

ATARI® 800™

ATARI® WORD PROCESSOR REFERENCE MANUAL



A Warner Communications Company



Use with
ATARI® 800™
PERSONAL COMPUTER SYSTEM

WARNING

WHEN USING THE ATARI® WORD PROCESSOR, DO NOT ALLOW THE VIDEO DISPLAY TO REMAIN ON THE SCREEN UNCHANGED FOR MORE THAN EIGHT (8) HOURS.

EXPLANATION

When using the Atari Word Processor, the operator inputs text which appears on a television or monitor screen. Allowing this video display to remain on the screen and unchanged for a period longer than eight (8) hours may cause damage to the television or monitor screen in that the video display images could become etched onto the screen.

There is absolutely no risk of damage to the television or monitor screen during normal use because the video display will be changed by the addition or deletion of text.

Other ATARI software products have a protective feature called an "attract mode" which eliminates the risk of damage described above by automatically changing the colors of the video display in a random pattern. The "attract mode" was not incorporated into the ATARI Word Processor because it would interrupt editorial review of the video display.

Always turn your system off if you will be away from it for extended lengths of time, especially if for more than eight (8) hours. You may retain your work by directing the ATARI Word Processor to "save" the text in memory. The "save" command is explained in the ATARI Word Processor Manual.

ATARI WORD PROCESSOR REFERENCE MANUAL



 A Warner Communications Company

Every effort has been made to ensure that this manual accurately documents this product of the ATARI Computer Division. However, because of the ongoing improvement and update of the computer software and hardware, ATARI, INC. cannot guarantee the accuracy of printed material after the date of publication and cannot accept responsibility for errors or omissions.

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MANUAL AND PROGRAM CONTENTS ©1981 ATARI, INC.

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INTRODUCTION

This Reference Manual explains all the functions of the **ATARI® Word Processor** and provides step-by-step instructions for setting up the system.

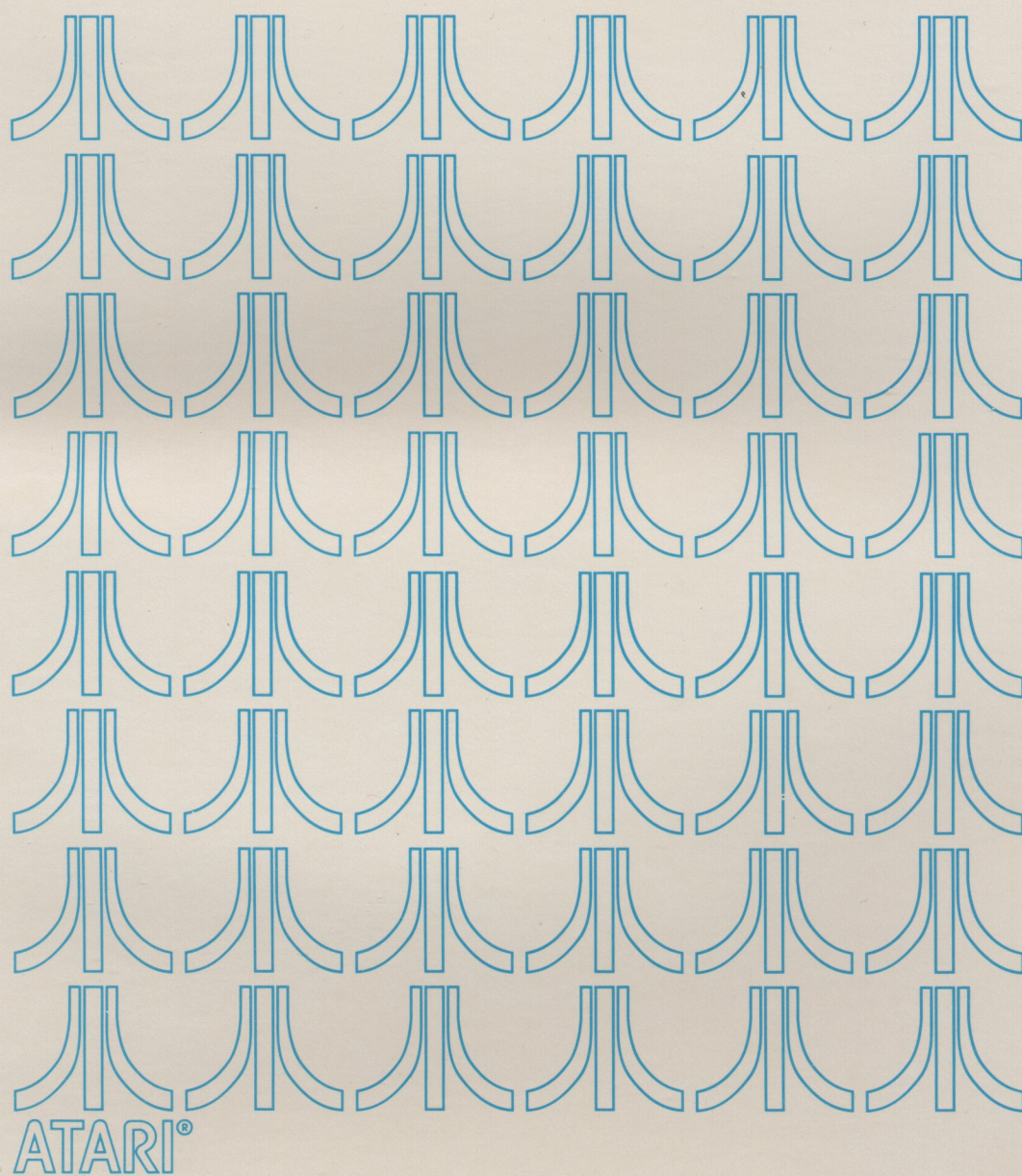
For those individuals new to word processing and the ATARI Personal Computer Systems, this manual will serve as a quick reference following the completion of the training course. For those who are familiar with ATARI Personal Computer Systems, this manual can be used as a word processor learning tool and reference guide.

The information in this guide is strictly for use with the Word Processor program and should not be used in operating the ATARI 800 Personal Computer System with other programs.

This Reference Manual is divided into four main sections:

1. **CONNECTING THE SYSTEM.** This section provides instructions for hooking up each component into the system. Also included are tests to check whether or not a component is working properly.
2. **WORD PROCESSING REFERENCE.** The major portion of this section is an alphabetical listing of system functions, keys, and basic operating procedures. Skim this section to get a general understanding of the system's capabilities and how to use them.
3. **ERROR MESSAGES.** An error message is a message from the system telling you that you have made a mistake. Such an error must be corrected before you can proceed. This section lists and explains word processing and system error messages.
4. **SYSTEM COMPONENTS.** This section lists and illustrates each of the components you receive. It describes the parts of each component and explains its purpose. Use this section to gain an understanding of the system and to verify that you have received all the necessary parts with each component.

As you unpack your system, refer to Section 4, System Components, to check that you received all the necessary parts with each item. Then return to Section 1, Connecting the System, to help you set up your ATARI Word Processor. Section 2, Word Processing Reference, will serve as a quick reference after you have completed the training course. For troubleshooting when an error appears on your screen, use Section 3, which explains the reason for error messages.



CONNECTING THE SYSTEM

ATARI 810 DISK DRIVE

This section provides step-by-step instructions for connecting the system. It is recommended that you set up the entire system on a working surface that will accommodate the convenient placement of the equipment. It is best to situate the computer and the disk drive next to each other since you will be operating these more than the other components. Your disk drive should be at least 12 inches away from your television set or video monitor.

CONNECTING THE ATARI 810 DISK DRIVE

The **ATARI® 800™ Personal Computer System** and the **ATARI 810™ Disk Drive** are shown connected in the following illustration (Figure 1-1).

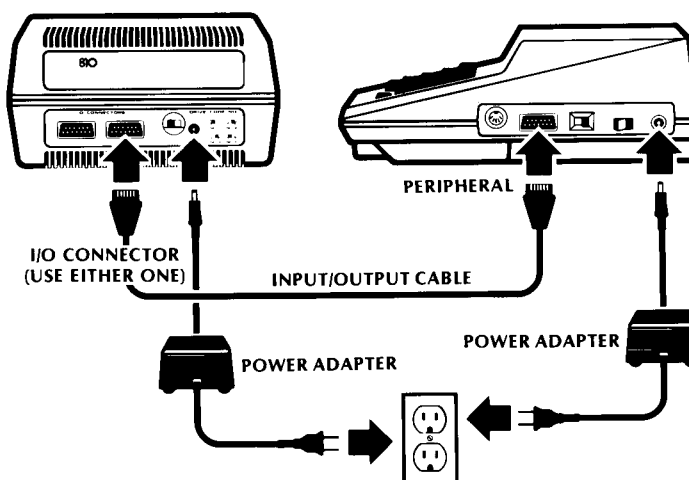


Figure 1-1 Atari 800 Computer and
Atari 810 Disk Drive Setup

- Check that all power switches are in the OFF position.
- Plug the two-pronged end of one power adapter into a wall outlet (AC) and plug the round end into the POWER IN jack on the right side of the ATARI 800 computer console.
- Plug the other power adapter into a wall outlet (AC) and the POWER jack of your ATARI 810 Disk Drive.

-
- Plug one end of the I/O cable that came with the disk drive into the jack on the computer labeled PERIPHERAL.
 - Plug the other end of the cable into either of the I/O CONNECTOR jacks on the back of the ATARI 810 Disk Drive.

If you are using two ATARI 810 Disk Drives:

- Plug one end of a second I/O cable into the other I/O CONNECTOR jack on the back of the first disk drive as shown in Figure 1-2.
- Plug the other end of the I/O cable into either I/O CONNECTOR jack on the back of the second disk drive.

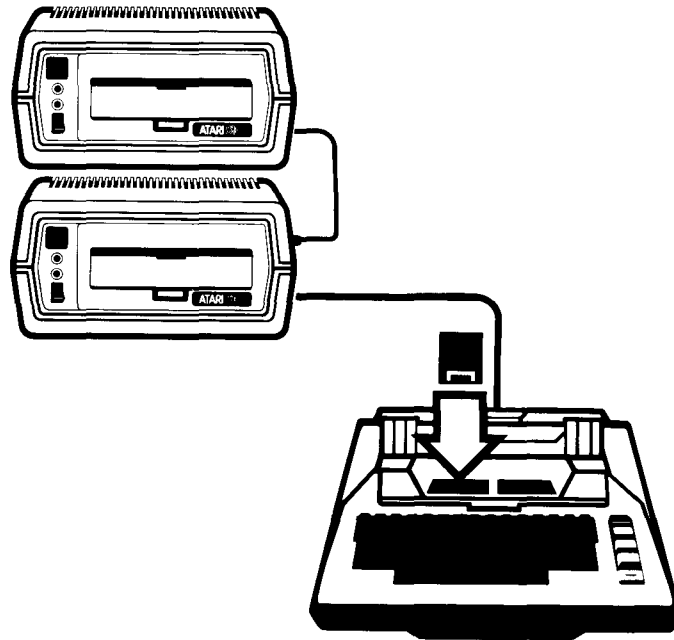


Figure 1-2 Connecting the ATARI 800 Computer to Multiple ATARI 810 Disk Drives

- Make sure the power switch is turned to OFF. Then set the Drive Code switches (Figure 1-3) on the back of the ATARI 810 Disk Drive using a pen, pencil, or small screwdriver. The diagram below shows the proper position to designate respective drive numbers according to the number of disk drives you are using. If you use only one disk drive, set the switch to Drive Code No. 1.

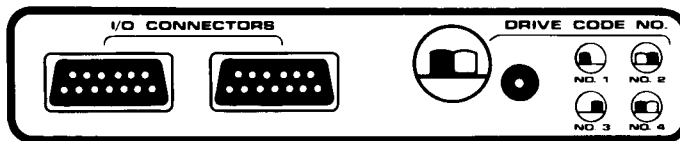


Figure 1-3 Drive Code Switch ATARI 810 Disk Drive

ATARI 815 DUAL DISK DRIVE

CONNECTING THE ATARI 815 DUAL DISK DRIVE

The connection of your ATARI 800 Computer to the **ATARI 815™ Dual Disk Drive** is shown as follows (Figure 1-4).

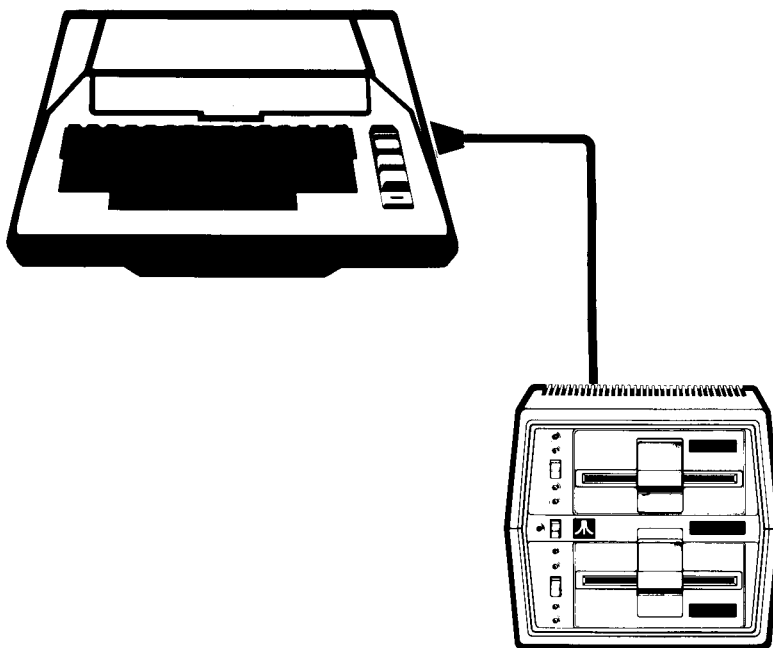


Figure 1-4 ATARI 800 Computer and
ATARI 815 Dual Disk Drive Setup

- Check that all power switches are in the OFF position.
- Plug the two-pronged end of a power adapter into a wall outlet (AC) and plug the round end into the POWER IN jack on the right side of the computer.
- Plug the power cord on the back of the dual disk drive into a wall outlet (AC).

- Plug one end of the I/O cable, which is supplied with the disk drive, into the jack on the computer labeled PERIPHERAL. (If you are connecting the disk drive to a component other than the computer, plug the I/O cable into the component's I/O connector jack.)
- Make sure the power is still switched to OFF. Then set the Drive Code switch on the back of the Dual Disk Drive, using a small screwdriver. The diagram on the back of the disk drive (Figure 1-5) shows the correct position of the switch according to the number of disk drives you are using. The switch is preset to position 0. This designates the *upper* disk drive as Drive 1 and the *lower* disk drive as Drive 2. Never use the switch positions between the even numbers.

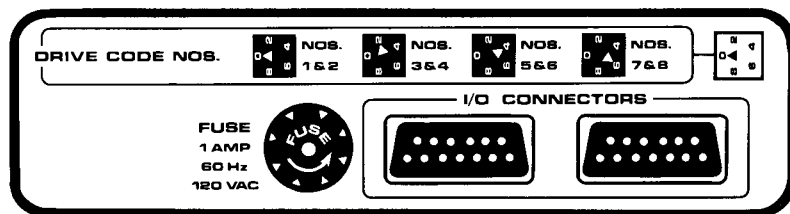


Figure 1-5 Drive Code Switch ATARI 815 Dual Disk Drive

- If you are using more than one dual disk drive, set the rotary switch on the back of the additional disk drives to 2, 4, or 6.
- If you are using an ATARI 810 Disk Drive with the ATARI 815 Dual Disk Drive, set the Drive Code switch on the ATARI 810 Disk Drive to position number 3.

MEMORY MODULES

INSERTING 16K-RAM MEMORY MODULES

The Word Processor requires 48K RAM of memory to operate. The ATARI 800 Computer is packaged with an **ATARI 16K-RAM Memory Module™**; you will need to insert two additional 16K-RAM Memory Modules to fulfill the memory requirements of this program.

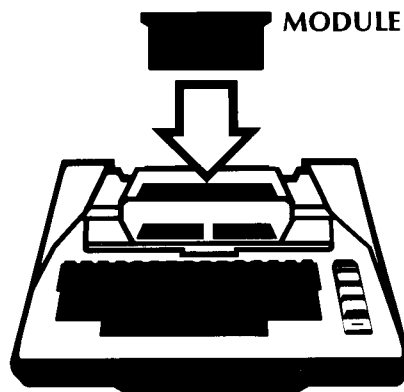


Figure 1-6 Inserting 16K-RAM Memory Modules

INTERFACE MODULE

- Check that all power switches are in the OFF position.
- To insert a memory module, pull the lever marked PULL OPEN located immediately above the keyboard. The compartment cover will spring open. Remove the lid by rotating the two black clamps outward as far as they will go. Lift the front side of the cover slightly and slide the entire hinged door and ribbed top cover toward you.
- Insert two 16K-RAM Memory Modules, behind the one already in the computer.
- Close the cover.

CONNECTING THE ATARI 850 INTERFACE MODULE TO THE DISK DRIVE

Your **ATARI 850™ Interface Module** is connected to the ATARI 810 Disk Drive as shown in the illustration below.

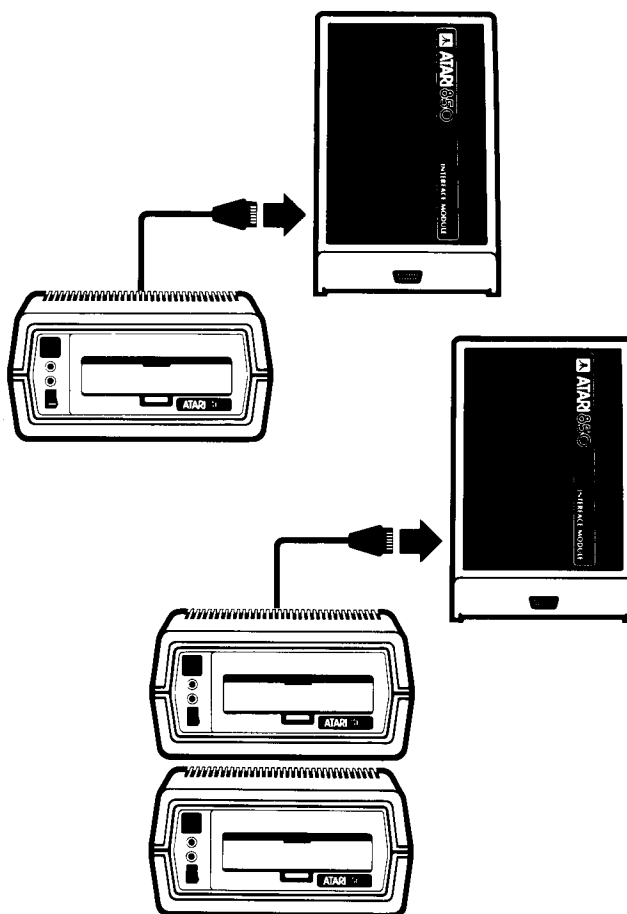


Figure 1-7 Atari 850 Interface Module and Atari 810 Disk Drive Setup

- Make sure power switch is in the OFF position.
- Plug the power adapter into a wall outlet (AC) and into the interface module just as you did with the computer and the ATARI 810 Disk Drive.
- Plug one end of the I/O cable that was supplied with the interface module into one of the interface module's I/O connector jacks.
- Plug the other end of the I/O cable into the remaining I/O connector jack on the first disk drive. If you are using more than one disk drive, connect the second disk drive to the first. Plug one end of another I/O cable into the remaining I/O connector jack on the first disk drive, then plug the cable into an I/O connector jack on the second disk drive. This procedure is the same whether you are using ATARI 810 Disk Drives or ATARI 815 Dual Disk Drives.

