

Cut & Paste

The Remarkably Simple Word Processor

T H E M A N U A L

Contents

THE BASICS 2

Entering and Deleting Text - Using the Menu - Loading and Saving - Watching the Screen for Messages

EDITING 4

Marking, Typing Over, Cutting and Pasting Text - Moving Text in a Document - A Word About Carriage Returns

PRINTING 6

Using the Setup Command - The 5 Step Printing Rhythm - Taking Care of Poor Widows and Orphans - Setting and Changing Margins, Headings, Page Numbers, etc.

SPECIAL FORMATS ... 9

Indenting and Tabbing - Using Blank-Letter, BlankEnvelop, etc.

FILING 10

Deleting and Renaming Documents - Copying Old Document Disks and Making New Ones - Switching Between Two Disk Drives - Backing Up Your Work

WHEN THE UNEXPECTED HAPPENS 12

Sorry, Document Too Big - Sorry, Disk Full - Other Messages

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MANUAL WRITTEN BY
DAVID GRADY

MANUAL DESIGN BY
RODNEYS, DESIGN SERVICES

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Prelude

THE CUT AND PASTE DESIGN PHILOSOPHY

DESIGN PRINCIPLE NO. 1

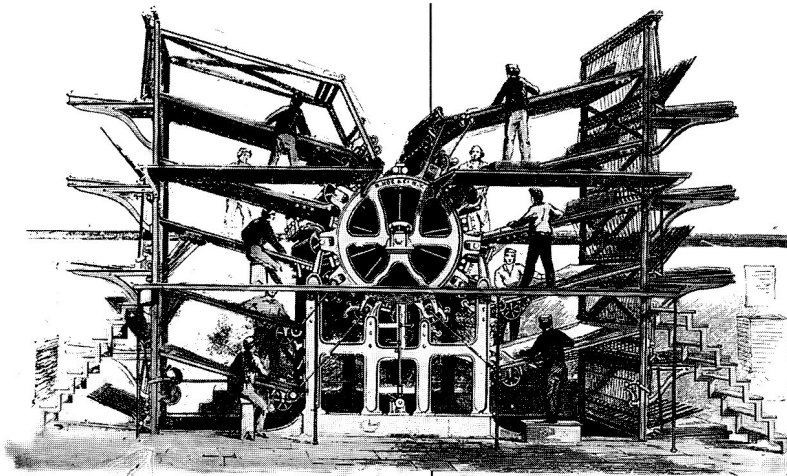
You shouldn't have to use the program every day to remember how to make it work.

Home users generally do not use their word processing programs every day. **Cut & Paste** was designed to make remembering what you can do next and how to do it as simple as looking at the top and bottom lines on the screen.

DESIGN PRINCIPLE NO. 2

The commands you use most often should be the easiest to do.

At first, you'll be pleasantly surprised at how often the ESCape and Return keys alone will get you what you want. In time it will come to you that someone planned it that way. And the longer you own and use **Cut & Paste** the more you'll appreciate the designers' attention to this principle. (If your computer does not have an ESCape key, see the Command Summary card for the key to use instead.)



DESIGN PRINCIPLE NO. 3

You deserve both power and safety.

The **Cut & Paste** program lets you do some powerful things to disks and documents, but it won't let you do them irrevocably without giving you the opportunity to reconsider. Pay attention to the messages that appear on the top and bottom lines on the screen and you need not be afraid to do a lot of "what if I do this" trials to learn how to make the program serve your needs.

Cut and Paste Basics

STARTING UP

Follow the disk loading instructions on the Command Summary card. What you get on the screen when you're finished is called the catalog. It lists all the documents which have already been saved on the document disk. To select different document names, use the arrow keys.

To load the selected document into the computer's memory, press ESC (to turn on the command menu) and then Return (to do the Load command). Pressing ESC and Return while BLANK is selected lets you begin a new document.

