

Rainbow™ 100

SELECT™-86

User's Guide

Developed by
SELECT Information Systems, Inc.

digital equipment corporation

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The postage-prepaid READER'S COMMENTS form on the last page of this document requests the user's critical evaluation to assist us in preparing future documentation.

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Preface

This manual provides the Rainbow 100 computer user with detailed instruction in the use of SELECT-86 word processing system. It is intended to enhance the instruction provided by your TEACH diskette. It will also serve as a continuing reference manual to help you add speed and refinement to your word processing.

If you are a first-time user of SELECT-86, read the *SELECT-86 Getting Started* first. It will provide a clear understanding of those fundamentals by which you, Rainbow 100, and SELECT-86 can work together easily.

To help you build on those fundamentals, this manual provides all SELECT-86 command descriptions, formats and applications. It also provides easy-to-use short cuts, suggestions for using SELECT-86 with various printers, and guidelines for avoiding problems.

Manual Organization

- Chapter 1 Welcome to SELECT-86
A brief introduction to SELECT-86.
- Chapter 2 Using SELECT-86 on your Rainbow 100 Computer
The elements of installing SELECT-86.
- Chapter 3 How to CREATE and EDIT a Document
An overview of the EDIT commands.
- Chapter 4 How to Format a Document
Everything you need to set up an attractive page.
- Chapter 5 Other Main Menu Commands
The commands to file, spell, and print your document.
- Chapter 6 Know Your Printer
How to get the most from the printer.
- Chapter 7 Errors and Error Messages
How to avoid complications.
- Chapter 8 Advanced Users' Guide
A complete reference to advanced features.

Conventions Used

Wherever the word SELECT is used in this document, it shall be presumed to mean Rainbow 100 SELECT-86.

- <CTRL/C> The control key (labelled Ctrl on the keyboard) and the C key pressed simultaneously
- <RET> The Return key on the keyboard

Welcome to SELECT-86

SELECT is a program that turns your computer into an electronic typewriter, but, unlike a regular typewriter, you can do some pretty astounding things. You can add, delete, move, copy and juggle your text with such ease that you'll probably never stop being amazed.

But that's far from the whole story. SELECT comes with **SUPERSPELL**, a fully integrated spelling checker that guarantees you need never send out another letter with a misspelling or a typographic error.

The most impressive thing about SELECT is that it's easy. It's easy to learn and it's easy to use. Yet, as simple as it is to use SELECT, there isn't a more powerful word processor on the market available for your computer.

The next few pages will show you how to install SELECT on your system. After SELECT is up and running, the computerized **TEACHing** program will show you how to use the word processor.

What You Get

The SELECT package you received contains the following instruction manuals and disks:

2 Manuals	<i>SELECT-86 Getting Started</i> <i>SELECT-86 User's Guide</i>
2 Diskettes	MASTER/SPELL INSTALL/TEACH

What You Need

A Rainbow 100 computer with CP/M-86/80 operating system.

Disk Safety Procedures

- Make a back-up copy of all your SELECT Diskettes. (Follow instructions in your *SELECT-86 Getting Started*.) Put the original diskettes away in a safe place. If you damage a diskette, you can always make a new copy.
- Always keep an empty diskette nearby. If you ever run out of room on a diskette, you'll be able to merge all your work onto the empty one.
- At the end of each day back-up your work. You do this by using PIP or COPY commands provided with your CP/M-86/80 operating system. If you damage your working diskettes, your documents will still be safe.

How to Reconfigure SELECT

If you change your printer you should reinstall your System/SELECT diskette to match the change. This is what you do:

1. Put your System/SELECT diskette in drive A:
2. Put the INSTALL diskette in drive B:
3. Log onto drive B: by typing **B: <RET>**
4. Type **INSTALL A: <RET>**
5. Follow the INSTALL directions on the screen.

2

Using SELECT-86 on Your Rainbow 100 Computer

Calling up SELECT

Whenever you want to use SELECT-86 do the following:

1. Load (boot) your Rainbow 100 computer's operating system. (See your *SELECT-86 Getting Started* manual.)
2. Put the MASTER SPELL diskette in drive A:.
3. Put a formatted diskette on which to store your document in drive B:.
4. Type **SELECT** when you see this:

A>

SELECT Serial Number and Copyright Information will be displayed briefly:

```
SELECT - A Screen Oriented Word Processing System
Copyright (c) 1981, Select Information Systems, Inc.
RAINBOW 100
```

Then the Main Menu will be displayed.

Main Menu

The Main Menu (see Screen 1) lists all the different kinds of things you can do using SELECT.

>SELECT: Create Edit Delete View List Name Print Spell Teach Merg Help Quit Run

Create - to **CREATE** a new document
Edit - to **EDIT** or change a document
Delete - to **DELETE** a document
View - to get a scrolling **VIEW** of a document
List - to **LIST** all the documents in your directory
Name - to assign a new **NAME** to a document

Print - to **PRINT** a document
Spell - to check your **SPELLING**

Teach - to **TEACH** you to use **SELECT**
Merge - to **MERGE** a document with a mailing list
Help - to **HELP** explain the commands
Quit - to **QUIT** your **SELECT** work session

Run - to **RUN** a program outside of **SELECT**
Alter - to **ALTER** **SELECT** into program development mode
Width - to change terminal **WIDTH**

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Screen 1. Main Menu

Learning SELECT-86 with TEACH

If you haven't taken the SELECT-86 tutorial (on the TEACH diskette), *do it now!* Insert the TEACH diskette, type "T" for TEACH, and take this important course. See your *SELECT-86 Getting Started* manual for details.

**The best way to learn SELECT-86 is to
put this manual down now
if you haven't taken the TEACH tutorial!**

Refer to Figure 1 for sequence of text organization.

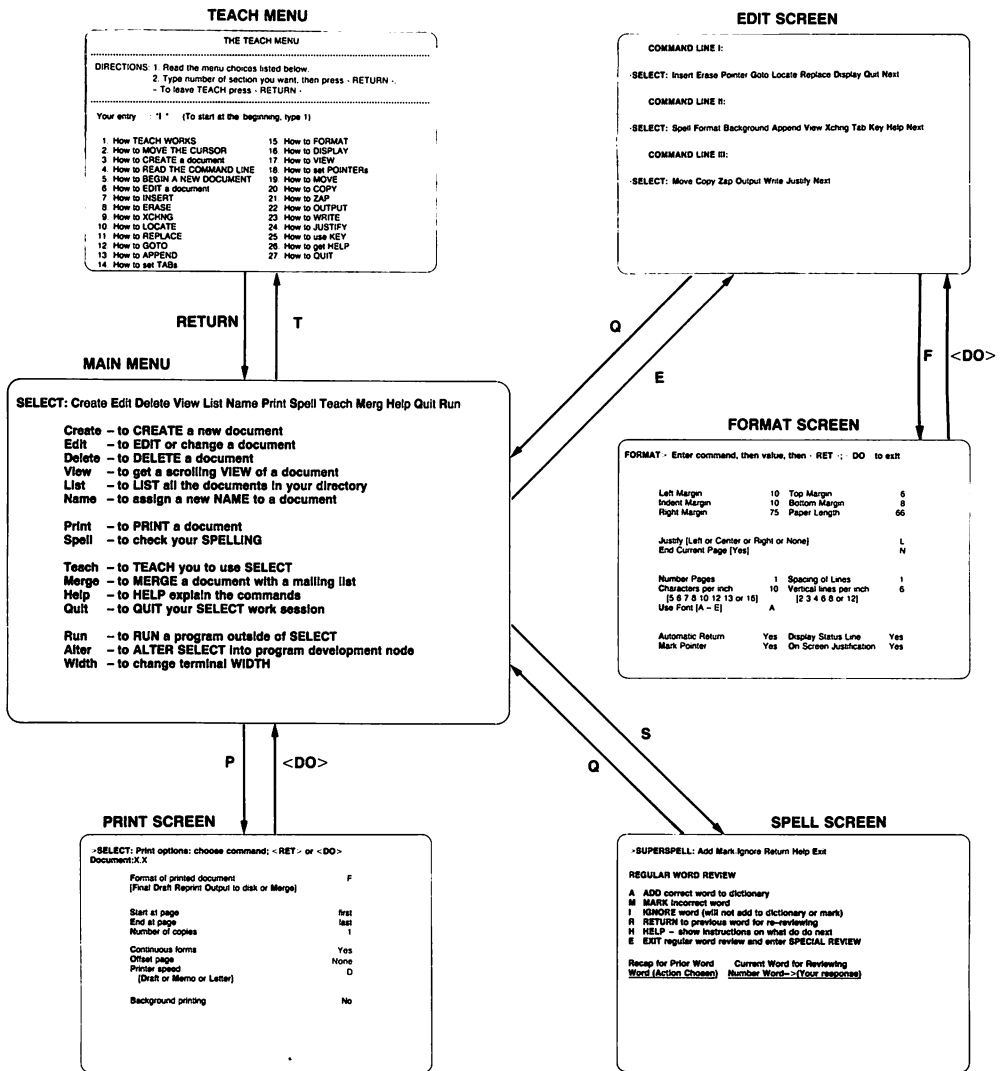


Figure 1. Text Organization

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3

Creating and Editing a Document

This section covers the commands that you use while creating and editing documents. Each command is described on the following pages.

When you type “C” to CREATE or “E” to EDIT, SELECT loads its editor and makes space for your document on the diskette.

A portion of the SELECT commands you can use (after pressing “C” or “E”) are displayed at the top of the screen. Not all commands are displayed at once. To see more commands, just type “N” and the next line will be displayed. There are three Command Lines in all (see Screen 2).

COMMAND LINE I:

>**SELECT:** Insert Erase Pointer Goto Locate Replace Display Quit Next

COMMAND LINE II:

>**SELECT:** Spell Format Background Append View Xchg Tab Key Help Next

COMMAND LINE III:

>**SELECT:** Move Copy Zap Output Write Justify Next

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Screen 2. Command Lines

You can choose any **EDIT** command, even if it's not displayed on the screen. To use a command, move the cursor to the point in your text where you want to do your work. Type in the first letter of the command (for example, "E" for **ERASE**). A helpful message will then be displayed at the top of your screen to show you how to type the rest of the command. With certain commands you'll be asked to provide additional information. (See the individual commands for details.)

Special Keys

Before you begin learning the different **SELECT** commands, let's look at a few important keys. . . important, because you'll be using them constantly.

Direction Control

>**SELECT:**

The symbol next to the word SELECT at the top of your screen tells you in which direction the word processor is working. Some SELECT commands move through the text in the direction indicated by the arrow.

The greater-than symbol (>) tells you that the word processor is working *forward* (toward the end of the document). To change the direction of SELECT from forward to *reverse*, simply type the less-than symbol (<). This is what you'll see:

<SELECT :

SELECT will now work toward the beginning of the document. To return to forward, press the ">" key.

Cursor Keys

These are four keys with arrows pointing in the directions of the compass. They move the cursor around the screen.

To move the cursor more than one space at a time, type any number then press a cursor key. The cursor will move that many spaces right or left or lines up or down. For example, type "54" then the down cursor key and you'll scroll down 54 lines.

Space Bar

The Space Bar is not really a key, but like a Cursor Key it helps to move the cursor quickly through the screen.

In EDIT, press the Space Bar to move the cursor to the space between each word. Also, type a period (.) to move the cursor to the period at the end of each sentence.

Return Key <RET>

The <RET> key moves the cursor key up and down one line at a time if you are at the EDIT menu.

If you are inserting text, the Return key adds blank lines and manual (hard) carriage returns to a document. You use manual returns on lines where you don't want to add more text—like the ends of paragraphs.

You also use the Return key to tell the word processor that you have finished adding information to a command.

DO

The <DO> key ends a command, allowing you to SELECT the next command from the menu. This is also the key you press when you change your mind and want to abort a command.

Special Keys

There are several editing functions which are predefined on the editing keypad of the Rainbow 100 computer. You may use these keys in place of the alphabetic command letters shown in the EDIT menu. These keys are included with the description of each corresponding command. They are also listed in Appendix B.

Using the Commands

Now you're ready to CREATE a document (establish a file) and to practice using the EDIT commands. You're about to learn that SELECT is as easy as it is powerful.

You can create and print almost any document (file) by using the SELECT commands made available to you by CREATE, EDIT, FORMAT, and PRINT. (For special requirements, you may want to use one or more of the Main Menu options discussed in Chapter 5.) Let's start with CREATE.

CREATE

Establishes a new document on the disk.

1. Type "C". The following message will be displayed on the screen:

```
>CREATE: Enter document name, then <RET>
```

2. Type a name for the document you want to create, then <RET>.

Here's how to name a document:

1. Type the letter code of the disk drive you want to put the file on and a colon (usually **A:** or **B:**). If you don't enter a diskette drive letter code, the document will automatically be placed on the **SELECT** diskette—not a good idea. (Exception: See **LIST**)
2. Type name of document (up to eight characters).
3. Type a "." (period).
4. Type up to three or more letters (for example, **DOC** for document or **LTR** for letter)

This is correct This is not correct

```
B:SAMPLE.DOC    B:SAMP. . .DOC  
A:DEALER.LTR    A:DEALER:LTR
```

5. Press <RET>.

Tips

Naming a document precisely the first time is a handy way of keeping a catalog of documents on your diskette. Try using the first eight characters to describe the name of the document, and the last three characters to describe the type of document that you are writing.

Now that you've established a new document on the diskette and given it a name, you will want to insert the text. To do this, press "I" for **INSERT**. Remember? When you pressed "C", for **CREATE**, you made all **EDIT** commands and functions available!

INSERT

Inserts or adds text to a document.

You use INSERT each time you start (CREATE) a new document and each time you place new text into a document you're working on. When you start a new document and SELECT displays the first page on the screen, type "I", then type your text.

NOTE: After INSERT, the text is justified.

1. Move cursor to where you want to insert text. Here's an example:

```
SELECT is easy.
```

2. Type "I" or press the <INSERT HERE> key. The text under and to the right of your cursor will drop down two lines:

```
SELECT is
      easy.
```

3. Type the text.

```
SELECT is fast and
      easy.
```

4. Type <DO>.

```
SELECT is fast and easy.
```

Notes

- If you want to insert a new word between two words, put your cursor over the first letter of the second word before typing "I". Treat spaces as though they were letters.

^ (Boldface), _ (Underline), [(Subscript),] (Superscript) and \- (Overstrike) are ON/OFF switches you can use during INSERT. Don't forget to turn them off. See Formatting chapter of this manual.

By inserting one pair of these symbols into your text, you instruct the printer to modify the appearance of the final document for all text between the symbols.

- By moving the cursor backwards, you can delete the text to the left.
- ONLY the left-arrow cursor key works while using the Insert command.
- When you press “I” all the characters to the right of the cursor drop down two lines. When you press <DO>, the characters will come back up. Don’t forget to leave a space at the end of the word you insert.
- Background printing pauses while you are in INSERT.
- Be sure to end a document with a hard (manual) carriage return, so that the print function will finish properly.

SELECT treats your text as a series of paragraphs. Each paragraph ends with a hard return which appears on the screen as “<”. A paragraph may be from one line to many pages in length.

As you enter text, SELECT positions it beginning at the character position set by the Indent Margin command. Each line automatically ends at the character position set by the Right Margin command. As you continue to enter text, SELECT moves any word that does not fit on the current line down to the next line at the character position set by the Left Margin command. When you press <RET>, you mark the end of one paragraph and the beginning of the next.

In summary, there are three margins that affect the appearance of each paragraph:

1. Indent Margin, which affects the first line of each paragraph.
2. Left Margin, which affects the second and subsequent lines of each paragraph.
3. Right Margin, which affects all lines.

Chapter 4 explains how to change the numeric value of these margins to produce different appearances. The pre-set values are:

1. Indent Margin = 10
2. Left Margin = 10
3. Right Margin = 75

These produce easy-to-read block paragraphs.

EDIT

Changes a document you have already CREATED.

1. Type "E". The following message will be displayed on the screen:

```
>EDIT: Enter document name, then <RET>
```

2. Type the name of the document, then <RET>. The following message will be displayed:

```
Enter new document name, then <RET>
```

3. You now have a choice:

- To rename the document, enter the new name and press <RET>. (Doing this gives you two similar documents with different names.)
or
- To leave the document name the same, just press <RET>.

NOTE: *If you do not have enough room on your diskette to work on a document, SELECT will warn you at this point.*

COPY

Duplicates a block of text from one part of a document to another. (COPY is useful for repeating material that should be in more than one place in a document.)

1. Set first pointer (See POINTER) at top of block of text you want to copy.
2. Set second pointer at bottom of block of text you want to copy.
3. Move cursor to the point you want to copy the block of text.
4. Type "C". The following message will be displayed:

```
>COPY: Top Bottom (pointers) From
```

5. Type the letter or number of the first pointer after "From". The screen will look like this:

```
>COPY: Top Bottom (pointers) From 1 To
```

6. Type the second pointer after "To" and the text will be copied.

Notes

Before COPYing you must know how to use pointers.

