

AA-P574A-TV

Rainbow™ 100

SELECT™-86

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Getting Started

Developed by  
SELECT Information Systems, Inc.

digital equipment corporation

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# Preface

## Welcome to SELECT-86

We congratulate you on the purchase of SELECT-86 and the Rainbow 100 personal computing system. SELECT-86 is as easy to use as a typewriter and as exciting to use as a word processor.

Each step of SELECT-86 provides menus and instructions designed to eliminate confusion and guesswork. There are two programs that come with SELECT-86: TEACH and SUPERSPELL. The TEACH program teaches you the SELECT-86 editing commands and the SUPERSPELL program detects spelling errors.

To get started, we have prepared a set of easy-to-use documentation. In the back of these volumes is a card that welcomes your comments. Please let us hear from you.

Remember that Digital Equipment Corporation is the world's leading manufacturer of minicomputers. Our dedication to quality manufacturing, our extensive availability of spares and accessories, and our service organization of 16,000 representatives worldwide are your further assurance of total

DIGITAL quality. In using SELECT-86 on our unique CP/M-86/80 operating system, you have an investment that will grow in value as you use it now and in the future.

### Intended Reader

This manual is intended for a first-time user of the SELECT-86 word processing program. The purpose of this manual is to show you how to create documents you use every day such as memos, letters, and transparencies. This manual assumes you have read the *Rainbow 100 Getting Started* which describes how to start the Rainbow 100 computer and make copies of the CP/M-86/80 master system diskette.

*NOTE: From this point on, use of the term SELECT is presumed to mean Rainbow 100 SELECT-86.*

### Helpful Hints

There are several ideas to keep in mind as you read this manual and use SELECT:

1. Set aside one to two hours of uninterrupted time to become acquainted with SELECT.
2. No matter what you type, you cannot harm the computer or SELECT in any way.
3. If you encounter any difficulties, try the procedure again.
4. SELECT is designed to be easy to use.
5. The samples in this manual are designed to be helpful towards your becoming comfortable with SELECT.
6. The TEACH program helps you to become more familiar with SELECT.
7. The SELECT-86 User's Guide contains detailed information which can help you in your continued use of SELECT.

## Manual Organization

- Chapter 1 contains an introduction to the SELECT program.
- Chapter 2 describes the procedure for making copies of the SELECT diskettes, creating a single diskette which includes both system and SELECT programs and running INSTALL to customize SELECT for a specific printer and terminal.
- Chapter 3 contains a general presentation on how to use SELECT and SELECT's self-instruction program called TEACH.
- Chapter 4 contains samples of documents and demonstrates how each is created and printed.

---

# Introduction to SELECT

SELECT is a screen-oriented word processing program that runs with the CP/M-86/80 operating system. Using SELECT is very similar to using a typewriter. With SELECT, however, you can edit the documents you have previously created. As part of the editing process, you can perform such procedures as insert, erase, copy and move text. Because SELECT displays menus and instructions throughout the program, you can use it easily.

The purpose of this manual is to help you learn how to make copies, called backup copies, of SELECT diskettes and to create such documents as:

- Memos
- Letters
- Transparencies

# 2

---

## Running COPY and INSTALL, Creating a System/SELECT Diskette

SELECT includes two diskettes:

1. A diskette called the MASTER SPELL. This diskette includes programs needed to run SELECT as well as the SUPERSPELL program. The SUPERSPELL program runs through your document to identify spelling errors you may have made.
2. A diskette with the INSTALL/TEACH programs. The INSTALL program is necessary to identify the printers you are using. The TEACH program is useful for learning editing commands for the first time or reviewing them at a later time.

To use SELECT, you must have the CP/M-86/80 operating system.

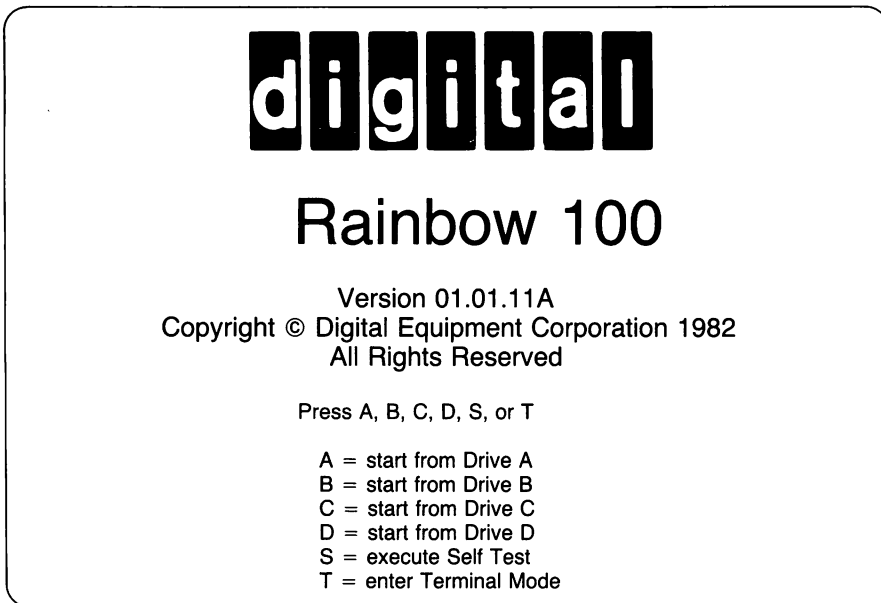
Because information on a diskette can be corrupted by accident, human error, temperature, or humidity, it is important to copy, or back up, diskettes. Thus, you generate working copies and can store the originals to ensure against damage.