VIDEO MONITORS

CONNECTING THE TELEVISION

The system can be used with a television set as your video monitor, as shown below.

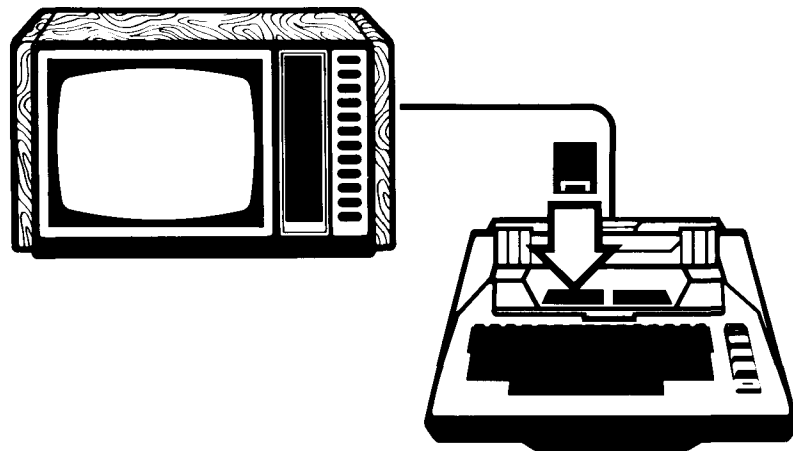


Figure 1-8 Connecting the System to the Television

- Make sure your television is turned to OFF.
- Take the plug on the back of your computer console and insert it into the jack labeled COMPUTER on the Switch Box.
- Disconnect your present antenna from the VHF terminal on the back of your television.
- If your antenna cable is round (75 ohm) with a screw-on connector, attach it to the 75-ohm screw-like antenna connector on the Switch Box.
- Convert your television to accept the 300-ohm signal from the Switch Box according to the step below:

If your antenna connection is the type shown in Figure 1-9, push switch to the 300-ohm (300Ω) position.

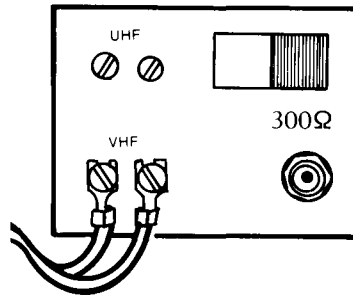


Figure 1-9 Antenna Connection

If your antenna connection is the type shown in Figure 1-10, loosen screws holding U-shaped slides and move it to position marked 300 ohm (300Ω).

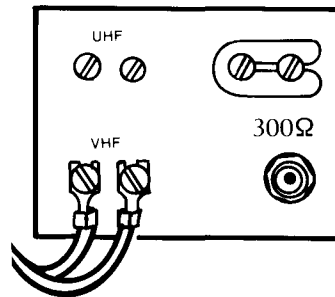


Figure 1-10 Antenna Connection

If your antenna connection is the type shown in Figure 1-11, screw the round wire into the connector provided.

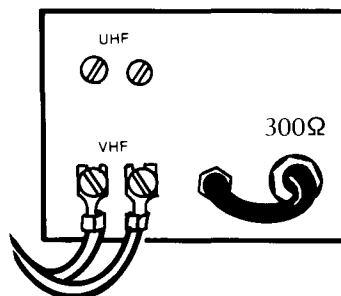


Figure 1-11 Antenna Connection

-
- Set the television to channel 2 or channel 3. Select the channel that is the weaker local station.
 - Set the 2-CHAN-3 switch on the side of the computer console to correspond with the television channel you selected.

CONNECTING A VIDEO MONITOR

It is possible to connect the system to a video monitor instead of a television set (Figure 1-12).

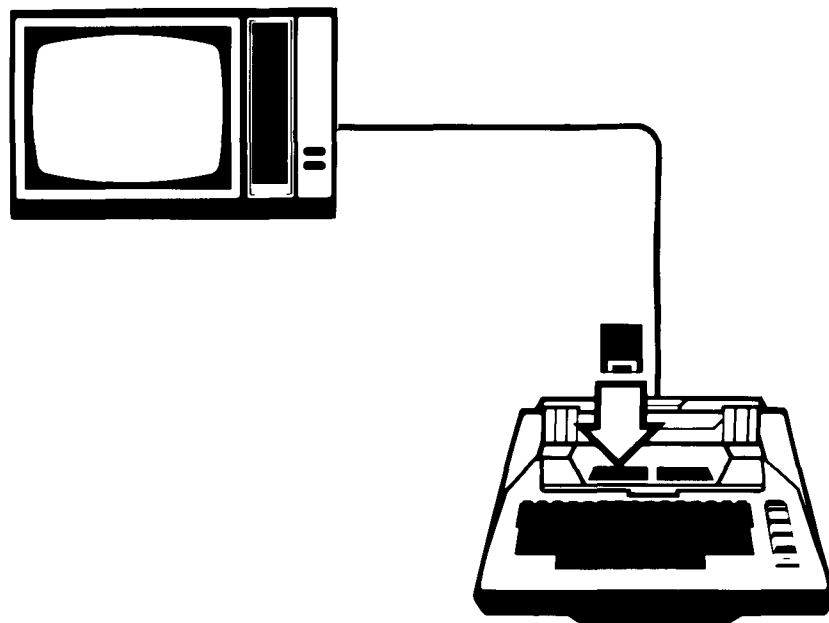
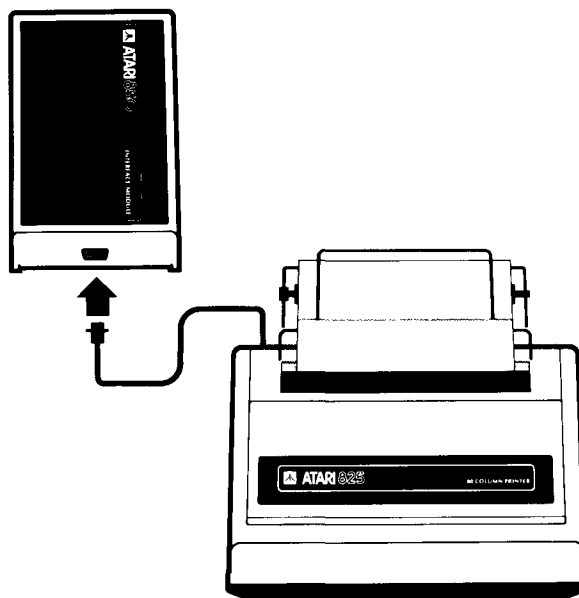


Figure 1-12 Connecting the System to the Video Monitor

- Make sure your monitor is switched to OFF.
- Make sure your monitor plug is inserted into VIDEO IN on the monitor.
- Insert the 6-pin monitor plug into the monitor jack labeled MONITOR on the side of the computer. (This requires a special cable which must be purchased separately.)

80-COLUMN PRINTER

CONNECTING THE ATARI 825™ 80-COLUMN PRINTER TO THE INTERFACE MODULE



*Figure 1-13 Connecting the ATARI 825 Printer
and ATARI 850 Interface Module*

- Make sure power switch is in the OFF position.
- Plug printer power cord into a wall outlet (AC).
- Connect the printer cable to the printer. The blue plastic end of this cable connects to the printed circuit edge on the back of the printer. Be sure the side labeled THIS SIDE UP is up when connecting. DO NOT FORCE CONNECTION.
- Connect the other end of the printer cable to the jack on the side of the ATARI 850 Interface Module labeled PARALLEL INTERFACE.
- Lift printer cover and remove paper tubes as instructed on warning note.

Select Paper For Printer

You can use three types of paper in the ATARI 825 80-Column Printer:

- Roll paper 3½ to 8½ inches wide; 5 inches in diameter; 1 inch core; 1 or 2 ply.

- Fanfold paper 9½ inches wide, 1, 2, or 3 ply
- Cut sheets to 8½ inches wide

When selecting paper consider the following facts about the different papers:

FANFOLD	ROLL	SINGLE SHEET
Precise line registration	Can be cut off using the cutting edge of the paper exit slot	Can be printed up to 1.6 inches from bottom of paper
Perforated every 11 inches for separation into single sheets	New sheets of paper do not have to be inserted continually	
Paper does not have to be inserted continually		

Load Paper

To load roll paper:

- Switch printer power OFF and set the ON-LINE/LOCAL switch located on the front of your printer to the LOCAL position.
- Remove the printer cover. Lift it up from the back of the printer.
- Set the head release lever (see Figure 1-14) to the LOAD position to back the print head away from the platen.

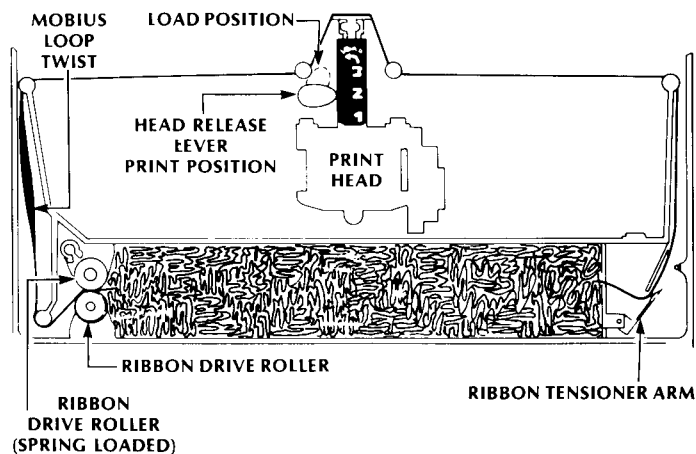


Figure 1-14 Head Release Lever: Load and Print Position

- Remove the core hub from the plain end of the paper mandrel, as shown in Figure 1-15, and insert the mandrel through the roll.

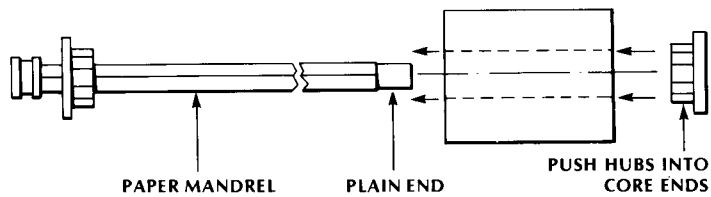


Figure 1-15 Paper Mandrel

- Cap both ends of the roll with the core hubs to secure the roll on the mandrel.
- Insert the arms of the paper support into the two holes provided on the extreme back edge of the printer just below the paper roller (Figure 1-16).

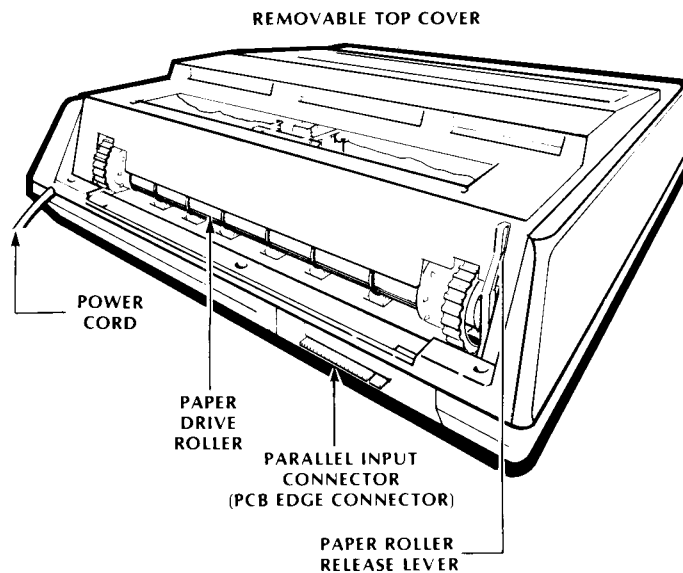


Figure 1-16 Inserting Paper Support

- Place the roll of paper on the paper support so that the paper comes off the bottom of the roll and under the paper drive roller (Figure 1-17).

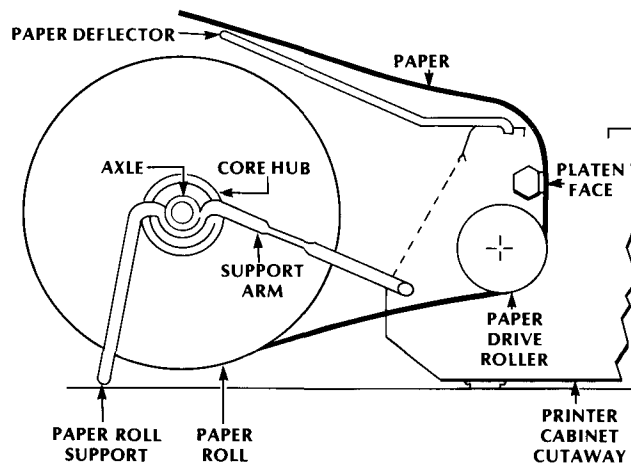


Figure 1-17 Paper Roll Support

- Move the paper roller release lever backward to disengage the paper drive roller (Figure 1-16).
- Slip the edge of the paper under the paper drive roller and align the paper between the pins (Figure 1-18).

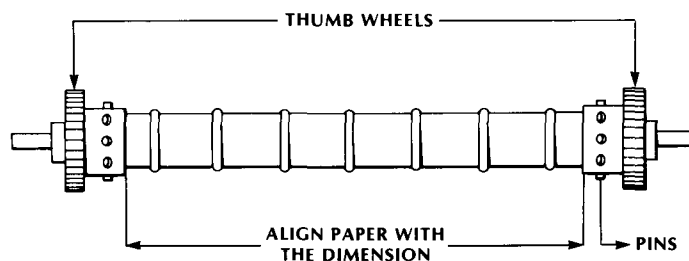


Figure 1-18 Paper Drive Roller

- Push the paper up until it comes up above the level of the print head (Figure 1-14).
- Realign the paper, using the top edge of the platen as an alignment guide.
- Move the paper roller release lever forward to secure the paper.
- Using the thumbwheels (power OFF) or the paper REV/FWD switch (power ON), move the paper up as far as desired.

Note: The thumbwheels move easily only when power is off. Do not force them.

- Check the ribbon threading (see Figure 1-14). Take up slack by turning the ribbon drive roller clockwise.
- Replace the printer cover.
- For an even top edge, tear the paper off along the serrated cutting edge on the paper exit slot (Figure 1-16).
- Install the paper deflector (Figure 1-17) in the two holes provided in the top cover of the printer.
- Return head release lever (Figure 1-14) to position 1 for single thickness; 2 for two-part forms; 3 for three-part forms.
- Replace printer cover.

To load fanfold paper:

- Switch printer power to OFF and set the ON-LINE/LOCAL switch to LOCAL.
- Remove the printer cover. Lift it up from the back of the printer.
- Set the head release lever (see Figure 1-14) to the LOAD position.
- Move the paper roller release lever (Figure 1-16) back to disengage the paper drive roller.
- Tear off a sheet of fanfold paper, along the paper perforation, to provide a perfect feeding edge.
- Slip the edge of the paper under the paper drive roller (Figure 1-18) and engage the pins in the pinholes in the paper. Hold the paper in place with your index fingers.
- With power off, use the thumbwheels to roll the paper up above the level of the print head.

Note: Do not move the paper release lever forward. Leave it in the back position. The pins, not the roller, drive the paper.

Make sure the paper moves easily and is pinned **evenly**. Then advance the paper as far as desired using the thumbwheels (with power switched to OFF) or the REV/FWD switch (with power switched to ON).

Check the ribbon threading (Figure 1-14). Take up slack in the ribbon by moving the ribbon drive roller clockwise.

-
- Move the head release lever to print position 1, 2, or 3, as applicable. Use position 1 for single thickness; 2 for two-part forms; 3 for three-part forms.
 - Replace the printer cover.

To load cut paper or forms:

- Switch printer power to OFF and set the ON-LINE/LOCAL switch to LOCAL.
- Remove the printer cover. Lift it up from the back of the printer.
- Set the head release lever (Figure 1-14) to the LOAD position.
- Move the paper release lever (Figure 1-16) backward into the release position.
- Slip the edge of the paper under the paper drive roller and align the paper between the thumbwheels, as shown in Figure 1-18.
- Push the paper up until the top edge is above the level of the print head. You can use the top edge of the platen as a guide for aligning the paper.
- Move the paper roller release lever (Figure 1-16) forward to engage the paper.
- Using the thumbwheels (switch power to OFF) or the paper REV/FWD (switch power to ON), move the paper up as far as desired.
- Check the ribbon threading (Figure 1-14). Take up slack in the ribbon by turning the ribbon drive roller clockwise.
- Move the head release lever to print position 1, 2, or 3 depending on the thickness of the paper. Use position 1 for single thickness; 2 for two-part forms; 3 for three-part forms.
- Replace the printer cover.

LOADING THE SYSTEM

1. Switch power to ON **only** for the
 - Television/monitor
 - Disk drive (red light comes on)
 - Interface module (red light comes on)
 - Printer
2. Insert **ATARI Word Processor Program Master Diskette** (hereafter referred to as Program Master Diskette) into Drive 1.
3. Close the disk drive door.
4. Switch power to ON for the computer (red light on the face of the keyboard below the yellow keys comes on).

5. Disk drive BUSY light comes on indicating the program is now being retrieved or loaded.
6. A white box (the cursor) on a blue background appears simultaneously on the video screen.
7. Disk drive BUSY light goes off indicating that the program is loaded.
8. The following menu appears at the top of the screen:

**Select Document, Create Document or
Disk Utilities**

9. Remove Program Master Diskette from the disk drive and return it to its protective cover.
10. Insert a new diskette into the disk drive. (Do not use the Master Diskette.)
11. Close the disk drive door.
12. Type **U** (either upper or lowercase will be accepted) for Disk Utilities and press **RETURN**.
13. Type the number **2** and press **RETURN** to initialize diskette: this formats the diskette so that the word processor system can store the information you enter.
14. Type **Y** and press **RETURN** to format the diskette in Drive 1.
15. When the BUSY light goes off, the diskette is initialized or formatted.
16. Press the **ESC** key to return to the menu:

**Select Document, Create Document, or
Disk Utilities.**

TESTING COMPONENTS

Problem/Symptom	Check
Power light not on	<ul style="list-style-type: none"> • ON/OFF switch. • Power adapter connection on the component. • Power adapter connection at wall outlet.
No display	<ul style="list-style-type: none"> • Television reception. • Computer. Switch everything to OFF. Turn computer on. Two "clicks" should occur; if not, the computer is malfunctioning.

Disk Operating System
or Word Processor pro-
gram does not load

- Power to computer, disk drive, interface module and television/monitor.
- Television screen for system error message. In this case, wait one minute and reload program.
- Loading procedure and repeat loading program.
- Diskette. If the Master Diskette with the Disk Operating System (DOS) program did not load, load Program Master Diskette. If it loads, reload Master Diskette. If Master Diskette still does not load, it is malfunctioning.

or

If the Program Master Diskette program did not load, load Master Diskette. If Master Diskette loads, reload the program. If it does not load, the Program Master Diskette is malfunctioning.

- Disk Drive. Switch everything to OFF. Turn computer and television on. If screen reads:

ATARI Computer Memo Pad

the disk drive is malfunctioning. If nothing appears on screen and **television is working**, the computer is malfunctioning.