If you are COPYing and run out of disk space, you will see this message:

```
The disk in Drive B: is full.  
Please place a blank disk in another drive.
```

The transfer from Drive B: to Drive A: will abort the COPY process; but the file you are copying will automatically be copied onto Drive A:. The message:

```
Successful Merge
```

will then be displayed, even though the copy process has not been successfully completed. Once it has been copied over, you can then edit and re-do the COPY process you had attempted before. (See the PIP sections in your *Rainbow 100 Getting Started* manual.)

DISPLAY

Moves you to a different screen on your document.

1. Type "D" or press the <NEXT SCREEN> key to move forward one screen. The <PREV SCREEN> key moves you backward one screen.
 - To move forward more than one screen, type the number of screens you want, then type "D" or <NEXT SCREEN>.
 - To move backward more than one screen, type the number of screens you want, then press the <PREV SCREEN> key.

ERASE

Removes spaces, letters, words, phrases, sentences, and lines from a document.

NOTE: *After ERASE, the text is justified.*

1. Move cursor to beginning of text you want to erase. Here's an example:

```
SELECT is fast and easy.
```

2. Type "E" or press the <REMOVE> key.
3. Move cursor one space beyond what you want to erase.

```
SELECT is fast and easy.
```

The text you have marked to be erased is indicated by reduced brightness on the screen. If you change your mind or if you erase too far, just back up the cursor over the words you want to keep. Nothing is actually erased until you press the <DO> key.

4. Press <DO>.

```
SELECT is easy.
```

Tips

- The erase mode is "character sensitive." Once you type "E", the computer will search for the first occurrence of the very next character you type.
- To erase a word at a time, type "E", then type a space.
- To erase a sentence at a time, type "E", then type a period.

FORMAT

Sets the format of your document (e.g., margins, indents, spaces, etc.). See Chapter 4, Formatting, for more details.

1. At the EDIT menu, position the cursor at “Char:1” on the screen (flush left).
2. Type “F” or press the <SELECT> key. Refer to Screen 3.

>FORMAT: Enter command, then value, then <RET>; <DO> to exit

Left Margin	10	Top Margin	6
Indent Margin	10	Bottom Margin	8
Right Margin	75	Paper Length	66
Justify [Left or Center or Right or None]			L
End Current Page [Yes]			N
Number Pages	1	Spacing of Lines	1
Characters per inch	10	Vertical lines per inch	6
[5 6 7 8 10 12 13 or 16]		[2 3 4 6 8 or 12]	
Use Font [A – E]	A		
Automatic Return	Yes	Display Status Line	Yes
Mark Pointer	Yes	On Screen Justification	Yes

Screen 3. FORMAT Command

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3. Type the first letter of the format setting you want to change.
4. Type the new setting.
5. Type <RET>.
6. When you're finished, type <DO> to return to your document.

***NOTE:** When you call up the **FORMAT** screen, the settings you see already listed are the current values for the text located in that section of the document. If you don't change anything, these are the values you get.*

For more information, see Chapter 4, Formatting, in this manual.

GOTO

Sends the cursor to a chosen point in your document. You may GOTO a Page, a "Pointer", the Top (beginning), or the Bottom (end) of the document.

1. Type "G". The following will be displayed at the top of the screen:

```
>GO TO: Top Bottom Page (pointers)
```

2. Type "T" for Top, "B" for Bottom, "P" for Page, or the number of any pointer.
3. If you type "P", you'll see this message:

```
>GO TO: Page: Enter page number; then <RET>
```

4. Type in the number of the page you want to go to and press <RET>.

HELP

Explains how to use any SELECT command.

1. Type "H". The following message will be displayed on the screen:

›HELP: Enter command

2. Type the first letter of the command you need help with.
3. Read the step-by-step instructions.
4. Press <DO> to go back to your document.

Help is available for the following topics:

Append	Next
Background	Output
Copy	Pointer
Display	Quit
Erase	Replace
Format	Spell
Goto	Tab
Help	View
Insert	Write
Justify	Xchange
Key	Zap
Locate	@ <merge command>
Move	\ <formatting command>

JUSTIFY

Resets the margins in a block of text.

1. Set first pointer at top of block of text you want to justify.
2. Set second pointer at bottom of block of text you want to justify.
3. Type "J". The following message will be displayed on the screen:

```
>JUSTIFY: Top Bottom (pointers) From
```

4. Type the letter or number of the first pointer after "From". The screen will look like this:

```
>JUSTIFY: Top Bottom (pointers) From Top To
```

5. Type the second pointer after "To" and the text will be justified.

NOTE: Before justifying you must know how to use pointers.

Tips

Return addresses at the top right hand side of letters and large spaces in the middle of lines of text can only be done in Justify Left. In Justify Right, the spaces will close up when justified.

Justification is normally done automatically each time you insert or erase text. If you go back and insert new formatting commands, or if your Copy, Move, or Replace text, you will need to use the Justify command to see how the text will appear in the printed document.

KEY

Allows rapid, easy insertion of commonly used text into a document while you are editing. Each set of text stored and retrieved in this way is called keytext. All of your keytext is stored in one master file named SELKEY.FIL.

Using the Key Command

1. When editing the final document, move the cursor to the location where you want to insert the keytext. Exit to the EDIT menu.
2. From the EDIT menu, type "K". The following will be displayed at the top of the screen:

```
>KEY: Insert List View <DO>
```

3. Choose one of the commands as follows:
 - LIST shows you the name you assigned to each set of keytext as well as the number SELECT assigned to it and the first line of text.
 - VIEW shows you the full contents of each set of keytext. When you choose VIEW, you are asked to type the assigned number of the set of keytext you want to view, then press <RET>.
 - INSERT allows you to insert any set of keytext into the final document. To do this, type I followed by the keytext number, then press <RET>. SELECT automatically inserts that text beginning at the location where you positioned the cursor in the document. When this is done, JUSTIFY the text you have inserted and adjust margin settings if necessary.

NOTE: On the far right of the Rainbow 100 computer there is a numeric keypad which includes four keys labeled <PF1>, <PF2>, <PF3>, and <PF4>. By pressing these keys, you automatically evoke the function of the Key command. This allows you to insert sets one through four of keytext respectively without using the K command. You can use these keys either from the Edit Menu or while you are using the Insert command.

4. If in LIST or VIEW, press <DO> to exit.

Creating Keytext

To enter your keytext, first create or make sure you have a document called SELKEY.DOC on drive B. This document can hold up to twenty five separate sets of keytext.

1. At CHARacter position one (the extreme left of the screen), type a dollar sign (\$) followed by the name you want to assign to the first set of keytext. Then press <RET>. For example:

```
$name<
```

- Do not leave spaces between the \$, the name of the keytext and the hard carriage return.
 - You can include a number in the name you assign to the keytext, but it is not necessary. SELECT automatically numbers each set in chronological order as you create it.
2. Enter the text you want to store.
 - Enter text exactly as you want it to appear in the final document. Spaces you insert to the left, right, above, and below the text become part of the text. This includes spaces between the name you assign to the set of keytext and the lines of text you enter.
 - You can enter text under up to twenty five separate keytext names. All of this text is collectively stored in SELKEY.DOC (later to be renamed SELKEY.FIL).
 - You can edit any of the text while you are in SELKEY.DOC. However, you cannot make changes to any keytext while you are editing the final document into which the keytext will be inserted.

Examples:

\$Heading

I n t e r o f f i c e M e m o r a n d u m

To:

From:

Date:

Dept:

Subject:

\$Closing

Sincerely yours,

Marketing Department

\$Salutation

Dear Rainbow 100 Customer,

For keytext that you want to **MERGE** with another document, type two at signs (@@) to the left of each item within a set of keytext. For example:

\$ENVELOPE

@@NAME<

@@ADDR1<

@@ADDR2<

@@CITY,@@STATE@@ZIP_ _ _ _<

3. **QUIT** and **KEEP** the document SELKEY.DOC (see QUIT command). The following message will be displayed on the screen:

```
Making SELKEY.DOC into SELKEY.FIL
Cannot find input file.
```

Don't worry about this message. It means that **SELECT** is looking for **SELKEY.DOC** on Drive A:, and this document is, for the time being, on Drive B:. It will be transferred over later. **SELECT** now returns you to the Main Menu.

4. Now **SPELL** your **SELKEY.DOC**. Type "S" and enter the document name, **B:SELKEY.DOC**. (See **SPELL** section, in Chapter 5, for details.)
5. After you have corrected your spelling, **QUIT** and **KEEP**.
6. Now you are ready to make **SELKEY.FIL** on Drive A:. You must make this in order to use the key command. **SELKEY.FIL** is not a document, and it cannot be edited.

- Type "E" to **EDIT SELKEY.DOC**. The following message will be displayed as:

```
EDIT: Enter document name, then <RET>
```

- Type **B:SELKEY.DOC** and press Return.
- You will then see:

```
Enter new document name, then <RET>
```

- Type **A:SELKEY.DOC** and press Return.

7. Once the document is displayed on the screen, **QUIT** and **KEEP**. Then you will see this message:

```
Keeping  
A:SELKEY. $$1  
Please stand by. . .
```

Followed by the message:

Making SELKEY.DOC into SELKEY.FIL.

(number) keys in this file.

If you need them while editing, type "K" for KEY.

Press any key to continue.

Where (number) is the total number of all sets of keytext that you entered into SELKEY.DOC.

8. Press any key on the keyboard.

SELKEY.DOC and SELKEY.FIL are now both on Drive A:.

LOCATE

Searches for any character, word, or phrase in your document.

A search always moves in the direction indicated by the cursor direction control at the top of your screen.

1. Type "L" or press the <FIND> key. A message will be displayed as follows:

```
>      (Number) LOCATE: Enter text, then <RET>
```

2. Type the word or phrase you want to find.

In order to LOCATE a word, you must type it *exactly* as it appears in your document. For example, to search for a word that is entirely in capital letters, you must type it in capital letters.

3. Type <RET>.

Tips

- To search the text before the cursor position, type "<" then type "L".
- To search the text after the cursor position, type ">" and then "L".
- If you want to search the entire document, Goto the Top and type "L".
- If you want the *second* occurrence of a word, type "2" before you type "L". Follow this procedure for any number of occurrences.
- When you've located a word, you may find all the following occurrences by simply typing "L" and <RET>.
- If you are searching for a phrase that contains a "hard return" (a carriage return you put in yourself), you must enclose the entire phrase in quotation marks before you begin the search.

MOVE

Transports a block of text from one part of your document to another part.

1. Set first pointer at top of block of text you want to move.
2. Set second pointer at bottom of block of text you want to move.
3. Move cursor to the point you want to move the block of text.
4. Type "M". The following message will be displayed:

```
>MOVE: Top Bottom (pointers) From
```

5. Type the letter or number of the first pointer after "From". The screen will look like this:

```
>MOVE: Top Bottom (pointers) From 1 To
```

6. Type the second pointer after "To" and the text will be moved.

NOTE: *Before moving you must know how to use pointers. After moving, you may need to JUSTIFY the text.*

NEXT

Displays the next row of editing commands.

1. Type “N”.
2. Continue typing “N” to see all the commands.

A command doesn’t have to be displayed to use it.

OUTPUT

Prints a marked block of text on your printer exactly as it looks on the screen.

1. Set first pointer at top of block of text you want to print.
2. Set second pointer at bottom of block of text you want to print.
3. Type "O". The following message will be displayed on the screen:

```
>OUTPUT: Top Bottom (pointers) From
```

4. Type the letter or number of the first pointer after "From". The screen will look like this:

```
>OUTPUT: Top Bottom (pointers) From 2 To
```

5. Type the second pointer after "To". This message will be displayed:

```
>Output with format commands: Yes No
```

6. Choose whether you want page formatting commands printed with the text, then wait for the text to be printed.

Notes

- OUTPUT text will not be formatted. To print formatted text, use the PRINT command from Main Menu.
- Before printing the document you must know how to use pointers.
- Make sure your printer is connected and on.
- If a Backslash (\) is embedded in text rather than appearing at the left margin as part of a format command, it will be printed as part of the text.

POINTER

Marks any point in a document.

1. Move the cursor to the point you want to mark.
2. Type "P". The following message will be displayed at the top of the screen:

```
>Set Pointer: 1 2 3 4 5 6 7 8
```

3. Type a number. You can reuse a number if you want. If a number has been used, it will appear lighter on the screen. If you reuse the number, its previous position is forgotten.
4. If you choose not to type a Pointer, press <DO>.

Tips

- Type "P" to see the marked points in your text, they look like this: [1].
- You can use the POINTER command to temporarily mark a reference point in your text. Such reference points are used with the GOTO, MOVE, LOCATE, WRITE, JUSTIFY, OUTPUT, COPY, and ZAP commands. You can set up to eight such pointers, referred to by numbers 1 through 8. You can reassign a POINTER by simply reusing its number.
- Every document automatically comes with two additional built in pointers: **T**op and **B**ottom!

QUIT

Ends your work on a document.

Once you QUIT, you can either keep the document with the changes you just made, leave the document the way it was when you started working on it, or go back to the document.

1. Type "Q". You will see this display:

```
>Quit: Keep Abandon <DO>  
      Document: (filename)
```

```
Keep   - this will save any changes since  
         the last Create or Edit.
```

```
Abandon - this will end editing without  
         saving the changes made.
```

```
<DO>   - go back to the document
```

2. Type "K", "A", or <DO>. If you type "K", your previous copy is retained but renamed with a new extension, filename.BAK. If you type "A", your previous copy is retained as though you had not made any edits at all.

REPLACE

Finds and replaces a word each time it appears in your document.

1. Type "R". This message is displayed at the top of the screen:

```
10000 REPLACE: Enter old text, then <RET>
```

2. Type the word you want to replace then <RET>. (In order to REPLACE a word, you must type it exactly as it appears in your document. For example, to REPLACE a word that is entirely in capital letters, you must type it in capital letters.) You'll see this message:

```
Enter new text, then <RET>
```

3. Type the new text, then <RET>. You'll see this:

```
Prompt <RET>
```

4. If you want to keep the prompt, press <RET>. SELECT stops at each occurrence of the word you want to replace and asks:

```
>9999 Replace with: "(new text)" Yes No
```

Type "Y" or "N" as appropriate. If you want to stop the REPLACE command at this point, press <DO>.

Keeping the prompt is the safest, although slowest way to replace text.

5. If you do not want to keep the prompt, type "P". Then:
 - To replace *only* the first occurrence of the text, press <RET>.
 - To replace a specific number of occurrences of the text, type the number followed by <RET>.
 - To replace *all* occurrences of the text, type a pound sign (#) followed by <RET>.

Tips

To REPLACE a word like *the*, which can be part of *other* words, type quotes, a space, **the**, a space, and more quotes (“ **the** ”).

To REPLACE a word with a word in quotation marks, put single quotation marks around the double ones. For example, to REPLACE *ice cream* with “*candy*”, you would type it this way:

‘“candy”’

SPELL

Continues proofreading a document already marked.

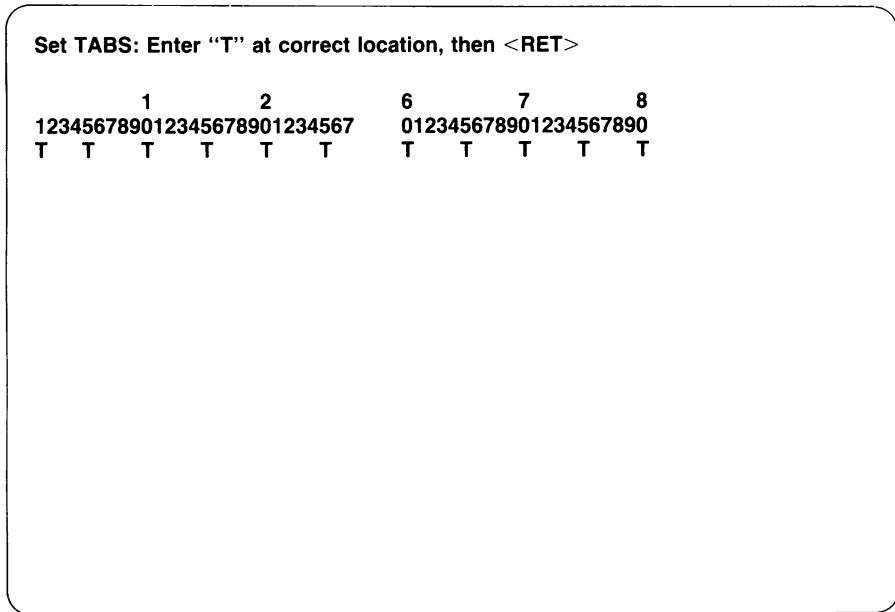
1. Type "S".
2. Continue SPELLing. (See SPELL in Main Menu.)

