Apple ///

Apple Writer ///
Part I: For New Users

Apple ///

Apple Writer ///
Part I: For New Users

Contents

Part II: For Experienced Users

Contents

Read Me First!

Read Me First!

Don't read this book end to end! We've organized it into two parts: Part I is for those who are new to word processing and Part II is for those who are experienced word processor users. You only need to read one of them to get started using Apple Writer.

If You're a New User ...

Part I is a tutorial: it guides you through each step.

If you've never used a word processor before, read Part I. Here's what it contains:

Chapter 1

The "Introduction" tells what Apple Writer III is, what it can do for you, and what you need to use it. It also gives a brief overview of the basic steps of word processing with Apple Writer III, so that you can get a feel for it before starting.

Chapter 2

"Learning the Basics Step by Step" is a tutorial that tells you how to start up Apple Writer and leads you step by step through basic word processing with Apple Writer III. It includes a demonstration of some of Apple Writer III's advanced features.

When you're finished with Part I, go on to Part II to find out more about the commands that you learned—and to learn some new ones. You don't have to read Part II, just refer to it as you need it.

If You're an Experienced User...

If you have used word processors or text editors before, turn to Part II. You do not have to read all of Part II to use Apple Writer. Read the section at the beginning, "How to Use Part II," to find out which sections are for you.

Here's what Part II contains:

Part II Preface

"How to Use Part II" tells you how the information in the reference section is organized.

Chapter 3

"Editing" covers all of Apple Writer III's editing commands, starting with the most frequently used commands.

Chapter 4

"Managing Files" covers all of Apple Writer III's file management commands.

Chapter 5

"Printing" tells you how to print a document.

Chapter 6

"Changing Format" tells how to format documents to your own specifications.

All Users

Then, refer to the appendixes as you need the information in them. Here's what's in each appendix:

Appendix A

The Word Processing Language is explained in detail in the *Apple Writer III Word Processing Language* manual.

"Using the Word Processing Language Programs" tells you how to use the Word Processing Language (WPL) programs that are on the Apple Writer III system disk.

Preface

Appendix B

"How to Transfer Files to Apple Writer III" tells you how to convert Apple Writer files created on the Apple II Plus or Apple IIe to Apple Writer III file format (and vice versa), how to put a Quick File report or VisiCalc model into an Apple Writer document, and how to change your Mail List Manager files so that they can be used to generate form letters.

Appendix C

"Using the Numeric Keypad for Commands" tells how to issue Apple Writer commands from the numeric keypad.

Appendix D

"Recovering From Errors" lists SOS error messages that you may get when using Apple Writer III and tells you how to correct the problem, that caused the message.

Appendix E

"List of Apple Writer III Files" is an annotated list of all the files on the Apple Writer III Program Master and Utilities disks.

For quick reference, see the cards at the back.

At the end of the book, you'll find these reference cards:

- Alphabetical List of Commands
- Commands Listed Alphabetically by Keyword
- Commands Listed by Function
- Vital Statistics Card

About the Design of This Manual

Throughout this manual, computer terms and words with which you may not be familiar appear in **boldface.** A special type is used for what you type and what you see on the display:
`it looks like this.`

When you see brackets around a character ([ ]), it means to hold down the (CONTROL) key while you press the character in the brackets. For instance, when you see

[L]

you should hold down (CONTROL) while you press L.

When you see a hyphen joining two keys, it means to press the keys simultaneously. For instance, ⌘-← means you should press ⌘ and ← at the same time. In actual practice, you probably will press ⌘ first and then, while still holding down ⌘, press ←.

> **By the Way:** Helpful hints and interesting sidelights appear in gray boxes, like this one.

▲
Warning
Warnings about potential problems and advice about how to avoid them appear in boxes like this one.

You'll also find notes in the margin that emphasize a point, define terms, or refer you to related information in another part of the book.

Part I: For New Users

Introduction
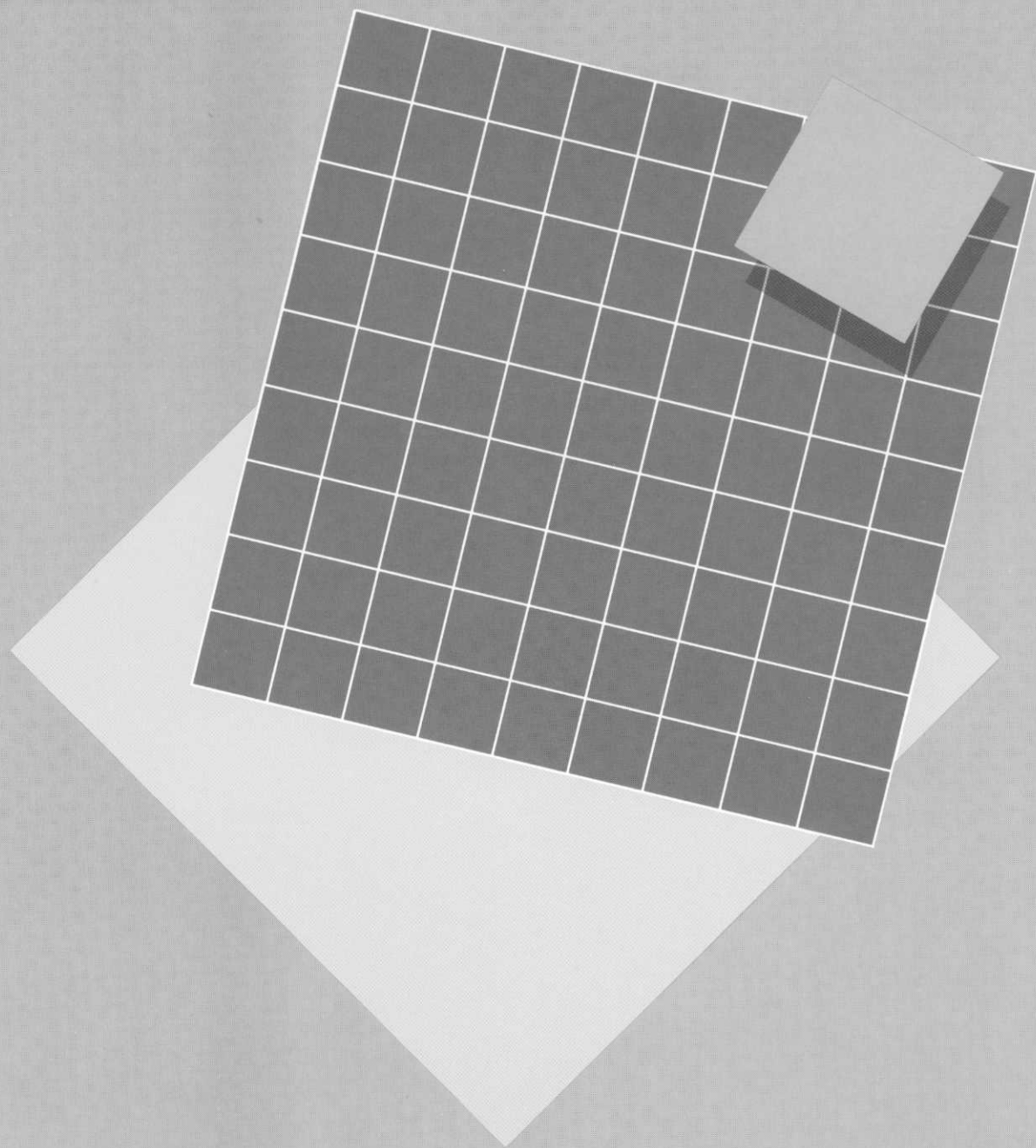
Introduction

This chapter explains what Apple Writer III is and does, tells you what you need to use it, and gives a quick summary of the steps you take to make a document.

What Is Apple Writer III?

Apple Writer III is a computer program that transforms your Apple III computer into a sophisticated word processor. With it you can easily create, edit, store, update, format, and print memos and contracts. You can prepare documents of any length and complexity. For instance, you can use Apple Writer III to write letters, reports, even books.

Apple Writer III can save you many hours of typing and quite a lot of paper because it lets you correct and rearrange a document without retyping. But what makes Apple Writer III special are its advanced features. With it you can

- represent phrases (such as the names of companies, clients, and so on) with single characters, then fetch each phrase by typing the character that represents it;
- use the numbered keys to the right of the regular keyboard on the Apple III to issue commands;
- split the screen into two separate displays to compare and move text;
- reformat an entire document easily;
- format footnotes automatically.

Apple Writer III also includes the Word Processing Language (**WPL**), a simple but powerful computer language that makes it possible for you to completely automate many complex word processing tasks. By running the WPL programs that are included on your Apple Writer III disk, you can *automatically*

- print hundreds of personalized form letters
- print several documents together as one
- count the number of words in a document
- move files from one disk to another.

If you like, you can also write your own WPL programs to suit your particular word processing needs.

Apple Writer III creates SOS text files. The file management functions of the **Sophisticated Operating System,** or SOS, are included in Apple Writer, so you can use it to create and edit SOS text files for use with other application programs, such as VisiCalc.

If you have Apple Speller software, you can use its handy spelling ability without leaving Apple Writer.

Apple Writer III can print to any printer that is connected to your computer.

What You Need to Use Apple Writer III

Here's a list of the equipment and programs that you need to use Apple Writer III:

- An Apple III computer with at least 128K, or **kilobytes,** of memory
- A display device, either a video monitor or a television set
- The Apple Writer III software, the Program Master and Utilities disks
- A SOS utilities disk
- The *Apple III Owner's Guide*
- Extra disks
- This manual

Chapter 1: Introduction

Figure 1-1. What You Need to Use Apple Writer

If you want to use WPL, you also need the *Apple Writer III Word Processing Language* manual.

To print, you need a printer that is compatible with the Apple III and a supply of paper and ribbon.

An external disk drive is also helpful, but not necessary.

What Is Word Processing?

Word processing is the manipulation of text while it is in a computer's memory. Word processors let you correct mistakes before you print a document.

Using a computer to create and print documents is called **word processing.** The printed page—the final product of a word processor—looks just like a page from a typewriter, but it is much easier to create, modify, and reformat. To understand why, you must first know how each of the components of your system—an Apple III computer with built-in disk drive, a display device, and a printer—helps produce your document.

Figure 1-2 is a picture of a typical Apple III system. Your system may look slightly different from the one shown here, but it is made up of components that perform the same functions:

- An Apple III computer, which carries out commands and holds the document you are creating and editing in its memory.

- A display device, which lets you see what you've typed and the effects of your commands.

- A built-in disk drive, which makes a permanent copy of your document on a disk.

- A printer, which puts a copy of your document on paper.

Figure 1-2. A Typical System

Chapter 1: Introduction
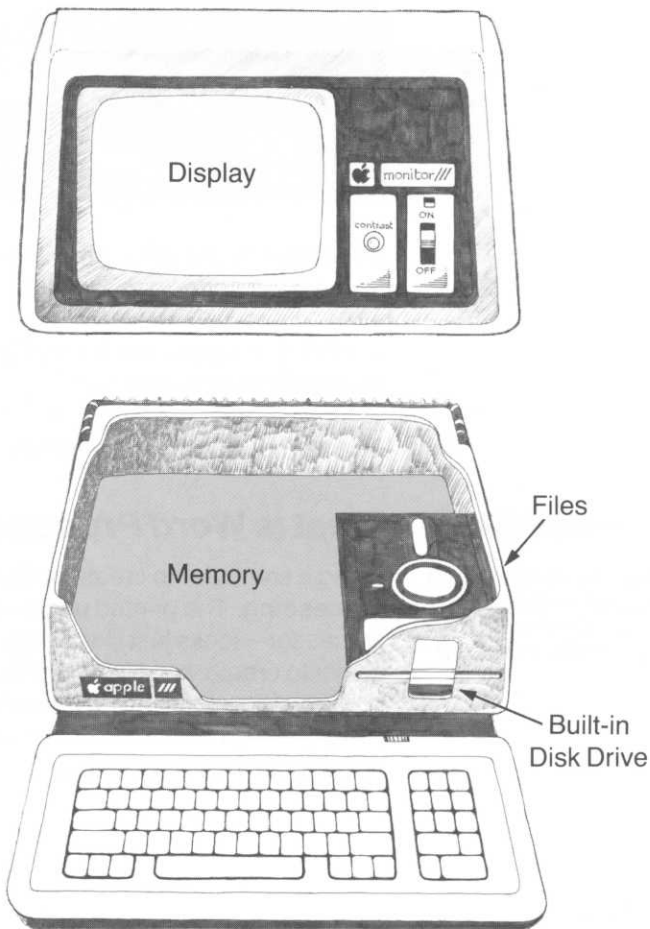
Memory is the part of the computer that holds your document while you are working on it.
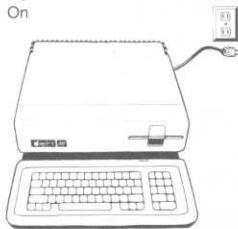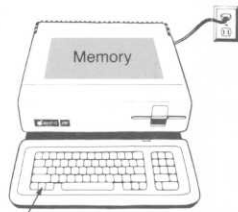
Notice in Figure 1-2 that inside the Apple III is an area called **memory.** When you type a document at the keyboard, it is temporarily stored in memory.

