ATARI® 800™

ATARI® WORD PROCESSOR
TRAINING MANUAL

ATARI® A Warner Communications Company

Use with
ATARI® 800™
PERSONAL COMPUTER SYSTEM

ATARI
WORD PROCESSOR
TRAINING MANUAL

ATARI®

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INTRODUCTION

The **ATARI® Word Processor** allows you to type any letter or report and edit it before you print it. You can also store this material on diskette and later recall or bring a copy of it to the screen to make additional changes. By simply pressing a few keys you can change the margins, the line spacing, or the page size—just to name a few items—without retyping the entire document. With this system, even the novice typist will be able to create professional looking documents in no time at all.

HOW THIS PROGRAM WORKS

This training program is an independent study course. It allows you to set your own pace, review materials as often as you want, and devote as much time to each exercise as you need. The program consists of an audio tape, a Training Data Diskette, and this workbook. The workbook is divided into six lessons of increasing difficulty and sophistication.

- Lesson One explains how to duplicate and format diskettes needed to complete the course. It also explains how to create a document, correct basic typing errors, and how to save and print the final copy.

- Lesson Two discusses how to delete words, lines, and phrases. You can then reorganize the text to eliminate the spaces left by the changes. Inserting text, setting margins, and line spacing are also covered.

- Lesson Three covers paginating text, how to move text within a page or a document, and the search and replace function.

- Lesson Four explains aligning text such as dates and addresses in letters. It also discusses how to justify text.

- Lesson Five takes you step-by-step through repagination and explains the Disk Utilities Menu.

- Lesson Six is a series of independent lessons covering specialized features such as decimal align, subscripts and superscripts, and elongated print.

The audio tape is used in Lessons One and Two to help you become familiar with some of the procedures and to help you feel comfortable using the equipment. Instructions for using the audio are given in the workbook.

The information presented in the audio portion is always repeated or reviewed in the workbook. If you feel comfortable with the audio portion you may wish to skip this material in the workbook. These pages are clearly marked with a black edge.

If you feel you need additional practice you may want to listen to the tape and read those pages in the workbook.

If you are familiar with word processing, or if you feel you learn best by reading, you need not listen to the audio presentation. As you go through the workbook, simply ignore directions for turning on the tape.

The Training Data Diskette contains sample material that you will be using to practice editing, formatting, etc. Specific directions regarding the use of the Training Data Diskette are given in Lesson One.

This program introduces you to the system's various capabilities. However, to become proficient you must do some additional practice on your own. After completing a lesson it is recommended that you apply your new skills to creating and editing your own material.

To complete this course you will need:

- An ATARI Word Processor Master Diskette (CX8119 or CX8217)

- The ATARI Word Processor Training Data Diskette (CX8120 or CX8218)

- An audio cassette recorder

- An Audio Master Cassette (CX4122)

- *The ATARI Word Processor Reference Manual*

- A quiet room where you can concentrate on the lessons.

This course will enable you to operate the ATARI Word Processor system. It does not, however, cover all the commands/features of the system. See the *ATARI Word Processor Reference Manual* for features not discussed in this course.

SYSTEM SETUP

Before you can begin you must set up your system. Section 1 of the Reference Manual contains detailed instructions for setting up the system, and Section 4 contains a description of each of the components.

Read Sections 1 and 4 carefully and set up the system according to the manual. When you are finished, turn to Lesson One.
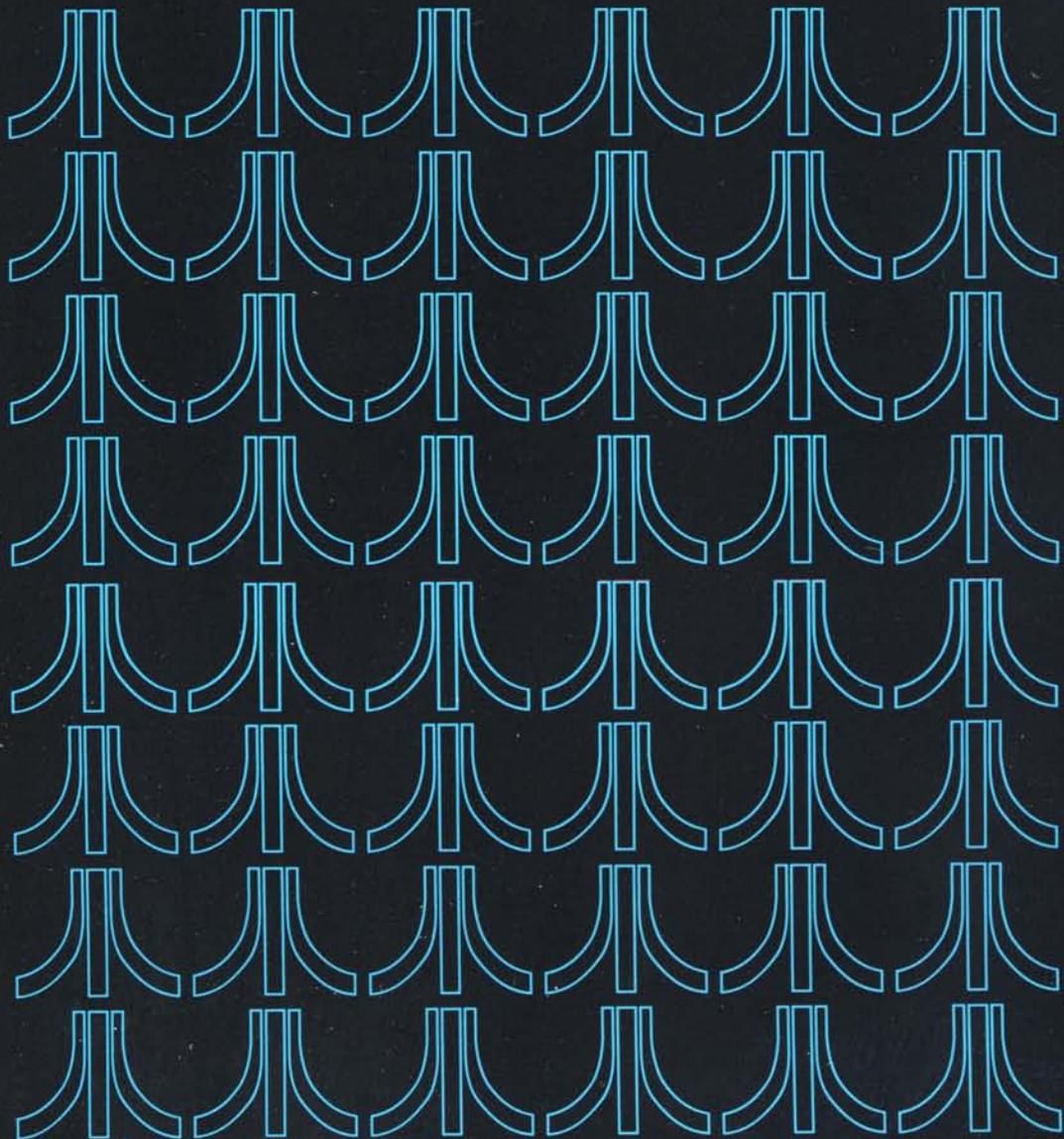
ATARI®

LESSON ONE WORKBOOK

This lesson will explain how to:

- Duplicate a diskette

- Format (initialize) a diskette

- Load the Program Master Diskette

- Enter information and store it on diskette

- Print text

- Move the cursor

- Correct basic typing errors.

If your system is connected and all your materials are at hand, you're ready to begin. If not, refer to the *Word Processor Reference Manual* to hook up the system, and then gather the materials you need (listed on page 2) to complete the course.

THE WORD PROCESSOR VS THE TYPEWRITER

Your ATARI Word Processor is a great advancement over the typical typewriter you are accustomed to using. While the keyboard is similar to a typewriter's, making it simple to use and learn, the electronic nature of a word processor speeds up the retyping process and eliminates time-consuming revisions.

There are two major differences between a typewriter and word processor that you will notice immediately.

- A typewriter prints out as you type text. A word processor will only print when you instruct it to do so. Everything you type will appear on a screen. It is on the screen, not paper, that you make all your changes. The printout then is a "hard" copy, which may be used as a review or a final copy.

- The letters, reports, memos, and the like (called documents in word processing) are stored on diskettes. The diskette, which looks like a 45 rpm record, is one of the most important components of a word processing system. Your documents are stored on diskette until you want to use the document again. Then it is read from the diskette and brought to the screen. In word processing terms, the diskette is used for storage and retrieval of information.

The ATARI Diskettes can store a maximum of 63 pages of text depending on how much text you put on a page.

The following diagram illustrates the flow of information.

SAVING TEXT

(2)
**INFORMATION
APPEARS HERE**

(1)
**INFORMATION IS
ENTERED HERE**

(3)
**INFORMATION IS
STORED ON
DISKETTE HERE**

RECALLING TEXT

(2)

**INFORMATION
APPEARS ON
SCREEN**

(1)

(3)

**INFORMATION
IS CHANGED
OR EDITED**
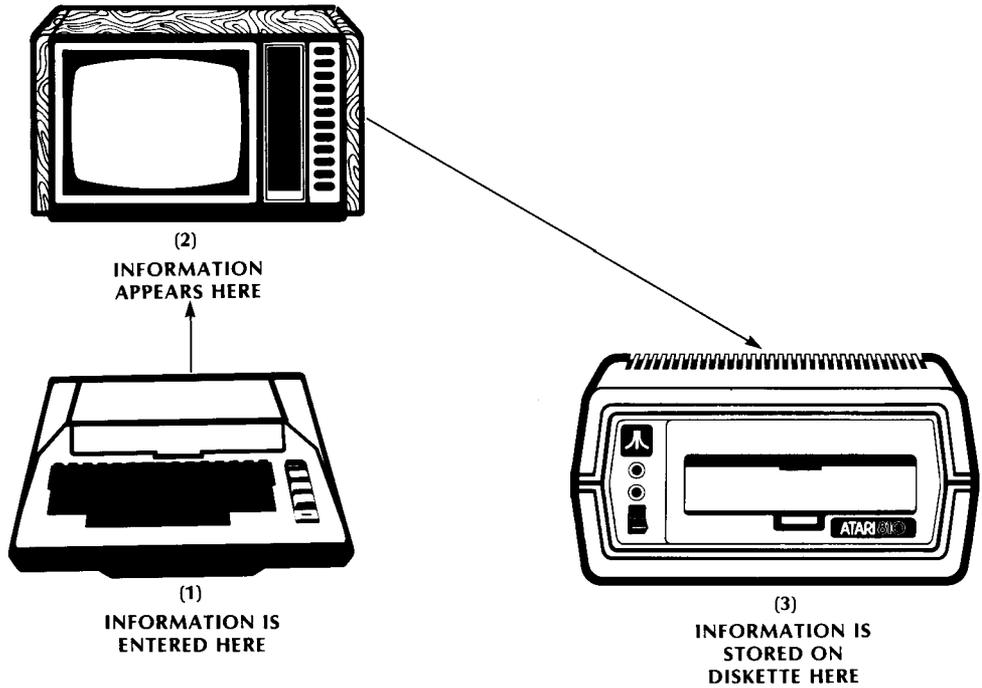
**INFORMATION
IS RECALLED**
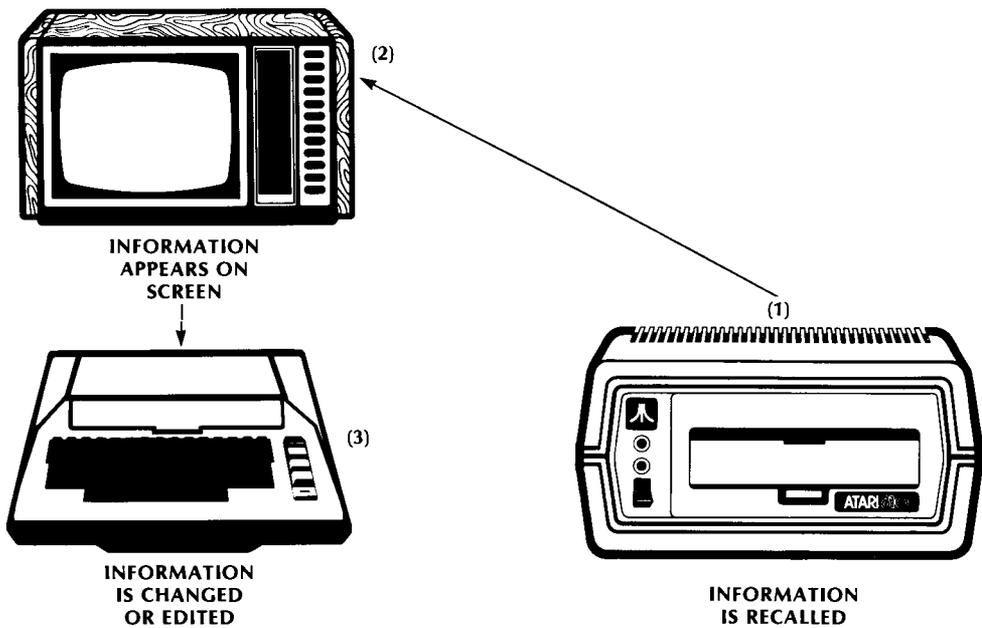
Figure 1-1   Flow of Information

Insert the audio cassette for Lesson One and turn on the tape.

FORMATTING AND DUPLICATING

Before you can begin entering text you must format a blank diskette and duplicate the Training Data Diskette.

FORMATTING

All blank diskettes must be formatted before they can be used to store information, whether that information is being typed for the first time or duplicated from another diskette.

DUPLICATING

Duplicating or creating a backup diskette is important, especially for diskettes that contain valuable information. By using the backup and saving the Master Diskette, you don't have to worry about damaging or accidentally erasing a diskette. Follow the steps below to format and duplicate a diskette.

1. Switch all components, **except** the computer to ON.

2. Press the disk drive door release lever.

3. Insert the Master Diskette into the disk drive in the direction of the arrow shown on the label of the diskette.

4. Close the disk drive door.

5. Turn the computer on. This loads the Disk Operating System (DOS) program into the system.* The first thing you will see is a blank screen with a white square on the upper left-hand corner. When the Disk Operating System (DOS) program is loaded the following menu will appear on the screen:
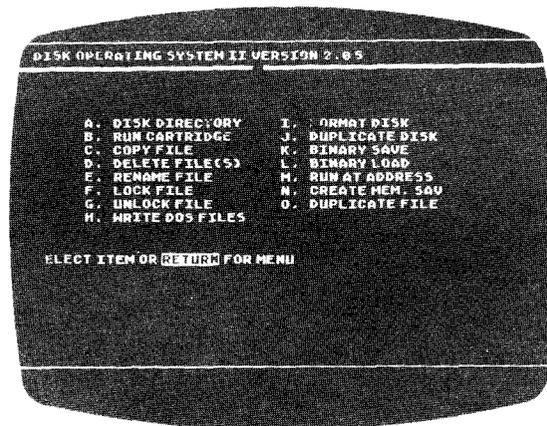
Figure 1-2   DOS Menu

*This loading process is referred to as "booting" the system.

6. Press the disk drive door release lever and remove the Master Diskette.

7. Insert a blank diskette into the disk drive.

8. Close the disk drive door.

9. Type the letter I for FORMAT DISK.*

10. Press ▓RETURN▓ . The letter I will appear below SELECT ITEM and the question WHICH DRIVE TO FORMAT? will appear.

11. Type 1 for Drive 1.

12. Press ▓RETURN▓ . The system will respond with the statement:

    TYPE ''Y'' TO FORMAT DISK 1

    Since formatting erases all text on a diskette, the system is asking if you are certain you want to format this diskette and erase everything that is already stored on the diskette.

13. Type **Y** and press ▓RETURN▓ . The disk drive BUSY light will go on and the system will format the blank diskette.

14. Press the disk drive door release lever and remove the blank formatted diskette from the disk drive, after the BUSY light goes off.

    The disk drive BUSY light will always come on when the system is writing (storing) information onto a diskette or when it is bringing a copy of the material from the diskette to the screen.

15. Type **J** and press ▓RETURN▓ to duplicate the diskette. The J will appear below SELECT ITEM on the screen. The system will now ask:

    DUP DISK — SOURCE, DEST DRIVES?

    This means you want to duplicate a diskette. The system is asking you for the location (drive number) of the source or original diskette (that contains the data to be copied) and the location of the destination (blank) diskette (where the data will be copied).

16. Type **1, 1** and press ▓RETURN▓ . If you are using two disk drives you can put the source diskette in Drive 1 and the destination or blank diskette in Drive 2. You would then enter **1, 2.**

    After the ▓RETURN▓ the following will appear on the screen:

    INSERT SOURCE DISK, TYPE RETURN

*Lesson 5 explains how to format a diskette using the ATARI Word Processor Program Master Diskette.

17.   Insert the Training Data Diskette, close the disk drive door and press
      RETURN .

      The system will read and store the information from the source diskette with-
      out erasing this diskette. When it has finished, the disk drive BUSY light will go
      off and the following instruction will appear on the screen:

      INSERT DESTINATION DISK, TYPE RETURN

18.   Remove the Training Data Diskette from the disk drive.

19.   Insert the blank diskette you just formatted and close the disk drive door. Press
      RETURN .

      The system will take the material from its memory and transfer or write it onto
      this diskette. When it has finished, the disk drive BUSY light will go off.

20.   Remove the backup or duplicate diskette from the disk drive.

      Steps 17-20 may have to be repeated if the diskette you are duplicating con-
      tains a great deal of data.

21.   Label the diskette using the labels provided and a felt tip marker. Never use a
      pen or pencil when writing on a diskette label; the sharp point can damage a
      diskette. Also do not store any diskettes near any magnetic source, such as a
      stereo, telephone, etc.

22.   Put the Master Training Data Diskette in a safe place and use the duplicate.

LOADING THE PROGRAM MASTER DISKETTE

The ATARI Word Processor Program Master Diskette (or software) is the set of
instructions that provides the computer with its word processing capabilities. If this
program is not loaded or stored in memory the system will not be able to perform
any word processing tasks.

To load the Word Processor program,

1.   Turn power to ON for your

     • Television set or monitor

     • **ATARI 810™ Disk Drive or ATARI 815™ Dual Disk Drive** (a red light
       comes on)

     • **ATARI 850™ Interface Module** (a red light comes on)

2.   Open the disk drive by pressing the door handle release lever.

3.   Wait until the BUSY light goes off before inserting the diskette into Drive 1. In-
     sert the Word Processor Program Master Diskette (hereafter called Program
     Master Diskette) and close the disk drive door.

4. Turn the computer power to ON. The red power light on the right side of your keyboard and the disk drive BUSY light will come on indicating the program is loading. At the same time a white box on a blue (or black if you are using a black and white television) background will appear on the screen.

When the program has loaded, the disk drive BUSY light will go off and the following menu will appear on the screen.
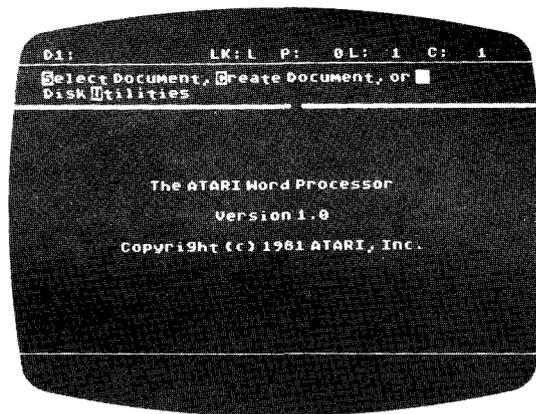
Figure 1-3   Word Processing Menu

5. Press the disk drive door release lever. The diskette will pop out about a half inch.

6. Remove the Program Master Diskette and return it to its envelope.

The Word Processor capabilities are now loaded in the system's memory. They will remain in memory until: (1) the system is turned off or (2) another program is loaded.

If for any reason you turn the system off or lose power, you must reload the program.

Note: If you do not remove the Program Master Diskette and attempt to Select or Create a document, error message 144 will appear on the screen. You must insert the work diskette to correct this error.

MENUS

The ATARI Word Processor is based on a menu system. The menus, just like those in a restaurant, offer lists of items from which you can choose. For example, the menu now on your screen offers you three choices. You can either Select or Create a document, or you can work with the Disk Utilities program. Each time you respond to a menu, another menu or a question will appear. If you want to return to the previous menu you simply press the escape key, labeled **ESC** . This menu system makes the ATARI Word Processor easy to learn and work with because it always tells you what you can do. The menus (see Figure 1-3) will always appear at the top of your screen below the status line.

Before you begin typing, let's discuss some other important concepts – the screen, the status line, and the cursor.

THE SCREEN

The screen is like a blank piece of paper on which messages are sent and received. All system menus, questions and messages will appear on the screen. In addition, anything you enter: menu choices, answers to questions, and text will appear here.

Any time you recall or read a page of text from a diskette, a **copy** of it is brought to memory and displayed on the screen. In other words, at that time there are two copies of the page – one on the diskette and one on the screen.

STATUS LINE

The status line, the very top line on the screen, continually displays information about the document. The following is a sample status line with the messages which you will see. Below them is an explanation of the various abbreviations and information found in the status line.
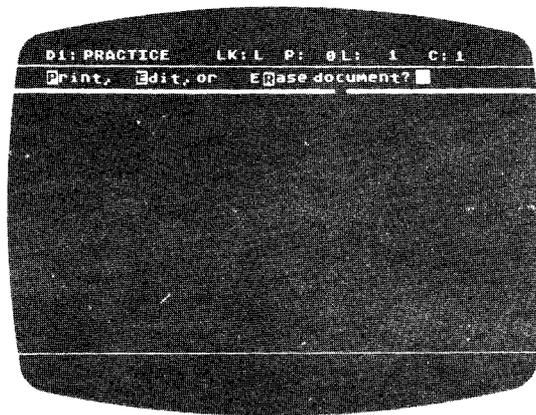
Figure 1-4   Status Line

D1 This tells you what disk drive you are using.

