NEW

ATARIWRITER PLUS™

An Excitingly New Word Processing System — Developed Especially for the ATARI 130XE Personal Computer

This envelope contains the very latest premium software and manual as part of ATARI's Special Word Processing Package.

ATARI®
Power Without the Price™

AtariWriter Plus™
Word Processor

∕∣\ ATARI ®

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

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

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

AtariWriter Plus, AtariWriter, ATARI Proofreader, ATARI Macro
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INTRODUCTION

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

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

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

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

Overview of this Manual

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

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

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

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

Chapter 3, Advanced Editing, shows you how to perform operations on whole blocks of text and how to search and replace with AtariWriter Plus. The chapter also explains

certain disk-related features of the program, how to write
computer programs with AtariWriter Plus, and also discusses
the program's compatibility with other word processing or
terminal programs.

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

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

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

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

Appendix B, Quick Reference, lists all the AtariWriter Plus
commands and what they do. Once you've worked with the
program awhile, this section may be all you need.

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

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

I Can't Stand Manuals

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

CHAPTER 1
GETTING STARTED

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

> Important: To use the AtariWriter Plus program your
> system should include the following equipment:
>
> * An ATARI Personal Computer with a minimum of 48K of
> memory
>
> * An ATARI 810™ or 1050™ Disk Drive
>
> * A television set or monitor
>
> * An ATARI (or ATARI-compatible) Printer

Loading AtariWriter Plus

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

1. Remove any program cartridge from your computer. With
your computer off, switch on your television set or monitor.
Now switch on your disk drive(s) and wait for its busy light
to go out.

2. Insert the AtariWriter Plus program diskette label side
up into your disk drive (drive 1 if you have more than one
drive). Close the disk drive latch.

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

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

What's on the Main Menu?

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

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

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

VERIFY SPELLING loads ATARI Proofreader (see Chapter 5).

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

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

MAIL MERGE loads Mail Merge (see Chapter 6).

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

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

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

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

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

FORMAT DISK formats a diskette (see Chapter 2).

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

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

The Text Screen

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

Cursor. The blinking white box near the upper-left corner of
the screen is the cursor. It shows you where you are while
you're working with AtariWriter Plus--whether you're writing,
editing, or responding to prompts and questions that appear
in the message window at the bottom of your screen.

Message Window. Questions, prompts, error messages, and
other information are displayed in the message window at the
bottom of your screen. Many of the questions that appear in
the message window require a Yes or No response. You answer
Yes or No simply by typing Y or N. Pressing [Return] alone
(or any key other than Y) will be interpreted as No. Other
prompts require that you type in filenames, words, or
numbers.

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

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

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

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

LOWERCASE. The default text entry mode is lower-case
letters, which works like a typewriter (see Chapter 2).

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

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

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

Error Messages: If AtariWriter Plus finds a mistake in one
of your responses or commands, or if it detects a problem
within your computer system, the program displays an error
message in the message window. Most of these are

self-explanatory, informing you in simple terms just what has gone wrong. The other error messages you may encounter are numbered DOS error messages. For a complete list and explanation of those DOS error messages included in the program, see Appendix A.

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

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

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

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

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

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

CHAPTER 2
WRITING, EDITING, AND PRINTING

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Creating a File

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

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

Editing a File

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

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

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

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

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

Use [Control down arrow] or [Control up arrow] to "scroll"
line by line through what you've typed.

[Control -->] and [Control <--] move the cursor to the right
and to the left, respectively, on any given line.

[Select -->] moves the cursor to the beginning of the next
word on the right; [Select <--] moves you to the beginning of
the next word on the left.

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

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

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

You can also "page" through your text file, up or down, by pressing [Option up arrow] or [Option down arrow].

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

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

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

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

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

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

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

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

Printing a File

Now that you've typed and edited your test paragraphs why not try printing them out.

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Here's the procedure:

1. Make sure that your printer is switched on and on-line and that your interface module (if you have one) is switched on. Press [Esc] to return to the AtariWriter Plus main menu and select Print File.

2. The program asks PRINT TO PRINTER, Y/N? If this is the first time you've selected Print File since beginning your work session, typing Y gives you the Printer Selection menu, which is a list of printers.

