

1st WORD PLUS™

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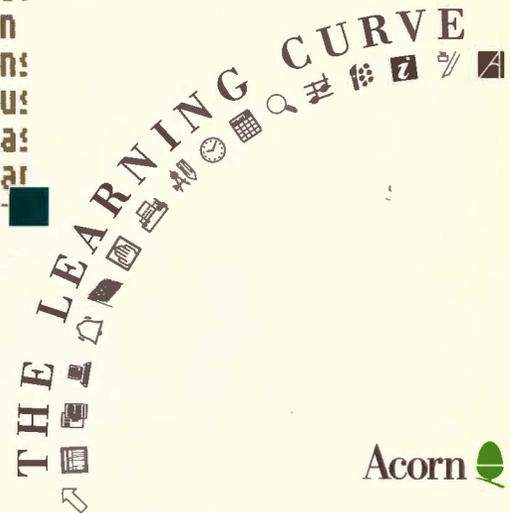
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About this guide

The chapters of this Guide present the following information:

Introduction outlines the features of 1st Word Plus™ and gives you some advice you should follow before you go further.

Guided tour takes you step by step through a tutorial session using basic 1st Word Plus features. Beginners to word processing should follow this tutorial carefully before attempting the more advanced features described in later chapters. If you already have experience of other word processors, you can go straight to the next chapter.

1st Word Plus essentials describes the 1st Word Plus windows, how to load 1st Word Plus, save your document and leave 1st Word Plus.

Editing documents tells you how to make changes to the text of documents, check them for spelling, and paste pictures into them.

Document layout tells you how to use the formatting and style options to control the layout and appearance of your document.

Printing documents explains how to get your documents onto paper.

1st Word Plus menus is a reference section providing brief summaries of all the menu options used in 1st Word Plus.

Keystroke equivalents lists all the things you can do using keystrokes instead of menu options.

Introducing 1st Mail tells you how to run 1st Mail on your Acorn RISC OS computer, and includes a Guided tour using the example documents on the Program disc.

More about 1st Mail provides detailed information on the production of formatted documents using command files and datafiles.

Conventions used in this Guide

1st Mail commands is a reference chapter providing brief summaries of all the commands used in 1st Mail.

The Appendix provides information on the printer drivers supplied with 1st Word Plus. In case you have a printer which is not yet supported by 1st Word Plus, it also tells you how to create your own printer driver.

The three buttons on the mouse are (from left to right as you hold the mouse) Select, Menu and Adjust. All the terms for mouse actions used in this Guide – click, double-click and drag – have their normal meanings as described in the *User Guide*.

'Click on' is used as a shorthand for 'click Select on'.

Sometimes you will need to carry out an action by holding down one key while pressing another. This is indicated as follows:

Shift-F6.

This example would mean 'hold down Shift, press and release F6, then release Shift'.

Menu names and options appear in bold as follows:

Style

On the screen, a menu option that leads to a dialogue box is shown with three dots after its name. For the sake of readability, these dots are omitted from the text of this Guide.

Text that you enter and text that appears on the screen is shown as follows:

This text appears on screen

Introduction

Welcome to 1st Word Plus

You can think of a word processor like 1st Word Plus as a friendly, but very powerful, typewriter. With a conventional typewriter, your text is printed on sheets of paper as you type it. It is possible to do a certain amount of editing or correcting, though of a very limited kind. Correcting fluid can be used to delete text, and you can type over the corrections, but you will not be able to insert text. Moving and copying blocks of typewritten text is also very difficult unless you happen to have a photocopier, scissors and a pot of glue handy.

With a word processor like 1st Word Plus, however, your text is displayed on the screen as you type it in, instead of being printed immediately, so you have a 'breathing space' in which you can make as many corrections as you want. Moving, copying, and deleting whole sections of text is also extremely easy with 1st Word Plus. You need only print your text out when you are sure that it is just right.

1st Word Plus allows you to 'cut and paste' sections of text both within and between documents, and combine them with your own graphics. There's also a 70,000-word spelling checker and a mail merge facility.

1st Word Plus is designed specially for Acorn RISC OS computers (such as the Archimedes range and A3000), so it is very easy to learn and use. Full advantage is taken of desktop features such as windows, icons, and menus. In fact, the only time you will need to use the keyboard is when you are typing in text. Complex editing tasks such as cut and paste, changes in layout, and reformatting can all be done using the mouse alone (though if you prefer using the keyboard, you can do that instead).

It is also very easy to create text for importing into Acorn Desktop Publisher: the chapter *Editing documents* tells you how to do this.

1st Mail

1st Mail is the mail merge program accompanying 1st Word Plus. A mail merge program allows you to produce a series of documents which differ from each other only in certain details. The classic use of this kind of program is to send the same letter to a number of different people. This is done by creating a master document with 1st Word Plus. The differing information or variable data, such as customer names and addresses, is saved separately. By merging the variable data for each customer into the master document – hence the name ‘mail merge’ – a series of personalised letters is created, although you have only needed to type in one.

Essential reading

Before starting to use 1st Word Plus, *you must read the Release Note supplied in the pack*, especially the part relating to relocatable modules.

You also need to be reasonably familiar with the RISC OS desktop. In particular, you will need to know about the different parts of the desktop, how to use windows in general (scrolling, moving, resizing and so on), and the directory displays that show you where your files are saved on disc. If necessary, re-read the relevant parts of the *Welcome Guide* or *User Guide* supplied with your computer.

Background requirements for 1st Word Plus

1st Word Plus requires four relocatable modules to be loaded into the computer; it also requires that they are of specific dates (or later). Relocatable modules are software extensions to the operating system; you don't need to know anything about them in order to use 1st Word Plus, but you will find more information in the chapter of your *User Guide* entitled *Module-related commands*.

The modules you need are provided on the 1st Word Plus Program disc, in the !System.Modules directory. Since the exact process you need to follow may vary in future, we have put the relevant instructions in the Release Note accompanying the 1st Word Plus package.

If you have used 1st Word Plus before

If you are already a 1st Word Plus user, you will find that much of the application is familiar to you. Changes have principally been introduced to bring 1st Word Plus into line with other RISC OS applications; these mainly concern the way files are loaded and saved. However, some original features

of loading and saving in 1st Word Plus have been preserved for the benefit of users of the first release. Once you start work in your 1st Word Plus document window, you will find yourself in a familiar world.

The main changes you will notice are these:

- 1st Word Plus is now loaded by installing its icon on the icon bar. When you then click on the icon, a 1st Word Plus window opens on the desktop, instead of taking over the whole screen.
- The keypad no longer displays the character set: to obtain 'unusual' characters, there is a new application, 1stChars, which is described in the chapter entitled *Editing documents*.
- Loading and saving of documents is now done in the RISC OS manner, with the usual dragging and double-clicking techniques. These are described in this Guide, but if you are familiar with RISC OS already, you will find few surprises.
- A new feature has been introduced enabling you to change the case of words or sections. For example, you can change a word in upper case into lower case, or put all the initial letters in a group of words into upper case. This is described at the end of the chapter entitled *Document layout*.

Making working copies

Before you do anything else with 1st Word Plus, you should make copies of the release discs and keep the originals in a safe place. To make backup copies, follow the instructions in the *User Guide* supplied with your computer. Use the backup copies as your working discs.

Installing 1st Word Plus on a hard disc

If your computer has a hard disc, you should copy the software onto it. Do this using the copying facilities of the desktop, described in your *User Guide*. You can arrange the files however you like, but we recommend that you do the following:

- Create a directory in a suitable place called, for instance, 1wp.
- Copy the contents of the distribution discs into it.

Whenever this Guide tells you to insert the Program disc or the Utilities disc, all you will need is an open directory display for your 1st Word Plus directory.

Customising 1st Word Plus

There are two features of 1st Word Plus that you can change, if you wish, by editing the !Run file within the 1stWord+ application directory. If you have not made changes of this sort to an application before, don't worry: you can leave 1st Word Plus exactly as it is, and in any case, you may prefer it that way! However, the changes are in fact very easy to make. They relate to the following features:

- When you try to save a file by overwriting an existing file with the same name, you will be warned that this is what you are about to do. You will then need to click on the **OK** box to proceed. You can remove this warning step if you wish.
- A file of type 'Text' can be loaded into either Edit or 1st Word Plus when you double-click on its icon. If both applications are running, what happens is unpredictable unless you tell 1st Word Plus that it should not load Text files. If only 1st Word Plus is running, it will ignore Text files unless you tell it otherwise.

You can control these features by editing two lines in the !Run file, as follows:

- 1 Open the 1st Word Plus application directory by holding Shift while you double-click Select. Load the !Run file into either Edit or 1st Word Plus by dragging its icon onto the application icon on the icon bar.
- 2 To force overwriting of existing files, change no to yes in the line:

```
*Set FirstWord Plus$ForceOverwrite no
```
- 3 To set 1st Word Plus to load Text files, change no to yes in the line:

```
*Set FirstWord Plus$LoadTextFiles no
```

Monitors

Although the best screen performance is obtained when a colour monitor is used, you can also run 1st Word Plus with a monochrome monitor. However, some of the finer details, such as the difference between light and normal text, may then be less easy to see on the screen. They will, nevertheless, appear correctly on paper.

Guided tour

If you are a complete newcomer to word processing, this chapter is designed to introduce you to using 1st Word Plus on your Acorn RISC OS computer. It will take you step by step through the fundamentals of using a word processor, from loading in the program to saving documents on disc. By typing in a sample document, you will be able to see for yourself how powerful 1st Word Plus is, while still being easy to use.

If you have used other word processors before, go straight on to the next chapter.

Many of the things you will be doing in this guided tour can be done in more than one way: one using the mouse, and one using the keyboard. To keep this tutorial simple, we will tell you only about one of these in this chapter. All the alternatives are listed in the chapter entitled *Keystroke equivalents*.

Loading 1st Word Plus

If you are using 1st Word Plus from a floppy disc, insert the Program disc into the disc drive. Click on the floppy disc drive icon on the icon bar to open a directory display for the disc. If you have copied 1st Word Plus onto a hard disc, open a directory display for the directory containing the application.



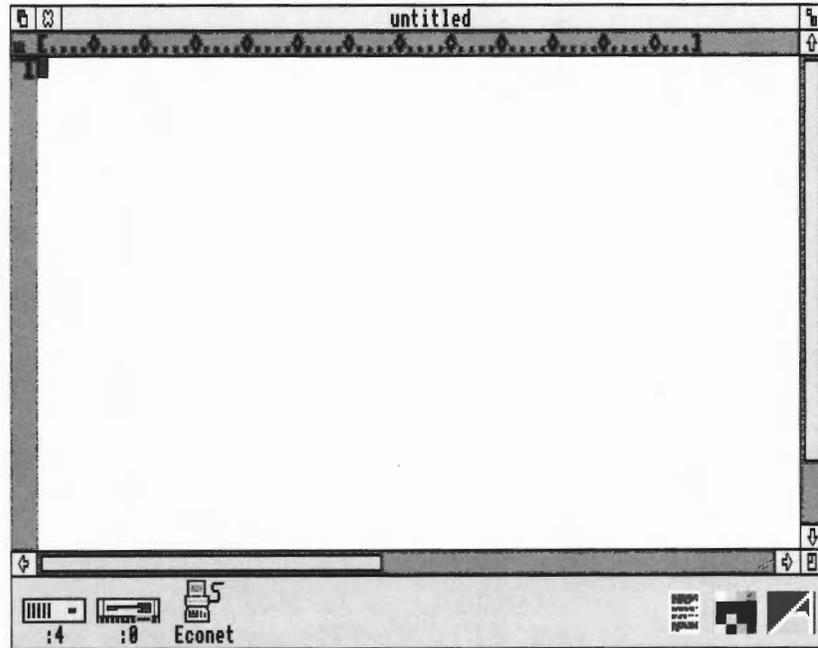
Double-click on the 1st Word Plus icon in the directory display. After a short while, the 1st Word Plus icon will appear on the icon bar at the foot of the screen. Click once on this icon to open a 1st Word Plus document window. The screen will now look more or less like the picture over the page (the exact appearance of the icon bar will depend on what hardware you are using and which other applications – if any – are currently running).

1st Word Plus windows

The document window

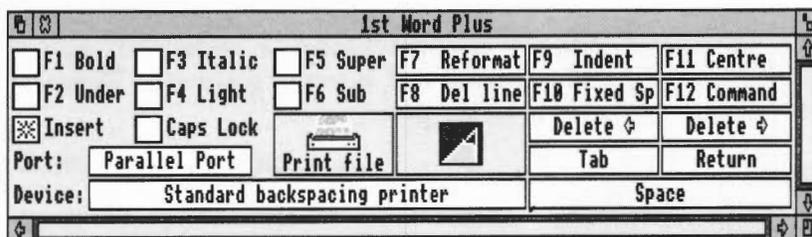
The large empty window is the main *document window*. This is where you type your text. It is very similar to any other RISC OS window: you can move it, resize it, or send it to the back of the pile of windows in the normal way. It can also be moved almost completely off the screen to the right or downwards.

Below the title bar, the document window has a *ruler*. This is used for setting tab positions and margins, and is described in the chapter *Document layout*.



The keypad window

Move the pointer onto the 1st Word Plus icon on the icon bar, and press Menu (the middle mouse button). Move the pointer onto the **Show keypad** option, and click Select. The keypad window will appear.



The keypad has several functions:

- The keyboard replica boxes show the effect of the function keys; there are also boxes representing some of the other keys such as Delete. You can use these just as reminders of what the keys do, or you can click on them to obtain the same effect as pressing the corresponding key itself.
- A group of boxes on the left is associated with printing and printers. These are described in the chapter *Printing your document*; you don't need to know about them now.
- In the centre is the dictionary icon, which you will need when you want to check your spelling. Again, you don't need it for the time being.

You can leave the keypad window on the screen if you want to, or close it in the normal way (by clicking on its Close icon). You may also find it useful to slide the keypad downwards, partially off the screen, so that you can just see the top half; this will remind you of what the function keys do.

1st Word Plus menus

Pressing Menu with the pointer anywhere on the document window or the keypad calls up the top-level 1st Word Plus menu. This contains eight options, each of which leads to a submenu. To display a submenu, move the pointer across the arrow to the right of a menu option. In the rest of this Guide, we usually refer to submenus simply as 'menus'. You will not need to use menus until you get to the later section of this chapter which tells you how to edit your text.

Typing in text

The following extract is the text you are going to type in; this is what it will look like when you've finished working on it. As you can see, it has several different typestyles (italic or underlined, for example), centered headings and numbered and indented paragraphs. These are all things which are easy to do in 1st Word Plus.

BRITISH WOODLANDS

1.0 Oakwoods

There are two types of oakwood in Britain, damp oakwoods and dry oakwoods. The typical damp oakwood tree is the Pedunculate Oak with its stalked acorns and peculiar shaped leaves. The typical tree of the dry oakwoods is the Durmast or Sessile Oak in which the flowers and consequently the acorns have no stalks and the leaves have star-like hairs on their undersurfaces.

Bold type, capitals, centred text

When you open a new document window, there is a flashing block at the top left corner. This is the *text cursor*. When you type, the text will appear at the cursor position, pushing the cursor to the right.

The first piece of text to be typed is the title of the extract. This is to appear in capital letters in emphasised or bold type and is centred on the page. Follow these steps:

- 1 To type in capital letters, press the Caps Lock key at the bottom lefthand corner of the keyboard. A light will come on in the key and a star will appear next to the word 'Caps' on the keypad.
- 2 To change from normal to bold type, press the function key F1 at the top of your keyboard. The corresponding box on the keypad will display a star.
- 3 Now type the following text:

BRITISH WOODLANDS

If you make a mistake while you are typing, you can correct it easily as follows:

- To delete the last character, press the Delete key.
- To change one or more characters further back, use the cursor keys at the bottom of the keyboard to move the cursor until it is positioned after the letter(s) you want to change, and then use Delete.

Underlined text and tabs

- There is more information on making changes to your text later in this chapter.
- 4 To centre the heading, press F11.
 - 5 To move two lines down the page, press Return twice.
 - 6 Turn off the capitals by pressing Caps Lock again, and turn off bold by pressing F1.

Now for the numbered subheading, which introduces the use of tabs and underlining. To produce this, follow these steps:

- 1 Type:

1.0

then press the Tab key.

Typists should note that the numeric keys '1' and '0' should not be used interchangeably with the alphabetic keys 'l' and Shift 'O' as they sometimes are on a typewriter.

When you press Tab, the cursor will move along the line until it is level with the next tab stop (marked by a diamond) on the ruler at the top of the window.

- 2 To turn underlining on, press F2.
- 3 Using Shift when a capital letter is required, type the following text:

Oakwoods

Note: Press Shift and a character key together to type capital letters (P, C etc), or one of the upper or 'shifted' characters (!, " etc). If you have used a typewriter, you will notice that the Acorn keyboard has a Caps lock key instead of the typewriter shift lock. The Caps lock only shifts the letter or alphabetic characters.

- 4 To turn underlining off, press F2 again.
- 5 To move two lines down the page, press Return twice.

Typing ordinary text

Now for the easy bit. Type in the following text from the passage as you would on a typewriter, but without pressing Return at the end of the lines.

There are two types of oakwood in Britain, damp oakwoods and dry oakwoods. The typical damp oakwood tree is the

Stop typing at this point. You will have noticed that the cursor automatically goes to the next line for you at the right time. This feature, called *word wrap*, saves you having to press Return at the end of each line. Only use Return at the end of a line which is to stand on its own (such as a title), or to insert blank lines (eg between paragraphs).

Notice the difference in appearance between the bold type in the main heading and the normal type of the rest of the text.

Italic underlined type

The next words will be underlined and in italics, so follow these steps:

- 1 To leave a space before the next word, press the Space Bar.
- 2 To turn underlining on, press F2.
- 3 To turn italic on as well, press F3.
- 4 Type:

Pedunculate Oak

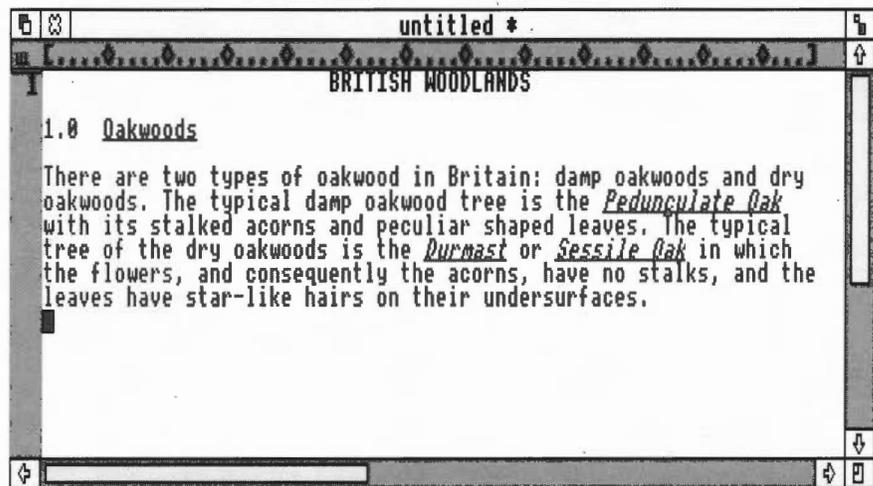
- 5 To turn underlining off, press F2 again.
- 6 To turn italic off, press F3 again.
- 7 To leave a space before the next word, press the Space Bar.

Continue by typing in the rest of the passage as shown below, underlining and putting the words 'Durmast' and 'Sessile Oak' into italics in the same way.

with its stalked acorns and peculiar shaped leaves. The typical tree of the dry oakwoods is the *Durmast* or *Sessile Oak* in which the flowers and consequently the acorns have no stalks and the leaves have star-like hairs on their undersurfaces.

To end the paragraph you have just typed in, press Return once.

When you have finished typing in this paragraph, your document window should look like this:



Correcting mistakes

We have already described how to make 'running repairs' as you type. However, you may not notice a mistake until you have finished, so you may need to move back a few lines to make the correction. To do this, you will need to move the cursor, the flashing block which indicates the point at which some text is added or altered, to the right place.

Moving the cursor

Move the cursor by moving the pointer to where you want the cursor to go, then pressing Select. You can also use the cursor keys on the keyboard:

- To move the cursor up or down one line, press ↑ or ↓.
- To move the cursor left or right one character, press ← or →.
- To move the cursor left or right one word, press Shift← or Shift→.
- To move the cursor to the beginning or end of a line, press Control← or Control→.

You may find that the easiest way to get the cursor exactly where you want it is to move it to roughly the right place with the mouse, then move it into position with the cursor keys.

Altering text

When you have moved the cursor to the correct position, you will be able to alter your text by deleting mistakes or inserting new text. You can delete single characters as follows:

- To delete a character to the left of the cursor, press Delete or ←.
- To delete a character under the cursor, press Copy.

Once you have deleted a mistake, type in any new text that is required. Notice how new text is inserted before the cursor, any existing text shuffling rightwards to make room for it.

Tidying up paragraphs

After you delete or insert text, the lines in a paragraph may be of uneven lengths and look rather untidy. To tidy up an edited paragraph, you will need to reformat it:

- 1 Position the cursor on the first letter of the main paragraph (the 'T' of There).
- 2 To reformat the whole paragraph, press F7. (If this causes the Hyphenation dialog box to appear, click on the box in it marked **Disable** to turn hyphenation off for the present document.)

Indenting paragraphs

The layout will look better if you indent the main text of the paragraph you have just typed in so that it appears in the same column as the text of the subtitle. To indent a whole paragraph, follow these steps:

- 1 Position the cursor on the first letter of the main paragraph (the 'T' of There).
- 2 To indent the first line of the paragraph as far as the first tab stop, press F9.
- 3 Reformat the paragraph by pressing F7.

Editing sections of text

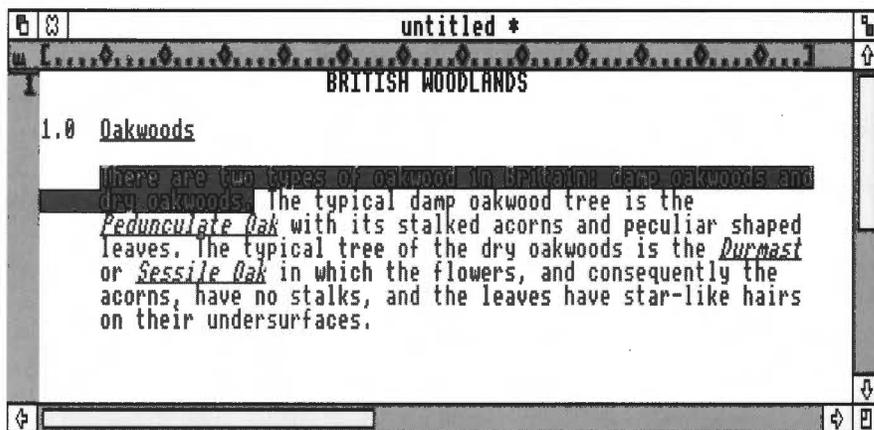
1st Word Plus also allows you to do various things to whole portions of text (called *selections*), such as moving them, copying them, deleting them, and changing their style into bold, underlined, etc. Try these techniques out on the sample document that you have just created.

Marking a selection



Let's mark the first sentence of the paragraph as a selection. Position the pointer over the first character of the selection, ie the 'T' of *There*, press Select and drag the pointer (which changes shape to a pointing hand) across all the text to the end of the sentence. Release Select.

The selection is now highlighted (the text is white on a black background).



Moving your selection

You can move your selection to another area, such as the end of the paragraph. To do this:

- 1 Place the cursor where you want to move the selection to – in this case the line below the end of the paragraph.
- 2 Press Menu (the middle mouse button) and on the menu that appears, move the pointer over the **Select** option and across the arrow to its right. A lower-level menu or *submenu* appears. Move the pointer over the **Move** option and press Select.

The selection of text you highlighted will be moved from where it was to the new cursor position.

Now try moving the marked selection back to the beginning of the passage.

Copying your selection

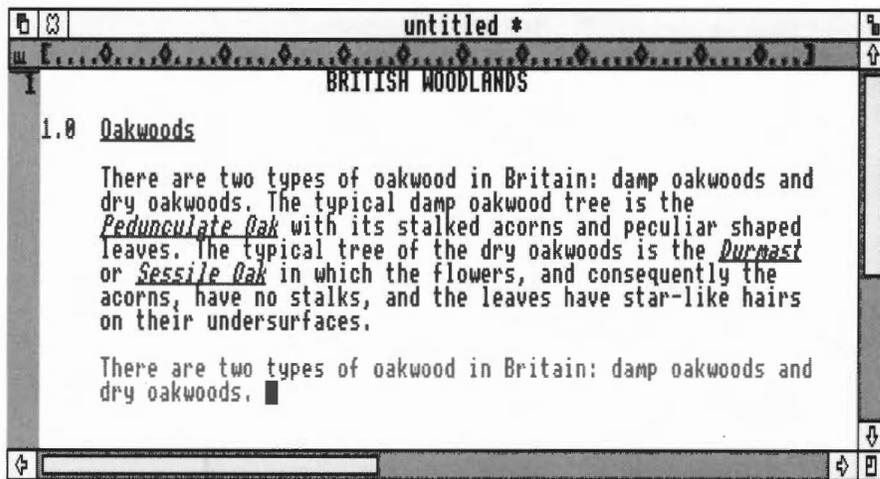
You can also copy or duplicate your selection, by taking the following steps:

- 1 Highlight the selection in the usual way (as described on the previous page), then select **Copy** in the **Select** menu. A dialogue box will appear, confirming that you have now stored the selection on the *clipboard*. This is an area of memory in the computer that you cannot see, but which holds the selection you have copied until you are ready to use it, or until you cut or copy another selection. If something else was already stored on the clipboard, you will be asked if you wish to overwrite it.
- 2 Click **Select** on the appropriate box on the dialogue box. You will notice that the original text on screen does not move but remains exactly as it was within your document.
- 3 Position the cursor where you wish the text to be placed – for example at the end of the passage – then select **Paste** in the **Select** menu. You can paste as many copies of the selection as you like into the text: the copy you saved on the clipboard will stay there until you store a new selection there.

