

TASWORD

8000

THE WORD PROCESSOR

A TASMAN SOFTWARE PROGRAM
FOR THE AMSTRAD PCW 8256 AND 8512

TASWORD 8000

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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<P goto page      3+P right edge
           merge=file          v>P goto page
  
```

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Dear ■ The cursor

```

Line 9(Col 6)Page 11B/J on 1M/W on 1Insert offPaging offSTOP for helpNumeric off11B
  
```

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 **EWJ** 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 **EWJ** command key to turn right justification on or off and then use the **EWJ** 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.

Ξ 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.

Ξ 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.

L 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.

P go to specified page number

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

The   L and   P 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 reforming 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.

▼ E PTR print screen copy

Holding down **SHIFT** 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.

Keyboard Commands

EN numeric pad On/Off

The numeric keypad is the group of twelve keys at the right hand side of the keyboard marked with the numbers 0 to 9 and a full stop and **ENTER**. The numeric keypad is normally Off as shown by the 'numeric off' message on the bottom line of the display. When the numeric keypad is Off the main use of the keys is for cursor movement as also indicated by the arrows on the keys.

When the numeric keypad is turned On by the **EN** command then the keys can be used to type numbers. Turning the numeric keypad on is useful, for example, when rows or columns of several numbers need to be typed. (The **ETAB** numeric tab command is also useful in this case, see page 20).

EL line mode On/Off

Line mode facilitates the drawing of horizontal and vertical lines. When line mode is On each of the four cursor moving keys draws a line in the indicated direction. The lines can be deleted by holding down **SHIFT** and pressing the appropriate arrows key.

Note that vertical lines will appear broken on printing unless 7/72 inch line spacing is selected, in which case it is advisable to type the text on alternate lines. To select 7/72 wide line spacing, see the printer control characters section (page 25).

ENTER caps lock On/Off

When caps lock is on every letter key produces the upper case form of the letter.



repeat key

This key, which is the **2** key on the numeric keyboard, repeats whichever key was last pressed. The repeat applies to both character keys and command keys.

User Definable Keys

The user definable keys are the four keys marked f1, f3 etc just left of the numeric keypad. There are in fact twenty user definable keys as each of the four keys can be used in five ways: by itself, with **SHIFT**, with **ALT**, with **EXTRA**, and with **SHIFT + ALT**. Each of the twenty user definable keys may be defined to be a word or a sequence of words. By way of an example the program is provided with f1 defined to produce

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Leeds LS2 9LN

Dear

When one of the twenty user definable keys is pressed the text associated with the key is sent to the screen. Each user definable key can have up to 250 characters. The total space available to all the user definable keys is 1500 characters.

△C get user key text

When this key is pressed the program asks for one of the twenty user definable keys to be pressed. The text that is associated with this key is then displayed on a new line created at the cursor position.

≡C save user key text

This key is used to save the text on the current line as one of the twenty user definable keys. The program prompts for one of the twenty user definable keys to be pressed. All the text on the current line up to and including the space after the final character is saved. The back-slash, which is obtained by typing **△/**, is interpreted as the **RETURN** key within a user definable key definition.

When Tasword is saved the current user definable key definitions are saved with the program.

The Exit to Main Menu Command

EXIT save/load/merge/print text

This command key is usually used to save, load, and print text files. The following list of options (called the 'main menu') is displayed when **EXIT** is pressed. The numbers in brackets refer to the page number in this manual on which each option is described.

TASWORD 8000

The Word Processor

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main menu

Print text file	P	(p. 34)
Print with data merge	D	(p. 46)
Save text file	S	(p. 31)
Load text file	L	(p. 31)
Merge text file	M	(p. 31)
Return to text file	R	(p. 29)
View disc file	V	(p. 29)
ReName disc file	N	(p. 29)
Erase file from disc	E	(p. 29)
Customise program	C	(p. 59)
save Tasword	T	(p. 30)
check spelling	K	(p. 29)
change drive	A/B	(p. 33)
change user number	B-B	(p. 33)

0 words

1 lines

0 characters

70K characters free

Drive/User: A/0

Drive is A:

Pressing **R** will take you back to the text file. The **V** option allows you to view the contents of a text file on disc while still keeping the current text in memory. The **N** option allows files on disc to be renamed, while the **E** option allows you to erase unwanted files from the disc. The check spelling option refers to TAS-SPELL 8000, a program that checks the spelling of the words in the text file.

Running TASWORD

To load Tasword put the program disc into drive A and type

TASWORD

in response to the CP/M **A>** prompt and press **RETURN**.

The above procedure assumes that the computer has been turned on with a CP/M system disc in drive A. Appendix 1 gives instructions for creating a disc that will automatically load Tasword when the computer is turned on with this disc in drive A.

To load Tasword and a text file from the same disc type, for example

TASWORD FILENAME

in response to the CP/M **A>** prompt, where in this case **FILENAME** is the name of a text file on the Tasword program disc.

The Tasword program disc may be removed from the drive once the program has loaded.

Saving Tasword

PLEASE NOTE: The facility to save Tasword has been included to allow you, the purchaser, to make back-up copies and to save your customised versions of Tasword. Passing copies of Tasword to a third party is a breach of copyright.

To make a back-up or customised copy of the Tasword program press the **EXIT** command key while Tasword is running. A list of options will appear on the screen as shown on page 29. Press **T** to save the Tasword program and **RETURN** to confirm your choice. The program will prompt you to put a blank formatted disc into the drive and then to press a key to begin the save of the program.

When the save is complete the program will return to the main menu shown on page 29.

Saving and Loading Text Files

Saving

You can save the text you have typed onto disc as a 'text file'. Press the **EXIT** command key while Tasword is running and the list of options shown on page 29 will appear on the screen. Choose the 'Save text file' option by pressing the **S** key and then **RETURN** to confirm your choice. Tasword will ask you to type in a name for the text file. Type in a name of your choice and press **RETURN**.

The allowed format for text file names is described on page 32.

When the save is complete the main menu shown on page 29 will reappear on the screen. Press **R** if you wish to return to the text file.

Loading

LOADING A TEXT FILE WILL CLEAR ALL THE TEXT THAT IS CURRENTLY IN THE TASWORD TEXT FILE.

To load a text file from disc use the **EXIT** command key to obtain the main menu as shown on page 29. Then press the **L** key to select the 'Load text file' option. Tasword will ask you to type the name of the text file that you wish to load. Type a name and press **RETURN**. The text file will appear on the screen as soon as it has loaded.

Pressing **COPY** instead of **RETURN** after typing the text file name results in the specified file being listed on the screen during the loading process. This is a useful way of reviewing a document before working on it in detail.

Locoscript files that have been saved from Locoscript as Page Image Files may be loaded into Tasword.

Merging

Merging is loading a text file from disc and putting it in the Tasword text file at the current cursor position. To do this use the **EXIT** command key and then press the **M** key to select the 'Merge text file' option. Tasword will then prompt you to follow the same procedure as described in 'loading'. The text is inserted into the Tasword text file on new lines that are created immediately above the line containing the cursor.

The Program Disc

A directory listing of the Tasword 8000 program disc will show that it contains the following files:

MERGE.DAT	TASCODEH.BIN	TASCONV.BIN	TEXT4.TXT
PRINT1.PRT	TASCODEK.BIN	TASWORD.COM	TEXT5.TXT
PRINT2.PRT	TASCODEL.BIN	TEXT1.TXT	TUTOR
README	TASCODEM.BIN	TEXT2.TXT	
TASCODE.COM	TASCODEN.BIN	TEXT3.TXT	

The files with the terminators BIN and COM are the Tasword 8000 program files. These are the files that will be copied to another disc when you make a back-up or customised copy of the program using the 'save Tasword' option from the main menu. The files with terminators DAT, PRT and TXT are example files that you can use when working through the tutorial sessions in this manual. TUTOR is the Tasword 8000 tutor text file. README is a text file which contains further information about the program supplementing this manual.

Text File Names

Text file names may be up to eight characters, followed by an optional full stop and a three character terminator. The following examples of text file names are all valid:

TUTOR
TUTOR.TXT
DOCUMENT
DOCUMENT.002
DOCUMENT.BAK

The characters in text files must consist of just letters (A-Z) and numbers (0-9).

If you save a text file with a name corresponding to a file that is already on the disc then the name of the file on the disc will be changed so that its file type is BAK. For example, if there is a file on the disc named:

DOCUMENT.TXT

and you save your text with the same name, then after your text has been saved the disc will contain the following two files:

DOCUMENT.TXT
DOCUMENT.BAK

where the latter is the old file that has been renamed. (If there was already a file DOCUMENT.BAK then it will have been erased).

Changing Discs and Drives

The Tasword program disc does not need to remain in the drive once the program is loaded.

Discs may be changed at any time when the drive is not in operation.

Whenever the main menu (page 29) is showing the current drive may be changed by pressing the **A** or **B** key. The current drive is the drive that Tasword will use when saving or loading text files. The current drive may also be changed whenever the save or load text file option has been selected by pressing **△A** or **△B**.

User Numbers

Tasword supports nine user numbers 0-8 inclusive. Whenever Tasword displays a directory listing of the files on a disc it only shows the files on the disc for the current user number. To change the user number press one of the keys **0-8** while the main menu is showing or press **△0-△8** whenever a save or load text file option is displayed on the screen.

User numbers provide a convenient way of partitioning a text file disc. You could, for example, save your personal letters under one user number, your business letters under another, your data merge files of names and addresses under yet another user number, and so on. Since a directory listing only shows the files for the current user number a required file is more readily found and identified in the listing.

Printing Text

To print part or all of a text file use the **EXIT** command to obtain the main menu shown on page 29. Select the 'Print text file' option by pressing **P** and confirm your choice by pressing **RETURN**. The print menu will appear on the screen and is reproduced below:

TASWORD 8000

The Word Processor
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print menu

