DIRECT COMMANDS

/C	CHECK A FILE (GIVE NUMBER OF FILE)
/D10	DELETE LINE 10
/D10-20	DELETE LINES 10 TO 20
/D-10	DELETE LINES 1 TO 10
/D10-	DELETE LINES 10 TO END OF TEXT
/E10	EDIT LINE 10 (CURSOR AT END)
/E#1,10	EDIT LINE 10 (CURSOR AFTER CHARACTER 1)
/F#0	FORMAT NO PAGE NUMBERS
/F#1	FORMAT FOR PAGE NUMBER STARTING WITH PAGE 1
/F#10	FORMAT FOR PAGE NUMBERS STARTING WITH PAGE 10
/F#1,55-60	FORMAT FOR PAGE NUMBERS STARTING WITH PAGE 1 AND 55 PRINT ON PAPER WITH 60 LINES PER PAGE
/G	GET FILE FROM DISK OR CASSETTE (PROGRAM ASKS FOR FILE NUMBER) E/10
/G"FILENA"	GET FILE FROM DISK CALLED "FILENA"
/G10"FILENA"	GET FILE FROM DISK CALLED "FILENA" AND INSERT IT AFTER LINE 10
/H0	TURN HOLD AT END OF PAGE OFF
/H1	TURN HOLD AT END OF PAGE ON
/I10	INSERT LINES STARTING AFTER LINE 10 (PROMPTS WITH '*-' JUST HIT RETURN TO DISCONTINUE INSERTIONS)
/J	'JOURNAL COMMAND'. RESPOND WITH NUMBER OF FILES YOU WANT TO PRINT AS A GROUP. THEN GIVE THE NUMBER OF EACH FILE IN THE ORDER THAT YOU WANT IT PRINTED.
/K	SETS PRINT COUNTER BACK TO 0
/L	LIST ALL TEXT
/L10	LIST LINE 10
/L10-20	LIST LINES 10 TO 20
/L-10	LIST LINES 1 TO 10
/L10-	LIST LINES 10 TO END OF TEXT
/L#1	LIST ALL TEXT TO PRINTER
/L#1,10-20	LIST LINES 10 TO 20 TO PRINTER (ALL OTHER LINE SPECIFICATION WILL ALSO WORK)
/M10	SET LEFT MARGIN TO 10 FOR PRINTER
/N	READY MACHINE FOR NEW TEXT
/O"FILENA"	OPEN DISK FILE CALLED "FILENA"
/P	PRINT TEXT TO SCREEN
/P1	PRINT 1 COPY OF TEXT ON PRINTER
/P10	PRINT 10 COPIES OF TEXT ON PRINTER
/R"OLD"	SEARCH TEXT FOR 'OLD' AND SET UP FOR EDITING OF LINES CONTAINING IT
/R"OLD"NEW"	SEARCH TEXT FOR 'OLD' AND REPLACE IT WITH 'NEW'
/R10"OLD"NEW"	SEARCH IN LINE 10 ONLY (ALL OTHER LINE SPECIFICATIONS WILL ALSO WORK)
/S	SAVE TEXT TO DISK OR CASSETTE FILE (PROGRAMS ASK FOR FILE NUMBER)
/T	GO TO TOP OF PAGE ON PRINTER
/V1	SET VERTICAL TAB TO 1 (SINGLE SPACE)
/V2	SET VERTICAL TAB TO 2 (DOUBLE SPACE)
/W50	SET WIDTH OF PRINTING TO 50 CHARACTERS

IMBEDDED COMMANDS

% TEXT	WHEN % STARTS LINE IT INDICATES NEW PARAGRAPH (OR LINE) AND PRESERVES ALL SPACES. A PERIOD BY ITSELF INDICATES NEW LINE (IT IS GENERATED WHEN A RETURN IS HIT WITH NO TEXT)
.C"TEXT"	TEXT IS CENTERED ON A NEW LINE
.C#1	CENTER DATA MEMORY 1 ON NEW LINE
.F#1,55-65	FORMAT TAKES SAME FORM AS IMMEDIATE
.E#1"TEXT"	ENTER IN DATA STORAGE 1 INFORMATION TO BE PRINTED OUT WITH A PRINT COMMAND (THIS INFORMATION IS ENTERED DURING PRINT AND 'TEXT' IS USED TO PROMPT THE USER) AN EXAMPLE .E#1"ENTER NAME", WHICH STORES THE NAME ENTERED FOR LATER USE (THERE ARE 10 STORAGES).
.G#1	GET NEXT SEQUENTIAL STRING FROM FILE AND PUT IT IN DATA MEMORY 1
.H0	TURN HOLD AT END OF PAGE OFF
.H1	TURN HOLD AT END OF PAGE ON
.M5	SETS LEFT MARGIN TO 5
.P#1	PRINT DATA MEMORY 1 HERE (IN THE ENTER COMMAND. EXAMPLE THE NAME ENTERED WOULD BE PRINTED
.S7	SEND BELL CHARACTER TO PRINTER IF CHARACTER SENT IS LIKE A LINE FEED THE LINE COUNT OF THE PROGRAM COULD GET MESSED UP!!!!
.T	GOES TO TOP OF PAGE
.V1	SETS VERTICAL SPACING TO 1 (SINGLE SPACE)
.W50	SETS PRINT WIDTH TO 50