Changing the style of a selection

Now try making some style changes to the copy, leaving the original selection as it is.

- 1 Mark the sentence as a selection in the way described above (*Marking a selection*).
- 2 Select a character style or combination of styles using the function keys. In the illustration opposite, **Light** text has been chosen.
- 3 Remove the selection highlighting by pressing **Menu** to call up the top-level menu, and from the **Select** menu, selecting the **Clear** option.



Deleting your selection

Mark your restyled selection once again, then select **Cut** in the **Select** menu to make it disappear and to restore the example document to its original condition.

Saving your document

1st Word Plus documents are saved in exactly the same way as other documents in RISC OS.

First ensure that a directory display for the directory where you want to keep the document is visible somewhere on the screen: a suitable place might be the `1WP_docs` directory on the Program disc. Then move the pointer across the arrow alongside **Save** from the top-level menu. A submenu will appear allowing you to save either the whole document (or *file*) or part of it (a *selection*). Move the pointer across the **File** option and the **Save as** dialogue box will appear. Use the keyboard to change the name of the document if you wish, then drag the icon to the directory display where you want to save the document.

Skills learnt so far

This chapter has taught you several different skills. You have learnt how to

- start a new document
- type in text
- change timesteps
- make corrections
- position text
- make alterations to selections of text
- save your document.

These are the basic features of 1st Word Plus. You are now ready to use it to produce your own documents. Information on the more advanced features of 1st Word Plus follows in the next few chapters.

How to get help

1st Word Plus will provide instant help information at any time if you select **Help** from the top-level menu to call up the **Help** menu. The names of the various topics about which on-screen help is available will appear as options in the menu. Select any one of them to display information relating to that topic.

Once you have read the message, get rid of it by clicking on the **OK** box.

If you select **Extra help**, 1st Word Plus will automatically display a help message every time you select a menu option. By using **Extra help**, you can be confident that no menu action will be carried out until you have confirmed it by clicking on **OK**. Turn **Extra help** off by clicking on the option a second time.

1st Word Plus essentials

This chapter, and the five following chapters, are intended for two groups of users of 1st Word Plus:

- beginners in word processing who have worked through the tutorial in the previous chapter
- experienced users of other word processors who are new to 1st Word Plus.

Some of the information contained in the previous chapter is repeated, but in greater detail.

This chapter tells you how to

- load 1st Word Plus
- use the document window and keypad
- save your documents
- quit 1st Word Plus.

Loading 1st Word Plus

If you are running 1st Word Plus from a floppy disc, begin by inserting the Program disc into the disc drive.

Then load 1st Word Plus in the same way as any other RISC OS application:

- 1 Open a directory display for the directory containing 1stWord+.
- 2 Double-click on the application's icon.
- 3 When the icon appears on the icon bar, click Select on it to open a 1st Word Plus window.



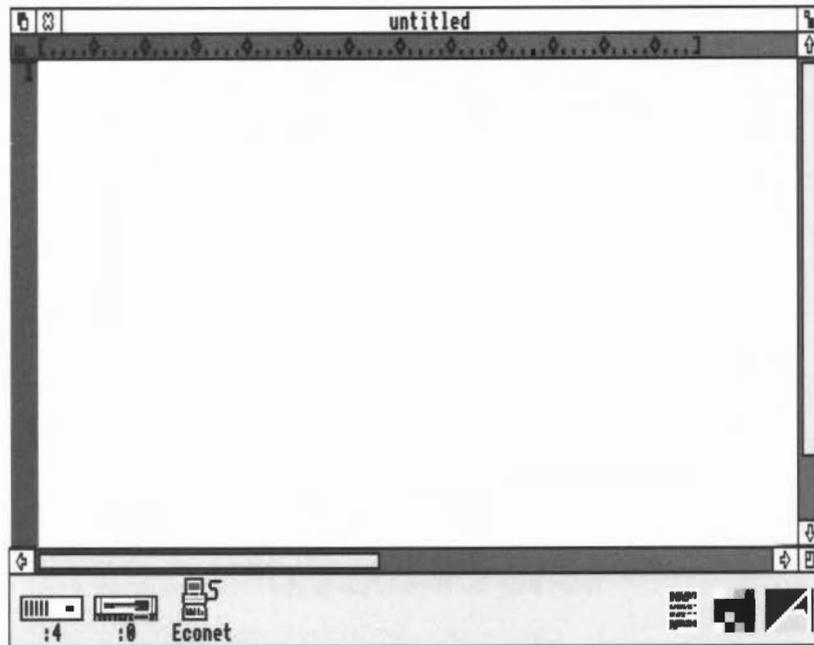


There are two ways of loading an existing 1st Word Plus document:

- If 1st Word Plus is already running, drag the document's icon onto the 1st Word Plus icon on the icon bar.
- If 1st Word Plus is not already running, provided you have at some point in your session opened a directory display for the directory containing the application, double-clicking on the document icon will load 1st Word Plus itself, and then the document.

The document window

When you click on the 1st Word Plus icon bar icon, the *document window*, into which you will type your text, appears on the screen.



The document window is just like any other RISC OS application window: you can move it around the screen and resize it whenever you want.

When you have changed your document, an asterisk appears to the right of the filename on the title bar; this warns you that you have changed the document since you last saved it. However, you will be warned more explicitly if you try to close a document without saving it.

The 1st Word Plus document window has two features not shared by other RISC OS windows:

- a *ruler* immediately beneath its Title bar. The ruler settings determine the position of the left and right margins and the tab stops.
- a *page border* on the left. This shows where new pages will start when your document is printed on paper. You can impose conditions on page breaks to ensure, for example, that tables are not split across pages.

Both these features are described in detail in the chapter entitled *Document layout*.

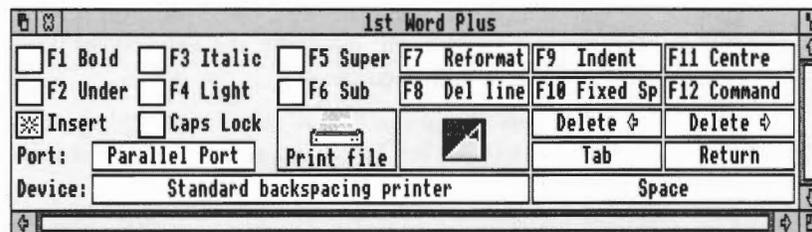
Closing the document window

To close the document window and abandon edits made since the document was last saved, click on the Close icon to the left of the title bar.

Before the file is closed a dialogue box will be shown warning you that you have edited the file since saving it, thus giving you a chance to change your mind.

The keypad

The keypad window is displayed only when you select **Show keypad** from the menu on the 1st Word Plus icon bar icon.



The top two rows on the keypad indicate the effects of the twelve function keys at the top of the keyboard. You can obtain the same effect by clicking on the boxes on the keypad.

Also on the keypad are six more boxes which replicate keyboard keys: these are Caps Lock, Delete ←, Delete → (which has the same effect as the Copy key), Tab, Return and Space. There is also a box that allows you to switch between Insert and Overwrite modes.

The lefthand group of boxes, which control effects that are either 'on' or 'off', show a star in the box when the effect is switched on.

Towards the bottom lefthand corner of the keypad are three boxes used for installing a printer driver. More information on these is given in the chapter *Printing your document*.

Finally, there is a box near the centre of the keypad which you use when you want to load a supplementary dictionary for checking your spelling. Full details of this appear in the chapter *Editing documents*.

To remove the keypad from the screen, click on its Close icon; to display it again, click Menu on the 1st Word Plus icon on the icon bar and select **Show keypad**. Alternatively, you can drag on the keypad's Title bar and slide it partially off the screen rightwards and/or downwards, and then drag it back when you need it.

Saving your document



When you have finished working on a document, you can save it using a new name or the name it already had. Use the **File** option in the **Save** menu:

- 1 Open a window for the directory in which you want to save the document.
- 2 Use the **File** option in the **Save** menu to display the **Save as** dialogue box.
- 3 If the document already exists on disc and you want to save it with the same name, click on the **OK** box. You will see a dialogue box warning you that you will overwrite the existing document on disc if you continue. Click on **OK** to go ahead.
- 4 If your document is new or you wish to rename it, type the new name into the dialogue box before dragging the icon to the directory window.

You can carry on editing the document after saving it.

If the document does not already exist on disc and you click on the **OK** box without dragging the document icon to a directory window, a dialogue box appears, reminding you of what you have to do. Clicking on **OK** will then display the **Save as** dialogue box. Provided the window for the directory

where you want to save the document is visible, you can then follow the saving procedure described above. However, if the window you want is not on screen, first click anywhere outside the **Save as** box to remove it from the screen, then open the directory window you want and start the save procedure again. Alternatively, type the full pathname in the **Save as** box, and click on **OK**.

Quitting 1st Word Plus

When you have finished work on your document and wish to stop working with 1st Word Plus temporarily, click on the document window's Close icon. If you have not saved the document, you will be asked whether you want to save your edited file. Click on **NO** if you wish to go ahead; otherwise click on **YES** (or press Return) to continue working.

When you have finished your 1st Word Plus session completely, press Menu on the 1st Word Plus icon on the icon bar, and select **Quit**. If there is no unsaved work, and if you have not added any words to your supplementary dictionary, the 1st Word Plus icon will simply disappear. However, if there is anything you have not saved, you will be asked to confirm that you wish to quit. If you now click on **OK**, 1st Word Plus will be removed from the computer's memory and its icon will disappear from the icon bar. To continue working, click on **CANCEL**.

Document size restrictions

Although 1st Word Plus occupies quite a lot of the computer's RAM (its working memory), there is enough memory left in a 1Mb computer (an Archimedes 310 or an unexpanded A3000, for example) for documents of at least 150 pages, assuming about 250 words to a page. You will have less space than this if you have loaded the dictionary to do some spell-checking, or if your document contains pictures.

Whatever computer you are using, there is an upper limit of about 32,000 lines for a 1st Word Plus document. In any case, it is good idea to keep your files much shorter than this; long files take a long time to load and save, and should you delete a file by mistake, you will – of course – lose more work if it is very long. If you are writing a book, for example, keep each chapter as a separate document.

1st Word Plus will display a warning when you are running short of memory. You can check for yourself the number of pages, lines, and words in a document, as well as the amount of memory remaining, by selecting **Statistics**

in the **Edit** menu, which displays a box telling you the number of pages, lines and words in your document, and its approximate size in bytes, as occupied in memory; the disc space it takes up may be less.

The RISC OS command line

While using 1st Word Plus, you can obtain the RISC OS command line prompt at the foot of the screen in the usual way, by pressing F12.

Preparing input for Acorn Desktop Publisher

It is very easy to use 1st Word Plus to prepare text for importing into Acorn Desktop Publisher. Changes in type style will survive the import, and paragraph styles can be flagged by starting the paragraph with the name of the style enclosed in angle brackets. For full details, see the Acorn Desktop Publisher user guide.

Editing documents

Very few documents are exactly as you would like them to be when you have just typed them in, and most will require some editing such as correction, substitution, insertion, or format changes. This chapter covers:

- moving around your document
- cursor editing
- selection editing
- bookmarks
- footnotes
- search and replace editing
- reformatting text
- finding your position in a document
- word processing mode
- different types of spaces
- importing text from plain text editors
- pictures
- spell-checking
- using 'unusual' characters.

Several editing operations can be carried out in alternative ways, using menus, the keyboard, or by clicking on the appropriate box in the keypad. These alternatives are listed in the chapter *Keystroke equivalents*, later in this Guide.

Moving around your document

When you carry out simple editing on text by deleting or inserting characters, the changes always occur at the position of the cursor. You must therefore move the cursor to the part you want to alter before making any changes. Scroll through your document until the portion you want to edit is visible on screen, then position the cursor using the mouse or the cursor keys.

You can use all the usual features of RISC OS windows to move around your document. Use:

- the vertical scroll bars to move forwards and backwards in your text
- the vertical scroll arrows to move up or down a line at a time
- the horizontal scroll bars or arrows to move left and right when the window is not wide enough to display complete lines of text.

These features are common to all RISC OS applications, and are therefore fully documented in the *Welcome Guide* or *User Guide* supplied with your computer.

In addition, Page Up and Page Down on the keyboard scroll one windowful up or down, and you can also scroll down (or up) one line by placing the cursor on the first (or last) line in the window and pressing ↓ (or ↑).

Moving the cursor

Once you can see the part of your document which you want to work in, you will need to move the cursor to the exact point where you want to edit. You can move the cursor either with the mouse, by positioning the pointer and pressing Select, or by using the keyboard:

- To move the cursor up or down one line, press ↓ or ↑.
- To move up one windowful, press Shift-↑ or Page Up.
- To move down one windowful, press Shift-↓ or Page Down.
- To move the cursor left or right one character, press ← or →.
- To move left one word, press Shift-←.
- To move right one word, press Shift-→.
- To move to the beginning of the line, press Ctrl-←.
- To move to the end of the line, press Ctrl-→.

Deleting text

- To move to the beginning of the document, press Ctrl-↑
- To move to the end of the document, press Ctrl-↓.

You can use the keyboard in five ways to delete text:

- To delete a character to the left of the cursor, press ← or Delete or click on Delete ← on the keypad.
- To delete the character the cursor is on, press Copy or click on Delete → on the keypad.
- To delete everything from the cursor to the beginning of the next word, press Shift-Copy.
- To delete the entire line that the cursor is on, press F8.
- To delete everything from the cursor position to the end of the line that the cursor is on, press Ctrl-Copy.

If you wish to delete several letters, words, or lines, you can use the computer's auto-repeat facility by holding down the relevant key(s). Be careful when deleting an indent created with F9, because all the stretch spaces will be deleted with it.

You can also use the **Select** menu to delete larger sections of text (see *Editing sections of text* in this chapter).

Insert and overwrite modes

Insert mode

You can insert new text into a document in two ways: in *insert mode* or *overwrite mode*.

When you begin a session with 1st Word Plus, insert mode is switched on by default. Reflecting this, the **Insert mode** option in the **Edit** menu is ticked, and the **Insert** box on the keypad is starred. In this mode, anything you type is inserted at the cursor position, pushing everything to the right of it to make room. The text of that line is automatically rejustified if you make the insertion at the end of a line, but you may need to reformat the rest of the paragraph afterwards.

Overwrite mode

Overwrite mode is the alternative to insert mode, and is sometimes preferred by programmers. As you type in new text, it is written over the existing text at the cursor position. Where there is no existing text (for example at the end of a line), new text is inserted as usual. In this mode, the Tab and Return keys simply move the cursor without inserting any spaces or lines.

Merging documents

It is easy with 1st Word Plus to merge one document with another by reading it in from disc and inserting it into the 'master' document. To do so, follow these steps:

- 1 Open a directory display for the directory containing the file you wish to merge into your current document.
- 2 Place the cursor where you want the new text to be inserted.
- 3 Drag the file's icon onto the 1st Word Plus document window.

The text will then be inserted into your master document at the cursor position.

Editing sections of text

The **Select** menu options will not only let you delete sections of text (called *selections*) and pictures, but also copy them, move them, change their style (bold, light, italic, underlined etc), and cut and paste them between documents in different windows. Before you can try these options out, you will need to mark your selection.

It is also possible to mark selections of spaces, and then move them, copy them, or delete them! Be careful, though, as only lines containing text are highlighted.

Marking selections

There are two ways of marking selections of text, pictures, or a mixture of both. Which you use will depend on the size of the selection:

- To mark a small selection (when you can see all of it on the screen at once), point at the first character to be marked, press **Select** and drag the pointer until the last character you want to include in the selection is highlighted.

- To mark a large selection, use the **Select** menu. Position the cursor at the beginning of the selection you want to mark, select **Start**, move the cursor to the character after the last one you wish to include in the selection, call up the **Select** menu again, and select **End**.

To extend a selection, double-click where you want the selection to start or finish. To shorten a selection, place the cursor where you want the new start or finish, and select **Start** or **End** from the **Select** menu. To shorten a selection from its end, you can, alternatively, double-click at the new end position.

If you have marked a selection, but cannot remember where it is, select **Find start** or **Find end** in the **Select** menu.

Removing selection marking

To remove the selection highlighting, either mark a new selection or select **Clear** in the **Select** menu. Using **Reformat** in any part of a document also has the side effect of removing selection highlighting anywhere in that document. You can also remove highlighting by pressing and holding down **Select**.

Cutting a marked selection

To cut a marked selection, select **Cut** in the **Select** menu. The marked selection will first be copied onto the clipboard, and a message will appear to inform you when this has been done. When you click on **OK** in this dialogue box the marked selection will be cut or removed from your original document. If the clipboard already contained an item which you had cut or copied from a document and not yet pasted into another place, a warning will appear allowing you to cancel your instructions if necessary, as the original clipboard contents would be lost if you copied another item over them.

The clipboard can hold up to about 200 lines of text.

Copying a marked selection

To copy a marked selection without cutting it from your document, select **Copy** in the **Select** menu. The marked selection will then be copied onto the clipboard, but the original version will be left intact in its current position in your document.

Pasting the contents of the clipboard

To paste a selection back into your document, move the cursor to the place where you wish to make the insertion, then select **Paste** in the **Select** menu. The selection to be pasted is the one last copied or cut from the text. You can paste several copies of the same item from the clipboard back into your document, by repeating the paste operation. The copy remains on the clipboard until another item is cut or copied onto it. If you have more than one

window open, you can also cut or copy a selection from one window, and paste it into a document in another window, by changing the current window between the cut and paste operations.

Moving a marked selection

To move a marked selection, removing it from its original position and placing it somewhere else, position the cursor at the place you want to move it to, then select **Move** in the **Select** menu. This operation has an effect similar to first cutting and then pasting a selection of marked text. This operation also involves use of the clipboard, and will delete any existing contents from the clipboard.

Restyling a selection

To restyle a section of text, mark it as a selection, then select a character style or combination of styles using the function keys, the key boxes on the keypad, or the **Style** menu. The styles you choose will be applied to the text in the marked selection. Key boxes which are currently turned on will be highlighted and if you call up the **Style** menu you will see that any options you have chosen have a tick against them.

Using 'bookmarks'

If you are editing a fairly large document, you may frequently need to move from one part of the text to another. In these circumstances, it is quite easy to lose your place. With 1st Word Plus, you can use up to four invisible 'bookmarks' to keep your place in the text.

Setting a mark

To set a mark anywhere in your document, position the cursor at the point to be marked, select the **Set mark** option from the **Edit** menu and click on the number of the mark you wish to set (there is a maximum of four marks). A mark with that number will then be set at the cursor position. Marks are not visible on the screen, and are not stored with a document when it is saved to disc.

Finding a mark

You can now move freely within your document knowing that you will be able to move back instantly to your mark at any time. To move the cursor to one of your marks, select the **Goto mark** option from the **Edit** menu. Select the number of the mark you wish to find and the cursor will be moved to that mark.

When you have finished editing your footnote, click on the footnote window's Close icon. While the footnote window is open you will not be able to select any other window as the current one.

You cannot paste pictures into footnotes. If you drag a file containing pictures into a footnote, they will not be displayed.

The footnote ruler line

You can alter the footnote ruler whenever you have the window open. By default, the left margin of the footnote ruler is indented by three spaces (thus starting at column 4) to leave space to print the footnote number. The footnote ruler is common to all the footnotes in a document.

Renumbering footnotes

This happens automatically whenever you add or delete a footnote. All subsequent footnotes in the document will immediately be renumbered in the correct order. This applies even if you merge a file containing footnotes into your master document.

However, you have to reformat the relevant lines of text yourself when the number of digits in a footnote number changes (9 to 10 or 99 to 100). You are not advised to use footnotes in text which cannot be reformatted automatically (ie lines which are centred or right-aligned).

Deleting footnotes

Delete a footnote by positioning the cursor over the footnote number in the text window and pressing the Copy key. If the cursor is positioned on the character to the right of the footnote number, pressing Delete will delete the footnote. Before the footnote is deleted, 1st Word Plus will display a warning message to check that you do want to delete the footnote. Click on **OK** to delete the footnote and its number, or on **CANCEL** to keep the footnote.

To delete a footnote and the word which precedes it in one operation, place the cursor at the beginning of the word and press Shift-Copy. The warning dialogue box will again appear.

If you delete some text containing a footnote, you will see the same box warning you about the footnote. If you then delete the passage, the footnote will be saved on the clipboard along with the text. The remaining footnotes will be renumbered. If you go on to paste the section in somewhere else, the footnote will appear in the correct position, and the sequence of footnotes in the document will be renumbered again.

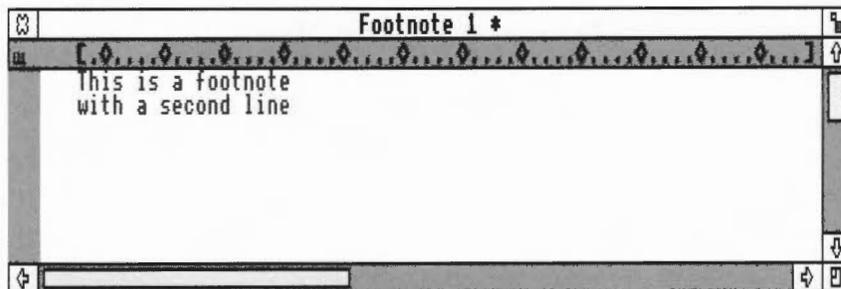
Printing footnotes

Footnote numbers

Footnotes are printed at the bottom of the page on which their numbers appear.

The number of a footnote will be printed in the first three columns of the first line of the footnote text (although while you are editing the text of a footnote, its number appears on the title bar of the footnote window).

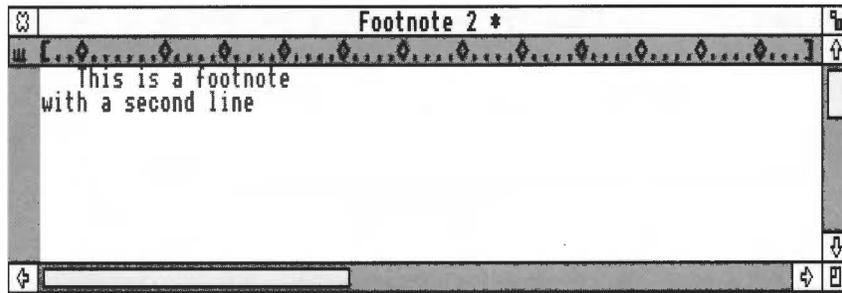
To ensure that these columns will be left empty to take the number, the left margin of the footnote window is indented by three spaces:



This footnote will be printed out as

¹This is a footnote
with a second line.

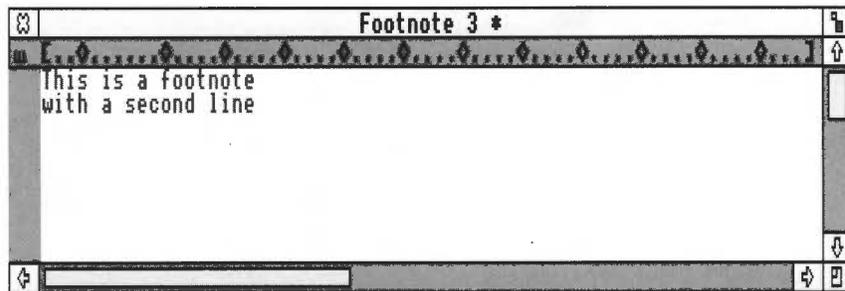
To prevent every line of the footnote text from being indented, you can set the left margin at column 1 and create a tab stop at column 4. Press Tab once to indent the first line by three spaces:



This footnote will be printed out as

²This is a footnote
with a second line.

If you do not use any kind of indent,



the first three characters of your footnote text will be overwritten with a footnote reference when you print them out:

³s is a footnote
with a second line

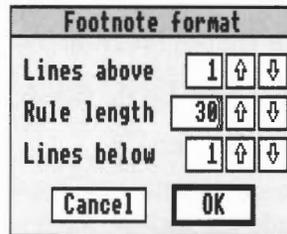
The footnote separator

The footnote separator is printed immediately above the first footnote at the bottom of each page, and is made up of:

- up to 9 blank lines, followed by
- a 'rule' consisting of up to 160 underlined fixed spaces, followed by

- up to 9 blank lines.

To create your own style of footnote separator, within these limits, first select **Footnote format** in the **Layout** menu to display the following dialogue box:



The dialog box is titled "Footnote format". It contains three rows of controls, each with a text label and a numeric field with up and down arrow buttons. The first row is "Lines above" with the value "1". The second row is "Rule length" with the value "30". The third row is "Lines below" with the value "1". At the bottom of the dialog are two buttons: "Cancel" and "OK".

Click on one of the number fields to move the caret (the red vertical bar) into it, then press Ctrl-U to clear the field. Type in the numbers to format the footnote separator. By default, there is 1 blank line above the rule (the space above the underline characters), the rule is 30 underlined spaces long, and there is 1 blank line below the rule.

