7-2 to 7-3, 14-20, 20-4

Non-printing remarks in text 20-16

Nonproportional character spacing

- for nonprecision printers 14-17 to 14-18

- for precision printers 14-15 to 14-17

Nonproportional printing 14-4 to 14-5, 14-21

NO SUCH FILE message 5-4, 23-6

Notes in text 20-16

Numbering

- pages 15-1, 15-3, 15-5 to 15-5

screen row or column 6-3, 12-4

O

ODD PAGE FORMAT option 15-7, 21-4

ODD PAGE MARGIN option 15-11 to 15-12, 21-4

Open

- read file 16-1 to 16-2, 16-8, 20-8

- write file 7-6, 20-9

Option /1/2 for filenames 16-11

Optional filename extension 5-3, 5-5 to 5-6

OUT OF ROOM message 23-6

Overprint 13-1 to 13-3, 20-15, 20-17

Oversize files

- editing 17-1 to 17-4

- search 17-3, 17-13

Overtyping 6-1, 6-3 to 6-4

P

Page

- end (premature) 10-2, 10-7, 20-15

- extended numbers 15-6

- formats 14-8 to 14-14, 15-3

- next 20-2, 20-5

- number 15-1, 15-3, 15-5 to 15-6

- number & title combined 15-5, 15-7 to 15-8

- numbering, automatic 15-5

- numbering over 255 15-6 to 15-7

- previous 20-2, 20-5

- top of 7-2, 7-4, 17-6, 17-9, 20-2, 20-6

Page break

- conditional 10-2, 10-7, 20-15

- premature 10-2, 10-7, 20-15

PAGE EJECT option 14-9 to 14-10, 21-1

PAGE NUMBER option 15-3, 15-6, 15-8, 21-4

Paragraph unit 3-6

Parallel printer 2-3 to 2-4, 14-6

PARA message 3-6, 23-6

Paths 5-1 to 5-2, 5-4, 16-2, 16-12

Pause in command chain 20-13

Plain text format 18-1 to 18-2

Pica 14-17

Precision printers 14-4, 14-6, 14-11, 14-14 to 14-15, 14-20 to 14-21, 14-23

PRESS A KEY TO CONTINUE,

ESC TO EXIT message 9-3, 10-3 to 10-4, 23-6

PRESS ANY KEY message 3-2, 6-2

Print

continuous with form feed 14-9 to 14-10

continuous without form feed 14-9 to 14-10

disk file 17-10 to 17-12

enhancements 14-19 to 14-20

format 14-1 to 14-24

format tables 14-1 to 14-24, 21-1 to 21-3

indentation 14-10

justification 14-11 to 14-12

length of page 14-9

margins 14-11 to 14-12

multipage text 10-1, 10-4, 20-12

multiple copies 10-1, 10-4, 20-12

n lines 10-1, 10-4

nonproportional 14-4 to 14-6, 14-21

one page 10-1 to 10-3, 20-12

oversize file 17-2, 17-10, 17-12, 20-12

printer-oriented 14-7 to 14-8

proportional 14-4, 14-21 to 14-22

screen-oriented 14-7 to 14-8, 14-12

shadow 14-2, 14-9 to 14-20

spacing 14-19 to 14-20

title 15-3

top margin 15-13 to 15-14

PRINT LENGTH option 14-8, 15-13 to 15-14, 21-1

PRINT ROUTINE option 10-6, 14-7 to 14-8, 21-1

Printer

pause 10-2, 10-8, 20-17

shift 13-1 to 13-2

stop 10-2, 10-8, 20-16

Printer Configuration 2-8

Printer-oriented printing (see Character-oriented printing)

Printer type 2-7 to 2-8

PRINTER TYPE option 13-3, 13-5, 14-4 to 14-5, 14-14, 14-16, 14-18, 14-20 to 14-21, 14-23, 21-1

PROGRAM AREA BUSY message 23-6

Proportional

characters 14-21 to 14-22

justification 14-11 to 14-12

printing 14-4 to 14-5, 14-22

- spacing 14-21
- tab 12-5
- PROPORTIONAL option 14-22, 21-3
- PROTECTED message 23-6