PRACTICE This is the name of the document you will be creating. As you select or create different documents this name will change.

LK:L LK is the ▒CAPS LOWR▒ key lock indicator. It tells you whether the ▒CAPS LOWR▒ key has been set for all upper- or all lowercase letters. The L next to the colon indicates the key is set for lowercase. This means that unless you press the ▒SHIFT▒ key, the letters on the screen will appear in lowercase. To change to all capital or uppercase letters you must hold down the ▒SHIFT▒ and press the ▒CAPS LOWR▒ key. The lock indicator would then change to LK:U.

To change back to lowercase simply press the ▒CAPS LOWR▒ key. (**Warning:** By pressing ▒CTRL▒ and ▒CAPS LOWR▒ simultaneously, you enter a control mode. The ▒CAPS LOWR▒ key has to be pressed again to exit the mode.)

The LK indicator is also used to indicate the status of the ▒ key. When the ▒ key is engaged, anything you type will appear in inverse video and will be underscored when printed. When the ▒ key is pressed the L or U will appear in inverse video. When the ▒

key is pressed again the letter reverts to normal and underscoring stops. You will use the ▆CAPS LOWR▆ and ▆C▆ keys later.

P: O The P is the page indicator. Since you are not working with any page yet, a **0** appears there. The page number changes as you recall or create different pages.

L: 1 This is the cursor line indicator. It changes as the cursor moves from one line to another — up or down.

C: 1 This is the cursor column indicator. Like the line indicator it changes as the cursor is moved. The cursor can be moved as far right as column 161.

In addition to the Status Line, a Memory Usage Indicator is always displayed on the screen. It is the white box just below the menu. As you create text, the indicator moves across the screen from right to left. The closer it gets to the left margin the less space you have available in memory. You should save the page you are typing when the Memory Usage Indicator is halfway across the screen to avoid losing any memory.

THE CURSOR

A typewriter has a carriage which moves and shows you where you are on a given line. To go from one line to another you return or manually adjust the paper. These parts do not exist on a word processor.

With a word processing system, everything happens at the position of the cursor, a little white square on your screen. The cursor moves from left to right across the screen as you type, indicating where the next character will appear. To insert or delete any text you must move the cursor.

The cursor can be moved in several ways. To move the cursor across the screen you simply press the space bar. Each time you hit the bar, the cursor moves one space. If you hold the space bar down, the cursor will travel across the screen. Moving the cursor with the space bar adds spaces to your text.

By holding down the control key, labeled ▆CTRL▆ and pressing an arrow key simultaneously you can move the cursor left or right, up or down, and not change any text on the page. If you do not want spaces added to your text, use ▆CTRL▆ and an arrow key to move the cursor.

MOVES CURSOR ONE LINE

CONTROL KEY PRESSED IN CONJUNCTION (SIMULTANEOUSLY) WITH ARROW KEY MOVES CURSOR

UP   DOWN

LEFT   RIGHT

MOVES CURSOR ONE POSITION
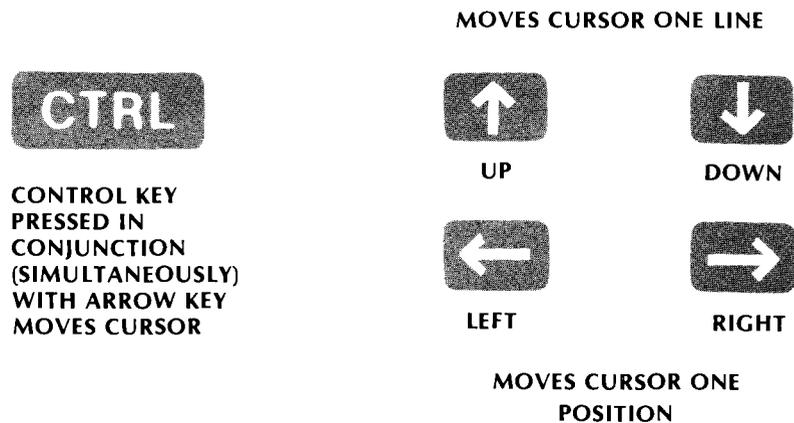
Figure 1-5   Control and Cursor Direction Keys

In addition to gradual movements, the cursor can be moved from left to right, top to bottom very quickly using Control characters.

To move the cursor	Hold	
To the bottom	**CTRL**	and press **B**
To the top	**CTRL**	and press **T**
To the right margin	**CTRL**	and press **H**
To the left margin	**CTRL**	and press **G**
To the end of the line	**CTRL**	and press **E**
To the beginning of the line	**CTRL**	and press **A**
To end of text	**CTRL**	and press **;**

Let's look at how this works as we create our first document. Turn on your tape and follow the instructions.

CREATING A DOCUMENT

To Create a document you must complete the following steps:

1. Load the Program Master Diskette.

   Follow the steps on page 10 when you need to load the program. When the program is loaded the following menu appears:

   §elect Document, §reate Document, or Disk Utilities.

2. Insert a blank, **formatted** diskette into the disk drive.

   In this case the Training Data Diskette is being used; however, when you begin creating documents of your own, any formatted diskette which has space can be used.

3. Type **C** and press **RETURN** in response to the menu option.

   The system responds with the following:

   Enter document name:
   {Type RETURN to select same document}

4. Type the name **PRACTICE** for the new document and press **RETURN** .

   A document name must begin with a letter and must contain eight or less alpha or numeric characters. ATARI3, SUN1, and PRACTICE are acceptable names. A document name cannot contain a space. If you include a space in the name, you will get an error message. At this point you may enter the document's name, or if you want to create a new page for the document you were working on, you simply press **RETURN** .

   Whether you enter a name and press **RETURN** , or simply press **RETURN** , a new menu will appears.

   §rint, §dit or §rase document?

5. Type **E** and press **[RETURN]** .

As was mentioned in the tape, the Edit mode is used for both creating a new document and editing an existing one.

Again, another menu prompt appears:

**Dew page, Modify page, Decall page,
Save page, Extended Functions.**

6. Type **N** and press **[RETURN]** . The system now asks you for the page number.

**Number of New Page?
Existing pages for document:**

Notice the statement below the menu line. As pages are saved their numbers will appear here to remind you what and how many pages exist in the document.

7. Type **1** and press **[RETURN]** .

You can assign the page any number you wish. Since this is your first page, the number **1** was entered.

After the **[RETURN]** the screen clears, and this statement appears:

Edit Page – Type ESC to return to menu

8. Begin typing.

Once the screen clears you can begin typing text. Enter the text below.

ENTERING TEXT

Type the following paragraph, including the mistakes, for your first page. Don't worry about any additional mistakes you make, we will correct them later. Also, **DO NOT** press **[RETURN]** at the end of a line; just continue typing. The system automatically moves or wraps words to the next line when it reaches the present right margin.

You will notice that after you type the first 20 characters the text will move to the left. This is because only 40 characters of a line are visible at one time.

The ATARI Word Processor offers the small business person and home user etc.

When you finish typing the paragraph, turn on the tape.

```
The ATARI Word Processor offers the small business person and home
user the word processing capability of a large expensive system at
a very low cost. The system can hold about 10,000 charavters in memorry
and each diskette can stroe between 50 and 70 pages of text.
```

SAVING TEXT

One of the major advantages of word processing is that anything you type can be saved; corrections and additions can be made later. The document can then be revised without retyping.

To save text you must follow these steps:

1. Press **ESC** .

    When you finish creating or editing a page or document the menu line will read:

    Edit Page – type ESC to exit to menu

    Pressing the **ESC** key always takes you back to the last menu. In this case you will see:

    New page, Modify page, Recall page,
    Save page, Extended Functions

2. Type **S** and press **RETURN** .

    Since you want to save a page, this is the appropriate answer. The system responds with:

    Page Number to Save?

3. Type **1** and press **RETURN** .

    Three things will happen after you press **RETURN** .

    *   The cursor moves down each line of text (that is on the screen) as it is being saved on diskette.

    *   The disk drive BUSY light goes on while the text is being written on diskette and then turns off when the operation is complete.

    *   The menu that begins with "New page, Modify page" reappears.

    The page is now stored on diskette.

    Lesson Two, page 32, explains how to save an edited version of an existing page. Press the **ESC** key twice to return to the menu which begins "Select Document."

PRINTING A DOCUMENT

1. Type **S** and press **RETURN** in response to the first menu prompt:

    D1: PRACTICE LK:L P: 1 L: 1 C: 1

    Select Document, Create Document, or
    Disk Utilities.

    The system responds:

    Enter document name:
    (Type RETURN to select same document)

2. Type **Practice** and press [RETURN] . The system will accept the name whether you type it in all capital letters, all lowercase letters or just an initial capital. The spelling, however, must match that in the list of documents on the screen.

In this case you could have simply pressed [RETURN] as the second line states. Pressing only [RETURN] instructs the system to use the document name which appears at the upper left side of your screen.

After you press [RETURN] the next menu appears.

Print, Edit, or Erase document?

3. Type **P** to print, and press [RETURN] . The system responds with the prompt:

Enter firstpage, lastpage or All:
Pages to print

4. Type **1** and press [RETURN] . In this case you type number **1,** because that is the only page that exists. If you want to print an entire document, type **A** for all. If you want to print the first five pages, type **1, 5**. However, you can only print consecutive pages.

The system will next ask:

Double column print (Y/N)?
Existing pages for document:
1

For every Yes/No question, pressing [RETURN] means no.

5. Type **N** and press [RETURN] .

The **ATARI 825™ 80-Column Printer** offers a double-column print feature which allows you to print two pages on one sheet of paper. This takes prior planning and smaller margins. For this exercise a single-column format was used.

The system will bring the text to the screen, emit a beeping sound, and then ask:

Position paper, type RETURN when ready

This gives you the opportunity to turn the printer on, check its settings and position the paper. If you decide not to continue printing, press [ESC] . This stops the process.

6. Press [RETURN] .

After this last [RETURN] the system will print out the specified page(s). Compare your printout with the following copy.

YOUR FIRST PRINTOUT

Your printout should look look like this:

```
The ATARI Word Processor offers the small business person and home
user the word processing capability of a large expensive system at
a very low cost. The system can hold about 10,000 charavters in memorry
and each diskette can stroe between 50 and 70 pages of text.
```

If your printout does not match the one above, repeat the procedure following the steps on pages 11 and 12. The steps assume that the Program Master Diskette is loaded.

You have now created, stored, and printed a document. We have taken you through these procedures step-by-step and reviewed it, so it may seem like a long process. Once you become accustomed to loading the system and familiar with the menus you will be able to load the system and be creating a document in less than two minutes! Practice is all it takes.

Turn on the tape.

DELETING CHARACTERS

Correcting typing errors that involve deleting or inserting characters is very simple with the ATARI Word Processor. You are going to correct the errors in the document on your screen. Since you just printed the document your menu line reads:

Print, Edit or Erase document?

You must be in Edit mode to delete characters. Therefore you must select Edit.

1. Type **E** and press **RETURN** . The Edit Options Menu appears on the screen.

    New page, Modify page, Recall page, Save page, Extended Functions.

2. Type **M** and press **RETURN** . The menu line changes to:

    Edit Page – type ESC to exit to menu.

    Now you can delete any errors in the text.

    The first error is the double "r" in the word "memorry" which appears at the end of the third line.

3. Move the cursor down to the third line. Press **CTRL** and ↓ .

4. Position the cursor at the end of the line. Press **CTRL** , type **E.**

    CTRL E moves the cursor to the end of the line, while **CTRL** H moves the cursor to the right margin. In this case they are not the same. **CTRL** H would move the cursor to the letter m in "memory."

5. Position cursor between the "r" and the "y." Press **CTRL** , and ← .

    memorry

6. Press **DELETE BACK S** . The letter to the left of the cursor is deleted and your correction is completed.

    memory

    If you delete any character or a number of characters by mistake, press **CTRL** and type **Z.** The entire line is restored to its original state no matter how many corrections were made. This only works if you have not moved the cursor to another line or begun another operation.

7. Move the cursor so that it is between the letter "v" and the letter "t" in the word "charavter." Press **CTRL** and ← .

    charavter

8. Press ███████ to delete the "v."

9. Type the letter **C**. It will appear at the cursor position.

   chara‿cter

10. Move the cursor to the beginning of the line. Press ███, type **A**.

11. Move the cursor down to the next line. Press ███ and ↓ .

12. Move the cursor right and position it between the "t" and "r" in the word "stroe." Press ███ and ← .

    st‿roe

13. Delete the letter "r" and the letter "o." Press ███ and ███████ twice. Both letters will be deleted.

    st‿e

14. Type the letters **or** to correct the word. The letters will be inserted at the cursor.

    sto‿re

15. Save the corrected page as page **1**, following the steps on page 11.

To summarize, once you are in the Modify mode you can delete any letter before or after the cursor.

███████	Deletes letter before the cursor
███ ███████	Deletes letter after the cursor
███ Z	Cancels any deletions on a line

All corrected pages must be saved using the menus or they will be lost.

Lesson One has covered a great deal of information regarding the operation of your system. The main operations covered are summarized on the next few pages. These summary sheets will serve as quick reviews and guides when you are creating your own documents. Read the summaries and then complete the review exercise before proceeding to Lesson Two.

In summary, to delete any character in a document you must Select the document, enter Edit mode, and Recall the page that contains the error. When a copy of the page appears on the screen, you must select Modify mode. Once the system knows you want to alter the text you can delete any character before or after the cursor. Also, when you are creating a new document and a page within that document, corrections can be made before the page is stored.

SUMMARY

LOADING THE PROGRAM MASTER DISKETTE

1. Turn the power on *only* for the
   - Television/monitor
   - Disk drive (red light comes on)
   - Interface module (red light comes on)

2. Insert the Program Master Diskette into the disk drive.

3. Close the disk drive door.

4. Turn the power on for the computer (red light comes on).

5. Remove the Program Master Diskette from the disk drive and return it to its protective cover, after the menu appears on the screen and the disk drive BUSY light goes off.

CREATING A DOCUMENT

1. Load Program Master Diskette.

2. Insert a blank or partially blank, formatted diskette.

3. Enter **C** in response to menu prompt:

   Select Document, **C**reate Document, or Disk **U**tilities.

4. Type name for new document and press **RETURN**. The name must begin with a letter and be no *more* than eight characters long.

5. Type **E** and press **RETURN** in response to menu prompt:

   Print, **E**dit, or E**r**ase document.

6. Type **N** and press **RETURN** in response to menu prompt:

   New page, **M**odify page, **R**ecall page, **S**ave page, **E**xtended Functions.

7. Type the page number you want document to begin with and press **RETURN**.

8. Begin typing.

9. Save or print document.

SAVING TEXT (JUST TYPED OR EDITED)

1. Press **ESC** to return to menu.

2. Type **S** and press **RETURN** in response to menu:

    **New page, Modify page, Recall page
    Save page, Extended Functions.**

3. Type page number and press **RETURN** in response to:

    Page Number to Save?

4. If the page you are saving is an edited version of an existing page the system will display:

    That page exists — OK to replace it?

    Type **Y** and press **RETURN**.
    The edited page will be saved and the original page will become page 200.

CURSOR MOVEMENTS

MOVE	PRESS
Up	**CTRL** and ↑
Down	**CTRL** and ↓
Left	**CTRL** and ←
Right	**CTRL** and →
To beginning of line	**CTRL** A
To end of line	**CTRL** E
To left margin	**CTRL** G
To right margin	**CTRL** H
To top of page	**CTRL** T
To bottom of page	**CTRL** B
To end of text	**CTRL** ;

DELETING CHARACTERS

1. Load Program Master Diskette.

2. Insert work diskette containing text.

3. Type **S** and press ▮RETURN▮ in response to:

    Select Document, Create Document, or Disk Utilities.

4. Type document name and press ▮RETURN▮ .

5. Type **E** and press ▮RETURN▮ in response to:

    Print, Edit or Erase document?

6. Type **R** and press ▮RETURN▮ in response to:

    New page, Modify page, Recall page, Save page or Extended Functions.

7. Type **Y** and press ▮RETURN▮ in response to:

    OK to read over current page (Y/N)?

    This means that if the page on the screen has not been saved it will be deleted from memory. If you want to save the page and have not done so, type **N** and then save the page in memory.

8. Type number of page you will want to recall and press ▮RETURN▮ in response to:

    Page Number to Recall?

9. Type **M** and press ▮RETURN▮ in response to:

    New page, Modify page, Recall page, Save page or Extended Functions.

10. Position cursor either before or after character to be deleted.

11. Press ▮DELETE BACK S▮ to delete the character before the cursor.

    Press ▮SHIFT▮ and ▮DELETE BACK S▮ to delete the character after the cursor.

12. Press ▮CTRL▮ Z to restore deleted character(s) on one line.

PRINTING A DOCUMENT

1. Load Program Master Diskette.

2. Insert diskette with document to be printed.

3. Type S and press **RETURN** in response to the menu:

    Select Document, Create Document, or Disk Utilities.

4. Type document name and press **RETURN** in response to:

    **Enter document name:
    [Type RETURN to select same document]**

5. Type P and press **RETURN** in response to:

    Print, Edit or Erase document?

6. Type the page(s) to be printed and press **RETURN** in response to:

    **Enter firstpage, lastpage, or All:
    Pages to print**

7. Type Y or N and press **RETURN** in response to:

    Double column print [Y/N]?

8. Press **RETURN** when printer is on and paper is in position.

REVIEW EXERCISE

For this exercise you will Create, Store, and then Recall a document to correct any typing errors. At the moment, the Word Processing program is loaded and the Edit Options Menu is on the screen.

1. Press **ESC** twice to return to the very first menu.

   Select Document, Create Document, or Disk Utilities

2. Create the following document using the summary sheet on page 15. Name the document REVIEW1. Be sure to type the paragraph as it is.

   > All act(c)ty takes place from the cursor position. The cursor moves from left to right across the screen as you enter text. To position the cursor any(w)re on the scr(a) you can use the CTRL key and the directional (ro)ws or the CTRL key in conjunction with other letter keys.

3. Save the document. Use the summary sheet as a guide. The reason you save a document before making corrections is to avoid accidentally erasing and losing the page.

4. Recall the page from the diskette using your summary sheet.

5. Correct the typing errors circled and any additional ones you made using **DELETE BACK S** or **SHIFT** and **DELETE BACK S** .

6. Save the corrected page.

7. Print the corrected page.

8. Remove the diskette from the disk drive.

9. Turn off all equipment.

   Compare your printout with the one below.

   > All activity takes place from the cursor position. The cursor moves from left to right across the screen as you enter text. To position the cursor anywhere on the screen you can use the CTRL key and the directional arrows or the CTRL key in conjunction with other letter keys.

Now, go on to Lesson Two in your workbook.
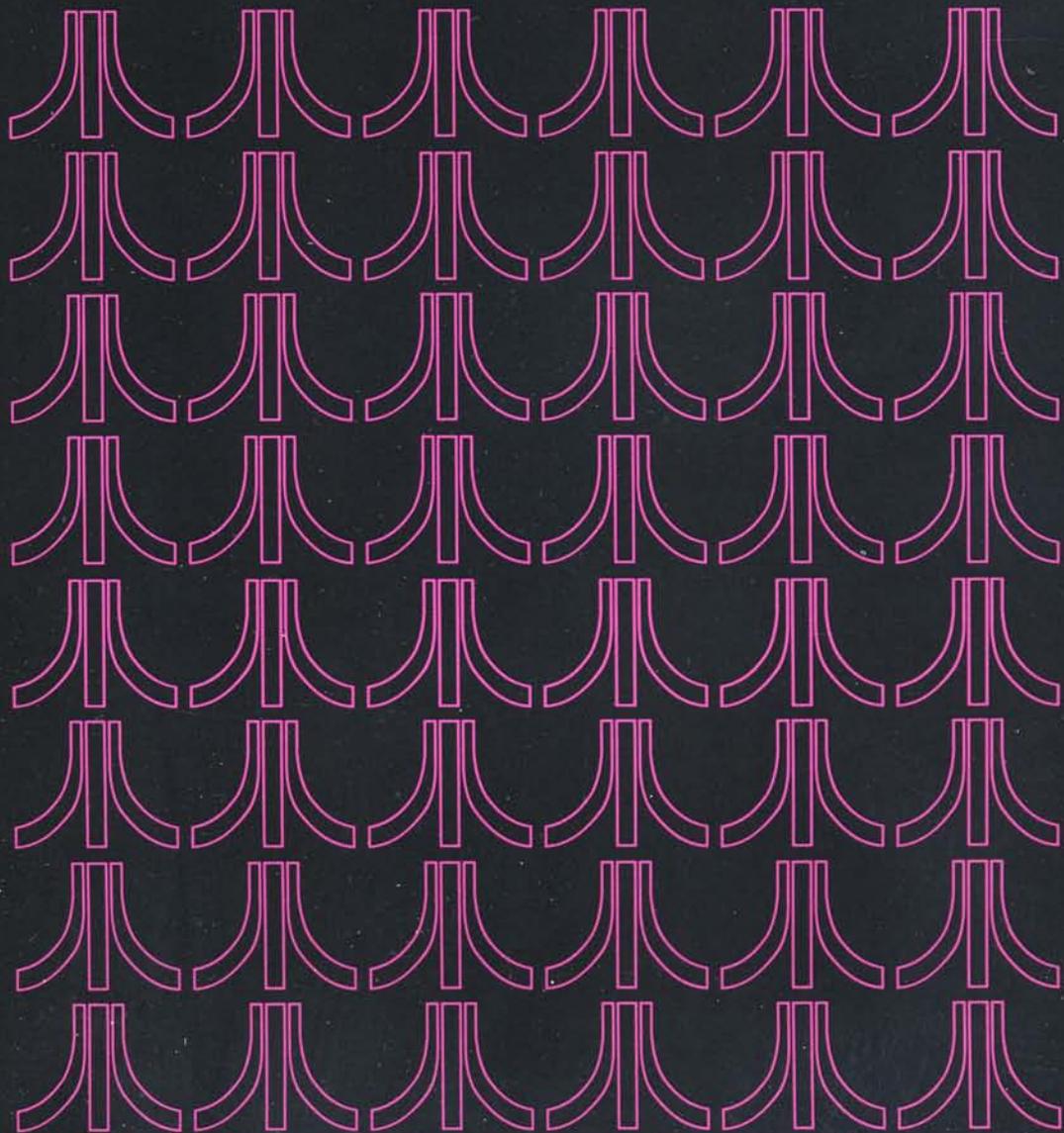
ATARI®

LESSON TWO WORKBOOK

This lesson will describe how to:

- Move the viewing window
- Delete words and lines of text
- Use the Page Layout Control Display
- Format text

To accomplish these operations, you must first load the Word Processing program. Use the following guide to load the program.