You should back up all your diskettes regularly using the system COPY program. COPY copies the entire contents of one diskette to another diskette.

## Using the COPY Program

1. You should never turn the machine on with diskettes in the drives. Therefore, remove any diskettes that may already be in the drives.
2. Turn the on/off switch on the Rainbow 100 computer to "1" (on).

The Rainbow 100 computer runs a short test and then displays the copyright information as shown in screen 1.



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### Screen 1. Rainbow 100 Main System Menu

3. Insert the CP/M-86/80 working diskette into drive A according to the procedures described in Chapter 2 of the Rainbow 100 Getting Started.
4. Because you are using drive A, type an A in response to the Main System Menu instructions. The system displays:

CP/M-86/80 Loading...

Followed by the message in screen 2.

```
CP/M-86/80 Version 1.0.4 (1.1)
(c) Copyright 1981 Digital Research Inc.
(c) Copyright 1982 Digital Equipment Corporation
```

```
A>
```

**Screen 2. CP/M-86/80 Start-up Message**

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5. After the A>, type:

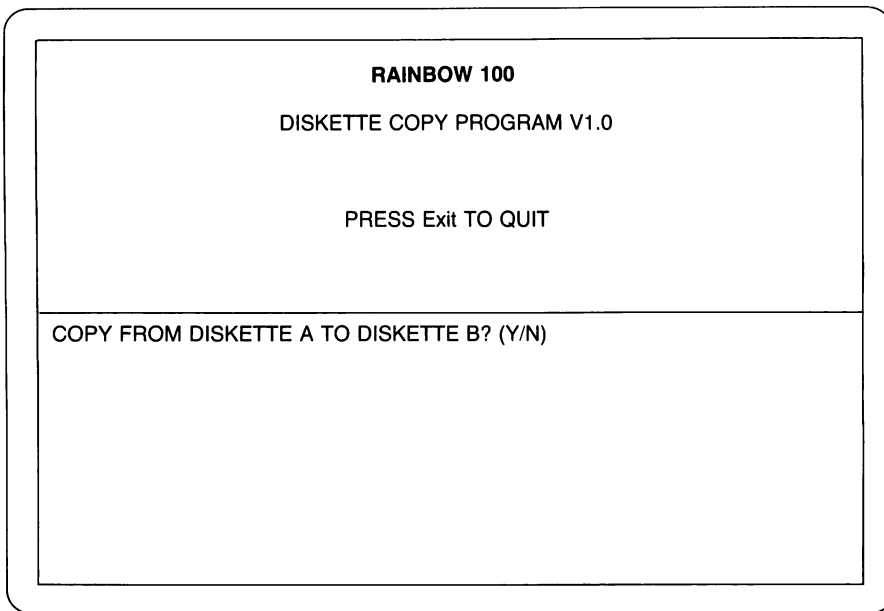
```
A>COPY<Ret>
```

The COPY program should complete in about two minutes.

**NOTE:** <Ret> is the instruction to press the Return key on the keyboard. Colored text represents a user's response to system instructions.

*If you make a mistake and want to stop the COPY program, press the Exit key at any time during the program. The Exit key is located above the 9 key on the keyboard. If any error messages are displayed during the copying process, refer to the Error Messages chapter in the Rainbow 100 User's Guide.*

The program displays the text in Screen 3a.



Screen 3a. COPY Dialog

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COPY asks you:

COPY FROM DISKETTE A TO DISKETTE B? (Y/N)

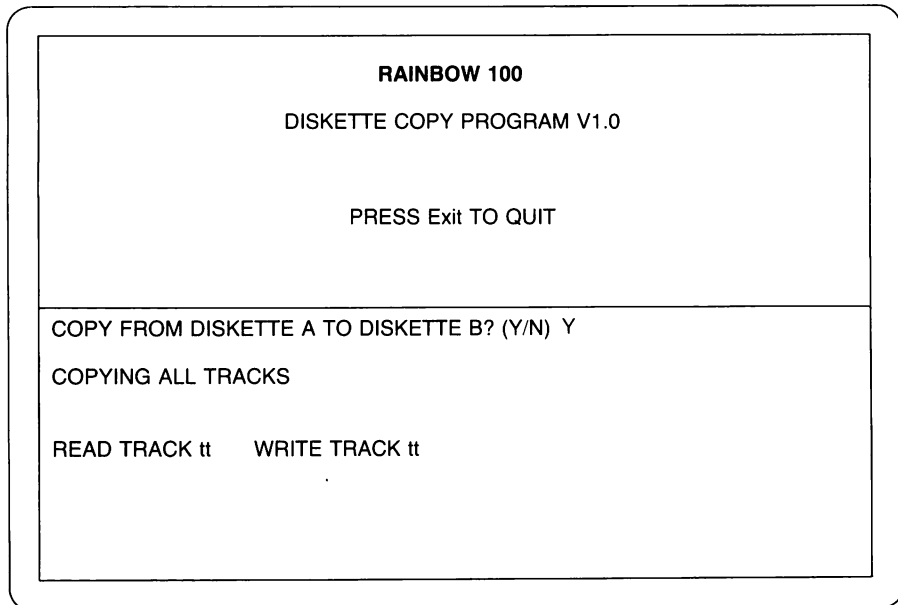
6. Press:

Y

COPY then displays:

INSERT SOURCE DISKETTE INTO DRIVE A  
INSERT DESTINATION DISKETTE INTO DRIVE B  
START COPYING? (Y/N)

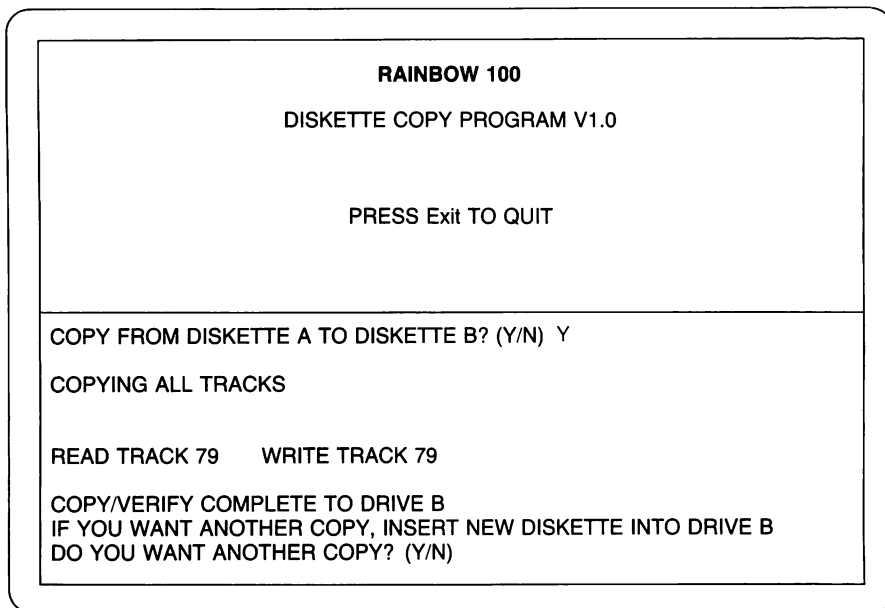
7. Insert a blank diskette into drive B according to the procedures described in the Rainbow 100 Getting Started.
  8. Remove the operating system diskette from drive A and insert the original MASTER SPELL diskette.
  9. Press:  
Y
- If no errors are encountered, the program displays the text in Screen 3b as it reads and writes the tracks. The cursor, the blinking rectangle, moves between the READ TRACK and WRITE TRACK portions of the screen indicating which of the 80 tracks (numbered 0-79) are currently being read or written. The current track being read from or written to is represented by "tt" in screen 3a.
  - The small lights beside the drive doors turn on and off as each track is being read and written.



Screen 3b. COPY Dialog

MR-S-2333-82

10. When the copying process is complete, the program displays the text in Screen 3c.



Screen 3c. COPY Dialog

MR-S-2335-82

11. Press:

Y

The program responds with:

```
COPY FROM DISKETTE A TO DISKETTE B? (Y/N)
```

12. Remove the original MASTER diskette from drive A and the working copy of SELECT from drive B. After you have removed the newly copied diskette from drive B, write "MASTER SPELL—working copy" on the right side of the diskette's label with a felt tip pen. Using a ball point pen or a pencil can damage the diskette. Insert the INSTALL/TEACH diskette into drive A and a blank diskette into drive B. Repeat steps 7 through 10.

13. When you have copied all diskettes, press N in response to the question:  
DO YOU WANT ANOTHER COPY? (Y/N)

The program displays:

```
INSERT SYSTEM DISKETTE TO RESTART CP/M-86/80  
THEN PRESS Exit
```

14. Press:

```
Exit
```

Then, the operating system responds with

```
A>
```

15. Open the drive B door, remove the newly-copied diskette, and write  
“INSTALL/TEACH — Working Copy” with a felt tip pen.

**CAUTION:** *Do not remove a diskette from its drive while the operating system is accessing information on it. This action is easy to detect because the lights beside each drive are lit when the operating system accesses information on a diskette.*

This gives you a working copy of each SELECT diskette. You can store the originals to ensure against damage.

### Creating a System/SELECT Diskette

The following set of instructions describes the procedure to create a diskette that includes the operating system programs as well as the MASTER SPELL programs. This will become your working system/SELECT diskette.

1. Turn the on/off switch on the Rainbow 100 computer to “1”.
2. Insert the CP/M-86/80 working diskette into drive A. Close the drive A door. This diskette cannot have a write-protect tab on its write-protect notch.

