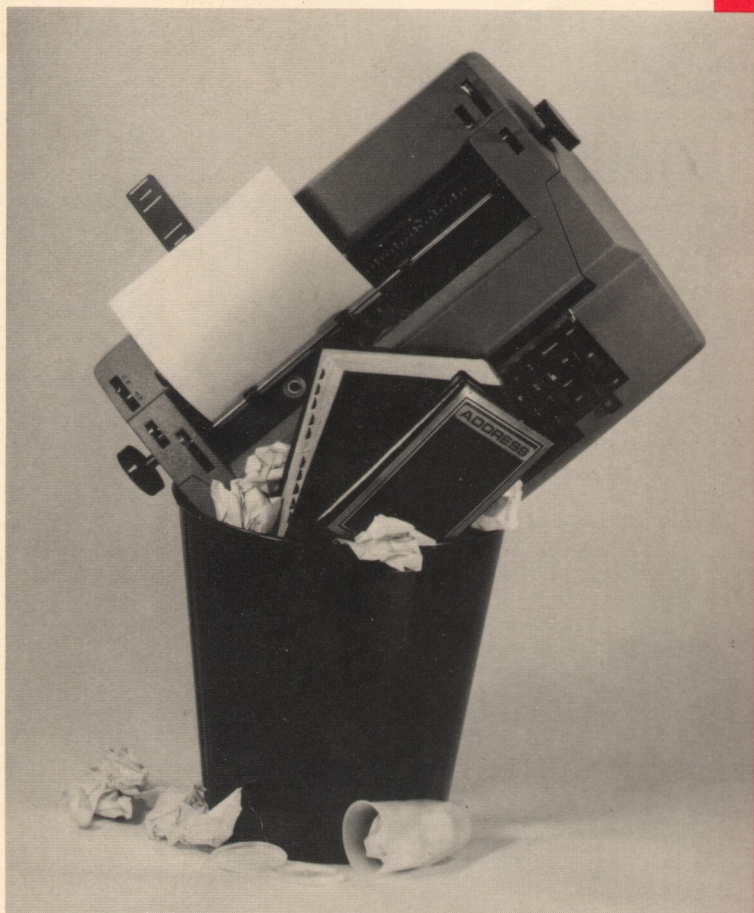


ATARI®

AtariWriter Plus™



Owner's Manual

AtariWriter Plus was developed by Atari Corp. in conjunction with Micro Fantasy.

ATARI Proofreader was developed by Atari Corp. in conjunction with R. Stanley Kistler.

AtariWriter Plus Owner's Manual was developed by Atari Corp. in conjunction with Jeffrey D. Bass.

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AtariWriter Plus™



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INTRODUCTION



Whether you're a student facing a term paper, a business professional with frequent reports to write, or an aspiring novelist, AtariWriter Plus makes writing faster and easier.

Gone are the days of tediously typing and retyping drafts. AtariWriter Plus lets you edit and reorganize your writing until it's just right. The program's built-in spelling-checker, ATARI Proof-reader™, virtually eliminates typos and misspellings in your work. And with AtariWriter Plus's wealth of print formatting options, you can style your work just the way you want it.

AtariWriter™ Users If you've worked with AtariWriter before, you'll find AtariWriter Plus a similar, but far more powerful and versatile, program. And don't worry about converting an AtariWriter file to an AtariWriter Plus file—it's as easy as loading the file (see "Compatibility with Other Word Processing Programs" in Chapter 3).

Important: There are two versions of AtariWriter Plus. Both versions are on the AtariWriter Plus program diskette you received, one on each side. The side labeled "AtariWriter Plus Program Diskette" contains the version for ATARI 800™, 800XL™, 1200XL™, and 65XE™ Personal Computers. The other side of the diskette is labeled "AtariWriter Plus Program Diskette 130XE Version." Use this side of the diskette only if you have an ATARI 130XE Personal Computer.

OVERVIEW OF THIS MANUAL

Quickly and step-by-step, this manual shows you everything you need to know to use AtariWriter Plus. Whether you're a novice or a seasoned word-processor, the manual is arranged to meet your needs quickly and efficiently.

Here's a brief outline of the manual's contents:

Chapter 1, Getting Started, shows you how to load AtariWriter Plus into your computer and in general characterizes the program's features.

Chapter 2, Writing, Editing, and Printing, explains the basics of word processing with AtariWriter Plus, then goes on to show you how to store and retrieve what you've written.

Chapter 3, Advanced Editing, shows you how to perform operations on whole blocks of text and how to search and replace with AtariWriter Plus. The chapter also explains certain disk-related features of the program, how to write computer programs with AtariWriter Plus, and also discusses the program's compatibility with other word processing or terminal programs.

Chapter 4, Print Formatting and Styling, explains how to format your text file for printing. It discusses the Global Format screen and how to insert special print formatting commands in your file so that you can uniquely format and style your written work. The chapter concludes with information about printing with AtariWriter Plus no matter what printer you're using.

Chapter 5, ATARI Proofreader, explains how to use AtariWriter Plus's built-in spelling-checker, ATARI Proofreader.

Chapter 6, ATARI Mail Merge, explains how to use AtariWriter Plus's built-in data base program, ATARI Mail Merge.

Appendix A, DOS Error Messages, lists and explains those numbered DOS error messages that appear in AtariWriter Plus, which are otherwise not self-explanatory.

Appendix B, Mail Merge Sorting Sequence, affords you a convenient resource when determining the sorting sequence of the Mail Merge function.

The last section, **Customer Support**, provides you with information about how to get your questions and comments about AtariWriter Plus answered, should they arise.

The **Index** at the back of this manual lists important terms and procedures to help you locate specific information.

The manual also includes a **Quick Reference** card that lists all the AtariWriter Plus commands and what they do. Once you've worked with the program awhile, this card may be all you need.

130XE: Throughout this manual you'll find paragraphs highlighted like this one that contain information specific to the 130XE version of AtariWriter Plus. Be sure to read these paragraphs carefully if you are using the 130XE version of the program. They contain information not covered in, and sometimes contrary to, the main body of the manual.

I CAN'T STAND MANUALS

Nobody really enjoys reading manuals. Nonetheless, all of us must read some part of some manual at some time. AtariWriter Plus is an easy program to use, and this manual is easy to follow. But if you are simply too anxious to read any further and you already have some computing experience, go ahead and load the program, select Create File, and start typing. No doubt you'll soon come back to the manual, but at least you'll have used AtariWriter Plus immediately.

CHAPTER 1

GETTING STARTED



If you haven't already set up your ATARI Personal Computer system, now is the time to do so. You'll find complete setup instructions in the owner's manuals that came with your system.

Important: To use the AtariWriter Plus program, your system should include the following equipment:

- An ATARI Personal Computer with a minimum of 48K of memory
- An ATARI 810™ or 1050™ Disk Drive
- A television set or monitor
- An ATARI (or ATARI-compatible) Printer

LOADING ATARIWRITER PLUS

Here's how to load the AtariWriter Plus word processing program into your computer:

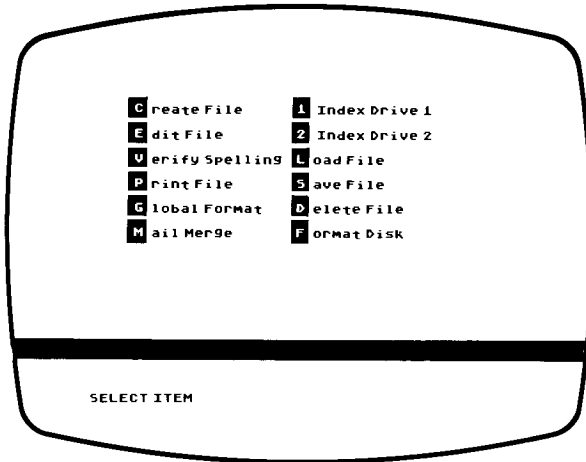
1. Remove any program cartridge from your computer. With your computer off, switch on your television set or monitor. Now switch on your disk drive(s) and wait for its busy light to go out.
2. Insert the AtariWriter Plus program diskette label side up into your disk drive (drive 1 if you have more than one drive). Close the disk drive latch.

130XE: To load the 130XE version, insert your program diskette with the 130XE version label side up. The 130XE version will *not* work with any other computer. However, the non-130XE version will work with a 130XE, though it won't be able to access the 130XE's extra memory.

3. Now switch on your computer. Shortly, the AtariWriter Plus title screen appears as the program loads into your computer. The program takes about 40 seconds to load (a little longer if you are using the 130XE version). After the program has loaded, the AtariWriter Plus main menu appears.

WHAT'S ON THE MAIN MENU?

When the main menu is displayed, take a minute to look over the options available. Notice that the first character of each option is highlighted. You select a menu option by pressing the first character of its name on your computer keyboard. Below, you'll find short descriptions of the main menu options and where to look for further information.



CREATE FILE starts a new text file (see Chapter 2).

EDIT FILE allows you to revise a text file (see Chapter 2).

VERIFY SPELLING loads ATARI Proofreader (see Chapter 5).

PRINT FILE prints a text file (see Chapter 2).

GLOBAL FORMAT displays (and allows you to vary) the print formatting values (see Chapter 4).

MAIL MERGE loads Mail Merge (see Chapter 6).

1 INDEX DRIVE 1 lists the files on the diskette in drive 1 (see Chapter 2).

2 INDEX DRIVE 2 lists the files on the diskette in drive 2.

LOAD FILE loads a file from a diskette (see Chapter 2).

SAVE FILE stores a file on a diskette (see Chapter 2).

DELETE FILE erases a file stored on a diskette (see Chapter 2).

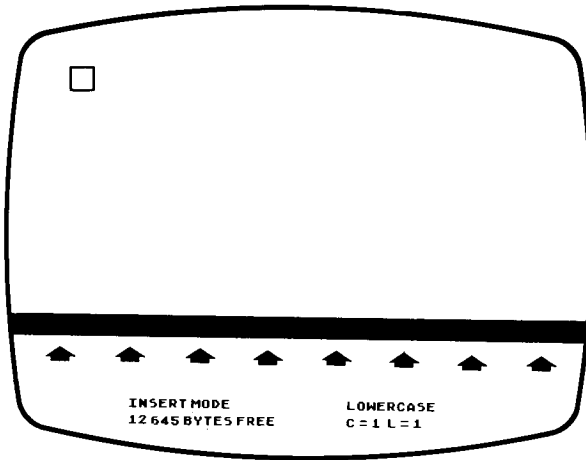
FORMAT DISK formats a diskette (see Chapter 2).

Once you load AtariWriter Plus, the program remains in memory until you switch your computer off. When you remove the AtariWriter Plus program diskette from your drive, all main menu options remain available except Verify Spelling and Mail Merge, both of which require that you first insert the program diskette in your drive.

After nine minutes without pressing a key, your computer begins cycling your screen's image through a random series of colors. This feature protects your picture tube. Pressing any key on your computer keyboard returns the screen to its normal display.

THE TEXT SCREEN

Select Create File from the AtariWriter Plus main menu. Take a moment to become familiar with the text screen elements.



Cursor is the blinking white box that marks your place in the file; it is the point at which typed letters appear on the screen.

Message Window displays questions, prompts, error messages, and other information at the bottom of your screen.

Tab Stops default settings are indicated by eight arrows near the bottom of your screen (see Chapter 4).

INSERT MODE is the default edit mode (see Chapter 2).

12,645 BYTES FREE indicates the amount of memory available, as expressed in bytes (see Chapter 2).

130XE: This message reads: 15,872 BYTES FREE.

LOWERCASE is the default text entry mode, which works like a typewriter (see Chapter 2).

Screen Line (L = 1) indicates the cursor's vertical line position on the screen (the screen is 20 text lines high).

Column Number (C = 1) indicates the cursor's character or horizontal column position on the screen (the default screen width is 38 characters across).

(The word "default," as used above and throughout this manual, simply describes a given mode, value, or feature of the program as *preselected* by the program. To say that the INSERT MODE, for example, is the "default" edit mode, is simply to say that the program preselects that mode when you first load AtariWriter Plus. Default modes and values can be altered.)

Cursor and Message Window The blinking white box near the upper-left corner of the screen is the cursor. It shows you where you are while you're working with AtariWriter Plus—whether you're writing, editing, or responding to prompts and questions that appear in the message window at the bottom of your screen. Many of the questions that appear in the message window require a Yes or No response. You answer Yes or No simply by typing **Y** or **N**. Pressing **[Return]** alone (or any key other than **Y**) will be interpreted as No. Other prompts require that you type in filenames, words, or numbers.

Error Messages If AtariWriter Plus finds a mistake in one of your responses or commands, or if it detects a problem within your computer system, the program displays an error message in the message window. Most of these are self-explanatory, informing you in simple terms just what has gone wrong. The other error messages you may encounter are numbered DOS error messages. For a complete list and explanation of those DOS error messages included in the program, see Appendix A.

Whenever the program prompts you to some critical action, or when it detects that something has gone wrong, a beep sounds from your television or monitor's speaker.

You may not want the warning beep to sound in all cases. You can switch the beep off and on, except in the case of error messages, by pressing **[Control] [B]** when and *only when* the main menu is displayed.

Leaving the Program While working with AtariWriter Plus, you can return to the main menu at any time by pressing **[Esc]**, located in the upper-left corner of your keyboard.

Pressing **[Reset]** while working with AtariWriter Plus resets the program, first displaying the title screen then taking you to the main menu. However, any text currently in your computer's memory will be retained.

Important: No text is ever erased from memory unless you explicitly instruct the program to erase it, or you switch the computer off.

Finally, that blank space below the cursor is there for you to write in. So turn the page and start writing!

CHAPTER 2

WRITING, EDITING, AND PRINTING



Now it's time for you to write, edit, and print. Before beginning, however, you need to understand a few of the program's basic features.

Keystroke Commands In order to get AtariWriter Plus to do things, you must first tell it what you want to do. You tell it what to do by typing in the relevant command. Each keystroke command results in some action, or the promise of some action, by the program.



When you enter one of these commands into a text file, the program displays a special character that stands in for the command requested. These special characters will not print out when you print your written work.

In this manual, **boldface** type enclosed by square brackets ([]) represents keys on your computer keyboard. Throughout the manual you'll find instructions such as "press [Return]" or "press [Esc]." These instructions ask that you press the designated key.