LOADING THE PROGRAM MASTER DISKETTE

1. Turn power to ON **only** for the
   - Television/monitor
   - Disk drive (red light comes on)
   - Interface module (red light comes on)

2. Insert the Program Master Diskette into the disk drive, after the disk drive BUSY light goes out.

3. Close the disk drive door.

4. Turn computer power to ON (red light under ▣START▣ key comes on).

5. Remove program Master Diskette from the disk drive and return to the protective cover, after the menu appears on the screen and the disk drive BUSY light goes off.

Now take your Training Data Diskette and insert it into the disk drive. You are ready to begin Lesson Two.

The first thing you will do in this lesson is work with a prestored, two-page document titled TRNG1. To work with any stored material you must read a copy of the document from the diskette onto the screen using recall. Turn on the tape and follow the instructions for selecting this document.

SELECTING A DOCUMENT

Retrieving or recalling a document from a diskette involves telling the system what document and what particular page of that document you want brought to the screen. This is called selecting a document. It is a very simple procedure using the same menus you used to create a document in Lesson One. To select a document:

1. Load the Program Master Diskette.

2. Insert the diskette containing the document, in this case your backup Training Data Diskette.

3. Type **S** and press ⬛RETURN in response to the menu prompt:

   Select Document, Create Document, or Disk Utilities.

   The system responds with:

   Enter document name
   (Type RETURN to select same document)

4. Type the document name exactly as it appears on the document list on the screen. In this case TRNG1. Press ⬛RETURN .

5. The system now asks:

   Print, Edit, or Erase document?

6. Type **E** for edit and press ⬛RETURN . The system responds with another menu question.

   New page, Modify page, Recall page, Save page, Extended Functions

7. Type **R** for Recall page and press ⬛RETURN . If you have nothing in memory (on the screen) to work with you must recall the page first.

   The following question now appears in the menu line.

   OK to read over current page (Y/N)?

8. Type **Y** for yes and press ⬛RETURN .

   The following question now appears in the menu line.

   Page number to recall?

9. Type the appropriate page number, in this instance **1**, then press ⬛RETURN . The system will find the page on the diskette and bring a copy of it to the screen. At the same time the menu will reappear:

   New page, Modify page, Recall page, Save page, Extended Functions

   Now determine what you want to do with the page. To edit you must type **M** for Modify and press ⬛RETURN . You can move the viewing window without typing **M**.

10. Type **M** and press ⬛RETURN .

WINDOW MOVEMENT

The viewing window allows you to read a portion of a page that has been recalled or that is being entered. The window covers an area 20 lines long and 40 characters wide. In order to read and edit the entire page, the window must be moved.

The window can be moved right or left one character at a time, up or down one line at a time, or it can be moved quickly (scrolled) in any direction.

TO MOVE WINDOW	ENTER
Right	**CTRL** and type **R**
Left	**CTRL** and type **L**
Down	**CTRL** and type **D**
Up	**CTRL** and type **U**

TO SCROLL	ENTER
Right	**SHIFT** and press **TAB**
Left	**CTRL** and press **TAB**
Down	**CTRL** and type **Q**
Up	**CTRL** and type **V**

Remember, when using the **CTRL** key, you must hold down **CTRL** and at the same time press the other key.

To see the relationship between the viewing window and the page of text in memory you must press **SELECT** , which is a yellow key located on the bottom right side of the keyboard. The Page Layout Control display will appear on the screen when **SELECT** is pressed. To switch back to the page of text in memory press **START** , which is also a yellow key on the right side of the keyboard.

When moving the viewing window the cursor always stays at the very top, very bottom, far left, or far right of the screen, depending on the direction you are moving.

EXERCISE: WINDOW MOVEMENTS

This brief exercise will help you become familiar with the various window movements and the Page Layout Control display.

1. Press **SELECT** . The Page Layout Control display (Figure 2-1) will appear on the screen.

As you can see from the illustration the Page Layout Control contains two main parts, the display and the information lines. The display provides a graphic representation of the viewing window (condensed yellow line) and the page of text as it is stored (wider lines). The white brackets represent the left and right margins as they are set below. The information lines, which will be covered later in this lesson, contain all the page layout parameters.
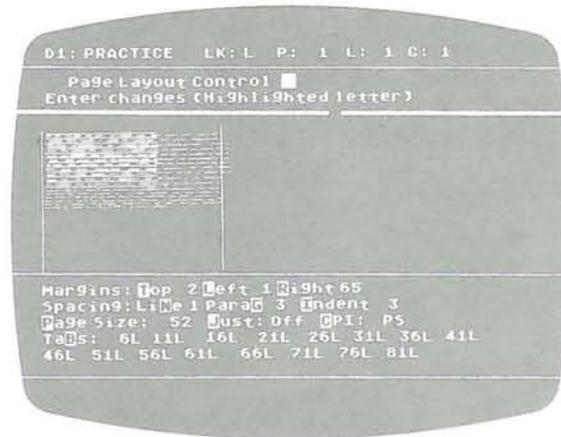
Figure 2-1 Page Layout Control: Window Movements

2. Move the window down four lines. Press the `CTRL`, type **D**.

3. Move the window right. Press `CTRL`, and type **R** until the cursor position is at 20. The status line will show the cursor's position.

4. Scroll the window down to the bottom of the page. Press `CTRL` type **Q** several times. Notice that the window stops on the last line of text on the page.

5. Scroll the window up to the very top of the page. Press `CTRL` and type **V**.

6. Scroll to the right. Press `SHIFT` and `TAB` simultaneously. Now, press `SHIFT` and `TAB` again.

   Notice that the window moves outside your right margin. The window will move as far right as character position 121 to enable you to read wide documents.

7. Scroll left. Press `CTRL` and `TAB`, until the window reaches the left margin.

8. Press `START`. The text will reappear on the screen.

9. Repeat steps 1-7 with the text on the screen.

   What you will see will be the text moving—or appearing to move. The window is actually moving, but you cannot see it on your television screen as you can on the Page Layout Control display.

BASIC EDITING

One of the primary advantages of word processing is the ease with which text can be edited. With only five control characters: **CTRL** **P**, **CTRL** **W**, **CTRL** **F**, **CTRL** **DELETE BACK S** , and **CTRL** **X**, you can delete any amount of text on a page.

DELETING WORDS

Control P

Pressing **CTRL** and typing **P** simultaneously will delete the word prior to the cursor, provided you are in the Modify mode. For instance, in the example below (this is not the text on your screen)

A Word_processor

if you press **CTRL** **P**, the word "word" will be deleted and the result will be:

A_processor

Control W

To delete the next word or the word under which the cursor is positioned, press **CTRL** and simultaneously type **W**. If the cursor is positioned anywhere in the word or just prior to the first letter, as in the example below, **CTRL** **W** will delete the word.

A Wor_d processor   or   **A_Word processor**

DELETING LINES

In addition to deleting words, you can delete an entire line or any part of a line.

Control F

You can delete text from the cursor to the end of a line by pressing **CTRL** and simultaneously typing **F**. Given the following:

A Word processor_without a display text must be

If you press **CTRL** **F**, the result will be:

A Word processor_

You can then retype the end of the sentence.

Control Delete Back S

To delete part of a line from the cursor to the left margin you must press both **CTRL** and the **DELETE BACK S** keys simultaneously. If you want to delete from the word "without" to the beginning of the line, you can position the cursor as below and press **CTRL** **DELETE BACK S**

A word processor without a display text must be

The result will be:

_a display text must be

You can now insert a new beginning.

Control X

Pressing ▨ **X** deletes the entire line. If you position the cursor in the second line of the paragraph, as in this example,

A word processor without a display text must be printed out to be

proofed for errors, just like with the traditional typewriter. These

systems generally use a tape or magnetic card for storing information.

pressing ▨ **X** will result in this:

A word processor without a display text must be printed out to be

systems generally use a tape or magnetic card for storing information.

If you delete a word or phrase by mistake, entering ▨ **Z** will recall it just as it recalls letters . . . provided you haven't moved the cursor from the edited line (see Lesson 1 page 26).

To delete (edit) a word or phrase you must first:

1. Load the Program Master Diskette.

2. Insert the diskette with the document to be edited in the disk drive.

3. Select the document.

4. Recall the page to be edited.

5. Enter Edit mode.

6. Select modify.

Only after these steps are completed can you use the control characters to delete words or phrases in a stored document. They can also be used to correct errors as you are typing a page. You have already done these steps, so now you can begin editing.

EXERCISE: DELETING WORDS AND PHRASES

The following printout is a copy of the text you have in memory. You can now make all the changes indicated in the copy. We have used two symbols to indicate changes or edits.

Symbol	Type of Edit
ℒ	Delete character, word, or phrases.
∧	Insert character, word, or phrases.

First, look over the copy to see the changes, then turn on the tape for step-by-step instructions in the editing.

Word processing began when the manual typewriter was introduced in

the early nineteen hundreds. ~~Believe it or not before that time all~~

~~dictation, letters, bills~~ reports, etc. ~~were done by hand.~~

The first real word processor appeared in the 1930's. This machine,

which used punched paper to store information could be used to produce

form letters and contracts which companies used on a regular basis.

It was not until the fifties and sixties when the cost of sophisticated

electronics ~~came down~~ *plummeted* that word processing really took off. The first

real word processor that could store information, allow the user to

search for specific characters, words and/or phrases and make corrections

using magnetic tape. These tapes not only stored information, but

could be erased and used for other documents. Within ten years after

the introduction of the mag (magnetic) card typewriter a new industry

had been born and over one hundred companies were producing   word

processing systems of one type or another.

The most common type of word processing system is the stand-alone,

such as the ATARI Word Processor. The stand-alone word processor can

come in one of two forms with a display or without one.

Editing TRNG1, Page 1

To make the changes indicated on the previous page, you must complete the steps below:

1. Move the cursor down to the second line of text. Press **CTRL** and press ↓ twice.

2. Move the cursor until it is positioned just before the letter "B" in Believe. Press **CTRL** and →.

3. Delete all text from the cursor to the end of the line. Press **CTRL**, type **F**.

4. Move the cursor down to the next line of text. Press **CTRL** and ↓ twice.

5. Delete the entire line. Press **CTRL**, type **X**.

6. Move the cursor down to the next line. Press **CTRL** and press ↓ once.

7. Move the window to the right until the ends of the lines are in view. Press **CTRL**, type **R**.

8. Move the cursor to the right margin. Press **CTRL**, type **H**. Moving the window does not move the cursor.

9. Move the cursor so that it is just after the 7 in 19307S. Press **CTRL** and ←.
   Instead of using **CTRL** **H** and **CTRL** ← to position the cursor, you could have moved the cursor to the number 7 using only **CTRL** →.

10. Press **DELETE BACK S** to remove the number 7.

11. Type in an apostrophe. It will be inserted between the O and the S.

12. Move the cursor to the left margin. Press **CTRL**, type **G**.

13. Move the window down until the line that begins with the word "electronics" is at the top of the screen. Press **CTRL**, type **D**.

14. Move the cursor right until it is just before the letter c in the word "came." Press **CTRL** and →.

15. Delete the word "came." Press **CTRL**, type **W**.

16. Remove the word "down." Press ▮CTRL▮ , type **W** again.

17. Insert the word "plummeted." Type **plummeted**. Press the space bar to create a space between the word "plummeted" and the word "that."

18. Move the cursor down to the end of the line. Hold ▮CTRL▮ , press **E**.

19. Move the cursor down two lines of text until it is under the word "corrections." Hold ▮CTRL▮ , press ↓.

20. Move the cursor so that it is between the R and the right arrow.

21. Delete the letter U and the >. Press ▮DELETE BACK S▮ twice.

22. Insert the letter "O." Type **O**.

23. Press ▮ESC▮ to return to the menu. The following menu will appear:

     ▮N▮ew page, ▮M▮odify page, ▮R▮ecall page,
     ▮S▮ave page, ▮E▮xtended Functions.

24. Type **S** and press ▮RETURN▮ to save the edited page.

     If you do not save the page it will be erased from memory and the unedited version will remain on the diskette. The system will respond with:

     Page number to save?

25. Type **1** and press ▮RETURN▮ . The system responds with:

     That page exists – OK to replace it?

     This is another check or warning built into the system. If you don't want the edited version to replace the original version on the diskette, type **N** for No, or press ▮RETURN▮ and then save this page using a different page with the edited page.

26. Type **Y** and press ▮RETURN▮ . The system saves the edited page as page 1.

     Whenever you store one page over another, the system moves or stores the original page as page 200. That page will remain page 200 until you store over another page.

Editing TRNG1, Page 2

You are now going to edit the second page of the document TRNG1. The following is a copy of that text. The corrections you're to make are indicated just as they were on page 1, with one addition. When you see a capital letter with a diagonal line drawn through it (ß) you are to change the letter to lowercase. Look over the changes and follow the directions on the next page.

The line position numbers have been included to make editing easier.

With
A word processor without a display text must be printed out to be
proffed for errors, just like with the traditional typewriter. These
systems generally use a tape or magnetic card for storing information.
A word processor which displays information uses either a CRT (Cathode
Ray Tube), a regular television, or a video monitor for displaying
information as it is keyboarded and information that is retrieved
from storage. These systems typically have a separate printer which
is used to print out final or hard copy, as it is called in word processing
terms. With such systems all documents are typed, edited, formatted,
and laid out on the screen before they are actually printed
out. Such systems can be instructed to change the number of lines
per page, add headers to each page of text and to number the pages
automatically. Some systems offer a full screen display and others
offer what is known as a window display.
A full screen display shows and entire page or a portion of a page
from left to right margin. A window display allows the user to see
a portion of a page as it is stored in memory. These systems have
been found to ease the task of editing or making changes, and they
are usually simpler to learn since they offer instructions each step
of the way. The ATARI Word Processor is a stand-alone system with
a window display.

1. Type **R** and press ⬛RETURN⬛ in response to menu question: (Menu is on screen)

   New page, Modify page, Recall page, Save page, Extended Functions

   The system responds with:

   OK to read over current page (Y/N)?

2. Type **Y** and press ⬛RETURN⬛. Since the corrected version of page 1 was saved, it can be deleted from memory. The system next asks:

   Page number to recall?

3. Type **2** and press ⬛RETURN⬛. The system brings page 2 to the screen and the Edit Options Menu reappears.

   New page, Modify page, Recall page, Save page, Extended Functions.

4. Type **M** and press ⬛RETURN⬛. The Modify option must be selected to insert or delete text.

5. Move the cursor down to the first line of text, line 3, using ⬛CTRL⬛ ↓.

6. Insert the word "With" at the beginning of the line. Type the word **With.** Then press the space bar to create a space between the word "With" and the article "A."

7. Change the "A" from upper- to lowercase. Press ⬛CTRL⬛ , type **C.**

   ⬛CTRL⬛ **C** can be used to change an uppercase or capital letter to lowercase or a lowercase letter to uppercase.

8. Move the cursor down to line 5. Press ⬛CTRL⬛ and ↓.

9. Move the cursor left and position it between the letter "o" and the letter "f" in the word "proffed." Press ⬛CTRL⬛ and ←.

10. Delete the first letter "f." Press ⬛SHIFT⬛ and ⬛DELETE BACK S⬛ .

11. Insert another letter "o." Type an **o.** The letter will be inserted between the letters "o" and "f."

12. Move the cursor down to line 13. Press ⬛CTRL⬛ and ↓.

13. Move the cursor right until it is positioned before the letter "a" in the word "and." Press ⬛CTRL⬛ and →.

14. Delete the phrase "and information that is." Press ⬛CTRL⬛ , and type **W** four times.

15. Insert the word "or" after the word "keyboarded." Type **or**, then press the space bar to add a space between the words "or" and "retrieved."

16. Move the cursor to the beginning of the line. Press ⬛CTRL⬛ , type **A**.

17. Move the cursor down to line 15.

18. Position the cursor before the word "This." Hold ⬛CTRL⬛ , press →.

19. Delete the word "This." Press ⬛CTRL⬛ , type **W**.

20. Insert the word "These" before the word "systems." Type **These**, then press the space bar to create a space between "These" and "systems."

21. Move the window down as far as it will go. Press ⬛CTRL⬛ , type **Q**.

22. Move the cursor down to line 31. Press ⬛CTRL⬛ and ↓.

23. Move the cursor to the right and position it between the letters "n" and "d" in the word "and." Press ⬛CTRL⬛ and →.

24. Delete the letter "d" in the word "and." Press ⬛SHIFT⬛ and ⬛DELETE BACK S⬛ .

25. Press ⬛ESC⬛ to return to menu.

26. Type **S** and press ⬛RETURN⬛ in response to menu:

    ▮ew page, ▮odify page, ▮ecall page,
    ▮ave page, ▮xtended Functions

    The system responds with:

    Page number to save?

27. Type **2** and press ⬛RETURN⬛ . The system responds with:

    That page exists – OK to replace it?

28. Type **Y** and press ⬛RETURN⬛ . The corrected page will be saved as page 2, and the original page 2 will become page 200. The menu will reappear:

    ▮ew page, ▮odify page, ▮ecall page,
    ▮ave page, ▮xtended Functions

Now let's see what this two-page document looks like. You are going to print out both pages.

Printing the Edited Document

To print both pages, follow the procedure below:

1. Press **ESC**. To print you must return to the previous menu. The **ESC** always returns you to the prior menu. The menu that appears is:

   Print, Edit, or Erase document?

   Page 2 will still be on the screen since it is in memory. The last page you worked with will always remain on the screen until you create a new page or recall an existing page.

2. Type **P** and press **RETURN** in response to this menu. The system displays the following question:

   Enter firstpage, lastpage, or All:
   Pages to print

   All the pages in the document are listed below the menu line.

3. Type **1, 2** and press **RETURN**.

   You can request consecutive pages by entering the first and last pages in the series. These must be separated by a comma. In this instance you could also type **A** and press **RETURN** since you are requesting all the pages. Entering **A** does not result in page 200 being printed. In either case the system will ask:

   Double column print (Y/N)?

4. Type **N** and press **RETURN**. The first page to be printed will be brought to the screen. The following message also appears:

   Position paper, type RETURN when ready.

   Turn on your printer, load and position your paper.

5. Press **RETURN** when you are ready to print this page.

   The page will print. When the first page is completed the second page will be brought to the screen and the message will reappear:

   Position paper, type RETURN when ready.

   Insert your next sheet of paper.

6. Press **RETURN** when you are ready to print the second page. When the second page has finished printing, the printer will stop and the following menu will appear:

   Print, Edit or Erase document?

Your printout should look like those on the next two pages. If they are not exactly alike, don't worry. Varying spacing between words and sentences can alter line lengths, making your document slightly dissimilar to the example.

Notice that these pages do not have a truly professional appearance. Paragraphs are not indented or spaced far enough apart to clearly distinguish them as paragraphs. The margins are not even and neither is the length of the pages. This is not unusual. All text is first entered, edited, and saved. The text is then formatted or laid out according to guidelines you set. Formatting includes adjusting the margins, the spacing between the paragraphs, the paragraph indenting, and line spacing.

To format this document, turn on the tape and follow the audio instructions.

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The first real word processor appeared in the 1930's. This machine, which used punched paper to store information could be used to produce form letters and contracts which companies used on a regular basis. It was not until the fifties and sixties when the cost of sophisticated electronics plummeted that word processing really took off. The first real word processor that could store information, allow the user to search for specific characters, words and/or phrases and make corrections using magnetic tape. These tapes not only stored information, but could be erased and used for other documents. Within ten years after the introduction of the mag (magnetic) card typewriter a new industry had been born and over one hundred companies were producing word processing systems of one type or another.
The most common type of word processing system is the stand-alone, such as the ATARI Word Processor. The stand-alone word processor can come in one of two forms with a display or without one.

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information as it is keyboarded or retrieved
from storage. These systems typically have a separate printer which
is used to print out final or hard copy, as it is called in word processing
terms. With such systems all documents are typed, edited, formatted,
and laid out on the screen before they are actually printed
out. Such systems can be instructed to change the number of lines
per page, add headers to each page of text and to number the pages
automatically. Some systems offer a full screen display and others
offer what is known as a window display.
A full screen display shows an entire page or a portion of a page
from left to right margin. A window display allows the user to see
a portion of a page as it is stored in memory. These systems have
been found to ease the task of editing or making changes, and they
are usually simpler to learn since they offer instructions each step
of the way. The ATARI Word Processor is a stand-alone system with
a window display.

FORMATTING

When you format a page or a document, you instruct the system to lay out the text so that it falls within the parameters or settings in the information lines on the Page Layout Control display (Figure 2-2).
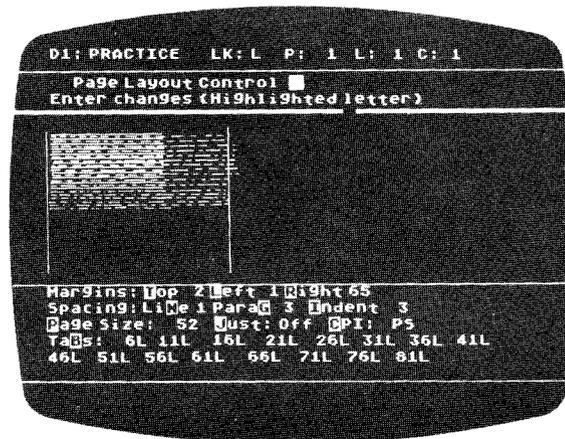
Figure 2-2 Page Layout Control: Formatting

The information lines contain four different types of settings: Margins, Spacing, Page Size, and Tabs.