The pitch of the rule is taken from the footnote ruler line. To omit the rule from the footnote separator, enter 0 for **Lines Above** on the **Footnote Format** dialogue box.

If you expect to have more than one footnote printing on a page, add a blank line at the end of each footnote to separate it from the next one. For example, with the default separator and a blank line at the end of each footnote, the footnotes for one page might look like this:

...the last few lines of a page of
normal text, shortly followed by...

²⁷This is the first footnote on this page and it carries on for a couple of extra lines.

²⁸This is the second footnote: note that the first one had a blank line as its last line.

Page breaks with footnotes

1st Word Plus will print a line containing a footnote number on the same page as the footnote text wherever possible. If there isn't enough room on the current page, the line and its footnote(s) will be printed on a new page.

In order for this to work, a one-line conditional page break is displayed in the page border when a line contains a footnote number. For information on page breaks, see the chapter entitled *Document layout*.

This special conditional page break has the following properties:

- You cannot delete it by clicking on it.
- You can drag the mouse in the page border to increase the scope of the page break downwards (to include following lines), but not upwards (to include preceding lines).

Search and replace editing

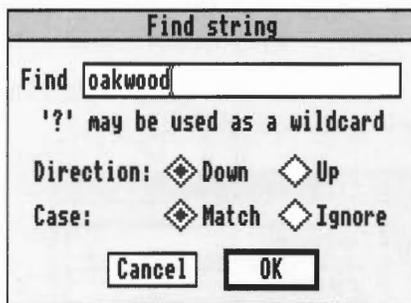
The search and replace facility in 1st Word Plus allows you to search for a particular word, phrase, or other string of text throughout all or part of your document. The following are all examples of text strings: 'abbot', 'I', 'right-handed', '2nd', 'Mount Everest', 'ISO9127'. You can then replace as many occurrences of your chosen piece of text with another piece of text as you wish.

Searching

To search for a specific word or phrase in your document, follow these steps:

- 1 Select **Find** in the **Edit** menu. The **Find string** dialogue box will be displayed, allowing you to specify:
 - the text string you want to find: press Ctrl-U to clear the line first if necessary. You can use '?' as a wild card to stand for any single character, including a space. For example, enter 'p?t' to find strings such as 'compete', 'computer', 'pit', 'Peter', 'up to', etc.
 - the direction you want to look in: **Down** (forwards search, from the current cursor position to the end of the document) or **Up** (backwards search, from the current cursor position to the beginning).

- whether or not the string searched for must match letter case (capital letters or small letters). If you select **Ignore**, then 1st Word Plus will disregard whether a word is spelt with capital or small letters. For example, if the string is 'bird', it will also search for 'Bird' and 'BIRD'.



- 2 Type in the string you want to find, and decide which direction you want to search in. Do not press Return at this point, as this would have the same effect as clicking on **OK**.
- 3 Select whether you want all examples of the character string or only those with matching letter case.
- 4 Select **OK** or press Return to start the search.

1st Word Plus will run through your document in the specified direction looking for the first occurrence of the string.

If the string is found, the cursor will be placed either on the first character of the string (backwards search), or on the character immediately after the string (forwards search). However, Find will not detect two words in a phrase like '1st Word' if they are split over two lines, nor will it find a word that has been split automatically with a soft hyphen.

If the search string is not found, the cursor will be placed at either the beginning or the end of your document, depending on the search direction. The search direction will then be reversed automatically the next time you use the **Find** option.

Replacing

If you specified **Ignore case** for a search, and then display the **Find string** box again, you will find that the string you entered before is still there, but is now shown in capital letters. If you wish to search for the same string, but this time matching lower-case (or a mix of case), you will need to re-type the string.

To replace a specific word or phrase in your document with another, follow these steps:

- 1 Select **Replace** in the **Edit** menu. The following **Find and Replace** dialogue box will be displayed:

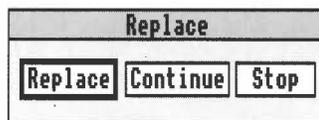


This is similar to the dialogue box displayed for **Find**, and allows you to specify:

- The string of text you want to find. Press Ctrl-U to clear the line first if necessary, since if you have already specified a string using **Find** the dialogue box will still display that string. As with **Find**, you can use '?' as a wildcard to stand for any character, including a space.
- Your replacement text. Do not press Return yet!
- The direction you want to look in: **Down** (onwards search, from the current cursor position to the end of the document) or **Up** (backwards search, from the current cursor position to the beginning).
- Whether the string searched for must match letter case or not. For details, see *Searching* in this chapter.

- Whether to replace **One**, **Some**, or **All** occurrences (the *scope* of replacement).
- 2 Type in the text you wish to search for, and the text you wish to replace it with, choose the scope of this replacement and so on.
 - 3 Finally, click on **OK**, or press Return.

If you specify replacement of **One** or **All** matches, **Replace** will search and replace automatically. If you specify replacement of only **Some** matches, **Replace** will find and display each match and ask you whether to **Replace** the text, **Continue** without replacing, or **Stop** the search altogether.



You can use the **Replace** option to make multiple replacements, insertions or deletions:

- To replace occurrences of 'cement' with 'glue', give 'cement' as the text to be found and 'glue' as the replacement text.
- To insert 'and glue' after the word 'cement', give 'cement' as the text to be found and 'cement and glue' as the replacement text.
- To delete 'cement', give 'cement' as the text to be found, press Return to move the cursor to the replacement text (**with**) box, then press Ctrl-U to leave this line empty, before clicking on **OK**.

As with **Find**, if the search string is not found, the cursor will be placed at either the start or end of your document, depending on the search direction. The search direction will then automatically be reversed the next time you use the **Replace** option.

To repeat the last **Find** or **Replace**, use the **Repeat find** option in the **Edit** menu. This uses the same choices but without redisplaying either of the original dialogue boxes. If the **Find** or **Replace** finished at the start or end of the document, then **Repeat find** will automatically reverse the search direction.

Reformatting text

After deleting or inserting any text, or using search and replace, you will probably need to reformat your text. There are three ways of doing this, depending on how much text is to be formatted.

To reformat a single paragraph, position the cursor anywhere in the first line of the paragraph, then press F7. Although 1st Word Plus remembers indents when you reformat single paragraphs, you will need to reformat hanging indents, centred paragraphs, and right-aligned paragraphs line by line.

If you choose to reformat a paragraph the cursor will be placed at the end of the paragraph after reformatting.

To reformat the text from the ruler before the cursor position to the ruler after it, select **Between rulers** from the **Reformat** option in the **Style** menu.

To reformat the whole document, select **Whole document** from the same menu. Footnotes will also be reformatted when you select this option.

1st Word Plus distinguishes between the end of a line and the end of a paragraph in the following way:

- a line has a space at the end of it
- a paragraph has a Return at the end of it.

If there is a space before the Return at the end of a paragraph, it will be reformatted onto the following paragraph.

Finding your position in the document

Select **Show position** in the **Layout** menu to display the current position of the cursor in your document, eg Page 17 Line 4 Column 58. This information is displayed on the ruler line in place of the current ruler. Click on **Show position** again to turn the position display off or select **Show ruler** to redisplay the current ruler. If the current cursor position is displayed, **Show position** will have a tick by it.

When WP mode (see below) is not switched on, only the line and column position will be given, as non-word processed documents are not divided into pages. If neither **Show position** nor **Show ruler** is switched on you will have one extra line of text visible in your workspace.

Finding a page

To move to a given page in your document, select **Goto page** in the **Edit** menu. In the **Goto Page** dialogue box, type in the page number you want and click on **OK**. 1st Word Plus will move to the page you have specified and display it in the text window with the cursor on the first character.

With documents more than 99 pages long, you can move to any page number (eg page 212), although the page border will only display the last two digits (eg 12). If you specify a number greater than the size of the document, 1st Word Plus will position the cursor at the top of the last page.

If word processing mode (see below) is switched off, the **Goto page** option changes to **Goto line**.

Word processing mode

Files can be created and edited with WP (word processing) mode switched either on (for document files) or off (for program, data, and other non-document files). WP mode is controlled from the **Edit** menu.

When a document is saved with WP mode on, the page breaks and style changes in your document are saved with it.

When you want to work on a non-document file such as a computer program, switch WP mode off. Printer driver source files, as described in the Appendix, should also be prepared and saved in non-WP mode. Only the text itself ('plain ASCII' in computer terminology) will be saved.

With WP mode off, you will not be able to use

- indents
- any kind of page break
- any of the **Style** menu commands
- hyphenation or word wrap
- text reformatting
- the text pitch, right justification, or line spacing options on the ruler line.

Different types of spaces

You may notice when moving the cursor that it will occasionally 'jump' over a space onto the next character. This is because 1st Word Plus uses four different types of space, and you can only position the cursor on three of them.

Variable and stretch spaces

When you press the Space bar, a variable space is inserted into the text at the cursor position. 1st Word Plus may widen a variable space by adding one or more stretch spaces to it when it right-justifies a line (see *Justification* in the chapter *Document layout*). You will be able to place the cursor on the variable space but not on the stretch spaces which 1st Word Plus may have added to it.

1st Word Plus treats the variable space and any stretch spaces which may have been added to it as a single unit. When a variable space is deleted, any stretch spaces associated with it are deleted as well.

Fixed spaces

To insert a fixed space, press F10. You can always place the cursor on a fixed space.

A fixed space will never have stretch spaces added to it, nor is it ever used as a potential word wrap point during right justification. Use it to link words or numbers which you do not want the program to move further apart or split over different lines, such as:

- Names A T Smith
- Telephone numbers 071-300 0200
- Addresses 13 Grove Street
- Postcodes CB4 5JA

Pressing Tab inserts fixed spaces into the text up to the next tab stop (see the section *Tabs* in the chapter *Document layout*).

All spaces in files created with WP mode switched off are fixed spaces, and paragraphs containing them can only be reformatted as follows:

- 1 Switch WP mode on again.
- 2 Select **Replace** from the **Edit** menu.
- 3 Replace all spaces by spaces by pressing the space bar once in the **Replace** box and once in the **with** box. (This is not as pointless as it sounds: the effect is to replace fixed spaces by variable spaces.)
- 4 Place the cursor at the beginning of the paragraph and press F7 to reformat the text.
- 5 Click on **OK** to effect the change.

Indent spaces

An indent is inserted into the text when you press F9. This gives a similar effect on the screen to using Tab, but actually consists of a single indent space followed by stretch spaces to the next tab stop. The cursor can only be positioned on the indent space and deleting this will delete the associated stretch spaces as well. For further details, see the section *Indents* in the chapter *Document layout*.

Importing text from plain text editors

Now you are a 1st Word Plus user you may wish to import a document you have prepared in a plain text editor (such as Edit, supplied with your computer) into 1st Word Plus. If you just want to print your document from 1st Word Plus, and you don't want to make any changes that will involve reformatting, you can simply load it into 1st Word Plus by dragging it onto the icon bar icon.

However, the two applications handle certain things like spaces and carriage returns differently, so if you want to work on the text and reformat it, you need to make a few changes to the document in Edit before loading it into 1st Word Plus. Although a little fiddly, these changes are quite straightforward. Follow these steps:

- 1 Load the document into Edit.
- 2 With the cursor at the beginning of the document, press F4 to call up the **Find text** dialogue box. Click on the box next to **Magic characters**.
- 3 Replace the sequence `\n\n` with a sequence of characters that does not occur elsewhere in your document. Try something like `xzzz`, or `zyzy`, but check first if you're not sure. (This will enable you to restore your paragraph structure later.) Press Return, and in the **Text found** dialogue box, click on **End of file Replace**.
- 4 Click on **Stop** to remove the **Text found** box. Place the cursor at the top again by pressing the Home key.
- 5 Replace 'space' (just press the Space bar once) with `\x1E`. This changes hard spaces to variable spaces.
- 6 Click on **Stop** to remove the **Text found** box. Place the cursor at the top again.
- 7 Replace `\n` with `\x1E\n`. This replaces single carriage returns with a variable space followed by a carriage return, and will take some time.

- 8 Click on **Stop** to remove the **Text found** box. Place the cursor at the top again.
- 9 Replace the character string you used in step 3 by \n\n (restoring your double carriage returns).
- 10 Call up the **Save as** dialogue box in Edit and drag the icon onto the 1st Word Plus icon bar icon.

As 1st Word Plus cannot handle documents containing more than about 32,000 lines, you will not be able to load larger Edit files than this. In addition, you cannot load Edit files containing control characters.

Pasting in pictures

1st Word Plus allows you to paste pictures created by programs such as Paint (supplied as part of the Applications Suite with your computer) into your document. (Pictures created by drawing applications such as Draw cannot be loaded into 1st Word Plus.)

To load a picture, place the 1st Word Plus cursor where you want the picture to appear. Then open a directory display for the directory containing the picture file, and drag the picture icon onto the 1st Word Plus document window. The picture will be displayed below and to the right of the cursor position, but before any text on the same line.

1st Word Plus must be in graphics mode in order to display pictures on screen, and graphics mode will be switched on automatically when you first load a picture into a document. However, if there is not enough memory to load a picture, graphics mode is automatically switched off and any pictures you have loaded already are removed from memory (you still get the picture outlines on screen).

You can switch graphics mode off yourself, in order to save memory, reduce the time taken to re-draw the screen when scrolling, or to avoid confusion when editing text which is overlaid by graphics. To switch off graphics mode, click on the **Graphics mode** option in the **Graphics** menu. The tick alongside the option will disappear, and pictures will not be displayed, though their outlines will still be visible.

Switch graphics mode back on by clicking on **Graphics mode** again. If you do this, remember that:

- no pictures will be loaded if there is not enough memory to load them all; graphics mode will be left switched off.
- you will get an error message if you have removed the floppy disc containing the pictures from the disc drive. Any picture that cannot be re-read is deleted from the document.

When you paste a picture into a document, information about it is stored in the document file. This information includes where in the document the picture is pasted, and where on the relevant disc (relative to the document itself) to find the picture. If you move any of your pictures after you have pasted them into your document (for example, into a different directory), 1st Word Plus will look in the original directory for the pictures when you reload that document, and will display an alert for each picture it cannot find.

If you move the document to a different directory, you should therefore move the picture too, so that it remains in the same place relative to the document file.

If you have a printer driver installed, the picture will have a dotted line around it to indicate the amount of space it will take up when printed out on that particular printer. If no printer driver is installed, a default picture size will be indicated which is valid for many common printers.

Moving pictures



Once the picture is pasted into your text, you can move it, write over it, increase the space around it, or (if you are not happy with it) delete it.

To move your picture, place the pointer over it, then hold down Select. The pointer will change shape to a flat hand. Drag the picture to where you want it.

You can overlay pictures onto other pictures, put text and pictures side-by-side, write over your pictures, or move selections of text on top of them.

To increase or decrease the amount of space between your picture and the rest of the text, position the cursor at its top or bottom edge. Use Return to insert extra lines of space, and F8 to remove lines.

Deleting pictures

To delete your picture, click Select somewhere on it. The cursor will move to the beginning of one of the lines occupied by the picture. Select **Delete picture** from the **Graphics** menu. The picture will be highlighted, and a message will appear on the screen asking whether the correct picture has been selected. Select **OK** to delete the picture.

Using the spelling checker

If you have more than one picture on the same line, 1st Word Plus may be unable to tell which picture you wish to delete. To overcome this, if necessary, move the picture to another part of the page before deleting it.

Deleting a picture will leave an empty space in your text, which you can remove by marking it as a selection (remember you will not see the highlighting when no words are being marked), then selecting **Cut** in the **Select** menu.

Once a picture is pasted into position, it effectively becomes part of the text of the document. This means that all the **Select** menu operations can be carried out on pictures, or a mixture of pictures and text. In some cases it may be faster to delete a selection of picture(s) and text using **Cut**, rather than removing each picture using **Delete picture** and then deleting the text.

1st Word Plus comes with a 70,000 word spelling dictionary which helps you check that every word in your document is correctly spelt either:

- all in one go, after you have finished typing it in, or
- continuously, as you type each word in.

The spelling dictionary you get with 1st Word Plus obviously cannot contain all the words you will need to check, but it does have the most frequently used ones. In particular, it contains only a limited selection of proper names (words like Iceland and Uranus) and legal, scientific and other technical terms.

However, with 1st Word Plus you can add these words as required to your own personal or supplementary dictionary. Since you can create as many of these personal dictionaries as you need, you will be able to build up your own 'library' of dictionaries.

When 1st Word Plus comes across a word which it does not recognise and which is misspelt, it will suggest a list of correct spellings for you to choose from. Select the word you want, and 1st Word Plus will then replace the misspelt word in your document with the right one.

However, one thing that the 1st Word Plus spelling checker can't do is to spot a correctly-spelt word which is incorrect in its present context, eg '*Theirs won borne every day*'.

Loading the spelling dictionary



In addition, note that the spelling checker treats number characters the same as spaces between words. Therefore, if you typed 'now6is6the7time...', 1st Word Plus will not recognise the errors.

To load the main spelling dictionary from disc into your computer, select **Load dictionary** in the **Spelling** menu. 1st Word Plus will search for the main dictionary in the directory in which the 1st Word Plus program is to be found.

To load a supplementary dictionary, drag the dictionary icon from its directory display onto the keypad. The supplementary dictionary you load will then be used for checking the spelling of any 1st Word Plus documents you are working on; they form part of your 1st Word Plus 'world'.

Supplementary dictionaries are files of type 1WpDict created by 1st Word Plus. (For information on file types, see your *User Guide*.) They can be given any name you like, but it is a good idea to use a filename which helps you to recognise the file as a supplementary dictionary, eg COOKERYSUP (= "SUPplementary dictionary"). They must not, of course, be given the same name as any other file, especially the file they are to be used with, as you would then delete either the document or the dictionary when saving.

You may wish the same supplementary dictionary to be loaded each time you start spelling checking. To achieve this, save your supplementary dictionary with the filename 1wp_sup in the application directory itself (!1stWord+). To open a directory display for the application directory, hold Shift while double-clicking on its icon.

You can load more than one supplementary dictionary at a time; their contents will be merged for the current session.

Continuous spelling check

To check the spelling of each word as you type it in, select **Continuous spelling** in the **Spelling** menu. As soon as you move the cursor off the word you have just typed in (by pressing the Space bar, for example), the word is checked against both the main dictionary and the supplementary dictionary. If it is not found, the computer will 'beep' to show that 1st Word Plus does not recognise the word. You can then do any one of the following:

- carry on typing, leaving the word as it is
- correct the misspelt word manually
- use the dictionary browser to correct it (see *Using the browser*)

Checking whole documents

- if the word is correctly spelt, add it to the supplementary dictionary (see *Adding words*).

To check the spelling in an entire document in one go, place the cursor wherever you wish to begin the spelling check, then either click on **Check spelling** in the **Spelling** menu or press **Escape**. The spelling checker will look at each word from the current cursor position to the end of your document, and stop at any word it does not recognise, placing the cursor after it. You can then take any one of the following steps:

- correct the misspelt word manually
- use the dictionary browser to correct it (see *Using the browser*)
- if the word is correctly spelt, add it to the supplementary dictionary (see *Adding words*).

To continue checking the spelling in your document, either press **Escape** again or select **Check spelling** in the **Spelling** menu.

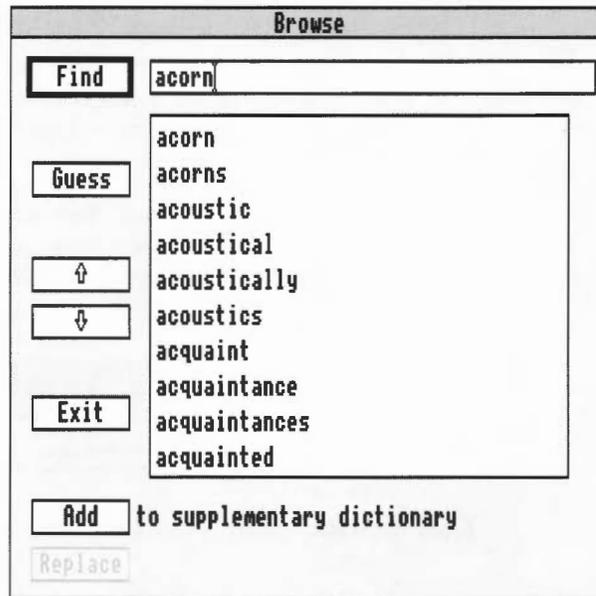
Adding words

To add a new, correctly spelt word directly to the supplementary dictionary, select **Add word** in the **Spelling** menu. The last word that the program detected as unrecognisable will then be added to the dictionary, unless you have altered the contents of the **Find** box in the browser since that detection was made. In this case, the new contents of the **Find** box will be the item added. When the addition has been made, either continue the spelling check as described above or carry on typing in text.

You can also add words either with the browser (see *Using the browser*), or by merging a supplementary dictionary into the main dictionary (see *Merging dictionaries*).

Using the browser

To check that the word has been added, select **Browse** in the **Spelling** menu to display the dictionary browser.



The browser window displays a merged list of words from both the main spelling dictionary and your supplementary dictionary (if you have loaded one). Whenever you call up the browser it will display the last word added or spelling mistake found, and 1st Word Plus will also display the corresponding page in your document in the document window.

To find a particular word, press Ctrl-U to clear the **Find** line, type in the word, and click on the **Find** box. The program will find your word (if it is in the dictionary), and highlight it at the top of the browser window. If the word is not in the dictionary, the browser window will display the part of the dictionary which is closest in spelling to it.

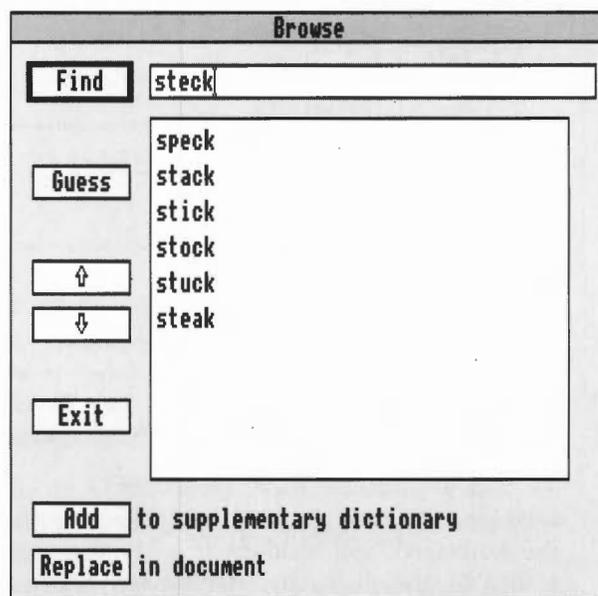
To search through all the words beginning with a particular letter of the alphabet, click on the up or down arrow to the left of the word box to scroll the contents of the browser window.

Spelling correction

To add a new word to the supplementary dictionary at any time, press Ctrl-U to clear the **Find** line, type in the new word, and select **Add**. 1st Word Plus will add your new word to the supplementary dictionary and highlight it in the word box.

The browser also allows you to correct automatically any misspelt words in the document you are checking. Let's say you have typed in 'steck'. When you check your spelling, 1st Word Plus will place the cursor after this word to show you that it is not in either of the dictionaries.

Move to the **Spelling** menu and select **Browse** to display the browser. This will list words that come after 'steck'. Now select **Guess**, and the spelling checker will show you a list of suggested correct spellings.



Select the correct spelling in the browser word box ('steak', 'speck', etc), then select **Replace** to insert it into your document. If the correct spelling does not appear in the list of suggestions, you can select **Find** to return to a full browser listing, then search through the dictionary as before.

Saving the dictionary

A session of spell checking ends either when you select **End spell check** in the **Spelling** menu, or **Quit** from the 1st Word Plus icon bar menu.

If you have added any words to the dictionary, 1st Word Plus will display a dialogue box to allow you to save the supplementary dictionary to disc either with the same name as the original supplementary dictionary you had loaded, or with a new name. By default, the dialogue box will display the name of the original supplementary dictionary but you can change this name if you wish. If you have loaded more than one supplementary dictionary, the default filename will be that of the last one you loaded.

If you had not loaded a supplementary dictionary, the words you have added will form the basis of a new one, which you can save in exactly the same way.

If you want to stop using one supplementary dictionary and load another, select **End spell check** from the **Spelling** menu. When the warning appears, save the supplementary dictionary. Restart spelling checking by selecting **Load dictionary** again, then load the supplementary dictionary you want.

Editing dictionaries

To delete words from a supplementary dictionary, simply load it into 1st Word Plus as you would any other document file and edit it. To delete words from the main dictionary, you will need to create a special supplementary dictionary and merge the two dictionaries together, as described in the following section.

Merging dictionaries

The dictionary merging program, 1stDMerge, which is supplied with 1st Word Plus on the Utilities disc, allows you to:

- merge a supplementary dictionary into the main dictionary
- add new words to the main dictionary
- delete unwanted words from the main dictionary.

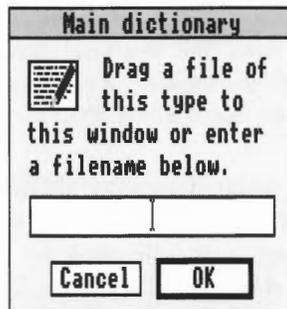
When you add words to a dictionary during a 1st Word Plus spelling session, they will in fact be added to the supplementary dictionary. If you know you will always want these words in your dictionary, you can add them to the main dictionary itself.