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

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

4. Now the program asks PRINT WHOLE DOCUMENT, Y/N? Type Y.

5. Lastly, AtariWriter Plus prompts you to enter the number of copies you want to print. You can ask for up to 99 copies, but for now, type 1 and press [Return]. (Pressing [Return] alone also prints one copy.)

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

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

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

You may have to experiment a bit, adjusting the paper in your printer before printing your files, to get the correct top

margin on your printed pages. The top margin of the file
you've just printed should be one inch.

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

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

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

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

Saving a File

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

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

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

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

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

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

Whenever you save a file using a filename already on

diskette, the program asks REPLACE EXISTING FILE, Y/N?. When you type Y, the program writes over the existing file and saves the new or revised file under that name.

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

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

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

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

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

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

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

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

Variations within a File" in _Chapter 4_).

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

Loading a File

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

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

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

_1_.   Remove the AtariWriter Plus program diskette and insert
the data diskette containing the file you want to load.

_2_.   Select _Load File from the AtariWriter Plus main menu.
The program prompts you to enter the FILE TO LOAD. Type _D1:_
or _D2:_ followed by the filename for the file you want to
load. (If you load from drive 1, you may leave the _D1:_ out.)
After entering the filename, press [Return].

_3_.   Your disk drive whirs and its busy light goes on. Once
the process is complete, the message SELECT ITEM appears.
Select _Edit file to view or edit the just-loaded file.

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

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

With Two Disk Drives: If you want to load a file from a
drive other than drive 1, you must type the number of the
drive you want to load from immediately after the _D_

(D2:MYFILE, for example).   If you do not specify a drive
number, the program automatically loads from drive 1).
AtariWriter Plus can load from drives 1 and 2 only.

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

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

Indexing Files

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

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

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

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

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

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

Deleting a File

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

1.   Remove the AtariWriter Plus program diskette and insert
the data diskette containing the file you want to delete.

2. Go to the AtariWriter Plus main menu and select Delete
File. The program prompts you to enter the FILE TO DELETE.
Type D1: or D2: followed by the filename for the file you
want to delete. (If you delete from drive 1, you may leave
the D1: out.) After entering the filename, press [Return].

3. As a safety precaution, the program asks DELETE FILE,
Y/N? Type Y to delete the file from diskette (N, or any
other key, aborts the process). Your disk drive whirs and
its busy light goes on. Once the file is erased, the message
SELECT ITEM appears.

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

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

Formatting Diskettes

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

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

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

2. The program asks you to enter the FORMAT DRIVE #. Type
in the drive number.

3. As a safety precaution, the program asks ARE YOU SURE,
Y/N? Type Y to format the diskette (N, or any other key,
aborts the process).

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

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

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

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

<u>How</u> <u>Much</u> <u>Can</u> <u>You</u> <u>Write</u> <u>with</u> <u>AtariWriter</u> <u>Plus?</u>

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

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

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

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

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

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

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

CHAPTER 3
ADVANCED EDITING

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

Operations on Blocks of Text

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

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

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

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

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

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

> 130XE: The capacity of the failsafe buffer is always 8K
> (approximately 8000 bytes).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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Search and Replace

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

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

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

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

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

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

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

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

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

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

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

> 130XE: The program will not continue a global replace operation across memory bank boundaries. To continue a

global replace in the next bank, you must go to the next
bank. However, you do not have to redefine the search
and replace strings when you move to the next bank.

Notes on Search-and-Replace:
1. When you enter a SEARCH STRING, you must type it exactly
as it appears in your text file. When the string is a single
short word, like "son," which might appear in your file as
part of longer words, it's a good idea to type in blank
spaces before and after it. If you do this, however, be sure
to include the same blank spaces before and after your
REPLACE STRING.

2. The program will search and replace control characters.

3. As in DOS, AtariWriter Plus allows you to use the
question mark (?) as a stand-in, or "wildcard," for any
character.

4. You can also use the search-and-replace function as a
search-and-delete tool. To do this, simply press [Return]
when AtariWriter Plus asks for the REPLACE STRING.