***NOTE:** To proofread a document not already marked, Quit and Keep the document, then SELECT SPELL from the Main Menu.*

TAB

Sets tabs just like a typewriter.

1. Type "T". Refer to Screen 4.



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Screen 4. TAB Command

2. Using the space bar, move cursor to the desired TAB setting.
3. Type "T".
4. Repeat steps 2 and 3 for all tabs you want.
5. Type <RET>.

NOTE: *You can not use the backspace while setting tabs. If you make a mistake, type <DO> and start again.*

Tabs are not used to indent paragraphs. The INDENT MARGIN does this.

VIEW

Allows you to VIEW one document while you are editing another.

1. Type "V". You will see this at the top of the screen:

>VIEW: Enter document name, then <RET>

2. After entering the name of the document you want to VIEW (including the disk drive) and pressing Return, the screen will show the document you are editing at the top, and the document you are VIEWing in reduced intensity at the bottom. The following will be displayed at the top of the screen:

>VIEW: press any key to continue viewing or <DO>

3. If you press any key, you will see the next portion of your document. Continue pressing any key to move forward through the document. When you reach the end of the document, you can continue to the top of the document again.

Pressing <DO> takes you back to the document you are editing.

WRITE

Creates a new document (new file) containing a block of text you mark.

1. Set first pointer at top of block of text you want to save.
2. Set second pointer at bottom of block of text you want to save.
3. Type "W". The following message will be displayed:

```
>WRITE: Top Bottom (pointers) From
```

4. Type the first pointer after "From". The screen will look like this:

```
>WRITE: Top Bottom (pointers) From 2 To
```

5. Type the second pointer after "To". This message will be displayed:

```
to Document
```

6. Give the block of text a new name (see CREATE), then <RET>. Wait for the text to be written to the disk. You will then have created a brand new document with a new name containing only this block of text.

***NOTE:** Before writing, you must know how to use pointers. If you want to WRITE a document to a file which has already been CREATED, be careful. The WRITE command will replace ALL the text in that file with your new text. The filename will remain the same, but it won't contain any of your original text. It will contain only the text you WRITE to it.*

Tips

- Use this command to develop a library of stock paragraphs for form letters and contracts.
- Back-up Copies. When working on long documents, make a back-up copy by WRITEing from the top of the text to the bottom of the text. Should your computer fail (loss of electrical power) you will still have your work.
- Diagrams can be saved using the WRITE command or can be stored in keytext.

XCHNG

Exchanges letters or words character-by-character.

1. Place the cursor over the character you want to change.
2. Type "X".
3. Type the new character.
4. Type <DO>.

NOTE: You can use XCHNG beyond the margins of a document, but the document will not justify automatically. To justify your document, you must use the command JUSTIFY and the pointers.

XCHNG also provides an easy way to draw diagrams. To do this:

1. Enter the FORMAT screen by typing **F** from the EDIT menu. Change the value of JUSTIFY to "None."
2. Return to the EDIT menu and type **I** for INSERT. Insert a few lines of spaces from the left margin to the right margin.
3. Type **X** for XCHNG. In your lines of spaces, draw a diagram using the cursor for positioning and the vertical bar, dash, slash, and period for the lines of the diagram.

ZAP

Permanently erases marked blocks of text. Be careful!

1. Set first pointer at top of block of text you want to ZAP.
2. Set second pointer at bottom of block of text you want to ZAP.
3. Type "Z". The following message will be displayed:

```
>ZAP: Top Bottom (pointers) From
```

4. Type the first pointer after "From".

```
>ZAP: Top Bottom (pointers) From Top To
```

5. Type the second pointer after "To" and the text will be zapped.

NOTE: *Before ZAPping you must know how to use pointers.*

APPEND

Lets you see a LIST of documents, and INSERT an entire document into the document you are editing.

1. Place cursor where you want the copied document to begin.
2. Type "A". You will see this message at the top of the screen:

```
>APPEND: LIST INSERT
```

- Typing "L" shows you a LIST of documents.
 - Typing "I" lets you INSERT an entire document into another document.
3. When you type L, the following instruction will be written at the top of the screen:

```
>Enter drive name, then <RET> (You may use * and ?)
```

Entering the drive name and pressing Return lets you see a LISTing of the documents in that drive; and at the top of the screen, the original commands: LIST INSERT

You can LIST the contents of a different drive, or press "I" for INSERT.

Press <DO> to return to the document you are editing.

4. If you type "I", you will see this:

```
>INSERT: Enter document name, then <RET>
```

After entering the document name and pressing Return, the document you name will be inserted into the document you are editing at the position of the cursor.

If you type the name of your document incorrectly, or if you type the name of a document that is not on the drive you specified, you will see this at the top of the screen:

`Document not found`

SELECT will then automatically return you to the document you are editing.

***NOTE:** Be very careful when entering the letter code of the disk drive (see 3 above). If you have two drives, type A or B ONLY. Entering an incorrect drive name can make the program stop abruptly. If this happens by mistake, you must reboot.*

In LIST, when typing the drive name, you can type an ambiguous letter (symbolized by a ?) or an ambiguous filename reference (*). For example:

Typing B:*.LTR will list all the documents on drive B: with LTR as the extension.

Typing A:SEMINAR?.DOC will list all documents on drive A: named SEMINAR (a character).DOC. (A character can be either a letter or a number.)

BACKGROUND

This allows you to print a previously formatted document while you are editing another.

1. Type "B". This will be displayed at the top of the screen:

```
>BACKGROUND: Enter document name, then <RET>
```

Enter the name of the document you want to print (including disk drive) and press Return. If this document is not on your diskette, this message will be displayed:

```
Document not found
```

2. When your document is located, it will start printing. While you are printing, if you press "B" again, you will see:

```
>Background: Printer busy (name of document) Pause Continue Abandon
```

3. Typing "P" lets you temporarily stop printing and return to the document you are editing. See step 4.
4. Typing "C" lets you continue printing if you are in pause.
5. Typing "A" turns off the printer.

NOTE: *Background printing pauses while you are in INSERT. Only documents with extension .SPL that have been formatted for background printing can be properly printed. The primary purpose of the Background command is to control the operation of the printer. In general, you should use the PRINT command from the Main Menu.*

Now that you've completed this chapter on the EDIT commands (as a supplement to the TEACH diskette) let's go on to the fine points of formatting.

4

Formatting

Format Commands

When you type "F" for FORMAT or press the <SELECT> key, SELECT displays the text in Screen 5.

>FORMAT: Enter command, then value, then <RET>; <DO> to exit

Left Margin	10	Top Margin	6
Indent Margin	10	Bottom Margin	8
Right Margin	75	Paper Length	66
Justify [Left or Center or Right or None]			L
End Current Page [Yes]			N
Number Pages	1	Spacing of Lines	1
Characters per inch	10	Vertical lines per inch	6
[5 6 7 8 10 12 13 or 16]		[2 3 4 6 8 or 12]	
Use Font [A - E]	A		
Automatic Return	Yes	Display Status Line	Yes
Mark Pointer	Yes	On Screen Justification	Yes

Screen 5. Format Standard (Default) Values

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NOTE: *Your Rainbow 100 computer permits programmable fonts (type faces) only in conjunction with an LA-100 printer. It does not display your text in those fonts on the screen.*

The FORMAT commands are explained on the following pages.

Margins

Right and left margins are defined in number of characters using the last value assigned to Characters per inch in the FORMAT screen. Top and bottom margins are defined in number of lines using the last value assigned to Vertical lines per inch.

Left Margin . Sets number of spaces from left side of page to the first character on each line. This is displayed on the top of the editing screen like this:

-----L-----

NOTE: *Be very careful of the following:*

a) If you place left and right margins less than 15 characters apart and you ignore the indent margin value, words you type in can be displayed outside your margins.

b) The left margin should not be further right than character position 74.

Indent Margin . Sets left margin for first line of each paragraph.

By setting the indent margin to a larger number than the left margin, you will automatically indent for new paragraphs.

By setting the indent margin to the same number as the left margin, you will get a block format paragraph. This is the most common form.

By setting the indent margin to a lower number than the left margin, you can leave room to number paragraphs (UNDENT).

NOTE: *SELECT* always automatically justifies the first line of text that follows a hard carriage return to the value of the *Indent Margin*. Subsequent lines are justified to the *Left Margin*. A hard carriage return displays as a "<" on the screen.

UNDEMENT is a very useful tool. It allows you to isolate some characters from the rest of your text. For example, you can use UNDEMENT to number your paragraphs. To do this, set the indent margin at a lower number than the left margin. Your text will line up under the left margin setting, and you can number the paragraph at the indent margin setting. Because the paragraph number is isolated, it won't justify with the rest of the text. If your next paragraph is not numbered, be sure to change the indent margin value for that paragraph. (See **FORMATTING SAMPLES, ERRORS, and ERROR MESSAGES.**)

NOTE: *Indent Margin and Left Margin should be changed at the same time to ensure the desired paragraph format.*

Right Margin . Sets number of characters from left side of page and the last character on a line. This is displayed at the top of the editing screen like this:

-----R-----

NOTE: *See the NOTE under Left Margin.*

Top Margin . Sets number of lines between top of page and first line of text.

Bottom Margin . Sets number of lines between last line of text and bottom of page.

Paper Length

Sets page size in lines per page based on the most recently set value for lines per inch (66=11 inches at six lines per inch, 88 at eight lines per inch). Paper length should be set only once in the document before other text, and should correspond with the physical size of the forms that you print on.

Justify

The Justify command sets text format. You have four choices: Left, Right, Center, or None.

Justified left (\JL) copy will be even on the left margin and ragged on the right margin.

Justified right (\JR) copy will be flush on both margins of the page.

In \JL and \JR modes, be sure that all special *in-line* symbols: ^, -,], [, \/, \C, \U are attached to words—either at the beginning, within the word, or at the end of the word. Uneven margins will result if this is not followed.

Wrong: A ^Good ^Time

Right: A ^Good^ Time

or: A ^\Good\^ Time

Wrong: A \C6 Large \C12 Dog

Right: A \C6Large\C12 Dog

Wrong: Not-For- \UB Profit \UA

Right: Not-For-\UBProfit\UA

Justify in the Center will center each line of your copy between the left and right margins.

Justify None gives you free margins to do as you wish. You can lay out forms of all kinds.

End Current Page

Forces a page break wherever you want. To use the command, perform the following steps in sequence.

1. Place the cursor at character position 1 in your document where you want to end a page and begin a new page.
2. Type "F" for FORMAT.
3. Type "E" for END CURRENT PAGE.
4. Type "Y" for Yes.
5. Type <DO> to continue work.

If you change your mind and do *not* want to end the page here, you have to ERASE the \E symbol in your document.

Number Pages

Starts numbering pages with the page number that you select, at the first # or ## sign in the text. (May be a header or footer.) To use the NUMBER PAGES command:

1. Place cursor at the very top of the document you are working on.
2. Type "F" for FORMAT.
3. Type "N" for NUMBER PAGES.
4. Type "1" (or whatever number you want to start with).
5. Press <DO> to continue work.

NOTE: *The highest number you can use on the FORMAT screen for numbering pages for N is 254. However, you can insert \N(any number) on the left side of the screen. For example, if you want to start numbering at 300, you can insert \N300 at character position one at the extreme left side of the screen.*

Formatting

For more help with page numbering, see Header or Footer Page Numbering and \N Backslash Command.

Number Pages allows you to start numbering after tables of contents, introductory pages, etc. with any number you choose.

Characters Per Inch

Allows you to choose the number of characters you want printed per horizontal inch on your screen.

You can choose 5, 6, 7, 8, 10, 12, 13, or 16 characters per inch.

These can be set and reset at any place in a document. The default is 10 characters per inch. To change this default, set the cursor at character position 1. Type "F" for FORMAT, "C" for CHARACTERS per inch, and the number you want; or insert it into the text where you want to make the change.

***NOTE:** On some DIGITAL printers, the width of each character is changed, as well as the horizontal line spacing. For specific printer features, see Chapter 6.*

For more details, see the BACKSLASH COMMAND section.

Use Font

Allows you to change the character font on your DIGITAL LA-100 printer. This printer allows you to use different styles of characters (fonts). If you use this type of printer, \U will be very useful. You can change the character font on your printer, even in midsentence or mid-word, by using \U and the letter of your choice. Your choices are A, B, C, D, or E, and they correspond to the five choices you might have on your printer. (See BACKSLASH COMMAND section for details.)

Spacing of Lines

Sets line spacing. 1 = single space, 2 = double space, 3 = triple space.

Vertical Lines Per Inch

Allows you to choose the number of vertical lines you want per inch of text. Move the cursor to character position 1 on the extreme left side of the screen, on the line where you want to make the change. Type “F” for FORMAT, “V” for VERTICAL lines per inch, and the number of lines per inch you want; or insert “\V” and the number value you want at character position 1, and press Return.

NOTE: This can be set and reset anywhere in a document. See the chapter on printers for restrictions.

Headers and Footers will also be printed at the number of vertical lines per inch that you set.

You can change the vertical spacing of the body of text while keeping your top and bottom margins the same.

The following FORMAT commands are always on (YES) unless you turn them off by changing the setting to NO. (In ALTER mode, they’re always off unless you turn them on.)

Automatic Return

Starts new lines of text while using the Insert command without having to press Return. This is SELECT’s “automatic wraparound” feature. This is normally used.

Mark Pointer

Displays marked pointers in your text when you type “P” for POINTER. This is normally used.

Display Status Line

Displays at the top of your screen:

CHAR: LINE: PAGE:

for the cursor’s position. This is normally used.

On-Screen Justification

Justifies or rejustifies text automatically after inserting or erasing text.

If you are editing many portions of a document, turn this command off and justify from top to bottom when done. That way there will be no delay of justification when you do each small edit.

Backslash Commands

After you've set the format of your document using the FORMAT command, you'll see backslash (\) commands in the left margin of your document. You can insert these commands to give new formatting instructions (or to change formatting instructions) *without* calling up the FORMAT screen. Here's how:

1. Place the cursor at "Char: 1" (flush left) on the screen.
2. Type "I" for INSERT.
3. Type "\".
4. Type the letter code for your formatting command (and the value that you want):

T (value)	Top Margin
B (value)	Bottom Margin
L (value)	Left Margin
R (value)	Right Margin
I (value)	Indent Margin
P (value)	Paper Length
S (value)	Spacing of Lines
C (value)	Characters per inch
V (value)	Vertical lines per inch
N (value)	Number Pages
E	End of Page
JC	Justify Center
JL	Justify Left
JR	Justify Right
JN	Justify None
U (A - E)	Use Font
Q (message)	Query operator

D	Dead Key
H	Header
F	Footer
HR	Right Header
HL	Left Header
FR	Right Footer
FL	Left Footer
\	Hard Blank
\-	Overstrike (Insert before and after the text you want overstruck, NOT in margin)

5. Press <RET>, then <DO>.

After you've inserted your backslash command, justify the text to see how your document looks.

Dead Key (\D)

The DEAD KEY allows you to print certain marks in the space above a character. DEAD KEYS don't take up any space on paper, but become part of the printed word. For example, when printing the word "señor", the tilde mark should be printed directly over the "n". To do this, place the cursor at character position 1, type \D, then the mark that you want dead keyed (~); then press Return. You have just sent a message to SELECT: "Don't put a space after the '~'." Then, in your document, type the word like this: se~nor. Make sure that the DEAD KEY mark is inserted *before* the character that it should print above. For more than one DEAD KEY mark, type each mark after the \D with NO spaces or commas:

```
\D~^" ' /
```

To turn off DEAD KEY, or to change the marks you want, insert another \D at character position 1, any new marks that you want, and press Return.

Use Font (\U)

This can be inserted either at character position 1 or in the text itself (If in the text, the setting won't show up on the FORMAT screen.) For example, let's use the phrase "That old feeling." If you want to print the word "old" in a different type font than the other two words, and your previous text uses the default font type (A), do it like this:

```
That \UBold\UA feeling.
```

or

```
That \UBold \UAfeeling.
```

This changes the font type of "old" to B, then changes "feeling" back to font type "A". Don't leave spaces between the \U, the font letter, and the word or words you want changed.

Characters Per Inch (\C)

This can be set anywhere in your document, and you can place a new setting either in the left margin or in the text itself.

If you insert \C at character position 1, your new setting will affect all the text that follows it, until you insert another \C. No matter what \C value you set, SELECT will keep the margins (left, right, and indent) as close to your previous margin settings as possible on the printer. The margins won't change, but the character width will, until you set new margins. Then, when you do, the margins will take on the CHARACTER WIDTH value of the last \C you inserted, or the default (ten characters per inch) if you haven't used \C yet in your document. For best results, set \C first, then set your margins.

