

# LETTER WIZARD™

W o r d   P r o c e s s o r



Fast, powerful, easy-to-use word processor  
with a 33,000 + word spelling checker.

# Datasoft®

# LETTER WIZARD™

(with Spelling Checker)

For the Commodore 64™ and Atari® Home Computers

Programmed  
by  
Special Software Systems

Copyright 1984

**Datasoft®**

19808 Nordhoff Place  
Chatsworth, CA 91311

Instruction Manual  
by  
Kathi B. Tremblay

ALL RIGHTS RESERVED

Commodore 64 is a trademark of Commodore Business Machines, Inc.

Atari is a registered trademark of Atari Computers, Inc.

Filemanager+ is a trademark of Synapse Software

Indus is a trademark of Indus Systems

Datasoft, Letter Wizard, and Spell Wizard are trademarks of Datasoft, Inc.

# TABLE OF CONTENTS

<b>1. GETTING STARTED</b> .....	C- 1	A- 1
Requirements/Loading .....	C- 1	A- 1
Main Menu/Formatting a Diskette .....	C- 1	A- 1
Converting Text Wizard™ Files (Atari only).....		A- 1
<b>2. EDITING</b> .....	C- 2	A- 3
Screen Color/Screen Width.....	C- 2	A- 3
Keystrokes and Keyboard Symbols .....	C- 2	A- 3
<i>Inverse Video</i> .....	C- 2	A- 3
Typing a Sample Document.....	C- 2	A- 3
Cursor Movement.....	C- 3	A- 4
Insert and Type-Over Modes .....	C- 3	A- 4
<b>3. PRINTING, SAVING, AND LOADING TEXT FILES</b> .....	C- 4	A- 5
Using the Print Menu.....	C- 4	A- 5
Printer Equivalence Table.....	C- 5	A- 5
Saving Files to Disk .....	C- 5	A- 5
Loading Text Files .....	C- 6	A- 6
<b>4. ADVANCED EDITING</b> .....	C- 7	A- 7
Deleting, Moving, and Duplicating Text .....	C- 7	A- 7
File Delete - Complete/Partial .....	C- 7	A- 7
Setting Erasing Tab Stops on Your Screen .....	C- 8	A- 8
File Status Update .....	C- 8	A- 8
Memory Limitation.....	C- 8	A- 8
Finding/Replacing Words or Phrases .....	C- 8	A- 9
<b>5. FORMATTING TEXT FILES</b> .....	C-10	A-10
Default Values.....	C-10	A-10
Printer Feature Compatibility.....	C-10	A-10
Guidelines for Formatting Commands .....	C-10	A-10
Page Length.....	C-11	A-11
Margins .....	C-11	A-11
Line Spacing/Line Placement.....	C-12	A-12
Print Features/Type Styles .....	C-12	A-12
Setting Tabs for the Printed Page .....	C-12	A-13
Multiple-Page Documents.....	C-13	A-13
Subscripts and Superscripts .....	C-14	A-14
Examples/Printer Control Codes .....	C-14	A-14
<b>6. DATABASE/FORM LETTER MERGE</b> .....	C-15	A-15
Creating a Form Letter .....	C-15	A-15
Creating a Database.....	C-16	A-15
Using a Filemanager+™ Database (Atari only).....		A-16
Printing the Form Letter .....	C-16	A-17

<b>7. DISK/FILE MANAGEMENT .....</b>	<b>C-17</b>	<b>A-18</b>
<b>8. ERROR MESSAGES .....</b>	<b>C-18</b>	<b>A-19</b>
<b>9. USING THE SPELLING CHECKER .....</b>	<b>C-19</b>	<b>A-20</b>
Requirements/Loading the Program .....	C-19	A-20
Main Menu/Proof a Document .....	C-19	A-20
Print Dictionary/Search Dictionary.....	C-21	A-22
Exit Spell Wizard™.....	C-21	A-22
Program Constraints .....	C-21	A-22

## READ THIS FIRST

*Letter Wizard with Spelling Checker* for both the Commodore 64 and Atari Home computers is included on the two disks in your package. The labels show which sides of the disks to use for each computer. Letter Wizard for both systems is on one disk side. On the reverse of that disk is the Commodore Spell Wizard program and dictionary. The Atari dictionary is on the reverse side of the Atari Spell Wizard program.

Instructions for using the Commodore version are in the first part of the manual. Atari begins on page A1. The letter with the page number tells whether directions are for the Commodore (C) or Atari (A). The highlighted chapter heading at the top of each page helps you find instructions.

Some commands are printed in *Inverse Video* (**Example: PN**). See *KEY-STROKES AND KEYBOARD SYMBOLS* (page C2/A3) and *GUIDELINES FOR FORMATTING COMMANDS* (page C10/A10) for directions for using this feature.

The Letter Wizard and Spell Wizard programs can't be copied. You can get backup copies for \$15 when you return your Product Registration Card. Send check, money order, or MasterCard or Visa number (include expiration date) to:

Datasoft Customer Service  
 Department B  
 19808 Nordhoff Place  
 Chatsworth, CA 91311-9969

# 1. GETTING STARTED

This manual guides you through the Letter Wizard program. It includes beginning and advanced editing and details formatting and printing text. It also shows you how to save text to disk and load it into the computer's memory. Included with the manual is a Quick Reference Card that defines the keystrokes for every command.

## REQUIREMENTS

- Commodore 64 computer
- one 1541 or Indus GT™ disk drive
- compatible printer
- TV set or video monitor
- blank disks

For each piece of hardware, set up your system according to the instructions in the user's manual.

## LOADING THE PROGRAM

1. Turn off your computer.
2. Insert the Letter Wizard disk into the drive, label side up, and close the door.
3. Turn on the monitor, the disk drive, the printer, and the computer.
4. When *READY* appears on the screen, type "LOAD\*",8,1 and press RETURN. The program loads and the Main Menu appears.

**THE MAIN MENU** offers three options: Edit, Disk Management, and Print.

EDIT gives you a blank screen for writing new text or editing existing text. DISK MANAGEMENT has a number of disk utility functions similar to those in the Commodore DOS Support Program you use to maintain files and disks. Select PRINT to transfer text to paper.

The screen is divided into two sections. The larger section, the TEXT WINDOW, displays menus or text typed. The smaller is the STATUS WINDOW and shows prompts, error messages, and file status details.

**FORMATTING A DISKETTE** You must format a blank disk before you can store text and do exercises in this manual.

1. With the Disk/File Management Menu on your screen, press F. The prompt in the Status Window is *FORMAT: enter disk name,id*. If you don't want to format, press RETURN to exit this option.
2. Remove Letter Wizard from the drive and insert a blank disk. It's safe to remove and insert disks when the red drive indicator light is off.
3. Type the disk name (up to 16 characters), a comma, and a two-character identification code. If you make an error, erase the mistakes with the INST/DEL (insert/delete) key and continue typing. Press RETURN.
4. When you press Y, as prompted, the disk spins in the drive. When the drive light goes off, the disk is formatted.

This section shows you how to create text with Letter Wizard. With the Main Menu on the screen, press E for *Edit*.

**SCREEN AND CHARACTER COLOR** To change the background color on your color monitor screen, press f8 (SHIFT and the f7 key). Press f6 (SHIFT and the f5 key) to change the character color.

**SCREEN WIDTH** Letter Wizard lets you select a screen width of 36 or 40 characters. When you load the program, the screen width is 40. If you want a screen width of 36 (for some TV screens), hold down the f3 key and press S. The screen width adjusts to 36. Pressing f3 S again returns your screen width to 40.

**KEYSTROKES AND KEYBOARD SYMBOLS** Look at your Commodore 64 keyboard. Like a typewriter, SHIFT, pressed with another key, gives you a capital letter or the character or function printed at the top of the key. Pressing the key without SHIFT gives you lower case letters or the character or function at the bottom of the key. Press SHIFT LOCK for all capitals. Press it again to return to lower case letters.

Hold down the SHIFT key while pressing a CRSR key and the cursor moves up or left. Press CRSR without SHIFT to move the cursor down or right.

The SHIFT key pressed with the INST/DEL key inserts a space in your text for typing new material. Used without the SHIFT key, the INST/DEL key deletes the character to the cursor's left.

The RETURN key is used at the ends of paragraphs.

The COMMODORE key is located at the lower left corner of the keyboard. If it's held down while typing, background and letter colors reverse. This is called *Inverse Video* and is used for formatting commands (explained in section 5).

The CLR/HOME key positions the cursor at the top or bottom of the screen. Several more cursor movement commands are explained as you need them.

On the right are four larger keys (FUNCTION keys) used in conjunction with other keys for special operations.

**TYPING A SAMPLE DOCUMENT** The best way to learn Letter Wizard is by typing the sample below. This is used for the practice exercises in *ADVANCED EDITING*.

Press the SPACE BAR to insert spaces. Press RETURN where indicated. If you make a mistake, INST/DEL erases it.

Once you become familiar with Letter Wizard's editing and print features, you'll find it's one of the most powerful word processors for the home computer. It has many features usually found only in the most popular dedicated word processors.[RETURN] [RETURN] [RETURN]

The editing and formatting commands are easy to remember and quick to perform with a few keystrokes. You can do all the standard text move, delete, insert, and find and replace commands as well as other powerful editing commands.[RETURN] [RETURN] [RETURN]

Because Letter Wizard is easy to use and has so many powerful features, you'll be amazed at how much time you save while increasing your productivity! [RETURN] [RETURN]

Look at what you've done.

When you approach the end of a line, Letter Wizard automatically moves a word down to the next line when it's too long for the screen. This is called *Word Wrap-around* and makes text easier to read on the screen. You don't have to press RETURN at the end of a line; only at the end of a paragraph.

In addition to Word Wrap, the text automatically scrolls upward when you reach the last line on the screen.

The RETURN key is similar to a typewriter carriage return. It moves the cursor to the next line. It also creates a blank space between lines or blocks of text.

Turn to page C5 and save the sample document before reading further.

**CURSOR MOVEMENT** Most cursor commands require two keys: the SHIFT, f1, or CTRL key, plus one other. Hold SHIFT, f1, or CTRL down while pressing the second key.

There are two ways of moving the cursor. Press CRSR (for down or right) or hold down SHIFT and press CRSR (up or left) to move the cursor one character at a time. To move the cursor over a section of characters, use f1 or CTRL and one other key.

When you finish typing, the cursor is at the bottom of the file. You may safely move the cursor throughout the file to make corrections.

**Beginning/End of Line** Hold down CTRL and Press B to move the cursor to the beginning of a line. CTRL E moves the cursor to the end of a line.

**Top/Bottom of Screen** Press CLR/HOME and the cursor moves to the top left corner of the screen. Press CLR/HOME again and it moves to the bottom left corner.

**Top/Bottom of File** To move the cursor to the top of your file, hold down f1 and press T. Pressing f1 B moves the cursor to the bottom.

**Text Paging** You can move the cursor through one page (screenful) of text at a time, up or down. Hold down f1 and press - (minus key) to Page Up. To Page Down, press f1 + (plus key). This feature pages your cursor through sections of about 800 characters. Hold keys down for continuous paging.

**INSERT AND TYPE-OVER MODES** When you select Edit from the Main Menu and are confronted with a blank screen, you're in the *Type-Over Mode*. On a color monitor the screen border is dark blue. You can move the cursor to any character and type over it. Press the SPACE BAR and characters are replaced with blank spaces.

Hold down the f1 key and press I for the *Insert Mode*. The screen border is lighter blue than in the Type-Over Mode. This mode lets you insert characters or spaces between or within words without erasing anything. Move the cursor to insert text and type additions.

On a black-and-white monitor, the Insert Mode border is a lighter shade than the Type-Over Mode border. Press f1 I to return to the Type-Over Mode.

### 3. PRINTING, SAVING, AND LOADING TEXT FILES

Turn the printer ON. The top of the paper in your printer should be aligned with the print head. Set the printer to ON LINE.

Press f1 E to return to the Main Menu; select the Print option and the Printer Selection Menu is displayed on your screen.