ENTERING AND DELETING TEXT

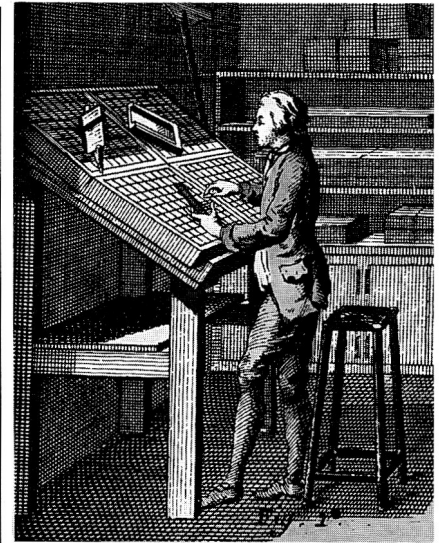
Cut & Paste turns your computer into a very smart and forgiving typewriter. To put words in, start typing. When you come to the end of a line, just keep going. The computer will automatically move words to the next line if there's not room for them. To end a paragraph and start a new one, press Return.

If you make a mistake, use the DELETE key to backspace over and erase it. (If your computer doesn't have a Delete key, see the Command Summary card to learn which key to use instead.) To put in words you forgot, move the cursor (the blinking rectangle) where you want the words inserted and start typing.

If you need to move the cursor back a few spaces or up and down in the text to get to the mistake you want to correct, or to the place where you want to insert new text, use the arrow keys. (Note: The cursor cannot be moved with the arrow keys into areas where no text has been entered yet or where the margin was set with the indent command. Spaces and Returns count as text.)

USING THE COMMAND MENU

The second line from the bottom of the screen is called the command menu. It contains listings of the different actions you can take with documents and disks (saving your work, printing, etc.). Pressing ESC turns the menu on. Once it's on, pressing the left and right arrow keys selects different commands and pressing Return causes the selected command to be carried out. Pressing ESC again turns the menu off without doing a command.



EXAMPLE 1

LOADING A DOCUMENT FROM A DISK: If you've used the instructions in Getting Started to load a document into the computer's memory, you've already successfully used the command menu. With the catalog on the screen, pressing ESC turned the menu on with the leftmost command - Load - selected. Pressing Return did that command, loading the selected document into memory. (To get back to the catalog so you can replace the document on the screen with another one, enter the menu with ESC and select and use the Catalog command. If the document you want is on a different document disk, insert that disk before using the Catalog command.)

EXAMPLE 2

SAVING A DOCUMENT TO A DISK:

With a document on the screen, pressing ESC turns the menu on with the leftmost command - Save - selected. Pressing Return puts a new set of choices on the menu with Save Same selected. If you want to keep using the name the document already has, press Return to do Save Same. If you want to give the document a new name (and the computer will insist that you do if you haven't given the document any name yet), press the arrow to select Save New and press Return to do it. The computer will put the catalog on the screen, ready for you to type in a new name. Pressing ESC and Return when you're finished completes the process. (Remember, in the world of electronic word processing, if there's a power failure, you'll lose any text you've entered since the last time you saved your work. Be prudent and save often. See Thinking About Backing-Up Your Work on page 11 for more information.)

WATCHING THE SCREEN WHEN YOU USE THE MENU

When you're not sure what's happening or what to do next, check the top and bottom lines on the screen for helpful feedback and prompts. If there's a document on the screen, you'll most likely find the name it was last saved under and the number of characters you still have room for on the top line. When you're working on text, the bottom line tells you how to mark text for changes and how to turn on the menu; when you're using menu, it tells you how to select and do commands.

With a catalog on the screen, the number in the upper right corner tells how many blocks of space are still available on that document disk. (One block holds about 1000 characters - 1024, to be exact.)

DESIGN NOTE:

ARE YOU SURE YOU WANT TO DO THAT? - Sometimes messages appear to help you think through the consequences of what you're doing. If for instance you work on a document, then try to load another document without saving your work first, "You Haven't Saved Your Changes" appears on the top line, Load and Document appear in the menu with Load selected, and "Do Document to Reach Save" appears in the bottom line. Because Load is selected, you need only press Return

to do that command. But if you really didn't mean to wipe out what you just worked on, doing Document gives you a chance to rescue yourself. The first time this keeps you from losing work, you'll be grateful. And you'll be no less grateful when it happens again.