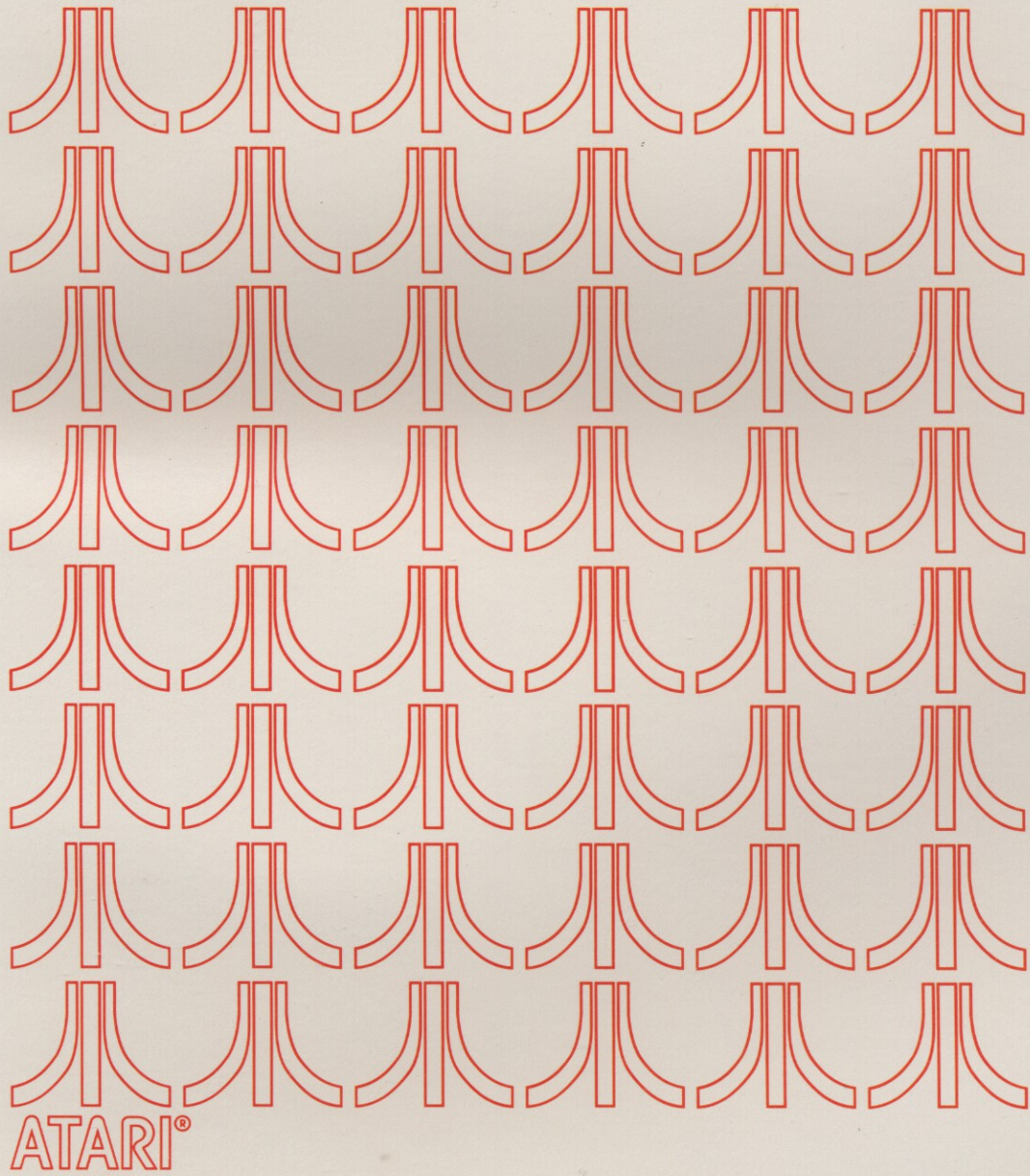
Illegible characters on
screen

- Amount of memory. 48K RAM (three 16K-RAM Memory Modules) is necessary to run the Word Processor program.

Printer does not print

- OFF/ON switch for printer and interface module.
- Power cable for printer.
- Power adapter for interface module.
- ON-LINE/LOCAL switch. It must be set to ON-LINE.
- Printer cable connector between printer and interface module.
- Paper movement—manually. If paper can be moved and printer does not print, the interface module is malfunctioning.

If you have a problem that you cannot correct, contact your local ATARI dealer. If the dealer is unavailable, call the ATARI Customer Support Number for assistance. If you live outside California, the number to call is 800-538-8547. If you live within California, call 800-672-1404.



WORD PROCESSING REFERENCE

For those who have completed the Word Processor training, this alphabetical listing of system functions, keys, and operating procedures provides an easy reference source.

ALIGNMENT

The alignment function allows positioning of text at the left margin, right margin, or center of the page. Alignments, once set, are not affected by reformatting or pagination of text.

To align text you must first:

1. Load Program Master Diskette.
2. Insert work diskette.
3. Select or create document.
4. Enter document name.
5. Enter Edit mode.
6. Recall page and type **M** to modify a page or **N** to create a new page.

Then, do the following:

Left Align

1. Enter text anywhere on the line.
2. While holding down the control **CTRL** key, press left bracket [.

The text will move to the left margin and the symbol **└** will appear on the screen, at column one. A terminator symbol **■** will appear at the end of the line.

Right Align

1. Enter text anywhere on the line.
2. Hold down the **CTRL** key and press right bracket].

The text will move to the right margin and the symbol **┘** will appear on the screen also in column one.

Centering

1. Enter text anywhere on the line.
2. Hold down the **CTRL** key and press the **Y** key.

The text will center between the left and right margins. The symbol **⊥** will appear in column one and a white square (terminator symbol) will appear at the end of the line.

ATARI KEY: See Underscoring.

BACKSPACE

The **DELETE BACK S** (backspace) key erases text. When you press **DELETE BACK S** the cursor moves back one character or space and erases it. If you hold down the **DELETE BACK S** key, it will continue to erase characters until released.

See also: Corrections, Deletions.

BACKUP (DISKETTES)

Diskettes that you create should be duplicated or "backed up" periodically. This prevents the loss of important information if a diskette becomes damaged, worn out, or erased.

See also: Duplicating Diskettes.

BLANK LINES

Blank lines can be entered as you are typing (entering) text, or as text is formatted. When entering text you can add blank lines to the page which will not be removed during formatting. You can also add blank lines, which will be removed during formatting, to ease editing the document on the screen.

To add permanent blank lines while typing:

1. Load Program Master Diskette.
2. Insert work diskette.
3. Select or create the document.
4. Enter document name and page.
5. Enter Edit mode.
6. Recall existing page and type **M** to modify page or **N** to create new page.
7. Begin typing until you come to the point where a blank line is to be inserted or position cursor on the line where the blank line should appear.

8. Hold down the **CTRL** key and press the **J** key. A box will appear at the left margin position and the cursor will move to the next line.
9. Continue typing.

Using **CTRL** and **J** to create blank lines prevents these lines from being removed during automatic formatting or pagination.

To add blank lines to ease editing:

1. Repeat steps 1-7.
2. Hold **CTRL** key and press the **O** key. The cursor will move to column one on the next line. To add more blank lines hold **CTRL** and continue to press the **O** key.

The blank lines created using **CTRL** and **O** will be removed during the format operation.

The blank lines that separate paragraphs are added during formatting. Every time the system encounters the paragraph symbol, the system will add the number of blank lines indicated on the Page Layout Control display.

See also: Formatting, Paragraph Spacing, Page Layout Control.

BLOCK

A block is any number of lines of text that you identify as a unit for purposes of moving, copying, deleting, or inserting text. To identify or mark a block of text:

1. Load Program Master Diskette.
2. Insert work diskette.
3. Select or create document.
4. Enter Edit mode.
5. Recall page and type **M** to modify a page or **N** to create a new page.
6. Position cursor, using cursor direction keys, at the beginning of the text to be blocked.
7. Hold down the **CTRL** key and press the **N** key. A left parenthesis in inverse video **(** will appear on the screen (this symbol will not appear on your printed document) and all text beginning with the line on which the cursor is positioned will move down one line.
8. Move the cursor down one line below the last line you want included in the block.

-
9. Hold down the **CTRL** key and press the **M** key. A right parenthesis in inverse video **)** will appear on the screen. (This symbol will not appear on your printed document.) The text is now a block.

See also: Text Memory, Copy, Deletions, Insert, Recall, Save.

BLOCK INDENT

Paragraphs or other blocks of text can be indented from both margins provided you are using 10 or 16 characters per inch (cpi).

To block indent a portion of a page:

1. Load Program Master Diskette.
2. Insert work diskette.
3. Select or create the document.
4. Enter Edit mode.
5. Recall page and type **M** to modify a page or **N** to create a new page.
6. Format the entire page (see Formatting).
7. Press **SELECT**. The Page Layout Control display will appear on the screen.
8. Set left margin for indented material.
9. Set right margin for indented material.
10. Press **START** again. Page will reappear on screen.
11. Enter **F** in response to menu question:
Search, Format, Text Memory, Print?
12. Press **RETURN**.
13. Enter **1** to reformat the paragraph. The statement "Type RETURN when ready" will appear on the screen along with the text.
14. Position cursor anywhere in paragraph to be block indented.
15. Press **RETURN**. Paragraph will be indented.
16. Save or print document.

BOOT

Boot or "booting up" refers to turning on the computer to load a specialized program such as DOS (on the Master Diskette) or the ATARI Word Processor program. When you boot or load a program, the system reads the program from a diskette and stores

it in memory. The program remains in memory until the ATARI 800 computer is turned off or until another program is loaded. Once the program is in memory, the diskette can be removed from the disk drive. A boot can be accomplished in the following three ways.

Method One: This method is used primarily when first loading a program.

1. Turn everything on—except the computer.
2. Wait for disk drive BUSY light to go off.
3. Insert diskette and close disk drive door.
4. Turn computer on (boot system).

Method Two: This method is generally used when loading a second program, e.g., ATARI Word Processor program after DOS.

1. All components are turned on.
2. Insert new program diskette into disk drive.
3. Turn the ATARI 800 computer off and then on again.

Method Three: You can boot up the Master Diskette with the Word Processor Disk Utilities program.

1. Load Program Master Diskette.
2. Insert Master Diskette.
3. Select Disk Utilities. The following choice will display:

```
1. Set Disk Unit Number
2. Initialize Diskette
3. Boot Disk
4. Rename Document
```

4. Enter 3 (Boot Disk).
5. Press **RETURN**. System will load the Master Diskette.

BUFFER

The buffer is a temporary storage area for text that is to be copied, moved, inserted, or deleted. The block of text is held in the buffer until you tell the system what to do with it or the computer is turned off.

CALCULATING TEXT LENGTH

To determine how many lines to print on a page:

1. Calculate the total number of lines your paper can hold. Since there are six lines to each inch, multiply the length of the paper by 6.
2. Subtract the top and bottom margins from the total number of lines. The answer will be the number of lines of text you can fit on the printed page.

Page length	11 inches or 66 lines
Top margin	1 inch or 6 lines
Bottom margin	1 inch or 6 lines
66	total lines
- 12	top and bottom margin
54	lines of text

CAPS LOWER KEY: See Character Case.

CENTERING: See Alignment.

CHARACTER CASE

Characters can be typed in either upper or lowercase. The case of characters can be changed using the **SHIFT** key, the **CAPS LOWER** key, or **CTRL C**. Before any of these can be used you must:

1. Load Program Master Diskette.
2. Insert work diskette.
3. Select or create document.
4. Enter Edit mode.
5. Recall page and enter **M** to modify a page or **N** to create a new page. If you are recalling a page, you must select modify before you can use any of the following.

Shift Key

The **SHIFT** on the ATARI 800 keyboard works the same way as a typewriter shift key. When **SHIFT** is depressed, characters will display and print in uppercase. When released, the character will print in lowercase.

Caps Lower

The **CAPS LOWR** key in conjunction with **SHIFT** can be used to create all uppercase or all lowercase letters. To type all uppercase letters:

1. Hold down **SHIFT** and press the **CAPS LOWR** key once.
2. Type information. All letters will be in uppercase.
3. To return to lowercase letters, press the **CAPS LOWR** key again. Letters will revert to all lowercase.

Control C

CTRL C is used to change the case of letters already entered. To change a letter or letters from lowercase to uppercase or vice versa:

1. Position the cursor at the letter you want to change.
2. Hold down the **CTRL** key and press the **C** key. The case will automatically change from upper to lower or lower to upper.
3. If you are changing the case of all the letters in a word or a group of words, continue to hold the **CTRL** key and press the **C** key for each letter.

CHARACTER TYPE: See Print Types.

CLEARING THE SCREEN

Text may be removed or cleared from the screen without affecting text already saved or stored on a diskette. Assume that you are in the Modify mode or Extended Functions mode. There are three ways to clear the screen:

Method One:

1. Press the escape **ESC** key.
2. Type **N** in response to menu question:

**New page, Modify page, Recall page,
Save page, Extended Functions**

3. Press **RETURN**. The text on the screen will clear.

Method Two:

1. Press the **ESC** key.
2. Type **M** in response to menu question:

New page, Modify page, Recall page, Save page, Extended Function

3. Hold **CTRL** and press **X** repeatedly to delete the text one line at a time.

Method Three:

1. Repeat steps 1 and 2 under Method Two.
2. Position cursor at the very top of the page.
3. Hold **CTRL** and type **N**. A left parenthesis in inverse video **(** will appear in column one.
4. Position cursor at the very end of the page of text.
5. Hold **CTRL** and type **M**. A right parenthesis in inverse video **)** will appear in column one.
6. Hold **SHIFT** and press **CLEAR**. All the text blocked will be deleted.

See also: Text Memory.

CONTROL KEY

The control key is located above the **SHIFT** on the left side of the keyboard and labeled **CTRL**. It is used in conjunction with other keys to perform certain functions such as moving the viewing window or cursor, deleting words, and the like.

COPY

The ATARI Word Processor allows you to copy a few sentences or even a page and insert the text on the same page or on a different page *without* erasing the original material.

Copy and Insert on Same Page

Method One:

1. Load Program Master Diskette.
2. Load work diskette containing text.
3. Select document, enter Edit mode, and recall page to memory.
4. Type **E** in response to menu question:

New page, Modify page, Recall page,
Save page, Extended Functions?

5. Press **RETURN** .

6. Type **T** in response to menu question:

Search, **F**ormat, **T**ext Memory, **P**rint

7. Press **RETURN** .

8. Answer **S** to next menu question.

Select or **R**ecall text?

9. Press **RETURN** .

10. Position cursor at beginning of text to be copied.

11. Type **G** and press **RETURN** . A left parenthesis in inverse video will appear in column one and a blank line will be inserted.

12. Position cursor one line after the last line of text to be copied.

13. Type **G** and press **RETURN** . A right parenthesis in inverse video will appear in column one and a blank line will be inserted.

14. Type **C** in response to menu question:

Move, **D**elete, **C**opy, or **S**ave text?

15. Press **RETURN** .

16. Position cursor where you want the copied text to be inserted.

17. Type **G** and press **RETURN** . The information will be inserted at the beginning of the line on which the cursor is positioned.

18. Save or print text.

Method Two:

1. Repeat steps 1-3 in Method One.

2. Type **M** in response to menu question:

New page, **M**odify page, **R**ecall page,
Save page, **E**xtended Functions?

3. Press **RETURN** .

4. Position the cursor at the beginning of the first line of the text to be copied.

5. Press **CTRL** and type **N**. A left parenthesis in inverse video will appear in column one and a blank line will be inserted.

6. Position cursor one line after the last line to be copied.

7. Press **CTRL** and type **M**. A right parenthesis in inverse video will appear in column one and a blank line will be inserted.
8. Press **CTRL** and type **S**. A copy of the text is stored in the buffer. If you want the text deleted from this page, press **SHIFT** and **CLEAR** simultaneously.
9. Position cursor where you want the copied text to be inserted.
10. Press **SHIFT** and **INSERT** simultaneously. The text will be inserted at the location of the cursor. Now type **X** and press **CTRL** to delete the left and right parentheses.
11. Save or print text.

Copy and Insert on Different Page

Method One:

1. Repeat steps 1-13 under Copy and Insert on Same Page (Method One).
2. Type **S** in response to menu question:

Move, Delete, Copy, or Save Text?

3. Press **RETURN**.
4. Answer **N** to the next question:

Delete text from this page? (Y/N)

5. Recall page where information will be inserted.
6. Type **E** in response to menu prompt:

**New page, Modify page, Recall page,
Save page, Extended Functions**

7. Press **RETURN**.
8. Type **T** for Text Memory option.
9. Press **RETURN**.
10. Type **R** in response to:
Select, or Recall text?
11. Press **RETURN**.
12. Position cursor on line where the text is to be inserted.
13. Type **G** and press **RETURN**. The copied and saved text will be inserted at the beginning of the line on which the cursor is positioned.
14. Save or print text.

Method Two:

1. Repeat steps 1-8 under Copy and Insert on Same Page (Method Two).
2. Press **ESC**.
3. Recall page where information is to be inserted.
4. Type **M** for Modify and press **RETURN**. Position the cursor on line where text is to be inserted.
5. Press **SHIFT** and **INSERT** simultaneously. The text will be inserted beginning at the cursor position.
6. Save or print text.

CORRECTIONS

You can make a variety of corrections quickly and easily using the ATARI Word Processor. You can delete letters, words, lines, and whole pages of text using a variety of keys and control characters. These will be covered in depth under the particular method of correction.

See also: Backspace, Delete, Erase, Move, Insert.

CREATE DOCUMENT

To create a new document:

1. Load Program Master Diskette.
2. Insert formatted work diskette.
3. Type **C** in response to menu prompt:

**Select Document, Create Document, or
Disk Utilities.**

4. Press **RETURN**.
5. Type name for new document. The name must begin with a letter and can be no **more** than eight characters long; it must contain only the characters 0-9 and/or A-Z, and no blanks.
6. Press **RETURN**.
7. Type **E** in response to menu prompt:

Print, Edit, or Erase document?

8. Press **RETURN**.

9. Type **N** in response to menu prompt:

**New page, Modify page, Recall page,
Save page, Extended Functions**

10. Press **RETURN**.
11. Enter the first page number of document.
12. Press **RETURN**.
13. Begin typing.
14. Save or print document.

CURSOR

A cursor is the small white rectangle that moves from left to right on the screen as you type text. The cursor is used as a pointer to show where the various operations – inserting, deleting, underlining, case change – will begin. It also shows where the next character will be displayed on the screen. The cursor can be moved anywhere on the screen by using the **CTRL** key and the cursor direction keys.

CURSOR DIRECTION KEYS

The four cursor direction keys are used in conjunction with the **CTRL** key to move the cursor up, down, left, or right without affecting text displayed on the screen. The cursor direction keys are located on the right side of the keyboard next to the **RETURN** and the **CAPS LOCK** keys.

By pressing the **CTRL** key and an arrow key you can move the cursor one position. By holding down the arrow key as well as the **CTRL** key you can move the cursor continuously. To move the cursor:

- UP, press **CTRL** and ↑
- DOWN, press **CTRL** and ↓
- RIGHT, press **CTRL** and →
- LEFT, press **CTRL** and ←

CURSOR POSITIONS

The **CTRL** key is used in conjunction with other keys to quickly position the cursor on a page. In each case, the **CTRL** key is held down while the other key is pressed.

TO MOVE CURSOR TO

Beginning of line
End of line
Left margin
Right margin

ENTER

CTRL A
CTRL E
CTRL G
CTRL H

Top of page
Bottom of page
End of last line on page

CTRL T
CTRL B
CTRL ;

See also: Scrolling.

DECIMAL ALIGN

Decimal align is a special tab feature that allows you to enter columns of numbers that automatically line up by decimal point.