Press the number corresponding to the printer you're using. If your printer isn't listed, check the table on the next page for the correct number.

**USING THE PRINT MENU** When the Print Menu is displayed, Letter Wizard automatically sets values for the menu options. These values are shown at the top of the screen. To change any settings, press the highlighted letter of the option and respond to the prompt in the Status Window. After you've changed or not changed the values, press B to print.

**Select Page Limits** You can choose which pages to print. Press S and you're prompted to Enter start, end pages. Type the page numbers, separated by a comma, and press RETURN. The numbers under the PAGES heading (top of the screen) change to numbers you specified.

**Example:** To print pages four through eight of a ten-page document, press S. Type 4,8 and RETURN.

**Page Wait** Use this if you print a document on single sheets of paper instead of on continuous-feed or fanfold paper.

Press P. The NO setting under the PAGE WAIT heading changes to YES (no prompt appears in the status window). The printer stops printing at the end of a page and the prompt *PAUSE, PRESS ANY KEY TO CONTINUE* appears in the Status Window. Insert the next sheet of paper. Press any character key to resume printing.

**Number of Copies** If you want more than one copy of your text file, press N and, as you are prompted, type the number of copies you want (up to 254). Press RETURN and the number you typed is shown at the top of the screen.

**Stop and Restart Printing** To stop the printing at any time, press the SPACE BAR. Once you interrupt printing, you're prompted to press the SPACE BAR to continue or Q to quit. Some printers have a built-in, type-ahead buffer. When you press the SPACE BAR to pause, it takes a few moments for the characters in the buffer to print before printing stops.



## PRINTER EQUIVALENCE TABLE

PRINTER	PRINTER NUMBER	NOTES
Epson MX-80 Grafrax+	1	
Epson FX-80	1	
Epson MX-80 standard	1	A
Star Gemini	1	
Okidata 82	2	B
Okidata 92 or 93	2	C
Commodore 1526	3	E
VIC 1525E	3	E
NEC 8023	4	D
C.Itoh	4	D

- Notes:
- A Underline not available
  - B Pica, Elongated, and Elite only
  - C Italics not available
  - D Subscript and Superscript not available - Italics selects graphics/  
Greek character set
  - E Elongated only

**SAVING FILES TO DISK** Files can be saved to disk before and after printing for modification or review.

1. Place a formatted data disk in your drive.
2. Hold down f1 and press S.
3. The prompt *SAVE FILENAME* is displayed.
4. Type in the name of your file. For your practice file, type TEXT1.
5. Press RETURN. The red *busy* light in your drive goes on and your file is saved under the name TEXT1.

**Filenames** Select a name, up to 16 characters in length, that helps you remember what the file is. Letters, numbers, and symbols can be used. Don't use any blank spaces or these symbols in filenames:

@ ? \* # \$ : = "

**Saving Changes to a File** The first time you save a file to disk, follow the numbered instructions above. When you modify and save the file after that, type @: before the filename in step 4. If you forget to type @: you get the error message *FILE EXISTS*. Press RETURN and type correctly. This is built-in protection against accidentally erasing a file.

**To See an Index of Your Disk** An index is a list of files on your disk. Press f1 0 to see this list.

**Extract File (Partial Save)** The Extract command lets you save sections from the cursor to the end of the file as separate documents.

Position your cursor over the first character in the section you want to save. Press f1 X. The prompt *EXTRACT FILENAME* appears. Type the new name of the file. Press RETURN. Your new file is now saved to disk.

**Save Errors** See *ERROR MESSAGES* for a description of Save Errors in the Status Window.

**Backup Files** Always make backup copies in case your original disk is damaged or lost!

Once you save a file to disk, remove that disk from your drive, insert a formatted disk (your backup disk) into the drive, and repeat the Save command.

**LOADING TEXT FILES** Now that you've saved it, you can load the sample text into your computer. Press f1 T, moving the cursor to the top of the file. Press f1 >. Type Y, as prompted, to erase the screen. Pressing any other character key returns to the Edit Mode without erasing anything.

1. Press f1 L.
2. In response to the *LOAD FILENAME* prompt, type in the name of the file you want to load.
3. Press RETURN. The file loads.

**NOTE:** Letter Wizard loads the file over (erases) any text file in the computer's memory. Be sure to save your file before loading another.

**Load Errors** Check *ERROR MESSAGES*.

**Appending (Merging) Text Files** Use the Append command to add a disk-stored file into the memory. You can save this enlarged file to disk as a single file. Your computer's memory is about 33,000 characters. Don't create a combined file that exceeds this!

It's important where you place the cursor for the Append command. Use the command when the cursor is at the end of the file on your screen. This merges both files together. The new file is always loaded below the cursor. Text below the cursor is erased and replaced with the appended file.

1. Place the cursor at the point where you want the new file added.
2. Press f1 A. The prompt is *APPEND FILENAME*.
3. Type the name of the file to add to the screen file and press RETURN.

## 4. ADVANCED EDITING

Letter Wizard lets you make major changes to your text and work with large files easily. You'll now learn to move, delete, and duplicate blocks of text.

**DELETING, MOVING, AND DUPLICATING TEXT** Your sample document is referred to in these instructions. If you don't have it on your screen, load it now.

When you delete or move a block of text, it disappears from the screen and goes to the *text buffer* (a temporary storage area in the computer's memory). When you duplicate a block, the original remains on the screen and a copy of it goes to the buffer. You can save and load files without erasing the block from the buffer.

Anytime the size of the block exceeds the capacity of the buffer (1024 characters), *BUFFER OVERFLOW* shows in the Status Window. Only part of the text was moved and you must repeat the keystrokes again to complete the operation.

**Delete Block of Text** Place the cursor over the first character in the block of text you want to delete and press f1 M to mark the beginning. Move the cursor to the end of the block, place it to the right of the last character in the block, and press f1 D. If you decide not to delete the block, press f3 C.

**Move Block of Text** Move the cursor to the first character in the block and press f1 M. Place the cursor at the end of the block and press f1 D. Now move the cursor to the point in your file where you want the block to begin and press f3 C.

**Duplicate Block of Text** If you want a section of text to appear in more than one place in your document, use the Duplicate feature instead of typing text again. Move the cursor to the beginning of the block and mark it (f1 M). Move the cursor to the end of the block and press f1 C.

Now place the cursor where you want text to be copied. Press f3 C. By pressing f3 C, you can duplicate text anywhere in the file as many times as you wish. The marked text remains in the text buffer until you execute another duplication or turn the computer off.

**Delete Left of Cursor** To delete a character to the left of the cursor, press the INST/DEL key. A blank space is created (Type-Over Mode). In the Insert Mode, deleted spaces are filled with characters to the right of the cursor. These move to the right as you type corrections or additions.

**Delete Right of Cursor** To delete a character to right of the cursor, press CTRL G.

**Delete Line** To delete a line, move the cursor over any character or space in the line and press CTRL D. To restore a deleted line to the screen, press CTRL R.

**Insert Space** To insert a space to the right of the cursor, hold down SHIFT and press INST/DEL.

**Insert Line** To insert a line while typing, hold down SHIFT and press the CARET key (the up arrow to the left of RESTORE).

**FILE DELETE - COMPLETE/PARTIAL** One way to erase an entire file is to move the cursor to the top of the file and press f1 >. Then press Y, as prompted, to erase everything below the cursor. If you don't want to erase, press any character key other than Y and return to editing.

To erase the file when the cursor is at the bottom of the file, press f1 < and respond to the prompt with Y. Everything above the cursor is erased.

The same procedure applies for erasing only part of your file. The f1 > command erases everything from the cursor to the end of the file. Use f1 < to erase everything from the cursor to the beginning of the file.

**NOTE:** The buffer is not used with File Erase commands. All erased text is permanently lost.

**SETTING/ERASING TAB STOPS ON YOUR SCREEN** Letter Wizard lets you set tab stops anywhere so you can type columns of words or numbers. You can also move (tab) the cursor quickly across the screen. Marks along the top of the Status Window show tab settings. CTRL I moves the cursor to the next tab stop.

Move the cursor where you want to set a tab. Hold down CTRL and press the ↑ (caret) key. To erase tab settings, move the cursor to the tab stop you wish to remove and press CTRL ↑.

When you reach the end of your file in the Type-Over Mode, CTRL I inserts spaces. To tab the cursor at the end of a file, press f1 I to enter the Insert Mode.

**FILE STATUS UPDATE** Press f1 U to see the memory file status in the Status Window.

**File** shows the name of the file in memory. A filename isn't shown if you are creating a new file that hasn't yet been named. **NOTE:** A different filename is shown if you previously had another file in memory and erased it.

**Bytes Free** is the amount of memory space remaining. Free memory is expressed in bytes, each byte representing one character or space on the screen.

**Blocks** shows the number of blocks on the disk the file occupies when saved. A block is a disk-section where data is stored.

**Words** gives you the total words that make up the file in the computer's memory.

**MEMORY LIMITATION** When you're creating a file, a *LOW ON MEMORY* prompt shows there are only about two lines (less than 768 bytes) of memory left. At this point, save the file you're working on to disk, erase it from memory (use f1 > or f1 <), and resume your word processing with a new file. You have over 30,000 bytes (characters) of free memory available for each file you create.

**FINDING/REPLACING WORDS OR PHRASES** You can find any point in your file and make changes or corrections. If your sample text isn't on the screen, load it now. Move the cursor to the top of the file.

**Finding** Press f1 F and Letter Wizard prompts you with *FIND PHRASE:*

Type in the word or phrase you want found (up to 32 characters). Press the SPACE BAR. Press RETURN. Press f3 F to move the cursor to the first occurrence of your selection. The cursor marks each occurrence of this word as you press f3 F.

If you want to find a word both by itself and as part of another, larger word, don't press the SPACE BAR before you press RETURN.

**Example:** Press f1 F and enter *type*. Each time you enter f3 F you may see any of these words highlighted: *type*, *types*, *typed*, *typecast*, *typeface*, *typewriter*, and any other words in your file beginning with *type*.

When you reach the bottom of your file, you're prompted with *END OF FILE*.

To exit the operation before the entire file is searched, press RUN/STOP.

The Find command is literal. If you want to find a word containing capital letters, enter the word with capitals in response to the *FIND PHRASE:* prompt.

**Replacing** Use the Find command to define the word or phrase you want to replace. For this example, replace *standard* in the second paragraph of your sample text with *typical*.

Move the cursor to the top of file (f1 T). Press f1 F and type *standard* when prompted. Press the SPACE BAR, then RETURN. Press f1 R and your prompt is *REPLACE PHRASE:* Type *typical* and press RETURN. Move the cursor to the top of the file and press f3 R. Letter Wizard finds *standard* and replaces it with *typical*.

To locate and replace every occurrence of the word in your file, continue to press f3 R. Each occurrence is replaced with the new word.

To selectively use the Replace command, use the f3 F command to find each occurrence of the word. As the cursor moves to the word, decide whether to replace it (f3 R), continue searching the text (f3 F), or return to editing.

To stop searching, press RUN/STOP. The Find/Replace words or phrases remain in the memory until you redefine the command or turn off the computer.

## 5. FORMATTING TEXT FILES

Formatting is organizing your text file so it looks good on paper.

You can print text files without using any formatting commands because Letter Wizard has built-in page layout instructions. Appropriate for standard letters and documents, these are referred to as *Default Values* (see chart below).

FEATURE	DEFAULT VALUE
left margin	10 spaces from left
right margin	70 spaces from left
top margin	1 inch (6 lines)
bottom margin	1 inch (6 lines)
page (paper) length	11 inches (66 lines)
right margin	justified
line spacing	single
print style	pica

If necessary, all the above commands can be changed.

Some of the features described in this section may not be supported by all printers. Check the chart below or your printer manual.

### PRINTER FEATURE COMPATIBILITY

FEATURE	PRINTER			
	EPSON	NEC 8023	OKIDATA 82	OKIDATA 92
Elongated Print	•	1	•	•
Bold Print	•	•		•
Proportional Type		•		
Elite Type	•	•	•	•
Pica Type	•	•	•	•
Italics	•	2		
Underline	3	•		•
Subscript	•			•
Superscript	•			•

NOTES: 1 Elongated Print can't be used with Proportional Type.

