TASWORD TWO

THE WORD PROCESSOR

A TASMAN SOFTWARE PROGRAM
FOR THE SAM COUPÉ

TASWORD TWO

for the Sam Coupe

(c) Tasman Software Ltd 1990

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[for Sam Users Everywhere]
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Getting Started

Introduction

This program is a conversion of Tasword Two for the ZX 48K Spectrum. If you have previously used Tasword Two on a ZX Spectrum little new learning is required: the main differences are the keys that are used to perform the control key actions and these are summarised on the help pages.

Tasword is supplied on cassette or disc. The cassette version can be transferred to disc by following the instructions given in Appendix E on page 31.

Learning to use Tasword

Tasword is a word processor that is designed to be easy to use. We suggest that you learn to use Tasword by taking the following steps:

1. Read "How Tasword Works" on pages 3 to 5 of this manual;

2. Load Tasword as described on page 6 and read the sections on The Opening Screen and The Status Line on pages 7 and 8;

3. Type in a few lines of text paying attention to the features described in the "How Tasword Works" section of this manual;

4. Load the Tasword Tutor file by following the procedure described on page 8;

5. Take your time working through the Tasword Tutor and experiment as much as you like. Refer to the control key descriptions in the manual (pages 9 to 21) as you work through the Tasword Tutor;

6. You will now be sufficiently familiar with Tasword to use it to produce your own text files. As you continue to use Tasword you will discover which of the facilities are most useful to you and you will find that you remember the relevant control keys. Don't forget that the help pages are always there;

7. It is recommended that you save Tasword by following the instructions on page 28. Use the saved copy as your working copy and keep the original as a back up. In this way you can make another copy should your working tape or disc be damaged.

How Tasword Works

The Text File

Tasword operates on a text file that contains whatever you type in from the keyboard. The text file can be up to 320 lines long. Your television or monitor is a "window" that shows 22 lines of the text file. Certain "control keys" move the window up or down the text file. This is called "scrolling".

The Window

Tasword normally shows you 64 characters on each line of the text file. The window can be "opened" to show just 32 characters on each line. This is done using the **SYMBOL C** control key as described on page 16.

The Cursor

This is a flashing bar that moves around the screen. It indicates your current position in the text.

The Keyboard

Each time you press a key marked with letters or numerals the character marked on that key appears on the screen at the cursor position. The exception is the **RETURN** key which moves the cursor to the beginning of the next line. To type a capital letter hold a **SHIFT** key down and press the required letter key. The number keys along the top row of the keyboard are also marked with another character. To type the upper character hold a **SHIFT** key down and press the key.

Some of the keys on the main part of the keyboard are marked with another character. These include:

< >[ ]

To type one of these hold down the **SYMBOL** key whilst you press the relevant key.

Auto Repeat

If a key is held down then after a slight delay the key action is repeated. This applies to both character keys and most of the control keys.

The Control Keys

A Tasword control key is a key that does not type a letter but instead manipulates the text file in some way. For example, the arrow keys move the cursor. Many control keys require the **CNTRL** or **SYMBOL** key to be held down whilst some other key is pressed. Control keys are listed in this manual in the following manner: **CNTRL I** means hold down **CNTRL** and press **I**; **SYMBOL J** means hold down **SYMBOL** and press **J**. A full description of all the control keys is given on pages 9 to 21.

Text File Size

The maximum permitted length of a text file is 320 lines.

Word Wrapping

Unless overridden by the **SYMBOL P** command key (see page 15), Tasword automatically "word wraps" at the end of each line. This means that if the last word on a line does not fit onto the line, then the whole word is transferred to the beginning of the next line. The only time you will normally use the **RETURN** key when typing text is to start a new paragraph. You will soon find that you only occasionally look at the screen when typing - Tasword keeps the text neat and leaves you free to concentrate on the keyboard.

Justification

As well as word wrapping when a word overflows the end of a line, Tasword automatically "justifies" the line that has just been finished. The words in the line are spaced out by inserting spaces between them so that the text spreads out between the margins. This gives the text a neat appearance with no ragged margin on the right hand side.

The automatic justification can be turned off if required (see page 15). This results in the text having a "ragged right" appearance like this paragraph which may be, according to personal preference, more appropriate to the task in hand.

It is easy to change text from right justified to ragged right or vice versa. Simply use the SYMBOL J control key to turn right justification on or off and then use the F3 control key (see page 14) to reform the desired paragraphs

Tall Cursor

When you type the last character on a line Tasword moves the cursor to the beginning of the next line. The cursor then becomes taller. If you type a character when the cursor is tall Tasword assumes that the character is part of the last word on the previous line and word wraps. If the word on the previous line is finished you must type a space (as you would have done anyway if you had not looked at the screen) before typing the next word in which case Tasword does not word wrap.

