

TASWORD **8000**

THE WORD PROCESSOR

A TASMAN SOFTWARE PROGRAM
FOR THE AMSTRAD PCW 8256 AND 8512

TASWORD 8000

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**Tasman Software Ltd.
Springfield House
Hyde Terrace
Leeds LS2 9LN**

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Introduction

This is a reference manual. You do not need to read it all before starting to use Tasword. Just follow the instructions on page 1 to start using and learning the program.

By following the instructions on page 1 you will quickly learn and discover the major features of the program that aid you in typing, editing, and correcting your text. Refer to this manual as you become acquainted with the program to learn more about the facilities that you have found most useful.

The Δ , \blacktriangledown and \exists signs

The Δ , \blacktriangledown and \exists signs occur frequently both in this manual and in the Tasword help pages. The Δ sign represents the **ALT** key and the \blacktriangledown sign represents a **SHIFT** key. The \exists sign represents the **EXTRA** key.

Δ = **ALT**
 \blacktriangledown = **SHIFT**
 \exists = **EXTRA**

These keys are always used in conjunction with some other key by holding one or more of them down and pressing the other key. For example:

- Δ **W** means hold **ALT** down and press the **W** key
- \blacktriangledown \rightarrow means hold a **SHIFT** key down and press the \rightarrow key
- \blacktriangledown Δ **P** means hold both **SHIFT** and **ALT** down and press the **P** key.
- \exists **P** means hold **EXTRA** down and press the **P** key.

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Getting Started with TASWORD

Loading Tasword

Follow these instructions to learn to use Tasword:

- (1) With the computer turned off insert the CP/M Plus system disc (side 2 of the discs supplied with the computer) ensuring that side two is facing left and that it is placed in the top drive on a two drive machine.
- (2) Turn the computer on by pushing the power switch in and after a little while the following message (or something very similar) will appear on the screen:

CP/M Plus Amstrad Consumer Electronics plc

v 1.4, 61K TPA, 1 disc drive, 112K drive M:

A>

- (3) Remove the CP/M Plus system disc and insert the Tasword 8000 disc. It does not matter which side of the Tasword disc faces left as both sides are the same.

- (4) Type:

tasword

and press the **RETURN** key.

- (5) Tasword will load and you will see the cursor flashing near the top of a largely empty screen. This is how Tasword looks when loaded and it is ready for you to start typing your text. Try typing a few words.

Tasword Tutor

- (1) Turn the computer off and repeat the above procedure until you get to step 4.
Type:

tasword tutor

(note the single space between the two words) and press the **RETURN** key.

- (2) Tasword will load again together with Tasword Tutor. Read and follow the instructions on the screen — the tutor will teach you enough about Tasword for you to be able to use the program to produce your own text. Feel free to experiment as much as you like as you work through the tutor.

Before making regular use of Tasword to create and save your own documents you should make a copy of the program (see page 30). Keep the original disc as your back-up copy.

Further instructions on loading, running and saving Tasword can be found on pages 7 and 30.

The help part of the screen shows part of the help page or one of the notepads. Press **STOP** to see the whole help page.

The **+** and **-** keys scroll this part of the screen through the help page and the notepads.

```

DELETION: 30LL to line end      v< start of text      3< start of page
           3-BEL to line start  v< right margin     3-> next page
           3-BEL line (m->C(M)  v< scroll up         3+ fast scroll up
           3-BEL clear text     v< scroll down       3- fast scroll dwn
           3-BEL char          v< start of para     3+ start of screen
INSERTION: 3I insert on/off    v< end of para      3- end of screen
           3A auto on/off      v< goto page       3+ goto page
           3A auto on/off      v< right edge
  
```

Tasman Software Ltd
Springfield House
Hude Terrace
Leeds LS2 9JN

Dear ■ The cursor

```

Line 9(Co) 6(P)ge 118(J) on 1(M) on 1(Insert off)Paging off(STOP for help)Numeric off(18)
  
```

This is the 'window' which shows part of the text file.

This line shows the current margin and tab settings. It is called the ruler line.

This bottom 'status line' contains useful information.

