Bank Street
WRITER *Plus*™

Word Processor
for the Apple
128K IIe/IIc/IIGS

Brøderbund®

Bank Street
WRITER *Plus*
For the Apple 128K IIe/IIc/IIGS

You can begin writing with the Bank Street Writer Plus as soon as you load the program into your computer. Easy-to-understand instructions on the screen tell you how to proceed. In addition, there is a Tutorial program on the disk which can help you learn to use the Writer.

Before You Write

Make Backup Copies

Your package contains a backup copy of the Program disk. Before using the Dictionary disk, use the disk copy program that came with your computer to make backup copies of both sides of the Dictionary disk.

Run the Writer

Place the Program disk, label side up, into the disk drive and close the drive door; then turn on your computer.

If your computer is already on, insert the Program disk as described above and, while holding down the **Control** and **Open Apple** keys, press and release the **Reset** key. The computer will restart.

40 and 80 Column Versions

The Writer disk is set to run the 80 column version of the program. To change to the 40 column version, use the Utility Program described below. On a IIc, the position of the 40/80 column switch determines which version of the program will run. You can override the Utility Program setting or IIc switch by pressing **4** (for 40) or **8** (for 80) while the Writer is loading.

While Writing

Select Functions

Press **Esc** and a menu of functions will appear. To use a function, simply press an arrow key or the **Tab** key to highlight the one you want to use; then press **Return**. Or, you can select a function by pressing the key on the keyboard that corresponds to the first letter of the function's name. Once you select a function from the menu, you will be offered a more detailed set of sub-functions. Again, you can select one with an arrow key and **Return**, or with a letter key. Then follow the directions as they appear at the top of the screen.

Quick Start Card

Using a Mouse   If you have a mouse connected to your computer, you can use it to select functions from the menu, to respond to the Writer's Yes/No questions, to move the cursor around in your text, and to mark blocks of text to erase, move or copy. You can switch back and forth between using the mouse and the keyboard at any time.

If You Need Help

Use the Tutorial   The Program disk contains a Tutorial program (on the back side of the disk) that will get you started using the Writer. To run the Tutorial, place the Program disk in the disk drive with the label facing down, and then start up your computer in the usual manner.

See a List of Special Keys   While writing, press an **Apple** key and **?** (for help) at the same time. A list of special command keys and what they do will appear.

Using the Spelling and Word Tools

Before using the spelling tools, be sure that the Dictionary disk is in the disk drive. Side one is the spelling dictionary; side two is the thesaurus. Use the CHANGE DISK LOCATIONS function to set which drive is being used for the Dictionary disk.

You can check the spelling of all or part of a document by selecting SPELL from the function menu. In addition, while you write, tools are available for use with individual words. Simply place your cursor on (or just after) a word and press:

> **Apple** and **S** to check the spelling of a word;
> **Apple** and **T** to look up a word in the thesaurus; or
> **Apple** and **W** to do a variety of word searches in the dictionary.

Customizing the Program For Your System

Change Disk Locations   The Writer is set up to work with one disk drive. If you have more than one drive, a 3.5" disk drive, or other high capacity disk drive, you can use these devices for your data files or for the spelling dictionary and thesaurus. Use the CHANGE DISK LOCATIONS function (under OPTIONS on the menu) to tell the Writer which drives are being used for which disks.

Use the Utility Program   The Writer is ready to use on most systems, but it can also be set up to work with computers and printers connected in various ways. To change settings, call up the Utility program by pressing **Esc** while the program is first loading. The Utility program also contains options to convert DOS 3.3 files to ProDOS for use with the Writer, to copy ProDOS files, and to define printer format commands.

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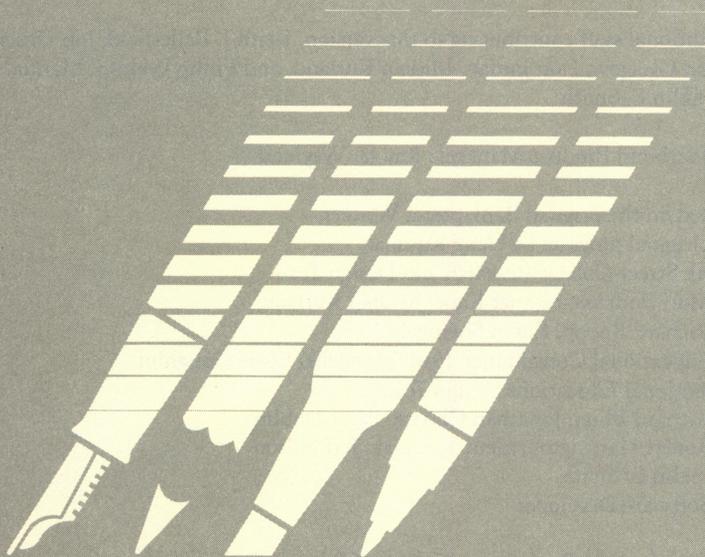
Bank Street Writer Plus
For the 128K Apple IIe, IIc, IIGs

Created by:
The Bank Street College of Education,
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Version design: Richard R. Ruopp and Franklin E. Smith
Programmer: Gordon Riggs
Additional programming: Charles L. Olson, Jr. and Shaun Logan

Spelling tools by Wayne Holder

Contents

Introduction

This manual introduces you to the Bank Street Writer Plus and its features. As you read, it is a good idea to sit at your computer and try things out. Then you can put into operation what you read about in the manual.

Do not be afraid to press various keys on your computer. Even though unfamiliar items appear on your screen, you can't hurt your system. And if you become confused, you can always start the program again.

The more experience you have with the Bank Street Writer Plus, the more at ease you will be with it; the more you use it, the more uses you will find for it. With the Writer you can write anything that you would normally use a typewriter for, from the simplest note to the most complicated report. The Writer is faster than a typewriter and the results are always neat, with no gaps, erasures, or inserts due to errors.

The Bank Street Writer Plus is very easy to use. If you have never used a word processing program before, this manual will tell you all you need to know to use the Writer. If you have some experience with a computer or with another word processor, you probably will be able to start using the Writer without reading this manual, since all the necessary commands appear on the screen. This booklet can then serve as a reference manual (see the Index/Glossary at the end).

1 Getting Started

You have two Bank Street Writer Plus disks. One is labeled "Program Disk" and contains the program on one side and the tutorial on the other side; the other disk is labeled "Dictionary Disk"; it contains the dictionary on one side and the thesaurus on the other side. A backup copy of the Program disk (which is copy protected) is also included; you should put this copy away in a safe place in case the Program disk is ever damaged. If the Program disk ever fails, use your backup and return the defective disk to Brøderbund Software Inc. for a replacement. The Dictionary disk is not copy protected. You should make a backup copy of each side of the disk and use the copies instead of the original. To make the copies, use the disk copy program that came with your computer. You can also make additional copies of the dictionary (the front side) so that you can have different "custom" dictionaries created by adding your own words to the original dictionary (see Section 5 for details).

Versions of the Bank Street Writer Plus

The Bank Street Writer Plus will run on an Apple IIc, IIGS, or an Apple IIe which has been equipped with an Extended 80 Column Card.[1] If you have a mouse, you can use it to control the movement of the cursor in your text and to start and stop many of the Writer's functions. This version of the Writer is designed to work either in the traditional (keyboard) manner or to be mouse-controlled.

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1. The 80 column version of the program makes use of "double hi-resolution graphics." On a IIe, this requires that the 2 pin jumper block which comes with the Extended 80 Column Card be installed, and that the IIe's main logic board *not* be one of the very earliest produced. See the Extended 80 Column Card manual for an explanation and instructions.

The disk contains two versions of the program — one that displays text 40 columns across the screen and one that displays 80 columns. If you are using a television set with your computer, you will definitely want to use the 40 column version. If you have a computer monitor, then you have the choice of using either the 40 or 80 column version. Beginners may find the 40 column version easier to start with. The principal difference between the versions is that the 80 column version displays more text on the screen; the prompts are also slightly different due to the larger display area, but all functions work identically in the two versions. Both versions use the same text files, so you needn't worry about switching back and forth. The Writer comes set to the 80 column version. On a IIe, to change the version of the program that is run automatically when you start up your computer, use the Utility Program, described below, and change the answer to the "40 or 80 column version" question. On a IIc, the position of the 40/80 column switch determines which version of the program will run.

Note: You can override the Utility or 40/80 column switch settings by pressing 4 (for 40 columns) or 8 (for 80 columns) while the Writer is loading (when the title screen first appears).

The Bank Street Writer Plus operates under Apple's ProDOS™ operating system, a copy of which is on the Program disk. If you have files created by an older version of the Bank Street Writer, or other files in the DOS 3.3 format, you can use the Utility Program to convert these files to ProDOS format. See Section 10 for details.

ProDOS allows the use of subdirectories for grouping files on a high capacity disk. If you are using regular floppy disks, you can just specify that the Writer use drive 1 or drive 2 for your data files; if you are using ProDOS subdirectories you can specify those as well. See Section 6 for how to change which disk drive to use, and Appendix A for a description of ProDOS subdirectories and instructions for using them.

High Capacity and Hard Disk Systems

You can use high capacity 800K disk drives to store your data files and to hold the Writer's spelling dictionary and thesaurus. See Appendix A for setting paths to subdirectories on high capacity disk drives; see

Section 5 for information about copying the dictionaries. You can use the Writer with most hard disk drives, although not all such drives are compatible and you may have to run the drive's "setup" program before running the Writer; see your hard disk manual for more information.

Running the Bank Street Writer Plus

Insert the Writer Program disk into your disk drive. Be sure to hold the disk at its label with the label facing up. Do not touch the exposed surface on the disk. Close the disk drive door.

If you have a monitor with a separate power switch or a printer, turn them on first. Turn on the computer's main power switch. The red light on the disk drive will come on. At this point, the Bank Street Writer Plus program is being loaded from the disk into the computer. The red light remains on during the loading process. When it goes off, the Writer is ready to use. (Never tamper with the disk while this red light is on. If you try to insert, remove, or adjust a disk while the red light is on, you may destroy the information stored on that disk.)

To run the program if the power to your computer is already on, insert the Writer disk as described above. Then, holding down the **Open Apple** key together with the **Control** key, press and release the **Reset** key. The computer will restart.

The Utility Program

If you press the **Esc** (Escape) key before the opening (title) screen appears on your monitor when the Writer is loading into the computer, the computer will load and run the Utility Program instead of the Writer. This program is used to change the way the Writer communicates with printers, to set which version of the program is used, to define printer format commands, and to transfer Writer files to and from other file formats; see Section 10 for details on how to use this program.

Data and Dictionary Disks

After you start up the program, replace the Program disk with a floppy disk of your own so you can save what you have written. This disk is called a data disk and will store the text files that you create with the Writer (see Section 7 about how to prepare your data disk for use). When you want to use the spelling corrector and thesaurus, you will have to remove the data disk and insert the Dictionary disk. If you have two disk drives and wish to use drive 1 for the dictionary and drive 2 for your data disk, or if you are using a high capacity disk for your dictionaries or to store your files, you will be able to tell the program where to look for your Dictionary and data disks. See Section 6 for details.

Note: Never remove or change a dictionary disk while the Writer is doing a spelling or thesaurus search. Even if the disk drive has temporarily stopped spinning, wait until the spelling function is completely finished before changing disks. It is especially important to not substitute a new dictionary disk in the middle of checking the spelling of a document, for instance. If you want to use a different dictionary disk, start the function over.

What To Do If the Writer Won't Run

If for some reason the program does not start within a few seconds after the title screen appears, remove the Bank Street Writer Plus disk from the disk drive and reinsert it. Reread the instructions and try starting the program again. If the program still won't run, your disk drive may need adjustment. Try loading a disk other than the Writer. If the system still does not work, take your computer to an authorized repair center for adjustment. If another disk runs but your Writer disk won't, return the Bank Street Writer Plus disk to Brøderbund Software, Inc. for a replacement.

Using the Tutorial Program

To assist you in learning how to use the Bank Street Writer Plus, a tutorial program has been included on the back side of the program disk. To use this program, insert the Bank Street Writer Plus disk into the disk drive with the label facing down and start up your computer in the usual way. Directions for the use of the tutorial will automatically appear on the screen. The Tutorial program can be displayed in 40 or 80 columns. Normally the 80 column version will be run; you can override this and run the 40 column version by pressing the 4 key when the program first starts to load, or by setting the 40/80 column switch on a IIc to 40. You can make a backup copy of the Tutorial side of the disk using the disk copy program that came with your computer.

2 Beginning to Write

When the Writer is loaded into the computer, the screen looks like this:

```
TYPE IN TEXT AT CURSOR                    PRESS ESC FOR MENU
MOVE WITH ←, →, ↓, ↑

█
```
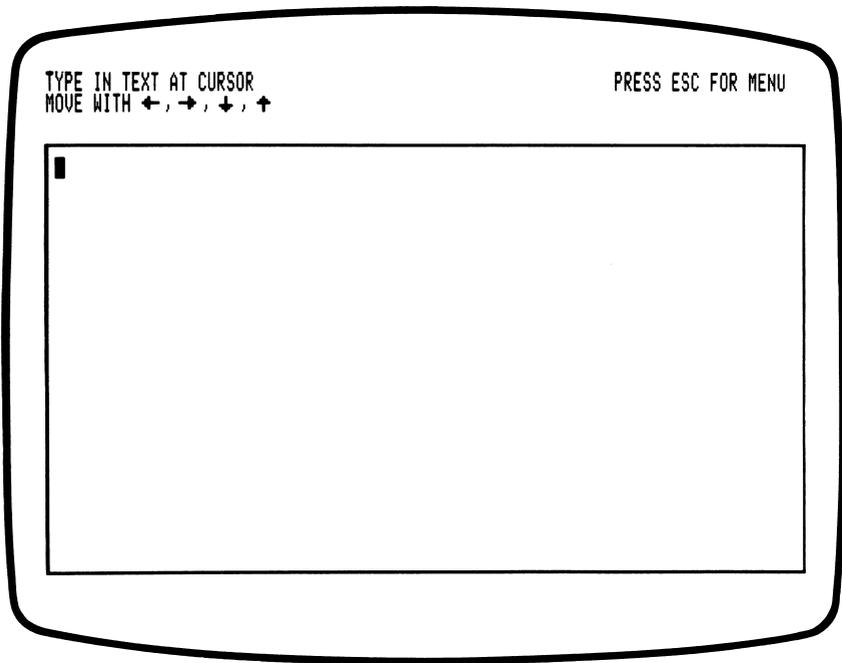
Note: If you are using the 40 column version, the words at the top of the screen will be slightly different, because there is less room in which to display instructions. This is true throughout; the instructions and messages provided by the program are more condensed in the 40 column version than in the 80 column version. But the way the

program *works* is the same, as are the names of the functions themselves and the keys that are used to operate the program. This manual uses the 80 column version screens when it gives examples of how the Writer works. In any cases where the 40 column version is different, a note is included that explains the difference. See Section 10 for how to use the Utility Program to change between the 40 and 80 column versions of the program.

You are now ready to write. Anything you type on your keyboard will appear on the screen. You can also delete characters and type in new ones. To perform other functions, such as printing what you write or saving it on a floppy disk, press **Esc**. This will put a menu of choices in the top three lines of the screen (it will also deactivate the keyboard so that you can't enter text). If you want to go back to writing, press **Esc** again. The list of function choices disappears, and the keyboard is once again "active." Notice the following:

■ Instructions or information about what you can do appear on the top three lines of the screen. These are called prompts; they make the Bank Street Writer Plus easy to understand and use. In fact, because these prompts always give you the available commands, there is nothing to memorize before you begin to use the Writer.

■ The prompt area reminds you of the things you need to know to use the Writer. Thus, PRESS ESC FOR MENU tells you how to get the function menu, while PRESS ESC TO WRITE tells you how to go back to writing. The prompts also tell you when you can enter text (write) and how to move the cursor. When in doubt, look for instructions in the prompt area.

■ The **Esc** key will always get you to the function menu (and, from there, will get you back to where you can write). No matter what you are doing, if you decide that you want to stop and go back to the beginning, press the **Esc** key and the program will return you to this menu screen. From there, another **Esc** will let you go back to writing.

The rest of this section describes the process of writing with the Bank Street Writer Plus. The next section describes the choices available on the function menu.

Entering Text

The flashing box on the screen is called a cursor; it tells you the location of the next character to be typed. To move the cursor to the right, press the **Spacebar**; to move it to the left, press the **Delete** key. To move the cursor down the page, press the **Return** key (equivalent to the **Return** key on a typewriter). When you move the cursor to the right with the **Spacebar** you are actually inserting blank spaces into your document. When you move the cursor down to a new line, you are actually inserting a marker that tells the Writer to begin a new line (or to leave a blank line). For convenience, the Writer displays a carriage return symbol on the screen so that you can see where you began a new line when you pressed **Return**.