2 Italics selects the graphics/Greek character set.

3 Can underline with *Graffiti* only.

**GUIDELINES FOR FORMATTING COMMANDS** All embedded formatting commands require one or two letters and are typed while holding down the COM-MODORE key to initiate Inverse Video. *Do not type any words, phrases, or characters other than formatting commands in Inverse Video.*

If you place two or more commands on the same line, you must type a space between each command. Typing the space isn't necessary if the command includes a number. A formatting line with commands to unjustify the right margin, set double line spacing, and increase the left margin to 15 spaces looks like this:

**NJ LS<sub>2</sub>LM15**

# FORMATTING TEXT FILES

If you type text on the line containing formatting commands, type it immediately after the command. Blank spaces between the command and your text are ignored by the printer and your text may be printed incorrectly.

**Location of Commands** Placement of formatting commands depends on what you want the command to affect. If the command is to apply to the entire document (ie., double-spacing), it goes at the top of the file. Commands must be placed directly before the affected word or section of text. If you don't format as you type, use the Insert Mode to add your formatting commands later.

**PAGE LENGTH** Letter Wizard tells the printer how many lines of text to print before going to the next page. The default value is set for 8 1/2" x 11" paper.

If you use longer paper, such as 8 1/2" x 14", use the **PL** (page length) command at the top of your file, followed by the number of lines contained on the paper. Since 1 inch equals six lines, there are 84 lines on an 8 1/2" x 14" sheet. The page length command is **PL84**. Page-length settings don't affect the top and bottom margin defaults.

To reset the page length to its 66-line default value, type **PL** at the appropriate point in your file.

**MARGINS** Adjustable margins are useful if you want to center text on the page.

**Top Margin** To set the top margin, move the cursor to the top line of the file. Type **TM** followed by the margin number you want. **Example:** Type **TM15** at the top of the file for a top margin of 15 lines.

**Bottom Margin** To set a new bottom margin, type in the command on the same line as your top margin command. **Example:** To end your text 12 lines from the bottom of the page, type **BM12**.

To reset your top or bottom margin to the default value, type **TM** or **BM** at the appropriate point in your file.

**NOTE:** Some printers, such as the Epson, have a *skip-over perforation* (SOP) feature that causes the printer to generate an extra line-feed at the top and bottom of your paper. This increases the top and bottom margin by one line. See your printer manual for more details on SOP.

**Left Margin** The left margin is measured from the left edge of the page. To change the left margin on your entire document, use the **LM** (left margin) command followed by desired margin size. **Example:** For a left margin of 15 spaces, type **LM15**. To reset the left margin to its default value, type **LM**.

**Right Margin** The right margin is also measured from the left edge of the page. To change the right margin, use the **RM** command followed by the desired margin size. To set it to 65, type **RM65**. To reset to the default value, type **RM**.

**Justified Right Margin** Letter Wizard automatically justifies the right margin when your document is printed. To print your document with an unjustified right margin, type **NJ** at the top of your file. To turn on the justification feature again, type **J**.

**Relative Margins** Use the relative margin commands (**LM+LM-RM+RM-**) to set temporary margins within your file. **Example:** To indent a block of text and set temporary margins five spaces larger than the present default margins, type **LM+5RM-5** at the beginning of the block. This gives you new margins of 15 and 75. To turn off the Relative Margin feature and return to the default setting, type **LMRM** at the end of the block of text.

**LINE SPACING** To change the line-spacing anywhere in the file, use the **LS** command followed by the number of line spaces you want between lines of text. **Example:** To set double-spacing, type **LS2** and press RETURN. To reset spacing to the default value, type **LS**.

**LINE PLACEMENT** These line placement commands apply to one line of text only.

**Indent** To indent a single word or line of text, use the **IN** command, followed by the number of spaces you want to indent. **Example:** To indent a line 8 spaces from the left margin, type **IN+8** followed by the line of text and RETURN. To start a line of text outside the left margin, use **IN-** followed by the number of spaces, the line of text, and RETURN.

**Center Text** To center a single line of text, use the **C** command at the beginning of the line. Follow the line with RETURN.

**Block Text Right** To tell Letter Wizard to block a single line of text at the right margin, type **BR** at the beginning of the line. Follow the text with RETURN. This is useful when you want to print a date in the top right corner of a letter.

**PRINT FEATURES** The Print Feature commands act like toggle switches. The first time you use the command it turns on the feature. Use the command again to turn it off.

**Elongated** Elongated text prints twice the size of normal characters. Type **E** before the first character you want to print in Elongated type and **E** again after the last character.

**Bold** Type **B** before and following the words you want boldfaced.

**Italics** Type **I** before and following the words you want italicized.

**Underline** Type **U** before and following the words you want underlined.

**TYPE STYLES** Turn off Type Style commands by typing another Type Style command.

**Pica** Letter Wizard is set to print documents in Pica (10 to 12 characters per linear inch, depending on your printer). Use the **P** command to return to Pica.

**Elite** This is a smaller type size providing 12 to 18 characters per inch. To put your printer in the *Elite Mode*, type **EL**.

**Proportional** This setting tells your printer to insert equal spaces between letters, regardless of the letter width. To put your printer into *Proportional Mode*, type **PR**.

**NOTE:** Due to hardware restrictions of most printers, the combinations of print features and type styles may be limited.

**SETTING TABS FOR THE PRINTED PAGE** You can send tab commands directly to your printer. These tabs are different from screen tabs because you set them anywhere along an 80-column width (standard printer paper size) instead of the 36- to 40-column width of a TV or video monitor screen. Only specify one tab size per line. To set tab stops every 12 spaces on your printed page:

1. Type **TW12** to define your tab stops.
2. Tell your printer to print a word at the next tab stop by typing **T** before the word.



# FORMATTING TEXT FILES

3. Do not insert spaces between the column words when typing. Letter Wizard and your printer space the columns according to the **TW** command.
4. Follow steps 2 and 3 to type the words to be placed below each heading.

**EXAMPLE:** **TW**12ItemCatalog #Price appears on the printed page as

Item	Catalog #	Price
------	-----------	-------

## MULTIPLE-PAGE DOCUMENTS

**Page Numbering** **PN** is the Page Numbering command in Letter Wizard. It tells the printer to print a sequential page number on each page of the document. Put the command at the top of your file and the page numbers print at the upper left corner of each page. To place numbers at the top middle of the page, type **C** (Center) before the **PN**. To place the numbers at the far right of your page, use **BR** (Block Right) before the **PN**.

To begin with a page number other than 1, use **P** followed by the number you want. **Example:** If you want to start with page 5, type **P5** at the top of your file.

**Headers** To include a Header phrase in your printed text, type **H** followed by the phrase and RETURN on the first line of your text file. As with all formatting commands, **H** must be typed in Inverse Video.

You may include other formatting commands with the Header line (such as Center, Elongate, or Bold) to position the phrase or define the type style.

**Odd and Even Headers** You can print one Header on all odd pages and another on all even pages. To define your odd Headers, type **OH** followed by the Header phrase you want. Use **EH** followed by the phrase to appear on all even pages. If you use both odd and even Headers in your document, the commands and their phrases must be on separate lines, each followed by RETURN.

**Footers** Use the Footer **F** command to print your phrase at the bottom of each page, three lines above the perforation. The Footer command is placed on the second line of your text file if you also have a Header phrase, or the first line of your text if there is no Header phrase. Type **F** and then your phrase, followed by RETURN. You may also include other formatting commands to position your phrase or define the print style.

**Odd and Even Footers** To print one Footer on all odd pages of your text and a different Footer on even pages, use the **EF** and **OF** commands. Use **OF** followed by the phrase you want to appear on all odd pages. Use **EF** followed by the phrase you want on all even pages. If you use both odd and even Footers in your document, the commands and their phrases are typed on separate lines, each followed by RETURN.

**Page Eject** Letter Wizard ejects the page when the last line before the bottom margin is printed. To eject a page at a specific point and resume printing on a new page, place the cursor at the point in your text file where you want the page to eject and type **EJ** followed by RETURN.

**Chain Files** Text files may be chained together in any order and printed as though they were one file. To chain one file to another, load the first file into the computer's memory. Move the cursor to the bottom of the file. Type **CF0:** followed by the name of the file you want to print at the end of the one in the computer's memory. Press RETURN.

When Letter Wizard finishes printing the first file, the red *drive busy* light turns on, showing your chained file is loading into the computer's memory. Letter Wizard prints the second file automatically. You can chain together any number of text files this way.

**To Avoid Division of Tables/Lists** When typing a file, you don't always know how the pages will be numbered when it's printed. To keep your tables and lists from being divided during printing, use the *need x lines* command **N**x. x is the number of lines in your table or list.

**Example:** If your table is 15 lines long, type **N**15 at the top of the table. Letter Wizard determines whether there are enough lines remaining to print the entire table. If not, the program prints the table on the next page. The default value for the *need x lines* command is 1.

**SUBSCRIPTS AND SUPERSCRIPTS** This refers to the placement of letters, symbols, or words half a line below or above the current line of text. An Inverse Video **L** (lower) must be typed before and Inverse Video **R** (raise) after the character to be subscripted. For superscription, the **R** is before and the **L** after the character. **Example:**  $x^2 + y^2$  is typed **x****R****2****L** + **y****R****2****L**  $H_2O$  is typed **H****L****2****R****O**.

**EXAMPLES** To test the formatting commands, use your sample text file TEXT1. Change the formatting commands on your screen between each printing and compare the printed results. Letter Wizard doesn't print the formatting commands, so note the commands at the top of each version before they're changed for the next printout.

**PRINTER CONTROL CODES** If your printer isn't compatible with Letter Wizard or the program doesn't support a special feature of your printer, use printer control codes for print formatting commands. Refer to your printer manual for these.

To enter the control code directly into the text, type **CH** followed by the ASCII decimal equivalent of the control character.

## 6. DATABASE/FORM LETTER MERGE

Letter Wizard lets you create a database and merge it with form letters or documents. A database is a file containing records (names, numbers, addresses, dates, etc.) that can be inserted automatically at specific points in a document or form letter.

**CREATING A FORM LETTER** When you create a form letter, embed Inverse Video formatting commands at appropriate places in the text. At the top of the form letter, type **OP0:filename**. *Filename* is the name of the database you want to merge with your form letter. This *Open* command tells Letter Wizard to locate the database file with records you want in this form letter.

Place **RE** wherever you want Letter Wizard to read and insert a record from your database. **SK** tells the program to skip the next record. To skip the next two records, type **SK2**.

In the example below, a first name, last name, street address, town/state, zip code, and an invoice number prints in each form letter. The last record on the database, another invoice number, is skipped; it won't be printed in this series of letters. The database in the example is called *overdue*. The *Open* command line is an instruction only; it won't be printed.

**OP0:overdue**  
September 22, 1984

**RE RE**  
**RE**  
**RE**  
**RE**

Dear **RE**:

Your invoice number **RE SK** is 60 days past due.

To avoid late charges, please send a check immediately.

Thank you for your cooperation.

Sincerely,

Dale Database  
Merge, Inc.

After the form letter is created, it can be saved to disk. If the form letter and the database files are on the same disk, they must have different filenames.

# DATABASE/FORM LETTER MERGE

**CREATING THE DATABASE** The database for the form letter follows this structure:

first name  
last name  
street address  
town/state  
zip code  
first name  
invoice number  
invoice number

Notice the entries are listed in the order they are used in the letter. The addressee's first name is used twice (in the address and the greeting), so it's listed twice in the database.

The actual *overdue* database looks like this:

Joe  
Jones  
123 Street  
Computer City, CA  
91133  
Joe  
1896  
1901

To create this database, load Letter Wizard into your computer, enter the Edit Mode, and type the first record. Press RETURN. Type the records in order of appearance in the form letter. Save the database to your data disk using the filename in the **OP** command at the top of the form letter.