How TASWORD Works

The Text File

Tasword operates on a text file which contains whatever you type in from the keyboard. This text file can be up to about one hundred thousand characters long on the 8256 and over three hundred thousand characters long on the 8512. The length of a line in the text file is normally 90 characters. This is the number of characters that can be shown on one line of the screen. The length of a line can be changed by resetting the margin positions. The maximum line length is 250 characters.

The Window

The screen is a 'window' which shows either 21 or 30 lines of the text file. Certain 'Control Keys' move the window up or down the text file. Moving the window is called 'scrolling'. The window can also move sideways and will do this when the margins have been set to give more than ninety characters per line.

The Cursor

The cursor is a flashing square or bar that indicates your current position in the text file. The cursor can be moved using the arrow keys on the keyboard and by certain other control key actions.

The Keyboard

Each time you press one of the letter keys the character corresponding to that key appears on the screen at the cursor position. To type a capital letter hold one of the SHIFT keys down and press the required letter key. Some keys are marked with two characters. The lower character on the key is typed when the key is pressed. To type the upper character hold one of the SHIFT keys down and press the key.

Auto Repeat

If pressure is kept on any key then after a slight delay the key action is repeated. This applies to both character keys and most command keys.

Word Wrapping

Unless overridden by the **EW** command key (see page 14) Tasword word-wraps automatically at the end of each line. This means that if your last word on a line does not fit onto the line then the whole word is transferred to the beginning of the next line. The only time you will normally use the **RETURN** key when typing in text is when you want to start a new paragraph. You will soon find that when you are typing in text you will only occasionally look at the screen — Tasword keeps the text neat and leaves you free to concentrate on the keyboard.

Justification

As well as word-wrapping when a word overflows the end of a line Tasword automatically justifies the line that has just been finished. The words in the line are spaced out by inserting spaces between them so that the text spreads across the screen. This gives the text a neat appearance with no ragged margin on the right hand side.

The automatic justification can be turned off using the **⌘J** command key (page 14). This results in the typed text having a 'ragged right' appearance that may be, according to personal preference, more appropriate for the task in hand.

It is straightforward to change text that has already been typed from right justified to ragged-right or vice versa. Simply use the **⌘J** command key to turn right justification on or off and then use the **⌘J** command key (page 13) to rejustify the desired paragraphs.

Tall Cursor

When you type the last character in a line Tasword moves the cursor to the beginning of the next line. The cursor becomes taller. If you type a character when the cursor is tall Tasword will assume that the character is part of the last word on the previous line and word-wrap. If the word on the previous line is finished you must type a space — as you would have done anyway if you had not looked at the screen — before typing the next word.

If the last character on a line is a punctuation mark or a hyphen Tasword will not word-wrap when you begin the next line even if you type a character when the cursor is tall. It will ignore the first two spaces that you type so that you do not indent a line accidentally.

Good Typing Practice

Help Tasword help you by following the two simple rules of good typing practice:

- (1) Always type at least one space after the full stop at the end of a sentence or after any other punctuation mark;
- (2) Always begin a new paragraph by indenting (typing spaces at the beginning of) the first line or by leaving a blank line between paragraphs, or by doing both.

The Reference Sections

The remainder of this manual is for reference. You do not have to read it all before you can begin to use the program. The most commonly utilised facilities in the program are readily used by referring to the help page and using on-screen prompts at various points.

Seven main parts follow. These sections describe the following functions.

Loading the program.

The command key actions, grouped by type.

Running Tasword and saving and loading the text files you create to and from disc.

Printing and the format of printed text files.

Tasprint.

The data merge facility, which allows a mail-merge type multiple print of a document.

Customising the program to suit your own applications and personal preferences.

Five appendices cover Tasword and CPM, the PCW printer, and other points concerning printers and accented characters.

Loading Tasword

Put a disc containing the Tasword program into drive A (this is the top drive if two drives are fitted) and type:

tasword

and press the **RETURN** key.

Tasword starts running when loaded. You will see the cursor flashing at the beginning of an empty text file and the line number and other information at the bottom of the screen. You can now type in text or load a previously created text file from disc (see page 31).