The cursor moves automatically as you type. Notice, as you type, that your screen accommodates a maximum of 78 characters per line (38 characters in the 40 column version). A blank space is considered a character. If you begin typing a word that does not fit on a line, the computer automatically transfers that word to the next line. There-fore, do not hyphenate a word when you get to the end of a line. Similarly, do not press **Return** when you get to the end of a line. Press **Return** only when you specifically want the rest of the line to be blank, such as at the end of a paragraph or to line up a column of figures. Let the program decide when to go to a new line by itself (when it gets to the right edge of the screen); use the **Return** key only when you want to "force" a new line.

You may want your printed document to look different from the way your text appears on the screen (wider margins, different spacing between lines, etc.). Don't worry about that now. You can adjust the format of the printed page when you decide to print. You can also adjust the width of the lines of text displayed on the screen in the 80 column version, so that the text is displayed as it will be printed. See Section 10 for details.

The keyboard of your computer functions almost like the keyboard of a standard typewriter. However, there are a few differ-ences:

■ To capitalize a letter, hold down either one of the **Shift** keys and press the letter key. To "lock" the keyboard into upper case, press the **Caps Lock** key. To turn off the **Caps Lock** feature, press the key again. Several of the keys on your keyboard have two symbols, such as keys with the **+ ? () "**. To type these second symbols press the **Shift** key and the desired key. (Note that the **Caps Lock** key does not work with these keys; you must still use the **Shift** key to type the second symbols.)

■ To delete characters you just typed, press the **Delete** key; it will delete one character at a time to the left. To change something you have just typed, press **Delete** and then type in the correct characters. Remember, however, that this key deletes all the characters touched by the cursor as it moves left. If you notice a mistake or see a change you want to make and do not want to delete the intervening charac-ters, use the cursor movement keys (see below) to go back to the place where you want to make the correction.

■ To insert blank lines, press **Return** once for each line that you want to insert. If you move the cursor down too far and want to move it back up, press **Delete** once for every blank line you want to "erase."

■ When you get to the bottom of the screen, your text will automati-cally move up and the cursor will appear in the middle of the screen. When this happens, just continue typing. Your most recently typed text will always remain on the screen.

■ If you hold down a key, after a brief pause that key will automatically repeat until you release it.

Moving the Cursor

To move the cursor without erasing or writing over your text, simply press one of the four arrow keys on your keyboard. Pressing these arrow keys will move the cursor in the direction of the arrow: one line up or down and one character left or right. If you have a mouse connected to your computer, see Section 11 for a discussion of how to use the mouse to move the cursor.

Remember that the cursor shows you where the next character you type will be entered; when you move the cursor back into text you have already typed, new text you enter will be inserted in the place where the cursor is. This makes it very easy to go back into your text to insert new text or make corrections.

Making Additions

Suppose you are typing along and think of a sentence or an idea that you would like to include in the text you have already written. To make additions, simply use the appropriate cursor movement arrows to get the cursor to the spot where you want to insert your new sentence. Then type in what you want to insert. As you type in the new material, the original text is automatically pushed to the right of the cursor, but is not deleted.

Making Corrections

To correct a typing error, follow the process for making an addition: use the appropriate cursor movement keys to get the cursor to the exact point for correction. Then erase the incorrectly typed text and type in the correction. Again, the text to the right of the cursor is pushed ahead as you type.

To delete text, you have two choices of keys. As described earlier, the **Delete** key deletes characters to the left of the cursor; in addition, holding down either **Apple** key (the two keys with apple symbols on either side of the **Spacebar**) while pressing the **Delete** key deletes the text to the right, starting with the character under the cursor. Using this key to delete, you can move the cursor with the cursor movement keys to the place you want to correct, type in the new text (which moves the old text to the right), and then delete the old text one character at a time. The **Apple** keys, by the way, are used by the Writer in conjunction with other keys, to perform special functions; these functions are described later in this manual.

Scrolling Text

If you have enough text to fill up the screen, you will notice that the screen acts as a sort of "window" into your text. To move this window up or down, simply move the cursor to the top or bottom of the screen and keep moving it; the text will scroll up or down.

Special Keys

What you have learned so far is basically all you need to know to write with the Bank Street Writer Plus! There are additional keys that will do three kinds of special things. There are keys to move the cursor more than one line or space at a time. There are keys that allow you to do special formatting, such as boldface or centering titles. Finally, there are keys to check the spelling of a word or to ask for a list of synonyms. A list of the keys that perform these functions is available on a help screen that can be displayed while you are writing. These special keys are described in Section 8.

To display the list of keys on the screen while writing, hold down either **Apple** key (called **Open Apple** and **Closed Apple** keys) and press the key with the **?** on it (**?** for help). Press **Return** to go back to writing. Most of these special keys are used by pressing the appropriate key while holding down either **Apple** key. Note: On the Apple IIGS, the **Closed Apple** key is labeled *option*.

The Function Keys

The Writer allows you to create special "function" keys, which can then be used for a variety of special purposes. There are twenty of these keys, which are called up by pressing a number key (1 through 0) while holding down the **Open Apple** key (for the first ten functions) or the **Closed Apple** key (for the other ten). You can define each function key to be any series of keystrokes. A series of keystrokes can be some text (to type "The Bank Street Writer Plus" with only one key) or some commands (for instance, to use only one key to save your current document and quit using the program). See Section 9 for a complete description of how to use the function keys. Note that the two **Apple** keys do different things when using the function keys; everywhere else in the program they are interchangeable.

Saving Your Document

As you type your document, you should **SAVE** it periodically. (It is actually a good idea to save every twenty minutes or so.) If there were a sudden power failure while you were typing, you would lose everything you had typed. However, if you had been saving periodi-

cally, you would lose only the material that you had typed since the last save. Also, you must save your text before you turn off your computer. You can later bring back any saved document to the screen and add text or make changes. See Section 4 for details on how to save and retrieve your text.

3 The Menu and the Edit Functions

When you press **Esc** and the function menu appears in the prompt area, you can do one of two things: (1) select a function to perform from the list in the prompt area or (2) go back to writing by pressing **Esc**.

```
SELECT FUNCTION WITH ← OR → THEN PRESS RETURN        PRESS ESC TO WRITE
     FILE       EDIT       SPELL       OPTIONS       DISK       QUIT
```
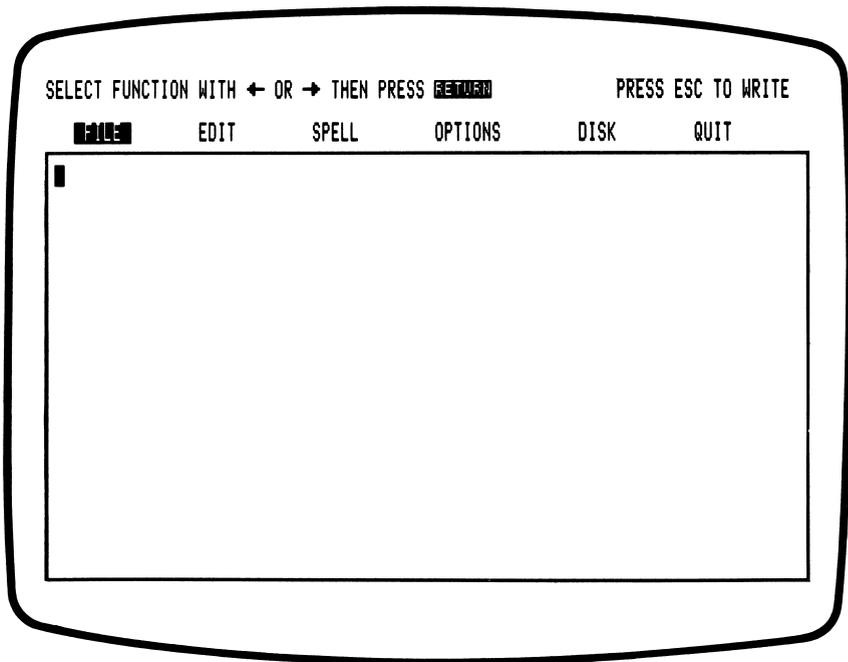
Note: If you are using the 40 column version of the program, you will find the QUIT option listed under the DISK functions.

The Writer's editing functions are contained in six main groups:

FILE functions work on an entire document, and include saving and re-trieving files from a disk and printing a file.

EDIT functions work on parts of your text, and include erasing, moving, copying and finding text.

SPELL functions are for checking the spelling of your document.

OPTIONS provide a way to change how the Writer works, including changing disk drives and setting paths to ProDOS subdirectories, tab settings and the definitions of the function keys.

DISK functions are for working with data disks, including functions to prepare data disks for use and to rename or delete files on them.

QUIT stops the program and lets you use your computer for something else.

Selecting a Function

Selecting a function is simple. Notice that FILE is highlighted. To highlight a different function, press the right arrow key one or more times. (You can also use the left arrow key to move backwards.) You can also move the highlighter by pressing the **Tab** key (or either **Apple** key and **Tab** to move backwards). To actually begin a highlighted function, simply press **Return**. Another way to select a function is to press the key corresponding to the first letter of the function (e.g., **E** for EDIT). In this case, do not press **Return**; using the first letter key is the same as both highlighting the function *and* pressing **Return**.

All functions except QUIT will give you another set of functions to choose from. This second set of functions will be shown in a menu box; choose from this box in the same way that you select a function from the menu. Highlight the function you want to use with any of the arrow keys (right/left or up/down) and then press **Return**. Alterna-tively, you can just press the key corresponding to the first letter of the

function. You will quickly see that there are two ways to select functions. You can use the arrows and the **Return** key to find the function you want by looking through the menu choices. Or, once you are familiar with the program and know that you save a file by selecting FILE and then SAVE, you can simply press the **F** and **S** keys to use the SAVE function. (You can also define one of the function keys to type **F** and then **S** for you — but more about that later.)

If you have a mouse, you can use it to select functions and to respond to many of the Writer's prompts. See Section 11 for details.

```
SELECT FUNCTION WITH ↓ OR ↑ THEN PRESS RETURN          PRESS ESC FOR MENU
              EDIT
        ┌──────────────────────┐
        │ ERASE BLOCK OF TEXT  │
        │ UNDO LAST ERASE      │
        │ MOVE BLOCK OF TEXT   │
        │ UNDO LAST MOVE       │
        │ COPY BLOCK OF TEXT   │
        │ FIND/REPLACE TEXT    │
        └──────────────────────┘
```
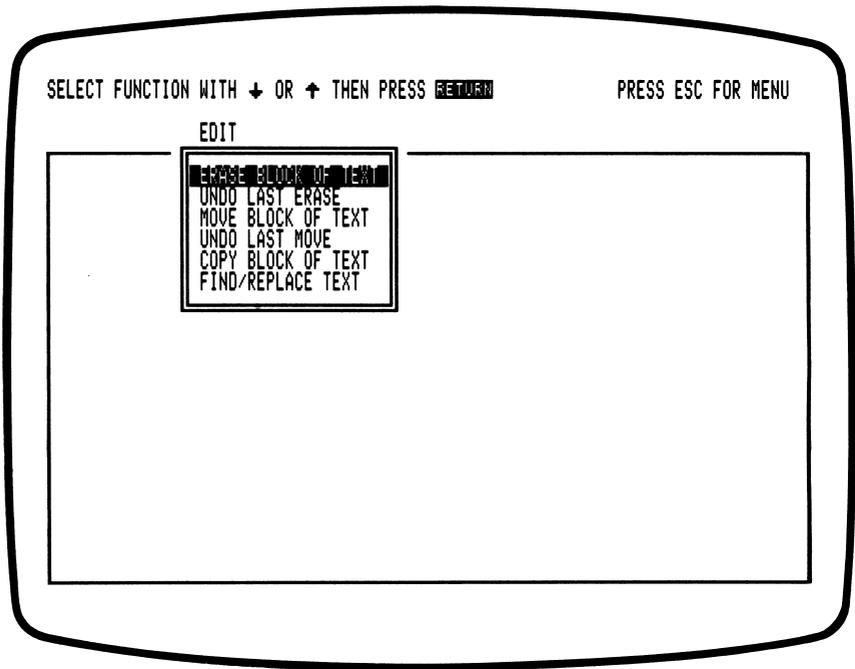
Stopping a Function

Once you have selected a function, a series of prompts will appear that will tell you exactly what to do to make that function operate. If at any time you select a function, get part way through it, and then decide that you do not want to continue, just press **Esc**; the operation will be stopped and the program will return you to the function menu. As long as the function was not completed when you pressed **Esc**, your text will still be just as it was before you started the function. Thus, the **Esc** key (notice that it is always listed in the prompt area) really is an "escape" key that lets you stop something and get back to

the place where you can start over or do something else. The functions that the Writer can perform are described in this and the next few sections.

The Edit Functions

The EDIT functions allow you to erase, move or copy blocks of text and to find or replace a word or words in your text.

Erase Block of Text

To erase a block of text, move the highlighter to EDIT in the function menu and press **Return** (or just press the **E** key). The list of EDIT functions will appear in a menu box. **ERASE BLOCK OF TEXT** will be highlighted, so press **Return** again (or just press **E** again). Prompts at the top of the screen will lead you through each step to erase a block of text. You will first mark off the text to be erased; start by positioning the cursor at the beginning of the block of text to be erased. Use the appropriate cursor movement keys to move the cursor to the first character of the block of text you want to erase. Once your cursor is positioned, press **Return** and then position the cursor one space beyond the end of the section of text to be erased. If your deletion is going to include the end of a paragraph, move the cursor one additional space beyond the last character so that the end-of-paragraph (carriage return) symbol is also included. As you move the cursor, the text to be erased becomes highlighted, but deletion does not actually occur until you give the computer additional instructions.

When all the text to be deleted is highlighted, press **Return**. The computer now asks you to make sure that you do want to erase all the highlighted text. This question gives you a chance to change your mind. If you press **N** (No), you return to writing. If you press **Y** (Yes), the highlighted text is deleted, and the text to the right of the cursor moves up to the place where the deletion began. (Pressing **Esc** at any time will return you to the menu without completing the ERASE operation.) After the text is erased, you will return to writing (press **Esc** again if you want to use another editing function at that point).

ERASE can delete up to 15 lines at a time. If you want to delete more than 15 lines, you must perform your deletion in segments (or use the CLEAR FILE function described in the next section).

Undo Last Erase

If you have deleted more than you wanted to, you can still get back the text you erased. Highlight EDIT in the prompt area and press **Return**; then highlight UNDO LAST ERASE and press **Return** again (or just press **E** and then **U**). What you have deleted reappears on the screen in highlighted contrast. A prompt asks whether you want to restore this highlighted text. If you press **Y**, the text is restored as it was before you erased it. If you press **N**, the text is again deleted, and you return to writing.

If you erase two or more separate segments of text, you can use UNDO to bring back only the most recent segment; you cannot use UNDO to bring back any of the prior segments. To erase large blocks of text (or all of it), you can use the CLEAR FILE function.

If, after erasing a segment, you return to writing and enter new text or make alterations in your text, you cannot use UNDO to bring back text that you erased.

Move Block of Text

MOVE and UNDO LAST MOVE work together just as ERASE and UNDO LAST ERASE do. MOVE lets you take a portion of your text and relocate it in the document. To move a portion of your text, select EDIT, and then MOVE BLOCK OF TEXT, and follow the prompts. Use the cursor movement keys to position the cursor on the first character of the block of text that you want to move and press **Return**. Now use the cursor movement keys to position the cursor one space beyond the last character of the text you want to move. As you move the cursor forward, the text to be moved becomes highlighted. When all the text you want to move is highlighted, press **Return** again. Now use the cursor keys to move the cursor to where you want your text to be relocated and press **Return**. The Writer will then show you the highlighted text in the new location and give you a chance to change your mind. If you press **Y**, the computer inserts the highlighted text in the new location, and returns you to writing. If you press **N**, the highlighted text goes back to its original position. You can also press **Esc** at any time to stop the function and return to the menu.

Undo Last Move

If you have moved a block of text and, realizing that you have made an error, want to undo what you have just done, select **EDIT** and then **UNDO LAST MOVE**. Prompts ask whether you want to keep the highlighted text in its present location or return it to its original location. Press **Y** or **N**. If you press **N**, the computer returns you to writing, leaving the text where it was before you selected **UNDO LAST MOVE**. Pressing **Y** will move the text back to the place from which it was moved. **UNDO LAST MOVE** may be used repeatedly to move the text back and forth.

As with **ERASE**, **MOVE** allows you to move up to, but no more than, 15 lines at a time. And, just as with **UNDO LAST ERASE**, if you enter any new text or make any alterations in your text, you cannot use **UNDO LAST MOVE** to restore moved text to its original location. When you move text, remember to consider moving the space(s) before or after the text. A space is actually a character. To move a large section of a document, you can use the partial save feature (see **SAVE FILE** in Section 4) to save the section, then use the partial clear feature (see **CLEAR FILE** in Section 4) to erase that section in your document, and then use **RETRIEVE FILE** to add the saved section back into your document where you want it.