If the last character on the line is a punctuation mark Tasword does not word wrap when you begin the next line even if you type a character when the cursor is tall. Tasword ignores the first two spaces that you type so that you do not indent a line accidentally.

Caps Lock

When Caps Lock is on pressing a letter key types an upper case (capital) letter. When Caps Lock is off the letter keys type a lower case letter whilst SHIFT and a letter key produces an upper case letter. Caps Lock is switched on and off by pressing the CAPS key on the keyboard. A message appears at the bottom of the screen when Caps Lock is on.

Good Typing Practice

Help Tasword help you by following these simple rules of good typing practice:

1. Always type at least one space after a full stop at the end of a sentence or after any other punctuation mark.

2. Always begin a new paragraph by leaving a blank line between paragraphs, or by indenting (typing spaces at the beginning of) the first line or by doing both.

3. Always type text so that there is no space between a word and a following punctuation mark.

Loading Tasword

Loading from cassette

To load Tasword position the cassette in your recorder and ensure it is fully rewound. Type:

LOAD""

press **RETURN** and press the play button. Tasword loads in two parts: first the "basic" and then the "code". Stop the tape when the opening screen shown on the next page appears.

Loading from disc

Switch the computer on. Insert a disc into the drive containing the disc operating system. Press **F9** to load the operating system. When the **SAMDOS** has loaded insert the Tasword disc into the drive and type:

LOAD "tw"

and press **RETURN** (note that **tw** must be typed in lower case letters). The opening screen shown on the next page appears as soon as the program has loaded.

The Opening Screen

After Tasword has loaded you will see a flashing cursor near the top of a largely empty screen as shown below. You can now type some text or load a file that you have previously typed and saved. Try typing a few words.
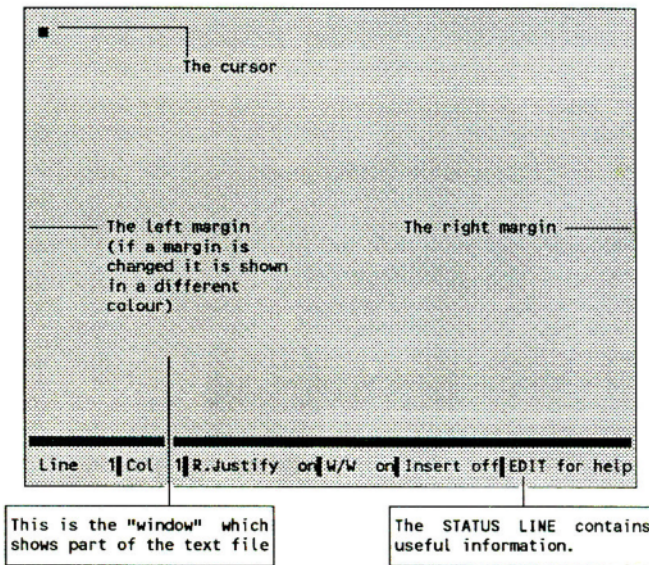

Press the following keys and note their effect:

EDIT   this displays the Tasword help page which summarises the commands available for editing your text and the key actions that are required to perform the functions shown. There are two help pages. Press **EDIT** a second time to see the second help page. Then press **RETURN** to return to the text file where you type your text.

F9   this moves you from the text file to the Tasword menu. The menu controls non text editing functions such as loading, saving and printing text. The menu options are described on pages 22 - 28. Return to the text file by pressing **R** followed by **RETURN** to confirm your choice.

The Status Line

The status line is located at the bottom of the screen. It shows information about your current position in the text.
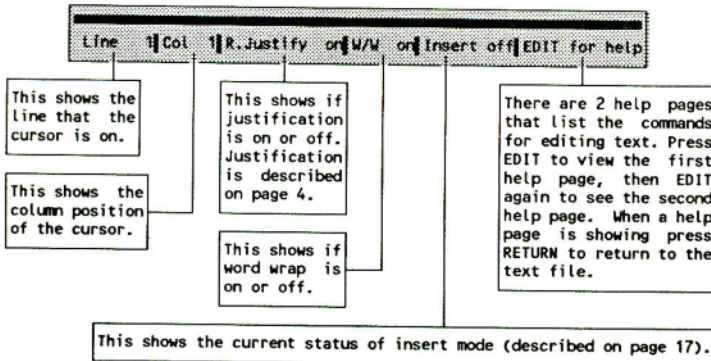
Tasword Tutor