Alternatively, you can use 1st Word Plus to create a file containing just the words you wish to add to or delete from the main dictionary. Create this file in the same way as you would any other text file, but ensure that WP mode is

switched off. (Do this by clicking on **WP mode** in the **Edit** menu: the tick indicating that WP mode was operating will disappear.) Press Return after typing in each word to ensure that it appears on a separate line. Place a minus sign (hyphen) at the beginning of each of the words to be deleted eg *-delete*, *-word*, *-list*, etc. Save the document in the normal way.

When you run 1stDMerge, the words preceded by a minus sign will be *removed* from the main spelling dictionary. Words not preceded by a minus sign will be *added* to the main dictionary if they are not in it already.

When you double-click on its icon in the directory display, 1stDMerge will run immediately (rather than appearing on the icon bar), and the following dialogue box will be displayed:



To merge the dictionaries, follow these steps:

- 1 Drag the icon for the main dictionary (the dictionary into which you want to merge a smaller one) onto the dialogue box, and click on **OK**.
- 2 A second, similar, dialogue box will appear, asking you for the name of the supplementary dictionary that you wish to merge into the main one. Again, drag its icon onto the dialogue box and click on **OK**.
- 3 A **Save as** dialogue box will appear. Use this in the normal way to indicate the name you wish to give the merged dictionary, and drag the icon to a directory display.
- 4 The merge will then begin, displaying a box to show its progress.
- 5 When the merge has finished, a message will appear to inform you of the fact. Click on **OK** to complete the process.

Using a merged dictionary

1st Word Plus loads the main dictionary `1wp_spell` when you select **Load dictionary** from the **Spelling** menu. If you want your new merged dictionary to take the place of the old main dictionary, rename it `1wp_spell`, and save it into the Application directory `!1stWord+`.

Unusual characters

1st Word Plus comes with a utility program called `1stChars`, which enables you to enter characters with accents and other characters which do not appear on the keyboard, into your text.

You will find it on the Program disc. When you double-click on its icon to run it, you will see the following window:



Click on the character you want, and it will appear at the cursor position in your 1st Word Plus document. Alternatively, press Shift with the pointer highlighting the character (this method allows you to use non-keyboard characters in filenames).

When you have finished with `1stChars`, click on its Close icon.



Document layout

This chapter is a reference guide to formatting your document with 1st Word Plus. It explains how to use the many layout facilities offered by 1st Word Plus, including such things as:

- how to set the left and right margins, and then line up your text in between them
- how to make use of the variety of type style options available with 1st Word Plus
- how to use rulers to vary line spacing, tabs and text pitch at different points in your documents
- how to organize page layout (paper size, header and footer text, chapter and page numbers) to suit your printer.

Several of the layout operations described in this chapter can be carried out in alternative ways, using either menus or keystrokes, or by clicking on the appropriate box in the keypad window. These alternatives are listed in the chapter *Keystroke equivalents*, later in this Guide.

Setting up the margins

To set the margins at the top and bottom of your document when it is printed, select **Page Layout** in the **Layout** menu to display the **Page Layout** dialogue box. Use the down arrows to reduce the value displayed, and the up arrows to increase the value.

Paper size

Paper Length shows the total number of lines your printer paper is physically capable of holding. Alter the **Paper Length** value only when you change the size of the paper in your printer. The default value (the standard, unless you change it) for this option is 66 lines.

If you have a cut-sheet feeder, your printer may restrict both the page length and the position of the first printed line. In this case, you may need to experiment a little to get the correct page layout. For example, an Epson LQ-800 printer with an A4 sheet feeder attached needs a paper length of 70 lines, a TOF margin of 1 line, and a BOF margin of 9 lines.

Page layout	
Header	
Left	<input type="text"/>
Centre	<input type="text"/>
Right	<input type="text"/>
Footer	
Left	<input type="text"/>
Centre	# <input type="text"/>
Right	<input type="text"/>
Paper length	<input type="text" value="66"/> <input type="button" value="↑"/> <input type="button" value="↓"/>
Lines/page	<input type="text" value="54"/> <input type="button" value="↑"/> <input type="button" value="↓"/>
TOF margin	<input type="text" value="1"/> <input type="button" value="↑"/> <input type="button" value="↓"/>
BOF margin	<input type="text" value="5"/> <input type="button" value="↑"/> <input type="button" value="↓"/>
Head margin	<input type="text" value="3"/> <input type="button" value="↑"/> <input type="button" value="↓"/>
Foot margin	<input type="text" value="3"/> <input type="button" value="↑"/> <input type="button" value="↓"/>
<input type="button" value="Cancel"/> <input type="button" value="OK"/>	

TOF (top of form) margin

This shows the number of lines between the top of each sheet of paper or form and the header line, excluding the header. The default value for this option is one line.

Head margin

This shows the number of lines between the header line and the first line of text, including the header. The default value for this option is three lines. If you set this option to zero lines, the header line will not be printed out.

Foot margin

This shows the number of lines between the last line of text and the footer line, including the footer. The default value for this option is three lines. If you set this option to zero lines, the footer line will not be printed out.

BOF (bottom of form) margin

Lines/page (page length)

Left and right margins

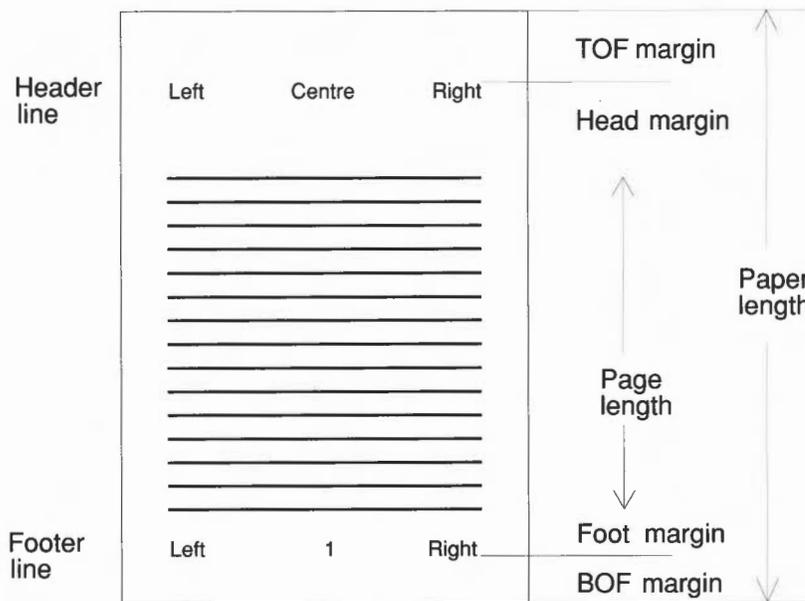
Headers and footers

This shows the number of lines from the footer line to the bottom of the sheet of paper, excluding the footer. The default value for this option is one line.

The total number of lines which will be printed on each page is then worked out by subtracting the margins from the paper length. The default value is 54 lines per page.

The left and right margins are set with the ruler. Details of how to do this are given later in this chapter. The right margin determines where the line ends, and hence where word wrap and right justification will occur.

1st Word Plus allows you to specify header and footer lines of text to be printed on each page. The diagram below shows where the header and footer lines will appear on each page in relation, first, to the paper length and second, to the total number of lines of text on each page (or the page length).



Headers and footers take their ruler settings from the first line of a document. For example, if the first line is in expanded pitch (six characters per inch), the headers and footers for that document will also be in expanded pitch. If you do not wish the headers and footers to have that setting, you can insert a blank line at the beginning of the document above the headline and give it a different ruler of your choice.

Headers and footers, like margins, are controlled from the **Page layout** dialogue box, reached from the **Layout** menu.

Head L/Head C/Head R

These boxes allow you to specify what is printed in the header line on each page. Text in the header line may be centred, or aligned left or right. Enter the text you want for each part of the header. Use the mouse to move the cursor to each box in the normal way.

Foot L/Foot C/Foot R

These boxes allow you to specify what is printed on the footer line on each page. Text in the footer line may be centred, or aligned left or right. Again, enter the text you want to appear in each part of the footer.

If there is no entry in a header or footer box on the dialogue box, then nothing will be printed in the corresponding place on the pages of your document.

Page numbering

Type the number symbol '#' in a header or footer box to print the page number. The page number is printed at Foot Centre by default and will need to be deleted from that box on the dialogue box if you do not want it printed there.

Head margin and foot margin

Make sure that the Head margin and Foot margins are both set to at least 1, or the headers and footers will not appear (see the earlier section *Setting up the margins*).

Rulers

The width of the text you are typing, the left and right margins, and the positions of the tabs (as well as the character and line spacing described in later sections of this chapter), are determined by the ruler, which appears at the top of the text window.

The ruler line shows which ruler you are using at the current cursor position. By default, this ruler is set up for 65 characters per line, with tab stops every 5 characters:

Adding a ruler



To turn the ruler line display on and off, select **Show ruler** in the **Layout** menu. If the ruler is currently displayed, **Show ruler** will have a tick by it. If you select **Show position** in the same menu, the ruler display will be turned off and the line number and column number of the current cursor position will be shown instead.

You can add as many new rulers at various places in your document as you wish. This lets you use, say, a different paragraph width for quoted text, or a different set of tab stops for tables. However, you may wish to modify an existing ruler rather than adding a new one; for how to do this, see the end of this section.

To add a ruler at the cursor position, select **Add ruler** in the **Layout** menu. The **Add Ruler** dialogue box will be displayed, allowing you to select your own combination of tab spacing and ruler length (as well as line spacing and character pitch).

The new ruler will appear in the normal position at the top of the window; the ruler displayed there will always be the one that applies to the line the cursor is currently on.

Ruler length

Add ruler

Pitch:	Tab spacing:
<input checked="" type="checkbox"/> Pica	<input type="checkbox"/> 3 <input type="checkbox"/> 6
<input type="checkbox"/> Elite	<input type="checkbox"/> 4 <input type="checkbox"/> 8
<input type="checkbox"/> Condensed	<input checked="" type="checkbox"/> 5 <input type="checkbox"/> 10
<input type="checkbox"/> Expanded	Tab type:
<input type="checkbox"/> Justify	<input checked="" type="checkbox"/> Spaces
	<input type="checkbox"/> Dots
Ruler length	65 <input type="button" value="↑"/> <input type="button" value="↓"/>
Line Spacing	1 <input type="button" value="↑"/> <input type="button" value="↓"/>
<input type="button" value="Cancel"/>	<input type="button" value="OK"/>

Use the up or down arrows (or type in a value directly) to increase or decrease the ruler length to any number between 10 and 150 characters. (This figure refers to the position of the right margin, not the distance between the left and right margins.) The default ruler lengths for the four character pitches (spacings) are based on a line 6.5 inches long:

- 65 characters (Pica pitch)
- 78 characters (Elite pitch)
- 112 characters (Condensed pitch)
- 39 characters (Expanded pitch).

Character pitches are explained in the section below entitled *Character spacing*.

When you have selected the ruler length you require, click on **OK** to insert the new ruler at the current cursor position. The new ruler, with the characteristics you have given it, will appear in the normal ruler position at the top of the document window. An inserted ruler will affect all text up to the next ruler in the document.

Remember to reformat your text when you have added a new ruler by using function key F7, or selecting **Reformat** in the **Style** menu. For more details, see the section *Reformatting text* in the previous chapter, *Editing documents*.

To check the scope of a ruler

The block of lines extending from the line where you added a new ruler to the line before that on which the next new ruler is added is referred to as the *scope* of a ruler.

To check how far down the page a particular ruler's scope extends, press and hold **Select** with the pointer on the ruler icon at the lefthand end of the ruler under the **Back** icon. A line indicating the scope of the ruler will be displayed in the page border on the left of the text window.



Deleting a ruler

To remove a ruler from a document, place the cursor anywhere in the ruler's scope, then select **Delete ruler** in the **Layout** menu. Don't forget to reformat your text after you delete a ruler.

Modifying a ruler

To modify a ruler, first place the cursor anywhere within its scope.

Double-click on the ruler icon at the lefthand end of the ruler to display the **Modify ruler** dialogue box. Except for its title, this is the same as the **Add ruler** dialogue box. Select the combination of character pitch, tab spacing, tab style (ie space or dot), etc which you require, then select **OK** to update the ruler line.

After modifying a ruler, you will need to reformat the text within the scope of that ruler. To do this, move to the **Style** menu, and select **Between rulers** from the **Reformat** menu.

Modifying a ruler with the mouse

You can also modify some features of a ruler (the tab stops and the margins) using the mouse. Position the cursor within the scope of the ruler you want to change, then drag the left and right margin stops to the new position you want.

To drag the right margin outside the current window area, you must first horizontally scroll the window.

Use F7 to reformat each paragraph to the new text width.

Storing rulers and document layout

1st Word Plus stores the rulers and document layout along with the text when you save a document in WP mode. The stored rulers will be redisplayed when you next open the document for editing.

If there is a document pattern that you use regularly, save an empty document (ie one containing no text) with that layout or ruler (or both) to serve as a template. You can then load the empty file and type your text into it. Remember to give the document a new name when you first save it, or you will overwrite the empty template file. You can extend this idea to include frequently-used text components such as letterheads.

Tabs

1st Word Plus has two different types of tabs: left-aligned and decimal. Decimal tabs can also be used to right-align text. As on a typewriter, you can preset tab stops for aligning columns of text, formatting tables, and so on. When you press Tab, the cursor will move to the next tab stop to the right.

Tab positions are set from the **Add Ruler** dialogue box, reached from the **Layout** menu, or from the **Modify ruler** dialogue box, reached as described on the previous page. Use the mouse to select the required gap between tab stops (3 4 5 6 8 10 etc).

You can also choose between dots and spaces as leader characters: the character used to fill in the space between tab stops and text.

You can also set and clear tab stops by clicking on their position on the ruler. Use this method if you wish to change the regular positioning of tabs set up in the **Add ruler** dialogue box to some irregular pattern.

Left-aligned tabs

This is the normal type of tab, where the lefthand edge of the word lines up with the tab. This table uses left-aligned tabs:

kelvin	kilogram
second	ampere
mole	candela

Left-aligned tabs are marked on the ruler with diamond shapes. Twelve left-aligned tabs are set at five-character intervals in the default, 65-character ruler.

Decimal tabs

You can use 1st Word Plus Decimal tabs feature to line up columns of decimal numbers on their decimal point in the following way:

156.4	2.4666
8445.0	7800.25
28.9854	.58348

Double-click on any point on the ruler line to insert a decimal tab. The position of the decimal tab will be indicated by a # sign.

Anything you now type in will be moved leftwards from the decimal tab until you do one of the following:

- type a decimal point or a space
- press Tab or Return
- reach any previous text on that line.

To remove a decimal tab from the ruler line, click on it again.

Using decimal tabs for right-aligning

You may want to align whole numbers or any string of characters in a table on their righthand edges. Strings containing no decimal point are effectively right-aligned by a decimal tab:

Andrew	Anne
Bill	Betty
Charles	Carol

Character spacing

Character spacing, or pitch, is set at the same time as the ruler, and hence applies to text within the influence of a particular ruler.

To alter character spacing, select **Add ruler** from the **Layout** menu. The **Add Ruler** dialogue box will be displayed. Alternatively, double-click on the ruler icon to modify the current ruler (the ruler applying to the line where the cursor is).

Select the character spacing ('pitch') you require by clicking on one of:

- Pica (10 characters per inch)
- Elite (12 characters per inch)
- Condensed (17 characters per inch)

- Expanded (6 characters per inch).

When you select one of these, the ruler length will change to the default length for that pitch. If you want a different number of characters to a line, change the value in the **Ruler length** box *after* selecting the pitch.

The appearance of characters on the screen will not change when you select different pitches, but they will be printed on paper with the pitch you have chosen.

The number of characters per inch for each pitch will vary from printer to printer. The figures quoted above are valid for most Epson-compatible printers.

Justification

Text can be either justified, with straight left and right margins, as in this paragraph:

In a reference list, with author-date text references to it, all works attributed to one person should be listed and arranged chronologically by date of publication.

or unjustified, with a straight left margin and a ragged right margin, as in this paragraph:

In a reference list, with author-date text references to it, all works attributed to one person should be listed and arranged chronologically by date of publication.

Justification is set at the same time as the ruler, and therefore applies to the piece of text affected by a particular ruler.

To turn justification either on or off, for the duration of a particular ruler, select **Add ruler** from the **Layout** menu. The **Add Ruler** dialogue box will be displayed. Alternatively, double-click on the ruler icon to display the **Modify ruler** dialogue box.

Click on the relevant box to turn justification on or off.

If you select **Justify ON** for a particular ruler, 1st Word Plus will automatically insert extra stretch spaces between each word as you type, so that the righthand margin is straight. (The last line of each paragraph is excluded from this process.) Justification is switched off by default on the **Add Ruler** dialogue box.

If you change justification, you will need to reformat with the F7 key, or by selecting **Reformat** in the **Style** menu (see the section *Reformatting text* in the chapter *Editing documents*).

Centred text

Centred lines can be produced by positioning the cursor on the line, then using F11 or selecting **Centre** in the **Style** menu. This will cause the line of text to be centred between the left and right margins, like this:

In a reference list, with author-date text
references to it, all works attributed to
one person should be listed together and
arranged chronologically by date of
publication.

Right-aligned text

1st Word Plus also allows you to align your text with the righthand margin, leaving the lefthand edge ragged. To produce right-aligned text, position the cursor on each line, then select **Right** in the **Style** menu:

In a reference list, with author-date text references to
it, all works attributed to one person should be listed
together and arranged chronologically by date of
publication.

Word wrap

At the end of each line, if the word you are typing goes beyond the right margin, it will automatically be carried over to the next line. This feature is called *word wrap*. Since the only time you have to press Return is when you want to begin a new paragraph, you don't have to worry about where to end each line. This in turn increases your typing speed. Word wrap is switched on by default when you load 1st Word Plus. You can turn Word wrap off and type in lines up to 160 characters long by clicking on **Word wrap** in the Edit menu.

If you switch word wrap off, it will be off for any 1st Word Plus document windows you have already opened, and for any new window you open (unless you switch it back on again).

Line spacing

You can control the spacing between lines of text, in increments of one line.

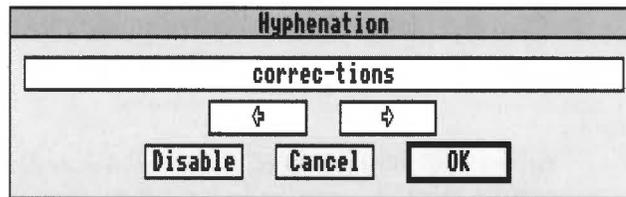
Line spacing is also set at the same time as the ruler, and therefore applies to the piece of text affected by a particular ruler.

Select **Add ruler** from the **Layout** menu. Use the up and down arrows on the **Line Spacing** feature to increase or decrease line spacing to a number between 1 and 9. Alternatively, type in the value you want directly. Single line spacing is switched on by default when you first load in 1st Word Plus.

Hyphenation

1st Word Plus can hyphenate words for you, so making better use of the line length and giving your document a more professional appearance. Hyphenation is switched on by default.

When a paragraph is reformatted, 1st Word Plus may seek to hyphenate one or more words to avoid 'slack' lines with too much white space in them. For each word which the program seeks to hyphenate, a dialogue box like this will be displayed:



If you don't like the way the word is split, click on either the left or the right arrow. The hyphen will move along one character at a time. If you cannot move the hyphenation point any further to the right, this is because there are already as many letters on the left of the hyphen as can be fitted on the line. If this means you cannot hyphenate the word to your satisfaction, click on

Cancel to move the complete word to the next line. Otherwise, when the hyphen is in the position you require, click on **OK**, and the hyphenated word will be inserted into your text.

A 'soft' hyphen inserted by 1st Word Plus appears on screen as ~ to distinguish it from a 'hard' hyphen you have inserted yourself (as in 'double-click' for example). However, they look the same when printed.

If you do not want to hyphenate any words in your document, select **Disable**. Alternatively, you can click on **Hyphenation** in the **Edit** menu to switch hyphenation off (or back on again).

Indents

The gap between the lefthand margin and one or more lines of text is called an *indent*. 1st Word Plus can produce the following types of indents:

- single-line indents
- paragraph indents
- hanging indents.

Indenting single lines

In a reference list, with author-date text references to it, all works attributed to one person should be listed together and arranged chronologically by date of publication.

If you want to indent the first line of a paragraph by 5 spaces, you can do it in one of two ways:

- positioning the cursor flush with the left margin on the first line, and pressing F10 five times
- setting the first tab stop to a suitable position (see *Tabs* above), and pressing Tab once to move the cursor to the stop. Because Tab in 1st Word Plus inserts fixed spaces, you will have to delete them one by one if you subsequently want to get rid of this kind of indent.

Indenting whole paragraphs

You may wish to indent whole paragraphs by varying amounts, as in the following examples:

Special problems may be solved by observing the following principles. A single-author entry comes before a multi-author entry beginning with the same name.

In a reference list, with author-date text references to it, all works attributed to one person should be listed together and arranged chronologically by date of publication.

To indent a whole paragraph, press F9 or click on **Indent** in the **Style** menu one or more times to specify the size of the indent before starting to type in the paragraph. (If you use the latter method, use **Adjust** instead of **Select** for all but the last click to prevent the menu disappearing when you click.) This kind of indent looks similar to a Tab indent, but actually consists of a single indent space followed by stretch spaces to the next tab stop. The cursor can only be positioned on the indent space, and deleting this will delete all the stretch spaces.

This paragraph is indented on each line but the first line is further indented by pressing Tab immediately after F9 at the start of the paragraph.

1st Word Plus 'remembers' indents, so you don't need to respecify them when reformatting. To change the size of a paragraph indent, first position the cursor on the first character in the paragraph. Use ← or Delete to reduce the size of the indent, or F9 to increase the size, then reformat.

To indent a whole paragraph which has already been typed, first select the first line and press F9, then F7 to reformat the paragraph to the indent.

You can vary the size of indent produced with F9 by changing the position of the tab stops in the ruler; see the section *Tabs*, above.

Hanging indents

In a reference list, with author-date text references to it, all works attributed to one person should be listed together and arranged chronologically by date of publication.

Numbered paragraphs

The paragraph above has a 'hanging indent'. Type in the paragraph as normal, then go back to line 2 and insert an indent with F9. Finally, use F7 to reformat from line 2 onwards. A hanging indent will not be preserved if you reformat the whole paragraph. This is because 1st Word Plus uses the indent value of the first line to work out the left margin when reformatting.

1.1 In a reference list, with author-date text references to it, all works attributed to one person should be listed together and arranged chronologically by date of publication.

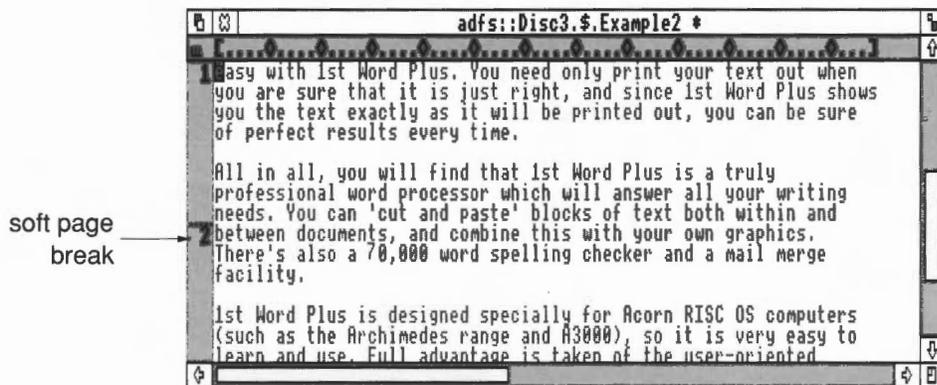
To number paragraphs, type the paragraph number (or letter) followed by one or more F9 indents before the first word in the paragraph. 1st Word Plus will align following text lines with the last indent.

Page breaks

1st Word Plus uses three types of page break, or places where a new page of printed text starts. These are displayed in the page border on the left of the text window, with the new page number directly beneath. Although you can work on documents of 100 pages or more, there is only enough room in the page border to display numbers up to 99.

Soft page breaks

A 'soft' page break is indicated by a dotted line in the page border with the new page number appearing directly beneath it. Soft page breaks are inserted automatically by 1st Word Plus when the maximum page length is exceeded with WP mode switched on. Page length is defined for the whole document using the **Page layout** option in the **Layout** menu. (For more details, see *Setting up the margins* in this chapter.) You can convert a soft page break to a hard page break by clicking on it.

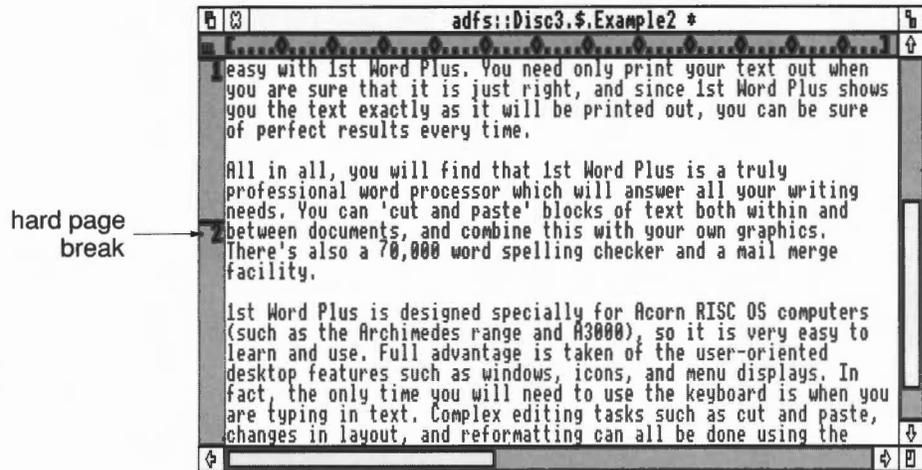


Hard page breaks

Insert a hard page break whenever you want the text below it to be printed on a new page.

