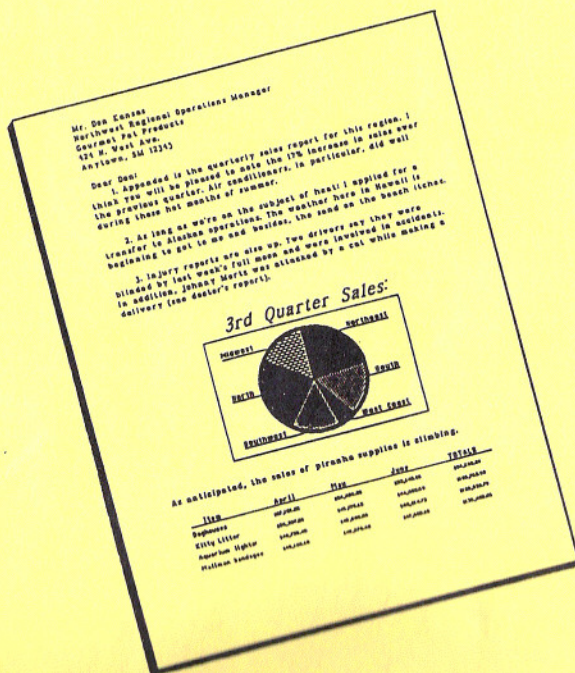


Max-10™

The dazzling Word Processor



User's Manual

COLORWARE

242 West Avenue, Darien, CT 06820

Max-10

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Introduction

Thank you for your purchase and welcome to **Max-10**, the sophisticated, exceptionally user-friendly word processor for the Tandy Color Computer 3. High quality desktop publishing on your Color Computer is finally possible. **Max-10** follows the lead of its sister product, **CoCo Max 3** by offering such features as *pull-down menus, icons, dialog boxes and multiple columns*. It is so easy to use that you could probably even start writing letters and reports almost immediately without reading this manual. However, for the most painless introduction, we strongly suggest you read it.

There are many good word processors for the Color Computer, so what, you may ask, makes **Max-10** different?

- ▶ **Max-10** is the only true WYSIWYG (What You See Is What You Get) word processor for the Color Computer.
- ▶ Pages can be printed in columns making it easy to create newsletters, club bulletins and the like.
- ▶ Manipulation of multiple fonts and the ability to incorporate pictures into the text make it suited for desktop publishing applications.
- ▶ Text appears on the screen as it will be printed. Subscripts and superscripts as well as multiple font sizes and pictures are easily visible.
- ▶ If you make a change and then decide against it, the **Undo** function will completely cancel the effect of the change.
- ▶ **Max-10** is so easy to use it is almost completely intuitive.

Note

Max-10 requires: a CoCo 3; at least one disk drive; a joystick or mouse; a video or RGB monitor or a TV; and a Hi-Res Joystick Interface.

The new low cost **Max-10** **does not** include the Hi-Res Joystick Interface, as most users already have one. The "High Res Joystick Interface" is available at Radio Shack (Cat # 26-3028). Colorware's CoCo Max III Hi-Res Interface can also be used.

Before you get started

We tried to make **Max-10** as smooth and easy as possible. For this reason, we do not copy-protect the **Max-10** disk. We did this because you, the user requested it. Now that we have responded to our customers' requests, we request something of you. Please do not illegally duplicate this and other software products. Although it is not a violation of federal copyright laws to make a back-up copy for your own use, **making or distributing additional copies for any reason is against the law**. Even making copies for other computers which are in the same room and are being used at the same time is illegal. Many people work hard to produce a program of this complexity. By not illegally giving away copies of it, you are helping to protect their right to be compensated for their efforts through legitimate sales. Without them we could not continue to develop even better and more innovative software for the Color Computer.

Making BACKUP disks

Max-10 is compatible with any Radio Shack (RSDOS) operating system. It will not support hard drive systems.

Here are step-by-step instructions for the beginner.

Put a blank disk in drive 0 and type **DSKINI 0**.

If there is a write protect tab (little black or silver tab) on your **Max-10** disk, *do not remove it*.

Disk BASIC will usually copy a disk without errors, but if you want to be absolutely sure that your master disk is copied exactly, type **VERIFY ON**. However, this will slow the backup procedure considerably.

If you have two drives:

- Put the **Max-10** disk in drive zero and put the blank disk you just initialized into drive 1
- Type **BACKUP 0 TO 1**

If you have one drive:

- Put the **Max-10** disk in the drive.
- Type **BACKUP 0 TO 0** and follow the prompts on the screen. (Note that the *source* disk is the **Max-10** disk and the *destination* disk is the copy you are making.)

Put a write protect tab on the Backup disk and **store the original disk in a safe place with an extra backup, just in case**.

*From now on, whenever we refer to the **Max-10** disk, we mean the backup. The original should never be used unless the Backup is damaged and you need to make another Backup disk.*

Configuring Max-10

This step is necessary in order to customize Max-10 to your particular monitor, Hi-Res interface and printer. If you do not want to print right away and have a CoCo Max III (one plug) Hi-Res interface, this may be done later.

In any case, never configure the original Max-10 disk.

The configuration procedure is simple:

- Place a Backup copy of Max-10 in drive zero.
- Type RUN "CONFIG" and press ENTER
- Follow the instructions that appear on the screen.

Differences between 128k and 512k Color Computers

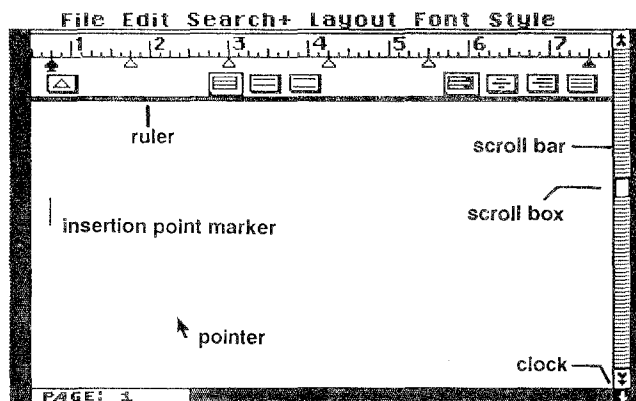
Max-10 works equally well on either Color Computer. There are only two differences between the 512k and 128k machines.

- 1) The Clipboard and extra printer fonts are stored in memory on the 512k CoCo while the 128k machine usually stores that data on disk.
- 2) The increased memory of the 512k computer means that a document which is twice as large as the maximum allowed on the 128k CoCo may be edited.
- 3) If you have the dictionary option, the spellcheck utility is loaded immediately into memory for faster access.

Starting Max-10

Plug in your Hi-Res interface and joystick. Note that the interface is connected to the right joystick port. Put the backup disk in drive 0 and type RUN "MAX"

A presentation screen (created using CoCo Max 3 and Max-10) will be displayed for a few seconds while Max-10 is loaded into memory. When loading is completed, your screen should look like this:



Typical Max-10 Screen

Max-10: A Tutorial

Manual Overview

This manual is organized in three sections: the first is a **hands on tutorial**; the second is called **Working with Max-10**. It goes into more detail and discusses the more advanced features of Max-10, including its graphic capabilities and desktop publishing features. Next is a **reference guide** that more systematically describes all the functions in each of the pull-down menus. At the end of the manual you will find a **glossary** of the many terms used in this manual and an **index** to help you find information quickly. If we can judge by the tremendous success of CoCo Max, our graphic editor, Max-10 will become a de facto standard, and many advanced users might want to have access to the disk file. A technical reference manual is available for \$5.00 + \$4 shipping and handling.

The Screen and Keyboard

In Max-10, a **document** is what you create when you put anything in a document window, whether it's one word, a shopping list, a letter, or a picture translated from a graphics editor.

The Screen (refer to picture on the previous page)

A Max-10 screen consists of a **menu bar**, a **scroll bar** and the **window**.

Inside the window are the **ruler** and a blinking vertical bar. The ruler has adjustable settings for margins, tabs, line spacing and text alignment. The vertical bar is used to mark the **insertion point** which is the point where text appears as you type. This bar is moved around the screen with the mouse. The arrow keys may be used with the CTRL and ALT keys to move about the document also. Holding down CTRL and pressing any arrow key will move left, right, up or down one line or character. If the ALT key is depressed while hitting an up or down arrow, you may scroll through the document one screenful at a time. At the bottom of the window are the page number and column indicators. The page number indicator shows what page currently occupies the top of the window. The function of the column indicator will be explained later.

The **scroll bar** is used to move through the document in order that you may see its different parts. During lengthy operations, a clock icon will flash at the bottom of the scroll bar to let you know that the computer is busy.

The **menu bar** contains the titles of menus from which you choose commands.

The Keyboard

In this manual, we will often make references to certain keys or terms. Here are some of the most common. You may also consult the glossary at the end of the manual for more information.

Backspace – The Color Computer has no dedicated Backspace key, so the left arrow key is used to perform this function.

Line Feed – A line feed is an invisible character that ends a line and causes the next character you type to appear on the next line. It is similar to the carriage return on a typewriter. It is generated when you hit the ENTER key.

Tab – The Color Computer has no dedicated Tab key, so the right arrow key is used instead.

Other Keys on the Keyboard

Shift-Zero: Unlike most typewriters and computer keyboards, the Color Computer does not have a "Caps Lock" key. Instead, to switch between "ALL CAPITALS" mode and "Upper/Lowercase" mode, you will be using the combination: SHIFT-0 (hold down the SHIFT key and press zero). This is convenient when you want to capitalize an entire word or sentence. To revert to upper/lowercase, press SHIFT-0 again. The **Control (CTRL)** key, next to the "A" key, used with other keys is a quick way of accessing menu functions. The appropriate control key is noted next to certain menu choices. A list is also included at the end of this manual. Using the control keys is an alternate way of making menu choices instead of using the mouse.

The **ALT** key, like the CTRL key, is used in connection with other keys to provide characters such as }, { and _ which are not found on the Color Computer keyboard.

Note: The ALT and CTRL keys must be held down while the appropriate letter key is pressed.

Type ahead is a term used to describe being able to type "ahead" of the computer. When this occurs, the computer will lag behind in printing the letters you typed. This is not usually a problem as the letters you type are stored as fast as you can type them, but with some **text fonts** (alternate character styles), the display may require more time to "draw" the letters on the screen. Max-10 is capable of accepting text at a rate of approximately 70 words per minute and if you are a very fast typist, you may see the computer still writing to the screen a second or so after you stop typing. Pressing the **BREAK** key will immediately stop type ahead.

Key Click is a feature provided by Max-10 for touch typists. When activated, the sound of clicking keys can be heard when the keys are struck. Max-10 initializes with key click on, to turn it off, click on the **Key Click** entry in the **Search+** menu. Turning key click off also enables Max-10 to accept text at 100 words per minute.

Pull down menus are menu lists which appear onscreen when a choice is made from the menu bar. They temporarily overlay what is on the screen, but after you have made a choice, the screen is restored to its original appearance.

Typing Text

On some computers, soon after you begin to enter text, the message "Memory is nearly full. Last chance to Undo" may appear. Just click on OK to clear this message and continue on.

Notice the blinking bar, marking the insertion point, at the top left under the ruler.

Now, type this sentence (or another of your choice):

"Put all the money in this bag and hurry up!"

Press and hold the left arrow key until the insertion point (blinking line) is back at the beginning of the line. Notice that the text disappears. Typing with Max-10 is similar to typing on a typewriter, except it is much more versatile and everything starts at the insertion point:

- Every character you type is added to your document at the **insertion point**.
- The **left arrow** moves the insertion point backward, removing what it backs over.
- The **ENTER** key moves the insertion point down to the beginning of the next line.

Key Repeat

On the Color Computer 3, the character keys (letters, numbers, punctuation, ENTER, and the space bar) repeat when you press and hold them. In this manual, unless the instructions say "press and hold", "press" means to strike a key lightly as you would when typing.

Word wrap is a Max-10 feature that automatically moves the insertion point and the word you're typing at the right margin to the beginning of the next line if it does not fit. **Do not use ENTER to move to the next line when your typing reaches the right margin, let Max-10 do it for you.**

Type the following without using the ENTER key. If you make a mistake, backspace with the left arrow and retype.

Victory is mastering those balmy tradewinds and staying upright on a windsurf board.

Always let Max-10 end words at the right margin unless you want to end a paragraph or skip a line.

Word wrap is more than just a convenient feature to speed typing. It is used to readjust spacing in paragraphs when you make a change such as when deleting a sentence, resetting the margins or adding a

word to a line.

You can only add text at the insertion point, so you must position the insertion point first.

► Position the pointer at the beginning of the paragraph you just typed and click the mouse button.

Notice that the pointer changes shape when you move it into the document. You can select the insertion point anywhere within the text. Type this text and put a space after it.

Learning how to scuba dive in the silent world beneath a gorgeous turquoise sea.

Look at the way the paragraph changed. Notice that Max-10 has readjusted it to make room for the added text. That's how Max-10 uses word wrap; if you end each line with ENTER, it won't be readjusted when you add or remove text from the paragraph. If, out of typewriting habit, you used ENTER at the right margin when you don't have to, don't worry, you'll learn how to correct this later on in the chapter.

The ENTER key

Next you'll use ENTER to skip lines and type a list, ending those short lines of text before the right margin. And since you'll add text at the end of your document, the insertion point must be there before you can type anything.