Many commands in AtariWriter Plus require keystroke combinations. For instance, the manual will instruct you to "press [Control] [P]" or "press [Select] [T]." To execute these keystroke combinations, hold down the first key while typing the second. You may already be familiar with this technique; if not, you'll soon get the hang of it.

[Return] With AtariWriter Plus, you don't use [Return] on your computer keyboard the way you do on a conventional typewriter. When you're typing in a word that overflows the right margin of your screen, the program automatically moves the cursor—and the word—to the beginning of the next screen line. This feature is called "word wrap" and is an invaluable advantage over a conventional typewriter.

Use [Return] at the end of each paragraph or at the end of a line you want to stand alone (for example, a title or section heading). You should also use [Return] when you want to insert blank lines within your text (for instance, between a title and the main body of text).

When you press [Return], AtariWriter Plus inserts a  symbol at that point and moves the cursor to the left margin of the next screen line. The  symbol will not print out.

Paragraphs To mark the beginning of a paragraph, press **[Control] [P]**. The program automatically instructs your printer to indent that line during printing. You do not have to separate paragraphs with a **[Return]**. The program automatically spaces between successive paragraphs when printing, provided you've marked your paragraphs with **[Control] [P]**.

When you press **[Control] [P]**, the program inserts a **P** symbol at that point. The **P** symbol will not print out.

Changing the Number of Columns By default, AtariWriter Plus displays 38 characters across one screen line. But the Change Number of Columns command allows you to increase or decrease the number of characters displayed across one screen line before the program wraps a word to the next screen line.

When the text screen is displayed and the cursor is at the top of your file, press **[Option] [C]**. The program asks you HOW MANY COLUMNS. Type in the number of columns you wish displayed and press **[Return]**. The program can display from 5 to 249 columns, so these are the minimum and maximum numbers you can type in.

Your computer cannot, of course, display more than 40 columns on the screen at any one time. As you type in text, supposing you've asked for any more than 40 columns, the program will scoot the old display out of sight as you type. Use your cursor controls (see below) to move across to, and back from, the undisplayed columns.

Upper- and Lowercase Characters The program's default text entry mode is LOWERCASE, as indicated in the message window. To enter a single uppercase character, hold down the **[Shift]** key while typing the character—just like on a conventional typewriter.

If you want to type *only* uppercase letters, press **[Caps] ([Shift] [Caps]** if you have an ATARI 800); the message window displays UPPERCASE. This is nearly equivalent to **[Shift] [Lock]** on a conventional typewriter, except that it works with alphabetic characters only. For all other "shift" characters, you still need to hold down **[Shift]** and type the character. Press **[Caps]** to return to LOWERCASE.

With AtariWriter Plus you can also change letters that you've already entered from lower- to uppercase or vice versa. To do this, position the cursor on the letter you want to change and press **[Control] [Caps]**.

CREATING A FILE

Now you're ready to go. Select Create File from the AtariWriter Plus main menu, if you haven't already. Go ahead and type a few test paragraphs. When you reach the bottom of the screen just keep typing—the program automatically makes room for more text on the screen. And don't worry about typos; you'll be able to fix them quickly when you edit with AtariWriter Plus. When you are finished with your file, press [Return].

Important: A file must always end with a [Return].

EDITING A FILE

Now that you've created your first AtariWriter Plus text file, you can go back and fix any typos you made. If you didn't make any, read on anyway.

If you've already gone back to the main menu, select Edit File. Otherwise, you can simply edit your file while still in the Create File mode. You can also get to the text screen at any time by pressing [Break].

Cursor Movement In order to edit a file, you must be able to move from point to point within it. The following keystrokes allow you to move the cursor around and about a file.

Press [Select] [T] to go to the top of your file; [Select] [B] moves you instantly to the bottom of the file.

130XE: Pressing [Select] [T] and [Select] [B] moves the cursor to the top and bottom, respectively, of the current memory bank. (See the last two notes on the 130XE at the end of this chapter.)

Use [Control] [↓] or [Control] [↑] to “scroll” line by line through what you've typed.

[Control] [→] and [Control] [←] move the cursor to the right and to the left, respectively, on any given line.

[Select] [→] moves the cursor to the beginning of the next word on the right; [Select] [←] moves you to the beginning of the next word on the left.

[Control] [A] moves the cursor to the beginning of the current line;
[Control] [Z] moves the cursor to the end of the current line.

[Tab] moves the cursor to the next tab stop.

When you reach the last line of text on the current screen, just keep moving the cursor down—the text will scroll up to show more of what you've written, if any is present.

You can also “page” through your text file, up or down, by pressing [Option] [↑] or [Option] [↓].

When you reach the last line of your file, you can return to the top of the file using [Select] [T]; or you may scroll back through the file using the cursor controls just described.

Deletion To correct a typo or replace a word or phrase, you first have to delete the misplaced or misspelled characters or words.

To delete a character at a time, position the cursor over the character to be deleted and press [Control] [Delete/Bk Sp]. Continuing to press [Control] [Delete/Bk Sp] deletes characters repeatedly.

[Delete/Bk Sp]—when used alone—also deletes characters one at a time. Like the [Backspace] key on a typewriter, [Delete/Bk Sp] backspaces one character; but unlike a typewriter, it erases characters as it moves backward.

Use [Shift] [Delete/Bk Sp] to delete text *from* the position of the cursor *to* the end of the screen line. In case you change your mind about the deletion, or delete a line by accident, press [Shift] [Insert] to restore the last line deleted. The program inserts the restored line at the current position of the cursor.

Other keystroke commands allow you to delete whole blocks of text at once (see Chapter 3).

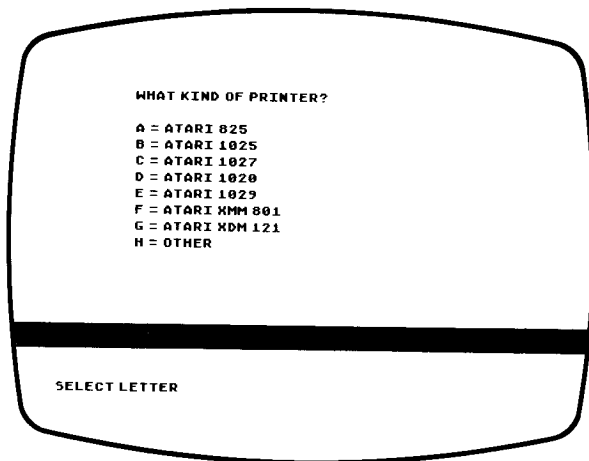
Replacement AtariWriter Plus's default edit mode is the INSERT MODE, as displayed in the message window. After deleting what you want, just type in your correction or change. The program automatically makes room for as much new material as you want to add. To insert a whole new sentence, paragraph, or more, just position the cursor where you want to add text and type in the new material.

You can switch from insert mode to TYPE-OVER MODE by pressing [Control] [Insert]. In type-over mode, the program does not make room for new material. Instead, the old text is replaced by the new as you type it in.

PRINTING A FILE

Now that you've typed and edited your test paragraphs, why not try printing them out. Here's the procedure:

1. Make sure that your printer is switched on and on-line and that your interface module (if you have one) is switched on. Press **[Esc]** to return to the AtariWriter Plus main menu and select Print File.
2. The program asks PRINT TO PRINTER, Y/N? If this is the first time you've selected Print File since beginning your work session, typing **Y** gives you the Printer Selection menu, which is a list of printers.



3. Enter the appropriate response, according to the printer model you have. (If you have a printer other than the ATARI models listed, type **H**; if your printer model does not appear on the next Printer Selection screen, type **O** and refer to "Custom Printer Driver" under "Special Printer Controls" in Chapter 4.)

Important: Though your printer's name does not appear on the Printer Selection menu, it may nonetheless have been coded by the manufacturer to "look like" or "act like" either a standard ATARI Printer or one of the other printers listed. In the case of ATARI "look-alikes," the ATARI 825™ (**A**) or ATARI XMM801™ (**F**) selections will probably work fine.

4. Now the program asks PRINT WHOLE DOCUMENT, Y/N? Type **Y**.
5. Lastly, AtariWriter Plus prompts you to enter the number of copies you want to print. You can ask for up to 99 copies, but for now, type **1** and press **[Return]**. (Pressing **[Return]** alone also prints one copy.)

AtariWriter Plus takes it from there, first internally formatting and then printing your file.

You can also print selected pages from a text file of several pages. To do this, type **N** in response to PRINT WHOLE DOCUMENT, Y/N?. Then type in the starting and ending page numbers to be printed, pressing **[Return]** after each entry. (Pressing **[Return]** alone for the ending page defaults to the last page of the file.)

To halt printing at any time, press **[Esc]** or **[Break]**, either of which returns you to the main menu. (When you press **[Break]** during printing, the program returns an ERROR 128; this just means you've halted the procedure, *not* that there is something wrong.)

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

Using the program's Print Preview function, you can preview a file on screen much as it will appear when printed (see Chapter 4).

You can also print to devices other than your printer (see Chapter 4).

Important: Once you specify the printer model, that information remains in memory until you switch your computer off. So, when specifying the printer model you have, always take special care to enter the correct letter on the Printer Selection menu. If you select the wrong printer, you'll have to reload AtariWriter Plus—first saving any file currently in memory (see below)—and then repeat the Print File procedure in order to specify the correct printer.

Finally, you are in no way bound by the program's default print formatting values. You are free to vary the print formatting values AtariWriter Plus uses when it prints your file (see Chapter 4).

SAVING A FILE

The ability to save a text file means that you can store the file on diskette for later reference, revision, or printing.

Here's the procedure for saving a file. Try it now with your test file.

1. Remove the AtariWriter Plus program diskette and insert a data diskette formatted to DOS 2.0S or 2.5. If your diskette isn't formatted, you can have AtariWriter Plus format it for you (see "Formatting Diskettes" in this chapter).

2. Return to the AtariWriter Plus main menu and select Save File. The program prompts you to enter the FILE TO SAVE. Type **D1:** or **D2:** followed by a filename (see “Filenames” below) for your file. (If you save to drive 1, you may leave the **D1:** out.) After entering the filename, press **[Return]**.

3. Your disk drive whirs and the busy light goes on. Once the process is complete, the message SELECT ITEM appears.

If your file already has a filename associated with it (you've reloaded it for revision, for example), and you want to save the file under the same name, you can simply press **[Return]** to save the file—without typing in the filename.

Whenever you save a file using a filename already on diskette, the program asks REPLACE EXISTING FILE, Y/N?. When you type **Y**, the program writes over the existing file and saves the new or revised file under that name.

Important: Be certain that you want to replace the existing file on diskette *before* you save the new file under the same name.

If while saving a file AtariWriter Plus finds that there isn't enough room on diskette to accommodate the file, the program saves as much of the file as will fit on the diskette, then returns the message DISK FULL. (You'll probably want to erase the partial save on diskette.) Insert a new formatted diskette with enough free sectors to accommodate the file.

With Two Disk Drives If you want to save a file to a drive other than drive 1, you must type the number of the drive immediately after the **D** (for example, **D2:MYFILE**). If you do not specify a drive number, the program automatically saves to drive 1. AtariWriter Plus can save to drives 1 and 2 *only*.

Filenames Filenames may be up to eight characters in length, optionally followed by a period and an “extender” of up to three characters. For example, you might give your test paragraphs a filename such as “MYFILE” or “MYFILE.001.”

Important: The letters A through Z and the numbers 0 through 9 are the only characters that can be used in AtariWriter Plus filenames. An AtariWriter Plus filename *cannot* begin with a number.

It's always a good idea to make a backup copy of your text files—just so you'll have a duplicate in the event that something happens to your original diskette. To copy an entire diskette, or to copy a single file on diskette, you must use DOS. See your DOS manual for complete instructions.

If you want to "lock" an AtariWriter Plus file that you've saved to diskette, you must also use DOS. Refer to your DOS manual.

Saving Long Documents Anything that will more than fill your computer's memory must be created and saved in segments, with each segment assigned a different filename. This is where filename extenders come in handy. You can relate the various segments of a long piece of writing by giving them each a common filename, but assigning each segment a different extender. As you save the segments of a document named "REPORT," for example, you could name successive segments "REPORT.001," "REPORT.002," and so forth. Then you can print the segments of such a document in any order you wish (see "Chaining Print Files" under "Print Formatting Variations within a File" in Chapter 4).

130XE: The program will save all three banks of memory as one file. Unless your document is extraordinarily long, you will not normally have to break a file into smaller ones. Only if you fill *all* three banks with one document are you required to save the file and begin again with a clean slate. (See the last two notes on the 130XE at the end of this chapter.)

LOADING A FILE

Using AtariWriter Plus to load a text file from your disk drive into your computer's memory is much like saving a file. You just move the file in the opposite direction.

(Though you save text files to diskette, they remain in your computer's memory until you erase them or you switch the computer off. If you want to load your test file from your drive as if you were just beginning a work session, first return to the main menu and select Create File. The program asks ERASE FILE IN MEMORY, Y/N? Type Y. The program erases the paragraphs from memory and presents you with a blank text screen.)

Here's the procedure for loading a file. Try it now with your test file.

1. Remove the AtariWriter Plus program diskette and insert the data diskette containing the file you want to load.
2. Select Load File from the AtariWriter Plus main menu. The program prompts you to enter the FILE TO LOAD. Type **D1:** or **D2:** followed by the filename for the file you want to load. (If you load from drive 1, you may leave the **D1:** out.) After entering the filename, press **[Return]**.

3. Your disk drive whirs and its busy light goes on. Once the process is complete, the message SELECT ITEM appears. Select Edit File to view or edit the just-loaded file.

If there is already a file in memory and you select Load File, the program asks ERASE FILE IN MEMORY, Y/N?. When you type Y, the program prompts you to enter the FILE TO LOAD and erases the resident file from memory as it loads the new file.

Important: Be certain to save the resident file *before* you load a new file into memory.

With Two Disk Drives If you want to load a file from a drive other than drive 1, you must type the number of the drive you want to load from immediately after the D (D2:MYFILE, for example). If you do not specify a drive number, the program automatically loads from drive 1. AtariWriter Plus can load from drives 1 and 2 *only*.

Loading Long Documents If while loading a file AtariWriter Plus overflows your computer's free memory, the loading process is halted and the message 0 BYTES FREE appears in the message window. However, that part of the file successfully loaded remains in memory.