The Tasword Tutor is a text file which helps you become familiar with the use of the control keys. If your program was supplied on cassette the Tutor is recorded on the tape immediately after the Tasword "code". To load the Tutor first load Tasword as described on page 6 (if you are loading from cassette take care to stop the tape as soon as the opening screen shown on page 7 appears). Then:

1.   Press F9. This displays the Tasword menu (shown on the next page).

2.   Select the Load Text File option by pressing L followed by **RETURN** to confirm your choice.

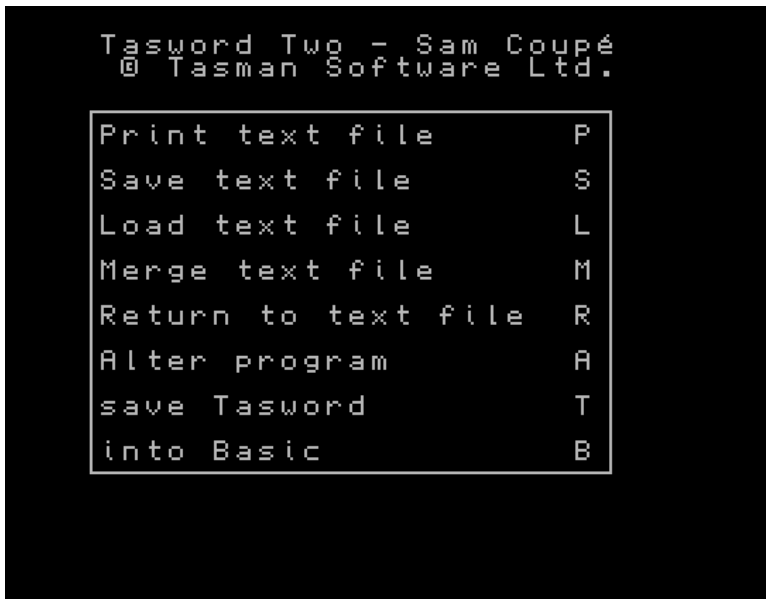3.   Tasword prompts you to type the name of the file you want to load. Type:

      tutor

      and press **RETURN**. Press the play button on the cassette recorder if loading from cassette. The Tutor appears on the screen as soon as it has loaded.

The Control Keys

This control key takes you from the text editor to the Tasword menu shown below. This controls the non text editing functions of the program such as saving, loading and printing text. The menu options are described on pages 22-28 and the page number that each option is described on is shown in brackets below.


```
Tasword Two - Sam Coupé
  © Tasman Software Ltd.

Print text file        P
Save  text  file       S
Load  text  file       L
Merge  text  file      M
Return  to  text  file R
Alter  program         A
save  Tasword          T
into  Basic            B
```

The Tasword menu

Pressing **R** allows you to return to the text file. Pressing **B** allows you to enter Basic and perform other tasks whilst Tasword is held safely in memory. If you enter Basic and want to return to Tasword again type **RUN** and press **RETURN**.

Help Commands

EDIT show first help page

The help page is displayed when EDIT is pressed. When the help page is showing press RETURN to go back to the text file or EDIT to see the second help page.

```
< < <   T A S W O R D   T W O  -  S A M   C O U P E   > > >

EDIT - - - help page
CAPS - - - capitals lock                On (CTRL)      Off
CTRL ◄ - - cursor to word left
CTRL ► - - cursor to word right         ▙   enlarged   ▘  Key 1
ARROWS - - cursor movement
F6 - - - - printer control chars >>>>>  ▙   condensed  ▘  Key 2
DELETE - - delete character
CTRL Q - - move line left               ▪   underline  ▪  Key 3
CTRL C - - centre line
CTRL W - - move line right              ▛   italics    ▖  Key 4
CTRL I - - insert line/character
CTRL ↓ - - go to end of text            ▌   emphasised ▐  Key 5
CTRL ↑ - - go to start of text
F9 - - - - load/save/print text         ▟  double strike ▙ Key 6
CTRL DEL - delete line
F3 - - - - reform to end of para        ▪    elite     ▜  Key 7
SYMB ↓ - - scroll down
SYMB ↑ - - scroll up                    ▊  proportional ▯ Key 8
RETURN - - start of next line

C O P Y R I G H T   1 9 8 3 - 9 0    T A S M A N   S O F T W A R E
RETURN returns to text.            EDIT for the other help page.
```

The first help page

EDIT EDIT show second help page

When the first help page is showing press**EDIT** to see the second help page.

The second help page

Pressing **EDIT** when the second help page is showing displays the first help page again. Pressing **RETURN** takes you back to the text file.