CURSOR CONTROLS

LEFT ARROW INPUT MODE	ERASE LAST CHARACTER TYPED (ONLY IN INPUT MODE
LEFT ARROW EDIT MODE	MOVE CURSOR TO THE LEFT WITHOUT ERASING (ONLY IN EDIT MODE)
RIGHT ARROW	MOVE CURSOR TO THE RIGHT WITHOUT ERASING (ONLY IN EDIT MODE)
UP AND DOWN ARROWS	IN EDIT MODE MOVE CURSOR UP OR DOWN
CLEAR KEY	ERASES LAST CHARACTER TYPED BUT ONLY IN THE EDIT MODE

ALL OTHER CHARACTERS INSERTED WHERE CURSOR POSITIONED. IF THE CURSO IS ON A CHARACTER INSERTION IS BEFORE THAT CHARACTER.

BASIC COMMANDS

GOTO140	IF FOR SOME REASON AN ERROR OCCURS AND YOU ARE FORCED OUT OF THE PROGRAM THIS COMMAND WILL USUALLY GET YOU BACK WITHOUT WIPING OUT DATA. USE THIS COMMAND.
CONT	IF YOU EXIT THE PROGRAM VIA "/X" THIS IS THE WAY TO GET BACK.

MAXI-PROS is a word proccesing system designed to be easy to use and to have the power of bigger systems. MAXI-PROS can be used for writing all forms of text, including form letters and manuscripts.

MAXI-PROS is designed so that a person with no knowledge of BASIC should be able to become proficient in its use. A learning aid is provided to teach through and example all the basic commands. With the use of these commands text can be saved or recalled from disk or cassette, edited, and formatted for printing. Stored text can be called and/or inserted in other texts. A complete set of editing commands allow: LINE EDITING, LINE DELETION, LINE INSERTION, LINE LISTING, and the ability to SEARCH for and REPLACE character strings. Formatting commands can be either imbedded in the text or executed while typing the text in. These commands allow the setting of:

LEFT MARGIN
RIGHT MARGIN
SINGLE SPACING
DOUBLE SPACING

They also allow CENTERING of text on a line, PAGE NUMBERING, setting number of printed lines per page, and a TOP of page command. Some special commands allow READING files and INSERTING them in text. These files coule be names and addresses for form letters. The variety and power of these commands make MAXI-PROS suitable for most word processing tasks.

LEARNING AID FOR MAXI-PROS

The use of MAXI-PROS can be learned by anyone familiar with the use of a normal typewriter. This aid gives detailed instruction about its use. The aid is in 3 parts:

1) CURSOR CONTROLS
2) PRIMARY COMMAND USE
3) IMBEDDED COMMAND USE

Once the primary commands are learned MAXI-PROS may be used for most letter writing. The advanced commands are used for manuscripts.

START UP PROCEDURE should be as normal for your specific computer unless otherwise noted. Use normal cassette load and normal disk load procedures as specified in your owners manual.

CURSOR CONTROLS

The system should have come up with a cursor (flashing square) on the bottom left corner of the screen. The cursor shows you where the next character of the line will be printed. The first thing to know about typing with the MAXI PROS is that the computer will only accept 5 lines or 159 characters (NO MORE) of text before you must hit the ENTER key. Anymore than 5 lines and the computer will automatically erase everything in those 5 lines and will prompt you with 'LINE TOO LONG (5 MAX) - RETYPE!'. Now lets learn the CURSOR CONTROLS!

The first control is the LEFT ARROW KEY which in the input mode will erase the last character typed. The LEFT, RIGHT, UP and DOWN ARROW keys will also work in the edit mode but a little differently. The LEFT ARROW KEY in the edit mode will move the cursor backwards without disturbing any text as does the RIGHT, UP and DOWN ARROW KEYS. When in the edit mode the LEFT ARROW does not serve as a delete key anymore, instead now the CLEAR KEY is your DELETE. Type in the following line - but don't press ENTER.