130XE: When loading a long document, the program automatically spills the file into the next memory bank evenly distributing the file between consecutive memory banks. (See the last two notes on the 130XE at the end of this chapter.)

INDEXING FILES

AtariWriter Plus allows you to display on screen an *index*, or directory, of the files on a diskette.

To view a diskette's index, first insert the diskette in your drive. Then select either 1 Index Drive 1 or 2 Index Drive 2, depending on which drive you want to index. AtariWriter Plus displays a directory of every file on the diskette, listed alphabetically by filename.

Also shown are the number of diskette *sectors* occupied by each file, as well as the *free* sectors on the diskette. Any file that you've locked (using DOS) is noted with an asterisk (*).

The file index screen displays a maximum of 38 filenames. If you have more than 38 files on a diskette, press [Spacebar] to continue. AtariWriter Plus then displays the next section of your file directory.

While viewing a file directory, AtariWriter Plus allows you to print out a copy of the directory. Select Print Directory (make sure your printer is switched on). You may also select Delete File, Load File, or Save File while viewing the index.

You cannot view the AtariWriter Plus program diskette's index.

DELETING A FILE

To delete, or erase, a file on diskette, you follow much the same procedure as when you save or load a file to or from diskette. Here's the procedure:

1. Remove the AtariWriter Plus program diskette and insert the data diskette containing the file you want to delete.
2. Go to the AtariWriter Plus main menu and select Delete File. The program prompts you to enter the FILE TO DELETE. Type **D1:** or **D2:** followed by the filename for the file you want to delete. (If you delete from drive 1, you may leave the **D1:** out.) After entering the filename, press **[Return]**.
3. As a safety precaution, the program asks DELETE FILE, Y/N? Type **Y** to delete the file from diskette (**N**, or any other key, aborts the process). Your disk drive whirs and its busy light goes on. Once the file is erased, the message SELECT ITEM appears.

Now check the diskette's index for the file you just deleted. You will see that that filename no longer appears.

Important: Be absolutely certain that you want to delete the designated file. There is no getting a file back once it's been erased from diskette.

FORMATTING DISKETTES

In order to store your text files, diskettes must be *formatted* to ATARI DOS 2.0S or 2.5, but you need not write DOS files on the diskettes. As a part of the program itself, AtariWriter Plus already contains DOS 2.5.

While it's always a good idea to keep an extra formatted diskette on hand, you can also have AtariWriter Plus format a diskette during a work session. Here's the procedure:

1. Insert the diskette you want to format in your disk drive (drive 1 or 2 *only*) and select Format Disk from the main menu.

2. The program asks you to enter the FORMAT DRIVE #. Type in the drive number.
3. As a safety precaution, the program asks ARE YOU SURE, Y/N? Type Y to format the diskette (N, or any other key, aborts the process).

If you have an ATARI 1050 Disk Drive, the program automatically formats diskettes in enhanced-density. If you have an ATARI 810 Disk Drive, the program formats in single-density. An 810 cannot read enhanced-density diskettes, but a 1050 can read and write to diskettes formatted in single-density.

Important: Be absolutely certain that the drive you specify contains the diskette you want to format. Formatting erases *all* files that may already be on the diskette.

Write-Protecting Diskettes Write-protect tabs are included with every package of diskettes. To prevent the accidental erasure of your files on diskette, attach a write-protect tab to diskettes that contain important files. Once a diskette is write-protected, it cannot be reformatted, nor can you save to, or delete from, the diskette.

Your AtariWriter Plus program diskette and your ATARI Proofreader Dictionary diskette are permanently write-protected.

HOW MUCH CAN YOU WRITE WITH ATARIWRITER PLUS?

The amount of text you can enter into your computer before it becomes full depends on how much free memory remains, and this in turn depends on how much RAM (Random Access Memory) your computer is equipped with.

While creating or editing a file, you can check the amount of memory available simply by noting the number of BYTES FREE displayed in the message window on the text screen. As you type in text, this number decreases.

With an ATARI 800, 800XL, 1200XL, or 65XE Computer, AtariWriter Plus provides 12,645 bytes of memory for any given text file.

130XE: The 130XE version provides three "banks" of memory. Each bank contains 15,872 bytes, for a total of over 47,600 bytes of available memory.

One byte equals roughly one typed character. You can figure on about 1500 bytes for each standard double-spaced page. It's always a good idea to leave yourself some margin of free memory, just in case you want to add to a file later on.

If your computer's free memory becomes full, the message 0 BYTES FREE appears. When this happens, you must stop writing, save the file, and start a new file with which to continue your document.

130XE and Bank-Switching: When the message 0 BYTES FREE appears, you need only go to the next memory bank to continue your document. Press **[Start] [B]** to go to the next bank. If you fill all three banks, only then are you forced to save the file and continue the document with a clean slate. (For more information on memory banks, see "130XE Memory Banks" in Chapter 3.)

CHAPTER 3

ADVANCED EDITING



To show you more of what you can do with AtariWriter Plus, this chapter covers the program's more advanced and powerful features that don't directly involve printing (those are covered in Chapter 4).

OPERATIONS ON BLOCKS OF TEXT

You will inevitably find yourself faced with whole passages of text that you want to delete, move, or duplicate. AtariWriter Plus allows you to perform these kinds of operations on blocks of text without having to erase or retype them letter by letter or line by line. You can also alphabetize a list of words or count the number of words in a given text block or file.

Typically, operations on blocks of text require that you mark the particular text block you want to do something with. How to define a text block, then execute an operation on that block, are explained below for each particular operation.

Important: When marking the beginning and end of a text block, always be sure the cursor is positioned on top of the last character in the block you've marked off before you press the key that executes the command.

130XE: You cannot define text blocks across memory bank boundaries.

Failsafe Buffer Whenever you delete, move, or duplicate a text block, that text is stored in the program's "failsafe buffer."

The capacity of the failsafe buffer is the number of BYTES FREE, as displayed in the message window. If you try to define a block that is larger than available memory for the failsafe buffer, the program displays the message FAILSAFE BUFFER OVERFLOWED and will *not* allow you to perform an operation on that block.

130XE: The capacity of the failsafe buffer is *a/ways* 8K (approximately 8000 bytes).

The failsafe buffer is refreshed each time you delete, move, or duplicate a block of text. To erase the contents of the failsafe buffer, press **[Start] [E]**. This will free-up available memory (except on the 130XE version, which doesn't use editing space for the failsafe buffer).

Deleting Blocks of Text To delete a block of text, position the cursor on top of the first character of the passage you want to delete and press **[Option] [B]**. The program displays the message, BEGINNING MARKED. Next, move the cursor down to the end of the block that you want to delete. As you move the cursor and define the block, the text is highlighted. Now press **[Option] [Delete Bk/Sp]**.

As a safety precaution, the program asks, DELETE BLOCK Y/N? When you answer by typing **Y**, AtariWriter Plus deletes the specified block of text. If you change your mind about deleting a block of text, type **N**. Then you can press **[Break]** to de-highlight the text you thought you wanted to delete.

Important: If you make a mistake and delete a text block you meant to keep, you *can* recover the text from the failsafe buffer: Position the cursor at the point you want to restore the text and press **[Option] [X]**.

Deleting to the End of a File To delete all text from the current position of the cursor to the end of the file, press **[Select] [Delete/Bk Sp]**. The program asks, DELETE TO END OF FILE, Y/N? Type **Y** to delete the material.

Important: When you use **[Select] [Delete Bk/Sp]**, the deleted text is *not* stored in the failsafe buffer. Once you delete the text there is *no* recovering it.

130XE: **[Select] [Delete Bk/Sp]** deletes everything from the current cursor position to the end of the current memory bank *only*.

Moving (Pasting) Blocks of Text The procedure for moving a block of text is much like that for deleting a block of text. Press **[Option] [B]** at the beginning of what you want to move and **[Option] [Delete Bk/Sp]** at the end. Type **Y** when the program asks, DELETE BLOCK, Y/N?

AtariWriter Plus now deletes the specified text block from its old place, but the block is stored in the failsafe buffer.

Next, place the cursor where you want to reposition the text and press **[Option] [X]**. The program inserts it at that point and displays the message PASTING COMPLETE.

130XE: You can move a block of text from one memory bank to another. After deleting the block as explained above, press **[Start] [B]** to go to the desired bank. Position the cursor where you want the block moved to, then press **[Option] [X]**. Remember, however, that the failsafe buffer holds an 8K maximum. If you try to define a block of more than 8K, the program returns the message BLOCK TOO LONG.

Duplicating (Pasting) Blocks of Text The procedure for duplicating a block of text is just a little different from deleting or moving a block of text. Press **[Option] [B]** at the beginning of the block to be duplicated and **[Option] [E]** at the end. The program displays the message, BLOCK DEFINED and de-highlights the block. What has actually happened is that AtariWriter Plus has put a copy of the defined text in the failsafe buffer.

Next, position the cursor where you want to insert the duplicate text and press **[Option] [X]**. The program inserts it at that point and displays the message PASTING COMPLETE.

130XE: You can duplicate a block of text from one memory bank to another. After defining the block as explained above, press **[Start] [B]** to go to the desired bank. Position the cursor where you want the block duplicated, then press **[Option] [X]**. Remember, however, that the failsafe buffer holds an 8K *maximum*.

Alphabetizing Lists To alphabetize a list of words or phrases, you must place a **[Return]** after each word or phrase to be alphabetized. Mark the beginning of the list using **[Option] [B]**. Now move the cursor to the end of the list and press **[Option] [A]** to alphabetize the list.

The message ALPHABETIZING appears in the message window and disappears when the process is complete. (Be patient, the process takes time when alphabetizing long blocks.)

Important: Strings of characters to be alphabetized cannot be more than 250 characters in length. Also, the program sequences numbers before it alphabetizes words.

Counting the Number of Words To count the number of words in a file, press **[Option] [W]**. The number of words counted appears in the message window. (The program counts as a "word" any string of characters separated from the next string with spaces.)

To count the number of words in only part of a file, mark the beginning of the block with **[Option] [B]**. Position the cursor at the end of the block and press **[Option] [W]**.

SEARCH AND REPLACE

AtariWriter Plus will search out and replace any specified string of characters up to 21 characters in length, wherever it appears in a text file.

To use the search-and-replace function, first position the cursor at the top of your text file, then press **[Start] [S]**. The program prompts you to enter the SEARCH STRING. Type in the word or phrase and press **[Return]**.

Now press **[Start] [R]**. At this point, AtariWriter Plus prompts you to enter the REPLACE STRING, which may be up to 20 characters in length. Type in the word or phrase and press **[Return]**.

Next press **[Select] [S]**. The cursor moves to the first occurrence of the string in your file and displays the message STRING FOUND.

Finally, press **[Select] [R]** to replace the old string with the new one.

The program remembers your search-and-replace strings until you define new ones.

There are two ways to search and replace on a case-by-case basis: first, you can view, then replace, the old string with the new by alternately pressing **[Select] [S]** and **[Select] [R]** (as described above); or, you can simply press **[Select] [R]** to replace each occurrence, one at a time.

Additionally, you can search for a string from any point in your file back through to the the top of the file by pressing **[Select] [U]**.

130XE: To continue a search-and-replace operation into the next memory bank, simply go to the next bank by pressing **[Start] [B]**. You do not have to redefine your original search-and-replace strings, unless you want to.

Global Replace You need not replace a given string on a case-by-case basis only. Once you've defined the search-and-replace strings, press **[Option] [G]**. The program will search and replace all occurrences *globally*— from the current position of the cursor to the end of your file.

When the process is complete, the program displays the message GLOBAL SEARCH/REPLACE COMPLETE.

130XE: The program will not continue a global replace operation across memory bank boundaries. To continue a global replace in the next bank, you must go to the next bank. However, you do not have to redefine the search-and-replace strings when you move to the next bank.

Notes on Search-and-Replace The search-and-replace function is an extremely useful tool, but it must be used precisely. Look over the four specific uses of this function listed below:

1. When you enter a SEARCH STRING, you must type it exactly as it appears in your text file. When the string is a single short word, like "son," which might appear in your file as part of longer words, it's a good idea to type in blank spaces before and after it. If you do this, however, be sure to include the same blank spaces before and after your REPLACE STRING.
2. The program will search and replace control characters.
3. As in DOS, AtariWriter Plus allows you to use the question mark (?) as a stand-in, or "wildcard," for any character.
4. You can also use the search-and-replace function as a search-and-delete tool. To do this, simply press **[Return]** when AtariWriter Plus asks for the REPLACE STRING.

ADVANCED DISK OPERATIONS

Merging Files This feature allows you to merge a file you've previously saved with the file currently in memory. Keep in mind, though, that when merging files you run the risk of overflowing your computer's free memory.

To merge one file with another, first position the cursor where you want the merged file to appear. Now press **[Option] [L]**. The program prompts you to enter the FILE TO MERGE. This prompt works just like Load File on the main menu—type in the filename and press **[Return]**.

Important: If while merging one file with another, AtariWriter Plus finds that your computer's free memory has been used up in the process, the messages MEMORY FULL and 0 BYTES FREE appear in the message window. At this point, merging is halted. Always be certain there is enough free memory to accommodate the file you wish to merge.

130XE: You cannot merge a file across memory bank boundaries. Whenever merging a file, make certain there is enough memory in the current bank to accommodate the file.

Saving a Portion of a File To save only a portion of the file you're working on, mark the beginning of the block with [Option] [B]. Position the cursor at the end of the block and press [Option] [S]. The program prompts you to enter the FILE TO SAVE. This prompt works just like the Save File option on the main menu—type in a filename and press [Return].

130XE MEMORY BANKS

Here are some notes and reminders about the 130XE's three memory banks.

1. While writing or editing a file, press [Start] [B] to go to the next bank.
2. When returning to a bank, the cursor is positioned at the point at which you *last* exited the bank.
3. Free Memory Clean-Up: Use [Option] [F] to evenly redistribute free memory. The command takes *all* the text in all the banks and redistributes it equally among the three banks.

This command is particularly useful if you've filled, say, bank 1 but would like more memory in bank 1 with which to add text. The cursor position may otherwise be lost during redistribution, so the clean-up should be done at the top of bank 1.