Cursor Movement Commands

➔ ⬅ ⬆ ⬇ move cursor

The arrow keys at the bottom right of the keyboard move the cursor to any required position on the screen. The ⬅ key can be used to move the cursor into the left margin if the left margin is set to some position other than column 1. The ➔ key can be used to move the cursor into the right margin if it is set to less than column 64.

RETURN start of next line

This key moves the cursor to the beginning of the next line. If insert mode is on (see page 17) then a new line is also inserted.

CNTRL ⬆ go to start of text

This control key moves the cursor to the start of the text file.

CNTRL ⬇ go to end of text

This control key moves the cursor to the end of the text file.

CNTRL ⬅ cursor to word left

This moves the cursor to the end of the next word to the left of the cursor.
It provides a rapid way of quickly moving the cursor to the left along a line.

CNTRL ➔ cursor to word right

This control key moves the cursor to the beginning of the next word to the right. This can be used to move the cursor quickly to the right along a line. If you overshoot the last word in the text there may be a short delay whilst Tasword checks that there is no subsequent text in the file.

SYMBOL ⬇ scroll down

This key scrolls the display up one line of the text file.

SYMBOL ↑ scroll up

This key scrolls the display down one line of the text file

SHIFT ↓ fast scroll down

Tasword scrolls down 22 lines (one screenful) every time this control key is pressed. This is a useful way of quickly moving through your text.

SHIFT ↑ fast scroll up

This control key moves the cursor up 22 lines (one screenful) of text.

Format Commands

CNTRL Q move line left

This moves the text under and left of the cursor left by one character position. There is no effect if there is already a character at the left margin. Text inside margins is not affected by this control key. If the cursor is inside a margin when this control key is used then no text is moved.

CNTRL W move line right

This control key moves the text under and to the right of the cursor right by one character position. There is no action if there is already a character at the right margin. Text inside margins is not affected. If the cursor is inside a margin when this control key is used then no text is moved.

CNTRL C centre line

This key centres the text on the line containing the cursor. It is useful for headings. Text inside margins is not moved and there is no action if the cursor is inside a margin.

F3 reform paragraph

This control key reforms the text from the line containing the cursor to the end of the paragraph. The end of the paragraph is detected by the occurrence of a blank or an indented line. This control key is very useful for tidying up text in which you have made insertions or deletions.

If the margins are set (see page 20) then only the text between the margins is reformed.

When this control key is pressed Tasword right justifies the text if right justify is on or leaves the text "ragged right" if right justify is off (see page 4 for a description of justification). This command can, therefore, be used to change the format of a paragraph from right justified to ragged right and vice versa. Switching right justification on and off is described on the next page.

CNTRL J justify line

The cursor that the line is on is right justified by this key. The words on the line are spaced out by inserting additional spaces so that the text is spread over the full width of the line.

CNTRL K unjustify line

This unjustifies the line containing the cursor. Any spaces that have been inserted to justify the line are removed.

SYMBOL P word wrap on/off

This control key switches the automatic word wrap on or off. The W/W message at the bottom of the screen indicates if word wrap is on or off. Word wrapping is described on page 4.

SYMBOL J right justify on/off

This control key turns right justification on or off. The **R. Justify** message at the bottom of the screen shows the current state of justification. Justification is described on page 4. When justification is on the text that is typed is reformed so that each line is spread across the full width of the line (as in most of this manual). If right justification is off the text has the "ragged right" appearance of this paragraph.

Delete Commands

DELETE delete character

The DELETE key deletes the character under the cursor and moves the remainder of the line left by one character position. It is useful for correcting mistakes as they are made and for removing unwanted characters. Note that characters which are mistyped can be typed over once the cursor has been moved to the correct position and you do not have to use the **DELETE** key.

CNTRL DELETE delete line

This control key deletes the line that the cursor is on. All subsequent lines are moved up. When used in conjunction with auto repeat this is a useful way of quickly deleting several lines.

SYMBOL DELETE clear text file

All text is removed from the text file when this control key is used. asks for confirmation of your action. Press **Y** to continue or **N** to abandon the command 'without deleting your text. If you want to save the text before clearing it first press **F9** to go to the menu and then select the Save Text File option.

Screen Commands

SYMBOL C change window

Normally Tasword shows 64 characters on each line. The **SYMBOL C** command changes the width of the window so that the screen shows 32 characters per line. The window can then be scrolled sideways using the ➜ and ⬅ keys to move the cursor. Sideways scrolling takes place automatically as text is typed. To change the display back to 64 characters per line press **SYMBOL C** again.

Insert Commands

CNTRL I insert line/word/character

This key is used to insert new lines, words, and characters into the text.

To insert a blank line position the cursor at the left margin of the line that is to follow the line to be inserted. Press **CNTRL I** to insert the new line. This command does not operate if the cursor is inside a margin (unless the cursor is at column 1).

