ATARI Writer™

word processing

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Whether you're a student facing a term paper, a business professional with frequent reports to write, or an aspiring novelist, AtariWriter can help you beat those deadlines—with time to spare. No more tedious typing and retyping of drafts; AtariWriter lets you edit and reorganize your copy until it's just right. And with a wealth of formatting and printing options at your command, you can make sure that everything you write will look just the way you want it.

Quickly and step by step, this guide shows you everything you need to know to use AtariWriter. The first section tells you how to load AtariWriter into your ATARI® Home Computer, and presents an overview of the program. The second section gives you a brief text to enter, edit, and print, along with how-to instructions for each step; after printing your first AtariWriter document, you'll also learn how to store and retrieve what you write using a cassette program recorder or disk drive. By working with a longer passage in the third section, you'll learn about the advanced editing, formatting, and printing features of AtariWriter. Finally, you'll find a complete, alphabetical *Reference Guide* to all the features of AtariWriter in the back of the guide.

Also included in your AtariWriter package is a *Quick Reference* card that highlights all the major keystroke combinations used to put AtariWriter through its paces.

If you haven't already set up your ATARI Home Computer system, do so now; you'll find complete setup instructions in the owner's guides that came with the various parts of your system. Make sure that your ATARI Home Computer is equipped with at least 16K RAM. If your system includes a cassette tape recording device such as an ATARI 410™ Program Recorder, be sure to have a blank cassette on hand. If you have an ATARI 810™ Disk Drive, you'll need your ATARI 810 Master Diskette II and a data diskette. And don't forget some paper for your printer.

1

AtariWriter at a glance

Loading your AtariWriter program

The AtariWriter menu

Talking to AtariWriter

Getting started

Here's how to load your AtariWriter word processing program into your ATARI Home Computer:

1. With your computer turned off, turn on your television set and, if you have one, your ATARI 810 Disk Drive; wait for the busy light on your disk drive to go out. If you're not using a disk drive, skip to step 3.

2. Insert your ATARI 810 Master Diskette in your disk drive; if you have a printer driver diskette (see page 43), insert it in your disk drive at this point. Close the disk drive door. (You may also use a data diskette for this step, provided that it contains DOS 2.0S files; see *Diskette management* in the *Reference Guide.)*

3. Insert your AtariWriter cartridge in the cartridge slot on your computer console (the left cartridge slot on the ATARI 800™ Home Computer) and turn on your computer.

What's on the menu?

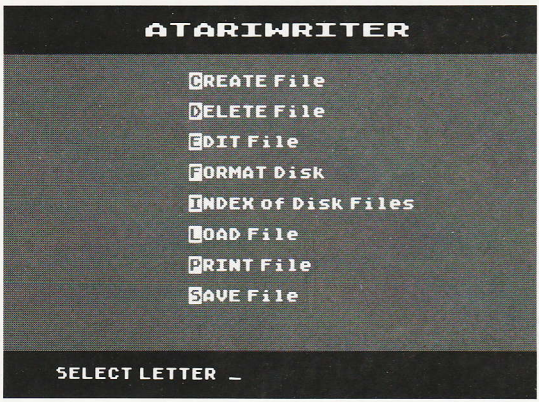
When the AtariWriter program has loaded into your computer, this menu appears on your TV screen. Take a minute now to look over the *entrees* available and see what you can use each one for.

While working with AtariWriter, you can return to this menu at any time by pressing the **ESC** key in the upper left corner of your computer keyboard.

After 9 minutes without a key being pressed, your ATARI Home Computer will begin cycling the image on your screen through a random series of colors. This is to protect your TV picture tube. Any standard keystroke, or pressing the **START** button on your computer

C To start writing a new text file

D To erase a file that you've stored on diskette using a disk drive



E To revise a file that you've just printed or loaded from a storage device (cassette program recorder or disk drive)

F To format a data diskette for storing text files you write with AtariWriter

I To call up a listing of the text files on a diskette

L To load a file from cassette tape or diskette into your computer

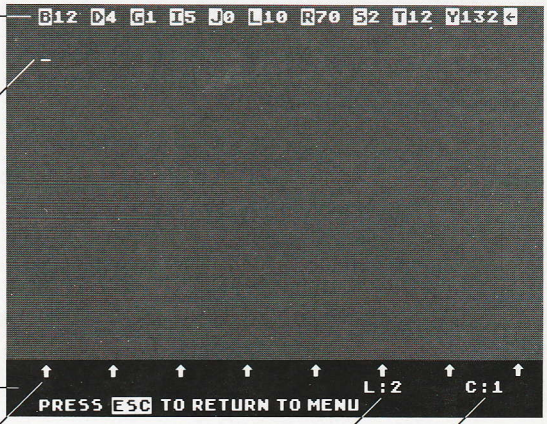
P To print a text file

S To store a file on cassette tape or diskette

keyboard, will return the screen to normal.

Pressing the SYSTEM RESET button while you're working with AtariWriter will reload the program into your computer; however, any text currently in your computer's memory will be retained.

Talking to AtariWriter... and making it run



Print Formatting Block—displays default values for file formatting and printing (see page 24).

Cursor

Message Window—displays questions, prompts, and other information.

TAB stops—default settings shown (see *TABS* in the *Reference Guide*).

Screen line of cursor.

Character space column number of cursor.

With the AtariWriter menu before you, type C for Create File. Your screen now looks like the one shown here. Again, take a few minutes to become familiar with it.

The white underscore line flashing near the upper left corner of the screen is the *cursor*. It shows you where you are while you're working with AtariWriter—whether you're writing, editing, or responding to the prompts and questions that appear in the Message Window at the bottom of your screen.

Many of the questions that AtariWriter asks you require a yes or no response. You can answer by typing out **YES** or **NO** and pressing **RETURN**, or simply by typing **Y** or **N** and pressing **RETURN**. Pressing **RETURN** alone (or any key other than **Y** and **RETURN**) will also be interpreted by AtariWriter as no.

If AtariWriter finds a mistake in an entry or command, or detects a problem in your computer system,

it displays an *error message* in the Message Window. Many error messages are accompanied by a prompt that tells you what to do; for further information, refer to the listings under *Error messages* in the *Reference Guide.*

In this guide you'll find several instructions such as "press **CTRL P**" or "press **SELECT T**." To execute these keystroke combinations, hold down the first key while typing the second. You may already be familiar with this technique; if not, you'll soon get the hang of it.

Finally, that blank space below the cursor is there for you to write in, of course, so turn the page. . .

2

Clean copy in minutes

Writing and editing with AtariWriter

Printing your text files

Storing and retrieving your text files

Clean copy in minutes

When they first learn to use a word processing system, many people want to tell their friends about it. So here's a letter for you to type, edit, and print that won't just teach you about AtariWriter—you can also use the finished copy to show a friend what a word processor you've become.

But first, a couple of features of AtariWriter that you'll need to understand to type your letter.

With AtariWriter you don't use the **RETURN** key on your computer console the way you do on a conventional typewriter. When you're typing in a word that will overflow the right margin of your screen, AtariWriter automatically moves the cursor—and the word—to the beginning of the next screen line. Press the **RETURN** key at the end of each paragraph (you can also press **RETURN** when you want to insert blank lines in what you're writing). AtariWriter inserts a ← at that point and moves the cursor to the left margin of the next screen line.

To mark the beginning of a paragraph, press **CTRL P**. AtariWriter displays a paragraph symbol (¶) on a dark background at that point on the screen.

Now you're ready to go. Select Create File from the AtariWriter menu, if you haven't already. For now, ignore the Print Formatting Block. Just enter today's date on the first line, fill in the name of the person you want to write to, and type away. And don't worry about typos—you'll be able to fix them in a jiffy when you edit with AtariWriter.

Today's date **RETURN**

RETURN
RETURN

Dear ....., **RETURN**

CTRL P As you can see, I'm not writing this letter on my old typewriter. Instead, I'm breaking in my new AtariWriter word processing program, composing and editing on my TV screen. When I've finished writing, I can print a copy--or dozens of copies--just by pressing a few keys on my computer console. **RETURN**

CTRL P And no more typos--or at least, no more retyping to get rid of them. I can easily delete or change letters, words, sentences, or paragraphs. Or say I use a word or phrase several times in a piece of writing, and decide later that I want to change it. I can have the computer automatically search out every use of it and substitute something different. **RETURN**

CTRL P AtariWriter will print the things I write just about any way I want. I can vary the margins, indent paragraphs or blocks of text, and change line spacing just as with a typewriter, but more easily. I can also print pages with justified right margins. **RETURN**

Now add a paragraph of your own if you like, preceded by **CTRL P** and followed by **RETURN**; then add a closing and press **RETURN** again.

Quick editing with AtariWriter

Now that you've created your first text file, you can go back and fix any typos you made. And if you want to rephrase anything to make it more your style—by all means!

No need to return to the AtariWriter menu and select Edit File; you can edit a text file while still in the Create File mode (select Edit File when you want to revise a text file that you've retrieved from a cassette or diskette, as explained on page 15).

While editing, you'll probably want to move the cursor quickly

around the screen from one problem area to the next. Refer to your *Quick Reference* card for the *Cursor movement* controls you can use to do this.

To start editing at the top of your letter, for example, press **SELECT T**. Now you can use **CTRL ↓** to scan quickly through what you've typed, and **CTRL →** and **CTRL ←** to move the cursor to anything you want to change or correct. When you reach the last line of text on the screen, just keep moving the cursor down—the text will *scroll up* to show more of what you've written. You can also page through your text file, up or down, by pressing **OPTION ↑** or **OPTION ↓** .

To correct a typo or replace a word or phrase, you first have to delete the wrong characters or words. Refer to the *Delete text* commands on your *Quick Reference* card to see how to do this.

After deleting what you want, just type in your correction or change. AtariWriter automatically makes room for as much new material as you want to add. To insert a whole new sentence, paragraph, or more, just position the cursor where you want to add text and type in the new material.

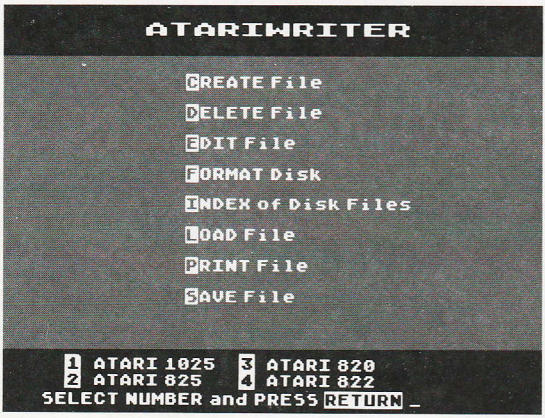
Whenever you delete text, the last character, line, or block deleted is retained in the failsafe text buffer of your computer. To restore the deleted text, press **START INSERT**.

