



SILICON VALLEY SYSTEMS, INC.

THE

WORD HANDLER™



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## INTRODUCTION

The *Word Handler* is engineered to be a word processor of maximum convenience on a minimum Apple II.

The controls are arranged for simplicity and obviousness, and the display format for clarity without sacrificing any detail.

This manual is written to give maximum information in a minimum space. It is made simple without talking down to the reader, and any confusion that arises probably results from trying to read too much into it. In case of such confusion, we suggest you just experiment with the *Word Handler* and see what it does in the confusing case. There is nothing you can do that will unintentionally ruin things.

The aim of this manual is to have you capable of doing useful work with the *Word Handler* in twenty minutes. This is best done by putting the disk into the machine now, and having faith that it will succeed in achieving that aim.

If you have any problems, call us. We are happy to be of assistance, and it will serve us in making things clearer for others.

Silicon Valley Systems



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## GETTING STARTED

The *Word Handler* starts itself when the “Word Handler Diskette” is inserted, label up, into a freshly powered-on Apple-II.

If the “Word Handler Diskette” is new and has never been used before, the Printer Selection will need to be set up for your particular printer. This selection process is invoked by:

pressing space while the diskette is booting.

If this is not done, the *Word Handler* will use the same printer and slot that was last selected. In any case, it will display something like:

**PRINTER SLOT (1-5):**

**PRINTER TYPE (0-B):**

	SERIAL	PARALLEL
ASCII(NO BKSP)	0	1
ASCII(W/BKSP)	2	3
QUME/DIABLO/TEC	4	5
EPSON MX-80/100	6	7
EPSON MX-80/EMPH	8	9
IDS-460/560	A	B

**USE 66-COLUMN COMPACT FORMAT (Y/N)?**

Most Apples are set up with the “Printer Slot” as 1. If it isn't, the person who set up your machine should know if this is the case.

The “Printer Type” depends on what kind of printer the *Word Handler* will be printing on. Each printer uses different codes to do certain operations, and there is also a slight difference between “parallel” and “serial” printers, so find this out also.

The third entry, “USE 66-COLUMN COMPACT FORMAT (Y/N)?” needs to be answered with a “Y” or an “N” (for Yes or No). For most common editing applications, the compact format is much preferred, as it gives you a full line display on the screen. For special applications, where longer lines are needed, the non-compact format should be used, and the lines are broken up on the screen into two or



three parts to allow all the text to be visible, and yet still maintain the text as lines of printing.

After this selection is made, the *Word Handler* will be in its "idle" state, requesting that you:

**Enter name of old or new document:**  
**(or INDEX, PRINT, USE DISK #, ERASE, etc.)**

At this point you may remove the "Word Handler diskette" and insert another diskette, either an empty "Initialized" (\*) diskette, or one with old documents on it.

**Do Not change diskettes, except when the**  
**"Enter name ... " message is being displayed.**

In fact, do not remove your diskette at all, except under this same condition. For one thing, your document may not be completely updated to reflect the latest changes. But more importantly, the next disk inserted into the drive will very likely lose data if the user doesn't remember to "reboot" with this new disk.

So, as a general precaution:

Always use CTRL/E whenever leaving the machine.

(It means "END OF EDITING".)

(\*) "Initialized" also means "Formatted".

Refer to DOS 3.3 Manual for Information.



## DOCUMENT RETRIEVAL AND THE INDEX

When the *Word Handler* is in its “idle” state, it displays the message:

**Enter name of old or new document:  
(or INDEX, PRINT, USE DISK #, ERASE, etc.)**

If you enter “INDEX RETURN” or just a RETURN by itself, the *Word Handler* will display an “Index” of the disk, showing the names of all documents on it, waiting after each ten names for you to hit space to continue.

If you enter the name (ending with RETURN) of an old document (ie: one that’s already on the disk), the *Word Handler* will bring that document to the screen.

If you enter the name of a new document (ie: one that’s not already on the disk), it will give you a chance to start over again, just in case you mistyped the name of an old one. It will do this by displaying the message:

**Name not found on disk.  
Press ‘space’ to create a new document with this name,  
or any other key to begin again:**

If you do confirm the creation of a new document by typing a space, an empty document will display on the screen. New text must be “*Inserted*”, using CTRL / I.