To insert additional words into a line position the cursor on the space between the words where you want to insert. Pressing **CNTRL I** then moves the words to the right of the cursor onto a new line. The additional words can then be entered. To insert more blank lines use **CNTRL I** again or turn insert mode on (see below).

To insert a character into some existing text place the cursor over the character to the right of the required position of the new character. When **CNTRL I** is pressed the line is unjustified (see page 4 for a meaning of justification) and a space is created for the new character to be typed. If the line cannot be unjustified then a new line is created as described in the previous paragraph.

These insertion procedures usually destroy the justification of the paragraph. The justification can be recovered using the **F3** control key (see page 14).

SYMBOL I insert mode on/off

If insert mode is on Tasword creates a new blank line for you to type on whenever a line of text is completed or RETURN is pressed. This mode is useful if you want to type some new lines into the middle of some existing text.

Block Commands

Blocks of text can be moved or copied from one part of the text file to another. The beginning and end of a block must be marked before it can be moved or copied.

SYMBOL B mark beginning of block

This control key marks the beginning of a block of text. Tasword marks the start of the block by inserting a large open bracket symbol on the line above the first line of the block.

There is a short delay when this control key is used because Tasword checks to see if a beginning of block marker is already present in the text file. You cannot have more than one beginning of block marker in the file at any one time.

To delete a block marker move the cursor to the line containing the block marker and use the **CNTRL DELETE** command to delete the line.

SYMBOL V mark end of block

This key is used to mark the line that the cursor is on as the last line of a block. Tasword marks the end of the block by inserting a large close bracket symbol on the line below. There is a delay whilst Tasword checks to see if a block end marker is already present in the text. Use the **CNTRL DELETE** command to delete the block marker.

SYMBOL M move marked block to cursor

A marked block of text is moved to a new position when this control key is used. The text is moved to new lines that are created above the line containing the cursor.

SYMBOL N copy marked block to cursor

This control key copies a marked block of text to a new position in the text file. The block is copied into new lines that are inserted *above* the line containing the cursor.

Find or Replace Commands

CNTRL R find or replace text

This facility allows you to find the next occurrence of a given word or to replace all the following occurrences of a given word with another word or a group of words. The implementation of this command is from the current cursor position (to find or replace from the beginning of the text use the **CNTRL** ↑ control key to go to the start of the text file).

When this control key is used Tasword asks you to type the word to be found or replaced. You must type a single word - spaces are *not* allowed.

Press **RETURN** after you have typed the word to be found or replaced. Tasword then asks you for the text that the word is to be replaced with.

To find only: press **RETURN** in response to the prompt for the replacement text.

To find and replace: type the replacement text (which can be up to 32 characters long and can include spaces) and press **RETURN**.

Tasword then searches for the word you want to find. If you are also replacing text then each occurrence of the word will be replaced with the text you typed and the paragraph is reformatted. There is a short delay after the final replacement before Tasword continues.

NOTE: If you have typed text with different margin settings the automatic paragraph reformatting that takes place during a replacement may modify the format of the text.

Margin Commands

When margins are set the text that is typed is placed between the margins. Word wrap and right justification take place as though the margin positions represent the edges of the screen.

Margins are useful for automatically indenting part of your text. Paragraphs can be highlighted by having different margin settings (as has been done with this paragraph), or a list of paragraphs can be typed and numbering and other annotations can be put inside the margins. When a margin is set part of the screen changes colour to show the margin setting.

The arrow keys can be used to move the cursor into the margins to set new margin positions or to type text within margins. The **CNTRL Q, CNTRL W** and **CNTRL C** text moving and centring control keys do not affect text inside margins and do not operate at all when the cursor is inside a margin. The **CNTRL I** insert line control key does not work inside the margins unless the cursor is at column 1.

SYMBOL A set left margin

When this control key is pressed Tasword sets the left margin at the column immediately before the current cursor position. The margin is indicated by a different colour on the screen.

SYMBOL D set right margin

This control key sets the right margin at the column immediately after the current cursor position. The right margin is shown in a different colour on the screen.

SYMBOL S reset margins to normal

This key clears the margins to the normal positions at the extreme left and right of the display. The left margin is set at column 1 and the right margin at column 64.

Printer Commands

**F6 type printer control character**

The printer control characters are the 16 graphics symbols on the keys 1 - 8. These are shown on the help page and are listed in Appendix D. They are special symbols that do not print on the printer but instead can be typed into the text to instruct your printer to perform some function. All of the printer control characters and their functions can be seen on the first help page (see page 10).