If you load Tasword by typing **tasword** and then a space followed by a filename:

tasword tutor

then as soon as Tasword has loaded it will attempt to load the specified file (in this example the **tutor**) from the program disc. On a two drive machine you can command Tasword to automatically load a file from the disc in drive B by typing the letter B and a colon in front of the filename, e.g.:

tasword b:filename

The Tasword program disc can be removed from drive A once the program has loaded. This allows you to save and load text files on different discs to the program disc.

The above instructions for loading and running Tasword assume that you have turned the machine on with a CPM system disc in drive A. Appendix 1 describes how to create a disc that contains both Tasword and the required CPM program which enables you to turn the machine on and load Tasword without having to change discs. Appendix 1 also describes how to create a disc that will automatically load and run Tasword when the computer is turned on with this disc in drive A.

Note that Tasword uses all of disc M and any files on disc M will be lost when Tasword loads.

The Command Keys

The Δ sign indicates that the **CONTROL** key must be held down while the relevant key is pressed. The ∇ symbol means that the **SHIFT** key must be held down. The Ξ sign means that the **EXTRA** key must be held down. These symbols are also used on the help page.

Help Commands

STOP show help page

The help page is displayed when the Escape key **STOP** is pressed. When the help page is on the screen press **RETURN** to return to the text file.

Ξ H help on/off

If the top nine lines of the screen are showing part of the help page then the Ξ H command key removes the segment of the help page from the top part of the screen and the monitor shows 30 lines of the text file. Pressing the Ξ H command key again will put the help segment back onto the screen.

\boxplus scroll up help

If help is on then this command key replaces the segment of the help page shown on the screen with the segment immediately above it in the full help page.

\boxminus scroll down help

When help is on this command key replaces the segment of the help page shown on the screen with the segment immediately below it in the full help page. By scrolling down beyond the final segment of the full help page the extra character set can be viewed. Scrolling down yet further gives access to the notepads. The notepads are described on page 26.

Cursor Movement

RETURN

This key moves the cursor to the left margin at the beginning of the next line. If the insert mode is On (see page 17) a new line is also inserted. The **ENTER** key has the same action as the **RETURN** key except that the **ENTER** key auto-repeats and the **RETURN** key does not.

ARROWS move cursor

The arrow keys on the right hand part of the keyboard are used to move the cursor to any required position on the screen. Keeping an arrow key depressed causes auto-repeat to be implemented and this is a useful way of moving the cursor quickly towards some desired position on the screen.

The left arrow key may be used to move the cursor to the left of the left margin if the left margin is set to some other position than column one. The right arrow can move the cursor to the right of the right margin if the latter is set to less than column 250.

▼△ ↑ start of text file

This command key is used to jump back to the beginning of the text file.

▼△ ↓ end of text

When this key is pressed Tasword finds and displays the end of the text file.

△ ← start of line

This command key moves the cursor to the start of the current line. This is the first character on the line.

△ → end of line

This key moves the cursor to the end of the current line. This is the last character on the line.

▼△ ← left margin

The cursor is moved to the left margin by this command.

▼△ → right margin

This command moves the cursor to the right margin.

This command, and the ▼△ ← command described above, are particularly useful when reviewing text that has been typed with more than ninety characters per line.

Cursor Movement (continued)

△ ↓ scroll down

The △ ↓ command scrolls the display down one line of the text file.

△ ↑ scroll up

This command scrolls the display up one line of the text file.

⌘ ↓ fast scroll down

The ⌘ ↓ command forces Tasword to scroll down one screenful of lines. This is a scroll of either 21 or 30 lines depending on whether help is on or off. This is a useful way of scrolling quickly through your text.

⌘ ↑ fast scroll up

Tasword scrolls up a screenful of lines (21 or 30) when this key is pressed.

▼ → word right

This key moves the cursor to the beginning of the next word to the right. If there is no word to the right of the cursor then it moves to the beginning of the next line.

▼ ← word left

Shift left arrow moves the cursor to the end of the next word to the left of the cursor.

▼ ↑ start of paragraph

This command key moves the cursor to the start of the paragraph that the cursor is in.

▼ ↓ end of paragraph

The command key moves the cursor to the end of the paragraph containing the cursor.