From screen to paper

You're now ready to print your clean, edited letter. Make sure that your printer and (if you have one) interface module are on. Press the **ESC** key to return to the AtariWriter menu, and select Print File. If this is the first time you've selected Print File since beginning your work session with the program, AtariWriter offers you this Printer Selection menu:

(If you have a printer other than the ATARI models listed, and loaded a printer driver diskette—see page 43—when starting your work session with AtariWriter, the Printer Selection menu will not appear.)

Enter the appropriate response, followed by **RETURN**. If you have a printer other than the ATARI models listed, select **3**.



When specifying the type of printer you have from the Printer Selection menu, always take special care to enter the correct number. If you specify the wrong printer, you'll have to reload the AtariWriter program—first saving any file currently in your computer's memory (see page 14)—and repeat the Print File procedure in order to specify the correct printer.

Now AtariWriter asks, PRINT WHOLE DOCUMENT, Y/N? Type **Y** and press **RETURN**. Finally, AtariWriter prompts you to enter the NUMBER OF COPIES you want. You can ask for up to 99 copies; but since you've addressed your letter to one person, type **1** and press **RETURN**. AtariWriter takes it from there, first formatting and then printing your letter.

To halt printing at any time, press the **BREAK** key on your computer keyboard.

You can also print selected pages from a text file of several pages. To do this, type **N** and **RETURN** in response to PRINT WHOLE DOCUMENT, Y/N? Then tell AtariWriter the starting and ending page numbers of what you want to print.

You may have to experiment a bit, adjusting the paper in your printer before printing your files, to get the correct top margin on your printed pages. The top margin on your letter should be one inch.

How much can you write with AtariWriter?

How much text you can enter into your computer before it becomes overcrowded depends on how much *free memory* it has available, which in turn depends on how much RAM (Random Access Memory) it's equipped with.

While creating or editing a file, you can check how much free memory you have left at any time by pressing **OPTION F**. If you like, try this now: press **ESC** to return to the menu, if necessary, then select Edit File and press **OPTION F**. AtariWriter gives you the answer, expressed in *bytes*, in the Message Window on your screen. One byte equals roughly one typed character. You can figure on about 1500 bytes for each standard double-spaced page. It's a good idea to leave yourself an adequate margin of free memory in every file you write, just in case you want to add to a file later on.

When your computer's free memory will accommodate only about one more screen full of characters, AtariWriter alerts you by displaying the message 512 BYTES OF FREE MEMORY REMAIN. When this happens, it's a good idea to stop writing—you'll need a margin of free memory if you decide to revise or add to the file later on. Save the file and start a new file to continue the document you're working on.

To save a text file

If your ATARI Home Computer system includes a recording device such as an ATARI 410 Program Recorder or ATARI 810 Disk Drive, you can store your text files as needed and call them up at will for further editing or printing. You can save a file before or after printing it.

Here's the procedure for saving a text file. Try it now with the letter you've written about AtariWriter.

First return to the AtariWriter menu and select Save File. AtariWriter prompts you to enter the SAVE DEVICE:FILENAME. How you should proceed from here depends on whether you're working with a cassette program recorder or a disk drive.

With a cassette program recorder, always make sure that it's loaded with enough blank tape to accommodate the file you're saving (see *Cassette management* in the *Reference Guide).* Rewind the tape to its beginning, if necessary, then advance it to where you want to begin recording. Next, type **C:** followed if you like by a *filename*—files to be saved to cassette don't have to have filenames (for details on filenames, see *With a disk drive,* on this page).

Finally, press **RETURN** on your computer keyboard. When your computer beeps twice, press both **PLAY** and **RECORD** on your program recorder, then **RETURN** on your keyboard.

For future reference, don't forget to write down the beginning and ending tape counter numbers for every file that you save to cassette.

Refer to your program recorder owner's guide if you have any questions about storing files on cassette.

With a disk drive, insert a data diskette formatted to DOS 2.0S (if your diskette isn't formatted, you can have AtariWriter format it for you—see *Format Disk* in the *Reference Guide).* Then type **D:** followed by a *filename* for your text file. Filenames may be up to eight characters in length, optionally followed by a period and an *extender* of up to three characters. For example, you could give your letter a filename such as **ATARIWRI** or **ATARIWRI.LET.** *The letters A through Z and the numbers 0 through 9 are the only characters that can be used in AtariWriter filenames.* The first character of a filename must always be a letter.

If your computer system includes more than one disk drive, you must type the number of the drive you want to save to immediately after **D**, then the colon, filename, and extender—**D2:FILENAME**, for example (if no drive number is specified, AtariWriter will automatically save to drive 1). After entering the filename, press **RETURN**.

If while saving a file AtariWriter finds that there's not enough space on your diskette to accommodate the file, the program gives you the prompt DISK FULL, LOAD NEW DISK, RE-ENTER.

If you want to lock a text file that you've saved to diskette, see *Locking files* in the *Reference Guide.*

It's always a good idea to make a backup copy of every diskette you store files on—just so you'll have a duplicate in the event that something happens to your original diskette. To copy a diskette, use the **J** option from the ATARI Disk

Operating System (DOS) II menu (*after* finishing your work session with AtariWriter); see *An Introduction to the Disk Operating System* or the *Disk Operating System II Reference Manual* for complete instructions.

For more information on using diskettes with AtariWriter, see *Diskette management* in the *Reference Guide.*

Long documents—anything that will more than fill your computer's memory—must be created and saved in segments, with each segment assigned a different filename. This is where the filename extender comes in handy. You can tie together the various segments of a long piece of writing by giving them all a common filename, and use the extender for each segment to keep track of their proper order. As you saved each segment of a document named **REPORT**, for example, you could name successive segments **REPORT.001**, **REPORT.002** and so forth. With a disk drive, you can easily print the various segments of such a document in any order you wish; see *Chaining print files* in the *Reference Guide.*

To load a text file

Using AtariWriter to load a text file from a storage device (cassette program recorder or disk drive) into your computer's memory is much like saving a file. You just move the file in the opposite direction. Here's the procedure; try it now with your letter about AtariWriter.

Though you've just saved the letter, it also remains in your computer's memory. If you want to *see* it load back in from your storage device, first return to the AtariWriter menu and select Create File. AtariWriter asks, ERASE FILE IN MEMORY, Y/N? Type **Y** and press **RETURN**. AtariWriter erases the letter from your computer's memory and presents you with a clean slate.

Now go to the menu again and select Load File. How you should proceed when AtariWriter prompts you to enter the LOAD DEVICE: FILENAME depends on whether you're working with a program recorder or a disk drive.

With a cassette program recorder, rewind your tape, if necessary, then advance it to the beginning of the text file you want to load. Type **C:** and **RETURN** on your computer keyboard. When your computer beeps, press **PLAY** on your program recorder and **RETURN** on your keyboard.

With a disk drive, insert the data diskette containing the file you want to load. Then type **D:** followed by the complete filename and extender for the file you want to load—if you're loading from a disk drive other than drive 1, don't forget to specify the drive number after the **D**. Finally, press **RETURN**.

If while loading a file AtariWriter comes close to overflowing your computer's free memory, the loading process is halted and the message MEMORY FULL, INCOMPLETE LOAD appears on your screen. However, that part of the file that has been loaded prior to this message remains in memory for you to work with as you like.

3

Word processing wonderland

Advanced editing

Formatting your text files

Deleting a text file on diskette

Some further features of AtariWriter

A word processing wonderland

To show you more of what you can do with Atari-Writer, this section gives you another text file to type, edit, format, and print. You may recognize it.

Go to the menu and select Create File. If there's a file in your computer's memory, AtariWriter asks, ERASE FILE IN MEMORY, Y/N? Type **Y** and press **RETURN** to erase the file from your computer's memory.

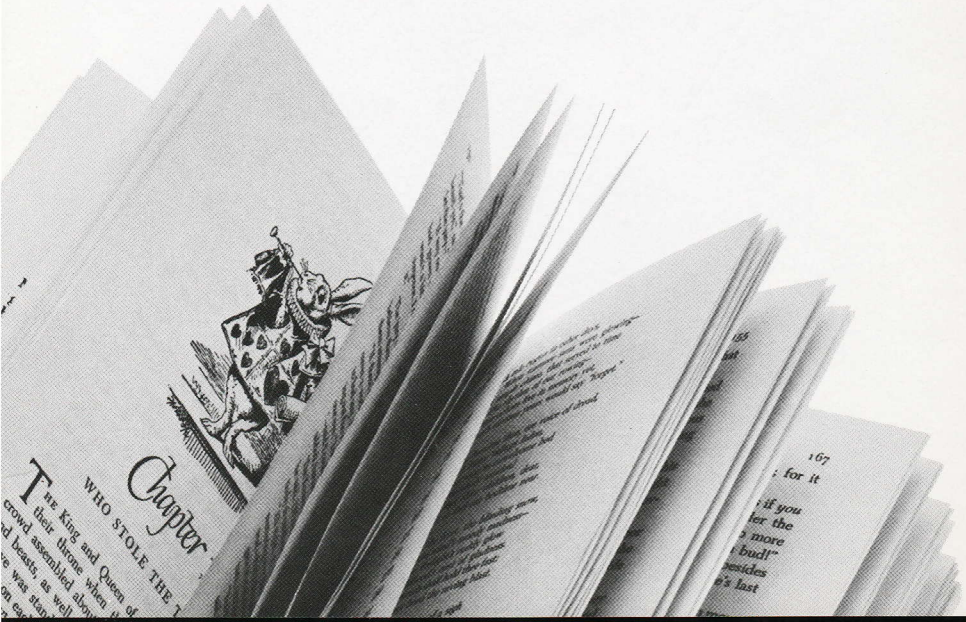
Again, ignore the Print Formatting Block at the top of your screen for now—you can experiment with various formats after you've typed and edited the text file. Just type the passage on the next page as shown (except for the paragraph numbers— they're for ease of reference during the editing you'll do later on). Before you begin typing, here's a tip and a reminder.

To underline a word or more of text, press the ⅄ key on your keyboard before typing the material to be underlined. The characters to be underlined appear in *inverse video* (dark characters on a white background) on your screen. When you've finished typing what you want underlined, press the ⅄ key again.

You can also underline words that you've already typed, or cancel the underlining of words you've entered as underlined. Just position the cursor under the first character of what you want to change, then press **CTRL U** until you've changed as much text as you want either to inverse video or vice versa.

Unless you have an ATARI 825™ 80-Column Printer, your printer may not underline text when printing. Check the manual that came with your printer to see if it has underlining capability.

Don't forget to mark the beginning of each paragraph by pressing **CTRL P**, and the end of each paragraph by pressing **RETURN**.



1 "Why," said the Dodo, "the best way to explain it is to do it." (And, as you might like to try the thing yourself, some winter day, I will tell you how the Dodo managed it.)