► Now position the pointer after the period at the end of the paragraph and click the mouse button.

► Press ENTER twice to skip a line. You could also skip a line by positioning the pointer below the last line of text and hitting ENTER once.

Remember, ENTER is a key that repeats if held down, so if you have too many lines after hitting ENTER, just backspace with the left arrow to remove them.

► Now type the following list (or any other short list you can think of). Use the ENTER key to start each new line. Backspace and retype if you make a mistake.

Monday:

- 1. Scuba diving**
- 2. Windsurfing**

3. Water skiing

Using ENTER actually inserts an invisible character called a **line feed** into the text. As you can see, ENTER can be used to end a line before it reaches the right margin. It is also used to end a paragraph or to leave a blank line in the text. Press ENTER once to move the insertion point to the beginning of the next line; press it twice to skip a line. Backspace to remove the effects of ENTER by removing the invisible line feed.

The Undo Command

If you don't like what you just typed (you can't swim, perhaps), you can undo it using (what else ?) the **Undo** command. Here's how it works.

► Choose **Undo Last** from the **Edit** menu.

To choose from a menu, first move the pointer to the menu title and click once (briefly press mouse button) on that title, then move the pointer down the menu (a bar marker will highlight the selections) and click on your desired selection.

In this example:

- 1) Position the pointer on **Edit** menu title
- 2) Briefly press mouse button (**Edit** will blink)
- 3) Move the black bar to "**Undo Last** cZ" (we will explain "cZ" in a moment)
- 4) Press the mouse button again.

If you've ever used the CoCo Max painting program, this should be old hat to you.

Notice that the list is gone. **Undo** undoes the typing you've just done (including backspacing) back to the last click of the mouse.

If you change your mind and want to return to the way it was before, you can simply undo the **Undo** command. (It will show up on the menu as **Redo Last**). Go ahead and try this: you will need your text again later on.

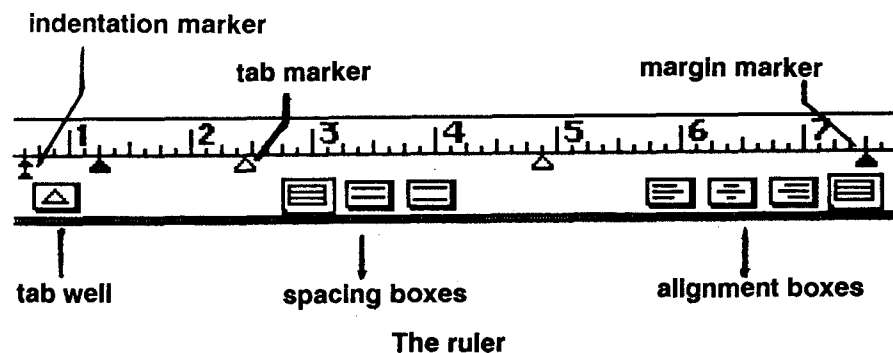
Many commands can be activated with the control (CTRL) key instead of using the mouse. If you are a fast typist you may prefer this method. Remember the "cZ" at the end of the line? It means "control-Z" (hold down CTRL and Z keys at the same time) it is a quicker way of executing the **Undo** command.

You've just created a document, not a very big one, but it's still a document. And you've been introduced to most of the basic Max-10 typing features.

Now, let's learn about the ruler and how to use it to set the format of text.

Setting the format

Setting the **text format** means setting the margins, tabs, line spacing and text alignment.



At the top of a new document, Max-10 provides a **ruler** with a preset format which sets the left and right margins, justification and the tab positions for the text that follows. You may keep it as is or change it to suit your needs. Notice that the text you typed is aligned at the left margin. This is called left justification (or left alignment). As you change the settings on the ruler, they affect the text to the end of the document (which is the last typed character, including ENTER) or to the next ruler. Later, you'll learn how to insert **multiple rulers** to vary the format in different parts of your document, to create tables, indented paragraphs or centered titles.

Hint: If you are creating a document and you want to experiment with various ruler settings, it is a good idea to make a copy of the present ruler in case you later decide you want to keep everything the way it is. See the section on "Using the Indentation Marker" for instructions on inserting a ruler.

Changing Margins

The margin is the white space at the right or left edges of the text on a page of a document. In some cases, however, an **Indentation marker** is used at the extreme left of a page with the actual margin to its right. This is a special case which is covered under the section on Indents. Top and bottom margins are one inch high. This cannot be changed from within Max-10. The section on printing in the "Document" chapter explains how to change top and bottom margins.

- Drag the right margin marker to the 6½ inch mark on the ruler.

To drag a marker: Position the pointer on the marker, press and hold the mouse button, drag it to the desired position then release the mouse button.

Just to get a feel for the different text format options, try dragging the tab set and margin markers. Also click on the different text justification boxes to see how the text looks under different conditions. Notice that the text is reformatted immediately.

If the ruler becomes **highlighted** (appears reversed) when you make any ruler changes, it's because you've **selected** it accidentally. To clear this, just position the pointer elsewhere in your document and click. "Selecting" is covered later in this chapter.

- Try to drag the right margin marker past the tab that's at the 5½ inch mark. You can't drag a margin marker past a tab marker and leave it there, because a tab beyond a margin is pointless. If you try to drag the margin marker past the tab marker, it will move below the level of the tabs and when you release the mouse button, it goes back to its original position.

- Drag the right margin marker back to the 6½ inch mark.

Notice that on the left are two other markers – the **left margin marker** and the **Indentation marker**. When you want to change the left margin of a document, you'll move both these markers, one at a time. The margin marker affects any word wrapped text and aligns it at the left margin. The indentation marker affects the first lines of paragraphs, or single lines when the previous line was ended with ENTER. You'll use the indentation marker later in this chapter.

- Drag both left markers, one at a time to the 1½ inch mark.

When the indentation marker and the left margin marker are in the same spot and they must both be moved, it is easier if you drag the margin marker first. But if you carefully position the pointer on either of the bottom angles of the lower triangle, you can drag the indentation marker first. It takes a little practice.

If you begin to drag and see an outline of an empty triangle, you've inadvertently picked up a tab. Just drag it down until the tab "pops off" the ruler, then release the mouse button and try dragging the margin markers again.

Changing Line Spacing

- Set 1½ spacing by positioning the pointer on the middle box and clicking the mouse button. Everything you typed now appears in 1½ line spacing.

- Click on the double-space box. Now everything is double-spaced.

Using the Scroll Bar

When you double-spaced your document, the bottom of the document moved out of view. To move it back into view, simply **scroll** the document by using the scroll bar. The **scroll box** shows you the relative position, in the entire document, of the part of the document that's now in the window. You can drag the scroll box to go quickly to another place in the document. For instance, to go to the middle of your document, drag the scroll box to the middle of the scroll bar.

If you drag the scroll box to the end of the scroll bar, Max-10 scrolls to the end of the last page in your document. (It will be empty if you haven't typed there.) Just scroll up a bit to where your text ends. A review of scrolling techniques is given in Chapter Two of this manual.

Note: If you click on an item on the ruler that has scrolled partly off screen, it will scroll fully back onto the screen so it can be seen.

- **Press** on the up arrow on the scroll bar until you see the top of the ruler. (**to press:** position the pointer and hold down the mouse button until Max-10 completes the action you want.)

- Click on the single space box to see the whole document.

Changing Alignment

- Center lines between the margins by clicking the **center-alignment** box. Note that a single line will be centered between the indentation marker and the right margin.

- Now, click the **right alignment** box.

As you can see, everything lines up at the right margin. This is easier to see when done on short lines. Remember, if you make a mistake, the **Undo** command will undo most mouse actions (like choosing from a menu) and typing errors. Keep in mind that (with a few exceptions) you can only undo your last action, so click on **Undo** before you do anything else. Now, click the **full-justification** box.

Justified text is text that is aligned with both margins. The words are automatically spaced so all lines are of the same length. You will see that text is evenly spaced across each line and justified at both margins except where you ended lines with ENTER. You can fully justify only word-wrapped lines. If you can't see the difference between fully justified and left-aligned text, try clicking back and forth between the full-justification box and the left-alignment box and looking closely at the differences. As an example, notice that text in this manual is fully justified.

- Click on the left-alignment box to get back to the usual alignment.

There are two more items on the ruler to be introduced—the tab markers and tab wells.

Using Tabs

A **tab marker** performs the same function as a tab on a typewriter: it is used to align columns.

- Drag the tab marker from the 5½ inch mark to the 5 inch mark on the ruler.

To drag a tab from the tab well: Position the pointer on the tab well. Press and hold the mouse button, and drag an outline of a tab up to the inch scale of the ruler, in this case the 5 inch mark, then release the mouse button.

Just as when you drag other markers or the scroll box, you don't have to be too careful about the path you use while dragging tabs. However, if you release a tab when it's still off the ruler, it will disappear. Eight tabs are stored in the well and when they are all used, (the well is dry) the tab icon will disappear.

- Place the insertion point, if it's not there already, at the end of the list after the word "skiing". Press ENTER twice to skip a line.

Remember that the ENTER and Tab (right arrow) keys are character keys and will repeat if you hold them down. So press them lightly; though you can always backspace if you make a mistake. Type:

Early Lunch.

- Press the right arrow and type: 10:45
- Press ENTER.

Always use ENTER to end a line of a table. You can just use the Tab key (right arrow) to skip to the next tab on the next line, but you may get a strange-looking table if you have to edit it later.

- Type: **Car Rental:**
- Press Tab and type: **\$36.98**

Like ENTER, Tab inserts an invisible character in a line. If you backspace after you've removed the first character after the tab, you'll remove the tab character and move the insertion point to the end of

the text at the previous tab.
Try it and see what happens.

- Backspace seven times (using the left arrow, remember?)

The insertion point should now be just after the "l" in "rental"

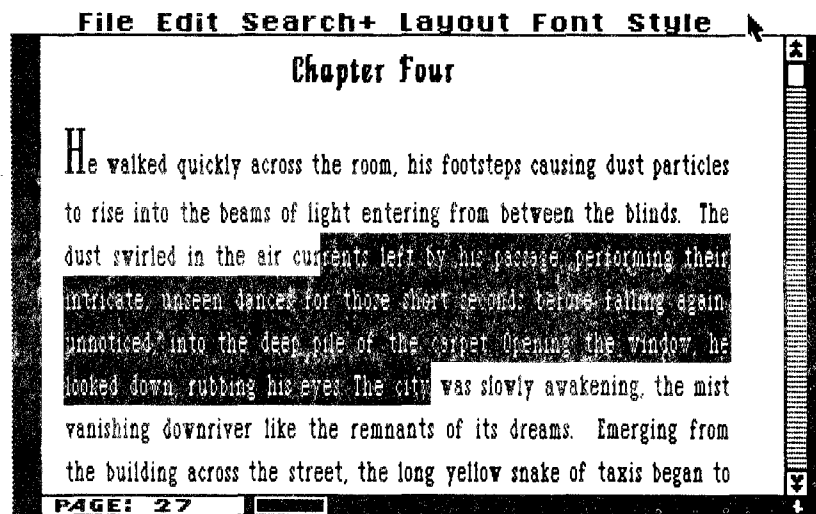
- Press the tab key and retype: **\$44.98**

Note: If no tabs are set on the ruler line, then pressing the right arrow key inserts an "unjustifiable space" in the line. With full justification set, type some text almost to the right margin. Then hit the spacebar until you wraparound to the next line. Notice that Max-10 widened the spaces in order to justify the text. If you repeat this, but instead of hitting the spacebar, you hit the right arrow (with no tabs on the ruler), this space will not be changed.

This introduction to tabs gives you the basics. You'll work with tabs again in the second part of this chapter when you edit a document.

Editing Text

Editing means making changes to the text. It can be anything from correcting a few typos to completely rewriting the document. In this section, you'll edit text by first selecting it then performing an action on it, either by typing or by choosing a command from a menu.



Selected text appears with colors reversed

Selecting Text

Making a selection is how you tell the computer what area of text you want to work on. With Max-10, you'll select text to work on by dragging the pointer across it. As you do this, you will notice the color of the text is reversed.

- Let's select the words "Early lunch":

To select text: Position the pointer just in front of the text and holding the mouse button down, drag the pointer across the text, and then release the mouse button.

The text is highlighted to show that you selected it.

Note: There is a shortcut to select a single word: double click anywhere on that word. **To double click: position the pointer on a word and hit the mouse button twice in quick succession.**

Changing Text Style

Now, you'll do something to the selected text: you'll change its style. A **style** changes the look of text, making it bold, italic, underlined, and so forth. The text style should not be confused with the font. Changing the font will change the dimensions of the letters, but underlined text will remain underlined, bold will still be bold and so on...

- Choose **Bold** from the style menu.

"Early Lunch" is now in bold letters and still selected, so you can change it again. (It becomes unselected only when you select something else.) Notice that in the **Style** menu, there is a check mark next to **Bold**.

Since you can combine styles, go ahead and choose another one.

- Choose **Italics** from the **Style** menu.

The text is italicized, and you could change this to any other style. But instead, change the font size to see another effect you can create with this menu.

- Choose **Ft. Worth 24** from the **Font** menu.

Too big ? Remember the **Undo** command !

- Choose **Undo** from the **Edit** menu.