To type a printer control character first press **F6**. Then either press **CNTRL** and one of the keys 1 - 8 (to type a printer control character that switches a function on) or just one of the keys 1 - 8 i.e. without **CNTRL** to switch a function off. A list of the printer control characters and how to type them appears in Appendix D. For example:

This is an example off ■■ underlining ▀

would be printed as:

This is an example of <u>underlining</u>

where the ■■ symbol that switches underlining on is typed by pressing F6 then holding down **CNTRL** and pressing key 3. The ▀ symbol that switches underlining off is typed by pressing **F6** and then key 3 (i.e. without **CNTRL**).

This is an example of ▛ italic ■ printing

 would be printed as:

This is an example of *italic* printing

▛■   Italics and underlining combined ▀ ■

would be printed as:

<u>*Italics and underlining combined*</u>

The printer control characters shown on the help page are set up for Epson compatible dot matrix printers. They are, however, user definable and it is possible to set them up to select some other function available on your printer. Defining printer control characters is described on page 26.

Menu Options

This part of the manual describes the options that are available on the menu. The menu controls the non text editing functions of the program such as saving and loading text. It is displayed on the screen when you press F9 and is reproduced below - the numbers in brackets show the page in this manual on which each option is described.


Pressing **R** when the menu is showing returns you to the text file. Pressing **B** allows you to enter Basic and perform other tasks whilst Tasword and your text are held safely in memory. If you enter Basic a "STOP statement" message appears. To return to Tasword type:

RUN and press **RETURN**.

If you have a disc drive fitted and are running Tasword on disc you can change to cassette operation by going into Basic, typing DEVICE T and pressing RETURN. Subsequent save, load and merge commands then take place from cassette. This allows you to back up files to (and load text files from) cassette. To change back to disc again enter Basic, type DEVICE D and press RETURN. Then type RUN and press RETURN to return to Tasword.

PRINT TEXT FILE

To print the text in the text file press P when viewing the Tasword menu to select the Print Text File option. The Print Menu is then displayed.
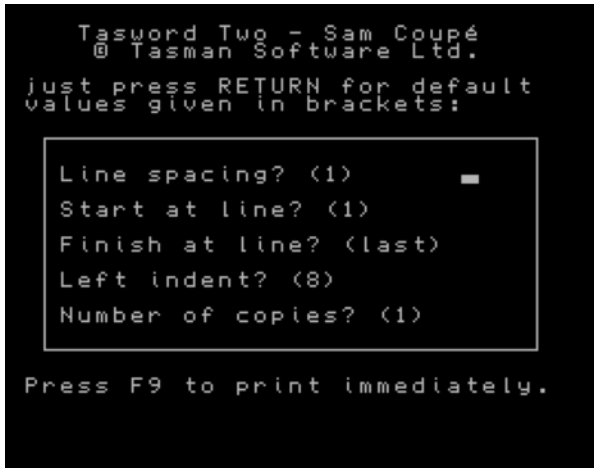
To change a Print Menu option type a new value and press **RETURN**. Alternatively just press **RETURN** to leave the current option unchanged and to move the cursor to the next option. Pressing F9 at any time causes printing to start according to the current Print Menu settings. When printing has started it can be interrupted by holding down the **Q** key.

Line spacing

Enter 1 for single line spacing, 2 for double spacing etc. If text is printed with unexpected double spacing please refer to Appendix A.

Start at line

Enter the line number at which printing is to start and press **RETURN**.

Finish at line

Enter the line number at which printing is to finish.

Left indent

This is a number of spaces printed before the first character on each line. It allows you to print a left margin on the paper before the first character on each line.

Number of copies

Enter the number of copies you wish to print and press RETURN. If you want each copy to begin on a fresh sheet of paper define a printer control character to be the code for a form feed (see Appendix C) and type the printer control character at the position that you want printing to start on a new sheet.

SAVE TEXT FILE

You can save the text you have typed to tape or disc as a "text file". To do this press S when viewing the menu to select the Save Text File option and press **RETURN** to confirm your choice. Tasword then asks you to type a name for the text file.

If saving to cassette: type a name of your choice of up to 10 characters in length and press RETURN. Follow the instructions on screen by removing the ear plug from your cassette recorder, pressing the record and play buttons to start recording and then any key to begin the save. When Tasword has saved the text file you are asked if you want to verify the save. This checks that the file has been recorded onto the tape correctly. To verify the file press Y, reconnect the ear plug and rewind and play the tape. After verifying a text file (or if you choose not to verify) the menu appears on screen. If a "tape loading error" appears during verification this means that the verification has failed. You should try saving and verifying the file again. If it fails a second time try saving the file onto another tape.

If saving to disc: When you press S to save Tasword shows a list of the files already saved on the disc. Type a name of your choice of up to 10 characters in length and press RETURN. The file is then saved and the menu appears after the save is completed.