The physical margin width is determined by dividing the \L, \I, or \R value by the \C value, with the result in inches. All of the following combinations give 1 inch left, 2 inch indent, and 7 inch right margins:

\C10	\C12	\C5	\C6
\L11	\L13	\L6	\L7
\I21	\I25	\I11	\I13
\R70	\R84	\R35	\R42

If you insert \C anywhere in the text itself, only the width of the characters following the \C will be changed. Margin settings will be maintained at all times. This applies to all justification. (In this case, the new setting will not show up on the FORMAT screen.)

When justifying text:

1. In \JC, text will be centered as closely as the printer allows.
2. In \JL, text will begin as close to the last specified left margin as the printer allows.

See HEADERS AND FOOTERS for more information.

When you change a CHARACTER WIDTH setting (for example from \C16 to \C5), the printer might skip some space just after the change. This is because \C5 prints thicker characters than \C16, and the printer can take space to adjust itself to this difference. The same is true of the VERTICAL LINES PER INCH setting.

Number Pages (\N)

1. Insert \N to begin page numbering (If you haven't yet used page numbers in your document, numbering will start with 1).
2. If you insert a number right after the \N (for example, \N45), your page numbering will begin with that number and continue consecutively, until you insert \N and another number at character position 1.
3. Insert \N0 (zero) if you want to turn off page numbering.
4. Insert \N to restart consecutive page numbering. Numbering will begin at the point where you previously turned it off.

Hard Blank \/

A HARD BLANK (backslash followed by a slash) creates a blank in your printed document that won't *ever* be squeezed. Text using a HARD BLANK won't be separated onto different lines by the printer. It edits as if it were one word.

Two important functions of the HARD BLANK are:

1. It keeps words together without hyphens. Company names and initials, for instance, will remain on the same line. For example:

G.\/B.\/SHAW

2. It keeps extra blanks. You might want to set a word apart from other words by two or more blanks in order to emphasize it. You can surround the word with HARD BLANKS. For example:

You have just won \/\$60,000\ in the lottery.

If you want, you can put two blanks between each sentence in your document. This is done by placing a HARD BLANK after each period with REPLACE, after your document is typed in. Simply Replace “.” with “.\”

For example:

```
This is a sentence in the document.\ / It is separated from the
next sentence by two blanks.\ / This way it is easier to read.
```

Headers and Footers

A header is a line (or lines) of text that is printed at the top of every page of your document. A footer is printed at the bottom of every page. They can be as many lines as you like.

Here’s how to enter them.

1. Place your cursor at “Char: 1” (flush left) on the screen.
2. Type “I” for INSERT.
3. Type “\” (backslash).
4. Type “H” for header or “F” for footer.
5. Type one line of text, then <RET>
6. Repeat steps 3 through 5, as needed.

Tips

- Make sure your top or bottom margin is larger than your header or footer. Headers and footers have to fit in the margins.
- If your header or footer is more than one line long, you must insert the \H or \F on each line.
- If you want to have blank lines inside your header or footer, you must INSERT the \H or \F at character position 1 on each blank line.
- If you type a JUSTIFY CENTER command (\JC) before the header or footer lines, they’ll be centered on the page.

- To justify the text to the left or right margin, insert a `\JL` or `\JR` on the line above your header or footer.
- Unlike a `\JR` anywhere else in your document, the “Header or Footer `\JR`” does not stretch the text to fill out the line. Instead, it locates the text so that the end of the text coincides with the Right Margin.
- In `\JN`, the printed text will remain where you have placed it on the screen. If you want the text of your header or footer to be printed beginning at character position 1, insert it right next to the `\H` or `\F`. It will print at the extreme left of the screen.
- Headers and footers can be set anywhere in a document (they must be set at character position 1), and they will be printed at their first opportunity. For example, if a header is introduced before the first line of text on a page, it will head that page and continue. But if a header is introduced after the last line of text on the page, it will head the *next* page.
- Headers and footers take on the format values in effect at the place where you inserted the header or footer. The left margin, right margin, character width, justification setting, and the font values already in use will apply to your header or footer.
- To start headers or footers on a page other than page 1, type them at the top of the page you want them to start on.
- To turn headers or footers off, type “`\H`” or “`\F`” on the page where you want them to stop.
- Headers and footers will be printed at the number of vertical lines per inch that you set.

Alternate Headers or Footers

If you would like your header or footer to alternate to the right and left edges of the page as it is printed, use `\HR` and `\FR` for right-page headers and footers, and `\HL` and `\FL` for left-page headers and footers. If you want the header or footer to be printed first on the right side of the page, move the cursor to character position one at the extreme left of the screen, and type

\HR or \FR and the text you want carried by the header or footer. Following this with \HL or \FL and the text will put the header or footer on the left side of the second page. The third page will have the header or footer on the right, and so forth.

Set top and bottom margins first, since your headers and footers will be printed in these margins. Follow the examples below.

To place the name of a book at the left margin of left-numbered pages, type it in like this:

```
\T8<
\B10<
\JL<
\HL(Book Name)<
```

To place the name of a chapter at the right margin of right-numbered pages, type it in like this:

```
\T8<
\B10<
\JR<
\HR(Chapter Name)<
```

Header or Footer Page Numbering

You can number pages in the header or footer. In each header or footer, SELECT does the actual numbering for you.

In order for the page number to print in your header or footer, you must INSERT a \N followed by a number at character position 1, for example \N1, and one of the following:

<i>You Type:</i>	<i>It Looks Like:</i>
\H Page #	Page 1
\F Page ##	Page one
\F #	1

To turn off page numbering, INSERT “\N0” (backslash N-zero) at character position 1.

Formatting

If you want to center the page number, type “\JC”, then <RET>. Then type “\H” (or “\F”) and the number.

If you are numbering the pages of your document in your header or footer, use the following at character position 1:

- Use \HR or \FR for right pages if you want your headers or footers to be printed on alternate pages (see ALTERNATE HEADERS or FOOTERS).
- Use \HL or \FL for left pages if you want to alternate.
- Use \H or \F for each page if you don’t want to alternate.

You may want to suspend page numbering in order to include unnumbered pages; for example, pages with illustrations on them. Alternation of left and right headers and footers will continue, even though some pages aren’t numbered.

If you are *not* numbering your pages, headers and footers will be printed in the order you have entered them. SELECT will print your right header or footer on pages 1, 3, 5, and so on; and your left header or footer will be printed on pages 2, 4, 6, and so on.

For more help with page numbering see NUMBER PAGES.

Hidden Messages

You can type notes in the text that won’t print out in the final copy by typing “*” in the left margin on each line to be hidden, your text, then <RET>. For example:

```
\ *This letter is confidential.
```

QUERY

This command imbedded into a document would stop the printer and ask the operator to do something to the printer or paper. To make a QUERY, INSERT \Q and your message at character position one at the far left of the screen. Be sure these are on a line by themselves. If your message is more than one line long, you must INSERT \Q before each line.

```
\Q(Please change the ribbon to red.)
```

As the document is printed, a beep will sound and the printer will stop when it reaches the command. The command will be displayed on the screen for the operator to see.

NOTE: The message line will be a line on the screen by itself followed by a SELECT message that tells the operator to PRESS RETURN to continue printing.

Boldface, Underline, Subscript, Superscript, and Overstrike

Be careful to type the commands listed in Table 1 in pairs—no one wants to end up with a six page underlined letter.

Formatting

Table 1. Boldface, Underline, Subscript, Superscript and Overstrike Characters

Command Name and Function	How to Type It	What It Looks Like
BOLDFACE Produces a very dark character	^BOLD^	BOLD
UNDERLINE Underscores text	<u>___Underline___</u>	<u>Underline</u>
SUBSCRIPT Types 1/2 line lower	this is [lower]	this is lower
SUPERSCRIPT Types 1/2 line higher	this is]higher]	higher this is
OVERSTRIKE Types dashes through characters	this is \-overstrike\-	this is overstrike

If you type two or more underlines in a row, they will print exactly as you have typed them. Here are some examples:

```
Today's date is August __, 19__.  
NAME _____  
ADDRESS _____
```

To underline an entire blank line, for example, if you want to separate two parts of a document, do it like this:

1. Set your margins to \JL or \JN (if you set them to \JR, all the spaces in the line will collapse).
2. Insert one UNDERLINE symbol at character position 1.
3. Space over to the right side of the screen and insert a second UNDERLINE symbol, then press <RET>.

This will print as one continuous underline across the page.

Printing Special Symbols

If you want to print these symbols alone:

\, [,], —, ^

Then type a backslash before the symbol like this:

\\, \[, \], \—, \^

The backslash preceding the symbol doesn't print.

Formatting Samples

There are as many different ways of formatting a document as there are people to dream them up. As you become more proficient in using SELECT, you will design more and more sophisticated formats. To assist you in starting to use the considerable formatting tools at your disposal, we have included this section in the manual.

This section is organized as follows:

1. A commentary explaining each item.
2. A draft copy of this same document, including the format commands. The circled numbers are used to mark those formatting issues explained in the commentary that follows.
3. A final, formatted document.

For further information, refer to the section on editing commands and the beginning of this section.

Figure 2 contains the draft of a letter. The numbers in the draft are referenced below.

1. Notice that the spaces between the left margin and first word in this line (the leading spaces) were not collapsed. This was done by pressing the Return key right after she typed the date.*
2. Since Marianne prefers to indent each paragraph five spaces in from the left margin, she changed the indent margin from 10 to 15. She also prefers to use double spacing; hence the **S 2**.
3. These commands allow her to set this quote apart from the rest of the text. She narrowed both her margins; set the indent margin to match the left margin; returned to single spacing; and switched to justify right. This makes the quote tidy, compact and formal looking.
4. To make the quote **REALLY** stand out, she also decided to put it in boldface. This symbol (^) turns it ON.
5. Christmas is special enough to justify underlining. The first underline symbol turns the underlining ON; the second underline symbol turns the underlining OFF.
6. This symbol (^) turns the boldface OFF.
7. The letter continues. These commands return to the format she was using before the quote.
8. See number 1.

* This only works when you are composing with left justification. Justify right *always* collapses extra spaces. Remember, when you begin a new document, your format is already in justified left.

1 December 22, 1981

Mr. Kirby Fitzpatrick
 124 Woking Way
 Chelsea, MA 01234

Dear Mr. Fitzpatrick:

I don't believe that you will remember me, but we met last Christmas on a windy corner downtown. I remember that day well, because the snow had just stopped and the ground was covered with a new angelic blanket of crystalline beauty. My car had gotten stuck in the snow, and you were kind enough to spend your valuable time on Christmas Eve helping me to get home to my family. What you didn't know at that time was that I was the beneficiary of a very wealthy grandfather. His will read in part:

^Whomsoever shall assist any of my heirs on the eve of my favorite holiday, _Christmas_,⁵ shall be invited to my home that following year on the same night. They shall be eligible to receive...⁶

Mr. Fitzpatrick, if you will come to my home on Christmas Eve, I will be able to tell you of the rest of the will, and deliver to you what you so rightfully deserve.

With my most sincere holiday wishes,
 8
 Marianne Appleby

MR-S-2542-83

Figure 2a. Appleby Letter — Formatting Instructions

December 22, 1981

Mr. Kirby Fitzpatrick
124 Woking Way
Chelsea, MA 01234

Dear Mr. Fitzpatrick:

I don't believe that you will remember me, but we met last Christmas on a windy corner downtown. I remember that day well, because the snow had just stopped and the ground was covered with a new angelic blanket of crystalline beauty. My car had gotten stuck in the snow, and you were kind enough to spend your valuable time on Christmas Eve helping me to get home to my family. What you didn't know at that time was that I was the beneficiary of a very wealthy grandfather. His will read in part:

Whomsoever shall assist any of my heirs on the eve of my favorite holiday, Christmas, shall be invited to my home that following year on the same night. They shall be eligible to receive...

Mr. Fitzpatrick, if you will come to my home on Christmas Eve, I will be able to tell you of the rest of the will, and deliver to you what you so rightfully deserve.

With my most sincere holiday wishes,

Marianne Appleby
Marianne Appleby

Figure 2b. Appleby Letter — Final Version

MR-S-2473-82

5

Using Other Main Menu Commands

Now that you know how to CREATE, EDIT, and FORMAT a document, this chapter explains the use and syntax of the remaining Main Menu commands shown in Screen 6.

>SELECT: Create Edit Delete View List Name Print Spell Teach Merg Help Quit Run

Create – to CREATE a new document
Edit – to EDIT or change a document
Delete – to DELETE a document
View – to get a scrolling VIEW of a document
List – to LIST all the documents in your directory
Name – to assign a new NAME to a document

Print – to PRINT a document
Spell – to check your SPELLING

Teach – to TEACH you to use SELECT
Merge – to MERGE a document with a mailing list
Help – to HELP explain the commands
Quit – to QUIT your SELECT work session

Run – to RUN a program outside of SELECT
Alter – to ALTER SELECT into program development mode
Width – to change terminal WIDTH

Using Other Main Menu Commands

After you've chosen a command, SELECT-86 will help you use it by giving you a short instruction on the very first line of the screen. Let's begin with DELETE and follow them in the sequence shown above.

DELETE

Removes a document from the diskette.

1. Type "D". The following message will be displayed on the screen:

```
>DELETE: Enter document name, then <RET>
```

2. Type the name of the document you want to erase, then <RET>.

Be careful! Once you DELETE something, it's gone forever.

VIEW

Allows you to see a quick, scrolling view of a document without changing it.

1. Type "V". The following message will be displayed on the screen:

```
>VIEW: Enter document name, then <RET>
```

2. Type the document name, then <RET>.

To stop or restart scrolling at any point just press the space bar.

NOTE: Changes to the text cannot be made in VIEW.

LIST

Displays a list of all the documents on a disk and how much space is left on the disk.

1. Type "L". The following message will be displayed on the screen:

```
>LIST:Enter drive name, then <RET> (You may use * or ?)
```

2. Type the letter code of the disk drive (A – D), then Return. You will see a display like this:

```
B:CORPMEMO  DOC   B:CORPMEMO  SEL
B:JONES     LTR   B:JONES     BAK
There is space for 47,000 characters on this disk.
It is 34% full.
```

For Word Processing mode, after LIST, you can go directly into any of the other Main Menu commands. You'll see these commands at the top of the screen. Simply press the first letter of the command you want to use and follow the directions that are displayed.

To redisplay the Main Menu, **QUIT** and <DO>.

For Program Development mode (ALTER):

If in ALTER, you'll see a message asking you to press any key to exit.

Notes

- Be *very careful* when entering the letter code of the disk drive (see step 2). If you have two drives, type A or B *only*. Entering an incorrect drive name can make the program stop abruptly. If this happens, you must reenter SELECT from CP/M.
- After you do a LIST for a drive, it becomes the DEFAULT drive (unless you are in ALTER). This means you no longer have to type that drive name first to work on a document.
- When entering the drive name, you can use the ambiguous file reference (*) or letter (?). For example:

B:*.LTR will list all the documents on drive B: with LTR as their extension.

A:SEMINAR?.DOC will list all the documents on drive A: named SEMINAR (a character).DOC.

NAME

Renames a document.

1. Type "N". The following message will be displayed on the screen:

```
>NAME: document name, then <RET>
```

2. Type the document name, then <RET>. The following message will be displayed:

```
Enter new document name, then <RET>
```

3. Type the new name, then <RET>.

PRINT

The PRINT command prints your document (file) on paper in accordance with the options and instructions shown on the following pages.

Be sure to combine these instructions and options with the instructions for *your* particular type of printer. Be sure to read Chapter 6.

1. Type "P". The following message will be displayed on the screen:

```
>PRINT: Enter document name, then <RET>
```

2. Type the document name you want to print, then <RET>. You'll see this in Screen 7.

```

>SELECT: Print options: choose command ; <RET> or <DO>
Document: X.X

Format of printed document                F
[Final Draft Reprint Output to disk or Merge]

Start at page                             first
End at page                               last
Number of copies                          1

Continuous forms                          Yes
Offset page                               none
Printer speed                             D
[Draft or Memo or Letter]

Background printing                       No

```

Screen 7. SELECT Print Options

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3. Make changes in the default entries by typing the first letter of a PRINT option you want to change, and then changing the default by typing a letter or number of your choice.

Guidelines:

- Output to disk writes a document to a diskette instead of to a printer. The output to the diskette will look like a draft, but without FORMAT commands on the left margin, and without the special symbols. With output to disk, you are restricted to the default values on the PRINT screen for starting and ending pages, number of copies, continuous forms, offset page, printer speed, and background printing. This form of the document can be “typed” using CP/M-86/80 operating system commands straight to a printer. In this case, there will be line feeds, form feeds, carriage returns, and full space justification, but no special characters (for example, boldface, underline, queries, font changes, and so forth).