R

Read

- and insert 16-1, 16-6 to 16-8, 17-7, 20-8
- close read file 16-2, 16-8, 17-4, 20-8
- document 5-1
- file 5-1 to 5-2, 16-1, 16-6 to 16-7, 17-2 to 17-7, 17-10, 20-8
- filename 5-2
- file open/closed status 17-3
- file upon starting Spellbinder 4-2
- from disk 16-1, 16-6 to 16-8, 17-1 to 17-2, 17-5, 18-1
- from disk, selectively 16-7 to 16-8, 17-2, 20-8
- open 16-8, 17-3 to 17-7, 20-8
- two files at once 17-2, 17-7, 20-8
- READ:CLOSED message 23-6
- READ FILENAME message 5-2 to 5-4, 5-6, 16-6, 16-8, 16-10, 17-7, 17-10 to 17-11, 17-13, 23-7
- READ:OPEN message 17-7, 23-7
- REALLY? (Y/N) message 8-4, 16-9, 23-7
- Reconfigure 2-1, 2-7
- Recover lost text 8-8
- Red-line 14-2
- Reformat 5-3, 6-1, 6-4, 20-2, 20-5
- Replace (see Search)
- REPLACE WITH message 9-2 to 9-4, 23-8
- REPLACE? (Y/N) message 9-4, 23-8
- Retrieve
 - document 5-2
 - hold buffer 8-6
- Right justification 14-11
- Roll paper 13-1, 13-3, 13-5
- Rubout 6-4, 20-3
- Running titles, format 15-3, 15-11

S

- Saving configuration 4-1, 4-4, 6-4, 12-5, 14-1, 14-24, 15-4, 19-1, 20-14
- Saving text (document) 4-3 to 4-4, 5-2 to 5-3, 16-1 to 16-6, 16-10, 17-2 to 17-4, 17-9 to 17-10, 20-7 to 20-8
- SB** 2-1, 2-6, 3-1 to 3-2, 4-1 to 4-3

SB [command list] 4-1, 4-3

SB [filename] 4-1

Screen

- colors 2-8

- line length 14-7, 20-13

- monochrome 2-6

- previous page 20-2, 20-5

Screen messages 23-1 to 23-9

Screen-oriented printing (see line oriented printing)

Scrolling

- view scrolling 10-1 to 10-4

Search

- all 9-3 to 9-5, 20-9

- and delete 9-6, 20-8

- and insert 9-6, 20-9

- and replace 9-1 to 9-7, 20-9

- any character 9-6

- any non-numeric, non-alphabetic character 9-6

- any number 9-6

- backwards 9-2 to 9-5, 20-9

- commands 9-1 to 9-2, 20-9 to 20-10

- disk file 9-7, 17-12 to 17-14, 20-9

- for next occurrence 9-1 to 9-2, 20-5, 20-9

- global 17-3, 17-12 to 17-14, 20-9

- ignore case and enhancement 9-5, 20-10

- inexact 9-6, 20-10

- oversize file 9-7, 17-12 to 17-14, 20-9

- repeat 9-5, 20-9

- special characters 9-6, 20-10

- string 9-1 to 9-7, 20-9

- string characters

 - * 9-5, 20-10

 - ! 9-5, 20-10

 - \ 9-6 to 9-7, 20-10

 - < 9-7

- wild card specifiers

 - ? 9-6, 20-10

 - & 9-6, 20-10

 - # 9-6, 20-10

- whole word 9-5, 20-10

SEARCH FOR message 9-2 to 9-5, 17-13 to 17-14, 23-7

SENT message 7-3, 23-7

Sentence unit 3-5 to 3-6

- Serial printer 2-3 to 2-4, 14-6
- Shadow print 14-2, 14-19 to 14-20
- Shift printer 13-1, 13-5
- Single spacing 14-11
- Skip character (enhancement form) 14-19 to 14-20
- Slash 1 (/1) 16-10 to 16-11, 18-2
- Slash 2 (/2) 16-11
- Slash 4 (/4) 18-2
- Slash overprint 14-19 to 14-20
- Soft function keys 3-5, 20-5, 22-1
- Space bar 10-3 to 10-4, 10-8, 12-5, 17-11
- Space (enhancement form) 14-19 to 14-20
- Spacing
 - between words 14-22 to 14-23
 - bottom title 15-3
 - line 14-11
 - nonproportional 14-21
 - proportional 12-5, 14-21
 - top title 15-3
- SPACING option 10-6 to 10-7, 14-11, 21-2
- SPECIAL CHARACTER option 13-6, 14-19 to 14-20, 21-3
- SPELLBINDER TEXT FOUND
 - ENTER NAME OR FILE TO SAVE message 8-8
- SPELLBINDER TEXT NOT FOUND message 8-8
- Speller menu 11-1
- Speller menu items
 - add to dictionary 11-2 to 11-3
 - ignore word 11-2 to 11-3
 - look up word 11-2 to 11-3
 - mark word 11-2, 11-4
 - options 11-2, 11-5
 - quit 11-2, 11-5
 - replace with suggestion 11-2
 - skip word 11-2
 - type replacement 11-2
 - undo last change 11-2, 11-4
- Speller wild card characters
 - ? 11-4
 - * 11-4
- Spelling checker 3-3, 11-1 to 11-6
- Srecover 8-8
- Starting Spellbinder 2-1, 3-1 to 3-2, 4-1 to 4-2
 - issuing commands 4-3 to 4-4