2 First it marked out a race-course, in a sort of circle, ("the exact shape doesn't matter," it said,) and then all the party were placed along the course, here and there. There was no "One, two, three, and away!" but they began running when they liked, and left off when they liked, so that it was not easy to know when the race was over. However, when they had been running half-an-hour or so, and were quite dry again, the Dodo suddenly called out, "The race is over!" and they all crowded round it, panting, and asking, "But who has won?"

3 This question the Dodo could not answer without a great deal of thought, and it stood for a long time with one finger pressed upon its forehead, (the position in which you usually see Shakespeare, in the pictures of him), while the rest waited in silence. At last the Dodo said, "*Everybody* has won, and *all* must have prizes."

4 "But who is to give the prizes?" quite a chorus of voices asked.

5 "Why, *she*, of course," said the Dodo, pointing to Edith with one finger; and the whole party at once crowded round her, calling out, in a confused way, "Prizes! Prizes!"

6 "But she must have a prize herself, you know," said the Mouse.

7 Edith had no idea what to do, and in despair she put her hand in her pocket, and pulled out a box of comfits (luckily the salt water had not got into it), and handed them round as prizes. There was exactly one a-piece, all round.

8 "Of course," the Dodo replied very gravely. "What else have you got in your pocket?" it went on, turning to Edith.

9 "Only a thimble," said Edith sadly.

10 "Hand it over here," said the Dodo.

11 Edith thought it rather absurd to give away her thimble just so the Dodo could give it back to her. But she handed it over, just to humor the old bird.

12 Then they all crowded round her once more, while the Dodo solemnly presented the thimble, saying, "We beg your acceptance of this elegant thimble"; and, when it had finished this short speech, they all cheered.

Advanced editing with AtariWriter

If you recognized the passage you just typed—it's from Lewis Carroll's whimsical *Alice in Wonderland*—you may be aware that it contains some errors. Here are some AtariWriter techniques for putting it in order. Each of these major editing functions is also highlighted on your *Quick Reference* card.

Deleting blocks of text

With AtariWriter you can delete a long passage from a piece of writing without having to erase it letter by letter or line by line. In your passage from *Alice in Wonderland*, for example, paragraph 11 doesn't belong there and should be deleted.

To delete a block of text, position the cursor under the first character of the passage you want to delete—in this case, under the paragraph marker before "Edith thought it . . ."—and press **CTRL X**. AtariWriter places an **X** on a dark background at that point on the screen.

Next, move the cursor down to the end of what you want to delete—in this case, under the paragraph marker at the beginning of paragraph 12 (in order to include the ← at the end of the passage you want to delete)—and press **CTRL X** again. AtariWriter places another **X** on a dark background at that point.

To erase the text block, press **OPTION DELETE BACK S**. Just to be sure, AtariWriter alerts you with a warning beep and asks, BLOCK DELETE - ARE YOU SURE, Y/N? Answer by typing **Y** and **RETURN**—AtariWriter deletes the specified block of text. If you change your mind about deleting a block of text, type **N** and press **RETURN**. You must then manually delete the **X**'s you've inserted.

When marking the beginning and end of a text block to be deleted, always be sure to enter the second **CTRL X** *below* (or if on the same screen line, to the right of) the first **CTRL X**. And always be sure that the cursor is positioned *outside* the block you've marked off before you press **OPTION DELETE BACK S**.

When you delete a large block of text—more than about 30 screen lines—you run the risk of overflowing your computer's failsafe text buffer (see page 12). If this happens, AtariWriter alerts you with the message FAILSAFE BUFFER OVERFLOWED. Only part of the deleted text can be recovered by pressing **START INSERT**.

Moving blocks of text

There's also a paragraph in your passage that's out of place—the Mouse's remark in paragraph 6 should follow paragraph 7. **To put things in order, you don't have to delete the out-of-place paragraph and retype it where it should be. AtariWriter will move a block of text for you.**

The procedure for moving a block of text is much like that for deleting a block of text. Press **CTRL X** at the beginning of what you want to move and again at the end—again, be sure to enter the second **CTRL X** *below* the first. AtariWriter places an **X** on a dark background at each point.

Finally, place the cursor where you want to reposition the text to be moved—in this case, under the paragraph marker that begins paragraph 8—and press **OPTION M**. AtariWriter deletes the specified text block from its old place and inserts it where it belongs.

Never try to move more than about 30 screen lines of text (the capacity of your failsafe text buffer) in a single block. If you want to move a block of more than 30 lines, do it in segments.

Search and replace with AtariWriter

In your passage from *Alice in Wonderland,* the girl who hands out the prizes is of course not Edith, but Alice herself. But with AtariWriter, you don't have to go back and change each use of Edith to Alice. **AtariWriter will search out and replace any specified *string* of up to 25 characters, wherever it appears in a text file.**

To use this search-and-replace function, first position the cursor at the top of your text file, then press **SELECT S**. When AtariWriter prompts you to enter the SEARCH FOR: *string,* type in the word **Edith** and press **RETURN**.

AtariWriter moves the cursor to the first appearance of Edith in your text file (paragraph 5) and asks, REPLACE STRING, Y/N? Type **Y** and press **RETURN**.

At this point AtariWriter prompts you to enter the REPLACE WITH: *string,* which may be up to 22 characters in length. Type in the word **Alice** and press **RETURN**.

Now AtariWriter asks, REPLACE GLOBAL, Y/N? You can replace Edith with Alice on a case-by-case basis or globally—throughout your text file all at once.

To proceed case by case, you would type **N** and press **RETURN**. AtariWriter would then replace only the first occurrence of Edith and ask, CONTINUE SEARCHING, Y/N? If you typed **Y** and pressed **RETURN** in response to this, AtariWriter would find the next occurrence of Edith and let you choose again; if you typed **N** and pressed **RETURN**, AtariWriter would stop searching.

Since in this instance you want to replace every use of Edith, answer the question REPLACE GLOBAL, Y/N? by typing **Y** and pressing **RETURN**.

When AtariWriter has replaced every specified string in your text file, it displays the message END-OF-FILE in your Message Window.

Notes on search-and-replace. When you enter a SEARCH FOR: *string,* you must type it exactly as it appears in your text file. When the string is a single short word, like *son,* that might appear in your file as part of longer words, it's a good idea to type in blank spaces before and after it. If you do this, however, be sure to include the same blank spaces before and after your REPLACE WITH: *string*; and keep in mind that AtariWriter will not recognize occurrences of such a SEARCH FOR: *string* that are immediately preceded or followed by punctuation marks.

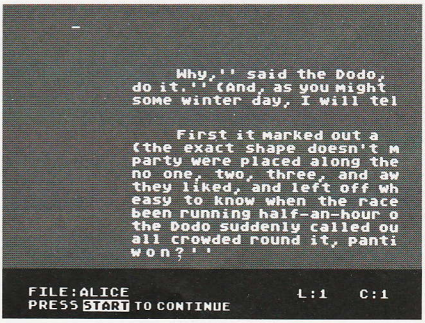
You can also use the search-and-replace function as a search-and-delete tool. To do this, simply press **RETURN** when AtariWriter asks for a REPLACE WITH: *string.* AtariWriter will delete the SEARCH FOR: *string* and close up the resulting blank space, whether you proceed with a case-by-case or global search.

To stop a search-and-replace operation at any time, press the **BREAK** key on your keyboard. If you then want to specify a new SEARCH FOR: *string*, press **SELECT S** and type in the new string; but remember that AtariWriter will search only from the initial position of the cursor to the end of your text file.

Getting your text files in shape

With AtariWriter you can print what you write in just about any shape you want by using a variety of formatting commands. Some of these commands, entered in the Print Formatting Block at the top of your screen, control the overall formatting of your text file. Others, entered within your text file while you're creating or editing it, are used to specify variations from the overall format. Others still are used to specify some special formatting features of AtariWriter.

In the next several pages, you'll find instructions for using all the formatting commands, along with some suggestions for using most of them to shape up your passage from *Alice in Wonderland.* The formatting commands are also outlined on your *Quick Reference* card.



Print preview

As you experiment with various formatting commands, you might want to print several copies of your text file, formatted in various ways, to see the results on paper. You can also use print preview, at any time while creating or editing a text file, to examine the formatted file on your screen.

For a print preview of your passage from *Alice in Wonderland* (formatted according to AtariWriter's *default values*—see page 24), first press **OPTION P**. If this is the first time you've given either a print preview or print command during your current work session with AtariWriter, you'll have to specify the kind of printer you have from the Printer Selection menu (see page 12).

Now AtariWriter asks, PREVIEW WHOLE DOCUMENT, Y/N? Type **Y** and press **RETURN**. AtariWriter lets you know that it's FORMATTING . . . ONE MOMENT PLEASE. Then the upper left corner of your first formatted page appears on your screen. Use your cursor controls to scroll down and to the right to see the rest of the page. During print preview, the line number and character space column number of the cursor—noted as L and C in your Message Window—show you where your cursor is on the *formatted page*, not on your screen.

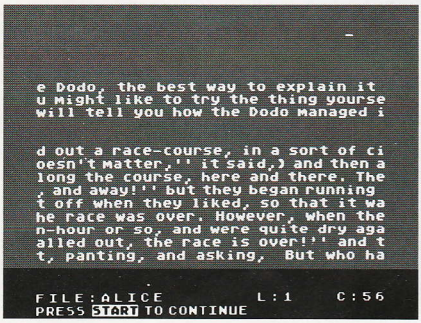
To move on to a preview of the next page in your file, just PRESS START TO CONTINUE.

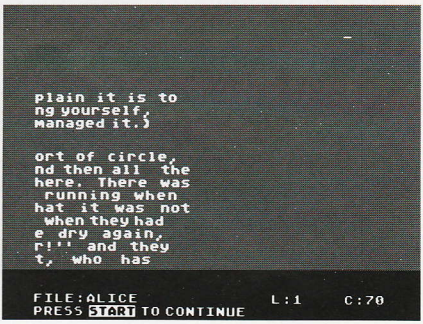
You can also preview selected pages of a formatted text file. To do this, type **N** and press **RETURN** in response to PREVIEW WHOLE DOCUMENT, Y/N? Then tell AtariWriter the starting and ending page numbers of what you want to preview.

With certain print styles and line or paragraph spacing (see pages 25—26), your pages do not appear in print preview precisely as they'll be printed. Also, when you print preview a text file formatted for double-column printing (see page 26), the two columns are displayed one above the other (left above right) rather than side by side.

You cannot edit a file during print preview. When you've previewed the last page in your file (or the last page you've specified for preview), press **START** to return to the Edit File mode.

Print preview requires a certain amount of your computer's memory to display a formatted page. So when you're writing a long text





file, be sure to leave an adequate margin of free memory if you plan to preview the file—about 1500 bytes for previewing standard double-spaced pages, and 3000 bytes for previewing single-spaced pages. (See page 13 for details on checking your computer's free memory.)