The contents of memory are temporary. When you turn off the computer, whatever was in memory is lost.

A **file** is a collection of information stored as a named unit on a disk.

Also notice in Figure 1-2 that there is something called **files** on a disk. When you want to make a permanent copy of the document that's in memory, you must store it in a container called a file. The file is stored on a disk. Unlike a document in memory, a document that you save in a file continues to exist after you turn the computer off.

Once you've created a document, you can use Apple Writer commands to reformat it—that is, to change how it is laid out on the page.
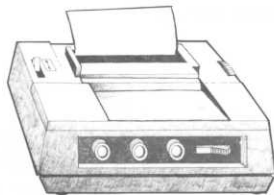
And you can use Apple Writer to print all or part of a document whenever you want a copy.

Here are the general steps that you'll follow to create a document. *Don't do these steps right now; just read them.*

Step 1: Put the Apple Writer program into memory.

1. **Put the Apple Writer III disk in the built-in disk drive and turn on the computer.**

A **program** is a set of instructions that tells the computer what to do.

When you turn on your computer, it automatically puts a copy of the Apple Writer **program** that's on the disk in the built-in disk drive (your Apple Writer III system disk) into part of memory. Figure 1-3 shows what happens when you start up the system.

Figure 1-3. Starting Up Apple Writer III

Program
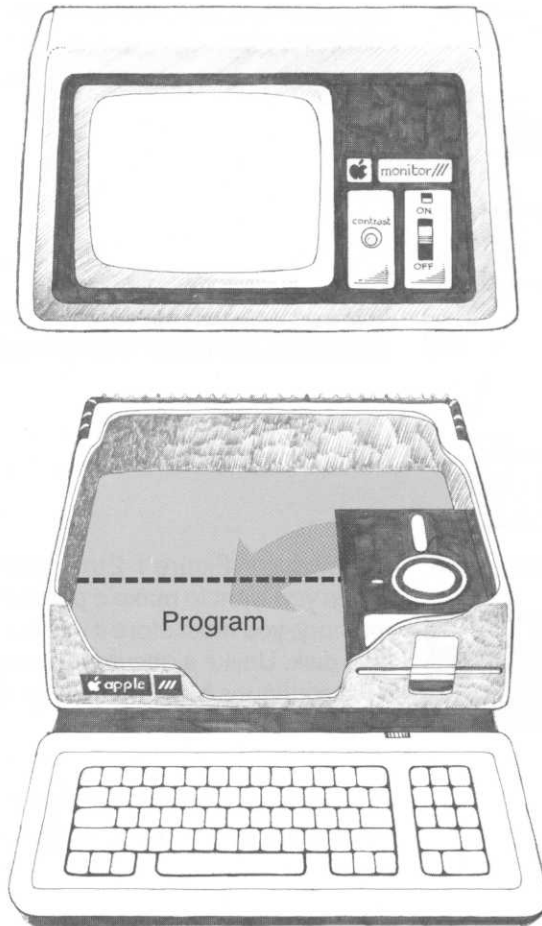
> **By the Way:** Starting up the system is sometimes called *booting*—a term that comes from the expression "pulling oneself up by the bootstraps." The image is fairly accurate, since, when you turn the power on, the computer starts itself up.

Chapter 1: Introduction

2. **Type and change the text of a document.**

As you type the text of your document, it appears on the display and is put into memory. You can use Apple Writer's editing commands to insert, delete, move, and otherwise manipulate the text in memory. Figure 1-4 shows editing.

Figure 1-4. Editing
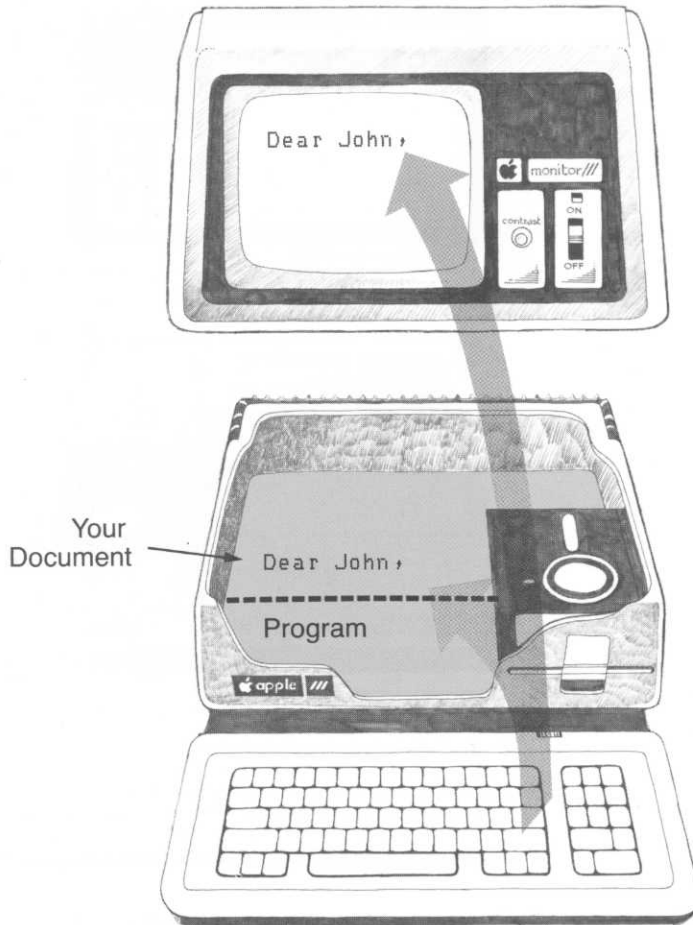
To **save** means to make a permanent copy of the information in memory on a disk.

Figure 1-5. Saving a Document

3. Save a copy of the document in a file on a disk.

You can store a copy of the document that's currently in memory in a file on a disk. This is called **saving** a document in a file. Figure 1-5 shows a document being saved in a file.

Dear John,

Dear John,

Program
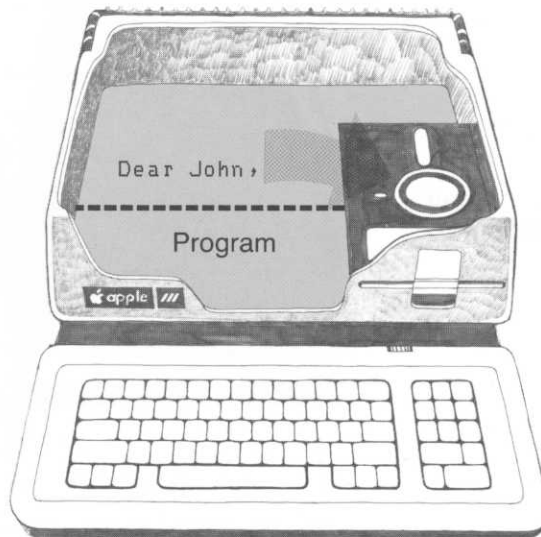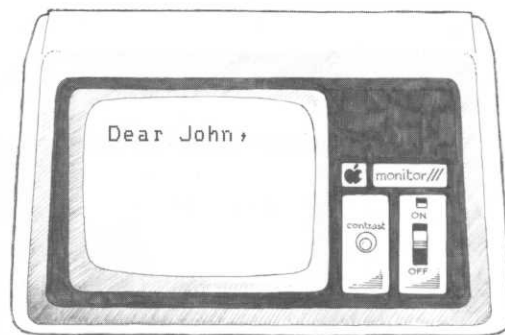
4. Set up the format for printing. (optional)

Your document is automatically laid out according to Apple Writer's standard format when it is printed. But if you want to, you can use Apple Writer to change the format of the document—for instance, to widen the margins or change paragraph indentation. Figure 1-6 shows some of the ways you can change the format.

Figure 1-6. Changing the Format

Step 5: Make a paper copy.

5. Print a copy of the document. (optional)

If you have a printer, you can tell Apple Writer to print a copy of the document that's in memory. Figure 1-7 shows printing.

Figure 1-7. Printing a Document
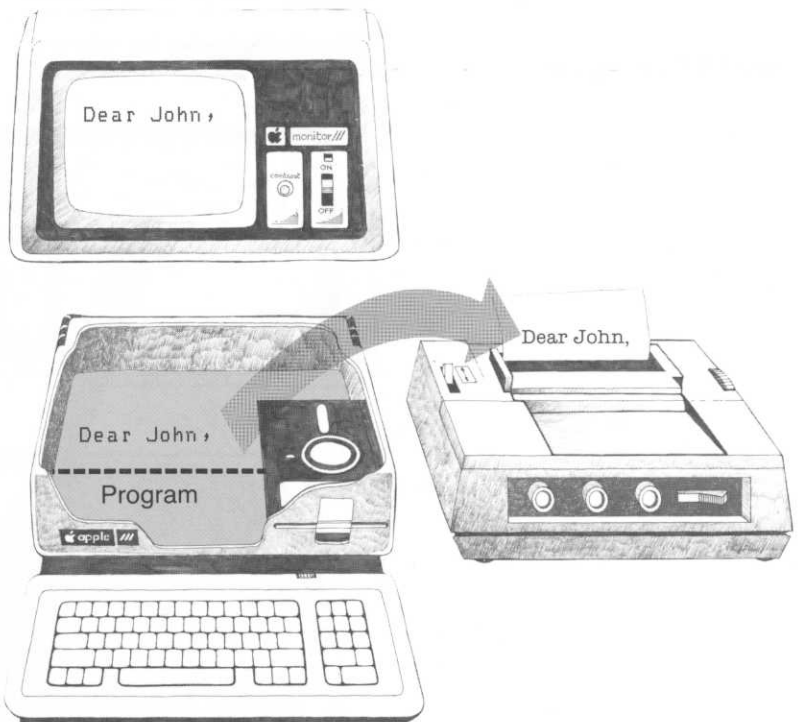
Step 6: Continue with the same document or work on another.

6. Continue editing the same document or work on another document.

Then you can do any of these things:

- Continue editing the same document—it's still in memory. (See Figure 1-8.)

- Clear the contents of memory so that you can begin a new document. (See Figure 1-9.)

To **load** means to put a copy of the information stored in a file into memory for use.

- Clear the contents of memory and **load** a document from a file—that is, put a copy of a document previously saved in a file back into memory. (See Figure 1-10.)

You can do any of these tasks (and some of the previous steps, too) in any order that you like. The thing to remember is that you can edit only one document at a time, so save a copy of each document in a file on a disk when you're through working on it, and clear memory before you work on another document.

Figure 1-8. Continuing Editing

Chapter 1: Introduction
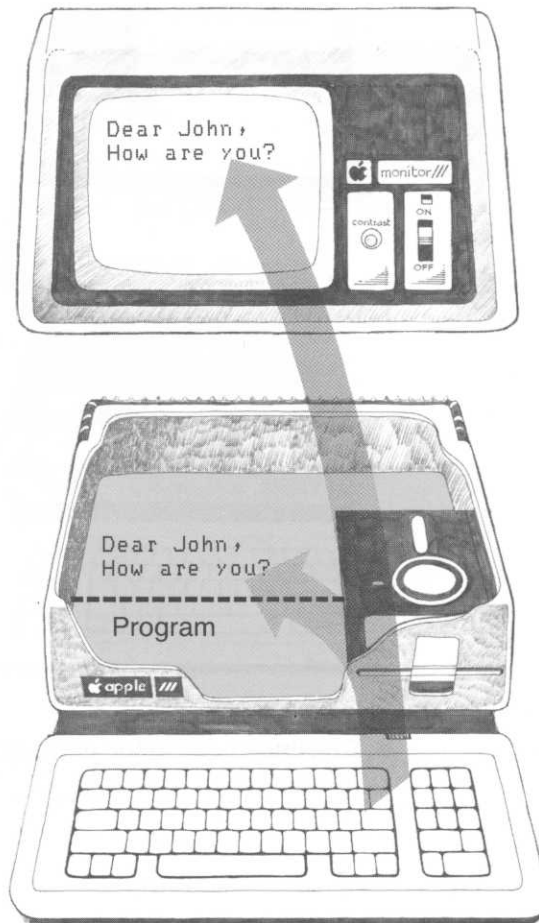
Figure 1-9. Clearing Memory and Beginning a New Document
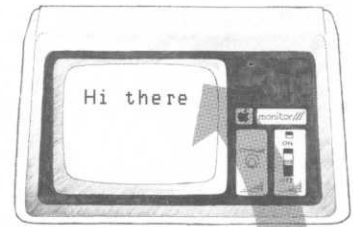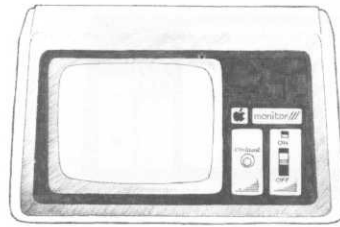
Clearing Memory   Beginning a New Document