```
start at Line [P for page] (1) _____
finish at line (last) _____
number of copies (1) _____
line spacing (1) _____
continuous or single sheet (C) C/S _____
form feed at page breaks (N) Y/N _____
print header (H) Y/N _____
print footer (F) Y/N _____
print page numbers (N) Y/N _____
at top or bottom (T) T/B _____
at middle/sides/right (M) M/S/R _____
start numbering at (1) _____
left margin on printing (0) _____
form feed after printing (N) Y/N _____
```

press RETURN for default settings
press CAN to start again
press COPY at any time to print
press STOP to return to main menu

With this menu showing on the screen just press **COPY** to print your text file.

Tasword 8000 has a comprehensive set of print options. The first time user is recommended to by-pass these options by just pressing the **COPY** key to print the text file. A description of the print options is given on pages 35-37.

Many of the above print options depend on a pre-defined page layout. See page 39 for a description of page layouts and pages 59-60 for the instructions for defining your own page layout.

Printer Terminology

A **form feed** is a special code that is sent to the printer. The printer interprets it as an instruction to move the paper to the beginning of the next page.

The **form length** is the number of lines of the text file printed on each page of paper. In this manual the form length does not include the additional lines printed on each page as a result of the printing of page numbers and footers and headers.

The Print Options

The print menu shown on page 34 consists of a number of options. There is a default answer to each option which is shown in brackets. If any option is answered by just pressing **RETURN** then the default answer is selected. If **COPY** is pressed, in order to jump the remaining options and begin printing, then the default answers are selected for the remaining options.

If a non-default answer is given to any of the options after the first two then these answers become the default options for subsequent print commands while Tasword remains in the computer. Furthermore, if Tasword is saved (page 30) then the current default options are saved as the new default print options. In this way you can create a customised copy of Tasword that has as default the print options that you use most often. (See also program customisation on pages 59-64.)

Start at line/page

Enter the line number of the line in your text file that you wish the printing to start at. The default is line 1.

To specify a page number rather than a line number press the **P** key before entering the required page number.

Finish at line/page

Enter the line number that is to be the last line to be printed. The default is the last line of the text file containing text. If specifying page numbers then enter the number of the last page to be printed.

Number of copies

Enter the number of copies of the text file that you wish to be printed. If you are printing more than one copy and you want each copy to begin on a separate sheet then either enter **Y** to respond to the 'form feed after printing' question below (page 37) or type the inverse-**F** printer control character (pages 23 and 39) into the last line of your text file.

Line spacing

Enter 2 for double line spacing and 3 for triple line spacing and so on. If you print out text with a line spacing greater than one and you require form feed at page breaks then you will have to redefine the form length (the number of text lines on the page) as the program counts the number of lines of text printed and not the intervening blank lines.

Continuous or Single Sheet

If you are using continuous (i.e. fan fold) stationery then respond by pressing **C**. Press **S** if you are printing onto single sheets.

If you specify single sheet then the program will perform an automatic form feed at each page break and then halt. A message on the screen invites you to feed the next sheet of paper into the printer and to press a key to continue printing.

If you are using the PCW printer with continuous stationery or if you are not using A4 size paper then you may need to run the PAPER program before loading Tasword. See Appendix 2 for more details.

Form Feed at Page Breaks

This question is asked if continuous stationery is specified in the above option. If you specify that you do want a form feed at the page breaks then after printing out a number of lines equal to the form length (page 34) on each page the program will force the printer to do a form feed so that no printing is performed on or near the perforations between the sheets.

If you specify no form feeds at page breaks then the following questions are still relevant as headers, footers, and page numbers are printed, if selected, as a result of forced form feeds.

Print Header

A header is a line of text that can be printed at the top of every page. To define a header use the **EU** option described on page 23.

Pressing **Y** for yes in response to this option will cause the header to be printed at the top of each page.

Print Footer

A footer is a line of text that can be printed at the bottom of every page. A footer is defined using the **EY** option described on page 24.

Responding **Y** to this option will cause the footer to be printed at the bottom of each page.

Print Page Numbers

Respond **Y** for yes to this option if you require a page number to be printed on each page.

The next three options are only appropriate if you specify that you do require page numbers printing.

At Top or Bottom

Use this option to choose whether the page numbers should be printed at the top or the bottom of the printed page. The page numbers are printed above the header or below the footer.

At Middle/Sides/Right

You can choose to have page numbers printed either in the middle of the page or at the sides or at the right. 'Middle' and 'sides' in this context refer to the margin positions as set in the text file when the **EXIT** command was used to leave the text file.

If you specify that page numbers should be printed at the sides then odd numbers will be printed at the right hand side of the page and even numbers will be printed at the left hand side.

Start Numbering At

Enter the number that you require the page numbering to start at. This is useful with large documents which have to be stored on disc in separate parts.

Left Margin on Printing

This margin is separate and distinct from the left margin in the Tasword text file. A left hand margin on printing is a number of spaces that are sent to the printer at the start of every printed line.

You may, for example, type text that is to be printed on normal width A4 paper. Eighty characters in a normal typeface will fill the width of the paper. In order to obtain a margin at each side of the paper you could set the text file margins at columns 8 and 72 say. This is a perfectly valid approach but a better method, which saves some memory, is to have the left margin at column 1, the right margin at column 64, and to specify a left margin on printing of 8. A disadvantage of this second method is that if you use different sized typefaces then the spaces that are sent to the printer for the left margin may be of differing sizes and the left justification will be lost.

Form Feed After Printing

Answering **Y** for yes to this option gives a final form feed at the end of the printing. The footer and page number are printed at the bottom of the page if selected.

Formatting Output

This section describes how to format your printed output in terms of the layout of each page and the number of lines to be printed on each page. The beginner is recommended to follow the advice given on page 34, and by-pass the print options, until familiar with the other features of the program.

Page Breaks

There are two reasons for utilising page breaks and Tasword has a facility which is appropriate for each:

- (1) When printing onto continuous stationery you may prefer that printing does not take place in the region of the perforations. Similarly, when printing onto a single sheet, you will not want to print to the very end (and beyond!) of each sheet.
- (2) If your text is split into distinct parts you may wish each of the separate parts to begin on a new page. This manual is an example of this type of document.

If your text is a continuous document it may be that (1) above is the main consideration and you can use the automatic page break facility. If, on the other hand, your main requirement is that of (2) above, then you will want to force form feeds by typing a special printer control character into your text at the relevant places.

Each of the two ways of obtaining page breaks is described below. It is unwise to try to use both methods in the same document.

(1) Automatic Page Breaks

The print menu (reproduced on page 34) contains a 'form feed at page breaks' option. If you respond **Y** for yes to this option, or if you have already specified that you are using single sheet, then every time the printer has printed out a number of lines equal to the form length a form feed will be performed.