PROGRAMMING CAPABILITY

You can use AtariWriter Plus to write and edit computer programs, which affords you greater editing power than within a programming language. Writing a program is as easy as selecting Create File, then typing in your program.

Save ASCII To save the program, go to the main menu and press [Control] [S]. (You *must* have the main menu displayed.) This will save the file as ASCII characters *only*, omitting AtariWriter Plus's global print formatting commands.

Now load a programming language such as ATARI BASIC or the ATARI Macro Assembler and Program-Text Editor™ into your computer. Then ENTER *rather than* LOAD the program file from diskette, and compile or run it as you wish. Particularly if you plan to edit or add to the file later on, LIST *rather than* SAVE it when you've finished compiling or running it.

COMPATIBILITY WITH OTHER WORD PROCESSING PROGRAMS

AtariWriter Plus can read any ATARI DOS 2.0S or 2.5 file from diskette. It is compatible with AtariWriter, as well as with non-ATARI programs that are compatible with DOS 2.0S or 2.5.

AtariWriter You can load an AtariWriter file directly into your computer using AtariWriter *Plus*. All AtariWriter print formatting commands have been retained in AtariWriter Plus, so there is no need to delete a print formatting command within a file. You *must* delete, however, the AtariWriter print formatting line at the top of the file. All global format commands are included *within* the Global Format screen (accessed from the main menu) in AtariWriter Plus.

From Non-ATARI Programs to AtariWriter Plus You can load files written using non-ATARI word processing programs (provided they are compatibly formatted to ATARI DOS 2.0S or 2.5), then edit, reformat, print, and save them using AtariWriter Plus.

From AtariWriter Plus to Non-ATARI Programs To go from AtariWriter Plus to non-ATARI programs (either word processing programs that read ATARI DOS 2.0S or 2.5 files, or non-ATARI terminal programs), save your AtariWriter Plus file using the Save ASCII command ([Control] [S]) as described above. This will save the file without including AtariWriter Plus's global print formatting values. However, the Save ASCII command will *not* prevent any formatting commands entered *within* the file itself from being saved. (These formatting commands are most likely incompatible with, and possibly disruptive to, the non-ATARI word processor or terminal program.) Delete these commands before using the Save ASCII command.

CHAPTER 4

PRINT FORMATTING AND STYLING



AtariWriter Plus prints any given file according to a set of print formatting "values." These are entered with the program's print formatting "commands." The formatting commands allow you to print your written work in just about any shape you wish. Some of these commands, which are present on the Global Format screen, control the overall format of your text file. Others must be entered within your text file while you're writing or editing it, and are used to specify variations from the overall format.

In the next several pages, you'll find instructions for using all the program's formatting commands, along with some suggestions for using most of them in shaping up and styling your written work.

PRINT PREVIEW

As you experiment with various formatting commands, you might try printing several copies of a file, formatted in different ways, to see the results on paper. Or you can use the Print Preview option at any time while writing or editing a document. This feature of the program allows you to examine a file on the screen much as it will appear on paper.

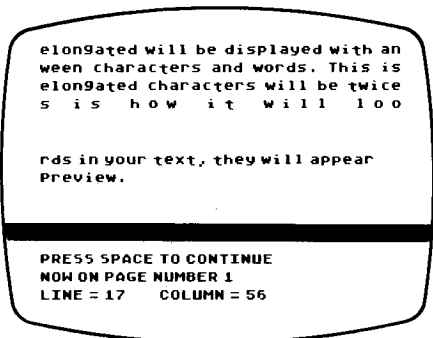
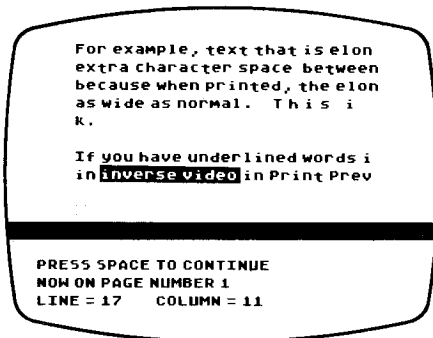
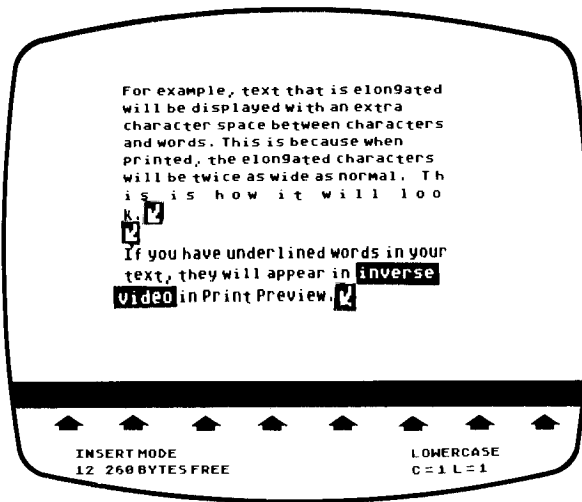
Here's how to preview a file. With a file in memory, the text screen displayed, and the cursor at the top of the file, press **[Option] [P]** for Print Preview. You see the message NOW ON PAGE NUMBER 1.

The upper-left corner of your first page, formatted as if printed, now appears on screen. Use the cursor movement controls to scroll down and to the right to view the rest of the page.

All four cursor controls (**[Control] [arrow key]**) are valid in Print Preview. By default, they move the cursor five spaces in the specified direction. Press **1** through **9** (while in Print Preview *only*) to change the number of spaces these controls move the cursor.

In addition, Print Preview has a few special cursor controls that are valid *only* when previewing a file. They are:

[Option] [←]	28 spaces to the left
[Option] [→]	28 spaces to the right
[Return]	Left margin



During Print Preview, the line number and column number of the cursor, noted in the message window, show you where your cursor is on the *formatted page*.

To preview the next page of your file, press **[Spacebar]** to continue.

You can also preview selected pages of a file. To do this, position the cursor while still in the edit mode at the place in the file you want to begin previewing. As the program formats the document for previewing, the message **NOW ON PAGE NUMBER 1**—is displayed until the program reaches the point in the file you want to begin previewing. Then the specified formatted page comes up on your screen.

You *cannot* edit a file during Print Preview. After previewing the last page in your file, the program returns to the main menu when you press **[Spacebar]** to continue. You can also return to the main menu at any time by pressing **[Esc]** in Print Preview.

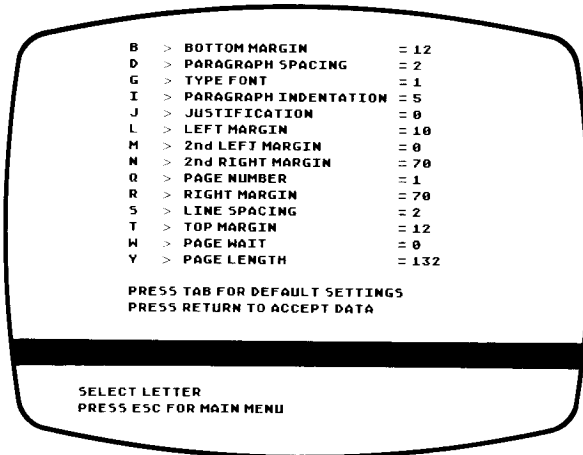
Important: Print preview requires about 1500 bytes for previewing standard double-spaced pages, and 3000 bytes for previewing single-spaced pages. So when you're writing a long file, be sure to leave an adequate margin of free memory if you plan to preview the file later.

Important: With certain print styles and line or paragraph spacing, your pages do not appear in Print Preview precisely as they'll be printed. These are noted below.

THE GLOBAL FORMAT SCREEN

Those print formatting commands and values that affect the overall format of a printed page are contained on the Global Format screen. Here's how to get a look at them.

Select Global Format from the AtariWriter Plus main menu. Take a minute to study the screen.



Each letter on the left represents a print formatting *command* that affects the overall format of a printed file. The number to the right of a command's name is the print formatting *value* for that command.

Below, you'll find short descriptions of the formatting commands, along with the program's default values for overall formatting. AtariWriter Plus will use these default values when it prints your file unless, of course, you change them.

To change the default formatting values on the Global Format screen, select the letter that represents the formatting command you want to modify. The cursor will then jump to the value for that command, where you can type in a new value. After you type in the new value, press **[Return]** to enter the value.

If you want to return the Global Format screen to its default values, press [Tab].

The values displayed on the Global Format screen are saved along with the file on diskette. But the Global Format screen values are *not* refreshed when you select Create File to begin a new file. If you change the print formatting values for a given file and then start a new file, you must go back to the Global Format screen if you want to format the new file differently or according to the default values.

LINE SPACING, S, is set in terms of half-lines. For double-spaced printing, replace **2** with **4**. For triple spacing, set this value at **6**.

Because AtariWriter Plus measures line spacing in half-lines, you can also specify one-and-a-half line spacing by setting this value at **3**. Keep in mind, however, that your computer cannot display text in half-lines. So line spacing (or paragraph spacing as described below) set at **3**, for example, will appear single-spaced in Print Preview. Check the manual that came with your printer to see if it can print in half-lines.

PARAGRAPH SPACING, D, is set in terms of blank half-lines between paragraphs. The default value is **2**—single spacing. For double spacing between paragraphs, delete **2** and type in **4**.

TOP and BOTTOM MARGINS, T and B, are measured from the top and bottom, respectively, of each page. To change them both from their default of one inch (**12** half-lines) to one and a half inches, for example, set them both at **18**.

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

LEFT and RIGHT MARGINS, L and R, are both measured from the left edge of the page, and their values represent character spaces. For narrower margins, try substituting **15** for **10** as the value for **L**, and **65** for **70** as the value for **R**.

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

2nd LEFT MARGIN and 2nd RIGHT MARGIN, M and N, carry values for double-column printing. These values control the margins of the second (right-hand) column of the printed page.

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

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

AtariWriter Plus "knows" that the ATARI 825, XMM801, and XDM121 Printers handle double-column printing by first printing the left-hand column, then reversing to the top of the page and printing the right-hand column. However, if you have a printer that cannot do reverse line feeds, the program still allows you to use double-column printing. The program prints both columns, line by line, with one pass of the print head on any given line. However, because the program must first *format* a page before printing it, you need to leave a cushion of approximately 4000 bytes of free text memory.

To view a file formatted for double-column printing, use the Print Preview option. The two columns will be displayed side by side, just as they'll be printed.

For an important note on double-column printing, see "Print Formatting Variations within a File" in this chapter.

TYPE FONT, G (also known as character pitch or print style), determines the sort of characters your printer will print. The default is pica, or 10 CPI (10 characters per inch), represented by the default value of **1**. To format for condensed print, enter **2**; for proportional spacing, enter **3**; for elite print, enter **6**. (Values **4** and **5** are for subscripts and superscripts. See "Print Formatting Variations within a File" in this chapter.)

Refer to the manual that came with your printer to see which of these fonts are available to you.

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

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

JUSTIFICATION, J, works like a simple on/off switch. The default value of **0** gives you unjustified (ragged) *right* margins. For justified right margins, delete the **0** and type in **1**. Do not justify your right margins when using proportional spacing or when centering or blocking text right.

PAGE NUMBER, Q, determines the starting page number if you request numbered pages when printing. (See “Print Formatting Variations within a File” in this chapter.)

PAGE WAIT, W, works like a simple on/off switch. The default value is **0**, which means that the page wait function is off. To switch it on, replace the **0** with **1**. When the page wait command is active, the program stops printing at the bottom of each page. After inserting a fresh sheet of paper in your printer, press [**Return**] to start printing the next page.

Use this command when you want to print a text file on single sheets of paper—for example, on bond, letterhead, or your personal stationery.

PAGE LENGTH, Y, does not determine the number of lines printed on a page (that’s set by your top and bottom margins). Rather, AtariWriter Plus uses the page length setting to determine where the next printed page will begin. So you should keep your page length at **132** for 8½ by 11-inch paper, or **168** if you’re printing on 8½ by 14-inch paper.

PRINT FORMATTING VARIATIONS WITHIN A FILE

You can specify variations from the Global Format values wherever you want *within* a file by entering the commands directly in your text. In addition, AtariWriter Plus offers a number of other formatting commands which you *must* enter directly in your text.

You can enter commands within your file singly or in combination. When writing or editing, simply insert them where you want as if you were adding letters or words to your text.

To specify variations from the overall formatting values displayed on the Global Format screen, use the commands shown on the next page. AtariWriter Plus displays the appropriate control character wherever you enter one of these commands. Type in the new value immediately after the control character. (These characters and numbers will not appear on your printed pages; however, if you place a [**Return**] after the control command, a blank line *will* be inserted when printing.)

Bottom Margin	[Control] [B]
Paragraph Spacing	[Control] [D]
Type Font	[Control] [G]
Paragraph Indentation	[Control] [I]
Justification	[Control] [J]
Left Margin	[Control] [L]
2nd Left Margin	[Control] [M]
2nd Right Margin	[Control] [N]
Right Margin	[Control] [R]
Line Spacing	[Control] [S]
Top Margin	[Control] [T]
Page Wait	[Control] [W]
Page Length	[Control] [Y]

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

Important: When switching from double-column printing to standard printing within a file, be certain you halt double-column printing at the end of a *full* printed page. If not, the printer will overprint the first left column. (Inserting a page eject before going back to standard printing is a good way to insure against such overprinting. See “Page Eject” in this section.)

The other print formatting features of the program *require* that you enter the commands directly into your file. Again, you can enter these commands singly or in combination with other formatting commands, while writing or editing a file. AtariWriter Plus displays an appropriate letter or symbol wherever you enter one of these commands.

Bold Print If your printer supports bold print, AtariWriter Plus enables you to print text in bold characters. If your printer can backspace but cannot print bold characters, you can still use this command to print boldface characters.





To format a portion of text for bold print, press [Select] [.] at the beginning of that portion of text and [Select] [.] again at the end. The program inserts a “ ← ” at those points. The “ ← ” represents the start and finish of bold print and the arrow will not print out.

When you examine a formatted text file in Print Preview, bold characters are displayed as normal screen characters.

Elongated Print If your printer supports elongated (double-width) print, AtariWriter Plus enables you to print text in elongated characters which are twice normal width. Any type can be elongated.