⌘ → next page

The next page in this context is the start of the next page when the text file is printed. The start of each page is shown by the page break display which is turned on and off by the ⌘ P command described on page 23. The ⌘ → command key moves the cursor to the beginning of the next page.

⌘ ← start of page

This control key moves the cursor to the beginning of the current page as shown by the page break display (if on). If the cursor is already at the beginning of a page then it is moved to the beginning of the previous page.

▼ ||||| start of screen

This command key moves the cursor to the left margin at the top left hand corner of the screen.

Cursor Movement (continued)


end of screen

This command key moves the cursor to the right margin at the bottom right hand corner of the screen.


far right margin



This command moves the cursor to column 250 irrespective of the actual right margin setting.

go to specified line number

This command is used to move the cursor to a specified line anywhere in the text file. When the  keys are pressed a message at the bottom of the screen prompts you to type the required line number and press **RETURN**. **Tasword** will then move to the line that you have specified in the text file. Pressing the **STOP** key instead of typing a line number will abandon the command and return you to your current position in the text file.

go to specified page number

This command is similar to the  command described above except that a page number is entered and **Tasword** will move to the first line of the specified page.

The  and  go to line and go to page commands described above provide convenient ways of moving from one place to another in large text files. The marker commands, described in the next section, are useful alternative commands for moving to pre-determined positions in the text file.

Marker Commands

Markers are special characters that can be typed into the text file. Some marker commands place markers in the text file and other marker commands move the cursor to a specified marker. There are two types of markers: eight 'number markers' and two 'dash markers'. The number markers appear on the screen as inverse numbers 1 to 8. The two dash markers show on the screen as inverse - and inverse =.

△ 1 to △ 8 put number marker

These eight commands put the specified number marker into the text file at the cursor position. Each number marker is used to mark a particular place in the text file and there cannot be more than one of each marker in a text file.

▼ △ 1 to ▼ △ 8 go to number marker

These commands move the cursor to the specified number marker provided that the marker exists in the text file.

Number markers are useful for moving rapidly to specified places in a document. They can be used, for example, to mark the start of each chapter in a long document. The go to number marker commands then provide a means of moving to the marked positions without having to scroll through the file or remember a line or page number.

The two dash markers, shown on the screen as an inverse - and inverse =, are similar in use to the number markers. A main difference is that each of the dash markers can appear any number of times in the text file.

△ - and △ = put dash marker

Each of these commands puts the specified dash marker into the text file at the cursor position.

▼ △ - and ▼ △ = go to next dash marker

These two commands move the cursor to the next occurrence of the specified dash marker in the text file.

≡ - and ≡ = go to previous dash marker

These commands move the cursor to the previous occurrence of the specified dash marker.

Tasword remembers where number markers occur in the text file but has to search for dash markers. Tasword will keep scrolling until it finds the specified dash marker. Press the **STOP** key to make Tasword abandon the search.

A good example of the usefulness of dash markers is in the production of forms and other standard documents which have to be produced several times with different text at specified places. Type and save such a document with dash markers at the required places. To produce a particular copy of the document just load it and use the go to dash marker commands to move quickly to each part of the document in order to type in the required text.

Formatting Commands

△Q move text left

This moves the text under and left of the cursor left one character position. There is no effect if there is already a character at the left margin. Text within margins is not affected by this command and if the cursor is inside a margin no text is moved.

△W centre line

This key centres the text on the line containing the cursor between the margins. It is useful for headings. Text inside margins is not moved and there is no action if the cursor is inside a margin.

△E move text right

This key moves the text under and to the right of the cursor right one character position. There is no action if there is a character on the right margin. Text inside margins is not moved and there is no action if the cursor is inside a margin.

△J rejustify paragraph

This key reforms the text from the line containing the cursor to the end of the paragraph. The end of the paragraph is detected by the occurrence of a blank or an indented line. The △J key is very useful for tidying up text in which you have made insertions and deletions.

Only the text within the margins is reformed and the reformatting is to the current margin positions. To reform a paragraph to new margin positions use the hard rejustify command △H.