**PRINTING THE FORM LETTER** Load the letter from disk. Insert the disk with your database on it into the drive, if necessary. Press f1 E to exit the Edit Mode. Select PRINT from the Main Menu and make the necessary selections from the Print Menu. Press B and Letter Wizard prints the correct number of form letters, each with the data you specified.

## 7. DISK/FILE MANAGEMENT

With the Main Menu on the screen, press D for the Disk/File Management Menu, which contains the following options:

FORMAT disk	VALIDATE disk
INDEX of disk	DELETE file
RENAME file	MAIN MENU
COPY file	

As prompted, press the highlighted first letter of one of the options. After using any option, you can press the letter of another option to go directly to it or press RETURN for the Disk/File Management Menu. *All operations in this section are from the Disk/File Management Menu.*

**Format** Formatting prepares a disk so files can be saved on it. You can format new, blank disks or disks with unwanted files. *Do not format disks containing files you want to keep; formatting erases them forever!*

1. Remove your Letter Wizard program disk, insert the disk to be formatted, and press F.
2. As prompted, enter a disk name (up to 16 characters), type a comma, enter two characters for the ID, and press RETURN.
3. You're prompted to type Y to continue formatting. Press N or RETURN to exit this option or press Y to continue.

**Index of Disk** gives you a list of filenames, letting you see what is stored on a disk. Press I. As prompted, enter the drive number containing the disk you want to review. A list of the disk's filenames appears on the screen. The size of the file (in blocks) is to the right of the filename. If your disk contains a large number of files, you're prompted to press the SPACE BAR to scroll the directory. If you don't want to scroll, press Q and you're prompted to press another letter for another option or RETURN for the Disk/File Management Menu.

**Rename** To change the name of a file, press R and, as prompted, type the new name, an equal sign (=), and the old filename. Press RETURN. To exit this option without changing a name, press RETURN after the prompt.

**Copy** To make a copy of your file, use a different filename. Press C from the Disk/File Management Menu, type the new filename, an equal (=) sign, the original filename, and press RETURN. To exit this option, press RETURN instead of entering the filenames.

**Validate** After several files have been saved to and deleted from a disk, gaps on the disk may result or the files may become disorganized. To reorganize the files (validate the disk), press V from the Disk/File Management Menu. When prompted, press Y and the prompt changes to *VALIDATING DISKETTE*. When finished, select another option or press RETURN for the Main Menu.

**Delete** To erase a file from a disk, press D. Type in the filename, as prompted. Press RETURN. You're then prompted to type Y to delete the file. You may press RETURN instead of typing the filename. The delete command is voided.

To return to the Main Menu, press M.

Error Messages appear in the Status Window. This section tells you what they mean and what to do.

**Buffer Overflow** During a block move, duplicate, or delete operation, the size of the text block exceeds the capacity of the text buffer (1024 characters/bytes). When this message appears, only part of the block was moved to the buffer. Complete the operation and repeat as many times as necessary until you move all the remaining text.

**Can't Find Mark** You neglected to mark the beginning of the block of text you want to move, duplicate, or delete. Move the cursor to the beginning of the block and press f1 M.

**Device Not Available** You're trying to access something that's not connected physically or logically to your system.

**Disk Full** There's no more room on your disk for data storage or there's no room for another filename on the index. Insert another formatted disk into the drive and repeat the Save command.

**Drive Not Ready** The disk drive number you specified isn't connected to your computer.

**Empty Buffer** You executed the f3 C (copy buffer) or CTRL R (restore line) command before any text was moved to the buffer. See *ADVANCED EDITING*.

**End of File** The cursor is at the end of your file and can't be moved farther unless you press the SPACE BAR or type additional characters.

**File Exists** The name you gave your file is already used for another file. Choose another filename.

**File Not Found** The filename you specified isn't listed on the disk index. Choose another filename.

**Low On Memory** You're near the memory limits of your computer. There are less than 768 bytes (about two lines of text) of memory left. Save your file to disk, erase it from memory, and resume word processing with a new file.

**Memory Full** There's no memory left in the computer for text. Save your file to disk, erase it from memory, and resume word processing with a new file.

**Syntax Error** You entered an unacceptable filename. Choose a new name.

**Top of File** The cursor is at the top of your file and can't be moved up unless you press SHIFT ↑ (to insert a line), enter the Insert Mode (f1 I), or press RETURN to insert lines.

**Other Errors** Check your disk drive user's manual.

## 9. USING THE SPELLING CHECKER

After creating your text files with Letter Wizard (or on any 1541 or Indus disk drive), you can use the Spelling Checker's 33,000+ word dictionary to identify misspelled words and correct them in-line without going back to your word processor. You can also search any portion of the dictionary for a correct spelling, print any part of the dictionary, or write your own custom dictionary.

### REQUIREMENTS

- Commodore 64 computer
- 1541 or Indus GT disk drive
- TV or video monitor.
- Compatible printer (optional)

### LOADING THE PROGRAM

1. Turn off your computer and remove all cartridges.
2. Turn on your TV or monitor and disk drive.
3. Insert Spell Wizard into the drive and close the door.
4. When READY appears on the screen, type LOAD "\*",8,1 and press RETURN.
5. Once the screen shows *LOADING*, then *READY*, type RUN and press RETURN. Spell Wizard loads and the Main Menu appears.

**THE MAIN MENU** shows four options: Proof a Document, Print Dictionary, Search Dictionary, and Exit Spell Wizard.

**PROOF A DOCUMENT** lets you search a text file for misspelled words. **PRINT DICTIONARY** lets you print any portion of the dictionary disk. **SEARCH DICTIONARY** lets you check the main dictionary for the spelling of a particular word. **EXIT SPELL WIZARD** lets you load your word processor automatically after you finish using Spell Wizard.

Press one of the four **FUNCTION** keys to select one of the four options. To stop any executed option or command and return to the Main Menu, press the RUN/STOP and RESTORE keys. Use this operation at any point in the program.

**PROOF A DOCUMENT** From the Main Menu press f1. At the prompt *Insert document disk, press RETURN>*, remove the program disk, insert the disk containing the text file you want to check, and press RETURN.

A catalog of the disk appears. As prompted, type the filename exactly as it appears on the catalog and press RETURN. As this file loads into the Spelling Checker, each file word is counted and the screen shows a running count of words read. The number of unique words is also counted and the total displayed.

When prompted to *Insert main dictionary, press RETURN>*, remove the document disk from the drive, insert the dictionary disk, and press RETURN.

Spell Wizard reads the dictionary to search for all the unique words in your file. Then you're prompted: *Check user dictionary (y/n)?*

Remove Spell Wizard from the drive. Replace it with your dictionary. Press Y and RETURN. Spell Wizard searches this dictionary for any words not found in the main dictionary. The prompt is repeated so you can check any number of user dictionaries until you respond with N and RETURN.

# USING THE SPELLING CHECKER

The next prompt is *Correct words (y/n)?* If you don't want to correct them at this point, press N and RETURN. Press RETURN again for the Main Menu. If you want to make corrections, press Y and RETURN; you're prompted to insert the document disk and press RETURN. The document file loads and your text appears in the window in the middle of the screen. The first word Spell Wizard couldn't find is shown in Inverse Video. Three choices appear at the bottom of the screen: Continue scanning; Make correction; Search dictionary.

**Continue Scanning** If the highlighted word is spelled correctly, press C and RETURN. Spell Wizard scans to the next word it couldn't find.

**Make Correction** If the highlighted word is misspelled, press M and RETURN. As prompted, type the word correctly and press RETURN. Press Y and RETURN at the prompt. The spelling is stored in memory. You'll save it to your text file later. The scanning process resumes.

If the correction isn't acceptable, press N and RETURN. It is not saved. You can continue scanning, make another correction, or search the dictionary.

If Spell Wizard found all the words in the dictionaries, the prompt is No errors. Press RETURN to go back to the Main Menu.

**Search Dictionary** To search the dictionary for the correct spelling of the highlighted word, press S and RETURN. The prompt is *Search for?* and there are two ways of searching: the Literal Search and the Wild Card Search.

**Literal Search:** Type in a word the way you think it's spelled and press RETURN. You're then prompted to *Insert main dictionary, press RETURN>* The word is shown above the text window if it's in the dictionary. If it's not in the dictionary, the word with the message *NOT FOUND* is displayed. When you find the correct spelling, press M and RETURN to make the correction. If you can't find the correct spelling, try the Wild Card Search.

**Wild Card Search:** If, for example, you don't know the correct spelling of *peripheral*, you can tell Spell Wizard to search for all words beginning with *per*. At the prompt *Search for?* type *per\** and press RETURN. An alphabetical list of all words beginning with *per* scrolls before you on the screen. To stop and start the scrolling, press the SPACE BAR. If you're searching a long list and want to stop at any point, press the SPACE BAR, then the Q key. The scrolling stops and the C, M, and S options are displayed.

**NOTE:** The Wild Card feature *cannot* be used as a *prefix* to a word or group of letters. The command *\*ment* will not tell the program to list all the words in the dictionary ending in *ment*.

**Save Corrections** When you see the *Save corrections (y/n)?* prompt, press Y and RETURN if you want to save the corrected words in your file. You're then asked to *Insert document disk, press RETURN*. Spell Wizard renames your file *filename.bak* and stores your new, corrected text under the original filename. If your original file is TEXT1, the uncorrected file is renamed TEXT1.bak and the corrected file is saved as TEXT1.



# USING THE SPELLING CHECKER

**Adding Words to User Dictionary** To add any of the highlighted words to your own dictionary, press Y and RETURN in response to *Add words to dictionary (y/n)?* Press N and RETURN if you don't want to add words. If your response is Y, you are asked if you want to verify each word before adding it to your dictionary.

Press Y and RETURN. Each highlighted word is shown in the Text Window, one at a time, with the prompt *Add to user dictionary (y/n)?* Press Y and RETURN to add the word; press N and RETURN to exclude it. At the end of this selection process, you are prompted to insert the user dictionary disk. Use a formatted disk for your user dictionary. Don't put your dictionary files on your Spell Wizard program diskette. As prompted, type the filename you want to use and press RETURN. The words are saved to your disk in alphabetical order. Press RETURN for the Main Menu.

To add all the highlighted words to your dictionary, press N and RETURN in response to the verification question. Follow the prompts.

You may use your word processor to access your user dictionary file and add or delete words. Any dictionary files you alter are alphabetized the next time you add words with Spell Wizard.

**NOTE:** Alphabetize these files from the *Add Words to Dictionary* Mode before the files are used as an auxiliary to the main dictionary.

**PRINT DICTIONARY** From the Main Menu, press f3. Make sure your printer is set to on-line. As prompted (*Search for?*), type in the words you want printed or use the Wild Card telling Spell Wizard to print a list of words. Use the SPACE BAR to stop and start printing. To stop printing early, press the SPACE BAR, then the Q key. When printing is complete, press RETURN for the Main Menu.

**SEARCH DICTIONARY** From the Main Menu, press f5. Type in the word you want found or use the Wild Card in response to the prompt. Typing only \* after the prompt tells the program to list the entire dictionary on the screen. Use the SPACE BAR to stop and start the scrolling. After you find the words you're looking for, press the SPACE BAR, then Q. Press RETURN for the Main Menu.

**EXIT SPELL WIZARD** You can load your word processor program without turning off the computer. From the Main Menu, press f7. You are prompted to *Insert word processor disk, Press RETURN>* The word processor loads automatically.

**PROGRAM CONSTRAINTS** These are limitations in the Spell Wizard program.

**Text File Length** It's possible you may want to proof a file with a lot of unique words that exceeds the program's memory capacity (about 1600 unique words). In this case, the error message *No room for words* is displayed. Divide the file into two or more smaller files and proof each one separately. Be sure to give each file a different name.

**Hyphenations** Spell Wizard's dictionary contains many hyphenated words. Those in your file but not in the dictionary are highlighted for inspection.