Advanced Disk Operations

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

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

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

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

Saving a Portion of a File: To save only a portion of the
file you're working on, mark the beginning of the block with
[Option B]. Position the cursor at the end of the block and
press [Option S]. The program prompts you to enter the FILE

TO SAVE. This prompt works just like the Save File option on the main menu--type in a filename and press [Return].

130XE Memory Banks

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

1. While writing or editing a file, press [Start B] to go to the next bank.

2. When returning to a bank, the cursor is positioned at the point at which you last exited the bank.

3. Free Memory Clean-Up: Use [Option F] to evenly redistribute free memory. The command takes all the text in all the banks and redistributes it equally among the three banks.

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

Programming Capability

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

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

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

Compatibility with Other Word Processing Programs

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

AtariWriter: You can load an AtariWriter file directly into

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

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

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

CHAPTER 4
PRINT FORMATTING AND STYLING

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

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

Print Preview

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

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

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

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

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

[Option <--]	28 spaces to the left
[Option -->]	28 spaces to the right
[Return]	Left margin

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

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

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

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

> Important: Print preview requires a certain amount of
> your computer's memory to display a formatted page. So
> when you're writing a long file, be sure to leave an
> adequate margin of free memory if you plan to preview
> the file later. You need about 1500 bytes for
> previewing standard double-spaced pages, and 3000 bytes
> for previewing single-spaced pages.

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

The Global Format Screen

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

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

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

Below, you'll find short descriptions of the formatting

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

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

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

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

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

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

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

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

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

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

You'll probably want to experiment a bit to find the left and

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PAGE LENGTH, Y, does not determine the number of lines printed on a page (that's set by your top and bottom margins). Rather, AtariWriter Plus uses the page length setting to determine where the next printed page will begin. So you should keep your page length at 132 for 8 1/2 by 11-inch paper, or 168 if you're printing on 8 1/2 by 14-inch paper.

Print Formatting Variations within a File

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

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

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

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

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

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

The other print formatting features of the program require
that you enter the commands directly into your file. Again,
you can enter these commands singly or in combination with
other formatting commands, while writing or editing a file.

AtariWriter Plus displays an appropriate letter or symbol
wherever you enter one of these commands.

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

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

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

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

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

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

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

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

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

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

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

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

To specify a subscript, press [Select down arrow] before
typing the material to be subscribed and [Select up arrow]
after. To specify a superscript, press [Select up arrow]
before and [Select down arrow] after the material to be
superscribed.

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

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

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

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

Press the inverse video key or the "fuji" key, then type the
control character that returns the international character
you want printed.

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

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

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

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

Always be sure that no line of text to be blocked right
exceeds your overall margins. And do _not_ block text right
with proportional character spacing.

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

Always be sure that no line of text to be centered exceeds
the overall line length determined by the left and right
margins you set. And do _not_ center text with proportional
character spacing.

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

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

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

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

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

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

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

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

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

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

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

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

Each file in a chain is formatted according to the global

print formatting values for the _first_ file in the chain. Be
certain the values on the Global Format screen are those you
want for every file. However, any special formatting
commands entered _within_ specific files of a chain will be
obeyed, even when they differ from the values on the Global
Format screen of the first file.

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

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

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

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

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

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

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

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

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

Tabs are perhaps most often used to create columns of numbers
or words. Although the default tab settings displayed on
your screen cover only 36 character spaces, you can still use
them to set up columns beyond the 36th character space on a
full-width printed page. Simply use the Change Number of

Columns command ([Option C]) to display a full-width screen
line. This command gives you the foresight of Print Preview
along with editing capability.

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

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

Fruits and Vegetables
   Fruits
      Fresh Fruits
      Preserves
   Vegetables
Dairy Products

To number each section and subsection heading when entering
them in your file, press [Select H] and type the number of
the section level of that heading, then the text of the
heading and [Return]. In this case, "Fruits and Vegetables"
is the highest level of headings, so you type 1 after [Select
H]. The section level for both "Fruits" and "Vegetables" is
2, and 3 for both "Fresh Fruits" and "Preserves." For "Dairy
Products," you return to a section level of 1.