The △J command will right justify the text if Right Justify is on and will leave the text 'ragged right' if Right Justify is off. The △J command can therefore be used to change the format of a paragraph from right justified to ragged right and vice versa.

△K justify line

The line that the cursor is on is right justified by this key.

△L unjustify line

The line that the cursor is on is unjustified by deleting any surplus spaces between words.

Formatting Commands (Continued)

△H hard rejustify

The hard rejustify command reforms the entire paragraph containing the cursor to the current margin positions. The hard rejustify command is useful for reforming paragraphs after the margin settings have been changed. The paragraph is forced to lie within the new margin positions.

During hard rejustification all text both inside the new and old margin settings is considered to be part of the current paragraph. Annotations within margins will be incorporated into the new paragraph and therefore should be deleted before hard rejustification.

Hard rejustification only detects the start and end of the current paragraph by the occurrence of blank lines. Ensure that there is a blank line at both the start and the end of a paragraph before executing the hard rejustify command.

≡J Right Justify On/Off

This command key turns the automatic right justification Off or On. The 'R/J' message at the bottom of the screen tells you the current status. Justification is described on page 5. When justification is On the text typed will be reformatted at the end of each line to the right margin (as in most of this manual). When right justification is Off the text has the 'ragged right' appearance of this paragraph.

≡W Word Wrap On/Off

This command is used to turn the automatic word-wrap Off or On. The 'W/W' message at the bottom of the screen indicates whether the word-wrap is On or Off. Word-wrapping is described on page 5.

Delete Commands

← DEL delete character to left of cursor

The ← DEL key deletes the character to the left of the cursor and moves the remainder of the line left one character position. Note that characters which are mistyped can be typed over once the cursor has been moved to the correct position and you do not have to use the ← DEL key to do this. This delete key is useful for correcting mistakes as they are made and for removing unwanted characters.

DEL → delete character under cursor

This command is similar to the ← DEL command described above except that it is the character under the cursor that is deleted.

▼ ← DEL and ▼ DEL → delete word

The SHIFT DEL keys delete the entire word over which the cursor is positioned. The remainder of the line is moved left to fill the gap created by the deletion of the word. If the cursor is between two words then ▼ ← DEL will delete the word to the left of the cursor and ▼ DEL → will delete the word to the right of the cursor.

△ ← DEL and △ DEL → delete line

These keys delete the line that the cursor is on. All subsequent lines are moved up.

△ CAN undelete line

Tasword remembers the most recent line to have been deleted using △ DEL. This command recovers the most recently deleted line and inserts it into the text above the line that the cursor is on.

⌘ DEL → delete to end of line

This command deletes the text on the current line from the cursor position up to the right margin.

⌘ DEL ← delete to start of line

This command deletes the text on the current line between the cursor and the left margin. The remainder of the line is moved left to the margin.

Delete Commands (continued)

▼ △ ← DEL and ▼ △ DEL → clear text file

All text is removed from the text file when either of these keys is pressed. The header and the footer (see p. 23) are also cleared. To prevent accidental erasure Tasword asks for confirmation when this key is pressed.

CUT delete block

This command deletes a marked block of text. The block commands are described on page 22.

▼ CUT delete paragraph

This command key deletes the entire paragraph that the cursor is in. Tasword asks for confirmation before deleting the paragraph.

Insertion Commands

△ I insert line or character

This key is used to insert new lines, words, and characters into the text file.

To insert a blank line position the cursor at the beginning of the line following the line to be inserted. Press **△ I** to insert the new line. (New lines are inserted automatically when insert mode is turned on — see **△ I** below).

To insert additional words between existing words position the cursor on the space between the words. Pressing **△ I** then throws the words to the right of the cursor onto a new line. The additional text can then be typed in. Use **△ I** again to create additional blank lines to type on as required or turn insert mode on (see below).

To insert a character into the middle of a word position the cursor over the character to the right of the required position. When **△ I** is pressed the line is unjustified (see page 14 for the meaning of this) and a space is created for the new character to be typed. If the line cannot be unjustified then a new line will be created as described in the previous paragraph.

These insertion procedures will usually destroy the justification of the paragraph. The justification can be recovered using the **△ J** key (see page 13).