**Capitalizations** The dictionary doesn't contain any proper nouns. All capitalized words in user dictionaries are converted to lower-case letters prior to proofing. The only exceptions are: *I, I'd, I'll, I'm, and I've.*

**Contractions** The dictionary has a complete set of standard verb contractions.

**Possessives** Spell Wizard highlights all words ending in 's and s' for your inspection.

**Non-Alphabetic Characters** Spell Wizard doesn't recognize numbers and other non-alphabetic characters and doesn't highlight them.

**Foreign Phrases** Spell Wizard recognizes words from common foreign phrases, such as *non sequitur*, but reads each word independently as it doesn't recognize spaces between words.

**User Dictionaries** The same program constraints that apply to the main Spell Wizard dictionary concerning capitalization, hyphenation, possessives, contractions, numeric strings, and foreign phrases also apply to user dictionaries.

# 1. GETTING STARTED

This manual guides you through the Letter Wizard program. It includes beginning and advanced editing and details formatting and printing text. It also shows you how to save text to disk and load it into the computer's memory. Included with the manual is a Quick Reference Card that defines the keystrokes for every command.

## REQUIREMENTS

- Atari Home Computer
- compatible disk drive
- compatible printer
- Atari 850 Interface Module (if required by printer)
- TV set or video monitor
- blank disks
- BASIC cartridge (optional)

For each piece of hardware, set up your system according to the instructions in the user's manual.

## LOADING THE PROGRAM

1. Turn off the computer. Turn on the disk drive and monitor.
2. When the red *busy* light on the drive goes out, insert the Letter Wizard disk into the drive, label side up, and close the door.
3. Turn on the computer. For 600XL and 800XL models, turn on the computer with the OPTION key depressed. The program loads and the Main Menu appears.

**THE MAIN MENU** offers three options: Edit, Disk Management, and Print.

EDIT gives you a blank screen for writing new text or editing existing text. In the Edit Mode, you can return to the Main Menu by pressing OPTION E (exit). DISK MANAGEMENT has a number of utility functions similar to those in the Atari DOS menu you use to maintain files and disks. Select PRINT to transfer text to paper.

The screen is divided into two sections. The larger section, the TEXT WINDOW, displays menus or text typed. The smaller is the STATUS WINDOW and shows prompts, error messages, and file status details.

**FORMATTING A DISKETTE** You must format a blank disk before you can store text and do exercises in this manual.

1. With the Disk/File Management Menu on the screen, remove the Letter Wizard disk from the drive. Insert the blank disk.
2. Press F. As prompted, type the drive number containing the blank disk.
3. You are prompted to type Y (yes) to proceed with formatting. If you don't want to format, press RETURN to exit this option.
4. If you press Y, your drive formats the disk. When formatting is complete, press M to return to the Main Menu.

**CONVERTING TEXT WIZARD FILES** Included on the Letter Wizard diskette is a program to convert formatting commands in your Text Wizard files to Letter Wizard commands.

Before starting, know the exact names of the Text Wizard files you want to convert. When you're in the conversion program, you can't get a catalog of the data disk.

Turn off the computer and insert a BASIC cartridge into the slot. Turn on the monitor and disk drive. Put a DOS disk in the drive and turn on the computer.

When *READY* appears on the screen, remove the DOS disk from the drive and replace it with the Letter Wizard program disk. Type `RUN"D:TXT2LET.BAS` and press RETURN.

The program asks the name of the Text Wizard file you're converting. Remove the Letter Wizard disk from the drive and insert the Text Wizard data disk. Type `D:` followed by the name of the file (**Example:** `D:DATA`) and press RETURN.

You're now prompted to type the new name the file is to have once it's saved on your data disk. Type `D:` followed by the filename. Press RETURN.

You are prompted with a message when the process is complete and the file is saved on your data disk. To convert more files, type `RUN` and press RETURN when you see the *READY* prompt at the end of the conversion. **NOTE:** There are four Text Wizard formatting commands (`CTRL M`, `CTRL N`, `CTRL S`, and `CTRL W`) that aren't converted to Letter Wizard commands.

## 2. EDITING

This section shows you how to create text with Letter Wizard. With the Main Menu on the screen, press E for *Edit*.

**SCREEN AND CHARACTER COLOR** To change the background color on your color monitor screen, hold down the SELECT key while pressing an up or down ARROW key. To change the intensity of the characters, press SELECT and the right or left ARROW key.

**SCREEN WIDTH** Letter Wizard lets you select a screen width of 36 or 40 characters. When you load the program, the screen width is 40. If you want a screen width of 36 (for some TV screens), hold down the SELECT key and press S. The screen width adjusts to 36. Pressing SELECT S again returns your screen width to 40.

**KEYSTROKES AND KEYBOARD SYMBOLS** Look at your Atari keyboard. Like a typewriter, SHIFT, pressed with a letter key, gives you a capital letter. Press the CAPS LOWR key once for all capitals. Press it again to return to lower case letters.

The CTRL key and the four ARROW keys are each used for three functions. The bottom-most symbol shows the function produced when the key is pressed by itself. Get the upper-right operation by holding down the SHIFT key with the function key. The upper-left, bordered in white, is produced by holding down the CTRL key while pressing the function key.

On the right of the keyboard are four large keys: START, SELECT, OPTION, and SYSTEM RESET. SYSTEM RESET halts programs and returns the computer to a *Ready* mode. Hitting the RESET key returns you to the Main Menu. Your file remains intact in memory. Pressing E returns the text to the screen.

The ATARI key is located next to the SHIFT key at the lower right corner of the keyboard. Press this key. A contrasting bar appears across the tab markers in the Status Window and you're in the *Inverse Video Mode*. This is used for the formatting commands explained in section 5. Press the Atari key again to turn off Inverse Video.

**TYPING A SAMPLE DOCUMENT** The best way to learn Letter Wizard is by typing the sample below. This is used for the practice exercises in *ADVANCED EDITING*.

Press the SPACE BAR to insert spaces. Press RETURN where indicated. If you make a mistake, DELETE/BACK S erases it.

Once you become familiar with Letter Wizard's editing and print features, you'll find it's one of the most powerful word processors for the home computer. It has many features usually found only in the most popular dedicated word processors.[RETURN] [RETURN] [RETURN]

The editing and formatting commands are easy to remember and quick to perform with a few keystrokes. You can do all the standard text move, delete, insert, and find and replace commands as well as other powerful editing commands.[RETURN] [RETURN] [RETURN]

Because Letter Wizard is easy to use and has so many powerful features, you'll be amazed at how much time you save while increasing your productivity![RETURN] [RETURN]

Look at what you've done.

When you approach the end of a line, Letter Wizard automatically moves a word down to the next line when it's too long for the screen. This is called *Word Wrap-around* and makes text easier to read on the screen. You don't have to press RETURN at the end of a line; only at the end of a paragraph.

In addition to Word Wrap, the text automatically scrolls upward when you reach the last line on the screen.

The RETURN key is similar to a typewriter carriage return. It moves the cursor to the next line. It also creates a blank space between lines or blocks of text.

Turn to page A5 and save the sample document before reading further.

**CURSOR MOVEMENT** All cursor commands require two keys: the OPTION or CTRL key plus one other. Hold OPTION or CTRL down while pressing the second key. Release OPTION or CTRL last when finished typing the command.

There are two ways of moving the cursor. Hold down the CTRL key and press one of the ARROW keys to move the cursor one character at a time. To move the cursor over a section of characters, use OPTION and one other key.

When you finish typing, the cursor is at the *bottom of the file*. You may safely move the cursor throughout the file to make corrections.

**Beginning/End of Line** To move the cursor to the beginning or end of a line, press OPTION ← or OPTION →, respectively.

**Top/Bottom of Screen** Press OPTION H and the cursor moves to the top left corner of the screen. Press OPTION H again and it moves to the screen's bottom left corner. SHIFT CLEAR also moves the cursor to the top of the screen.

**Top/Bottom of File** Press OPTION T to move the cursor to the top of your file. Pressing OPTION B moves the cursor to the bottom.

**Text Paging** You can move the cursor through one page (screenful) of text at a time, up or down. Press OPTION and the ↑ ARROW key to Page Up. To Page Down, press OPTION ↓. This feature pages your cursor through sections of about 800 characters. Hold keys down for continuous paging.

**INSERT AND TYPE-OVER MODES** When you select Edit from the Main Menu and are confronted with a blank screen, you're in the *Type-Over Mode*. On a color monitor the screen border is gray. You can move the cursor to any character and type over it. Press the SPACE BAR and characters are replaced with blank spaces.

Hold down the OPTION key and press I for the *Insert Mode*. The screen border is light blue. This mode lets you insert characters or spaces between or within words without erasing anything. Move the cursor to insert text and type your additions.

On a black-and-white monitor, the Insert Mode border is a lighter shade than the Type-Over Mode border. Press OPTION I to return to the Type-Over Mode.

### 3. PRINTING, SAVING, AND LOADING TEXT FILES

Turn the printer ON. The top of the paper in your printer should be aligned with the print head. Set the printer to ON LINE.

Press OPTION E to return to the Main Menu; select the Print option and the Printer Selection Menu is displayed on your screen.

Press the number corresponding to the printer you're using. If your printer isn't listed, check the table on the next page for the correct number.

**USING THE PRINT MENU** When the Print Menu is displayed, Letter Wizard automatically sets values for the menu options. These values are shown at the top of the screen. To change any settings, press the highlighted letter of the option and respond to the prompt in the Status Window. After you've changed or not changed the values, press B to print.

**Select Page Limits** You can choose which pages to print. Press S and you're prompted to *Enter start, end pages*. Type the page numbers, separated by a comma, and press RETURN. The numbers under the PAGES heading (top of the screen) change to numbers you specified.

**Example:** To print pages four through eight of a ten-page document, press S. Type 4,8 and RETURN.

**Page Wait** Use this if you print a document on single sheets of paper instead of on continuous-feed or fanfold paper.

Press P. The NO setting under the PAGE WAIT heading changes to YES (no prompt appears in the status window). Press P again to set this feature back to NO.

**Number of Copies** If you want more than one copy of your text file, press N and, as you are prompted, type the number you want (up to 254). Press RETURN and the number you typed is shown at the top of the screen.

**Stop and Restart Printing** To stop the printing at any time, press the SPACE BAR. Once you interrupt printing, you're prompted to press the SPACE BAR to continue or Q to quit. Some printers have a built-in, type-ahead buffer. When you press the SPACE BAR to pause, it takes a few moments for the characters in the buffer to print before printing stops.

#### PRINTER EQUIVALENCE TABLE

PRINTER	PRINTER NUMBER	NOTES
Epson MX-80 Grafrax+	1	
Epson FX-80	1	
Epson MX-80 standard	1	A
Star Gemini	1	
Atari 825	2	
Centronics 739	2	
Atari 1020/1025/1027	3	
Microline 82	3	A,B
NEC 8023	4	
C.ltoh	4	

Notes: A Underline not available B Elongated characters not available

**SAVING FILES TO DISK** Files can be saved to disk before and after printing for modification or review.

1. Place a formatted data disk in your drive.
2. Press OPTION S.

3. The prompt **SAVE DEVICE: FILENAME** is displayed.
4. Type the name of your file. For your practice file, type TEXT1. To save the file to a disk in any other than Drive 1, specify the number (D2:TEXT1).
5. Press RETURN. The red *busy* light in your drive goes on and your file is saved under the name TEXT1.

**Filenames** Select a name, up to 8 characters in length, that helps you remember what the file is. The first character of a filename must be a letter. Don't use any blank spaces in the filename. You can add an extender to a filename of up to three characters. The extender can be a number and must be preceded by a period (**Example:** TEXTFILE.001).

**To See a Catalog of Your Disk** A catalog is a list of files on your disk. To see it, press OPTION followed by the drive number.

**Extract File (Partial Save)** The Extract command lets you save sections (from the cursor to the end of the file) as separate documents.

Position your cursor over the first character in the section you want to save. Press OPTION X. The prompt **EXTRACT DEVICE: FILENAME** appears. Type the new name of the file. Press RETURN. Your new file is now saved to disk.