To use decimal align:

1. Load Program Master Diskette.
2. Insert work diskette.
3. Select or create document.
4. Enter Edit mode.
5. Recall page and type **M** to modify a page or **N** to create a new page.
6. Press **SELECT**. The Page Layout Control display will appear.
7. Type **B** for TABS.
8. Press **RETURN**.
9. Type **S** in response to question:

Clear all, **S**et, or **R**emove individual?

10. Press **RETURN**.
11. Enter the column (1, 2, 3, 5, 10, 20, etc.) where you want the decimal point to fall.
12. Press **RETURN**.
13. Type **D** in response to:

Enter type (**L**eft, **R**ight, **D**ecimal)

14. Press **RETURN**. The number you entered and the letter D will appear by TABS in the information lines.
15. Repeat steps 9-14 for each column of numbers. Some tabs may have to be removed if more than 15 tabs have been set.
16. Press **START**. The menu (and text if it is an existing page) will reappear on the screen.
17. Press **TAB**. The cursor will move to the first position you entered.

-
18. Enter first figure. As you enter each number, it will move the preceding number one space to the left until a decimal point or space is entered. After a decimal point is entered, all numbers entered will appear to the right of the decimal.
 19. Repeat steps 17 and 18 until the first row of numbers is completed.
 20. Save or print text.

DEFAULT

A default is an answer or condition built into the system. For example, if you enter a **RETURN** after any question that requires a yes or no answer, the system will assume or default to "no." Default conditions exist for all the parameters (margins, line spacing, tabs, etc.) on the Page Layout Control display.

See also: Page Layout Control.

DELETIONS

When typing or revising documents you can delete characters, words, phrases, blocks, or pages of text that have been stored on diskette or in memory. Changes can even be made to a document without affecting the original by retrieving a copy of the document from the diskette, making changes, and then printing or storing the revised document as a new document.

Delete Next Character

1. Load Program Master Diskette.
2. Insert work diskette containing text.
3. Select or create document.
4. Enter Edit mode.
5. Recall page and type **M** to modify page or **N** to create a new page.
6. Position cursor immediately before the character you want to delete.
7. Hold the **SHIFT** key and press **DELETE BACK S**. Character is deleted.
8. Save revised text.

Delete Previous Character

1. Repeat steps 1-5 under "Delete Next Character."
2. Cursor is positioned in the space following the character to be deleted.

-
3. Press **DELETE BACK S** . Character is deleted.
 4. Save or print revised text.

Delete Current Word

1. Repeat steps 1-5 under "Delete Next Character."
2. Position cursor at word to be deleted using the cursor direction keys.
3. Hold down **CTRL** key and press the **W** key. The word directly over the cursor will be deleted.
4. Save or print revised text.

Delete Previous Word

1. Repeat steps 1-5 under "Delete Next Character."
2. Position cursor after the last character in the word.
3. Hold down the **CTRL** key and press the **P** key. The word to the left of the cursor will be deleted.
4. Save or print revised text.

Delete Entire Line

1. Repeat steps 1-5 under "Delete Next Character."
2. Position cursor anywhere along the line to be deleted.
3. Hold down the **CTRL** key and press the **X** key.
4. The line will be deleted and the remaining text will move up one line.

Delete From Cursor

1. Repeat steps 1-5 under "Delete Next Character." To delete all text from the cursor to the end of the line, hold down **CTRL** and press the **F** key.
2. To delete all text from the cursor to the beginning of the line, hold down **CTRL** and press **DELETE BACK S** .

Delete Block of Text

You can delete several lines or an entire page of text in the following two ways.

Method One: Menus

A block of text can be deleted using the menu tree.

1. Repeat steps 1-4 under "Delete Next Character."
2. Recall the page that contains text to be deleted.
3. Type **E** in response to next menu prompt:

**New page, Modify page, Recall page,
Save page, Extended Functions.**

4. Press **RETURN**.
5. Type **T** in response to the next menu prompt:

Search, Format, Text Memory, Print

6. Press **RETURN**.
7. Type **S** in response to the next question:

Select, or Recall text?

8. Press **RETURN**.
9. Position cursor at the beginning of the block to be deleted.
10. Type **G** and press **RETURN**. A right parenthesis in inverse video will appear in column one and a blank line will be inserted.
11. Position cursor after the last line of text to be deleted.
12. Type **G** and press **RETURN**. A right parenthesis in inverse video will appear in column one and a blank line will be inserted.
13. Type **D** in response to the next menu question. The block of text will be deleted and the remaining text will move up. The menu prompt:

Search, Format, Text Memory, Print

will reappear at the top of the screen.

14. Save or print text.

Method Two: Function Keys

Blocks of text can also be deleted using the various function keys.

1. Repeat steps 1-5 under "Delete Next Character."
2. Position cursor at beginning of material to be deleted.
3. Hold down the **CTRL** key and press the **N** key. A left parenthesis in inverse video will appear in column one and a blank line will be inserted.
4. Position cursor after the last line of text to be deleted.

5. Hold down the **CTRL** key and press the **M** key. A right parenthesis in inverse video will appear in column one and a blank line will be inserted.
6. Hold down the **SHIFT** and press the **CLEAR** key. The block will be deleted and succeeding lines of text will move up.
7. Save or print revised text.

DEPAGINATE

Depaginating is a format operation that checks a document to see if paragraphs have been split between two pages as the result of a previous pagination operation or editing. The system combines split paragraphs that fall on one page.

The Depaginate option comes up only when you format an entire document. To depaginate:

1. Load Program Master Diskette.
2. Insert work diskette.
3. Select document.
4. Enter Edit mode.
5. Recall page.
6. Type **E** in response to menu prompt:

**New page, Modify page, Recall page
Save page, Extended Functions**

7. Press **RETURN**.
8. Type **F** in response to menu prompt:

Search, Format, Text Memory, Print

9. Press **RETURN**.
10. Type **7** to format document.
11. Press **RETURN**. The system will ask if you are certain. The system automatically replaces the original document with the reformatted one.
12. Type **Y**.
13. Press **RETURN**. The Depaginate option will appear.
14. Type **Y** to depaginate.
15. Press **RETURN**. The text on the screen will be removed and the document will be read on the screen, checked, and depaginated one page at a time. It will then be cleared from the screen, formatted, and stored.

DESTINATION DISKETTE

When duplicating a diskette, the blank diskette onto which the information is copied is called the destination diskette.

DISK DRIVE

A disk drive is a device with a magnetic head which reads or retrieves information from a diskette and which writes or stores information onto a diskette. The ATARI 800 computer can be used with up to four disk drives.

DISK UTILITIES

Disk Utilities is a series of options used for routine procedures other than editing or creating text. Disk Utilities include initializing or formatting a diskette, renaming a document, setting a disk unit number and booting a diskette.

To call up Disk Utilities:

1. Load Program Master Diskette.
2. Type **U** in response to menu prompt:

**Select Document, Create Document,
or Disk Utilities.**

3. Press **RETURN**. The following choices will appear:

- 1. Set Disk Unit Number**
- 2. Initialize Diskette**
- 3. Boot Disk**
- 4. Rename Document**

You can now select any Disk Utility option.

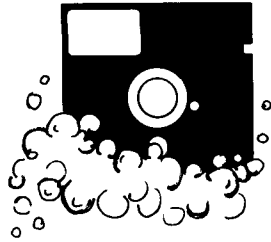
DISKETTE

A diskette is a magnetic storage device similar to a phonograph record. Information you type is stored on the diskette. Later when you recall or retrieve information, the disk drive reads the information from the diskette. The computer then displays this information on the screen.

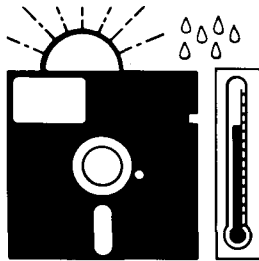
Diskettes are an important part of the word processing system and need special care.

DISKETTE HANDLING

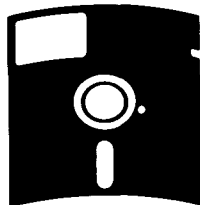
Careful handling of diskettes is necessary to prevent the loss of stored information and help make them last longer. The cautions below are important to protect the life of your diskette.



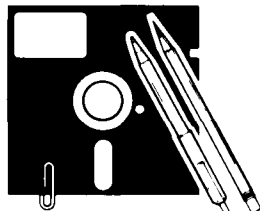
- Never wet or wash a diskette. Dust it with a soft brush if necessary. Compressed air in a spray can may also be used to blow dust away.



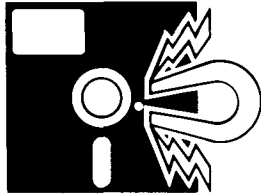
- Never store a diskette in direct sunlight. Never store the diskette in or near excessive heat. Heat is one of the diskette's worst enemies.



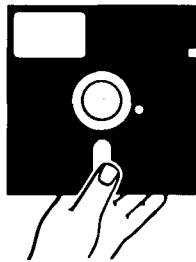
- Never BEND the diskette. Handle your diskettes with care, especially when loading or unloading them into the disk drive.



- Never attach paper clips to a diskette.
- Never write on a diskette or on the identification label of a diskette with an erasable pencil or a ball-point pen. A fiber-tip pen is recommended for writing on the label.



- A diskette exposed to a magnetic field will lose data. Keep diskettes away from magnets and electrical equipment (even telephones and televisions).



- Never touch the diskette itself where it is exposed through the small “windows” in its protective envelope. It is not necessary to turn a diskette in its envelope; the disk drive will take care of that.

DISKETTE INSERTION AND REMOVAL

The correct procedure for inserting a diskette is:

1. Press disk drive door release lever.
2. Switch disk drive to ON.
3. Remove diskette from protective envelope.
4. Insert diskette into disk drive after BUSY light goes off. When inserting a diskette, be sure that the arrow on the diskette label is facing the disk drive door with the label side up.
5. Close disk drive door.

To remove the diskette:

1. Be sure disk drive BUSY light is off.
2. Press disk drive door release lever. Diskette will “pop” out about a half inch.
3. Remove diskette and return to its protective envelope.
4. Close disk drive door.

DOCUMENT

A document is any information entered that has been given a name which begins with a letter and is no longer than eight characters. The document itself can contain from one line to approximately 63 pages depending on the number of lines in a page. However you should not store more than 63 pages on a diskette, since room must be left for paginating and formatting documents.

DOUBLE COLUMN PRINTING: See Print.

DUPLICATE DISKETTE

The entire contents of one diskette may be copied onto another diskette. However, if the destination diskette has a covering or tab over the write-protected notch, it cannot be written on. To duplicate a diskette using only one disk drive:

1. Switch all components, except the computer, to ON.
2. Insert Master Diskette, with DISK OPERATING SYSTEM (DOS) program, into disk drive, and close the door.
3. Turn computer on (boot system).
4. Remove Master Diskette after menu appears on screen and disk drive BUSY light goes off.
5. Type **J** to duplicate diskette.
6. Press **RETURN** . System will respond with:

DUP DISK – SOURCE, DEST DRIVES?

7. Enter **1, 1** (if you are using one disk drive) for the disk drive location for both source and destination. The numbers *must* be separated by a comma.
8. Insert diskette to be copied (source diskette).
9. Press **RETURN** .
10. Remove source diskette after BUSY light goes off and the system requests:

INSERT DESTINATION DISKETTE, TYPE RETURN

11. Insert blank, formatted diskette.
12. Press **RETURN** .
13. Remove diskette after disk drive BUSY light goes off and "Select Item" appears on screen. You now have a duplicate.

If the system cannot copy all the information at one time, it will ask for the source diskette again. Repeat steps 8-12 as often as necessary.

To duplicate a diskette using more than one disk drive:

1. Repeat steps 1-6.
2. Type **1** for the source diskette (the source diskette must be in Drive 1), followed by a comma and the disk drive number (2, 3, or 4) for the destination diskette. If you have two disk drives you would enter **1, 2**.
3. Insert both diskettes as appropriate and repeat steps 12 and 13.

EDIT

The Edit mode is used to modify or change a document. To edit an existing document:

1. Load Program Master Diskette.
2. Insert work diskette.
3. Select document.
4. Type **E** in response to the menu question:

Print, Edit, or Erase document?

5. Press **RETURN**.
6. Type **R** in response to menu prompt:

**New page, Modify page, Recall page,
Save page, Extended Functions.**

7. Press **RETURN**.
8. Type **Y** to read over the current page in memory or first save the page.
9. Press **RETURN**.
10. Type the page number you want to recall and edit.
11. Press **RETURN**.
12. Type **M** in response to menu prompt:

**New page, Modify page, Recall page,
Save page, Extended Functions.**

13. Press **RETURN**.
14. Edit page.
15. Save or print page.

ELONGATED CHARACTERS

The ATARI 825 Printer can print several character types, one of which is elongated. The elongated characters are similar to a boldface print (Figure 2-1). To identify text to be printed in elongated characters:

1. Load Program Master Diskette.
2. Insert work diskette.
3. Create or select document to be used.
4. Recall page and type **M** for modify page or **N** for create a new page in response to the menu prompt:

**New page, Modify page, Recall page,
Save page, Extended Functions**

5. Press **RETURN**.
6. Position cursor before the text you want to print elongated.
7. Hold down the **CTRL** key and press **INSERT** key. Release both.
8. Press **TAB** key. The symbol ► will appear on the screen.
9. Type all text to be printed with elongated characters.
10. Hold down **CTRL** key and press **INSERT** key. Release both.
11. Press **DELETE BACK S**. The symbol ◀ will appear at your cursor position.

The characters will not appear elongated on your screen but they will print elongated (Figure 2-1). If the text to be printed in elongated characters is on more than one line, each line of text must be marked for elongation as noted above.

The ATARI Word Processor offers 3

Figure 2-1 Elongated Print (10 cpi)

See also: Print Type.

ERASE

The Erase option allows you to erase an entire document or selected pages of a document from the diskette. To erase:

1. Load Program Master Diskette.
2. Insert work diskette.
3. Select document.
4. Enter **R** in response to the menu question:

Print, Edit, or Erase document?

5. Press **RETURN**.
6. To erase the entire document, type **D** in response to menu question:

Erase Document, or Selected Pages?

The system will respond

**Are you sure?
(Entire Document to be erased)**

Type **Y** and press **RETURN**. The entire document will be deleted and its title removed from the document list.

To erase a page:

Type **P** and **RETURN** in response to menu question:

Erase Document, or Selected Pages?

Press **RETURN**. The question "Page number to erase?" will appear. Answer accordingly and press **RETURN**. The page will be erased and you can then ask for the next page to be erased.

7. Press the **ESC** key to return to the menu:

Print, Edit, or Erase document?

See also: Backspace, Deletions.

ESCAPE

The escape key, labeled **ESC**, is located in the upper left hand corner of the keyboard. Pressing this key will take the system backwards to the previous menu.

ERROR MESSAGES: See Section 3, Error Messages.

EXTENDED FUNCTIONS

Extended Functions are Edit mode operations which allow you to make large-scale or global modifications. To use any of these functions:

1. Load Program Master Diskette.
2. Insert diskette containing text to be modified.
3. Select or create document.
4. Select Edit mode.
5. Recall page and type **M** to modify a page or **N** to create a new page.
6. Type **E** in response to menu prompt:

**New page, Modify page, Recall page,
Save page, Extended Functions.**

7. Press **RETURN**. A new menu will appear on the screen.

Search, Format, Text Memory, Print.

8. Select desired function.

See also: Formatting, Print, Search, Text Memory.

FIXED LINE TERMINATOR

A fixed line terminator prevents a line of text from merging with other lines or paragraphs during editing or paginating operations. It is also used to insert blank lines which will not be erased during formatting and/or editing. Place a fixed line terminator at the end of a single-line paragraph at the end of a document page if you do not press **RETURN**. This will prevent the line from being lost during formatting.

1. Load Program Master Diskette.
2. Insert work diskette.
3. Select or create document.
4. Enter Edit mode.
5. Recall page and type **M** to modify a page or **N** to create a new page.
6. Type line, or if line exists, position cursor at end of line.
7. Hold down the **CTRL** key and press the **J** key. A white box (fixed line terminator) will appear at the end of the line and the cursor will move to next line. This line will not merge with another during any format operation.

FORMAT DISKETTE

A blank diskette must be organized into "locations" or formatted before it can be used to store information. The DOS on the Master Diskette is used to format a blank diskette.

To format a diskette:

1. Load Master Diskette. The Disk Operating System Menu with choices A-O will appear.
2. Remove Master Diskette.
3. Insert a blank diskette into disk drive.
4. Enter **I** (FORMAT DISKETTE).
5. Press **RETURN**. The question: WHICH DRIVE TO FORMAT? will appear.
6. Enter the number of the disk drive where the blank diskette is inserted.
The question TYPE "Y" TO FORMAT DISK 1 (or 2, 3, 4) will now appear.
7. Type **Y**.
8. Press **RETURN**. The diskette will be formatted. When the operation is completed, SELECT ITEM will reappear on the screen.

See also: Initialize Diskette.

FORMATTING

Formatting consists of eight different options that allow you to change the format of one paragraph, one page, or an entire document.

Format Paragraph/Page/Document

This operation deletes and reassembles each paragraph so that it is spaced correctly and falls within specified margins.

The procedures for formatting a paragraph, page, or entire document are the same.

1. Load Program Master Diskette.
2. Insert work diskette.
3. Select document.
4. Request Edit mode.
5. Recall page if formatting page or paragraph.

6. Type **E** in response to menu prompt:

**New page, Modify page, Recall page,
Save page, Extended Functions**

7. Press **RETURN** .
8. Press **SELECT** . Page Layout Control display will appear.
9. Check/change any layout parameter(s).
10. Press **START** . Text and menu will reappear.
11. Type **F** in response to menu prompt:

Search, Format, Text Memory, Print

12. Press **RETURN** . The eight formatting options will appear.
13. Enter appropriate number (1, 2, or 7) and press **RETURN** .
14. Position cursor within paragraph, if you are formatting only a paragraph.
15. Press **RETURN** . Document, page, or paragraph will be formatted and displayed on screen. The Formatting Document option automatically saves the formatted document over the existing one.

Examine Paragraph/Page

This formatting operation allows you to proofread text, without moving the viewing window horizontally, by formatting text to fit within the margins of 1 and 41. To examine a paragraph or page:

1. Repeat steps 1-7 under Format Paragraph/Page/Document.
2. Type **F** in response to menu prompt:

Search, Format, Text Memory, Print

3. Press **RETURN** .
4. Type appropriate number (3 or 4) and press **RETURN** .
5. Position cursor within paragraph if that is the only text being examined.
6. Press **RETURN** . The paragraph or page will be altered to fit on the viewing screen.

Restore Paragraph/Page

Restore is used to undo the effects of the examine operation. In other words, the text is reformatted or returned to its original margins. To restore a paragraph or page you have just examined:

1. Type **F** in response to the menu prompt:

Search, Format, Text Memory, Print

(This menu will reappear after examine operation).

2. Type appropriate number (5 or 6).
3. Press **RETURN**. The paragraph or page will be restored to its original margins.

Paginate Document

The paginate operation is used to divide a document into pages of an equal, predetermined length. The operation also allows the insertion of headers and page numbers. A document with page numbers greater than 100 should only be paginated after all formatting and editing is complete. Text may be altered during other functions that use those pages as working areas.