△ I insert mode On/Off

When insert mode is turned On Tasword creates a new blank line for you to type on whenever a line of text is completed or **RETURN** is pressed. Turning insert mode On is useful when you want to type some lines of text in the middle of some existing text. The 'insert' message at the bottom of the screen shows the current state of the insert mode.

△ A auto-insert mode On/Off

When auto-insert mode is on the current paragraph is continually rejustified while the text is being typed. Each letter that is typed is inserted into the text immediately before the current cursor position.

Auto-insert mode is useful for inserting a word or group of words into the middle of some existing text. If more than a few words are to be inserted then the normal insert mode described above should be used as the computer keyboard buffer can become full, resulting in typed characters being lost.

Margin Commands

△A set left margin

When this key is pressed the left margin is set to immediately before the current cursor position. The margin is indicated by a line instead of the dotted bar on the penultimate line of the screen. The use of margins is described below. The left arrow may be used to move the cursor into the left margin either to type text or to reset the margin.

Tasword loads with the left margin set to column 1. This default may be changed by saving Tasword with a different ruler 0 (see page 19).

△S clear margins

This key resets the margins to the default positions for the current ruler.

△D set right margin

This key sets the right margin to immediately after the cursor position. The margin position is indicated by a line instead of a dotted bar near the bottom of the screen.

The maximum right margin position is at column 250. Tasword loads with the right margin set at column 80. This default setting changes if Tasword is saved with a new ruler 0 (see page 19).

When margins are set the text that is typed will normally be put only between the two margins. Word-wrap and justification take place as though the margin positions represent the edges of the screen.

Margins are useful for automatically indenting part of your text. Paragraphs can be highlighted by having different margin settings, or a list of paragraphs can be typed and numbering and other annotations can be put within the margins.

The cursor moving arrows can be used to move the cursor into the margins to set new margin positions or to type text within a margin. The △Q, △W, and △E text moving and centering commands do not affect the text inside the margins and do not work at all when the cursor is within a margin. The △I text insertion command does not operate inside margins except when the cursor is in column 1. The △J command rejustifies just the text that is between the left and right margin. The △H hard rejustify command may be used to reform paragraphs to new margin settings.

The find and find and replace commands only search within the margins. The automatic paragraph rejustification that takes place on text replacement may modify the format of text that has been typed with different margin settings and should be used with care if you have typed parts of your text with different margin settings.

Ruler Commands

The ruler is the penultimate line on the screen which shows the current margin and tab settings. Tasword can remember up to ten different rulers which are numbered from 0 to 9.

ER get ruler

In response to this command Tasword prompts you to press one of the keys 0 to 9 to get the specified ruler, or to press **STOP** to abandon the command.

ET save ruler

This command is used to instruct Tasword to remember the current ruler. Tasword prompts you to press one of the keys 0 to 9 to specify which ruler number the current ruler is stored as. A saved ruler can be recalled at any time using the **ER** get ruler command.

When Tasword is saved all ten currently defined rulers are saved with the program. Ruler 0 is the ruler that Tasword selects when the program is loaded.

The very last item of information on the status line at the bottom of the screen specifies the ruler number of the most recently saved or selected ruler.

Tab Commands

TAB move cursor to tab stop

This command key moves the cursor right along the line to the next tab stop position. The tab stop positions are marked on the last but one line of the display (the ruler line).

△ TAB reverse tab

The reverse tab command moves the cursor left along the line to the previous tab stop.

▼ TAB set tab

The ▼ TAB command creates an additional tab stop at the current cursor position.

▼ △ TAB clear tab

The ▼ △ TAB command removes the tab stop that is at the current cursor position. There is no effect if there is not a tab stop at the current position.

△ X reset tabs

This command key resets all the tab stops to their default positions as specified by the current ruler.

△ Z clear tabs

The △ Z command removes all the tab positions that are currently set.

≡ TAB numeric tab mode on/off

Numeric tab mode facilitates the entry of rows and columns of numeric data. When numeric tab mode is turned on the tab stop positions on the ruler line change to outline rectangles. When numeric tab mode is on a full stop is assumed to be the decimal point within a number and the number that is being typed is moved so that the full stop is at the next tab position. When typing rows of decimal numbers just type a space after each number. To type a single column of numbers set the margins and/or tabs so that there is just one tab stop and just type a space or press **RETURN** after typing each number.