In addition to "are you sure" messages, "sorry, you can't do that" messages may also appear. For a discussion of the commands and conditions that produce those messages, see the last two pages of this manual.

Cutting and Pasting to Make Writing Easier

Cut & Paste takes the tedium out of revising and makes customizing old documents to fit new situations triumphantly easy. The commands described below lie at the heart of that power. The rhythm for using them is as simple and straightforward as working with a pencil in your hand: first, mark the passage you want to change; next, change it.

MARKING TEXT WITH CONTROL-A AND THE ARROW KEYS

To mark a text passage for changes, move the cursor to the beginning of the passage and press Control-A to *anchor* your marker. Then use the right and/or down arrow keys to extend the highlight to the end of the passage (and the left and/or up arrow keys if you change your mind.) Pressing Control-A again turns the highlight off.

TYPING OVER MARKED TEXT

To type in new material over old, just mark the text you want to replace and start typing. If your new material is shorter than the old, use the Cut command (described next) to get rid of the remainder. (If it's longer, no problem. Just keep typing.)

The documents already on your disk called BlankLetter, BlankMemo, etc. were designed to make it easy for you to create particular kinds of documents by simply marking and typing over the dummy text they contain. See page 9 for more information.

CUTTING MARKED TEXT INTO THE BUFFER

To completely remove a passage from a document (yet put it where you can get it back if you change your mind), mark the passage and either press Control-C or do Cut in the menu.

PASTING DOWN A COPY OF WHAT'S IN THE BUFFER

To insert into a document a copy of whatever was most recently cut into the buffer, put the cursor where you want the material to be inserted and either press Control-P or do Paste in the menu. The material will appear highlighted. If you like the change, turn off the highlight by pressing

Control-A. Otherwise, just type over or cut it like any other marked passage.

REPLACING MARKED TEXT WITH WHAT'S IN THE BUFFER

If you press Control-P or do Paste in the menu while there's marked text already in the document, a marked copy of the buffer contents will replace the marked passage.

CUTTING FROM ONE DOCUMENT, PASTING TO ANOTHER

Saving and loading documents can be done without disturbing whatever is in the buffer. As a result you can cut material from one document, then load a new document before pasting the material back down.

MOVING A BLOCK OF TEXT IN A DOCUMENT

(If you'd like to follow along on your own computer, load Letter Home before reading on.)

Dear Mom,
How are you? How's Dad? Little Ernie?
I'm having a great time here at school even though, as a freshman again, I didn't get all the classes that I hoped for.

Here's my schedule so far:

MWF: Hist. 10-11, Eng. 1-2
TTH: Bio. 8-10, Drama 2-4

Let's be frank, Mom, I need money, lots of it. Materials went up this year. So could you please send me \$500 or so for pens, pencils, etc. Please hurry.

Love,
Bruce

1. To mark the passage above, Control-A was pressed while the cursor was on the "L" in "Let's," and the right and down arrow keys were used to extend the highlight.

Dear Mom,
How are you? How's Dad? Little Ernie?
I'm having a great time here at school even though, as a freshman again, I didn't get all the classes that I hoped for.

Here's my schedule so far:

MWF: Hist. 10-11, Eng. 1-2
TTH: Bio. 8-10, Drama 2-4

Love,
Bruce

2. Pressing Control-C or doing Cut in the menu caused the marked text to be cut into the buffer. The arrow keys were used to move the cursor to its new location.

Dear Mom,

Let's be frank, Mom, I need money, lots of it. Materials went up this year. So could you please send me \$500 or so for pens, pencils, etc. Please hurry.

How are you? How's Dad? Little Ernie?

I'm having a great time here at school even though, as a freshman again, I didn't get all the classes that I hoped for.