Figure 1-10. Clearing Memory and Loading a Document

Clearing Memory   Loading a Document
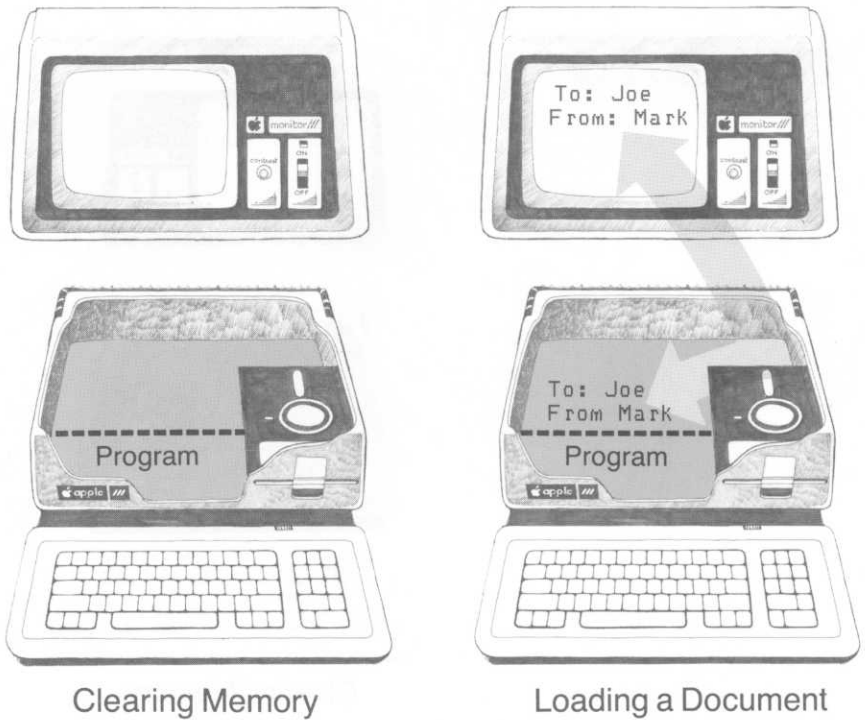
Step 7: Make another copy of your work to be safe.

Backing up means to make another copy of your work.

7. Quit, make copies of your files, and turn off the computer.

You should always end a session on the computer by copying the files that you've been working with onto another disk. This is known as **backing up** your files. Then, if something happens to the disk that has the original files on it, you won't lose all your work! When you're done making copies, turn off your computer. Figure 1-11 shows copying.

Figure 1-11. Copying Files From One
Disk to Another
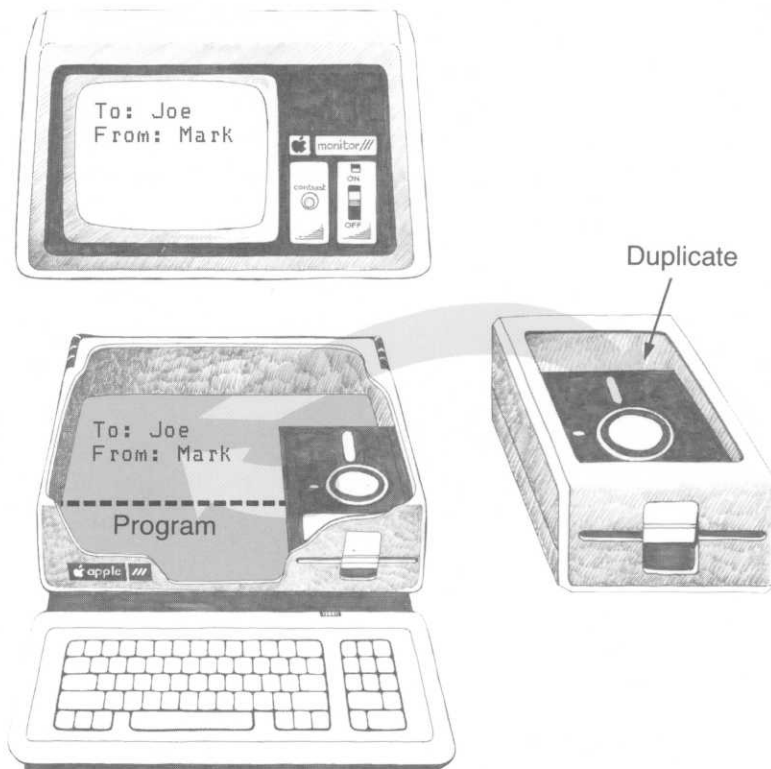
The next time you start up Apple Writer, you can work on an old
document or begin a new one—whatever strikes your fancy! Just
remember these tips:

- Save documents that you want to keep a copy of in files.
- Clear memory between documents.
- Back up your work.

Have fun!

Learning the Basics Step by Step

Learning the Basics Step by Step

In this chapter you'll learn how to

- start up Apple Writer
- insert, delete, and replace text in a document
- save a copy of a document in a file
- clear memory
- load a copy of a document from a file
- print a document

You'll also use a few of Apple Writer's advanced features—find and replace, tabs, glossaries, and split display—and you will see a demonstration of Apple Writer's Word Processing Language, WPL.

The exercises in this chapter won't take too long to complete. When you're finished with them, you may want to turn to Part II to find out more about the commands you learned in this chapter or to learn how to perform more complex tasks with Apple Writer.

Inside Apple Writer

Here are some tips and definitions to help you better understand Apple Writer before you get started.

How to Communicate With Apple Writer

You use **commands** to tell Apple Writer what to do.

To communicate with Apple Writer, you must press keys on the Apple III's keyboard that stand for specific instructions. These instructions and the keys that stand for them are known as **commands.** Most of Apple Writer's commands are control-character commands; this means that you issue them by holding down (CONTROL) while you press another key.

In this manual, control characters are shown in square brackets, like this:

[L]

To use this command, you would hold down (CONTROL) while pressing the letter *L*. The *L* may be typed in upper- or lowercase, although it is always shown in uppercase in this manual. *You should not type the brackets.*

A **prompt** is a message from the computer that asks you for information.

Some of Apple Writer's commands cause messages to appear on the display; these messages are called **prompts.** When a prompt appears, Apple Writer wants you to give it additional information. In the exercises in this chapter, we'll tell you which prompts to expect and how to respond to them.

Whenever you type information in response to a prompt, Apple Writer waits until you press (RETURN) to perform the command. This allows you to correct any typing mistakes before the command is performed.

A **menu** is a list of the current alternatives or options from which you may choose.

A few of Apple Writer's commands cause **menus** to be displayed. Figure 2-1 shows what a menu looks like. This is Apple Writer's Help Screen Menu—we'll tell you more about it later in this chapter.

Figure 2-1. What a Menu Looks Like

```
HELP SCREEN MENU

A. Command Summary
B. Cursor Movement
C. Upper/Lower Case Change
D. Delete/Retrieve Text
E. Tabs
F. Glossary
G. Saving Files
H. Loading Files
I. Find/Replace Text
J. Print Format Commands

     Press RETURN to Exit
     Enter Your Selection (A - J) :
```

Chapter 2: Learning the Basics Step by Step
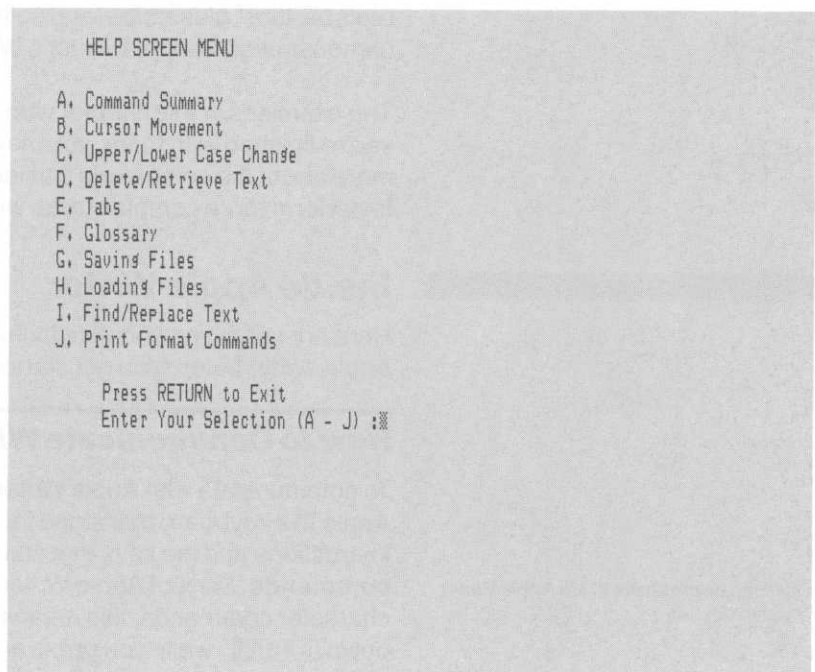
When a menu is displayed, Apple Writer waits for you to select an option or leave the menu. To select an option from a menu, you must type the letter that appears to the left of the option. For instance, if the menu in Figure 2-1 were displayed, you would type the letter a to get a command summary.

You can cancel any Apple Writer command that displays a menu or a prompt simply by pressing (RETURN) without selecting an option from the menu or typing a response to the prompt.

By the Way: In the exercises in this chapter, you will learn how to use Apple Writer's control-character commands. Once you are familiar with Apple Writer, you can speed up your work by using the keys on the numeric keypad (the group of numbered keys to the right of the Apple III's main keyboard) as function keys.

To find out how to issue commands from the numeric keypad, see Appendix C.

For each command introduced in this chapter, what you want to accomplish and the keys you press to do so are shown together, set off from the regular text, like this:

To Get This	Do This
To tab to the next position	Press (TAB)

The left column identifies the function; the right column tells you how to do it. Do each of the steps shown on the right side in the order they appear.

By the Way: There's a distinction between *press* and *type*. You press function keys—such as (RETURN), (CONTROL), and (ESCAPE)—which are not shown on the display. You type printable characters—such as A, b, and 3—which are shown on the display.

For instance, when we tell you to "press (RETURN)," we mean "press the single function key," but if we were to say "type RETURN," we would mean "type each character of the word, R, E, T, U, R, N."

A Word About the Apple Writer III System Disk

One of the three disks you received with Apple Writer III is labeled "Apple Writer III Program Master." This disk contains the main Apple Writer III program, and it is referred to as the **system disk** throughout this manual.

Don't store any of your own documents on the system disk; instead, keep them on other disks. There's not much room on the system disk—and more important, you *cannot* copy this disk.

In this chapter, besides loading the Apple Writer program from the system disk, you'll also load several sample documents from it.

If you do not have an external disk drive, you'll have to take the system disk in and out of the built-in drive a few times during this session and replace it with a **formatted disk.** You'll save your work on the formatted disk. Don't be discouraged by this shuffling of disks; you'll hardly ever have to switch disks once you're finished with this chapter.

If you have an external disk drive, you won't have to switch disks. You can leave the Apple Writer system disk in the built-in disk drive and put the formatted disk, which you will save your work on, in the external disk drive.

Two other disks, one labeled "Apple Writer III Program-Backup" and another labeled "Apple Writer III Utilities," are also in the Apple Writer package. The backup disk is just that: it's a backup disk to be used only in a pinch—for instance, if your system disk is lost or destroyed.

Warning
Put the backup disk in a safe place, away from heat, magnets, dust, radiation (from things such as television sets), and moisture. If something happens to your system disk and you've lost or destroyed your backup disk, you won't be able to do word processing with Apple Writer.

The Apple Writer Utilities disk converts or transfers files from other programs to Apple Writer. You'll learn about it in Appendix B.

Turning On Apple Writer III

If you're not sure how to set up your system, see the *Apple III Owner's Guide.*

If you don't know how to format disks, read "Formatting Disks" in Chapter 4.

Before you start up Apple Writer III, make sure your system is set up properly and plugged in.

Also make sure that you have at least one SOS-formatted disk on hand: you'll need it for the exercises in this chapter.

Now you're ready to start up Apple Writer. When you start up Apple Writer, a copy of the Apple Writer III program on the system disk is loaded into the computer's memory.

Remove the system disk (the one labeled "Apple Writer III Program Master") from its package. This disk is the one you will use for word processing.

Follow these steps to start up Apple Writer III:

1. With your thumb on the disk label and the label facing up, put the Apple Writer III system disk into the built-in disk drive (also known as drive 1) and close the drive door.

2. Turn on the display device.

3. Turn on the computer.

   In about 15 seconds, the opening display with a copyright message appears.

   Notice the prompt at the bottom of the opening display:

   Press RETURN : ▓

4. Press (RETURN).

After you press (RETURN), the display is blank except for a line of numbers and text displayed in inverse at the top and a highlighted box.