- If you choose **MERGE** on the Main Menu, then the format of your printed document will be displayed as “M”. You can’t change this designation. **MERGE** also restricts you to the default values for background printing and number of copies.
 - To reprint a document, there must be a **SEL** file on your disk, for example, **EDITING.SEL**. For reprint, there are no restrictions; you can change any of the default values on the **PRINT** Screen.
 - If you choose **Draft**, you are restricted to the default values for starting and ending pages, number of copies, and continuous forms.
 - If you choose **Final**, there are no restrictions on **PRINT** options.
 - If you turn continuous forms off, the printing process will stop after every page printed. This allows you to put a new sheet of paper into the printer.
 - To print a single page, make the “Start at page” and “End at page” the same number.
 - **Offset page** allows you to shift text to the right in increments of one-tenth of an inch. Therefore, a value of twenty shifts the text two inches to the right. This is helpful when using automatic paper feeders. However, you can’t offset more than the width of the document as it is on the printer. If you try to offset more than this, the printer will disregard all formatting commands. See Chapter 6.
 - **Printer speed** allows you to choose among three printer speeds: **Letter** (slowest), **Memo** (medium speed), or **Draft** (fastest). Of course, your printer must be capable of variable speeds for you to be able to use this option.
 - **Background printing** allows you to print a previously formatted document while you are editing another. In background printing, queries (**\Q** commands) become inactive.
4. If no changes are necessary, simply press **<RET>**, or after you have made changes, press **<RET>**. You’ll see this on the screen:

```
>Turn on printer and align forms  
Press <RET> when ready, or <DO> to abort
```

5. Turn on your printer and align forms if necessary.

6. Press <RET> to print or <DO> to abort. You'll see this on the screen:

```
Loading print program for
      (file name)
      please stand by . . .
```

Then you'll see this:

```
Now formatting file (file name)
      onto (file name)
page 1 completed
page 2 completed
etc.

      Successful completion.
```

If you specified background printing, you will see another message followed by a return to the Main Menu. Otherwise, you will see:

Print:

```
Press <DO> to stop printing
and return to SELECT.
```

```
Press the space bar once
to make the printer PAUSE.
```

```
Press the space bar again
to make the printer continue.
```

7. After the document is printed, SELECT will return to the Main Menu.

SPELL

Automatically proofreads a document.

1. Type "S" from the Main Menu. The following message will be displayed on the screen:

```
>SPELL: Enter document name, then <RET>
```

Enter the drive designation and document name, then press <RET>

Using Other Main Menu Commands

2. You'll see a display like this:

```
>SUPERSPELL <Now proofreading>

      Dictionary File: A:SELECT.DIC ..... words
      Dictionary File "SELECT.DIC" Text File "file name"

#Words  #Words  %Words  #Words  %Words  %Proofing
Read    Unique  Unique  Mismatch Mismatch Done
```

where indicates a number such as 9,346.

3. When "%Proofing Done" reads 100%, you'll see this:

```
>SUPERSPELL <proofreading complete>
<RET> to enter WORD REVIEW or <DO> for dictionary examination.
```

4. Let's assume you press <RET> for WORD REVIEW. Your screen will look like Screen 8.

```
>SUPERSPELL: Add Mark Ignore Return Help Exit

REGULAR WORD REVIEW

A  ADD correct word to dictionary
M  MARK incorrect word
I  IGNORE word (will not add to dictionary or mark)
R  RETURN to previous word for re-reviewing
H  HELP - show instructions on what do do next
E  EXIT regular word review and enter SPECIAL REVIEW

Recap for Prior Word      Current Word for Reviewing
Word (Action Chosen)      Number Word-->(Your response)
```

Type the appropriate letter command for each word.

SPECIAL WORD REVIEW allows you to hurry through the correction process. You can add, mark, or ignore all the marked words at one time.

When you've finished reviewing the marked words, your screen will look like this:

```
>SUPERSPELL <Word Review Done>
          <Begin dictionary update and text mark>
Number of words being added to dictionary = 14
Number of words marked for correction = 3
```

After a short time, you'll see this:

```
Words will be shown as they are being marked in text.
1..... 2..... etc.
(number) word(s) have already been marked by SUPERSPELL prior
to this proofreading run
The words have been marked in the text file "filename"
```

5. SUPERSPELL now takes you back to your document.
6. Then you'll see this on the screen:

```
>SPELL: (word)
          Enter new text, then <RET>
```

If the word is correct, press <DO>. If not, type in the correct spelling, then <RET>. SUPERSPELL will move to the next marked word.

***NOTE:** If you press <RET> without typing in a new word, the old word will be erased.*

If you want to stop spelling before you've corrected all the marked words, press <RET>, and quickly press <DO>. The words stay marked until they're corrected, so you can finish the spelling check later by editing the document and typing "S" for SPELL.

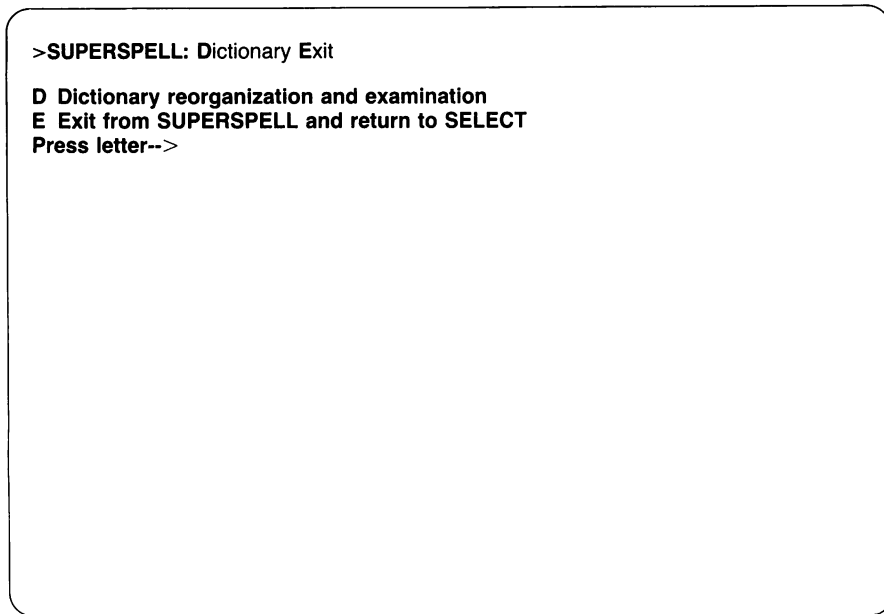
7. After you've corrected the last word, SELECT will take you back to the top of your document. **QUIT** and **KEEP** it.

Dictionary Examination

If you pressed <DO> when you saw this:

```
>SUPERSPELL <Proofreading Complete>  
<RET> to enter WORD REVIEW or <DO> for Dictionary Examination->
```

Your screen will look like Screen 9.



Screen 9. SPELL Dictionary Exit

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If you type “D”, the screen should look like Screen 10.

```
>SUPERSPELL List Combine Subtract Reorganize Make Help Exit
REORGANIZING DICTIONARIES

L LIST words in a dictionary
C COMBINE two dictionaries
S SUBTRACT one dictionary from another
R REORGANIZE a dictionary
M MAKE a copy of a dictionary
H HELP – show instructions on what to do
E EXIT, return to SELECT
```

```
-- press letter -->
```

Screen 10. SUPERSPELL Options

MR-S-2539-83

Tips

To remove misspelled words from your dictionary:

1. First create a dictionary called “BADWORD.DIC” and put the misspelled words in it. Here’s how:
 - PIP your current dictionary (SELECT.DIC) onto another diskette. Be sure the disk has room for it. (See your *Rainbow 100 User’s Guide* manual, and see index in this manual for PIP.) Erase SELECT.DIC from your System/SELECT diskette (using the ERA command).
 - Create a document named “BADWORD.DOC” on your System/SELECT diskette, and enter all the words you want to eliminate from your dictionary.
 - Spell “BADWORD.DOC”.

- Because there is no dictionary on the diskette, SUPERSPELL will ask you if the document you are working on is a new dictionary. Enter “Y” for yes.

A new file named SELECT.DIC will be created on the diskette containing BADWORD.DOC, but it won't have any words in it.

- So . . . You have to go back and spell “BADWORD.DOC” again.
SUPERSPELL will tell you that SELECT.DIC has zero words, but it will proofread BADWORD.DOC anyway. Of course all of the words in BADWORD.DOC will mismatch.
- After proofreading is finished, you add the words to SELECT.DIC, instead of marking them in the document.
- Return to the Main Menu and rename SELECT.DIC to BADWORD.DIC using the NAME command.

2. Subtract the “BADWORD.DIC” dictionary from the old dictionary.

- From the Main Menu, return to the system prompt, A >, by pressing “Q” for QUIT. In response to the choices you are offered, press “S” for System “to return to resident operating system.”
- PIP the original SELECT.DIC back onto your System/SELECT diskette. Make sure it has the name SELECT.DIC.
- Put an empty diskette in drive B and type <CTRL/C>.
- Enter SELECT and spell “BADWORD.DOC” again.
- Enter DICTIONARY EXAMINATION by pressing <DO>.
- Type “D” for DICTIONARY reorganization and examination.
- Type “S” and subtract BADWORD.DIC from SELECT.DIC.
- Put the new dictionary on the diskette in B drive and name it something like NSELECT.DIC.
- Erase both SELECT.DIC and BADWORD.DIC from your System/SELECT diskette.
- PIP NSELECT.DIC over to the System/SELECT diskette.
- Enter SELECT and rename NSELECT.DIC, SELECT.DIC.

TEACH

Tutors you in SELECT.

1. Type "T" and carriage return.
2. Follow the directions on the screen.

NOTE: To use TEACH you have to use the TEACH diskette provided in your SELECT package. Place it in drive B.

MERGE

Allows you to merge a document or letter with a mailing list.

1. Type "M" and carriage return. The following message will be displayed on the screen:

```
>MERGE: Enter document name, then <RET>
```

2. Type the name of the document or letter. The following message will be displayed:

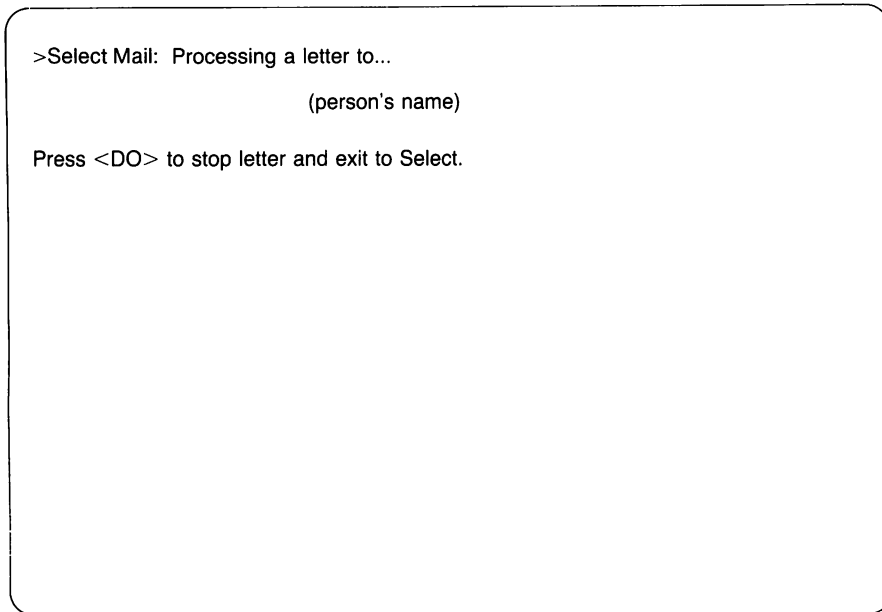
```
Enter mailing list file name, then <RET>
```

3. Type the name of the mailing list file, and carriage return.

From this point the directions follow those of the PRINT command, starting at step 2 and proceeding through step 7.

Using Other Main Menu Commands

After the MERGE program is loaded, Screen 11 displays:



Screen 11. SELECT Mail

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If you don't press <DO>, the screen will show that the program is formatting the letter.

As each name on the mailing list is being merged with the letter, the name will be displayed on the screen. This process will be repeated over and over until all the names on the list are merged.

***NOTE:** Printing a MERGED document or letter is easy. There are two files you need to make. One is a mailing list, and the other is a MERGEable document. These should be on the same diskette. If you are starting from scratch, follow the directions for making a mailing list very carefully. You cannot use background printing and MERGE together.*

Mailing Lists

A mailing list is a list of names, addresses, and other information. Each name and its accompanying information is an entry in the list. The name, address, and other information in the entry are called items. To use SELECT's MERGE program each entry must have eight items.

To create your own mailing list follow these directions.

On the SELECT Main Menu choose ALTER. This suppresses the margin commands.

Create a document and name it to reflect that it is a mailing list. For example:

```
B:CUSTOMER.LST  
NAMEADDR.DAT
```

Insert the entries following these rules:

1. Each entry must have the following items:

- * (marks start of each record)
- Name – up to 30 characters
- First address line – up to 30 characters
- Second address line – up to 30 characters
- City – up to 24 characters
- State – 2 characters
- ZIP code – up to 9 characters
- Phone number – up to 13 characters, includes (,), and –
- Reference – up to 127 characters

CAUTION: *If an item is longer than the specified number of characters, the merge will not happen correctly, and the document will not appear the way you expect.*

2. Each item must be on a separate line. For example:

```
\ *  
Myers*Marilyn,Mrs.  
35 Broadway Blvd.  
Suite 122
```

3. Important

- Name may be entered as follows:

```
last name*first name, prefix
```

Notice the asterisk, and comma! The asterisk and the comma are used by the MERGE program to pull out the separate parts of the name when merging the mailing list with a document. See *Creating a MERGEable Document and Additional Features*.

- Name may also be entered as:

Mr. Henry Jones

or

Acme Painting Company

Entered this way, the whole name is used just as written in the mailing list when MERGED into a document.

4. If an entry is longer than the 80 character screen width, keep typing onto the next line without pressing <RET>.
5. Each line must be ended by a <RET>.
6. If an entry does not have an item, hold its place with a blank line. For example:

```
\ *  
name  
3456 East 21st. Ave.
```

```
Tempe  
AZ. . .  
94121
```

```
Horace
```

Using Other Main Menu Commands

Here is an example of a mailing list with two entries.

entry one

\ *

Horner*Nancy,Mrs.

1346 E. Harcourt Lane

< (second address line left blank)

Phoenix

AZ

85021

669-7773

Nance

entry two

\ *

Millstone*Henry,Dr.

Hailey County General Hospital

1254 N. Prospect Blvd.

Dudleyville

CA

94904

< (phone number left blank)

Hank

Creating a MERGEable Document

Creating a MERGEable document requires the insertion of item names in the places in the document where they should be when the document is printed. To collapse any unwanted spaces the document should be written using margins that are justified right. Also, when you are inserting an item name into the middle of a paragraph, the margins need to be justified right, so that the paragraph can be reformatted.

The letter below is a MERGEable document.

```
@NAME
@ADDR1
@ADDR2
@CITY, @STATE @ZIP
```

Dear @REF:

I tried to contact you by phone the other day, but no one answered. @REF, is your number still @PHONE? If not, please contact my office and leave your new number.

Yours truly,
A. Friend

When MERGED with the following:

```
\ *
Jones*Howard,Mr.
1345 E. Hayward Ave.
<
Berkeley
CA
94111
555-1212
Shorty<
```

Using Other Main Menu Commands

Will produce the letter:

Nov. 2, 1981

Mr. Howard Jones
1345 E. Hayward Ave.
Berkeley, CA 94111

Dear Shorty,

I tried to contact you by phone the other day, but no one answered. Shorty, is your number still 555-1212? If not, please contact my office and leave your new number.

Yours truly,
A. Friend

Notice that ADDR2 did not print, but left no empty line. This occurs only when the document is justified right, because the empty spaces are squeezed out by the word processor. Two address lines are included, because you might want to include a company name or apartment number in the address of the second person on the list. The reference, Shorty, was used in the greeting, as well as in the body of the letter, because it was referred to in both places.

In creating a MERGEable document be sure to place the items' names you want merged in the places you want them, and include the @ in front of them. Here they are listed again by their MERGE names.

@NAME @ADDR1 @ADDR2 @CITY @STATE @ZIP @PHONE @REF

Mailing Labels and Envelopes

Below are examples of how to create continuous forms for mailing labels and envelopes, followed by guidelines on each entry.

Format for continuous forms mailing labels:

\JR< (1)

\T1< (2)

\B1<

\P6< (3)

@NAME<

@ADDR1<

@ADDR2<

@CITY, @STATE @ZIP<

Format for envelopes:

\JR<

\T1<

\B1<

\P6<

\I30< (4)

@NAME (5)

@ADDR1<

@ADDR2<

@CITY, @STATE @ZIP<

Guidelines

1. The first command you see is JUSTIFY RIGHT. You can change this using either your format screen or backslash commands (see FORMAT section in the manual for details).