To format a portion of text for elongated print, press **[Select] [E]** at the beginning of that portion of text and **[Select] [E]** again at the end. The program inserts an **E** symbol at those points. The symbol represents the start and finish of elongated print and will not print out.

When you examine a formatted text file in Print Preview, elongated text is displayed with an extra character space between characters and words. This is because when printed, they'll be twice as wide as normal. So remember that anything more than half a line of normal text will run over to the next line, if elongated.

Underlining To underline a word or more of text, press  or  before typing the material you want underlined. The characters to be underlined are highlighted in inverse video on your screen. To go back to nonunderlined characters, press  or  again.

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

If your printer can backspace but cannot underline, you can still use the underline command. Check the manual that came with your printer to see if it has underlining capability.

When examining a file in Print Preview, underlined characters are displayed in inverse video.

Important: You cannot use the **[Control] [U]** command while still in inverse video (underline) mode. (See the important note under "International Characters" in this chapter.)

Subscripts and Superscripts Printed slightly below or above the line, subscripts and superscripts are especially useful when you're using chemical or mathematical formulas, or when footnoting your text.



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

AtariWriter Plus displays the up arrow and down arrow where these commands are entered. The arrows only represent the start and finish of subscripts and superscripts and will not print out.

Check the manual that came with your printer to see if it's capable of forward and reverse half line feed, which is how the program prints subscripts and superscripts.

If you have an ATARI XMM801 Printer, you can take advantage of an alternate method of printing subscripts and superscripts. The XMM801 Printer has a subscript and superscript *font*, which will print miniature characters for subscripts and superscripts (either slightly below or above the center line, respectively). Enter **[Control] [G]** and type **4** (superscripts) or **[Control] [G]** and type **5** (subscripts) at the point in your file where you want the superscript or subscript, then type the characters to be super- or subscribed. Now enter **[Control] [G]** and type **1, 2, 3, or 6**, depending on which font you were using prior to the super- or subscribed characters.

International Characters If you have an ATARI Printer that supports the ATARI International Character set, you can insert international characters directly into your text.

Press the  or the , then type the control character that returns the international character you want printed.

The character that comes up on your text screen while editing or writing will *not* be the international character, but it will be, in most instances, an inverse video control graphic character. However, when you examine the file in Print Preview, the international character is displayed on your screen.

Consult your printer manual for a complete listing of international characters and their control character codes.

Important: Be certain to take the program *out* of inverse video (underline) mode after typing the international control character; otherwise, the noninternational text you type next will be entered as underlined.

Blocking Text Right To block a line of text flush with the right margin of the printed page, press **[Control] [C]** *twice* in succession at the beginning of the line to be blocked right. Each line to be blocked right must end with a **[Return]**.

Always be sure that no line of text to be blocked right exceeds your overall margins. And do *not* block text right with proportional character spacing.

Centering Text To center lines of text (titles or headings, for example), press **[Control] [C]** at the beginning of each line to be centered. At the end of the line, press **[Return]**.

Always be sure that no line of text to be centered exceeds the overall line length determined by the left and right margins you set. And do *not* center text with proportional character spacing.

Headers, Footers, and Page Numbering AtariWriter Plus will place headers or footers of one or two lines on each of your printed pages. By using a page numbering command in combination with a header or footer command, you can also have the program number your printed pages.

To specify a *header*, press **[Control] [H]**, then type the text of the header and press **[Return]**. You must press **[Control] [H]**, type the header text, then press **[Return]** for *each* separate line of a two-line header.

To specify a *footer*, press **[Control] [F]**, then type the text of the footer and press **[Return]**. You must press **[Control] [F]**, type the footer text, then press **[Return]** for *each* separate line of a two-line footer.

Headers appear two half-lines below the top of the printed page, and footers two half-lines above the bottom of the page. By default, headers and footers are aligned to the *left* margin of the printed page. However, you can center them or block them right by entering the center text command, **[Control] [C]**, or block text right command, **[Control] [C] [Control] [C]**, before or after your header or footer commands. Then type the header or footer text and press **[Return]**.

If you want headers or footers on every page of your text file, beginning with the first page, enter the appropriate commands and text as the *first* line(s) of your file.

If you want headers or footers to begin on a page *other* than the first page, or if you want to change the text of a header or footer within a file (for example, for a multisection document where you want headers or footers that match each section), you can enter the appropriate commands and text within the file. In this case, however, be sure to enter the commands and text as the *only* material on a screen line.

No header or footer text line should exceed the overall page margins that you set. Any header or footer that exceeds your page margins is dropped when the program formats and prints your file.

To *number* printed pages, type the “@” symbol (**[Shift] [8]**), at that point *within* your header or footer text that you want page numbers to appear. AtariWriter Plus displays an “@” symbol to show you where your page numbers will be printed. If you want page numbers as the *only* text in your header or footer, simply enter “@” as your entire header or footer text.

By default, AtariWriter Plus begins numbering pages with 1. To specify a different starting page number (a useful option when you're combining separate text files into a larger document), change the PAGE NUMBER value on the Global Format screen, or press **[Control] [Q]** on the next screen line immediately after your header or footer text, then enter the starting page number you want and press **[Return]**. AtariWriter Plus accepts starting page numbers of 1 through 9999.

The **[Control] [Q]** page-number command is not considered one of the two header or footer lines.

Chaining Print Files AtariWriter Plus allows you to link any number of files, in any order you wish, to be printed as if they were one file. This is especially useful when you want to print a long document that you've written and saved in segments.

Here's how to chain two files named REPORT.001 and REPORT.002, for example. While writing or editing REPORT.001, position the cursor at the end of the file and press **[Control] [V]**. Then, in *uppercase letters only*, type **D1:** or **D2:** followed by **REPORT.002** and press **[Return]**. (If your file resides in drive 1, you may leave **D1:** out.) You *must* type the filename of the file to be chained in uppercase letters.

Each file in a chain is formatted according to the global print formatting values for the *first* file in the chain. Be certain the values on the Global Format screen are those you want for every file. However, any special formatting commands entered *within* specific files of a chain will be obeyed, even when they differ from the values on the Global Format screen of the first file.

A header or footer entered in the first file in a chain will be carried through subsequent files, *unless* you modify it within other chained files. Likewise, a page numbering command entered in the first file numbers pages consecutively throughout the chain.

You can use the Print Preview option to preview a chain of files.

Page Eject Use this command when you want AtariWriter Plus to halt printing at a given point in a text file and space to the top of the *next* page before printing resumes. For example, in a multisection document you might want each section to begin on a new page.

To enter the Page Eject command, position the cursor where you want the page eject to take place and press **[Control] [E]** then **[Return]**.

Tabs With AtariWriter Plus you can set and use tabs much as you do with a conventional typewriter. Tabs are especially useful when setting up columns or tables in a document.

The series of arrows that appear every five spaces along the bottom of your text screen each time you begin a work session are the default tab settings.

While editing a document, press **[Tab]** to move the cursor to the next tab stop.

To change tab settings, first press **[Control] [Tab]** to clear all present tab settings. Then, to establish new settings, position the cursor wherever you want a new setting and press **[Select] [Tab]**. To clear just one tab, position the cursor directly above the tab you want to clear and press **[Start] [Tab]**.

Tabs that you set yourself are saved as part of the file. If you save a file for which you've set your own tabs, then load it during a later work session with AtariWriter Plus, your custom tab settings will reappear.

Tabs are perhaps most often used to create columns of numbers or words. Although the default tab settings displayed on your screen cover only 36 character spaces, you can still use them to set up columns beyond the 36th character space on a full-width printed page. Simply use the Change Number of Columns command (**[Option] [C]**) to display a full-width screen line. This command gives you the foresight of Print Preview along with editing capability.

Section Headings Use this feature of AtariWriter Plus to number section and subsection headings in the body of a text file. The easiest way to explain its use is with an example.

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

- Fruits and Vegetables
 - Fruits
 - Fresh Fruits
 - Preserves
 - Vegetables
- Dairy Products

To number each section and subsection heading when entering them in your file, press **[Select] [H]** and type the number of the section level of that heading, then the text of the heading and **[Return]**. In this case, "Fruits and Vegetables" is the highest level

of headings, so you type 1 after **[Select] [H]**. The section level for both “Fruits” and “Vegetables” is 2, and 3 for both “Fresh Fruits” and “Preserves.” For “Dairy Products,” you return to a section level of 1.

You can specify section levels of 1 through 9. Wherever you enter a section heading command and number, AtariWriter Plus displays an “H” on a dark background followed by the section level number.


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

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

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

To restart your numbering of section headings—say, in a large document where you want a numbered system of headings in each chapter—press **[Select] [H]**, and type the number 0. (This will not affect whatever line you type this on when printing.) Then press **[Select] [H]** again and the desired level number when you enter your next heading.

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

Wherever you want to leave a blank, press **[Option] [Insert]**. The  symbol appears at that point on your screen. Repeat the command for *each entry* that you’ll be filling in later.

When AtariWriter Plus prints the file, it stops at each such command and prompts you to MAKE ENTRY, PRESS RETURN. Type what you want to fill in the blank—up to 35 characters per blank—and press **[Return]**. After you complete each entry, the program continues printing the file until the next blank, if present.

Especially when you're leaving a number of blanks in a file, it's a good idea to jot them down, because you are not able to view the file on the screen when the program prompts you to fill in the blanks during printing.

SPECIAL PRINTER CONTROLS

Printer Control Codes AtariWriter Plus does not support every feature of every printer. But you can still take advantage of those features the program doesn't support by sending special decimal-code commands to your printer. You enter them directly in your text files.

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

Many printer control codes are escape sequences. Instead of typing the decimal equivalent of escape (27) each time you enter an escape sequence, you can simply press **[Shift] [Esc] [Esc]** for the escape character. The program displays a **⎵** symbol at that point as a stand-in for escape. Then press **[Control] [O]** again and type the decimal equivalent of the next character in the sequence (and for each character in the sequence thereafter, if applicable).

Printing to Other Devices AtariWriter Plus allows you to print to devices other than your printer. After selecting Print File from the main menu, answer **N** to the prompt PRINT TO PRINTER, Y/N? The program now asks for the device and filename you want to print to. Enter the device and filename (for example, **D2:MYFILE**) and press **[Return]**.

Next, if this is the first time you've selected Print File, the program displays the Printer Selection menu so that it can format and print the file according to the printer of your choice.

The valid devices (and device codes) are disk drive(s) (**D1:** and **D2:**) and RS232 ports (**R1:** through **R4:**).

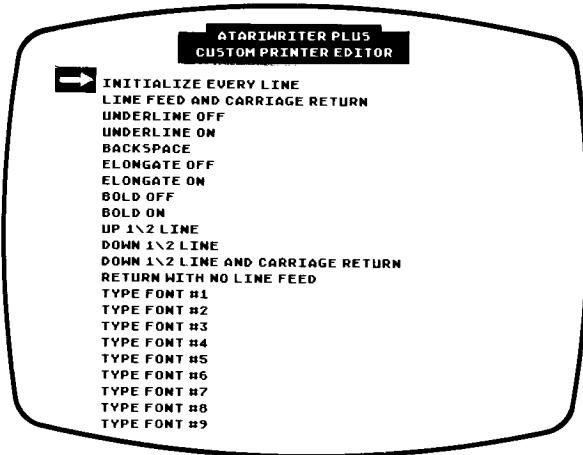
Custom Printer Driver With AtariWriter Plus you can print your files even though you don't have any of the printers (or a compatible printer) listed on the two Printer Selection menus. The program allows you to create your own set of instructions that the program will use to "drive" your printer whenever it prints your files.

To create a custom printer driver, you need to enter the *decimal equivalents* of the *control codes* that your printer uses for each of a variety of functions. Therefore, you should have your printer manual on hand.

First, insert the AtariWriter program disk in drive 1. (If you have an ATARI 800, you must *first* insert a BASIC cartridge.) Then hold down **[Select]** and switch on your computer. Keep **[Select]** held down until the Custom Printer Driver Editor title comes up on your screen.

The title screen displays three options (loading a printer driver, saving a printer driver, and returning to the AtariWriter Plus program) which you will normally use after you've created a custom printer driver. These options, which can only be used from the printer driver editor, are described at the end of this chapter.

When the Custom Printer Driver Editor title screen is displayed, press **[Spacebar]** to enter the printer driver editor. A list of printer functions appears on your screen. To select a function, press **[arrow key]** to move the cursor arrow down or up to the function you want and press **[Return]**.



You will be prompted to enter the decimal equivalent of the control code that your printer uses for the function you selected. (If you have loaded an existing printer driver, the decimal equivalent you've already entered will be displayed at the top of the screen.)

Refer to your printer manual to enter the code for the function you selected and press **[Return]**. Enter each element of the code on a *separate* line. For example, the escape code 27, *nn* must be entered as 27 **[Return]***nn***[Return]**.

Simply press **[Return]** to go back to the list of printer functions.

The following is a complete list of the printer functions in the printer driver editor in the order they appear, and a brief explanation of what each requires.

INITIALIZE EVERY LINE. Some printers require initialization at the beginning of every printed line (most, however, don't). Enter the code for the initialization of every line; press **[Return]** twice.

LINE FEED AND CARRIAGE RETURN. Enter the code for a line feed on the first line, press **[Return]**. Enter the code for a carriage return on the next line, press **[Return]** twice. Some printers may have one code that combines both carriage return and line feed. If your printer has one code that combines both carriage return and line feed, enter this code only.

UNDERLINE OFF. If your printer can underline, enter the code that halts underlining; press **[Return]** twice.

UNDERLINE ON. If your printer can underline, enter the code that starts underlining; press **[Return]** twice.

BACKSPACE. If your printer can backspace but *cannot* print underlined or boldface characters, enter the backspace code here; press **[Return]** twice. (If you format for either style, AtariWriter Plus will use backspacing to print underlined or boldface characters — even though your printer doesn't have these features built-in.)

ELONGATE OFF. If your printer can elongate characters, enter the code that halts elongated (double-width) characters; press **[Return]** twice.

ELONGATE ON. If your printer can elongate characters, enter the code for elongated (double-width) characters; press **[Return]** twice.

BOLD OFF. If your printer can print boldface characters, enter the code that halts boldface print; press **[Return]** twice.

BOLD ON. If your printer can print boldface characters, enter the code for boldface print; press **[Return]** twice.

UP ½ LINE (superscripts). If your printer can do reverse half line feeds, enter that code here; press **[Return]** twice.