To paginate a document:

1. Load Program Master Diskette.
2. Insert work diskette.
3. Select document.
4. Enter Edit mode.
5. Press **SELECT**. Page Layout Control display will appear.
6. Change (or check) page size.
7. Press **START**. A blank screen with the Edit options will appear.
8. Type **E** in response to menu prompt:

**New page, Modify page, Recall page,
Save page, Extended Functions**

9. Press **RETURN**.
10. Type **F** in response to menu prompt:

Search, Format, Text Memory, Print

11. Press **RETURN**.
12. Type **8** (paginate document) in response to:

Enter number of desired operation:

13. Press **RETURN**. A series of questions will appear, one at a time. Answer these accordingly. As the last question appears on the screen, some layout parameters will be displayed for a final check. To alter any of these, you must use the Page Layout Control.

14. Press **RETURN** . As the document is being paginated, the system will stop at the end of each page and ask if the page break is all right. You may accept the page break and press **RETURN** or you may move the cursor to indicate where you want the page to end, then press **RETURN** . Pagination automatically saves the new document over the existing one.
15. Print text.

See also: Headers.

HEADERS

Headers are lines of text that appear on the top of every page of a document. Headers are added to a document after it is created through the format operation of pagination. To add headers to any document:

1. Load Program Master Diskette.
2. Insert work diskette.
3. Select document and enter Edit mode.
4. Type **E** in response to menu prompt:

**New page, Modify page, Recall page,
Save page, Extended Functions**

5. Press **RETURN** .
6. Type **F** in response to menu prompt:

Search, Format, Text Memory, Print

7. Press **RETURN** .
8. Type **8** to paginate document.
9. Press **RETURN** . The next question that appears asks:

Do you want page headings?

10. Type **Y** and press **RETURN** .
11. Answer the remaining questions as appropriate, and press **RETURN** .

Note: As many as 30 characters can be entered for a header.

12. Paginating automatically saves the document. Print text.

Headings will be added to each page as the document is paginated.

See also: Formatting, Paginate Document.

INDENT

Indenting paragraphs is a Page Layout Control option. The Indent option is set (default condition) at three spaces, but can be changed. To change the number of spaces, the first line of a paragraph is indented:

1. Load Program Master Diskette.
2. Insert work diskette.
3. Select or create document.
4. Select Edit mode.
5. Recall page and type **M** to modify page or **N** to create a new page.
6. Press **SELECT**. The Page Layout Control display will appear on the screen.
7. Type **I** for Indent and press **RETURN**.
8. Enter the number of spaces you want the first line of each paragraph indented.
9. Press **RETURN**.
10. Press **START**. The original text will appear on screen.
11. Type **E** to enter the Extended Functions mode.
12. Type **F** in response to menu option:

Search, Format, Text Memory, Print

13. Press **RETURN**.
14. Type appropriate number (1, 2, or 7).
15. Press **RETURN**. Page will be wiped from screen and reformatted with paragraphs indented as specified.
16. Save or print text.

See also: Page Layout Control.

INITIALIZE DISKETTE

A diskette must be organized into locations before it can be used to store information. This organizing process is called initializing (or formatting). Initializing a diskette is done through the Disk Utilities Menu on the Word Processor program.

To initialize a blank diskette:

1. Load Program Master Diskette.
2. Insert blank diskette into disk drive.

3. Type **U** in response to the menu prompt:

**Select Document, Create Document,
or Disk Utilities.**

4. Press **RETURN**. Four options will appear on the screen.

- 1. Set Disk Unit Number**
- 2. Initialize Diskette**
- 3. Boot Disk**
- 4. Rename Document**

5. Type **2** (Initialize Diskette).

6. Press **RETURN**. The following question will appear:

OK to Format Disk 1 (Y/N)?

7. Type **Y** to initialize/format diskette in Drive 1.

Caution: Initializing is a destructive operation. Any text on the diskette will be lost.

8. Press **RETURN**. The system will initialize the diskette. When completed, the four options will reappear on the screen.

See also: Format Diskette.

INSERT

Text can be inserted anywhere in a document. There are three ways to insert text.

Method One:

1. Load Program Master Diskette.
2. Insert work diskette.
3. Select document.
4. Select Edit mode.
5. Recall page where text is to be inserted.
6. Type **M** in response to menu prompt:

**New page, Modify page, Recall page,
Save page, Extended Functions**

7. Position cursor where you want to insert information.

-
8. Begin typing. Existing text will be moved or pushed to the end of the line and will wrap around as you type.
 9. Save or print text.

Method Two:

1. Load Program Master Diskette.
2. Insert work diskette.
3. Select document.
4. Select Edit mode.
5. Type **N** in response to menu prompt:

**New page, Modify page, Recall page,
Save page, Extended Functions**

6. Press **RETURN** and assign a page number.
7. Type information to be inserted.
8. Mark this block of text using **CTRL N** and **CTRL M**.
9. Hold down the **CTRL** key and press the **S** key. The text will be saved in the buffer.
10. Recall the page where the text is to be inserted.
11. Type **M** in response to menu prompt:

**New page, Modify page, Recall page,
Save page, Extended Functions**

12. Press **RETURN**.
13. Position cursor where insert should begin.
14. Hold down the **CTRL** and press **INSERT**. The saved text will be inserted.
15. Save or print page.

Method Three:

1. Repeat steps 1-7 under Method Two.
2. Press **ESC** key. The previous menu will reappear.
3. Type **E** in response to menu prompt:

**New page, Modify page, Recall page
Save page, Extended Functions**

4. Press **RETURN** .

5. Type **T** in response to menu prompt:

Search, **F**ormat, **T**ext Memory, **P**rint

6. Press **RETURN** .

7. Type **S** in response to question:

Select or **R**ecall text?

8. Press **RETURN** .

9. Position cursor at the beginning of text just typed.

10. Type **G** and press **RETURN** . A left parenthesis in inverse video will appear in column one and a blank line will be inserted.

11. Position cursor on the line following the last line to be inserted.

12. Type **G** and press **RETURN** . A right parenthesis will appear in column one and a blank line will be inserted.

13. Type **S** in response to menu question:

Move, **D**elete, **C**opy or **S**ave text?

14. Press **RETURN** .

15. Type **Y** in response to question:

Delete text from this page? (Y/N)

Text will be deleted from screen.

16. Recall page in which text is to be inserted.

17. Type **E** in response to menu prompt:

New page, **M**odify page, **R**ecall page,
Save page, **E**xtended Functions

18. Press **RETURN** .

19. Type **T** in response to menu prompt:

Search, **F**ormat, **T**ext Memory, **P**rint

20. Press **RETURN** .

21. Type **R** in response to:

Select or **R**ecall text?

22. Press **RETURN** .

-
23. Position cursor where insertion is to occur.
 24. Type **G** and press **RETURN**. The saved text will be inserted at the beginning of the line on which the cursor is positioned.
 25. Save or print text.

JUSTIFICATION

The system will evenly space characters on each line to justify the text, which uniformly aligns the right margin when the page is printed. Justification can be turned on or off using the Page Layout Control in Modify mode. To use the Justification function:

1. Load Program Master Diskette.
2. Insert work diskette.
3. Select document.
4. Select Edit mode.
5. Recall page.
6. Press **SELECT** when the following menu prompt appears:

**New page, Modify page, Recall page,
Save page, Extended Functions**

The Page Layout Control will appear on screen.

7. Type **J** to turn justification on or off. If it is on, typing **J** will turn it off and vice versa.
8. Press **START**. The text will reappear on the screen.
9. Enter **E** in response to menu prompt:

**New page, Modify page, Recall page,
Save page, Extended Functions**

10. Enter **F** in response to menu prompt:

Search, Format, Text Memory, Print

11. Enter appropriate number.
12. Press **RETURN**. The text will be rewritten on the screen, however, proportional-spacing justification cannot be shown on the screen.
13. Save or print page.

If you are justifying text that is to be printed with proportional spacing, you will have to format the document prior to printing *if* you changed the right margin.

LINES PER PAGE: See Page Size.

LINE SPACING

Information can be stored and/or printed with any number of spaces between lines. The line spacing is set (default) for single spacing (1) but can be easily changed using the Page Layout Control display.

To set line spacing:

1. Load the Program Master Diskette.
2. Insert work diskette.
3. Select document.
4. Enter Edit mode.
5. Press **SELECT**. The Page Layout Control will appear on the screen.
6. Type **N** for line spacing.
7. Press **RETURN**.
8. Enter the number of lines to be advanced after each line of text.
9. Press **RETURN**.
10. Press **START**. The menu will reappear on the screen.
11. Type **E** to enter Extended Functions mode.
12. Type **F** in response to menu prompt:

Search, Format, Text Memory, Print

13. Press **RETURN**.
14. Type appropriate number (1, 2, or 7).
15. Press **RETURN**. Position cursor within paragraph if only a paragraph is being formatted.
16. Press **RETURN**. Text will be cleared from screen and reformatted.
17. Save or print text.

LOADING THE SYSTEM: See Section 4.

MARGINS

All margins are set using the Page Layout Control display. They are originally set (default conditions) at Left 1, Right 66, Top 2.

To change the left, right, and/or top margins for a new document:

1. Load Program Master Diskette.
2. Insert work diskette.
3. Type **C** in response to the first menu and enter document name.
4. Enter Edit mode.
5. Push **SELECT** . The Page Layout Control will appear on the screen.
6. Type **L** (left), **R** (right), or **T** (top) for the margin to be changed.
7. Press **RETURN** .
8. Enter new margin and press **RETURN** . For the left or right margin, the white line indicating its location will move and the margin number in the information line will change. When the top margin is being set, only the margin number changes.
9. Press **START** . The blank screen will reappear.
10. Create new page.
11. Begin typing document.
12. Save or print document.

To reset margins for an existing document:

1. Load Program Master Diskette.
2. Insert work diskette.
3. Select document.
4. Select Edit mode.
5. Recall page.
6. Type **E** in response to menu prompt:

**New page, Modify page, Recall page,
Save page, Extended Functions**

7. Press **RETURN** .
8. Press **SELECT** . The Page Layout Control will appear on the screen.
9. Type **L** (left), **R** (right), or **T** (top) for the margin to be changed.
10. Press **RETURN** .

11. Enter new margin and press **RETURN** . For the left or right margin, the white line indicating its location will move and the margin number in the information line will change. When the top margin is being set, only the margin number changes.
12. Press **START** . The page will reappear on the screen.
13. Type **F** in response to menu prompt:
Search, Format, Text Memory, Print.
14. Press **RETURN** .
15. Type appropriate number (1, 2, or 7).
16. Press **RETURN** . The page will be erased from the screen and rewritten with the new margins.
17. Save or print text.

MEMORY

The computer stores text in its memory until instructed to save, move, delete, or otherwise modify the text. Information on diskette must be retrieved or recalled into memory before it can be modified. Once the text in memory is modified, it must be stored on the diskette to permanently save it.

The memory is used to store the Word Processor program and formatting instructions in addition to text entered by an operator. **It is recommended that you try to keep only 100 lines of text in memory at a time. While the system can store more lines, this reduces the amount of text you lose in the event of a power failure.**

The Memory Usage Indicator (Figure 2-2) is a white rectangle that moves from right to left across the screen as you enter text. The indicator tells you when you are about to run out of space in memory.

The closer the Memory Usage Indicator is to the left edge of the screen, the less memory is available to you. It is advised that a page be saved when the indicator is halfway across the screen.

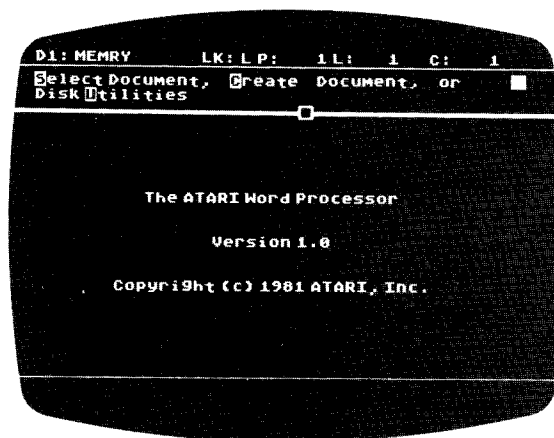


Figure 2-2 Memory Usage Indicator

MENU

The ATARI Word Processor is based on a menu system. A menu is a selection of operations from which you choose. For example, when the Word Processor program is first loaded, a copyright page with the first menu appears, just as in Figure 2-3 below.

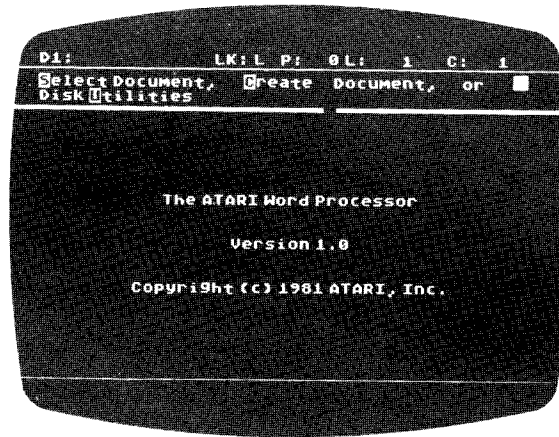


Figure 2-3 Sample Menu

To make a choice or give an answer to a menu question, type the letter indicated in inverse video (S for Select, C for Create, etc.) that corresponds to your choice. A response to a menu question is not registered until you press **RETURN**. After you press **RETURN**, a new menu or question appears in the menu block. The four menus in the Word Processor program are:

1. **Select document, Create document, or Disk Utilities.**
2. **Print, Edit, or Erase document.**
3. **New page, Modify page, Recall page, Save page, Extended Functions.**
4. **Search, Format, Text Memory, Print.**

MODIFY PAGE

The Modify mode is used to change or edit text in memory. The text, once edited must be saved in order to store the changes on diskette. To modify a page:

1. Load Program Master Diskette.
2. Insert work diskette.
3. Select document.

4. Enter Edit mode.
5. Recall page of text to be modified.
6. Type **M** in response to menu prompt:

**New page, Modify page, Recall page,
Save page, Extended Functions**

7. Edit text.
8. Save or print text.

MOVE

The Word Processor allows a block of text to be moved within the same page or within the document. The move operation deletes the original block of text. Use the following procedure to move text to another page within a document:

Method One:

1. Load Program Master Diskette.
2. Insert work diskette.
3. Select document to be modified.
4. Enter Edit mode.
5. Recall page that contains text to be moved.
6. Type **E** in response to menu prompt:

**New page, Modify page, Recall page,
Save page, Extended Functions**

7. Press **RETURN**.
8. Type **T** in response to menu:

Search, Format, Text Memory, Print

9. Type **S** in response to:

Select or Recall text?

10. Press **RETURN**.
11. Position cursor at the beginning of the line(s) to be moved.
12. Type **G** and press **RETURN**. A left parenthesis in inverse video will appear in column one at the left edge of your screen.
13. Press **RETURN**.
14. Position cursor on the line following the last line to be moved.

15. Type **G** and press **RETURN** . A right parenthesis will appear in column one.

16. Type **S** in response to menu question:

Move, **D**elete, **C**opy, or **S**ave Text?

17. Press **RETURN** .

18. Answer **Y** to the next question:

Delete text from this page? (Y/N)

19. Recall page where information will be inserted.

20. Type **E** in response to menu prompt:

New page, **M**odify page, **R**ecall page,
Save page, **E**xtended Functions

21. Press **RETURN** .

22. Type **T** and press **RETURN** for Text Memory option.

23. Type **R** in response to the question:

Select or **R**ecall text?

24. Position cursor where you want the text to be added.

25. Type **G**.

26. Press **RETURN** .

27. The text will be moved and inserted at the beginning of the line where the cursor is positioned.

28. Save or print text.

Method Two:

1. Repeat steps 1-5 in Method One.

2. Type **M** in response to menu question:

New page, **M**odify page, **R**ecall page,
Save page, **E**xtended Functions

3. Press **RETURN** .

4. Position the cursor at the beginning of the first line of the text to be copied.

5. Press **CTRL** and type **N**. A left parenthesis in inverse video will appear in column one and a blank line will be inserted.

6. Position cursor one line after the last line to be copied.

-
7. Press **CTRL** and type **M**. A right parenthesis in inverse video will appear in column one, and a blank line will be inserted.
 8. Press **CTRL** and type **S**. A copy of the text is stored in the buffer. Delete text from this page by pressing **SHIFT** and **CLEAR** simultaneously.
 9. Press **ESC**.
 10. Recall page where information is to be inserted.
 11. Type **M** for Modify and press **RETURN**. Position the cursor on line where text is to be inserted.
 12. Press **SHIFT** and **INSERT** simultaneously. The text will be inserted beginning at the cursor position.
 13. Save or print text.

To move text within a page:

Method One:

1. Repeat steps 1-15 in Method One.
2. Type **M** in response to menu question:
Move, Delete, Copy, or Save text?
3. Press **RETURN**.
4. Position cursor where you want text moved.
5. Type **G** and press **RETURN**. The information will be moved and inserted at the location of the cursor.
6. Save or print text.

Method Two:

1. Repeat steps 1-8 in Method Two above.
2. Position the cursor on line where text is to be inserted.
3. Press **SHIFT** and **INSERT** simultaneously. The text will be inserted beginning at the cursor position.
4. Save or print text.

NEW PAGE

New page is an option you encounter when creating a new document or editing an existing document. To create a new page:

-
1. Load Program Master Diskette.
 2. Insert work diskette.
 3. Select or create document.
 4. Enter Edit mode.
 5. Type **N** in response to menu prompt:

**New page, Modify page, Recall page,
Save page, Extended Functions**

6. Press **RETURN**. The system will respond with:
Number of new Page?
7. Type the appropriate number.
8. Press **RETURN**.
9. Begin typing new page.

PAGE

With the ATARI system, there are two different kinds of pages: a page in memory and a printed page. The two are not the same, as explained below.

Page in Memory

A page in memory can be anywhere from 1 to 100 lines, depending on when you decided to save the text you entered. You can actually have pages longer than 100 lines, but this is not recommended.

Printed Page

A printed page cannot exceed the length of the paper you are using. The maximum number of lines an 8½ × 11 sheet of paper can hold is 66. If the page in memory or in diskette has 100 lines, the page in memory will result in **two** printed pages.

Once a document is paginated, the page in memory and the printed page are identical.

PAGE BREAK

While typing a document, you can designate where you want a page to be broken on the printout, regardless of pagination instructions. For example, you may want page breaks in between chapters or sections. This page break occurs during pagination.

To instruct the system to end or break a page at a specific place:

1. Load Program Master Diskette.
2. Insert work diskette.
3. Select or create document.
4. Enter Edit mode.
5. Recall page or create new page and begin entering text.
6. Position cursor where you want page to end.
7. Hold down the **CTRL** key and press the **K** key. A diamond will appear in the left edge of the screen and a blank line will be inserted. Neither the symbol nor the blank line will appear on the printed document.

PAGE LAYOUT CONTROL

The Page Layout Control (Figure 2-4) contains: (1) a graphic representation of the page in memory, (2) a graphic representation of the viewing window, and (3) information lines for setting tabs, line spacing, indentation, and the like during the format operation.

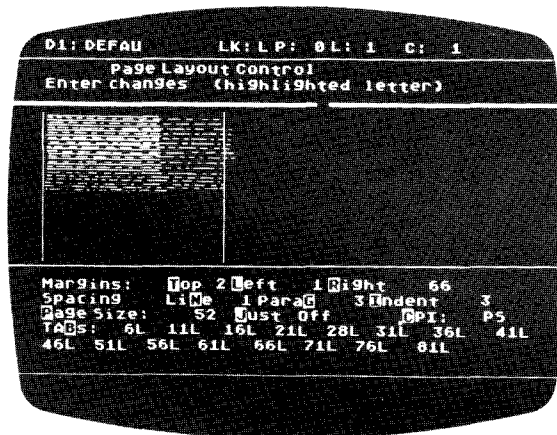


Figure 2-4 Page Layout Control Display

The information lines of the Page Layout Control have built-in default settings. Unless altered, these settings are those shown in the illustration.