You must use JUSTIFY RIGHT when you want to omit the second address line from your labels (@ADDR2), but want to keep that information in your name and address file. JUSTIFY RIGHT will collapse the space between @ADDR1 and @CITY.

Using Other Main Menu Commands

If you don't have @ADDR2 and you don't use JUSTIFY RIGHT, your computer will insert an extra line between @ADDR1 and @CITY.

2. \T1< is your top margin setting. Like other format settings, it can also be changed, using your FORMAT screen.

In order for your printer not to skip down too many lines from the top of your paper, change your top margin to 1. The same applies to your bottom margin.

Change your top and bottom margins before changing paper length. If you don't, your computer will see the default margin settings and won't accept paper length of 6.

3. The \P6< is for paper length. The paper length default is set at 66. You must change the length so that your computer will think that you have only six lines on your paper, to match the six lines that you have on your label or envelope.
4. The format for envelopes is similar to that for continuous forms mailing labels. The only difference is that the indent margin is changed to 30 for envelopes. This is done so that when you insert envelopes into your printer, it will start typing in the middle of your envelope and not to the extreme left. You can experiment and decide what the best indent margin is for you.
5. To use @, see "Creating A MERGEable Document," on the preceding pages or "Additional Features," following.

Additional Features

MERGE has some added features, and that is why the item NAME is listed in such a peculiar way in the mailing list entries. In a document you can also refer to @GREET, @LAST, @FIRST, and @PREFIX. Doing this produces the following effects. Let's use Mr. Jones again as an example.

Dear @Greet: will produce Dear Mr. Jones: if REF is empty. @GREET pulls out and combines PREFIX and LAST name to replace REF. If REF is not empty, @GREET pulls out what is in REF.

@LAST	Jones
@FIRST	Howard
@PREFIX	Mr.

You can use these in place of REF or GREET in the salutation and free up REF for other information.

HELP

Explains how to use any SELECT command.

1. Type "H". The following message will be displayed on the screen:

```
>HELP: Enter command
```

2. Type the first letter of the command with which you need help. This character will not be displayed.
3. Read the step-by-step instructions.
4. Press <DO> to return to the Main Menu.

QUIT

Allows you to leave SELECT and return to your computer's operating system.

1. Type "Q" (see Screen 12).

>QUIT:System Run <DO>

System – to return to resident operating system.
Run – to run a program outside of SELECT and
return to SELECT.
<**DO**> – to return to the SELECT Main Menu.

Screen 12. QUIT Options

MR-S-2540-83

RUN

Lets you use other computer programs without leaving SELECT.

1. Type "R". The following message will be displayed on the screen:

```
>RUN: Type Command line, then <RET>
```

Examples:

```
STAT *.*
```

```
PIP B:=A:*.*[V]
```

2. Type the name of the program and <RET>.

***NOTE:** Only programs with a .CMD extension (such as PIP.CMD) can be initiated by the RUN command. Built in CP/M functions such as DIR or ERA cannot be RUN. When you're finished, press any key to return to SELECT.*

Run SUBMIT.CMD only in Alter mode. (Consult your CP/M-86/80 manual.)

***CAUTION:** Be aware that if you are running a large program on a 64K machine, the program could cause an abrupt stop in the system. If this occurs, you must reboot the system. From the CP/M Main Menu, run your program and then reenter SELECT. You will not lose any data. If you want to run the large program again, Quit from SELECT and return to the CP/M Main Menu.*

ALTER

Lets you change the operating mode from word processing to program development. Now, the LIST command shows all diskette files, their size, extent, and number of records. The editing options are set to a form suitable for program editing.

1. Type "A". The following change in the Main Menu will be displayed:

* ALTER

There will also be an * at the top right of the screen.

To change back to the word processing mode, just type "A" again.

WIDTH

Allows you to change the column width, on the screen only, from 80 to 132.

1. Type "W". The Main Menu screen is redisplayed with 132 column width. This appears as smaller print.
2. Type "W" again. The Main Menu screen is redisplayed with normal size print reflecting 80 column width.

6

Know Your Printer

Introduction

Using SELECT with a printer gives you flexibility in designing a document. You can create different print styles by combining:

- Typeface variety offered by the font options
- Expanded/compressed character widths
- Variable print speeds
- Variable vertical lines per inch

There are several printers supported by SELECT. Not all of the printing features of SELECT can be used with every printer. It is very important that you know what you can do with the particular printer connected to your system, and how to use the different features available. In many cases, if you try to tell the printer to do a function that it cannot do, your document will have incorrect margins, pagination, or garbled text. (See Tables 3a and 3b).

This chapter assumes that you have:

- Unpacked, checked out, and connected the printer to your Rainbow 100 computer
- Installed SELECT for the printer
- Read through the printer manual to familiarize yourself with the basic workings of the printer
- Read through the SELECT manual to this point
- Put paper correctly into the printer
- Turned the printer on so that it's ready to go

No special configuration is necessary to use SELECT with the printer, except to make sure that the following settings match between printer and terminal:

- Baud rate
- Parity
- Framing
- Number of bits per character
- Number of stop bits

Once you call up the SELECT Main Menu, you are ready to begin printing. Refer to the PRINT section in this manual for details on the general print sequence.

Common Printer Features

The following section outlines those print features that are supported uniformly by all the printers discussed in this chapter.

Bi-Directionality

Bi-directional printers type both left-to-right and right-to-left. This forward and backward sweep of the print head saves printing time. Bi-directionality is a function of the printer, not of SELECT. The following lists show those printers supported by SELECT that are, and are not, bi-directional:

<i>Bi-directional</i>	<i>Not Bi-directional</i>
-----------------------	---------------------------

LA12	LA34
------	------

LA100

LA120

LA50

LQP02

Enhanced Print

All printers in this chapter support the following print enhancements:

- Boldface printing
- Underlined printing
- Overstrike printing
- Subscripts (Not on LA120 or LA34-DA)
- Superscripts (Not on LA120 or LA34-DA)

Setting Baud Rate, Parity, Number of Bits Per Character, and Number of Stop Bits

These must be set at the same settings for both the Rainbow 100 computer and the printer you are using. With BITS PER CHARACTER, you can choose 7 or 8; with STOP BITS, your choices are 1 or 2. SELECT will run at any setting.

Variable Printer Features

The following section defines and discusses each of the features which vary among the printers supported by SELECT.

Horizontal Pitch

Horizontal pitch (also called characters per inch, or character pitch) is the number of characters to be printed per inch of paper across the page. Changing the number value changes either the character width *and* spacing, or just the spacing, depending upon which printer you have. Thus, the number of characters that can be printed across the page increases or decreases. For example:

10 pitch setting = 10 characters per inch
12 pitch setting = 12 characters per inch
(MORE characters per line of type)

At 16 characters per inch (actually 16.5 on DIGITAL printers), you can print 132 columns on 8-inch wide paper. At five characters per inch, you can print only 40 columns.

This feature is controlled by the `\C` command inserted anywhere in a document: in headers, footers, or body of text, mid-line and mid-word. The `\C` can be inserted directly in the text, or it can be inserted by using the Characters per Inch field on the FORMAT screen.

The horizontal pitch default is 10 characters per inch.

Vertical Pitch

Vertical Pitch (also called vertical lines per inch) controls the number of lines per inch vertically down the page (*not* the height of the printed characters). It enables the printer to accept a large variety of printed forms. By setting vertical pitch to a lower value, you put space between lines for greater readability; by going to a higher value, you tighten up the page for greater content (such as contract print) or for paragraphic emphasis.

Vertical pitch is controlled by the `\V` command inserted at character position one, or by the vertical lines per inch field on the FORMAT screen.

The following lists show those printers supported by SELECT with which headers and footers must have the same, or different, vertical pitch value as the rest of the document:

<i>Same Vertical Pitch</i>	<i>Different Pitch</i>
LA34 LA120	All others

The vertical pitch default is six vertical lines per inch.

NOTE: `\V` is not the only way to affect vertical spacing. A command of `\S2`, for double spacing, will effectively halve the vertical pitch. `\S3`, for triple spacing, reduces the vertical pitch by a factor of 3. For example, the combination of `\V8\S2` is equivalent to `\V4`, which in turn is equal to 1 1/2-inch spacing at six lines per inch.

Font

This feature controls the style of the printed characters (such as Gothic type font, Orator type font, etc), and thus the character shape. Changing a font does not change the character itself—an “E” remains an “E” in every font, with the exception of the Symbols font; with this font, keyboard characters change their designation.

Font is controlled by the `\U` command inserted anywhere in a document, or by the Use Font field on the FORMAT screen.

The terminal can contain up to five fonts accessible at a given time, signified by the letters A, B, C, D, and E. The font default is A.

Printer Speed

This feature allows a trade-off between speed and precision in the printout. It helps keep margins and paginating correct when using different character pitches and fonts.

The SELECT print menu offers you three choices:

1. Letter Speed (slowest)
2. Memo Speed (medium speed)
3. Draft Speed (fastest)

Choose the Printer Speed you want by pressing P from the PRINT menu, then the first letter of the desired speed.

Table 2. Printer Defaults

Feature	Default
Horizontal Pitch	10 characters/inch
Vertical Pitch	6 lines/inch
Font	A
Printer Speed	Depends on model (always drops to Draft Speed)

Table 3a. Printer Features

Printer	Horizontal Pitch	Vertical Pitch
LA50	5,6,7,8,10,12,13,16	2,3,4,6,8,12
LA12	5,6,7,8,10,12,13,16	2,3,4,6,8,12
LA100 (Letter quality)	5,6,10,12	2,3,4,6,8,12
LA100 (Non-letter quality)	5,6,7,8,10,12,13,16	2,3,4,6,8,12
LA34-AA,-RA LA120-AA	5,6,7,8,10,12,13,16	2,3,4,6,8,12
LQP02	5,6,10,12	2,3,4,6,8,12

Table 3b. Printer Features

Printer	Font	Printer Speed
LA50	Fixed	Memo (low speed) Draft (high speed)
LA12	Fixed	Fixed
LA100 (Letter quality)	A-E	Letter Speed
LA100 (Non-letter quality)	A-E	Memo Speed Draft Speed
LA-34-AA,-RA LA-120-AA	Fixed	Fixed
LQP02	Fixed (use daisywheel)	Fixed

The LA50 and LA 12 Printer Features

General Data

The LA50 is a desk-top, dot-matrix impact printer with two print modes:

1. Text mode
2. Enhanced print mode (accomplished by multi-passing)

It can handle paper up to 10 inches wide and 0.020 inch thick.

Simply turn on and follow the PRINT directions, Chapter 5 in this manual.

Horizontal Pitch and Vertical Pitch . Set these in your document or on the SELECT Format screen.

Fonts . The LA50 has no variable font capability. Changing the font setting in your document or on the FORMAT screen will have no effect on what you print.

Printer Speed . This printer has two speeds: Memo Speed (low speed) Draft Speed (high speed)

There is no letter quality printing performed by the LA50. If you set the print speed at letter (by selecting it on the PRINT screen), it will function at memo speed.

NOTE: *The LA12 has the same values listed above for the LA50, except it has no enhance print mode and only runs at one printer speed (refer to Tables 3a and 3b).*

The LA34 and LA120 Printers

General Data

The LA34-AA, LA34-RA and the LA120 are dot matrix printers.

The LA34-DA printer has a limited range of options. They are:

- Horizontal pitch = 10, 12, 13, 16 (only)
- Vertical pitch is fixed
- Fonts are fixed
- Print speed is fixed
- No subscripts or superscripts

Horizontal Pitch . The horizontal pitch determines the width of printed characters as well as their spacing.

Any combination of pitch may be used on a single print line.

Vertical Pitch (except LA34-DA) Vertical pitch must be set only at the top of the document; otherwise, your document will lose pagination. If you try to change vertical pitch in mid-document, no error message will be displayed, but pagination will be incorrect.

Headers and footers must be in the same vertical pitch as the document, if they are used.

Fonts . These printers have fixed fonts.

Printer Speeds . Refer to Tables 3a and 3b for LA100, LA34-AA,-RA, LA120 speeds.

Subscripts and Superscripts . Subscripts and superscripts are not available on the LA120 or LA34-DA printers.

The LA 100 Printer

Features at All Speeds

The following information applies to the LA100 printer in both letter speed and memo/draft speeds:

Horizontal Pitch . The SELECT margin controls and those for the printer are different. Once you have adjusted your paper to the left side of the printer platen, and set the TOF properly, SELECT takes over the printer margin controls. Thus, manually setting printer margin control is unnecessary when using SELECT.

Switching from one horizontal pitch to another creates a situation where you cannot get perfect margination; however, SELECT will keep the margins as straight as possible. For example, if you change from 10 characters per inch to 5, the left margin will move slightly over to the right, and the characters will become fatter.

There are two ways to change horizontal pitch in a document and keep straight margins. To change pitch in your document, using 10 and 5 characters per inch, or 12 and 6 characters per inch, do the following:

- Set the margins first, while at 5 (or 6) characters per inch. You will then have even margins when you switch to 10 (or 12) characters per inch.
- If you **MUST** set margins while at 10 or 12 characters per inch, then set left and indent margins to odd numbers and right margins to even numbers. This will produce straight right and left margins. For example:

```
\L15  
\I21  
\R76
```

If you change horizontal pitch in mid-word you run the risk of creating unsightly gaps in the words, due to head repositioning toward the right, 1/2 character or more. If you *do* change the horizontal pitch in mid-word, leave a one-space blank just before inserting the larger-numbered pitch (the one which creates the smaller characters). Example (assuming \C12):

Right: Let's \C6do\C12 this.

Wrong: But not\C6 like \C12this.

Vertical Pitch . You can change vertical pitch anywhere in a document.

Font and Horizontal Pitch . These two features must work together so that margins and paginating come out correctly. SELECT requires that you specify the horizontal pitch that will coordinate with a particular font in use; thus, the font that does not produce 10 pitch (the default) must have its variant value specified. Otherwise, margins will not be accurate.

The LA100 can print characters in different fonts. Changing a font changes the shape (and sometimes the size) of the character, but does not change the character itself.

DIGITAL offers several fonts, including the following. The horizontal pitch settings that these fonts support are listed after each font name:

GOthic	10 and 5
COURIER	12 and 6
COURIER	10 and 5 (built-in)
SYMBOL	10 and 5
ORATOR	10 and 5 (built-in)

The LA100 has two fonts that are pre-defined, the Courier 10 and Orator 10. They are fonts A (marked 1 on the printer, default) and C (marked 3 on the printer), respectively, on the printer. If you want to use other fonts, ROM cartridges can be purchased. One, or two, of these ROMs can be implemented by insertion into the doors provided (fonts 2 and 4, or B and D) on the printer. (\UD = use 4th font; \UB = use 2nd font)

Printer Controls for the Operator . The Font selection switch allows either you or the computer to select the desired font. Each time the button is pressed (manually or automatically), the printer advances to the next font, skipping fonts that are not installed.

Font indicators show the currently selected font:

- One light ON indicates that the font shown is controlled manually.
- One light OFF indicates that the font shown is controlled by the computer (automatic).

Press and hold the switch until the lights change.

AUTO/MANUAL Key:

In the Auto (*UP* position), print quality is controlled by the computer. Letter/Draft key is inactive.

In the Manual (*DOWN* position), print quality is controlled by using Letter/Draft key.

LETTER/DRAFT Key:

This key is only active when the AUTO/MANUAL key is in the Manual (*DOWN*) position. This key controls the printed character density.

In the Letter (*UP* position), the printer prints in letter mode (medium or high density)

In the Draft (*DOWN* position), the printer prints in draft mode (low density characters)

Font and Printer Speed . Each font specifies internally the particular speeds in which it can operate. Each font has two speeds; you must set the printer at only one of these: letter (low speed) or draft (high speed) (In some particular fonts, 30 character per second letter mode is replaced with 80 character per second memo mode, while all fonts have 240 character per second

draft speed.) Memo speed is accessible only when used with a font cartridge that supports it. The internal fonts do not support memo speed. If you specify memo on the SELECT PRINT menu, you will get letter speed. If you do not specify print speed, you will get the lowest (draft) print quality.

Reprint . If you do a reprint of your document at letter speed that was formatted at draft or memo speed, an error message will appear, stating that you have formatted the document at draft speed, and instructing you to do either a final print or a reprint at draft speed.

LA100 at Letter Speeds

The following information applies to the LA100 letter speed only.

In letter print speed, the LA100 overlaps two sets of dots, giving you a very clear printed text at high quality. To do this, letter speed functions at a slower speed than draft or memo speeds, 30 characters per second.