Overall file formatting

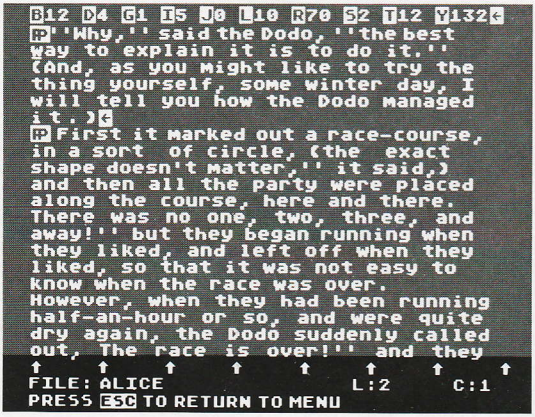
By now the Print Formatting Block at the top of a text file should be a familiar sight. Each of the inverse video letters in it represents a command that will affect the overall formatting of the file. The number to the right of each letter is the *formatting value* for that command.

Shown here—and in the Print Formatting Block each time you begin a new text file—are the *default values* for overall formatting. AtariWriter will use these values to format your file unless, of course, you change them.

To set your own formatting values, just move the cursor into the Print Formatting Block (pressing **SELECT T** is the quickest way), delete the number displayed for the value you want to change, and type in the new value. Try reformatting your passage from *Alice in Wonderland* to some new values, as suggested on the next two pages, or to values of your own choice.

B12 Bottom margin: 12 half-lines, or 1 inch

D4 Paragraph spacing: 4 blank half-lines (triple spacing) between paragraphs



G1 Print style: 10 characters per inch (CPI)

I5 Paragraph indentation: 5 spaces from left margin

J0 Justified right margins: OFF

L10 Left margin: 10 spaces from left edge of page

R70 Right margin: 70 spaces from left edge of page

S2 Line spacing: 2 half-lines, or single spacing

T12 Top margin: 12 half-lines, or 1 inch

Y132 Page length: 132 half-lines, or 11 inches

Line spacing, S, is set in terms of half-lines. For double-spaced printing, delete **2** and type in **4**. For triple spacing, you would set this value at **6**.

Because AtariWriter measures line spacing in half-lines, you can also specify one-and-a-half line spacing by setting this value at **3**. Keep in mind, however, that your computer cannot display text in half-lines. So line spacing (or paragraph spacing—see below) set at **3**, for example, will appear single-spaced in print preview. Also, your printer may not print text in half-lines; check the manual that came with it to see if your printer has this capability.

Paragraph spacing, D, is set in terms of blank half-lines between paragraphs. For double spacing between paragraphs, delete **4** and type in **2**.

Paragraph indentation, I, is measured in character spaces from the left margin. For more or less indentation than the default value of **5** spaces, delete the **5** and type in the value you want. For block-style paragraphs, without any indentation of the first line, enter the number **0** (and make sure that your paragraph spacing is greater than your line spacing).

Top and bottom margins, T and B, are measured from the top and bottom, respectively, of each page. So to change them both from one inch (12 half-lines) to one and a half inches, set them at **18** instead of **12**.

Left and right margins, L and R, on the other hand, are both measured from the left edge of the page. For wider margins, try substituting **15** for **10** as the value for **L,** and **65** for **70** as the value for **R.**

You'll probably want to experiment a bit to find the left and right margins you prefer, depending on the print style you select (see below) and the kind of printer you have. AtariWriter will accept values **1** through **130** for the left margin and **2** through **132** for the right margin. If you have a 40-column printer, be sure to set your right margin within the range of **2** through **40**.

The justified right margins command, J, works like a simple ON/OFF switch. The default value of **0** gives you nonjustified (ragged) right margins. For justified right margins, delete the **0** after the **J** and type in **1**.

Page length, Y, does *not* determine the number of lines printed on a page (that's set by your top and bottom margins). Rather, AtariWriter uses the page length setting to determine where the *next* printed page will begin. So you should keep your page length set at **132** for 8 1/2 by 11-inch paper, or **168** if you're printing on 8 1/2 by 14-inch paper.

To print out a text file continuously, without page breaks, set your top and bottom margins at **0**.

In print styles, G, also known as *fonts*, your choices depend on what kind of printer you have. If you have an ATARI 825 80-Column Printer, you can choose among the following:

10 characters per in.

Condensed print (16.7 CPI),

Proportional spacing,

(If you have another kind of printer, refer to the manual that came with it to see which of these print styles is available to you.)

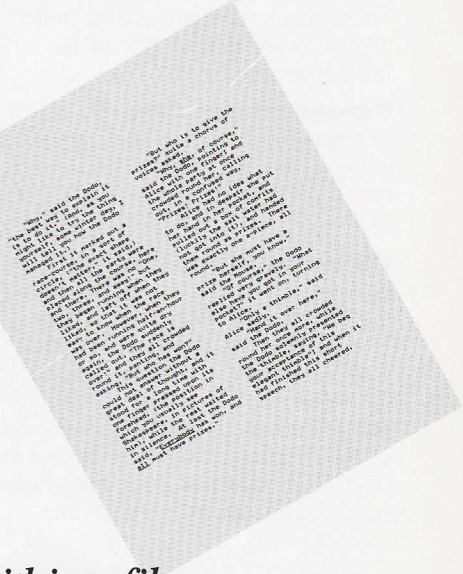
The default print style of AtariWriter is 10 CPI, represented by the **1** next to the **G** in the Print Formatting Block. To format for condensed print, delete the **1** and type in **2**; for proportional spacing, type in **3**.

Although the print styles you select are not represented as such on your screen in print preview, the number of characters displayed per line is normally the same as it will be in your printed file.

For double-column printing, possible with the ATARI 825 80-Column Printer and some other printers, you must enter formatting commands and values for the margins of the second (right-hand) column of print. Enter these commands and values at the top of your text file to format the entire file for double-column printing—just insert them as if you were adding text at the beginning of the line just below the Print Formatting block.

To set the left margin for the second column, press **CTRL M**, then type the number of the margin setting you want (measured in character spaces from the left edge of the page). To set the right margin for the second column, press **CTRL N** and type the number of the setting you want.

Of course, you may also have to adjust your settings for **L** and **R**, which control the margins for the first (left-hand) column of print in double-column printing. Always be sure that your first-column right margin and second-column left margin do not overlap.



Formatting variations within a file

You can specify variations in the format wherever you want *within* a file by entering commands directly in your text. In addition, AtariWriter offers a number of special formatting features; for these, too, you enter commands directly in your text.

You can enter these commands singly or in combination, when creating or editing a text file; when editing, simply insert them where you want as if you were adding letters or words to your text. But keep in mind that, except for print style commands, any formatting command entered in the body of a file will affect the *entire* screen line on which it's entered.

In print styles, you can mix condensed (**G2**) and proportional (**G3**) print in any way you wish, but avoid mixing these two print styles with 10 CPI (**G1**) in the same printed line.

To specify variations from the overall formatting values displayed in the Print Formatting Block, use the commands shown below, followed by the new value. AtariWriter displays the appropriate letter and number in inverse video wherever you enter one of these commands. (These letters and numbers will not appear on your printed pages.)

Bottom margin	**CTRL B**
Double-column printing:	
2nd-column left margin	**CTRL M**
2nd-column right margin	**CTRL N**
Justified right margins	**CTRL J**
Left margin	**CTRL L**
Line spacing	**CTRL S**
Paragraph indentation	**CTRL I**
Paragraph spacing	**CTRL D**
Print style (font)	**CTRL G**
Right margin	**CTRL R**
Top margin	**CTRL T**

At the end of the portion of text that you want varied from the overall format, use the same commands to re-enter the original overall formatting value—or whatever new value you want for the text that follows.

The special formatting features of AtariWriter also require you to enter commands directly in your text. Again, you can enter these commands singly or in combination with other formatting commands, while creating or editing a file. AtariWriter displays the appropriate letter or letters in inverse video wherever you enter one of these commands.

Elongated print

With some printers, including the ATARI 825 80-Column Printer, AtariWriter enables you to print text in elongated characters, which are twice normal width. Any print style can be elongated.

To format a portion of text for elongated print, press **SELECT E** at the beginning of that portion of text and **SELECT E** again at the end.

If you like, try this feature in combination with the next feature described to add a striking title to your passage from *Alice in Wonderland.*

When you examine a formatted text file in print preview, elongated characters are displayed as normal. But keep in mind that when printed they'll be twice as wide as normal, so anything more than half a line of text that you format for elongated print will run over to the next line.

10 CPI

Condensed

Proportional

Centering text

To center lines of text—a useful option for titles and headings—press **CTRL C** at the beginning of each line to be centered. At the end of the line, press **RETURN**. (If you decide to center a line while editing, don't forget to insert a **RETURN**, if necessary, at the end of the line.)

If you like, add a centered title in bold elongated print at the top of your passage from *Alice in Wonderland*—something like:

CTRL C SELECT E Alice Gets a Surprise **RETURN**

CTRL C For Her Prize **SELECT E RETURN**

Always be sure that no line of text to be centered exceeds the overall line length determined by the left and right margins that you set.

Blocking text right

To block a line of text flush with the right margin of the printed page, press **CTRL C** twice in succession at the beginning of the line to be blocked. Each line to be blocked right must be ended with a **RETURN**.

If you like, try this out by adding something like this at the end of your passage from *Alice in Wonderland:*

CTRL C CTRL C--from *Alice in Wonderland* **RETURN**

CTRL C CTRL C by Lewis Carroll **RETURN**

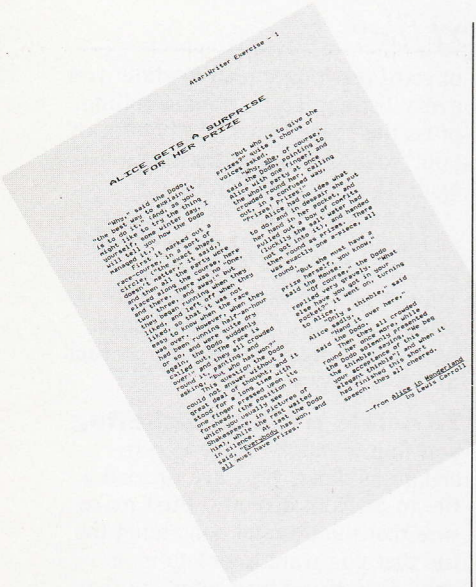
Always be sure that no line of text to be blocked right exceeds your overall page margins.

Headers, footers, and page numbering

If you want, AtariWriter will place headers or footers of one or two lines on each page of your printed text files. By using a page numbering command in combination with a header or footer command, you can also have AtariWriter number your printed pages.

To specify a header, press **CTRL H**, then type the text of the header and press **RETURN**. Enter a **CTRL H**, then the text and a **RETURN** *for each separate line of a two-line header.*

To specify a footer, press **CTRL F**, then type the text of the footer and press **RETURN**. Enter a **CTRL F**, then the text and a **RETURN** *for each separate line of a two-line footer.*


AtariWriter Exercise - 1

ALICE GETS A SURPRISE
FOR HER PRIZE

"Why," said the Dodo, "the best way to explain it is to do it." And, as some little prizes were still left, he offered them to the rest of the company. "Of course," he said, as he gave the thimble to Alice, "I must ask your acceptance of this elegant thimble." And, when it had finished this short speech, they all cheered.