The **data line** gives you important information about the size of your document and the state of Apple Writer.

The line in inverse is called the **data line.** It tells you how much room is available in memory for your document, the name of the file that you're working on, and other useful information, which will be explained later.

The **cursor** shows where something will happen next.

The highlighted, rectangular box is called the **cursor.** It shows where the next character that you type will appear on the display or where the next command will take effect.
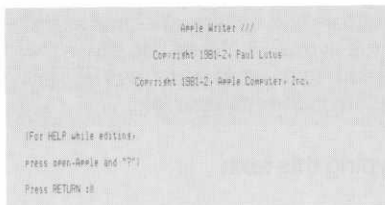
The first character on the data line is called the **direction arrow.** It shows the direction, left (<) or right (>), for some of the editing commands, which will be introduced shortly.

This entire display is called the **editing display** because you can edit the text of your document when it is displayed. The only other displays that you will see in Apple Writer are menus (which list the commands you may chose from) and help displays (which give information about commands). These will be introduced in this chapter.

Basic Editing

You're now ready to start using Apple Writer. In this section, you'll learn the basics of word processing: how to create, store, and print a document, and how to get rid of a document you don't want anymore.

Typing Text

The Apple III's keyboard works much like a typewriter's: you use (SHIFT) to get capital letters and upper-position characters such as the exclamation point (!), and you use the (SPACE) bar (the unmarked bar at the bottom of the keyboard) to put spaces between words.

> **By the Way:** In Apple Writer, carriage returns and spaces are characters —just like the letter *T,* the number *2,* or the symbol *$.* When you press the (SPACE) bar, a space character is put into your text; when you press (RETURN), a character that stands for a carriage return is put into your text.

Try Apple Writer out for yourself by typing this text:

```
It's okay if I make a mistake when I type this
sentence.
```

If you make a mistake, it's all right; just keep typing.

On a typewriter, you must always press the carriage return key at the end of a line to make the carriage slide back to the the beginning of the next line. But carriage returns are taken care of automatically in Apple Writer. For proof, try adding this to the text you just typed:

```
I can fix text easily with Apple Writer!
```

Watch the display as the cursor moves to the end of the line. When there is not enough room for a word on the end of a line, the cursor takes the word and moves it down to the beginning of the next line. Apple Writer automatically puts a carriage return at the end of a line.

In Apple Writer, you don't have to press (RETURN) at the end of each line.

Keep typing until you get comfortable not pressing (RETURN) at the end of every line. Don't worry about mistakes. We'll show you how to correct them in a moment.

However, there are times when you must press (RETURN). Press (RETURN) if you want to

- end a paragraph
- end a line before it is filled up with text
- create a blank line.

Now use (RETURN) to start a new paragraph.

To Get This	Do This
To start a new paragraph	Press (RETURN)
	Then type the text of the paragraph.

Clearing Memory

When you're finished working on a document and want to work on another, you must clear the present document from memory and from the display.

To **save** a document means to put a copy of the contents of memory into a file for later use.

Normally, you would **save** the present document before clearing memory. That is, you would make a permanent copy of the document by storing it in a file on a disk. But since you typed the previous text just for practice, there's no need to save it.

The *N* stands for "new" document.

To Get This	Do This
To clear the present document from memory and start a new document	Press [N]
	(Hold down (CONTROL) while you press N.)

Remember: Throughout this manual, when we want you to hold down (CONTROL) while you press another key, we show the other key in square brackets ([ ]). For instance, when we want you to press (CONTROL)-N, you will see

[N]

You can type the letter in either upper- or lowercase.

You will see this message, or prompt, at the bottom of the display:

```
[N]ew (Erase Memory) Yes/No ?▒
```

This is Apple Writer's way of making sure that you don't accidentally get rid of text that you really want. If you press [N] by mistake, you can cancel the command by typing N for "no." Memory will not be changed.

To Get This	Do This
To confirm that you do want to erase memory	Type Y
	Press (RETURN)

The display is now blank except for the data line.

Loading a Document

To **load** a document means to put a copy of the contents of a file into memory for use.

Once you have cleared memory, you are ready to **load** a document from a file. That is, you can put a copy of a document that has already been prepared and saved in a file on disk back into your computer's memory so that you can review, edit, or print it.

To Get This	Do This
To load a document	Press [L]

You'll see this prompt at the bottom of the display:

```
[L]oad :▒
```

Apple Writer is asking which document you want to load.

You have to tell Apple Writer where to look for the file that contains your document and its filename. In this case, the document you want is on the system disk—which is in the built-in drive, drive 1—and its filename is PAPERSAVER.

To Get This	Do This
To load a copy of the contents of the file named PAPERSAVER from the disk in drive 1	Type ＋d1/papersaver
	If you make a typing mistake, press ⊖ to erase it. Then retype the command.
	Press (RETURN).

Use the load command, [L], to put a copy of a file's contents into memory.

You typed ＋d1 because the name of the built-in disk drive is .d1 (for "drive number 1"). Use the slash to separate the name of the disk drive from the filename.

You can type the name of the disk drive and the filename, .D1/PAPERSAVER, in upper- or lowercase—capitalization doesn't matter.

Error messages tell you why commands cannot be carried out. To find out more about error messages, see Appendix D.

When the computer can't carry out one of your commands, you will see an **error message.** The message will give you an idea of why the command could not be carried out.

If you get an error message—such as FILE NOT FOUND or I/O ERROR—press (RETURN), then try again, and be particularly careful to spell and type everything correctly.

The document shown in Figure 2-2 appears on your display, but you see only the end of it. We'll tell you how to see the rest of the memo in a moment.

Figure 2-2. The PAPERSAVER Memo

```
>Z    Mem:63934 Len: 1087 Pos:    0 Tab:    0 File: papersaver
To:    Line Supervisors             Date:   August 20, 1982
From:  Division Manager             M/S:    13-A

Re:    Paper Savings Effected by Computer Editing
cc:    E. Challon, M. Trontoretto, A. Rosing

Since the kickoff of our campaign to save paper last year, we have saved over
23 metric tons of paper! This is the reduction in paper usage experienced over
the past year, compared to the previous year. With the increased volume of our
business, the savings may actually have been substantially more.

It appears that almost half our savings is directly due to the use of computers
for preliminary editing and for cost workups prior to final printing. The
other half is distributed among various causes, including use of porcelain
coffee cups instead of disposables, increased distribution of memos and more
use of the library rather than copying every article, and use of the telephone
to transact more inter-company business.

Please compliment your direct reports in staff meetings, and let them know of
the progress we have made in saving energy, waste, and money.
```

There's Another Way to Tell Apple Writer Which Document You Want to Use: Instead of typing the disk drive name, you can type a slash (/) and the name of the disk that the document is on, followed by the filename.

The name of the Apple Writer system disk is AW3MASTER, so you could load the PAPERSAVER document from it by by pressing [L] and then typing

`/aw3master/papersaver`

Often you don't have to specify either the name of the disk or the name of the disk drive—just the filename is enough. This happens when you're using the disk that the system is currently set up for. We'll tell you more about this in "What You Need to Know Before Managing Files" in Chapter 4. For now, use the disk drive name (the .d1 notation).

Remember: You can cancel any Apple Writer command that displays a menu or a prompt by pressing (RETURN) without typing anything. So if you accidentally press [L] when you mean to press some other key, don't type anything after the prompt—just press (RETURN).

Moving the Cursor

The cursor is the small rectangular box displayed in inverse. It shows where the current command will take effect in the document in memory. When you loaded the PAPERSAVER memo into memory, Apple Writer automatically put the cursor at the end of the memo—that's why you saw only the bottom of the document.

To see the top of the document, you must move the cursor to the beginning.

[B] moves the cursor to the beginning of the document in memory; [E] to the end.

To Get This	Do This
To move the cursor to the beginning of the document	Press [B]
To move the cursor to the end of the document	Press [E]

To move the cursor up or down a line, or left or right a character, use the arrow keys.

To Get This	Do This
To move up one line	Press ↑
To move down a line	Press ↓
To move left one character	Press ←
To move right one character	Press →

To move several lines or spaces at a time, *hold down* the appropriate arrow key.

To Get This	Do This
To move quickly to the left	Hold down ←

Hold down each of the arrow keys and watch how the cursor moves through the document.

Scrolling refers to the way text is shifted up or down on the display.

When you press ⬆ and ⬇, the document in memory **scrolls** by. That is, it moves up or down on the display so that the cursor is always shown. Notice that the cursor won't go past the beginning or end of the document, no matter how many times you press an arrow key.

Auto-repeat lets you repeat a character by holding down the key.

If you hold down any key on the Apple III, it will repeat; this is called **auto-repeat.** If you continue holding down ⬅, the cursor moves left until it gets to the beginning of the line, then it moves to the end of the previous line and continues moving left.

Deleting

Now try deleting the date in the PAPERSAVER memo. To move the cursor to the end of the date quickly, first move the cursor to the beginning of the document, then to the right of the date.

To Get This	Do This
To move the cursor to the beginning of the document	Press [B]
To move the cursor to the end of the date	Press → until the cursor is just to the right of 1982
To delete a character	Press (CONTROL)-← (Hold down (CONTROL) while you press ←.) Continue holding down (CONTROL)-← until you have deleted the entire date.

Use (CONTROL)-← to delete a few characters.

A Note About Keypress Notation: When you see a hyphen (-) joining two keys, it means to press them simultaneously. In actual practice, you probably will hold down the first key, usually (CONTROL), while you press the second.

For example, when you see (CONTROL)-←, you should hold down (CONTROL) while you press ←.

Chapter 2: Learning the Basics Step by Step

To Get This	Do This
To retrieve the characters that you deleted last	Press (CONTROL)-(→) Continue holding down (CONTROL)-(→) until the date comes back.

If you hold down (CONTROL)-(→) too long, you may get back a few extra characters. These are characters that you deleted earlier—perhaps typing errors that you erased when you typed a filename. Don't worry about them. Use (CONTROL)-(←) to erase them.

Now, try deleting and retrieving a paragraph.

To Get This	Do This
To get ready to delete the middle paragraph of the memo	Move the cursor to the end of the second paragraph, directly after business

Notice that the first character on the data line is the direction arrow, which points either left (<) or right (>). The direction of this arrow determines the outcome of many of Apple Writer's commands—including the command that deletes and retrieves paragraphs.

To Get This	Do This
To change the direction of the arrow	Press [D]
To change the direction of the arrow again	Press [D]
To point the arrow in the direction for deleting	Press [D] until the arrow is pointing to the left. It should look like this: <

The direction of the direction arrow determines what some commands do. Use [D] to change the direction of the arrow.

Basic Editing

With the cursor at the end of the paragraph and the direction arrow pointing to the left

To Get This	Do This
To delete the paragraph	Press [X]

With the direction arrow pointing left (<), use [X] to delete a lot of text.

The [X] command deletes all text from the position of the cursor *backward* to the previous (RETURN).

If you change your mind, and want to get the paragraph back, it's easy.

To Get This	Do This
To point the arrow in the direction for retrieving (>)	Press [D]
To retrieve the paragraph	Press [X]

With the direction arrow pointing right (>), use [X] to retrieve the last paragraph deleted.

The entire paragraph reappears on the display.

Inserting Text

To insert text, move the cursor to where you want the text inserted, then begin typing. If you make a mistake, press (CONTROL)-(←) to delete it, then continue typing.

Try adding the name *J. Owens* to the list of people to receive copies of the PAPERSAVER memo.

To Get This	Do This
To add the name	Put the cursor on top of the E in E. Challon
	Type J. Owens,
	Press the (SPACE) bar to insert a space character after the comma.

The new name now heads the list of people to get copies of the memo.

Replacing Text

If you want to replace a word or phrase with another, you do not have to delete the old text and type in the new. You can simply replace the old text by writing over it.

To Get This	Do This
To get ready to replace Division Manager with Regional Manager	Put the cursor on top of the D in Division
To replace the text	Press [R]
	Notice that R is now shown on the data line to the right of Z; it tells you that replace is on.
	Type Regional
To stop replacing	Press [R]
	Notice that R is removed from the data line.

Use the replace command, [R], to type over text.

Toggling means to switch between opposites, such as on and off.

Apple Writer has several other **switch commands,** which you'll learn about in Chapter 3.

[R] is a **switch command** (also sometimes called a **toggle command**)—this means that you press the same keys to turn the command on and off.

You can now move the cursor and edit text as usual.

> **By the Way:** With replace, you can not only replace old text with new—you can replace text with spaces, or vice versa. This makes replace especially good for editing tables because it lets you change the content of the table without disturbing its layout.