**Save Errors** See **ERROR MESSAGES** for a description of Save Errors in the Status Window.

**Backup Files** Always make backup copies in case your original disk is damaged or lost!

Once you save a file to disk, remove that disk from your drive, insert a formatted disk (your backup disk) into the drive, and repeat the Save command.

**LOADING TEXT FILES** Now that you've saved it, you can load the sample text into your computer. Press OPTION T, moving the cursor to the top of the file, then press OPTION >. Type Y, as prompted, to erase the screen. Pressing any other character key returns to the Edit Mode without erasing anything.

1. Press OPTION L.
2. In response to the **LOAD DEVICE: FILENAME** prompt, type the name of the file you want to load. If the file isn't in Drive 1, type the drive number before the filename (D2:TEXT1).
3. Press RETURN. The file loads.

**NOTE:** Letter Wizard loads the file over (erases) any text file in the computer's memory. Be sure to save your file before loading another.

**Load Errors** Check **ERROR MESSAGES**.

**Appending (Merging) Text Files** Use the Append command to add a disk-stored file into the memory. You can save this enlarged file to disk as a single file. Your computer's memory is about 23,000 characters. Don't create a combined file that exceeds this!

It's important where you place the cursor for the Append command. Use the command when the cursor is at the end of the file on your screen. This merges both files together. The new file is always loaded below the cursor. Text below the cursor is erased and replaced with the appended file.

1. Place the cursor at the point where you want the new file added.
2. Press OPTION A. The prompt is **APPEND DEVICE: FILENAME**.
3. Type the name of the file to add to the screen file and press RETURN.



## 4. ADVANCED EDITING

Letter Wizard lets you make major changes to your text and work with large files easily. You'll now learn how to move, delete, and duplicate blocks of text.

**DELETING, MOVING, AND DUPLICATING TEXT** Your sample document is referred to in these instructions. If you don't have it on your screen, load it now.

When you delete or move a block of text, it disappears from the screen and goes to the *text buffer* (a temporary storage area in the computer's memory). When you duplicate a block, the original remains on the screen and a copy of it goes to the buffer. You can save and load files without erasing the block of text from the buffer.

Anytime the size of the block exceeds the capacity of the buffer (1024 characters), *BUFFER OVERFLOW* shows in the Status Window. Only part of the text was moved and you must repeat the keystrokes again to complete the operation.

**Delete Block of Text** Place the cursor over the first character in the block of text you want to delete and press OPTION M to mark the beginning. Move the cursor to the end of the block, place it over the character or space to the right of the last character in the block, and press OPTION D. If you decide not to delete the block, press SELECT C to retrieve it from the buffer.

**Move Block of Text** Move the cursor to the first character in the block and press OPTION M. Place the cursor at the end of the block and press OPTION D. Now move the cursor to the point in your file where you want the block to begin and press SELECT C.

**Duplicate Block of Text** If you want a section of text to appear in more than one place in your document, use the Duplicate feature instead of typing text again. Move the cursor to the beginning of the block and mark it (OPTION M). Move the cursor to the end of the block and press OPTION C.

Now place the cursor where you want text to be copied. Press SELECT C. By pressing SELECT C, you can duplicate text anywhere in the file as many times as you wish. The marked text remains in the text buffer until you execute another duplication or turn the computer off.

**Delete Left of Cursor** To delete a character to the left of the cursor, press the DELETE/BACK S key. A blank space is created (Type-Over Mode). In the Insert Mode, deleted spaces are filled with characters to the right of the cursor. These move to the right as you type corrections or additions.

**Delete Right of Cursor** To delete a character to the right of the cursor, hold down CTRL while pressing DELETE/BACK S.

**Delete Line** To delete a line, move the cursor over any character or space in the line and press CTRL D. To restore a deleted line to the screen, press CTRL R.

**Insert Space** To insert a space to the right of the cursor, hold down CTRL and press INSERT.

**Insert Line** To insert a line while typing, press SHIFT INSERT.

**FILE DELETE - COMPLETE/PARTIAL** One method of erasing an entire file is to move the cursor to the top of the file and press OPTION >. Then press Y, as prompted, to erase everything below the cursor. If you don't want to erase, press any character key other than Y and return to editing.

To erase the file when the cursor is at the bottom of the file, press **OPTION <** and respond to the prompt with **Y**. Everything above the cursor is erased.

The same procedure applies for erasing only a part of your file. By using the **OPTION >** command, you erase everything from the cursor to the end of the file. With the **OPTION <** command, you erase everything from the cursor to the beginning of the file.

**NOTE:** The buffer is not used with File Erase commands. All erased text is permanently lost.

**SETTING/ERASING TAB STOPS ON YOUR SCREEN** Letter Wizard lets you set tab stops anywhere so you can type columns of words or numbers. You can also move (tab) the cursor quickly across the screen. Marks along the top of the Status Window show tab settings. The **TAB** key moves the cursor to the next tab stop.

Move the cursor where you want to set a tab. Hold down **SHIFT** and press the **TAB** key. To erase tab settings, move the cursor to the tab stop you wish to remove, hold down the **CTRL** key, and press **TAB**.

When you reach the end of your file in the Type-Over Mode, the **TAB** key inserts spaces. To tab the cursor at the end of a file, press **OPTION I** to enter the Insert Mode.

**UPDATE** Press **OPTION U** to see the status of the file in memory displayed in the Status Window.

**Word Count** gives you the total number of words that make up the file in the computer's memory.

**Sector Length** shows the number of sectors on the disk the file occupies when saved. A sector is a disk-section where data is stored.

**Free Memory** is the amount of available memory space. It's expressed in bytes, each byte representing one character or space on the screen.

**File** shows the name of the file in memory. A filename isn't shown if you're creating a new file that hasn't yet been named. **NOTE:** A different filename is shown if you previously had another file in memory and erased it.

**MEMORY LIMITATION** When you're creating a file, a **LOW ON MEMORY** prompt shows there are only 50 characters of memory left. At this point, save the file you're working on to disk, erase it from memory (use **OPTION >** or **OPTION <**), and resume your word processing with a new file. If you have 48K of memory in your machine, you have about 23,000 bytes (characters) of free memory available for each file you create. This memory occupies about 180 sectors on your disk.

**FINDING/REPLACING WORDS OR PHRASES** You can find any point in your file and make changes or corrections. If your sample text isn't on the screen, load it now. Move the cursor to the top of the file.

**Finding** Press OPTION F to locate a word or phrase and Letter Wizard prompts you with *FIND PHRASE*:

Type in the word or phrase you want found (up to 32 characters including letters, numbers, punctuation, and Inverse Video). Press the SPACE BAR. Press RETURN. Press SELECT F and the cursor moves to the first occurrence of your selection. Each occurrence of this word is marked by the cursor as you press SELECT F.

If you want to find a word both by itself and as part of another, larger word, don't press the SPACE BAR before you press RETURN.

**Example:** Press OPTION F and enter *type*. Each time you press SELECT F you may see any of these words highlighted: *type*, *types*, *typed*, *typecast*, *typeface*, *typewriter*, and any other words in your file beginning with *type*.

When you reach the bottom of your file, you're prompted with *END OF FILE*.

To exit the operation before the entire file is searched, press the BREAK key.

The Find command is literal. If you want to find a word containing capital letters, enter the word with capitals in response to the *FIND PHRASE*: prompt.

**Replacing** Use the Find command to define the word or phrase you want to replace. For this example, replace *standard* in the second paragraph of your sample text with *typical*.

Move the cursor to the top of file (OPTION T). Press OPTION F and type *standard* when prompted. Press the SPACE BAR, then RETURN. Press OPTION R and your prompt is *REPLACE PHRASE*: Type *typical* and press RETURN. Move the cursor to the top of the file and press SELECT R. Letter Wizard finds *standard* and replaces it with *typical*.

To locate and replace every occurrence of the word in your file, continue to press SELECT R. Each occurrence is replaced with the new word.

To selectively use the Replace command, use the SELECT F command to find each occurrence of the word. As the cursor moves to the word, decide whether to replace it (SELECT R), continue searching the text (SELECT F), or return to editing.

To stop searching, press BREAK. The Find/Replace words or phrases remain in the memory until you redefine the command or turn off the computer.

## 5. FORMATTING TEXT FILES

Formatting is organizing your text file so it looks good on paper.

You can print text files without using any formatting commands because Letter Wizard has built-in page layout instructions. Appropriate for standard letters and documents, these are referred to as *Default Values* (see chart below).

FEATURE	DEFAULT VALUE
left margin	10 spaces from left
right margin	70 spaces from left
top margin	1 inch (6 lines)
bottom margin	1 inch (6 lines)
page (paper) length	11 inches (66 lines)
right margin	justified
line spacing	single
print style	pica

If necessary, all the above commands can be changed.

Some of the features described in this section may not be supported by all printers. Check the chart below or your printer manual.

### PRINTER FEATURE COMPATIBILITY

FEATURE	PRINTER			
	EPSON	ATARI 825	ATARI 1020/...	NEC 8023
Elongated Print	•	•		1
Bold Print	•			•
Proportional Type		•		•
Elite Type	•	•		•
Pica Type	•	•	•	•
Italics	•			2
Underline	3	•		•
Subscript	•	•		
Superscript	•	•		

Notes: 1 Elongated Print can't be used with Proportional Type.

2 Italics selects the graphics/Greek character set.

3 Can underline with *Graftrax* only.

**GUIDELINES FOR FORMATTING COMMANDS** All embedded formatting commands require one or two letters and are typed after pressing the ATARI key to initiate Inverse Video. After typing the command, press the ATARI key again to turn off the Inverse Video. *Do not type any words, phrases, or characters other than formatting commands in Inverse Video.*

# FORMATTING TEXT FILES

If you place two or more commands on the same line, you must type a space between each command. Typing the space isn't necessary if the command includes a number. You can have any number of commands on a single line; the line must be followed by RETURN.

A formatting line with commands to unjustify the right margin, set double line spacing, and increase the left margin to 15 spaces looks like this:

**NJ LS<sup>2</sup> LM15**

If you place text on the line containing formatting commands, type it immediately after the command. Blank spaces between the command and your text are ignored by the printer and your text may be printed incorrectly.

**Location of Commands** Placement of formatting commands depends on what you want the command to affect. If the command applies to the entire document (ie., double-spacing), it goes at the top of the file. Commands must be placed directly before the affected section of text or word. If you don't format as you type, use the Insert Mode to add formatting commands later.

**PAGE LENGTH** Letter Wizard tells the printer how many lines of text to print before going to the next page. The default value is set for standard 8 1/2" x 11" paper. If you use longer paper, such as 8 1/2" x 14", use the **PL** (page length) command at the top of your file, followed by the number of lines contained on the paper. Since 1 inch equals six lines, there are 84 lines on an 8 1/2" x 14" sheet. The page length command is **PL84**. Page length settings don't affect the top and bottom margin defaults.

To reset the page length to its 66-line default value, type **PL** at the appropriate point in your file.

**MARGINS** Adjustable margins are useful if you want to center text on the page.

**Top Margin** To set the top margin, move the cursor to the top line of the file. Type **TM** followed by the margin number you want. **Example:** Type **TM15** at the top of the file for a top margin of 15 lines.

**Bottom Margin** To set a new bottom margin, type the command on the same line as your top margin command. **Example:** To end your text 12 lines from the bottom of the page, type **BM12**.

To reset your top or bottom margin to the default value, type **TM** or **BM** at the appropriate point in your file.

**NOTE:** Some printers, such as the Epson, have a *skip-over perforation* (SOP) feature that causes the printer to generate an extra line-feed at the top and bottom of your paper. This increases the top and bottom margin by one line. See your printer manual for more details on SOP.

**Left Margin** The left margin is measured from the left edge of the page. To change the left margin on your entire document, use the **LM** (left margin) command followed by desired margin size. **Example:** For a left margin of 15 spaces, type **LM15**. To reset the left margin to its default value, type **LM**.

**Right Margin** The right margin is also measured from the left edge of the page. To change the right margin, use the **RM** command followed by the desired margin size. To set it to 65, type **RM65**. To reset to the default value, type **RM**.