In either case, it is important that you know how to get back to the “idle” state. This is done with:

CTRL / E which means “*END OF EDITING*”.

When you’re done with the document, this gets it off the screen, and leaves the *Word Handler* idle, and ready for another document. Any of your changes to a document while “editing” are made then-and-there.

Bringing a document to the screen is like getting papers from a filing cabinet and putting them on your desk. Making changes to those papers is the “editing” process, and CTRL/E is like putting them away. There are no hidden copies. You are working with the original of that document. Backup copies may be made, and



we'll get to that later, but these would always have different names from the original.

Document names always appear in upper-case characters, and can be any length up to 30 characters.

If a semicolon appears in the name of a document, all characters from that point on may be omitted when calling for the document. These extra characters appear in the INDEX, and also while the document is being edited, but for convenience, the document may be referred to by the abbreviated name.

For example, if a document is created with the name:

**LWE LETTER :TO NATHAN - 6/1/81**

it may be called up by typing:

**LWE LETTER**


or **LWE LETTER,**


or **LWE LETTER ; TO N2%(VV:J/**

but it will display in the INDEX as it was created.




## KEYBOARD & DISPLAY BASICS

The  key should be thought of as "GO FORWARD". (The direction "FORWARD" is toward the end of the document, left to right, a line at a time as you would read it on a page.)

The  key should be thought of as "GO BACK". (The direction "BACK" is toward the beginning of the document.)

The other controls for the *Word Handler* are worked by pressing a letter key while holding down the  key.




The combination  should be thought of as "A WORD".




Similarly,  is "A LINE",





and  is "A PAGE".

These may be used one after another to give descriptive English language thoughts.

For example:

    
means "GO FORWARD", "A WORD" and "A WORD".  
(In short, go forward two words.)

    
means "GO BACK", "GO BACK", "GO BACK".  
(ie: a character at a time. In other words, go back three characters.)

     
means "GO FORWARD", "A PAGE", then "GO BACK", "A LINE".  
(This will go to the beginning of the next page, and then back one line, onto the last line of the page it started on.)

Any of the text of a document may be brought to the screen for review and/or modification using the keyboard controls mentioned above.

Along with the text being displayed is a blinking rectangle around one and only one of the characters on the screen. This rectangle is called "the Cursor" by computer people and also by display-oriented word processing people. It corresponds to the print mechanism of a typewriter, and is the thing that "goes" to the next line when you hit the



“carriage return” key. This is what the *Word Handler* moves forward when you use the “go forward” key.

There are also special “carriage return marks” which appear everywhere the RETURN key was used while typing the text. These always appear on the left side of the screen just before the first character of the new line.

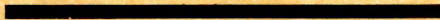
The “carriage return marks” are:

- 1 ↵ for single spacing,
- 1½ ↵ for one-and-a-half spacing,
- 2 ↵ double spacing, and
- 2½ ↵ for two-and-a-half spacing.

There are also:

- ½ ↵ for a half space extra, and
- ↵ for starting on the next page.

The only other thing which appears in the text is a horizontal bar which separates the end of one page from the beginning of the next. This may be thought of as a “page break”, and displays on the screen as:



Aside from these, the text contains just the characters that were typed in.

The text is maintained as pages and lines as it will appear when printed.

On the screen, there are two ways that the *Word Handler* displays lines. In the 66 column format, a line is at most 66 columns long, and displays as it will print on paper.

In the non-compact format, most lines are split into two or three parts, depending on the margins and paper width. These parts appear one below the other, but with a closer spacing than that which separates one line from another. The second and third parts are shifted slightly to the right to make columns come out right. Such



groups of parts should only be thought of as a “line”, as the individual parts have no real functional meaning. The control function CTRL/L refers to such “lines”, which are actually lines of printing.

When typing paragraphs, RETURN is usually not used to end each line. The *Word Handler* automatically arranges the text into lines that fit within the margins, and the only time RETURN is used is when you really want to continue typing at the beginning of the next line. Otherwise, text is treated as words, and if one is deleted or inserted, words are shifted between lines as necessary. Thus, RE-TURN is more like “end of paragraph”, though it has no relation to punctuation.