## COPY, INSTALL, and the System/SELECT Diskette

---

3. Insert a blank diskette into drive B and close the door. This will become your working system/SELECT diskette containing:
  - Only the essential operating system files needed to start the operating system.
  - The system programs: MAINT, PIP, COPY, STAT and SUBMIT.
  - The MASTER SPELL programs
4. Beside the A> prompt, type (in upper or lower case),

```
SUBMIT SYSCOPY A:B<Ret>
```

This instructs the system to copy the necessary system files and programs from the diskette in drive A onto the diskette in drive B. After you type the command, the system does the rest as shown in screen 4.

```
A>SUBMIT SYSCOPY A:B  
  
A>LDCOPY A: B:  
LDCOPY VERS 1.5  
  
A>PIP B:=A:*.SYS[ROV]  
  
COPYING -  
CPM.SYS  
Z80CCP.SYS  
Z80.SYS  
PRMTVPVT.SYS  
  
A>PIP B:=A:MAINT.CMD[OV]  
A>PIP B:=A:PIP.CMD[OV]  
A>PIP B:=A:COPY.COM[OV]  
A>PIP B:=A:SUBMIT.CMD[OV]  
A>PIP B:=A:STAT.CMD[OV]  
  
A>
```

Screen 4. SYSCOPY Dialog

MR-S-2330-82

5. Remove the CP/M working diskette from drive A and the other diskette from drive B.
6. Insert the diskette from drive B into drive A and close the door.
7. Insert the working copy of the MASTER SPELL diskette into drive B and close the door.

To tell the operating system that you have changed diskettes, type:

```
<CTRL/C>
```

**NOTE:** *<Ctrl/C> is the instruction to press the control key (labeled Ctrl on the Rainbow 100 computer keyboard) and the C key simultaneously.*

The operating system responds with clicking sounds from the drive and the small light beside drive A turns on briefly. The operating system then displays:

```
A>^C  
A>
```

8. To copy all the files from the MASTER SPELL diskette in drive B onto the diskette in drive A, type:

```
PIP A:=B:*. *[OV]<Ret>
```

where:

PIP is a system copying program

A: is the drive to which the files are copied

B: is the drive from which the files are copied

\*.\* is the designation for all filenames and all extensions

[ov] are added instructions for PIP

PIP displays

```
COPYING....
```

followed by a list of all filenames as they are copied. The filenames are the same as those on the MASTER SPELL.

9. When the copy procedure is finished, the system displays the A> prompt.
10. Remove the MASTER SPELL diskette from drive B. The diskette in drive A is now the working System/SELECT diskette. Remove this diskette and write, "System/SELECT — Working Copy" on the right side of the label with a felt tip pen. You can now run INSTALL to customize SELECT for your terminal and printer.

At this point, you have a total of seven diskettes:

- The original CP/M-86/80 plus your working copy.
- The original MASTER SPELL plus your working copy.
- The original INSTALL/TEACH plus your working copy.
- Your System /SELECT diskette which includes both the MASTER SPELL programs as well as the essential CP/M files and programs.

## INSTALL Procedure

The following is a step by step procedure on how to run INSTALL to customize SELECT for the specific terminal and printer you are using. The INSTALL procedure takes about two minutes.

**NOTE:** *If you have an LA50 printer, skip this section on INSTALL.*

1. Turn the on/off switch on the Rainbow 100 computer to "1".
2. Insert the system/SELECT diskette into drive A and close the door.
3. Insert the INSTALL/TEACH diskette into drive B and close the door.
4. Press A. In response to A>, type

B: <RET>

to access drive B. The system responds with

B>

5. In response to the B>, type

```
INSTALL A:<RET>
```

The system displays a welcome message followed by questions concerning the printers.

A screen is referenced that displays a list of printers. In the actual screen, the following changes should be noted:

1. Number 1 reads: DEC LA120, LA34A. It should read:  
DEC LA120, LA34RA.
2. Number 4 reads: DEC LA34D. It should read: DEC LA34DA

After you have answered all questions and followed the instructions, it returns to the operating system.

6. From drive A, you can run SELECT and SUPERSPELL and use drive B for TEACH or a blank, formatted diskette for storing documents.

**NOTE:** *Whenever you change diskettes in drive B, inform the operating system by typing:*

```
<CTRL/C>
```

# 3

---

## Using SELECT and Running TEACH

Once you have copied the SELECT diskettes and run the INSTALL program, you can use SELECT for the word processing functions shown in Screen 5.

### Using SELECT

SELECT is easy and enjoyable to use. It is similar to using a typewriter with added optional features.

To start SELECT,

1. Place the system/SELECT diskette into drive A.
2. In response to A>, type SELECT<RET>.

SELECT<Ret>

The program responds with copyright information and the Main Menu listing the commands and >Main Menu; their functions. Screen 5 shows the menu.

```
>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 5. SELECT Main Menu

To use a command, type the first letter only. SELECT responds with a short instruction. For example, if you type C for CREATE, SELECT displays

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

Then you type the name you want to assign to the document and press the Return key. A document name may have no more than eight characters and the extension may have no more than three, for example, DOCUMENT.NAM. In addition, if you want to store the document on any drive *other* than drive A, you must include the drive in the document name, for example, B:DOCUMENT.NAM.

*NOTE: With any command, if you discover, before you press Return, that you have made a mistake, you can interrupt the command by pressing DO. This procedure returns you to the Main Menu.*

This chapter and Chapter 4 discuss major programs you can run from the SELECT Main Menu:

1. TEACH
2. PRINT
3. EDIT
4. SUPERSPELL

## Using TEACH

As Figure 1 shows, TEACH is one of the programs you can run on SELECT. It is also one of the most important when you are first learning SELECT. TEACH gives you a guided tour through each editing command. The program includes examples followed by problems for you to try. It also gives you comments as to whether or not you have done the problems correctly. For each one you do incorrectly, TEACH gives you an opportunity to try it again.

To start TEACH,

1. Turn the Rainbow 100 computer on by switching the on/off button to "1".
2. Insert the system/SELECT diskette into drive A, close the door and press A to identify the drive to SELECT.
3. In response to the A> prompt, type