To insert a hard page break, click on the page border at the point where you want the break to occur. A hard page break is indicated by a solid horizontal line with the new page number appearing directly beneath it. You can also convert a soft break to a hard break by clicking on it.

Click on a hard page break to delete it, or to convert it back to a soft page break.

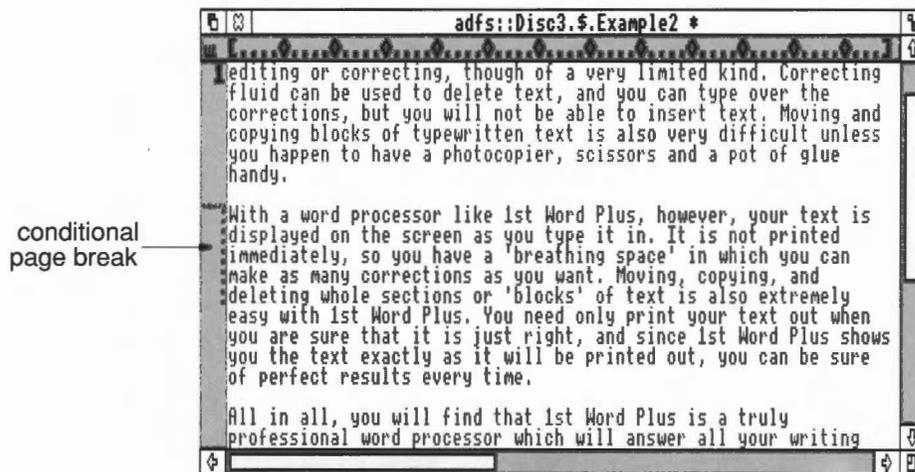


Conditional page breaks

A conditional page break is always created by the user (except in footnotes; see *Printing footnotes* in the chapter *Editing documents*). It is used to protect a group of lines that you do not wish to be split across two pages (for example a paragraph or a table of figures). If the group of lines crosses a potential page boundary, a new page is started at the beginning of the group.

To create a conditional page break, position the pointer in the page border level with the first line of the group and drag down the page border to where you want the group to end. While you are holding down Select, the mouse pointer turns into a pointing finger, and the scope of the conditional page break is indicated by a black oblong.

Once it has been set up, the conditional page break appears as a very light dotted line across the page border with a further dotted vertical line indicating its scope.



If 1st Word Plus actually inserts a soft page break at the start position, the conditional break indicator changes to a heavier dotted line with the new page number directly beneath it. The vertical line showing its scope remains visible.

You can increase or decrease the scope of a conditional page break by dragging the end position to a new place. Delete this kind of page break by clicking on its start position.

Changing type style

1st Word Plus offers you a range of type styles (plain, italic, underlined, superscript and subscript) in three different weights (bold, normal and light). You can combine and switch between these style options to produce a variety of effects:



Your printer may not be able to reproduce all the style options available on-screen (see *Appendix: Printer drivers* for details).

The type style options can either be selected from the **Style** menu or by using function keys F1 to F6.

When a style option is switched on, its function key icon will appear highlighted and it will be ticked in the **Style** menu. Everything you type in from that point onwards will appear in that style, including spaces. If you later delete this text, be careful not to leave 'style spaces', which will then pass on their style to anything typed in after them.

It is not possible to combine either (a) Bold and Light or (b) Superscript and Subscript. Selecting one style option (eg Bold) will automatically turn the other one (eg Light) off.

Underlined text

With some word processors, producing underlined groups of words which are either centred or indented (for headings, for example) can be a problem, since the space before the start of the heading is underlined too. Other word processors get round this problem by not underlining any spaces, even those between words. However, you can produce fully underlined headings in 1st Word Plus by following these steps:

To underline indented headings:

- 1 Use Tab or F9 to indent the heading.
- 2 Switch on Underline with F2.

3 Type in your text.

To underline centred headings:

1 Switch on Underline with F2.

2 Type in your text.

3 Use F11 to centre the heading.

To produce italic underlined text:

1 Switch on Underline with F2 and Italic with F3.

2 Type in your text.

3 Switch Underline off with F2.

4 Press the Space Bar.

5 Switch Italic off with F3.

6 Carry on typing in your text.

If you swap steps 4 and 5, the last character of the italic text may appear to have a slice out of it on the screen, but it will be printed normally.

Changing the case of blocks

1st Word Plus enables you to change letters, words, or whole blocks of words into upper or lower case. First, mark the block you want to change. Then, from the **Style** menu, select

- **Upper case** to make the block upper case throughout
- **Lower case** to change it to lower case throughout
- **Change case** to change all upper case letters to lower case, and vice versa
- **Title word** to change the initial letter of each word to upper case and the rest to lower case.

If no block is selected when you choose one of the first three of these options, the character at the cursor position will change case. If you choose **Title word** when no block is selected, the letter at the cursor will change to upper case if it is the first letter in a word; otherwise, it will change to lower case (if it isn't lower case already).

Printing your document

Preparing for printing

Like any word processor, 1st Word Plus needs special programs called *printer drivers* in order to print documents on paper; these programs enable the word processor to 'drive' a wide range of printers which all expect to receive their instructions from the computer in slightly different ways. In particular, information coming from the computer about type styles needs to be interpreted so that the printer can understand it.

You cannot use the normal RISC OS printer drivers with 1st Word Plus because they are designed for printing graphics, rather than characters; one consequence of this is that they run rather slowly with dot matrix printers. 1st Word Plus printer drivers, on the other hand, are designed to produce fast output from dot matrix printers.

In order to use all the features which your printer is capable of, you will need to install a suitable printer driver for it. A range of drivers for the most popular printers is provided on the Utilities disc. If you have a printer which is not yet supported by 1st Word Plus, instructions for creating your own customised printer driver can also be found in the Appendix.

Switching printers within 1st Word Plus

Whenever you load 1st Word Plus, it searches in the application directory for the default printer driver `lwp_print`, and installs it for use when printing. If the default driver is not found, a warning message is displayed which you can remove by selecting **CANCEL**.

The 1st Word Plus keypad indicates which printer is currently installed (and the output port it is connected to).

To install a different printer, follow these steps:

- 1 Open a display for the printer driver directory on the Utilities disc.
- 2 Drag the icon for the appropriate printer driver onto the keypad.

Changing the output port

Creating a new default printer

Printing your document

The selected printer driver will remain installed until you either exit from 1st Word Plus or select another printer.

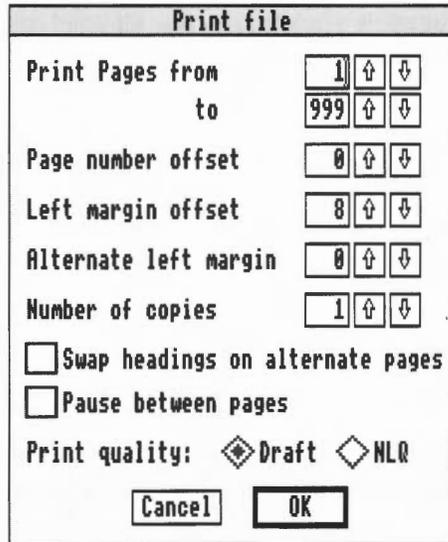
To change the output port, click on the port name box in the keypad to switch between the parallel (Printer) and serial (Modem) ports or the network printer. Your printer manual will tell you which one you should use.

To create a new default printer driver (ie the one that will be loaded automatically when you start 1st Word Plus), follow these steps (before loading 1st Word Plus itself):

- Delete or rename the file in the !1stWord+ directory currently called lwp_print.
- Copy the required printer driver file into the application directory and give it the name lwp_print.

(See your computer's *User Guide* for instructions on copying and renaming files.)

Before you can print a file, you must save it. Then drag its icon from the directory viewer onto the printer icon in the keypad. The following dialogue box will appear:



The image shows a dialog box titled "Print file". It contains several controls for printing a document:

- Print Pages from**: A text box containing "1" with up and down arrow buttons.
- to**: A text box containing "999" with up and down arrow buttons.
- Page number offset**: A text box containing "0" with up and down arrow buttons.
- Left margin offset**: A text box containing "8" with up and down arrow buttons.
- Alternate left margin**: A text box containing "0" with up and down arrow buttons.
- Number of copies**: A text box containing "1" with up and down arrow buttons.
- Swap headings on alternate pages**
- Pause between pages**
- Print quality:** Two radio buttons, "Draft" (selected) and "NLR".
- Buttons:** "Cancel" and "OK".

Click on any of the number boxes to move the cursor bar into it so that you can change the number. Many of these are self-explanatory; those that are not are described below.

Page number offset

This field can be used to control the page numbers that appear in the document as it is printed. This is a very useful feature if you are printing a series of files, such as chapters in a book. If chapter 1 ends at page 50, type in '50' as the page number offset for chapter 2, and the first page number printed will be '51'.

Left margin offset

This number tells the printer how many character positions to move the print head across the platen before it begins printing. You may need a left margin offset to avoid the row of perforations on the edge of fanfold printer paper, or because you have an offset sheet feeder.

Alternate left margin

This field allows you to set a different width of left margin which will be used for the even-numbered pages in your document. The width set in the previous instruction will then only be used for the odd-numbered pages. If, for example, you are printing a document that is to be photocopied onto both sides of the paper, and you want a wider margin near the binding of this document to allow you to punch holes there, the wider margin will need to be at the left on odd-numbered pages and at the right on the even ones. Although you cannot actually set the right margin as such, you can do so indirectly by varying the width of the left margin. Careful selection of the size of the two left margins can be used to create the desired effect.

Swap headings on alternate pages?

If you select **Yes**, the left- and righthand components of your header and footer lines will be reversed on even-numbered pages, allowing you to print double page layouts. This facility is often combined with the use of the **Alternate left margin** facility above. ('Even-numbered' here refers to the page numbers '2', '4', '6', etc. actually printed on each page, not the physical pages 2, 4, 6, etc.)

Print quality

If you have installed a near letter quality (NLQ) dot matrix printer, this option allows you to select either draft or NLQ print.

If you have installed a daisywheel printer, then selecting NLQ mode will make the printer pause whenever it is asked to print italic or light text. The printer driver will prompt you to change daisywheels at each style change.

Make sure your printer is properly connected, switched on, 'on line', and loaded with paper. Check your selections on the **Print** file dialogue box, then select **OK**.

While the file is being printed, the printer icon on the keypad changes to read 'Status'. Clicking on this box displays the **Print status** dialogue box.

Print status	
File	adfs::Disc3.\$.Example
Printer	Epson FX (9-pin matrix)
Copies	1 Printing
Page	2 <input type="button" value="OK"/> <input type="button" value="Pause"/> <input type="button" value="Stop"/>

The **Print status** dialogue box displays the following information:

- the name of the file you are printing
- the name of the printer driver installed
- the number of copies you have selected
- the number of the page currently being sent to the printer
- the current status of the printer: 'printing' or 'paused'.

To remove the **Print status** dialogue box and continue printing without doing anything else, click on **OK**.

To interrupt printing, select the **Pause** box. Printing may not stop immediately; this will depend on the size of the buffer in your printer. Printing will continue until it reaches the page number displayed in the **Print status** box. When you click on **Pause**, the dialogue box will disappear. To restart printing, click on 'Status' in the keypad to display the **Print status** dialogue box again, and click on **Restart**.

If you chose **Pause** between pages on the **Print file** box, the **Print status** dialogue box will appear automatically when printing pauses, showing **Restart** in the centre box to allow you to insert a new sheet of paper. When you are ready, click on **Restart**.

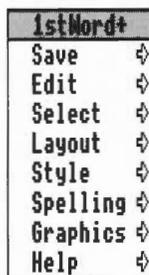
To stop printing altogether, click on **Stop**. The Status box on the keypad will change back to read 'Print file'.

1st Word Plus menus

Displaying the menus

This chapter summarises, menu by menu, all the things you can do with 1st Word Plus, which have been described in the preceding chapters.

The top-level menu appears when you press Menu on the mouse, provided the pointer is over a 1st Word Plus document window or the keypad window.



1st Word Plus menus are organised in the same hierarchical way as other RISC OS menus, and have the following features:

- An arrow to the right of a menu option indicates that a submenu will appear when you move the pointer onto the arrow.
- An option with three dots to its right will display a dialogue box when it is selected. These dots are not shown as part of the option names printed in this Guide; this is simply for the sake of readability.
- An option without arrows or dots represents an action that will be carried out when you click on it.
- Some options represent features that can be on or off; they are marked with a tick when they are on.

- Some options have keystroke alternatives, which you will find useful when you are familiar with 1st Word Plus. These are shown to the right of the option. The ^ character stands for the Control key, which should be held down while you press the other key indicated. All the keystroke alternatives are listed in the next chapter.
- Options that are not currently available – usually because some necessary preceding action has not yet been carried out – are shown in grey.

The save menu

This leads to a submenu containing two options: **File** (for saving the complete document) and **Selection** (for saving a marked selection as a separate file). Each of these leads to a normal RISC OS **Save as** dialogue box. To save the file or selection, edit the filename to what you want, then drag the icon to the directory where you want to save the file. If you are re-saving a document that has already been given a full pathname which you don't want to change, you can just click on **OK**, or press **Return**.

The edit menu

Edit	
Find...	^F2
Replace...	^F3
Repeat find	^F1

Statistics...	^Z

√ WP mode	
√ Hyphenation	
√ Insert mode	
√ Word wrap	

Set mark	⇄
Goto mark	⇄
Goto page...	^G

Find

Select this option to search for a specific string of text in your document. If the string is found, the cursor will be placed either on the first character of the string (backwards search), or on the character immediately after the string (forwards search). If the string is not found, the cursor will be placed at the start or end of the document, depending on the search direction. **Find** is described in detail in the *Editing documents* chapter.

Replace	<p>Select this option to search for a specific string of text in your document and replace it with a second one. If you specify replacement of One or All matches, Replace will search and replace automatically. If you specify replacement of Some matches, Replace will find and display each match and ask you whether to replace the string, continue without replacing, or cancel the search. If the search string is not found, the cursor will be placed at the start or the end of your document, depending on the search direction.</p>
Repeat find	<p>Select this option to repeat the last Find or Replace automatically, using the same choices. If the last Find or Replace finished at the start or the end of your document, then the search direction will be reversed for Repeat find.</p>
Statistics	<p>Select this option to display a dialogue box showing the number of pages, lines, and words in the current document, as well as its size in bytes.</p>
WP mode	<p>Use this option to switch Word Processing mode on and off.</p> <p>Switch WP mode off only if you want to work on non-document files; they will then be stored as plain text.</p>
Hyphenation	<p>This option allows you to switch automatic hyphenation on and off. If you switch hyphenation on, 1st Word Plus will try to hyphenate long words when you reformat. This option is only available in WP mode.</p>
Insert mode	<p>Select this option to switch insert mode on and off. If insert mode is switched off, any new text you type in at the cursor position will overwrite the existing text. If it is switched on, existing text will move to the right when new text is typed in.</p>
Word wrap	<p>Select this option to switch word wrap on and off. With word wrap switched on, text is moved onto the next line when you go past the right margin. With word wrap switched off, the right margin is ignored, and you can continue typing on the same line until you press Return or reach the 160 character limit. This option is only available in WP mode.</p>
Set mark	<p>Use this option to set or redefine up to four position marks anywhere in your document. Marks are set at the current cursor position.</p>

Goto mark

This option moves the cursor to one of the position marks defined by the **Set mark** option.

Goto page/Goto line

This option allows you to move the cursor to the top of a given page in your document. If you specify a page number greater than the number of pages in your document, the cursor will be placed at the top of the last page. This option becomes **Goto line** in non-WP mode.

The select menu

The options in the **Select** menu allow you to create and work with selections of text and/or pictures. Selections are sections of a document of any length. Areas of text within them will be highlighted with a black background. A document can have only one selection marked at any time; marking a second selection will cause the first selection to be cleared.

Select	
Start	^S
End	^E

Cut	^F7
Copy	^C
Paste	^F9
Move	^F10
Clear	^K

Find start	^T
Find end	^B

Start

Select this option to define or redefine the start of your selection at the current cursor position.

End

Select this option to define or redefine the end of your selection at the current cursor position. An alternative method of redefining the end of a marked selection is to double-click **Select** where you want the new end to be.

Although selection start and end positions must be inside the window when they are defined, 1st Word Plus will remember selection positions when they move off screen. Once a selection has been defined, it will be highlighted and will remain so until you use **Clear**, **Cut**, or **Reformat**.

Cut	Use this option to cut a marked selection from your document and copy it onto the clipboard. A dialogue box will appear when the selection has been copied. When you click on OK, the selection will be cut from your document. The contents of the clipboard can later be pasted back into your document at any point. Should you try to copy another selection onto the clipboard before its existing contents have been pasted back into the document, a warning message will appear.
Copy	This option copies a marked selection to the clipboard without cutting it from your document. Copy will overwrite the clipboard contents in the same way as Cut .
Paste	This option pastes in a copy of the clipboard contents at the cursor position in the current window. The contents of the clipboard remain intact, so you can paste the selection in at more than one position in one or more documents.
Move	This option moves the marked selection to the current cursor position in the same window. Move uses the clipboard, and will therefore overwrite any existing contents it may have.
Find start	Use this option to move the cursor to the start of the marked selection.
Find end	Use this option to move the cursor to the end of the marked selection.
Clear	This option removes the highlighting and start and end markers from a selection. The contents of the clipboard are unaffected. Using Reformat or F7 or pressing and holding down Select will also clear a selection.

The layout menu

The options provided in this menu are described fully in the chapter *Document layout*.

Layout	
√ Show ruler	^L
Show position	^P

Page layout...	

Add ruler...	^R
Delete ruler	^D

Footnote format...	
Add footnote...	^F4

Show ruler

This option allows you to turn the ruler line display at the top of the text window on and off.

Show position

This option allows you to turn the cursor position display at the top of the text window on and off. If WP mode is also switched on, details are given of the page, line and column where the cursor currently appears. If WP mode is not switched on, only the line and column will be given. The cursor position is displayed in place of the ruler line, and vice versa. You can create an extra line in the text window by turning both **Show ruler** and **Show position** off.

Page layout

Select this option to display a dialogue box allowing you to specify the header and footer lines and page layout for your document.

Add ruler

Select this option to insert a new ruler into your document at the current cursor position. Rulers can only be added in WP mode, and will control the following options:

- character pitch (the number of characters per inch)
- spacing between tab stops
- tab leader character
- ruler length

- justification
- line spacing.

Delete ruler

Select this option to delete the ruler controlling the current cursor position.

Footnote format

Select **Footnote format** to display a dialogue box allowing you to format the rule separating the footnotes from the main body of the text. The length of the rule is measured in character widths and the pitch of these characters is taken from the footnote ruler.

Add footnote

Select **Add footnote** to add a footnote at the cursor position. You can add footnotes wherever you like, except in header lines, footer lines, or in footnotes themselves.

The style menu

The **Style** menu is used to select type style options and some text formatting features.

Style	
√ Bold	F1
Underline	F2
Italic	F3
Light	F4
Superscript	F5
Subscript	F6

Centre	F11
Right	^F11
Indent	F9
Reformat	⇄

Upper case	^U
Lower case	^W
Change case	^V
Title word	^X

Type style options

Use one or more of these options to turn the various features on or off. When selected, the style will apply to text that you type in at the cursor, or to a marked selection.

Alignment options

Select one of **Centre**, **Right** or **Indent** according to how you want your text to be aligned. For full details, see the *Document layout* chapter.

Reformat

Select an option from the **Reformat** menu whenever you have:

- changed your text by deletion or insertion
- altered the size of an indent
- switched justification on or off
- modified the right or left margin
- inserted a new ruler.

You can reformat single paragraphs, the text between two rulers, or the whole document. You will not be able to reformat any text created with WP mode switched off, since all spaces will be fixed spaces.

Case options

Select **Upper case** or **Lower case** to change the case of a selection throughout. Select **Change case** to swap the case of each letter, and **Title word** to put the first letter of each word into upper case and the rest into lower case. If no selection is marked, the appropriate change will be made to the single character at the cursor position.

The spelling menu

For more detail on these options, see the chapter *Editing documents*.

Spelling	
Load Dictionary	
Check Spelling	ESC
Continuous spelling	
Browse...	^F5
Add word	^F6
End spell check	

Load dictionary

Select this option to load in the main spelling dictionary from the same directory and disc as the program.

Check spelling

Select this option to check the spelling in your current document from the cursor position onwards. 1st Word Plus will flag any word it does not recognise by placing the cursor after it. You then have the choice of adding the word to the dictionary (if it is correctly spelled but not yet included), or of replacing the word in your document (if it is incorrectly spelled) using either the normal editing process or the **Browse** option.

Select **Check spelling** again or press Escape to continue the spelling check after making the necessary amendment.

Continuous spelling

This option allows you to check the spelling of each word as you type it in. When you move the cursor off a word that is not listed in a currently loaded dictionary, either by typing a space after the word, or by using the cursor keys, your computer will warn you with a beep so that you can check the spelling. Click on the option a second time to switch it off.

Browse

Select this option to display the dictionary browser, which will allow you to:

- correct spelling mistakes in your documents automatically
- add new words to the dictionary
- scan the dictionary for unwanted entries. See the chapter *Editing documents* for details of how to delete these entries.

The dictionary browser displays a group of ten words at a time on screen. Use the up and down arrows to the left of the word group to search through all the words in the spelling dictionary beginning with the same letter as the word on the **Find** line.

To check the spelling of a word that is not in your document, type it in on the **Find** line, then click on the **Find** box. If the **Find** line already contains an unwanted word, clear it by pressing Ctrl-U before entering the new word. The program will search for the word you have specified and display the relevant part of the dictionary. If the word is in the dictionary, it will be highlighted at the top of the browser.

Add word

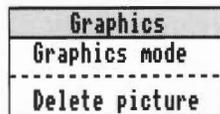
This option allows you to add new words directly to the supplementary dictionary. The word that is added will be the last word that the spelling checker detected as missing from the currently loaded dictionaries, unless you have altered the **Find** line of the browser after that word was detected, in which case it will be the word that currently occupies the **Find** line.

End spell check

Use this option to finish a session of checking your spelling or adding words to the supplementary dictionary. A dialogue box will be displayed to allow you to save the altered supplementary dictionary onto disc. Select **NO** to abandon any additions you have made.

The graphics menu

For full details of these options, see the *Editing documents* chapter.



Graphics mode

This option allows you to switch graphics mode on and off. You may want to switch it off in order to save memory or to avoid confusion when editing text that is overlaid by graphics. When you first load a picture graphics mode will automatically be switched on to allow you to paste pictures into your documents.

Delete picture

Position the cursor on one of the lines containing the picture you want to delete, then select this option. The picture will be highlighted, and 1st Word Plus will ask you to confirm that you want to delete the selected picture. If there is more than one picture on the line the program will select the first one it finds. If this is not the one you wish to delete, you may have to move the one you want to a line with no other pictures on it before you can delete it in this way.

The help menu

The Help menu displays a list of topics for which on-screen help is available.

Above this list, the **1st Word Plus** option tells you the version number of your copy of the application. **Extra help**, when selected, causes a message to appear when you select any menu option, summarising what effect that option will have and allowing you to change your mind about selecting it.

Keystroke equivalents

Many 1st Word Plus selections can be carried out in more than one way. The three possible alternatives are

- selecting from a menu with the mouse
- pressing a key or combination of keys on the keyboard
- clicking on a box in the on-screen keypad.

The summary in this chapter lists these alternatives menu-by-menu (with, in brackets, a few options which cannot be carried out from menus), indicating by each one which keystrokes achieve the same effect. Options that can be selected by clicking on the keypad are marked with a tick ✓.

When typing and editing

Find	Ctrl-F2
Replace	Ctrl-F3
Repeat find	Ctrl-F1
Show statistics	Ctrl-Z
(Delete line)	F8 ✓
Goto page (in WP mode)/	Ctrl-G
Goto line (in non-WP mode)	
(Insert fixed space)	F10 ✓
(RISC OS command line)	F12 ✓

When using selections

Start	Ctrl-S
End	Ctrl-E
Cut	Ctrl-F7
Copy	Ctrl-C

Paste	Ctrl-F9
Move	Ctrl-F10
Find start	Ctrl-T
Find end	Ctrl-B
Clear	Ctrl-K

In the layout menu

Show ruler	Ctrl-L
Show position	Ctrl-P
Add ruler	Ctrl-A
Delete ruler	Ctrl-D
Add footnote	Ctrl-F4

When changing typestyle

Bold	F1 ✓
Underline	F2 ✓
Italic	F3 ✓
Light	F4 ✓
Superscript	F5 ✓
Subscript	F6 ✓
Centre text	F11 ✓
Right align text	Ctrl-F11
Indent	F9 ✓
Reformat paragraph	F7 ✓
Switch to upper case	Ctrl-U
Switch to lower case	Ctrl-W
Swap case	Ctrl-V
Title (initial upper case)	Ctrl-X

During spell-checking

Check spelling	Escape
Browse	Ctrl-F5
Add word	Ctrl-F6

Introducing 1st Mail

What is 1st Mail?