See also: Decimal Align, Indent, Justification, Line Spacing, Margins, Paragraph Spacing, Tabs.

PAGE SIZE

Page size refers to the number of lines to be printed on a page, not the length of the paper being used. It is an option found on the Page Layout Control. The default for page size is 52 lines.

To change the length of a printed page:

1. Load Program Master Diskette.
2. Insert work diskette.
3. Select document.
4. Enter Edit mode.
5. Press **SELECT**. Page Layout Control display will appear.
6. Type **P** for Page Size.
7. Press **RETURN**.
8. Enter the number of lines to be printed on a page.
9. Press **RETURN**.
10. Press **START** to return to Edit mode.
11. Enter Format mode and then Paginate document. The system will divide the document into pages of the length you specified.
12. Save or print document.

See also: Page Layout Control, Pagination.

PAGINATE: See Formatting.

PARAGRAPH SPACING

Paragraph spacing is the number of lines to be inserted between each paragraph in a document. It is a formatting option found on the bottom of the Page Layout Control display, as shown in Figure 2-4. The default for paragraph spacing is three lines.

Margins:	Top	2 Left	1 Right	66					
Spacing:	Line	1 Para	3 Indent	3					
Page Size:	52	Just: Off	GPI:	P5					
Tabs:	6L	11L	16L	21L	26L	31L	36L	41L	
	46L	51L	56L	61L	66L	71L	76L	81L	

To change the number of lines between paragraphs before creating a document:

1. Load Program Master Diskette.

2. Insert work diskette.
3. Select or create document.
4. Enter Edit mode.
5. Press **SELECT** . The Page Layout Control display will appear.
6. Type **G** for paragraph.
7. Press **RETURN** .
8. Enter the number of spaces you want between paragraphs.
9. Press **RETURN** .
10. Press **START** . A blank screen with the menu prompt will reappear:

**New Page, Modify page, Recall page,
Save page, Extended Functions**

11. Recall page and type **M** to modify page or **N** to create a new page.
12. Format document. This operation automatically saves text.

PRINT

The system will print from diskette or from memory in single- or double-column format. Printing can be done in one of three character sets: 10 cpi, 16.7 cpi (condensed) and proportionally spaced characters.

Printing From Diskette

To print a page or document stored on diskette:

1. Load Program Master Diskette.
2. Insert work diskette.
3. Select or create document.
4. Turn printer on and set for ONLINE mode.
5. Type **P** in response to menu question:

Print, Edit or Erase document?

6. Press **RETURN** .
7. Type the individual page number, the sequence of pages (beginning and ending page numbers separated by a comma, for example 1, 5) or **A** for all.
8. Press **RETURN** .

-
9. Type **Y** or **N** in response to question:

Double column print (Y/N)?

10. Press **RETURN**. The first page of text will appear on the screen.
11. Position paper in printer and press **RETURN**.
12. The page will print out and the first 20 lines of text will appear in the viewing window as the page is printing.

Double-Column Printing

The system allows you to print two pages on one page by printing them in side-by-side columns. When creating a document that will be printed in this format you must set margins according to the cpi to be used. The recommended outer limits for your left and right margins are: 1 and 38 for 10 cpi and proportional spacing; 5 and 58 for 16.7 cpi.

To print a document in double columns:

1. Repeat steps 1-8 under Printing From Diskette.
2. Type **Y** in response to question:

Double column print (Y/N)?

3. Repeat steps 10-12 under Printing From Diskette.

Printing From Memory

A page or document can be edited or altered in memory and then printed without changing the original stored on diskette. This print operation is part of the Extended Functions option.

To print a page or document from memory:

1. Repeat steps 1-4 under Printing From Diskette.
2. Enter Edit mode.
3. Recall page to be edited.
4. Enter Modify mode and make changes.
5. Press **ESC** key to call up the Edit Menu.
6. Type **E** in response to menu prompt:

**New page, Modify page, Recall page,
Save page, Extended Functions**

7. Press **RETURN** .

8. Type **P** in response to menu prompt:

Search, Format, Text Memory, Print.

9. Press **RETURN** .

10. Position or check paper.

11. Press **RETURN** . The page will print.

PRINT TYPE

The ATARI 825 80-Column Printer will print 10 characters per inch (cpi), 16.7 cpi, and proportionally spaced characters in a normal or elongated manner (Figure 2-5). The print type is always normal unless special instructions are entered for elongated print.

The cpi is set (default condition) at proportional spacing. To change the print type from proportional spacing to 10 or 16.7 cpi:

1. Load Program Master Diskette.
2. Insert work diskette.
3. Create or select your document.
4. Enter Edit mode.
5. Press **SELECT** . The Page Layout Control display will appear on the screen.
6. Type **C** to change the setting.
7. Press **RETURN** . If the cpi was set for proportional spacing, it will now be 10 cpi. If it had been set at 10 cpi, it will now be 16.7.
8. Press **START** . The text and menu will reappear.
9. Type and/or print document. It will print out with the characters per inch you selected.

PROPORTIONAL NORMAL

!"#\$%&'()*+,-./0123456789:;<=>?
@ABCDEFGHIJKLMNPOQRSTUVWXYZ[\]^_
'abcdefghijklmnopqrstuvwxyz{|}~

PROPORTIONAL ELONGATED

!"#\$%&'()*+,-./0123456789:;<=>?
@ABCDEFGHIJKLMNPOQRSTUVWXYZ[\]^_
'abcdefghijklmnopqrstuvwxyz{|}~

10 CPI NORMAL

!"#\$%&'()*+,-./0123456789:;<=>?
@ABCDEFGHIJKLMNPOQRSTUVWXYZ[\]^_
'abcdefghijklmnopqrstuvwxyz{|}~

10 CPI ELONGATED

!"#\$%&'()*+,-./0123456789:;<=>?
@ABCDEFGHIJKLMNPOQRSTUVWXYZ[\]^_
'abcdefghijklmnopqrstuvwxyz{|}~

CONDENSED (16.7 CPI) NORMAL

!"#\$%&'()*+,-./0123456789:;<=>?
@ABCDEFGHIJKLMNPOQRSTUVWXYZ[\]^_
'abcdefghijklmnopqrstuvwxyz{|}~

CONDENSED (16.7 CPI) ELONGATED

!"#\$%&'()*+,-./0123456789:;<=>?
@ABCDEFGHIJKLMNPOQRSTUVWXYZ[\]^_
'abcdefghijklmnopqrstuvwxyz{|}~

Figure 2-5 Print Types

PROPORTIONALLY SPACED CHARACTERS

Proportional spacing, unlike 10 or 16.7 cpi, prints characters that differ in size. The amount of space between each character also differs.

!"#\$%&'()*+,-./:0123456789!;<=>?
@ABCDEFGHIJKLMN O PQRSTU VWXYZ[\]^_
'`abcdefghijklmnopqrstuvwxyz{|}~

Figure 2-6 Proportionally Spaced Characters

Because of the variations in size on the printed document (there is no difference in the screen characters), **proportional spacing should not be used for documents that have tabular or block-indented information with special character inserts.**

RECALL

There are two methods of recall. The first recalls a page of text stored on diskette and brings a copy of it to memory. The second recalls text that has been selected and temporarily stored in memory and inserts it on a new page.

Method One: Recall Page

1. Load Program Master Diskette.
2. Insert work diskette.
3. Select document.
4. Type **R** in response to menu prompt:

New page, Modify page, Recall page,
Save page, Extended Functions

5. Press **RETURN**.
- 6A. Type **Y** in response to question:

OK to read over current page (Y/N)?

Press **RETURN**. The system will respond:

Page Number to Recall?

Type page number and press **RETURN**; a copy of the page will be brought to the screen.

- 6B. Type **N** in response to question:

OK to read over current page (Y/N)?

Press **RETURN**. The previous menu returns to the screen. Save the page on the screen then repeat steps 4-6.

Method Two: Recall Text From Memory

1. The document and text must be selected prior to this operation.
2. Recall page or create a new page.
3. Type **E** in response to menu prompt:

**New page, Modify page, Recall page,
Save page, Extended Functions**

4. Press **RETURN**.
5. Type **T** in response to menu prompt:

Search, Format, Text Memory, Print

6. Press **RETURN**.
7. Type **R** in response to question:

Select or Recall text?

8. Press **RETURN**.
9. Position cursor on the line on which you want the recalled text to appear. (Text had to be selected prior to this operation.)
10. Type **G**.
Text will be inserted.
11. Save and print page.

REFORMAT

Text that has been edited will need to be reformatted to fill in space created by deletions and to match line lengths. To reformat a page or document, repeat the format operation.

See also: Formatting.

RENAME DOCUMENT

Rename document is a Disk Utilities option that allows you to change the name of any document.

To rename a document:

1. Load Program Master Diskette.
2. Insert diskette with document to be renamed.
3. Type **U** in response to menu prompt:

**Select Document, Create Document, or
Disk Utilities**

4. Press **RETURN**.
5. Type **4** for Rename Document.
6. Press **RETURN**. The system will respond with:

Enter document name:

Enter old name

7. Enter the document's present name.
8. Press **RETURN**. The system will now ask:

Enter document name:

Enter new name

9. Enter new name.
10. Press **RETURN**. The next question appears.

OK to proceed with rename (Y/N)?

11. Type **Y** if you want change to occur. Type **N** if not. The document will be renamed, *not* copied.

RESTORE PARAGRAPH/PAGE: See Formatting.

RETURN (CURSOR)

When typing, **do not** enter a **RETURN** at the end of each line. The system automatically wraps text around. (A **RETURN** tells the system that this is the end of a paragraph.) However, if you want to quickly move the cursor to the next line:

1. Hold down the **CTRL** key and press the **O** key. Cursor will move to the beginning of the next line. This does not prevent the text from being placed on the same line during formatting.
2. Continue typing.

RETURN (MENU)

A **RETURN** must be entered after each menu response. This tells the system that you have completed answering the question.

RETURN (PARAGRAPH MARKER)

The **RETURN** key is used to end a paragraph. When a **RETURN** is entered, the symbol **¶** will appear, marking the end of the paragraph. A **RETURN** must be entered after a single-line paragraph to prevent losing the line during formatting.

SAVE

Information in memory (on screen) can be saved or stored on diskette or in the buffer.

To save text on diskette:

1. Load Program Master Diskette.
2. Insert work diskette.
3. Select (and edit) or create document.
4. Press **ESC** after editing or creating document. Menu will reappear on screen.
5. Type **S** in response to menu prompt:

New page, **M**odify page, **R**ecall page,
Save page, **E**xtended Functions

6. Press **RETURN**.

7. Type number of page in response to question:

Page number to save?

8. Press **RETURN** . If you have edited a page and are saving the corrected page over the old page, the system responds:

That page exists – OK to replace it?

- Type **Y** if you are replacing it. The cursor will move through text and save it. As a check, the old page will be saved as page 200 and remain there until you store over another page.
- Type **N**. The system will ask for the page number. Type the page number and press **RETURN** . Page will be saved.

If you have a new page and a page exists with the same number, all page numbers greater than or equal to the new page number will be incremented by one when the new page is saved. If any of the newly assigned page numbers would be greater than 99, an error condition exists. The following message appears along with a beep:

**Creating Space for new Page
Cannot renumber Page 99**

The text must be rearranged or a new page number must be assigned to the new page.

To save text temporarily in buffer you can use two methods:

Method One:

1. Repeat steps 1-4 above.
2. Type **E** in response to menu prompt:

**New page, Modify page, Recall page,
Save page, Extended Functions**

3. Press **RETURN** .

4. Type **T** in response to menu prompt:

Search, Format, Text Memory, Print

5. Press **RETURN** .

6. Type **S** in response to:

Select or Recall text?

-
7. Press **RETURN** .
 8. Position cursor at beginning of line you wish to save.
 9. Type **G**.
 10. Press **RETURN** . A left parenthesis in inverse video will appear in column one and a blank line will be inserted.
 11. Position cursor on the line following the last line of text to be saved.
 12. Type **G**.
 13. Press **RETURN** . A right parenthesis in inverse video will appear in column one and a blank line will be inserted.
 14. Type **S** in response to menu question:
Move, Delete, Copy or Save text?
 15. Press **RETURN** . Text will be stored in the buffer until you give the system instructions to move, delete, copy, or insert.

Method Two:

1. Repeat steps 1-3 under "To Save Text on Diskette." Enter Modify mode.
2. Block text to be saved using **CTRL N** and **CTRL M**.
3. Hold down the **CTRL** key and press the **S** key. Text will be stored in buffer.

SCROLLING

Scrolling is the rapid scanning of lines on the screen. You can scroll up, down, right, or left. When you scroll, it is the viewing window that moves, not the lines. Scrolling is automatic when the cursor is moved outside of the window.

See also: Window (Viewing).

SEARCH

The Search operation allows you to locate and/or change words or phrases anywhere in a document. The Search operation has several options which fall into three categories: (1) search, (2) search and change, and (3) search, verify, and change.

Search Page/Document

These options allow you to search for a particular word or phrase within a page or document. Once located you may edit that particular word or phrase.

To search within a page/document:

1. Load Program Master Diskette.
2. Insert work diskette.
3. Select document.
4. Enter Edit mode.
5. Recall page to be searched.
6. Type **E** in response to menu prompt:

**New page, Modify page, Recall page,
Save page, Extended Functions**

7. Press **RETURN**.
8. Type **S** in response to the menu prompt:

Search, Format, Text Memory, Print

9. Press **RETURN**.
10. Type the appropriate number (1 or 2).
11. Press **RETURN**.
12. Enter word/phrase system should search for **exactly** as it is, including spaces before and after, where appropriate.
13. Press **RETURN**. System will search page/document and stop each time it locates the word or phrase. It will then ask:

Stop or Continue?

14. Answer appropriately, **S** or **C**, and make changes where needed.
15. Repeat steps 5-14 if you are making changes.
16. Save or print document.

Search and Change Within Page/Document

This operation will search for each occurrence of a word or phrase and automatically replace it.

To search and change a word or phrase in either a page or document:

1. Repeat steps 1-9 above.
2. Type appropriate number (3 or 4).

-
3. Press **RETURN** .
 4. Enter the **exact** word or phrase for which you want system to search.
 5. Press **RETURN** .
 6. Enter the word or phrase you want to substitute in the page or document.
 7. Press **RETURN** . The system will read through the page/document and automatically make the change. If the words or phrases are of different lengths, the system will adjust the line.
 8. Save or print text.

Search, Verify, and Change Within Page/Document

This option searches for a word or phrase, stops at each occurrence, and asks if you want that particular occurrence changed.

To search, verify, and change a word or phrase:

1. Repeat steps 1-9 under "Search Page/Document."
2. Type appropriate number (5 or 6).
3. Press **RETURN** .
4. Enter the exact word or phrase you want to locate.
5. Press **RETURN** .
6. Enter the word or phrase you want to substitute.
7. Press **RETURN** . The system will search and stop at the first occurrence of the word. It will then ask if you want it to skip over that occurrence, change the word or phrase, or stop searching.
8. Type the appropriate letter in response to:

Skip, Change, or Stop?

9. Press **RETURN** . If you do not type **S** the system will continue to search for the word or phrase. It will go through the entire page/document, stopping at each occurrence and allow you to skip over or change the word.
10. Save or print text.

All search operations are forward from the cursor position.

SELECT

SELECT is a yellow key located on the lower right side of the keyboard. It is the key that allows you to switch to the Page Layout Memory Control display from text in memory (on screen). You must be in Edit mode to use the **SELECT** key.

SELECT DOCUMENT

Once a document has been created and stored or saved, it can only be recalled through the Select Document option on the first menu. To select a document:

1. Load Program Master Diskette.
2. Insert work diskette.
3. Type **S** in response to the menu:

**Select Document, Create Document, or
Disk Utilities**

4. Press **RETURN**. The system will respond with:

**Enter document name:
(type RETURN to select same document)**

5. Enter name of document exactly as it appears on the document list or **RETURN** if you wish to continue with the same document.
6. Press **RETURN**.
7. Type **E** in response to menu question:

Print, Edit, or Erase document?

8. Press **RETURN**.
9. Type **R** in response to menu prompt if page not in memory; otherwise type **M**:

**New page, Modify page, Recall page,
Save page, Extended Functions**

10. Press **RETURN**.
11. Type **Y** to write over page in memory (on screen). If the page in memory must be saved, type **N**, save page, and then write over it.
12. Press **RETURN**.
13. Type number of page to be brought to the screen.
14. Press **RETURN**. The document (page) is not selected until the page number and **RETURN** are entered.

A copy of the page will be brought to memory and appear on the screen.

SOURCE DISKETTE

When duplicating a diskette, the original is called the source diskette. The blank diskette onto which material will be transferred is the destination diskette.

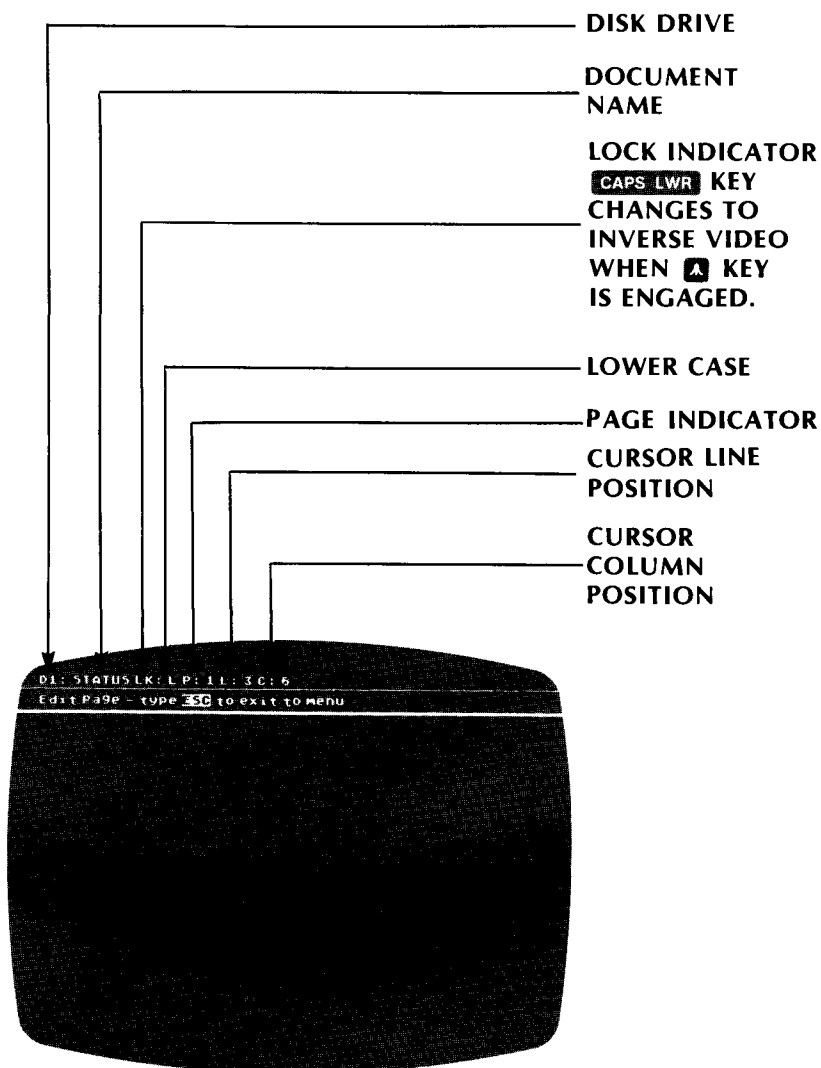
See also: Destination Diskette, Duplicate Diskette.