Horizontal Pitch . To maintain letter quality printing, you are restricted to 10 characters per inch or half of that (5). You may use a font that prints at 12 characters per inch, or half of that value (6). However, you cannot switch from, for example, 5 pitch to 6 pitch unless you also change fonts. You must use the values that correspond to the particular font you are implementing. Changing from 10 pitch to 5 pitch will create wider letters.

The printer prints characters only at specific places on a line, depending upon your pitch choice. SELECT does right justification by adding blanks only between words.

Automatic Speed Change . If you are printing at letter speed and the document specifies a change of horizontal pitch from 5, 6, 10, or 12 pitch, to any other pitch, the following will occur: the printer speed will automatically switch to draft speed for the duration of the new pitch. Then it will switch back to letter speed when the pitch changes back to 5, 6, 10, or 12 characters per inch (This also means that the printer will speed up for the new pitch, then slow down again at 5, 6, 10, or 12 pitch.). Thus, part of the document will be printed at letter quality and part at draft quality.

LA 100 at Memo and Draft Speeds

The following information applies to the LA100 memo and draft speeds only:

Horizontal Pitch . There are 8 horizontal pitches you can choose from. Restrictions on changing pitch do not apply, except for the description of head repositioning when changing pitch in mid-word.

Fonts . All fonts described in the letter speed section are available for memo and draft speeds, and the same procedures apply.

The LQP02 Printer

General Data

The LQP02 prints upper and lower case characters and standard symbols, using a daisywheel, and takes paper up to 15 inches in width (print capacity is 13.5 inches). It supports all print enhancements, with one exception: when performing a superscript and underline together, letters will be superscripted but the underline will not be shifted with the text.

Horizontal Pitch . Changing the horizontal pitch setting does not change the size (width) of the characters; only the SPACES change. If, for example, you set horizontal pitch at 5, you will get regular-size characters that are 1/5 of an inch apart (they will be double-spaced).

If you change horizontal pitch to a setting other than 5 (or 10) or 6 (or 12), the printer will ignore it, and left and right margins will print incorrectly.

Vertical Pitch . Vertical pitch can be set anywhere in the document.

Fonts . Font is determined by the daisywheel (print wheel) in use. You can use over 100 character sets with the LQP02, such as Courier, Pica, Letter Gothic, Prestige Elite, and Orator. (Refer to Tables 3a and 3b for more information.)

Choosing fonts has NO effect; there is only one font available at a time (the print wheel). But the daisywheel can be changed, and you can notify the user with a Query command, inserted at character position one:

```
\QChange Daisywheel here.
```

Printer Speed . The LQP02 has only one print speed available, letter speed (32 characters per second). There is no difference when you choose among memo, draft, and letter speeds in the PRINT menu.

Tips on Avoiding Errors

Word processing is, by its very nature, complex. If it weren't, then we couldn't do all the things we want to do. SELECT tries to make it easy for you, but there is no short cut to practice. While practicing, you may encounter some mysterious events. This section will help you recognize them or prevent them from happening.

BDOS ERR on B:

This error message results from your failure to advise the computer that you have changed diskettes. When you change diskettes in the drives, especially the diskette to which you are writing your documents, you should either display the documents on the disk using the List command, or leave SELECT and type a Control C <CTRL/C> to let the CP/M operating system know what is in the disk drives. If you don't, you might get BDOS ERR R/O, which means the computer can only read from the diskette not write to it.

Here's how to type Control C:

1. Find the control key. It is labelled "Ctrl" on the keyboard.
2. Be sure you are in the operating system. "A>" should be on the screen.
3. Press the control key down and, while it is still down, type "C."

LIST and Document Names

If you are in word processing mode, and you use the following as extensions to your document names, they won't show up on a LISTing of the diskette they're on. INT, REL, PRL, RSP, SPR, and SIS are extensions for program files. They will show up only if you LIST them in programmer's mode (see ALTER).

DELETE

If you LISTed the document names and deleted from the LIST screen, LIST the document names again, and the deleted name won't be displayed.

EDIT

Sorry can't open that document

If you get this message, most likely your disk directory is full. Diskette directories hold a limited number of entries. When that number is reached, the diskette is full. This happens when you have many small documents on one diskette.

Use DELETE on the Main Menu to erase backup files (document names with **BAK** as the extension) one at a time until you can use the disk again. Once you can access the diskette, **PIP** some of the documents to another disk.

Justify

If after a justification has taken place the margins aren't correct any more, check your formatting commands (backslash commands).

If you are inserting the formatting commands on the left side of the screen, the commands must begin at character one, and you cannot use the lowercase L (1) as a one.

See also XCHNG and BACKSLASH COMMAND.

XCHNG and BACKSLASH Commands

If you change the contents of a backslash command using **Xchng**, the formatter might not recognize it. Run the cursor through the changed backslash command, up and down, so that the formatter can recognize what you have done. This happens, because the editor is expecting the backslash commands to be INSERTed not XCHNGed.

Cursor Direction Control. . .Affects ERASE, SPELL, DISPLAY, LOCATE and REPLACE

If you get your cursor direction control (<SELECT:;) turned around and don't realize it, you might not be able to move in the direction that you want.

If SPELL, LOCATE, or REPLACE don't seem to work, check the cursor direction control to be sure SELECT is searching in the direction that you want the search made.

Pointers

If you type **P** for pointer just to look at them and press <DO>, they won't disappear until your next cursor move or command.

QUIT and <DO>

If the screen changes from the way you think it should look, type **Q** and <DO>, to redisplay the screen.

If the screen is still awry, check the EDIT and PRINT sections in this manual.

Changing text from Justified Right to Justified Left

If you try to change text from justified right to justified left, nothing will happen. SELECT cannot tell the difference between spaces separating words and the spaces added to right justify text. But all is not lost. This is what you can do to remedy the situation.

- Change backslash command from \JR to \JL.
- Type **R** for REPLACE.
- Type “ ” (quotes, two spaces, and quotes).
- Type “ ” (quotes, one space, and quotes) and the following displays:

Prompt <RET>

- Type P and #, then <RET>.

This will take out all the double spaces and replace them with single spaces and thus make the right side of the text ragged like left justified text.

ERASE and UNIDENT

If you ERASE the line above the first line of a portion of undented text and let the cursor go over to the lead characters in the undented text, these numbers or letters will pop over to the extreme left of the screen. This is not a bug. Because of the nature of undent, the computer can't second guess what you are trying to do, and you have just erased all the spaces in front of the lead characters.

To prevent this from happening, make sure when you ERASE the line above that you move the cursor back to the extreme left of the screen away from the undented characters before pressing <DO>.

To recover from this condition:

- Position the cursor on the first character of the misplaced text.
- Type “I” for INSERT.
- Press the space bar once and then <DO>.
- Move the cursor one space to the left, right next to the leading characters.
- Erase the space you Inserted.

This will reposition the leading characters of your undented text.

Tabs and Leading Spaces

Tabs and leading spaces are preserved in Justify Left, if there is a hard carriage return (<) at the end of the line on which the leading spaces occur. They will *not* hold if there is a soft carriage return at the end of the line on which they occur. Soft carriage returns are put in the text when word wrap occurs.

\$

\$ placed at character position one at the extreme left side of the screen allows you to create some programming files in document mode. This has the advantage of allowing screens to be justified right without special fixes.

\$ is not a command. If you begin a paragraph at character position one with \$ in any JUSTIFY (right, left, center or none), for example, when entering text which begins with a money value, the \$ will remain at character position one on the screen. It will not justify with the rest of your text. If you don't want it to remain at character position one, you must move the cursor to the indent margin of your paragraph and then type \$.

EDIT and PRINT

Undent

SELECT's undenting (setting the INDENT MARGIN to a lower number than the left margin) is a very powerful tool, but you must remember to use it correctly.

Remember that in Justify Left, the first line of each paragraph begins at the character position set for Indent Margin. Subsequent lines begin at the character position set for Left Margin. If the paragraph is only one line long, the Left Margin is ignored.

Top and Bottom Margins

The margin settings affect number of lines of text.

The format screen reflects the top and bottom margins.

When the document is printed, the new settings will change the top and bottom margins. This can be an advantage, if it is used correctly, or it can cause much anguish at printing time, because the number of lines of text on a page is changed.

Backslash Commands

Do not put text on the same line as a backslash command that begins at column one, or it will be considered as a comment and not printed. If backslash commands (`\C`, `\U`, etc.) are embedded in text, they are treated as part of the text.

The wrong way:

```
\JR      This sentence will not print in a final draft.
```

The right way:

```
\JR<
      This will print, because it is on a separate line.
```

`\E`

If you put `\E` on line one of a page, you will add an empty page to your document. . .be careful.

`^`, `—`, `[`, `]`, and `\-`

These symbols affect the number of characters per line on the screen, but not the character counter.

The spaces occupied by the underline, boldface, superscript, subscript, and overstrike are not counted by the character counter, but they do take up space on the screen. Use the character counter, if you are trying to align text.

PRINT

Page Breaks

If your pages don't break where they did on the screen, it could be one of the following problems:

- Check to make sure you haven't changed the top or bottom margin in the middle of the document.

You can change the top and bottom margins in the middle of a document, but the changes won't show up on the format screen and the line counter won't reflect them. If you change these margins be sure to keep track of what you are doing. Top and bottom margin changes only show on the format screen, if they are at the very beginning of a document.

- Microspacing cannot be done on the screen, therefore you see large spaces between the words to justify the text. The formatter in the screen editor counts the lines for a page, as the lines are displayed on the screen.

The print formatter microspaces and *then* counts the lines for the pages. Because microspacing closes up the large spaces, sometimes the printed page takes up one less line than the same amount of text on the screen. This will print the first line of text from a page on the last line of the previous page, if there is not a forced page break (\E) present.

You can tell that this is happening, if there are more lines of text on the screen page than there are on the corresponding printed page down to where you thought the page was supposed to break.

If this happens, simply EDIT the document, INSERT a forced page break \E, and print the affected pages again.

NOTE: *If you have changed the CHARACTERS PER INCH (\C) setting anywhere in your document, the page break at that point can occur at a different place than you see on your screen.*

Blank Lines

If you see a blank line or space between two lines of text, check the hard carriage return on the upper line.

Sometimes in editing text, you misplace hard carriage returns (<) on the screen and lose what you think is a line you left blank.

For example, this is what you see on the screen:

```
This sentence has the carriage return on the next line.  
When these two sentences are printed they will come out together.<
```

This is what is printed:

This sentence has the carriage return on the next line. When these two sentences are printed they will come out together.

Clearing the Printer

Be sure to clear the printer before choosing the PRINT command.

If you don't, you might end up with funny stuff being printed at the beginning of your document, or having the first line pushed over to the right.

Be sure to end a document with a hard carriage return, so that the print function will finish properly.

.BAK, .SEL, .SPL, .TTY

In case you've been wondering what these document name extensions mean, here's an explanation of each of them:

.BAK

At the end of a document name it stands for a back-up copy of your document on the same diskette as your document. However, this is not a true back-up copy, because it is a copy of the previous version of your document, the one before your most recent editing session.

.BAK copies are always one version behind your current version. For a true back-up, copy your document onto another diskette.

.SEL

This extension is for printing formatted text. Whenever you do a final print, SELECT formats your document and creates a .SEL file. When you reprint, your already-formatted document is taken directly from the .SEL file. If you made changes in your document since the last printing, you must do a final print. Otherwise, your previous version will be the one that gets printed.

.SPL

When you get this extension, it means your document is formatted for background printing.

.TTY

This means your document is formatted by Output to diskette. See Output to diskette in the PRINT section in Chapter 5.

SPELL

When you are correcting the spelling of a document, you must correct at least one word; then, if you want to stop the correction process, press Return, then <DO> in order to leave SPELL and still keep all uncorrected, marked words.

ALTER Mode and Mailing List for MERGE

A mailing list to MERGE with a document must be created using ALTER mode on the Main Menu. All those extra spaces for the left and right margins added to a mailing list in word processing mode can cause erratic results.

This chapter gives advanced users tips on short cuts. These help make the job of using SELECT in certain situations a lot faster and easier. Of course you don't have to be an expert to use this information, but it is advisable to have used SELECT a little before attempting these short cuts. Some practice with SELECT will help in understanding what is being described.

Creating Columns of Data with Emphasized Heads

The following example shows columns where the heads are boldfaced.

COLOR	SIZE	SHAPE
pink	small	square
green	large	circle
blue	medium	triangle

The problem faced with underlining or boldfacing heads is lining up the data underneath. This is because the symbols for underlining () and boldfacing (**) take up space on the screen. They do not, however, take up any space or show**

on the printed copy. To create columns like these, where labels are underlined or boldfaced, follow these directions.

1. Put in Justify None (\JN<) or Justify Left (\JL).
2. Type "T" for TAB and set tabs for the columns.
3. Use **Insert** and enter the column headings.
4. Set tabs for data, if different.
5. Use **Insert** and enter data.
6. Go back to heads.
7. Put cursor on first letter of a column heading.
8. Use **Insert** and enter first underline or boldface symbol.
9. Press <**DO**>.
10. Move cursor to first space after last letter in the head.
11. Use **Insert** and enter second underline or boldface symbol.
12. Repeat steps 7 through 12 for all heads.

If you follow these directions in the order given, you won't have to use the character counter in order to line up heads and data columns.

Inserting Format Commands

The format commands can be added to text while in the INSERT mode, without going to the FORMAT screen.

1. Type "I" for INSERT.
2. Put cursor at character one on the left side of the screen.
3. Type "\".
4. Type the command (can be either upper or lower case letters and no spaces are necessary).
5. Press <**RET**>.

Your finished command should look like this:

```
\JN< or \L10<  
  \L 15<
```

Speeding up Editing

When correcting copy, inserting and erasing short bits of text can be time consuming, because SELECT justifies text after INSERT and ERASE. To speed the process up, follow these directions:

1. Type "F" for FORMAT.
2. Find "On-screen justification Yes" on the FORMAT Screen.
3. Type "O" to turn it off.
4. Press <DO> to return to your document.
5. Set a pointer at the beginning of the text to be corrected.
6. Make insertions, erasures, and other corrections.
7. Set a pointer at the end of the portion of text that you have just corrected.
8. Go back to FORMAT screen and type "O" to turn justification back on.
9. Type "J" for JUSTIFY and justify from first pointer to second pointer.

XCHNG

You can use XCHNG and correct a lot of work without pressing <DO> if you use the cursor keys (the arrow keys) to move the cursor around.

Handling Large Documents

When a document gets very large, scrolling through it from top to bottom can take minutes of your time. To prevent wasting your work time, break a large document up into sections. Several smaller documents are easier to scroll through and edit. Saving them is faster, and so is formatting and printing them. If corrections need to be made, you can make them more easily on a small document; and if you accidentally type **Goto Bottom**, the bottom is closer. Fifteen pages seems to be a good maximum.

Boiler Plate Paragraphs

“Boiler plate” is the name given to a paragraph or page that can be used over and over again. To make boiler plates of frequently used stock paragraphs follow the directions below.

1. Boiler plates can be **CREATED**, or they can be made from a larger document using the **WRITE** command.
2. Each piece of boiler plate should have a name that describes its contents and is easy to remember.
3. Save room on the diskette for a large document.
4. To create a document using boiler plate:
 - **CREATE** a new document.
 - **APPEND** the paragraphs into the document in the order that you want them.
 - **QUIT** and **KEEP** the new document.
5. If you want to transfer this document onto another diskette, use the **PIP** routine to copy it.

***NOTE:** Boiler Plates can be put into a **KEY** file.*

Forms

Compose form letters or documents and save them for later use.

1. **CREATE** your form letter or documents using names that describe what they are and are easily remembered.
2. Instead of typing in blanks to be filled in later, use symbolic names. See the examples below.

***date**

To ***name:**

Re: *subject

This is to inform you that our next meeting will be on *date at *time. Please be sure to bring *thing with you.

3. Save these forms.
4. To use a form, choose **E** for EDIT on the Main Menu.
 - Type the name of the form letter and then use the RENAME option of EDIT to give the form letter a new name.
 - Use REPLACE to replace the symbolic names with the information you want in the “blanks”.
 - When you QUIT and KEEP this letter, you will have created a new document and also preserved the original form letter.

NOTE: These documents can also be put into a KEY file.

Removing Hard Carriage Returns

Sometimes you put hard carriage returns (<) where you don't want them. This happens if you accidentally JUSTIFY CENTER text that shouldn't be. The easy way to remove a series of hard carriage returns is with REPLACE. Here's how.

1. Type “R” for Replace.
2. Type “CTRL/M”. “Control M” equals a hard carriage return. This is done by typing quotes, pressing carriage return, and typing more quotes.
3. Type “ ”.

This is done by typing quotes, pressing the space bar, and typing more quotes.

“^M” will be displayed where you pressed the carriage return.
4. Press <RET> to keep the prompt on.
5. Remove the carriage returns that you want, and press <DO> when you are finished.
6. Justify the modified text.