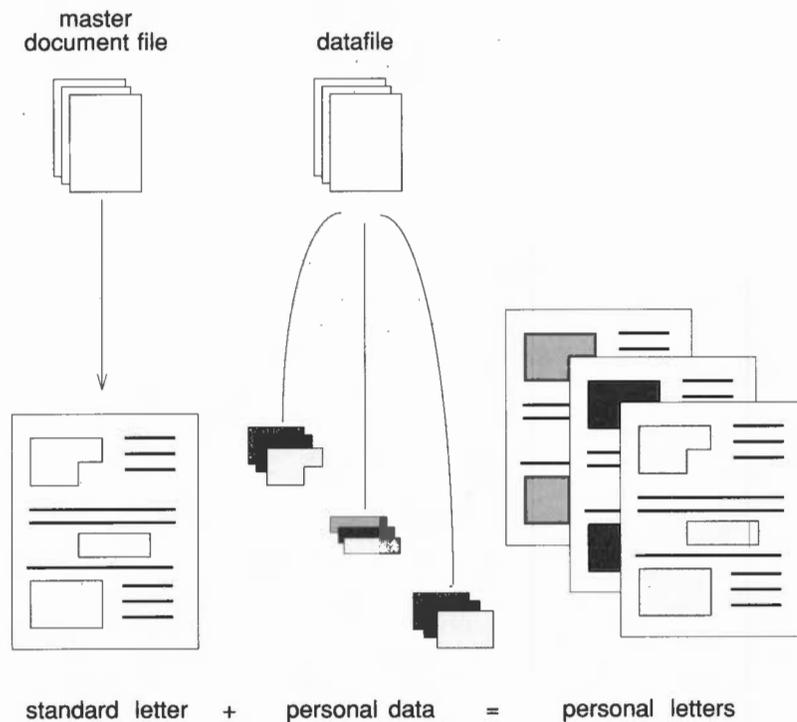
1st Mail is a mail merge program for use with 1st Word Plus. A mail merge program allows you to produce a series of documents which differ from each other only in certain details. This kind of program is typically used to address the same letter to a number of different people. Two files, one containing the letter and the other the names and addresses, are merged, hence the name 'mail merge'.

For example, if you work in the marketing division of a large company, you might want to send a letter to all your customers announcing a new product. To do this with 1st Mail, you would first create a *master document* with 1st Word Plus. This is the part that is common to all the letters: the message itself.

The part that is different in each letter is the variable data, such as the customers' names and addresses. Use 1st Word Plus to create a file containing this variable data; we call this the *datafile*.

By merging the variable data for each customer into the master document, 1st Mail creates a series of personalised letters, although you have only needed to type the letter once.

Of course, you are not restricted to producing letters with 1st Mail. You can, if you wish, use it to produce multiple copies of any document, such as party invitations or office memos.



The rest of this chapter provides an introduction to 1st Mail and tells you how to run 1st Mail on your Acorn computer.

The next chapter, *More about 1st Mail*, describes the more advanced features of the program.

Getting started

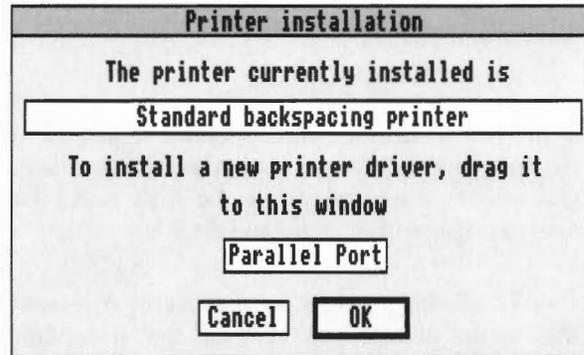
1st Mail is supplied to you on the 1st Word Plus Program disc. Before using it, you should make a working copy of the Program disc and put the original away in a safe place. If you have a hard disc, copy the contents of the Program disc onto it. You will find instructions for both of these processes in the *User Guide* supplied with your computer.

Installing a printer driver

Load 1st Mail in the normal RISC OS way, by double-clicking on its icon in the directory display. The 1st Mail icon will appear towards the righthand side of the icon bar.

Before you can use 1st Mail, you need to install a printer driver (or that you want to save the output as a file).

To do this, press Menu on the 1st Mail icon bar icon, and select **Printer**. The following dialogue box will appear:



This enables you to tell 1st Mail two things:

- whether you want to print your output or save it as a file, and broadly what type of printer you have
- the specific printer type, such as an Apple LaserWriter or Epson LX-compatible dot matrix.

Clicking on the lower box repeatedly offers you, in turn, the following options:

- **Serial port** if you have a laser printer connected directly to your computer
- **Parallel port** if you have a dot matrix printer connected directly to your computer
- **Network port** if you are printing via a network
- **File** if you want to save your output as a file. You may want to do this so that you can check your output before printing it.

When the option you want is displayed in the box, stop clicking.

To install a specific printer driver, open a directory display for the directory containing printer drivers (1wp_Print.Config on the Utilities disc), and drag the icon for the one you want onto the **Printer installation** dialogue box. Its name will appear in the upper white box. If you selected **File** in the lower box, you don't need to do this.

When you have made your selections, click on **OK**.

If you chose **File** as your option, a normal RISC OS **Save as** dialogue box will appear when the merge starts. Type in the filename you want for your output, and drag the icon to the directory display for the directory where you want to save the file.

1st Mail guided tour

Your 1st Word Plus disc contains examples of a master document and a datafile, to help you get to know the basic features of the program. This will give you an overview of how 1st Mail works, before you get down to creating your own master documents and datafiles.

Looking at a master document and datafile

First of all, have a look at the master document by loading it into 1st Word Plus in the normal way. You will find it on the Program disc, in the directory 1ml_docs, with the filename letter. It looks like this:

The screenshot shows a window titled "adfs::lwp_Prog\$.lml_docs.letter". The content is a letter template with several lines of text. The first line is "Dear title,initials,name,company,address,city,postcode,country" where "title,initials,name,company,address,city,postcode,country" is in light type. This is followed by "ragged", "omitblank", and "display \"PROCESSING YOUR LETTER TO title name\"". Then there are labels for "title initials name", "company", "address", "city", "postcode", and "country", all in light type. The main body of the letter starts with "Dear title name," followed by a paragraph: "We are pleased to inform you that 1st Mail is now available for use with 1st Word Plus. We believe many of the customers of company will like the advanced features offered by 1st Mail, including the automatic reformatting of paragraphs with insertions in them. For further details, contact your local Acorn Dealer." The letter ends with "Yours sincerely," and "Douglas C. McAddams". At the bottom, there is a "repeat" label in light type. The window has a standard Mac OS interface with a title bar, a menu bar, and a scroll bar.

```
adfs::lwp_Prog$.lml_docs.letter
Dear title,initials,name,company,address,city,postcode,country
ragged
omitblank
display "PROCESSING YOUR LETTER TO title name"

title initials name
company
address
city
postcode
country

Dear title name,

We are pleased to inform you that 1st Mail is now available for
use with 1st Word Plus. We believe many of the customers of
company will like the advanced features offered by 1st Mail,
including the automatic reformatting of paragraphs with
insertions in them. For further details, contact your local
Acorn Dealer.

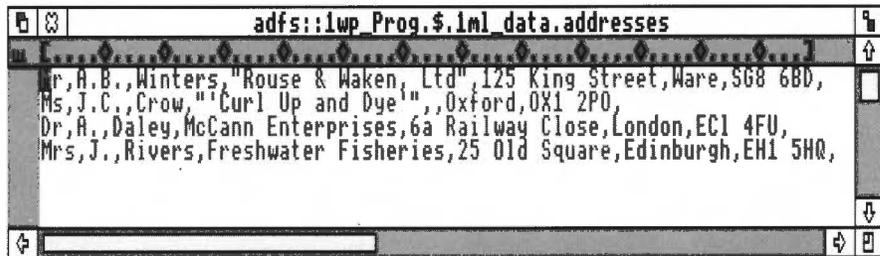
Yours sincerely,

Douglas C. McAddams
repeat
```

There are several lines at the top that start with words in light type. These are explained in more detail later; you don't need to know about them for this session. Then follows the 'greeting' line: Dear This will be filled in by 1st Mail with the title and name of the person you are writing to.

The main text of the letter comes next; you will see that although most of it is in normal type, the word 'company' in the third line is in light type. Again, 1st Mail will substitute the name of the company, which it will take from the datafile.

Now close the document window, and open a directory display for the file addresses, which you will find in the lml_data directory on the Program disc. Load this into 1st Word Plus so that you can see what it looks like:



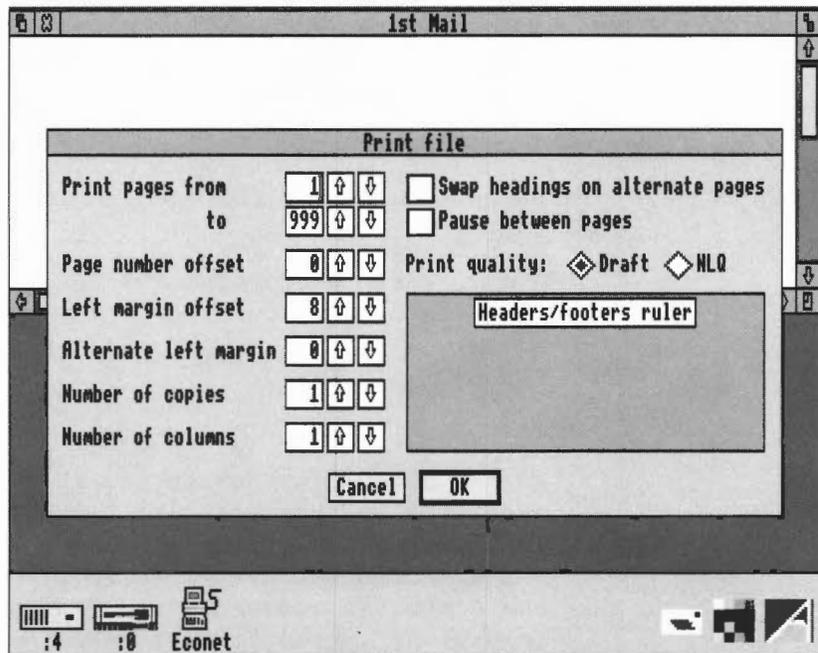
It consists of a series of lines (each line is called a *record*), each line containing data about one person who is to receive the letter.

When you run a mail merge, 1st Mail reads the first record from the datafile and inserts the relevant parts of the name and address into the master document to create a personalised letter. It then does the same with the second record, and so on until it has read all the records in the datafile.

Running a mail merge

To run a mail merge using the example files supplied, take the following steps:

- 1 Load 1st Mail by double-clicking on its icon in the directory display.
- 2 Press Menu on the icon that appears on the icon bar, and select **Printer**, as described above. Click on the lower box until you see the appropriate entry for your printer; then click on **OK**.
- 3 Open the directory containing printer drivers (lwp_Print.Config on the Utilities disc).
- 4 Drag the appropriate printer driver icon onto the **Printer installation** dialogue box.
- 5 Now open a directory display for the directory lml_Docs, which contains the master document.
- 6 Drag the icon for the file letter onto the 1st Mail icon on the icon bar. This tells 1st Mail you want to use letter as your master document. Your screen will then look like this:



- 7 For this session, there is no need to change any of these values, so you can go straight ahead and click on **OK**.
- 8 The **Print file** window will disappear, and the following text will appear in the 1st Mail window:


```
1st Mail letter started
DATA FILE
```
- 9 1st Mail is now waiting for you to tell it the name of the datafile. You can do this in two ways:
 - Type the full pathname of the datafile, and press Return.
 - Open a window for the directory containing the datafile, and drag the datafile's icon onto the 1st Mail window. To do this, you may need to shrink the 1st Mail window so you can see more of the screen behind; do this in the normal RISC OS way, by dragging on the Adjust size icon on the bottom right of the window.

Looking at the merged output

10 1st Mail will now carry out the merge, giving you messages as it goes along to tell you how far it has got.

Your printer will produce four merged copies of the letter you just created when you ran the mail merge.

The first merged letter will look like this:

Mr A.B. Winters .
Rouse, Waken & Co Ltd
125 King Street
Ware
SG8 6BD

Dear Mr Winters,

We are pleased to inform you that 1st Mail is now available for use with 1st Word Plus. We believe many of the customers of Rouse, Waken & Co Ltd will like the advanced features offered by 1st Mail, including the automatic reformatting of paragraphs with insertions in them. For further details, contact your local Acorn Dealer.

Yours sincerely,

Douglas C. McAddams

Each customer in your imaginary mailshot would get a similar letter, but with a different name, company, address, and so on.

Notice how 1st Mail has reformatted the main paragraph of the letter to accommodate the varying lengths of the 'company' name that it inserted.

The master document in more detail

Load the master document into 1st Word Plus again so that you can look at it in more detail.

You saw before that the example document has a number of sections which are distinguished from the surrounding text by being in light type. These pieces of light text fall into two groups: *keywords* and *commands*. There is a fixed set of commands in 1st Mail, but keywords are determined by the user and there can be as many as you like. The only restriction is that they must not

Introducing keywords

be the same as any of 1st Mail's commands. Keywords and commands can be in upper case or lower case, as long as they are in light type. A complete list of commands appears in the chapter *1st Mail commands*.

We will look at keywords and commands in turn to see how they are used.

Whenever 1st Mail comes across text in light type it first tries to identify it as a command. If it cannot do so, it will treat it as a keyword. A keyword is a prompt for the mail merge program to look for a piece of individual data to insert in a merged document. When you are typing in a master document, you will need to use keywords in all the places where you want 1st Mail to insert pieces of data, usually from a datafile. The keywords used in the example master document are as follows:

title	address
initials	city
name	postcode
company	

The pieces of personal or variable data which correspond to these keywords, and which appear in the first sample merged letter above are as follows:

Mr	125 King Street
A.B.	Ware
Winters.	SG8 6BD
Rouse, Waken & Co Ltd	

You can use as many of your own keywords as you like, provided that each keyword corresponds to a piece of data.

1st Mail commands

Light type is also used to identify commands embedded in the master document. The commands used in the example master document are `read`, `ragged`, `omitblank`, and `display at the top`, and `repeat at the bottom`. You will notice that each command is at the beginning of a line, and that there is only one command on each line. All commands included in 1st Mail documents must be at the start of a line and there must not be more than one to a line.

We will now look at each of the commands used in the example master document in turn, starting with the group of commands at the top.

Read

The read command tells 1st Mail to read in data fields from a datafile and associate each one with the corresponding keyword in the master document:

```
read title, initials, name, company, ...
```

1st Mail will then go to the first record in the named datafile (here addresses) and link up the data in each field with the keywords in the line, following the read command in exactly the same order:

```
Mr,A.B.,Winters,"Rouse, Waken & Co Ltd", ...
```

After this, whenever 1st Mail comes across the word `title` in light type, it will insert the piece of data `Mr` until it receives the next read command. The same process will be repeated for every keyword which 1st Mail encounters, and for which it has read a piece of data.

Note: Keywords must be in ordinary plain type when they are being defined following the read command, but in light type when they are to be used within the master document.

Ragged

The next command in the example master document is `ragged`, which specifies a ragged (unjustified) right margin:

```
We are pleased to inform you that 1st Mail is now  
available in the UK for use with 1st Word Plus. We  
believe that many of the customers of ...
```

1st Mail will default to the type of margin in force in 1st Word Plus when you made your master document. If you want to change the setting for all or part of your merged letter, use the commands `ragged` or `justify` at the appropriate places to override the original setting. This is the same piece of text in justified form:

```
We are pleased to inform you that 1st Mail is now  
available in the UK for use with 1st Word Plus. We  
believe that many of the customers of ...
```

Omitblank

Following ragged in the example master document is the command omitblank. This tells 1st Mail that if a data field is empty for some reason, a blank line is not to be printed in place of the corresponding keyword in the text. One of the records in the sample datafile has no data field corresponding to the keyword address, but simply reads:

```
Ms, J.C., Crow, "Curl Up and Dye", , Oxford, OX1 2PO
```

If you specify omitblank in your master document, 1st Mail will print this address as follows:

```
title initials name    Ms J.C. Crow
company                Curl Up and Dye
city                  Oxford
postcode              OX1 2PO
```

and the other addresses in the usual way:

```
title initials name    Mrs J. Rivers
company                Freshwater Fisheries
address                25 Old Square
city                  Edinburgh
postcode              EN1 5HQ
```

If, on the other hand, you would like the addresses on all your letters to start and end in the same place on each page, use the command noomit to produce the following result:

```
title initials name    Ms J.C. Crow
company                Curl Up and Dye

city                  Oxford
postcode              OX1 2PO
```

If you do not specify a choice, 1st Mail will print blank lines when a field is empty; in other words, noomit is the default.

Display

The final command at the top of the example master document is of a different kind from the other commands. This command does not have any effect on the contents or the layout of each letter, but displays a message on the screen:

```
display "PROCESSING YOUR LETTER TO title name"
```

The message in the example master document indicates which letter is currently being processed by 1st Mail.

Repeat

At this point, 1st Mail has carried out all these commands using the first record it encountered in the datafile addresses. Without any further instructions, the program would simply stop, having produced one letter. The repeat command tells 1st Mail to go back to the very beginning of the master document and read through it again, using the next record. The program will then carry on repeating this process until it runs out of data. In the example used here this results in four letters, because the datafile has only four records.

The commands contained in the example master document have instructed 1st Mail to:

- 1 Read a set of data fields into the letter in place of the specified keywords.
- 2 Omit any blank lines where a data field is empty.
- 3 Make the right margin ragged (unjustified).
- 4 Display a message on screen indicating that 1st Mail is processing a letter to the name of the person contained in the first record of the specified datafile.
- 5 Repeat steps 1-4 with each record in the datafile.

One-page letters

You will, of course, want each merged letter to start on a new page; the hard page break before the repeat command ensures that this will happen. It is also likely that you will not want a page number to be printed on a one-page letter, so the **Page layout** dialogue box in the example letter has been used to remove the page number from the footer line.

The datafile

The sample address list datafile you used in the tutorial (created with 1st Word Plus) is included on the 1st Mail program disc. You will see the following list:

```
Mr,A.B.,Winters,"Rouse, Waken & Co Ltd",125 King Street,Ware,SG8 6BD,  
Ms,J.C.,Crow,"Curl Up and Dye",;Oxford,OX1 2PO,  
Dr,A.,Daley,McCann Enterprises,6a Railway Close,London,EC1 4FU,  
Mrs,J.,Rivers,Freshwater Fisheries,25 Old Square,Edinburgh,EH1 5HQ,
```

The datafile consists of four records, with each record containing the variable data to be used in one merged document. Within each record, the pieces of data or *fields* are separated by commas. No space is left between the comma and the following item; such a space would appear as a space before that item in the text of the letter itself.

Each record must contain the same number of fields as there are keywords following the word `read` at the top of the master document, although some of the fields may be empty (look again at the second line in the example, which has no address field).

Notice the comma at the end of each line in the data file. The master document has eight fields following its `read` command, including country, but none of the records in the datafile has an entry in the country field. The comma at the end of the line indicates to 1st Mail that this field is not present, and that it should go on to the next record.

Any data field which itself contains a comma must be enclosed in double quotes, or the program will take the position of the comma as the end of a data field.

If you use 1st Word Plus to create a datafile, it is essential that it is stored in non-WP mode! You can also use a plain text editor such as Edit to create datafiles.



More about 1st Mail

Command files

This chapter is a reference guide to creating mail merge documents using data files and command files. Some of these features have already been covered in the tutorial session in the previous chapter. The previous chapter also provides definitions of terms such as *keyword*, *command*, *field* and *record* used here.

If you use mail-shots in your business – or give a lot of parties – 1st Mail will save you a great deal of work, even if you only use it in the way described in the previous chapter, that is, explicitly telling 1st Mail which letter file and which datafile to use for each merge operation. However, you can make life easier still by using *command files*.

Suppose Rouse, Waken & Co mail all their clients once a month to tell them about new services on offer. The company keeps a database of clients' names and addresses, which of course changes from time to time, but is always saved with the same name – *clients*. A command file could incorporate the information that the datafile is always *clients*, but ask the operator, when the merge is run, for the name of the new letter file it should use. It can also ask the operator to enter the date, which it will then assign to a keyword and use in the mailing.

You can also use a command file to run together a series of merge operations into a single session.

A command file is run in the same way as an ordinary master document: by dragging it onto the 1st Mail icon on the icon bar.

A sample command file created with 1st Word Plus is supplied on the 1st Word Plus program disc, with the name *1ml_docs.command*. It contains the following text:

```
datafile addresses
input "today's date? ", todaydate
input "letter filename? ", letter
includefile letter
```

By following the workings of this small command file step by step, you will be in a better position to learn how to write command files to carry out more complex mail merge tasks of your own.

Datafile

The `datafile` command tells 1st Mail to use the named datafile whenever the `read` command is encountered.

When you run the command file, 1st Mail will check that the datafile you have specified actually exists on disc, and will display an error message if it cannot be found. If you do not specify a filename in the command file, 1st Mail will display the prompt `DATAFILE`, and wait for you to either type in the name of the datafile, or drag the datafile's icon onto the 1st Mail window.

If you specify a datafile by typing in its name, and it is not in the current directory, you will need to specify a full directory path to enable the program to find it. If you are not sure how to use filenames and pathnames, refer to the *User Guide* supplied with your Acorn computer.

Input

The `input` command used in the next two lines of the example command file tells 1st Mail to display the text between the quotation marks on the screen and wait for a reply:

```
input "today's date? ", todaydate
input "letter filename? ", letter
```

1st Mail will then take the reply and identify it with the keyword (eg `todaydate`) after the comma. Whenever 1st Mail subsequently encounters the keyword in this mail merge session, it will substitute the reply that was typed in.

This is an *interactive command*, since it asks you to enter information while the program is working.

Includefile

As with datafiles, if you wish to name a file in one of your answers, and that file is not in the current directory, you must precede its name with a directory path which will allow the program to find it, or drag its icon from the directory display onto the 1st Mail window.

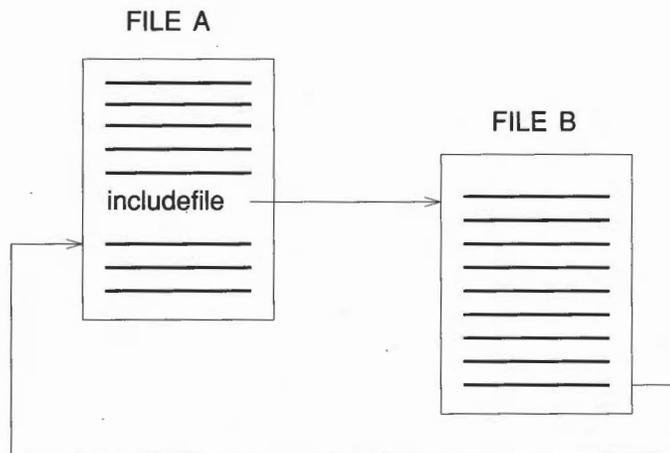
The last line in the command file:

```
includefile letter
```

tells 1st Mail to look for the file `letter` and process it. Once 1st Mail has processed the file, it will return to reading the instructions in the original file. In our example command file, there are no further instructions, so the program will stop at this point.

If the `includefile` command is used with no filename following it, 1st Mail will display the prompt `INCLUDEFILE`, and wait for you to supply it with a name. Do this in exactly the same way as for a datafile.

The following diagram shows the effect of the `includefile` command in the middle of a file. 1st Mail will stop processing file A and start processing file B. When it has finished processing file B, it will return to file A and carry on processing it.



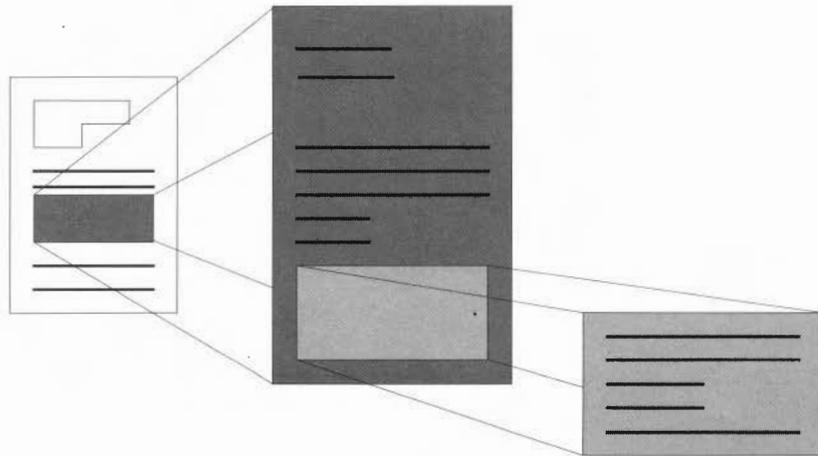
If file A is a command file, the document processed by the `includefile` command will be separate from the command file itself. By using one `includefile` command after another, you can process as many sets of documents as you wish. For example, the following command file will process the file associated with the keyword `letter` using the datafile addresses, then process the file associated with the keyword `memo` using the datafile offices:

```
datafile addresses
input "letter filename? ", letter
includefile letter
datafile offices
input "memo filename? ", memo
includefile memo
```

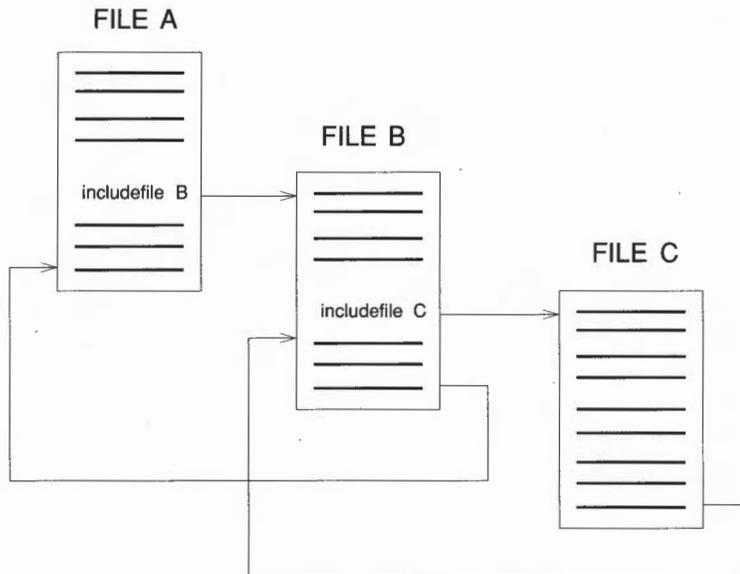
If you do not explicitly specify a new datafile, 1st Mail will continue to use the last one mentioned until it comes to the end of the file.