DOWN ½ LINE (subscripts). If your printer can do forward half line feeds, enter that code here; press **[Return]** twice.

DOWN ½ LINE AND CARRIAGE RETURN. Your printer may have two special fonts for subscripts and superscripts; they probably print out as very small characters, just below or above the center line. If you think you might ever want to print an entire

document in one of these fonts, enter the code for forward half line feed on the first line, then press **[Return]**. Enter the code for carriage return on the next line; press **[Return]** twice.

RETURN WITH NO LINE FEED. If you think you might want to set your line spacing at 0 for a given line in your document, enter the carriage return code here; press **[Return]** twice.

TYPE FONT 1-9. You can define up to nine type fonts. Enter one font control code for each of the type fonts 1 to 9. If your printer has fewer than nine fonts or if you want to define fewer than nine, define as many as you like. (To format your file for any type font you define, use the **G** option on the Global Format screen; or, within your text file, type **[Control] [G]** then the type font number.)

Loading a Printer Driver When you are in the printer driver editor, you can load a printer driver you've already created. Then you can view or edit the decimal equivalents of the printer control codes you entered.

Type **L** to load an existing printer driver. The program prompts you to enter the FILE TO LOAD. Type **D1:** or **D2:** followed by the filename of the printer driver you want to view or edit. After entering the filename, press **[Return]**. Now when you select a printer function, the decimal equivalents you've already entered appear at the top of the screen.

Saving a Printer Driver When you are in the printer driver editor, type **S** to save the printer driver you created. The program prompts you to enter the FILE TO SAVE. Insert a formatted disk into the disk drive and type **D1:** or **D2:** followed by the filename for your printer driver. After entering the filename, press **[Return]**.

Important: Filenames for printer drivers must not be followed by a period and a three-character "extender" (such as "PRINTER.001"). AtariWriter Plus automatically assigns its own extender to the printer driver filename.

The filename you give your driver is the filename you'll type in when you want to load the driver.

Leaving the Printer Driver Editor Type **R** when you want to leave the printer driver editor and return to the AtariWriter Plus program. You will be prompted LOAD ATARIWRITER PLUS? Type **Y** for yes and press **[Return]**. (Typing **N** returns you to the printer driver editor.)

Then insert the program disk and press **[Start]**. AtariWriter Plus now loads. (If you had to insert a BASIC cartridge to run the driver editor, first switch off your computer and remove the cartridge, then reload AtariWriter Plus.)

Whenever you select Print File from the main menu and you want to use your custom printer driver, select **H** (Other) from the Printer Selection menu, then **O** (Other) from the next menu. The program will prompt you to enter the PRINTER DRIVER filename. Type either **D1:** or **D2:** followed by the filename and press **[Return]**. The diskette with the custom printer driver you created must be in the disk drive you tell the program to go to for the file.

Once you load the driver, it remains in memory until you switch the computer off.

CHAPTER 5

ATARI PROOFREADER



In a publishing house, a proofreader is someone who reads galley — text that's been set in type — word for word to check for and correct typographical errors. This process, logically enough, is called “proofreading,” or “proofing” for short.

The ATARI Proofreader program has been integrated into AtariWriter Plus to give you extra word-processing capability. Because Proofreader uses the same style of commands as AtariWriter Plus, you'll find it very easy to use.

Drawing on a dictionary of over 36,000 words, Proofreader can check the spelling of virtually every word in your AtariWriter Plus text files. It also puts this “electronic dictionary” at your command, so you can “look up” words right on your screen.

In addition, Proofreader lets you create you own “personal dictionary” of words that don't appear in Proofreader's basic dictionary — for example, foreign words, legal or medical terms, brand names, proper names, or other expressions that you often use in your writing.

This chapter shows you how to use all the features of ATARI Proofreader: how to highlight and correct spelling errors, print a list of misspelled words, and search through Proofreader's dictionary when you're not sure of a spelling. The chapter also shows you how to create, save, and load your own personal dictionary files.

LOADING PROOFREADER

The ATARI Proofreader program is included on the AtariWriter Plus program diskette. The other diskette that came with the package is the Proofreader Dictionary diskette.

Important: Before you begin using Proofreader, it's strongly recommended that you make a back-up copy of the Proofreader Dictionary diskette. For instructions on duplicating a diskette, see your DOS manual.

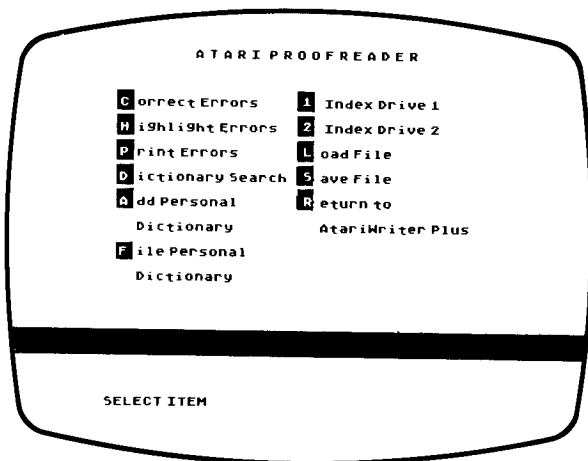
Here's how to load Proofreader:

1. Select Verify Spelling from the AtariWriter Plus main menu. The AtariWriter Plus program diskette must be in drive 1.

2. Your disk drive whirs and the message **LOADING PROOF-READER** appears at the top of your screen. After a few moments, the **ATARI Proofreader** menu comes up.

WHAT'S ON THE PROOFREADER MENU?

Just as with the AtariWriter Plus main menu, you select a Proofreader option by typing the highlighted first character of its name. Take a minute to study the Proofreader menu. Below, you'll find short descriptions of the Proofreader menu options.



CORRECT ERRORS proofreads a file as you correct errors, word by word.

HIGHLIGHT ERRORS proofreads a file and highlights errors in inverse video.

PRINT ERRORS proofreads a file and simultaneously prints a list of errors found.

DICTIONARY SEARCH searches the Proofreader dictionary for the correct spelling of a word.

ADD PERSONAL DICTIONARY loads your personal dictionary from a diskette.

FILE PERSONAL DICTIONARY saves a personal dictionary to a diskette.

1 INDEX DRIVE 1 lists the files on the diskette in drive 1.

2 INDEX DRIVE 2 lists the files on the diskette in drive 2.

LOAD FILE loads a file for proofing.

SAVE FILE saves a proofed file.

RETURN TO ATARIWRITER PLUS returns you to the AtariWriter Plus main menu (the program diskette must be in drive 1).

While working with the Proofreader, you can return to the Proofreader menu at any time by pressing [**Esc**].

HOW PROOFREADER WORKS

When you select one of the proofreading options, the program displays the text on your screen almost exactly as it appears when you're editing it with AtariWriter Plus, scrolling the text upward and checking the spelling of each word.

Proofreader displays all *correct* words in *normal* video (white letters on a dark background). *Incorrect* words appear in *inverse* video (dark letters on a white background). While you're proofing a file, any words that you've underlined with AtariWriter Plus—which normally appear in inverse video—appear in normal video as long as they're spelled correctly.

Proofreader checks your spellings *only* against words either in its own dictionary or in a dictionary that you've created. If it doesn't "recognize" a word, it highlights the word as incorrectly spelled, whether it is or not.

Proofreader is just that—a *proofreader*, not an *editor*. So it can't tell you if you've used a word out of context or if your phrasing is ungrammatical. Nor will it correct your spelling for capitalization. In other words, it won't tell you to write "loose" instead of "lose," "Florida" instead of "florida," or "none is" instead of "none are."

HIGHLIGHTING ERRORS

The Highlight Errors option on the Proofreader menu gives you an overview of the misspelled words in a file without stopping to correct misspellings.

Here's the procedure:

1. Load a file from a diskette using the Load File option on the Proofreader menu (it works just like the one on the AtariWriter Plus main menu).
2. Select Highlight Errors from the Proofreader menu.

3. Follow Proofreader's prompt to INSERT PROOFREADER DICTIONARY DISKETTE IN DISK DRIVE 1, THEN PRESS [RETURN]. (If you have two disk drives, see "With Two Disk Drives" under "Correcting Errors" in this chapter.)

When Proofreader has identified all the errors in your file, the Proofreader menu reappears, and the program reports the number of words *checked*.

To halt highlighting errors at any time, press [Esc].

To highlight the errors within a specific section of your file, see "Proofreading Specific Passages" under "Correcting Errors" in this chapter.

PRINTING ERRORS

Like Highlight Errors, the Print Errors option on the Proofreader menu gives you an overview of spelling errors on your screen, but it also prints out each misspelled word it identifies.

Here's how to print errors:

1. Load a file from a diskette using the Load File option on the Proofreader menu.
2. Make sure that your printer is switched on and on-line and that your interface module (if you have one) is switched on. (If you have previously printed something in AtariWriter Plus during this work session with the program, switch your printer off then on again to reinitialize it.)
3. Select Print Errors from the Proofreader menu.
4. Follow Proofreader's prompt to INSERT PROOFREADER DICTIONARY DISKETTE IN DISK DRIVE 1, THEN PRESS [RETURN]. (If you have two disk drives, see "With Two Disk Drives" under "Correcting Errors" in this chapter.)

When Proofreader has printed all the errors in your file, the Proofreader menu reappears and the program reports the number of words *checked*.

To halt printing errors at any time, press [Esc].

To print the errors within a specific section of your file, see "Proofreading Specific Passages" under "Correcting Errors" in this chapter.

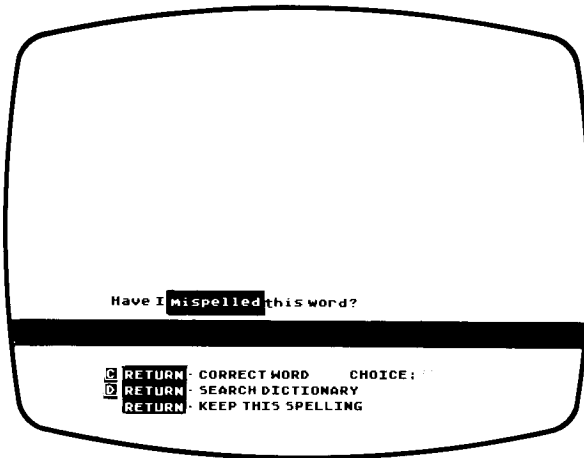
CORRECTING ERRORS

When you use the Correct Errors option on the Proofreader menu, the program stops at each misspelled word and allows you to correct it. You can even search the basic dictionary for the proper spelling of a word while proofing a file.

Here's the procedure:

1. Load a file from a diskette using the Load File option on the Proofreader menu.
2. Select Correct Errors from the Proofreader menu.
3. Follow Proofreader's prompt to INSERT PROOFREADER DICTIONARY DISKETTE IN DISK DRIVE 1, THEN PRESS [RETURN]. (If you have two disk drives, see "With Two Disk Drives" in this section.)

When Proofreader begins checking your file, it stops at the first error it finds and offers you a "Correction menu" at the bottom of your screen which consists of three choices: CORRECT WORD, SEARCH DICTIONARY, and KEEP THIS SPELLING. Below, you'll find an explanation of these three options.



CORRECT WORD. Type C for CORRECT WORD, then press [Return].

Proofreader now asks you to ENTER CORRECTED WORD OR JUST [RETURN]. Press [Return] if you want to keep the spelling as shown, and Proofreader will return you to the Correction menu.

Otherwise, type the word exactly as you want it to appear in your text, using upper- and lowercase letters. You can use the underlining feature of AtariWriter Plus when correcting your text, in which case the corrected spelling appears in inverse video as you type it in. And you can use [**Delete/Bk Sp**] to correct typos as you're entering the correct spelling.

When you've finished typing in the corrected word, press [**Return**].

As a final check, Proofreader asks, ARE YOU SURE, Y/N? If you typed the word as you intended, type **Y**. If you made a mistake and want to retype the word, type **N** and retype the word correctly.

Important: Do not type in any special characters during the Correct Word operation. Type letters only.

SEARCH DICTIONARY. Suppose you don't know exactly how the next incorrect word in your file should be spelled. The SEARCH DICTIONARY option on the Correction menu lets you look through Proofreader's dictionary (as well as your personal dictionary, if you've loaded one) for the proper spelling.

Type **D**, then press [**Return**]. Proofreader asks you what you want to SEARCH FOR. Type in as much of the word as you can, entering *at least* the first *two* letters.

Now Proofreader searches its dictionary for all words that start with these letters and displays them at the top of your screen, usually nine at a time.

If the dictionary has less than nine words beginning with the letters you typed in, you may either SEARCH FOR another spelling, or press [**Return**] to return to the Correction menu.

If the dictionary has more words beginning with those letters, Proofreader prompts you to press [**RETURN**] TO CONTINUE SEARCH, C TO CANCEL. If you press [**Return**], nine more words appear on your screen. If you type **C**, the program prompts you to SEARCH FOR another spelling.

Now that you know the correct spelling, type **C** on the Correction menu to correct the word. Notice that the dictionary list is still at the top of your screen, so you won't forget how the word is spelled.

KEEP THIS SPELLING. Proofreader highlights every word that it cannot find in its dictionary, even though you may have spelled many of them correctly.

When you want to keep the word as is, simply press [**Return**] to KEEP THIS SPELLING. Proofreader goes on to check the rest of the file.

Whenever you use KEEP THIS SPELLING, Proofreader “memorizes” the word. Should the same word appear again in the file during this session of proofing, Proofreader won’t highlight it again.

When you’ve finished checking the file, you can store the words the program has “learned” in a personal dictionary file for later use. (See “Filing Personal Dictionaries” under “Creating Personal Dictionary Files” in this chapter.)

When the program completes proofing the file, the Proofreader menu appears and reports the number of words *checked*. Now you can select Save File to store the file just proofed; or select Load File to load another file for proofing; or select Return to AtariWriter Plus, where you can continue editing or print your corrected file.

Proofreading Specific Passages To proofread only a specific passage in a file, load the file from the AtariWriter Plus menu, then select Edit File from the main menu. Position the cursor at the point in the file where you want to begin proofing, and go back to the main menu.