For example, if the form length is fifty lines, the printer will perform a form feed after printing every fifty lines of the text file.

If you have specified that the footer should be printed, then this will be done before the form feed. The same applies to page numbers that are to be printed at the bottom of the page.

If the page break display is turned on (**ⓈP**, see page 23), then a dotted line across the text shows where each page break will occur.

(2) Forced Form Feeds

An alternative to relying on the automatic page breaks described in (1) above is to use forced form feeds. A forced form feed is obtained by typing the inverse-F printer control character into your text.

Printer control characters are obtained by pressing Δ **SPACE** and then pressing the appropriate letter key as described on page 25.

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

Automatic page breaks will still take place at form-length intervals after a forced form feed but these automatic page breaks will not occur at the positions indicated by the on-screen page break display. It is therefore wise, if you are using forced form feeds, not to rely on subsequent automatic page breaks, but instead to continue to use the inverse-F character to obtain form feeds at the desired places in your text.

Page Layout

The layout of each page of printed text is as follows:

- (1) The page number, if specified.
- (2) The header, if specified.
- (3) The main body of the text.
- (4) The footer, if specified.
- (5) The page number, if page numbers are to be printed at the bottom of the page.

The number of lines of text on a page (the form length) and the number of lines moved by the printer in each of the above are all user selectable via the 'Customise program' option described on page 59.

Printer Control Characters

Tasword helps you make effective use of the capabilities of your printer by providing thirty-four user definable printer control characters. The printer control characters are the inverse letters **a-q** and **A-Q**. These inverse letters are typed by first pressing the **△SPACE** command key and then pressing the appropriate letter key.

Each printer control character has a sequence of up to five printer control codes associated with it. The appropriate sequence is sent to the printer whenever Tasword comes across a printer control character during printing.

You may, for example, define a printer control character to be the sequence of codes that instructs your printer to print enlarged text (if your printer has this capability). Then you can simply type this printer control character into your text and the text following will be printed in the enlarged form.

Tasword comes with the printer control characters defined as shown on the help page (see page 4) for the PCW printer. Some of these codes are valid for other printers.

You can define your own sequences of printer control codes to be associated with the printer control characters by going through the 'Customise program' facility described on page 59.

The part of the help page that lists the printer control characters can be edited (see page 65).

The sections of printer manuals that deal with control codes vary in both clarity and terminology. See Appendix 3 (page 68) for an explanation of some of the terminologies used in printer manuals.

Example

The program is provided with the inverse **J** defined to send to the printer the code for a space followed by the sequence of codes to tell the printer to begin underlining. The inverse **j** is similarly defined to be the terminate underlining sequence of codes followed by a space.

Denoting inverse **J** by **J** and inverse **j** by **j** then the following text in the text file:

this is an **J**example**j** of underlining

will be printed as:

this is an example of underlining

Printing Normal Characters

The ASCII code associated with each normal character is sent by default when the text file is printed.

The 'Customise program' option (page 59) allows you to define a sequence of up to twelve codes to be output for any normal character on printing. You may want to do this, for example, in order to print accented characters. You could define the codes associated with a particular character to be the code for a character, followed by the backspace code, followed by the code for an accent. This assumes that your printer has such codes.

Printing Extra Character Set Characters

A character from the extra character set is normally printed as the corresponding character from the normal character set. The 'Customise program' option allows you to define a sequence of up to twelve codes to be output for each character from the extra set.

The ability of Tasword to send a sequence of up to twelve codes to the printer for any normal or extra character means that it is possible to print virtually any desired shape or symbol on the PCW and many other dot-matrix printers. Examples of this capability are given on pages 61 and 62.

TASPRINT

Tasword 8000 can print parts of your text in the special Tasprint fonts shown below. The Lectura and Median fonts are supplied on the Tasword 8000 program disc. The other six fonts are included on the Tasprint 8000 program disc.

Tasprint output is controlled using the Tasprint printer control characters inverse-**R** to inverse-**Z**. Some of the other printer control characters also have a special function when Tasprint is turned on.

Each of the Tasprint printer control characters inverse-**R** to inverse-**Y** print as a space and turns the specified Tasprint font On from the **start** of the line containing the control character.

The inverse-**Z** Tasprint printer control character prints as a space and turns Tasprint Off from the **start** of the line containing the inverse-**Z**.

Normal print and Tasprint cannot be mixed on the same line but Tasprint fonts can be changed at will within a line.

If the specified Tasprint font was not loaded with the program then Median is selected.

The Tasprint 8000 program manual contains the instructions for transferring the additional six fonts onto your Tasword 8000 program disc.

The use of the Tasprint control characters is illustrated on the following two pages.

COMPACTA - bold and heavy, good for emphasis

DATA-RUN - A FUTURISTIC SCRIPT

LECTURA LIGHT - clean and pleasing to read

MEDIAN - a serious business-like script

PARADE SCRIPT - a distinctive flowing font

RANCHERO - short, sharp, and to the point

BREAKER - UNUSUAL AND VERY EFFECTIVE

OUTLINE - excellent for letter headings and titles

emphasised	superscript	1/6 line spacing	median	ranchero
backspace	subscript	1/8 line spacing	lectura	breaker
condensed	italic	7/72 line spacing	compacta	tasprint off
double strike	underline	proportional	data rim	emph. double
elite	condensed-enlarged	high quality	palace	box inverse
form feed	enlarged		outline	underline
(capitals for on, lower case for off)				

Median is turned on in this line.

Part of this line is underlined.

Some of this line is boxed.

All of this line will be emphasised.

And this line will not be emphasised.

All of this line will be double-strike.

This line will not be double-strike.

This line is double-strike AND emphasised!

Line 21[Co] 1[Page] 1[R/J] on [M/W] on [Insert off] [Paging off] [STOP for help] [Numeric off] [100]

When Tasprint is turned On, four of the printer control characters have the special function listed and illustrated below.

inverse-A emphasised
 inverse-B boxed
 inverse-D double strike
 inverse-J underline

Median is turned on in this line.

Part of this line is underlined.

Some of this line is boxed.

All of this line will be emphasised.

And this line will not be emphasised.

All of this line will be double-strike.

This line will not be double-strike.

This line is double-strike AND emphasised!

Printing Text Files from Disc

A Tasword text file can contain instructions to print text files stored on disc. If Tasword encounters such an instruction during the printing of the text file then it will stop printing the current text file and print the specified file that is on disc. When Tasword has finished printing the specified disc file it will resume the printing of the current text file.

This ability to 'include' specified files from disc is a powerful feature. One application is in the production of very long documents in which one prints a file which consists simply of instructions to print a set of named documents from disc. The file PRINT1.PRT referred to in the tutorial session below is an example of such a file. Another useful application of this facility is in the production of documents which contain standard paragraphs. Such paragraphs can be saved onto disc. A single line instruction within a text file will then result in the entire paragraph being printed when the text file is printed. The file PRINT2.PRT referred to below provides an example of this facility.

The file PRINT1.PRT which is provided as an example on the Tasword 8000 program disc is as follows:

```
$text1.txt  
$text2.txt  
$text3.txt  
$text4.txt  
$text5.txt
```

The dollar, which must be in column one of the line, instructs Tasword that the remainder of the text on the line is the name of a file on disc that is to be printed in place of the line.

The filename following the dollar may include a disc specification by preceding the name with the disc letter and a colon, i.e.:

```
$a:text1.txt  
$b:text1.txt
```

If Tasword cannot find a specified file on disc then it displays a message that invites you to press **RETURN** to instruct Tasword to try again or any other key to continue. If the required file is on some other disc you can insert this disc before pressing **RETURN**. If any other key is pressed then Tasword will simply continue printing from the next line of the current text file.

When Tasword is printing a text file from disc it will disregard any filename instructions in the disc file.

Tutorial Session — Printing Text Files from Disc

Summary: In this tutorial session we shall:

- (1) Load the text file PRINT1.PRT and confirm that it is the same as the file shown on this page. Note that each of the \$ characters is in column 1.
- (2) Press **EXIT** to access the main menu and press **P** to select the 'print text file' option. Press **RETURN** to confirm your choice and then **COPY** to choose the print menu defaults. The five files specified in the print file will be printed.
- (3) Repeat steps (1) and (2) with the text file PRINT2.PRT.

Data Merge

Tasword 8000 includes a Data Merge facility. You can use Data Merge to, for example, produce multiple copies of a letter each individually addressed to a number of recipients whose names and addresses are held on a disc file called a Data Merge File.

You can create your own Data Merge File using Tasword, or you can use a database program that is capable of generating a file in the required format (e.g. Dbase II). The Tasword Data Merge facility is an intelligent one in that it allows conditional printing. You could, for example, have a Data Merge File which consists of a list of names and addresses of customers together with a number which represents the total value of the purchases that the customer has made from you in the last year. Using the Tasword Data Merge Facility you could send an individually addressed letter to each customer who had done over £500 of business with you in the last year.

The conditional printing offered by the Tasword Data Merge facility is a powerful and useful feature. It allows printing to be turned on and off depending on whether the data in some field in the current Data Merge record satisfies a condition that is specified in the text file that is being printed. Users who wish to process and select their data under more complex criteria than those allowed by Tasword Data Merge are advised to enter their data using an appropriate database program.

The Tutorial Sessions

Using the Tasword Data Merge facility requires an understanding of the concepts of files, records, and fields. Do not be daunted if these are unfamiliar terms. The Tasword program cartridge is supplied with a number of files which serve as examples. The tutorial sessions in this section of the manual invite you to use these example files to learn to use the Data Merge facility by seeing it in action. Do not worry if you do not understand on first reading each reference part of this section of the manual. Work through the tutorial session that concludes each reference section, and spend some time experimenting before ending each session. Then read the preceding reference part of the manual again.

The Data Merge Control Character — &

The & character is the Data Merge control character. This character is typed into the Tasword text file to specify where merge data will be printed. The & character is also used in the Data Merge file to specify different fields within a record. Note that in the Data Merge file the & character that begins each field must be in column one. (The Data Merge control character may be changed by the user — see page 64).

Files, Records, and Fields — An Introductory Example

A good example of the use of the Tasword Data Merge facility is a straightforward mail merge in which a set of individually addressed letters is sent to a list of names and addresses held on a Data Merge file. The list of names and addresses, which could have been typed in using Tasword and then saved to cartridge as a text file, might look as follows:

```
&NCampbell Software Design Ltd
&A57 Trap's Hill
Loughton
Essex IG10 1TD
&T01 508 5058

&NMicromend
&A8 Manor Drive
Leeds 6
&T0532 742858

&NTasman Software Ltd
&ASpringfield House
Hyde Terrace
Leeds LS2 9LN
&T0532 438301