Here's my schedule so far:

MWF: Hist. 10-11, Eng. 1-2
TTH: Bio. 8-10, Drama 2-4

Love,
Bruce

3. Pressing Control-P or doing Paste in the menu caused the buffer contents to be inserted at the point the cursor had been moved to. The highlight lets you see what was pasted down; Control-A will turn it off.

USING ADDITIONAL CONTROL KEYS TO MOVE AROUND IN A DOCUMENT

Check the Command Summary card that came with this manual for a listing of the keystroke commands that let you move the cursor rapidly forward and backward in a long document.

A WORD ABOUT CARRIAGE RETURNS

Pressing Return while entering text actually places a character in the text. To you, the character looks like a space. To your printer and monitor, it says, "begin a new line." When you mark text for typing over, cutting and pasting you need to be thoughtful about the carriage returns. To see why, load Letter Home and practice cutting and pasting paragraphs, varying each time whether you mark and cut particular carriage returns and where you place the cursor before you use the Paste command.

There's no one right way to think about carriage returns, but there is one guideline that seems to work best for most people: When marking paragraphs for cutting, mark from the first letter of the paragraph up to (but not including) the first letter of the next one; then, when pasting paragraphs down, put the cursor exactly where you want the first letter to appear.

Printing

THE RELATIONSHIP BETWEEN SCREEN AND PAPER

Electronic word processing separates typing from printing, a fact to celebrate when you're writing and editing and to be thoughtful about when you turn to producing hard copies of your work – especially if your monitor won't display lines as long as the margins you want call for. Your **Cut & Paste** program comes set up for the most common situations and uses. Spend a few minutes understanding those settings and how to change them if your equipment or requirements are different, and you shouldn't encounter any printing difficulties.

USING SETUP TO MATCH PROGRAM AND EQUIPMENT

The Setup command (it's at the end of the menu which appears when a catalog is on the screen) lets you customize the **Cut & Paste** program (if you need to) so it will send the proper signals to your printer and monitor. Using the Save Setting command when you've finished writes your changes onto the document disk so you will need to change them rarely, if at all.

1. The first setting determines how many characters can be displayed on each line on your monitor. If your equipment will allow you to display 80 columns (each character takes up one column) but you see fewer than that on the screen, changing this setting to 80 will solve the problem unless your equipment is incompatible with the program.
2. The second setting asks how many characters you want printed per inch. The corresponding setting on your printer will probably be labeled "pitch". If your printer has more than one pitch setting, you can experiment to find the character spacing style you like best; just make sure you use the same setting on your printer and in your program.

In combination with your margin settings (see page 8), this setting determines how many characters will be printed on each line. A 12 characters per inch setting combined with Print-A will produce 78 characters per line. Ten characters per inch and the same format will produce 65 characters per line.

3. The third setting asks how many lines you want printed per vertical inch. As set, it produces 54 printed lines when combined with the Print-A setting. (If you set the top and bottom margins to 0, **Cut & Paste** will not print headings and pages numbers even if you tell it to. If you want headings and page numbers, you need to leave at least three lines free for each. At the standard 6 lines per inch setting, that translates into a .5" margin.)
4. The last setting asks whether the printer needs to be told when to turn the carriage for a new line. It assumes that it does not. If your printer prints everything over and over on the same line, change this setting to "yes". If you get double spaces when you asked for single ones, change the line feed setting on your printer.

THE FIVE STEP RHYTHM OF PRINTING

1. Enter the menu and do Print to call up your formatting options.
2. Decide whether you want a heading on the top center of every page. If you do, type it in.
3. Check the entries for single/double spacing, first page number (if you want your pages numbered, enter the number you want on the first page), paper type, and number of copies. Make changes only if necessary.
4. Enter the menu and select Print-A, B or C, depending on what size paper you're using and what margins you want.
5. Check to make sure the printer's turned on and press Return.

It really is that simple. Once you've made sure that the A, B, and C settings fit the way you work most often, printing with **Cut & Paste** will be literally as easy as, well, ABC.

