

INTERCEPTOR
SOFTWARE

EASYWRITER

SUITABLE FOR THE AMSTRAD CPC-464



TO THE READER

To the best of our knowledge, this Manual is technically correct at the time of going to press. However, if you notice any mistakes or have any criticisms or suggestions then we would be grateful to receive them.

Yours Sincerely

A handwritten signature in black ink, consisting of a large, stylized 'R' followed by a horizontal line and a downward stroke.

Richard Paul Jones (Producer)

EASYWRITER

SUITABLE FOR THE AMSTRAD CPC-464

THIS PACKAGE CONSISTS OF:

EASYWRITER PROGRAM

EASYWRITER INSTRUCTION MANUAL

LOADING INSTRUCTIONS

Press RUN" followed by ENTER

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EASYWRITER

INTRODUCTION

EASYWRITER is a simple correspondence printing program designed for the home user. It keeps some of the more useful functions found in a full word processor but abandons those rarely used by the home user.

EASYWRITER works in 80 column mode and is based on the simple principle of what you see on the screen will be reproduced on the printer.

To enable compatibility with most makes of printer, only the standard ASCII set can be used, which is more than adequate for correspondence.

In EDIT MODE you can type in your text and edit it in any way you wish. All text is automatically wordwrapped and you can re-format individual paragraphs after any editing to tidy up.

Other modes include SAVE and LOAD which enables text to be saved to and loaded from tape. OUTPUT MODE will send all text to the printer.

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Command Summary

SECTION ONE

1. MAKING A START.

To load EASYWRITER, press the CTRL and small ENTER keys. When prompted, press PLAY followed by any key to start loading.

When loaded EASYWRITER will start by asking for Left and Right Margins at the top of the screen (see section two). When acceptable values have been entered you will then be in EDIT MODE and can start to type in your text using the control keys as and when necessary.

1.1 AUTO-REPEAT

All keys have auto-repeat and cannot be altered within EASYWRITER.

1.2 CURSOR CONTROLS

The cursor is the inverse square which shows your position in the text. It is controlled by the cursor keys at the top right of the keyboard. The cursor moves one position with each single press of the appropriate key, and moves rapidly if the key is held down. The cursor moves about the screen as normal when the cursor keys are used.

1.3 CASE CHANGE

EASYWRITER defaults to lower case, upper case can be obtained by pressing SHIFT or CAPS LOCK as normal.

1.4 OVERWRITE/INSERT

When entering text, you may wish to alter or correct a word and overwrite the existing text. This can be done by moving the cursor to the position required using the cursor keys and then just typing in the correct text.

1.5 KEYBOARD

Most keys on the keyboard operate as normal with a few exceptions.

CLR key is used to insert a space (see section two).

COPY key is used to move cursor to first column of current row (see section two)

ENTER key is used to mark end of paragraphs (see section two).

TAB key is used to move cursor to tab positions (see section two).

1.6 STATUS LINE.

The top line of the screen shows the current status. On the left is the current mode, i.e. EDIT SAVE LOAD etc. The right hand side of the status line shows the row and column position of the cursor. This status line is also used for any prompts which may appear during the program.

1.7 PARAGRAPH END

When you reach the end of a paragraph, pressing the large ENTER key will place a left arrow at the cursor position and then execute a carriage return. Any text remaining to the right of the cursor on the same row will be erased.

SECTION TWO

2. This section covers in detail all commands and control keys used in EASYWRITER.

2.1 LEFT MARGIN n

This sets the absolute position of the left margin at n spaces from the extreme left hand printing position. It is set once only at the start of the program. The value set can be any number between 1 and 79.

2.2 RIGHT MARGIN n

This sets the absolute position of the right margin at n spaces from the extreme left hand printing position. It is set once only at the start of the program. The value set can be any number between 2 and 80.

e.g.

Left Margin 10

Right Margin 70

This would result in a total of 61 printed columns. i.e. 10 to 70 inclusive.

2.3 TAB CONTROLS

CTRL T

Will set a horizontal tab at the current cursor position. You can set up to 10 individual tab positions by using the cursor keys to move to the appropriate position on the line.

TAB

By pressing the TAB key, the cursor will move to the next tab position on the current line.

CTRL TAB

This will clear the horizontal tab at the current cursor position, leaving all other tab positions set.

CTRL C

By pressing CTRL C you will clear all horizontal tabs. Up to 10 new tab positions can then be set.