"Early Lunch" is now back to its original appearance. When the **Undo** command is used with font/style changes, it returns the text to its original condition before any changes were made.

Replacing a Selection

When you make a selection or click to set an insertion point, you unselect the previous one as it is only possible to make one selection at a time.

- Select the sentence at the beginning of the document.

Position the pointer at the beginning of the text, drag across the lines to the end of it, then release the mouse button. You could also have selected the text by dragging from the end of it to the beginning. This time, you'll act on the selected text by typing something.

- Type your name.

When you select text and start typing, what you type replaces the text you selected. After text has been selected, it may be cut, pasted, copied or its font and style may be changed to another. Remember, you can undo this from the **Edit** menu.

- Choose **Undo Last** from the **Edit** menu.

Max-10 undoes your typing and restores the original text.

Experiment a little with the skills you've learned. You know how to use the special typing features, how to set a format on the ruler, how to select text and change it, and how to select the insertion point to add or remove text anywhere in your document.

Go ahead and practice making a selection and working with it. Use the commands in the **Style** or the **Font** menus.

There is more to learn about selecting and using the **Style** and **Font** menus. Chapter 2, "Using Max-10", answers the questions you may have. All the Max-10 word processing procedures, from basic skills to advanced tasks, are presented there with explanations. In the next part of this chapter, you'll build on the basic skills you now have as you edit the text of a document.

Starting another Document

When you've finished experimenting, you should erase this document in order to begin the second part of this chapter, "Editing a Document".

- Choose **New** from the **File** menu and click on the **OK** button.

The screen clears and you are shown the ruler with the startup tabs and left justify is selected.

Editing a Document

What follows is a guided tour through the process of opening and editing an existing document saved on the disk. You're going to edit text and alter the format by using Max-10's features. When you're finished, you'll save it as a separate document and keep the original for someone else to practice on.

If you have more than one drive

Max-10 starts up with the assumption that you will save your documents on drive zero. If, however, you wish to use another drive, click on **File Drive...** in the **File** menu and then select the drive you will save and load documents from by clicking on the appropriate button. If you click on the **Verify Data** button, Max-10 will verify that documents are saved to disk safely.

Opening an Existing Document

- Choose **Load...** from the **File** menu.

A dialog box appears with a list of the files on the disk. Up to 32 files will be displayed. The display also indicates which drive is in use and how many **granules** are available.

- Click on "**vacation**".

A copy of the document appears.

Inserting Text

Once you've loaded a document, you can insert characters including spaces, Tabs and Line Feeds at the insertion point. Practice again by making the following correction.

- Click on the down arrow on the scroll bar until you can see the first two paragraphs.
- Put the insertion point at the beginning of the second paragraph by positioning the pointer in front of the number and clicking.
- Press ENTER once.

You've inserted a blank line, and the whole document has moved down to accommodate it.

Removing Text

Until now, you've been removing text (including Line Feeds and tabs) by backspacing over it. However, for text that you've already typed, it's

faster to select what you want to remove and then use one of two methods to remove the whole selection. One method is to use the **Cut** command in the **Edit** menu; the second method is to backspace over it or to hit the **CLEAR** key. You'll be shown the second method a little later.

- Scroll to the next windowful by clicking once in the gray area below the scroll box.

- Select the text "in your own way," by dragging across the text or by double clicking.

The selection is highlighted, ready for the next action.

- Choose **Cut** from the **Edit** menu or hit CTRL X.

The text disappears.

Notice how Max-10 has reformatted the paragraph to account for the missing words. This is one of the functions of word wrap.

The Clipboard

When you cut text, Max-10 moves it to a holding area called the **Clipboard**. Because you can put the contents of the Clipboard back into your document, cutting is the first step in moving text.

If you have a 128k CoCo, the clipboard is stored in memory if it is below a certain size. However, when clipboard size increases beyond 200 bytes (about one line of text), Max-10 will save it to disk instead. With a 512k Computer, the Clipboard is kept in memory unless you want it saved to disk. If the Clipboard is being saved in memory, the **RAM Clipboard** entry in the **File** menu will be checked off. By clicking on this entry, you can force the Clipboard to be stored either in memory or on disk.

You can see the contents of the Clipboard by choosing **Show Clipboard** from the **Edit** menu. You exit **Show Clipboard** by clicking the mouse button.

Moving Text in your Document

You move text by selecting and cutting it from one place and then pasting it somewhere else that you select.

- Scroll the document up to see paragraph 1 again.
- Select the sentence "Take in the sights." in paragraph 1.
- Choose **Cut** from the **Edit** menu.

Max-10 removes the selection and places it on the Clipboard.

- Choose **Show Clipboard** from the **Edit** menu

There's the selection you just cut.

- Click to exit the **Show Clipboard** function.
- Select the insertion point at the end of the same paragraph, and type a space with the space bar.

- Choose **Paste** from the **Edit** menu.

Since Max-10 pastes only a copy of the Clipboard contents, you can paste the same thing again. Just select the new insertion point and choose **Paste**. Only another **Cut** or **Copy** will change the contents of the Clipboard. On a 512k CoCo, turning the power off erases the Clipboard if it was not saved on disk. On a 128k CoCo, the Clipboard will be stored on disk.

Saving the Clipboard

If there is a check mark next to the **RAM Clipboard** entry in the **File** menu, the clipboard will be lost when the computer is turned off. However, it can be saved to disk. If you have two or more disk drives, the drive used for the clipboard may be changed with the **Clipboard Drive** command in the **Edit** menu. This menu choice works just like the **File Drive...** command.

- Choose **Save RamClip** from the **File** menu.

A dialog box appears. If you wish to save the clipboard with the name already in the box, just hit ENTER or click on OK. Otherwise type in the name you want the clipboard saved under and hit ENTER and it will be saved on disk for future retrieval.

Copying Text

Copying text works like cutting it, except the text isn't removed from the document. You select what you want to copy (by clicking on the beginning and dragging) then choose **Copy** from the **Edit** menu, select the insertion point, and choose **Paste** from the **Edit** menu. You can paste copied text repeatedly until you change the contents of the Clipboard with another **Copy** or **Cut**.

Replacing Text

Now you're going to replace "painting", the seventh word in the second numbered paragraph, with "pottery". Although you could **Cut** "painting" and then insert "pottery", you've already learned a faster way to replace text: simply select it and type its replacement.

- Select the word "painting" by double clicking on it.

► Type: **pottery**

"painting" disappears and "pottery" takes its place.

Removing Selected Text: a quick way

Cutting is one way to remove selected text. Using either the backspace or the CLEAR key is another. Cutting saves text to the Clipboard for later use, but deleting it with the CLEAR key or backspacing over it does not. Notice that when you delete with either the CLEAR or the backspace key, any extra spaces around the deleted words are removed.

When you do this exercise, the paragraph won't readjust as it did before. You'll see why in a minute. First, let's try another selection technique.

- Select "boat rides." in the same paragraph of the brochure by using **Shift-Click**.

To select with Shift-click: Select the insertion point by positioning the pointer and clicking. Next, position the pointer where you want to end the selection then *while you hold down the Shift key*, click the mouse button.

You can use this technique for making long text selections by scrolling before you shift-click. See the section "Selecting" in Chapter 2 for a summary of all selecting methods. Notice also that if you click and drag the mouse button to select (the way you learned before), the screen also scrolls as you move down or up.

Now remove the selection by pressing the left arrow once.

The selected text is eliminated. Backspacing over a selection doesn't place it on the Clipboard, so backspacing or hitting CLEAR is a useful way to remove text and still keep the contents on the Clipboard to paste later.

Removing unwanted Line Feeds

Occasionally, you'll add or remove text, and a paragraph won't readjust. In the paragraph you're editing, a Line Feed (used on purpose to show the effect) is stopping Max-10 from filling in the remaining text to form a proper looking paragraph. If you remove the line feed, the paragraph will be readjusted.

- Select the insertion point at the beginning of the next line, which starts with "Or".

- Backspace.

The two parts will merge to form a paragraph.

Changing the Document's Format

You've learned to use most of Max-10's text editing features. Earlier you learned how to alter the format of a document by changing settings on a ruler.

To change the format of different parts of a document, you use the **Layout** menu to insert a ruler above the section you want to change, and then you change the settings on the new ruler. Those settings are in effect up to the next ruler or to the end of the document. You can have many rulers in a document, one for the main body, a different one for indented material, another for tables, and so forth.

Using the Indentation Marker

When you changed the ruler settings in the first part of the chapter, you saw those changes affect the entire document. Now, let's indent only the three numbered paragraphs. To avoid indenting the rest of the document, you'll insert two rulers, one at the beginning and one at the end of the text to be changed. Then, you'll change the margin settings only on the first. As you'll see, the changes will affect text only up to the next ruler.

- Select the insertion point at the beginning of paragraph 1.
- Choose **Insert Ruler** from the **Layout** menu.

This inserts a copy of the present ruler at the selection point.

- Scroll down to the last two paragraphs.
- Move the insertion point to the beginning of the last paragraph.
- Choose **Insert Ruler** again.

You get a copy of the preceding ruler.

- Go back to the first ruler you inserted using the Scroll Bar.
- Drag the first tab marker down off the ruler and release it. It will disappear.
- Drag the indentation marker to the 2-inch mark.
- Drag the left margin marker to the 2½ inch mark.

Note that the paragraphs are reformatted. The numbers are aligned with the indentation marker, and the rest of the paragraph is further indented and aligned with the left margin marker. This happens because the left margin marker acts as a tab only on the first line of the paragraph and the words align themselves with it.

- Move the insertion point to the end of the third paragraph.

- Hit ENTER twice to skip a line.

Notice now that when you hit ENTER, the insertion point aligns with the indentation marker.

- Enter this paragraph. Press tab (right arrow) after you type "4." and remember not to use the ENTER key until the end of the paragraph

4. Whatever your fancy, we've got the sport. We offer:
 Scuba diving, snorkeling, water-skiing, sailing, volleyball,
 horseback riding, jogging, Ping-Pong and archery.

Notice that the "4" is aligned with the indentation marker and the remaining lines are aligned with the left margin marker. Now, we are going to insert some text into the table at the bottom of the document.

Inserting a Column in a Table

Go to the table at the end of the document and drag a tab from the tab well to the 3-inch mark on the ruler above the schedule. The last column will move under the new tab because Max-10 lines up tabular text with the most recent set of tabs. This means that if you insert a tab marker between two already existing ones, the columns on the right will move one tab to the left. To insert a new column under the new tab while keeping the original where it was you must move to the last position before the new tab, hit the right arrow key and enter whatever text you wish. This will put the columns on the right back in their correct places.

e.g.:

- Place the insertion point just after "Breakfast" and press the right arrow.
- Type "(too early)"

You will see that "(too early)" now goes in the middle between "Breakfast" and "7:30 - 9:30"

Hiding Rulers

To make the rulers invisible, simply go into the **Layout** menu and click on **Show Rulers**. Remember: it was selected before so clicking on it will unselect it and the rulers will vanish. To see them again, just click **Show Rulers** back on.

Rulers can be selected by clicking on the inch scale. They may also be copied and except for the first one at the top of the document, they can be removed or replaced.

Saving Text

It is a good idea to save your work every 10 to 20 minutes or so. Should there be a power failure or a computer system failure, at least you won't have wasted too much time typing and editing.

- Choose **Save...** from the **File** menu

The command **Set Drive** in the **File** menu is used to assign the drive which will be used to save your document. If you have more than one drive, go to the **File** menu and click on **Set Drive** and then click in the button corresponding to the drive you want to use. Now you can save your document. Notice that if you only have one drive, Max-10 will automatically save on drive 0. If you click on the **Verify Data** box, whenever a file is saved, Max-10 will verify that it was saved correctly. A dialog box appears with the prompt: "Save Document As:" with a space for the name of your document. A default name will appear in the dialog box. If you want the document saved under this name, simply click on the **Save** button to save it again under the same name. Otherwise type a new name into the box and either click on the mouse or press ENTER. Max-10 will check to make sure there is room on the disk and if there is, your document will be saved. If not, you will be told that the disk is too full. In this case, replace it with another formatted disk. Max-10 also checks to see if you are overwriting an existing file.

Printing

Remember that Max-10 must be configured to your particular printer. See the section on configuring Max-10 at the beginning of the manual.

- Choose **Print...** from the **File** menu.
- Click on **Full Graphic Output**: this is the usual print mode.
- Hit **Enter** or click on **OK** and printing begins.

Notice that the scroll box moves down the scroll bar to indicate which area of the document is currently being printed. If you need to cancel printing for any reason, simply hit the **Break** key. To pause the print, hold down the **spacebar** (it may take about 2-5 seconds before it pauses); when you are ready to continue, just press it again.

Moving Ahead...

Continue to experiment with Max-10. Write that letter you've been putting off for so long, or get a start on the Great American Novel. You will find that the more you use the features, the quicker it is to do something useful. In the following chapters you will learn about the other features of Max-10.

Working with Max-10

Basic Skills

This chapter reviews and details the tasks covered in Chapter One and presents other Max-10 features you should know about.