Moving Text From One Place to Another

Because deleted text is temporarily held in the computer's memory, you can move a word or a paragraph easily by deleting it, moving the cursor to where you want to insert the text, and then retrieving it. This is why you could retrieve the date of the PAPERSAVER memo after deleting it. Here's how to move the `cc:` line to to the end of the memo:

To Get This	Do This
To get ready to move the line	Move the cursor just to the right of `A. Rosing` Make sure the direction arrow on the data line is pointed left (`<`). If not, press [D] to change the direction.
To delete the line	Press [X]
To move the cursor to the end of the memo	Press [E]
To insert two blank lines	Press (RETURN) twice
To change the direction of the arrow to `<`	Press [D]
To retrieve the line	Press [X]

To move text, delete it, move the cursor, and then retrieve it.

You also can copy a paragraph without deleting it. To find out how, see "Copying Text" in Chapter 3.

The line reappears at the cursor. It is now the last line in the memo.

Saving a Permanent Copy

Now that you've made some changes to your memo, you'll want to save it in a file on a disk so that you'll have a permanent copy of the revised memo for the future.

If you do not have an external disk drive, remove the Apple Writer system disk from the built-in drive and replace it with one of the SOS-formatted disks that we asked you to prepare before starting these exercises. Then, save a copy of the document in a file on the disk in the built-in drive.

To Get This	Do This
To save the document in a file named NEWMEMO on the disk in the built-in drive (drive 1)	Press [S]

You'll see this prompt:

```
[S]ave :▓
```

To Get This	Do This
To tell Apple Writer the name to give the file	Type ⬦d1/newmemo Press RETURN

Apple Writer then writes a copy of the document onto the disk that's in the built-in drive. The file is given the name NEWMEMO.

If you have an external disk drive, leave the Apple Writer system disk in the built-in drive and put a SOS-formatted disk in the external drive. Then, save a copy of the document in a file on the disk in the external drive.

To Get This	Do This
To save the document in a file named NEWMEMO on the disk in the external drive (drive 2)	Press [S]

You'll see this prompt:

```
[S]ave :▓
```

To Get This	Do This
To tell Apple Writer the name to give the file	Type ⬦d2/newmemo Press RETURN

Basic Editing

Apple Writer then writes a copy of the document onto the disk that's in the external drive. The file is given the name NEWMEMO.

No matter which drive you use, if you get an error message, try again—and pay particular attention to what you type.

You could have saved the document with its old filename, PAPERSAVER, but if the system disk were in the built-in drive, you would write your edited document over the contents of the PAPERSAVER file—thus modifying the original PAPERSAVER document.

▲

Warning

Don't wait until you've completed a document to save a copy of it in a file! Save what you're working on every 20 minutes or so. That way, if the power goes out, you will have a fairly current copy of your work safely stored on a disk.

Remember, the document in memory exists only until the computer is turned off. To make a permanent copy, you must save the document in a file on a disk.

Seeing What's On a Disk

To see whether the file NEWMEMO is really on your disk, you can check the **catalog** of the disk.

A **catalog** is a list of the files that are on a disk.

To Get This	Do This
To get the SOS Command Menu	Press [▢]

To find out more about the Apple III's operating system—the **Sophisticated Operating System,** or SOS—see the *Apple III Owner's Guide.*

Figure 2-3 shows what your display should look like.

To select an option from the menu, you must type the letter that precedes it. Notice that the first command on the menu is catalog. By selecting it, you will get a list of the files on your disk.

Figure 2-3. SOS Command Menu

```
        SOS COMMANDS

A. Catalog
B. Rename File
C. Lock   File
D. Unlock File
E. Delete File
F. Create Subdirectory
G. Set Date & Time
H. Set Prefix


   Press RETURN to Exit

   Enter Your Selection (A - H) :▓
```

With the SOS Command Menu displayed

To Get This	Do This
To get the names of the files on a disk	Type A

You see this prompt on your display:

```
Enter drive number :▓
```

If you saved NEWMEMO on the disk in the built-in drive

To Get This	Do This
To get a list of the files on the disk in drive 1	Type ,d1
	Press RETURN

Basic Editing

If you saved NEWMEMO on the disk in the external drive

To Get This	Do This
To get a list of the files on the disk in drive 2	Type ◦d2 Press (RETURN)

Notice that NEWMEMO is the only file on the disk and that the name of the disk is in the upper-left corner.

You'll see a message like this at the end of the list:

```
274 Blocks Available of   280 Total (press RETURN)
```

To Get This	Do This
To leave the catalog and return to the SOS Command Menu	Press (RETURN)

Now try listing the contents of the Apple Writer system disk.

To Get This	Do This
To catalog the system disk	Put the Apple Writer system disk in drive 1, if it's not there already. Type A Type ◦d1 Press (RETURN)
To see more of the list	Press the (SPACE) bar
To scroll through the entire list	Press the (SPACE) bar one or more times until you get to the end of the list.

Notice that the original memo, PAPERSAVER, is still on the disk.

To Get This	Do This
To leave the catalog and return to the SOS Command Menu	Press (RETURN)
To leave the SOS Command Menu and return to your document	Press (RETURN) again.

In Apple Writer, to leave any menu and return to your document, just press (RETURN).

The **default** disk is the one the system will use unless you specify otherwise. (That is, it is used by default.)

Printing

To print a document, it must be in memory. Before you print the NEWMEMO document that's now in memory, look at the format commands on the Print/Program Command Menu. (The *Program* part of the menu's name refers to the programming language WPL, which is introduced in Appendix A.) But all the commands listed on the menu refer to printing, so from now on, we will call this menu the Print Command Menu.

The commands on the Print Command Menu indicate how the document will be printed.

To Get This	Do This
To display the Print Command Menu	Press [P] Type ? Press RETURN

The Print Command Menu in Figure 2-4 appears.

```
Print/Program Commands:

Left      Margin     (LM) = 9
Paragraph Margin     (PM) = 0
Right     Margin     (RM) = 79
Top       Margin     (TM) = 1
Bottom    Margin     (BM) = 1
Page Number          (PN) = 1
Printed Lines        (PL) = 58
Page Interval        (PI) = 66
Line Interval        (LI) = 0
Single Page          (SP) = 0
Print Destination    (PD) = ,printer
Carriage Return      (CR) = 0
Underline Token      (UT) = \
Print Mode (LJ,FJ,CJ,RJ) = LP
Top Line      (TL) :

Bottom Line   (BL) :

Press RETURN to Exit

[P]rint/Program :▓
```

What you see are the most common commands. To change any one of them, you must type the two-letter code, followed by the new value.

Now let's change the right margin (RM) to 75.

To Get This	Do This
To change the right margin to 75	Type rm75 Press RETURN

Chapter 2: Learning the Basics Step by Step

Notice that the right margin setting on the menu is now 75, rather than the original setting of 79.

Another option on the Print Command Menu is print destination (PD). It lets you tell Apple Writer where to print the document—on a printer or on the display—and, if it's on a printer, the type of printer you're using.

You can "print" a document on the display to preview its format before you print it on paper.

Table 2-1 lists some of the devices you can print on and tells you what to type for the print destination (PD) for each device.

If you have a printer connected to your Apple III, look at Table 2-1 to find out how to set the print destination so that Apple Writer will print to your printer.

Table 2-1. Print Destinations

Printer (Or Device)	What to Type for PD
Apple Daisy Wheel Printer	.printer
Apple Dot Matrix Printer	.parallel
Apple Silentype Printer	.silentype
Apple III Display	.console

If you're using Apple's Daisy Wheel Printer, the print destination is already set up for you, since the standard setting for PD is .printer.

If you're using Apple's Dot Matrix Printer, or if you're using another type of printer, you must change the print destination so that it corresponds with the printer.

Table 2-1 lists only the most common printers. If your printer isn't listed, follow the instructions for users who don't have printers so that you can continue with this exercise. Then later on, when you're more comfortable with Apple Writer, see Chapter 5 to find out what to do for your printer—or ask your dealer for help.

With the Print Command Menu displayed

To Get This	Do This
To change the destination for printing	Type `Pd`

Then type the name shown in Table 2-1 that corresponds with the type of printer you're using when you see this prompt:

```
[P]rint/Program :▒
```

(Don't forget to type the period at the beginning of the name.)

For instance, if you're using a Silentype printer you should type

```
Pd.silentype
```

If you do not have a printer attached to your computer, you can print the document on the display by changing the print destination to .console (as shown in Table 2-1).

With the `[P]rint/Program :` prompt displayed

To Get This	Do This
To make the display the destination for printing	Type `Pd.console` Press (RETURN)

Now, you're ready to print. Be sure your printer is set up according to the instructions in its manual, has paper and a ribbon, and is turned on.

With the Print Command Menu still displayed

To Get This	Do This
To print the document in memory	Type NP after the [P]rint/Program : prompt Press (RETURN)

If you're printing to the display, you should see the memo scroll by. If you're using a printer, it should print a copy of the memo.

When you're finished printing

To Get This	Do This
To return to the Print Command Menu	Press (RETURN)
To leave the Print Command Menu and get back to the document in memory	Press (RETURN)

If you want to stop the printer before it has finished printing the copy, press (ESCAPE). After you have pressed (ESCAPE), you cannot resume printing. You must start over by pressing [P], typing NP, and pressing (RETURN).

Note: You do not have to issue the new print command with the Print Command Menu displayed. You also can issue the command from the editing display. Just press [P], and when you see the [P]rint/Program : prompt, type NP, and press (RETURN). The document in memory will start printing. However, it is always a good idea to check the format commands before you print.

To find out more, see "Typing a New Value for a Command" in Chapter 5.

Deleting a File

If you want to get rid of a file for good, delete it from the disk.

To delete the file NEWMEMO, follow these steps:

To Get This	Do This
To get the SOS Command Menu	Press [☐]
To select the option to delete a file	Type E

This prompt asks you for the name of the file to delete:

```
Enter file name :▓
```

If you do not have an external disk drive, put the disk with NEWMEMO into the built-in disk drive.

To Get This	Do This
To delete the file NEWMEMO from the disk in drive 1	Type ,d1/newmemo Press (RETURN)

If you have an external disk drive, the disk with NEWMEMO on it should still be in the external disk drive.

To Get This	Do This
To delete the file NEWMEMO from the disk in drive 2	Type ,d2/newmemo Press (RETURN)

After you press (RETURN), you should hear the disk drive whir and see the red light on the front of the drive go on as the file is erased from the disk.

To make sure that the file was deleted, check the catalog of the disk to see if NEWMEMO is still there. (Since the SOS Command Menu is still displayed, you do not have to press [☐] again to get a catalog of the disk.)

Chapter 2: Learning the Basics Step by Step

If the disk that NEWMEMO was on is in the built-in drive

To Get This	Do This
To list the files on the disk in drive 1	Type A
	Type .d1
	Press (RETURN)

If the disk that NEWMEMO was on is in the external drive

To Get This	Do This
To list the files on the disk in drive 2	Type A
	Type .d2
	Press (RETURN)

Notice that the file NEWMEMO no longer appears in the catalog. In fact, the disk is empty.

To Get This	Do This
To return to the SOS Command Menu	Press (RETURN)
To return to the document in memory	Press (RETURN)

Don't be surprised that the NEWMEMO document is still in memory. All you did in the last exercise was delete the copy of NEWMEMO that was on the disk—you didn't erase the copy that's in memory. Now let's clear memory, too.

To Get This	Do This
To clear the document from memory	Press [N]
To confirm the command	Type Y
	Press (RETURN)

Getting Help

If you forget which command to use for a particular task, you can get help from Apple Writer. First, put the Apple Writer III system disk in the built-in drive, if it isn't there already.

With the system disk in the built-in drive

To Get This	Do This
To get help	Press ⌐-?
	(Hold down ⌐ while you type a question mark.)

The disk drive whirs, and in a moment you will see the Help Screen Menu. Then, type the letter that corresponds to the task you need help with.

To Get This	Do This
To see the summary of load commands	Type H
	Press (RETURN)

The display that describes how to load documents (shown in Figure 2-5) appears. Each help screen is arranged so that the most common use of a command is first. The first command on the help screen for loading tells you to press [L] and then type the name of the file that you want to load.

Notice the prompt at the bottom of the page:

```
Press 'C' to continue, or 'E' to Exit, and then press RETURN
```

You can get help from Apple Writer by pressing ⌐-?. The system disk *must* be in the built-in disk drive.

Remember, you learned how to load a document in an earlier exercise, "Loading a Document."

Chapter 2: Learning the Basics Step by Step

Figure 2-5. The Help Screen for Loading

```
                                 APPLE WRITER /// COMMAND SUMMARY        PAGE 8
       -----------------------------------------------------------------------
                                       LOAD

       COMMAND/KEYSTROKE                    ACTION
       -----------------          ------------------------------------------
              ALL FILES WILL BE LOADED AT THE CURSOR POSITION

       [L]filename                LOADS file from disk
       [L]name!first!last!        LOADS segment from first to last word
       [L]name!first!last!n       LOADS segment but not delimiter words
       [L]name!first!last!a       LOADS all occurrences of text segment
       [L]name!!last word!        LOADS from file beginning to last word
       [L]name!word!              LOADS from word to end of file

       [L]name\                   Displays file on screen without loading into memory

       [L]#!first!last!           Copies text segment from file in memory to
                                  present cursor position

       [L]?                       Displays CATALOG (prompts for drive #)

        Press "C" to continue, or "E" to Exit, and then press RETURN ※
```

To Get This	Do This
To return to the Help Screen Menu	Type C Press (RETURN)

The help screen on loading is only one page. If there were more pages, typing C would take you to the next page. When there are no more pages, typing C returns you to the Help Screen Menu. If you type E for "exit" while looking at a help screen, you will return to the editing display.