2.4 CURSOR CONTROLS

The cursor keys work as normal, moving the cursor left, right, up and down the text.

COPY key

Pressing the COPY key will move the cursor to the first column of the current row.

e.g.

Position of cursor before pressing COPY key:

EASYWRITER works in 80 column mode.

Position of cursor after pressing COPY key:

EASYWRITER works in 80 column mode.

CTRL H

This will move the cursor home i.e. the cursor will be displayed at row 1, col 1. The screen displays the first page of text.

2.5 DELETE

DELETE KEY

Gives a destructive backspace by deleting the character immediately to the left of the cursor, moving all text from the cursor position to the paragraph end one character to the left.

e.g.

Text before character delete.

EASYWRITER works in 80 column mode.

The cursor is placed over the 'l' denoted by the arrow by using the cursor keys as normal, when the DELETE key is pressed once, the text will be as follows:

EASYWRITER works in 80 column mode.

Note that the cursor has moved one character to the left overwriting the 'l'. If the DELETE key is pressed again the text will read as follows:

EASYWRITER works in 80 column mode.

CTRL/CURSOR UP

Deletes the whole line at the cursor position, remaining text moves up one line.

e.g.

Text before line delete:

EASYWRITER works in 80 column mode and is based on
the simple principle.

To enable compatibility with most makes of printer.

Placing the cursor over any letter on the second line of text (in this example over the 's' in 'simple') will cause that line to be deleted as shown:

Text after line delete:

EASYWRITER works in 80 column mode and is based on
To enable compatibility with most makes of printer.

The cursor is now over the 'n' in 'enable' as indicated by the arrow, the second line has been deleted and the third line moved up.

2.6 INSERT

CLR KEY

Moves all text from cursor to end of paragraph one character to the right, inserting a space under the cursor.

e.g.

Text before character insert.

EASYWRITER works in 80 columnmode.

Move the cursor until it is positioned over the 'm' of 'mode' as shown in the example. Pressing the CLR key once will result in the following text.

Text after character insert:

EASYWRITER works in 80 column mode.

Note that the space is inserted at cursor position as shown by the arrow.

CTRL/CURSOR DOWN

Inserts a complete line, by moving all text from the cursor position down one line.

e.g.

Text before line insert:

EASYWRITER works in 80 column mode and is based on
the simple principle.

By moving the cursor to cover the 't' in 'the' at the start of the second line and pressing CTRL/CURSOR DOWN a blank line will be created between the two printed lines.

Text after line insert:

EASYWRITER works in 80 column mode and is based on
*
the simple principle.

Note that the cursor is now at the start of the blank line as shown by the '*'.

2.7 ERASE

CTRL E

Pressing this key will erase ALL text and in order to prevent mistakes a prompt has been included. EASYWRITER will ask for confirmation of ERASE. If you wish to ERASE ALL TEXT you press 'y', if not pressing any other key will put you back into EDIT MODE with all text intact.

2.8 RESET

CTRL R

Pressing this key will result in a complete reset of the program. ALL text will be erased and new margins can then be set.

All tab positions will also have been erased and everything will be as if the program had been reloaded. Again in order to avoid mistakes a prompt is included which asks for confirmation of reset. Pressing 'Y' will activate the reset and any other key pressed will return to EDIT MODE with margins, tabs and all text intact.

2.9 WORDWRAP

CTRL W

Although EASYWRITER does not split words over a line end, there will be occasions when after altering your text, a word will end up split between the end of one line and the start the next. The re-format function checks the paragraph for such an occurrence and re-organises the text to move split words onto one line. Use the cursor keys to position the cursor at the beginning of the paragraph, on column one, and then press CTRL W.

e.g.

Text before alteration:

EASYWRITER works in 80 column mode and is based on the simple principle.

Text after re-formation:

EASYWRITER works in 80 column mode and is based on the simple principle.

The re-format command will also remove a single space from the beginning of a line. Note: Any required indentation, i.e. paragraph start or tab settings, must be more than one column from the left margin or the re-format function will move the text to the left margin.

SECTION THREE

3. INPUT/OUTPUT

The following section explains all the input and output functions.

3.1 SAVE

CTRL S

Any text written to the screen can be saved on to cassette. Press CTRL S and you will be asked for confirmation of the SAVE MODE. Press 'y' to confirm or any other key to return to EDIT MODE.