DESIGN NOTE: TAKING CARE OF POOR WIDOWS AND ORPHANS

"Widow" is a term used in the publishing and printing industries to describe single lines which belong to a paragraph printed on another page. In some circles, "orphan" is used as well, with "widow" meaning the last line of a

paragraph on the top of the next page and "orphan" meaning the first line of a paragraph at the bottom of the last page.

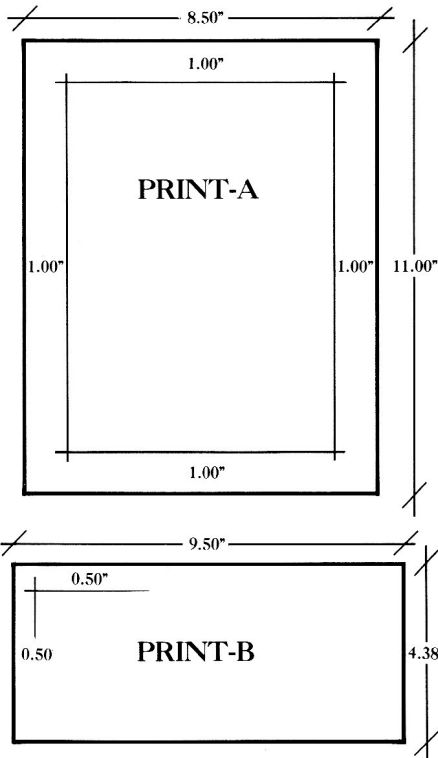
With **Cut & Paste** you don't have to worry about such matters; the program will not only do your worrying for you, it will act to keep widows and orphans out of your printed documents. Instead of creating orphans it will put the line on the next page with the paragraph it belongs to. Instead of creating widows it will move the preceding line to the next page as well. And when it finds single line paragraphs it assumes it might be looking at a heading for a paragraph and takes care not to separate it from the paragraph which follows.

Cut & Paste will also let you tell the computer when you'd like to start a new page in a document no matter what the margins call for. Just put ----- on a line by itself and the next line will be printed at the top of a new page.



USING PRINT-A, B AND C FOR MARGIN SETTING, ETC.

Cut & Paste was designed to keep you from being overwhelmed by all the printing options it makes available. Print-A comes set for standard notebook/business stationery paper with one inch margins. Print-B comes set for a standard business envelope. Print-C was left blank for you to fill in as you wish. The pictures below spell out the effects of using Print A and B with no changes in the “factory” setting.



NOTE:

Dot Matrix printers which cannot accept paper wider than 8.5” automatically indent .25” on each side. If you have such a printer and want to avoid confusion in setting your margins, just set your paper width to 8” instead of 8.5” for Print-A.

MAKING AND SAVING CHANGES IN THE A, B, AND C SETTING

You may want to make “for this document only” changes in an A, B or C setting. To do that simply use the arrow keys to move to items you want to change and type in the new values you want. Spacing over characters erases them. If the number you want has only 0’s after the decimal, you don’t have to type the 0’s in.

If you want to save your changes so they will be there the next time you start a session, use the Save Settings command. Except for any heading which happens to be there, the settings showing on the screen will be saved on the document disk and automatically passed on to any new document disks you create while using the document disk. (If you later discover you’d like to create a document disk with the original setting that came with the product, use the Format Disk command available from the Program disk.)

IF YOUR MONITOR ONLY DISPLAYS 38 OR 40 COLUMNS

If your printer will accept a standard size business envelope put one in, then load BlankEnvelop and do Print-B. Did it surprise you to see that what looked strange on the screen came out looking right on the envelope? Such oddness is simply a fact of life if you try to do special formatting on a text area wider than what your screen will display. To learn how to use the BlankEnvelop document to help you solve your own envelope addressing problems, see the last column on the next page.

Special Formats

INDENTING BLOCKS OF TEXT WITH CONTROL N AND R

Pressing Control-N or doing Indent in the menu moves the left margin over 5 spaces to the right. The command stays in effect until you press Control-R (for RESET) or do Unindent. If you use Indent and Unindent when the cursor is somewhere in an already typed paragraph, the margin will be moved for the whole paragraph.