So-called “widow” and “orphan” lines are automatically avoided. (A “widow” line would be a single line at the bottom of a page where the remainder of the paragraph didn’t fit. Similarly, an “orphan” line would be that last line of a paragraph which didn’t fit at the end of the page.) The *Word Handler* knows when to continue on a new page just as it knows when to continue on a new line, and it does so in such a way that there are never “widow” or “orphan” lines.



## MOVING THE CURSOR

The most commonly used function in all word processing applications is *moving the cursor*. Almost everything you do with text needs to be selected by placing the cursor on it. The simple commands, mentioned briefly earlier, are:



moves the cursor forward a character through the text, including "carriage return marks".



moves the cursor back a character through the text, including "carriage return marks".






moves the cursor "A WORD" through the text in the same direction as previously used.



moves the cursor "A LINE" through the text in the same direction as previously used.





moves the cursor "A PAGE" through the text in the same direction as previously used.

So,    means "GO FORWARD", "A WORD" and "A WORD".

Since these cursor moving operations are used so much, it is desirable to be very proficient at getting the cursor to a specific character as quickly as possible.

The best "home" position for the hands for moving the cursor quickly is:

Left hand: the pinky *holding down* the  key.  
the middle finger resting on the  key.



Right hand: the index finger resting on the **L** key,  
the middle finger resting on the **P** key,  
the ring finger resting on the **←** key,  
and the pinky resting on the **→** key.

This position allows quick access to the combinations that are most used, specifically:

<b>CTRL / ←</b>	<b>CTRL / W</b>	which goes back a word,
<b>CTRL / ←</b>	<b>CTRL / L</b>	which goes back a line,
<b>CTRL / ←</b>	<b>CTRL / P</b>	which goes back a page,
<b>CTRL / →</b>	<b>CTRL / W</b>	which goes forward a word,
<b>CTRL / →</b>	<b>CTRL / L</b>	which goes forward a line,
<b>CTRL / →</b>	<b>CTRL / P</b>	which goes forward a page,

It also gives quick access to **RETURN** which means “go forward to the next carriage return mark”, and to the **REPT** key, which is useful in combinations such as:

<b>CTRL / ←</b>	<b>REPT / CTRL / L</b>	to go back many lines,
<b>CTRL / ←</b>	<b>REPT / CTRL / W</b>	to go back many words,
<b>CTRL / →</b>	<b>REPT / CTRL / L</b>	to go fwd many lines,
<b>CTRL / →</b>	<b>REPT / CTRL / W</b>	to go fwd many words,

and **CTRL / REPT / →** to go forward slowly, continuously.

The hands are also well placed to allow quick access to:

<b>CTRL /  </b>	(characters)	<b>→</b>	, especially
<b>CTRL /  </b>	(blanks)	<b>→</b>	and
<b>CTRL /  </b>	<b>RETURN</b>	<b>→</b>	.



Also,

**CTRL / D** (specifiers of what to delete) **→**

and

**CTRL / T** (word or words) **RETURN**

The less common operation **REPT / ←** can be done easily by leaving the “home” position and holding down **←** and **REPT** with the index and middle fingers, respectively, or with the thumb and index fingers, respectively.

## **SEARCHING**

There are also “search” operations for locating a particular word or phrase directly. These take the form:

**→** **CTRL / T** ( a word or phrase ) **RETURN**  
and  
**←** **CTRL / T** ( a word or phrase ) **RETURN**

which may be thought of as “FORWARD TIL” and “BACK TIL”.

The former will search forward through the document until it finds the word or phrase specified. The latter will search backward. In either case, search is by *words* (ie: searching for “the” will not find “then”).

After the **CTRL / T** finds the first occurrence of what it was looking for, the cursor will stop on the first character of it. In order to find the next occurrence of that same string:

Press **CTRL / T** again.

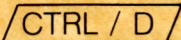
This will continue searching in the same direction for the next occurrence of the same word or phrase. Continue this until finding the one you want.


These operations may be aborted (either during entry of the word or phrase, or while searching) by pressing:

**→**





## DELETING TEXT



The key combination  means "DELETE".



In its simplest form, it Deletes one character. However, this is a "character" in the *Word Handler* sense, and can be anything that the cursor may be resting on. Thus,  can delete "carriage returns" and the spaces between lines.