Alice was not prepared to make a speech, but she had to do something or other, so she put the thimble in her pocket, and bowed to the company as gravely and as well as she could.

The next thing was eating the pudding. "It's a great honour to be at this ceremony," thought Alice: and the Mock Turtle and the Gryphon stood beside her, to see that she ate none of it, and they were all of them very anxious for her to taste the pudding, and Alice was quite sure it would be rude to refuse.

But how she was to eat it was the puzzle: she felt as if she would sooner have a fit, and the Gryphon was so much larger than she, that it was rather a long way off, and the Mock Turtle was so very large, that it would be a long job to swallow any of it.

Alice felt that this was a most curious pudding. "How can it be all pudding," she thought, when there has been no mixing of the ingredients?" But a glance at the Mock Turtle's face showed her that he was a very long way beyond such trifles.

Alice felt that this was a most curious pudding. "How can it be all pudding," she thought, when there has been no mixing of the ingredients?" But a glance at the Mock Turtle's face showed her that he was a very long way beyond such trifles.

"But who is to give the prizes?" quite a chorus of voices asked.

"Why, she, of course," said the Mock Turtle in a deep voice, and all the creatures looked at Alice.

"Me!" said Alice in a great hurry. She added, as an explanation, that she had won the second prize in the game of croquet.

"Then the second prize is due to you," said the Mock Turtle; "and the first prize is due to the Dodo."

Indexing and deleting text files

If you have a disk drive, there are two more selections on the AtariWriter menu that can help you manage your text files: Index of Disk Files and Delete File. (If you have a cassette program recorder, you can erase a file from cassette simply by recording a new file over it.)

Before trying these options, save your passage from *Alice in Wonderland*—it will make for a more interesting index and, along with your letter about AtariWriter, will give you a choice of files to delete!

For an index of the files on a diskette, insert the diskette in your disk drive (in disk drive 1, if your system includes more than one drive). Then select Index of Disk Files from the AtariWriter menu. AtariWriter displays a directory of every file on the diskette, listed alphabetically by filename. Also shown are the number of diskette *sectors* occupied by each file and the free sectors on the diskette; any file that you've locked (using DOS) is noted with an asterisk (see *Diskette management* in the *Reference Guide*).

When there are more than 21 files on a diskette, AtariWriter scrolls your directory of files upward on your screen to show you every listing. To halt this scrolling, press the space bar at the bottom of your keyboard; press the space bar again to restart the scrolling.

When AtariWriter has displayed a complete list of your disk files, it asks, PRINT DIRECTORY, Y/N? Type **Y** and press **RETURN** for a printed record of your disk files; type **N** and press **RETURN** to go back to the AtariWriter menu.

To delete a file on diskette, you follow much the same procedure as when you save or load a file to or from diskette. First make sure that the diskette containing the file that you want to delete is in your disk drive, then return to the AtariWriter menu and select Delete File. When AtariWriter prompts you to enter the DELETE DEVICE:FILENAME, type in **D** (and the number of the disk drive you're working with, if you have more than one drive), followed by a colon and the filename and extender of the file you want to delete, and press **RETURN**. As a precaution, AtariWriter asks, FILE DELETE -ARE YOU SURE, Y/N? When you respond by typing **Y** and pressing **RETURN**, AtariWriter erases the specified file from your diskette.

Some further features of AtariWriter

Like Alice, the Dodo, and the Mouse, you've probably now been "running half-an-hour or so" at least with AtariWriter—but don't stop yet! Briefly described, here are a few additional features of AtariWriter; you can find complete instructions for using each one in the *Reference Guide.*

Chaining print files. If you have a disk drive, this feature allows you to chain text files together in any order to be printed as if they were one file.

Compatibility with other word processing programs. Because AtariWriter can read almost any file from cassette or

diskette, you can load files that you've written using other word processing programs, then edit, reformat, print, and save them as you wish.

Duplicating text. This feature enables you to take a word, sentence, paragraph, or more from one part of a text file and duplicate it wherever else you want within the same file.

Format Disk. You can use this selection from the AtariWriter menu to prepare a blank diskette for storing your text files.

Form printing. Especially handy for business or form letters, this feature lets you leave blanks in a text file—for names and addresses, account numbers, and the like—and fill them in with specifics each time AtariWriter prints the file.

Merging text files. If you have either a cassette program recorder or a disk drive, this feature allows you to merge a text file that you've saved with the file currently in your computer's memory.

Page eject. Basically a formatting command, this feature enables you to halt printing on a given page and space to the top of the next page before resuming printing. It can be useful when you're formatting and printing a multisection document where you want each section to begin on a fresh page.

Page wait. Also a formatting command, this feature allows you to print your text files on individual sheets of paper—a convenient option when you want to do your printing on bond, letterhead, or your personal stationery.

Printer controls. You can send special decimal-code commands to your printer by entering them directly in your text files—a useful option if you have a printer that AtariWriter does not support, and do not have a printer driver.

Programming capability. You can use AtariWriter to write and edit your own computer programs.

Section headings. Use this feature to number section and subsection headings in the body of a text file.

Subscripts and superscripts. Especially useful when you're writing about mathematical or chemical formulas or including footnote numbers in your text, subscripts and superscripts can easily be included in your printed text files.

TABS. With AtariWriter you can set and use TABS much as you do with a conventional typewriter. TABS can be especially useful when you're setting up columns or tables in a text file.

4

AtariWriter reference guide

All the features of the program and how to use them

Index

Block text right. To block a line of text flush with the right margin of the printed page, press **CTRL C** twice in succession before typing the line, and **RETURN** at the end of the line. When editing, insert two **CTRL C**s at the beginning of each line to be blocked right, and be sure that each such line ends with a **RETURN**. Always be sure, also, that no line of text to be blocked right exceeds your overall page margins.

Capitalization. See *Upper and lowercase characters.*

Cassette management. If you use a cassette program recorder to store your AtariWriter text files, keep the following recommendations in mind.

It's recommended that you use tapes designed for data storage; in any case, avoid using low-quality audio tapes. What size cassette tapes you'll need to store your files depends on how much RAM your computer is equipped with. Use 20-minute tapes (10 minutes per side) if you have 16K RAM, 60-minute tapes (30 minutes per side) if you have 48K RAM.

It's also recommended that you *store only one file on each side of a cassette.* Despite the tape counter system on your program recorder, it can be difficult to isolate a specific file in a series of files recorded on one side of a cassette.

Center text. To center a line of text, press **CTRL C** before typing the line, and **RETURN** at the end of the line. When editing, insert a **CTRL C** at the beginning of each line to be centered, and be sure that each such line ends with a **RETURN**. Always be sure, also, that no line of text to be centered exceeds your overall page margins.

Chaining print files. Provided you have a disk drive, you can use this feature of AtariWriter to tie together any number of files, in any order you wish, to be printed as if they were one file. This is especially useful when you want to print a long document that you've written and saved in segments with distinctive filenames or extenders.

Here's how to chain two files named REPORT.001 and REPORT .002, for example. While writing or editing REPORT.001, position the cursor at the end of the file and press **CTRL V**. Then, *in uppercase,* type **D:REPORT.002** (include the number of the disk drive, if necessary, after the **D**) and press **RETURN**. *You must type in the filename of the file to be chained in uppercase.* While printing these chained files, AtariWriter would display the message CHAINING: REPORT.002 as it finished with REPORT.001 and proceeded to find and format REPORT.002 prior to printing it.

Each file in a chain will be formatted according to the formatting commands and values within it. So if you want consistent overall formatting throughout a chain of files, be sure that the values in the Print Formatting Block are the same in every file. A header or footer entered in the first file in a chain will be carried through subsequent files—unless, of course, you modify it—and a page numbering command entered in the first file will give you consecutively numbered pages throughout the chain.

Compatibility with other word processing programs. You can convert files that you've written with other word processing programs into AtariWriter files. Here, for example, is the procedure for converting a file written with the ATARI Word Processor:

1. Select Create File from the AtariWriter menu.

2. Merge the ATARI Word Processor document you want to convert into your computer's memory—see *Merging text.* Since the ATARI Word Processor assigns each page a separate filename and extender, you'll have to merge the document one page at a time.

3. To make the file compatible with AtariWriter, delete all control characters that AtariWriter does not recognize—**CTRL J**s, for example, which will appear on your screen as inverse video **J**s. Also delete all **RETURN**s except those at the end of a paragraph (or where you want a blank line), and all extra spaces created by the ATARI Word Processor when it formatted the file.

4. Revise or insert all necessary AtariWriter formatting commands and values to shape the file as you want it.

5. Print or print preview the file to be sure that you've fully converted it, then save it as you wish.

Follow the same general procedure to convert files you've written with other word processing programs. The important point is that you must delete all control characters and formatting commands or statements that AtariWriter does not recognize and substitute the equivalent AtariWriter commands and values.

Condensed print. See *Print styles (fonts).*

Create File. Select this from the AtariWriter menu to begin writing a new text file. While in the Create File mode, you can write, edit, rewrite, and enter or change formatting commands. Each time you select Create File, AtariWriter refreshes the default values for formatting in the Print Formatting Block at the top of your TV screen.

Default values. Each time you select Create File, AtariWriter refreshes the default values for formatting in the Print Formatting Block at the top of your screen. AtariWriter will format your entire file according to these values unless you change them, or modify them by entering the appropriate formatting commands and values within the body of the file. Here are the default values:

B12	Bottom margin, 12 half-lines (1 inch)
D4	Paragraph spacing, 4 blank half-lines (triple spacing)
G1	Print style, 10 characters per inch
I5	Paragraph indentation, 5 spaces from left margin
J0	Justified right margins OFF
L10	Left margin, 10 spaces from left edge of page
R70	Right margin, 70 spaces from left edge of page
S2	Line spacing, 2 half-lines (single spacing)
T12	Top margin, 12 half-lines (1 inch)
Y132	Page length, 132 half-lines (11 inches)

AtariWriter also defaults to a starting page number of 1 when you enter a page numbering, print preview, or print file command—unless of course you enter a different starting page number.

Delete File. This selection from the AtariWriter menu is for disk drive owners only. If you have a cassette program recorder, you must manually erase any file that you want to delete from a cassette tape—see your program recorder owner's guide for instructions.

To delete a file from diskette, select Delete File from the AtariWriter menu. Then enter **D:**

(specify the number of the disk drive you're working with, if you have more than one drive, after the **D**) and the filename and extender of the file you want to delete—for example, **D:FILENAME.EXT**—and press **RETURN**. As a precaution, AtariWriter asks, FILE DELETE - ARE YOU SURE, Y/N? Type **Y** and press **RETURN** to erase the file. You cannot delete a locked file from diskette (see *Locking files*)—if you try to do so, AtariWriter will give you the message FILE LOCKED.