Nesting files

In the previous example we looked at how the `includefile` command works in a command file. However, if the `includefile` command occurs in the middle of a document file, then the document which is processed will be included or 'nested' inside the original file. 1st Mail will allow you to nest several documents by putting an `includefile` command in one document file, which itself contains an `includefile` command, and so on:

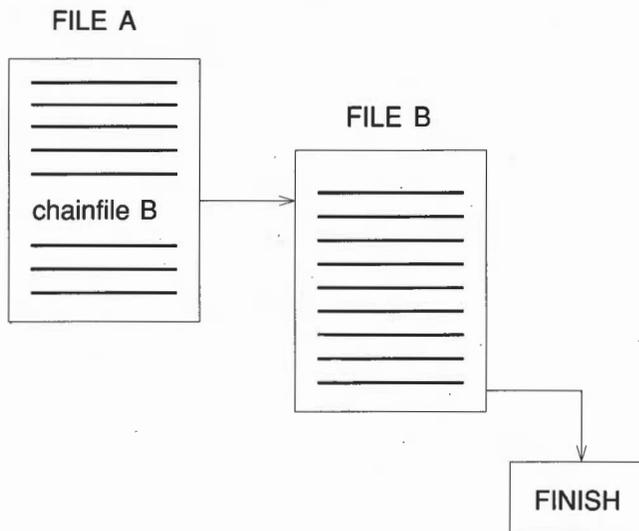


Nested includefile commands are dealt with in the order shown in the following diagram.

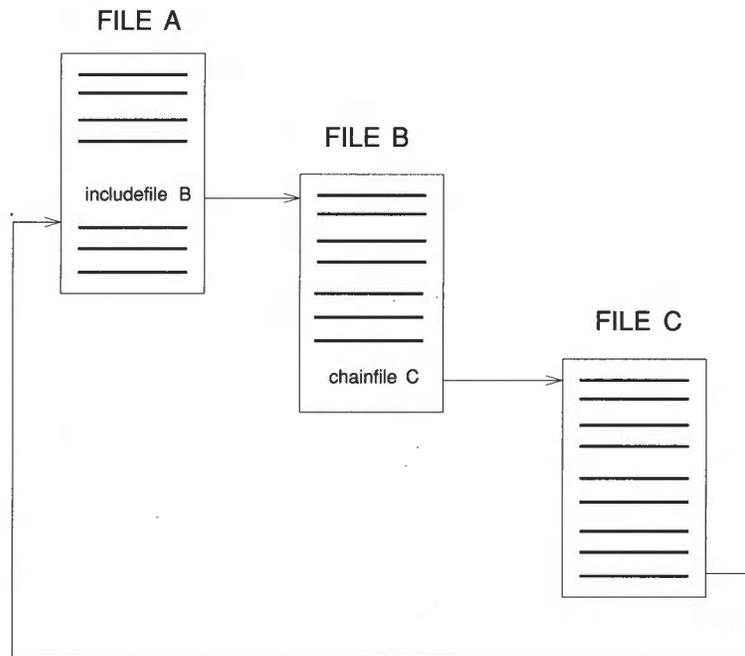


In each case, the program will return to the document file or command file that the `includefile` command was in, and carry on where it left off.

If, however, you want 1st Mail to switch to processing file B, but not to carry on reading through file A afterwards, then use the command chainfile:



You can mix includefile and chainfile commands, as long as you remember that 1st Mail will return to the original file after an includefile command, but not after chainfile:



The commands `includefile`, `chainfile` and `datafile` all require the file to be processed to be defined in one of three ways:

- 1 By specifying the file directly:

```
chainfile letter
```

- 2 By using a keyword which has previously been associated with the file:

```
input "letter filename? ", letter
chainfile letter
```

- 3 By not specifying a file; you will then be given a prompt in the 1st Mail screen. Specify the file to be chained in exactly the same way as for `includefile` and `datafile`.

```
chainfile
```

Using commands

There are certain rules which you must follow if you are using 1st Mail commands. For example, commands must *always* be in light type and at the beginning of a line. Any other words in light type will be treated as keywords. If you were to put `chainfile letter`, 1st Mail would look for the filename to be substituted for `letter` before the `chainfile` command was carried out.

Don't put more than one command on each line, and don't put any text before a command. Lines with commands or keywords in them are treated differently from lines with text on them.

Commands in 1st Mail are 'reserved', that is, they must not be used as keywords. All the following examples are incorrect, and will cause 1st Mail to abort with an error message:

<code>read name datafile keyword</code>	(two commands)
<code>Dear Sir read name</code>	(text before command)
<code>read justify</code>	(command used as keyword)
<code>display "message" keyword</code>	(command, then keyword)

Interrupting a command file merge

If for any reason you wish to break off a 1st Mail merge procedure which includes input commands, click on the 1st Mail window's Close icon at any time during processing; you can do this even when the program is waiting for input from you. A dialogue box will appear, asking you whether the merge should be abandoned. To stop the session, click on **OK**; to continue the merge, click on **Cancel**.

Comment lines

1st Mail will treat a line starting with a light star * (or any other punctuation character such as " ! ? : in light type) as a comment. You can use comment lines to record notes on how a large or complex command file works. You may, for example, want to remind yourself what different datafiles contain:

```
datafile address1
* This file contains clients' addresses
datafile address2
* This file contains suppliers' addresses
```

Datafiles

Constructing datafiles

Here are two general rules to remember when you are constructing datafiles:

- Always keep the fields in the same order in each record.
- Similarly, ensure that the order of entries in the datafile corresponds to the order of the keywords in the read command in the master document.

If you are using 1st Word Plus to create your datafiles, you will also need to remember the following points:

- Datafiles must be saved in non-WP mode (switch off **WP Mode** in the **Edit** menu), otherwise formatting characters will create errors in your merged documents.
- Do not put any spaces or a Return at the end of the last line in the datafile. (If you use the `repeat` command in a document, 1st Mail will go back to the beginning of the datafile when it comes across a Return at the end of the last record.)

If you forget these rules and type in your datafile incorrectly, you could end up with letters that look like this:

MrA.B Winters Rouse Waken & Co Ltd
125 King Street
Ware SG8 6BD

Dear MrA.B Winters Rouse Waken & Co Ltd

We are pleased to inform you that 1st Mail is now available for use with 1st Word Plus. We believe that many of the customers of 125 King Street will like the advanced features ...

You can see that the fields in the datafile have become out of step with the fields in the master document, with very strange results.

Separating fields and records

When you create your own datafiles with 1st Word Plus, you must separate data fields with commas, and data records with Return. Datafiles which have been produced using some database programs may, however, use different characters to separate fields and records. If this is the case, you may need to

redefine the characters separating fields and records before reading in the datafile concerned. You can redefine field and record separators by using the following commands in your master document or command file:

```
fieldsep decimal-number  
recordsep decimal-number
```

You should replace the **decimal-number** part of the command by the standard ASCII decimal number for the character you want to use. Tables showing the complete ASCII character sets available on Acorn computers can be found in the *User Guide* supplied with your computer. Let's say you want to use the character # as a record separator. Look up its decimal ASCII number, which is 35, and enter the command as:

```
recordsep 35
```

You can redefine up to 20 different field or record separators at a time. The default values for the decimal numbers used with these commands are:

```
fieldsep 9,44 (tab, comma)  
recordsep 10,12 (return, form feed)
```

Enclosing fields

Use double (") or single (') quotation marks around fields containing commas to indicate that everything inside them is to be treated as a single item, including the comma but excluding the quotation marks. Don't forget to type the quotation mark *before* the next field separator:

```
, "Rouse, Waken & Co Ltd", or  
, 'Rouse, Waken & Co Ltd',
```

1st Mail will read from one quotation mark to the next one it finds of the same type, treating everything in between as a single block of data. This means that you can enclose one type of quotation mark within the other:

```
, "Harry's Bar",
```

Since the apostrophe character is the same as the single quotation mark, you must enclose the field within double, not single quotation marks if it contains an apostrophe.

If you need to use both single and double quotation marks within your data fields, you can define up to 20 new 'quotation mark' characters with the command

Skipping fields

quotes **decimal-number**

This command works in the same way as `fieldsep` and `recordsep`. Suppose you have an entry "Harry's Bar" as one of your fields, and you want to use the character + to enclose this field. Since its decimal ASCII number is 43, enter the command

quotes **43**

and 1st Mail will read the data field +"Harry's Bar"+ correctly.

If you do not want to read in all the information contained in each record within a datafile, you can use two commas in a row to indicate that a particular field in each record must be skipped. You may, for example, have a field indicating a person's position in a company:

Mr,A.B.,Winters,Director,... Ms,J.C.,Crow,President,...

In order to skip over this particular data field when processing a document, enter the read command in the following way:

```
read title,initials,name,,...
```

If you want to skip over the first data field, simply place a comma before the first keyword:

```
read ,initials,name,...
```

Similarly, if you want to skip over more than one data field, simply put in a comma for each skipped field. If you want to skip to the start of the next record, use the command `skiprecord`:

```
read title,initials,name,company  
skiprecord
```

Empty fields

Do not insert space(s) if a field is empty, but type the next comma separating the fields. For example, if you wanted to add a record to the example address list for someone with no known initials, you would enter:

```
Mr.,,Daley, . . .
```

Formatting text

1st Mail uses a number of commands which allow you to control the format of all or part of any merged documents. Their effect may be modified by any rulers embedded in the original document.

The following pages show the effect of these commands on your documents. In each case, the first part of the example shows the commands as you should type them in a 1st Word Plus master document. The part after the arrow shows the output produced by processing the document with 1st Mail.

Line spacing

Use `doubleline` so that a paragraph (or whole document) will be printed with double line spacing when you print it on paper, and `singleline` to revert to single line spacing.

```
We are pleased to inform you that 1st Mail, together with 1st  
Word Plus, can handle all your mail merging requirements.
```

```
doubleline
```

```
1st Mail has a powerful set of commands which can be embedded  
in your text to perform useful function, such as printing this  
paragraph in double line spacing.
```

```
singleline
```

```
You can then drop back into single line spacing again  
afterwards, like this.
```



```
We are pleased to inform you that 1st Mail, together with 1st  
Word Plus, can handle all your mail merging requirements.
```

```
1st Mail has a powerful set of commands which can be embedded  
in your text to perform useful function, such as printing this  
paragraph in double line spacing.
```

```
You can then drop back into single line spacing again  
afterwards, like this.
```

Indents

Use the `indent` command to alter the indent value of part or all of a document during the mail merge process. You must leave a space between the command and the value you supply. The value itself must not be in light text.

1st Mail can do much more than just help you send the same letter to different people (though of course, you can use it for that).

`indent 20`

1st Mail also allows you to control the layout of your document, using embedded commands like this. Notice how this paragraph is indented, whereas the first one was not.



1st Mail can do much more than just help you send the same letter to different people (though of course, you can use it for that).

1st Mail also allows you to control the layout of your document, using embedded commands like this. Notice how this paragraph is indented, whereas the first one was not.

Margins

Use the margin command to alter the righthand margin of all or part of a document during the mail merge process. 1st Mail will ignore any value of margin which is lower than the current indent value eg indent 30, margin 20. You must leave a space between the command and the value you supply.

Of course, indenting is not the only way to change the layout of a document in 1st Mail. Suppose you want to change the righthand margin.

margin 50

All you have to do is specify how many columns from the lefthand edge of the paper you want the margin to be. And you can combine commands to give different effects,

doubleline

indent 30

margin 60

.....like this, for example. This will print in quite a narrow column.



Of course, indenting is not the only way to change the layout of a document in 1st Mail. Suppose you want to change the righthand margin.

All you have to do is specify how many columns from the lefthand edge of the paper you want the margin to be. And you can combine commands to give different effects,

.....like this, for
example. This will print
in quite a narrow column.

Ragged text

Use `ragged` to switch off justification when you are printing a document or saving it to disc, and `justify` to revert to justified text. The default setting depends on the ruler in your document.

All the examples so far have had a ragged righthand margin, like this paragraph. Whether 1st Mail justifies output documents or not depends on any rulers in your original document. The default is to leave the document as it was; in other words, that's what it does unless you tell it to do something else.

`justify`

Occasionally, though, you'll need to produce documents which include justified sections, without worrying about the effects any insertion might have when you are mail merging. Use the `justify` command to do this.

`ragged`

Having turned justification on, you may want to turn it back off again: use the `ragged` command.



All the examples so far have had a ragged righthand margin, like this paragraph. Whether 1st Mail justifies output documents or not depends on any rulers in your original document. The default is to leave the document as it was; in other words, that's what it does unless you tell it to do something else.

Occasionally, though, you'll need to produce documents which include justified sections, without worrying about the effects any insertion might have when you are mail merging. Use the `justify` command to do this.

Having turned justification on, you may want to turn it back off again: use the `ragged` command.

Miscellaneous topics

Clearing the screen

Use the `clearscreen` command to clear the screen of messages at any point during the operation of 1st Mail. For example, if `clearscreen` were to come directly before the `repeat` command in the example master document, the screen would be cleared after each successive display of the message 'PROCESSING YOUR LETTER TO ...'.

Repeating the merging process

The `repeat` command tells 1st Mail to repeat the merging process from the beginning of the file it is reading. If you do not put a number after `repeat`, your master document will be reprocessed until the end of the datafile is reached. However, if you do specify a number, eg `repeat 2`, the merging process will be repeated that number of times, or until the end of the datafile is reached (whichever comes first). The program will then either stop (if that is the only document being processed), or carry on reading through the command file.

Remember that this number tells 1st Mail the number of times that the merging process is to be repeated, not the total number of copies that you will end up with. If you specify `repeat 2`, you will end up with three copies.

1st Mail expects a positive number (1,2,...) after the `repeat` command. To merge one copy of a document, do not use `repeat 0`, but simply omit the `repeat` command.

Although you are restricted to only one `repeat` command in each file, you can switch to another file with a `repeat` in it. However, `repeat` can only work with one datafile at a time. This means that you cannot nest datafiles to produce, for example, copies of a publicity letter which itself contains a current price list of products. If you switch to a new datafile, 1st Mail will forget the contents of the old one, and if you respecify the old datafile, it will be read in from its beginning.

Number of copies

Be careful not to confuse the `repeat` command with the **Number of copies** option on the **Print file** dialogue box. Specifying more than one copy to be printed will simply tell 1st Mail to go through the merging process that many times. If you ask for five copies to be printed, 1st Mail will take you through the merging process five times, and any information which was asked for during the first copy will also be asked for with each subsequent copy.

Page breaks

The repeat command will not automatically put in a page break. If you want each letter to begin on a new page, you must remember to place a hard page break in the page border at the end of your master document and before the repeat command.

Page numbers

The repeat command also does not reset the page number on each copy: if you print three copies of a two-page letter, each separate page will be numbered consecutively 1 2 3 4 5 6. You can reset the page number on each copy by using the pagenum command: pagenum 5, for example, will cause each copy of your document to start at page 5. The pagenum command must come before repeat.

Light type

1st Mail interprets anything in light type as either a command or a keyword. If you use light type for any other reason (eg highlighting words), the program will abort with an error message.

The only exception to this is a light vertical bar |, which will be ignored in the text. The light vertical bar can be used to print two separate words with no space in between, so that title|initials name will appear as:

MrAB Winters MsJC Crow etc.

1st Mail will attempt to interpret any words in light type following a command as keywords. For example, repeat 2 would be interpreted as the command repeat followed by the keyword 2.

Spaces in datafiles

Spaces in strings (pieces of data read in from a datafile which are more than a single word or number long) are treated as soft spaces, and may be 'stretched' during reformatting by 1st Mail.

Inserting the date

Using your computer's internal clock, you can insert the date automatically into your merged documents with a special 1st Mail keyword, rather than using an input command and your own keyword.

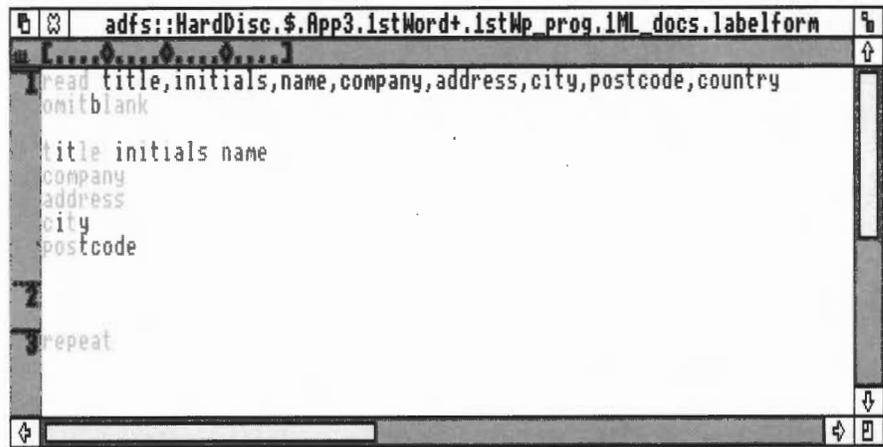
1st Mail uses three special keywords for three different ways of writing dates:

longdate	month in words	eg 19 August 1990
ukdate	day/month/year	eg 19/8/90
usdate	month/day/year	eg 08/19/90

If 1st Mail comes across one of these special keywords, it will read the current date from the operating system and insert it. The current date will be inserted beginning at the same position as the keyword used, so allow enough space on the right to avoid long dates being 'wrapped' onto the next line.

Printing address labels

One of the many tasks that 1st Mail can be used for is to print addresses on sticky labels for envelopes. The following example document created with 1st Word Plus – supplied on the Program disc as 1ml_docs.labelform – will print addresses with each first line starting nine lines after the previous one:



You will see that the cursor is on the first line of the document, and that there is a short ruler, 21 columns wide, in force at that point. If you are just going to print a single column of labels – the sort that come on a roll, for example – all that matters is that the actual text that replaces the keywords does not run over the edge of the labels. However, if you are going to print multi-column labels, the ruler is important, and we will come back to that in a moment.

Notice the hard page break before the `repeat` command in the page border. This ensures that if any lines are left blank (as a result of `omitblank` for instance), the next label will still start in the correct position. The soft page

Multi-column labels

break just above will have no effect: it is only displayed because 1st Word Plus can't take account of non-printing command lines such as the first two in the document.

Load the example `labelform` into 1st Word Plus and select **Page Layout** from the **Layout** menu. You will see that

- all the margins have been set to zero
- there is no text in the headers or footers
- the page length is set to 9
- because there are no margins, the number of lines per page is also 9.

Instead of being on a single roll, your address labels may come on sheets with two or three side-by-side. The 1st Mail **Print file** dialogue box contains an option for printing in more than one column; click on the arrows to increase or decrease the number.

When you change the number of columns from its default value of one, you will see that the **Headers/footers ruler** box displays the ruler length and pitch. Suppose your document, like `labelform`, has a ruler 21 characters long, and you leave the ruler length setting in the 1st Mail **Print file** dialogue box at its default setting of 65. If you choose to print in two columns, 1st Mail calculates the gap between columns as $65 - (21 \times 2) = 23$. If you print in three columns, the gap between columns will be $65 - \frac{(21 \times 3)}{2} = 1$.

For these calculations, 1st Mail looks at the ruler at the very beginning of the document file. Look again at `labelform`: the short ruler extends the whole length of the document. What about the read line at the beginning, though, which is longer? This looks like a problem, since each command line must be a single line with no hard or soft carriage returns in it. The solution is simple: trim the main ruler to the length you need for the printed columns, but *don't reformat any lines containing commands*. As for lines containing keywords, remember that 1st Mail will do any necessary reformatting for you.

If your labels come on separate sheets, click on the **Pause between pages** box to enable you to insert a new page.

1st Mail commands

This section describes the 1st Mail icon bar menu options, as well as the 1st Mail commands for controlling the appearance of your merged documents.

Menu commands

Pressing Menu on the 1st Mail icon bar icon displays a menu containing the following options.

Info

Select this option to find out which version of the program you have. You will need to supply this information if you ever have to contact your supplier with queries about the program.

Printer

This option displays the **Printer installation** dialogue box. It tells you which printer driver is currently installed, and what type of port it will use.

To install a new printer, open the directory display for the directory containing the printer drivers, and drag the icon for the driver you want onto the **Printer installation** dialogue box. Its name will appear in the upper white box.

Click on the lower box to change the printer port. Use **Network Port** if you are printing across a network such as an Econet, and **Parallel** or **Serial Port** if you are connecting a printer directly to your computer (for which one to use, consult your printer manual; parallel is the most likely).

Quit

Select this option to exit from the 1st Mail program.

Text file commands

In the following command descriptions, the command syntax is shown alongside the command name. The command name (eg `chainfile`) should be entered in light text. Parameters which are optional are shown enclosed in square brackets. When using such a command, do not include the brackets, only the parameter.

Chainfile

`chainfile [filename]`

This command tells 1st Mail to switch to the quoted filename and process it. Once 1st Mail has processed that file, it will not return to reading the instructions in the original file afterwards. The filename is optional, but if no filename is specified in the command, the prompt `chainfile` will appear in the 1st Mail window to allow you to enter a name.

Clearscreen

`clearscreen`

This command is used to clear the 1st Mail window.

Datafile

`datafile [filename]`

This command selects the datafile from which data will subsequently be drawn. The filename is optional, but if no filename is specified in the command, the prompt `datafile` will appear in the 1st Mail window to allow you to enter a name.

Display

`display "text"`

This command is used to write text to the 1st Mail window. This enables you to monitor the progress of your mail merge.

Doubleline

`doubleline`

Use the command `doubleline` to switch on double line spacing. 1st Mail will default to single line spacing. This command should not be used within a paragraph.

Fieldsep

fieldsep **decimal-number, decimal-number, ...**

This command allows the data input to recognise different field separators, in case a non-standard datafile is used. The decimal number is the ASCII code for the desired character. The default decimal values for the number following this command are 9 and 44 (tab and comma).

Includefile

includefile [**filename**]

This command tells 1st Mail to switch to the filename given, and process it. Once 1st Mail has processed that file, it will return to reading the instructions in the original file. It is possible to nest several `includefile` commands. The filename is optional, but if no filename is specified in the command, the prompt `includefile` will appear in the 1st Mail window to allow you to enter a name.

Indent

indent **position**

Use the `indent` command to alter the size of the indent for part or all of a document during the mail merge process. The size of the indent is measured in character spaces. This command should not be used within a paragraph.

Input

input "**prompt**", **keyword**

This command displays the characters enclosed within the inverted commas on the screen and associates the reply which the user types in with the named keyword. For neatness in the display window, leave a space after "**prompt**", since the cursor will be positioned at the closing quotation mark.

Keywords must be in ordinary type when they are being defined following the `input` command, but in light type when they are being used.

Justify

justify

Use this command to specify a justified right margin in your merged documents. 1st Mail's default setting will depend on any rulers in the original document. This command should not be used within a paragraph.

Margin

margin **position**

Use the margin command to alter the right margin of all or part of a document during the mail merge process. The position of the margin is measured in character spaces from the lefthand edge of the page. This command should not be used within a paragraph.

Noomit

noomit

This command tells 1st Mail to print blank lines if an empty data field is substituted for a keyword. Noomit is the default setting, but if you have used omitblank (see below) and wish to restore blank lines further down your document, you will need this command.

Omitblank

omitblank

This command tells 1st Mail not to print blank lines if an empty data field is substituted for a keyword.

Pagenum

pagenum **number**

This command resets the page number to the specified value.

Quotes

quotes [**decimal-number, decimal-number, ...**]

This command allows the data input to recognise different quotation marks, in case a non-standard datafile is used. The decimal number refers to the ASCII code for the character you want. The default decimal values for this command are 34 and 39 (single and double quotation marks).

Ragged

ragged

Use the command ragged to specify a ragged right margin in your merged documents. 1st Mail's default setting will depend on any rulers in the original document. This command should not be used within a paragraph.

Read

read **keyword, keyword, . .**

This command reads one or more fields from a datafile and associates them with the corresponding keywords. Two consecutive commas can be used to indicate that a field must be skipped. If no datafile has been specified, the prompt datafile will appear in the 1st Mail window to allow you to enter a name. Once defined, keywords can be used in any file processed during a 1st Mail session.