LOAD TEXT FILE

This option allows you to load a text file that has been previously saved.

WARNING!! *Loading a text file clears all the text that is currently in the Tasword text file*

To load a text file press L when viewing the menu to select the Load Text File option.

Loading from cassette: Tasword asks you to type the name of the file you want to load. Type a text file name and press RETURN and then press the play button on the cassette recorder. The text file appears on screen as soon as it has loaded. If you do not type a file name and just press RETURN Tasword loads the first text file it finds on the tape.

Loading from disc: Tasword shows a list of the files on the disc. Type the name of the file you want to load and press RETURN.

MERGE TEXT FILE

Merging loads a text file from cassette or disc and puts it into the Tasword text file after any text that is already there. It is useful for joining two or more short files together.

To merge a file press M when viewing the menu to select the Merge Text File option. If merging a file from cassette either type the name of a file and press RETURN or just press RETURN to merge the first file that is found on the tape. Then play the tape. If merging a file from disc type the name of the file to be merged and press RETURN.

NOTE: the merge will fail if there is not enough room for both text files i.e if the combined length of the files exceeds 320 lines. If this happens you will enter Basic. To enter Tasword again type RUN and press RETURN.

RETURN TO TEXT FILE

This option returns you from the menu to the text file.

Alter Program

This option allows you to define:

> the printer control characters described on page 21
> the carriage return code
> the line feed code
> the printer code for the pound sign

When you select the Alter Program option a list of the 16 printer control characters appears on screen. If you want to define a printer control character read the section below. If you do not want to define a printer control character just press RETURN. Tasword then asks for the carriage return, line feed and pound sign codes as described on the next page.

Printer Control Characters

The printer control characters are the 16 graphics symbols on the keys 1 - 8. Their use is described on page 21. They are shown on the first help page and are also listed in Appendix D. The printer control characters are set up to perform the functions shown on the help page for Epson type dot matrix printers. To make use of some other function on your printer (e.g. to turn NLQ printing on and off) you can select this option to define the codes assigned to the printer control characters. The codes required are all listed in your printer manual.

When you select the Alter Program option a list of the printer control characters (numbered 128 - 143) appears on the screen. The codes that are currently assigned to each character are shown on the right: the number of each printer control character (between 128 and 141) is shown on the left. To define a printer control character type the number of the character you want to define. Then enter the DECIMAL codes you want to assign to that character, separating each code by pressing **RETURN**.

For example, assume you want to define printer control character CNTRL 1 (■) to start NLQ printing and printer control character 1 (▪) to cancel NLQ printing.

The decimal codes required by most printers for NLQ printing are:

27	20	1	to switch NLQ printing on
27	20	0	to switch NLQ printing off

To define printer control character L to start NLQ printing type the number 142 (to indicate the character you want to define). Then type:

27 **RETURN** 120 **RETURN** 1 **RETURN**

and press **RETURN** to finish.

The same procedure should be adopted to enter the codes 27 120 0 to character number 129 (printer control character ■).

You can now start and cancel NLQ printing by typing printer control character **CNTRL 1** into your text (**F6** then **CNTRL 1**) at the point you want NLQ printing to start. **NLQ** printing can be cancelled by typing printer control character 1 (**F6** then key 1) at the point you want NLQ printing to finish.

NOTE: if you define the printer control characters you can save the changes permanently by selecting the Save Tasword option described on page 28.

Carriage Return

After you finish defining printer control codes Tasword asks for the code required by your printer for carriage return. This is usually 13. If you need to enter some other number type the new number and press **RETURN** otherwise just press **RETURN** to keep the default code shown in brackets.

Linefeed

his is the code required by your printer to perform a line feed. The code used by most printers is 10. If your printer prints text with unexpected double line spacing change this code to zero by typing the new number and pressing **RETURN**. Pressing **RETURN** without typing a new code keeps the default code shown in brackets.

Pound sign code

Enter the code number used by your printer for a pound sign and press **RETURN**. Pressing **RETURN** without entering a new code leaves the current value unchanged.

SAVE TASWORD

This facility allows you to make a back up copy of Tasword to cassette or disc. If you have made any changes to the program (e.g. defined the printer control characters) then the changes are incorporated into the saved copy. In this way you can make a copy of Tasword that is set up for your needs.

PLEASE NOTE: The facility to save Tasword has been included to allow you, the purchaser, to make back up copies of Tasword. *Passing copies of Tasword to a third party is a breach of copyright.*

To make a back up copy of Tasword press **F9** after Tasword has loaded to go to the Tasword menu shown on page 22.