Use these commands whenever you want material set in from the left margin and you can be sure that your left margin will always look the same on paper as it does on the screen. (For example, the document on your disk called BlankOutline was formatted with Control-N's and R's, as a cursor trip down the left margin makes clear. Use it as a model for your own outlines and as an aid to understanding how the Indent command works.)

BEING CAREFUL WITH TAB

Cut & Paste comes with tab stops preset every five spaces. Pressing the tab key inserts spaces between wherever the cursor is and the next tab stop, moving the cursor to that next stop in the bargain. (If you don't have a tab key on your computer, see the Command Summary card to find out what keystroke to use.) Tabbing is useful whenever you want to line up material someplace other than down the left margin. (BlankMemo for instance was created using tabs to line up the material following the colons.)

Be careful with this command, especially if you can't display as many characters per line on the screen as you plan to print. (Also pay close attention when editing any document prepared with tabbing; if your changes are longer or shorter than the original material, you'll need to insert or delete spaces to get everything lined up again.)

USING THE BLANK-LETTER, BLANKMEMO, ETC. DOCUMENTS ON YOUR DISK

These documents are for marking and typing over to fit particular needs. BlankLetter for instance has dummy phrases like "today's date" etc. in all the right places for a standard business letter. If you load it, then mark and type over it with the information you want in a real letter, you'll be sure to have all the headings in the right order and the right places when you print.

BlankLetter, etc. are protected to keep you from accidentally deleting, renaming or saving over them before you've had a chance to become familiar with their use. If you find you like using them, you may want to customize some of them to your own requirements and save the results under new names. For example, you might put in your own name, etc. in the return address portion of BlankEnvelop, then save the result as MyAddress.

IMPORTANT NOTE:

When marking and typing over dummy text, do it one line at a time, being careful not to mark the carriage returns at the end of each line. Otherwise you'll type over the carriage returns as well, destroying the positioning help the formats are designed to provide.

Managing Your Documents and Disks

At first, the document disk that came with your program will be sufficient. But the longer you own **Cut & Paste** and the more you use it, the greater will be your need for additional document disks and for your own disk filing system.

DELETING AND RENAMING DOCUMENTS

When you no longer need a copy of a document, first use the arrow keys to select that document's name in the catalog, then use the Delete command. Because deleting a document is not an action to be taken lightly, you'll be asked to confirm your command before it will be carried out.

If you find yourself wishing you'd named a particular document differently, use the arrow keys to select its name, then use the Rename command. The computer will allow you to type over the old name in the catalog. Pressing ESC and Return when you've finished typing the new name completes the process. (If the new name's shorter than the old one, use the spacebar to erase the remainder first.)

MAKING COPIES OF EXISTING DOCUMENT DISKS

To make duplicate copies of your document disks, use the Copy-Disk command. Copy-Disk first asks you to tell it what disk drive arrangement you want to use. If you only have one drive, select 1↔1 and press Return, then follow the instructions as they appear on the screen. If you select one of the two drive options, put the original (source disk) in the drive number the arrow points away from and the disk to be copied to (target disk) in the one it points toward, then press Return.

Because Copy-Disk erases everything on the target disk, it's a good idea to write-protect the source disk before beginning, especially if you have only one disk drive. To write-protect a disk, wrap a covering around the notch on the upper right hand side. (Your target disk must be formatted before Copy-Disk can use it.)

CREATING NEW DOCUMENT DISKS

To create new document disks, use the Format-Disk command. Format Disk first erases everything on the disk in the drive. Next, it prepares the disk to receive **Cut & Paste** documents and copies on to it the document named BLANK and the setup and print settings in memory at the time. Because it begins by erasing everything first, Format-Disk asks you for a

confirmation before proceeding. (A Format-Disk command is also available to you at the beginning of a session, after you've booted the Program disk but before you've put a document disk in the drive. If you use this option, the document disk created will not reflect any changes you may have made in your setup or print settings.)