Using the Mouse

- **Click** to select or activate something. To click, position the pointer in the desired spot and press and quickly release the mouse button
- **Press** to cause a continuous action. To press: position the pointer and press and hold down the mouse button.
- **Drag** to select or move something around. To drag: position the pointer and move the mouse while holding down the button. Release the button at the end of the action. You can usually cancel a drag by moving the pointer back to where it was at the beginning.
- **Double-click** to select a word. To double-click: position the pointer and press and release the button twice in quick succession. If you double-click on a word and then drag the mouse, Max-10 will extend the selected area one word at a time.
- **Shift-click** to select an area of text. To use shift-click: mark the beginning of a selection with the insertion point and move the pointer to the end of the selection area. At this time, hold down the shift key and at the same time, click the mouse button.

Using the Scroll Bar

Scrolling is used to show different parts of the document on the screen. You can imagine the document to be a long sheet of paper that you can roll past a small window.

To scroll up or down one line: Click the appropriate arrow at either the top or bottom of the scroll bar or hold down the CTRL key and press either the up or down arrow key.

To scroll up or down continuously one line at a time: Move the pointer to the appropriate scroll arrow and press.

To scroll by screenfuls: Click in any part of the scroll bar above or below the scroll box, depending on the direction you want to scroll. This can also be accomplished by holding down the ALT key and pressing the up or down arrow keys.

To move to any part of the document: Drag the scroll box up or down the scroll bar to the position which approximates the section of the document you want to go to. The page number in the bottom left shows the page that the box is currently passing through.

Editing

In Max-10, editing involves selecting something and performing any of a variety of actions on it by typing or using the commands. A Max-10 document may be composed of text, page breaks, rulers, headers, footers and pictures. In this section you will find the methods of selecting the elements of a document summarized. Note that the **Edit** menu commands may also be performed by control keys.

Any of the operations that follow may be undone with the **Undo** command. If it is not possible to **Undo** an action, Max-10 will not allow you to select the **Undo** command and it will show up dim gray in the menu.

TextEdit: TextEdit is a Max-10 feature that allows the use of standard document editing commands in dialog boxes:

ENTER terminates a line if any text was entered in the box and executes the command. It is identical to clicking on "Ok".

Tab (right arrow) goes to next box if there is one.

Break can be used instead of clicking on "Cancel"

If, upon entry, anything is in the dialog box, it is highlighted and may be used as data for the command. For example: suppose that five minutes ago you looked for the word "CoCo" in your document. If you re-entered the **Find/Change** dialog box, you will see that the word "CoCo" is still there and is highlighted. You can now search for that word without having to type it in again: just hit **ENTER** or click on **Find**. If you *do* wish to enter another word, however, just type it in. Whatever you type will replace any selected text. Text within a dialog box may be selected as would text in the document. **Cut**, **Paste** and **Copy** will work in the dialog box, but only using their control key equivalents (ctrl-X, ctrl-V, ctrl-C). There is no Undoing in a dialog box.

Selecting

Selecting is using the mouse to indicate an area in document which will be acted upon. Max-10 indicates a selected region by reversing the colors with respect to the surrounding area. The insertion point, a selected position, is marked by a blinking vertical bar. In the previous chapter, you learned to select text using the mouse, now we learn that the keyboard can also be used.

To select the Insertion Point: Move the pointer with the mouse to the desired spot and click the button. The insertion point can also be moved by holding down the CTRL key and pressing any of the arrow keys.

Note: to place the insertion point to a point just before a picture, click in the left margin adjacent to the picture.

To select words: Double-click on the word. This selection may be

extended by dragging the mouse or by double-clicking and then using shift-click.

To select text: Drag along a line of text in either direction or drag across multiple lines in any direction. In the event that you drag beyond the bottom or top of the window, the document will scroll to allow you to continue selecting text. To select text using the keyboard, hold down the ALT key and press the left or right arrow keys to select the desired region.

To select lines: Click in the left margin and drag downwards the amount of lines you want selected.

Quick selection of large areas: Select the insertion point at one end of the area and then move to the other end of the area. At this time you may shift-click to select the entire area.

To select an entire document: Simply move the scroll box to the top end of the document and set the insertion point there; next, move to the bottom, again using the scroll box, and shift-click to select the entire document.

Extending or shortening a completed selection: Place the pointer on the point where you want the selection to end and while holding down the Shift key, click to complete the selection. For example:

Select the first two lines of the document. Now let's extend the selected area to include the next three lines. Move the pointer down to any point on the fifth line, and while holding down the shift key, click the mouse button. Notice that the highlighted area has been extended to the position of the pointer.

Selecting a Ruler: Click anywhere on the scale. To select text and the ruler, drag from the scale of the ruler across the text to the desired point. If at this time you try to change the setting on the ruler, it will temporarily return to its normal color as you change tabs, or margins, etc., then revert to the reversed colors to indicate it is still selected.

To Select a Picture: Click anywhere on the picture. If the picture was selected with other text, rulers, page breaks or pictures, it will appear reversed. If *only* the picture was selected then it will appear with a black border around it.

To select a Page Break: Click inside the empty space before the end of the page and it will change color to indicate that it is selected.

Headers, footers and the dashed lines below page breaks may **not** be selected.

Note: If a selected area or the insertion point is partly offscreen, hitting the **Break** key will scroll it completely onto the screen.



Inserting

Inserting Text: Select the insertion point and type the new text. The text typed pushes the original text over to make room.

Inserting Blank Lines: Place the insertion marker at the correct place and hit ENTER – once if the insertion point is at the beginning or end

of a paragraph – twice if anywhere else in the paragraph. Note that hitting ENTER or inserting a picture, a page break or a ruler within a paragraph will split the paragraph in two.

Inserting an "unbreakable" space

Normally, if a space is inserted within a word, Max-10 will then consider that word to be now two words separated by a space. As a result, the words may be on different lines if the first one ends at the end of a line. If you wish to keep words together at line and page breaks, instead of separating them with normal spaces, it will be necessary to insert a hard or unbreakable space. This is done by hitting ALT-spacebar (hold down ALT and press the spacebar). Max-10's "garbage" character (ASCII 127) will then appear onscreen to indicate a hard space. This will print normally on your printer, but if you want it to appear "invisible" as would a normal space onscreen, click on  **as Space** in the **Style** menu. When this menu option is checked off, the hard space will not show up as a black box on the screen. Note that if you import an ASCII file and you want to delete the  characters Max-10 has inserted in place of those characters it does not recognize, you will have to deselect this menu choice by clicking on it again.

Inserting a Ruler: With the insertion point at the correct place, choose **Insert Ruler** from the **Layout** Menu. The ruler will be inserted at the insertion point (or if anything else was selected, the ruler will replace it). To make a headline: insert two rulers and click in the left margin of the second ruler to position the insertion point. Then enter the text and change the first ruler to format it. The second ruler will preserve the format of the text below the headline.

Removing

Removing using the Cut command: Select what you want removed and choose **Cut** from the **Edit** menu. The area removed is now off the screen and saved on the Clipboard. The **Paste** command may be used to put it back anywhere in your document.

Removing using the Left Arrow (Backspace) or the CLEAR key: Select the insertion point and using the left arrow, backspace over characters one at a time. Alternatively, select what you wish removed and press the left arrow once– note that this does not place it on the clipboard but it can be Undone. Note also that it is not possible to backspace into a ruler, picture or page break. The CLEAR key can be used as an "intelligent" delete key. When text is selected and the CLEAR key is hit, the selected text is deleted as with the left arrow key, but any extra spaces which would have been left between words are removed.

Removing a Line Feed Character: Place the insertion point at the start of the line after the one ending with the unwanted line feed and press backspace once. When you remove a line feed within a

paragraph, the line will readjust to follow the format specified on the ruler. Removing line feeds at the beginning or ending of a paragraph is also a way to merge that paragraph with the one before or after it.

Replacing

Anything that can be selected can be replaced (except the first ruler).

To Replace: Select what you want replaced and then you can:

- Type new text.
- Paste the contents of the Clipboard over it using **Paste** from the **Edit** menu.
- Paste the contents of an entire file using the **Paste File** command from the **Edit** menu. To do this, click on **Paste file** in the **Edit** menu and, choosing from the list that appears on the screen, click on the file you want to paste. Max-10 will paste this file into your document, overwriting the selected area.
- Insert a ruler using the **Insert Ruler** command off the **Layout** menu.
- Insert a page break with the **Insert Page Break** command also from the **Layout** menu.
- You can also replace the selection with nothing by pressing the backspace or CLEAR key once.

Moving and Copying within a document

As with replacing, you can move or copy almost anything inside a document that can be selected: text, pictures, rulers (the first ruler may not be moved) etc...

To move or copy:

- Select the appropriate region of the document. Text that is to be moved or copied will acquire the same format (margins, rulers, etc.) as text in the region where it is to be moved but it will keep its size, font and style. If you want to keep the text in its original format, it will be necessary to insert a ruler just before it and select this ruler along with the text to be moved. Note that if you want to copy a ruler, you must click on its inch scale to select it.
- From the **Edit** menu choose **Cut** if you want to move an area or **Copy** to make a copy of it. This will save the selection on the Clipboard.
- Place the insertion point where you want the text to go.
- Choose **Paste** from the **Edit** menu and a copy of the region selected will appear at the insertion point and the insertion point will be relocated to the end of the newly inserted material. Note that after cutting text, it is not necessary to immediately paste it. As long as nothing else is selected, you may continue to type or edit the document until you decide to paste the selection somewhere. It is also possible to replace one selection with another. To do this, select the first region of text and **Cut** or **Copy** it to the Clipboard. Next select the region of text which is to be replaced and choose

Paste from the **Edit** menu (or hit CTRL-V) and the selected region will be replaced with the contents of the Clipboard.

Moving and Copying between different documents

This section deals with moving and copying selections between different documents.

To Move/Copy between documents:

A) To move text or pictures from the document presently open (the one you are working now) to another one:

First select the desired region from the document presently open and choose either **Copy** or **Cut** from the **Edit** menu. This will place the selected area on the Clipboard. Next exit the current document with the **New** command (the document will be lost if it has not been saved) and load the document to which you want to transfer the selection. Now select the insertion point where you want the selection to go and choose **Paste** from the **Edit** menu. The selection is now inserted into the new document. **Note:** if you have to change disks on a 128k computer, be sure that the disk with the Clipboard is put back in the drive before you **Paste**!

B) To move text/pictures from another document into the one presently loaded.

Choose **Paste File** from the **Edit** menu. A list of documents on the disk will appear. Click on the one you want to include in the document you are working on and Max-10 will paste it at the insertion point.

If you are not sure which of the documents on the disk you want to include, you may use **Show File** to take a quick look at each of them first. To use this function, click on **Show File** in the **Edit** menu. A list of files will be displayed. Click on the one you want to look at and you will see the first 2½" of that document displayed onscreen. Click the mouse button again to exit **Show File**.

Note: If, when moving text or pictures between documents, you are about to exceed memory capacity, a message will appear. This is also the case when:

- A paragraph exceeds 6000 characters.
- There are more than 480 paragraphs.
- The **Undo** command is about to be temporarily disabled. When you get this particular message, you are being informed that at this time, you may **Undo** your last change. After this point it will no longer be possible to **Undo** the operation. Any later changes may be undone, however.

Searching

The **Find** command in the **Search+** menu is used to locate and select any series of characters. It can also be used to move to a specific place in the document by searching for a word or phrase near that place. Usually, Max-10 searches for text without regard to fonts, styles

or capitalization. Max-10 may not be used to search for line feed or tab characters. The search begins at the current selection or insertion point, goes to the end of the document and wraps around to the beginning, finally terminating at the point at which it started.

Read the section on "Text Edit" for information on using the **Text Edit** feature in the **Find** dialog box.

To Search:

- Make the insertion point the place where you want the search to start. If an area is currently selected, then Max-10 will ignore that area when it begins its search and will search from the end of the selected area. This means that if the string you are searching for may only be found in the selected area and is not anywhere else in the text, then Max-10 will never "see" it. This is especially useful when you wish to exclude a large area from the search to save time.
- Choose **Find/Change** from the **Search+** menu and a dialog box appears. Enter the text you want to search for in the "Find:" box. After you hit ENTER the search begins. If your text is not found, a message appears to tell you so. Click on the "OK" button in this dialog box to clear the message.
- **Case significant searches:** Normally, when Max-10 searches for text, the difference between uppercase and lowercase letters is not taken into consideration (lowercase "a" is the same as uppercase "A"). If you want to perform a case-significant search (i.e., capital "A" is different from small "a"), just click on the **"Match Capitalization"** button.
- **Matching words only:** Usually, if you tell Max-10 to search for a group of letters, "up", for example, it will return matches such as "uppercase", "hiccup" or "duplicate" because these words all contain the letters "up". However, by clicking on the **Whole Words Only** button, Max-10 will only report if it finds the group occurring as a separate word.

Searching and Replacing: Anything that can be searched for can be replaced by Max-10. If you choose to change all occurrences of the text for which you are searching, the document is searched from beginning to end and the search ends with the last change highlighted. You can also choose to use the menu entries to find and change each match individually. All search/changes can be undone.