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

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

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

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

To restart your numbering of section headings--say, in a
large document where you want a numbered system of headings

in each chapter--press [Select H], and type the number 0.
(This will not affect whatever line you type this on when
printing.) Then press [Select H] again and the desired level
number when you enter your next heading.

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

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

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

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

Special Printer Controls

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

UP 1/2 LINE (superscripts). If your printer can do reverse half-line feeds, enter that code here; press [Return] twice.

DOWN 1/2 LINE (subscripts). If your printer can do forward
half-line feeds, enter that code here; press [Return] twice.

DOWN 1/2 LINE AND CARRIAGE RETURN. Your printer may have two
special fonts for subscripts and superscripts; they probably
print out as very small characters, just below or above the
center line. If you think you might ever want to print an
entire document in one of these fonts, enter the code for
forward half-line feed on the first line, then press
[Return]. Enter the code for carriage return on the next
line; press [Return] twice.

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

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

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

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

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

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

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

Leaving the Printer Driver Editor. Type R when you want to
leave the printer driver editor and return to the AtariWriter

Plus program. You will be prompted LOAD ATARIWRITER PLUS?
Type Y for yes and press [Return]. (Typing N returns you to
the printer driver editor.)

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

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

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

CHAPTER 5
ATARI PROOFREADER

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

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

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

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

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

Loading Proofreader

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

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

Here's how to load Proofreader:

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

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

What's on the Proofreader Menu?

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

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

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

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

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

ADD PERSONAL DICTIONARY loads your personal dictionary from a
diskette.

FILE PERSONAL DICTIONARY saves a personal dictionary to a
diskette.

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

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

LOAD FILE loads a file for proofing.

SAVE FILE saves a proofed file.

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

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

How Proofreader Works

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

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

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

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

Highlighting Errors

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

Here's the procedure:

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

2. Select Highlight Errors from the Proofreader menu.

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

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

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

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

Printing Errors

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

Here's how to print errors:

1. Load a file from a diskette using the Load File option on
the Proofreader menu.

2. Make sure that your printer is switched on and on-line
and that your interface module (if you have one) is switched
on. (If you have previously printed something in AtariWriter
Plus during this work session with the program, switch your
printer off then on again to reinitialize it.)

3. Select Print Errors from the Proofreader menu.

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

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

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

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

Correcting Errors

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

Here's the procedure:

1. Load a file from a diskette using the Load File option on
the Proofreader menu.

2. Select Correct Errors from the Proofreader menu.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Dictionary Search

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

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

1. Load a file from a diskette using the Load File option on
the Proofreader menu.

2. Select Dictionary Search from the Proofreader menu.

3. Follow Proofreader's prompt to INSERT PROOFREADER
DICTIONARY DISKETTE IN DISK DRIVE 1, THEN PRESS [Return].
(If you have two disk drives, see "With Two Disk Drives" in
the previous section.)

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

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

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

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

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

personal dictionary file cannot be more than 8,400 bytes in length. Each character in a word is equal to one byte, and each word in the dictionary requires a one byte overhead. So, for example, 8400 bytes of personal dictionary averages out to 1200 six-letter words (8,400/7).

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

Proofreading with Personal Dictionary Files

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

1. Load the file to be proofed.

2. Insert the diskette containing your dictionary file in your disk drive. Select Add Personal Dictionary from the Proofreader menu.

3. The program prompts you to ENTER PERSONAL DICTIONARY FILE NAME. Type in the name of the dictionary file you want to load, then press [Return]. Proofreader loads the dictionary.

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

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

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

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

> Important: You can go back and forth between AtariWriter Plus and Proofreader as much as you like. But keep these rules in mind as you use the two programs together to create and use personal dictionary files:
>
> 1. When you leave Proofreader, be certain to insert the same version of AtariWriter Plus in your drive that you

used when you entered Proofreader.

2. All words that Proofreader has "memorized" while you were using the Correct Errors option will be erased when you return to AtariWriter Plus from Proofreader. So be sure to save any words you might need for future use before you return to AtariWriter Plus.

3. A personal dictionary file that you've loaded into your computer's memory while using Proofreader will be erased from memory when you return to AtariWriter Plus. You'll have to load the dictionary file again if you want to use it again to proof a file.