1. Margin settings are fairly easy to understand. They include:
    - Top
    - Left
    - Right

    Any number of spaces can be used for margin settings.

2. Spacing also includes three parameters.

    - Line   This determines the number of lines that will be advanced after each line of text in a paragraph.

    - Paragraph This determines how many blank lines will be inserted between each paragraph.

    - Indent   This tells the system the number of spaces to indent the first line of each paragraph.

    As with the margin settings, any number can be used for these settings.

3. Page size is a line with choices that affect how much text will be on a printed page.

- **Page Size**   This is the number of lines you want on a page. For an 8½ x 11 sheet of paper this cannot exceed 66 lines. For an 8½ x 14 sheet of paper this cannot exceed 84 lines.

- **CPI**   This tells the system how the document should be printed. The system offers 10 cpi, 16.78 (displayed as 16), or proportional spacing (PS).
  (Characters Per Inch)

- **Just**   This tells the system whether or not the text is to be spaced so that all line endings are uniform. Justification is either on or off. Justification must be off when you use special character inserts and proportional spacing on the ATARI 825 Printer.
  (Justification)

4. Tab settings instruct the system where to move the cursor each time the **TAB** key is pressed. Tabs can be set at any position for left, right or decimal tabs. A maximum of 15 tabs can be set using the Page Layout Control display.

To change any setting you enter the letter shown in inverse video which corresponds to the setting and **RETURN** . The system will then ask for the number of the setting. For justification and CPI, entering the letter changes the setting. Pressing **J** will switch justification on and off. In the case of CPI, typing **C** will cycle the current setting to the next value in the sequence: e.g., PS to 10, 10 to 16, 16 to PS. Each time you type **C** the number will change.

Formatting TRNG1 with the following margins, Left 10 and Right 70, requires these steps.

1. Type **E** and press **RETURN** in response to menu:

   Print, Edit, or Erase document?

   The system will request:

   New page, Modify page, Recall page, Save page, Extended Functions

2. Type **R** and press **RETURN** . The system responds with:

   OK to read over current page (Y/N)?

3. Type **Y** and press **RETURN** . The system next asks:

   Page Number to Recall?

4. Type **1** and press **RETURN** . Page 2 will be removed from the screen (memory) and a copy of page 1 will be brought to the screen. The Edit Options Menu then reappears.

   New page, Modify page, Recall page, Save page, Extended Functions

5. Press **SELECT** . The Page Layout Display (Figure 2-1) appears, with the following settings.
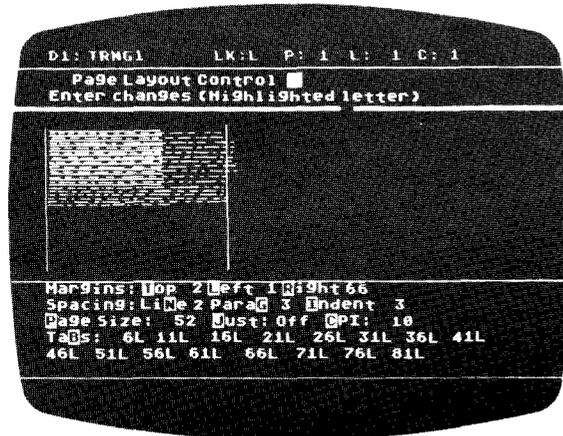
6. Type **L** for left margin and press **RETURN** . The system responds with:

    New left margin:

7. Type **10** and press **RETURN** . The white bracket representing the left margin moves to the right and the number 10 appears next to the word "Left." At the same time the Page Layout Control message reappears in the menu line.

8. Type **R** for right margin and press **RETURN** . The system responds with:

    New right margin:

9. Type **70** and press **RETURN** . The white bracket representing the margin moves to the right and the number 70 appears next to the word "Right." You can now format the page.

10. Press **START** . The first page of the document appears on the screen with the Edit Options Menu in the menu line.

11. Type **E** and press **RETURN** . A new menu appears:

    Search, Format, Text Memory, Print

12. Type **F** and press ▮**RETURN**▮. The following prompt appears on your screen:

```
D1: TRNG1    LK:L P:   1 L:  1  C:  1
Enter number of desired operation: ▮

  1. Format paragraph
  2. Format page
  3. Examine paragraph
  4. Examine page
  5. Restore paragraph
  6. Restore page
  7. Format document
  8. Paginate document
```
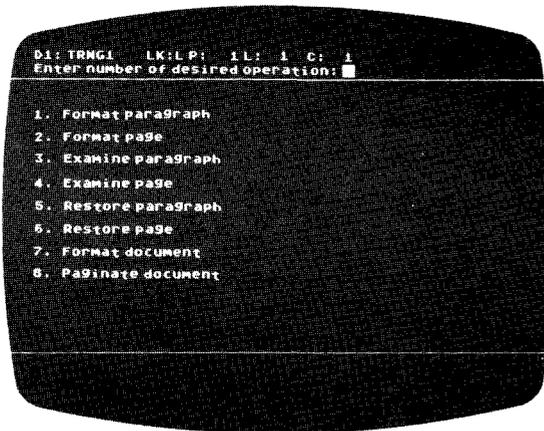
For this document you can either type the number **2** to format the page or the number **7** to format the entire document. The difference between the two is that the Format Document option saves the formatted material over the original text, while a formatted page is not saved unless you do so as a separate operation. Also, number **2** formats only one page at a time.

13. Type **7** and press ▮**RETURN**▮. The system responds with:

Are you sure?

This is another of the system's checks. If you do not want the formatted document saved over the original, type **N** and then format each page separately.

14. Type **Y** and press ▮**RETURN**▮. The system next asks:

De-paginate document too? (Y/N)

15. Type **N** and press ▮**RETURN**▮. This document has not been paginated so this does not apply here. (Pagination will be covered in Lesson 3.)

The system removes the page from the screen and rewrites the page paragraph by paragraph. The system recognizes a paragraph by a right triangle ▲. When typing text a ▮**RETURN**▮ is used to mark or terminate the end of a paragraph. The symbol ▲ appears at that time.

When the entire page has been formatted, the first line of text will be on the top screen. The page will then be read into memory as page 1. Next, page 2 will be brought to the screen, formatted, and saved. Notice the difference in position of the text in the viewing window.

When the entire document is formatted the following menu reappears:

Search, Format, Text Memory, Print

You should print the document to see the results. However, this print option only prints what is presently in memory (on the screen). If you type **P**, only page 2 will print. Therefore, you must go back through the menus.

16. Press **ESC** twice. The following menu appears:

Print, Edit or Erase document?

17. Type **P** and press **RETURN** . The system asks:

Enter firstpage, lastpage, or All :
Pages to print

18. Type **1, 2** and press **RETURN** . The system responds:

Double column print (Y/N?)

19. Type **N** and press **RETURN** . A copy of the first page requested will be brought to the screen and the system instructs:

Position paper, type RETURN when ready.

Turn the printer on and load your paper.

20. Press **RETURN** . The first page will print and then the system will stop to allow you to position paper for the next page. When ready, press **RETURN** again.

Your final copy should look like the copy on the following pages.

DEFAULTS

The settings in the information lines on the Page Layout Control display are preset on all new diskettes. These standard settings are:
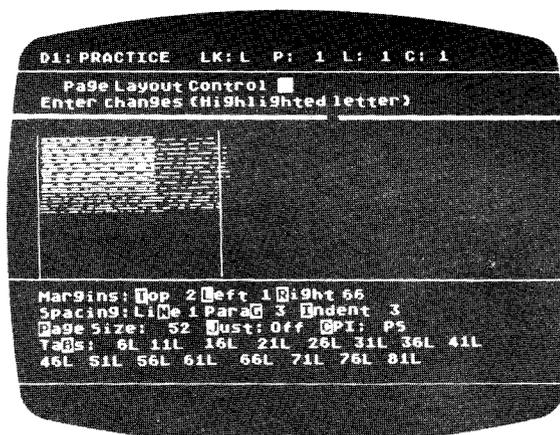
If you do not specify different margins, line spacing, and so forth your page or document will be formatted using these settings.

Word processing began when the manual typewriter was introduced in the early nineteen hundreds. The first real word processor appeared in the 1930's. This machine, which used punched paper to store information could be used to produce form letters and contracts which companies used on a regular basis. It was not until the fifties and sixties when the cost of sophisticated electronics plummeted that word processing really took off. The first real word processor that could store information, allow the user to search for specific characters, words and/or phrases and make corrections using magnetic tape. These tapes not only stored information, but could be erased and used for other documents. Within ten years after the introduction of the mag (magnetic) card typewriter a new industry had been born and over one hundred companies were producing word processing systems of one type or another.

The most common type of word processing system is the stand-alone, such as the ATARI Word Processor. The stand-alone word processor can come in one of two forms with a display or without one.

With a word processor without a display text must be printed out to be proofed for errors, just like with the traditional typewriter. These systems generally use a tape or magnetic card for storing information.

A word processor which displays information uses either a CRT (Cathode Ray Tube), a regular television, or a video monitor for displaying information as it is keyboarded or retrieved from storage. These systems typically have a separate printer which is used to print out final or hard copy, as it is called in word processing terms. With such systems all documents are typed, edited, formatted, and laid out on the screen before they are actually printed out. Such systems can be instructed to change the number of lines per page, add headers to each page of text and to number the pages automatically. Some systems offer a full screen display and others offer what is known as a window display.

A full screen display shows an entire page or a portion of a page from left to right margin. A window display allows the user to see a portion of a page as it is stored in memory. These systems have been found to ease the task of editing or making changes, and they are usually simpler to learn since they offer instructions each step of the way. The ATARI Word Processor is a stand-alone system with a window display.

REVIEW

Let's take a minute to review what you have done. First you recalled a prestored document and practiced moving the viewing window. Then you edited each page. This resulted in uneven lines, blank spaces in the text, etc., which typically happens when you make changes. You then formatted both pages so they would have certain spacing and fall within specified margins. This was done using the Page Layout Control display. Both pages were saved and printed.

A note about page layout. You can set your spacing, your margins, page size, and the like when you are creating a document or just before you format it. Even if you make these settings when you first type the document, the pages must be formatted for it to conform to these. Only your line spacing and your margins will be followed during the creation of a document.

We've discussed a lot of new information in this lesson. The next few pages summarize window movements, how to make deletions, and how to format documents. Read these over and then complete the Review Exercise.

SUMMARY

WINDOW MOVEMENTS

The viewing window can be moved left or right one character position at a time, up or down one line at a time, and it can be scrolled in any direction.

To Move Window	Enter
Right	`CTRL` and type **R**
Left	`CTRL` and type **L**
Down	`CTRL` and type **D**
Up	`CTRL` and type **U**

To Scroll	Enter
Right	`SHIFT` and press `TAB`
Left	`CTRL` and press `TAB`
Down	`CTRL` and type **Q**
Up	`CTRL` and type **V**

DELETIONS

Letters

To delete	Enter
Letter before the cursor	`DELETE BACK S`
Letter after the cursor	`SHIFT` and press `DELETE BACK S`

Words

To delete	Enter
Previous word	`CTRL` and type **P**
Current word	`CTRL` and type **W**

Lines

To delete	Enter
An entire line	`CTRL` and type **X**
From cursor to end of line	`CTRL` and type **F**
From cursor to beginning of line	`CTRL` and press `DELETE BACK S`

FORMATTING A DOCUMENT

1. Load Program Master Diskette.

2. Insert diskette with document to be formatted.

3. Type **S** and press ▉▉▉▉▉▉ in response to menu question:

    Select Document, Create Document, or
    Disk Utilities.

4. Type document name and press ▉▉▉▉▉▉ in response to:

    Enter document name:
    (Type RETURN to select same document)

5. Type **E** and press ▉▉▉▉▉▉ in response to the menu:

    Print, Edit or Erase document?

6. Type **R** and press ▉▉▉▉▉▉ in response to the menu:

    New page, Modify page, Recall page,
    Save page, Extended Functions

7. Type **Y** and press ▉▉▉▉▉▉ in response to the question:

    OK to read over current page (Y/N)?

8. Type page number and press ▉▉▉▉▉▉ in response to:

    Page Number to Recall?

9. Press ▉▉▉▉▉ to call up Page Layout Control.

10. Change settings, if necessary.

11. Press ▉▉▉▉▉ to bring text back to screen.

12. Type **E** and press ▉▉▉▉▉▉ in response to menu:

    New page, Modify page, Recall page,
    Save page, Extended Functions

13. Type **F** and press ▉▉▉▉▉▉ in response to menu:

    Search, Format, Text Memory, Print

14. Type **2** to format the page or **7** to format the entire document and press
    ▉▉▉▉▉▉ .

15. Save page(s) after formatting. If the entire document was formatted, it was
    automatically saved over the original text.

REVIEW EXERCISE

You are going to select the two-page document TRNG2 and edit it. The next pages contain a copy of the document with the corrections noted.

The general steps are as follows:

1. Select the document TRNG2.

2. Enter Edit.

3. Recall page 1.

4. Select Modify. You must be in Modify to make any changes.

5. Make all the changes on page 1 of the document as indicated. Refer to the summaries of window movements, cursor movements, and deleting characters.

    Note: As you move the window down to line position 26, notice the boxes at the left margin before and after the heading. These boxes, called line terminators, create blank lines which will **not** be lost or removed when you format the document. These were inserted by pressing [CTRL] and typing **J**. When typing you can also terminate a line (move the cursor to the next line) using [CTRL] **O**, which, unlike [CTRL] **J**, does not prevent lines from being formatted.

    Notice that the heading is displayed in inverse video. This means that it will be underscored on the printout. Underscoring can be done in one of two ways.

    - Press the [■] key, then type. Everything entered will appear in inverse video and will be underlined when printed. Press the [■] key again to stop underscoring
    or
    - Type the text. Position cursor under the first letter, press [CTRL] and type **I** for each letter to be underscored. [CTRL] **I** can be used to remove underscoring previously entered. Just position the cursor at the character you want to change from inverse video and press [CTRL] **I**.

6. Save the edited page as page 1.

7. Recall page 2.

8. Make the one correction needed.

9. Save the edited page as page 2.

10. Press [SELECT] to call up the Page Layout Control.

11. Change the following settings:

    Left margin: 10
    Right margin: 70
    CPI: PS

    Leave the remaining settings as they are.

12. Format the document using these settings.

When ATARI made its revolutionary breakthrough in the amusement industry
in 1972, it was PONG R, the sound of which was heard 'round the world.
Like all of ATARI's subsequent video games, PONG was an electronic
video game in which semiconductor logic circuits were used to generate
images displayed on a video screen.
Since its start in 1972, ATARI has grown into a company with about
3,000 employees. ATARI's ~~corporate facilities and corporate headquarters~~ *world headquarters and some manufacturing facilities*
are located in Sunnyvale, California.
Today, ATARI's three principal classes of products include coin-operated *some manufacturing facilities*
games, consumer games and personal computers.
ATARI's coin-operated games are self-contained units designed for
placement in bowling alleys, arcades, hotel lobbies, and similar locations.
ATARI's consumer video game products are functionally similar ~~to coin-operated~~
~~games~~ but are designed to be used with the player's television set.
The hand-held electronic games formerly made by ATARI utilized the *u*
same technology as the arcade and home video games, yet they were
compact units that fit into a pocket or palm of a hand and can be
carried anywhere.
ATARI's personal computers, like the consumer video games, are designed *games*
for use with the owner's television set. Unlike the games they
are fully programmable and can be used to store and retrieve information
of the owner's own choosing.

ATARI INC. A SUBSIDIARY OF WARNER COMMUNICATIONS INC.

which

In October 1976, ATARI became a subsidiary of Warner Communications,
Inc. is engaged in the communications and entertainment businesses
through operations in ~~recorded music, music publishing, motion pictures~~ *various aspects of the entertainment industry,*
and television, cable communications, toys and electronic games, video
cassettes and video discs, and sports.

TAKING ATARI GAMES HOME

ATARI opened the door of a new marketplace in 1975 when it developed
the home version of PONG. Two years later, a new innovative consumer
product was born, the Video Computer System [TM], a programmable unit
for which 38 Game Program[TM] cartridges have been developed, with
even more on the drawing boards. Included in the cartridges are games
which appeal to all segments of the marketplace.

PERSONAL COMPUTER SYSTEMS

ATARI unveiled its new ATARI 400[TM] and ATARI 800[TM] Personal Computer
Systems at the Winter Consumer Electronics Show in January 1979.
These personal computers are designed to accommodate the needs of people
with no prior computer familiarity, as well as, those with experience
and more sophisticated needs and requirements.
Both the ATARI 400 and 800 systems allow the consumer to utilize
the benefits of the computer revolution in their homes and offices
at an affordable price.

13. Print the formatted document and compare it with that on the next two pages. When you are finished, remove your Training Data Diskette and turn off your entire system.

When ATARI made its revolutionary breakthrough in the amusement industry in 1972, it was PONG R, the sound of which was heard 'round the world. Like all of ATARI's subsequent video games, PONG was an electronic video game in which semiconductor logic circuits were used to generate images displayed on a video screen.

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The hand-held electronic games formerly made by ATARI utilized the same technology as the arcade and home video games, yet they were compact units that fit into a pocket or palm of a hand and can be carried anywhere.

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ATARI®

LESSON THREE WORKBOOK

This lesson will discuss how to:

- Paginate a document

- Search for and replace specific words

- Delete text

- Move a block of text

Before you can begin the lesson, you must load the Word Processor program. This time try to load the program on your own. If you forget a step, refer to the following summary.

LOADING THE PROGRAM MASTER DISKETTE: A REVIEW

1. Turn power to ON **only** for the

   - Television/monitor

   - Disk drive

   - Interface module

2. Insert the Word Processor program diskette into the disk drive, after the BUSY light goes off.

3. Close the disk drive door.

4. Turn the computer power to ON.

5. Remove the Word Processor program diskette from the disk drive after the menu appears on the screen and the disk drive BUSY light goes off. Return the diskette to its protective cover.

Once the program is loaded, insert your backup Training Diskette into the disk drive.

PAGINATING

A multipage document once edited and formatted must be paginated. There are two reasons for this: appearance and the difference between a page of text in memory and the printed page.

APPEARANCE

A multipage document looks better and more professional if all the pages are uniform in length and have the same top and bottom margins (Figure 3-1). In the case of TRNG1, which is a two-page document, it would look better if page 1 were the same length or longer than page 2, rather than shorter as it is now.

PAGINATION CHANGES THIS:

PAGE 1

PAGE 2

TO THIS:

PAGE 1

PAGE 2

Figure 3-1 Paginating Text

A PAGE

A page as it is stored on diskette is not necessarily the same as a printed page. You can type 100 lines of text and save them as one page. However, you could not print this page on one sheet of paper. Pagination will break this text into several pages of equal length (Figure 3-2) according to the page length specified in the Page Layout Control parameters.

PAGINATION CHANGES A PAGE IN MEMORY WHICH HAS TOO MANY LINES TO FIT ON A SHEET OF PAPER:

PAGE IN MEMORY

TO THIS:

PAGE 1

PRINTED PAGES

Figure 3-2 Page in Memory vs Printed Page

Pagination is a Format option which should always be done *after* a document has been edited and formatted.

The instructions below will guide you through paginating the document TRNG1, which you edited and formatted in Lesson Two.

Before you can paginate you must do several things, all of which are familiar to you:

- Select the document TRNG1.

- Choose Edit.

- Recall page 1.

When page 1 is on the screen the following menu appears:

New page, Modify page, Recall page, Save page, Extended Functions.

1. Type **E** and press **RETURN** . Pagination is a Format option. In order to access these you must select Extended Functions. The following menu appears:

   Search, Format, Text Memory, Print

2. We are going to reformat the page.
   a. Press **SELECT** . The Page Layout Control appears.
   b. . Reset the top margin to **5**.

      The top margin is adjusted just before you paginate a document. This determines where the first line of text will be printed on each page.

      The page size and CPI would also be changed at this time since they affect the length of text. However, we are leaving them as they are.

   c. Press **START** to return to the text and menu.

3. Type **F** and press **RETURN** . The Format options will come to the screen.

```
D1: TRNG1          LK:L P:    1 L:     1    C:     1
Enter number of desired  operation:      ■

    1. Format paragraph
    2. Format page
    3. Examine paragraph
    4. Examine page
    5. Restore paragraph
    6. Restore page
    7. Format document
    8. Paginate document
```
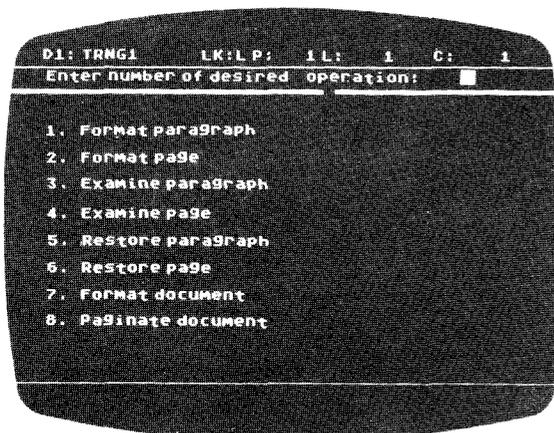
4. Enter **8** and **RETURN** . The following question appears:

Do you want page headings?

The system is asking whether or not you want to add text, such as a title, date, version number, and the like at the top of each page. (This will be covered later in this lesson.)

5. Type **N** and press **RETURN** . After you return the system will ask:

Enter number of first page:

In this case it is page 1. The system asks for the first page number since the document may begin with any page number.

6. Type **1** and press **RETURN** . The system will next ask:

Remove old headings?

7. Type **N** and press **RETURN** .

There are no headings in this document to remove, therefore **N** is the appropriate answer. The system then responds with a question and all the settings that relate to page size.