To Search and Replace:

- Select the insertion point where the search is to start.
- Choose **Find/Change** from the **Search+** menu. and in the dialog box that appears, type the text you are searching for, and, without hitting ENTER, using the mouse or the tab (right arrow) key, move the insertion point to the "Change To:" box and enter what you want the text changed to and hit ENTER. The text in the "Change to" box

may be in any font or style you wish: Before you enter the **Search+** menu, you may select the font and style you want from their respective menus (see the section on "Changing the Style or Font"). Then, when you are in the **Find/Change** dialog box, click the "Use menu Font & Style" button and an "X" will appear there. Now, when the text is changed, it will be in the selected font and style. (If you decide to change the font or style when already in the **Find/Change** menu, you may exit using **Cancel**, make the font or style choices, and then return to **Find/Change**). If you don't enter anything after "Change to:", Max-10 will replace the designated text with nothing, effectively deleting it. Max-10 will search through the document and if it finds the text you have specified, it will highlight it and stop. At this time you may return to the **Search+** menu and make a choice.

- **Find/Next** (or CTRL-F) will get the next occurrence of the string.
- **Change** (CTRL-R) will make the desired change to this occurrence.
- **Change/Next** (CTRL-N) will make this change and find the next occurrence of the string.

If you simply want all occurrences of the search string changed to the "change" string, simply click on the **Change All** prompt in the **Find/Change** dialog box and it will be done. In the event that no matches are found, a message will pop up to inform you.

If you click on **Change** (or use CTRL-R or CTRL-N), only the most recent change may be undone. However, if you choose **Change All** then the entire set of changes can be undone.

Changing the Format

Ruler Settings: When any of the settings on a ruler (margins, tabs, spacing, etc.) are changed, those changes affect text between that ruler and the next one (if there is another) following. If there isn't another ruler, then those settings remain in effect until the end of the document.

To Change:

- ▶ **Margins:** Drag the left or right margin marker to the desired position. Note that if the margin marker "pops" back to its previous position, this means that you are attempting to place it in an invalid position.
- ▶ **Indentations:**
 - No indentation- drag the indentation marker to the left margin marker.
 - Regular indentation (first line is indented to the right of the rest of the paragraph)- drag the marker to the right of the left margin marker.
 - Hanging indentation (first line begins to the left of the rest of the paragraph)- drag the marker to the left of the left margin marker. In this case, the left margin marker will act as a tab marker and you can use the right arrow key to move to it.
- ▶ **Tabs:**
 - To change a tab, drag it along the scale of the ruler.
 - To add a tab, drag one from the tab well to the desired position.
 - To remove a tab, drag it off the scale until it pops down, then release it.
- ▶ **Line Spacing:** Click the appropriate box. The choices are: double, one and one-half and single spacing.
- ▶ **Text Alignment:** Click the appropriate box. The choices are: left and right aligned, centered and fully justified.

Format Changes while Typing:

To change the format while you are typing in text, first decide where you want the format changed and select the insertion point there. Next choose **Insert Ruler** from the **Layout** menu and a copy of the preceding ruler will be inserted. Using the information given before on ruler settings, change the settings on this ruler as you wish then you may continue typing and the text will be in the new format.

If you decide at any time that you want to reuse the previous format in some other place in the text, you may copy the preceding ruler to the appropriate place. See the instructions on "Moving and Copying within a Document" previously in this chapter.

Changing the Format of Existing Text:

If you wish to change the format of an area of text without disturbing

the format of text beneath that area, first select the insertion point where you want the new format to start. Next, choose **Insert Ruler** and a ruler with the most recently set format will appear.

Now, move the insertion point the end of the last line of text whose format is to be changed and choose **Insert Ruler** again. This will preserve the format of the text that follows this point. You may now change any of the settings on the first ruler you inserted and only the text format between the two rulers will be affected. This is an excellent way to create tables and other aligned text which have formats different from the rest of the text.

Changing the Style or Font:

In Max-10, you have the choice of several text styles. Text may be underlined, boldfaced, italicized and sub- or super- scripted. Subscripting text lowers the vertical placement of characters on a line, superscripting raises it. This is useful for footnotes or mathematical and scientific writing. You should use smaller text sizes when using superscript or superscript; otherwise Max-10 may be forced to increase the space between lines to make the text fit. There is also a choice of several fonts in the **Font** menu. You may even load new fonts from disk if you have additional font sets. The next section deals with changing the font.

Text typed into the document will be in the font and style of the text immediately preceding it unless you change style or size after clicking to set the insertion point. Because a space is considered a character, it is possible for a space to be a different style from the letter preceding it. This could be the case if a line appears to have "too much" text in it. To correct this, select the entire line and reset the font. At any time, the present style and font are checked off in their respective **Style** and **Font** menus. When the document is first started, the style is preset to Plain Text and the font will be the first one listed in the font menu.

To change Style or Font: Select the text to be changed, or select an insertion point. Next, choose a style from the **Style** menu or by using the control code (see the table at the end of the Glossary). A check mark will appear next to the style(s) you chose. The fonts are changed in a similar manner but they may only be selected through the menu. If you have a disk with extra fonts, you may load them into Max-10. To do this, place the font disk in drive 0 and click on **Font Set...** in the **File** menu. This will display a dialog box with a list of font sets on disk. Click on the set you want to load into memory. *Fonts may only be loaded from drive 0.* When you click on **Font Set**, the file drive will automatically be reset to drive 0. Although it is possible to load different sets of fonts from the disk, Max-10 will only permit one font set in your document at any given time.

Colorware has created a large number of fonts. Call us at (203) 656-1806 for details.

Notes:

- 1) When an insertion point is put into text, the font and style checked off in the menus will be the font and style at that point in the text. Changing the menu selections will change the font and style at that point in the document.
- 2) When **Undoing** after a font style change, the text will revert to the original style no matter how many times it was changed. That is: If you select a block of text which is, for example, in *Script Bold*, and change it to *Ft. Worth 10*, then underline it, italicize it, and then turn off underlining, and then make the font *Topeka* and decide you want to undo all this, choosing the **Undo** command will not do as you may expect: i.e., change the text to *Ft. Worth 10* italicized (which is what it was before the last change). It will instead cancel all changes and turn the selected block back to *Script Bold*. This is done so that you may experiment with various fonts and styles without losing the option to go back to the text in its original form.

To Remove a Style: Select the text as usual and, going into the **Style** menu, unselect (click on the checked off style) the style you want to remove. That style will be removed from the highlighted section. When a selection has more than one style, you can remove a style by choosing the menu command twice. The other styles remain and the specified style is removed. Note that the styles will only be checked if all the selected text has that style in common. If styles are mixed, then no checks will show. To change the style of text as you are entering it without taking your hands off the keyboard, remember that the following control keys may be used to choose the appropriate style:

Control Key	Style
P	Plain Text
B	Bold
I	Italic
U	Underline
H	Superscript
L	Subscript

Working with Tables

Using Max-10, it is possible to create tables using the tab markers and the tab (right arrow) key. Information in these tables may then be edited without disturbing text in other columns as long as the editing does not change the tabs or run into the next column.

To Create or Edit a Table: Drag a tab marker to the point on the ruler scale where you want the table's column to align and repeat this for each column of the table. To create the rows, press the tab key to

move to the desired column and enter text. Pressing **ENTER** will take you to the next line. Text may be selected and copied as usual. If text which is inserted at a tab overflows to the next tab, Max-10 will push text at that tab over to the next and so on until it finds a line feed character at which time the text at the last column may wraparound to the next line. If you remove the space between two columns in a row of the table, the text at all columns to the right of the removed space will shift one column to the left.

To remove a column from the table:

Select text on each row of that column and delete it using either the **Cut** command on the **Edit** menu or the Backspace (left arrow) key.

To insert a column into the table:

Move the tab markers to make room for the new column.

Drag a tab from the well to the position of the new column. The columns to the right will move left to the position of this new tab. Do not let this worry you. They will return to the correct positions when you enter text.

Select the insertion point at the end of the preceding column or at the beginning of the line.

Press the tab key, moving the insertion point to the new column. Notice that the columns on the right are now back to where they were previously. At the correct column, you may now enter your text.

Headers and Footers

Headers and footers are the areas in the top and bottom margins where information such as page number, pictures, chapter titles and so forth may be placed. There should be no indentation within a header/footer. The left margin marker must be on top of the indentation marker or problems will result. Headers and Footers may be as long as five paragraphs or nine lines in length, whichever comes first, but you will probably not need more than a few lines. In any event, when you attempt to close the header/footer, a dialog box will "pop up" to warn you if you are exceeding the maximum length allowed. If the menu choice, **Show Header/Footer** is checked off, the headers and footers will be displayed onscreen; if not, they will not appear but will still affect the page layout. Click on this menu selection to turn the header display on or off.

To Create Headers and Footers:

Choose **Edit Header...** or **Edit Footer...** from the **Layout** menu. Your document will disappear temporarily and a blank page will be displayed. Enter the text you want to have in the header or footer on this page. If you have trouble separating the header or footer from the rest of the printed page because you cannot insert enough blank lines, try using one and one-half or double spacing. To have the page number displayed, enter three "#" characters (hold down the **SHIFT**

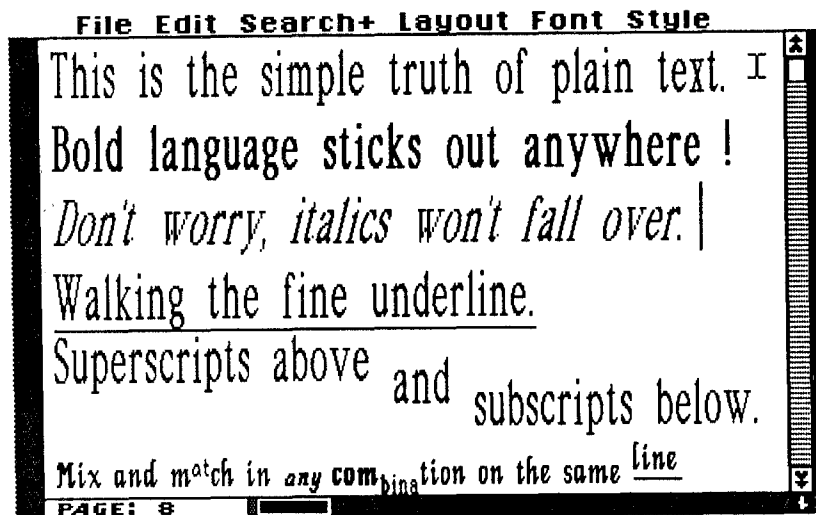
key and press the "3" key) without spaces in between, like this: ### (in some fonts this will appear as "£££"). While you are in the Edit Header or Edit Footer mode, all the other editing functions are still available.

Changing First Page Number:

Choose **Set Page Number** from the **Layout** menu. Type in the number assigned to the first page and hit ENTER or click on OK to exit. If, after changing the number, you decide to keep the original, simply click on Cancel to exit.

Inserting a Page Break:

Max-10 allows you to start a new page on any line in the document by inserting a page break. To insert a page break just select the insertion point or anything to be replaced by a page break and choose **Insert Page Break** from the **Layout** menu. A page break will then be inserted at the insertion point. The page border appears as a dotted line across the page. It can be selected by clicking in the empty space created by inserting the break and deleted, moved or replaced.



The Dictionary Option

Max-10 offers the convenience of an online spellchecker and a 50,000 word dictionary. This is available as a separate option. It is not necessary to exit Max-10 in order to use the spellchecker. In addition, you may even verify the spelling of a word before you type it into your document. It is also possible to make your own dictionaries or to add words to the existing dictionary.

You may go on to the next chapter if you do not have the dictionary.

The UPGRADE utility

This utility will upgrade your Max-10 disk to use the dictionary and spellchecker. It is easy to use and takes only a few minutes.

- 1) Make a backup copy of your dictionary disk. The beginning of this manual explains how to backup disks.
- 2) Put the backup copy of the dictionary disk in drive 0 (zero) and type **RUN "UPGRADE"**. The disk light will come on and you will see a screenful of text explaining what is happening. Press the **ENTER** key when prompted.
- 3) Put a backup copy of your Max-10 disk in drive 0 and press **ENTER**. The disk drive will run for about 10 seconds. After the light goes out you may remove the disk. The Max-10 disk is now upgraded and you may type **RUN "MAX"** as usual to use Max-10 and enjoy your new 50,000 word online dictionary.

Using the Spellchecker

There will probably be times when you will want to check your document for correct spelling. The Max-10 spellchecker will check your document for incorrectly spelled words by comparing it with a large dictionary. Single letter words and any word that does not start with a letter or which contains a number will be ignored. Hyphenated words such as "Max-Ten" will be treated as two words, and apostrophes are considered part of a word.

Searching for misspelled words: If the **Check all Text** command in the **Search+** menu is checked off, then the entire document will be scanned. Otherwise, you may select a block of text to be checked for correct spelling. If neither of these conditions is met then Max-10 will begin at the current insertion point and continue to the end of the document. To begin checking, put the dictionary disk in drive 0 and click on **Spelling Checker...** in the **Search+** menu if you have a 512k CoCo. For a 128k CoCo, first put the Max-10 disk in drive 0 and then click on **Spelling Checker...** A dialog box will pop up at the bottom of the screen. Max-10 owners who have 128k machines should now

remove the Max-10 disk and put the dictionary disk in drive 0. Now click on the **Find** button. A directory of files on the disk will be displayed and you must choose the dictionary which you will use. The dictionary supplied is called *DICT/TXT*. After the dictionary is loaded, Max-10 will then begin to process the text alphabetically. If an unknown word is discovered, it will be displayed in the TextEdit box and highlighted in the text window at the top of the screen. At this time you have the option of correcting the word or clicking on one of the following dialog buttons.