Delete text. See your *Quick Reference* card for the keystrokes used to delete text. You can delete: a character, line, or portion of a line at a time; all text from the position of the cursor to the end of your text file; or a defined block of text.

In case you change your mind about a deletion or delete something by accident, you can press **START INSERT** to restore the last character, line, or block of text (up to about 30 screen lines) that you've deleted; the restored material is inserted at the position of the cursor.

Diskette management. If your ATARI Home Computer system includes a disk drive, keep in mind the following requirements and recommendations for using your disk drive with AtariWriter.

Each time you load the AtariWriter program into your computer, you must also load DOS (Disk Operating System) 2.0S files at the same time. These files enable your computer to work with your disk drive in handling your AtariWriter text files. You can load the required DOS files from your ATARI 810 Master Diskette II, or from a printer driver diskette, as described in *Getting Started* on page 6.

Before you can store your AtariWriter text files on a data diskette, the diskette must be *formatted*—that is, organized into *sectors* so that your disk drive can keep track of where information is stored on it. You can format blank diskettes with your ATARI 810 Master Diskette II; use the **I** option on the DOS menu. Or you can use the Format Disk selection from the AtariWriter menu to format a blank diskette while in the middle of a work session with AtariWriter.

A recommended alternative, however, is that you *use your Master Diskette II first to format, then to copy DOS files onto every diskette you plan to use with AtariWriter.* This way, you can simply use the data diskette you want to work with each time you load AtariWriter into your computer. To format a blank diskette, use the **I** option on the DOS menu. To copy DOS files onto a formatted diskette, use the **H** option.

To lock or unlock an AtariWriter text file that you store on diskette, you must also use your ATARI 810 Master Diskette II—after or before a work session with AtariWriter (see *Locking files*).

For your own peace of mind, *always* make a backup copy of any diskette you store AtariWriter files on—just so you'll have a duplicate in the event that something happens to your original. Use the **J** option on the DOS menu to duplicate a diskette.

For more information on using DOS, see *An Introduction to the Disk Operating System* and the *Disk Operating System II Reference Manual.*

Double-column printing. With an ATARI 825 and some other 80-column printers, you can format a text file for double-column printing (check the owner's guide that came with your printer to see if it has this capability). To do so, you must enter formatting commands and values for the margins of the

second (right-hand) column. You can do this either at the beginning of your file—to print the whole file in double columns—or at that point in the file where you want double-column printing to begin.

To set the left margin for the second column, press **CTRL M**, then type the number of the setting you want. Then press **CTRL N** and type the number of the setting you want for the right margin of the column. You may also have to adjust your settings for **L** and **R**, which control the margins for the first (left-hand) column of print in double-column printing. Always be sure that your first-column right margin and second-column left margin do not overlap.

When you print preview a file that you've formatted for double-column printing, the two columns appear one above the other rather than side by side.

Duplicating text. To duplicate a portion of text from one part of a text file in another part of the file, first position the cursor at the beginning of what you want to duplicate and press **CTRL X**. Next, position the cursor at the end of what you want to duplicate and press **CTRL X** again. Finally, position the cursor where you want the text to be duplicated, and press **OPTION D**.

You may duplicate a marked off block of text as many times as you like. If you want to duplicate it more than once, however, be careful not to delete anything until you've completed your duplication procedures. A block of text that you duplicate is stored in the failsafe text buffer of your computer, where it will be replaced by any character or words that you delete.

Also keep in mind that the capacity of your failsafe text buffer is about 30 screen lines of text. So if you want to duplicate a block of more than 30 lines, do it in segments.

Edit File. Select this option from the AtariWriter menu when you want to revise or reformat a text file already in your computer's memory.

Elongated print. See *Print styles (fonts).*

Error messages. When AtariWriter finds a mistake in an entry or command that you've given, or detects a problem in your computer system, it displays the appropriate error message in the Message Window at the bottom of your TV screen. Many of these error messages are accompanied by a prompt that tells you what to do. Here's an alphabetical listing of all the error messages you may encounter, what they mean, and what to do if they appear on your screen.

CAN'T DELETE FROM CASSETTE. You've selected the Delete File option from the menu and asked AtariWriter to delete a file stored on a cassette tape—a function that it can't perform. To delete a file stored on cassette, you have to erase it manually—see your program recorder owner's guide for instructions. In case you've mistakenly typed **C** for **D**, AtariWriter prompts you to re-enter the DELETE DEVICE: FILENAME.

CHAIN FILE ERROR. AtariWriter has encountered a problem in carrying out a chain file command. Make sure that you've entered the name of the file to be chained accurately and in uppercase (see *Chaining print files*) and that the diskette containing the file to be chained is in your disk drive. Also be sure that your disk drive is properly connected to your computer.

DEVICE NOT AVAILABLE, TRY AGAIN. You may have made a typo when identifying a SAVE, LOAD, or DELETE DEVICE, or the device in question may not be turned on; or you're trying to save

a file to an unformatted diskette. Check your equipment and try re-entering your response to the accompanying prompt. This message will also appear if you turn on your disk drive *after* starting a session with AtariWriter and then try to save a file to diskette. To use your disk drive with AtariWriter, you must turn on your disk drive and insert a diskette with DOS files on it before loading AtariWriter into your computer (see *Getting started*, page 6, and *Diskette management*).

DISK FULL, LOAD NEW DISK, RE-ENTER. While saving a text file to diskette, AtariWriter has found that the disk is full and won't accommodate any more of the file. Insert another formatted diskette in your disk drive and re-enter the SAVE DEVICE:FILENAME. (If necessary, you can first have AtariWriter format a diskette—see *Format Disk*.) Your entire file will be saved to the new diskette.

DISK #X NOT AVAILABLE, TRY AGAIN. You've specified a disk drive that's not accessible (it may simply not be turned on). Check your equipment and re-enter the SAVE, LOAD, or DELETE DEVICE: FILENAME.

FILE XXXXXXXX.XXX NOT FOUND. AtariWriter is unable to find the text file that you've asked it to load into your computer's memory. You may simply have made a typo when entering the filename. If you're loading from a disk drive, make sure that you have the right diskette in the drive. Also check your Index of Disk Files to be sure that you've correctly entered the filename you want. Then select Load File from the AtariWriter menu and try again.

INVALID FILENAME. You've entered a filename that AtariWriter cannot use to identify a file; see *Filenames* for more information.

I/O ERROR. AtariWriter has encountered a problem in the equipment involved in the operation underway—saving, loading, printing, or deleting a file, or formatting a diskette. It may be that a part of your system is not plugged in, or that one of the connectors among the parts of the system has pulled loose. Or you may have a flawed sector on a diskette or a faulty cassette tape. Check your system carefully; if necessary, take any suspect ATARI equipment to the nearest ATARI Factory Authorized Service Center for repair.

Filenames. Filenames may be up to eight characters in length, optionally followed by a period and a three-character extender—for example, REFGUIDE.001. You must give every file a filename in order to save it to diskette. If you're saving files to cassette tapes with a program recorder, you don't have to give them filenames.

The letters A through Z and the numbers 0 through 9 are the only characters that can be used in AtariWriter filenames. The first character of a filename must always be a letter.

Fonts. See *Print styles.*

Footers. See *Headers, footers, and page numbering.*

Format Disk. In order to store your AtariWriter text files, diskettes must be formatted to DOS 2.0S. While it's always a good idea to keep an extra formatted diskette on hand (see *Diskette management*), you can use the Format Disk selection from the AtariWriter menu to format a diskette during a work session with AtariWriter. Simply insert the diskette you want to format in your disk drive—*in drive 1*, if you have more than one drive— and select Format Disk from the menu. Because formatting erases any data that may already be

on a diskette, AtariWriter asks, FORMAT DISK - ARE YOU SURE, Y/N? Type **Y** and press **RETURN** to format the diskette.

Formatting text files. How AtariWriter formats your text files is controlled by a variety of formatting commands and values entered either in the Print Formatting Block at the top of each file or within the body of the file. Each time you select Create File from the AtariWriter menu, the program's default values for formatting are refreshed in the Print Formatting Block, but you can change them or add to them as you wish. You can edit formatting commands and values—delete or modify them—just as you can text. See your *Quick Reference* card for a summary of all formatting commands used with AtariWriter.

When inserting formatting commands and values within a file, keep in mind that any such command (other than a print style command) will affect the *entire* screen line on which it's entered.

You can examine a formatted text file on your screen prior to printing by using print preview.

Form printing. You can leave blanks in a text file that you want to use as a form, and fill them in—with names and addresses, account numbers, and the like—each time you print the file. Wherever you want to leave a blank, press **OPTION INSERT**. An inverse video **E** appears at that point on your screen. Enter a separate blank command for *each entry* that you'll be filling in later.

When AtariWriter prints the file, it stops when it encounters each such command and prompts you to MAKE ENTRY, PRESS RETURN. Type what you want to fill in the blank—up to 35 characters per blank—and press **RETURN**. When you complete each entry, AtariWriter continues printing the file.

Especially when you're leaving a number of blanks in a file, it's a good idea to jot down a list of them, because you won't be able to see the file on your TV screen when you're prompted to make your entries during printing.

Free memory. How much text you can enter into your computer while working with AtariWriter depends on its free memory, which in turn depends on how much RAM (Random Access Memory) it's equipped with.

While you're creating or editing a text file, it's a good idea from time to time to check how much free memory you have left. To do this, press **OPTION F**. AtariWriter displays the answer, expressed in bytes, in the Message Window at the bottom of your screen. One byte equals roughly one typed character, and you can figure on about 1500 bytes for each standard double-spaced page.

When you're writing a long text file, keep in mind that print preview requires a certain amount of your computer's free memory to display a formatted page; so be sure to leave yourself an adequate margin of memory—about 1500 bytes for previewing standard double-spaced pages, and 3000 bytes for previewing single-spaced pages—if you plan to preview your file.

In any case, it's a good idea to leave yourself a margin of free memory with every file you write, just so you'll have some memory to work with if you want to edit (or add to) a file later on. When your computer's memory will accept only about one more screen full of text, AtariWriter alerts you by displaying 512 BYTES OF FREE MEMORY REMAIN. When this happens, save the file and start a new file to continue the document you're working on.

If your computer system includes an ATARI 850™ Interface Module, here's a tip: If turned on at the time you load a program, an interface module takes up about 1700 bytes of your computer's available RAM. To reclaim those bytes of memory for your AtariWriter text files, turn your module off before loading AtariWriter into your computer. Then turn on your interface module, as necessary, when you want to use your printer.