It can also be used in context:

  meaning "DELETE", "A WORD",

  meaning "DELETE", "A LINE",

  meaning "DELETE", "A PAGE",

The "DELETE" is not actually finalized until the next control-key is used, (usually  or  ), and may be cancelled at any time before that with:





- CTRL / B** means "BOLD", and is used to start the entry of "boldfaced" text, (ends with **CTRL/N** ).
- CTRL / S** means "SUPERSCRIPT", and is used to start the entry of "superscript" text, (ends with **CTRL/N** ).
- CTRL / N** means "NORMAL", and is used to resume entry of "normal" text (ie: not Bold, not Underlined, not Superscripted).
- CTRL / V** means "*change VERTICAL spacing*", and is used to change the vertical spacing of the text being entered. This control can only be issued when on the first line of a paragraph (ie: a line beginning with a "carriage return mark").
- CTRL / J** means "*change JUSTIFICATION*", and is used to change the justification (ie: flip/flopping between "even" and "ragged") of the text being entered. This control can only be issued when on the first line of a paragraph (ie: a line beginning with a "carriage return mark").

There are also three other special things that can be "Inserted", and these are rather different from what the keys mean outside the context of "*INSERT*" :

- CTRL / L** means "INSERT AN EXTRA HALF-LINE SPACE", and is used for cases like single-spaced paragraphs with one-and-one-half spacing between them.
- CTRL / P** means "SKIP TO THE TOP OF THE NEXT PAGE".
- CTRL / W** means "AN UNBREAKABLE SPACE". This is what might be used between "Mr." and "Jones" to avoid the possibility of splitting them between two lines.



## DELETING TEXT

The key combination CTRL / D means "DELETE".

In its simplest form, it Deletes one character. However, this is a "character" in the *Word Handler* sense, and can be anything that the cursor may be resting on. Thus, CTRL / D can delete "carriage returns" and the spaces between lines.

It can also be used in context:

CTRL / D      CTRL / W      meaning "DELETE", "A WORD",

CTRL / D      CTRL / L      meaning "DELETE", "A LINE",

CTRL / D      CTRL / P      meaning "DELETE", "A PAGE",

The "DELETE" is not actually finalized until the next control-key is used, (usually → or CTRL / I ), and may be cancelled at any time before that with:





## **CHANGING VERTICAL SPACING** **OR JUSTIFICATION OF TEXT**

The key combination **CTRL / V** means "CHANGE VERTICAL SPACING".

and the key combination **CTRL / J** means "CHANGE JUSTIFICATION".

Both these controls can only be issued when on the first line of a paragraph (ie: a line beginning with a "carriage return mark").

**CTRL / V** cycles the vertical spacing between single, one-and-a-half, double, and two-and-a-half for the current paragraph.

**CTRL / J** alternates the justification between "even" and "ragged" for the current paragraph.

For changing multiple paragraphs with either of these, each must be done individually. This is most easily done by using the **RETURN** key to move the cursor to the next "carriage return mark".



## PRINTING

The PRINT command is entered instead of a document name when the *Word Handler* is asking for an "old or new document name".

It requests the name of the document to be printed, and the page numbers to be printed from it. These page numbers are individual numbers and/or ranges of numbers (in ascending order), so the form of the answers is:


**Document Name: LWE LETTER**  
**which pages : 1,3,5-9**

It then says, for each page to be printed:

**Position paper and Press "space":**

Pressing 'space' will cause one page to print, after which it will pause with the same message, allowing new paper to be positioned.

Pressing "C" will cause the remainder of the document to print, assuming "Continuous" feed paper.

Pressing "  " will abort printing either while printing or while paused between pages.

## CENTERING TEXT

The key combination  means "CENTER".

It will center the line that the cursor is on. If the line is in the midst of a paragraph and does not begin with a "carriage return mark", or it is not followed by a "carriage return mark" and is thus too long to be centered, the *Word Handler* "beep" indicating that it cannot do the centering operation.



## SETTING AND USING TABS

The key combination CTRL / Q is used for both "TAB SET" and "TAB CLEAR".

The "tab line display" shows a small mark at the column where the tab has been set. When a tab is already set at a particular column, using CTRL / Q will clear the tab stop at that column, otherwise it will set it.

Tabs are used during "Insert" either for setting up columns or for paragraph indentation. Once inserted into the text, the indentation is totally equivalent to spaces.