```
SELECT<Ret>
```

4. When you see the Main Menu, type

```
T
```

5. Insert the INSTALL/TEACH diskette into drive B, close the door and press B to identify the drive to SELECT. The program responds with:

```
Loading TEACH, please stand by...
```

followed by a welcome message. After you press the Return key as instructed by TEACH, you see the following menu of the TEACH commands:

**THE TEACH MENU**

---

**DIRECTIONS:** 1. Read the menu choices listed below.  
2. Type number of section you want, then press RETURN.  
- To leave TEACH press RETURN.

---

Your entry : \*1\* (To start at the beginning, type 1).

<del>1.</del> How TEACH WORKS	<del>15.</del> How to FORMAT
<del>2.</del> How to MOVE THE CURSOR	16. How to DISPLAY
<del>3.</del> How to CREATE a document	17. How to VIEW
<del>4.</del> How to READ THE COMMAND LINE	18. How to set POINTERS
<del>5.</del> How to BEGIN A NEW DOCUMENT	19. How to MOVE
<del>6.</del> How to EDIT a document	20. How to COPY
<del>7.</del> How to INSERT	21. How to ZAP
<del>8.</del> How to ERASE	22. How to OUTPUT
<del>9.</del> How to XCHNG	23. How to WRITE
<del>10.</del> How to LOCATE	24. How to JUSTIFY
<del>11.</del> How to REPLACE	25. How to use KEY
<del>12.</del> How to GOTO	26. How to get HELP
<del>13.</del> How to APPEND	27. How to QUIT
<del>14.</del> How to set TABS	

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## Screen 6. TEACH Menu

You can either go through the entire program from beginning to end, which takes about one and a half hours, or review any of the commands at random. To choose which command you want to learn or review, type the number that appears next to the command in the menu and press Return. TEACH names the command and briefly describes what it does including any special notes if applicable. It also provides you with a step by step set of instructions on how to use the command and a practice session where necessary. The description of each command ends with a chance to review, a chance to continue, or a chance to exit to the TEACH menu. If you exit to the menu, you can either take a break or proceed to any other command in the list.

To familiarize yourself with TEACH, try it. With SELECT running, type "T".

Then in response to the menu shown in screen 6, press

1<Ret>

***NOTE:*** *When using the TEACH program, follow examples exactly as they are shown. For example, be sure to use uppercase characters wherever the program uses them.*

# 4

---

## Samples

There are many different ways to create a document. This chapter shows you how to create and print four basic types of documents:

1. A simple business letter
2. A memo
3. A business letter containing a numbered list
4. A transparency

Each sample in this chapter is organized as follows:

1. A final printed document
2. A draft copy of the document including commands, if any
3. A brief commentary on producing the document including PRINT instructions

## Sample 1: Business Letter

The following example shows a printed business letter created with SELECT. It is easier than typing a letter on a typewriter. The commentary of this example describes the use of two of SELECT's editing commands: INSERT and ERASE.

Lakeside Business Forms  
1152 Lakeshore Drive  
Chicago, Ill. 60607  
January 3, 1983

Quill Printing Co., Inc.  
43 Gull Avenue  
Fort Dearborn, Mich. 48123

Dear Sirs:

We are pleased to announce a sudden growth in our company. As we have hired several new salespeople, we would like to place an order for promotional pens. In addition, as an incentive to our growing staff, we would like to order molded leather mug holders with the company name embossed in gold.

Please send 200 of your pens in assorted colors and four dozen leather mug holders in dark tan.

We are pleased with the business we have done with you in the past and look forward to a continued friendly relationship in the future.

Respectfully yours,

Rose Gardner  
General Manager

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Figure 1. Business Letter

## Draft Copy of the Business Letter

This copy of the business letter demonstrates how the letter is created on the computer using SELECT. Note that in this version of the letter, the word “silver” appears instead of the word “gold”. The commentary explains how to ERASE silver and INSERT gold.

```
>SELECT: Insert Erase Pointer Goto Locate Replace Display Quit Next
Document: A:LETTER.LTR Char: 24 Line: 1 Page: 1
-----L-----R-----
Lakeside Business Forms<
1152 Lakeshore Drive<
Chicago, Ill. 60607<
January 3, 1983<

<
<
Quill Printing Co., Inc.<
43 Gull Avenue<
Fort Dearborn, Mich. 48123<

<
<
Dear Sirs:<

<
We are pleased to announce a sudden growth in our company. As we
have hired several new salespeople, we would like to place an
order for promotional pens. In addition, as an incentive to our
growing staff, we would like to order molded leather mug holders
with the company name embossed in silver.<

<
Please send 200 of your pens in assorted colors and four dozen
leather mug holders in dark tan.<
```

Screen 7a. First Page of the Business Letter - Draft Copy

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```
>SELECT: Insert Erase Pointer Goto Locate Replace Display Quit Next
Document: A:LETTER.LTR Char: 1 Line: 22 Page: 1
-----L-----R-----
<
    We are pleased with the business we have done with you in the past
    and look forward to a continued friendly relationship in the
    future.<
<
<
<
<
    Respectfully yours,<
    Rose Gardner<
    General Manager<
```

Screen 7b. Second Page of the Business Letter - Draft Copy MR-S-2480-82

## Commentary on Producing the Business Letter

The sample business letter is on the MASTER SPELL diskette. The name of the letter is LETTER.LTR. The following lists the procedure for printing the letter, making minor changes and printing it again. If you do not have a printer, skip to step 4.