THIS IS A TEST LINE FOR DELOUT

We really wanted the word "DELETE" instead of "DELOUT". Press the BACKARROW KEY three times then type in "ETE". Press the ENTER key and the corrected line will be entered into memory.

Now we'll try the BACKARROW KEY in the EDIT mode. Remember this is not a delete key anymore. Type in the following line and do press ENTER.

THE BACKARROW MAKES THE CURSOR TO THE LEFT.

In this line the word "MAKES" should be "MOVES". To correct this, we must edit this line. Type '/E' for edit, (see direct command section or Primary command use section) this will edit the last line entered and position under the "M" in the word "MAKES" by pressing the BACKARROW KEY. Now use the CLEAR KEY to erase the word "MAKES". Type in the word "MOVES". (*remember you must type slower than normal in the the middle of a line when in the edit mode!)

Next the RIGHT ARROW key is used to move the cursor forward when editing. Type in the following line and ENTER.

THE RIGHT ARROW MOVES TTHE CURSOR.

In this line, "THE" is spelled wrong. Go back as before and correct it. Now we want to add the word "FORWARD" to the end of the line. Hold the RIGHT ARROW key down until it reaches the period at the end of the line. Space and type "FORWARD".

The last controls are the UP and DOWN ARROW KEYS. These also can only be used in the edit mode. They function just as they sound. the UP ARROW key will move the cursor up to the line above and the DOWN ARROW will move the cursor down a line.

You have now tried all of the cursor control commands. They will become more familiar with use.

PRIMARY COMMAND USE

This section will discuss the commands that are needed for most letter writing. A complete description of the commands can be found in the section "COMMANDS". It would be a good idea to have the command reference guide handy. It shows examples of all the commands.

There are two types of commands: Immediate and Imbedded. Immediate commands are commands which are executed when they are typed in. The LIST command is this type. All immediate commands must be preceded by a '/' (slash). To try the LIST on the data you entered while learning the cursor controls, type '/L' and press the ENTER key. In some cases you only want to list one line of text. To do this, type '/L' followed by the line number you want listed. To list line number two, enter '/L2'. If you want to list a series of lines, you type in the LIST command followed by the first line number, dash, second line number. I.E. '/L2-12' will list out all lines between 2 and 12. In the examples so far, the capital letter 'L' was used for the list command, however, the program recognizes either a upper or lower case letter for all commands.

The next command is the INSERT command. This will allow the insertion of material between existing lines of text. To get into this insertion mode, type '/I' followed by the line number preceding the insertion space. I.E. to insert a line between existing line numbers 22 and 23, type '/I22' and press the ENTER key. The program will then prompt you with '*-' to indicate that you are in the insertion mode. You may continue to type insertion lines (handy if you want to add more than one line of text) until you reply to the '*-' with a carriage return rather than with text. Entering an immediate command such as '/L' will also cause an exit from the insertion mode. To enter blank lines, enter a '.'. That is the processor's signal to skip a line.

The next command is the EDIT command. This mode allows the editing of lines already typed and entered into memory. To change a line, type '/E' with the line number of the line to be edited. That line will then appear on the screen. Use the LEFT ARROW KEY to backspace along the line to area to be changed and then use the cursor controls to make the changes as before. Press ENTER to enter the altered line into memory. A list command will verify that the change has been made. '/E' without a number will recall the last line for editing.

The PRINT command allows you to either feed the lines you have entered out to a printer, or have them displayed on the screen only. If you type in '/P', the text entered into memory will read out to the screen in the same form that it would be printed. (Lines longer than the 32 characters allows on the screen would wrap around to a second or even third line.) To print out to the printer, enter '/P1' for one copy. The number following the /P command determines the number of copies that will be printed. I.E. '/P2' would print two copies to the printer.

The NEW command will wipe the working memory. Make sure that anything you want to retain is saved to memory (see SAVE section at the end of this learning guide). Use this command with CAUTION as it will WIPE OUT ALL TEXT IN THE WORKING MEMORY !!! IF IT HASN'T BEEN SAVED, IT WILL BE LOST FOREVER!!!!

IMBEDDED COMMANDS

The % sign is the first and most frequently used imbedded command. It is the signal to the program to begin a new line without having it combined with the preceding line. To begin a paragraph, or indicate a short line - such as the numbered lists at the beginning of this learning guide - begin the line with %. For example:

% A new paragraph would be started like this. All the spaces between the % and the first word of the text would be printed as the indentation.