NOTE:

If you'd like your document disks to contain particular documents you use often (dummy forms like BlankMemo, perhaps), use Format-Disk to prepare several disks, then save the documents you want on one of the disks to create a master, and use it with the Copy-Disk command to finish the rest.

IF YOU HAVE TWO DISK DRIVES

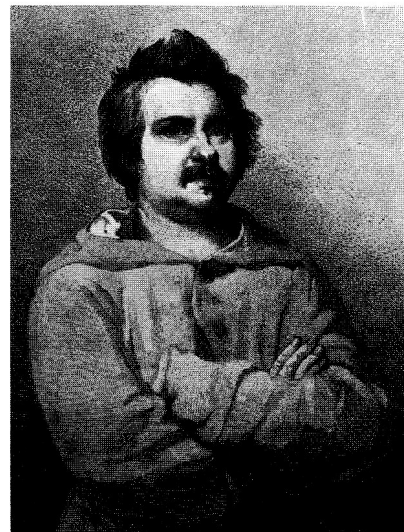
To switch back and forth between your drives, use the Drive 2 command near the end of the catalog menu. The number which shows with the command will be the number for the drive which is *not* currently being used. Thus, selecting and doing Drive 2 will turn on your second drive and change the menu listing to read Drive 1. Drive 2 will remain in use until you select and do Drive 1.

THINKING ABOUT BACK-UP COPIES OF YOUR WORK

Chances are you'll carry your pre-computer habits right into the post computer world. If your personal files are overflowing with paper because you're never sure it's safe to throw something away, your disk boxes or binders will in time overflow with disks as well. Meantime, here are some things worth thinking about:

1. Disks are pretty sturdy and don't often fail. Still, disasters can happen. If the data in a document is critically important, save a hard copy in addition to the one on disk. And if typing it in again is just too overwhelming a task to contemplate, make a copy of the disk and keep it in a separate, safe place.

2. In addition to your regular working document disk, keep a regular working back-up disk and save your work to it as well each time you stop working on a document. (Just take out the disk you're using, put in your back-up disk and do Save Same.) Once you've done this the first time with a particular document, the back-up copy becomes a kind of insurance: if you find when you're finished editing that you're not very happy with the result, you've still got a copy of the original to go back to.



When the Unexpected Happens

MESSAGES ABOUT DOCUMENT AND DISK SPACE

(See Capacity Information on the Command Summary card for additional details.)

SORRY, DOCUMENT TOO BIG

There's no room left in your computer's memory for more text. To recover gracefully, move the cursor back to the beginning of a sentence or paragraph, mark the text from there to the end and cut it into the buffer. Next, save the remainder of your document. Finally, load BLANK, paste down the buffer contents and write on.

SORRY, DOCUMENT + BUFFER TOO BIG

Both the document and the buffer contents must fit into your computer's memory at the same time. This message can appear when you have a large amount of text in the buffer and either try to load a good sized document or try to type one in. You will need to empty the buffer before you can successfully load your document or continue entering text. (If you want to save the buffer contents first, load BLANK, do Paste and Save New. If you were entering text instead of loading when the message appeared, be sure to save your document before loading BLANK.)

SORRY, DOC. TOO BIG, BUFFER EMPTIED

This message appears only when you're pasting. The material that was in the buffer is highlighted in your document. If you want it back in the buffer, do Cut before saving your document. Otherwise, use Control-A to turn the highlight off.

SORRY, DISK FULL

You're trying to save a document larger than there's room for on the disk. Just put in another document disk and do Save again. If you don't have another document disk formatted and ready to go, use the Format-Disk command first. Neither the action that brought up the message nor the Format-Disk command will disturb the document in memory.

SORRY, CATALOG FULL

A document disk has room for 63 names in a catalog. You must have written a lot of very short documents. Put a new document disk in the drive and do Save again. (If you don't have another document disk ready, use the Format-Disk command to create one first.)