1. With the Main Menu displayed on the screen, type P for PRINT. SELECT requests the document name and then responds with a series of PRINT options and instructions that are the same for all printers. Screen 8 shows the options and their pre-assigned values, or defaults.

```
>SELECT: Print options: choose command ; <RET> or <DO>
Document: LETTER.LTR

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
```

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**Screen 8. PRINT Options and Defaults**

2. The PRINT options allow you to specify the type of document you are printing and the manner in which it prints. For example,
  - Option 1 allows you to specify if this is a Final, Draft or Reprint; if you want to print it on a disk rather than a printer; if this document is to be merged with another such as a mailing list.
  - Options 2 through 4 allow you to specify which pages you want printed and the number of copies of each.
  - Options 5 through 7 allow you to print one page at a time, to specify the number of spaces you want the entire text moved to the right, and the speed at which you want the document to print.
  - Option 8 allows you to print one document while you are editing another.
  
3. In the case of this letter, you do not need to change any of the options as they are listed on the screen. Therefore, press Return.

4. If, at a later time, you do need to select a specific option, type the first letter of the option followed by the value you are assigning to it.
5. After all options are set, you receive instructions to turn on the printer and align forms. When you have done that, SELECT responds with

```
Loading print program for  
LETTER.LTR  
please stand by.....
```

followed by confirmation that each page is formatted. During the print process, you can stop the printer and either return to SELECT or continue. When the document is printed, SELECT returns to the Main Menu.

If you encounter any error messages or problems, refer to Chapter 6 of the SELECT-86 User's Guide. That chapter details printer features and explains problems you might encounter either during the PRINT process or in the final formatted document.

6. Now, change the word "silver" to the word "gold". To do this, you must edit the letter as follows:
  - At the Main Menu, type E for EDIT.
  - Type the document name when it is requested: in this case, LETTER.LTR.
  - Position the cursor to the first character of the word "silver". The cursor is moved by pressing the keys marked with arrows: ↑, ↓, ←, →, which are located to the right of the keyboard.
  - Type E for ERASE. Move the cursor with the right arrow key → to the period after the last character of the word "silver". Then press DO. The word "silver" disappears.
  - Type I for INSERT. Then type the word "gold". Press DO to terminate INSERT.

**NOTE:** For more information on INSERT, ERASE or any of the other editing commands, run the TEACH program.

7. With the changes made to the document, you are ready to print it again. To store the letter, type Q for QUIT. You then have three choices of action:
  - Keep, which stores the document exactly as it is.
  - Abandon, which ends the editing session without saving any changes or inserts.
  - <DO>, which sends you back into the document.

Type K for Keep. You are then back to the Main Menu.

### Sample 2: Memo

The following example shows a printed memo. Included in the memo is a word in bold print and an underlined word. The draft version of this example shows one way to produce bold lettering and underlining. The commentary following the draft copy explains how to free margins to allow lines of text, such as the date, to appear anywhere you wish them to.

TO: DEC/SELECT

DATE: February 23, 1983

FROM: New User

LOC: Calif. Communications, Inc.

PHONE: (415)927-4040

SUBJECT: The Wonders of Using SELECT

We have been using SELECT-86 for six months. We wish you to know that we are **very** pleased with the product. Since our whole world is communications, we are delighted to have a product that works fast and efficiently and is easy for new employees to learn.

Please keep us informed of any new features added to the software. And thank you for your support in the past.

MR-S-2491-82

Figure 2. Memo

## Draft Copy of the Memo

This copy of the memo demonstrates how the memo is created using SELECT.

```
> SELECT: Insert Erase Pointer Goto Locate Replace Display Quit Next
Document: A:MEMO.MEM Char: 1 Line: 1 Page: 1
----- L -----R -----
\JN<
TO: DEC/SELECT DATE: February 23, 1983<
FROM: New User<
LOC: Calif. Communications, Inc.
PHONE: (415)927-4040<

<
\JL<
SUBJECT: The Wonders of Using SELECT<

<
We have been using SELECT-86 for six months. We wish you to know
that we are "very" pleased with the product. Since our whole
world is communications, we are delighted to have a product that
works fast and efficiently and is easy for new employees to learn.<

<
_Please_ keep us informed of any new features added to the
software. And thank you for your support in the past.
```

Screen 9. Memo - Draft Copy

MR-S-2482-82

## Commentary on Producing the Memo

The following describes the commands used to CREATE, FORMAT and PRINT the memo.