Are you sure?
Ready to paginate document

Top margin: 5
No page headings
Old headings will not be removed
First page number is 1
Page size is 52

It is important to review all the settings on the screen before you enter **Y** for yes. The number of lines in your top margin and the page size (number of lines on a page) must not exceed the length of your paper (66 lines for 8 ½ x 11 inch sheets, 84 lines for 8 ½ x 14 inch sheets).

8. Type **Y** and press **RETURN** .

The page will be brought to the screen and the text rearranged according to the format instructions. Blank lines (in this case) will be inserted at the top. These lines are indicated by boxes that will flash in the left margin.

The system will then move the cursor down to where the page break would occur based on the top margin and the page size. It will beep and then ask:

Type RETURN when page break is OK

9. Position cursor where you want the page break to occur.

   The page break may be in the middle of a sentence, before the last sentence in a paragraph, or it may be acceptable. If it is acceptable you press **RETURN** . If the page break is not acceptable, move the cursor up or down to where you would like it to break. In this case move the cursor down two lines to the end of this paragraph.

10. Press **RETURN** .

    A left parenthesis in inverse video **[** will appear and mark the text that will be moved to the next page. Then the page is saved over the original page 1. The remaining text will be moved to the top of the next page and lines added to create the top margin. Again, the system will stop where the page break is to occur and request:

    Type RETURN when page break is OK

11. Press **RETURN** . The break occurs after the last line of text, therefore, a **RETURN** is all that is needed.

    When pagination is complete the top of the second page will be on the screen and the menu line will read:

    Search, Format, Text Memory, Print

    You can now print the document. Since this Print option is only for text in memory you must use **ESC** to go back to the menu:

    Print, Edit, or Erase document?

12. Press **ESC** twice. (You will skip the Edit Options Menu.)

13. Print the entire document. When you're finished, compare it to those on the following pages.

TRNG1 – PAGINATED

Your document should look like the following pages. If you had any difficulty paginating, don't worry; the next exercise will give you more practice.

Word processing began when the manual typewriter was introduced in the early nineteen hundreds. The first real word processor appeared in the 1930's. This machine, which used punched paper to store information could be used to produce form letters and contracts which companies used on a regular basis. It was not until the fifties and sixties when the cost of sophisticated electronics plummeted that word processing really took off. The first real word processor that could store information, allow the user to search for specific characters, words and/or phrases and make corrections using magnetic tape. These tapes not only stored information, but could be erased and used for other documents. Within ten years after the introduction of the mag (magnetic) card typewriter a new industry had been born and over one hundred companies were producing word processing systems of one type or another.

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HEADERS AND PAGE NUMBERS

The system can add headers and page numbers to your document during pagination. A header is text such as a title, date, version, or number that appears on each page of a document.

You are going to paginate the document TRNG2 and include a header and page numbers. Almost all the steps will be identical to those you just completed in paginating TRNG1.

Again, the first thing you must do is select the document TRNG2. Since you just printed TRNG1 the menu line on your screen should read:

Print, Edit, or Erase document?

Press **ESC** to return to the first menu which begins with Select Document. Then:

- Select TRNG2
- Choose Edit
- Recall page 1

When the page is on the screen the Edit Options Menu reappears.

1. Type **E** and press **RETURN**. The following menu appears:

   Search, Format, Text Memory, Print

2. Press **SELECT** and bring the Page Layout Control display to the screen.

3. Reset the top margin to **5**. This means that you will have five blank lines after the heading.

4. Set page size to 48. This means that the system will start with the first line of text and count all the lines, blank (including top margin) and with text, until it reaches 48. It will then indicate that a page break will occur.

5. Press **START** again to return to the text and the menu.

6. Type **F** and press **RETURN**. The eight Format options will appear.

7. Type **8** (Paginate document) and press **RETURN**. The following question appears in this menu line.

   Do you want page headings?

8. Type **Y** and press **RETURN**. The system now asks for the heading you want added:

   Heading:
   Use # to represent page number

   You can add a header, a page number, or both to each page of the document. Your header cannot exceed 30 characters.

9. Type the header: **HISTORY OF ATARI #**. Press ███████ .

The pound sign (#), located above the number 3 key, must be entered where you want page numbers. You can enter the page number either before or after your heading.

The following statement and alternatives will appear:

Enter heading option:

1. Headings centered
2. Headings on left side of page
3. Headings on right side of page
4. Alternate sides, start on left
5. Alternate sides, start on right

As you can see, you can have the heading or page number printed almost anywhere on the top of the page. Choices four and five may be used when printing in the double-column format (two pages side by side on one sheet of paper).

10. Type **3** and press ███████ .

The heading alternatives will remain on the screen, but a new statement will appear in the menu line.

Enter number of first page:

You can have the page numbers begin with any number: your first page need not be page 1. For example, if this were the second chapter of a report the first page might be page 63.

11. Type **1** and press ███████ . The next question that appears is:

Remove old headings?

If you were changing headings or page numbers you would have to erase the existing headings. Otherwise the document would be stored and printed with both headings. You do not have any headings to remove.

12. Type **N** and press ███████ . The last question now appears on the screen along with all the settings for page size, headers, and page numbers.

Are you sure?
Ready to paginate document

Top margin: 5
Page heading
History of ATARI #
Headings right aligned
Old headings will not be removed
First page number is 1
Page size is 48

Again, if the settings are not satisfactory you will have to type **N**, press ███████ or just press ███████ and repeat the steps.

13. Type **Y** and press **RETURN** .

The page will be removed from the screen and rewritten using the page size specified on the Page Layout Control display. The cursor will move down the left margin until it comes to the 48th line, the line at which the page break will occur. The system will then emit a beeping sound and display the following:

Type RETURN when page break is OK

14. Move the cursor down and position it below the last line in the paragraph.

Toys and electronic games,
video cassettes and video

The page will be saved as page 1. The second page will be brought to the screen. The remaining text from page 1 will be added to the top of the page and the procedure repeated. The system will again emit a beeping sound and display:

Type RETURN when page break is OK

The page break occurs at the end of the page.

15. Press **RETURN** .

Now print the entire document. Remember, you must use **ESC** to go back through the menu in order to do this. When the document is printed, compare it with the pages that follow here.

HISTORY OF ATARI 1

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ADVANCED EDITING

The ATARI Word Processor offers several features that allow you to make large-scale changes to a page or an entire document. These features include: searching for and replacing words throughout a document, moving text, and deleting text.

SEARCH AND CHANGE

With the search feature you can instruct the system to find a particular word or phrase within a single page or an entire document. You can also, if you wish, have the system change the word or phrase for you. Let's try it.

You will work with the document below which is stored on your Training Diskette under the title: WEATHER

>   Mostly sunny skies will prevail in the local area
>   today. The high temperature will be between 58-60
>   degrees and the low tonight will be in the forties.
>   The winds will be southerly at 10-15 miles per
>   hour. There is a forty percent chance of
>   precipitation tonight. There will be mostly clear
>   skies over the rest of the nation, except for the
>   South East which will be covered with low clouds.

Imagine that this was the weather forecast you wrote for the morning news and it must now be revised as a review of the day's weather for the evening news.

To do this you will first change the phrases "will be" to the word "was."

Before you can begin you must:
- Select the document WEATHER
- Select Edit
- Recall page 1

When the page comes to the screen, the Edit Options Menu will reappear.

1. Type **E** and press **RETURN** .

   The Extended Functions options will come to the screen.

   Search, Format, Text Memory, Print

   Search is the first option on the menu.

2. Type **S** and press **RETURN** .

   The following choices will appear on the screen.

   Enter number of desired operation:

   1. Search within page
   2. Search within document
   3. Search and change within page
   4. Search and change within document
   5. 3 with verify
   6. 4 with verify

   Options 1 and 2 instruct the system only to search for a particular word or phrase. Once located you can then use the Edit Menu to change the text. Options 3 and 4 instruct the system to search for and automatically change a particular word or phrase.

The last two options instruct the system to stop each time it finds the word or phrase so that you can decide which occurrences of the word you want to change.

3. Type **5** and press **■RETURN■** . Option 5 was selected because the word "was" will not be the correct replacement for each occurrence of the phrase "will be."

   The system will ask:

   Search for:

   You must type the word or phrase the system is to locate **exactly** as it appears in the text. For example, if you were searching for the word "is" you would have to include the spaces both before and after the word. Otherwise every occurrence of the letters "is" (this, miss, list, etc) would be located and—if you selected 3 or 4—changed.

4. Instruct the system to search for the phrase: "will be."

   • Press the space bar
   • Type the word **will**
   • Press the space bar
   • Type the word **be**
   • Press the space bar
   • **■RETURN■**

   The system will now ask:

   Change to:

5. Type the word "was"; include a space before **and** after the word. Be sure the cursor is at the top of the screen. If it is not, move it to the top using **■CTRL■ T**. All searches are made from the cursor position forward. If your cursor is in the middle of the page, it will search from there to the page end. The change will not be made to the first part of the page.

   Press **■RETURN■** . The system will find the first occurrence of "will be" and stop. The menu line will read:

   Skip, Change, or Stop?

   Skip means the system will bypass the word or phrase and go to its next occurrence. Change means the system will make the change and continue its search. Stop means that you want to discontinue the search operation.

   The replacement is appropriate.

6. Type **C** and press **■RETURN■** .

   The phrase "will be" is replaced with the word "was" and the spacing in the line is adjusted. The system proceeds to and stops at the next "will be." The question in the menu line reads:

S🔲ip, 🔲hange, or 🔲top?

This time the change is not appropriate.

7. Type **K** and press **RETURN** . The system skips the occurrence and goes on to the next one. This too should be skipped (or should not be changed).

8. Type **K** and press **RETURN** . Again, the system skips to the next "will be." This replacement would be grammatically incorrect.

9. Type **K** and press **RETURN** . The system locates the last occurrence of the phrase. This time the change should be made.

10. Type **C** and press **RETURN** . The phrase is replaced with the word "was" and the line spacing is adjusted. When all changes are completed the menu reappears:

🔲earch, 🔲ormat, 🔲ext Memory, 🔲rint

THE SEARCH OPERATION DOES NOT AUTOMATICALLY SAVE THE NEW PAGE. If you want to keep the new page you must use the Save option. This time just print the page to see your results.

11. Type **P** and press **RETURN** . When this page is printed, compare it with the one below.

```
        Mostly sunny skies will prevail in the local area
today. The high temperature was between 58-60
degrees and the low tonight will be in the forties.
The winds will be southerly at 10-15 miles per
hour. There is a forty percent chance of
precipitation tonight. There will be mostly clear
skies over the rest of the nation, except for the
South East which was covered with low clouds.
```

As you see the report needs some more correcting. This time instruct the system to change the phrase "will prevail" to the word "prevailed," as shown below.

The Extended Functions options are still on the screen. To make this search, complete the following steps:

1. Type **S** and press **RETURN** . The various search operations will appear.

2. Type **3** and press **RETURN** . Since the phrase "will prevail" only appears once in the text you do not have to use Search and Change with verify.

The system responds with:

Search for:

3. Type **will prevail** and then ▮▮▮▮▮▮ . Be sure to include spaces before and after each word. The system now prompts:

Change to:

Before you answer this, check to see that your cursor is at the top of the screen. If it isn't, move it to the top using ▮▮▮ **T**. ALL SEARCHES ARE MADE FROM THE CURSOR POSITION FORWARD. If your cursor is in the middle of the page it will search from there to the page end. The change will not be made to the first part of the page.

4. Type the word **prevailed** and press ▮▮▮▮▮▮ . The change is made. Now, you can finish correcting the document.

EXERCISE: SEARCH AND CHANGE

Instruct the system to search for the remaining occurrences of the phrase "will be" in the document: WEATHER. Replace each occurrence of the phrase, except the one in line 3, with the word "were." Remember, the system only searches from the cursor forward.

1. Select Search.

2. Choose the operation you feel most appropriate.

3. Print the page. Compare your printout with the one below.

```
        Mostly sunny skies prevailed in the local area
        today. The high temperature was between 58-60
        degrees and the low tonight will be in the forties,
        The winds were southerly at 10-15 miles per
        hour. There is a forty percent chance of
        precipitation tonight. There were mostly clear
        skies over the rest of the nation, except for the
        South East which was covered with low clouds.
```

Note: If you select number 6, the system searches for additional pages after it completes the page in memory.

MOVING TEXT

You can move any number of lines within a page or within a document while it is being typed or when you edit it. This feature is particularly useful when making major changes to a multipage document.

MOVING TEXT WITHIN A PAGE

Let's start with the easier of the two – moving text within a page. To demonstrate this we will use the weather document. This document should be on your screen. Press ▮▮▮ twice to return to the menu:

Print, Edit, or Erase document?

You are going to move the first three lines of text to the bottom of the paragraph as indicated below.

```
    Mostly sunny skies prevailed in the local area
  today. The high temperature was between 58-60
  degrees and the low tonight will be in the forties.
  The winds were southerly at 10-15 miles per
  hour. There is a forty percent chance of
  precipitation tonight. There were mostly clear
  skies over the rest of the nation, except for the
  South East which was covered with low clouds.
```

1. Type **E** and press ▐RETURN▐ . The Edit Options Menu appears.

2. Type **E** again and press ▐RETURN▐ . The same menu you used in your search operations appears.

    Search, Format, Text Memory, Print

3. Type **T** and press ▐RETURN▐ . Moving text requires the system to store information in the buffer, a section of its memory. Therefore, Text Memory is selected.

    The system responds with the question:

    Select or Recall text?

    Select is used to identify text that will be saved, moved, copied, or deleted. Recall is used to bring text from the buffer to the screen.

4. Type **S** and press ▐RETURN▐ . The system responds with:

    **Position cursor at beginning
    (Type 'G' when ready)**

5. Move the cursor to the beginning of the text to be moved. In this case move the cursor down to the first line.

    Mostly sunny skies prevailed in the l

    (If your television monitor is not exactly aligned you may have one more or one less character on your screen.)

6. Type **G** and press ▐RETURN▐ .

    A left parenthesis in inverse video will appear in column one, and a blank line will be inserted above the first line of text. At the same time, the following message appears in the menu line.

    **Position cursor at end
    (Type G' when ready)**

> **(**
>
> Mostly sunny skies prevailed in the local area
> today. The high temperature was between 58-60
> degrees and the low tonight will be in the forties.
> The winds were southerly at 10-15 miles per
> hour. There is a forty percent chance of
> precipitation tonight. There were mostly clear
> skies over the rest of the nation, except for the
> South East which was covered with low clouds.

7.   Move the cursor to the beginning of the fourth line of text.

> The winds will be southerly at 10-15 miles per

8.   Type **G** and **RETURN** .

A right parenthesis appears in column one and a blank line is inserted between lines 3 and 4. Your screen should look like this:

> **Move, Delete, Copy, or Save Text?**
>
> **(**
>
> Mostly sunny skies prevailed in the local area
> today. The high temperature was between 58-60
> degrees and the low tonight will be in the forties.
>
> **)**
>
> The winds were southerly at 10-15 miles per
> hour. There is a forty percent chance of
> precipitation tonight. There were mostly clear
> skies over the rest of the nation, except for the
> South East which was covered with low clouds.

If you position the cursor incorrectly, pressing **ESC** will take you back to the menu which begins "Search, Format." At this point you could delete the block of text, have it copied, saved, or moved. You want to move these lines.

9.   Type **M** and press **RETURN** .

Move stores the marked or blocked text in the buffer and deletes it from the present location. The screen will look like this:

> **Position cursor at new location**
> **(Type 'G' when ready)**
>
> The winds were southerly at 10-15 miles per
> hour. There is a forty percent chance of
> precipitation tonight. There were mostly clear
> skies over the rest of the nation, except for the
> South East which was covered with low clouds.

10.   Move cursor down past the last line of text.

> South East which was covered with low clouds.

11. Type **G** and press ██████ . The lines will be rewritten where you positioned the cursor and the Extended Functions Menu will reappear.

Print the page using the Print option on the screen. Your printout should look like the one below:

```
The winds were southerly at 10-15 miles per
hour. There is a forty percent chance of
precipitation tonight. There were mostly clear
skies over the rest of the nation, except for the
South East which was covered with low clouds.
        Mostly sunny skies prevailed in the local area
today. The high temperature was between 58-60
degrees and the low tonight will be in the forties.
```

If you did not position the cursor exactly under the S in South you will have a blank line between the paragraphs.

The move operation **does not** save the page. If you want to save the altered document you must use the Save option.

Move cannot be used for moving text from one page to another. To do this you must use either the Save or the Copy options.

MOVING TEXT WITHIN A DOCUMENT

Moving text within a document involves almost the same steps as moving text on the same page. Suppose you wanted to move the last paragraph on page 1 of TRNG1 to the bottom of page 2 of the document. To make the change, which is shown on the following pages, you must first:

- Select TRNG1 (press ████ three times to get to the Select Menu)
- Enter Edit
- Recall page 1

When the page is on the screen, this menu appears:

New page, Modify page, Recall page, Save page, Extended Functions.

1. Type **E** and press ██████ . A new menu appears.

Search, Format, Text Memory, Print

Word processing began when the manual typewriter was introduced in the early nineteen hundreds. The first real word processor appeared in the 1930's. This machine, which used punched paper to store information could be used to produce form letters and contracts which companies used on a regular basis. It was not until the fifties and sixties when the cost of sophisticated electronics plummeted that word processing really took off. The first real word processor that could store information, allow the user to search for specific characters, words and/or phrases and make corrections using magnetic tape. These tapes not only stored information, but could be erased and used for other documents. Within ten years after the introduction of the mag (magnetic) card typewriter a new industry had been born and over one hundred companies were producing word processing systems of one type or another.

The most common type of word processing system is the stand-alone, such as the ATARI Word Processor. The stand-alone word processor can come in one of two forms with a display or without one.

With a word processor without a display text must be printed out to be proofed for errors, just like with the traditional typewriter. These systems generally use a tape or magnetic card for storing information.

A word processor which displays information uses either
a CRT (Cathode Ray Tube), a regular television, or a video
monitor for displaying information as it is keyboarded or
retrieved from storage. These systems typically have a
separate printer which is used to print out final or hard
copy, as it is called in word processing terms. With such
systems all documents are typed, edited, formatted, and
laid out on the screen before they are actually printed
out. Such systems can be instructed to change the number of
lines per page, add headers to each page of text and to
number the pages automatically. Some systems offer a full
screen display and others offer what is known as a window
display.

A full screen display shows an entire page or a portion
of a page from left to right margin. A window display
allows the user to see a portion of a page as it is stored
in memory. These systems have been found to ease the task
of editing or making changes, and they are usually simpler
to learn since they offer instructions each step of the
way. The ATARI Word Processor is a stand-alone system with
a window display.

$\longrightarrow$

2. Type **T** and press [RETURN] . The following question appears:

Select or Recall text?

3. Type **S** and press [RETURN] . The menu line changes to:

Position cursor at beginning
(Type 'G' when ready)

4. Position cursor at the first line of the last paragraph.

   With a word processor without

5. Type **G** and press [RETURN] . The system marks the beginning of the text with a left parenthesis in inverse video and the menu line reads:

Position cursor at end
(Type G' when ready)

6. Move the cursor down past the last line in the paragraph.

   or magnetic card for storing in

7. Type **G** and press [RETURN] . The end of the text block is identified by a right parenthesis in inverse video. The menu line now reads:

Move, Delete, Copy, or Save Text?

   If you literally wanted to copy that paragraph onto the next page you would enter **C**. But in this case it is to be deleted from page 1 and added (moved) to page 2.

   To do this you must use Save.

8. Type **S** and press [RETURN] . The system asks:

Delete text from this page? (Y/N)

   This gives you the option to move the text or copy it.

9. Type **Y** and press [RETURN] .

   The text is deleted from the page and is stored in the buffer (temporary memory). The menu line reads:

Search, Format, Text Memory, Print

10. Press [ESC] to return to the menu:

New page, Modify page, Recall page,
Save page, Extended Functions.

   You must save this modified page, otherwise your original will still be on diskette.

11. Type **S** and press [RETURN] . Save this page over the original page 1.

12. Recall page 2. Type **R** and press **RETURN** .

13. Type **E** for Extended Functions and press **RETURN** .

14. Type **T** and press **RETURN** . A familiar question appears:

Select or Recall text?

You have already selected text, now it must be recalled.

15. Type **R** and press **RETURN** . The system requests:

Position cursor at new location
(Type 'G' when ready)

16. Move the cursor below the last paragraph on the page. (Remember **CTRL** **B**
will move the cursor to the end of the page quickly.)

a window display.

17. Type **G** and press **RETURN** . The paragraph you stored will be added here.

18. Save this page as page 2.

The text memory operations do not store the revised pages on diskette. If you want
to save this page, you must use the Save option.