START

START is a yellow key located on the lower right side of the keyboard. It is the key that allows you to switch from the Page Layout Control display to text in memory (on the screen). You must be in the Page Layout Control mode to use the **START** key.

STATUS LINE

The very top line displayed on the screen at all times is the status line. It continually displays the disk drive being used, the document being created or edited, the page displayed, and the cursor position. It also tells you the status of the **CAPS LOWR** and **LOCK** keys.



SYSTEM RESET

SYSTEM RESET is the gold key located in the upper right-hand corner of the keyboard. Pressing **SYSTEM RESET** will interrupt any operation and take the system back to the first menu:

Select Document, Create Document, or Disk Utilities

Caution: Using this key during a save page operation, pagination, formatting, or a search and change operation could result in the loss of text in memory.

SUBSCRIPT

The subscript command is used when characters must print below the line such as in the formula H_2O . The instruction actually tells the printer to move the page a half line up so that the character is printed below the line of text. The subscript feature is best used with double line spacing.

To add a subscript in a line of text:

1. Load Program Master Diskette.
2. Insert work diskette.
3. Select or create document.
4. Enter Edit mode.
5. Recall page and type **M** to modify page or **N** to create new page.
6. Hold down the **CTRL** key and press **INSERT**.
7. Release **INSERT** key.
8. Press the down arrow key (immediately) while holding the **CTRL**.
9. Release both keys. A down arrow will appear.
10. Type subscript.
11. Hold down the **CTRL** and press **INSERT**.
12. Release **INSERT**.

-
13. Press the up arrow key while holding the **CTRL** key down.
 14. Release both keys. An up arrow will appear, indicating the end of the subscript.
 15. Continue typing.

SUPERSCRIFT

The superscript command is used for characters such as footnote numbers which must print above the line.

The instruction tells the printer to move the page down a half line so that the character is printed above the line of text.

The superscript feature is best used with double line spacing.

To add a superscript in a line of text:

1. Load Program Master Diskette.
2. Insert work diskette.
3. Select or create document.
4. Enter Edit mode.
5. Recall page and type **M** to modify page or **N** to create a new page.
6. Hold down the **CTRL** key and press **INSERT**.
7. Release **INSERT**.
8. Press the up arrow key while *still* holding the **CTRL** key down.
9. Release both keys. An up arrow will appear indicating the beginning of a superscript.
10. Type superscript.
11. Hold the **CTRL** down and press **INSERT**.
12. Release **INSERT**.
13. Press the down arrow key while still holding the **CTRL** key. A down arrow will print, indicating end of superscript.
14. Continue typing.

TABS

Tabs are set using the Page Layout Control display. Initially there are 16 tabs present on the display. Note that two tabs must be removed to set a new tab because only 15 tabs can be set by the user. Three operations can be performed on tab setting: all cleared, individual tab cleared, and tabs set.

To clear all tabs:

1. Load Program Master Diskette.
2. Insert work diskette.
3. Select or create document.
4. Enter Edit mode.
5. Recall page and type **M** to modify page or **N** to create a new page.
6. Press **SELECT**. Page Layout Control display will appear.
7. Type **B** for TABS.
8. Press **RETURN**.
9. Type **C** in response to question:

Clear all, Set or Remove individual?

10. Press **RETURN**. All tabs will be deleted from the information lines.
11. Set other tabs or press **START** to return to text.

To remove individual tab:

1. Repeat steps 1-8 above.
2. Type **R** in response to question:

Clear all, Set or Remove individual?

3. Press **RETURN**.
4. Enter the number followed by the letter (**L**, **R**, or **D**) of the tab you want deleted.
5. Press **RETURN**. The tab will be removed from the TABS line.

To set tabs:

1. Repeat steps 1-8 under "To Clear All Tabs."
2. Type **S** in response to question:

Clear all, Set, or Remove individual?

-
3. Press **RETURN** .
 4. Enter the number for the new tab location.
 5. Press **RETURN** .
 6. Type the appropriate letter in response to prompt:

Enter type (Left, Right, Decimal)

A left tab aligns first letter of text at the tab position. A right tab aligns the last letter of text at the tab position set. When entering text in the Tab mode, the cursor must not be moved to another line. The decimal tab allows you to align columns of numbers by the location of the decimal point.

7. Press **RETURN** . The tab position will appear in the TABS line.
8. Press **START** . Text will reappear on the screen.
9. Begin typing. Press **TAB** key to move cursor to tab position.

See also: Decimal Align.

TEXT MEMORY

This is an option on the Extended Functions Menu. When you select text memory you are able to mark a block of text to be moved, copied, deleted, or saved temporarily in the buffer.

See also: Copy, Delete, Move, Save.

UNDERSCORING



Underscoring can be accomplished by engaging the **ALT** key before text is entered or by using **CTRL I** after text is entered.

ATARI KEY




The **ALT** key, located on the right side of the keyboard next to the **SHIFT** key is used to underscore text when printed. When the **ALT** key is engaged **all** text typed will be underscored.



To underscore:

1. Load Program Master Diskette.
2. Insert work diskette.
3. Select or create document.
4. Recall page and type **M** to modify page or **N** to create a new page.

5. Press the  key. The letter next to LK (either an L for lowercase or a U for uppercase) in the status line above the menu will display in inverse video.
6. Begin typing text to be underscored. Characters will appear in inverse video.
7. Press the  key to indicate end of underscoring. Characters now entered will appear as usual.
8. Save or print text.

CTRL I

 **I** is a toggle that will cause letters already typed to appear in inverse video on the screen and underscored in print. Letters that are already in inverse video will revert to normal if  **I** is used. To use  **I**:

1. Repeat steps 1-4 under  key.
2. Position cursor under text to be underscored or under text you want to change from underscore to normal.
3. Hold down the  and press **I**. Press the **I** for each character you want to underscore or for each character from which you want to remove underscore.
4. Save or print text.

WINDOW (VIEWING)

The viewing window allows you to see only a portion of text in memory (on screen). The window can be moved in any direction to view and proof all the text on a page. It can be moved one line or column at a time, or it can be scrolled rapidly.

Move Window

To left
To right
Down 1 line
Up 1 line

Enter

 **L**
 **R**
 **D**
 **U**

To Scroll

Up 20 lines
Down 20 lines
Left 20 columns
Right 20 columns

Enter

 **V**
 **Q**
 
 

See also: Scrolling.

WORK DISKETTE

The diskette you are using to store your documents is referred to as the work diskette.

WRAPAROUND

This feature allows you to continually enter text without returning at the end of a line. When text reaches the right margin, the system automatically wraps it around to the next line.

See also: Scrolling.

WRITE-PROTECT

To prevent accidental erasing of a diskette and to prevent writing or storing over important information, you can cover the write-protect notch on a diskette (Figure 2-7).

To write-protect a diskette, cover the write-protect notch with one of the white adhesive tabs provided with blank diskettes. The diskette cannot be erased by the disk drive; however, the write-protect notch does not prevent the diskette from being erased by exposure to a magnetic field such as your stereo, television, and the like. Do not set your diskette on any such equipment.

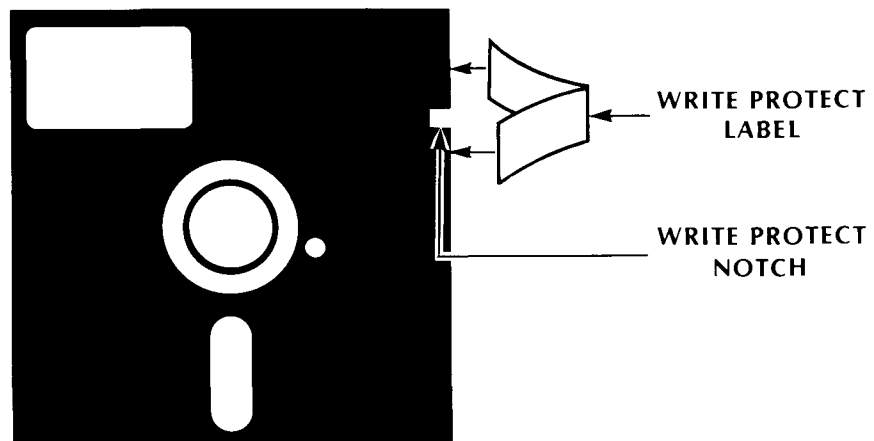


Figure 2-7 Write-Protected Diskette



ERROR MESSAGES

WORD PROCESSOR ERROR/WARNING MESSAGES

MESSAGE

MEANING

Caution: Memory almost full.

There are fewer than 1000 characters of free storage left. Save and, preferably, break current page into two pages.

Invalid response—try again.

Unacceptable response entered. Enter response again.

Name not found—try again.

Document name does not exist on selected diskette. Check listing and reenter name.

Invalid page number.

Entry was not a number, or was less than one. May occur on any request for a page or a range of page numbers.

That page number does not exist.

Page number does not exist. Try again. This usually occurs on erase-page or recall-page operation.

FATAL ERROR—OUT OF MEMORY.

All available memory has been exhausted. The last 256 characters will be lost and the present operation terminated. Results from creating a large page (about 150-200 lines), or from ignoring messages.
Caution: Memory almost full.

Console bell ringing.

Bell rings or beeps when minor errors occur such as:

- Attempt to move cursor or window out of bounds.
- Invalid response to menu prompt.
- Attempt to operate on text block with no markers.

Invalid file name.

- File name entered began with a character other than a letter. All file names must start with a letter (alpha character).
- File name contained characters other than a letter or number (numeric characters). File names must contain only letters and/or numbers.

SYSTEM ERROR MESSAGES

The following is a list of system error messages and codes you can encounter while operating the ATARI Word Processor. The error message or code will always appear in this message: Error *nnn* while reading or writing disk, where *nnn* is the message or code in this list.

MESSAGE/CODE**MEANING****BOOT ERROR**

The system encountered an error on your initial attempt to load Word Processor or DOS Program. This may be caused by: (1) Damaged program diskette, (2) no diskette in disk drive, or (3) a data diskette instead of a program diskette in disk drive.

**Insufficient RAM-48K
minimum required.**

Either there is less than 48K RAM in system or a cartridge is in one of the slots under the door.

138

This means the disk drive is turned off, the disk drive unit ID entered was incorrect, or the connections are loose.

139

The diskette is probably wearing out. Try operation again.

140

This is an equipment problem. Try operation again.

143

Same as 140.

144

You have probably tried to write on a diskette that has a write-protect tab in place.

160

You have entered a drive number that does not exist or the number you entered does not match the number at which the Drive Code switch is set.

162

The disk is full and cannot store any more information.

163

This is unrecoverable system input/output error. This message is very *uncommon*. If it appears, try the operation again.

165

You either entered a bad file name or tried to write on a locked file. Refer to the DOS II menu options for unlocking and locking file.

169

Your directory is full. There is space in a diskette directory for 70 entries; however, it is recommended that you limit directories to 63 entries. Each document name is an entry and each page (including page 200) is an entry.

170

The file you requested is not on the diskette.



SYSTEM COMPONENTS

COMPONENTS AND PARTS

This section lists all the parts that come with each component in the system and a description of each piece of equipment. Refer to this section as you unpack your equipment to check that you have received all the necessary parts with each component.

The ATARI 800 Personal Computer System includes:

- An ATARI 800 Computer Console
- A Power Adapter
- A Television Switch Box
- 10K-ROM Operating System Cartridge (installed inside the ribbed top cover of the console)
- One 16K-RAM Memory Module (inside ribbed top cover of console)
- An *ATARI 800 Operator's Manual*
- An ATARI Basic Language Cartridge (not needed for word processing)

If any of these items are missing, contact your local ATARI dealer.

The ATARI 810 Disk Drive includes:

- An ATARI 810 Disk Drive
- A Power Adapter
- An Input/Output (I/O) Cable (13-hole plug on each end)
- A Master Diskette (CX8104)
- An *ATARI 810 Disk Drive Operator's Manual*

Again, if any item is missing contact your local ATARI dealer.

The ATARI 815 Dual Disk Drive package includes:

- An ATARI 815 Dual Disk Drive
- An I/O Cable (13-hole plug on each end)

-
- An ATARI 815 Master Diskette (CX8201)
 - A packet of ATARI Blank Diskettes (CX8202)
 - Peel-off labels printed DRIVE #1 through DRIVE #8
 - An *ATARI 815 Disk Drive Operator's Manual*

If any of the above items are missing, contact your local ATARI dealer.

The ATARI 850 Interface Module package includes:

- An ATARI 850 Interface Module
- An I/O Cable
- A Power Adapter
- An *ATARI 850 Interface Module Operator's Manual*

The ATARI 825 80-Column Printer package includes:

- An ATARI 825 80-Column Printer
- A Printer Cable
- A Paper Mandrel (connected to styrofoam ends)
- A Paper Deflector (connected to styrofoam ends)
- A Paper Roll Supporter (connected to styrofoam ends)

In addition you will need:

- Blank diskette(s)
- ATARI Word Processor package
- Two additional 16K-RAM Memory Modules (48K RAM is needed to operate the ATARI Word Processor)
- Television set or video monitor

These items must be purchased separately.

DESCRIPTIONS

ATARI 800 PERSONAL COMPUTER SYSTEM

The computer console contains the central processing unit and the memory modules for the system (Figure 4-1). These components interpret information or data you enter via a keyboard and allow you to store, retrieve, and manipulate or move data around.

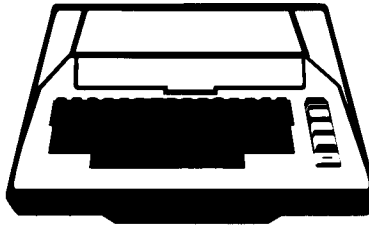



Figure 4-1 Atari 800 Computer Console

Keyboard

The keyboard (Figure 4-2) is similar to that of a typewriter; however, there are some basic differences:

- The **RETURN** key is only used to indicate the end of a paragraph. The symbol  appears whenever **RETURN** is pressed. (This applies only to word processing.)
- The **DELETE BACK S** (backspace) key is used to erase and backspace characters.
- The Space Bar enters spaces within text. For example, given this line of text and cursor position,

Tomorrow and tomorrow __and

if you were to press the space bar the result would be

Tomorrow and tomorrow __and



Figure 4-2 Atari 800 Keyboard

Side Panel

The side panel (Figure 4-3) contains the controls and jacks for connecting the computer and other components.

- Monitor Jack is used to connect the computer to a video monitor in addition to or in place of a regular television set.
- Peripheral Jack is where the I/O cable is attached to connect the computer and the disk drive.
- 2-CHAN-3 switch is used to adjust the computer display to synchronize with the television station you are using to provide greater clarity.
- Power ON/OFF switch turns the computer on and off and is used to restore programs such as the ATARI Word Processor in the system.
- Power Jack is where the power adapter is connected to the computer.

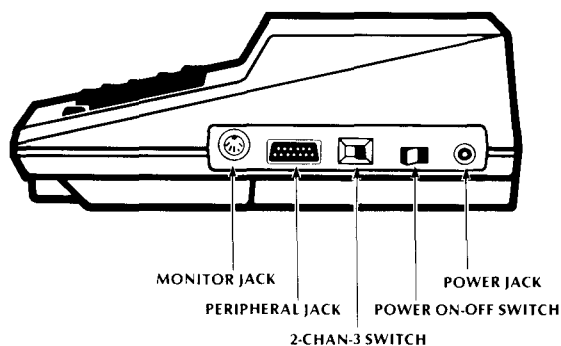


Figure 4-3 Computer Side View

The back of the computer (Figure 4-4) contains a cable that connects the computer to the Television Switch Box.

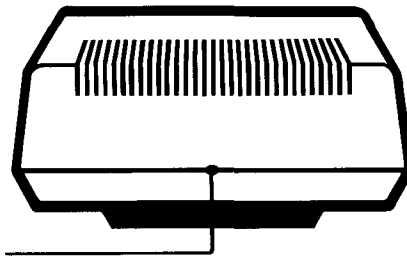


Figure 4-4 Computer Back View

For further information, refer to your *ATARI 800 Operator's Manual*.

ATARI 810™ Disk Drive

The ATARI 810 Disk Drive is the component responsible for storing and retrieving any information you enter at the computer keyboard. This information is stored on a record-like device called a diskette which you insert into the disk drive.

The basic controls and indicators are located on the front of the disk drive (Figure 4-5).

- Door release lever is pressed to open door.
- Door handle is used to close door after diskette is inserted.
- Power ON/OFF switch is used to turn machine on and off. The disk drive is **always** turned on **before** inserting diskette.
- Power indicator light indicates that power is on.
- Disk drive BUSY light indicates when disk drive is reading from or writing on a diskette. Do not open disk drive door, remove diskette, or turn power off when this light is on.

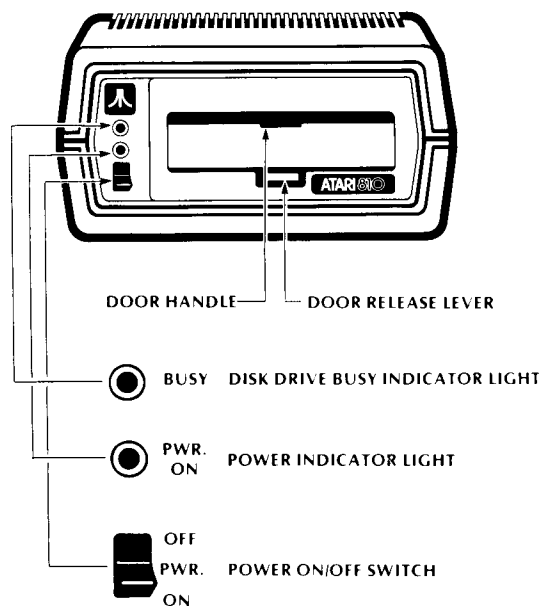


Figure 4-5 Atari 810 Disk Drive Front View

The back panel of the disk drive contains the connecting jacks and the disk drive code switches (Figure 4-6).

- Drive Code switches (one black, one white) are used to indicate to the computer which disk drive it is communicating with (Figure 4-7). These switches can be seen through the hole next to the PWR jack. To see both switches move the black switch to the right using a pen, pencil, or small screwdriver. If the disk drive is the only disk drive, switches are set in NO 1 position. If it is the second in a series, the switches are set for NO 2 position, etc.
- Power jack is for connecting the power adapter to the disk drive.
- I/O connectors are two jacks that accommodate I/O cables for connecting the unit to the computer and other components. Either jack can be used with any component.

For further information, refer to your *ATARI 810 Disk Drive Operator's Manual*.

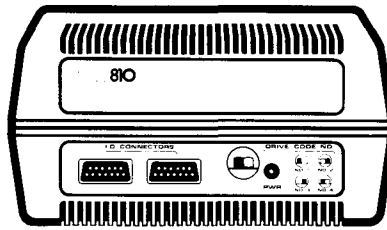


Figure 4-6 Atari 810 Disk Drive Back View

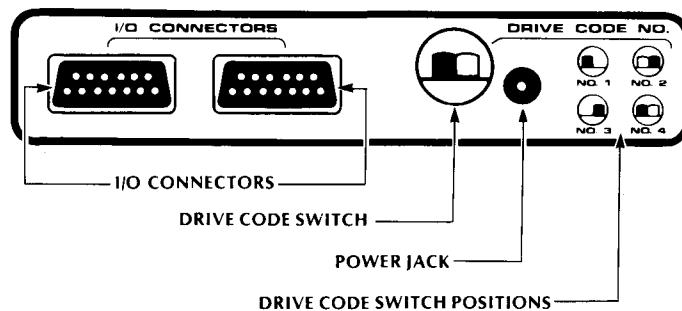


Figure 4-7 Atari 810 Drive Code Switches

ATARI 815™ Dual Disk Drive

The ATARI 815 Dual Disk Drive is used to store and retrieve information you enter at the computer keyboard. The dual disk drive stores twice as much information on diskette as the ATARI 810 Disk Drive.