The way to use tabs during inserting depends on whether or not your Apple has a lower-case keyboard modification. If it does not have any such modification, a tab is called for with ESC ESC . If it does have such a modification, then tab is just a single ESC .



## COPYING AND MOVING TEXT

The key combination CTRL / C means "COPY".

It copies one character into a temporary area on the diskette for insertion elsewhere at some later time. It works similarly to "DELETE", in that it highlights the text being copied, and the operation is not finalized until another control-operation or → is called for. It also can be cancelled with ←.

It may also be used in context with CTRL / W, CTRL / L, and CTRL / P, to "COPY" "A WORD", "A LINE", or "A PAGE".

After the "COPY" has been ended with →, for example, at some later time, the control-key sequence:

CTRL / I CTRL / C  
would "INSERT THE COPY".

Copied text may be accumulated in the temporary area, limited only by the storage capacity of the diskette. Copies after the first are appended one after another.

A combined form of "COPY" is especially made for moving text. This is:

CTRL / C CTRL / D which means "COPY AND DELETE".

It may be used in any of several forms such as:

"DELETE , COPY , LINE , LINE , LINE ;"

"COPY , DELETE , LINE , LINE , LINE ;"

"COPY , LINE , LINE , LINE , DELETE ;"

"DELETE , LINE , LINE , LINE , COPY ;"

or any other form which includes "COPY", "DELETE", and the specifiers of how much to delete, as long as they are all included before the confirming → or other terminating operation.



## MERGING TEXT FROM OTHER DOCUMENTS

The key combination CTRL / G means "GET TEXT FROM SELECTED DOCUMENT".

It requests the entry of a document name and/or a list of line numbers and/or ranges of line numbers, all separated by commas. A typical sequence might be:

### **LWE LETTER, 15-30,2-5,31,32,8-15**

The way this might be typical is that it is being used to select paragraphs and sections in the order which they are to appear when inserted.

There is a slight limitation on the documents that can be used for this in that documents whose names begin with a numeric character will be confused with line numbers.

If a "secondary" disk drive has been defined, then the named document will be assumed to be on that secondary drive.

If the document name is omitted, the last one selected will be used.

Lines are copied from the selected document as they were when that document was last edited. Each line of a multiple lined paragraph counts as a line, as does each "carriage return mark", including:

½ and  
  

A document that is intended to be a text source for CTRL/G should be reviewed to its end, or printed after edits of it that cause lines to shift. This includes the changing of its format.



## CHANGING PAGE FORMATS

The key combination **CTRL / F** means "FORMAT".

This operation brings to the screen the current definitions used for the document's page format. Once this page format information is brought to the screen, it must be completed before you can go on. Hit **RETURN** for any entries you do not wish to change, or type over the old entries in order to change them.

If any entry is invalid or impossible, a "beep" will alert you, and the *Word Handler* will require you to reenter the items from the point where it feels the problem originated. If an item is entered incorrectly, but is not invalid, you must continue through the format to its end, and the use **CTRL / F** again, correcting the error next time.

The page format defaults to the following values:

**PAPER WIDTH: 8.5**  
**PAPER LENGTH: 11**  
**LEFT MARGIN: 1.0**  
**RIGHT MARGIN: 0.9**  
**TOP MARGIN: 0.8**  
**BOTTOM MARGIN: 1.0**  
**PITCH (10 or 12): 10**  
**LINES/INCH (6 or 8): 6**  
**FIRST PAGE NUMBER: 1**  
**HEADER DIST FROM TOP: 0.4**  
**FOOTER DIST FROM BOT: 0.4**

**ODD PAGE HEADER ("#"= PG NUM):**

**ODD PAGE FOOTER ("#"= PG NUM):**

- # -

**EVEN PAGE HEADER ("#"= PG NUM):**

**EVEN PAGE FOOTER ("#"= PG NUM):**

"FIRST PAGE NUMBER" signifies the page number you want this document to begin with. This is useful when working with a document that cannot fit on a single diskette, starting the second part with the page number after the last page number of the first part. It is also useful when retyping part of a document that only existed on paper.



“HEADER DIST FROM TOP” is the distance between the top edge of the page and any “header” text which is to appear *in* the top margin. This text is also what is used to specify the position of page numbers, if included.