Now, print out the second page and compare it to the following printout.

```
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EXERCISE: MOVING TEXT

You are going to move text within the document TRNG2. The changes or moves are indicated on the next two pages. Notice that the first move is within a page and the second is within the document.

Since you've completed two of these, only the basic steps have been listed. If you need additional information go back to pages 64-71.

1. Select TRNG2.

2. Enter Edit.

3. Recall page 1.

4. Select Extended Functions.

5. Select the Text Memory option.

6. Choose Select.

7. Mark off the block of text. Follow the questions in the menu line to do this.

8. Use the Move option.

9. Print the page and compare it to the one on page 75. Do not worry about the spacing; you will correct this later. Save this page.

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Now, make the second change.

1. Recall page 2.

2. Select Extended Functions.

3. Select the Text Memory option.

4. Choose Select.

5. Mark off the last paragraph following the statement in the menu line.

6. Use the Save option.

7. Remove the text from this page.

8. Save this page.

9. Recall page 1.

10. Select Extended Functions.

11. Select Text Memory option.

12. Choose Recall.

13. Insert text following statement in menu line.

14. Save this page.

15. Print out this page and compare it with page 76. Again, do not concern yourself about the spacing between paragraphs at this time.

HISTORY OF ATARI 1

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ATARI unveiled its new ATARI 400[TM] and ATARI 800[TM] Personal Computer Systems at the Winter Consumer Electronics Show in January 1979. These personal computers are designed to accommodate the needs of people with no prior computer familiarity, as well as, those with experience and more sophisticated needs and requirements.

There is another method that you can use within a page or document. This second method involves the use of Control Characters and the **INSERT** key. The steps below assume that the Word Processor program is loaded.

1. Type **S** and press **RETURN** in response to:

   Select Document, Create Document, or Disk Utilities.

   The system will request the document name:

   Enter document name (Type RETURN to select same document)

2. Type the name of the document that contains text. In this case, type **TRNG2**. Press **RETURN** . The system will respond with:

   Print, Edit, or Erase document?

3. Type **E** and press **RETURN** . The following menu appears:

   New page, Modify page, Recall page, Save page, Extended Functions.

4. Type **R** and press **RETURN** . The system responds with:

   OK to read over current page (Y/N)

5. Type **Y** and press **RETURN** . The system now requests the page to be recalled.

6. Type **1** and press **RETURN** .

   The page is brought to the screen and the Edit Options Menu reappears.

   New page, Modify page, Recall page, Save page, Extended Functions.

7. Type **M** and press **RETURN** . This method requires that you select Modify instead of Extended Functions.

8. Position the cursor at the beginning of the text to be saved and moved.

9. Press **CTRL** and type **N**. A left parenthesis in inverse video appears in column one and a blank line is inserted, just as when you used the Select Text option.

10. Position cursor one line below the text to be moved.

11. Press **CTRL** and type **M**. A right parenthesis in inverse video appears in column one and a blank line is inserted. The text to be moved is now "marked off" by parentheses and blank lines.

12. Press **CTRL** and type **S**. A copy of the text is stored in the buffer just as it was when you used the Save option on the Extended Functions Menu. If you want the text deleted from the first page you must press **SHIFT** and **CLEAR** simultaneously.

13. Press **ESC** .

14. Recall page 2 (or whatever page the information will be added to) of the document. Naturally, if it is to be added to the same page this step is skipped.

15. Type **M** for Modify and press **RETURN** . Position the cursor at the point where you want to insert (move) the saved text.

16. Press **SHIFT** and **INSERT** . The text will be inserted beginning at the cursor position. If you want to keep the revised text, you must use the Save option. In this case, do not save the pages.

    This method can be used to move any of the text you previously moved.

EXERCISE: MOVING TEXT

Make the same changes to the TRNG2 document that you made in the previous exercise. This time use **CTRL** N, **CTRL** M, and **CTRL** S as described on the previous page.

Be sure to:

1. Recall page 1.

2. Mark or block the text.

3. Save it using **CTRL** S.

4. Delete this text from its present location using **SHIFT** and **CLEAR** , after it has been saved in the buffer.

5. Save this page as the new page 3.

6. Recall page to which the text will be added.

7. Position cursor at new location.

8. Insert saved text using **SHIFT** and **INSERT** .

9. Save this page as the new page 4.

DELETING TEXT   In addition to deleting words and lines as you did in Lesson Two, you can delete entire pages from a document or an entire document from a diskette. This is done using the menu:

This is done using the menu:

Print, Edit, or Erase document?

For example, you modified the document TRNG2 and saved the revised pages. Now you can delete the original pages (pages 1 and 2).

The document should be in memory and page 4 should be on your screen. The menu line should read:

▣rint, ▣dit, or E▣ase document?

1. Type **R** for Erase, and press **█RETURN█** . The system asks:

    Erase ▣ocument, or Selected ▣ages?

2. Type **P** and press **█RETURN█** . The system asks:

    Page Number to Erase?

    Existing pages for document:
    1 2 3 4 200

    You can only erase one page at a time; however, you can erase them in any order you wish.

3. Type **1** and press **█RETURN█** . The system will erase the page. When it is finished, the screen will go blank for a second. The same information will reappear except that page 1 will not be listed.

    Page Number to Erase?

    Existing pages for document:
    2 3 4 200

4. Type **2** and press **█RETURN█** . Page 2 will be erased.

Now let's erase an entire document. Press **█ESC█** twice to go back to the very first menu. You are going to erase the WEATHER document.

1. Type **S** and press **█RETURN█** .

2. Type **WEATHER** and press **█RETURN█** . The system responds:

    ▣rint, ▣dit, or E▣ase document?

3. Type **R** and press **█RETURN█** . The system asks:

    Erase ▣ocument, or Selected ▣ages?
    Existing pages for document:
    1

4. Type **D** and press **█RETURN█** . The system responds:

    Are you sure?
    [Entire document to be erased]

The system is giving you an opportunity to change your mind. Once started, the erase operation *cannot* be stopped. If you decide not to erase the document enter **N** and **RETURN** . The menu will reappear. In this case you *will* erase the document.

5. Type **Y** and press **RETURN** . The system erases the document. When it is finished, the very first menu will appear on the screen.

   Select Document, Create Document, or Disk Utilities.

6. Type **S** and press **RETURN** . The document name will no longer be on the document list.

EXERCISE: DELETING A DOCUMENT

For practice, delete the document titled PRACTICE using the steps below.

1. Select the document PRACTICE.

2. Type **R** and press **RETURN** .

3. Type **D** and press **RETURN** .

4. Type **Y** and press **RETURN** .

When you are done, go back to the first menu and enter **S** for Select Document. Check to see that the document name has been removed from the list. Then remove the diskette from your disk drive and turn the system off.

SUMMARY

PAGINATION

Pagination breaks a document into page lengths according to the Page Size specified on the Page Layout Control display. Pages are not necessarily the same length.

1. Load Program Master Diskette.

2. Insert diskette containing document to be paginated

3. Type **S** and press **RETURN** in response to menu prompt:

    Select Document, Create Document, or Disk Utilities.

    The system then prompts:

    Enter document name:
    (Type RETURN to select same document)

4. Type document name and press **RETURN** . A new menu appears.

    Print, Edit, or Erase document?

5. Type **E** and press **RETURN** . The Edit Options Menu appears:

    New page, Modify page, Recall page, Save page, Extended Functions.

6. Type **E** and press **RETURN** . The following menu appears:

    Search, Format, Text Memory, Print

7. Press **SELECT** . The Page Layout Control appears.

8. Set the page size, top margin, and CPI, if necessary.

9. Press **START** .

10. Type **F** and press **RETURN**.

The eight Format options appear.


```
D1: TRNG1        LK:L P:   I L:   1   C:   1
Enter number of desired operation:   ■

1.  Format paragraph
2.  Format page
3.  Examine paragraph
4.  Examine page
5.  Restore paragraph
6.  Restore page
7.  Format document
8.  Paginate document
```
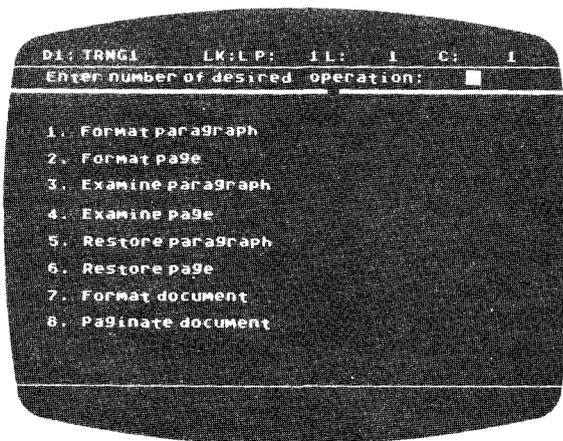
11. Type **8** (Paginate document) and press **RETURN**. The system asks:

Do you want page headings?

12a. Type **Y** if headings or page numbers are to be added to the document, press **RETURN**. The system responds:

Heading:
Use # to represent page number

Type the heading and press **RETURN**.

The system responds with:

Enter heading option:

1. Headings centered
2. Headings on left side of page
3. Headings on right side of page
4. Alternate sides, start on left
5. Alternate sides, start on right

Type the appropriate number and **RETURN**. The system responds

Enter number of first page:

12b. Type **N** if heading and page numbers are not to be added. Press **RETURN**. The system responds:

Enter number of first page:

13. Type the number of the first page and press **RETURN** . The system asks:

   Remove old headings?:

14. Type **N** and press **RETURN** .

   If you type **Y** and press **RETURN** , existing headings will be removed from a previously paginated document. The system asks:

   Are you sure?
   Ready to paginate document

   Check all the settings on the screen.

15. Type **Y** and press **RETURN** . The system begins paginating document. It will stop where each page break is to occur. If the page break is acceptable, press **RETURN** . If break is not acceptable, position cursor where break should occur.

16. Press **RETURN** .

SEARCH AND CHANGE

1. Load Program Master Diskette.

2. Insert the diskette containing the document to be changed.

3. Type **S** and press **█RETURN█** in response to:

   █elect Document, █reate Document, or Disk█tilities.

   The system responds:

   Enter document name:
   [Type RETURN to select same document]

4. Type document name and press **█RETURN█**. The system responds:

   █rint, █dit, or E█ase document?

5. Type **E** and press **█RETURN█**. The Edit Options Menu appears.

   █ew page, █odify page, █ecall page, █ave page, █xtended Functions.

6. Recall page and press **█RETURN█**. The system asks:

   OK to read over current page [Y/N]?

7. Type **Y** or **N** as appropriate. The Edit Options Menu reappears on the screen.

   █ew page, █odify page, █ecall page █ave page, █xtended Functions.

8. Type **E** and press **█RETURN█**. The menu line changes to:

   █earch, █ormat, █ext Memory, █rint

9. Type **S** and press **█RETURN█**. The following choices appear.

```
D1: WEATHER  LK:L  P:   1 L:   1  C:   1
Enter number of desired operation: █


1.  Search within page
2.  Search within document
3.  Search and change within page
4.  Search and change within document
5.  3 with verify
6.  4 with verify
```
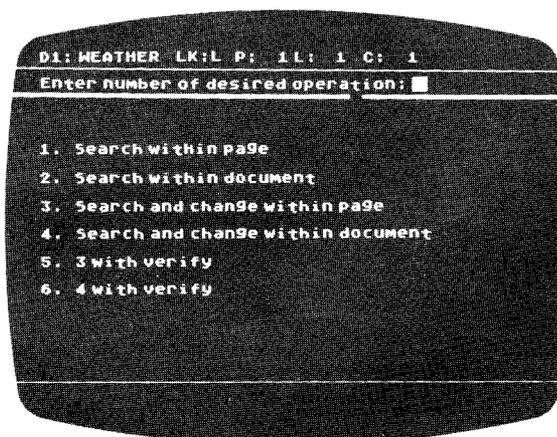
10. Type the appropriate number and press ▉RETURN▉ . The system prompts:

Search for:

11. Type word or phrase to be located. Be sure to include all spaces before, after, and in between words. Press ▉RETURN▉ .

If you choose options 1 or 2, the system begins the search. When it locates the first occurrence of the word it asks:

Stop or Continue?

If you choose options 3 or 4, the system automatically makes the changes.

If you choose options 3, 4, 5, or 6, the system asks:

Change to:

12. Type the word or phrase you want and ▉RETURN▉ .

The system will search forward from the cursor position and when it locates the first occurrence of the word or phrase for options 5 or 6, it displays the following:

SKip, Change, or Stop?

If you do not want the substitution made, enter **K**. If you want the system to make the change, enter **C**. If you want to discontinue the search, enter **S**.

13. Type the appropriate letter (**K,C,** or **S**) and press ▉RETURN▉ . The search will continue throughout the page.

14. Save or print the page.

MOVING TEXT WITHIN A PAGE
(Using Extended Functions Menu)

1. Load Program Master Diskette

2. Insert the diskette containing the document to be changed.

3. Type **S** and press **█RETURN█** in response to:

   Select Document, Create Document, or Disk Utilities.

   The system responds:

   Enter document name:
   (Type RETURN to select same document)

4. Type document name and press **█RETURN█** . The system responds:

   Print, Edit, or Erase document?

5. Type **E** and press **█RETURN█** . The Edit Options Menu appears.

   New page, Modify page, Recall page, Save page, Extended Functions.

6. Type **E** and press **█RETURN█** . The following menu appears.

   Search, Format, Text Memory, Print

7. Type **T** and press **█RETURN█** . The system responds with a question.

   Select or Recall text?

8. Type **S** and press **█RETURN█** . The system responds:

   Position cursor at beginning
   (Type 'G' when ready)

9. Position cursor at beginning of text to be moved.

10. Type **G** and press **█RETURN█** .

11. The menu line reads:

   Position cursor at end
   (Type 'G' when ready)

12. Position cursor one line *below* the text to be moved.

13. Type **G** and press **█RETURN█** . The following options appear:

   Move, Delete, Copy, or Save Text?

14. Type **M** and press **RETURN** . The text will be deleted from its present position and the menu line will read:

Position cursor at new location
(Type 'G' when ready)

15. Move cursor to the line where text should be inserted.

16. Type **G** and press **RETURN** .

17. Save or print page.

MOVING TEXT WITHIN A DOCUMENT
(Using Control Characters)

1. Load Program Master Diskette.

2. Insert the diskette containing the document to be changed.

3. Type **S** and press **RETURN** in response to:

   Select Document, Create Document, or Disk Utilities.

   The system responds:

   Enter document name:
   (Type RETURN to select same document)

4. Type document name and press **RETURN** . The system responds:

   Print, Edit, or Erase document?

5. Type **E** and press **RETURN** . The Edit Option Menu appears.

   New page, Modify page, Recall page, Save page, Extended Functions.

6. Type **M** and press **RETURN** .

7. Position cursor at beginning of text to be moved.

8. Press **CTRL** , type **N**. The beginning of the text will be identified by a left parenthesis in inverse video.

9. Position cursor one line below the text to be moved.

10. Press **CTRL** , type **M**. The end of the text will be identified by a right parenthesis in inverse video.

11. Press **CTRL** , type **S**. Text is saved in the buffer.

    If you want the text to be deleted from its present position, press **SHIFT** and **CLEAR** .

12. Press **ESC** . The Edit Options Menu reappears.

    New page, Modify page, Recall page, Save page, Extended Functions.

13. Type **S** and press **RETURN** if you want to save the page with this block of text removed. When the page is saved the Edit Options Menu reappears.

14. Type **R** and press **RETURN** .

15. Recall the page where the text is to be inserted or moved.

16. Position cursor on line where text is to begin.

17. Press **SHIFT** and **INSERT** .

18. Save or print page.

MOVING TEXT WITHIN A DOCUMENT
(Using Extended Functions Menu)

1. Load Program Master Diskette.

2. Insert the diskette containing the document to be changed.

3. Type **S** and press ▓▓▓▓▓ in response to:

   Select Document, Create Document, or Disk Utilities.

   The system responds:

   Enter document name:
   (Type RETURN to select same document)

4. Type document name and press ▓▓▓▓▓ . The system responds:

   Print, Edit, or Erase document?

5. Type **E** and press ▓▓▓▓▓ . The Edit Options Menu appears.

   New page, Modify page, Recall page, Save page, Extended Functions.

6. Recall page and press ▓▓▓▓▓ . The system asks:

   OK to read over current page (Y/N)?

7. Type **Y** or **N** as appropriate and press ▓▓▓▓▓ . The Edit Options Menu will reappear on the screen.

   New page, Modify page, Recall page Save page, Extended Functions.

8. Type **E** and press ▓▓▓▓▓ . The following menu appears:

   Search, Format, Text Memory, Print

9. Type **T** and press ▓▓▓▓▓ . The system asks:

   Select or Recall text?

10. Type **S** and press ▓▓▓▓▓ . The menu line will read:

    Position cursor at beginning (Type 'G' when ready)

11. Position cursor.

12. Type **G** and press ![RETURN] . A left parenthesis in inverse video appears at the left side of your screen and a blank line is inserted before the text to be moved. At the same time the menu line changes to:

Position cursor at end
(Type 'G' when ready)

13. Move cursor one line below the last line of text to be moved.

14. Type **G** and press ![RETURN] . A right parenthesis in inverse video appears at the left side of the screen. A blank line is also added. The menu line reads:

Move, Delete, Copy, or Save Text?

15. Type **S** and press ![RETURN] . The system asks:

Delete text from this page? (Y/N)

This gives you the option to move the text or copy it.

16. Type **Y** or **N**, whichever is appropriate. If **Y** is typed, then the text is deleted from the page. In either case, the blocked text is stored in a buffer.

17. Save the page.

18. Recall the page where the stored text is to be moved.

19. Type **E** for Extended Functions and press ![RETURN] .

20. Type **T** for the Text Memory option. The system then asks:

Select or Recall text?

21. Type **R** and press ![RETURN] . The system requests:

Position cursor at new location
(Type 'G' when ready)

22. Position cursor on line where you want the text to be inserted.

23. Type **G** and press ![RETURN] .

24. Save page.

THE MOVE OPTION DOES NOT AUTOMATICALLY SAVE THE PAGE.

25. Print page.

DELETING A PAGE OR DOCUMENT

1. Load Program Master Diskette.

2. Insert the diskette containing the document to be changed.

3. Type **S** and press **RETURN** in response to:

    Select Document, Create Document, or Disk Utilities.

    The system responds:

    Enter document name:
    (Type RETURN to select same document)

4. Type document name and press **RETURN** . The system responds:

    Print, Edit, or Erase document?

5. Type **R** and press **RETURN** . The system responds:

    Erase Document, or Selected Pages?

6. Type the appropriate letter and press **RETURN** .

    If **P** is typed, the system responds:

    Page Number to Erase?

    Type number and press **RETURN** .

    If **D** is typed, the system responds:

    Are you sure?
    (Entire document to be erased)

    Typing **Y** erases the document; typing **N** returns you to the menu.

In addition to deleting an entire page or document, blocks of text can be deleted using the Text Memory Delete option or the **SHIFT** and **CLEAR** keys.
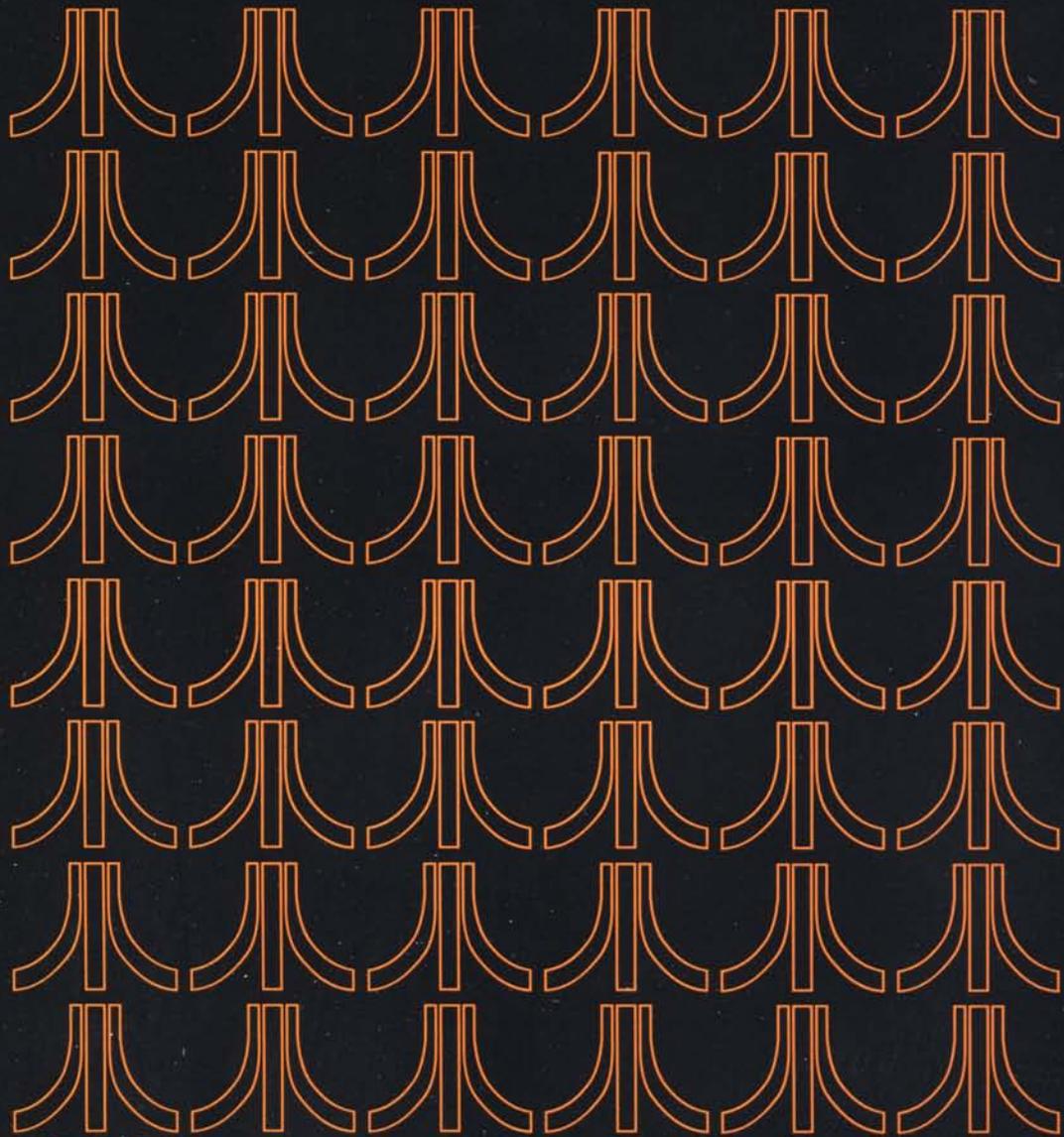
ATARI®

LESSON FOUR WORKBOOK

This lesson will explain how to:

- Align text with the left margin

- Align text with the right margin

- Center text

- Set and use tabs

- Justify text on printout

Before you can begin, you must load the Word Processor program. When the program is loaded, insert your Training Data Diskette into the disk drive.

ALIGNING TEXT

Aligning text is an extremely useful feature in the preparation of documents, especially letters. Text can be aligned with the left margin, right margin, or it can be centered. The process involves only a few steps.

Suppose, for example, you wanted to create the following table of contents.

USER'S RESOURCE GUIDE

System Components
Connecting the System
Word Processing Reference
Error Messages

What would you do?

To align text you must first have the Program Master Diskette loaded and a formatted diskette in the disk drive.

The menu on the screen should read:

Select Document, Create Document, or Disk Utilities.

You are going to create this document using the steps below.

1. Type C and press **RETURN**.

   Enter document name:
   (Type RETURN to select same document)

   Call this document ALIGNING.

2. Type **ALIGNING** and press ▇▇▇▇▇▇ . The next menu appears:

❒rint, ❒dit, or E❒ase document?

3. Type **E** and press ▇▇▇▇▇▇ . The Edit Options Menu appears.

**❒ew page, ❒odify page, ❒ecall page,
❒ave page, ❒xtended functions.**

4. Type **N** and press ▇▇▇▇▇▇ . The system will ask for the page number.

5. Type **1** and press ▇▇▇▇▇▇ .

6. Type **USER'S RESOURCE GUIDE** anywhere on the first line. Press ▇▇▇▇ and the ▇▇▇▇▇▇▇ key to type all uppercase. Press ▇▇▇▇▇▇▇ again when you are finished.

7. Press ▇▇▇ and type **Y**.

   The text will be moved so that it is centered between the left and right margins set on the Page Layout Control Display. At the same time the symbol ⊢ will appear in column one. A box (line terminator symbol) will appear after the title and the cursor moves to the next line.

   USER'S RESOURCE GUIDE

   No matter how you format the document, this title will center between the margins. That's all there is to centering text.

   Now type the next few lines and align them with the left margin.

   Notice that on the original there are blank lines between the title and the first line. To create these lines, and not lose them when the page is formatted, press ▇▇▇ and type **J** for each line.

8. Press ▇▇▇ and type **J** three times. A white box appears in column one each time a J is typed. This box, like the one after the title, prevents lines from merging during formatting.

9. Type **System Components.**

10. Press ▇▇▇ , and press the left bracket **[**.

    The symbol ⊢ appears in column one, the words are moved to the margin, and again a line terminator appears at the end of the line.

    System Components

11. Type the next three entries:

    **Connecting the System
    Word Processing Reference
    Error Messages**

    After each one is typed, use ▇▇▇ and the left bracket to align the text with the left margin.

12. Insert five blank lines using ▇▇▇ **J**.

13. Type this line:

    Submitted by K. Jones

14. Press **CTRL** and press the right bracket].

    The line moves to the right margin, the symbol ⊣ appears on the left side of the screen, and a line terminator is added.

    ☐
    ☐
    ☐
    ☐
    ⊣   **Submitted by K. Jones**

15. Format the page using the following settings: left margin 15, right margin 70.

    Remember, press **SELECT** to call up the Page Layout Control display. Change the margins and press **START** to switch to the text. Then use the Extended Functions to format the page.

16. Save the page as page 1.

17. Print the page. Your printout should look like the one below. Notice that the lines did not merge during formatting.

                          USER'S RESOURCE GUIDE

System Components
Connecting the System
Word Processing Reference
Error Messages

                                                    Submitted by K. Jones

Each unformatted line must be no more than *one* line long. If you type a line, such as the one below,

The most common type of word processing system is the stand-alone, such as the ATARI Word Processor.

you will get the following error message during the format operation:

    **Missing terminator — can't continue
    Type RETURN to return to menu**

When this happens, press **RETURN** and then modify the line so that it fits on one line or add a fixed line terminator to the first line.

TABS

On all new diskettes left tabs are preset every five spaces, from position 6 to position 81. A maximum of 15 tabs can be set at any one time. To use these existing tabs, you simply press the **TAB** key. The cursor will move to the position and you can begin typing.

Let's redo our table of contents so that it reads:

USER'S RESOURCE GUIDE

Section	Page
System Components	12
Connecting the System	17
Word Processing Reference	35
Error Messages	99

This time you will use left and right tabs to indent and line up text. Decimal tabs will be covered in Lesson Six.

Press **ESC** to return to the menu:

Print, Edit, or Erase document?

1. Select Edit.

2. Create a new page. Number the page, 2.

3. Press **SELECT** to call up Page Layout Control. You are going to use the following tabs:

    15L, 31L, 68R

    To do this, you will clear all tabs and set only these three.

4. Type **B** and press **RETURN** . The system asks:

    Clear all, Set, or Remove single tab?

5. Type **C** and press **RETURN** : All the tabs are erased. To change one tab, you would type **R** for Remove single tab, and then the tab location.

    Now set the new tabs. **Note:** a maximum of 15 tabs may be set at any one time.

6. Type **S** and press **RETURN** . The system asks:

    Enter tab location:

7. Type **15** and press **RETURN** . The system responds:

    Enter type (Left, Right, Decimal)

8. Type **L** and press **RETURN** . The tab appears in the TAB line. Now, set the next tab.

9. Type **S** and press **RETURN** . The system asks for the location of tab.

10. Type **31** and press **RETURN** . The system asks for the type of tab.

11. Type **L** and press **RETURN** .

12. Set the last tab on your own.

    Set a tab at 68R.

13. Now press **ESC** once to return to the original menu for Page Layout Control.

14. Set the CPI for 10. It is not recommended that you use proportional spacing for tabular information. Remember, to change CPI and justification, you simply enter the letter and **RETURN**.

15. Reset the left margin at 10.

16. Press **START** to recall page.

17. Press the **TAB** twice and then type the title:

    USER'S RESOURCE GUIDE

18. Enter a line terminator. Press **CTRL**, type **J**. A white box will appear at the end of the line and the cursor will move to the next line. You either use **CTRL J** or press **RETURN** after tabular information. This prevents the columns from merging when formatting.

19. Add three blank lines using **CTRL J**.

20. Press the **TAB** once and type the first subtitle:

    Section

21. Press the **TAB** twice to reach 68R. (You are already past the first tab setting.) Type the second subtitle:

    Page

22. Enter a line terminator using **CTRL J**.

23. Type all entries and their page numbers using the tabs. Be sure to include a line terminator after each line.

    With a right tab, the cursor will move to the tab position and each character you enter will appear to the left of the cursor. This is because the text is being right aligned. The text will be positioned correctly after you press **CTRL J**. Watch how the page numbers appear on the screen as you enter them.

When you are finished, save the page as page 2 and then print it. It should look like the one below.