OTHER DOCUMENT MESSAGES

SORRY, THAT DOCUMENT IS PROTECTED

You can't delete, rename or save over BLANK on any document disk. You can't delete, rename or save over any of the documents with Blank in their names already on the document disk that came with your program.

SORRY, DOCUMENT NAME CANT BE EMPTY

When you use Save New or Rename, you have to type in something in the selected space in the catalog.

SORRY, DOCUMENT ALREADY EXISTS

You're trying to give a document a name already being used for another document on the same disk. Either rename the first document or pick a different name for the new one.

SORRY, DOCUMENT NOT FOUND

You must have switched document disks while the catalog was on the screen. Put the first disk back in if you really do want that document.

SORRY, WRONG TYPE OF DOCUMENT

You've accidentally tried to load a document prepared with another Electronic Arts Home Management program – *FINANCIAL COOKBOOK*, maybe.

OTHER DISK MESSAGES

SORRY, DISK IS WRITE-PROTECTED

You're trying to copy to or save to a disk which has a write-protected tab covering the notch on the upper right. If you did mean to use that disk, remove the tab. Otherwise, choose another disk.

SORRY, NOT A VALID EA DATA DISK

You can't use a disk as a document disk without first formatting it with the Format-Disk command.

SORRY, DISK OPERATION ERROR

Check to see whether you: 1) left the drive door open; 2) forgot to put a disk in the drive or forgot and put in the wrong disk; 3) selected Drive 2 but don't have a second drive; 4) are trying to modify a write-protected disk. If none of those possibilities is true, something is wrong with either the disk or the drive. If you're not having trouble with any other disks, the disk is most likely the problem.

MISCELLANEOUS MESSAGES

SORRY, CAN'T READ THOSE SETTINGS

You've entered Setup or Print settings which don't make sense. Check to make sure you're not asking for 12" of margin on a 11" piece of paper, or haven't responded with a number when yes or no was asked for, etc.

SORRY, PRINTER OPERATION ERROR

Check the Important Information card that came in front of your disk for information about compatible printers and interface cards and the slot they must be plugged into.



Some Ways to Take Advantage of Owning Cut & Paste

1. “The art of writing is rewriting,” said James Thurber. But he probably also said, “Do I have to copy this over?”, just like all the rest of us. Owning **Cut & Paste** means not being punished for having a better idea.

2. Next time you decide to catch up on your correspondence to family and friends, write the newsy part first and cut it into the buffer. Then start each letter individually, paste in the news, finish up individually, print the result, load BLANK and start over. The news will stay in the buffer until the next time you Cut something. (You might want to save a copy, just in case you forget and use Cut before you’ve finished all your letters.)

3. Put a copy of your Resume on file on a document disk. Updating it will be a snap and so will customizing it to fit the position you’re applying for. (Use BlankResume for help.)

4. Though cookbooks and card files are still the best places anybody’s found to put a lot of recipes, a document disk is the perfect place for the recipes you get asked for most often. It makes giving out the next copy of “Kay’s Famous Barbeque Sauce” as easy as booting up, selecting the document and doing Print.

5. Kids who like to play with typewriters are even more dazzled by word processors. One big hit is typing in Mad Libs, then using type over to produce printable versions of the silly stories playing the game creates.

6. If you’re the type who likes to write notes on Christmas cards but hates to address them, take heart. Though **Cut & Paste** is not a program for managing lists (there are no provisions for sorting the list by different characteristics, etc.), it’s easy enough to use it to keep (and keep up to date) a short alphabetical order listing of the friends you’d like to send cards to.

When you enter your list, put the -----“start a new page” instruction at the end of each address. Then, when you’re ready to use the list, you need only put in the settings for the envelope you’re using and tell the printer you’re not using continuous form paper so you can put in a new envelope for each address. The first Christmas you try it, it may seem like a lot of work. The next Christmas you’ll often be seen smiling smugly for no apparent reason.

7. Next time you want to express the same opinion to several different politicians and public officials, you can do so, personalizing each one for that little extra oomph.