“FOOTER DIST FROM BOT” is the corresponding distance between the bottom edge of the page and any “footer” text which is to appear *in* the bottom margin.

“ODD PAGE HEADER (“#”= PG NUM)” signifies the text that is to appear in the top margin of odd numbered pages. If the page number is to appear at the top of the page, then include a “number sign” at the position in this text that the page number is to appear. If this text needs to be other than centered, then include as many spaces from the left edge of the page as necessary. If no spaces occur before the first printable character of this header, it will be centered between the margins.

“ODD PAGE FOOTER (“#”PG NUM)” is correspondingly any text that is to appear in the bottom margin. Similar considerations for page numbering and centering apply.

“EVEN PAGE HEADER” and “EVEN PAGE FOOTER” are only necessary when headers and footers are to be different on odd and even pages. It is not uncommon to have page numbers in the right hand corner for odd numbered pages, and left hand corner for even ones. In that case, the odd page Header or Footer should be something like:

**< approximately 75 - 80 blanks >      - # -**

and the even page Header or Footer:

- # -

If even numbered pages are to have the same Headers or Footers as the odd pages, then the entries for the even ones may be omitted. However, a “blank” typed for either of these is *not* the same as “omitted”. A “blank” for the header or footer signifies that the text for that Header or Footer is to be blank. This occurrence is also not totally uncommon, and is used in cases where a title appears only on the left hand pages. In order to change an entry that has text into one that is “omitted”, type blank , ← , RETURN .



If no page numbers are to appear on the document, then any headers or footers having number signs (“#”) should be changed to blank.

## **GLOBAL REPLACE**

The key combination **CTRL / R** means **“REPLACE”**

It requests both a word or words to be replaced, and what to replace it with. It then searches forward through the document, starting at the original position of the cursor, and stops at the first occurrence of the specified string.

If you wish this occurrence to be replaced, press:

**CTRL / R**

If you do not wish this occurrence to be replaced, press:

**RETURN**

The next occurrence will be found, and this same choice of replacing or not should be made. Typing anything other than these ends the replacing operation.

The replace operation may be aborted by typing **→** either while specifying the strings, or while the searching is occurring.



## FORM FILL-INS

The FILL-IN command is entered instead of a document name when the *Word Handler* is asking for an “old or new document name”. It takes an existing document and treats it as a “form”. It first displays:

**Document Name:**

**New Name :**

and the operator specifies the same of a “form” document, and a name for a new “result” document which has specific fields replaced.

The fields to be replaced are of the form:

**<word or words>**

For each unique one of these, a replacement value for that specific field is requested. If the “form” document contains more than one of a specific field, the same value will be used for each occurrence.

The fill-in procedure continues to ask for such entries until they have all been specified, scrolling-up the old ones as they are filled in. (for example):

**< Date > :**

**5/8/81**

**< Name > :**

**Silicon Valley Systems**

When all the entries have been specified, the “result” document is left on the screen for review and/or touch ups.

The capitalization of the entries of the fill-in is determined by two things. If the first character after the “<” is alphabetic, then the case of that character is used for the replacement. If it is non-alphabetic, then the replacement is done without any checking of case.

These fields are found and replaced as if they are words. If they occur in the middle of a sentence, the same spacing before and after the replacement will be the same as it was for the “<...>” field. If the “<.. .>” field occurred in a table format, then the result will maintain that same format based on only one consideration. If the “<...>” field



occurred on a line where there was a sequence of three or more blanks, the replacement will add or subtract blanks that what follows winds up in the same column. If the new value is bigger than the space available, it is replaced anyway, and two spaces are kept each place spaces were absorbed.