```
                        USER'S RESOURCE GUIDE


            Section                                    Page
            System Components                           12
            Connecting the System                       17
            Word Processing Reference                   35
            Error Messages                              99
```

JUSTIFYING TEXT

Justification aligns all text at the right margin, as well as the left margin. A document is justified during the format operation, after it has been edited.

Look at the document TRNG3 below. This is how the document is stored on your Training Diskette. You are going to format this text so that it is justified. This will take no time at all since you are already familiar with formatting and the Page Layout Control display.

```
The ATARI Word Processor is the right processor for you. It has been
designed for anyone who does or would like to do a great deal of typing.
Virtually anyone from small business persons to professional writers
and college students can get computerized word processing without
investing in a large-scale computer terminal system or a dedicated word
processor.
The ATARI Word Processor combines an ATARI Personal Computer and peripherals
with sophisticated software and a unique display. The whole package
costs considerably less than you probably expect. And it provides
substantial savings in time, money, and effort.
Here's how! The ATARI Word Processor provides smoother paper flow
by eliminating time-consuming and repetitive typing tasks. Tasks such
as correcting mistakes, editing, changing words or sentences, adding
or deleting words and paragraphs, may be accomplished without the need
to manually retype the entire document. The result is a document that
is remarkably professional and error-free.
Once you've learned to use the easy-to-master ATARI Word Processor,
you'll find that it's no more difficult to use than a typewriter.
  Just type as you normally would on the keyboard. Every word and paragraph
is displayed on the screen for your review, prior to printing. And
edit functions are simple to accomplish. When the document is exactly
the way you want it, print it out...perfectly. What's more, you can
save the document on diskette for later editing or use.
In addition, you can buy software that will help you to manage your
finances, solve problems,teach you French, German or Spanish, or entertain
you.
```

1. Select the document TRNG3.

2. Enter Edit.

3. Recall page 1.

4. Select the Extended Functions option.

5. Switch to the Page Layout Control.

6. Change the following settings as indicated

Left margin:	10
Right margin:	70
Just:	on
CPI:	10

The CPI cannot be set at PS (proportional spacing) when text is being justified and special character inserts are used.

7. Switch back to the text.

8. Select Format.

9. Format the page (option 2).

    As with previous documents, the text will be laid out with the new margins and new line spacing, the paragraphs will then be indented and spaced. This time the system will add spaces between words so that each line ends at the same place.

10. Print the page when you are finished. You can use the Print option on the Extended Functions Menu or you can save the newly formatted page and use Print on the Print, Edit, or Erase Document Menu. It should look like the one following.

```
     The ATARI Word Processor is the right processor for   you.
It has been  designed for  anyone  who does or   would like to
do  a  great  deal  of  typing.  Virtually anyone from small
business  persons  to   professional  writers  and   college
students  can  get  computerized  word  processing   without
investing in  a large-scale  computer terminal  system or   a
dedicated word processor.


     The  ATARI  Word  Processor  combines  an  ATARI Personal
Computer and peripherals  with sophisticated software  and a
unique display.  The  whole package costs  considerably less
than  you  probably  expect.  And  it  provides  substantial
savings in time, money, and effort.


     Here's how:  The ATARI  Word Processor  provides smoother
paper  flow  by  eliminating  time-consuming  and repetitive
typing tasks.  Tasks such  as correcting  mistakes, editing,
changing words  or sentences,  adding or  deleting words and
paragraphs,  may  be  accomplished  without  the  need  to
manually  retype  the  entire  document.  The  result  is  a
document that is remarkably professional and error-free.


     Once you've learned to use the easy-to-master ATARI  Word
Processor, you'll find  that it's no  more difficult to  use
than a typewriter.  Just type  as you normally would on  the
keyboard.  Every  word  and  paragraph  is  displayed on the
screen  for  your  review,  prior  to  printing.  And  edit
functions are  simple to  accomplish.  When  the document is
exactly  the  way  you  want  it,  print it out...perfectly.
What's  more,  you  can  save  the  document on diskette for
later editing or use.


     In addition, you can buy  software that will help you  to
manage  your  finances,  solve  problems,teach  you  French,
German or Spanish, or entertain you.
```

SUMMARY

ALIGNING TEXT

To align text you must:

1. Be in the Edit mode.

2. Select either the New Page or Modify Page option.

3. Type text.

4. Align text after it is typed.

To align	Press	Symbol
Left	CTRL [	⊢
Right	CTRL]	⊣
Center	CTRL Y	⊥

TABS

Tabs are preset on all newly formatted diskettes. Changing the existing tabs or adding additional tabs is done when you are creating a new document or modifying an existing one.

To clear tabs in either situation:

1. Press **SELECT** . The Page Layout Control appears.

2. Type **B** and press **RETURN** . The system asks:

    Clear all, Set or Remove individual Tab?

3. Type **C** to erase every tab or **R** to erase only one tab. Press **RETURN** .

    If **C** is typed, the tab line clears and the menu line remains.

    If **R** is typed, the system asks:

    Enter location of tab to remove:

    You then type the number (column position of the tab) and press **RETURN** . The tab is erased.

4. Press **START** to return to page.

To set tabs:

1. Repeat Steps 1 and 2.

2. Type **S** and press **RETURN** . The system responds:

    Enter tab location:

3. Type the numerical position of the tab and press **RETURN** . The system now requests:

    Enter type (Left, Right, Decimal)

4. Type the position and press **RETURN** .

5. Press **START** to return to page and begin typing tabular information.

    Remember all tabular information should be printed in 10 or 16.7 cpi.

EXERCISE: USING ALIGNMENT AND TABS

Type the letter on the next page following the directions below.

1. Make this page 3 of the ALIGNING document.

2. Check that the margins are set at 10 and 70 (use Page Layout Control).

3. Set a left tab of 25 to indent the list. Don't forget to use a **CTRL** J after each *tabular* entry.

4. Right align the date. Remember you do not have to use **CTRL** J when aligning text using **CTRL** and the brackets. A terminator is added automatically.

5. Use **CTRL** J to create blank spaces between the parts of the letter.

6. Left align the address and greeting.

7. Right align the closing and signature.

8. Save the page.

9. Print out the page and compare it to the original. Only the number of blank lines should vary.

When you are finished, turn off your system.

```
Mr. Harry Anderson                                June 3, 1981
10 Seventh Ave.
New York, New York


Dear Mr. Anderson:


Thank you for your inquiry regarding the new ATARI Word Processor.
Here is a list of the major components in the system:


                    ATARI 800 Personal Computer
                    Television switch box
                    10K ROM
                    48K RAM
                    ATARI 810 (TM) Disk Drive
                    ATARI 850 (TM) Interface Module
                    ATARI 825 (TM) 80-Column Printer


                                            Sincerely,



                                            John Hone
```
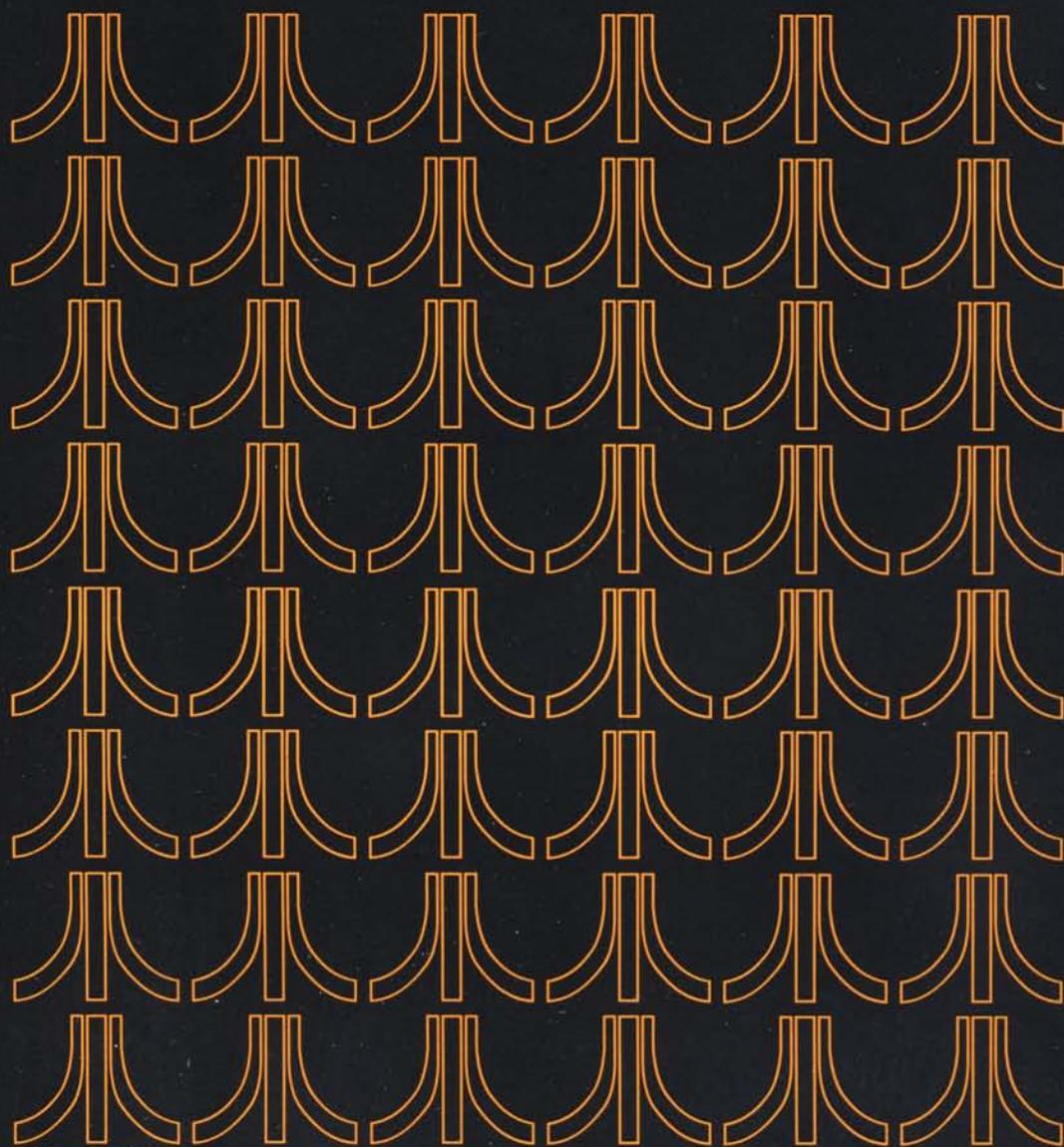
ATARI®

LESSON FIVE WORKBOOK

This lesson describes how to:

- Repaginate a document

- Remove headers

- Rename a document

- Use the Disk Utilities Menu

REPAGINATION

There are times when you must edit a paginated document. To do so you may move or insert text as you did in Lesson Three and you may delete large sections from the document. When this is done, the pagination is no longer acceptable. As a result you must paginate the document again. This is called repagination.

Repaginating involves formatting the document again, removing the headers, re-joining split paragraphs, and then paginating the document.

Formatting the document again and deleting headers or the spaces inserted for a top margin is a crucial step in repagination. If these are not deleted, they could wind up in the middle of the document when it is paginated the second time (Figure 5-1).

PAGINATED PAGE WITH TEXT MOVED

OTHER TECHNICAL ISSUES
IN ACCOUNTING

This guide gives you an elementary overview of accounting and financial analysis, as related to the capabilities of your ATARI ACCOUNTANT. The supplementary information presented below is a partial listing and brief definition of additional "technical" areas that you and/or your accountant may need to discuss.

This third major financial statement required under Generally Accepted Accounting Principles (GAAP) shows the flow of funds into the business (sources) and how the funds were consumed (uses). It is defined in terms of all financial resources. The concept includes working capital (current assets less current liabilities) and all other significant financial transactions. The statement is presented as changes between two accounting periods.

Leases are agreements to use land, buildings, equipment, and other items in return for rental payments. If a lease agreement meets certain criteria under GAAP, it must be recognized as a capital lease (treated as a fixed asset) with a corresponding liability placed on the balance sheet.

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Leases are agreements to use land, buildings, equipment, and other items in return for rental payments. If a lease agreement meets certain criteria under GAAP, it must be recognized as a capital lease (treated as a fixed asset) with a corresponding liability placed on the balance sheet.

Depreciation describes the allocation of the cost of a fixed asset over the period of time during which it provides service to the business. Several methods can be used to "depreciate" fixed assets—for instance, straight-line (pro rata) depreciation or accelerated (faster in the initial years) depreciation. The method you choose can affect your financial statements and your tax position; it should therefore be evaluated carefully. In fact, different depreciation methods can be chosen for tax and financial reporting purposes.

REPAGINATED DOCUMENT: ORIGINAL HEADERS NOT REMOVED

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OTHER TECHNICAL ISSUES

Bad debts are accounts receivable that are, or may prove to be, uncollectible. If you are using the accrual basis of accounting, bad debts can be estimated. An account called "allowance for bad debts" is used as a credit balance (contra asset account; as an offset to accounts receivable on the balance sheet. The debit is to bad debts expense; it is reflected in the income statement.

OTHER TECHNICAL ISSUES
IN ACCOUNTING

This guide gives you an elementary overview of accounting and financial analysis, as related to the capabilities of your ATARI ACCOUNTANT. The supplementary information presented below is a partial listing and brief definition of additional "technical" areas that you and/or your accountant may need to discuss.

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OTHER TECHNICAL ISSUES

2 HEADERS

Figure 5-1 Repaginating

In Lesson Three you moved text within the documents TRNG1 and TRNG2. As a result, the page lengths are no longer equal and the documents need to be repaginated.

First you must turn on your system and load the Program Master Diskette. When the program is loaded, insert the Training Diskette into the disk drive. Now you can begin repaginating the documents.

Use the following procedure to repaginate TRNG1:

1. Select TRNG1.

2. Enter Edit.

3. Recall page 1.

4. Switch to the Page Layout Control display.

5. Check all the settings; change any if necessary. In this case, the settings will remain the same.

6. Switch back to the text.

7. Select Extended Functions.

8. Select the Format option.

9. Type 7 (Format Document) and press **RETURN** . The system asks:

   Are you sure?

10. Type **Y** for yes and press **RETURN** in response to the check. The system asks:

    De-paginate document too? [Y/N]

    A "yes" answer instructs the system to remove headers and top margins.

11. Type **Y** and press **RETURN** .

    Notice that five boxes for the top margins are erased and the text is rewritten paragraph by paragraph.

    The Format Document operation automatically saves the formatted document over the original. When the document is stored, print it and compare it to the following document.

Word processing began when the manual typewriter was introduced in the early nineteen hundreds. The first real word processor appeared in the 1930's. This machine, which used punched paper to store information could be used to produce form letters and contracts which companies used on a regular basis. It was not until the fifties and sixties when the cost of sophisticated electronics plummeted that word processing really took off. The first real word processor that could store information, allow the user to search for specific characters, words and/or phrases and make corrections using magnetic tape. These tapes not only stored information, but could be erased and used for other documents. Within ten years after the introduction of the mag (magnetic) card typewriter a new industry had been born and over one hundred companies were producing word processing systems of one type or another.

The most common type of word processing system is the stand-alone, such as the ATARI Word Processor. The stand-alone word processor can come in one of two forms with a display or without one.

A word processor which displays information uses either a CRT (Cathode Ray Tube), a regular television, or a video monitor for displaying information as it is keyboarded or retrieved from storage. These systems typically have a separate printer which is used to print out final or hard copy, as it is called in word processing terms. With such systems all documents are typed, edited, formatted, and laid out on the screen before they are actually printed out. Such systems can be instructed to change the number of lines per page, add headers to each page of text and to number the pages automatically. Some systems offer a full screen display and others offer what is known as a window display.

A full screen display shows an entire page or a portion of a page from left to right margin. A window display allows the user to see a portion of a page as it is stored in memory. These systems have been found to ease the task of editing or making changes, and they are usually simpler to learn since they offer instructions each step of the way. The ATARI Word Processor is a stand-alone system with a window display.

With a word processor without a display text must be printed out to be proofed for errors, just like with the traditional typewriter. These systems generally use a tape or magnetic card for storing information.

Now you are going to paginate the document again. This time you will add page numbers and change the top margin. But first, you are going to modify the document slightly with a page break marker.

FORCED PAGE BREAKS

Some documents require page breaks to occur at specific points. For example, if you are creating a report with several chapters, each chapter should begin on a new page. To ensure that this happens, a page break marker is inserted when the text is created or edited. To mark the end of the page, position the cursor on the line of text that will begin the new page. Press **CTRL** and type **K**. A diamond ◆ will appear.

You do not know where page 1 of TRNG1 will end once page numbers and a large top margin are added. You want it to end where it does now, with the paragraph that begins, "with a word processor without a display ..." You cannot be sure it will end here once you repaginate the document.

To add the page break marker:

1. Recall page 1.

2. Enter **Modify**.

3. Position cursor after the last line in the last paragraph.

4. Press **CTRL** , type **K**. A diamond appears in column one, and a line is added. In this instance the text "jumps" up to provide a blank line. The line is not added on printout.

5. Save the new page. If you don't save the page the pagination process uses the text as it is stored on diskette; therefore you must save the page with the break added.

Now the document can be repaginated. Paginate the document with the following:

1. Top margin of 6.

2. Page numbers on the right side. Remember, page numbers are entered under the heading option. If you need a review on pagination, refer to the Pagination Summary at the end of Lesson Three.

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3. When you are finished, print the document. It should be similar to the one that follows.

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A word processor which displays information uses either a CRT (Cathode Ray Tube), a regular television, or a video monitor for displaying information as it is keyboarded or retrieved from storage. These systems typically have a separate printer which is used to print out final or hard copy, as it is called in word processing terms. With such systems all documents are typed, edited, formatted, and laid out on the screen before they are actually printed out. Such systems can be instructed to change the number of lines per page, add headers to each page of text and to number the pages automatically. Some systems offer a full screen display and others offer what is known as a window display.

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With a word processor without a display text must be printed out to be proofed for errors, just like with the traditional typewriter. These systems generally use a tape or magnetic card for storing information.

EXERCISE: REPAGINATING TEXT

The report on the HISTORY OF ATARI, stored as TRNG2, also needs repaginating. This time you're on your own. As you repaginate (format and paginate) follow the procedure below:

1. Change the CPI on the Page Layout Control display to 10 before you format the document.

2. Keep the same top margin.

3. Depaginate the document (remove headers, top margins, and page numbers) while formatting.

4. Paginate the document again using the heading:
    ATARI PUBLIC RELATIONS#

5. Put headings on alternate sides beginning with the right side.

6. Number the pages beginning with 1.

7. Remove old headings.

8. End the first page just before the section: *ATARI, INC., A SUBSIDIARY OF WARNER COMMUNICATIONS, INC.*

9. End the second page at the end of the text.

10. Print out your new document and compare it to the document that follows.

When ATARI made its revolutionary breakthrough in the amusement industry in 1972, it was PONG R, the sound of which was heard 'round the world. Like all of ATARI's subsequent video games, PONG was an electronic video game in which semiconductor logic circuits were used to generate images displayed on a video screen.

Since its start in 1972, ATARI has grown into a company with about 3,000 employees. ATARI's world headquarters and some manufacturing facilities are located in Sunnyvale, California.

Today, ATARI's three principal classes of products include coin-operated games, consumer games and personal computers.

ATARI's consumer video game products are functionally similar but are designed to be used with the player's television set.

ATARI's coin-operated games are self-contained units designed for placement in bowling alleys,arcades, hotel lobbies, and similar locations.

The hand-held electronic games formerly made by ATARI utilized the same technology as the arcade and home video games, yet they were compact units that fit into a pocket or palm of a hand and can be carried anywhere.

ATARI's personal computers, like the consumer video games, are designed for use with the owner's television set. Unlike the games they are fully programmable and can be used to store and retrieve information of the owner's own choosing.

Both the ATARI 400 and 800 systems allow the consumer to utilize the benefits of the computer revolution in their homes and offices at an affordable price.

ATARI PUBLIC RELATIONS 2

ATARI INC. A SUBSIDIARY OF WARNER COMMUNICATIONS INC.

In October 1976, ATARI became a subsidiary of Warner
Communications, Inc. which is engaged in the
communications and entertainment businesses through
operations in various aspects of the entertainment
industry, cable communications, toys and electronic
games,video cassettes and video discs, and sports.

ATARI opened the door of a new marketplace in 1975 when
it developed the home version of PONG. Two years later, a
new innovative consumer product was born, the Video
Computer System [TM], a programmable unit for which 38 Game
Program[TM] cartridges have been developed, with even more
on the drawing boards. Included in the cartridges are
games which appeal to all segments of the marketplace.

PERSONAL COMPUTER SYSTEMS

ATARI unveiled its new ATARI 400[TM] and ATARI 800[TM]
Personal Computer Systems at the Winter Consumer
Electronics Show in January 1979. These personal computers
are designed to accommodate the needs of people with no
prior computer familiarity, as well as, those with
experience and more sophisticated needs and requirements.

NECESSARY MODIFICATIONS

You will need to add lines to a repaginated document if:

- The line spacing was set at 2 or more lines, and

- The original page breaks occurred with paragraphs.

When the document is repaginated, paragraphs may be rejoined. The system single spaces because it does not remember how many blank lines are there. You must add the appropriate number of blank lines between these paragraphs and then save the page.

If in TRNG1 the page break occurred in the middle of the last paragraph as in the example below,