Headers, footers, and page numbering. For headers or footers of one or two lines on every page of your printed text file, enter the appropriate commands and text at the beginning of the file, on the screen line or lines just below the formatting commands and values displayed on the first line. To begin headers or footers elsewhere than on the first page, or to change the text of your headers or footers, you can also enter the required commands and text within the file. In this case, however, each header or footer command and line of text (preceded if you like by elongated print and center text or block text right commands) must be the *only* material entered on a screen line. In either case, be sure that no line of header or footer text exceeds your overall page margins.

To specify a header, press **CTRL H**, then type the text of the header and press **RETURN**. For a two-line header, enter a **CTRL H**, then the text and a **RETURN** for each separate line.

To specify a footer, press **CTRL F**, then type the text of the footer and press **RETURN**. For a two-line footer, enter a **CTRL F**, then the text and a **RETURN** for each separate line.

For consecutively numbered printed pages, enter a @ symbol (**SHIFT 8**) at that point in your header or footer text where you want page numbers to appear (for page numbers only, use the @ symbol as the entire text of your header or footer). AtariWriter will number the page where you enter your page numbering command as 1, and subsequent pages in order, unless you specify a different starting page number. To do this, press **CTRL Q** after the **RETURN** that concludes your header or footer text, then type in the number of the starting page number you want (from 1 through 9999—after page number 9999, AtariWriter will halt printing; you must then specify a new starting page number).

Headers and footers appear one full line below or above the top or bottom of your printed pages. By default, AtariWriter prints headers, footers, and page numbers in the print style you've formatted for the entire text file, and aligns them to the left margin. If you want them in elongated print, and centered or blocked right, enter the appropriate commands just before your header or footer commands.

Index of Disk Files. This feature of AtariWriter works only if you're using a disk drive. When you select it from the menu, AtariWriter alphabetically lists all the files on the diskette currently in your disk drive (*in drive 1 only,* if you have more than one drive)—including DOS files, if you've copied them onto the diskette as recommended (see *Diskette management*). Also shown are the number of diskette sectors occupied by each file, and the free sectors remaining on the diskette; any file that you've locked is noted with an asterisk (see *Locking files*).

If you have more than 21 files on your diskette, AtariWriter scrolls the directory of files upward on your screen to show every listing. To halt this scrolling, press the space bar on your keyboard; press it again to restart the scrolling.

For a printed copy of your index,

type **Y** and press **RETURN** in response to the question PRINT DIRECTORY, Y/N? Type **N** and press **RETURN** to go back to the AtariWriter menu.

Inserting text. To insert text, simply position the cursor where you want and begin typing. AtariWriter pushes the text to the right of and below your insertion as far as necessary to accommodate the new text. Use the same procedure to enter formatting commands within a text file that you've already written.

Justified right margins. The justified right margin command works like a simple ON/OFF switch. The default value of **0**, displayed next to the inverse video **J** in the Print Formatting Block, gives you nonjustified (ragged) right margins. For justified right margins, change this value to **1**. You can change from one to the other within a text file by entering **CTRL J** and the appropriate value.

Line spacing. AtariWriter measures line spacing in half-lines. The default value for line spacing is single spacing, represented by the **2** next to the inverse video **S** in the Print Formatting Block. For double spacing, change this value to **4**. To vary line spacing within a text file, press **CTRL S** and type in the appropriate value wherever you want the spacing to change.

When you use **RETURN**s to create blank lines in a text file, keep in mind that AtariWriter inserts blank lines according to the value of **S** for each such **RETURN**.

Load File. To load a text file from a disk drive or program recorder, select Load File from the AtariWriter menu. How you should proceed when AtariWriter prompts you to enter the LOAD DEVICE: FILENAME depends on whether you're working with a cassette program recorder or a disk drive.

With a cassette program recorder, rewind your tape, if necessary, then advance it to the beginning of the file you want to load. Type **C:** and press **RETURN** on your computer keyboard. When your computer beeps, press **PLAY** on your program recorder and **RETURN** on your keyboard.

With a disk drive, type **D:** and the complete filename and extender of the file you want to load (if you're loading from a disk drive other than drive 1, specify the drive number immediately after the **D**). Then press **RETURN**.

If while loading a file AtariWriter finds that your computer's memory is close to overflowing, MEMORY FULL, INCOMPLETE LOAD appears in your Message Window. However, that part of the file that's been loaded remains in memory.

Locking files. To lock a text file that you've saved to diskette, follow the procedures described in your *Disk Operating System II Reference Manual.* Since you cannot go directly to DOS while working with AtariWriter, you can lock a saved file only after finishing a work session with AtariWriter.

If you load a locked text file, revise it with AtariWriter, and then attempt to save it again under the same filename, AtariWriter asks, REPLACE EXISTING FILE, Y/N? If you type **Y** and press **RETURN**, AtariWriter gives you the message FILE LOCKED. At this point, you must give the revised file a different filename and save it separately from the original file.

Margins. AtariWriter measures a page from top to bottom in half-lines, and from left to right in character spaces. The default values for page margins are represented in the Print Formatting Block as follows:

T12	**B12**	**L10**	**R70**
Top	Bottom	Left	Right

To change any of these margins for the entire text file, simply delete the value shown and type in your own. You can also change margins within a file; just press **CTRL** and the appropriate letter, then type in the value you want.

You may have to experiment a bit, adjusting the paper in your printer, to get the correct top margins on your printed pages. With the default value of **12** for **T**, your top margins should be one inch.

For a continuous printout of a file, without page breaks, set your top and bottom margins at **0** and delete any headers or footers from the file.

Merging text. If you have either a program recorder or a disk drive, you can merge a text file stored on a cassette tape or diskette with the file currently in your computer's memory. Keep in mind, though, that when merging files you run the risk of overflowing your computer's free memory.

To merge two files, first position the cursor where you want the merged text to appear in the file currently in your computer's memory. Then press **OPTION L**. How you should proceed when AtariWriter prompts you to enter the LOAD DEVICE:FILENAME depends on whether you have a cassette program recorder or disk drive.

With a program recorder, rewind your cassette tape to the beginning, then advance it to the file that you want to merge. Next, type **C:** and press **RETURN** on your keyboard. When your computer beeps, press **PLAY** on your program recorder and **RETURN** on your keyboard.

With a disk drive, type **D:** (and the drive number, if necessary, after the **D**) and the filename and extender of the file you want to merge. Then press **RETURN**.

If while merging one file with another AtariWriter finds that your computer's free memory is close to overflowing, 10 BYTES OF FREE MEMORY REMAIN appears in your Message Window. At this point the merging is halted.

Moving text. To move a block of text from one place to another in a text file, position the cursor at the beginning of the passage you want to move and press **CTRL X**. Then move the cursor to the end of the passage and press **CTRL X** again. Next, move the cursor to the point where you want to reposition the passage, and press **OPTION M**.

Remember that you can move only about 30 screen lines of text (the capacity of your failsafe text buffer) at a time. If you want to move a larger block of text, do it in segments.

Page eject. Use this command when you want AtariWriter to halt printing at a given point in a text file and space to the top of the next page before printing is resumed—for example, in a multisection document where you want each section to begin on a fresh page. To enter this command, position the cursor where you want a page eject to take place and press **CTRL E**.

Page length. When formatting and printing a text file, AtariWriter uses this formatting command—represented by the inverse video **Y** in the Print Formatting Block—to determine where the next printed page should begin. Keep your page length set at the default value of **132** (half-lines) for 8 1/2 by 11-inch paper, or set it at **168** for 8 1/2 by 14-inch (legal size) paper. For a continuous printout of a text file, without page breaks, set your top and bottom margins at **0** and delete any headers or footers from the file.

Page numbering. See *Headers, footers, and page numbering.*

Page wait. Use this command when you want to print a text file on separate sheets of paper—for example, on bond, letterhead, or your personal stationery. Enter **CTRL W** in the Print Formatting Block at the top of your file for a page wait on every page of the file. AtariWriter will stop printing at the bottom of each page; after inserting a fresh sheet of paper in your printer, press **RETURN** to start printing the next page.

Paragraphs. Mark the beginning of every paragraph by pressing **CTRL P**—AtariWriter displays a white paragraph marker (¶) on a dark background at that point on your screen. Press **RETURN** at the end of each paragraph—AtariWriter displays a ← at that point.

Two formatting commands control how your paragraphs appear when formatted and printed by AtariWriter. The default value for paragraph spacing, displayed next to the inverse video **D** in the Print Formatting Block, is **4** blank half-lines, or triple spacing, between paragraphs. To change this value, just delete the **4** and type in the value you want. The default value for paragraph indentation, displayed next to the inverse video **I** in the Print Formatting Block, is **5** spaces (from the left page margin). For a different paragraph indentation, delete the **5** and substitute the value you want.

To vary paragraph spacing within a file, press **CTRL D** and type in a new value where you want the spacing to change. To change paragraph indentation, press **CTRL I** and enter a new value.

Printer controls. If you have a printer not listed on the AtariWriter Printer Selection menu (see *Print File*) and do not have a printer driver, you can still format and print your AtariWriter text files by entering the desired printer controls directly in your files.

Wherever you want to enter a printer control, first press **CTRL O**, then type in the decimal equivalent of the appropriate hexadecimal code understood by your printer. You should be able to find a listing of hexadecimal codes and decimal equivalents in the manual that came with your printer.

Select **3** from the Printer Selection menu to print files with a printer not listed on the menu.

Printer drivers. If you have a printer driver for a printer not listed on the AtariWriter Printer Selection menu (see *Print File*), you must load the printer driver into your computer when beginning a work session with AtariWriter. See *Getting Started*, page 6, for instructions.

Printer drivers for some printers not listed on the Printer Selection menu are available from the ATARI Program Exchange (APX).

Print File. The first time you select this item from the AtariWriter menu during each work session with the program, AtariWriter displays a Printer Selection menu in your Message Window. (If you loaded a printer driver when beginning your work session with AtariWriter, the Printer Selection menu will not appear.) Enter the appropriate response, followed by **RETURN**. (If you have a printer other than the ATARI models listed on the menu, and do not have a printer driver, select **3**.) If you specify the wrong printer, you'll have to reload the AtariWriter program—first saving any file in your computer's memory—and repeat the Print File procedure to specify the correct printer.

When AtariWriter asks, PRINT WHOLE DOCUMENT, Y/N? type **Y** and press **RETURN** for a complete

copy of the file. Or type **N** and press **RETURN**, then enter the starting and ending page numbers of that part of the file you want printed; follow each of these entries with a **RETURN**.

Finally, AtariWriter asks you to specify the number of copies you want printed. Type in the number you want, from 1 through 99, and press **RETURN**.

Print preview. This feature of AtariWriter enables you to examine a formatted text file on your TV screen prior to printing it. You can use print preview while creating or editing a file.

For a print preview, press **OPTION P**. (If this is the first time you've given either a print preview or Print File command during your current work session with the program, you'll have to specify the kind of printer you have from the Printer Selection menu—see *Print File*.) AtariWriter asks, PREVIEW WHOLE DOCUMENT, Y/N? Type **Y** and press **RETURN** to preview the whole document. To preview selected pages, type **N** and press **RETURN**, then enter the starting and ending page numbers (each followed by **RETURN**) of what you want to preview.