Copy Block of Text

COPY works just like **MOVE**, except that the text you mark (up to 15 lines) is both moved to the new location and left where it was originally. Use this function to copy a block of text so that it then appears twice (or more times) in your document. Once a block of text is **COPY**ed, it is completely separate from the original text, and may be edited or modified just as if it had been typed in directly from the keyboard. (There is no "undo last copy" function; use **ERASE** if you change your mind.) To use **COPY**, select **EDIT** and then **COPY BLOCK OF TEXT** from the menu and follow the prompts to mark the beginning and end of the text to be copied and then to point to the location where you want the text copied.

Find/Replace Text

The **FIND** and **REPLACE** functions let you both locate a word or words (in fact, any character or short string of characters) in your text, and also replace that word or words with some other text you specify. Thus you can use this function to find where in your text you mention some particular subject; or you can use it to replace all the occurrences of a misspelled word with the correct spelling. You can locate a word or a group of consecutive words by selecting **EDIT** and then **FIND/REPLACE TEXT** on the menu (highlight and press **Return** or press **E** and then **F**).

To Find Text

Type in the text you want to find and press **Return**. The program will then ask you what you want to replace the text with. If you press **Return** without specifying any replacement text, the program will proceed to find the text you have typed in (to actually replace the text, see below). A small window will appear on the screen and allow two options. These options let you control the way upper and lower case and spaces between words will be treated when the program searches for text. By simply pressing **Return** at each question to leave the "standard" answer, the program will find whole words that are spelled using the same upper- and lower-case letters you typed in when you specified the text to be found; this is the standard way of doing things. But if you want to get a bit fancier, try this:

Answer **N** (No) to the question MATCH UPPER/lower CASE EXACTLY? and the computer will find all occurrences of the text you specified regardless of whether any character in the text is spelled with an upper- or lower-case letter. (Use this to find a word that may be capitalized.)

Answer **N** to the question FIND WHOLE WORDS ONLY? and the computer will find all occurrences of the text you specified even if the text is in the middle of another word. (Use this to find the "an" in "another" as well as the word "an.")

After you answer these questions, the first occurrence of what you have asked the program to find will be highlighted. Press **Y** at the question to locate the next occurrence. Press **N** to stop and return to writing; the cursor remains at the start of the found text. Continuing to answer **Y** will cause the program to find each and every occurrence of the word(s).

To Replace Text

To replace existing text with new text, respond to the prompt PRESS RETURN TO FIND WORD(S) OR TYPE NEW WORD(S) FOR REPLACE-MENT by typing the text to be used as the replacement. The option window will then appear on the screen and ask the same two questions described above (whether to look for exact case matches and/or whole words only). There will also be a third question if you are replacing. It will be REPLACE EVERYWHERE WITHOUT ASKING? Answer this question very carefully.

If you accept the standard **N** response, the program will find each occurrence of the original text and ask you (in the prompt area) whether or not you want to replace that occurrence with the new text you typed in earlier. This way, you will have an opportunity, on a case-by-case basis, to decide about the replacement. The program will go through the file finding each occurrence of the text and asking about the replacement. If you answer the "without asking" question **Y**, the computer will go ahead and make all the substitutions without stopping. While this may be exactly what you want, be careful about what you specify; if you are replacing "her" with "him" and you have turned off the "whole word" option, you will wind up replacing "other" with "othim." Remember, if you decide you don't want to continue with what you are doing, just press **Esc**, which will stop the process. (**Esc** will even stop the process of replacing "without asking" but whatever had been replaced prior to pressing **Esc** will be changed.)

After the Writer locates all occurrences of the word that you are either finding or replacing, the screen tells you that there are no other occurrences of that word. Press **Return** to go back to writing.

4 File Functions

The FILE functions are those that allow you to save and retrieve files from a disk, to print your text and to clear a file from your computer's memory.

Save File

As mentioned earlier, whenever you are working on a document, you should save your text periodically. You will certainly want to save your document when you have finished typing it. Saving is the process of transferring a copy of your text from the computer's memory to a disk. You will have to save to a data disk, as it is not possible to save a document directly on the Program disk. Note that after you save, you can continue to edit your text, which will remain in the computer's memory until you clear your file, quit the program, or turn off the computer.

When you want to SAVE a document or part of a document, move the highlighter to FILE on the menu and press **Return** (or just press the **F** key). The FILE functions will appear in a menu box. SAVE FILE will be highlighted, so press **Return** again (or just press **S**). Be sure that the Program disk has been replaced by your own floppy disk for storing data or, if you have your data disk in drive 2 or are using ProDOS subdirectories for your data files, that you have told the program to use drive 2 and/or the correct ProDOS subdirectory. (See Section 7 for how to prepare a disk to be a data disk. See Section 6 for how to change the data disk drive from 1 to 2 and Appendix A for how to set a ProDOS subdirectory.)

Next, follow the instructions at the top of the screen. You are first asked if you want to save your whole document. Answer **Y** (Yes) or **N** (No). If you answer **N**, a series of prompts will tell you how to save just a portion of the document (by moving the cursor to the first and last characters of the portion you want to save). You will be asked to give the document a name; the selection of that name is completely up to you. Do not assign a name that you have already used on that disk; if you do, you will lose the document stored earlier under that name. If you are not sure whether you have used a particular name, look at a catalog when the Writer offers you one. A catalog lists the names of all the documents on your disk.

The Writer will display the slot and drive number of the disk drive from which it is reading the catalog. In addition, if you have set a ProDOS subdirectory for your data files (using the **CHANGE DISK LOCATIONS** function under **OPTIONS**), the path to that subdirectory will appear. If you designated only a drive (no subdirectory), the words "any disk" will appear. This means that the Writer will read from or write to any disk that is in the specified disk drive, rather than looking for a disk containing a particular subdirectory.

If you are using ProDOS subdirectories and the Writer is unable to find a subdirectory you have specified in the disk drive, it will tell you that the subdirectory was not found. There are two possible reasons for such a situation. You may have typed in the ProDOS prefix incorrectly, in which case you will have to choose **OPTIONS** and enter it again. Or you may have set the subdirectory prefix correctly but not have the proper disk in the drive; in this case just swap disks. See Appendix A for a description of subdirectories.

Filenames   A filename consists of up to fifteen characters (letters, numbers, or periods; no spaces; must begin with a letter). Examples of filenames are MYFILE, FILE1, and TEXT.LETTER.

If you have set a ProDOS prefix with the **CHANGE DISK LOCATIONS** function, your file will be saved in the subdirectory specified by that prefix. If you have not set a prefix, your file will be saved in the main, or "root" directory of the disk (any disk) in the disk drive you have specified.

ProDOS saves on the disk, along with the name of the file, the date on which the file was created. If you have a ProDOS-compatible clock in your computer, the Writer will know this date automatically. Otherwise you can set the date with the **OPTIONS** function. If you save a file and the date has not been set, the Writer will prompt you to type in a date. See Section 6 for how to set the date.

Once you have saved your document on a disk, you are free to turn off the computer without worrying about losing what you have written. However, once you have turned the computer off, you will need to load the document from the disk back into the machine the next time you want to edit it. You do this with the **RETRIEVE FILE** function. **Note: If you turn off the computer without saving your document, you will lose that document.**

Disk Capacity If you run out of storage capacity on a floppy disk, the computer alerts you with a message that the disk is full. If this happens, replace your data disk with a new blank disk. (For this reason, you might always want to have one spare disk available.) A floppy disk will store the equivalent of approximately 70 pages of single spaced text. A 3.5" disk will store about 400 pages.

Backup Disks You should also store a duplicate copy of your important documents on a backup disk. A backup disk is an additional floppy disk that contains a second (backup) copy of your document. Thus, if you should accidentally harm your first disk, you will always have another copy of your document. You can simply **SAVE** the file on another disk, or you can use the **COPY PRODOS FILE** option in the Utility Program to copy the file to another disk.

Retrieve File

When you want to work on a document that you have saved, you must load that file from the disk back into the computer. After the program is loaded into the computer, press **Esc** to get to the function menu, and select **FILE** and then **RETRIEVE FILE**. Make sure you have the data disk in the correct drive. If you are using ProDOS subdirectories, make sure you have set the correct path to the subdirectory containing your data files.

Catalog

There are two ways you can tell the Writer the name of the file to RETRIEVE from the disk. If you answer the "Catalog?" question by typing **N** for No, you will be prompted to type in the name of the file to retrieve. But a much easier way is to let the Writer present a catalog of the files on the disk. When asked if you want a catalog, just press **Y**. The catalog lists the names of all the documents that have been saved on your disk (or in the selected ProDOS subdirectory, if any), along with the date on which the file was created or last changed and the file's type. The catalog also lists the slot and drive number of the disk drive in use and the subdirectory (or "any disk" if no subdirectory has been set) in which the listed files are contained.

Bank Street Writer Plus document files are binary files, which are identified in a catalog as BIN type. Files created by printing a document to disk are standard ASCII text files, or TXT type. Other common file types are AWP (AppleWorks™ word processing files), BAS (BASIC programs) and SYS (ProDOS system files). See the CONVERT WRITER FILES option in the Utility Program section for more information about the types of files the Writer can read.

If you are using ProDOS subdirectories and the Writer is unable to locate the subdirectory you have specified in the correct drive, it will give you a message that the subdirectory cannot be found. Check the prefix carefully. If you typed it in directly and misspelled something, use the CHANGE DISK LOCATIONS function to enter it again. If the prefix is correct, it may be that the disk containing the subdirectory is simply not in the proper drive (the one specified as the device for that subdirectory); in this case swap disks. See Appendix A for a description of ProDOS subdirectories.

Once you see a catalog, simply use the arrow keys to highlight the name of the file you want to retrieve. Press **Return** and your document will be loaded into the computer.

Once your document is loaded, you can add to that document, erase parts of it, move words or phrases, or edit it in any way that you want. But remember, **whenever you make any changes in your document, you should save that revised document.** You can use the same name for the document that you used before. If you do so, the

computer replaces the old version on the disk with the new version. If you use a different filename, the computer saves the new version and also keeps the old version.

Combining Files

There may be times when you want to combine a document that you have already saved with a document that you are currently working on. Retrieving a document with text already on the screen will insert the document from the disk into the text in your computer at the location of the cursor. If there is not enough room in your present file to fit in the requested document, you will be told that the file is too large to retrieve. If this happens, you cannot combine documents unless you erase some of your text.

If you have text in the computer and RETRIEVE a file, you will be asked whether or not you want to erase the existing text before retrieving the new text. Answer **N** to merge the two files, as described above, or **Y** to erase all the old text before retrieving the file. (Remember: the old text will be lost if you never saved it!) You can use the "partial save" option, discussed earlier, together with RETRIEVE to save a portion of one document and then add that portion into the middle of a different document.

Clear File

You have finished a document, saved it on your data disk, and now you want to begin a new document. But first you need to remove the text of the old document that still remains on your screen. You can shut off the computer and restart it, but a faster way is to use the CLEAR FILE function, which is a sort of "mass" erase. Select FILE then CLEAR FILE, then follow the instructions that appear at the top of the screen; the text will be completely cleared and your computer will be ready for a new document. If you complete the CLEAR operation without having first saved your text, you will lose that text. CLEAR also allows the erasing of part of your document (like ERASE, but not limited to 15 lines). Answer **N** to the first question about CLEARing all of your text, and follow the prompts to mark the first and last characters of the block of text to be erased. There is no way to bring back text that has been erased with CLEAR.

Print File

The **PRINT FILE** function will let you make a printed copy of what you have written, setting the format of the page (margins, page numbers, etc.) in any manner you like. The Writer has standard format values already set. They are called default values, and will be used for printing your document unless you change them. The default values for many of the formatting options are set using the Utility Program; you can change these values when you print. Other printing options, such as the content of headers and footers, are set or changed each time you print a document.

To print a file that you are currently using, select **FILE**, and then **PRINT FILE**, from the menu (highlight each and press **Return** or just press **F** and **P**). To print a file that you are not currently using, you must first retrieve that file. Prompts ask you a series of questions, all of which have "standard" answers displayed. To accept the displayed answer, merely press **Return**. These answers are set up for the "normal" print situation. To change an answer, type it in before pressing **Return**. If you change your mind about an earlier value, you can press **Esc** and start the process again. Here are the questions that appear.

DO YOU WANT TO REVIEW FORMAT QUESTIONS? (The displayed answer is **N**.) Press **Y** and **Return** if you want to go through and review or change the various formatting options available. If you accept **N** the program will skip the formatting questions and go directly to the question about whether to print a page header (see below). If you skip the questions the program will use the last values you entered for the various settings (or the default formats, if you have not yet changed any settings). Use the Utility program to change the default formats.

IS THIS A CONTINUATION OF THE LAST TEXT YOU PRINTED? (The displayed answer is **N**.) Answer **Y** if you want to connect the document you are now printing with the one you have just printed. Otherwise, accept **N**. If selected, this option resumes printing at the page and line number where the previous document ended. Any previously used header will also appear (see below for a description of headers).

DO YOU WANT TO EJECT THE LAST PAGE OF YOUR TEXT? (The displayed answer is **Y.**) Answer **N** if you wish to add another document to the one you are about to print and have it start on the same page. Otherwise, accept **Y**. Ejecting the page sets the printer at the top of a new page; not ejecting the page leaves the printer at the end of the last printed text. Be careful of the "no eject" option and use it only when you intend to continue printing on the same page. Not ejecting the last page and then manually moving the paper in the printer can "confuse" the program about where the last printing left off. The Writer assumes that when it prints for the first time, the paper is set in the printer at the top of the page. (See your printer manual to find out how to set your printer at the "top of form.")

The displayed answers to the following questions are those set in the Utility program or, if changed, the last values entered.

PRINT HOW MANY CHARACTERS ACROSS THE PAGE? The range is between 40 and 126 characters per line; a typical format would be 65 for 10 characters-per-inch typestyles or 78 for 12 characters-per-inch typestyles. The maximum number of characters that can fit onto one line varies with the size of the paper and the type of printer you are using. Remember to take into account the left margin, set below.

HOW WIDE SHOULD THE LEFT MARGIN BE? The range is between 0 and 40, and is the number of blank spaces that appear to the left of each printed line of text.

WHAT LINE SPACING DO YOU WANT? The range is from 1 (for single spacing), to 3 (for triple spacing).

ARE THE PAGES TO BE NUMBERED? A **Y** answer will have the program place a page number on each page. The START NUMBERING PAGES AT NUMBER? question determines the actual number of the first printed page; you might want to start at page 2 if you have a separate cover page; otherwise accept the default value of 1. Finally, you are asked PLACE NUMBERS AT TOP OR BOTTOM? See the explanation of the top and bottom margins and page number locations in the Utility Program Section.

DO YOU WANT TO PAUSE BETWEEN PAGES? Answer **Y** if you have to add paper to the printer one sheet at a time; use **N** if you are using continuous feed paper.

DO YOU WANT LINE NUMBERS ADDED? Line numbers can be added to your document as an aid to proofreading (especially when two or more people need to communicate about changes to a document). If requested, these line numbers will be printed in the left margin (which must be at least 6 spaces wide to allow enough room for the line numbers). The numbers will be placed sequentially on every printed line on the page (even if some are left blank) and will start over on each new page.

TYPE IN PAGE HEADER. A header is a word or group of words that will appear at the top of each printed page. It is sometimes useful to identify each page of a document in this way. If you use page headers (or page numbers at the top of your document), page 1 of your document will contain neither a header nor a page number, but they will both appear on all subsequent pages. Press **Return** without typing in a header if you do not want a header to appear in your printed document. If you have already printed and used a header, that last used text will appear when this question is asked. You can edit the displayed text, or press **Return** to use it as is. To erase the displayed header and have none, type a space and press **Return**.

DO YOU WANT TO PRINT ALL OF YOUR TEXT? (The displayed answer is **Y**.) Answer **N** if you want to print only a portion of your document. Accept **Y** if you want to print the entire document. A partial print can be useful, for instance, if you have made alterations in one section and want to print a copy of only that section. If you answer **N**, prompts ask you to identify the specific part of the document that you want printed.

DO YOU WANT TO SEE WHERE EACH PAGE OF TEXT WILL END? (The displayed answer is **N**.) This allows you to see exactly where each page will start and end when your text is printed. If you answer **Y**, you will be shown where the text ends at the bottom of the first page break, and you can then adjust that page break, moving it upward (or then back downward) with the up and down cursor movement arrows. Press **Return** to take you to the second page, and so on, until you have reviewed all the pages in your document. Moving the place where a page of text ends affects only the printed copy; it does not change the document in any way.