You can type C and E in upper- or lowercase—it makes no difference.

To Get This	Do This
To leave the Help Screen Menu and return to the editing display	Press (RETURN)

Basic Editing

When you leave the Help Screen Menu, the editing display, with the data line at the top, reappears. It looks just as it did before you asked for help.

Ending a Session

Always make a copy of your work.

At the end of a session, you should always back up your work by making a copy of your work disk—just in case the original disk becomes damaged. A disk can become unusable after exposure to direct sunlight, moisture, magnets, and extremes of heat and cold. A disk also can be damaged by writing on its label with a pencil or ball-point pen.

To find out how to copy an entire disk see "Copying Disks" in Chapter 4.

To learn a quick way to copy files on a disk, see "Transferring Files From One Disk to Another" in Appendix A.

Since you removed the NEWMEMO file from your disk, there aren't any files for you to make a copy of right now. But when you create your own files, back them up. There are two ways to do so: you can save a copy of each file that you've worked with on another disk, or you can copy the entire disk. Most of the time it's a good idea to copy the entire disk—that way, you're sure to have the most recent version of every file, and you'll also save some typing.

Remember: The Apple Writer III system disk is copy-protected, so you can't make a copy of it.

Leaving Apple Writer

You can stop now or continue.

You are now finished with the basic exercises. You can continue with the exercises in the next section—or you can stop now and go on to them some other time.

If you want to continue with the exercises right now, go to the section "Additional Features."

If you'd rather take a break and learn the rest some other time, here's how to leave Apple Writer:

To Get This	Do This
To get the Additional Functions Menu	Press [Q]
To get the option to quit Apple Writer	Type ⌐

You see this message:

```
Quit Apple Writer (loses file) (Y/N) ?░
```

To Get This	Do This
To confirm that you really want to leave Apple Writer	Type Y Press RETURN

Then remove the disks from the disk drives and turn off the display. If you don't plan to use your computer again soon, turn it off also.

When you want to continue with the exercises, start with the next section, "Additional Features."

Additional Features

Apple Writer III has many additional features that you might find useful. The exercises in this section give you a taste of four of these features:

- using tabs
- finding and replacing text
- splitting the display
- using a glossary

If Your Computer Is Turned Off: You must start up Apple Writer again by putting the Apple Writer system disk in the built-in drive, then turning on the computer and the display.

If You Quit Apple Writer in the Previous Exercise But Didn't Turn Off Your Computer: You can start up Apple Writer by inserting the Apple Writer system disk in the built-in drive and holding down CONTROL while you press RESET (which is recessed in the top-right part of the keyboard).

Tabs

Tabs are a quick way of moving the cursor to a specific place on the typing line. They also are good for indenting the first line of a paragraph and for typing columns of numbers or words.

There are two tab commands in Apple Writer: one inserts spaces into text, the other moves the cursor over text. In this exercise, you'll learn how to use (TAB) to insert spaces into text.

Apple Writer already has tabs set every eight spaces (up to position 72). You can use these or set your own tabs to suit your needs.

Find (TAB): it's located on the upper-left side of your keyboard, beneath (ESCAPE).

To Get This	Do This
To tab to position 8	Press (TAB)
	Notice that the number after Tab: on the data line is now 8—before you pressed (TAB), it was Ø.
To tab to position 16	Press (TAB) again
	Again, notice that the number after Tab: changes to reflect the tab position, in this case, 16.
To see that tabs are set every eight spaces	Press (TAB) several more times

If you want to tab to other positions—perhaps to positions every 10 spaces—you can get rid of the current tab positions and reset tabs wherever you like.

Chapter 2: Learning the Basics Step by Step

To Get This	Do This
To get the option to purge the current tab positions	Press [T]

You'll see this prompt:

```
[T]ab(Set/Clear/Purge) :▓
```

To Get This	Do This
To purge the current tab positions	Type P
To move the cursor to position 0	Press (RETURN)
To set a tab at position 10	Press the (SPACE) bar ten times
	Press [T]
	Type S

Use [T]P to purge all tab positions.

Now try setting tabs at positions 20 and 30 using the same instructions. Continue setting tabs until you have set new tabs every ten spaces.

Check the tab positions you have just set by first pressing (RETURN) to return to the left margin and then pressing (TAB). Watch the number after Tab:.

You can also clear one tab from your document, while leaving all the other tab positions intact.

To Get This	Do This
To move the cursor to position 50	Press (TAB) until the number after Tab: is 50
To clear the tab set at position 50	Press [T]
	Type C

Use [T]C to clear one tab position.

The tab is cleared.

Additional Features

By the Way: Setting tabs with Apple Writer is just like setting tabs on a typewriter. But instead of using tab set and tab clear keys, you use [T]S and [T]C.

Apple Writer also lets you purge all tabs with a single command: [T]P.

If you'd like some more practice using tabs, try this table. (Make sure you've set tabs every ten spaces before you start.)

To Get This	Do This
To move the cursor to the beginning	Press [B]
To make the first column heading	Type Name
To move to the first tab position	Press (TAB)
To make the second column heading	Type Age
To move to the next tab position	Press (TAB)
To make the third column heading	Type Birthdate
To end the line	Press (RETURN)

If you want to save your tab positions so that you can use them again during some other session, it's easy. Apple Writer lets you store tab positions and recall them whenever you need them.

Find and Replace

Use find and replace to change a word throughout a document.

It is often helpful to be able to replace all occurrences of a word with another word. With Apple Writer, you can automatically change a word or phrase that occurs throughout a document. For instance, you can update a model number, correct a misspelled word, or change a name.

First, clear memory to get rid of the text you typed in the last exercise. Then, load a new document from a file named MOTTO.

Chapter 2: Learning the Basics Step by Step

To Get This	Do This
To clear memory	Press [N]
To confirm the command	Type Y Press (RETURN)
To load a copy of the document from a file named MOTTO on the Apple Writer system disk	Press [L] Type ₊d1/motto Press (RETURN)

The MOTTO document shown in Figure 2-6 appears on the display.

Figure 2-6. The MOTTO Document


```
<Z    Mem:62587 Len: 2434 Pos: 2434 Tab:    2 File: motto
Our motto is Safety
Our motto is Safety
Our motto is Safety
Our motto is Safety
Our motto is Safety
Our motto is Safety
Our motto is Safety
Our motto is Safety
Our motto is Safety
Our motto is Safety
Our motto is Safety
```

Suppose that you read this document earlier and found that somewhere in it the word *Safety* was misspelled as *Satety*. This typographical error would be hard to locate if you had to scan the whole document, but you can locate it easily with Apple Writer's find command, [F].

Find begins at the present cursor position and searches in the direction that the arrow points.

To search the entire document from the beginning, you must move the cursor to the beginning of the document. That way, the direction arrow will point in the direction you want to search, toward the end. Then turn on the find command and type the word to find *exactly* as it appears in the document, paying particular attention to upper- and lowercase.

To Get This	Do This
To move the cursor to the beginning of the document and automatically set the direction arrow to $\gt$	Press [B]
To turn on the find command	Press [F]
To specify the word to find	Type /Satety/

The word between the slashes is the word to find. *The S must be typed in uppercase,* since that's the way it appears in the document.

To Get This	Do This
To start the search	Press (RETURN)

Immediately, the cursor moves to the first occurrence of Satety in the document. At the bottom of the display, the prompt asks whether to proceed and find the next occurrence. You see this message:

```
[F]ind: RETURN=Proceed ▓
```

Since you've found the mispelling, you can stop the search.

To Get This	Do This
To stop the search	Press the (SPACE) bar

Chapter 2: Learning the Basics Step by Step
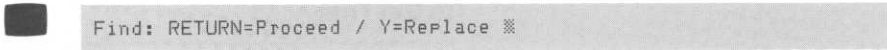
You could now fix the misspelled word by editing it, but don't. There's a better way. If you want to fix this typographical error and at the same time check to see if you made the same mistake someplace else in the document, you can do so by using find and replace.

To Get This	Do This
To turn on the find command	Press [F]
To specify the words to find and replace	Type /Satety/Safety/

The first word is the one to find, the second word is the one to replace it with; the slashes separate them.

To Get This	Do This
To begin the search	Press (RETURN)

The cursor stops on top of S in Satety, and you see this message near the bottom of the display:

```
Find: RETURN=Proceed / Y=Replace ▒
```

The message means "press (RETURN) to go to the next occurrence of the word, type Y to replace this occurrence." If you press something other than Y or (RETURN), the search will stop.

To Get This	Do This
To make the replacement	Type Y

Satety has now been replaced by Safety, and the cursor is immediately after the replaced word. Again Apple Writer asks whether to proceed:

```
[F]ind: RETURN=Proceed ▒
```

Additional Features

To Get This	Do This
To find the next occurrence, if any	Press [RETURN]

Apple Writer has found another occurrence of Satety in the document.

To Get This	Do This
To make the replacement	Type Y
To find the next occurrence, if any	Press [RETURN]

The cursor goes to the end of the document and the find command is turned off since there are no more occurrences of the word in the document. Now suppose you want to change the motto to reflect a change in spirit. Here's how to change it quickly and painlessly.

To Get This	Do This
To go to the beginning of the document	Press [B]
To turn on the find command	Press [F]
To *automatically* change *all* occurrences of Safety with Cost Efficiency	Type /Safety/Cost Efficiency/A
	You can type the *a* in upper- or lowercase.
	Press [RETURN]

The display is immediately updated, and the cursor returns to the beginning of the document, where it started. You can revise a very long document in a short time using automatic find and replace.

To learn more about find and replace, see "Finding and Replacing Text" in Chapter 3.

Split Display

Use the split display feature to look at two parts of a document at once.

You can split the display into two sections, each of which is 12 lines long. Then you can edit text in different parts of a document or compare two different documents at the same time.

Here's how you can edit one part of a document while you see the information in another part of the document.

To Get This	Do This
To clear memory	Press [N]Y
	Press (RETURN)
To load the document from the file named LEASE in drive 1	Press [L]
	Type .d1/lease
	Press (RETURN)

Now, let's split the display, then scroll through the lease in the lower display. That way you can see the beginning of the lease in the upper display at the same time that you see the end of the lease in the lower display.

To Get This	Do This
To see the beginning of the lease	Press [B]
To get the option to split the display	Press [Y]

The prompt in the lower part of the display asks if you want to split the display:

```
[Y] Split Screen: (Y/N) or (RETURN) Switch ▨
```

To Get This	Do This
To split the display	Type Y
	Press (RETURN)

The display is now split in two. It's as if you see the document in memory through two windows.

To Get This	Do This
To scroll the document in the lower display	Hold down ↓

When using a split display, you can scroll each display independently, and you can edit text in either display. You can also load another document onto the end of the document in memory. Let's load the document named REFERENCE.

To Get This	Do This
To move the cursor in the lower display to the end of the document	Press [E]
To load the document from the file named REFERENCE on the Apple Writer system disk	Press [L]
	Type .d1/reference
	Press (RETURN)

Figure 2-7 shows what your display should look like.

Figure 2-7. The Split Display

```
>Z     Mem:63228 Len: 1793 Pos:     0 Tab:     0 File: .d1/lease

This is a contract between Friendly Apartment Rentals, referred to as the owner
in the following contract; and Charles S. Groton, referred to as the tenant in
the following contract.

With regard to unit # 333  at 2420 Laura Lane, Mountain View, Oklahoma, we
agree to the following:

The rental rate shall be $525.00 per month.

No pets are allowed inside the rental unit.  This includes hamsters, dogs,
>Z     Mem:62511 Len: 2510 Pos: 2510 Tab:     8 File: .d1/lease
Thank you for your time.

Ms. P.J. Mulligan
PJ Investment Cor.
```

Warning

Notice that although you have split the display, you really are working with only one piece of text. This is because Apple Writer treats everything in memory as one document—even if you load two or three documents. Any changes you make in either display are incorporated into the one document in memory.

If you have loaded more than one document for comparison and you have made some changes you want to keep, be sure to delete the extra text before saving the new version. To be on the safe side, it's a good idea to save the document under a different filename so you don't write over any of the original files.

To delete the extra text, return to a normal display (more about how to do this in a few moments) and use the deletion commands you learned earlier in "Basic Editing."

You can edit the document in the upper display while you use the document in the lower display for reference—or vice versa.