Numeric tab mode and auto insert mode are incompatible and cannot both be on at the same time.

The Search Commands

△R replace or find text

This facility allows you to find the next occurrence of a given word or to replace all the following occurrences of a given word with another word or group of words. The implementation of this command key is from the current cursor position. (To find or replace from the beginning of the text use the **▼△** **↑** command key first to get to the start of the text.)

When the **△R** key is pressed Tasword asks you to type the word to be replaced or found. You must type a single word — Tasword will not accept your input if you include spaces.

Press **RETURN** after you have typed the word that is to be replaced or found and Tasword will ask if case is to be ignored. If you specify that case is to be ignored then Tasword will treat capital and lower case letters as being the same when it searches through the text file.

Tasword will then ask you for the text that the word is to be replaced with. Just press **RETURN** to find the next occurrence of the word you typed. To replace the following occurrences of the word that you specified type the replacement text and press **RETURN**. The replacement text can include spaces but must be no longer than the smaller of the space between the current margin settings or 80 characters.

If you enter some replacement text then Tasword will ask if the find and replace should be 'selective' or 'all'. If you specify 'all' then Tasword will replace every occurrence of the given word with the new text. If you specify 'selective' then Tasword will, on finding each occurrence of the specified word, show the text containing the word on the screen and give you the option of replacing or not replacing the word.

Tasword will reform each paragraph in which it replaces text according to whether right justification is on or off and to the current margin settings. Use this command with care if you have used different margin settings for different parts of your text.

You can escape from a find or find and replace operation at any time by pressing the **STOP** key.

▼△R find next

If a word to be found has already been specified by a previous use of the **△R** command then this command will find the next occurrence of the specified word.

Block Commands

△ B mark beginning of block

Blocks of text may be moved or copied from one part of the text file to another. The beginning and end of the block of text must be 'marked' before it can be moved or copied. The △ B key is used to tell Tasword that the line of text that the cursor is in is the first line of a block. Tasword will mark the beginning of the block by inserting an inverse-open-square-bracket character above the first line of your block. All block markers are automatically deleted after carrying out a block command.

△ V mark end of block

This key is used to mark the line that the cursor is on as the last line of a block of text. Tasword marks the end of the block by inserting an inverse-close-square-bracket symbol on the line below the line containing the cursor.

PASTE move block of text

A block of text that has been marked is moved to a new position when the **PASTE** key is pressed. The text is moved to new lines that are created above the line containing the cursor when **PASTE** is pressed.

COPY copy block of text

The action of this command key is identical to the move block **PASTE** key described above except that the block of text is copied to a new position rather than moved.

CUT delete block of text

A marked block of text is deleted when the **CUT** command key is pressed provided that the cursor is not inside the marked block.

The maximum size of block that can be moved or copied is about twenty thousand characters.

Printer Commands

⌘ P page break display On/Off

The **⌘ P** command is used to switch the page break display between On and Off. The current status is shown by the 'Paging' message in the bottom line of the display.

When the page break display is On a dashed line appears across the screen to show the page breaks. This shows where one page will end and the next page will begin when the text file is printed.

See pages 38 to 41 for a description of the formatting of printed output.

Inverse-F force form feed

The inverse **F** (both capital and lower case) is a special printer control character that forces a form feed on printing. See page 40 for a description of printer control characters. These characters are typed via the **△ SPACE** command described on page 25.

When the text file is printed the printer will perform a form feed after printing a line containing the inverse **F** character.

If this printer control character is used then subsequent page breaks will not occur at the positions shown by the on-screen page break display. (See page 39.)

⌘ U put line into header

On printing the text file a header and a footer can optionally be printed at the top and bottom of each page (see pages 34-36). A header is created by typing a line of the text file and then pressing the **⌘ U** command key. The line that the cursor is on will be stored as a header. Subsequent use of the **⌘ U** command key will overwrite any existing header.