SEND OUTPUT TO PRINTER, SCREEN OR DISK FILE? (The displayed answer is **P** for printer.) If you accept **P**, your text will be printed. If you answer with an **S** for screen, the text will be displayed on the screen in the same form as it would appear on paper, so that you can see what the printed text would look like. If you have selected a line length greater than can be displayed on the screen, only the first 40 or 80 columns (depending upon which version of the program you are using) will be displayed.

If you answer with a **D** for disk, you will also be asked if you want to SUPPRESS PAGE FORMATTING?. Answer **Y** to print just the text in a standard ASCII form, with a carriage return at the end of each line (you would use this option to send a file over a modem to another computer). Answer **N** to include all margins, headers, page numbers, etc. in the disk file (you would use this option if you were going to later print the disk file to the screen or a printer using another program). You will then be prompted for a disk filename, and the text will be written (electronically), with or without formatting, to a disk file for later use.

If you are printing to the printer, you will be asked HOW MANY COPIES DO YOU WANT TO PRINT?. Type in a number to have the Writer print multiple copies of the document, or accept the standard "1" answer.

When you are printing your document and want to stop, press **Esc**. If you simply want to pause for a moment, press the **Spacebar**; another press of the **Spacebar** will resume the printing. After you have printed a document you will be asked DO YOU WANT TO PRINT AGAIN? Answer **Y** for another printout or accept **N** to return to writing.

You can make additional adjustments to the format of your document, and adjust the "standard" answers to the format questions that are displayed in the PRINT FILE function, by using the Utility Program.

Note: If you try to print a document and there is no printer attached to your computer, the system may stop and no keys will work. Press the Control and Reset keys together to solve this problem.

5 Spelling Corrector and Thesaurus

The Bank Street Writer Plus provides a powerful set of word analysis tools, including spell checking, synonym finding and dictionary searching. These tools can be used with a single word or on an entire document. The entire-document functions are contained under **SPELL** on the function menu, and allow you to check the spelling of all or part of your document at one time. The single word tools are called up while writing, by placing your cursor on a word and pressing an **Apple** key combination.

Spelling Tools: A Caution

A word or two about spelling tools is in order. The Writer's main spelling tool is a "spelling corrector" (meaning that it will help you correct a misspelled word, not just find it) and it is a very good one. But it is important to understand its limitations. What it does is very simple: it finds words in your text that it cannot find in its dictionary and offers suggestions for replacement words that it does find in its dictionary. A good spelling corrector will offer suggestions that, more often than not are the words you meant to type. If you type "tpye," a good spelling corrector will tell you that there is no such word and offer "type" as an alternative. What's wrong with this?

■ First of all, just because the word is not in the dictionary does not mean it is incorrect. The Writer's 60,000 words cover most writing, but there are lots of words, including technical terms and proper names, that are not included. Because a word shows up as "not found" in the dictionary does not necessarily mean that it is incorrectly spelled.

■ But more important, the Writer will not detect a word that is spelled correctly but misused. If you type "a peace of cake," the Writer's spelling corrector will not object, even though you should have used "piece" instead of "peace." This is one danger of relying too heavily on this still rather limited technology.

■ Also, if you tell the Writer to add a misspelled word to the dictionary, it will oblige. After all, you know better than it that a word not found in the dictionary is actually okay! Thereafter, the Writer will recognize that misspelling as a correctly spelled word.

These cautions stated, the spelling tools contained in the Writer can be very helpful (and fun) if used carefully. Think of the spelling corrector as a proofreader; it is very good at catching typographical errors. It is also very good at looking things up in its dictionary. Use it to look up words that are similar to a word you think may be spelled wrong; check to see if a word is spelled correctly; look for synonyms, or words that start with certain letters but end in various ways. Treat the Writer's spelling tools as an electronic reference set and you will find them very useful. This is what they are; they are no substitute for thinking. Be especially careful when you add words to the dictionary; you are teaching the Writer how to spell.

The Dictionaries

There are two dictionaries that the Writer needs for its word analysis tools. The spelling dictionary (named DICTIONARY.BSW) and the thesaurus (named THESAURUS.BSW). Each is contained on one side of the Dictionary disk. In addition, when you add words to the dictionary, the Writer will create an "update" dictionary on the same disk, named UPDATE.BSW. So that the Writer can find these dictionary files when it needs them, be sure to set the disk drive (and subdirectory, if you're using them) where the dictionaries are located. These are set with the CHANGE DISK LOCATIONS function; see Section 6. When the Writer is asked to check spelling, or look for synonyms, or add words to the dictionary, it has to read one or more of these files from the disk. If you are using the Writer on a one-drive floppy system, you will have to remove your data disk and insert the Dictionary disk when using these tools; on a two-floppy system you can leave the Dictionary disk in one of the drives all the time (after loading the program into the computer with the Program disk).

If you have only one disk drive available for the dictionary and thesaurus disks, you will have to swap these two disks, or turn the disk over if you are using the original copy, when you change from using the spelling corrector or word search functions (which use the spelling dictionary) to looking for synonyms (which uses the thesaurus).

If you have a high capacity disk or hard disk, you can copy both the spelling dictionary and thesaurus files onto the same disk. To do this you can use any ProDOS file copy program. The ProDOS User's Disk or IIc Utilities Disk that you may have received with your computer both have such a function. You can also use the option included in the Writer's Utility program to copy a ProDOS file from one disk to another. See Section 10 for details.

The Update Dictionary

The update dictionary will be created the first time you add words to the dictionary, and will be added to thereafter. This is a standard text file and may be viewed with the Writer, but **you should not try to edit the file** (editing the file may make it unusable). You can erase it and start over. Or you can create a library of special-purpose, or custom dictionaries by making several copies of the Dictionary disk, each with its own update dictionary. Note that it is possible that your update dictionary can get so big that it will run out of disk space; you will not be able to add any more words to it if this happens.

If you want to remove words from the update dictionary, the easiest way is to "remove" the UPDATE.BSW file from the Dictionary disk by renaming it to some other name, or by copying it to a data disk and then deleting it from the Dictionary disk. This lets you use it as a document, and since there will then be no UPDATE.BSW file, the Writer will create a new update dictionary when you next use the spelling checker. Then retrieve the renamed file with the Writer and check the spelling of this "document," adding the words you want to add back in to the dictionary (see below for instructions), and skipping over the ones that you do not want in the dictionary. Finally, once the new UPDATE.BSW has been created, you should delete the old file from the Dictionary disk (to leave the maximum amount of disk space available for adding new words).

It is also easy to create a specialized update dictionary from scratch. First make sure that there is no UPDATE.BSW file on the

Dictionary disk you are using. Then use the Writer to create a "document" containing the words you want to have in your specialized dictionary. Do a document check of the file, and add any words that the Writer doesn't find in its main dictionary (see below for instructions).

Single Word Tools

There are three single word tools: one to check the spelling of a word (**Apple-S**), one to use the thesaurus (**Apple-T**), and one to do a word search in the dictionary (**Apple-W**).

To use a single word tool while writing, place your cursor over a word and press an **Apple** key together with the **S**, **T** or **W** key. For convenience, these tools will also work if the cursor is immediately after a word, so you can use them on a word you just finished typing. All of these tools work only on one word at a time. Make sure that the appropriate disk (either or both of the spelling dictionary and thesaurus) is in the proper disk drive when you use these tools.

**Apple-S -
Spelling
Check**

Press an **Apple** key and the **S** key at the same time to check the spelling of a word under or before the cursor. The Writer will look up the word in the dictionary. If the word is found, the Writer will give you a message that the word is okay. If it can't find the word in the dictionary, the spelling box will appear on the screen and the Writer will begin searching the dictionary for possible suggestions for correcting the word. The word you are checking will be highlighted in your text, and at the same time will appear at the top of the spelling check box. The word "searching" in the box will tell you that the Writer is looking through the dictionary for suggested spellings.

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HIGHLIGHT CHOICE WITH ↓ OR ↑, THEN PRESS RETURN.

┌═ SPELLING CHECK ═┐  ce you have with the Bank Street Writer Plus, the
│ referense        │  ith it; the more you can use it, the more uses you
│                  │  e Writer you can write anything that you would
│ searching...     │  for, from the simplest note to the most complicated
│                  │  ter than a typewriter and the results are always
│                  │  es, or inserts due to errors.↵
│                  │
│                  │  riter Plus is very easy to use.  If you have never
│                  │  gram before, this manual will tell you all you need
│                  │     If you have some experience with a computer or
│                  │  r, you probably will be able to start using the
│                  │  s manual, since all the necessary commands appear on
│ IGNORE - WORD OKAY│ can then serve as a reference manual (see the
│ ADD TO DICTIONARY │
│ TYPE IN WORD      │
└──────────────────┘
```

At this point look at the word. If it is spelled correctly (a proper name, for instance) and you don't want to add it to the dictionary, just press I, for **IGNORE**. You can do this even if the Writer hasn't finished searching the dictionary for suggestions. Another way to ignore the word and stop the spelling check is just to press **Esc**.

Once the Writer has searched the dictionary for possible alternatives (or presented the message "no suggestions found"), you can do one of several things:

HIGHLIGHT CHOICE WITH ↓ OR ↑, THEN PRESS `RETURN`.

```
┌══ SPELLING CHECK ══┐ ce you have with the Bank Street Writer Plus, the
│ referense          │ ith it; the more you can use it, the more uses you
│ ┌─────────────────┐│ e Writer you can write anything that you would
│ │reference        ││ for, from the simplest note to the most complicated
│ referent           │ ter than a typewriter and the results are always
│ referents          │ es, or inserts due to errors.↵
│ referee            │
│ referenced         │ riter Plus is very easy to use.  If you have never
│ references         │ gram before, this manual will tell you all you need
│ referendum         │    If you have some experience with a computer or
│ referees           │ r, you probably will be able to start using the
│                    │ s manual, since all the necessary commands appear on
│ IGNORE - WORD OKAY │ can then serve as a reference manual (see the
│ ADD TO DICTIONARY  │
│ TYPE IN WORD       │
└────────────────────┘
```

You may now select any of the choices in the spelling check box. Select just as you do in other parts of the Writer; use the up or down arrow keys to highlight your choice and then press **Return**. In addition, you can select **IGNORE, ADD TO DICTIONARY** or **TYPE IN WORD** with a first letter key (and no **Return**). Of course you can't select an alternative suggestion with a first letter key since they may all have the same first letter. Here are the choices:

■ Use a suggested spelling. The first suggestion (the one considered by the Writer to be most likely) will be highlighted. Press **Return** and the original word will be replaced by the highlighted word and you will go back to writing. If this word is not what you want, move the highlighter down the list and press **Return** at the word you do want. If there are "no suggestions," the highlighter will start on the **IGNORE** choice.

■ **IGNORE.** If the word is spelled correctly, or if for any other reason you want to leave it as it is, and just have the spelling corrector ignore it, press **Return** with the highlighter on **IGNORE**, or press the I key. No replacement will be made and you will go back to writing.

■ **ADD TO DICTIONARY.** If the word is spelled correctly and you want to add it to the dictionary because you will be using it often, highlight **ADD TO DICTIONARY** and press **Return** (or just press the **A** key). The word will be added to the update dictionary and you will be returned to writing.

Make sure that you only add words that you know are spelled correctly. In addition, take care not to add words that may cause the Writer to miss mistakes. Abbreviations and short words can be a particular problem. If you add the word "Ms" so the Writer will not flag that word as misspelled, it will also fail to find the mistake if you accidentally put a space in the middle of a word such as "far ms."

■ **TYPE IN WORD.** If the suggestions do not list the "correct" word, and you see the mistake and know how to fix it, press **T** or highlight **TYPE IN WORD** and press **Return**. A flashing cursor will appear with the original word so that you can edit it. Edit the word just as in the Writer: use the left and right arrows to move the cursor or an **Apple** key and < or > to move to the beginning or end of the line. When you have corrected the word, press **Return** and the original word will be replaced by the corrected word and you will be returned to writing. If you change your mind while entering a correction, press **Esc** and select another option. This method of correction is especially useful if you have made a simple one- or two-letter typing error in the word — just fix it and go on.

■ **Esc.** You can always press **Esc** and stop the spelling check and go back to writing with no changes. You can also correct an incorrectly spelled word by just pressing **Esc** and fixing the word as you continue writing.

Apple-T - Thesaurus

Press either **Apple** key and the **T** key at the same time to look for synonyms. Place the cursor on (or one space after) the word you might want to change, and press **Apple-T**. The Writer will search the thesaurus' main word list, and one of two things will happen:

If the word is not in the main word list of the thesaurus, the Writer will tell you that no synonyms are available.

If the word is found in the thesaurus' word list, the Writer will proceed to find synonyms for it. Because a list of synonyms could take up most of the screen, your text will be scrolled so that the word you

are looking up is highlighted in the top few lines of the writing box, and the synonyms will appear in a synonym window over the rest of the text. If you see a synonym that you would like to use in place of the original word, use the four arrow keys to move the highlighter to the word you want and press **Return**. The original word will be replaced by the synonym and you will be returned to writing. If there are no synonyms you like, or you don't want to make a replacement, just press **Esc**.
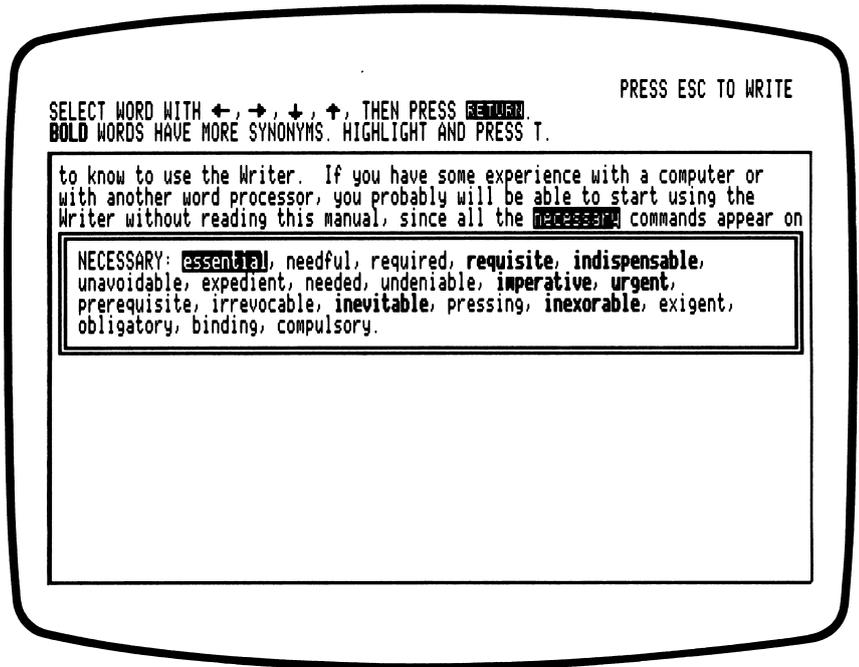
Notice that some of the synonyms may appear in boldface type. The Writer's synonym tool has a special feature called "linked synonyms." This means that some of the synonyms shown have other synonyms which are in the thesaurus. Looking at the synonyms for a word that was offered as a synonym lets you follow "trails" of different meanings through the thesaurus. This gives you a much better chance of finding just the right word you want, even if the word was not close enough in meaning (or in the thesaurus) to the original word to be listed as a synonym. It can also be fun!

To see more synonyms, highlight a word that appears in boldface (one for which there are more synonyms) and, instead of pressing **Return** to use that word, press **Apple-T** again, or just **T**. Synonyms will be presented for that new word. You can continue following the trails of synonyms throughout the thesaurus or, at any time, press **Return** to replace the original word in your text with the highlighted word, or **Esc** to go back to writing without making any replacement.

Note: In the 40 column version, there may be more synonyms than can fit on the screen at one time. If this is the case, the words NEXT PAGE will appear at the bottom of the synonym box. Highlight NEXT PAGE and press **Return** to see the rest of the synonyms.

**Apple-W -
Word Search**

The third tool available is activated by **Apple-W**, and lets you look through the Writer's dictionary in a variety of ways. Place the cursor on (or one space after) a word and press **Apple-W**. The word will be highlighted and the word search box will appear with the word listed at the top. You can also press **Apple-W** with your cursor on a blank space (not right after a word) and then type in your "search" word after the word search box appears.

```
                                              PRESS ESC TO WRITE

HIGHLIGHT CHOICE WITH ↓ OR ↑, THEN PRESS RETURN.