To Get This	Do This
To switch control of the cursor from one display to the other	Press [Y̆] Press (RETURN)

The cursor is now activated in the upper display. (Press the arrow keys to see that control has changed.) You can use Apple Writer's normal editing commands to edit the text in this display, or you can move the cursor to the lower display and edit there. When you want to, you can get back to a single display quickly.

To Get This	Do This
To return to a normal display	Press [Y̆] Type N Press (RETURN)

Glossaries

To find out more about using a split display, see "Editing With a Split Display" in Chapter 3.

Apple Writer III lets you store phrases and commands that you use frequently in glossaries. Then when you need them, you can retrieve the phrase or use the command with one or two keystrokes.

The glossary allows you to insert phrases without typing them.

Each phrase, command, or series of commands in a glossary is called a **definition** and is represented by a unique character of your choice.

A glossary entry has two parts: a unique character and the phrase or command it stands for, called a **definition.**

When a glossary has been put into the part of memory that's reserved for it, you can insert a definition from it into the document in memory simply by pressing ⌘ and typing the character that stands for the definition. The definition is inserted into the text at the position of the cursor.

To learn more about which characters you can use in a glossary, see "What You Can Put in a Glossary" in Chapter 3.

There are two ways to make a glossary. In this exercise you'll learn one of them—the quick but less permanent way.

Before you start, clear the document from memory.

60

Chapter 2: Learning the Basics Step by Step

To Get This	Do This
To clear the document in memory	Press [N]Y
	Press (RETURN)

First you'll make a glossary, then you'll insert definitions from the glossary into a memo as you write it.

To Get This	Do This
To make a glossary	Press [G]

Use the glossary command, [G], to make new entries.

You'll see this prompt:

```
[G]lossary(?=Define/*=Purge) :░
```

To Get This	Do This
To define a new glossary entry	Type ?

You'll see this prompt at the top of the display:

```
Enter new definition: ░
```

Then type the new glossary entry—first, the character that stands for the definition, and then the definition itself.

To Get This	Do This
To add the first definition to the glossary	Type
	a Apple Computer
	Press (RETURN)

Apple Computer is the definition, and *a* is the character that stands for it.

You again see the editing display. To add another definition to the glossary, you must repeat the process.

To Get This	Do This
To add another definition to your glossary	Press [G] Type ?

You see the definition you already entered at the top of the display followed by `Enter new definition:`.

To Get This	Do This
To add the second definition	Type `b Apple Writer III Word Processors` If you make a typing mistake, use the ⬅ to erase the mistake. Then retype the phrase. Press (RETURN)
To add a third definition to the glossary	Press [G] Type ? Then type `c Robert Jones, Vice President` Press (RETURN)

You have created a small glossary that contains three definitions represented by the characters *a*, *b*, and *c*. Now let's create a memo that uses these phrases.

To Get This	Do This
To start the memo	Type `March 23, 1982`
	Then press (RETURN)
	Then type `To: Jon Miller`
	and press (RETURN)
	Then type `From:`
To insert *Robert Jones, Vice President* at the present cursor position	Press ⌘
	Type `c`

Since the lowercase letter *c* stands for the definition *Robert Jones, Vice President* in your glossary, the name and title are inserted into your document, just as if you had typed them, but with much less effort! Now let's continue with the memo.

To Get This	Do This
To create a blank line	Press (RETURN) twice
	Then type
	`We at`
To insert the definition represented by the lowercase letter *a* in the glossary	Press ⌘
	Type `a`

The phrase *Apple Computer* is inserted into your document.

To Get This	Do This
To continue the memo	Type
	`want to thank you for your order of 300`
	Press ⌘
	Type b

The phrase *Apple Writer III Word Processors* is inserted, and the memo is now complete.

You can see by now that this feature is very useful—and what's more, you can save glossaries on disks and use them over and over again.

What you can do with a glossary is almost unlimited—you can even use the glossary to change which keys are used as commands in Apple Writer!

Now clear memory before going on to the next exercise.

To Get This	Do This
To clear memory	Press [N]Y
	Press (RETURN)

Advanced Techniques

The final exercises in this chapter demonstrate some of Apple Writer's most advanced features. Each section begins with a short description of a demonstration, then tells you how to run it. Read the description, then watch the demonstration.

Run these demonstrations—they're fun!

All of the demonstrations were created with WPL, Apple Writer's Word Processing Language. When you're finished with this manual, you can find out more about WPL by reading the *Apple Writer III Word Processing Language* manual.

Chapter 2: Learning the Basics Step by Step

The demonstrations show that you can use Apple Writer to

- automatically create personalized form letters
- radically change the format of a document
- create a contract that's tailored to your needs from stored paragraphs
- renumber the items in a list automatically.

The Demonstration Menu

You will run the demonstrations by selecting them from the Demonstration Menu.

With the Apple Writer system disk in the built-in drive

To Get This	Do This
To get the Demonstration Menu	Press [P]
	Type do demos
	(DO is a WPL program command; DEMOS is the filename.)
	Press (RETURN)

When you press (RETURN), the Demonstration Menu appears.

Personalizing Form Letters

Using Apple Writer III, you can automatically create hundreds of personalized form letters from an address list and a single form letter.

In the form letter demonstration, a WPL program automatically inserts each name and address from an address file into a form letter and then prints a copy of each personalized letter. The form letter appears in the demonstration; here's what the address file looks like:

```
(1)John Blanko
1984 Orwell Place
Future, PA 14151
(2)Harry Q. Public
1953 Warren Court
Sublime, WI 09876
(3)Susan Kremcheez
0000 Null Result
Meander, OH 54637
```

When you run the form letter demonstration, the program asks you for your name and the date. Then a copy of the form letter appears, with the parts to be personalized shown in parentheses. When you press (RETURN), the name and address of the next person on the address list replace the parts in parentheses so that it appears that the letter was specially written for him or her.

Now let's run the form letter demonstration.

To find out how to make your own personalized form letters, see "Creating Personalized Form Letters" in Appendix A.

With the Demonstration Menu displayed

To Get This	Do This
To select the form letter demonstration	Type 1 Press (RETURN)

Now respond to the prompts on the display, pressing (RETURN) after you type your name and after you type the date. The form letter appears next; follow the directions at the bottom of the display. The demonstration runs slower than usual so that you can watch it.

By the Way: You can't edit the letter in the form letter demonstration, so don't try to. You can, however, create and edit your own form letters; we'll tell you how in Appendix A.

To Get This	Do This
To get back to the Demonstration Menu	Follow the instructions in the prompts shown on the display and don't forget to press (RETURN)

If you want to, you can leave the form letter demonstration before it is finished and return to the Demonstration Menu.

To Get This	Do This
To leave the form letter demonstration before it is finished	Type E Press (RETURN)

You see the address list on the display.

To Get This	Do This
To return to the Demonstration Menu	Press (RETURN)

Seeing the Effects of the Format Commands

After you have typed a document, you can print the document in several different ways without reformatting it by hand. You can do this by changing the values of the format commands, some of which were introduced to you in the section on printing.

To find out more about format commands and how to change their values, see Chapter 6.

To see some of the ways in which your text can be printed, run the print style demonstration.

With the Demonstration Menu displayed

To Get This	Do This
To select the print style demonstration	Type 2 Press (RETURN)

First, the document appears as it does when it's in memory, then each time you press (RETURN), the document is printed on your display with a different paragraph indentation and format. In this demonstration, the document is printed on the display to save time and paper—but it would look just the same if it were printed on paper.

Creating Documents From Stored Paragraphs

With Apple Writer III, you can quickly compose a document that's tailored to your needs—such as a contract or bid—simply by loading paragraphs from documents that already exist.

In this demonstration, we have created a WPL program that loads the appropriate paragraphs for you. All you have to do is choose the type of information you want included in the contract.

When you run this demonstration, it will prompt you for information, ask you to choose options from a menu, then assemble a contract.

To learn how to write Word Processing Language (WPL) programs that create routine documents from stored text, read the *Apple Writer III Word Processing Language* manual.

With the Demonstration Menu displayed

To Get This	Do This
To see the contract demonstration	Type 3 Press (RETURN)

When Apple Writer asks you for a piece of information, type the information and press (RETURN). Then type the number of each option that you want, pressing (RETURN) after each one. When you're finished, press (RETURN) (without a number) to tell the program that you've entered all the options that you want. Then follow the prompts to see the finished document on your display.

Chapter 2: Learning the Basics Step by Step

Renumbering Lists

You can use WPL to renumber the items on a list automatically so that you don't have to retype the numbers yourself.

This demonstration shows a purchase order for television parts that was scrambled because of last minute changes. Typing new numbers for this list wouldn't be time consuming—but it would be if the list were several hundred items long.

With the Demonstration Menu displayed

To Get This	Do This
To see the renumbering demonstration	Type 4
	Press (RETURN)

Then respond to the prompt at the bottom of the display.

The renumbering is slower than usual so that you can see it.

When renumbering is finished, press (RETURN) to return to the Demonstration Menu. When you are done seeing what WPL can do, press (RETURN) without a demonstration number to return to the editing display.

To learn how to write programs like the ones that perform these demonstrations, read the *Apple Writer III Word Processing Language* manual when you're finished with this manual.

There's More

You have finished the part of this manual that teaches you how to use Apple Writer's control-character commands step by step. Many of Apple Writer's commands were covered in these exercises—but not all of them!

You can now go on to Part II if you want to, or just look up information in it as you need to.

We Recommend: When you feel comfortable using Apple Writer, turn to Appendix C to find out how to use Apple Writer the quick way: by using the keys on the numeric keypad as function keys. This will not only save you time and keystrokes, it's also fun and easy to do!

Summary of Commands Used in Chapter 2

`To insert text,` `just start typing.`	Inserts text.
⬅ ➡ ⬆ ⬇	Each arrow moves the cursor in the direction it points.
⌘-?	Gets help.
⌘-character	Retrieves definition represented by character from the glossary.
(CONTROL)-⬅	Deletes text.
(CONTROL)-➡	Retrieves deleted text.
[B]	Moves cursor to *beginning* of document.
[D]	Changes *direction* of direction arrow from ‹ to ›, or vice versa.
[E]	Moves cursor to *end* of document.
[F]/ text/	*Finds* text.
[F]/ text/ new text/	Replaces selected instances of text with new text.
[F]/ text/ new text/ a	Replaces *all* instances of text with new text.
[G]?	Adds entry to *glossary*.
[L] name of file	*Loads* a copy of a document from a file.
[N]Y	Clears memory for a *new* document.
[O]	Displays SOS Command Menu.
[O]A	Displays catalog of files on a disk.
[O]E	Deletes a file.
[P]?	Displays Print Command Menu.
[P]NP	Begins *new print* of document in memory.
[R]	*Replaces* (types over) text.
[S] name of file	*Saves* document in a file.
[T]C	*Clears* tab at cursor position.

Chapter 2: Learning the Basics Step by Step

[T]P	*Purges* all tabs.
[T]S	*Sets* tab at cursor position.
[X] (when direction arrow is ‹)	Deletes paragraphs.
[X] (when direction arrow is ›)	Retrieves paragraphs.
[Y]Y	Splits display in two.
[Y] (RETURN)	When display is split, moves cursor between displays.
[Y]N	Restores single display.

Helpful Hints:

Save your work in a file at least every 15 minutes and at the end of each session.

Save your files on disks other than the Apple Writer III system disk.