1. From the Main Menu, type C to CREATE the document and assign an appropriate name, for example, MEMO.MEM.
2. When you see SELECT's message and line of editing choices, type F for FORMAT. SELECT displays the screen as it appears in Screen 10.

>**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

MR-S-2575-83

### Screen 10. FORMAT Screen

**NOTE:** *There are three lines of EDIT commands. Only the first is displayed unless you type N for NEXT (line). FORMAT is one of the choices that is not displayed in the first line. However, you do not need to see a command in the command line to use it.*

3. The FORMAT screen displays your choices of commands including the pre-assigned, default, value of each command.
4. Reassign a value by typing the first letter of the command followed by the new value. The FORMAT screen immediately reflects the change. In this case, change JUSTIFY LEFT, the default value, to JUSTIFY NONE as screen 11 shows.

**>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]			N
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 11. FORMAT Screen with A Single Change

MR-S-2576-83

5. Press DO to return to the memo.
6. The command you changed to, JUSTIFY NONE, is displayed at character position one in the draft copy as \JN. It is not printed in the final document, however.
7. Type I for INSERT and enter the first five lines of the memo. To position text at the far right side of the page, hold down the space bar key until you reach the desired character position, in this case 45, or use the TAB key.

**NOTE:** *SELECT constantly records the character position you are on. This is displayed at the top of the screen above the dotted line after Char.*

*Unless you need to force a new line or want blank lines, you do not need to press the Return key while entering text. Each time you press the Return key, the < symbol is displayed in the draft copy.*

8. To return to left justification of the text, press DO to terminate INSERT. Then,
  - Type F for FORMAT
  - Return the value of JUSTIFY NONE (JN) to JUSTIFY LEFT (JL).
  - Press DO to return to the memo.

*NOTE: As a general rule, when you make the transition from INSERT to FORMAT, first make sure the cursor is at character position one.*

9. Again, \JL appears in the draft copy.
10. Type I for INSERT and finish entering the text of the memo.
11. In the first paragraph, type a ^ immediately before and after the word “very”. The first occurrence of ^ initiates bold and the second ^ terminates bold.
12. In the last paragraph, type a \_\_\_ before and after the word “please”. The first occurrence of \_\_\_ initiates underlining and the second \_\_\_ terminates underlining.

*NOTE: The ^ and \_\_\_ are special symbols to SELECT. The other special symbols are \, [ and ]. If you wish to print any of these symbols, type a backslash (\) in front of the symbol. For example, \^.*

13. When you have finished, press the DO key to inform SELECT you have finished inserting text.
14. Exit from the document by typing Q for QUIT. When QUIT displays your choices of action, type K for Keep and return to the Main Menu.
15. To print the memo from the Main Menu,
  - Type P for PRINT.
  - Enter the name you assigned to the document: MEMO.MEM.
  - In response to the options as shown in Screen 8, press Return and leave all options as they are listed on the screen.

### **Sample 3: Enhanced Business Letter**

The following example shows a printed business letter including a numbered list. The commentary explains one way to produce the format of the list.

Universal Business School  
1093 Commercial St.  
New Haven, Ct. 06510  
May 21, 1983

Digital Equipment Corp.  
Route 20  
Marlboro, Ma. 01752

Gentlemen:

Our business school has been using two Rainbow 100 computers with the SELECT-86 word processing program. The students have responded extremely well. In particular, they enjoy the fact that the computer is:

1. Compact
2. Light weight
3. Easy to type on
4. Quiet
5. Easy to read

And that SELECT is:

6. Fast
7. Accurate
8. Easy to learn
9. A lot of software available
10. Rarely talks back

Student response has been so encouraging that we would like to order ten more systems. Please ship them as soon as possible.

MR-S-2492-82

Figure 3. Enhanced Business Letter

## Draft Copy of the Enhanced Business Letter

This copy of the enhanced business letter demonstrates how it is created using SELECT.

```
>SELECT: Insert Erase Pointer Goto Locate Replace Display Quit Next
Document: A:LETTER.BUS Char: 10 Line: 1 Page: 1
-----L-----R-----
      I
                                Universal Business School<
                                1093 Commercial St.<
                                New Haven, Ct. 06510<
                                May 21, 1983<
<
<
      Digital Equipment Corp.<
      Route 20<
      Marlboro, Ma. 01752<
<
<
      Gentlemen:<
<
      Our business school has been using two Rainbow 100 computers with
      the SELECT-86 word processing program. The students have
      responded extremely well. In particular, they enjoy the fact that
      the computer is:<
<
<
\L19<
\15
```

MR-S-2536-83

Screen 12a. First Page of the Enhanced Business Letter - Draft Copy

```

> SELECT: Insert Erase Pointer Goto Locate Replace Display Quit Next
Document: A:LETTER.BUS Char: 1 Line: 26 Page: 1
----- L ----- R -----
<
      1. Compact<
      2. Light weight<
      3. Easy to type on<
      4. Quiet<
      5. Easy to read<
I
      And that SELECT is:<
<
      6. Fast<
      7. Accurate<
      8. Easy to learn<
      9. A lot of software available<
\14<
      10. Rarely talks back<
<
\L10<
\10<
<
      Student response has been so encouraging that we would like to
      order ten more systems. Please ship them as soon as possible.