CHAPTER 6
ATARI MAIL MERGE

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

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

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

Loading Mail Merge

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

Here's how to load Mail Merge:

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

2. Your disk drive whirs and the message LOADING MAIL MERGE
appears at the top of your screen. After a few moments, the
Mail Merge menu comes up.

What's on the Mail Merge Menu?

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

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

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

CREATE FILE starts a new Mail Merge file.

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

BUILD SUBSET indexes records within a file.

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

PRINT FILE prints a file.

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

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

LOAD FILE loads a file from a diskette.

SAVE FILE stores a file on a diskette.

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

Creating a File

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

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

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

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

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

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

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

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

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

Editing a File

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

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

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

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

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

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

Printing a File

To print a Mail Merge file, make sure that your printer is

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

Saving and Loading Files

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

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

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

Updating Records

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

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

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

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

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

Appending Files

The Append File function on the Mail Merge menu is much like

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

Here's the procedure:

1. Select Append File from the Mail Merge menu.

2. The program prompts you to enter the FILE TO APPEND.
Type the name of the file you wish to append and press
[Return].

3. Your disk drive whirs as the specified file loads into
memory.

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

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

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

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

Creating Your Own Record Format

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

To design your own record format, follow these steps:

1. Select Create File from the Mail Merge menu. The default
record format again appears on your screen.

2. Press [Shift Delete] to delete the field at the current
position of the cursor. Continue to press [Shift Delete]
until you see the message MINIMUM FIELDS REACHED. The last
field, still displayed, is HOME PHONE.

3. Press [Shift Insert] to insert at the current position of
the cursor a 20-character field. Once you enter this field,
you may then delete HOME PHONE using [Shift Delete].

4. You can insert as many as 15 fields. Some of them, however, may not require a 20-character capacity. To delete character spaces from a field, position the cursor at the first dash in the field and press [Control Delete].

5. To insert character spaces, one at a time, position the cursor at the first dash of the field and press [Control Insert].

6. Now position the cursor at the left margin of the first field. Type in the field name and press [Return]; type in the next field name, and so on. When you've entered the last field name, press [Return] and answer Y to the question DEFINITIONS COMPLETE, Y/N?

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

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

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

Building a Subset

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

Here's the procedure:

1. First you must create a file, which simply means picking out the record format you wish to use for the file. For present purposes, use the default record format, creating the file according to the instructions above.

2. Then, when the Mail Merge menu is displayed, select Build

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Subset. The Build Subset screen comes up. Take a moment to
familiarize yourself with it.

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

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

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

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

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

Data Base Merge Character

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

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

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

press [Option M] before each field number. At the end of the
screen line press [Return].

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

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

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

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

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

APPENDIX A
DOS ERROR MESSAGES

Error Code No.	Error Code Message
20	Device Number Larger Than 7 or Equal to 0
128	BREAK Abort
130	Nonexistent Device Specified
133	Device or File Not Open
138	Device Timeout
139	Device NAK (not acknowledged)
142	Serial Bus Data Frame Overrun
143	Serial Bus Data Frame Checksum Error
144	Device Done Error (invalid "done" byte)
160	Drive Number Error
162	Disk Full (no free sectors)
164	File Number Mismatch
165	File Name Error
167	File Locked
168	Command Invalid (special operation code)
169	Directory Full (64 files)
170	File Not Found
173	Bad Sectors at Format Time

APPENDIX B
ATARIWRITER PLUS
QUICK REFERENCE

Cursor Movement

Up	[Control up arrow]
Down	[Control down arrow]
Left	[Control <--]
Right	[Control -->]
Top-of-File/Bank	[Select T]
Bottom-of-File/Bank	[Select B]
Page Up	[Option up arrow]
Page Down	[Option down arrow]
Beginning of Line	[Control A]
End of Line	[Control Z]
Next Tab Stop	[Tab]
Next Word	[Select <--] (left)
	[Select -->] (right)

Print Preview Only:
Left 28 Spaces	[Option <--]
Right 28 Spaces	[Option -->]
Left Margin	[Return]

Paragraphs

Begin Paragraph	[Control P]
End Paragraph	[Return]

Upper-/Lowercase

Return to Upper-/Lowercase	[Caps]