┌══ WORD SEARCH ══┐   ation what you read about in the manual.↵
│ referense       │
│                 │   to press various keys on your computer.  Even though
│                 │    your screen, you can't hurt your system.  And if
│                 │   an always start the program again.↵
│                 │
│                 │   ce you have with the Bank Street Writer Plus, the
│                 │   ith it; the more you can use it, the more uses you
│                 │   e Writer you can write anything that you would
│                 │   for, from the simplest note to the most complicated
│                 │   ter than a typewriter and the results are always
│                 │   es, or inserts due to errors.↵
│ WILDCARD SEARCH │
│ ANAGRAM SEARCH  │   riter Plus is very easy to use.  If you have never
└═════════════════┘   gram before, this manual will tell you all you need
to know to use the Writer.  If you have some experience with a computer or
with another word processor, you probably will be able to start using the
Writer without reading this manual, since all the necessary commands appear on
the screen.  This booklet can then serve as a reference manual (see the
```

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This box works like the spelling box, but the choices are a bit different. First notice that there are no "suggested" words listed in the box; this is because you haven't yet told the Writer what type of search you would like. Once you choose a search, the words that the Writer finds in the dictionary will be listed in the box just like the suggestions in the spelling box. The search choices are selected by highlighting and pressing **Return** (or pressing **W** or **A**). They are:

■ **WILDCARD SEARCH**. This search allows you to "look up" a word in the dictionary, even if you don't know exactly how to spell it. It also lets you look up all the words that meet certain criteria (e.g., all the words that start with the letters "wond . . . "). To use this feature, highlight **WILDCARD SEARCH** and press **Return**. A cursor will appear with the original word (if any). Edit or type in the word to search for and press **Return**.

You can type an exact word, and the Writer will try to find that word in the dictionary. But you will find this feature much more useful if you use the Writer's "wildcard" characters. As you type the word, use the following characters in place of a letter or letters:

The **?** character will find all the words in the dictionary with any single letter appearing in place of the **?**. If you don't know whether the correct spelling for the word meaning a sound you hear is "audible" or "audable," type **aud?ble**. You can use multiple **?**'s to find words of the same length. **l???r** will find "labor," "later," "lover," and more. The **?** character is particularly useful for solving crossword puzzles.

The **=** character (you can also use the ***** character, which will do the same thing) will find all the words that have *any* letters in place of the **=** (or *****). Thus **wond=** will find all the words that start with "wond" and have any ending (e.g. wonder, wonderful, etc.). **C=** will find all the words that start with C.

You can only use one **=** character in a word; if you put two into a word, all the letters you type between the two **=** characters will be ignored.

You can mix the two types of wildcards within a word, using one **=** character and one or more **?** characters. **l?t?r** will find "later" and "liter," while **l?t?r=** will find "lateral" and "literally."

Note that you can type wildcard characters into your search word only after entering the word search option. Wildcard characters (or any other punctuation) in your text are ignored when you press **Apple-W.**

■ **ANAGRAMS.** This type of search will look for all the words in the dictionary that use the exact same letters in a different order. Select **ANAGRAM SEARCH** and a cursor will appear with the original word. Edit the word or just press **Return** and the Writer will find all the anagrams of that word in the dictionary.

Once you have selected a search, the words will appear in the word search box. You can move the highlighter over any word and press **Return** to replace the original word in your text with the highlighted word. Or just press **Esc** to go back to writing with no replacement. If more words are found in the dictionary than can fit in the box, —MORE— will appear as the last entry in the list. Highlight this entry and press **Return** to see more words. You can select another search type at any time (by highlighting the appropriate search type and pressing **Return** or by pressing the first letter key). The previous word you searched for will appear with the cursor. Edit it or press **Return** and the words listed in the box will disappear and be replaced by a list of words that are found according to the new search request. Press **Esc** at any time to return to writing.

Checking an Entire Document

To check the spelling of an entire document, select **SPELL** from the function menu. You will be presented with three choices. The first will check the spelling of every word in your document. The second will check the spelling of all the words from the cursor to the end of the document. This is useful if you interrupt the checking of a document and want to restart it without going through the words already checked. The third option will give you a count of the number of actual words (and characters) in your document.

Highlight **CHECK ALL TEXT** and press **Return** (or just press the **C** key). The Writer will start at the first word of your text and check its spelling. This will work like the checking of a single word (see above), with the following differences:

■ When the Writer is finished checking a word (because it finds it in the dictionary or because you replace it, ignore it, or add it to the dictionary), it will go on to check the next word, instead of returning you to writing. Note that if you press **Esc**, you will stop the SPELL function completely, not just the checking of the current word; to skip a word and go on to the next word select IGNORE, not **Esc**.

■ If you ignore a word (with IGNORE), that word will be ignored throughout the rest of the document during the current spelling check. If you stop and then restart the SPELL function, you will have to tell the Writer to ignore the word once again (or you can add the word to the dictionary, in which case it will always be "ignored").

■ In single word check mode, you can press **Esc** to go back to writing and correct the word by yourself. In document check mode, you should use the TYPE IN WORD option; **Esc** stops the function and you will have to restart it to go on to check the next word.

Other than these differences, the spelling check works as it does on a single word. You can select a suggestion for replacement, ignore the word, add it to the dictionary, or type in a correction.

The spelling check will continue until all the words in your document have been checked. Press **Esc** at any time to stop the spelling check. Any corrections or replacements made up to that point will remain. You can start the check again at the beginning of your text, or at the cursor.

Display Word Count

DISPLAY WORD COUNT will tell you how many words, and characters, are contained in the file you are currently working with.

Word Frequency Lists

The Utility Program contains an option than will list all the words used in a document, along with the number of times each word was used. For more information, see Section 10.

6 Options

The **OPTIONS** functions allow you to set the locations of data and dic-
tionary disks (either by specifying disk drives or ProDOS subdirec-
tories if you are using them); to define what the Writer's function keys
will do; to set the Writer's **Tab** stops, and to enter a ProDOS date.

After reviewing or changing disk locations, function key defini-
tions or **Tab** settings, you will be asked if you want to save the changes
on the Program disk. If you answer **Y** (Yes), the new settings will be re-
corded on the program disk and "remembered" the next time the pro-
gram is run; if you answer **N** (No) or press **Esc**, the new settings will be
used only until you turn off the computer — the next time you run the
program it will revert to the settings that existed before you changed
them.

There are four choices: **CHANGE DISK LOCATIONS, DEFINE FUNCTION
KEYS, SET TAB STOPS**, and **ENTER PRODOS DATE**. All but the **DEFINE FUNC-
TION KEYS** option are described below; defining and using function keys
are explained in Section 9. Information about ProDOS subdirectories
is contained in Appendix A.

Change Disk Locations

The Bank Street Writer Plus uses Apple's ProDOS operating system;
ProDOS tells the computer how to communicate with disk drives and
other "peripherals." There are two different methods you can use to
tell the Writer where to look for your data files and the dictionary
files. You can simply specify a disk drive for each, and the Writer will

look for the files on the disk that is in the specified drive or drives. Or, if you are familiar with, and already using, ProDOS paths and subdirectories, you can tell the Writer in which subdirectories to look for each type of file. Using ProDOS subdirectories is not necessary, especially if you are using floppy disks. This section describes how to specify which disk drives are to be used for data files and the dictionary files. Appendix A describes how to specify ProDOS subdirectories for these files.

There are three disk locations that can be set independently — one for your data files, one for the spelling dictionary, and one for the thesaurus. These can all be set to the same drive (if you only have one drive — in which case you will have to swap disks at various times while using the program) or to different drives. For each, you can set both a slot number and a drive number. On an Apple IIe, the slot is the slot number into which the disk drive controller card is connected; you can have several such cards and one or two drives connected to each. On a IIc, the internal drive is designated as "slot 6, drive 1," an external 5 ¼" drive is "slot 6, drive 2," and other slot numbers are used for additional drives.

Selecting a Disk Drive

ProDOS uses the term "device" for a disk drive, RAM disk or any other storage device. Since this section is about disk drives in which your data or dictionary files can be found, the term "drive" is used, with each drive specified by a slot and drive number. To change the drive or drives to be used for your files (or just to review which drives are being used) highlight OPTIONS on the menu and select CHANGE DISK LOCATIONS. You will see the three types of files listed: data files, the spelling dictionary, and the thesaurus. Next to each is the current slot and drive (the location) where the Writer will look for a disk from which to retrieve and save data files, or to read the dictionary or thesaurus.

Next to each location is a notation that (1) the Writer is not using ProDOS subdirectories and so will use any disk in that drive ("any disk"), or (2) there is a ProDOS subdirectory in use for that drive ("subdir"). The "any disk" designation is used when the Writer isn't looking for a subdirectory on a particular disk; in this case it can use any disk in the selected disk drive.

You can select a type of file to change by highlighting your choice and pressing **Return**. Note that there is also a fourth choice that can be selected; **STOP MAKING CHANGES** will stop the **CHANGE DISK LOCATIONS** function and allow you to save your changes.

After you select data files, the dictionary or the thesaurus, the appropriate slot and drive will be highlighted. Use the left and right arrows to change the disk drive to use for that type of file; as you do, the Writer will display all the allowable disk drives (those actually connected to your computer), showing you the slot and drive number for each. After selecting the drive you want, press **Return** again. You will be asked if you want to specify a subdirectory for the disk in that drive. Answer **N** to simply use any disk placed in that drive, without using ProDOS subdirectories (the disk must be formatted, of course). To answer Yes and specify a subdirectory, see Appendix A.

You can then change one or both of the other disk drive assignments, or select **STOP**. Once you stop, you will be asked if you want to save the new settings on the Program disk so that the Writer will use the selected drives the next time you run the program. If you answer **Y**, they will be saved. If you answer **N**, the new settings will be used until you turn off the computer; the next time you run the program the previous settings will be used.

If you have two drives, you can use one for data files and the other for both the dictionary and thesaurus, changing disks when necessary. If you frequently use both the spelling checker and thesaurus at the same time, you can use one drive for the dictionary and the other for the thesaurus, using either one for your data files when you need to save or retrieve a file. If you have only one disk drive, you will, of course, have to use the same drive for all three purposes. If you have a high capacity drive, you can copy both the dictionary and thesaurus onto one disk and use the same drive for both without swapping disks. See Section 5 for more information about copying the dictionaries.

Define Function Keys

Defining and using the Writer's function keys are described in detail in Section 9.

Set Tab Stops

Selecting this function will display the tab stop line at the bottom of the screen and provide directions in the prompt area. Your text will remain on the screen, and the cursor will appear on the tab stop line in the same column in which it's presently located in your text. This makes it easy to move the cursor to the place where you want to set a tab stop, go to the SET TAB STOPS function, and set the tab at that spot.

To set tabs, simply move the cursor along the line with the left and right arrow keys. Press the **Spacebar** to erase an existing tab stop, **T** to insert a normal tab stop, or **D** to insert a decimal tab stop (see Section 8 on using tabs). The **Tab** key will move the cursor to the next existing tab stop; an **Apple** key and < or > will move to the beginning or end of the tab stop line. Press **Esc** when you are through setting tab stops. If you save the settings, they will be "remembered" the next time the program is run. If you do not save the settings, the new ones will be used until you turn off the computer, and the next time the program is run the original settings will be used.

Note: If you are using the 40 column version of the program, you will be able to set and use the tabs in the first 40 columns of the screen only. Tab stops in the "second half" of the screen will remain unchanged but are available only in the 80 column version.

Enter ProDOS Date

ProDOS adds a date to the information stored on a disk each time a file is created or changed. This date is listed by the Writer next to each file's name in a catalog. If you have added a ProDOS compatible clock to your computer, then ProDOS will know the current date and the Writer will use that date when it saves a file. If you do not have a clock, the date will be 00/00/00. Use the ENTER PRODOS DATE function to set the ProDOS date each time you run the Writer; the date will go back to 00/00/00 when you turn off your computer. Type in the date in the form month/day/year (e.g. 12/20/86). If you save a file and have not yet set the date, you will be reminded to set the date at that time.

If you have a clock and enter a different date from that indicated by the clock, the Writer will reset the date to the one it reads from the clock.

7 Disk Functions and Quit

The **DISK** functions allow you to prepare data disks to store files and do other "housekeeping" tasks on your data disks. Select these functions by highlighting **DISK** and pressing **Return** (or just press **D**). Then highlight the desired function and press **Return**, or press the key for the first letter of that function's name.

Rename File on Disk

This function is used to change the name of a file on a data disk. Follow the prompts to provide the old and new names for the file (or to select the old filename from a catalog); this will change the name but not affect the contents of a file. You can use **RENAME**, for example, to change the names of two files to have similar (though not identical) names to show that they are related (e.g. STORYA and STORYB).

Delete File on Disk

This function will delete a file from a disk. Follow the prompts to provide the name of the file or to select it from a catalog. Remember that once a file has been deleted from the disk, there is no way to get it back; **DELETE**ing a file is permanent.

Format Data Disk

This function prepares a floppy disk to be used as a data disk for storing Bank Street Writer Plus text files (or other ProDOS files). You can format regular floppy disks or high capacity 3.5" disks. When you purchase a blank floppy disk, you must first prepare it for use. This process makes that disk compatible with your own computer. To prepare a new disk, follow the instructions at the top of the screen. (Another way to prepare a data disk is to follow the procedures given in your ProDOS manual.) The Writer uses standard ProDOS format-ted disks to store files, so the disks may be written to and read from by other programs. You can also copy a data disk by using the copy program that came with your computer.

Each ProDOS formatted disk has a disk, or volume name. You will be given an opportunity to type in a name when you format a disk, or you can just use the Writer's standard name for a data disk (BSW.DATA).

Note: This process (also called "initializing" a disk) erases any data that was on the disk, so use it only on new disks or on disks with outdated or unneeded contents.

Quit

This function will stop the Bank Street Writer Plus and let you use your computer for another task. Any text that you wrote but did not SAVE will be lost when you QUIT. In the 40 column version of the Program, QUIT appears under the DISK functions.

8 Additional Writing Commands

The previous sections of this manual contain all the instructions you need to write, edit, and print any document. There are some additional, optional commands that allow you to further refine the format of your document. These commands add boldface and underlining, center titles, indent text, make use of tab stops, and perform other advanced formatting tasks. There are other commands to move the cursor by word, by line, or to the beginning or end of your text. Still other commands let you check the spelling of a word, or look up synonyms. Holding down either **Apple** key while pressing the **?** key will provide a list of the special keys that access these features. They are available while you are writing and are described below. Most keys are used in conjunction with an **Apple** key.

Extended Cursor Movement Keys

In addition to the four cursor movement arrows, there are keys which will move the cursor greater distances:

Either **Apple** key plus the left arrow or right arrow keys will move the cursor to the left or right one word at a time. No matter where the cursor started, it will be moved to the first character of the next word.

Either **Apple** key plus the < or > keys (with or without **Shift**) will move the cursor to the extreme left or right end of a line of text on the screen. Pressing the key again will move the cursor to the end of the next (or previous) line.

Either **Apple** key plus the up arrow or down arrow keys will scroll your text up or down a little less than a full screen. This is a good way to move quickly through a long document.

Either **Apple** key and **B** (for beginning) or **E** (for end) will move the cursor to the beginning or end of your document.

Tabs

The **Tab** key, when used while writing, will move the cursor to the next tab stop. (See Section 6 for how to set tab stops.) Moving to a tab stop inserts spaces into your text so, if you change your mind, you must erase the spaces. If the tab stop is a normal tab (marked with a **T** on the tab stop display), the next character you type will be placed at that spot and the cursor will continue on to the right. If the tab stop is a decimal tab (marked with a **D** on the tab stop display), the following will occur:

■ If the next character you type is a letter, it will be placed at that spot and the cursor will move to the right, as it normally would.

■ If the next character you type is a number (or a dollar sign or a comma), it will be moved one space to the left. Additional numbers typed will continue to be moved to the left while the cursor remains at the tab stop. When you type a decimal point, it will be placed at the tab stop and the next numbers or letters you type will move to the right. This has the effect of placing a number so that the decimal points will line up in the column for which a decimal tab has been set. It simplifies entering a column of numbers, even if they are of different lengths.

Note: The 40 column version of the program will display and allow you to use tab stops in only the first 40 columns of the screen. Tab stops in the "second half" of the screen (that were set using the 80 column version) are still there, but cannot be used with the 40 column version of the program.

Center, Margin, Quote, and New Page