Make a backup copy on another disk of the files you have worked on during the session.
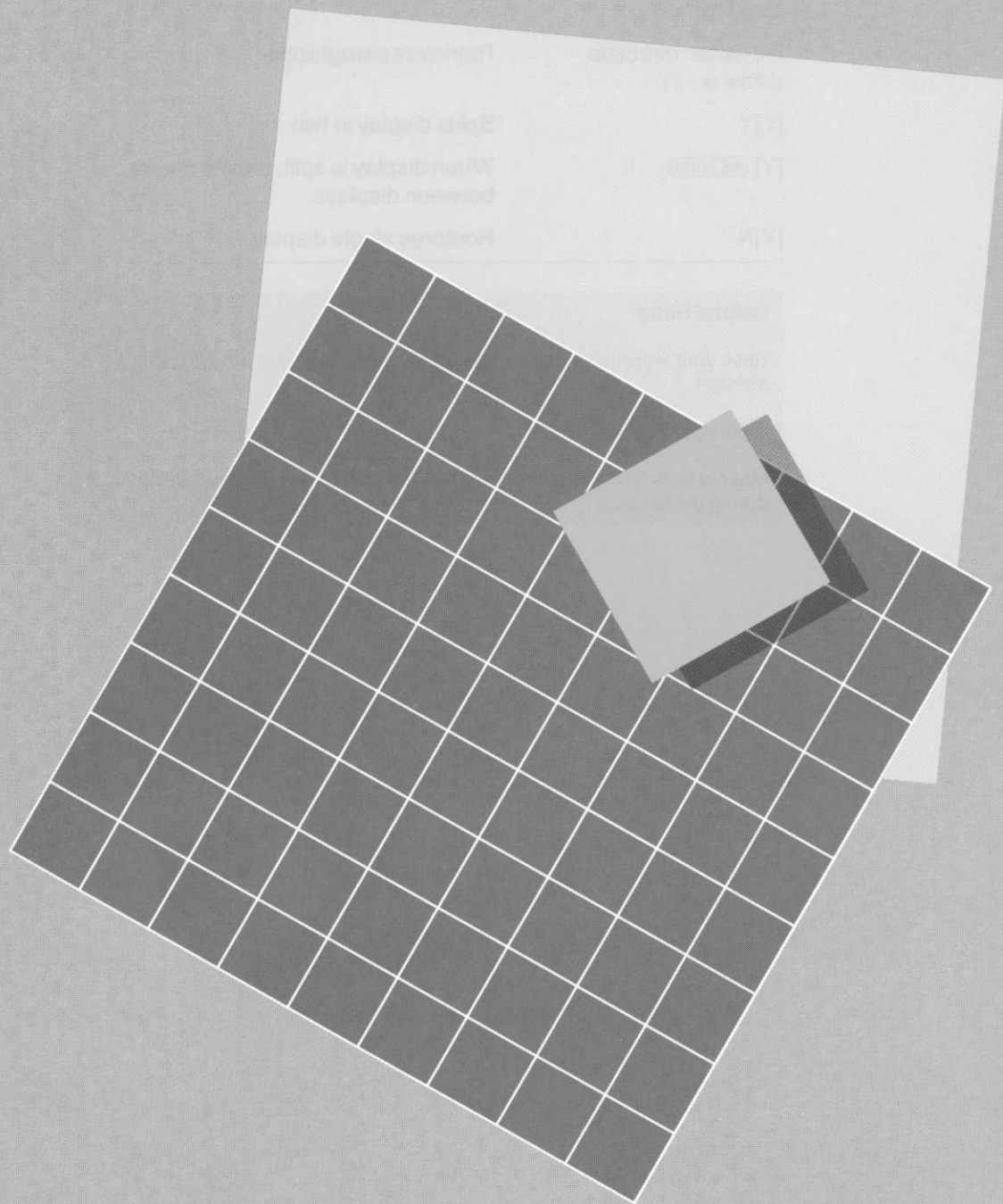
Index

Page references in Part II are shown in brackets [ ].

B

C

finding a word throughout document
52
finding and replacing text 52-56,
[24-30]
all occurrences automatically
56, [25-26]
example [26]
cursor position 54, [24]
delimiters [25]
direction 54, [24]
how to resume [28]
selectively [27-28]
example [27]
how to avoid [27]
fonts [42-43]
footer(s)
delimiters for [132]
formatting [131-132], [132]
example [132]
putting page numbers in [133]
example [133]
underlining [132]
footnotes [139-141]
at end of documents [140]
formatting [139]
how to enter [139], [141]
example [141]
how to break [141]
multiple-line [139]
one-line-long [139]
size of [140]
space for [136
symbols ($< >$) [140]
underlining [140]
with WPL buffer [141]
form feed
conditional [146-147]
unconditional [146]
form feed (FF) [146-147]
form letters
creating personalized [161-166]
demonstration 65-67
printing personalized [166]
using Mail List Manager files in
[181-184]
writing [162]
example [162]
format
and tab settings [6]
changing vertical [136-139]
command(s) [124-127]
area affected [126]
how related [137]
how to change [123-154]
reviewing before printing [149]

formatted disk 22
formatting
a document 10-11
demonstration 67-68
disks [103-104]
footers [131-132]
headers [131-132]
forms, using typewriter mode for
[43-44]

G

[G], glossary 61, [56]
GLOS.KEYPAD [194-196]
how to tailor [196-199]
starting up with automatically
[199]
table of commands in [195]
glossary 60-64, [49-63]
Apple Writer commands [51]
buffer [56-57]
purging contents of [58]
saving contents of [57]
built-in printer commands [61-63]
combining [198-199]
conceptual overview [49]
figure [49]
creating text with 63-64
creating in glossary buffer [56-57]
creating in text buffer [53-54]
defined 60
definitions [49], [51], [52]
types
nested commands [52]
printer commands [52]
text [5]
WPL commands [52]
entry 60, [49]
defining an 61-62
for numeric keypad [194]
GLOS.KEYPAD [194-196]
inserting a definition from 63
inserting control characters in
[55-56]
loading [58]
preprogrammed for numeric
keypad [194]
putting [V] in [55-56]
right square bracket] in [53]
rules for making [50]
saving in text buffer [54]
size limits [53]
using a 63, [59-60], [59]
example [59-60]
ways to create a [49]
what you can put in a [50]
Gothic character style [42]

H

hanging paragraphs [141]
  how to make [143]
    example [144-145]
header(s)
  delimiters for [132]
  formatting [131-132]
  putting page numbers in [133]
  underlining [132]
help [14-15]
  getting 46-48
Help Screen Menu [14]
  how to get 46

I

I/O ERROR [202]
indenting paragraphs [141-143]
  one only [142-143]
    example [142-143]
  throughout a document [142]
input (IN) [147]
inserting control characters [47-48]
inserting text 32-33, [16-17]
Inverse character style [42]

J

jumping [30-32]
  figure of [31]
  how to stop [32]
justification
  types of [134]
    figure [134]
justified text, summary [125]

K

keypad, See numeric keypad
keys, arrow 29-30
kilobyte 4

L

[L], loading a document 26, [89]
(label) [183]
(line1) [183]
LEASE 57
leaving Apple Writer III [102-103]
left justification (LJ) [135]
left margin (LM) [130]
length of document [10]
line feeds, how to set for printer
  [115]
line interval (LI) [139]

lines
  how formatted [32]
  number printed on page
    [137-138]
  per page, See page interval (PI)
list(s)
  bulleted [143-145]
    how to make [144-145]
list, See catalog
loading
  a document 11-12, 26-28, [88-95]
    effect on data line [89]
    from memory [94]
      example [94]
    part [91-94]
      all specified parts [92]
      example [92-93]
      from beginning [91]
      to end [91]
      without markers [92]
    to peek at [95]
      how to halt scrolling [95]
    when memory is full [90]
  a glossary [58]
  and saving print values [151-154]
  defined 26
  specifying
    a disk drive for 27
    a file for 27
    name of disk 28
  tabs [38-39]
locking a file [99]
lowercase, changing to uppercase
  [46]

M

Mail List Manager
  error messages [180-181]
  files [179-184]
MAILLIST [181]
managing files [77-104]
margin(s)
  absolute [130]
  left 40
  left(LM) [130]
  paragraph [141]
    setting a [141-145]
  relative [130]
  right 40
    how to change 40
  right(RM) [130]

Index

marker(s) [81-82]
  defined [81]
Master disk, See system disk
Mem: [9]
Mem: Ø [90]
memo, PAPERSAVER 27-28
memory
  amount of available [9]
  clearing 25-26, [87-88]
    with [N] 25
  defined 7
  division of [12-13]
  number of documents in 59, [66]
  persistence of 7
menu(s) 19-20
  Additional Functions Menu [39]
    figure [39]
  File Transfer [173]
  Help Screen [14]
  how to cancel 20
  how to use 20
  Print Command [108-109]
    commands on [123-127]
  roadmap of [xi]
    figure [xi]
  SOS Command [96-103]
messages
  error [177-178]
    for Mail List Manager transfer
      [180-181]
  how to insert [147-148], [148]
    example [148]
mistakes
  correcting 32
  permission to make 24
MLMDATA [181]
  creating from Quick File [189-191]
MLMDATA.ASCI [190]
MLMLETTER [181]
  figure [182]
mode(s)
  case change [46], [46]
  defined [10]
  overview of [10]
  replace [23]
  text entry [10]
  typewriter [43-44], [43]
MOTTO 52-53
MOVER [168]

moving text 34, [22]
  by copying it [21-22]
moving the cursor 29-30, [17]
  between split displays [64]
  by jumping [30-32]
  by paragraphs [28-29]
  to the beginning [18]
  to the end [18]
  with tabs [35]
  with the find command [24], [25]
    example [25]

N

[N], clearing memory 25, [88]
nested definitions [52]
new print (NP) 43, [117]
NEWMEMO document 35-36
notation used in manual
  boldface xii
  brackets [ ] around character xii
  hyphen joining keys 30, xii
numbering pages [133-134]
  first page [134]
numeric keypad
  combining glossaries for
    [198-199]
  how to program [60-61]
  issuing commands from
    [193-199]
  preprogrammed glossary for
    [194]
  starting up with glossary for [199]
  suggested functions [198]
  tailoring GLOS.KEYPAD
    [196-199]
  template [195]

O

[O], SOS commands 36
ⓒ-TAB, tabbing *over* text [35]
ⓒ-?, Help Screen Menu 46
ⓒ-[W], copying words [22]
ⓒ-[X], copying paragraphs [22]
opening display 23, [6]
organization of commands [x]
overstrike, See replacing text

P

Q

[Q], Additional Functions Menu [39]
Quick File [186-191]
   creating MLMDATA from
     [189-191]
   Print the Report display [187]
     figure [187]
   printing reports to Apple Writer
     III [187-188]
   using with Apple Writer III
     [186-191]
   using with WPL [189-191]
quitting Apple Writer III 48-49,
   [102-103]

R

[R], replacing text 33, [23]
(record) [183]
ragged left, See right justification
   (RJ)
ragged right, See left justification
   (LJ)
REFERENCE 58
reformatting text, demonstration
   67-68
renaming a file [98]
renumbering demonstration 69
replace mode [23]
replacing text 33, 52, [23]
   cursor position for 54
   direction for 54
   throughout a document 52-56,
     [25-26]
restarting computer [103]
restoring normal display [65]
retrieving
   characters 31
   deleted text [20-21]
(RETURN)
   carriage return, character [71]
   how to display [42]
   when to press 24-25
   how to put in find command [71]
   how to put in glossary [53]
right brackets] as carriage
   return [42]
right justification (RJ) [136]
right margin, (RM) [130]
right square bracket] [53]
running a WPL program (DO)
   [160-161]

S

[S], saving 34-36, [82-87]
saving a document 10, 34-36,
   [82-87]
   defined 25
   example [85]
   in a file named on data line [84]
   onto end of another file [86]
     example [87]
   part [85-86]
     example [86], [86]
   quick ways to [83]
   when to 36
   with one disk drive 34-35
   with two disk drives 36
saving a glossary
   in a glossary buffer [57]
   in text buffer [54]
saving and loading print
   values [151-154]
saving tab positions [36-37]
screen, See display
scrolling
   defined 30
   how to stop [95], [150]
   resuming [95]
search, See finding and replacing
   text
set-up commands [13-16]
setting
   a paragraph margin [141-145]
   date and time [101]
   the direction arrow [15]
   prefix [102]
   tabs [36]
single page (SP) [116]
single spacing [138-139]
Slant character style [42]
SOS Command Menu 36-37,
   [96-103]
SOS error messages [201-202]
space character 24
spacing
   double [138-139]
   single [138-139]
   triple [138-139]
spelling checker, See Apple
   Speller III

Index

text buffer [12]
   creating a glossary in [53-54]
text entry mode [10]
time and date, setting [101]
title, how to center [136-137]
toggle command 33
top line (TL) [131]
top margin (TM) [136], [137]
   embedded on first page [137]
transferring files [168]
   from other programs [171-191]
      overview [172]
triple spacing [138-139]
type versus press [x]
typewriter mode [43-44]
   correcting mistakes in [44]
   issuing line feeds in [44]
   pressing (RETURN) in [44]
typing over text, See replacing text
typing text 24-25

U

unconditional form feed [146]
underline token (UT) [129]
   deleting [30]
   how to change [129]
underlining text [128-130]
unlocking a file [99]
unsplitting the display 60
uppercase [17]
   changing to lowercase [46]
Utilities disk, list of files on [208]

V

[V], inserting control characters [47]
vertical format, how to change
   [136-139]
VisiCalc [184-186]
   handling word wraparound
      problems in [186]
   printing files to Apple Writer III
      [184-186]
VOLUME FULL [202]
VOLUME NOT FOUND [202]

W

[W]
   deleting words [19]
   retrieving words [20]
wildcard(s) [67], [70]
   example [72]
   table of [68]
word and paragraph deletion
   buffer [20]
word processing 5-15
   defined 5
   overview of 7-15
   tips 15
Word Processing Language
   (WPL) 64, [159-169]
word wraparound [32-33]
word(s)
   counting [167]
   deleting [19]
   number in a document [167]
   retrieving [20]
WPL (Word Processing
   Language) 64, [159-169]
   program [160]
      how to run [160-161]
   programs on Apple Writer III
      system disk [160]
wraparound [32-33]
WRITE PROTECT [202]

X

[X]
   deleting paragraphs 32, [19]
   moving paragraphs 34
   retrieving paragraphs 32, [20]

Y

[Y], split display 57-58, [64-67]

Z

[Z], word wraparound [32]