**Justified Right Margin** Letter Wizard automatically justifies the right margin when your document is printed. To print your document with an unjustified right margin, type **NU** at the top of your file. To turn on the justification feature again, type **J**.

**Relative Margins** Use the relative margin commands (**LM**+, **LM**-, **RM**+, **RM**-) to set temporary margins within your file. **Example:** To indent a block of text and set temporary margins five spaces larger than the present default margins, type **LM**+5**RM**-5 at the beginning of the block. This gives you new margins of 15 and 75. To turn off the Relative Margin feature and return to the default setting, type **LM****RM** at the end of the block of text.

**LINE SPACING** To change the line-spacing anywhere in the file, use the **LS** command followed by the number of line spaces you want between lines of text. **Example:** To set double-spacing, type **LS**2 and press RETURN. To reset spacing to the default value, type **LS**.

**LINE PLACEMENT** These line placement commands apply to one line of text only.

**Indent** To indent a single word or line of text, use the **IN** command, followed by the number of spaces you want to indent. **Example:** To indent a line 8 spaces from the left margin, type **IN**+8 followed by the line of text and RETURN. To start a line of text outside the left margin, use **IN**- followed by the number of spaces, the line of text, and RETURN.

**Center Text** To center a single line of text, use the **C** command at the beginning of the line. Follow the line with RETURN.

**Block Text Right** You can tell Letter Wizard to block a single line of text at the right margin. This is useful when you want to print a date in the top right corner of a letter. Type **BR** at the beginning of the line. Follow the text with RETURN.

**PRINT FEATURES** The Print Feature commands act like toggle switches. The first time you use the command it turns on the feature. Use the command again to turn it off.

**Elongated** Elongated text prints twice the size of normal characters. Type **E** before the first character you want to print in Elongated type and **E** again after the last character.

**Bold** Type **B** before and following the words you want boldfaced.

**Italics** Type **I** before and following the words you want italicized.

**Underline** Type **U** before and following the words you want underlined.

**TYPE STYLES** Turn off Type Style commands by typing another Type Style command.

**Pica** Letter Wizard is set to print documents in Pica (10 to 12 characters per linear inch, depending on your printer). Use the **PI** command to return to Pica.

**Elite** This is a smaller type size providing 12 to 18 characters per inch. To put your printer in the *Elite Mode*, type **EL**.

**Proportional** This setting tells your printer to insert equal spaces between letters, regardless of the letter width. To put your printer into *Proportional Mode*, type **PR**.

**NOTE:** Due to hardware restrictions of most printers, the combinations of print features and type styles may be limited.

# FORMATTING TEXT FILES

**SETTING TABS FOR THE PRINTED PAGE** You can send tab commands directly to your printer. These tabs are different from screen tabs because you set them anywhere along an 80-column width (standard printer paper size) instead of the 36- to 40-column width of a TV or video monitor screen. Only specify one tab size per line. To set tab stops every 12 spaces on your printed page:

1. Define your tab stops by typing **T12** at the top of the table. Press RETURN.
2. With the cursor under the **T** in the tab command, press ESC then type each word in the title line. You're prompted to enter the control character.
3. Press the TAB key. A small ► appears on the screen.
4. Follow steps 2 and 3 to type the words placed below each heading.

**Example:** **T12**

►Item►Catalog►Price appears on the printed page as

Item

Catalog

Price

## MULTIPLE-PAGE DOCUMENTS

**Page Numbering** The **@** command is used to tell the printer to print page numbers anywhere you specify in your file. Put the command at the top of your file for page numbers at the top left of the page. To place the numbers at the top middle of the page, type **C** (Center) before the **@**. To place the numbers at the far right of your page, use **BR** (Block Right) before the **@**.

To begin with a page number other than 1, use **P** followed by the number you want to start with and the **@** command. **Example:** If you want to start with page 5, type **P5** at the top of your file.

**Headers** To include a Header phrase (printed three lines below the top edge of the page), type **H** followed by the phrase and RETURN on the first line of your text file. As with all formatting commands, **H** must be typed in Inverse Video.

You may include other formatting commands with the Header line (such as Center, Elongate, or Bold) to position the phrase or define the type style.

**Odd and Even Headers** You can print one Header on all odd pages and another on all even pages. To define your odd Headers, type **OH** followed by the Header phrase you want. Use **EH** followed by the phrase you want on all even pages. If you use both odd and even Headers in your document, the commands and their phrases must be on separate lines, each followed by RETURN.

**Footers** Use the Footer **F** command to print your phrase at the bottom of each page, three lines above the perforation. The Footer command is placed on the second line of your text file if you also have a Header phrase, or the first line of your text if there is no Header phrase. Type **F** and then your phrase, followed by RETURN. You may also include other formatting commands to position your phrase or define the print style.

**Odd and Even Footers** To print one Footer on all odd pages of your text and a different Footer on the even pages, use the **EF** and **OF** commands. Use **OF** followed by the phrase you want to appear on all odd pages. Use **EF** followed by the phrase you want on all even pages. If you use both odd and even Footers in your document, the commands and their phrases are typed on separate lines, each followed by RETURN.

**Page Eject** Letter Wizard ejects the page when the last line before the bottom margin has printed. To eject a page at a specific point and resume printing on a new page, place the cursor at the point in your text file where you want the page to eject and type **CE** followed by RETURN.

**Chain Files** Text files may be chained together in any order and printed as though they were one file. To chain one file to another, load the first file into the computer's memory. Move the cursor to the bottom of the file. Type **CF**. Follow this with the name of the file you want to print at the end of the one in the computer's memory. Press RETURN.

When Letter Wizard finishes printing the first file, the red *drive busy* light turns on, showing your chained file is loading into the computer's memory. Letter Wizard prints the second file automatically. You can chain together any number of text files this way.

**To Avoid Division of Tables/Lists** When typing a file, you don't always know how the pages will be numbered when it's printed. To keep your tables and lists from being divided during printing, use the *need x lines* command **NL**x. x is the number of lines in your table or list.

**Example:** If your table is 15 lines long, type **NL15** at the top of the table. Letter Wizard determines whether there are enough lines remaining to print the entire table. If not, the program prints the table on the next page. The default value for the *need x lines* command is 1.

**SUBSCRIPTS AND SUPERSSCRIPTS** This refers to the placement of letters, symbols, or words half a line below or above the current line of text. An Inverse Video down ARROW ( **↓** ) must be typed before and Inverse Video up ARROW ( **↑** ) after the character to be subscripted. For superscription, the up ARROW is before and the down ARROW after the character. Only the ARROWS are typed in Inverse Video. Use the ESC key instead of turning off the ATARI key for normal characters.

**Example:**  $x^2 + y^2$  is typed **x****↓****2** **↑** **+** **y****↓****2** **↑** .  $H_2O$  is typed **H****↓****2** **↑****O**.

**EXAMPLES** To test the formatting commands, use your sample text file TEXT1. Change the formatting commands on your screen between each printing and compare the printed results. Letter Wizard doesn't print formatting commands, so note the commands at the top of each version before they're changed for the next printout.

**PRINTER CONTROL CODES** If your printer isn't compatible with Letter Wizard or the program doesn't support a special feature of your printer, use printer control codes for print formatting commands. Refer to your printer manual.

To enter the control code directly into the text, type **CH** followed by the ASCII decimal equivalent of the control character.



## 6. DATABASE/FORM LETTER MERGE

Letter Wizard lets you create a database and merge it with form letters or documents. A database is a file containing records (names, numbers, addresses, dates, etc.) that can be inserted automatically at specific points in a document or form letter.

**CREATING A FORM LETTER** When you create a form letter, embed Inverse Video formatting commands at appropriate places in the text. At the top of the form letter type **OPD:filename**. *Filename* is the name of the database you want to merge with your form letter. If the database file isn't on the same disk as your form letter, specify the drive number in the *Open* command by typing **OPD2:filename**.

Place **RE** wherever you want Letter Wizard to read and insert a record from your database. **SK** tells the program to skip the next record. If you want to skip the next two records, type **SK2**.

In the example below, a first name, last name, street address, town/state, zip code, and an invoice number prints in each form letter. The last record on the database, another invoice number, is skipped; it won't be printed in this series of letters. The database in the example is called *overdue*. The *Open* command line is an instruction only; it won't be printed.

**OPD:overdue**  
September 22, 1984

**RE RE**  
**RE**  
**RE**  
**RE**

Dear **RE**

Your invoice number **RE SK** is 60 days past due.

To avoid late charges, please send a check immediately.

Thank you for your cooperation.

Sincerely,

Dale Database  
Merge, Inc.

After the form letter is created, it can be saved on disk. If the form letter and the database files are on the same disk, they must have different filenames.

**CREATING A DATABASE** The database for the form letter follows this structure:

first name	zip code
last name	first name
street address	invoice number
town/state	invoice number

The entries are listed in the order used in the letter. The records under the fieldname *first name* are used twice in the letter. They can be used any number of times and in any order you specify.

To create this database, load Letter Wizard into the computer, enter the Edit Mode, and type the first record. Press RETURN. Type the records in the order of appearance in the form letter. Save the database to your data disk using the filename in the **OP** command at the top of the letter.

The actual *overdue* database looks like this:

```
Joe
Jones
123 Street
Computer City, CA
91133
Joe
1896
1901
```

**USING A FILEMANAGER+ DATABASE** Use the following procedure to create a subfile of the database and run a utility program allowing Letter Wizard and Filemanager+ to interface.

**Creating a Subfile** You're ready to create a subfile if you've created a database, an index for the database, and used the SAVE/END feature to save the index on the Filemanager+ data disk. The records in your database subfile will be in all caps unless you use the CAPS/LOWR key as you enter the records.

**Load Filemanager+** Load your database into memory. From the Main Menu, press SELECT. Press 5 on the Record Menu and follow the instructions for creating a subfile. Give the subfile a name different from the filename at the top of your form letter. Once you've created a subfile, you can use it for several form letters.

**The Filemanager+ Utility** This is a short conversion program that lets your Letter Wizard text files interface with your Filemanager+ databases.

Insert the BASIC cartridge into its slot and a DOS disk into the drive. Turn on the computer. When *READY* appears on the screen, remove the DOS disk and insert the Letter Wizard program disk. Type LOAD"D:FMGRUTL.BAS" and press RETURN. When *READY* appears again, remove Letter Wizard and insert the Filemanager+ data disk. Type RUN and press RETURN.

The prompt on the next screen asks *FILE TO CONVERT?* Type D: followed by the database subfile name. In response to the next prompt (*OUTPUT FILENAME?*), type D: followed by a new filename. In the sample letter, the Output Filename is *overdue*.

# DATABASE/FORM LETTER MERGE

The next prompts require you to enter each fieldname in the order you want it to print on the form letter. Press RETURN after typing each fieldname. When all the information is entered, press RETURN. Each record is displayed with its fieldnames listed in the order you specified. When *FILE CREATED* appears on the screen, the conversion is complete and you can print your letters.

**PRINTING THE FORM LETTER** Turn off the computer, remove the BASIC cartridge, and load Letter Wizard. Load the form letter from the data disk. Remove the Letter Wizard data disk from the drive and insert the Filemanager+ data disk with your database. Press OPTION E for the Main Menu. Press P. Indicate which printer you're using. Press N to select the number of copies and press RETURN. Press B. Letter Wizard accesses the disk for each file as it prints your letters.

## 7. DISK/FILE MANAGEMENT

With the Main Menu on the screen, press D for the Disk/File Management Menu, which contains the following options:

FORMAT disk  
CATALOG  
RENAME file  
LOCK file  
UNLOCK file  
DELETE file  
MAIN MENU

As prompted, press the highlighted first letter of one of the options. After using any option, you can press the letter of another option to go directly to it or press RETURN for the Disk/File Management Menu. *All operations in this section are from the Disk/File Management Menu.*

**Format** Formatting prepares a disk so files can be saved on it. You can format new, blank disks or disks with unwanted files. *Do not format disks containing files you want to keep; formatting erases them forever!*

1. Remove your Letter Wizard program disk, insert the disk to be formatted, and press F.
2. As prompted, enter the Drive number containing your blank disk.
3. You're prompted to type Y to continue formatting. Press N or RETURN to exit this option or press Y to continue.