After formatting a page, AtariWriter displays its upper left corner on your screen. Use your cursor controls to scroll down and to the right for a view of the rest of the page. During print preview, the line number and character space column number of the cursor—noted as **L** and **C** in your Message Window—show you where your cursor is on the *formatted page*, not on your screen. Follow the prompts in your Message Window to preview subsequent pages and return to the Edit File mode.

Condensed, proportional, and elongated characters do not appear as such in print preview. Also, when you preview text formatted for proportional or condensed print, the left margin varies from the one that you've set. But your text will be printed properly according to all formatting commands and values entered in the file.

Print preview requires a certain amount of your computer's free memory to display a formatted page. When writing long files, be sure to leave an adequate margin of memory—about 3000 bytes for previewing standard-size single-spaced pages—if you plan to preview the file.

Print styles (fonts). AtariWriter offers you a choice of four print styles or fonts—check the manual that came with your printer to see which ones your printer is capable of.

The default print style of AtariWriter, represented by the **1** next to the inverse video **G** in the Print Formatting Block, is 10 characters per inch (CPI). To format your overall file for condensed print (16.7 CPI), change this value to **2**. For proportional spacing, change it to **3** (proportional spacing does not work well when you're setting up columns or tables).

To vary the print style within a file, position the cursor where you want a new print style to begin, press **CTRL G**, and type in the value desired. You can mix condensed and proportional print as you wish, but avoid mixing these two print styles with 10 CPI on the same printed line.

The fourth print style is elongated print (characters twice normal width). You can elongate any of the three standard print styles. To format a portion of text for elongated print, enter (or insert) a **SELECT E** at the beginning and end of the text you want printed in this style.

The print styles you select are not represented as such in print preview.

Programming capability. You can use AtariWriter to write and edit source code files. To write a program with AtariWriter, select Create File from the menu and begin by deleting all the formatting commands and values in the Print Formatting Block. Then type in your file. To compile or execute a program you've written, you must first save it on cassette or diskette during your work session with AtariWriter. After finishing your session with AtariWriter, load a programming language such as ATARI BASIC or the ATARI Macro Assembler and Program-Text Editor™ into your computer. Then ENTER rather than LOAD your program file from cassette or diskette, and compile or run it as you wish. Particularly if you plan to edit or add to the file with AtariWriter later on, LIST rather than SAVE it when you've finished compiling or running it.

Proportional spacing. See *Print styles (fonts).*

Save File. To store a text file on a cassette tape or diskette, select Save File from the AtariWriter menu. If you've already given a filename to the file currently in your computer's memory, AtariWriter displays it on the top line of your Message Window. On the second line, AtariWriter prompts you to enter the SAVE DEVICE: FILENAME. How you should proceed from here depends on whether you're working with a program recorder or a disk drive.

With a cassette program recorder, make sure that it's loaded with enough blank tape to accommodate the file. If necessary, rewind the tape to its beginning, then advance it to where you want to begin recording (see *Cassette management*). Then type **C:** followed if you like by a filename and extender (files to be stored on cassette tape need not have filenames), and press **RETURN** on your keyboard. When your computer beeps twice, press both **PLAY** and **RECORD** on your program recorder, then press **RETURN** again.

With a disk drive, insert a formatted diskette in your disk drive (if you don't have a formatted diskette on hand, you can have AtariWriter format it for you—see *Format Disk*). Then type **D:** followed by the text file's filename and optional extender (if you have more than one drive, don't forget to specify the drive you're saving to after the **D**—for example, **D2:**). If you haven't yet named your file, you must do so now in order to save it on diskette. Finally, press **RETURN**.

If your file already has a filename associated with it, simply press **RETURN** when AtariWriter prompts you to enter the SAVE DEVICE:FILENAME; the file will be saved under the same name to disk drive 1.

If AtariWriter finds that there's not enough space on the diskette in your disk drive to accommodate the file, you'll be given the prompt DISK FULL, LOAD NEW DISK, RE-ENTER.

See *Diskette management* for a complete discussion of using diskettes with AtariWriter.

Search and replace. Use this feature of AtariWriter to search for, replace, or delete any string of text up to 25 characters in length. On command, AtariWriter executes a search from the current position of the cursor to the end of a text file.

To begin a search, first press **SELECT S**. Then enter the SEARCH FOR: *string* and press **RETURN**. AtariWriter finds the first use of the string and asks, REPLACE STRING, Y/N? Type **Y** or **N**, as you wish, and press **RETURN**.

If you type **Y**, AtariWriter

prompts you to enter a REPLACE WITH: *string*. If you want simply to delete the SEARCH FOR: *string*, press **RETURN**; if you want to replace it, type in what you want to replace it with—up to 22 characters—and press **RETURN**.

Now AtariWriter asks you if you want to REPLACE GLOBAL, Y/N? You can replace or delete the SEARCH FOR: *string* case by case or throughout the rest of your text file all at once. If you type **Y** and press **RETURN**, AtariWriter replaces or deletes every occurrence of the SEARCH FOR: *string* to the end of the file, then displays END-OF-FILE in your Message Window. To proceed case by case, type **N** and press **RETURN**; AtariWriter replaces or deletes only the first instance of the SEARCH FOR: *string* and asks, CONTINUE SEARCHING, Y/N? You can then proceed as you wish: type **N** and press **RETURN** to break off the search, or type **Y** and press **RETURN** to continue to the next occurrence of the SEARCH FOR: *string*.

When entering a SEARCH FOR: *string*, you must type it exactly as it appears in your file. When the string is a single short word that might appear in your file as a part of longer words, it's a good idea to type in blank spaces before and after it. If you do this, though, include the same blank spaces in your REPLACE WITH: *string*. And keep in mind that AtariWriter will not recognize occurrences of such a SEARCH FOR: *string* that have punctuation marks immediately before or after them.

To stop a search-and-replace operation, press the **BREAK** key on your keyboard. If you then want to specify a new SEARCH FOR: *string*, press **SELECT S** and type in the new string; but remember that AtariWriter will search only from the current position of the cursor to the end of your file.

Section headings. Use this feature of AtariWriter to number section and subsection headings in a multisection document. The easiest way to explain its use is with an example.

Say you're writing a text file about nutrition. In outline, it includes the following sections and subsections:

Fruits and vegetables
  Fruits
    Fresh fruits
    Preserves
  Vegetables
Dairy products

To number each of these section and subsection headings when entering them in your file, press **SELECT H** and type the number of the section level, then the text of the heading and **RETURN**. In this case, *Fruits and vegetables* is the highest level of headings, so you type **1** after **SELECT H**. The section level for both *Fruits* and *Vegetables* is **2**, and **3** for both *Fresh fruits* and *Preserves*. For *Dairy products*, you return to a section level of **1**. You can specify section levels of **1** through **9**. Wherever you enter a section heading command and number, AtariWriter displays an **H** on a dark background followed by the section level number.

When it formats and prints your file, AtariWriter numbers your section headings, raising the numbers for each occurrence of a section heading command at a given level. In other words, the section headings in your file on nutrition would be numbered as follows:

1 Fruits and vegetables
1.1 Fruits
1.1.1 Fresh fruits
1.1.2 Preserves
1.2 Vegetables
2 Dairy products

You must format your section headings as you wish. Add as many

spaces between each section level number and heading as you want between the section number and heading. And use paragraph markers, center or block text right commands, and print style commands in combination with your section heading commands to format your headings the way you want them.

To reset your numbering of section headings—say, in a large document where you want a numbered system of headings in each chapter—press **SELECT H** and type the number **0**. Then press **SELECT H** again and the desired level number when you enter your next heading.

Subscripts and superscripts. Printed a half-line below or above the line, subscripts and superscripts are especially useful when you're writing about chemical or mathematical formulas or including footnote numbers in your text files. (Check the manual that came with your printer to see if it's capable of printing subscripts and superscripts.)

To specify a subscript, press **SELECT ↓** before typing the material to be subscripted and **SELECT ↑** after. To specify a superscript, press **SELECT ↑** before and **SELECT ↓** after the material to be superscripted.

AtariWriter displays inverse video up and down arrows where these commands are entered. So the chemical formula for water would appear on your screen as H↓2↑0, and Einstein's famous Theory of Relativity as E=mc↑2↓. If you wanted to use a superscript o as a degree symbol, the boiling point of water would appear as 212↑o ↓ F.

Caution: Some computer owners whose printers are connected through the ATARI 850 Interface Module have encountered problems with their modules when using many subscript and superscript commands in their text files, particularly when these commands fall near the right margin of a printed page.

TABS. The series of arrows that appear every five spaces along the top of your Message Window each time you begin a work session with AtariWriter are the default TAB settings of AtariWriter. To change TAB settings, first press **CTRL TAB**—this will clear the present settings. Then, to establish new settings, position the cursor wherever you want a new setting and press **SELECT TAB**.

TABS that you set yourself are not saved as part of a text file. If you save a file for which you've set your own TABS, then load it again during a later work session with AtariWriter, the default TAB settings will reappear; you'll have to reset your own if you want to use them in editing the file.

TABS are perhaps most often used to create columns of numbers or words. Although the TAB settings displayed on your screen cover only 36 character spaces—the maximum width of a screen line—you can still use them to set up columns beyond the 36th character space on a full-width printed page. When you TAB past the end of a screen line, just add 36 to the TAB settings you use on the next screen line to gauge where the text you enter there will appear on your printed page.

For example, to create four columns of three-digit numbers at 10-space intervals, set your TABS at **4**, **10**, **20**, and **30**. Make sure that the justified right margin feature is OFF (**JO**). Then enter your numbers one row at a time, typing the first three at TAB settings **10**, **20**, and **30**, and the fourth at TAB setting **4** on the next screen line. Finally, press **RETURN**—to end that printed line—and repeat the same sequence to enter the next row of numbers.

When laying out tables or columns, of course, you can always check for proper formatting with print preview.

Underlining text. To enter underlined text in a file, press the ⅄ key before typing the text. The text to be underlined when printed appears on your screen in inverse video. Press the ⅄ key again to return to ordinary text.

You can also change ordinary text to underlined text or vice versa. Position the cursor at the beginning of what you want to change and press **CTRL U**.

Check the manual that came with your printer to see whether it has underlining capability.

Upper and lowercase characters. To enter a single uppercase character, of course, you hold down the **SHIFT** key while typing the character. For all uppercase letters, press **SHIFT CAPS LOWR**— this is equivalent to **SHIFT LOCK** on a conventional typewriter. Press **CAPS LOWR** to return to lowercase letters.

With AtariWriter you can also change letters that you've already entered from lower to uppercase or vice versa. To do this, position the cursor below the letter you want to change and press **CTRL CAPS LOWR**.

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AtariWriter was developed by Atari Corp.
in conjunction with DataSoft, Inc.

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C014189-36 REV. B

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