Like the ATARI 810 Disk Drive, the basic controls are located on the front panel.

- Door release lever is pressed to open door.
- Door handle is used to close the door after diskette is in disk drive. The door will not close if diskette is not inserted properly.
- Power ON/OFF switch is used to turn machine off and on. The disk drive must be turned on **before** inserting diskette.

- Power indicator light indicates that power is on.
- Disk drive BUSY light indicates when disk drive is reading from or writing on a diskette. Do not open disk drive door, remove diskette, or turn power off when this light is on.
- Write-Protect ON light indicates when the unit is set (Write-Protect switch is in ON position) to protect diskette against write commands.
- Write-Protect switch is used in the ON position to protect diskette in the disk drive from being written on.

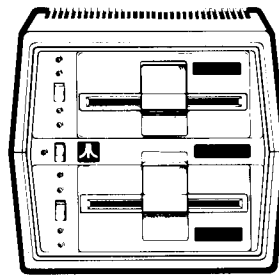


Figure 4-8 Atari 815 Dual Disk Drive Front View

- Write light indicates when a program or information is being written on a diskette.
- Read light indicates when a program or information is being read from a diskette.

The back panel of the unit contains a drive code switch, power cord, and connecting jack.

- Power cord plugs into a wall outlet (AC).
- Drive Code switch tells the computer which number has been assigned to the particular disk drive. The switch is preset to zero. This designates the upper disk drive as Drive 1 and the lower disk drive as Drive 2.
- Drive Code number shows the correct drive code switch positions for one or more disk drives.
- I/O connectors are two jacks that accommodate I/O cables from the computer or other components. Cable may be connected to either jack.

For further information, see your *ATARI 815 Dual Disk Drive Operator's Manual*.

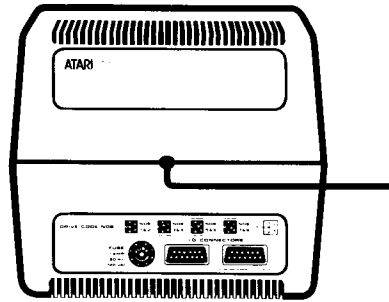


Figure 4-9 Atari 815 Dual Disk Drive Back View

ATARI 850™ Interface Module

This component transmits the information from the ATARI 800 Personal Computer (Figure 4-10), to the printer.

- POWER IN jack is where the power adapter is connected to the unit.
- ON LIGHT indicates when the ATARI 850 Interface Module is operating.
- POWER ON/OFF switch is used to operate unit.
- I/O CONNECTORS are two jacks for connecting the ATARI 850 Interface Module to disk drives.
- PARALLEL INTERFACE is the jack on the side panel for connecting the printer cable.

For further information, see your *ATARI 850 Interface Module Operator's Manual*.

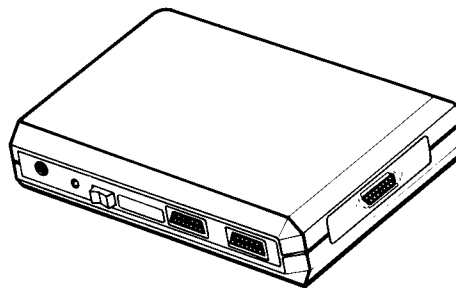


Figure 4-10 Atari 850 Interface Module Front and Side Views

ATARI 825™ 80-Column Printer

This is an 80-column dot matrix printer (Figure 4-11). The ATARI 825 Printer prints lines up to eight inches long and can print either 10 or 16.7 characters per inch (cpi) or proportionally spaced characters in a normal or double width typeface (called elongated print).

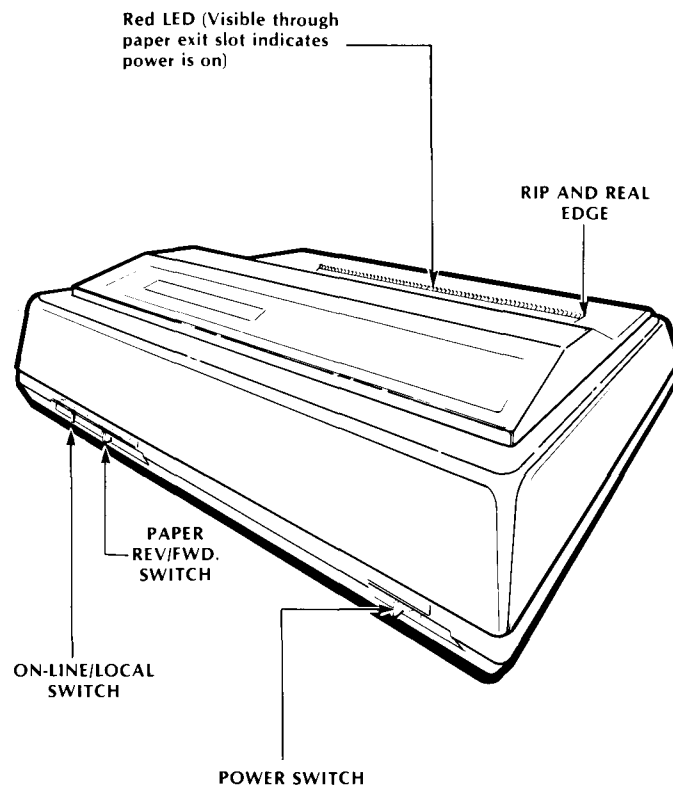


Figure 4-11 ATARI 825 Printer Front View

- ONLINE/LOCAL switch is set for ONLINE when communicating with the computer. The LOCAL position is used when moving or adjusting paper in the printer.
- PAPER REV/FWD switch turns the paper drive roller to move paper forward or backward (rev) in the printer. The ONLINE/LOCAL switch must be in the LOCAL position to use this switch.

The back of the printer contains a cable connector, power cord, and paper controls (Figure 4-12).

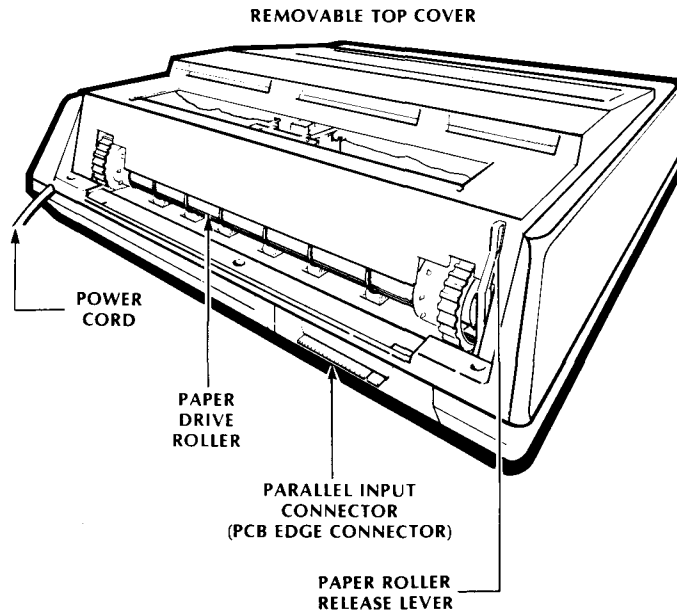


Figure 4-12 ATARI 825 Printer Back View

- Power cord, instead of a power adapter, is used with the printer.
- Paper roller release lever relieves pressure for adjusting or removing paper.
- Printed circuit edge connector is where printer cable is attached. Do not connect the printer cable to the printer with the power on.

For further information, see your *ATARI 825 80-Column Printer Operator's Manual*.

Printer Cable

This cable connects and transmits information from the ATARI 850 Interface Module to the printer (Figure 4-13). It attaches to a printed circuit connector on the back of the printer. Be sure to switch the power to OFF before connecting this cable.

Television Switch Box

This device, which attaches to your television set, allows you to view 40 columns and 20 lines of the information you type (Figure 4-14). By merely changing the switch position, you can view your work or your favorite program.

ATARI 850™
INTERFACE MODULE
CONNECTOR

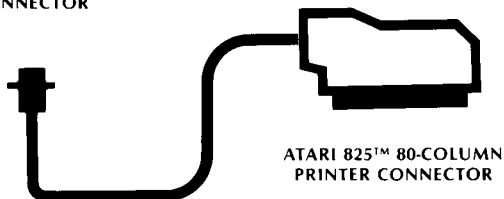


Figure 4-13 Printer Cable

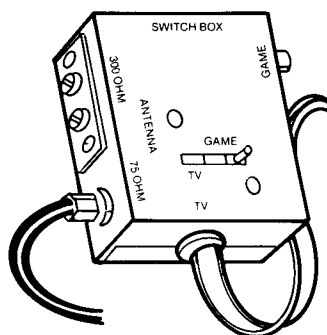


Figure 4-14 Television Switch Box

- Antenna connector is where your television antenna attaches. Connectors are for either a 300-ohm or 75-ohm antenna.
- TV connector is a 300-ohm cable which is connected to the VHF screws on your television.
- COMPUTER jack is for connecting the plug from the rear of your computer.
- TV/COMPUTER switch is used to view either a television program or your work.

Television Set

Your television set acts as a sheet of typing paper. Whatever you enter at the computer console will appear on the screen.

Input/Output or I/O Cables

The two input/output (I/O) cables are used to connect the computer to the disk drive and the disk drive to the interface module (Figure 4-15). These cables carry information in the form of electronic impulses between these components. You can recognize the I/O cables by their 13-hole plugs.

Power Adapter

This little black box converts the AC current required by your system to standard household DC current (Figure 4-16). The two-pronged plug is inserted into an AC outlet. The other end is attached to a system component.

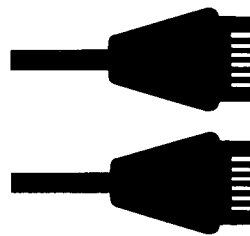


Figure 4-15 I/O Cable



Figure 4-16 Power Adapter Plugs

Diskettes

A diskette is a magnetic storage device like a phonograph record. Information you type is stored on the diskette. Later when you want to read, edit, or print this material, it is retrieved or recalled and displayed on your screen (Figure 4-17).

Each ATARI diskette can hold approximately 70 pages of text. However, it is recommended that you store only 63 pages on a diskette.

- Write-Protect notch when covered prevents the information on the diskette from being erased.

- Spindle hole holds the diskette in place on disk hub, which turns the diskette inside the disk drive.
- Read/Write area is where the magnetic head reads from or writes on a diskette.

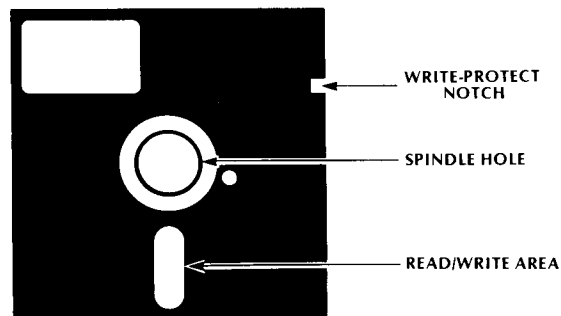


Figure 4-17 Diskette

Master Diskette

The Master Diskette (which contains the Disk Operating and File Management System) is the software or set of instructions which expands the computer's capabilities. It allows you to format blank diskettes and duplicate diskettes for backup.

ATARI Word Processor Program Master Diskette

The Program Master Diskette is the set of instructions that provides the computer with its various word processing capabilities, such as automatic pagination, deleting words or phrases, inserting text, and the like.

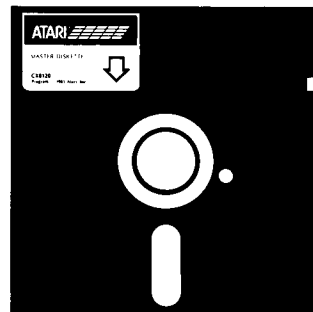


Figure 4-18 Master Diskette

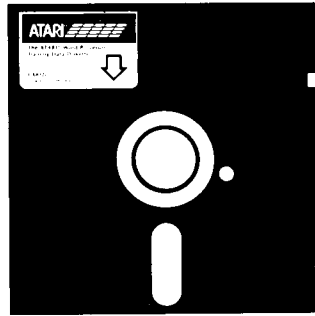


Figure 4-19 ATARI Word Processor
Program Master Diskette

10K-ROM Operating System Module

This module, located under the ribbed top cover of the ATARI 800 console (Figure 4-20), contains the instructions for activating the keyboard and screen display. This module controls the flow of information within the computer.

16K-RAM Memory Module

The Word Processor needs three 16K-RAM modules (48K-RAM) in order to operate. These modules (Figure 4-20) give the system the ability to store information.

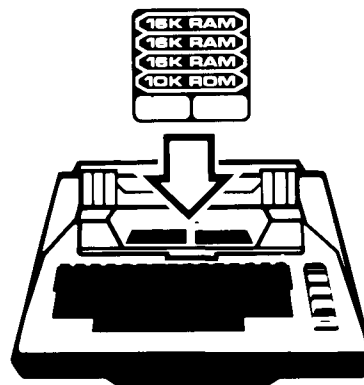


Figure 4-20 10K-ROM Module and
16K-RAM Memory Modules Inside the Computer

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**LIMITED 90-DAY WARRANTY
ON ATARI® PERSONAL COMPUTER PRODUCTS**

ATARI, INC. ("ATARI") warrants to the original consumer purchaser that this ATARI Personal Computer Product (not including computer programs) shall be free from any defects in material or workmanship for a period of 90 days from the date of purchase. If any such defect is discovered within the warranty period, ATARI's sole obligation will be to repair or replace, at its election, the Computer Product free of charge on receipt of the unit (charges prepaid, if mailed or shipped) with proof of date of purchase satisfactory to ATARI at any authorized ATARI Service Center. For the location of an authorized ATARI Service Center nearest you, call toll-free:

In California (800) 672-1430
Continental U.S. (800) 538-8547

or write to: Atari, Inc.
Customer Service Department
1340 Bordeaux Drive
Sunnyvale, CA 94086

YOU MUST RETURN DEFECTIVE COMPUTER PRODUCTS TO AN AUTHORIZED ATARI SERVICE CENTER FOR IN-WARRANTY REPAIR.

This warranty shall not apply if the Computer Product: (i) has been misused or shows signs of excessive wear, (ii) has been damaged by being used with any products not supplied by ATARI, or (iii) has been damaged by being serviced or modified by anyone other than an authorized ATARI Service Center.

ANY APPLICABLE IMPLIED WARRANTIES, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, ARE HEREBY LIMITED TO NINETY DAYS FROM THE DATE OF PURCHASE. CONSEQUENTIAL OR INCIDENTAL DAMAGES RESULTING FROM A BREACH OF ANY APPLICABLE EXPRESS OR IMPLIED WARRANTIES ARE HEREBY EXCLUDED. Some states do not allow limitations on how long an implied warranty lasts or do not allow the exclusion or limitation of incidental or consequential damages, so the above limitations or exclusions may not apply to you.

This warranty gives you specific legal rights and you may also have other rights which vary from state to state.

**DISCLAIMER OF WARRANTY
ON ATARI COMPUTER PROGRAMS**

All ATARI computer programs are distributed on an "as is" basis without warranty of any kind. The entire risk as to the quality and performance of such programs is with the purchaser. Should the programs prove defective following their purchase, the purchaser and not the manufacturer, distributor, or retailer assumes the entire cost of all necessary servicing or repair.

ATARI shall have no liability or responsibility to a purchaser, customer, or any other person or entity with respect to any liability, loss, or damage caused directly or indirectly by computer programs sold by ATARI. This disclaimer includes but is not limited to any interruption of service, loss of business or anticipatory profits or consequential damages resulting from the use or operation of such computer programs.

REPAIR SERVICE

If your ATARI Personal Computer Product requires repair other than under warranty, please contact your local authorized ATARI Service Center for repair information.

IMPORTANT: If you ship your ATARI Personal Computer Product, package it securely and ship it, charges prepaid and insured, by parcel post or United Parcel Service.

ATARI® WORD PROCESSOR REFERENCE CARD

CONTROL CHARACTER SUMMARY

CURSOR MOVEMENT

CTRL ←	One space left
CTRL →	One space right
CTRL ↑	One space up
CTRL ↓	One space down

QUICK CURSOR MOVEMENT

CTRL A	Beginning of line
CTRL E	End of line
CTRL G	Left Margin
CTRL H	Right Margin
CTRL T	Top of page
CTRL B	Bottom of page
CTRL J	End of text

WINDOW MOVEMENT

CTRL TAB	Fast scroll left
SHIFT TAB	Fast scroll right
CTRL V	Fast scroll up
CTRL Q	Fast scroll down
CTRL L	Viewing window left
CTRL R	Viewing window right
CTRL U	Viewing window up
CTRL D	Viewing window down

DELETING CHARACTERS

DELETE BACK S	Delete character to left of cursor
SHIFT DELETE BACK S	Delete character to right of cursor

DELETING WORDS OR LINES

CTRL W	Delete current word (word over cursor)
CTRL P	Delete prior word (word prior to cursor)
CTRL DELETE BACK S	Delete from cursor to beginning of line
CTRL E	Delete from cursor to end of line
CTRL X	Delete entire line
CTRL Z	Restores edited line to its original state

INSERTING CHARACTERS, WORDS, OR LINES

To insert characters or words, position the cursor at the point of insertion and begin typing.

CTRL J	Insert blank line (terminated but not formatted)
CTRL O	Insert blank line (formatted but not terminated)
RETURN	Insert blank line (formatted and terminated)

MARGIN ALIGNMENT

CTRL C	Align line to left margin
CTRL J	Align line to right margin

CENTERING TEXT

CTRL Y	Center line of text
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SAVING BLOCKS OF TEXT

CTRL N	Mark the beginning of text
CTRL M	Mark the end of text
CTRL S	Save text block

INSERT SAVED TEXT BLOCK

SHIFT INSERT	Insert saved text block (position cursor at point of insertion)
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DELETE TEXT BLOCK

CTRL N	Mark the beginning of text
CTRL M	Mark the end of text
SHIFT CLEAR	Delete text block

NOTE: Saving, inserting, and deleting blocks of text can also be done in Text Memory mode of the Extended Functions menu.

CHANGING CHARACTER CASE

CTRL C	Change character from lower case to upper case and vise versa
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UNDERLINING

CTRL U	Change character from normal to underlined and vise versa. Inverse video characters on the screen display represent underlined characters during printout.
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SUBSCRIPTS AND SUPERSCRITS

CTRL INSERT CTRL ↓	Subscripts (half line down)
CTRL INSERT CTRL ↑	Superscripts (half line up)

ELONGATED PRINT

Text to be printed with elongated characters must be bracketed by special characters. Both CTRL and INSERT keys must be pressed at the same time and released before the next key is pressed.

CTRL INSERT then TAB	Start elongated print
CTRL INSERT then TAB	Stop elongated print
OR	
then DELETE BACK S	

LINE TERMINATORS


RETURN	Insert fixed line terminator. Line will be formatted (indented, line spacing, paragraph spacing, margin alignment, etc.)
CTRL J	Insert fixed line terminator. Line will not be formatted.

PAGE BREAK

CTRL K	Automatically breaks page during pagination
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