&NTransform Ltd
&A24 West Oak
Beckenham
Kent
&T01 658 6350
```

 } this is a record

 — this is a field

 } a blank line separates records

 } this is a field
 that is three
 lines long

 } In this example the Data
 Merge file consists of
 these four records — each
 consisting of a name,
 address and telephone no.

In a Data Merge file each field must be preceded by the Data Merge control character '&' followed by a letter which identifies the field. In the above example each Name is preceded by &N, each Address by &A, and each Telephone number by &T.

The character following each & in the Data Merge file MUST be a letter: i.e. A-Z or a-z. The program distinguishes between upper and lower case letters and therefore each record in a Data Merge file could consist of up to fifty-two fields. (The maximum size of record that the program will accept is around fifteen hundred characters.)

Note that the & Data Merge control character that begins each field must be in column 1 of the text file.

The letter in this mail merge example would be typed using Tasword and might look as follows:

&N
&A
Dear &N,
This is a very short letter that we are using as an example of a Tasword Data Merge.
Yours sincerely,
Tasman

When this letter is printed using the Data Merge facility from the Tasword main menu with the above example file used as the Data Merge file then it will in fact be printed four times.

The first letter will be printed as:

Campbell Software Design Ltd
57 Trap's Hill
Loughton
Essex IG10 1TD
Dear Campbell Software Design Ltd,
This is a very short letter that we are using as an example of a Tasword Data Merge.
Yours sincerely,
Tasman

Inspection of the first record in the Data Merge file (shown on the previous page) and the text file (shown at the top of this page) will show how the print with Data Merge has worked to produce this letter. The &N in the text file has been replaced with the field called &N in the first record of the Data Merge file: Campbell Software Design Ltd. Similarly, the &A in the text file has been replaced with the multi-line field called &A in the first record of the Data Merge file.

The second letter will read:

Micromend
8 Manor Drive
Leeds 6

Dear Micromend,

This is a very short letter that we are using as an example of a Tasword
Data Merge.

Yours sincerely,

Tasman

The final two letters will similarly contain the names and addresses taken from the
final two records of the Data Merge file:

Tasman Software Ltd
Springfield House
Hyde Terrace
Leeds LS2 9LN

Dear Tasman Software Ltd,

This is a very short letter that we are using as an example of a Tasword
Data Merge.

Yours sincerely,

Tasman

Transform Ltd
24 West Oak
Beckenham
Kent

Dear Transform Ltd,

This is a very short letter that we are using as an example of a Tasword
Data Merge.

Yours sincerely,

Tasman

Tutorial Session One — A Mail Merge Print

Summary: In this tutorial session we shall:

- (1) Load Tasword;
 - (2) Load and inspect the example Data Merge file MERGE.DAT;
 - (3) Clear the text file;
 - (4) Load and inspect the example text file TEXT.TXT;
 - (5) Do a Data Merge print of the text file using the data in MERGE.DAT;
 - (6) Add an additional record to the Data Merge file and do another Data Merge print;
 - (7) Amend the text file to include the instruction to print the telephone numbers held in the Data Merge file during a Data Merge print.
- (1) Load Tasword in the normal way.
 - (2) An example Data Merge file called MERGE.DAT is recorded on the disc. This file is the same as the one illustrated on page 47. Load this file as a text file by accessing the main menu using **EXIT** and specifying option **L** for 'Load text file'. When you press **RETURN** to confirm your choice a list of the files on the program disc will be displayed and you will be invited to type in the name of the file that you want to load. Type:

MERGE.DAT

and press **RETURN**. The Data Merge file will load as a text file and you can inspect it to confirm that it is the same as the file shown on page 47. Later in this tutorial session you will want to edit this Data Merge file and to do this you will load it as a text file, make the necessary changes, and then save it. For the time being we want to leave this Data Merge file on disc unchanged so:

- (3) Clear the text file by pressing **▼** **△** **DEL** and then pressing **Y** to confirm.
- (4) Now load the text file TEXT1.TXT and confirm that it is the same as the text file illustrated on page 48.

(5) We will now do a Data Merge print of the text file that you have just loaded and which should still be on the screen. Press **EXIT** to access the main menu and then press **D** to specify the 'print with Data merge' option. When you press **RETURN** to confirm your choice the print menu will appear on the screen. Press **COPY** to choose the default options. A list of the files on the program disc will be displayed and you will be invited to type in the name of the Data Merge file that you wish to use. Type:

MERGE.DAT

and press **RETURN**. The program will access the disc to check that the specified file exists and will then ask you to:

Press: A to print the text file for all records in the merge data

 S to print the text file for selected records only

STOP to abandon data merge and return to main menu

Press **A** to specify all records and the four letters will be printed.

You would normally require each letter to start on a separate sheet. To do this simply specify **Y** for Yes to the 'form feed after printing' option at the end of the Print Menu (see page 34).

Now repeat this Data Merge print but when given the option of All records or Selected records specify **S** for selected records only. You will find that each record is displayed on the screen and that you are given the option of printing with this record, or of skipping the record and not printing with it.

(6) Now load the Data Merge file **MERGE.DAT** as a text file and add your own name, address and telephone number to it. Do not forget to use the **&N**, **&A**, and **&T** field identifiers at the beginning of the appropriate records. Save the amended Data Merge file as **TEMPDAT**, re-load the **TEXT1.TXT** text file, and do a print with Data Merge specifying **TEMPDAT** to be the file containing the required Merge Data.

(7) Type in **&T** at some place of your choosing in the text file so that when you print with Data Merge the telephone number in each record will also be printed out. Do another print with a Data Merge to see if it works!

Text Entry During Printing — The &“prompt” Command

If the text file contains a Data Merge control sequence of the form:

&“prompt”

i.e. the Data Merge control character followed by the double quote character followed by some text and terminated by another double quote character, then during a Data Merge print the following action will be taken when the sequence is encountered:

Printing will halt and the prompt text inside the double quotes will appear on the screen. Up to a line of text may be typed and will appear on the screen. When **RETURN** is pressed the text that has been entered will be printed and the printing of the text file will then continue.

When the text file is printed for the second and subsequent times during a Data Merge print the text that was last entered at the prompt will be displayed on the screen in addition to the prompt. To print this previously entered text just press **RETURN** when the prompt and text appear on the screen. If new text is typed in then it is the new text that is printed and this new text becomes the text that is displayed on the screen during the next print in the Data Merge print run.

To print no text when the prompt and a remembered text sequence appear on the screen press **SPACE BAR** and then **RETURN**.

There can be any number of &“prompt” commands within a text file but the program will only remember the previously entered text for six &“prompt” commands.

Tutorial Session Two — Text Entry During Printing

Summary: In this tutorial session we shall:

- (1) Load and inspect the example text file TEXT2.TXT. This text file contains &“prompt” commands;
- (2) Do a Data Merge print of the text file using the data in MERGE.DAT;
- (3) Add an additional &“prompt” command to the text file and do another Data Merge print.

- (1) Load the text file TEXT2.TXT and confirm that it is as follows:

&N
&A

Dear &N,

Thankyou for your interest in our new product range. I have passed on your request for a demonstration at your premises to our sales office and a sales engineer will visit you on &“enter date”.

Yours sincerely,

Mr. Hope U Buyit

This text file contains an &“prompt” command which allows a date to be typed in when the letter is printed.

- (2) Carry out a 'print with Data Merge' on this text file using the Data Merge file MERGE.DAT.
- (3) Add another &“prompt” command to the end of the letter which allows you to type in a postscript at the end of each print of the letter. Then perform another print with Data Merge.

Numbering Documents — The &number Command

The documents printed during a Data Merge print of the text file may be numbered in sequence using the &number command.

If, for example, a text file contains the Data Merge command:

&57

then during a print with Data Merge the number 57 will be printed on the first print of the text file, 58 will be printed on the second print, and so on.

A text file may contain up to sixteen &number commands.

Tutorial Session Three — Numbering Documents

Summary: In this tutorial session we shall:

- (1) Add an &number command to the example text file TEXT2.TXT;
 - (2) Do a Data Merge print of the text file in which the letters are sequentially numbered starting with 1;
 - (3) Amend the &number command in the text file so that the numbering starts at some other number than 1.
- (1) Load the example text file TEXT2.TXT and add an extra line so that it appears as follows:

&N
&A

In any reply please quote ref. &1

Dear &N,

Thankyou for your interest in our new product range. I have passed on your request for a demonstration at your premises to our sales office and a sales engineer will visit you on &"enter date".

Yours sincerely,

Mr. Hope U Buyit

- (2) Carry out a print with Data Merge on this text file using the Data Merge file MERGE.DAT.
- (3) Amend the &number command in the text file so that the numbering starts at some other number than one and carry out another print with Data Merge.

Conditional Printing — The && Commands

A double occurrence of the Data Merge control character, &&, is a conditional printing command. Conditional printing commands can be used to turn printing on and off within a document depending on whether some condition, specified in the text file using the && command, and related to a specified field in the current record of the Data Merge file, is true or false.

The syntax of a conditional printing command is: && followed by a field identifier followed by a logic symbol followed by a number or text.

The allowed logic symbols are:

= equal to
> greater than
< less than
<> not equal to

The following are valid examples of conditional printing commands:

&&T=1
&&N<>Tasman Software Ltd
&&X>500
&&

When a conditional printing command is encountered during a print with Data Merge the number or text following the logic symbol is compared with the number or text contained within the field of the current Data Merge record that is specified by the letter following the && characters. If the condition is true then printing proceeds. If it is false then printing is turned off for the remainder of the current print of the text file or until the 'printing on' command is encountered.

The 'printing on' command is && followed by a space.

The following points concerning the comparisons in conditional printing commands should be noted:

Numbers are integers and must be terminated by a space. If a number includes a non-numeric character, e.g. a decimal point, then it is treated as a text string. If both the conditional text string and the relevant data field are found to be integer numbers then the comparison is arithmetic. If either is non integer then the comparison is as if each is a string of text. Strings are compared by ASCII value of each character in the string. When a comparison is made only the first line in multi-line fields is inspected. A conditional print command turns printing off if the field identifier is not in the current record.

In a conditional printing command containing text all the text after the && up to the end of the line is compared with the field in the data merge record. Conditional printing commands should therefore be inserted on blank lines of the text as in the examples given in the tutorial sessions below. Conditional printing commands simply turn printing on or off—anAND type logical relation between two conditional commands cannot be implemented.

Tutorial Session Four — Conditional Printing

Summary: In this tutorial session we shall:

- (1) Load and inspect the example text file TEXT3.TXT. This text file contains a numeric conditional printing command;
 - (2) Do a Data Merge print of the text file using the data in MERGE.DAT;
 - (3) Change the text and conditional printing command to print a different set of letters;
 - (4) Alter the conditional printing command in the text file so that the comparison is between text strings, and perform another print with Data Merge.
- (1) Load the text file TEXT3.TXT and confirm that it is as follows:

```
&&T=1  
&N  
&A
```

Dear &N,

The enclosed brochures describe just some of the interesting new products that will be on view at the London Computer Show. Hoping to see you there.

Yours faithfully,

The Show Manager

This letter contains a conditional printing command in the first line. It turns printing on if the numeric field T in the current record during a Data Merge print is equal to 1.

- (2) Carry out a print with Data Merge on this text file using the Data Merge file MERGE.DAT.

You will find that you have just printed out the letter addressed to those correspondents in your mailing list who live in or near London. The print condition was to only print the text if the field T in the record was equal to one. Because numbers are terminated by a space the program only looks at the first part of the telephone number.

- (3) Can you edit the text file so that it refers to a Leeds computer show and do a print with Data Merge that just sends the letter to the addresses with Leeds dialling codes? The dialling code for Leeds is 0532.

- (4) Now load the example text file TEXT4.TXT which is slightly different from the text file you have just been using in that it looks as follows:

&N
&A

Dear &N,

The enclosed brochures describe just some of the interesting new products that will be on view at the London Computer Show. Hoping to see you there.

&&T=532

Special low cost group travel arrangements have been made for Leeds residents. Contact the Leeds office of Get There Coaches Ltd for details.

&&

Yours faithfully,

The Show Manager

The conditional printing command between the two paragraphs of this letter will turn printing off if the field T does not have a numeric value of 532. The && after the second paragraph turns printing on if it was off.

Do a print with Data Merge on this text file using the Data Merge file MERGE.DAT. You will find that the second paragraph of the letter is only printed in letters to addresses with Leeds telephone codes.

- (5) Load the example text file TEXT5.TXT which reads as follows:

&&N=Micromend

&N

&A

Dear &N,

Thankyou for your letter of 16th August quoting for the repair of our damaged computer. Please proceed with the work at your earliest convenience.

Yours faithfully,

Mr. P. Monico

General Manager

This text file illustrates one of the many other possible uses of the Data Merge facility. The Data Merge file is a 'name and address book' which is consulted by the program to find and print the address of your intended recipient. Do a Data Merge print using MERGE.DAT to print the properly addressed letter.

Printing Labels

After a Data Merge print you may wish to print a set of labels containing, for example, the names and addresses of the intended recipients of the letters that you have just printed.

The easiest way to ensure that each label print starts at the same place on each label is to redefine the printer form length (page length) to be the distance between the start of each label. Standard address labels are offset by one and a half inches from each other. The standard line spacing is one sixth of an inch. The distance between the start of each label is therefore nine print lines. The Epson and PCW printer sequence to redefine the form length to nine lines is:

ESC "C" 9

Define a Tasword printer control character to be this sequence, which is, in decimal:

27 67 9

Send this sequence to the printer by printing a text file which contains just the printer control character which has been defined as described above. The labels can then be printed by doing a Data Merge print with a text file which would typically be as follows:

&N
&A

To obtain the correct spacing respond with **Y** for yes to the 'form feed after printing' option in the print menu.

Restrictions

Tasword does not reformat text containing embedded data merge commands. A consequence is that the justification of a paragraph containing a data merge command within the body of the text can be lost when the text is printed.

Tasword does not keep a count of the additional lines which are printed as a result of printing a multi-line field during a Data Merge print. A consequence is that printed page starts will not correspond to the page starts shown by the program page break display after multi-line Data Merge fields have been printed.

Program Customisation

TASWORD 8000 contains a comprehensive set of options that allow the user to create a version of the program suited to personal requirements and preferences. Whenever the program is saved onto disc it is saved in its currently customised form. You can therefore customise the program, save it onto disc, and subsequently load your own customised program. This obviates the need to customise the program whenever you load it. Keep the original disc as your back-up copy.

It is recommended that you refer to the relevant sections in the following part of this manual whenever you go through the program customisation options.

To customise your TASWORD 8000 press the **EXIT** command key while Tasword is running to obtain the main menu shown on page 29. Press **C** to choose the 'Customise program' option and then press **RETURN** to confirm your choice. Tasword then asks the following sequence of questions:

define page layout Y/N	(p. 60)
define normal print characters Y/N	(p. 61)
define extra character set print characters Y/N	(p. 62)
define printer control characters Y/N	(p. 63)
define printer initialisation sequence Y/N	(p. 63)
change program Y/N	(p. 64)

If the **Y** key is pressed in response to any of the above questions then the program will go into the relevant customisation sequence, each of which is described on the page whose number is referenced in brackets in the above list.

On return from any of the above customisation sequences the next option in the above list will be presented.

Pressing **N** or any other key in response to any of the above options will cause the next option on the list to be presented.

Define Page Layout

This customisation option allows you to define your own page layout and to specify the codes that your printer uses for carriage return, linefeed and form feed. The TASWORD 8000 page layout is described on page 39.

When this customisation option is selected the following sequence of questions is asked by the program:

no. text lines on page (50)

top page no. — header (2)

header — text (3)

text — footer (3)

footer — bot. page no. (2)

carriage return (13)

linefeed (10)

form — feed (12)

The numbers in brackets are the current default values held within the program. They are supplied on the disc with the values shown above.

To specify a new value for any of the above parameters type the new value and press **RETURN**. To keep the current default value you can just press **RETURN**. A cursor indicates the question that the program is currently asking.

The first five questions allow you to define your own page layout. The TASWORD 8000 page layout is described on page 39.

The last three questions allow you to define the codes that that printer uses for carriage return, linefeed and form feed. Nearly all printers use the codes that are shown in brackets above. Many printers have an internal switch that, if set, will cause the printer to perform a linefeed as well as a carriage return on receipt of a carriage return signal. If your printer produces unexpected double line spacing then you can either reset the switch in your printer or specify the code for linefeed to be zero in the above list of questions.

A few printers do not do an automatic carriage return after performing a form feed. With such printers the first line on a page following a page terminated by a footer or a line number will not start at the correct position. With such printers add 128 to the printer code for a form feed (usually 12) and enter this number (i.e. 12 + 128 = 140) as your printer code for a form feed within the 'define page layout' section of the 'Customise program' option. The program performs a carriage return after a form feed if the defined printer form feed code is greater than 128.

Define Normal Print Characters

This customisation option allows a sequence of up to twelve codes to be associated with any of the normal characters. When the character is printed it is this sequence of codes that is sent to the printer.

The program is supplied with a single code associated with each normal character. This code is the ASCII code for that character. You may wish to define some other code or sequence of codes for some character in order to, for example, print accented characters as mentioned on page 41, or to define your printer code for a & sign (see Appendix 4 for the printing of & signs).

When this option is chosen the program prompts you to 'type the character you wish to define a sequence for'. Type the character or press **RETURN** if you have finished, or do not wish to, define a sequence.

If you type a letter the program will show the sequence of codes currently associated with that letter and invite you to type in a new sequence of codes. Type up to twelve sets of numbers, pressing **RETURN** after each number. To terminate the sequence with less than twelve numbers just press **RETURN**.

If you press **RETURN** to terminate the sequence before entering the first code then the character will have a 'null sequence' associated with it and nothing will be printed for that character.