Text Previously Entered:
Change Character to Upper- or Lowercase	[Control Caps]

Deletion

Backspace (delete character left of cursor)	[Delete Bk/Sp]
Character at Cursor	[Control Delete/Bk Sp]
To End of Line	[Shift Delete/Bk Sp]
To End of File/Bank	[Select Delete/Bk Sp]
Restore Last Deleted Line	[Shift Insert]
Restore Last Deleted Block	[Option X]

Text Blocks	[Option B] to mark the beginning, then:
Alphabetize	[Option A] at the end
Count Words	[Option W] at the end
Delete Block	[Option Delete Bk/Sp] at the end
Duplicate Block	[Option E] at the end; then position the cursor at new location and press [Option X]
Move Block	[Option Delete Bk/Sp] at the end; then position the cursor at new location and press [Option X]
Save Portion of File	[Option S] at the end

Search and Replace

Search	[Start S] then enter SEARCH STRING and press [Return]; [Select S] picks out first occurrence
Replace	[Start R] then enter REPLACE STRING and press [Return]; [Select R] replaces next occurrence
Global Replace	[Option G]

Reverse Search	[Select U] searches first occurrence

Print Formatting and Styling

Block Text Right	[Control C] [Control C] before each line, [Return] after
Bold Print	[Select .] before and after text
Bottom Margin	[Control B]
Center Text	[Control C]
Chain Print Files	[Control V] at bottom of file, then D: (include drive number if other than 1), filename to be chained in UPPERCASE, [Return]
Double-Column Printing: 2nd Left Margin 2nd Right Margin	[Control M] [Control N]
Elongated Print	[Select E] before and after text
Form Printing	[Option Insert] for each blank in the file
Headers and Footers	[Control H] for header, [Control F] for footer, then text and [Return] for each line (two lines maximum]
International Characters	[inverse video key] or [fuji key], then the control character for desired international character (consult your printer manual)
Justification	[Control J] then 1 (justified right) or 0 (ragged right)
Left Margin	[Control L]
Line Spacing	[Control S]
Page Eject	[Control E] where page eject is desired

Page Length	[Control Y]
Page Numbering	[Shift 8] (@) in header or footer; for starting page other than 1, [Control Q] then the desired page number
Page Wait	[Control W]
Paragraph Indentation	[Control I]
Paragraph Spacing	[Control D]
Printer Control Codes	[Control O] and decimal code
Right Margin	[Control R]

Type Font:

Pica	[Control G] 1
Condensed	[Control G] 2
Proportional	[Control G] 3
Superscripts	[Control G] 4
(XMM801 only)	
Subscripts	[Control G] 5
(XMM801 only)	
Elite	[Control G] 6

Section Headings	[Select H], section level number (1-9), heading text, [Return]
Subscripts	[Select down arrow] before, [Select up arrow] after
Superscripts	[Select up arrow] before, [Select down arrow] after
Clear One Tab	[Start Tab]
Tabs Clear	[Control Tab] all tabs [Start Tab] one tab
Tab Set at Cursor Position	[Select Tab]
Top Margin	[Control T]

Underlining:

New Text	[inverse video key] or [fuji key] then enter text
Text Previously Entered	[Control U] changes text to underlined or vice versa

Mail Merge

Data Base Merge Character	[Option M] then field number, [Return]
Delete Field	[Shift Delete Bk/Sp]
Delete Character Space (from a field)	[Control Delete Bk/Sp]
Insert Field	[Shift Insert]
Insert Character Space (within a field)	[Control Insert]

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Free Memory Clean-Up	[Option F]
Go to Next Bank	[Start B]

Other Commands

Abort and Return to Edit	[Break] except while printing
Beep Off/On	[Control B] main menus only
Change Number of Columns	[Option C]
Erase Failsafe Buffer	[Start E]
Escape Character	[Shift Esc Esc]
Halt Printing	[Esc] or [Break]
Insert/Type-Over Mode	[Control Insert]
Merge File	[Option L]
Print Preview	[Option P]
Return to Main Menu	[Esc] or [Reset]
Save ASCII	[Control S] main menu only

CUSTOMER SUPPORT

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

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

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

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

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

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