(Another way to keep lines from combining is to space between them - press the carriage return without entering text. If you do this and then LIST, those lines will appear as the line number and a period, i.e. '23.' If you decide that you need to include more spaces inbetween lines you can insert empty lines by using the INSERT command and pressing a period and a carriage return.)

All other imbedded commands must have a period '.' as the first character in the line. The period is followed by the command letter and the required parameters.

To center a new line of text, type in '.C"TITLE OF THIS SECTION" This will put the words 'TITLE OF THIS SECTION' on a separate line and centered as are the titles in this learning guide.

The VERTICAL TAB command is used to select single or double spacing of the text. The command letter is 'V' and it must be preceded by the '.' and followed by the numbers 1 or 2. '.V1' would provide single spacing while '.V2' would signal the program to double space.

The MARGIN command sets the left margin of the printed text. The body of this learning guide has a margin of 5 while the indented blocks have a margin of 10. The command letter is 'M' and it must be preceded by '.'. For example, '.M12' would cause 12 blank spaces before the printer began to print text.

The WIDTH command is used in conjunction with the margin command. This command sets the width of the text to be printed. If, for example, you wanted forty characters per line of printed text, you would enter the command '.W40'.

Try this example of these commands. Type in the following:

```
.V1
.M5
.W40
```

This paragraph is a test to see how the imbedded commands for margin, width and line spacing work. By varying the values of V, M and W it is possible to print this paragraph out in various formats.

If you now print the paragraph with the parameters indicated it will print as follows:

> This paragraph is a test to see how the imbedded commands for margin, width and line spacing work. By varying the values of V, M and W it is possible to print this paragraph out in various formats.

Now list the text. You will find that the imbedded commands have line numbers the same as the regular text. Use the cursor functions to edit those lines and change the imbedded commands to:

```
.V2
.M10
.W30
```

ERROR RECOVERY

It is normally possible to recover from an error without losing your data. Most errors are FC errors from asking the system to do something impossible or "FILE NOT FOUND!" errors when you forgot to close the disk door or position the Cassette. In both of these cases, you can recover by typing in 'GOTO140' and reentering the program.

The important thing to remember is that as soon as an error message appears on the screen, you are no longer in the word processor and are now in BASIC. Any command you now enter goes in as a direct machine command rather than a word processor command.

The other common error is an BS error from typing in more lines of code than the program is dimensioned for. (Normally 200). You can get the same error when you call a memory into the workspace without erasing the one you already have. If it gets over 199 lines, you get an error. The recovery is still simple. Type in 'L=L-1:GOTO140 You should recover all but the last line of text. Another type of error can occur because disk storage is not perfect. It is possible to print a non-printing character to a file. The result is a file that seems to load half way through and freezes up the machine. Normally, 26 some direct (/) commands will work anyway. To recover type '/X' to exit the processor, and then type 'GOTO140'. List the file out, retype the line that cause the problem, and then store it in another memory.

CUSTOMIZING THE PROCESSOR

FOR MEMORY SIZE- We just discussed changing the file size to fit. The only other change you need is to possibly change the dimension of A$ in line 120. It comes dimensioned for 200 - a good average size. If you re getting BS errors when you still have memory left, increase the number in paranthesis. If you get OM (out of memory) errors, decrease the number. The variables determining margin (T), page length (PP), number of lines per page (PL), and width (WI) default values (what the system assumes if you don't put anything in) are set up in lines 120-130. To change these to fit your printer, exit the processor (/x); retype the lines with the values you want for your printer, and SAVE. Type in 'RUN' to return to the program and test the new values.

More experienced programmers can modify the print routines from lines 930-1160 to print any desired commands to the printer. Additional imbedded commands can be programmed in from line 970 (detection of a '.') to line 1240.

THE KEYBOARD ROUTINE

MAXI gives you the choice of two keyboard routines. With the SHIFT lock depressed, you have a standard [redacted] keyboard. With the SHIFT lock up, you have a typewriter keyboard. A word of warning. IT IS NOT A TYPEWRITER and typing two ore more keys at once will put extra strokes in keyboard buffer resulting in a mess.

FORMATTING

One of the problems is that the word processor wants to help you- whether you want it to or not. It assumes that you want the processor to keep track of the lines per page and leave spaces before the next page starts. That is nice if you have a cheap printer that doesn't page or an expensive one that gives you the option on the printer. Not so nice if you are using an economical printer that will page whether you like it or not. You then get double spacing at the end of the page as the printer pages and then the word processor pages. Simple solution is to give it a long page length. Enter something like ".F1000000". Then the Word processor won't page for 1000000 lines, effectively disabling the processor paging routine.