**Catalog** gives you a list of filenames, letting you see what is stored on a disk. Press I. As prompted, enter the drive number containing the disk you want to review. A list of the disk's filenames appears on the screen. The size of the file (in blocks) is to the right of the filename. If your disk contains a large number of files, you're prompted to press the SPACE BAR to scroll the directory. If you don't want to scroll, press Q and you're prompted to press another letter for another option or RETURN for the Disk/File Management Menu.

**Rename** To change the name of a file, press R and, as prompted, type the new name, a comma, and the old filename. Press RETURN. Remember to unlock a locked file before you try to rename it. To exit this option without changing a name, press RETURN after the prompt.

**Lock** Locking a file keeps it from accidentally being erased, written to, or having its name changed. Press L. As prompted, type the filename and press RETURN. To exit this option, instead of entering the filename press RETURN. To lock all the files on the disk in one step, type \*.\* followed by RETURN in response to the *File to lock?* prompt. All locked files are marked with an asterisk (\*) in the catalog.

**Unlock** Unlocking lets you delete, write to, or rename a file. Press U. As prompted, type the filename and press RETURN. To exit without unlocking a file, press RETURN instead of the filename. To unlock all the files on the disk at once, type \*.\* and press RETURN in response to the *File to unlock?* prompt.

**Delete** To erase a file from a disk, press D. Type in the filename, as prompted. Press RETURN. You're then prompted to type Y to delete the file. If you press RETURN instead of typing the filename, the delete command is voided.

To return to the Main Menu, press M.

## 8. ERROR MESSAGES

Error Messages appear in the Status Window. This section tells you what they mean and what to do.

**Buffer Overflow** During a block move, duplicate, or delete operation, the size of the text block exceeds the capacity of the text buffer (1024 characters/bytes). When this message appears, only part of the block was moved to the buffer. Complete the operation and repeat as many times as necessary until you move all the remaining text.

**Can't Find Mark** You neglected to mark the beginning of the block of text you want to move, duplicate, or delete. Move the cursor to the beginning of the block and press OPTION M.

**Device Not Available** You're trying to access something that's not connected physically or logically to your system.

**Disk Full** There's no more room on your disk for data storage or there's no room for another filename on the index. Insert another formatted disk into the drive and repeat the Save command.

**Disk # Not Available** The disk drive number you specified isn't connected to your computer. Select a Drive number that is connected.

**Empty Buffer** You executed the SELECT C (copy buffer) or CTRL R (restore line) command before any text was moved to the buffer. See *ADVANCED EDITING*.

**End of File** The cursor is at the end of your file and can't be moved farther unless you press the SPACE BAR or type additional characters.

**File Not Found** The filename you specified isn't listed on the disk directory. Select another filename.

**Low on Memory** You're near the memory limits of your computer. There are less than 50 bytes (approximately two lines of text) of memory left. Save your file to disk, erase it from memory, and resume word processing with a new file.

**Memory Full** There's no memory left in the computer for text. Save your file to disk, erase it from memory, and resume word processing with a new file.

**Invalid Filename** You entered an unacceptable filename. Choose another name.

**Top of File** The cursor is at the top of your file and can't be moved up unless you press SHIFT INSERT (to insert a line), enter the Insert Mode (OPTION I), or press RETURN to insert lines.

**System Errors 128-171** Check your Atari owner's manual.

## 9. USING THE SPELLING CHECKER

After creating your text files with Letter Wizard (or with any Atari 2.0S DOS), you can use the Spelling Checker's 33,000+ word dictionary to identify misspelled words and correct them in-line without going back to your word processor. You can also search any portion of the dictionary for a correct spelling, print any part of the dictionary, or write your own custom dictionary.

### REQUIREMENTS

- Atari Home computer
- Atari 810 or compatible disk drive
- TV or video monitor
- Compatible printer (optional)
- Interface module for printer

### LOADING THE PROGRAM

1. Turn off the computer and remove all cartridges.
2. Turn on the TV or monitor and disk drive.
3. Insert Spell Wizard into the drive and close the door.
4. Turn on the computer. The program loads automatically. For 600XL and 800XL models, turn on the computer with the OPTION key depressed.
5. On a two-drive system, you're prompted to insert the main dictionary in Drive 1, the document disk in Drive 2, and press RETURN. Spell Wizard loads and the Main Menu appears.

**THE MAIN MENU** shows four options: Proof a Document, Print Dictionary, Search Dictionary, and Exit Spell Wizard.

**PROOF A DOCUMENT** lets you search a text file for misspelled words. **PRINT DICTIONARY** lets you print any portion of the dictionary disk. **SEARCH DICTIONARY** lets you check the main dictionary for the spelling of a particular word. **EXIT SPELL WIZARD** lets you load your word processor automatically after you finish using Spell Wizard.

Press the OPTION key to move the cursor to one of the four options. The START key executes each one. To stop any executed option or command and return to the Main Menu, press the SYSTEM RESET key. Use this function at any point in the program.

**PROOF A DOCUMENT** From the Main Menu press OPTION to move the cursor to PROOF A DOCUMENT. Press START. As prompted, insert the document disk and press RETURN.

A catalog of the disk appears. As prompted, type the filename exactly as it appears on the catalog and press RETURN. As this file loads into the Spelling Checker, each file word is counted and the screen shows a running count of words read. The number of unique words is also counted and the total displayed.

When prompted to insert the main dictionary, remove the document disk from the drive, insert the dictionary disk, and press RETURN.

Spell Wizard reads the dictionary to search for all the unique words in your file. Then you're prompted: *Check user dictionary (y/n)?*

# USING THE SPELLING CHECKER

Remove Spell Wizard from the drive. Replace it with your dictionary. Press Y and RETURN. Spell Wizard searches this dictionary for any words not found in the main dictionary. The prompt is repeated so you can check any number of user dictionaries until you respond with N and RETURN.

**NOTE:** *If using two drives, always insert user dictionary into Drive 2.*

The next prompt is *Correct words (y/n)?* If you don't want to correct them at this point, press N and RETURN. Press RETURN again for the Main Menu. If you want to make corrections, press Y and RETURN; you're prompted to insert the document disk and press RETURN. The document file loads and your text appears in the window in the middle of the screen. The first word Spell Wizard couldn't find is shown in Inverse Video. Three choices appear at the bottom of the screen: Continue scanning; Make correction; Search dictionary.

**Continue Scanning** If the highlighted word is spelled correctly, press C and RETURN. Spell Wizard scans to the next word it couldn't find.

**Make Correction** If the highlighted word is misspelled, press M and RETURN. As prompted, type the word correctly, and press RETURN. Press Y and RETURN at the prompt. The spelling is stored in memory. You'll save it to your text file later. The scanning process resumes.

If the correction isn't acceptable, press N and RETURN. It is not saved. You can continue scanning, make another correction, or search the dictionary.

If Spell Wizard found all the words in the dictionaries, the prompt is *NO ERRORS*. Press RETURN to go back to the Main Menu.

**Search Dictionary** To search the dictionary for the correct spelling of the highlighted word, press S and RETURN. The prompt is *SEARCH FOR?* There are two ways of searching: the Literal Search and the Wild Card Search.

**Literal Search:** Type in a word the way you think it's spelled and press RETURN. You're then prompted to *Insert main dictionary, press RETURN*. The word is shown above the text window if it's in the dictionary. If it's not in the dictionary, the word with the message *NOT FOUND* is displayed. When you find the correct spelling, press M and RETURN to make the correction. If you can't find the correct spelling, try the Wild Card Search.

**Wild Card Search:** If, for example, you don't know the correct spelling of *peripheral*, you can tell Spell Wizard to search for all words beginning with *per*. At the prompt *SEARCH FOR?* type *per\** and press RETURN. An alphabetical list of all words beginning with *per* scrolls before you. To stop and start the scrolling, press the SPACE BAR. If you're searching a long list and want to stop at any point, press the SPACE BAR, then ESC. The scrolling stops and the C, M, and S options are displayed.

**NOTE:** The Wild Card feature *cannot* be used as a *prefix* to a word or group of letters. The command *\*ment* will not tell the program to list all the words in the dictionary ending in *ment*.

**Save Corrections** When you see the *Save corrections (y/n)?* prompt, press Y and RETURN if you want to save the corrected words in your file. You're then asked to *Insert document disk, press RETURN*. Spell Wizard saves your new, corrected text on top of the old text.

**Adding Words to User Dictionary** To add any of the highlighted words to your own dictionary, press Y and RETURN in response to *Add words to dictionary (y/n)?* Press N and RETURN if you don't want to add words. If your response is Y, you are asked if you want to verify each word before adding it to your dictionary.

Press Y and RETURN. Each highlighted word is shown in the Text Window, one at a time, with the prompt *Add to user dictionary (y/n)?* Press Y and RETURN to add the word; press N and RETURN to exclude it. At the end of this selection process, you are prompted to insert the user dictionary disk. With a two-drive system, insert the user dictionary into Drive 2. Use a formatted disk for your user dictionary. *Don't put your dictionary files on your Spell Wizard program diskette!* As prompted, type the filename you want to use and press RETURN. The words are saved to your disk in alphabetical order. Press RETURN for the Main Menu.

To add all the highlighted words to the user dictionary, press N and RETURN in response to the verification question. Follow the prompts.

You may use your word processor to access your user dictionary file and add or delete words. Any dictionary files you alter are alphabetized the next time you add words with Spell Wizard.

**NOTE:** Alphabetize these files from the *Add Words to Dictionary Mode* before the files are used as an auxiliary to the main dictionary.

**PRINT DICTIONARY** From the Main Menu, move the cursor to PRINT DICTIONARY and press START. Make sure your printer is set to ON-LINE. As prompted (*SEARCH FOR?*), type in the words you want printed or use the Wild Card telling Spell Wizard to print a list of words. Use the SPACE BAR to stop and start the printing. To stop printing early, press the SPACE BAR, then ESC. When printing is complete, press RETURN for the Main Menu.

**SEARCH DICTIONARY** From the Main Menu, move the cursor to SEARCH DICTIONARY and press START. Type in the word you want found or use the Wild Card in response to the prompt. Typing only \* after the prompt tells the program to list the entire dictionary on the screen. Use the SPACE BAR to stop and start the scrolling. After you find the words you're looking for, press the SPACE BAR, then ESC. Press RETURN for the Main Menu.

**EXIT SPELL WIZARD** You can load your word processor program without turning off the computer. Move the cursor to EXIT SPELL WIZARD and press START. You are prompted to *Insert word processor disk, Press RETURN*. The word processor loads automatically.

**PROGRAM CONSTRAINTS** These are limitations in your Spell Wizard program.

**Text File Length** You may want to proof a file with a lot of unique words that exceeds the program's memory capacity (about 1600 unique words). In this case, the error message *No room for words* is displayed. Divide the file into two or more smaller files and proof each one separately. Give each file a different name.

**Hyphenations** Spell Wizard's dictionary contains many hyphenated words. Those in your file but not in the dictionary are highlighted for your inspection.



# USING THE SPELLING CHECKER

**Capitalizations** The dictionary doesn't contain any proper nouns. All capitalized words in user dictionaries are converted to lower-case letters prior to proofing. The only exceptions are: *I, I'd, I'll, I'm, and I've.*

**Contractions** The dictionary has a complete set of standard verb contractions.

**Possessives** Spell Wizard highlights all words ending in 's and s' for inspection.

**Non-Alphabetic Characters** Spell Wizard doesn't recognize numbers and other non-alphabetic characters and doesn't highlight them.

**Foreign Phrases** Spell Wizard recognizes words from common foreign phrases, such as *non sequitur*, but reads each word independently as it doesn't recognize spaces between words.

**User Dictionaries** The same program constraints that apply to the main Spell Wizard dictionary concerning capitalization, hyphenation, possessives, contractions, numeric strings, and foreign phrases also apply to user dictionaries.