These features all work the same way. They are single key commands (pressed while holding down either **Apple** key) which place a marker on the screen indicating their effect. The effects of these keys are *not* displayed on the screen; the actual formatting is done only when your text is printed (and can be seen on the screen when using the "print to screen" option). All these features can be used only when starting a new line, after a **Return**. Delete a marker with the **Delete** key, just like any other character.

Apple-C - Center
This command is used to center a title between the left and right margins; it will center all text between the CENTER marker and the next carriage return (**Return**). It has no effect if used to center a line wider than the printed page.

Apple-M - Margin
This command holds the left margin in 8 spaces when printed so that the text will be indented (e.g., for outlines); it will indent text from the MARGIN marker to the next carriage return (**Return**). You can use up to four MARGIN's in a row to indent up to 32 spaces.

Apple-Q - Quote
This command holds both the left and right margins in 8 spaces, so that the text will be indented and centered. In addition, it will cause all text between the QUOTE marker and the next carriage return (**Return**) to be printed out single spaced, no matter what the overall line spacing has been set for. This is useful for inserting quotes in a document that you are printing double spaced.

Apple-N - New Page
This command causes the text immediately after the PAGE marker to begin a new page when printed.

Printer Format Commands

Many printers have various special formatting features (such as italic fonts, underlining, or proportionally spaced type) that can be turned on and off by sending special commands to the printer along with the text you want printed. These commands consist of strings of characters, numbers or control codes (characters typed while holding down the **Control** key) that will be interpreted by the printer as commands and not as text to be printed. The Writer allows you to define up to 16 such commands at one time and then insert them into your text wherever you want to turn on or off one of your printer's special features. These commands are defined and given names (of up to five characters each) in the Utility Program. To insert a previously defined command while writing, hold down an **Apple** key and press **P.** A list of all the defined commands, by name, appears in a window inside the text area. At the top of the list is the name you assigned to the entire set of commands. Next to each command is a letter. Pressing the appropriate letter (**A** thru **P**) will cause that command to be inserted in your text at the cursor. If you change your mind and don't want to insert a command after pressing **Apple-P**, just press **Return** to cancel the command.

Note that, for convenience, only a marker with the name you have given to the command appears in the text. This is so that you can remember what the command does, rather than the particular characters that make up the command. (You should use names that make clear what the command does, such as ITAL or BOLD.) When the text is actually printed, the string of characters that make up the command is sent to the printer at the point in your text where the marker appears. See Section 10 for instructions on defining and changing printer commands.

Before you assign a name to a command, its default name will be the corresponding letter used to select that command while writing. An exception is the first two commands, which are reserved for "underline on" and "underline off" commands. You can delete a printer command marker as you would any character, with the **Delete** (or **Apple-Delete**) key.

You will generally find that it is best to put a command that changes type styles on a line by itself, as some printers can get confused when issued such an instruction in the middle of a line of text.

Spelling Tool Commands

There are three special spelling and thesaurus commands that can be used while writing. With your cursor pointing to a word, press:

Apple-S to check that word's spelling;

Apple-T to look up synonyms in the thesaurus; or

Apple-W to do a word search in the dictionary.

See Section 5 for a description of these functions.

Other Special Commands

Apple-A - Available space

Pressing **Apple-A** will provide a message in the prompt area telling you how much room is left in the computer for the document you are working on. When you approach the maximum capacity, a prompt will warn you. If you are going to exceed the capacity, you can simply **SAVE** your text at a convenient stopping place, **CLEAR** the text, and start a new document. The two documents can then be printed together using the "Continuation" option of the **PRINT** function. A document can be up to about 3200 words long.

Apple-D - Display Function Key definitions

Pressing **Apple-D** will display the definitions assigned to the function keys (the **Open Apple** and **Closed Apple** keys with the numbers 1 through 0). There are two screens of definitions; press **Return** to see the other screen. You can press any of the function key numbers (1 through 0) without pressing an **Apple** key while the definitions are being shown and the function key will work just as it does if pressed with the appropriate **Apple** key without the definitions on the screen. See Section 9 for details.

Apple-L - Line (tab stop) display on/off
Pressing **Apple-L** will change the bottom line of the screen to a tab stop display line so you can see where the tab stops are set while writing. Another **Apple-L** will turn the line off.

Apple-R - Reformat text
The Bank Street Writer Plus does not constantly rearrange your text as you change it. For example, if you enter a lot of text in the middle of a paragraph, a line will open up to speed text entry. The text will be "closed up" and reformatted on screen when you move the cursor somewhere else or press **Esc** to perform some other function. To force the text to be properly formatted without moving the cursor or pressing **Esc**, press **Apple-R**.

The Calculator

Some versions of the Writer feature an on-screen calculator that can be used by pressing an **Apple** key and the = key. Use the calculator like any standard four function calculator; press the keys on the keyboard corresponding to the keys on the calculator. The result of a calculation will be shown on the calculator's display; press **Return** to insert that result in your text where the cursor was before you called up the calculator, or press **Esc** to go back to writing without inserting the result in your text. Press **C** to clear the display. Press **D** to change the format of the display from unformatted, to money format (**$**), to integer format (**I**).

9 Defining and Using the Function Keys

About the Function Keys

The Writer allows you to define up to 20 special "function keys" on your keyboard. The keys that can be defined are the ten number keys (1 through 0) pressed with the **Open Apple** key and the same ten number keys pressed with the **Closed Apple** key. (Note that this is the one case in which the two **Apple** keys do different things.) You can define each key to "represent" from one to 32 keystrokes; pressing that key will then do the same thing that pressing the 32 keys would have done. Note: On the Apple IIGS, the **Closed Apple** key is labeled *option*.

This ability to define one key as doing the work of a large number of keys is often called using "keyboard macros"; it saves a lot of time. There are two ways to think about using the function keys in the Writer. Using a function key can be a powerful shortcut for typing text or for executing commands.

The simplest use of the function keys is to define a key as a commonly used phrase or name. Define **Open Apple-1** as the phrase "The United States of America"; instead of typing this phrase when you want it to appear in your text, just press **Open Apple-1** and the entire series of letters will be inserted just as if you had typed it letter by letter. If you have writing to do that repeatedly uses this or any other phrase, this can save a lot of time.

But it is when you use a function key to issue a series of commands to the Writer that its real power shows up, for you can use a function key to perform a task that requires a series of steps without having to enter each response separately, and in fact you can use them to create whole new commands that don't exist in the Writer! Here are some examples:

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■ Suppose you have a file named OPEN on your disk that contains an opening paragraph that you use often in your letters. To retrieve this file and insert it into your text at the cursor, you would press **Esc**, **F** (for FILE), **R** (for RETRIEVE), **N** (for No), **N** (for No), type OPEN, and then press **Return**. If you define **Open Apple-1** as this series of keys, pressing **Open Apple** and the **1** key will cause the file to be retrieved and inserted into your text.

■ To save a file you have retrieved and edited and then resume editing, you can type the following keys: **Esc**, **F** (for FILE), **S** (for SAVE), **Y** (for Yes), **Y** (for Yes), **Y** (for Yes). (Try it and watch the prompts and questions that these commands respond to.) Define the **Open Apple-2** key as this series of keys and you need only press **Open Apple-2** to save your file and resume editing; you never have to read the prompts or think about the series of commands.

■ There is no command to erase the word you just typed, but the following keystrokes will do this: **Esc**, **E** (for EDIT), **E** (for ERASE), **Apple**-left arrow, **Return**, **Apple**-right arrow, **Return**, **Y** (for Yes). Define the **Open Apple-3** key as this series of keys and you have created a "delete word" command.

Use the function keys when you have become familiar enough with the program to "skip over" all the prompts and "are you sure?" questions. But be careful — those questions are there to keep you from losing your text! You may want to leave the answer to the last "safety" question out of your function key definition and enter it manually (especially when using functions like QUIT or DELETE FILE).

Defining the Function Keys

To define a function key, select OPTIONS from the main menu, and then DEFINE FUNCTION KEYS. Instructions will appear at the top of the screen. The current definitions of the first ten keys (out of the 20 available) appear next; at the bottom is a list of the "commands" that can be used in function key definitions and the symbols that represent them on the screen. The cursor is on the definition for **Open Apple-1**.

To enter a definition, just type it in from the keyboard. To define a key as a phrase, just type in the phrase and press **Return**. Putting "commands," such as the **Esc** or **Return** keys, into a function key

definition is a bit different. Obviously you can't just type in an **Esc** or a **Return** or a right or left arrow; each of these keys performs some special operation (an **Esc** exits the function, a **Return** goes to the next definition, the arrows move the cursor). So to enter one of the special command keys listed at the bottom of the screen, first press either **Apple** key and the **Spacebar**, and then press the command key. Notice that when you press **Apple-Spacebar** the prompt changes and tells you to type in a special command key; at this point pressing **Esc** enters an **Esc** command into your function key definition, rather than exiting the **DEFINE FUNCTION KEYS** function. Similarly, a **Return** after an **Apple-Spacebar** puts a **Return** command into the definition rather than going on to the next definition. Press **Apple-Spacebar** for each special key you want to insert into the definition; if in doubt about whether an **Apple-Spacebar** is needed, press it anyway — it will also allow you to type in a letter as the next character. Remember — you must press **Apple-Spacebar** before a key (or combination of keys) that would otherwise perform one of the commands listed at the bottom of the screen.

To save space when you place a special command into a definition, only a single character representation of that command is placed on the screen. The single characters and the commands they represent are listed at the bottom of the screen. You can erase these characters just like any letter or number. You can move your cursor over them and insert other characters between them. Note that the available special command keys include all the cursor movement keys, as well as the **Esc, Return, Delete** and **Apple-Delete** keys. Letter keys pressed with an **Apple** key will show up in a definition as inverse letters.

Because some long command definitions can be a little hard to read or remember (with each command represented by a single character), a way to add a label to a definition is available. After the definition, insert a few spaces and then press the I key. Then type in a note to yourself about what the definition does. For example, "save file and quit." You will be able to see these labels on the function key definition screen (called up with **Apple-D**) while writing, but when you actually use the function key, the blank spaces after the definition, and the I and everything after it will be ignored. Note that spaces *within* a definition (entered with the **Spacebar**) will work like any other character you enter.

Once you have typed in part of a definition, you can edit what you have typed by moving the cursor and adding or deleting characters. You can also use an **Apple** key and the < or > keys to move to the start or end of the definition. To go on, press **Return**. When you get to the last definition on the screen, the next ten definitions will appear (those for the 1 through 0 keys pressed with the **Closed Apple** key). You can use the up and down arrows to move from definition to definition.

When you are through editing or defining function keys, press **Esc**. As with the other OPTIONS functions, you will be asked if you want to save these definitions on the disk for future use. Answer Yes to have them used by the Writer the next time you run the program; answer No (or press **Esc**) to use them only until you QUIT the Writer.

Using the Function Keys

You can use any function key while you are writing (they will not work when the function menu is displayed) in one of two ways. You can press the appropriate set of keys (any of the ten number keys together with either the **Open Apple** or **Closed Apple** key) and the definition will be "executed." Or, if you can't remember which key is which, press **Apple-D** and the list of definitions will appear on the screen. You can press **Return** (or **Apple-D**) to see the other screen of definitions, or **Esc** at either screen to go back to writing, or one of the number keys at either screen to execute that definition (the definition screen will then disappear and the key's definition will be implemented). You don't need the **Open Apple** or **Closed Apple** key if the appropriate definition screen is visible; just press 1 through 0 and the Writer will know which definition you mean.

That's all there is to it. For convenience, if a function key definition contains a series of commands that selects a function from the menu and then a function from the list in a menu box, those function menus will not appear on the screen; the program will skip over them and go directly to the first prompt of the function and begin working. All prompts after the function menus will appear, and you will see the function key definition as it works. If a function key definition contains a command that is "illegal" at a given point (through an error in definition or an inappropriate use of a set of commands), the execution of that definition will stop and the Writer will give an error beep. The rest of the definition will not be executed.

10 The Utility Program

The Utility Program is used to change the way the Writer communicates with printers; to set the standard, or default print formats; to define printer commands used in your text; and to convert non-Writer ProDOS files and DOS 3.3 files for use with the Writer.

To use the Utility Program, press the **Esc** key while the Writer disk is first loading the program. After you change any of the items in the Utility, you will be asked if you want to save the new information onto the Program disk so that the Writer can use it the next time it is run. The following options are available in the Utility Program.

Change Setup Items

The Writer will probably work fine the way it is set up when you get it, but this option allows you to customize it to your own needs. Selecting option 1 on the Utility Program menu will cause a list of those items to which you may assign values to appear on the screen. Press the **Spacebar** to see the rest of the list. You may change a single item by pressing the letter next to that item, or review all the items by pressing **Return**. For each item you select, a screen appears giving you the necessary information to enter a new value or keep the current value.

While most of the items set by the Utility Program are self-explanatory, the following notes may be useful in using the program. If you are in doubt about an item, a "standard value" is provided for each; try this value and then adjust later if necessary.

Printer Slot (IIe only): This item is ignored on the IIc, which has no slots. Otherwise, set it to the slot to which your printer is connected. This is usually slot 1.

Page Length: Set the number of lines per page equal to the length of your paper in inches times the number of lines per inch your printer is set for (usually 11 inches times 6 lines per inch equals 66 lines).

Top and Bottom Margins, Headers and Page Numbers: The top and bottom margins are the number of lines above and below your text area (to the top and bottom of the page). If you use a header for your printed copy (selected at the time of printing), the header will appear in the top margin with three blank lines between it and the top of your text. If you use page numbers at the top of the page, they will appear on this same line (whether or not you are using a header) on the right. If you use page numbers at the bottom of the page, they will be centered from left to right, in the bottom margin, with three blank lines between the text and the page number. Note: Headers and top-of-page numbers, if used, will never appear on page 1 of your document (this feature is for letters or other formal documents). If you want a header on page one, use a title, either flush left or centered, on the first line of your document. If you want to start page numbering on the first page, use bottom-of-page numbering.

Auto Linefeed: A linefeed command tells your printer to skip to the next line on a page and is needed each time the computer tells the printer to do a carriage return. Some printers do this automatically, so this item should be set in accord with the settings on your printer. Check your printer manual. If your printer inserts a linefeed automatically at each carriage return, set this item to No; if your printer does not, set it to Yes. If you set it incorrectly, you will quickly know it by the resulting double-spacing or overwriting of your text. Many printer interface cards also insert a linefeed; in such a case, both the **Linefeed** item and the corresponding switch on the printer can be left off.

Auto Formfeed: A formfeed character tells your printer to go to the top of a new page, or "form." Setting this to Yes will tell those printers that recognize a formfeed character when to go to a new page; otherwise the Writer will count individual blank lines to get to the next page.

Keyclick and Cursor Type: The cursor can be changed from a flashing block to an underline, and an audible keyclick can be turned on.

Display Carriage Returns: This question will cause the Writer to either display or suppress a carriage return symbol at each place in your text where you have entered a **Return**. If this is set to No, the symbols will not appear, but the carriage returns are still present; they just show up as spaces.

Default Characters Per Line
Default Left Margin
Default Line Spacing
Default Page Numbering
Default Starting Page #
Default Numbers Top/Bottom
Default Pause Between Pages
Default Line Numbers Added

The items that are labeled "default" values can be changed from within the Writer itself; the setting you enter in the Utility Program will be the one used if you don't change it when you use the PRINT FILE function of the Writer.

Run 40 or 80 Column Version: This item determines which version of the Bank Street Writer will be run when you boot the disk. If you run the 80 column version, make certain that you have a monitor capable of displaying 80 characters of text. On the IIc the 40/80 column switch determines which version will run.

Optional Use of the Mouse: If this is set to No, the mouse cannot be used and no special mouse prompts will appear in the program. If it is set to Yes the mouse can be used and special YES and NO prompts will appear that are used with the mouse when the Writer asks Yes/No questions; leaving this set to Yes does not require that the mouse be used, however. See Section 11 for information on using the mouse.