Find to continue checking the document.

Next to go to the next occurrence of the misspelled word.

Add to append the word to a list of new words which is stored in memory. A 512k CoCo has enough memory to store about 2,000 words and a 128k will store about 75. The list may be saved to disk.

Shift-Add will perform an **Add** operation and then continue searching (hold down SHIFT and click on Add).

Shift-Find will restart the search from the letter "a".

Shift-Next returns to the first occurrence of the word.

Pressing the BREAK key will halt a search in progress.

Correcting the misspelled word: To correct the word, you again have a wide choice of options. You may type the correct spelling of the word into the TextEdit box. Alternatively, click on **Lookup** to go into the dictionary. Lookup will call up the dictionary dialog box which allows you to scroll through the dictionary. While in this box you may click on **A** or **Z** to go up or down about 1,000 words. Clicking on **+** or **-** scrolls up or down about 100 words and the arrow keys move up or down one word at a time. **Hide** will clear the dialog box and restore the screen, returning you to the first dialog box. Clicking on any dictionary entry will pull that word into the TextEdit box.

To replace the misspelled word with the word in the TextEdit box:

Click on the **Fix** button. If the word is capitalized, the capitalization is matched by the following method: if the first letter of the old word is capitalized, the first letter of the replacement will be capitalized. If both the first and the second letters are capitalized, the entire word will be capitalized. Click on **Fix All** to replace all occurrences of the misspelled word from the present position to the end of the document.

Shift-Fix will replace the word and then immediately continue searching. **Undo** will undo the effect of the last **Fix**, **Fix All** or **Next** button click. To exit the spellcheck box, click on **Exit**. Max-10 will ask if you want to save the words you added to the dictionary. If you wish to do so, click on **OK** and you will be prompted for the name to save the list under. We recommend something such as **TEMP** - uppercase letters may prove to be more convenient when the list is added to the dictionary. On a 128k machine, saving the list to disk will clear memory of the new words list, so it might be a good idea not to save the list of

new words until you are ready to exit Max-10.

Looking up a word in the dictionary: By pressing ENTER or clicking on **Lookup**, Max-10 will search the dictionary for the word in the TextEdit box. Remember that text may be brought into a TextEdit box if you **Cut** or **Copy** it from a document and **Paste** it into the TextEdit box using the ctrl-X, ctrl-C and ctrl-V commands. If the dictionary has not already been opened, insert the dictionary disk in drive zero and click on **Lookup** or press ENTER. When the directory of the disk is displayed, click on the dictionary you will use (usually *DICT/TXT*). If the word is found in the dictionary, it will be displayed in the dictionary dialog box. If you Shift-click on **Lookup**, only the first few letters of the text will be searched for.

Scrolling through the dictionary: At the right of the dictionary dialog box is a set of control buttons. These are used to scan through the dictionary.

To scroll

Up one word

Down one word

Up 100 words

Down 100 words

Up 1,000 words

Down 1,000 words

Click on

Up arrow

Down arrow

- sign

+ sign

A

Z

Click on **Hide** to replace the dictionary window with a document.

The Dictionary editor: The most common use of the editor will be to add the new word files generated by the spellchecker to your main dictionary. To do this, let us assume that, following the instructions given previously, you have a list of new words saved as a file called *TEMP/TXT*. You may need two disks: the original and a second to hold the new, lengthened dictionary. It is best if the new disk is blank, as a disk with files already on it can have a detrimental effect on the speed of the spellchecker. Now, after you have exited Max-10, put the dictionary disk in drive 0 and do the following:

1. Type **RUN "DICTEDIT"**.

2. Select "2) Add New Words to Buffer" from the menu.

3. Enter the name of the file (TEMP in this case). If you are not using drive zero, specify the full filename including the drive number: e.g., *TEMP/TXT:1* means TEMP/TXT is in drive #1. You may load several files if you wish. The buffer can hold about 2000 words.

4. Now select choice 4) *Add words to dictionary* and specify the old dictionary name (usually *DICT/TXT*) and the new dictionary name. Give the number of disks you will use. Remember that if the dictionary is large, the new one may not fit on the same disk. If you are only using one drive, you will be told when to switch disks. Be careful not to put

the wrong disk in at any time.

When the editor is done, you will have a new, updated dictionary.

Other functions of the editor include:

Delete words: This removes unwanted words from the dictionary. To do this, you will have to make a file of words you wish deleted from the dictionary. Select #2 from the menu and load in the file of words to be deleted. Next, select option #5 *Remove words from Dict.* Follow the prompts as they appear and at the end of this operation, the words specified in the kill file will have been removed from the dictionary.

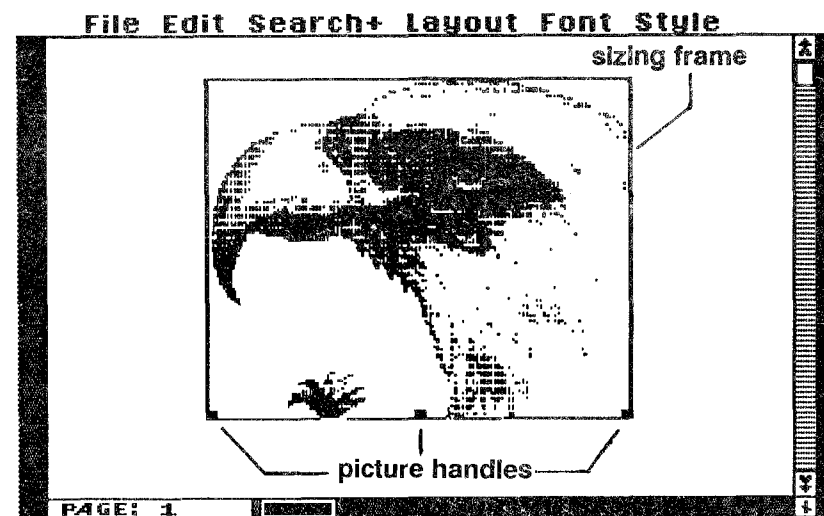
Converting other dictionaries: To convert dictionaries from other word processors (*Spell 'n' Fix* dictionaries work very well) take this menu selection. The program will ask for the name of the old dictionary – this is the dictionary you are converting; and the name of the new dictionary – this is the one you will use under Max-10. DICTEDIT will load in the old dictionary, compress it and filter out all characters which the Spellchecker would ignore. The new dictionary will be about 1/3 the size of the original list of words.

Making new dictionaries: If you want to create your own dictionary, it is not difficult. All you need to do is make up a list of words using Max-10, one word per line and save it as an ASCII file using the **Save ASCII...** command. Next, exit Max-10 and run the DICTEDIT program. Select menu option #2 and load the file into the buffer. Now, choose option #7) *Convert table to Dict.* and give the name you want for the dictionary. The list of words will be compressed and saved as a Max-10 dictionary under the name you specified.

Adding Pictures

Importing Pictures Into Max-10:

To add pictures to Max-10, you must first have used the picture translator to convert the picture you want to use. To load this picture into your document, click on the **Paste File** command.



A Max-10 picture

The Picture Translator:

The Picture Translator is a menu-driven utility program included on the Max-10 disk. It is used for translating pictures into a format that Max-10 can understand. The translator will convert pictures which are in the following formats: CoCo Max 1, 2 and 3, MGE, BASIC PMODE 4, HSCREEN 3 and HSCREEN 2. We will lead you through the conversion of a CoCo Max and a CoCo Max III picture, then discuss the other options. Type **RUN "PIXTRANS"** to start the translator.

Loading a CoCo Max Picture

These pictures come in two types: CoCo Max (black and white) and CoCo Max III (colored) pictures. A CoCo Max Picture is a PMODE 4 screen while a color CoCo Max III picture is an HSCREEN 2 picture.

Converting a picture to a /CLP file that you can paste into your document requires several steps. The picture must first be loaded, which automatically converts it into the proper type to be saved. Then it must be saved as a /CLP file. Each of these steps has several options you can take. To load a black and white (PMODE 4) picture

from CoCo Max, insert the disk containing the picture in the disk drive and select the **Load PMODE 4 (CoCo Max)** entry from the menu by typing in the number that appears to its left and pressing the **ENTER** key. A list of all files of this type will appear. Again, enter the number of the file you want. If you should want to stop and go back to the main menu, press the **BREAK** key. The picture will now load. Only the top of double-height screens will be loaded. Press any key after loading is finished to get back to the text screen. A message will ask you if the picture needs inverting (most won't): just press **ENTER** to skip it. Press **ENTER** at the offset menu, too.

A CoCo Max III picture can be loaded in much the same fashion. However, since the original is probably in color, we must convert it to black and white before we can use it. This is done by selecting a set of halftones. Most of the time, we want the output to be the same as if it was printed in CoCo Max III, so we select the **CoCo Max III Printer Dump** option (The others will be discussed later). Now we must set the picture size. You are given the "printed" dimensions of the picture in inches and asked what type of sizing we want. In this case, we'll use the **One Magnification Factor** option and specify a size of x1 or x2. x1 gives exact detail, but might look poor on some printers. x2 will look good on all printers and increases the width of the picture to nearly fill the page. Now that the picture is loaded and converted, we need to save it. The usual way to produce a small picture is to create a CoCo Max page that is completely white except for the picture itself. The translator will examine the picture, and find the size and location of such a picture. Since, with some pictures, the top and bottom of the frame used for sizing and moving it in Max-10 might be hidden, you can add a top and bottom margin to the picture: however, this increases the picture's size in memory. Now you are given the amount of space your picture will consume in Max-10. If the picture will be larger than 7600 bytes, it will be split into several vertical sections. This makes **Picture Perfect** give strange results. You also must drag each piece separately to position the picture. Specify a file name, insert the disk you want to add the file to and press **ENTER**. The translator will now save the /CLP file and return you to the main menu.

Translator Options: That takes care of straightforward picture conversion, but the translator can do much more. We'll go through each section, and describe each of the options to you.

Loading: You can load just about any type of PMODE 4 picture by using the various file types in the PMODE 4 menu. If you can't find your file's type, use the **General** option. A 5-level picture from a DS-69 digitizer can be loaded as a CoCo Max picture. Color pictures can be loaded from /CM3 or /MGE files. You can also preload a picture, or draw it from BASIC and then run the translator and use **Convert**

HSCREEN 2. You can load /CLP files and re-save them, but the original size data will be lost. Also, if the picture was 200 lines tall and had margins added, the bottom may be cut off. HSCREEN 3 pictures drawn from BASIC may also be loaded and converted, but if the picture is a full screen is size, it can use up to 16000 bytes of your buffer in Max-10.

Overlaying: Once a picture is ready to be converted, you'll be asked if you want to add it to another picture. If you just press **ENTER**, the buffer will be cleared and the picture placed at the left side of the buffer. But you can also position the new picture on top of, or beside, a picture previously loaded. Options are given to put your second picture beside a PMODE 4 or color picture. Or, you can directly enter a position in pixels. The main idea in overlaying is to create a wider picture so you can get full detail on a printout. For example, you could make a wide letterhead by drawing it in 2 halves, or add a picture containing text beside another picture to label it. Note that this can be very expensive in terms of memory used. By the way, full resolution can be achieved on an 80 dpi printer by specifying x1 for magnification, and specifying x0.67 for a 120 dpi printer, then re-stretching the picture vertically in Max-10. The maximum width should be 560 pixels (7 inches) for an 80 dpi printout.

Halftoning: Color pictures (CoCo Max II and HSCREEN 2) must be converted to black and white for Max-10. But we can produce shades of grey through halftoning. The only trouble with halftoning is that it doesn't fare very well when the picture's size is changed. So stick with x1 or x2 in the sizing section if you use grey halftones. The translator has several halftoning options. You can select CoCo Max III printer dump halftones, Color Max, or two types of all black and white. You can also dice right in and define which shade you want each of the 16 slots to come out as. Once that halftones are selected, the picture is converted on the screen. If you like it, press **ENTER** at the "**Halftones OK ?**" query. Otherwise, enter "N" and you get another chance. You can also select **Convert HSCREEN 2** from the main menu: the color picture is still in memory and can be reused.

Picture Size: When you begin to save a picture as a /CLP file, the translator scans the converted screen to find the picture itself. You are then given the size that the picture would be on the printout if you did not change its size. The picture size in Max-10 can be preset in the translator, as this allows finer control. There are two ways to set the size: by magnification, or by final size. The final size method lets you specify the dimensions you want to see on the final printout, but may cause halftones or grey areas to have bars in them. The magnification factor method allows you to make the final size an exact multiple of

the original size, preserving halftones and keeping the picture perfectly proportioned. Once the size is set, you can leave it in Max-10 or touch it up. Note that if the final picture size you set is taller than a page, or wider than the margins, it will be reduced to fit. Presetting the size is the only good way to size a picture that is split into several parts.

Converting and Viewing: Since few people have "photographic" memories, we've anticipated that you might want to look at a picture before saving it, or resetting the halftones. There are several **"View"** options in the main menu. The View /CLP option actually shows you the converted picture, ready to be saved. A picture previously loaded, or loaded before the translator was run, can also be converted using the Convert entries on the main menu. These include HSCREEN 3 black and white pictures, which can't be loaded, but could be drawn in BASIC. Finally, a menu option is supplied to change the disk drive that pictures will be loaded from or saved to.