Now select Verify Spelling to load Proofreader. Once the Proofreader menu appears, you may start your proofing procedure. When Proofreader asks, PROOFREAD ENTIRE FILE, Y/N?, type **N** and press **[Return]**. The program will proof *from* the point you left the cursor *to* the end of the file. Press **[Esc]** to halt proofing before the file’s end.

With Two Disk Drives If you have two disk drives, you can use Proofreader with a minimum of “disk swapping.” When loading AtariWriter Plus, turn on both drives, and insert the AtariWriter Plus program diskette in *drive 1* and your Proofreader dictionary diskette in *drive 2*.

Now select Verify Spelling. Once the Proofreader menu comes up on your screen, remove the AtariWriter Plus Program Diskette and insert your text file diskette in *drive 1*. Press **[Return]** when the program prompts you to INSERT PROOFREADER DICTIONARY DISKETTE IN DISK DRIVE 2 THEN PRESS [RETURN].

DICTIONARY SEARCH

With the Dictionary Search option on the Proofreader menu, you can look up words in Proofreader’s basic dictionary (including any words that you’ve “added” that are still in your computer’s memory) without first selecting the Correct Errors option. Dictionary Search is handy when you want to double-check a spelling while you’re writing or editing with AtariWriter Plus.

The procedure for using Dictionary Search is much like that for using the Search Dictionary option on the Correction menu. Here's the procedure.

1. Load a file from a diskette using the Load File option on the Proofreader menu.
2. Select Dictionary Search from the Proofreader menu.
3. Follow Proofreader's prompt to INSERT PROOFREADER DICTIONARY DISKETTE IN DISK DRIVE 1, THEN PRESS [RETURN]. (If you have two disk drives, see "With Two Disk Drives" in the previous section.)

Now Proofreader asks you for the word you want to SEARCH FOR. Type in *at least* the first *two* letters of the word. Press [Return] when you've finished.

Proofreader displays all the words in its dictionary that begin with the letters you've typed in, up to 63 words at a time on one screen.

If the dictionary contains more than 63 words beginning with the letters you've specified, Proofreader will prompt you to press [RETURN] TO CONTINUE SEARCH, C TO CANCEL.

If you haven't yet found the word you're looking for, press [Return]. The program displays more words beginning with the specified letters, until it reaches the end of its file of such words. Then if you press [Return], the Proofreader menu reappears.

If you don't see the word you're looking for before the end of the dictionary's file of requested words, type C and renew your search with a different combination of letters.

CREATING PERSONAL DICTIONARY FILES

Among its 36,000 entries, ATARI Proofreader's basic dictionary includes most commonly used words. However, chances are that your writing projects will involve the use of unique or specialized words that are not included in the basic dictionary. Proofreader enables you to supplement its dictionary by creating, saving, and loading your own word lists in the form of personal dictionary files.

A personal dictionary file is simply a list of words of your choosing. It's a good idea to organize your dictionary files according to subject or project. For example, you might have separate files for each subject in school or for each short story that contains specific characters and place names.

You can create and save a personal dictionary file in two ways: by using Proofreader's File Personal Dictionary option (saving "learned" words from a file that you've proofed), or by creating and saving word lists using AtariWriter Plus.

Filing Personal Dictionaries Each time you tell Proofreader to KEEP THIS SPELLING, the program "memorizes" the word. When you've finished correcting a file, you can save all such "learned" words as a personal dictionary file to be used later when you're proofing the same or similar text files.

To file a personal dictionary of "learned words," follow these steps:

1. After correcting a file, select File Personal Dictionary from the Proofreader menu.
2. As long as there is at least one new word to save, Proofreader asks, PERSONAL DICTIONARY SAVE FILE NAME? Enter a filename for this personal dictionary file, insert a formatted diskette in your disk drive, then press **[Return]**.
3. Your drive whirs as Proofreader checks to see if there's a file on the diskette with the same filename you've specified for your personal dictionary. If there is, the program asks if it should REPLACE EXISTING FILE Y/N? Type **Y** and press **[Return]** *only* if you want to delete the existing file from diskette and replace it with your new personal dictionary file. Otherwise type **N**, select File Personal Dictionary again, and give your dictionary a new, unique filename.
4. Next, the program asks if you want to SELECT WHICH WORDS TO STORE, Y/N? Type **N** if you want to save all the new words from the file you've just corrected. Otherwise, type **Y**. Proofreader then displays all new words from your corrected files on your screen, one at a time, and asks if it should STORE WORD Y/N? as each one appears. Type **Y** or **N** as you wish, for each word.
5. When you finish selecting your personal dictionary file, Proofreader prompts you to PRESS [RETURN] TO CONTINUE. When you press **[Return]**, Proofreader saves your new personal dictionary file, then the Proofreader menu appears.

Important: The *maximum* number of words Proofreader can save as a personal dictionary (at any one time) is 256 words. If you entered more than 256 words during any one proofing session, Proofreader will only save the last 256 words you entered.

Creating and Saving a Personal Dictionary with AtariWriter Plus

You will probably know in advance that a given file contains certain words not contained in Proofreader's basic dictionary. For instance, you may use uncommon, technical terms in your writing or proper names. However, with AtariWriter Plus you can create and save personal dictionary files in advance of proofing, which the program will then use to proof your file.

Here's the procedure:

1. Select Create File from the AtariWriter Plus main menu.
2. Now type in the words you want your dictionary file to contain. (See "Rules for Creating Word Lists" below.) You may either press **[Return]** after each word, or leave at least one space between words.
3. When you've finished creating your list, press **[Esc]** to return to the AtariWriter Plus menu, then save your personal dictionary file on diskette just like any AtariWriter Plus text file.

Rules for Creating Word Lists You can enter a word in just about any of its grammatical forms within a personal dictionary file, as long as you follow these guidelines:

1. Begin each word with a letter. Don't include punctuation marks, parentheses, or other nonalphabetical characters, except for the single quotation mark (') used in contractions like "can't" and "she'll." For hyphenated compound words, like "mass-produce," enter each word (**mass** and **produce**) separately.
2. Don't enter the possessive of nouns (words ending in 's)—just enter the noun itself.
3. You can load up to 8,400 bytes of personal dictionary into to your computer when proofing a file. Therefore, a personal dictionary file cannot be more than 8,400 bytes in length. Each character in a word is equal to one byte, and each word in the dictionary requires a one byte overhead. So, for example, 8400 bytes of personal dictionary averages out to 1200 six-letter words (8,400/7).

130XE: You can load up to 4,396 bytes of personal dictionary at any one time. That averages out to 628 six-letter words (4,396/7).

PROOFREADING WITH PERSONAL DICTIONARY FILES

Whether you've created your own personal dictionary, or you've created a personal dictionary using the File Personal Dictionary option, here's how to proof a file with a personal dictionary file:

1. Load the file to be proofed.
2. Insert the diskette containing your dictionary file in your disk drive. Select Add Personal Dictionary from the Proofreader menu.
3. The program prompts you to ENTER PERSONAL DICTIONARY FILE NAME. Type in the name of the dictionary file you want to load, then press [Return]. Proofreader loads the dictionary.

When Proofreader has loaded your dictionary file, it tells you how many words it has loaded and prompts you to make another menu selection.

You can load more than one personal dictionary at the same time, provided you don't exceed available personal dictionary memory. Just select Add Personal Dictionary from the Proofreader menu again and repeat the procedure.

If your dictionary file is too large, or if you load multiple dictionary files and exceed available memory, the message MEMORY FULL—INCOMPLETE LOAD appears.

When you finish loading your personal dictionary files, select the item you want from the Proofreader menu and begin proofing. The program will use *both* the Proofreader Dictionary diskette and your just-loaded personal dictionary to proof the file.

Important: You can go back and forth between AtariWriter Plus and Proofreader as much as you like. But keep these rules in mind as you use the two programs together to create and use personal dictionary files:

1. When you leave Proofreader, be certain to insert the *same* version of AtariWriter Plus in your drive that you used when you entered Proofreader.
2. All words that Proofreader has "memorized" while you were using the Correct Errors option will be erased when you return to AtariWriter Plus from Proofreader. So be sure to save any words you might need for future use *before* you return to AtariWriter Plus.
3. A personal dictionary file that you've loaded into your computer's memory while using Proofreader will be erased from memory when you return to AtariWriter Plus. You'll have to load the dictionary file again if you want to use it again to proof a file.

CHAPTER 6

ATARI MAIL MERGE



ATARI Mail Merge is a data base program that allows you to compile and manage data bases of your choosing. You can then integrate your information base into AtariWriter Plus.

A data base is simply a pool of information which you create, update, and consult as the need arises. For example, you can create your own electronic address book, keeping an up-to-date record of names and addresses of family, friends, and business associates. Or you might maintain an information base listing your favorite restaurants—organized by house specialties and price.

This chapter shows you how to use all the features of ATARI Mail Merge: how to create, edit, print, save, and load a Mail Merge file; how to append files and build subsets; and finally how to integrate, or “merge,” the data base with your AtariWriter Plus files.

LOADING MAIL MERGE

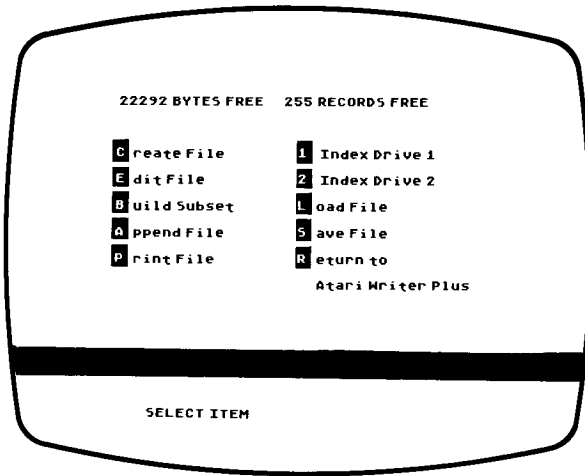
The ATARI Mail Merge program is included on the AtariWriter Plus program diskette.

Here's how to load Mail Merge:

1. Select Mail Merge from the AtariWriter Plus main menu. The AtariWriter Plus program diskette *must* be in drive 1.
2. Your disk drive whirs and the message **LOADING MAIL MERGE** appears at the top of your screen. After a few moments, the Mail Merge menu comes up.

WHAT'S ON THE MAIL MERGE MENU?

Just as with the AtariWriter Plus main menu, you select a Mail Merge option by typing the highlighted first character of its name. Take a moment to study the menu. Below, you'll find short descriptions of the Mail Merge menu options.



22,292 BYTES FREE reports the amount of memory available for a given file.

255 RECORDS FREE reports the number of records available for a given file.

CREATE FILE starts a new Mail Merge file.

EDIT FILE allows you to enter and update records within a file.

BUILD SUBSET indexes records within a file.

APPEND FILE allows you to append a file on a diskette to the file currently in memory.

PRINT FILE prints a file.

1 INDEX DRIVE 1 lists the files on the diskette in drive 1.

2 INDEX DRIVE 2 lists the files on the diskette in drive 2.

LOAD FILE loads a file from a diskette.

SAVE FILE stores a file on a diskette.

RETURN TO ATARIWRITER PLUS returns you to the AtariWriter Plus main menu (the program disk *must* be in drive 1).

CREATING A FILE

In Mail Merge, a given file is composed of individual records, each conforming to a certain format. Creating a file in Mail Merge is not quite like creating a file in AtariWriter Plus. Mail Merge's Create File option allows you to define the "record format" you will use within the file.

Select Create File from the Mail Merge menu. The *default* record format appears on your screen. Take a moment to become familiar with it.

LAST NAME	-----	20
FIRST NAME	-----	20
COMPANY	-----	20
TITLE	-----	20
ADDRESS	-----	20
	-----	20
	-----	20
	-----	20
CITY	-----	16
STATE	---	02
ZIPCODE	-----	05
WORK ACODE	---	03
WORK PHONE	-----	07
HOME ACODE	---	03
HOME PHONE	-----	07

PRESS **ESC** TO RETURN TO MENU
WARNING: NEW DATA WILL BE LOST

The default record format presents you with an example of the kind of record format you can create for any given file. Each line of dashes is a "field." Later, you'll learn how to enter information into these fields.

The default record format is organized as an electronic address book. The first eight fields (LAST NAME, FIRST NAME, COMPANY, TITLE, ADDRESS, and three user-definable fields) default to 20-character (20-byte) fields; the next seven fields (CITY, STATE, ZIPCODE, WORK ACODE, WORK PHONE, HOME ACODE, HOME PHONE) default to varying numbers of characters, depending on how many characters are typically required to enter such information.

For present purposes, let's assume you want to create your own electronic address book, using the default record format. (You will, of course, soon learn to create your own record formats. See "Creating Your Own Record Format" in this chapter.)

To create a file with the default record format, follow these steps:

1. When the default record format is displayed, press **[Return]** fifteen times until the message DEFINITIONS COMPLETE, Y/N? appears on your screen.

2. Type **Y** in response to the question DEFINITIONS COMPLETE, Y/N? The default record format is now placed in memory, and the program switches you to the Mail Merge menu.

Important: You cannot begin entering individual records into a file until a record format for that file is placed into memory.

EDITING A FILE

To begin entering records, select Edit File. The default record format comes up on screen, just as it did above, but this time you can enter information within the fields. This is the record edit/entry screen you've defined for your current work session with Mail Merge.

Enter a LAST NAME, press **[Return]**; the cursor moves to the next field; now type in a FIRST NAME and press **[Return]**, and so on. When you've entered information in the last field, HOME PHONE, press **[Return]**. The program now asks, DEFINITIONS COMPLETE, Y/N? Type **Y**. The program places this first record in memory, and returns you to the Mail Merge menu.

Try repeating the Edit File procedure until you've entered a few test records.

While entering records, you can use the four **[Control] [arrow key]** cursor controls and **[Tab]** to move the cursor from point to point within the record. Use **[Delete Bk/Sp]** to correct typos.

You need not enter information in every available field. Those fields will simply remain blank.

Important: If you do not complete a record entry by typing **Y** when the program asks DEFINITIONS COMPLETE, Y/N?, any data you've typed in will be lost. Be certain that you always complete your current record entry by responding to this prompt.

PRINTING A FILE

To print a Mail Merge file, make sure that your printer is switched on and on-line and that your interface module (if you have one) is switched on. Then simply select Print File. The file begins to print immediately, in the order the records were entered. You are not presented with a Printer Selection menu because Mail Merge cannot make use of special fonts or print styling. Also, Mail Merge cannot print to other devices.