After pressing 'y' to confirm SAVE MODE, you will be asked to enter a filename for your text. The file name can be up to 16 characters long. Enter the filename, then press the ENTER key. The normal cassette operation prompts will then appear on the screen, and all text and the margin values will be saved onto cassette, though actual tab settings will not be saved.

After the text has been saved the program will return to EDIT MODE with all text, margins and tab settings intact.

The save routine uses the slowest baud rate to ensure the text is saved correctly.

3.2 LOAD

CTRL L

This mode will load previously saved text back into memory. On pressing CTRL L you will be asked to confirm LOAD MODE. Press 'y' to confirm or any other key to return to EDIT MODE.

After pressing 'y' to confirm LOAD MODE you will be asked for the filename of the text you wish to load. (Pressing 'ENTER' without a filename will load the first textfile found on the cassette.)

After entering the filename press 'ENTER' and follow the normal cassette operation prompts until the text is loaded, then you will be returned to EDIT MODE.

NOTE: Loading a file will overwrite any existing text and the margins will be reset to the values used when the text was saved.

3.3 OUTPUT TO PRINTER

CTRL F

The normal value for the number of lines per printed page, is 66. To enable you to format your letters correctly, a character can be inserted in the text to force the printer to stop printing at that point and move on to the next page.

The character is the chequerboard type character and is placed on the screen by pressing CTRL F. The character must be followed by a paragraph end symbol (pressing the ENTER key) or the printer will not format the text correctly.

CTRL O

After pressing CTRL O you will be asked to specify which type of stationary you intend to use. Enter 's' for single sheets or 'c' for continuous stationary.

Once the type of stationary has been entered the printing operation will begin. If the printer is not connected or not switched on the 'NO PRINTER' message will be flashed onto the screen and you will be returned to EDIT MODE.

If you have selected the continuous option, all the text will be printed, a new page being started every time the forced page character is found.

If you have selected the single sheet option one page of text will be printed then the printing operation will be suspended until you press 'c' to continue. Pressing 'c' when the printer is not ready (i.e. no paper etc.) will cause the message 'NO PRINTER' to be shown on the screen and the printing operation is suspended until the printer is ready or you press "ESC" to return to EDIT MODE.

SECTION FOUR

COMMAND SUMMARY

ENTER	:	Paragraph end
CTRL T	:	Set tab
TAB	:	Move to tab
CTRL TAB	:	Clear one tab
CTRL C	:	Clear all tabs
COPY	:	Move cursor to start of line
CTRL H	:	Move cursor home
DELETE	:	Delete one character
CTRL CURSOR UP	:	Delete line
CLR	:	Insert character
CTRL CURSOR DOWN	:	Insert line
CTRL E	:	Erase ALL
CTRL R	:	Reset program
CTRL W	:	Paragraph re-format
CTRL S	:	Save text to cassette
CTRL L	:	Load text from cassette
CTRL F	:	Force page
CTRL O	:	Output to printer

CTRL J : Right justify

RIGHT JUSTIFY

CTRL J

To use right justify, position the cursor on column one of the paragraph you wish to justify and press CTRL J. Spaces will be inserted within the text on each line until the last column on the line contains a character other than a space.

This is repeated for each line of the paragraph except the last.

PRINTER LINEFEED OPTION

(addition to CTRL O in manual - existing text in upper case)

ONCE THE TYPE OF STATIONARY HAS BEEN ENTERED, you will be prompted for single or double linefeed.

Because of the variation of printer / cable combinations now available for the Amstrad, you may find your printer will try to put all the text on one line. If it does, press 'D' in response to the prompt.

If your printer performs normally on the single linefeed option, double linefeed may be used to produce 'double spaced' text.

After entering the appropriate linefeed THE PRINTING OPERATION WILL BEGIN.

NOTE: In disk mode, all filenames must be 8 characters long plus file extensions.

e.g. COMMANDS. TEXT
 (filename) (file extensions)

BACKUP: If on a cassette system, backup will copy to cassette

 If on disk system, backup will copy to disk.

Using the back up command the disk based user, simply loads in the original tape then backs up a full working program to disk. Text files will also load from and save to disk.

FILE LENGTH is about 16K so a file using 80 column format can be up to 190 rows long. The less columns used then the more lines of text per file.

On the reverse side of the program cassette, three sample files have been recorded for your use.

NOTE: You must ERASE the current buffer by CTRL E, before loading another file into the workspace.

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