Line Width to Display on Screen (80 column version only): The number of characters displayed on the screen across each line can be varied from 40 to 80. This setting affects only the display of your text on the screen, not how it will look when printed, which is determined by the format choices you make when you print. The screen is normally set to display 80 columns, so that the maximum amount of text can be shown. If you want to see your text on the screen as it will appear when printed, you can change the display width to correspond to your normal print width (often 65 characters across for 10 characters-per-inch type). Note however that certain of the special formatting features (such as **CENTER** or **MARGIN**) are put into effect only when your text is printed, and so will not appear on the screen exactly as they will on paper. Changing the display width does not affect the contents of the file in any way.

Set Hi Bit for Printing: If you are having trouble printing with the Writer (unexpected or odd characters or spacing), try changing this setting; otherwise leave it alone. (Some printers require that the "high" or 8th data bit in each byte they receive be set to 0, others require that it be set to 1.)

Catalog

This option provides a catalog of the files on a disk or, if you are using ProDOS subdirectories, the files in a subdirectory on the disk. You will have the option of displaying the catalog on the screen or printing it. You will then be asked to select a subdirectory; if there are further subdirectories you will be able to continue selecting until you get to the one you want to catalog. See Appendix A for details on ProDOS subdirectories.

Convert Writer Files

This option lets you convert non-Writer files to use with the Writer and Writer files to use with different versions of the Writer. The first choice will convert a DOS 3.3 file to a ProDOS file that can be read by the Bank Street Writer Plus. The file you are converting can be one created by the DOS 3.3 version of the Bank Street Writer or by some other program. Use this choice to convert an older DOS 3.3 Bank

Street Writer file for use with the Bank Street Writer Plus. If you are converting a DOS 3.3 Writer File, make sure the filename does not include a password; the conversion program does not recognize passwords.

The second choice will convert a ProDOS file — either a file created by the Bank Street Writer Plus or by some other ProDOS program — to a DOS 3.3 format file that can be read by the DOS 3.3 version of the Bank Street Writer. This option lets you share a file with someone who is using the DOS 3.3 version of the Writer.

Finally, there is the option of converting a ProDOS file that was not created by the Bank Street Writer Plus into a file that the Writer can read. Use this option to "import" a ProDOS file for use with the Writer.

The Writer can read standard ProDOS ASCII files directly (using **RETRIEVE**.) Try retrieving a ProDOS file before using this convert option; it may not be necessary to convert the file. Most word processing files, including those created by AppleWorks, contain special control characters that the Writer will not be able to understand; the ProDOS to ProDOS conversion option will remove these control characters. Note also that many word processing programs (including AppleWorks) have the same sort of "print to disk" function the Writer has; this function creates standard text (TXT) files that most ProDOS programs can read. AppleWorks also allows you to save a file in ASCII (TXT) format, which the Writer can retrieve directly.

For each type of conversion, you will first be asked to type in a slot and drive from which to read the disk containing your file. If the disk in that drive contains no subdirectories, you will see a catalog of the files and will be asked to pick one. Otherwise a list of subdirectories on the disk will be presented, starting with the root directory, so that you can identify the subdirectory in which the files you want are located. As you select subdirectories, you will see the ProDOS path to the subdirectory on the screen; when you get to the subdirectory you want, select STOP and a catalog of files will be displayed so you can pick the one to be converted. See Appendix A for more details on ProDOS subdirectories. The process will then be repeated to let you select a slot, drive, subdirectory and filename for where to place and what to call the converted file. You can convert files using one or two drives.

Finally, you will be asked whether or not you want to remove control characters from the converted file. Answer **Y** to remove control characters that the Writer may not recognize from files created by other programs. (Answer **N** to keep the control characters in Writer files you are converting.) If the converted file is too long to be read by the Writer, it will be broken into several smaller files, each with the same name but with a different number added to the end of the name.

The Bank Street Writer Plus creates files that can be read by many other ProDOS programs, although the formatting characters contained in the file will probably be unrecognizable to other word processors. To create a standard ProDOS text file that can be used by any other ProDOS application, use the print to disk function de-scribed in Section 4.

Copy ProDOS File

This option makes an exact copy of a ProDOS file; you can copy to the same disk or to another disk. Use this option to make a backup copy of a document, or to copy the dictionary from one disk to another. This option is particularly useful to DOS 3.3 users who may have no other file copy program (ProDOS users may have received a ProDOS User's disk or Utility Disk containing a file copy function with their com-puters). You will first be asked to type in a slot and drive for the "copy from" disk. You will be shown a list of subdirectories on the disk and can continue to select subdirectories until you get to the one you want. Then select STOP and select the file you want to copy from the list of files that will be presented. This process will be repeated for the "copy to" disk. See Appendix A for more details about ProDOS subdirectories.

Define Printer Commands

This option allows you to define three sets of up to 16 printer com-mands (labeled **A** through **P**) that can be placed in your text while you are writing. You can type in a name for the set of commands (to identify the printer in use, for instance); this name will appear when you use these commands in the Writer. You then provide a name, or

"label," of up to five characters for each command, and then define the contents of the command. The default, or starting name for each command is its corresponding letter (**A** through **P**), surrounded by dashes. You can erase these names and type in names that will remind you what the commands do (e.g., **ITAL**). When using the Writer, you will use the **Apple-P** command to place a marker containing the name of the command into your text; when the text is printed, the Writer will replace the marker with the contents, or definition, of that command and send this to the printer. Each command can be defined as a string of up to 10 characters. A character may be entered as a letter, number or symbol you can type from the keyboard, as a control character (which will show up as an inverse character), or as an ASCII value, which is entered as a number from 0 to 255 between open and closed parentheses. Note that some characters, such as **Esc**ape, cannot be entered directly from the keyboard; use the appro-priate ASCII values for these keys. ASCII values, or codes, are simply a standard numbering scheme by which computers keep track of the various keys on the keyboard.

The first item on the list is the printer startup command. Use this command if your printer requires a special command to start printing, or if you want to enable a special function of your printer each time you print. Define this printer startup command just like the other printer format commands, typing in the ASCII values or characters that make up the command. The differences between this command and the others are that the startup command is automatically sent to the printer each time you print, and you do not give the startup command a label to insert in your text.

Note that the first two commands are reserved for "underline on" and "underline off" commands. This is because the Writer does a few special things when underlining (such as not underlining the blank spaces used to indent a paragraph). You cannot change the labels of these two commands.

Press **Return** to move to the next label or definition. To redefine a command, simply press **Return** until the cursor goes to the command you want to change, then use the **Delete** key to erase characters you no longer want and type in new characters. A beep will alert you if you try to type a character that is inappropriate in a command (such as an ASCII value greater than 255).

You can see the next set of commands by holding down an **Apple** key and pressing the right arrow key. Each of the three sets work the same way; each has a name and up to 16 command labels and definitions. When you press **Esc** and choose to save the definitions on the program disk, the set that was on the screen at the time will be saved as the "active" set; this will be the set of commands that can be used from within the Writer. To change the active command set, simply select this Utility option and use an **Apple** and arrow key to bring one of the other command sets onto the screen, making it the active set; then save the definitions.

You will find the appropriate commands listed in your printer's manual. Generally they should be entered in pairs, with one command to turn a feature on and another command to turn it off. Do not put spaces between the characters or ASCII codes in a printer command. Such spaces will confuse the printer. Determining the correct codes from your printer's manual can sometimes be tricky, so you may have to experiment. Confusion can arise because some printer manuals list printer command codes as characters you type at the keyboard while others list only the ASCII values. A command listed as ESCAPE –1 would be entered as (27) –1, with the ESCAPE entered in its ASCII form of (27), but the –1 entered directly. An ESCAPE X can be entered as (27)X or (27)(88), because 88 is the ASCII value for X. If you are not sure whether the listed command is an ASCII value or just a number (such as the 1 in the ESCAPE –1 command above), you may have to try it both ways. Sometimes a printer manual will list an ASCII code in the form CHR$(nnn), which is the way the BASIC programming language handles ASCII codes; in such a case, the nnn is the ASCII code to be entered, as (**nnn**).

The second and third sets of commands come preconfigured for common commands for Imagewriter™ and Epson™ printers. You can use one of these command sets or erase the commands in either or both and use them for other printers.

Serial Printer Setup (IIc only)

If you are using a printer with a IIe, you generally need do nothing special to use the Writer because the interface card that plugs into the computer will take care of setting up the proper "communication" between the computer and the printer. Similarly, if you are using a IIc with an Apple printer, you will not have to do anything special to get the two working together properly because they already know how to communicate. If, however, you are using a non-Apple printer on the IIc, you may have to tell the computer certain things about how to send and receive information. This option allows you to do this.

The **baud rate, parity,** number of **data bits,** and number of **stop bits** are the things that define how the IIc communicates with a serial printer. If you have already used the printer with your IIc, you can just use the same settings you used before; these settings are for the particular printer and should not vary with the programs you use. If this is the first time you are going to use your printer, you will have to determine the appropriate settings from the printer's manual or you may have to get some help from the dealer who sold you your printer.

The standard, or "default" settings are for the Apple Imagewriter printer.

Word Frequency Lists

This option allows you to analyze a Writer document to determine what words were used in the document and how many times each word was used. You will be asked to supply the slot, drive, subdirectory (if any) and name of the file to be analyzed. The program will then create a new file (in the same disk location as the original file), that lists the words, in order of frequency of use, and the number of times each word was used. The new file will be named FREQ.LIST. The original document file will not be changed.

You can retrieve, review, edit and print the FREQ.LIST file just as you would any Writer document.

Quit

Select this option to leave the Utility Program. The computer will restart, allowing you to use the Writer or another program.

11 Using The Mouse

The mouse has become a very popular computer "pointing" device; it can be used to move the cursor on the screen, or to select functions or options from a menu. This version of the Bank Street Writer has been designed to work from the keyboard, or with a mouse, or using a combination of the two.

If you have a mouse connected to your computer, you can use it to control many functions of the Writer. In order for the mouse to be used at all, the "Optional Use of the Mouse" question in the Utility Program must be set to Yes. However, even if the mouse has been enabled in the Utility, you don't *have* to use it. In fact, if you don't use the mouse, the mouse pointer won't appear on the screen (it appears each time you move the mouse, but disappears after you go back to using the keyboard). But you can start using it at any time. In addition, you can go back and forth between using the mouse and using the keyboard for any and all functions in the Writer; you can even use both within a function. Both the mouse and the cursor movement keys are "active" all the time. The Writer's mouse controls have been designed this way so that you can try out the mouse, and see if you like it. Use it a little, or not at all; use it for everything, or only for those functions for which you find it comfortable.

How the mouse works will probably be easy to understand once you try it, but here are some guidelines.

Moving the mouse around your desktop causes a mouse *pointer* to move in a corresponding manner around the screen. In general, pressing the mouse button has the effect of *selecting* something (such as highlighting a function or moving the cursor to the pointer). Releasing the button has the effect of *starting* an action (starting a function or going on to the next prompt).

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In the Prompt Area

Pressing the button while pointing to a function highlights the function; releasing the button starts that function (this is equivalent to pressing **Return** on the keyboard). You can hold the button down and move the pointer around the prompt area; each function (or **Escape** message, or **Return** prompt) that the pointer passes over will be highlighted. Move the pointer away and nothing will happen; it is only when you release the button while pointing to a function that that function will be started. The mouse can be used in the prompt area to select a function from a menu, to perform an **Escape** that stops a function (point to the **Esc** prompt and press and release the button), to perform a **Return** when there is a **Return** in the prompt area, or to choose a YES or NO to answer many of the Writer's YES/NO ques- tions. Just point the mouse pointer at the function name, the **Escape** message, or the **Return** prompt, and then press (and release) the button. For the YES/NO questions, a special mouse YES and NO will appear above the text box on the right so you'll always know where to point.

When you press the mouse button on a function name, the submenu box will drop down so that you can see what options are contained under that function. You can pull the mouse pointer down and release it to select an option, or, by holding the button down you can move across the menu and view the other choices.

In the Text Box

Pressing the mouse button causes the cursor to move to wherever the mouse pointer is; holding the button down and moving the mouse will drag the cursor around the text. Note that the pointer and the cursor merge together while the mouse is dragging the cursor. Releas- ing the button leaves the cursor at that point. Holding the button and dragging the cursor up or down to the top or bottom of the text box will cause the text to scroll in the appropriate direction. Releasing the button leaves the cursor in the last allowable character position on the screen.

While Using Certain Functions

When performing a function that prompts you to mark the beginning or end of a block of text and then to press **Return** (such as in ERASE or MOVE), pressing the mouse button and moving the mouse places the cursor at the desired location in the text — releasing the mouse button deposits the cursor there *and* performs the requested **Return** to

indicate that the cursor has been placed. Until the button is released, the cursor can be moved and the text will be highlighted; releasing the button signals that it is in the right place.

Selecting a File

When selecting a filename from a catalog in RETRIEVE, you can use the mouse; just point to the filename and press and release the mouse button.

Remember that cursor movement and the selection of functions and commands by the keyboard and by mouse can be mixed at any time, as both are always "active."

Appendix A.
Using ProDOS Subdirectories

The **CHANGE DISK LOCATIONS** option described in Section 6 allows you to tell the Writer where to look for data files and the spelling dictionary and thesaurus. As explained in that section, you can either specify one of the available disk drives to use for each type of file, or you can specify ProDOS subdirectories if you are using high capacity disks and have your files in subdirectories. Section 6 explains the first method; this appendix describes what ProDOS subdirectories are and how to specify them for your files.

There are three disk locations that can be set independently — for your data files, the spelling dictionary, and the thesaurus. These can all be set to the same drive (if you only have one drive — in which case you will have to swap disks at various times while using the program) or to different drives with subdirectories set for none, any or all three. Each drive is specified by a slot and drive number.

ProDOS Sub-directories, Prefixes and Paths

You don't need to know anything about ProDOS subdirectories if you aren't using them; they are used primarily with large capacity disks. However, if you are interested in learning more about ProDOS, the following is a brief overview of what subdirectories are and how they work.

When you look at a catalog of a floppy disk, you can generally find the file you want quickly. This is because a floppy disk doesn't have the capacity to hold more files than you can reasonably list in a catalog. But a hard disk or an 800K disk can hold hundreds or even

thousands of files, and finding one in a catalog could be quite a task. To handle this, ProDOS lets you arrange your files in groups, so that you can search for a file by looking through a catalog of a particular group, instead of a catalog of the whole disk. These groups are called subdirectories, because each holds a directory (another name for a catalog) of one sub-area of the disk. But even this scheme could get confusing if you had a hundred subdirectories because it might be difficult to find just the one you want from such a large list.

To solve these problems, ProDOS arranges subdirectories in what is called a "tree" structure; this means that you can start out at the "root," or main directory (the first subdirectory on a disk is called a directory because there's nothing for it to be "sub" or "under"), and then look for other subdirectories or files by following the "branches" out along the "tree." (By the way, flowery terms like "tree structure" and "root directory" are actually used as technical terms in computer jargon.) The main directory contains, in addition to any files you save there, the names of the subdirectories within it. If you look into one of those subdirectories, you will find the names of any files you have saved in that subdirectory and the names of subdirectories at that level. Remember, a subdirectory is just a grouping of files.

There are a few more terms you may need to know. Every ProDOS disk has a name, or "label"; this name is also the name of the main, or "root" directory on the disk. A disk is also sometimes called a "volume."

Here's an example of how a ProDOS disk might be organized. Suppose you have a disk full of hundreds of letters you've written and want to arrange them in a logical way. You could create a ProDOS disk that had a main directory called LETTERS (which will also be the name of the disk). In that directory, you might store no actual letter files, but create some "first level" subdirectories called BUSI-NESS, FRIENDS, and RELATIVES. Since you don't often write to your relatives, you might save all your letters to relatives in the RELATIVES subdirectory; you'll have no trouble later finding the one you want among the dozen letters there. But you write to a lot of friends, so in the FRIENDS subdirectory you create three new "second level" subdirectories in which you actually save your letters: SCHOOL, CLUB, and OTHER. You can quickly see the "tree"

structure: you start with one directory, then branch off into three. Of the three branches, some may only contain files, while others may themselves contain further branches. You can locate the branch of interest, and the catalog of that branch will show you only the files saved there, rather than the hundreds of files on the disk.

The subdirectory organization of the disk would look like this:

```
                 ┌── RELATIVES
                 │
LETTERS ─────────┼── BUSINESS        ┌── CLUB
                 │                   │
                 └── FRIENDS ────────┼── OTHER
                                     │
                                     └── SCHOOL
                                         (contains letters to
                                         school friends)
```
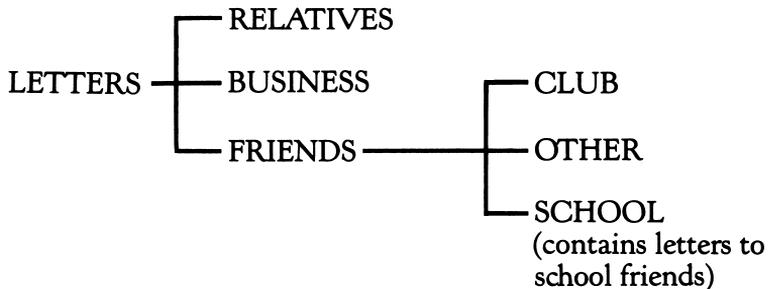
The volume name, or label, of the disk is LETTERS, which is also the name of the main, or "root" directory. Files may be contained in any of the subdirectories; some subdirectories also contain further subdirectories.

The way to specify (to ProDOS or a program) in which subdirectory to retrieve or save files is fairly easy: just list the "path" to follow from the "root" to the subdirectory you want. In the example above, a file called JOAN (written to a school friend) would be specified as /LETTERS/FRIENDS/SCHOOL/JOAN. The / characters are used to separate the various pieces. This specification, which includes the actual filename, is called a path (or a pathname); it specifies that in the volume LETTERS, ProDOS should start at the root directory LETTERS and go to the subdirectory FRIENDS, then to the subdirectory SCHOOL, and then find the file JOAN. If you specified only the subdirectory where the file was to be found, but not the filename (in this case /LETTERS/FRIENDS/SCHOOL), this would be technically known as a ProDOS "prefix," because it's a prefix to the actual filename. A prefix plus a filename added at the end form a path. Sometimes path and prefix are used to mean the same thing, but technically they are different.

The Writer splits the process of specifying a ProDOS path into two pieces, to make working with files easier. You first set a location (by specifying a prefix) to tell the program which subdirectory to use; this is done with the **CHANGE DISK LOCATIONS** function. Once the subdirectory is set, all subsequent disk functions will use that sub-directory to look for files. Then, when using a disk function (such as **SAVE** or **RETRIEVE**), you specify the name of the file you want to use. This lets you access many files without having to specify the complete path to each file.

Selecting a Device

A "device" is a ProDOS name for a disk drive or other storage device. To set a subdirectory location for any of your files, highlight **OPTIONS** on the menu and select **CHANGE DISK LOCATIONS**. As described in Section 6, you will be presented with a list of the three file types (data files, dictionary and thesaurus); next to each is the current device (slot and drive) where the Writer will look for each of those types of files. There is also a notation that a subdirectory has been set (subdir) for that device, or that none has been set and "any disk" may be used in the drive. The reason for this distinction is that if you are using a subdirectory on a disk, the disk containing that subdirectory must obviously be in the drive when the Writer tries to read or write a file; if you are not using a subdirectory, the Writer will simply use the root directory of any disk in the drive.

To change a disk location, highlight the category of file you want to change and press **Return**. You can then use the left and right arrow keys to cycle through all the available devices (those connected to your computer), described by the slot and drive location where that device is connected. When you have selected the device you want, press **Return** again. You will then be asked if you want to specify a ProDOS subdirectory for that device. Answer **N** and all subsequent disk functions (saving and retrieving for data files and spelling functions for the dictionary and thesaurus) will work with whatever disk is in the drive you selected. Files will be saved to and retrieved from the root directory of that disk. (Every formatted disk has a root directory, even if no further subdirectories are created on it.)

Specifying a Subdirectory

If you are using subdirectories and want to specify in which subdirectory you want the Writer to look when it gives you a catalog or retrieves or saves a file (or looks for the dictionary or thesaurus), answer the "set subdirectory?" question **Y** so that you can tell the Writer where to look for files when using the disk in the selected drive. There are two ways to specify a subdirectory for the Writer to use. You can either type in a prefix directly, or "build" it by looking at a list of the subdirectories on the disk. If you choose to type it in, the Writer will ask you to enter the prefix. Remember to put the / character in between the subdirectory names and to spell the subdirectory names exactly as they appear on the disk. To use the "letters to school friends" subdirectory in the example above, you would type /LETTERS/FRIENDS/SCHOOL. Do not include any filename at the end; the filename will be added later.

It is usually easier to let the Writer help you construct the prefix, especially if you can't remember exactly what subdirectories are on your disk and in what order they appear. If you choose to specify a prefix this way, the disk containing the subdirectory to be specified must be in the selected drive. The Writer will present you with a list of the subdirectory names that appear in the main directory on your disk. If there are no subdirectories at this or any subsequent step you will be told this; remember that you are viewing a list of subdirectories, not a list of files. The name of the main directory (which is also the volume name) will appear at the top of the screen and subsequent subdirectories you choose will be added to this name so that you can watch the path being "built" on the screen.

Select a subdirectory to add to the prefix by highlighting the subdirectory name with the arrow keys and pressing **Return**; that subdirectory will be added to the prefix and the Writer will give you a list of the subdirectory names that appear within the subdirectory you just added. Keep selecting until you reach the subdirectory where you want to save and retrieve your files. Then select **STOP**. At each step, in addition to the names of the subdirectories and **STOP**, there are two other choices. If you select **BACK UP TO PREVIOUS LEVEL**, the Writer will erase the last subdirectory in the prefix you are building and give you the list of subdirectories from which you selected that one; in other words, it will back up one step in the process. Use this option if you make a mistake or want to see the last subdirectory list again.

The other choice, **ADD NEW SUBDIRECTORY,** lets you do just that. Selecting this option will cause the Writer to create a new subdirectory alongside the subdirectory names showing on the screen (in other words, at the same "level" as those listed on the screen, and *within* the subdirectory you just added to the path you are building). You can use this option to create new subdirectories on your disk (or on a newly formatted blank disk) even if you are not going to save files in that subdirectory right away. You will be asked for a name for the subdirectory and the Writer will then create that subdirectory and go back to the process of constructing a path, with the new subdirectory now listed on the screen. Subdirectory names have the same restrictions as filenames; they must start with a letter, have no more than 15 letters, numbers, or periods; and contain no spaces.

While the highlighter is on a subdirectory name, you will note that the bottom line of the screen informs you of two additional actions you can perform. Pressing an **Apple** key and **D** will delete the highlighted subdirectory from the disk or pressing an **Apple** key and **R** will let you rename the subdirectory. Use these options if you make a mistake in adding or naming a subdirectory or to rename or delete existing subdirectories. Note that the Writer (and ProDOS) will not let you delete a subdirectory if there are any files contained in that subdirectory.

If you select **STOP** and realize you have made a mistake, just press **Esc** and start the process again. Note that if you are typing in a prefix instead of "building" it, the Writer does not check to see if the subdirectory specified by the prefix actually exists on the disk. The benefit of this is that it allows you to specify a subdirectory on a disk that is not currently in a drive. But it also allows you to easily make a mistake if you are not careful (either by misspelling a subdirectory, or putting the subdirectories in the wrong order, or leaving out a "piece" of the prefix). If this happens, the Writer will not be able to later "find" the subdirectory. In such a case when you use a function that looks for a file in that subdirectory, you will be told that the subdirectory does not exist on that disk.

Saving and Using the Device or Subdirectory

When you have finished setting the device and prefix, you will be returned to the listing of file types and devices which appears when you start the **CHANGE DISK LOCATIONS** function. You can select another item to change, or choose **STOP** to save your new selections. You will then be shown a list of the devices and subdirectories currently specified for each type of file and you will be asked if you want to save the new settings on the Program disk so that the Writer will use the new drives and subdirectories (if any) the next time you run the program. If you answer **Y**, they will be saved. If you answer **N**, the new settings will be used until you turn off the computer.

When you use one of the Writer's disk functions, the Writer will use the drive or subdirectory you have specified to perform that function. (Technically, the Writer will add the prefix you specified to the filename you later enter to form a complete path to tell ProDOS which file to use.) If you are not sure which subdirectory you are using for data files, just ask for a catalog in **SAVE** or **RETRIEVE** when asked if you want one; the catalog will display the current drive and subdirectory being used above the list of filenames.

Note that once you have specified a subdirectory, the Writer will only save to or retrieve from the disk on which that subdirectory is found. If you have changed data disks, you will have to specify a new prefix or the Writer will not be able to find the correct subdirectory for your files. If you are using only a device (with no subdirectory) for locating your files, you can use any ProDOS formatted disk; in this case a catalog of files will list the device and, instead of the subdirectory, show "any disk."

Note also that a catalog of files lists only the files in the currently selected subdirectory, not other subdirectory names.

Dictionary paths are just like data file paths. You can specify a device and use the dictionary and thesaurus disks as they are. Or, if you have the dictionaries in a subdirectory on a high capacity disk, you can set a path to that subdirectory. The two dictionary files are DICTIONARY.BSW and THESAURUS.BSW.

Index/Glossary

Page numbers following the entry refer to specific sections of the manual where the subject is discussed in more detail.

Apple Key, 20, 59, 65 Either the "open" or "closed" **Apple** key on the keyboard, which, when pressed with other letter or number keys, performs special formatting functions. Note: On the Apple IIGS the **Closed Apple** key is labeled *option*.

Backup Disk, 9, 33 A disk on which you keep a second copy of your document in case you damage your first copy.

Caps Lock Key, 18 The **Caps Lock** key "locks" the keys on the keyboard into upper case, as if the **Shift** key were pressed.

Catalog, 34, 72 A listing of the names of all the documents on your disk. The date the file was last changed and the file type are also displayed.

Center, 61 A command to center a line of text between the left and right margins when the file is printed.

CHANGE DISK LOCATIONS, 53-55 A function that lets you change the disk drives where the Writer will look for data and dictionary files.

Character Every individual entry on your screen is a character. A character can be a letter, a punctuation mark, a number or a blank space.

CLEAR FILE, 35 A function that removes all (or some) of the text on your screen so that you can begin a new document. This is similar to **ERASE BLOCK OF TEXT**.

COPY BLOCK OF TEXT, 28	A function that copies a word, a phrase or a series of lines from one place in your text to another.
Cursor, 17	The blinking white line or box that shows you where the next character is about to be entered.
Decimal Tab, 56, 60	See **Tab**.
DEFINE FUNCTION KEYS, 65-68	A function that lets you define up to 20 special function keys to perform various tasks.
Delete Key, 18, 19	The key that erases text to the left of the cursor.
DELETE FILE ON DISK, 57	A function that removes a document from your disk.
Device, 54, 86	A ProDOS device is a device that contains data files — includes floppy disk drives, hard disk drives, and RAM disks.
Directory, 84	The main or first subdirectory on a ProDOS disk; see Subdirectory. Also called the root directory.
Disk	You should have three disks: the Bank Street Writer Plus Program disk, which you use to load the text processing program into your computer, a dictionary disk, and your own data disk, which you use to save your documents.
DISK Functions, 57-58	Functions that let you prepare data disks and rename or delete files on a disk.
Edit	Making corrections and improvements to your document.
EDIT Functions, 26-30	Functions that erase, move, copy or find blocks of text.
ENTER PRODOS DATE, 56	A function that lets you set the date used by ProDOS to mark when files are created or changed.

ERASE BLOCK OF TEXT, 26	A function that erases a specific word, phrase, or series of lines from your document.
Esc, 16, 25, 47	Refers to the **Esc**ape key on your keyboard. **Esc** turns on and off the keyboard for writing and the menu for selecting a function. It also stops an operation without completing it.
File/ Filename/ Text File	These three phrases are all different ways to refer to the name of a specific document.
FILE Functions, 31-39	Functions that work with entire files.
FIND/ REPLACE TEXT, 29	A function that finds a set of characters in your document and can be used to substitute one set of characters in your document for another.
Floppy Disk	Same as disk.
FORMAT DATA DISK, 58	A function to prepare a disk to store your text files. Erases whatever was on the disk.
Function Keys, 20, 63, 65	The special function keys, used by pressing the **1** through **0** number keys with the **Open Apple** and **Closed Apple** keys. These keys can be "defined" by the user to perform a variety of tasks.
Hard Disk	A non-removable disk that holds much more data than a floppy disk.
Header, 38, 70	A word or group of words that appear at the top of each page of a document.
Highlight	A reverse contrast in which dark letters appear on a light background.
Load	The process of transferring a document or a program from a disk into the computer's memory.
Lowercase	Small letters as opposed to capitals.
Margin, 61	A command to indent text from the left margin when it is printed.

Menu	A screen display of a series of options, such as the menu of functions.
MOVE BLOCK OF TEXT, 27	A function that moves a word, phrase, or series of lines from one location in your document to another.
New Page, 61	A command to begin a new page when the text is printed.
OPTIONS, 53-56	Functions that let you set ProDOS paths, set tabs and define the function keys.
Page Break, 38	Where the last line of a printed page occurs.
Path, 10, 54, 83	The location of a file on a disk which uses ProDOS subdirectories; a path is specified so that ProDOS can locate a particular file. A path consists of a "prefix" and a filename.
Prefix, 32, 34, 83	A ProDOS prefix is a set of subdirectory names, separated by a / character, that defines where a particular subdirectory is located. A prefix with a filename added to it make up a path.
PRINT FILE, 36	A function to make a printed copy of a document; allows you to determine how it will look on the printed page by setting the number of characters per line, the margins, the spacing between lines, and so on.
Printer format characters, 62, 74	A set of characters or control codes that turn on or off certain special functions of your printer.
ProDOS, 10, 53, 83-89	The Disk Operating System. The program, supplied on the Bank Street Writer Plus disk, that allows the Bank Street Writer Plus and other programs to communicate with the computer.
Prompt	A message or question to you from the program. Prompts appear on the screen and give you instructions on how to proceed.
Quote, 61	A command to indent and single space text when printed.
QUIT, 58	A function that stops the program and lets you use your computer for something else.

RAM	Random access memory; the memory that a program and its data use inside a computer. The contents of RAM are lost when the computer is turned off.
RENAME FILE ON DISK, 57	A function that changes the name of a document on a disk.
Reset, 39	The **Reset** key on your keyboard. (Activated by pressing **Control** and **Reset**.) Pressing this key will not hurt your program or text, and it may be used to "recover" if your computer stops because you tried to print or save with no printer or disk drive connected.
RETRIEVE FILE, 33	A function that loads a particular document from a disk into the computer.
Return	The **Return** key on your keyboard. Pressing **Return** while writing moves the cursor down one line. When the function menu appears in the prompt area, it activates a highlighted function or allows you to respond to a prompt.
Root Directory	See Directory.
SAVE FILE, 31	A function that transfers and stores a copy of a document or part of a document from the computer to your disk. Always SAVE before using QUIT or before turning off your computer.
Scrolling, 19	The action of moving your text on or off the screen as you look through your document.
SET TAB STOPS, 56	A function that lets you set tab stops.
Shift, 18	The **Shift** key on the keyboard accesses uppercase letters and the upper symbols on those keys that have two different symbols, such as %, $, # (,), and ?.
Space Available, 63	You can see how much space is left in the computer's memory to add more text by pressing **Apple-A**. The amount of space your files are using on a disk is provided at the bottom of a catalog.

SPELL Functions, 41-52	Functions to check the spelling of your document.
Spelling Check, 44	A command to check the spelling of a word.
Subdirectory, 10, 54, 83	An area of a high capacity disk where files are grouped together under a subdirectory name; used to organize the many files that such a disk can hold.
Tab, 56, 60	A tab stop. Pressing the **Tab** key moves the cursor to the next column on the screen where a tab stop has been set. Allows you to line up text on the screen. Tab stops can be normal tabs, or decimal tabs, and can be set in any column on the screen. Tab stops can be displayed by pressing **Apple-L** while writing.
Tab Key	The **Tab** key on the keyboard. While writing, used to move the cursor to the next tab stop.
Text	The words that make up your document.
Text File	See File.
Tree Structure, 84	Refers to the "branching" structure of ProDOS subdirectories, which are used to group files together on a high capacity disk.
Tutorial, 13	A program on the back of the Bank Street Writer Plus disk that assists you in learning to use the program.
UNDO LAST ERASE, 27	A function that reinstates into your document a portion of text that you have erased.
UNDO LAST MOVE, 28	A function that returns to its original location a portion of text that you have moved.
Uppercase	Capital letters as opposed to small letters; accessed by pressing **Shift** and the letter you want to capitalize.
Utility, 11, 69-78	A program on the Bank Street Writer Plus disk that lets you change certain "setup" items, define printer commands, and convert text files of different types for use with the Writer.

Volume, 84   A ProDOS disk is also called a volume. The "volume name" is the
name of the first, or main, subdirectory on the disk.

Word Search,   A command to look up words in the dictionary.
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Brøderbund warrants for a period of ninety (90) days following the original retail purchase of this copy of Bank Street Writer Plus that the program is free from substantial errors or defects that will materially interfere with the operation of the program as described in the enclosed user documentation. This policy applies to the initial purchaser only.

If you believe you have found any such error or defect in the program during the warranty period, call Brøderbund's Technical Support Department, 415/492-3500 between the hours of 8 a.m. and 5 p.m. (Pacific time), Monday through Friday. Brøderbund technical personnel will attempt to help you correct or avoid the problem. If any such error or defect cannot be corrected or reasonably avoided by the customer, Brøderbund will inform you how to obtain a corrected program disk (or, at Brøderbund's option, Brøderbund may authorize refund of your purchase price).

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If any disk supplied with this product fails within ninety (90) days of purchase for any reason other than accident or misuse by the customer, please return the defective disk together with a dated proof of purchase to Brøderbund Software-Direct, 17 Paul Drive, San Rafael, CA 94903-2101, for a free replacement. This policy applies to the original purchaser only.

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Bank Street
WRITER *Plus*™

Attention: 3.5" Disk Users

The Apple **Bank Street Writer Plus** is available on a 3.5" disk. You can enjoy the convenience of having the program, utility, tutorial, dictionary and thesaurus all on one disk.

This package contains both 5 1/4" program disk and backup disk. You can swap one or both of these disks. If you swap the program disk, you can swap the backup disk at a later date. (For your convenience, a backup order form will accompany your first disk if you opt to order your backup disk later.)

– One 3.5" disk is free. You pay only postage and handling.
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To order your disks, check one option below, send your disk or disks (as appropriate) and a check or money order for the indicated amount.

[ ] SWAP ONE DISK
Return one 5 1/4" program disk* and receive one 3.5" disk. Cost is $5 for postage and handling only. [Send $5]

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Return both 5 1/4" disks (program and backup)* and receive two 3.5" disks. Cost is $10 plus $5 for postage and handling. [Send $15]

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Keep your current disks, and purchase a set of 3.5" disks and a second manual. Cost is $50 plus $5 for postage and handling. [Send $55]

* There is no need to return the Dictionary disk. The dictionary and thesaurus are included on the 3.5" disk.

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