Entering SELECT, EDIT and a DOCUMENT at the Same Time

If you are in a hurry and know what document you want to edit, here is a quick way to get into SELECT and your document.

Type SELECT, drive name if necessary, document name, and press <RET>. For example:

```
A>SELECT B:DOCUMENT.NAM
```

Here's how to change the name of your document and get to it quickly:

Type SELECT, drive name if necessary, document name, a space, drive name again, then the new name of your document, and press <RET>. For example:

```
A>SELECT B:DOCUMENT.NAM B:NEWNAME.NAM
```

Entering SELECT, EDIT and a MAILING LIST at the Same Time

If you are in a hurry and know what mailing list you want to edit, here is a quick way to get into SELECT and your list. Type SELECT, drive name if necessary, list name, a space, \$, and press <RET>. For example:

```
A>SELECT B:NAMEADDR.LST $
```

SELECT will come up in programmer's mode (ALTER) with your list.

Checking on Page Breaks

Before you print a document, it is a good idea to check the page breaks to see that they are where you want them to be. To do this use the Goto command.

1. Type "G".
2. Type "P" for page, the page number, and <RET>. The screen will scroll to the first line of the page you designated.

3. If line one comes after a forced page break (`\E`), scroll forward and backward to check to see that you don't have three page numbers right in a row. This will happen, if you have put `\E<` on the first line of a page. For example:

On line 1 of page 3 you have put `\E<`. If you have typed G, P, and 3, the cursor will land on line one of page 3. Move the cursor down one line, and you'll be on line one of page 4. Move it back 2 lines and you are on the last line of page 2. When this is printed, page 3 will be blank.

4. If the page breaks at an awkward spot, scroll back down the previous page to a better spot and put in a `\E<`.

Quick Cursor Move to Far Right of Screen

If you want to move the cursor quickly to the right side of a line of text, use a cursor key or `<RET>` to get to the beginning of the line below it (far left of screen). Type BACKSPACE key or left arrow cursor key and the cursor pops up.

Erase

1. Erase is not affected by the cursor direction control (`<SELECT>`), if you use the right arrow cursor key to move past where you want to erase.
2. You can type a number and the right arrow cursor key or the down arrow cursor key, and move that number of spaces or lines to the right or down to erase.
3. You can type a number and the left arrow cursor key or the up arrow cursor key, and move that number of spaces to the left or up to bring erased text back before you press `<DO>`.

Planning Diskette Files

Always keep an empty formatted diskette handy, in case you run out of room on the diskette you are using.

If your document becomes too large, and there isn't enough room on the diskette to save it, you will be asked to put an empty diskette in drive A, so that SELECT can save your document. You should always be prepared.

Over the years, you will establish many files; some related to each other; some not. Some files will be used frequently; others only rarely. After you have become thoroughly familiar with your computer system and your favorite software, make an effort to plan your file arrangement and diskette space more effectively. Consolidate and organize your files. It will do much to help you get the greatest pleasure, and increase your efficiency, with your Rainbow 100 computer.

A

Examples

This appendix contains two useful examples of word processing that you may wish to try after becoming familiar with your Rainbow 100 computer.

The commentaries on the integrated spreadsheet and the form letter assume that to produce the format changes (indicated by \ in the draft copy of each), you have evoked the **FORMAT** screen.

Example 1: The Integrated Spreadsheet

The text for the **MONTHLY REPORT**, shown below, was created with **SELECT-86**. The worksheet was created with **Multiplan-86**, and then integrated into the report. **Multiplan-86** is a program used for creating worksheets of up to 131 columns in width.

```
>SELECT: Insert Erase Pointer Goto Locate Replace Display Quit Next
Document: A:SPREAD.DOC Char: 1 Line: 1 Page: 1
-----L-----R-----
|jc<
|                                     MONTHLY REPORT<
|jl<
|                                     The chart below is a summary of our progress in the last month. I
|                                     apologize for being 3 weeks late with this report, but as the
|                                     saying goes:<
| \ 30<
| /r 50<
| \i 30
|                                     ^It is better to have been late and
|                                     accurate than to have
|                                     never been at all!^<
| \ 10<
| /r 75<
|                                     Please look through this and address any comments or questions to
|                                     me at your earliest convenience.<
| <
| \i 55<
|                                     Thank you,<
| <
| <
|                                     M. Turner
```

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Screen 13. Formatting the Report

Formatting the Spreadsheet

Before the spreadsheet is appended to the report, the following margin settings must be changed in Multiplan-86.

1. Top Margin set to 0.
2. Page Length set to 20.
3. Left Margin set to 1.
4. Print Width set to 131
5. Print Length set to 20.

Merging the Report with the Spreadsheet

From the Main Menu of SELECT, set the width to wide screen. From EDIT, append the spreadsheet to the end of the report as follows:

1. Move the cursor to the end of the report.

MONTHLY REPORT

The chart below is a summary of our progress in the last month. I apologize for being 3 weeks late with this report, but as the saying goes:

It is better to have
been late and
accurate than to have
never been at all!

Please look through this and address any comments or questions to me at your earliest convenience.

Thank you,

M. Turner
M. Turner

THIS IS A SPREAD SHEET REPORT GENERATED BY MICROSOFT MULTIPLAN.

	01	02	03	04	05	06	07	08	09	10	11
.	15										
.	22.5										
.	33.75										
.	50.625										
.	75.9375										
.	113.90625										
.	170.85938										
.	256.28906										
.	384.43359										
.	576.65039										
.	864.97559										
.	1297.4634										
.	1946.1951										
.	2919.2926										
.	4378.9389										
.	6563.4084	0	0	0	0	0	0	0	0	1	0

Figure 3. Integration of Spreadsheet in Report.

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2. Type F for FORMAT and set the following values:
 - Justify None
 - Left Margin 1
 - Indent Margin 1
 - Right Margin 131
 - Characters per inch 16, so that all 131 columns will fit on eight-inch wide paper.
3. Type "A" for APPEND. SELECT then presents a choice of LIST or INSERT.
4. Type "I" for INSERT.
5. Enter the document name containing the spreadsheet and press <RET>.

Example 2: Merging a Form Letter with a Mailing List

The form letter examples shown below were created as shown on the two screens on the next page.

Be sure to create the form letter and the mailing list on the *same* diskette, and observe the guidelines.

Formatting the Form Letter

1. \JC centers all text that follows until centering is terminated.
2. \JN allows you to type in characters exactly where you want them. In this case, hold the space bar down until the cursor reaches the far right.
3. \JR causes both margins to be flush. Using Justified Right also insures that any text added or omitted in one of the letters will be reformatted properly.
4. The @ symbol is an indicator to SELECT to fill in information from another document (see the mailing list). @ADDR2 is included because when the letter is merged with the fourth entry in the mailing list, a second address line is needed. \I 55 indents the next set of lines 55 spaces from the left margin.

```

>SELECT: Insert Erase Pointer Goto Locate Replace Display Quit Next
Document: A:MERGE.FRM Char: 1 Line: 1 Page: 1
-----L-----R-----
\JC<
                                SOUTHPORT BOOK STORE<
                                Greentree Shopping Mall<
                                Bedford, Mass 01730<
<
<
\JN<
                                December 20, 1982<
\JR<
<
    @NAME<
    @ADDR1<
    @ADDR2<
    @CITY, @STATE @ZIP<
<
    Dear @PREFIX @LAST:<
<
    All of us at the Southport Book Store would like to thank you for
    your patronage in the past year. We consider you one of our
    valued customers and look forward to many years of supplying your
    reading needs.

```

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Screen 14a. Formatting the Form Letter

```

>SELECT: Insert Erase Pointer Goto Locate Replace Display Quit Next
Document: A:MERGE.FRM Char: 1 Line: 19 Page: 1
-----L-----R-----
\I 55<
<
<
Sincerely yours,<
Thomas Flanders<
President<
    
```

MR-S-2507-82

Screen 14b. Formatting the Form Letter

Preparing the Mailing List

The following list shows the form of each entry. The first entry also shows the code name for each item as it appears in the form letter.

Form	Code Name
*<	
Hartford*Alice,Mrs.<	@NAME
Brook Hill Road<	@ADDR1
<	@ADDR2
Reading<	@CITY
MA<	@STATE
01867<	@ZIP
<	@PHONE
<	@REF

*<
Driscoll*John,Mrs.<
256 Walnut Avenue<
<
Brighton<
MA<
02135<

*<
Mitchell*Arthur,Mr.<
407 Memorial Drive<
<
Cambridge<
MA<
02140

*<
Digital Equipment Corporation<
4311 Wilshire Boulevard<
Suite 400<
Los Angeles<
CA<
90010<

*<
Lenore and Douglas McAlister<
47 Turnberry Road
<
London<
UK
SW1

<
<

Formatting the Mailing List

Begin the mailing list by choosing the ALTER (A) command from the SELECT Main Menu. This suppresses the margins. In response, SELECT prints an asterisk to the left of the ALTER command on the screen. Type C to create a document name. Then type I to begin inserting text into the document.

The mailing list contains multiple entries. Each entry consists of the following items:

1. A * to mark the beginning of each record.
2. A name of up to 30 characters.
3. A first address line of up to 30 characters.
4. A second address line of up to 30 characters.
5. The name of a city of up to 24 characters.
6. The abbreviation of a state of 2 characters.
7. A zip code of 9 characters.
8. A phone number of up to 13 characters including commas and dashes.
9. A reference of up to 127 characters. (The reference is a nickname, for example, used in the body of the letter).

Insert each complete entry using the following rules:

1. Type each item on a separate line. (Make sure the first line is * only). Note that a name may be inserted as either:
 - lastname*firstname,prefix as in the first three examples, or
 - prefix firstname lastname (or full company name) as in the last two examples.

In the first format, an asterisk terminates the last name and a comma terminates the first name. This is so that when you use @PREFIX and @LAST in the greeting, SELECT knows to look after the comma for the prefix and before the asterisk for the last name.

2. End each entry with a Return. If an entry is longer than the 80 character screen width, continue to type without pressing Return. Text will wrap around to the next line.
3. If an item is omitted in an entry, mark it by pressing Return only.

End the document by typing "Q" to QUIT followed by "K" to KEEP. In response to the Main Menu, type another A to return to the use of margins.

Printing the Form Letter with the Mailing List

1. At the Main Menu, type "M" for MERGE.
2. SELECT then requests the name of the form letter.
3. After you have entered the document name, SELECT requests the name of the mailing list file to be merged.
4. You then see the print options as described in the Printing Instructions Section with the memo.
5. Leave all other options as they appear on the screen.

Unless you stop the letter, each name on the mailing list appears on the screen as it is merged with the letter.

Generating Envelopes for the Form Letter

Below is an example of a short file that contains information to be used on envelopes.

```
\JR<
\T1<
\B1<
\P6<
\I30<
      @NAME<
      @ADDR1<
      @ADDR2<
      @CITY,@STATE @ZIP<
```

<p>SOUTHPORT BOOK STORE Greentree Shopping Mall Bedford, Mass. 01730</p> <p>December 20, 1982</p> <p>Mr. Arthur Mitchell 407 Memorial Drive Cambridge, Mass. 02130</p> <p>Dear Mr. Mitchell:</p> <p>All of us at the Southport Book Store would like to thank you for your patronage in the past year. We consider you one of our valued customers and look forward to many years of supplying your reading needs.</p>	<p>Sincerely yours, <i>Thomas Flanders</i> Thomas Flanders President</p>
<p>SOUTHPORT BOOK STORE Greentree Shopping Mall Bedford, Mass. 01730</p> <p>December 20, 1982</p> <p>Mrs. Alice Hartford Brook Mill Road Reading, Mass. 01867</p> <p>Dear Mrs. Hartford:</p> <p>All of us at the Southport Book Store would like to thank you for your patronage in the past year. We consider you one of our valued customers and look forward to many years of supplying your reading needs.</p>	<p>Sincerely yours, <i>Thomas Flanders</i> Thomas Flanders President</p>
<p>SOUTHPORT BOOK STORE Greentree Shopping Mall Bedford, Mass. 01730</p> <p>December 20, 1982</p> <p>Mrs. John Driscoll 256 Walnut Avenue Brighton, Mass. 02135</p> <p>Dear Mrs. Driscoll:</p> <p>All of us at the Southport Book Store would like to thank you for your patronage in the past year. We consider you one of our valued customers and look forward to many years of supplying your reading needs.</p> <p>Sincerely yours, <i>Thomas Flanders</i> Thomas Flanders President</p>	

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Figure 4. Form Letters Merged with Mailing List

Commentary on Creating Envelopes

1. You must use \JR (Justify Right) if you are omitting the second address line from the envelope. Otherwise, you will have an extra space between the first address line and the city name.
2. In order for the printer not to skip down too many lines from the top of the paper, change the Top Margin to 1 (\T1).
3. Change the paper length (\P) from 66 to 6 to match the lines on the envelope.
4. Change the Indent margin (\I) to 30 so the address will be typed in the middle of the envelope.

B

Keypad Keys

As you become more familiar with editing, you may prefer to use the keypad keys rather than EDIT commands. Note that you can only use these keys while in EDIT.

The keypad keys have pre-assigned actions. Therefore, pressing a key causes the assigned action to occur. For example, while in EDIT, if you press the NEXT SCREEN key, SELECT displays the next screen of the document you are editing. Figure 3 shows the keypad. Table 4 lists each key and the corresponding EDIT functions.

Figure 5. Rainbow 100 Keypad

MR-8950

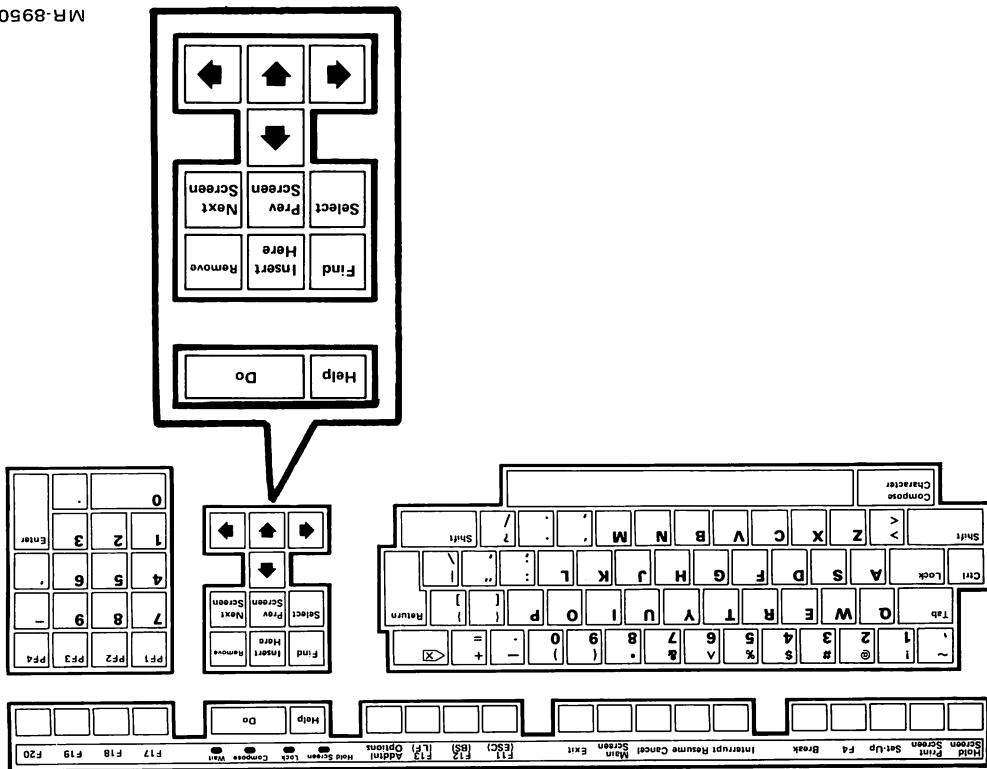


Table 4. Keypad Keys

Key	EDIT Function
<HELP>	HELP: explains how to use any SELECT command.
<DO>	Ends a command, allowing you to SELECT the next command from the menu. Pressing this key also aborts a command if its operation has not begun.
<FIND>	LOCATE: searches for any character, word or phrase in a document.
<INSERT HERE>	INSERT: adds text to a document.
<REMOVE>	ERASE: removes spaces, letters, words, phrases, sentences and lines from a document.
<SELECT>	FORMAT: sets the format of a document.
<PREV SCREEN>	Shows the previous screen of a document.
<NEXT SCREEN>	Shows the next screen of a document.
<CURSOR KEYS:>	
↑	Moves the cursor one line at a time towards the top (beginning) of a document.
←	Moves the cursor one space at a time from right to left.
↓	Moves the cursor one line at a time towards the bottom (end) of a document.
→	Moves the cursor one space at a time from left to right.

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