Keywords must be in ordinary type when they are being defined following the read command, but in light type when they are being used within a master document.

Recordsep

recordsep **decimal-number, decimal-number, . . .**

This command allows the data input to recognise different record separators, in case a non-standard datafile is used. The decimal numbers refer to the ASCII codes for the required characters. The default decimal values for this command are 10 and 12 (return and form feed).

Repeat

repeat [**number**]

This command restarts the merging process at the top of the current file. If no number is specified, the text file will be repeated until the end of the datafile is reached. If a number is specified in the command, the text file will be repeated that number of times or until the end of the datafile, whichever comes first.

Setval

setval **keyword, "text"**

There may occasionally be a piece of text which you would like to be merged into documents by 1st Mail, but which (a) cannot be stored in a datafile, and (b) you do not want to be entered while the program is running. The setval command will insert a piece of text of any length into your documents in place of the keyword. You can use this command to insert something like a standard warning or copyright notice in all documents merged in a single session with 1st Mail, eg:

setval **warning, "Be careful!"**

setval is identical in use to input, except that the piece of text used with setval is typed in before merging, while with input it is typed in during the mail merge.

Singleline

singleline

Use the command singleline to revert to single line spacing after using the doubleline command. 1st Mail will default to single line spacing if neither command is used. This command should not be used within a paragraph.

Skiprecord

skiprecord

This command tells 1st Mail to skip to the start of the next record when reading in data.

Appendix: Printer drivers

Introduction

There are hundreds of different printers on the market, and many more on the drawing board. Most of these printers claim to be compatible with one of the standard printer series (Epson, Diablo and Qume being the most common), but many of them are less compatible than they claim, and nearly all of them have extra features in addition to the standard ones.

Despite the lack of true standards, most printers can be used with your Acorn computer. 1st Word Plus can drive almost any printer that you can connect to your Acorn computer, using a standard subset of the printer's commands.

In addition to the standard print options, 1st Word Plus also enables you to use the full range of your printer's special features, including extended character sets, different print styles and pitches (in any combination), and even bit-image graphics on a suitable dot matrix printer.

1st Word Plus is supplied with preconfigured drivers for a range of popular printers, which make use of the special functions available. If your printer is compatible with one of these configurations, it is very easy to install the correct driver for use with 1st Word Plus, and if you wish, to specify it as the default driver. For how to do this, see the chapter *Printing your document*.

If your printer is not fully compatible with one of the supplied drivers, or if you want to use additional features of your printer that are not supported, this appendix tells you how to create and install your own custom printer driver for use with 1st Word Plus.

The range of printer drivers supplied will vary from country to country, and may change as new printers are released onto the market.

Standard printers

The 1st Word Plus Utilities disc contains a range of preconfigured printer files in the directory `1wp_Print.Config`, including the following:

ASCII

This is a universal driver which is compatible with most of the printers currently available. It tells 1st Word Plus to print only ASCII characters and to remove all style commands – so you won't see bold or underlined text on your printout.

BROTHER

This driver is configured for Brother HR series daisywheel printers HR-15, HR-25 and HR-35, but not the HR-1 (use the STANDARD driver).

The HR-15 accepts commands in 1/120 inch increments, but prints in 1/180 inch increments, rounding values to the nearest 1/180 inch. This may give scruffy results when printing bold text in justified lines, because the 1/120 inch bold offset will vary between zero and 1/90 inch. Left-aligned headings will be unaffected.

This configuration assumes a standard USA ASCII print wheel (see DIABLO).

BROTH_UK

The same as the above, but for a UK print wheel.

DIABLO

This configuration should be used for all Diablo and Diablo-compatible daisywheel printers. If you don't know what type of daisywheel configuration to use, try this one first.

As with all daisywheel printers, the characters that your printer is capable of printing, and their positions relative to the ASCII code table, depend on the print wheel itself. The daisywheel configurations provided with 1st Word Plus assume that your printer has a standard USA ASCII daisywheel. You will need to create a custom configuration for each non-standard print wheel that you use.

DIABLO_UK

The same as the above, but for a UK print wheel.

EPSON_FX

If your printer is one of the Epson FX series, or it is described as 'Epson-compatible', this is the driver to use. Epson FX-compatible printers are 9-pin draft quality matrix printers supporting the full range of 1st Word Plus printing styles, including graphics.

Not all printers that claim to be 'Epson-compatible' conform to the FX standard, including some Epsoms! To cause further confusion, the more recent FX models (FX-85, FX-105) are in fact Epson LX compatible.

EPSON_GQ

The Epson laser printer.

EPSON_JX

The Epson JX series, plus EX models fitted with the colour option, are FX-compatible 9-pin dot matrix colour printers.

The JX driver is configured to print in red ink when it detects the light text style and to reproduce colour graphics in up to eight colours (red, green, blue, cyan, magenta, yellow, black and white). Pictures are stored as sprites. If a palette has been stored with the sprite, the printer will attempt to match the palette colours to the nearest print colour available. If no palette has been stored with the sprite, the standard 1st Word Plus palette will be used.

EPSON_LX

The Epson LX and GX series, together with the FX-85 and FX-05, are 9-pin matrix printers that have an extra NLQ (near-letter-quality) mode in addition to the standard FX features.

The NLQ mode on these printers is only available for use with Pica pitch (10 characters per inch) and does not support italic, superscript or subscript characters. To overcome this, the supplied LX driver switches NLQ mode on and off as required to reproduce the screen appearance as closely as possible. However, this has some unavoidable side effects in NLQ printing, and you should not use the following styles combined with light face in NLQ mode:

- italic
- superscript
- subscript

When printing in draft mode, none of these restrictions apply.

EPSON_LQ

The Epson LQ and SQ range are very high quality 24-pin matrix printers that have an excellent NLQ mode without any of the restrictions of the LX series.

These printers are FX-compatible in every respect except graphics, which will be printed some 30% larger than on an FX series printer.

EPSON_RX

The Epson RX printer and compatibles.

IBM_GRAP

The IBM Personal Graphics Printer is a 9-pin dot matrix printer, loosely based on the Epson FX-80 command set, with draft mode text printing and bit-image graphics printing modes.

IBM_PROP

The IBM Proprinter is a 9-pin dot matrix printer, loosely based on the Epson FX-80 command set. The Proprinter has draft, double-strike NLQ and bit-image graphics printing modes.

JUKI

This configuration supports the JUKI 6100 range of daisywheel printers.

This configuration assumes a standard USA ASCII print wheel (see DIABLO).

JUKI_UK

As above, but for a UK print wheel.

QUME

This configuration supports the Qume Sprint range of daisywheel printers, models 5, 9 and 11, but excluding the Sprint 10 (for which you should use the STANDARD configuration).

This configuration assumes a standard USA ASCII print wheel (see DIABLO).

QUME_UK

As above, but for a UK print wheel.

STANDARD

To get you started, this driver is installed as the default 1st Word Plus printer. Although it has a restricted range of functions, it is compatible with practically all printers, ranging from a simple teletype to a laser printer. The minimum requirement is the presence of a backspace function on the printer.

The STANDARD driver prints only ASCII characters and removes all style commands except bold and underline, which are implemented by backspacing and overprinting.

Custom printer configuration

Types of printer

The following pages describe the process of preparing and converting a custom printer configuration to utilise the special features of your printer.

Creating a custom printer configuration requires great attention to detail and a degree of trial and error. Computer novices are advised to use one of the standard configurations. However, if you are confident that you understand the principles involved and you follow these procedures exactly, you can create a driver that matches your printer.

1st Word Plus recognises three basic types of printer:

- **DAISY**

These are daisywheel printers capable of microspacing (usually to 1/120 inch) with a print wheel of 96 (or more) characters in a single font. 1st Word Plus drives daisywheel printers directly under microspacing control to control print styles such as character pitch, boldface and underlining.

If you use one or more non-standard print wheels, you will need to configure a special printer driver for each print wheel, to ensure that your screen display matches the printed output.

Proportional spacing is not available using a microspacing daisywheel configuration. If your printer supports proportional spacing and you wish to use this feature, make a custom driver based on a matrix printer configuration, using the printer to achieve bold, underlining, etc.

- **MATRIX**

These are 9- and 24-pin dot matrix printers, with a range of print styles and fonts. 1st Word Plus uses the built-in features of these printers to produce the different style effects, sending escape sequences for each style or font change.

A proportional spacing driver can be configured if a proportional font is available on the printer. However, this mode cannot support justified text.

- **STANDARD**

Some printers (including most typewriters with computer interfaces) are incapable of microspacing control and have a very limited or extremely complicated command set. 1st Word Plus utilises the backspace function (when available) to implement boldface and underlining only.

Some notes on printer hardware

When producing a configuration for a printer, you may also have to configure the printer hardware.

Most printers have sets of 'DIP' switches which affect things such as auto-linefeed or paper length. Most of these can be set to your preferred options, except the following:

- Skip over perforation must be DISABLED.
- Auto linefeed after carriage return must be DISABLED.

and, for a serial interface:

- CTS/RTS handshaking must be ENABLED.
- XON/XOFF handshaking must be DISABLED.

For 'Epson-compatible' matrix printers it is not necessary to switch language fonts, and you should use the standard USA setting. The printer driver is configured to switch fonts under software control to access accented characters.

With daisywheel printers, the character translation table in the printer configuration must be changed to match your print wheel if this is not standard USA ASCII.

Editing configuration files

Source files

In the `1wp_Print.Source` directory on the Utilities disc you will find three files corresponding to the three basic printer types:

- DAISY
- MATRIX
- STANDARD

Use 1st Word Plus to create a custom printer configuration by editing the file which is appropriate to your printer. Make sure that **WP mode** in the **Edit** menu is switched off when editing, and give your printer file a new name when you save it.

Most of the data in the printer file is numeric, and numbers are assumed to be in hexadecimal. Lines starting with asterisks are comments; blank lines are ignored. The data held in the file falls into four sections, described below.

Printer name

The first non-blank line in the file (excluding comments) is assumed to be the name of the printer. When the printer driver is installed, this name appears on the 1st Word Plus keypad. The name should not exceed 32 characters.

Configuration variables

This section contains a list of six numbers (on a line together) separated by commas, as follows:

1 Printer type

This should be set to 1 for a microspacing daisywheel printer, otherwise zero.

2 Unit width

For a daisywheel printer, this specifies the width of one character in the printer's own width units.

For a matrix printer, this value should be set to 2 if each pixel is to be printed twice (to double the output width) in graphics mode (Atari SMM804).

3 Unit height

This specifies the size of a linefeed in the printer's own height units.

4 Middle of carriage/graphics resolution

For a daisywheel printer, this specifies the position to which the print head should be moved when feeding paper (normally the middle of the paper). This position is specified in printer units from the lefthand margin.

For a matrix printer, this specifies the printer graphics resolution in pixels per inch. It is used for the screen display of a box around the picture to show its actual size on paper.

5 Carriage shift for bold (daisywheel only)

This specifies the horizontal offset in printer units used by the printer driver when printing bold text: it prints the character once, moves along a fraction, and prints again.

6 Pause between pages

Set this to 1 to force the printer driver to pause at the end of each page to allow the paper to be changed, otherwise zero.

This is a table of command sequences which are sent to the printer for style changes, etc. The first number on each line is the function number used to identify the line (this is not sent to the printer). The entries in the table must be in increasing order of function number, but it is not necessary for all the entries to be present.

Each table entry starts with its entry number, followed by the codes to be sent to the printer, separated by commas. A comment may be included on the line, preceded by an asterisk.

A value more than 80 (hex) is a placeholder for variable binary information to be sent to the printer: the difference after subtracting 80 is added to the value to be output. For example, on a Diablo-compatible printer, commands to control character width require a value to be output of width+1, so the placeholder in the command is 81.

The table is terminated by a zero entry, but there must be at least one non-zero entry before this.

In addition to the initialisation strings listed below, the printer driver also sends all commands which turn off print styles at the start of each document.

When printing in NLQ mode, if a style change command for NLQ mode is not present, the corresponding Draft mode command will be used instead.

You do not have to include all the following commands for your printer. Where you wish to omit a command, it is simpler to do this by making the entry a comment line by typing an asterisk at the start of the line.

Remember that these commands must be kept in numerical order, and that all entries are in hexadecimal.

0 Set character width (daisywheel only)

This command sends character width changes to the printer. It includes a placeholder for the width (normally 81).

1 Linefeed

This command contains the code to be sent to the printer at the end of a line. This is normally a linefeed for daisywheel printers, and a linefeed plus carriage return for dot matrix printers.

2 Forward print (daisywheel only)

This instructs the printer to print from left to right.

3 Backward print (daisywheel only)

This instructs the printer to print from right to left. This command should be omitted for those 'intelligent' daisywheel typewriters which cannot print bidirectionally (for example, Juki 2200 and Brother CE-51).

4 Vertical tab (optional)

This command feeds the paper by several lines in a single smooth operation. The command should include a placeholder for the line number. If this command sequence is omitted from the table, several linefeeds will be used instead.

There is a potential problem when using vertical tabs on some printers. If you have a document with lines longer than the paper width, and the printer automatically wraps lines which are too long, this may cause the printer's line number to get out of step with the program's line number. Vertical tabs would then typically skip to the start of the next page.

5 Absolute horizontal tab (non-daisywheel)

This command is the horizontal equivalent of the above: it moves the print head horizontally to a specified character position.

6 Draft bold on

This command sequence instructs the printer to switch on draft bold printing, using either emphasised or double-strike modes (or both).

If this command is defined for a daisywheel printer, the printer will effect the style change, otherwise the software will achieve this by microspacing and overstrike. If this command is omitted for a non-daisy printer and a backspace command is defined, then bold text will be printed using backspace and overstrike.

7 Draft bold off

This command sequence instructs the printer to switch off draft bold printing.

8 NLQ bold on

This command is similar to (6), but operates in NLQ mode.

If your printer does not support NLQ printing, you can omit all the NLQ commands.

9 NLQ bold off

This should switch off bold and ensure that the printer remains in NLQ mode.

A Draft italic on

This command instructs the printer to switch on italic printing.

B Draft italic off

This command instructs the printer to switch off italic printing.

C NLQ italic on

This command instructs the printer to switch on italic printing in NLQ mode.

Some printers (Epson LX-80 etc) cannot print italic in NLQ mode. In this case use this command to switch off NLQ then switch on double-strike and italic!

D NLQ italic off

This command instructs the printer to switch off italic printing in NLQ mode.

If you have switched off NLQ mode to print italic, you will need to switch it back on here.

E Draft light on

If your printer has a second colour ribbon, use this command to switch ribbons, otherwise omit the command.

F Draft light off

If you use light to switch to a second colour, use this to switch back to black, otherwise omit the command.

10 NLQ light on

Use this command to switch out of NLQ into draft mode to give the effect of a lighter face.

11 NLQ light off

Switch NLQ back on again.

12 Draft superscript on

For dot matrix printers, this command instructs the printer to switch on superscript style.

For daisywheel printers, this command (usually) performs a reverse half linefeed.

13 Draft superscript off

For dot matrix printers, this command instructs the printer to switch off superscript style.

For daisywheel printers, this command (usually) performs a half linefeed.

14 NLQ superscript on

For certain NLQ dot matrix printers (Epson LX-80 etc) you may need to switch off NLQ in order to print superscript. Otherwise, the command is identical to (12) above.

15 NLQ superscript off

If you have switched off NLQ to print superscript, you will need to switch it back on here. Otherwise, the command is identical to (13) above.

16 Draft subscript on

For dot matrix printers, this command instructs the printer to switch on subscript style.

For daisywheel printers, this command (usually) performs a half linefeed.

17 Draft subscript off

For dot matrix printers, this command instructs the printer to switch off subscript style.

For daisywheel printers, this command (usually) performs a reverse half linefeed.

18 NLQ subscript on

For certain NLQ dot matrix printers (Epson LX-80 etc) you may need to switch off NLQ in order to print subscript. Otherwise, the command is identical to (16) above.

19 NLQ Subscript Off

If you have switched off NLQ to print subscript, you will need to switch it back on here. Otherwise, the command is identical to (17) above.

1A Draft underline on

This command sequence instructs the printer to switch on draft underline printing.

If this command is defined for a daisywheel printer, the printer will control underlining. Most daisywheel printers are not intelligent enough to underline correctly in microspaced lines. They will either cheat (by not underlining spaces), or will go wrong under certain conditions! It is safer to let 1st Word Plus control underlining.

If this command is omitted for a daisywheel printer, underlines will be printed by 1st Word Plus during a second pass of the line.

If this command is omitted for a non-daisywheel printer and a backspace command is defined, underlining will be printed by backspace and overstrike.

1B Draft underline off

If you have included an 'underline-on' command, use this to switch it off again. Otherwise, omit the command.

1C NLQ underline on

If your printer supports NLQ, this should be identical to 1A. Otherwise, omit the command.

1D NLQ underline off

If your printer supports NLQ, this should be identical to 1B. Otherwise, omit the command.

1E Formfeed (optional)

If this code is defined, it is used to feed the paper to the top of the next sheet. Otherwise, linefeeds will be used.

1F Horizontal initialisation (optional)

This code is sent once only at the start of the document.

For a daisywheel printer, this should include a character width command whose placeholder will be replaced by the default character width from 2 above.

20 Vertical initialisation (optional)

This code is sent once only at the start of the document.

For a daisywheel printer, this should include a linefeed distance command whose placeholder will be replaced by the default line height from 3 above.

You can include a form feed in this initialisation string to ensure that the printer is at the start of a page when you print a document.

21 Printer reset (optional)

This command is sent to the printer at the end of the document to reset it for use by other programs.

22 Backspace

If this command is defined for a non-daisywheel printer, and there is no underline command, underlines will be printed by backspace and overstrike. Similarly, if there is no bold command, backspace overstrike will be used for bold text.

23 Carriage return

This command should contain a carriage return (without a linefeed) for use when printing graphics. It will also be used by non-bidirectional daisywheel printers.

24 Form length in lines

If this command is defined, it will be output at the start of the document to set the printer's form length to the value on the **Page Layout** dialogue box. This will prevent the printer from automatically starting a new page before the end of another.

25 Set linefeed distance

This command is required for graphics output, to control the size of a linefeed. It should contain a placeholder for the linefeed distance.

26 Print graphics

This command is used to start a line containing graphics data. The command is followed by two bytes giving the byte count of the following graphics data (Epson-style).

27 Reserved

Command 27 is not used; it is reserved for future expansion.

28 Draft Pica

On a dot matrix printer, this command is used to switch into Pica pitch (10 characters per inch (dpi)) in draft mode. It should also switch off double-width and condensed printing.

On a daisywheel printer, this should contain a single value giving the character width in the printer's internal units (usually C).

29 NLQ Pica

This command is used to switch into Pica pitch (10 dpi) in NLQ mode. This is usually identical to 28, but must additionally switch NLQ on if the printer does not support NLQ with other pitches (Epson LX-80 etc).

This is not used on a daisywheel printer.

2A Draft Elite

On a dot matrix printer, this command is used to switch into Elite pitch (12 dpi) in draft mode. This command should also switch off double-width and condensed printing.

On a daisywheel printer, this should contain a single value giving the character width in the printer's internal units (usually A).

2B NLQ Elite

This command is used to switch into Elite pitch (12 dpi) in NLQ mode. This is usually identical to (2A), but should be omitted entirely for printers that cannot print NLQ Elite, such as the Epson LX-80.

This is not used on a daisywheel printer.

2C Draft Condensed

On a dot matrix printer, this command is used to switch into Condensed pitch (usually 17.2 dpi) in draft mode. It should also switch off double-width printing.

On a daisywheel printer, this should contain a single value giving the character width in the printer's internal units (usually 8 for 15 dpi).

2D NLQ Condensed

This command is used to switch to condensed pitch (normally Condensed Pica for 17.2 dpi) in NLQ mode. This is usually identical to (2C), but should be omitted entirely for printers that cannot print NLQ Condensed, such as the Epson LX-80.

This is not used on a daisywheel printer.

2E Draft Expanded

On a dot matrix printer, this command is used to switch into Expanded pitch (normally double width Elite for 6 cpi) in draft mode. It should also switch off Condensed mode printing.

On a daisywheel printer, this should contain a single value giving the character width in the printer's internal units (usually F for 8 cpi).

2F NLQ Expanded

This command is used to switch into Expanded pitch (normally double-width Elite for 6 cpi) in NLQ mode. This is usually identical to (2E), but should be omitted entirely for printers that cannot print NLQ Expanded, such as the Epson LX-80.

This is not used on a daisywheel printer.

30 Black ink

This command is used to switch to black ink when printing graphics on a colour printer. Otherwise, omit the command.

31 Magenta ink

This command is used to switch to magenta ink when printing graphics on a colour printer. Otherwise, omit the command.

32 Cyan ink

This command is used to switch to cyan ink when printing graphics on a colour printer. Otherwise, omit the command.

33 Yellow ink

This command is used to switch to yellow ink when printing graphics on a colour printer. Otherwise, omit the command.

Character translation table

This table must be configured to translate each character into one or more codes, to access the nearest equivalent character on your printer.

The character translation table is held in Acorn character code order, terminated by a zero entry. Each entry comprises the Acorn code followed by zero or more codes to be sent to the printer, separated by commas and followed, optionally, by an asterisk introducing a comment.

If you configure your matrix printer to use the standard USA font, or use a standard USA ASCII daisywheel, then the code range 20-7F (hex) of the Latin Alphabet 1 character set (ECMA/ISO) can be sent directly to the printer without translation. There need not be any table entries for standard USA ASCII characters.

If you are using a UK ASCII font or daisywheel, you will need to translate both the £ and # characters to produce correct results on the printer.

Accented characters and other international characters in the second half of the character set can be printed on some printers either by backspace and overstrike or by sending commands to the printer to switch font. In this case the table entry should start with the code of the character to be translated, followed by the data to be sent to the printer.

Where a character cannot be satisfactorily printed, a table entry giving just the character code without any translation will cause the printer driver to skip that character.

See the MATRIX file for font switch commands to access accented characters (it switches back to the USA font for standard USA ASCII symbols).

See the DAISY file for accented characters on a daisywheel printer achieved by backspace and overstrike. This table will need changing for different daisywheels!

There is no fixed limit on the size of the table, so adventurous installers could try including commands to download character shapes into dot matrix printers for some of the more exotic characters.

Graphics printing configuration

Printing method

1st Word Plus prints graphics images pixel-for-pixel as shown on the screen, without any scaling or raster transformation. Thus the screen representation of the image in relation to the text will be an approximation to the printed output.

If you have a graphics printer driver installed, each image displayed on the screen is bordered by a dashed line indicating the extent of the image on the printed page. This helps you align your text with the graphics image.

In practice, most Epson-compatible printers will print graphics exactly as shown on the screen, with no relative size change.

1st Word Plus supports colour printers with four-colour ribbons (Epson JX-80, etc). See above under the appropriate printer name in the *Standard printers* section for further details.

Unit height

The unit height (3) must be set to the spacing between lines in internal units. Most Epson-compatible printers have 72 dots per inch, and print six lines per inch, so the lines are 12 dots apart. The Epson LQ-800 has 60 dots per inch in 8-pin mode, so the line spacing is set to 10 for this printer.

Unit width

If the unit width (2) is set to 2, then the picture will be expanded to double width by sending each pixel twice.

This is useful for printers such as the Atari SMM804 which only has a high-density graphics mode (1280 dots to 8 inches, but adjacent dots are not printed).

If the unit width is set to 0 or 1 then the graphics will not be expanded in this way.

Graphics resolution

The x-axis graphics resolution (in pixels per inch) is held in the Configuration Variables (see above). This is used for calculating the effective picture width when displaying the picture border on the screen. If the unit width is set to 2 to double the width of the picture, this number should be halved to match.

Aspect ratio

If printing on an Epson FX-80, mode 5 (1B, 2A, 5) will produce a square aspect ratio (circles are actually circular). However, some 'Epson-compatible' printers do not support mode 5.

Epson mode 4 (1B, 2A, 4) will print a full screen snapshot on 8 inch paper, but will produce slightly elliptical circles.

On an Epson LQ-800 or similar, use mode 0 (1B, 2A, 0) for a square aspect ratio. This will expand the picture by some 30%, as indicated on screen by the picture border.

Colours

Graphics colour printing is 'subtractive' and therefore requires black, magenta, cyan and yellow ink to achieve black, red and green printing. Colour subtraction is carried out automatically by the printer driver.

If you print a colour picture on a monochrome printer, the printer driver will automatically convert the colours into an approximate grey-scale representation.

Converting your custom driver

The 1stConvrt program

To prepare your custom driver for operation with 1st Word Plus, it is first necessary to convert the hex printer file into a file of type 1WPCfg - the format that 1st Word Plus understands.

To do this, use the 1stConvrt program, which you will find on the Utilities disc. When you double-click on its icon, the program will run immediately (rather than appearing on the icon bar), and the following window will appear:



Drag the file you have edited onto the window, and its name will appear in the box. When you click on **OK**, the normal **Save as** dialogue box will appear, but the icon will be that for a configuration file instead of a text file. Enter the filename you wish to give to your printer driver and drag the icon to the directory where you want to keep the file.

Testing the configuration
file

When you have performed one conversion, the program will run again, displaying the dialogue box for the source file. If you want to convert another source file, repeat the process. Otherwise, click on **Cancel** and the program will stop.

You can test your new configuration file using the file `1wp_docs.printtest` (on the Program disc), which includes examples of all of the possible print pitches and character styles, a character set table, and a graphics image. Print this file to test your new printer configuration.

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