*Example:*

When the "form" document:

**Forced capital <Name>. Forced-small <name>.  
Forced-capital <Job Title>. Forced-smallj<job  
title>.  
Unforced < City> Unforced < city>.  
This is an example of the replacement of <price of  
item> in a sentence case.**

<b>&lt;price of item&gt;.</b>	<b>This is in a table.</b>
<b>&lt;price of item&gt; per unit.</b>	<b>&lt;price of item&gt;.</b>

is filled-in with:

**<Name>:  
Lenny  
<Job Title> :  
programmer  
< City>:  
Redwood City  
<price of item> :  
\$189.00**

the "result" document is:

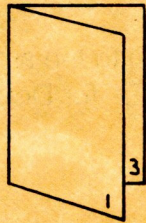
**Forced-capital Lenny. Forced-small lenny.  
Forced-capital Programmer. Forced-small programmer.  
Unforced Redwood City. Unforced Redwood City.  
This is an example of the replacement of \$189.00 in a  
sentence case.  
\$189.00  
\$189.00 per unit.**

<b>\$189.00</b>	<b>This is in a table.</b>
<b>\$189.00 per unit.</b>	<b>\$189.00.</b>

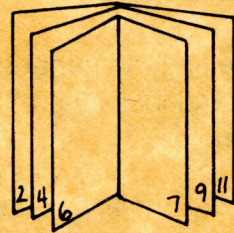


## FOLDED SHEET PRINTING

The *Word Handler* can be set up to allow folded paper printout



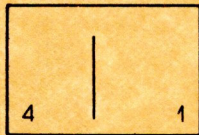
(four small pages)



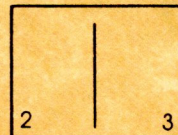
(11 small pages)

This requires:

- 1) Knowing how many sheets the entire document takes before printing it. Note that one folded sheet of paper, 8.5 x 11", can accommodate four small 5.5 x 8.5" pages, printing on both sides.
- 2) Placing each sheet into the printer multiple times in the appropriate order, with the proper side being printed, and the proper edge up. Note that the first example shown needs:

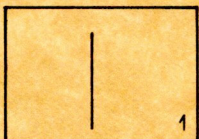


on one side

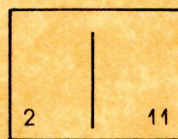


on the other

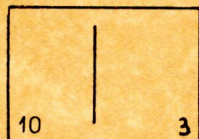
The second example shown needs:



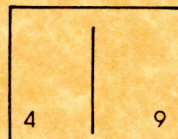
on one side  
of 1st sheet



on the other

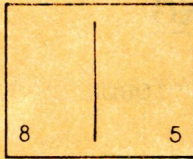


on one side  
of 2nd sheet

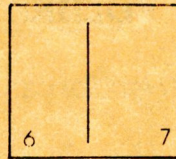


on the other





on one side  
of 3rd sheet



on the other

3) Setting the paper size (using `CTRL / F` ) to the small page size and including a "D" after the page width, ("D" for Double). For example:

**PAGE WIDTH: 5.5D**  
**PAPER LENGTH: 8.5**

This will cause all odd pages to be printed 5.5 inches offset to the right, thus placing even pages in the leftmost 5.5 inches, and odd pages in the rightmost 5.5 inches.

Remember, each "page" is printed as if on smaller paper. The only special action the *Word Handler* will take is to print on the left or on the right. Each sheet must be printed either once or twice per side.

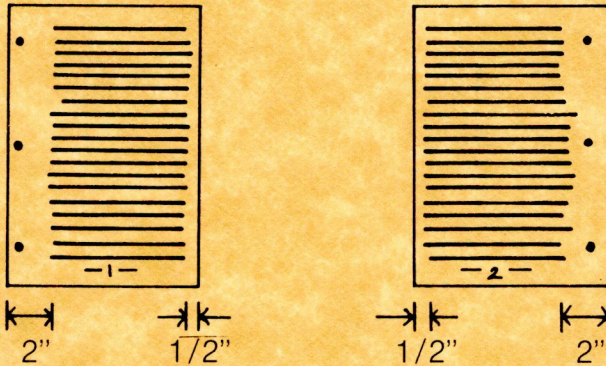


## MIRROR IMAGE MARGINS

When doing two sided printing, it is occasionally desirable to have wider margins at the binding side of the pages (either for looseleaf holes, stapled bindings, etc.)

This is provided for by including an "A" after either the left margin or right margin settings. ("A" for Alternating.) This will cause the margin sizes to be alternated for printing odd and even pages.

eg: **LEFT MARGIN: 2A**  
**RIGHT MARGIN: 0.5**



This feature may be used in conjunction with folded sheet printing to give a very professional looking stapled booklet.



## **ERASING, RENAMING & MAKING BACKUP COPIES OF DOCUMENTS**

The commands "ERASE", "RENAME", and "BACKUP" are each entered instead of a document name when the *Word Handler* is asking for an "old or new document name".