Example

In this example the normal * character will be made to produce a 'plus or minus' ± sign on printing.

Enter the 'define normal print characters' option and type a * in response to the 'type a character you wish to define a sequence for' question. The program will show the 'old' code or sequence of codes associated with the * character and invite you to type in a new sequence of codes.

We wish the printer to print, in place of the *, first a + sign, then to do a backspace (move back a character), and finally to print the underline character _.

The ASCII code for a + sign is 43.

The code for backspace on most printers is 8

The ASCII code for a _ character is 95.

Type 43, then 8, and then 95, pressing **RETURN** after each. The * character will now be printed as a ± sign.

The allocation of twelve codes to each character means that the graphics capabilities of the PCW and other dot matrix printers may be used to print any desired shape. An example of the use of this graphics capability is given on page 62.

Define Extra Character Set Print Characters

This customisation option allows a sequence of up to twelve codes to be associated with any of the extra character set characters. When the character is printed it is this sequence of codes that is sent to the printer.

When this option is chosen the program prompts you to define a sequence of codes in exactly the same way as for the 'define normal print characters' option described on page 61. To specify the required extra character set character press the key that is pressed after **SPACE** to obtain the character.

Example

This example shows how a normal or an extra character set character may be defined to print as any desired shape by utilising the graphics capability of the PCW printer. In this example the inverted exclamation mark will be made to print as an outline rectangle.

Enter the 'define extra character set print characters' option. You will be prompted to 'type a character you wish to define a sequence for'. Press **X** to select the inverted exclamation mark as specified by the Extra Characters segment of the help page reproduced below. Now enter the following sequence of twelve codes pressing **RETURN** after each:

27 76 8 0 255 129 129 129 129 129 129 255

This sequence is an 'ESC L' bit image sequence as described in section II.8 of the PCW CPM Plus manual. The inverted exclamation mark will now print as a rectangle.

EXTRA CHARACTERS

0:0	0:1	0:2	0:3	0:4	0:5	0:6	0:7	0:8	0:9	0:A	0:B
1:0	1:1	1:2	1:3	1:4	1:5	1:6	1:7	1:8	1:9	1:A	1:B
2:0	2:1	2:2	2:3	2:4	2:5	2:6	2:7	2:8	2:9	2:A	2:B
3:0	3:1	3:2	3:3	3:4	3:5	3:6	3:7	3:8	3:9	3:A	3:B
4:0	4:1	4:2	4:3	4:4	4:5	4:6	4:7	4:8	4:9	4:A	4:B
5:0	5:1	5:2	5:3	5:4	5:5	5:6	5:7	5:8	5:9	5:A	5:B
6:0	6:1	6:2	6:3	6:4	6:5	6:6	6:7	6:8	6:9	6:A	6:B
7:0	7:1	7:2	7:3	7:4	7:5	7:6	7:7	7:8	7:9	7:A	7:B
8:0	8:1	8:2	8:3	8:4	8:5	8:6	8:7	8:8	8:9	8:A	8:B
9:0	9:1	9:2	9:3	9:4	9:5	9:6	9:7	9:8	9:9	9:A	9:B
A:0	A:1	A:2	A:3	A:4	A:5	A:6	A:7	A:8	A:9	A:A	A:B
B:0	B:1	B:2	B:3	B:4	B:5	B:6	B:7	B:8	B:9	B:A	B:B

Define Printer Control Characters

This customisation option allows a sequence of up to five codes to be associated with any of the printer control characters. The printer control characters are the inverse letters, both capital and lower case. These characters are typed by pressing Δ **SPACE** then pressing the relevant letter key.

The program is supplied with the codes for the printer control characters **A-Q** and **a-q** defined to be control code sequences for the PCW printer that give the effects shown on the help page (see page 4). Some of these control code sequences are valid for some other printers. The printer control characters **F** and **f** always force a form feed (see pages 23 and 39). The **R-Z** printer control characters are reserved for use with **TASPRINT**.

To define printer control characters to be particular sets of control codes for your printer press **Y** for yes in response to the 'define printer control chars' option shown on page 59.

A list of the printer control characters together with their currently defined sequences of codes will be shown on the screen. The program will prompt you to press a letter key in order to specify which printer control character you wish to define a sequence for. When you have specified a letter the program will prompt you to input a sequence of codes. Type in up to five codes, pressing **RETURN** after each one. If your sequence is less than five numbers then terminate the sequence by just pressing **RETURN**. **Tasword** will then redisplay the printer control characters and associated codes. You can redefine another printer control character by pressing the appropriate letter key or press **RETURN** to exit from this customisation option.

To amend the text on the left side of the screen it is necessary to amend the help page (see page 65).

The printer control code sequences are entered as decimal numbers. Appendix 3 indicates how these numbers may be determined from the information given in some printer manuals.

A printer control character (inverse letter) occupies a character position in a line of the text file. If the control code sequence does not cause a character to be printed then the justification of the printed text will be lost, as a line containing a single such printer control character will be a character shorter on printing than a line that does not. This effect is avoided by including the code for a space in the sequence of codes. The program is provided with the inverse-**J** and inverse-**j** underline characters including such a space.

Define Printer Initialisation Sequence

The printer initialisation sequence is a set of up to twelve codes that is sent to the printer before the text file is printed. The program is supplied with a printer initialisation sequence that ensures that some of the extra character set characters print correctly on the PCW printer.

Change Program

This customisation option allows the user to make various modifications to the program. When this part of the program is entered by responding **Y** for yes to the 'change program' option (see page 59) the following sequence of questions is asked:

cursor shape (4)
cursor type (0)
language (0)
data merge control character (38)
file print control character (36)
suppress **RETURN** to confirm Y/N (N)
suppress screen rejustification Y/N (N)
change screen colours Y/N (N)

The values shown in brackets are the current program values. Just press **RETURN** to keep the current value.

Cursor Shape

The symbol used for the cursor may be changed through this option.

Cursor Type

Zero corresponds to an opaque cursor. An opaque cursor obscures the character at the cursor position when the cursor flashes on. Enter 1 for a transparent cursor.

Language

The language option re-configures the program for the different keyboard layouts used in various countries. Do not change the language unless you have the appropriate keyboard.

Data Merge and Fileprint Control Character

38 is the ASCII code for the '&' data merge control character. Some other character may be specified by entering the corresponding ASCII code. The dollar file print control character may similarly be changed.

Suppress RETURN to confirm

This allows the user to choose not to have to press the **RETURN** key after pressing a key to choose one of the main menu options.

Suppress Screen Rejustification

Paragraph rejustification takes less time if it is not reproduced on the screen until the process is complete.

Change Screen Colours

The currently selected screen colours are inverted if **Y** is pressed in response to this option. The colour change does not take place until one returns to the text file.

Changing the Help Page

The help page can be edited as described below. One reason for editing the help page is to remove references to commands that you do not use. This enables you to find commands that you do use more easily.

The Tasword help page is stored on a Tasword program disc as a text file called:

tascodeh.bin

This file can be loaded as a text file, edited, and then saved. Whenever Tasword is loaded it looks for a file called tascodeh.bin and loads it as the help page.

Changing the text beside each inverse character in the printer control section of the help page will also amend the text shown on screen in the 'define printer control characters' section of the 'Customise program' option.

The Notepads

When Tasword is saved the notepads are saved with the program. The notepads may also be changed by creating or editing the file:

tascoden.bin

Whenever Tasword is loaded it looks for the file with this name and loads the first 32 lines of the file as the notepads.

Appendix 1 — Tasword and CP/M

This appendix describes how to create a disc that contains both Tasword and CP/M. The computer can be switched on with such a disc in drive A. This appendix also describes how to create a disc that will automatically load Tasword when the computer is turned on with the disc in drive A.

Before following either of these procedures you should copy Tasword onto another disc using the 'save tasword' option from the Tasword main menu. Keep the original as your back-up copy.

To create a disc that contains both Tasword and CP/M turn the computer on with side 2 of the discs supplied with the computer in drive A. This is the 'CP/M Plus' disc. Keep this disc in the drive and type:

```
pip m:=a:pip.com
```

and press **RETURN**. When the 'A>' prompt re-appears on the screen type:

```
pip m:=a:*.ems
```

and press **RETURN**. When the 'A>' prompt re-appears remove the CP/M Plus disc from drive A and insert your copy of the Tasword program disc. Type:

```
m:pip a:=m:*.ems
```

and press **RETURN**. The procedure is finished when the 'A>' prompt re-appears. You may in future turn the computer on with your Tasword disc in drive A.

To create a disc that will automatically load Tasword when the computer is turned on, turn the computer on with side 2 of the discs supplied with the computer in drive A. This is the 'CP/M Plus' disc. Keep this disc in the drive and type each of the following commands, terminating each by pressing **RETURN**.

```
pip m:=a:pip.com
```

```
pip m:=a:*.ems
```

```
pip m:=a:submit.com
```

Then remove the CP/M Plus disc from drive A and insert your copy of the Tasword program disc. Type the following commands, pressing **RETURN** at the end of each.

```
m:pip a:=m:*.ems
```

```
m:pip a:=m:submit.com
```

Then type:

```
tasword
```


to load and run Tasword. Create a one line text file which consists simply of the word:

tasword

and save this text file to your Tasword program disc giving it the name:

profile.sub

This completes the process. When the computer is turned on with this disc in then Tasword will automatically load.

Appendix 2 — The PCW Printer

The status of the PCW printer can be determined at any time while Tasword is running by pressing the **PTR** key. The bottom line of the display then changes to show the printer status line. The left and right arrow keys may then be used, together with the **+** and **-** keys, to change any of the printer states shown on the printer status line.

To return to Tasword from the printer status line press the **EXIT** key.

The PCW computer 'buffers' data that is to be printed. If the **STOP** key is pressed to abandon a print of the text file, then printing will not stop until the buffer has been emptied. If Tasword appears to have finished printing by returning to the text file but the text file has not been printed or has not all been printed, then press the **PTR** key to check the status of the printer. The printer may not be able to print because, for example, the bail bar is out or it is waiting for paper, and the remainder of the text will be waiting in the printer buffer. Take the appropriate action to put the printer on-line and then press the **EXIT** key. Printing will then resume.

When the computer is turned on it assumes that single sheet stationery is being used in the PCW printer. If you are using continuous stationery then the printer will halt after printing each page. Press the **PTR** key to see the 'waiting for paper' messages, cancel this message and put the printer back on line by pressing the **-** key. Printing will then continue when the **EXIT** key is pressed.

The PCW printer may be set-up for continuous stationery by running the CP/M Plus **PAPER** program before loading Tasword. This program is described in section 5.2 of the CP/M User Guide.

To create a disc that automatically runs the **PAPER** program before loading Tasword, first create a disc that automatically loads Tasword as described in the second half of Appendix 1. Then use **PIP** to copy **PAPER.COM** from the CP/M Plus system disc onto your Tasword disc. Finally, use Tasword to edit the file 'profile.sub' so that it is, for example, as follows:

```
paper form length 66, gap length 6, continuous stationery
tasword
```

Appendix 3 — Determining Printer Control Codes

The inverse letters typed via the Δ **SPACE** command are the **TASWORD** printer control characters. These characters are placed in the text to control the printer. Each printer control character can be defined to be a list of up to five codes. These codes must be entered in the 'define printer control characters' option (see page 63) as decimal numbers. This can lead to confusion as printer manuals use a number of methods for specifying control code sequences.

Many printer control code sequences begin with **ESC**. The decimal code for **ESC** is 27.

Some printer manuals specify control code sequences in terms of characters. For example, the control code sequence to turn emphasised printing on may be given as:

ESC E

The decimal code for **ESC** is 27. The decimal (ASCII) code for **E** is 69. Therefore, to enter the above control code sequence as decimal numbers in the 'define printer control characters' option enter the two decimal numbers:

27 69

Some printer manuals give control code sequences in terms of hexadecimal numbers. The **ESC E** control code sequence used in the above example is specified in a number of ways in hexadecimal, including the following:

ESC 45h
1Bh 45h

The **h** specifies that the number is in hexadecimal. Not all manuals use this convention.

Appendix 4 — Printing \pounds Signs

The pound sterling sign is not a standard ASCII symbol. Different printers use a variety of codes for the \pounds sign. The common ones are 35, 96, and 129.

It is often necessary to alter a switch inside the printer. This normally selects a \pounds sign instead of a hash sign.

Tasword is supplied with the \pounds sign defined to be sent as a 35 to the printer. You can use the 'define normal print characters' option described on page 61 to change the code sent for a \pounds sign to, for example, 96.

Appendix 5 — Accented and Other Special Characters

Accented characters belong to the Tasword extra character set and may be typed using the **⌘ SPACE** command described on page 25. The accented characters may also be obtained by typing the accent followed by the required letter key.

The following key presses are used to type accents:

umlaut	⌘5
circumflex	⌘6
tilde	⌘7
ring	⌘8
grave	⌘9
acute	⌘0

When one of the above keys is pressed the cursor is replaced by a flashing accent. The next letter key that is pressed will produce the accented character if it exists.

Some other special characters, which are not shown on the keyboard, may be typed using the following key presses:

inverted exclamation mark	⌘1
tilde	⌘2
peseta sign	⌘4
up arrow	⌘,
bar	⌘.
inverted question mark	⌘/
back slash	⌘/

Alternative keystrokes will also give accented and other special characters when the program is customised for a non-English language using the Change Program 'language' option described on page 64. It is not recommended to change the language unless using the appropriate keyboard for the language.