Changing the picture's position:

After a picture has been brought or "imported" into Max-10, it is possible to move it about the document. If you just want to move a picture down a few lines, you can place the insertion point just before the top of the picture and press Enter a few times to push the picture and any text below it downwards. Or, to move it up, position the insertion point before the picture and press the left arrow key. To move the picture around the document, it can be treated as any other paragraph. Position the insertion point marker on the picture and click. The picture will then become highlighted to show that it is selected. You may now move it about using the **Cut/Copy** and **Paste** commands as was explained in the "Working with Max-10" chapter.

To Resize a picture or shift it horizontally: First select the picture by clicking anywhere on it. A black border with three "handles" on its lower edge will appear around the picture. Note that the top and bottom lines may be partially missing or the lower handles may not be visible if the picture did not have a white border. If you have trouble seeing them, they are situated on the left and right edges and exact middle of the bottom border. Next, drag any of the three handles to resize the picture. If the picture becomes highlighted, you have missed the handles and should try again, a little lower this time. The middle handle lengthens or shortens the picture vertically and the left and right handles are used to change the width and height of the picture. The maximum picture height is six inches and maximum width is seven inches. Picture width is also limited by the margins. The picture is shifted horizontally by dragging either the left or right edge of the frame. If a picture is larger than 7600 bytes, it will appear as several smaller sections each of which must be moved or resized separately.

Picture Perfect:

When you import a picture into a document it looks twice as high as it is wide, compared to the printed version. This is due to the difference between the CoCo 3's horizontal and vertical resolutions. In order to see how the picture will look when it is printed, use the **Picture Perfect** command. Click on **Picture Perfect** in the **Search+** menu. If the picture was selected it will appear to have shortened vertically and to have a "sizing frame" around it. This frame indicates the borders of the picture on the printed page. You may now resize the picture in any way you wish. If the picture you loaded was very large, **Picture Perfect** will display it in sections separated by spaces. Do not be alarmed: the picture will still be printed properly.

Printing in Multiple Columns

Max-10 supports multiple column printouts, making it easy to produce documents and newsletters with a very professional appearance. You have the choice of no columns (normal printout), two or three columns. Max-10 defines the first "page" as the first column, the second "page" as the second column, and so on... The word "page" is within quotation marks to indicate that we are referring to the areas between the dotted lines which would normally be page breaks. **These "page breaks" indicate the beginning and end of columns.** To know what page you are actually on, refer to the page number indication at the bottom left of the screen. Each column may be formatted independently of the others. Note, however, that the number of columns will be the same throughout the entire document.

To print in columnar format, we must first decide how wide the columns must be. Let's say for example, that you wish to feed 1" left and right margins and have two columns separated by a 1/2" space. Remember that the page is 8 1/2" wide. By feeding 1" left and right margins, we reduce its effective size to 6 1/2". Now, we want to separate the columns by a space of half an inch, so that further reduces the amount of text space on the page to 6", giving each column three inches. Before we can set a column, however, it is necessary to first ensure that the text is not too wide for the column, so we go to the first ruler on the first page (this page will become the first column) and drag the right margin marker to the 4" point (1" margin + 3" column width = 4"). Repeat this for all rulers within the document. As an aside: if you were using three columns, the second column (on "page 2") would not need the extra space for the margin. At this point, we can go into the **Define Columns** submenu in the **Layout** menu and click on the **2 Columns** button. Next, drag the column marker across the ruler to the 4 1/2" mark (1" left margin + 3" column + 1/2" space) this distance is called the **column offset**. By doing this, we have caused Max-10 to recognize the first two pages of the document as separate columns which will be printed on the same page. To view the result before printing, click on **Page Preview** in the **Search+** menu and the page will be shown in its two column format.

Special Effects

In the event that you wish to have text or a picture cross a column boundary (when creating a headline, for example), there is an easy way to do this. To create a banner headline, go to the top of the first page and insert a ruler just beneath the one already there. Now insert the text of the headline in between the two rulers and use the first ruler to set the format of this headline. You should set the right margin of this ruler to the width of the page. This will insert the headline in place.

Next, to ensure that the other columns do not overwrite this headline, go to the top of the second (and third, if there is one) column(s) and insert white space by pressing **ENTER**. This will force the other columns down, out of the way. This works because Max-10 interprets white space as being transparent when assembling columns, so the headline "shows through" this transparent space in the other columns. Another way of making a headline is by use of the **Edit Header** or the **Edit Footer** command. Headers and footers will always cross column boundaries if their margins are set wide enough. The idea of "transparent space" may also be used to have a picture which goes across a column boundary. Imagine for example that you want to put a picture at the bottom of the second and third columns. Simply use **Paste File** to put the picture at the bottom of the second column and stretch it across so it overlays the area where the third column would go (if you ever lose track of what you are doing, just click on **Page Preview** to see how your page will appear). Then continue to enter the text of the third column as usual. When you have reached the top of the picture (remember **Page Preview**), insert a page break to fill the rest of the column with white space.

Max-10 also permits the overlaying of several pages. To do this, just move the column offset marker to the 0 position and click on the button which indicates the number of pages you want overlayed.

Placing pictures next to text

Transparent space is also the means by which we can place pictures next to lines of text.

To put text and pictures next to each other, we first enter the text, leaving whitespace where the picture should fall and then move the picture into the correct position.

For example, you want to send a letter with a picture embedded in the middle of the text. The picture is three inches wide. For the first third of the letter, just type the text in normally. Then when you come to the section where you want to put the picture, insert a ruler and remove all but one tab. Let's put this tab at the 5 inch mark. Now continue typing as before, but whenever you reach the 2 inch mark on the ruler, press the tab key, leaving a 3-inch space. Continue doing this for as many lines as the picture will occupy. After reaching the end of the region which the picture will occupy, copy the first ruler to this point and finish typing. At the end of this you will have a page of text with a blank area in the center. Now place the insertion point at the top of the next page and copy the second ruler (the one with the 5-inch tab) here. Press **ENTER** to insert the same number of blank lines as there are lines of text before the space on the previous page. You can now load in the picture and resize it to fit in the space which was left in the text. Now go to the **Layout** menu and click on **Define Columns...** Select two columns with an overlay of zero. Now, when you click on

Creating new font sets.

A maximum of 14k of memory is allocated for fonts. Because of their different sizes, the number of fonts which can be used at one time will vary. Fonts in smaller point sizes take up less room than the larger point sizes. Thus it may be possible to put eight or nine fonts in a single font set. There are two versions of each font: 80 dots per inch (dpi) for the screen display and low resolution printers and 120 dpi for higher resolution printers. These are high-density fonts which were created for Max-10 and they are not compatible with CoCo Max fonts. If you want to create your own fonts, the Max-10 technical manual (\$5 + \$4 S&H) has information on the format used in font storage.

1. Place your font disk in drive 0 and type **RUN "FONTS"**. A list of the 18 fonts on disk #1 will appear.
Press <CLEAR> to switch to the list for disk #2. You can make up font sets with fonts from both disks.
2. To the left of each font is a letter. By pressing this letter, you select or deselect the font. If the font is selected, a "Y" will appear to the right of the font name; if the font is not selected, an "N" will be displayed. If there is a dash (-) to the right of a font, this indicates that there is not enough memory left to load this font. It is best to start by loading the larger fonts first.
3. When you have selected all the fonts you want, press <ENTER>. You will still have an opportunity to go back and change your selections by pressing <BREAK>.
4. Next, the fonts must be placed in the correct order. This may be important because Max-10 assigns fonts according to their order in the **Font** menu. This means that if you have a document which is written in Script (the first font on the Max-10 font menu) and you create a new set which has Brookhaven as the first font and Script as the second, when this document is loaded, it will be displayed in the Brookhaven font. This is because Brookhaven has taken the place that Script previously occupied.
To sort the fonts, just enter the letter code of the font which is to be moved, and then enter the letter of the position to which it must be moved. Press <ENTER> when you have finished.

5. Press '2'. This tells the font assembler that you have the new version of Max-10. After this, set will be saved to disk and you will be prompted to change disks as is necessary. When the font set has been saved, the fonts are ready for use.

When you are in Max-10, put the font disk in drive 0 and click on the **Font Set...** command to load the fonts.

The Document

Information about your Document:

The **About...** dialog box in the **Search+** menu displays the following information:

- ▶ Amount of memory used (in bytes)
- ▶ Amount of memory still available
- ▶ Size of the file in disk granules
- ▶ Number of pages
- ▶ Number of paragraphs (remember, page breaks, rulers and pictures are considered paragraphs)
- ▶ Number of words (in large documents, this may take 1-2 seconds to appear)
- ▶ A pictorial representation of memory use in the document is also displayed. When the black area touches the grey at the top, you have less than 8k of memory left. Some operations are not possible when the memory marker reaches this grey area.

Opening an existing Document:

To load a document which was already created into the computer, there are two commands available. **Load...** is used to load a file which was created by Max-10. **Load ASCII...** will load in any file saved in ASCII format. This includes most word processor files and BASIC programs saved in ASCII format (the disk drive manual explains how to do this).

To load a file: Choose **Load...** (or **Load ASCII...**) from the **File** menu. Max-10 will show a directory of the disk and prompt for a file to load. Click on the file you want to load or click Cancel to exit. If you click on a file and it is a valid ASCII or Max-10 file, a copy of that file will appear on your screen and you may begin to edit or add to it. The original is still stored on the disk.

Max-10 will interpret characters from an ASCII file in the following manner:

- ASCII 9 is interpreted as a tab
- ASCII 13 is a linefeed
- ASCII 32-127 are normal printable characters
- Everything else is replaced by ASCII 127 (■) - a graphic block

Saving the Document:

Your text should be saved to disk fairly often (every 15-30 minutes) in case there is a power supply problem or any kind of system malfunction with the computer. Some menu options as well as your position in the document are also saved.

To save text: Choose **Save...** from the **File** menu. You will be prompted for a document name. If this is the first time you are saving the document or you want to change the name to save it under, type a name in the box. Otherwise, if a name is already highlighted in the box and you wish to save under this name, just click on the **Save** button. If you enter the name of an already existing document, Max-10 will ask you if you want to overwrite the existing document with this one. Click on **OK** to overwrite the document or on **Cancel** to abort saving.

If you want to save the document in ASCII format, Choose **Save ASCII...** instead. The procedure will be the same as the normal save.

In the event that you get a message indicating that the disk is too full to save your document, you have two choices: You may either replace the disk with another formatted disk which has enough room for the document, or you may click on **OK** to exit the **Save** dialog box then choose **Kill A File** from the **File** menu.

To delete a file from the disk: Choose **Kill A File** from the **File** menu. A list of files on the disk will appear on the screen. Click on the file you want to delete and if you are sure that you really want to delete that file, click on **OK** in the dialog box that pops up and that file will be removed. If you selected the wrong document, just click on **Cancel** and you will not accidentally delete that document.

Page Preview:

Before you print the document, you may wish to see how each page would look when printed out. This is the function of the **Page Preview** command. Click on **Page Preview** in the **Search+** menu and after about one second, a picture of a full 10x8½ page of the document appears on the screen. This is a reduced version of the current page. To examine the entire document, use the scroll bar. It works as usual, but will scroll by pages instead of by lines. When you are ready to exit, simply click on the display of the page.

Printing your Creation:

When you are ready to print the document, click on **Print...** in the **File** menu. A dialog box will appear showing the various printing options. Click in the button next to your choice to select the desired print mode.

- **Full Graphic Output:** This is the usual mode for printing the final draft of a document. It provides for printing pictures and text with multiple fonts and styles.
- **Double Strike Quality:** Double Strike is similar to Full Graphic Output but the print quality is darker and text and pictures are better defined. The drawback to using this mode is that because the printer

must make multiple passes over each line, printing takes longer than with Full Graphic Output.

- **Draft Mode: Text Only:** This will produce a fast, text-only draft of your document for proof-reading purposes. Pictures and the special Max-10 text features (such as fonts and styles) are not shown in this mode.
- **Double Spaced Draft:** This is the same as the standard draft mode, but text is double spaced.

Printing normally starts from page one. To begin printing from any other page, just type in the page number and you will see it displayed in the **First Page:** box. Max-10 will usually just print an entire document continuously. If you wish to use single sheets of paper, click on the **Single Sheets/Pause** button and Max-10 will stop after printing each page so that you may reload the printer. Note that with single sheets no top margin is ejected, so if you want a margin, you must roll the paper the desired amount past the print head before printing. With fanfold paper in graphic mode, start with the paper even with the top of the print head because one inch margins are ejected at the top and bottom of each page. In draft mode this margin decreases to one-half inch.

When you have selected the options you want, click on the **OK** button to start printing. If at any time you want to cancel the print, just press the **BREAK** key. If you need to pause momentarily, hold down the spacebar to stop and press it again to continue. As the document is printed, the scroll box will move down the bar and the page number will change to indicate the part of the document which is currently being printed.