△ U get header

The **△ U** command key gets the header from memory and inserts it into the text file. The header may be edited and put back using the **⌘ U** command.

Printer Commands (continued)

⇧ Y put top line into footer

A footer for printing is defined by typing it on a line of the text file and then pressing this command key.

△ Y get footer

This command gets a copy of the footer from memory and inserts it into the text file.

Both the header and the footer are saved onto disc whenever a text file is saved. If not being used as such then they are useful for storing any short notes or comments concerning your text.

▼ ⇧ PTR print screen copy

Holding down **⇧** and **EXTRA** and then pressing **PTR** will print a copy of the screen on the printer (Amstrad PCW printer only). This command will work at any time while Tasword is running and may be used, for example, to print a disc directory listing while the save/load screen is showing.

Special Characters

△ SPACE printer control characters

The **△ SPACE** command allows you to type the printer control characters whose use is described on page 40. The printer control characters appear on the screen as inverse letters

When **△ SPACE** is pressed the cursor becomes an outline rectangle and a 'PRINTER CTRL' message appears at the bottom right hand corner of the screen. This indicates that the next letter key you press will give a printer control character. If help is on (page 8) then the help display will change to show a list of the printer control characters and their functions. Press the required letter key to obtain a printer control character. Just press **RETURN** if you do not wish to type a printer control character.

≡ SPACE extra characters

Tasword 8000 contains an extra character set consisting of additional and foreign language characters. When **≡ SPACE** is pressed the cursor becomes an outline rectangle and a 'EXTRA CHAR SET' message appears at the bottom righthand corner of the screen. If help is on (page 8), then the help display changes to show the additional character set and the characters that will be obtained by pressing particular keys. Press the required key or just press **RETURN** to return to the normal cursor.

Accented characters may also be typed by typing the accent followed by the required letter key. This facility is described in Appendix 5.

△F Capitals to lower case

If there is a capital letter at the current position then this command replaces it with the equivalent lower case letter. This command, in conjunction with auto-repeat, is useful if a section of text has inadvertently been typed with **CAPS LOCK** (see page 27) set.

△G lower case to Capitals

This command replaces a lower case letter at the current cursor position with the equivalent capital letter.

Notepad Commands

When help is On so that part of the help page is displayed at the top of the screen the **↓** key may be used to scroll down through the help page as described on page 8. Scrolling down beyond the list of the extra character set characters gives access to the four notepads.

You can type text into each of the notepads. It may occur to you when typing a document, for example, that later in the document you want to mention a particular topic. You can move the cursor into the notepad and type a reminder to yourself that will remain on the screen for as long as the current notepad is displayed.

When you save Tasword the contents of the notepads are saved along with the program. This allows you to save a customised copy of the program in which the notepads contain useful personal information and reminders.

Text can be moved from the notepads to the main screen and vice versa. You could set up one notepad to contain your letter heading, for example, and move it onto the main screen after loading the program so that you can start typing the main part of your letter immediately.

△ **STOP** notepad mode On/Off

If one of the four notepads is displayed at the top of the screen then this command moves the cursor into or out of the notepad. This is the command that is used to move into the notepad to type text in it and to move out of the notepad to continue typing or editing the main text. Many of the command keys are inhibited while the cursor is in a notepad.

▼ △ **DEL** clear current notepad

If the cursor is in a notepad then this command key will remove all the text from the notepad. To prevent accidental erasure Tasword asks for confirmation when this key is pressed. Note that this command is the command that clears the text file when the cursor is not in the notepad so study the wording of the confirming message carefully to ensure that it is the notepad and not your text that you are about to clear.

▼ **STOP** show all notepads

This command shows all four notepads on the screen in the same way that the **STOP** key by itself shows all the help page.

▼ **COPY** send text to notepad

This command, which only works when the cursor is in a notepad, copies eight lines of text from the screen into the current notepad. The eight lines that are copied begin with the line that the cursor is on in the main part of the screen.

△ **COPY** get text from notepad

This command only works when the cursor is in a notepad and it copies the eight lines from the current notepad into the main body of the text. The eight lines are inserted immediately above the line that the cursor is on in the main part of the text.