```

MR-S-2487-82

### Screen 12b. Second Page of the Enhanced Business Letter - Draft Copy

## Commentary on Producing the Enhanced Business Letter

The following describes the commands used to CREATE, FORMAT and PRINT the enhanced business letter.

1. Type C to CREATE the document and assign an appropriate name.
2. When SELECT displays a line of editing choices, type I for INSERT.
3. Enter the first four lines of the letter by tabbing over to column 50 and ending each line by pressing Return.
4. Enter the body of the text as usual up to the beginning of the numbered list.
5. Before the list, press DO to terminate INSERT. Be sure the cursor is at character position one. Then type F for FORMAT to evoke the FOR-FORMAT screen. Change the LEFT MARGIN from 10 to 19 and the INDENT MARGIN from 10 to 15 as Screen 13 shows.

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

<b>Left Margin</b>	19	<b>Top Margin</b>	6
<b>Indent Margin</b>	15	<b>Bottom Margin</b>	8
<b>Right Margin</b>	75	<b>Paper Length</b>	66
<b>Justify [Left or Center or Right or None]</b>			L
<b>End Current Page [Yes]</b>			N
<b>Number Pages</b>	1	<b>Spacing of Lines</b>	1
<b>Characters per inch</b> [5 6 7 8 10 12 13 or 16]	10	<b>Vertical lines per inch</b> [2 3 4 6 8 or 12]	6
<b>Use Font [A – E]</b>	A		
<b>Automatic Return</b>	Yes	<b>Display Status Line</b>	Yes
<b>Mark Pointer</b>	Yes	<b>On Screen Justification</b>	Yes

Screen 13. FORMAT Screen with Changes

MR-S-2577-83

6. Press DO to return to the letter and INSERT the numbered list up to number 10.
7. Before number 10, return to FORMAT and change the INDENT MARGIN to 14. This allows for the extra digit in the number "10".
8. Return to the letter and INSERT 10.
9. Return to FORMAT and change the margins to their defaults: LEFT MARGIN 10, INDENT MARGIN 10.
10. Return to the letter and insert the remainder of the text.

## Sample 4: Transparency

The following example is a printed transparency. Included in the transparency are letters in large size print. The commentary explains how to produce large letters.

SOFTWARE TECHNICAL  
WRITING SEMINAR

Clark University

OCTOBER 1982

- o OVERVIEW  
One year certificate program
- o GOALS  
Teach technical writing skills  
Hold job fair
- o REQUIREMENTS  
Must have writing experience
- o COURSES  
Introduction to Computing Systems  
Technical Writing I  
Technical Writing II  
BASIC  
FORTRAN  
Organizational Behavior
- o FACULTY  
From industry and universities

Figure 4. Transparency

MR-S-2493-82

# Draft Copy of the Transparency

```
>SELECT: Insert Erase Pointer Goto Locate Replace Display Quit Next
Document: A:SLIDE.DOC Char: 1 Line: 16 Page: 1
-----L-----R-----
\C5<
\L5<
\I5<
\R40<
\W3<
\T1<
\B1<
\JC<
<
  SOFTWARE TECHNICAL<
  WRITING SEMINAR<
  Clark University<
<
  OCTOBER 1982<
<
<
\JL<
  o OVERVIEW<
    One year certificate program<
<
  o GOALS<
    Teach technical writing skills<
    Hold job fair<
<
  o REQUIREMENTS<
    Must have writing experience<
```

MR-S-2537-83

Screen 14a. First Page of Transparency - Draft Copy

```
>SELECT: Insert Erase Pointer Goto Locate Replace Display Quit Next
Document: A:SLIDE.DOC Char: 1 Line: 18 Page: 1
----- L ----- R -----
I
  o COURSES<
    Introduction to Computing Systems<
    Technical Writing I<
    Technical Writing II<
    BASIC<
    FORTRAN<
    Organizational Behavior<
<
  o FACULTY<
    From industry and universities<
<
```

Screen 14b. Second Page of Transparency - Draft Copy

MR-S-2538-83

## Commentary on Producing the Transparency

The following describes the commands used to CREATE, FORMAT and PRINT the transparency.

1. Type C to CREATE the transparency and assign an appropriate name.
2. When SELECT displays the EDIT line, type F for FORMAT and change the following values:
  - CHARACTERS PER INCH 5 to define characters that will be larger in width than normal in the printed copy.
  - LEFT MARGIN 5 to force white space on the left side of the page.
  - INDENT MARGIN 5 to match the Left Margin value.
  - RIGHT MARGIN 40 to ensure that the characters in the transparency do not extend beyond the right margin of the transparency.

- VERTICAL LINES PER INCH 3 to allow for extra space between lines due to the larger character size.
  - TOP MARGIN 1 to allow for space at the top.
  - BOTTOM MARGIN 1 to allow for space at the bottom.
  - JUSTIFY CENTER so that the first four lines of text will be centered.
  - After the date line and before the line that begins “o OVERVIEW”, insert JUSTIFY LEFT so that the following text will appear at the left margin.
3. Press DO to return to the document. The FORMAT commands you changed are displayed in the draft copy as shown in Screen 14a.

To print the text of the transparency, type P for PRINT. In response to all options and instructions that PRINT displays on the screen, press Return.

---

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**SELECT-86 Getting Started  
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