They each request the name of the document, and both "RENAME", and "BACKUP" also request a new name.

The document for each of these is assumed to be on the "primary" disk drive, and in the case of "BACKUP", the backup copy will be placed on the "secondary" disk drive (if one is defined).



## USING MORE THAN ONE DISK

The command "USE DISK #" is provided for using other disk drives, and for doing certain disk-to-disk operations. It is entered in place of a document name when the *Word Handler* is asking for an "old or new document name".

Unless this command is used to specify otherwise, the *Word Handler* does all its operations on the same disk drive it was "booted" from.

Disk drives are referred to by numbers from 1 to 8, and the one that was "booted" from is called "1".

The drive that is used for all file operations may be changed by using a "USE DISK" command specifying the number of the drive to use. For example:

USE DISK 2

specifies that all operations are to use drive 2.

It is also possible to define a "secondary" disk drive which is used for operations that refer to a second drive.

The command, for example:

USE DISK 3/4

defines the "primary" to be disk drive 3 and the "secondary" to be disk drive 4.

All operations refer to the "primary" drive, except:

**CTRL/ G** gets its lines from the selected document on the "secondary" drive.

BACKUP saves the backup copy on the "secondary" drive.

FILL-IN gets the "form" document from the "secondary" drive and creates the new "result" document on the "primary" drive.



## CONTROL KEY SUMMARY

<b>→</b>	go forward
<b>←</b>	go back
<b>/ CTRL / B</b>	BOLD (only effective during "Insert")
<b>/ CTRL / C</b>	COPY
<b>/ CTRL / D</b>	DELETE
<b>/ CTRL / E</b>	END of edit
<b>/ CTRL / F</b>	FORMAT change
<b>/ CTRL / G</b>	GET from selected document
<b>/ CTRL / I</b>	INSERT
<b>/ CTRL / J</b>	JUSTIFY (flip/flop between Even and Ragged)
<b>/ CTRL / K</b>	CASE change
<b>/ CTRL / L</b>	LINE
<b>/ CTRL / N</b>	NORMAL (cancels BOLD, SUPER, and UNDERLINE in Insert, only UNDERLINE elsewhere)
<b>/ CTRL / P</b>	PAGE
<b>/ CTRL / Q</b>	TAB SET/TAB CLR (flip/flop)
<b>/ CTRL / R</b>	REPLACE (ie: Global)
<b>/ CTRL / S</b>	SUPERSCRIPT (only effective during 'Insert')
<b>/ CTRL / T</b>	TIL (ie: search back or forward for phrase)
<b>/ CTRL / V</b>	VERTICAL spacing change
<b>/ CTRL / W</b>	WORD
<b>/ CTRL / X</b>	CENTER
<b>/ CTRL / Y</b>	UNDERLINE
<b>/ ESC</b>	Next letter entered as upper case (on unmodified Apple)
<b>/ ESC / ESC</b>	Tab (on unmodified Apple)
<b>/ ESC</b>	Tab (on Apple with shift key enabled)



## **WHOLE DOCUMENT COMMANDS**

*(Entered instead of a document name)*

INDEX	displays a list of all documents on "primary" disk drive.
PRINT	prints pages of a specified document. Asks for document name and page numbers.
USE DISK 2	causes all commands and controls to use disk-drive 2.
USE DISK 1/2	causes disk drive 1 to be "primary", and disk drive 2 to be "secondary".
ERASE	erases a document from the disk.
RENAME	gives a new name to a document.
BACKUP	makes a backup copy of a document.
FILL-IN	makes a new document from a "form" document while accepting "fill-ins" for all data items of the form:

< things like this >

(RENAME, BACKUP, FILL-IN are the commands not specifically spelled out in the "Enter name of old or new document" message, but are referred to as "etc.")

## **PRIMARY/SECONDARY DISK USAGE**

Retrieval	document is retrieved from the "primary".
Get	lines are "gotten" from the "secondary".
BACKUP	backup copy is stored on the "secondary".
FILL-IN	the "form" document is gotten from the "secondary" and the result is saved on the "primary".

On booting the *Word Handler*, drive 1 is both the "primary" and the "secondary" disk.