SAVING AND LOADING FILES

As you enter individual records, they are kept in memory. To save a file of records you've entered, press [Esc] to return to the Mail Merge menu and select Save File. This option works just like the AtariWriter Plus option of the same name.

To load a file from a diskette, select Load File from the Mail Merge menu. This option works just like the AtariWriter Plus option of the same name.

Important: Save and load *only* Mail Merge files while in Mail Merge. *Never* save or load an AtariWriter Plus file while in Mail Merge. And *never* save or load a Mail Merge file while in AtariWriter Plus.

UPDATING RECORDS

At the top of the record edit/entry screen, you see the prompt PRESS [START] TO UPDATE RECORDS. This option allows you to thumb through, edit, or delete records already present in memory.

When you press [Start], the Update menu appears at the top of your edit/entry screen. There must be a file in memory when you press [Start] to update records. The Update menu consists of three options which are explained below.

The screenshot shows a terminal window with the following text:

```
PRESS SELECT FOR PREVIOUS RECORD
PRESS OPTION FOR NEXT RECORD
TYPE CTRL-D TO DELETE RECORD
```

LAST NAME	Jade	20
FIRST NAME	Julia	20
COMPANY	Atari	20
TITLE	Software Test	20
ADDRESS	P.O. Box 0000	20
		20
		20
CITY	Sunnyvale	16
STATE	CA	02
ZIPCODE	94088	05
WORK ACODE		03
WORK PHONE		07
HOME ACODE		03
HOME PHONE		07

PRESS **ESC** TO RETURN TO MENU
WARNING: NEW DATA WILL BE LOST

PRESS [SELECT] FOR PREVIOUS RECORD. When you press [Select], the previous record comes up on your screen.

PRESS [OPTION] FOR NEXT RECORD. When you press [Option], the next record comes up on your screen.

TYPE [CONTROL] [D] TO DELETE RECORD. Press [Control] [D] to delete the current record on screen. Type Y in response to the failsafe prompt ARE YOU SURE, Y/N? The current record is then deleted.

APPENDING FILES

The Append File function on the Mail Merge menu is much like the Merge File function ([Option] [L]) in AtariWriter Plus. To append one Mail Merge file to another is simply to take one Mail Merge file from diskette and merge it with the Mail Merge file currently in memory.

Here's the procedure:

1. Select Append File from the Mail Merge menu.
2. The program prompts you to enter the FILE TO APPEND. Type the name of the file you wish to append and press [Return].
3. Your disk drive whirs as the specified file loads into memory.

There are a couple of important restrictions to keep in mind when using the Append File option in Mail Merge:

First, the file you wish to append must have the *same* number of fields, as well as *identical* field lengths, as the file currently in memory. Only field *names* may differ between the two files (however, only the field names currently in memory will be used for the newly appended file).

Second, if the file you want to append is too large to fit into available memory, or will overflow the 255 record limit, *none* of the file will load.

Third, *never* try to append an AtariWriter Plus file to a Mail Merge file.

CREATING YOUR OWN RECORD FORMAT

The default record format may be useful for keeping track of addresses and telephone numbers, but beyond that it is obviously limited. You will no doubt want to create files with entirely different record formats. And, of course, ATARI Mail Merge gives you this option as well.

To design your own record format, follow these steps:

1. Select Create File from the Mail Merge menu. The default record format again appears on your screen.
2. Press **[Shift] [Delete/Bk Sp]** to delete the field at the current position of the cursor. Continue to press **[Shift] [Delete/Bk Sp]** until you see the message MINIMUM FIELDS REACHED, which is one. The last field, still displayed, is HOME PHONE.
3. Press **[Shift] [Insert]** to insert at the current position of the cursor a 20-character field. Once you enter this field, you may then delete HOME PHONE using **[Shift] [Delete/Bk Sp]**.
4. You can insert as many as 15 fields. Some of them, however, may not require a 20-character capacity. To delete character spaces from a field, position the cursor at the first dash in the field and press **[Control] [Delete/Bk Sp]**.
5. To insert character spaces, one at a time, position the cursor at the first dash of the field and press **[Control] [Insert]**.
6. Now position the cursor at the left margin of the first field. Type in the field name and press **[Return]**; type in the next field name, and so on. When you've entered the last field name, press **[Return]** and answer Y to the question DEFINITIONS COMPLETE, Y/N?

Your record format is now in memory. You can enter as many records as you wish using Edit File, provided your file does not exceed the number of BYTES FREE or 255 RECORDS, whichever comes first. Then go on to save the file once you've completed your work session with Mail Merge.

When setting up your own record format, you may find that editing the default record format is easier than deleting all fields and beginning from scratch. Use your cursor controls, **[Tab]**, and **[Return]** to move around the record format. Use your field deletion and replacement controls to edit individual fields. When editing a default record format field name, you need only type over the name (Mail Merge is always in type-over mode).

Important: A record format can hold a maximum of 15 fields. No field name (on a single line) can exceed 12 characters. Each field can hold a maximum of 20 characters (20 bytes).

BUILDING A SUBSET

Building a subset is a way to organize records within a file, a way to index or isolate certain records according to the values you select. Building a subset is just that—separating some part of your file, some number of records, from the whole according to a particular criterion you select.

Here's the procedure:

1. First you must create a file, which simply means picking out the record format you wish to use for the file. For present purposes, use the default record format, creating the file according to the instructions above.
2. Then, when the Mail Merge menu is displayed, select Build Subset. The Build Subset screen comes up. Take a moment to familiarize yourself with it.

FIELD NAME	LOW VALUE	HIGH VALUE
0 = ERASE INDEX		
1 LAST NAME	<input type="checkbox"/> --	----
2 FIRST NAME	----	----
3 COMPANY	----	----
4 TITLE	----	----
5 ADDRESS	----	----
6	----	----
7	----	----
8	----	----
9 CITY	----	----
10 STATE	---	---
11 ZIPCODE	----	----
12 WORK ACODE	---	---
13 WORK PHONE	----	----
14 HOME ACODE	---	---
15 HOME PHONE	----	----

SEQUENCE BY FIELD NUMBER --

PRESS **ESC** TO ACCEPT DATA

3. Notice that the field names take their place on screen, numbered 1 through 15. The columns LOW VALUE and HIGH VALUE on the right are where you define the range of records you want to include in your subset.

Defining the LOW and HIGH VALUES is similar to setting an alphabetic range. The LOW VALUE defines the first character(s) the program will use in building the subset. The HIGH VALUE defines the upper limit.

The program builds subsets according to the ASCII hierarchy, except that the process is not sensitive to upper- and lowercase letters. For example, to build a subset of all first names beginning with A and including all first names beginning with B, C, and D, you would type **A** for the LOW VALUE and **E** for the HIGH VALUE. The subset would include all names such as Allen, Bob, Charlie, and David. However, the name Earl would not be included unless the HIGH VALUE was changed to F. (You may want to experiment with entering different LOW and HIGH VALUES to “fine-tune” your subsets.) For more information, refer to Appendix B.

4. Once you've defined your LOW and HIGH VALUES, press **[Return]** until the cursor is positioned next to SEQUENCE BY FIELD —. Type the field number of the field you want to build the subset with and press **[Esc]**. (For example, if you want to build a subset with the FIRST NAME field, type **02**—the number of this field.) The program now displays all fields within the file that fall into that range.

Important: If you build a subset, only those records that fall into the subset will be available when updating records. To erase the subset, enter **00** for the SEQUENCE BY FIELD —.

DATA BASE MERGE CHARACTER

You can merge records, or parts of records, into an AtariWriter Plus file. This feature is especially handy when printing form letters.

Wherever you want a certain record's field inserted into an AtariWriter Plus file, press **[Option] [M]**. The program puts a ♥ symbol at that point in your file. This is the “data base merge character.” Now type the field number for the field you want printed (1 through 15) immediately after the ♥ symbol and press **[Return]**.

For each field you want included in your AtariWriter Plus file, press **[Option] [M]** and type the field number. You may include more than one field on a screen line, but you must press **[Option] [M]** before each field number. At the end of the screen line press **[Return]**.

Important: If you are making labels or printing subsets in AtariWriter Plus, make sure that a **[Return]** appears somewhere on the line with the data base character; otherwise, that Mail Merge field will not be printed.

When printing an AtariWriter Plus file in which the data base merge character appears, the program will stop at the first occurrence of the character and prompt you to enter the DATA BASE MERGE FILE. Enter the filename of the appropriate Mail Merge file and press [Return].

Suppose you want to send a form letter to ten different people. You can create your form letter in AtariWriter Plus, inserting the data base merge character and relevant field numbers where you want each person's name and address to appear. The program will automatically print the AtariWriter Plus file ten times, using a different name and address each time. Of course, you can request more than one copy of each letter, just as you can with any AtariWriter Plus file.

As you can see, using the data base merge character is especially useful for form letters.

If you have built a subset, the data base merge character is tied to the subset only—not to the entire file. For example, you may want to address a form letter to only three of the ten people within your file. You would then build a subset that includes only those three, save that file, return to AtariWriter Plus, then use the data base merge character in AtariWriter Plus to print out the three form letters.

APPENDIX A

DOS ERROR MESSAGES



Error Code No.	Error Code Message
20	Device Number Larger Than 7 or Equal to 0
128	BREAK Abort
130	Nonexistent Device Specified
133	Device or File Not Open
138	Device Timeout
139	Device NAK (not acknowledged)
142	Serial Bus Data Frame Overrun
143	Serial Bus Data Frame Checksum Error
144	Device Done Error (invalid "done" byte)
160	Drive Number Error
162	Disk Full (no free sectors)
164	File Number Mismatch

APPENDIX B

MAIL MERGE SORTING SEQUENCE



Mail Merge sorts subsets according to the ASCII hierarchy. However, Mail Merge does not read control characters and will not include the control characters in the sorting sequence. The following chart shows the order in which subsets are sorted. The Decimal Code and Keystroke combination for each printed character are shown.

Note: ATASCII stands for ATARI ASCII. Letters and numbers have the same values as those in ASCII but some of the special characters are different.

Decimal Code	ATASCII Character	Keystrokes	Decimal Code	ATASCII Character	Keystrokes
32		Space bar	51		3
33		Shift 1	52		4
34		Shift 2	53		5
35		Shift 3	54		6
36		Shift 4	55		7
37		Shift 5	56		8
38		Shift 6	57		9
39		Shift 7	58		Shift ;
40		Shift 9	59		:
41		Shift 0	60		<
42		*	61		=
43		+	62		>
44		,	63		Shift /
45		-	64		Shift 8
46		.	65		Shift A
47		/	66		Shift B
48		0	67		Shift C
49		1	68		Shift D
50		2	69		Shift E

Decimal Code	ATASCII Character	Keystrokes
70	F	Shift F
71	G	Shift G
72	H	Shift H
73	I	Shift I
74	J	Shift J
75	K	Shift K
76	L	Shift L
77	M	Shift M
78	N	Shift N
79	O	Shift O
80	P	Shift P
81	Q	Shift Q
82	R	Shift R
83	S	Shift S
84	T	Shift T
85	U	Shift U
86	V	Shift V
87	W	Shift W
88	X	Shift X
89	Y	Shift Y
90	Z	Shift Z
91	[Shift ,
92	\	Shift +
93]	Shift .
94	^	Shift *
95	_	Shift -
97	a	A
98	b	B
99	c	C

Decimal Code	ATASCII Character	Keystrokes
100	d	D
101	e	E
102	f	F
103	g	G
104	h	H
105	i	I
106	j	J
107	k	K
108	l	L
109	m	M
110	n	N
111	o	O
112	p	P
113	q	Q
114	r	R
115	s	S
116	t	T
117	u	U
118	v	V
119	w	W
120	x	X
121	y	Y
122	z	Z
124		Shift =
160	█	█ Space bar
161	! █	█ Shift 1
162	" █	█ Shift 2
163	# █	█ Shift 3
164	\$ █	█ Shift 4

Decimal Code	ATASCII Character	Keystrokes
165	%	Shift 5
166	&	Shift 6
167	'	Shift 7
168	(Shift 9
169)	Shift 0
170	*	*
171	+	+
172	,	,
173	-	-
174	.	.
175	/	/
176	0	0
177	1	1
178	2	2
179	3	3
180	4	4
181	5	5
182	6	6
183	7	7
184	8	8
185	9	9
186	:	Shift ;
187	;	;
188	<	<
189	=	=
190	>	>
191	?	Shift /
192	@	Shift 8
193	A	Shift A

Decimal Code	ATASCII Character	Keystrokes
194	B	Shift B
195	C	Shift C
196	D	Shift D
197	E	Shift E
198	F	Shift F
199	G	Shift G
200	H	Shift H
201	I	Shift I
202	J	Shift J
203	K	Shift K
204	L	Shift L
205	M	Shift M
206	N	Shift N
207	O	Shift O
208	P	Shift P
209	Q	Shift Q
210	R	Shift R
211	S	Shift S
212	T	Shift T
213	U	Shift U
214	V	Shift V
215	W	Shift W
216	X	Shift X
217	Y	Shift Y
218	Z	Shift Z
219	[Shift ,
220	\	Shift +
221]	Shift .
222	^	Shift *

Decimal Code	ATASCII Character	Keystrokes
223	...	Shift -
225	a	A
226	b	B
227	c	C
228	d	D
229	e	E
230	f	F
231	g	G
232	h	H
233	i	I
234	j	J
235	k	K
236	l	L
237	m	M
238	n	N
239	o	O
240	p	P
241	q	Q
242	r	R
243	s	S
244	t	T
245	u	U
246	v	V
247	w	W
248	x	X
249	y	Y
250	z	Z
252		Shift =

CUSTOMER SUPPORT



Atari Corp. welcomes any questions you might have about AtariWriter Plus or about any other ATARI Computer product. You may write to:

ATARI Customer Relations
P.O. Box 61657
Sunnyvale, CA 94088

Please write the subject of your letter on the outside of the envelope.

Or contact your local Atari User Group. These groups are an outstanding source of information on how to get the most from your ATARI Computer. To obtain a list of User Groups in your area, send a self-addressed stamped envelope to:

ATARI User Group List
P.O. Box 61657
Sunnyvale, CA 94088

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