- reading a file 4-2
- Status of files 17-2, 17-7
- String, search and replace 9-1 to 9-7
- System printer 14-4
- Subdirectories 2-2, 16-2, 16-11 to 16-14
- Subscripts (}) 13-1 to 13-2
- Superscripts ({) 13-1 to 13-2

T

Tab

- absolute 12-1, 12-5, 20-2
- clearing 12-4, 20-4
- decimal 12-1, 12-5 to 12-6, 20-3
- delete 12-1
- for proportional spacing 12-5
- saving customized version 12-5
- setting 12-1, 12-3 to 12-4, 20-4

Tab key 12-1 to 12-6

Tables

- Y 14-3, 21-1 to 21-3
- YT 15-2, 21-3 to 21-4

Text unit 3-1, 7-1 to 7-3, 8-1 to 8-2, 8-4, 12-3, 14-19

Title

- and page number 15-3, 15-5, 15-7 to 15-8
- attached to text 15-1, 15-9 to 15-10, 15-12
- bottom 15-3, 15-5
- formats 15-3, 15-11
- running 15-3, 15-5, 15-7, 15-11
- saving 15-14
- table 15-1 to 15-14
- top 15-3 to 15-4
- top and bottom 15-3, 15-5, 15-9

Top

- workspace 7-2, 7-4, 17-9, 20-2, 20-6
- margin 15-13 to 15-14

TOP MARGIN option 15-13, 21-4

TOP SPACING option 15-4, 15-7, 21-3

TOP TITLE option 15-4 to 15-5, 15-7, 15-9, 21-3

Triple spacing 14-11

TYPE: S(STOP) E(STOP PAGE END),

RET TO CONTINUE message 10-3, 23-7

U

Undelete text 8-2, 8-4, 20-4

Underline (enhancement form) 14-2, 14-19 to 14-10

Unhold 8-1, 8-6 to 8-7, 20-4

Units of text 3-5 to 3-6, 14-19

switching between 3-5 to 3-6, 8-1 to 8-2, 11-1, 14-19, 20-3

V

Verify (jump commands)

all pages 10-2, 10-5, 20-10

disk files 17-10 to 17-12

entire text 10-2, 10-5, 20-10

lines 10-2, 10-5, 20-10

one page 10-2, 10-4 to 10-5, 20-10

Vertical alignment 14-11

View

all text 10-1, 10-4, 20-11

disk files 17-10 to 17-12

line 10-1, 10-4, 20-11

one page 10-1 to 10-2, 10-4, 20-10

oversize file 17-2, 17-10 to 17-12, 20-11

W

Width of printed line 14-12

Width of screen line 14-7, 20-13

Wildcards

characters 5-6, 11-4

directory 5-4, 5-6

search 9-5, 20-10

specifiers

5-4, 5-6, 9-6, 20-10

? 5-4, 5-6, 9-6, 20-10

& 9-6, 20-10

Word

count 11-1, 11-5

text units 3-5 to 3-6

wrap 6-3

WORD message 3-6, 8-2, 23-8

Working copy 2-1 to 2-2

Workspace

determining size of 17-4 to 17-5

freeing up room 17-4 to 17-5

Write

document 5-1, 16-1 to 16-6, 16-10, 17-2 to 17-6, 17-10, 20-8

close 16-1, 16-4 to 16-5, 16-8, 16-10, 17-2, 17-4, 20-8

filename 16-3

file status open/closed 16-14

open 17-2 to 17-6, 20-9

selected text 16-1, 16-6, 17-6, 20-8

Write all 5-1 to 5-2, 16-2, 20-8

WRITE:CLOSED message 17-8, 23-8

WRITE FILENAME message 5-2 to 5-4, 16-3, 16-6, 16-8, 16-10, 17-9 to 17-10, 17-13, 18-2, 23-8

WRITE:OPEN message 23-8

Y

Y table 14-1 to 14-22

attaching to text 14-1, 14-24, 15-1, 20-11

display 14-1 to 14-2, 15-1, 20-11

options (see individual listings)

saving a customized 14-23 to 14-24

switch 15-11, 20-11

YT table 15-1 to 15-15

attaching to text 15-1

display 15-1 to 15-2, 20-11

options (see individual listings)

saving a customized version 15-14

Technical Support Supplement

TECHNICAL SUPPORT

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If you encounter a problem with Spellbinder, please photo copy and complete the Software Problem Report on the back of this page and mail to Ltek, Customer Assistance, 4546 B10 El Camino Real, Los Altos, CA 94022, or fax to 415-948-1377.

Software Problem Report

Program Name:

Version:

Date of Report:

Description of Problem: *(Describe the state of the software and the keystrokes that lead up to the problem. If possible try to reproduce the problem with the fewest possible keystrokes).*

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