These helpful hints highlight some important points to remember as you learn to use AtariWriter, and outline some shortcuts and suggestions you may find useful as you become more adept at word processing.

ATARI *Writer*™ **helpful hints**

Always turn on your disk drive before loading AtariWriter into your computer if you plan to save or load text files to or from diskette. When the busy light on your disk drive goes out, insert a diskette containing DOS files—either the Master Diskette that came with your disk drive, a printer driver diskette, or a data diskette on which you've copied DOS files. Then plug your AtariWriter cartridge into your computer and turn it on. If the diskette you're using does not contain DOS files, the border of the AtariWriter title screen will turn red. See *Getting Started* and *Diskette management*, pages 6 and 36 in your AtariWriter user's guide, for further information.

It's recommended that you first format, then copy DOS files onto every data diskette you plan to use with AtariWriter. You can do this with the Master Diskette that came with your disk drive—see *Diskette management*, page 36 in your AtariWriter user's guide. You can also use the FORMAT Disk selection from the AtariWriter menu to format a blank diskette while in the middle of a session with AtariWriter, *provided that you loaded DOS files into your computer when starting the session*—see *Getting Started* and *Format Disk*, pages 6 and 38-39 in your user's guide. The FORMAT Disk procedure prepares a diskette to store text files, but does not copy DOS files onto the diskette.

If you have only one disk drive (or if you're working exclusively with drive 1 in a system of multiple drives), you need not specify **D1:** when prompted to enter a SAVE, LOAD, or DELETE DEVICE:FILENAME. Because AtariWriter *defaults* to drive 1 if no other drive is specified, you can simply type in the filename and press **RETURN** to save, load, delete, or merge a file using this disk drive. When you're resaving a file to drive 1 under a filename you've already given it—say, after revising the file—just press **RETURN** when prompted to enter the SAVE DEVICE:FILENAME.

The Print Formatting Block (see page 24 in your user's guide) must always be the first line of any file you write with AtariWriter. If you inadvertently enter any characters or **RETURN**s that interrupt the Print Formatting Block or displace it from the first line of a file, be sure to delete them before trying to format or print the file. If you inadvertently delete the Print Formatting Block and do not restore it, AtariWriter will format and print your files according to its default formatting values—see page 24 in your user's guide.

Remember that the DELETE File selection on the AtariWriter menu is to be used to delete files from diskette, not from your computer's memory—see pages 35-36 in your user's guide. To clear a file from memory, select CREATE File from the menu and type Y and press **RETURN** when AtariWriter asks, ERASE FILE IN MEMORY, Y/N?

When moving or duplicating a block of text, remember that the failsafe text buffer of your computer—where the block is stored during these procedures—can hold only about 30 screen lines of text. If you want to move or duplicate a block of more than 30 lines, do it in segments. Also, when deleting a block of text, keep in mind that only about the first 30 lines of the block can be restored by pressing **START INSERT.** See pages 20-21 and 37 in your AtariWriter user's guide for information on deleting, moving, and duplicating blocks of text.

You can use the failsafe text buffer of your computer to move a block of text (of up to about 30 screen lines) from one file to another. First delete the block from the file in memory as explained on your AtariWriter *Quick Reference* card; then, if you choose, press **START INSERT** to restore the block to the file. In any case, the block remains in your failsafe text buffer. *Taking care not to delete even a single character as you do so,* load the file you want to add the block to into your computer, position the cursor where you want to add the block, and press **START INSERT.**

When using the print preview feature of AtariWriter, remember that you can use your cursor controls to move quickly around the pages you're previewing—see your AtariWriter *Quick Reference* card. You can also press the **ESC** key on your keyboard to break off the print preview process—a handy option when you're previewing a long document and forgot to specify starting and ending page numbers. Pressing **ESC** during print preview returns you to the AtariWriter menu.

Press the BREAK key on your keyboard any time you want to halt printing or break off a search-and-replace procedure. Pressing **BREAK** during printing returns you to the AtariWriter menu. During a search-and-replace procedure (see pages 45-46 in your user's guide), pressing **BREAK** returns you to the EDIT File mode.

You can press the SYSTEM RESET button on your computer at any time during a session with AtariWriter without affecting any text in memory—although any TAB stops that you've set will be replaced by AtariWriter's default TAB settings (see page 47 in your user's guide). Pressing **SYSTEM RESET** returns you to the AtariWriter menu.

To print elongated characters with an ATARI® 1025™ Printer, you must follow a different procedure from the one described in your AtariWriter user's guide. Instead of the **SELECT E** command, enter **CTRL G**, followed by **3**, just before the text you want elongated; at the end of the text you want elongated, reset your print style to 10 characters per inch (**CTRL G** and **1**) or condensed print (**CTRL G** and **2**) and press **RETURN**.

When you want to print a file on single sheets of paper, don't forget to enter a page wait command— CTRL W—on the text line just below the Print Formatting Block at the top of the file. While printing the file, AtariWriter will halt printing at the end of each page until you insert a fresh sheet in your printer and press **RETURN** on your keyboard.

If you frequently print your files on letterhead, or write a lot of memos, you may find it convenient to create a template or form to use each time you write such a file. Select CREATE File from the AtariWriter menu. Adjust the formatting values in the Print Formatting Block to suit your letterhead, or enter the headings you ordinarily use in your memos— "To:", "From:", and the like—in whatever arrangement you choose. Then save your template to cassette or diskette under an easily remembered filename. Whenever you want to write a letter or memo, just load the template into your computer, fill in the text, and—if you choose to save the completed file—give it a unique new filename. When you want to print only the first page of a multipage file on letterhead, remember to reset your top margin at the start of the second page.

With a little creative formatting, you can use "bullets" in your text files in a couple of different ways:

* To use bullets as shown in this example, just reset your left and right margins at the start of the text you want to indent.

* To use bullets as shown in this example, you must reset your left margin once before typing in the asterisk, and again after the word "example" that starts the second line of text; then repeat the same procedure for each subsequent bullet.

When you want to print pages longer than 132 half-lines but with wide top and bottom margins, enter the page length command (**CTRL Y**) and value you want prior to your new commands and values for the top and bottom margins. See pages 24-26 in your AtariWriter user's guide for further information on overall file formatting.

If your computer system includes three or four disk drives, don't forget that you must enter a change on your working copy of your DOS Master Diskette to enable your computer to work with drives 3 and 4—see Appendix G in your *Disk Operating System II Reference Manual.*

AtariWriter allows you to specify the keyboard as an input/output device when saving, loading, deleting, or merging files. However, if you type in **K:** when prompted to enter a SAVE, LOAD, or DELETE DEVICE:FILENAME, either you'll get an I/O ERROR message or your computer system will not respond. If your system appears to be "locked up," press **BREAK**—this will free up the system without affecting any text file in memory. The **K:** should be used only by experienced programmers familiar with the input/output device relationships of the ATARI Home Computer operating system.

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