```
     The most common type of word processing system is the

stand-alone, such as the ATARI Word Processor.   The
```

when the document was repaginated, the last paragraph would have been rejoined like this:

```
     The most common type of word processing system is the

stand-alone, such as the ATARI Word Processor.   The
stand-alone word processor can come in one of two forms

with a display or without one.
```

You have to insert a blank line between the second and third lines before you save the page.

RENAMING A DOCUMENT

Document names can be changed using the Disk Utilities Menu. For example, you can rename the TRNG2 document ATARIPR. To rename the document, you must press **ESC** and return to the very first menu. Follow this procedure when the menu is on the screen:

1. Type **U** for Disk Utilities and press **RETURN** . The following prompt will appear on your screen.

    Enter number of desired operation:

    1. Set Disk Unit Number

    2. Initialize Diskette

    3. Boot Disk

    4. Rename Document

2. Type **4** and press **RETURN** . The system responds:

    Enter document name:
    Enter old name

    Type the name under which the document is *now* stored.

3. Type **TRNG2** and press **RETURN** . The system now asks:

   Enter document name:

   Enter new name

4. Type **ATARIPR** and press **RETURN** .

   Remember a document name must begin with an alphabetic character, not a number, and cannot exceed eight characters.

   Lastly, the system asks:

   OK to proceed with rename (Y/N)?

5. Type **Y** and press **RETURN** . (If you type N for no, the change will not take place.) When the name change has finished, the menu line will read:

   Enter number of desired operation:

   Now, press **ESC** and select a document. The new name should be under the document listing.

DISK UTILITIES

You probably will not use Disk Utilities often. You should, however, be aware of their functions.

1. Set Disk Unit Number.

   This first option is used only when you have two or more disk drives. Each time you begin working with a different drive, you must tell the system which disk drive to use. Option 1 does this.

2. Initialize Diskette

   This option performs the same function as the Format option on the DOS program. If the Word Processor program is loaded, you can use it to format/initialize a new diskette. Just insert the blank diskette into the disk drive and select option 2.

3. Boot Disk

   This option is also used with two or more disk drives and is used to load the DOS program that is in a second disk drive.

4. Rename Document

   This option allows you to change the name of any document.

   Of the four Disk Utilities options, you will probably use options 1 and 4 most frequently. You have already renamed a document. Now try initializing a blank diskette.

EXERCISE: INITIALIZING A DISKETTE

1. Remove diskette from disk drive.

2. Insert a new diskette into the disk drive.

3. Select Disk Utilities.

4. Type **2** for Initialize Diskette and press **RETURN** . The system asks:

   OK to Format Disk 1 [Y/N]?

5. Type **Y** for yes and press **RETURN** .

   The system will format the diskette. When it is finished, the disk drive BUSY light goes off and the original question "Enter number of desired operation" reappears in the menu line.

   The diskette is formatted.

6. Press [ESC] to return to the first menu.

   Create a document to check that the diskette was formatted.

SUMMARY

REPAGINATION

1. Select document.

2. Enter Edit mode.

3. Recall first page.

4. Switch to Page Layout Control and change setting if necessary.

5. Switch back to text.

6. Select Extended Functions.

7. Select Format option.

8. Select the operation Format Document.

9. Type **Y** and press **RETURN** to question:

   De-pa9inate document too? CY/N)?

10. Select Format option again.

11. Select the operation Paginate Document. Answer all questions as needed for your document.

12. Type **Y** and press **RETURN** in response to question:

    Remove old headin9s?

    This question must be answered "yes" for repagination.

13. Answer the remaining questions accordingly.

ATARI®

LESSON SIX WORKBOOK

In this lesson you will learn how to:

- Enter subscripts and superscripts
- Create text in elongated print
- Align columns of figures (decimal align)
- Position text outside of the set margin
- Address envelopes
- Print in a double column

The features covered in this lesson are used for special types of text such as formulas, footnotes, statistical reports, and the like. Because they are not used on a regular basis by most people, each is treated as a separate, independent topic. If you need to use or learn about one particular feature, refer to that section.

SUBSCRIPTS AND SUPERSCRIPTS

Subscripts and superscripts are entered in the Edit mode using a three-key combination: **CTRL**, **INSERT** and either the up or down arrow. Using the combination of **CTRL** and **INSERT** tells the system that a special character is being entered.

To enter a subscript such as the number 2 in H_2O, follow the procedure below:

SUBSCRIPT

1. Create a document. If you are using an existing document, you must select document.

2. Enter Edit.

3. Create a new page. If you are using an existing document, recall the page where subscript is to be added.

4. Select Modify if you are working with existing text.

5. Type text. Type the letter **H** (for H_2O).

6. Press **CTRL** and **INSERT** . The menu line will read:

   Edit page – type ESC to exit to menu
   Special Character Insert

7. Release only **INSERT** , and press the down arrow key ↓ while pressing **CTRL** . The down arrow symbol will appear next to the H.

   H↓

   This symbol instructs the printer to move the paper up a half line when printing the next character. Neither the symbol nor the space it occupies will print.

8. Type the subscript. Type **2**. The number will not appear as a subscript on the screen.

   H↓2

9. Press **CTRL** and **INSERT** .

10. Release **INSERT** and press the up arrow key ↑ while pressing **CTRL**. The up arrow symbol will appear after the 2. This instructs the printer to move down a half line when printing the next character. Again, neither the symbol nor the space it occupies will print.

    H↓2↑

11. Type the remaining text; in this case, the letter **O**.

12. Format text if necessary.

13. Save the page.

14. Print the document.

SUPERSCRIPT

The steps for typing a superscript, such as a number signifying a footnote, are the same as for typing a subscript. The only difference is in the use of the arrow keys. The **CTRL** , **INSERT** , and up arrow instruct the system to begin a superscript. The **CTRL** , **INSERT** , and down arrow stop a superscript. Let's try it. We will show you how to add the superscript 3 to the following example: The Book of Chemistry[3].

To enter a superscript, follow these steps:

1. Repeat steps 1-5 under subscripts. Type the sentence:

   This is based on The Book of Chemistry.↑

2. Press **CTRL** and **INSERT** .

3. Release **INSERT** and press the up arrow while pressing **CTRL**. An up arrow will appear.

   This is based on The Book of Chemistry.

   The up arrow instructs the printer to move down a half line. Neither the arrow nor the space it occupies will print.

4. Type the superscript. In this case, type the number **3**. The sentence will look like this:

   This is based on The Book of Chemistry.↑3

5. Press **CTRL** and **INSERT** .

6. Release **INSERT** and press the down arrow key ↓ while pressing **CTRL** . A down arrow will appear after the 3.

   This is based on The Book of Chemistry.↑3↓

   Neither the arrows nor the space they occupy will print.

7. Type the remaining text.

8. Format text if necessary.

9. Save the page.

10. Print the document.

For your own practice, try typing the following sentence:

The formula Fe_6Na_4 is a new discovery.[1]

ELONGATED PRINT

Elongated print is a large print used for titles, chapters, and labels. All the character types available with the ATARI Printer may be printed in the elongated form (Figure 6-1).

PROPORTIONAL ELONGATED

```
!"#$%&'()*+,-./0123456789:;<=>?
@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_
'abcdefghijklmnopqrstuvwxyz(|)
```

10 CPI ELONGATED

```
!"#$%&'()*+,-./0123456789:;<=>?
@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_
'abcdefghijklmnopqrstuvwxyz(|)
```

CONDENSED (16.7 CPI) ELONGATED

```
!"#$%&'()*+,-./0123456789:;<=>?
@ABCDEFGHIJKLMNOPQRSTUVWXYZ[\]^_
'abcdefghijklmnopqrstuvwxyz(|)
```

Figure 6-1 Elongated Print

Instructions for elongated print are entered while a document is being created or edited. To instruct the system to print text elongated, complete the following steps:

1. Create or select document.

2. Enter Edit.

3. Recall the page that contains text you want elongated, or create a new page.

4. Select modify if you are working with existing text.

5. If you are working with existing text, position cursor before the first word to be elongated.

   If you are creating a new document skip step 5 and go to step 6.

6. Press **CTRL** and **INSERT** . The menu line will read:

   Edit page - type ESC to exit to menu
   Special Character Insert

7. Release **INSERT** and **CTRL** , then press **TAB** . The symbol ▶ will appear on the screen. This instructs the system to elongate the text that follows.

8. Type text if you are creating a new document. In this case type:

   ▶The ATARI Word Processor

   If you are modifying existing text, position cursor at the end of text to be elongated.

9. Press **CTRL** and **INSERT** .

10. Release **INSERT** and **CTRL** , then press **DELETE BACK S** . The symbol ◀ will appear. Your text should look like this:

    ▶The ATARI Word Processor◀

    The symbol ◀ tells the system that this is the end of elongated print. The text is elongated only when it is printed; the elongation does not show on your screen.

    At this point you can continue to type.

11. Save text.

12. Print the document.

Your printout should look like this if you used proportional spacing:

The ATARI Word Processor

For more practice, recall the document now named ATARIPR. Select a heading and change it to elongated print. Print the page.

ALIGNING NUMBERS (DECIMAL TAB)

The decimal tab is used to line up columns of numbers at their decimal points. The decimal tab is part of the TABS setting on the Page Layout Control display.

To align columns of numbers:

1. Create or Select document.

2. Enter Edit.

3. Create a new page or recall existing page and enter Modify mode.

4. Press **SELECT** to switch to Page Layout Control display.

5. Type **B** and press **RETURN** .

The menu line will read:

␋lear all, ␃et, or ␁emove single tab?

6. Type **S** and press **RETURN** .

The following request appears:

Enter tab location:

7. Enter the position of the *decimal point*. For practice type **40**. The system will respond:

Enter type (␌eft, ␁ight, ␁ecimal)

8. Type **D** and press **RETURN** .

The new tab position 40D will be added to the TABS line.

9. Press **START** to switch back to the text or blank page.

10. Press the **TAB** until the cursor is at position 40.

11. Begin typing the column of figures. Enter a line terminator **CTRL** J after each figure to prevent the lines from merging when document is formatted. Tab to position 40 for each line.

$$126.78$$
$$4567.92$$
$$68789.50$$
$$54.23$$

Figures will appear to the left of the cursor until a decimal point is entered.

12. Format text if necessary.

13. Save text.

14. Print document.

For more practice, type the following list of figures:

$$.89$$
$$13.64$$
$$9.79$$
$$2.61$$
$$.13$$
$$1.89$$
$$1.75$$

POSITIONING TEXT OUTSIDE MARGINS

Adding text outside either the left or right margin requires that you create and format the main body of text. The information outside the margin is then added and the document saved. For example, to create the following text:

CURSOR

> The cursor is a small white rectangle which moves from left to right on the screen as you type text. The cursor is used as a pointer to show where the various operations – inserts, deletions, underscoring, etc. will begin. The cursor can be moved anywhere on the screen using the Control and cursor direction keys.

DEFAULT

> A default is an answer or condition built into the system. For example, if you enter a RETURN after any question which requires a yes or no answer, the system will assume or default to NO. Default conditions also exist for all the parameters (margins, line spacing, paragraph spacing, tabs, etc.) on the Page Layout Control Display.

DELETIONS

> When typing or revising documents, you can delete characters, words or phrases, or pages of text from memory or from the diskette.

1. Create a document.

2. Enter Edit.

3. Create a new page.

4. Press **SELECT** to switch to the Page Layout Control display.

5. Change the left margin. For this example, set the left margin at 35 and set your right at 75. Set CPI to 10.

    If you were adding text outside the right margin, that margin would be reset to leave space for the additional text.

6. Press **START** to return to page.

7. Type the main body of the text.

    Type the text on the previous page. Don't forget to press **RETURN** at the end of each paragraph.

8. Format the page (or document).

9. Use **ESC** to go back to the Edit Options Menu. Enter Modify mode.

10. Move the cursor outside the left margin where you want to add the additional text. Use the **CTRL** and the directional arrows.

   For this document, move the cursor to position 11 on the first line of the first paragraph.

11. Type the text. In this case type:

   CURSOR

   Notice that as you type text, the first line moves to the left. This must be corrected.

12. Press **SHIFT** and **DELETE BACK S** to remove the spaces created when you entered the additional text. Continue pressing the **DELETE BACK S** until the first letter of the paragraph is lined up with the first letter in the other paragaphs (position 38).

   Since you set the left margin at 35, and paragraph indent is set at 3, the first line begins at position 38.

13. Move the cursor down to the line where the next entry will be. Use **CTRL** and the directional arrows to position cursor.

   If you use a **RETURN** or **CTRL** J to move the cursor, additional lines will be added to the text.

14. Type the next entry:

   DEFAULT

15. Remove the additional spaces created by the entry using **SHIFT** and **DELETE BACK S**. Repeat procedure until all text is added.

16. Save text.

17. Print document. Your printout should look like the original example.

ADDRESSING ENVELOPES

The address inside a letter can be blocked off, saved, and used to address the envelope. To do this:

1. Create document.

2. Enter Edit and create a new page.

3. Type letter.

4. Save letter.

5. Type **E** for Extended Functions and press **RETURN**.

6. Select Text Memory.

7. Choose the Select Text option.

8. Block off the address.

9. Select Copy.

10. Press **ESC** twice to return to Edit Options Menu.

11. Select New Page option. The menu line will then read:

    Edit page – type ESC to exit to menu

12. Press **ESC**.

13. Select Extended Functions.

14. Recall address. When the address is on the screen, modify it, so that it is positioned for the envelope you are using.

15. Save page.

16. Print envelope.

DOUBLE-COLUMN PRINTING

Double-column printing, which allows you to print two pages on one page, is useful for typing indices, glossaries, and any text you want in a column format.

You must plan ahead to use double-column printing. When using 10 CPI, your margins must fall between 1 and 38 if you are going to print in two columns. For proportional spacing and 16.7 CPI, your margins must fall between 1 and 58.

For practice, type and print the document on the next page, using double-column printing.

1. Create document. Call the document PRINTING. If you are using an existing document, use the Select Document option.

2. Enter Edit.

3. Create a new page. If you are using an existing document, recall the page.

4. Type the text. Type the information on the next page labeled page 1.

5. Save the page.

6. Create another new page.

7. Type the text. Type the information on the next page labeled page 2.

8. Save the page.

9. Format the document. Set your margins at 1 and 38 and CPI at 10.

   Type the following as page 1, using **RETURN** where indicated.

```
Create document on the very first menu is exactly what it says: a
new document to be created on a selected diskette.  This operation
is required once and only once; if you try to create a document which
already exists, the system will simply select it.▶
After a document is created, it is accessed from then on by selecting
it.  The select option is performed automatically by typing S in
response to the Select document, Create document, Disk Utilities
menu.▶
```

   Type the following as page 2. Again, use **RETURN** where indicated.

   The menu Print, Edit or Erase document is the second menu....

```
The menu Print, Edit or Erase document is the second menu you
will come across.  This print option is used to print a document
as it is stored on diskette.  The menu prompts you for the first
and last page to be printed.  After this the system will ask
whether or not you want double-column printing.▶
Requesting Edit takes you to the next menu level.  At this level
all editing formatting operations are available as well as individual
page recall and saving.▶
```

10. Press **ESC** twice. This returns you to the menu which reads:

   Print, Edit or Erase document?

11. Type **P** and press **RETURN** . The menu line will now read:

   Enter firstpage, lastpage or All :

12. Type **A** and press **RETURN** . The system now asks:

   Double column print (Y/N)?

13. Type **Y** and press **RETURN** .

14. Press **RETURN** when you are ready to print.

Your final copy should look like that below.

Create document on the very first
menu is exactly what it says: a new
document to be created on a selected
diskette. This operation is
required once and only once; if you
try to create a document which
already exists, the system will
simply select it.

After a document is created, it
is accessed from then on by
selecting it. The select option is
performed automatically by typing S
in response to the Select document,
Create document, Disk Utilities
menu.

The menu Print, Edit or Erase
document is the second menu you will
come across. This print option is
used to print a document as it is
stored on diskette. The menu
prompts you for the first and last
page to be printed. After this the
system will ask whether or not you
want double-column printing.

Requesting Edit takes you to the
next menu level. At this level all
editing formatting operations are
available as well as individual page
recall and saving.

Congratulations! You've now completed the ATARI Word Processor Training
Course. We think you'll find that the short time you've spent on this course will be
repaid many times over by the ease with which you can now handle the typing and
editing of documents using your ATARI Word Processor.

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In California (800) 672-1430   or write to: Atari, Inc.
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