Saving Tasword to cassette: Select the Save Tasword option by pressing T followed by **RETURN** to confirm your choice. Follow the screen instructions to save Tasword to a blank cassette. Watch the screen carefully during the save because the program is saved in two parts. After the first part has been saved (the "basic") you must press any key to save the second part (the "code").

After the save is complete you may load Tasword from the new tape by following the instructions on page 6. Keep your original copy of the program as a back up.

Saving Tasword to disc: Insert the disc that Tasword to be saved onto in the drive (the disc must have been formatted first – see your Coupe manual for details).

Select the Save Tasword option from the menu by pressing S followed by **RETURN** to confirm your choice. Tasword is then saved to the disc in the drive and you are returned to the menu when the operation is complete. The program can be loaded from the disc by following the instructions on page 6.

Appendix A - Double line feeds

If your text is printed with unexpected double spacing even though the "line spacing" option on the Print Menu is set to 1, select the Alter Program option described on page 26 and change the Tasword line feed code from 10 to zero. Text will then print text with single line spacing. If you need to change the line feed code in this way you can save the change permanently by selecting the Save Tasword option from the menu (see page 28).

Appendix B - Printing pound signs

Different printers require different codes to print a pound sterling symbol. If you encounter problems printing a pound sign refer to your printer manual to establish the code required by your printer for this symbol. It can usually be found in an appendix that lists the characters of the printer's character set. Tasword is supplied to send a code of 35 for the pound sign.

If your printer requires a code other than 35 select the Alter Program option from the menu. Keep pressing RETURN until you are prompted for the pound sign code. Type the new code and press RETURN. Commonly used codes are 96 and 156.

The pound sign should now print correctly. You can save this change permanently by selecting the Save Tasword option described on page 28.

If your printer requires a code of 35 you may find that it is printing a hash symbol (#) instead. If this is the case consult the part of your printer manual concerning DIP switches. You must alter these to select the UK character set.

Appendix C - Printing multi page text files

When printing text files that are several pages long you will require each page of text to begin at the top of a fresh sheet of paper. You can make Tasword command the printer to move up to the top of the next page by selecting the Alter Program option described on page 26 and defining one of the printer control characters to be the code for a "form feed". The code for a form feed is usually 12. It instructs the printer to move the print head to the top of the following sheet of paper. When you have defined a printer control character to be a code of 12 you can type that printer control character into your text at the point where you require printing to begin on a new page.

Appendix D - Printer Control Characters

This lists the Tasword printer control characters described on page 21 and how to type them into your text. Their functions are shown on the first help page as shown below.

■ press F6, then hold down CNTRL and press key 1
▪ press F6, then press key 1
◢ press F6, then hold down CNTRL and press key 2
▪ press F6, then press key 2
▬ press F6, then hold down CNTRL and press key 3
▬ press F6, then press key 3
▛ press F6, then hold down CNTRL and press key 4
▪ press F6, then press key 4
▌ press F6, then hold down CNTRL and press key 5
▌ press F6, then press key 5
◢ press F6, then hold down CNTRL and press key 6
◣ press F6, then press key 6
▪ press F6, then hold down CNTRL and press key 7
◥ press F6, then press key 7
■ press F6, then hold down CNTRL and press key 8

□ press F6, then press key 8

Appendix E - Running Tasword from disc

The cassette version of Tasword can be automatically transferred to disc. To do this first load Tasword from cassette as described on page 6. After the opening screen has appeared press F9 to go to the Tasword menu shown on page 22.

If a disc drive is fitted in your Coupe you can switch between disc and cassette operation by selecting the "into Basic" option when the menu is showing. You may then type:

DEVICE T and press **RETURN** for cassette operation
DEVICE D and press **RETURN** for disc operation

If disc operation is selected subsequent save, load and merge commands take place from disc. Consequently to save Tasword to disc:

1.   Press **B** followed by **RETURN** to enter Basic when viewing the menu. Type:

     DEVICE D

     and press **RETURN** to change to disc operation. To enter Tasword again type:

     RUN

     and press **RETURN**.

2   Insert the (formatted) disc you want to save Tasword onto into the drive. Select the Save Tasword option described on page 28 by pressing T followed by **RETURN**. As disc operation has been selected Tasword is then saved to disc. You are returned to the menu when the save is complete.

Tasword can be subsequently loaded from disc by inserting the disc onto which Tasword has been saved into the drive and then typing:

LOAD "tw" and pressing **RETURN**. All save, load and merge operations will automatically take place to and from disc.

The ability to switch between disc and cassette operation using the commands described above also means that text files can be loaded from cassette (or back up copies of text files saved to cassette) when running the program from disc. This allows you to transfer the Tutor from cassette to disc.