Because margins are not ejected in the single sheets mode, you may "trick" the computer into printing on the entire length of a sheet of paper by rolling the platen so that the top of the page is even with the print head and then clicking on **Single Sheets/Pause**. When Max-10 gets to the bottom of a page in memory, it will pause and prompt you to insert another sheet of paper and press the spacebar. Just press the spacebar at this point (if you are actually using single sheets, be ready to pause the print when the end of the sheet is reached). Printing will then continue from the present line. *No bottom margin will be ejected and the entire page will be filled with text.* Note that this is not the expected use of the **Single Sheets/Pause** command. You should therefore exercise caution when using the command for this purpose because of the following reasons: 1) Text may be printed across the seam of two sheets of paper. 2) Headers and footers (and consequently, page numbers) will not print in their proper positions. 3) If you are using single sheets of paper, the printer may not stop even after the end of the sheet is reached.

Printing a Long Document:

Max-10 is capable of handling documents of up to 88 pages in length. The actual number of pages which will fit into memory depends on the font, text styles and the number of pictures in the document. If you wish to make longer documents, you may break a long piece of text into several smaller documents saved under different names.

To do this, first load the first document to be printed. Next, set the page number you want the first page of the document to have (See Changing the First Page Number above). Finally, print the document as was explained in the immediately preceding section and continue this procedure for all documents making up the entire text work. Remember to make the first page number of each document one more than the last page of the previous document.

A few notes on printing

Max-10 does not allow inserting printer codes within the document. The draft mode is intended for high-speed printout for proofreading only. There is no formatting in draft mode.

Exiting Max-10:

When you are sure you have finished, click on the **Quit** option in the **File** menu and a dialog box will pop up to make sure you want to quit. If you decide against exiting, (perhaps you forgot to save the file), just click on **Cancel** and you will stay in the document. Otherwise, click on **OK** and Max-10 will return you to BASIC.

REFERENCE GUIDE

This chapter is an overview of Max-10. It presents the basic concepts of using the word processor, describes the commands and ends with technical information and a glossary.

The Document

The document consists of *paragraphs*, *headers*, *footers* and *rulers*.

A **paragraph** is defined as either:

- A Ruler
 - A picture
 - A page break
 - A body of text enclosed between the limits (beginning and end) of the document or presses of the ENTER key
- In a paragraph, the format (margins, line spacing and indentation, and tab sets) is defined by the settings on the ruler. The position of the first character is determined by the indentation marker. When your typing reaches the right margin, the words are automatically wrapped around to the next line and any subsequent editing of the paragraph will result in the paragraphs being reformatted to fit the ruler settings.

A **page** is defined as the area between page breaks or between a page break and the beginning or ending of a document. A **page break** is shown as a gray dotted line that goes across the screen. Of course, this line will not be printed.

Editing is the act of changing the document by *replacing*, *inserting*, *deleting*, *moving* or *copying* selected text. Any contiguous group of items can be selected by Max-10. The insertion point can be placed anywhere in the document. You are even able to move selected text between different documents. The Undo command will restore the previous state of the document.

Rulers are used to set all paragraph formats. *Margin*, *paragraph indentation*, *line spacing*, *justification* and *tabbing* are all set by the **ruler**. The format set by a ruler affects all subsequent text until the next ruler.

Margins are used to set the maximum line length. Left and right margins may not be set within 1/4 inch of a tab stop or within 2 inches of each other.

Indents are set by the indentation marker. The indentation marker can

be placed on top of the left margin marker for no paragraph indentation, to its right for **regular** indentation, or to its left for **hanging** indentation. When a paragraph has hanging indentation, the left margin acts as a tab marker.

Tabs align tabbed text with the tab marker. A maximum of eight tabs may be set. When all tabs are used, the triangle in the tab well disappears to indicate that there are no more tabs. Pressing the tab key (right arrow) moves the insertion point to the next tab marker. If there are no more markers on that line, the insertion point goes to the first marker on the next line. Removing tabular text will not remove the tab itself. To remove the tab, you must select the entire space preceding the text (this is the tab itself) and cut or backspace over it. Tabs give best results when used with left aligned or fully justified text. If no tabs are set, pressing the Tab key (right arrow) inserts "hard" spaces which will not be changed when Max-10 reformats the text.

Alignment determines whether text will be aligned with the left or right margins, both margins, or centered on the page. Tabs may affect the alignment set in the alignment box.

The **Line Spacing** boxes set the spacing of lines in the document. Single, double and one and one-half line spacing may be set: just like with most typewriters.

Headers & Footers define the top and bottom margins of pages. They may contain page numbers, titles and even pictures. A document may have a header, a footer or both. To create a top or bottom margin height greater than one inch, add blank lines to the margin by hitting the ENTER key. Blank lines may also be used to force the header or footer away from the rest of the text on a page. Anything that can be cut or copied to the clipboard can be pasted to a header or footer. The maximum height of the header/footer is one screenful and the header/footer may contain no more than nine lines or five paragraphs including the ruler. You will be warned if you exceed the maximum number of paragraphs or lines when you attempt to exit the header or footer editor.

The Menus

The **Menu Bar** is the line across the top of the screen where the menus are selected. Within these menus, when a selection is made it is highlighted and when you click on that selection, a check mark appears next to it.

The File menu

New: This command is used to start a new document.

Load... This is used to load a file created by Max-10.

Load ASCII... This is similar to the Load command but is used to load a file not created by Max-10.

Save... This command saves documents to disk. Max-10 first checks to ensure that there is room on the disk and if it finds a file which already has the name that you are trying to save your document under, it will ask whether you want to overwrite that file or not.

Save ASCII... This differs from the **Save...** command in that it does not save in Max-10 format. Tabs are saved as ASCII 9 and line feeds are saved as ASCII 13 characters so that the documents may be used by any other word processor requiring ASCII files.

Directory: Gives a listing of all files on the disk and amount of free space.

Kill File: This command gives you the option of deleting files from the disk.

File Drive...: This is used to assign one of a maximum of four disk drives to be used for document storage. Click on the Verify Data box and whenever a file is saved, Max-10 will verify that it was saved correctly.

Font Set... Extra font sets may be loaded from drive 0 using this command.

Print... Prints the document currently in memory.

Quit Exits Max-10 and returns to BASIC.

The Edit menu

Undo Last: This command will reverse the effects of your last action. It is like always having a copy of the previous form of the document. Note that for this and several other menu commands, on the right of the menu is a small "c" and a capital letter. If the CTRL (control) key is held down and that capital letter is pressed, the corresponding command will be executed. This is a quick way of using some commands without having to take your typing hands off the keyboard to use the mouse. Note that these keys are adjacent to each other and chosen for their proximity to the control key to allow one-hand operation.

Cut: This command is used to move a section of your document after it has been selected with the mouse. Cutting puts the area selected on the Clipboard and removes it from the document.

Copy: This is similar to **Cut**, above, but instead of removing the selected from the document, it just saves it on the Clipboard so it can be pasted elsewhere.

Whenever text is cut or copied, the spaces around it are preserved so the user does not have to reinsert spaces when it is pasted.

Paste: This command places the current contents of the Clipboard into the document at the insertion point or replaces selected text. The insertion point then moves to the end of the inserted material.

Show Clipboard: This command allows you to view the contents of the Clipboard without actually pasting it into the document.

Save RamClip: This command is used to save the RAM clipboard to disk.

RAM Clipboard: Indicates whether Clipboard is stored in memory or on disk. When checked off, Clipboard is in memory.

Clipboard Drive: Makes it possible to change the disk used for Clipboard loading/saving.

Paste File: This is used to paste any file into the document at the insertion point.

Show File: This command allows you to view part of a Max-10 clipboard file stored on disk. When **Show File** is chosen, a directory will appear and you may choose the file to be viewed. The top part of the selected file will appear onscreen. This command is intended to be used in the event that you have many documents on disk and you just need a quick idea of what they look like.

The Search+ menu

Find/Change: Clicking on Find/Change brings up a dialog box with Text Edit boxes for the target string to search for and the string to change the target to. After you type text in the "Change to:" box, Max-10 searches the document for the text specified in the "Find:" box and, optionally, changes it to the text in the "Change to:" box. Only the most recent change can be undone. Clicking on **Change All** will do this throughout the entire document. If, when you enter the **Find/Change** dialog box, there is already text in the "Find:" box, clicking on **Find** or hitting **OK** will cause Max-10 to search for this text again. Clicking on the **Cancel** button will exit. If an area of text is selected, then Max-10 will skip over this selected area when executing its search. The next four commands may also be accessed by the control codes on the right of the menu.

Find Next: This command continues the search begun in Find/Change.

Change: Change the text just found to the string in the **Change** box.

Change/Next: Change text found and search for next occurrence of target string.

Go to Page #... This allows you to quickly find a specific page. On clicking on **OK** or hitting ENTER, Max-10 goes to the top of the page whose number appears in the box. If you specify a number which is below the first page number, Max-10 will go as far as the top of the first page, if you give a number beyond the last page, it will go to the top of the last page in the document.

Key Click: Toggles the sound of clicking keys on and off through the speaker. Turning this off speeds up typeahead.

Picture Perfect: This command gives true proportional pictures. Usually, pictures onscreen look twice as high as they are wide, compared to the printed version. **Picture Perfect** shows you the picture in the correct proportions so it can be easily adjusted for best aspect ratio.

About... Clicking on this command will bring up a dialog box which provides information on the state of the document.

Page Preview: This command displays pages of the document, one at a time, as they would appear if printed on 11x8½" paper.

Spelling Checker... Calls the Spellchecker – a separate option.

Check all Text: Sets whether or not the entire document is to be checked for correct spelling (separately priced option).

The Layout menu

Insert Ruler: This command places a ruler at the insertion point and moves the insertion point below that ruler.

Show Rulers: This command allows you to make the rulers visible or invisible within the text. When checked off in the menu, rulers are visible; otherwise they are hidden to show the text as it will be printed.

Edit Header: This command is used to create or edit headers. All the normal text editing functions and commands are available when in this mode.

Edit Footer: Identical to **Edit Header** except this is used for footers.

Show Header/Footer: This command works like the Show Rulers command. When there is a check mark next to this menu choice, headers and footers are visible, otherwise they are hidden but they still take up "hidden space" on the page, reducing its length.

Set Page Number: Allows you to set the number of the first page in the document. This is useful when printing a long report when it is broken up into several documents. The first page of each document can be assigned a number one greater than the last page of the previous document so all the pages will be numbered as if they were from one large document.

Insert Page Break: This command breaks the page at the insertion point, filling the rest of the page with empty space and places any following text onto the next page. The page break area may be selected by clicking in it.


Define Columns... With this command, the user may prepare the document to be printed in a multi-column format.

The Font menu

Max-10 starts out with the Font set to the first font in the menu. The number on the right of the font name is the point size, or the number of lines used in drawing the font. You have the option of choosing any of the fonts for text which is about to be typed or which is currently selected. Note that the number of lines which will fit on a page is dependent on the font selected.

The Style menu

Max-10 allows you the option of changing text style anywhere in your document. Styles may be intermixed to provide the desired effect. The preset style is Plain Text. Style is changed by selecting text and clicking on the desired style. If text is not currently selected, then text will assume the new style as it is typed at the insertion point. It is possible to choose more than one style at any time as long as they do not conflict, that is: it is impossible to select Plain Text and Italics at the same time as plain text is by definition not italicized. Text style can also be changed by using the control key definitions shown on the right of the menu.

At the bottom of this menu is the entry:  **as Space**. When checked off, the ALT-SPACEBAR combination inserts an unbreakable space in the document. When it is not checked off, a black square appears when ALT-SPACEBAR is pressed. This square is the garbage character with which Max-10 replaces unrecognized ASCII characters from documents created with other word processors.

Memory and Error Messages

Max-10 is a highly complex software product with its own unusual quirks. On some Color Computers the message, "**Memory is nearly full. Last chance to Undo**" might be displayed soon after you start Max-10: even with a very small document. Just ignore it and click on **OK**.

There are times when your document may be so large that it becomes a dangerous condition.

Memory too full to Undo: Max-10 tries to always keep a copy of the current paragraph in memory in case you want to undo something. If the document gets too large, in order to allow you to continue working, Max-10 must give up this extra storage space. When this message is displayed, you are being warned that after the present operation, changes previously made may not be undone and you are being given a final opportunity to Undo what has been done so far.

Memory too full to perform operation: This arises when Max-10 is asked to do an operation which requires more memory than is currently available. The operation will be aborted and a dialog box will inform you of this.

Operation creates too many paragraphs or paragraph is too long: As this suggests, you have requested an operation which would result in more than 6,000 characters in a single paragraph or more than 480 paragraphs in a single document. One of two dialog boxes will appear to tell you which of these conditions has occurred. If a paragraph will be too long, it should be broken up into two halves by pressing **ENTER** midway through the paragraph. Conversely, by removing line feeds, a document with too many paragraphs may be brought within the acceptable limit.

Document is too long to show bottom: This is a very rare condition which can arise due to an unusual format such as very large fonts and narrow margins with double spacing set. If this message appears, one of these two solutions will resolve the problem:

- If you have just changed the line spacing, font size or ruler format, try using the **Undo** command to reverse what you just did. If this doesn't work:
- The document should be reduced in size. To do this, select the first half of the document and **Cut** it to the clipboard. (**Note:** if you have **Ram Clipboard** turned off or you are using a 128k computer, either save the clipboard to a different disk or *immediately* after cutting the first section of the document to the clipboard, save the rest of the document. Now load the clipboard (using **Load...**) and then you may continue working. The reason for this is: after performing the **Cut** operation, the first half of the document will be saved as

CLIPBORD/CLP. If you now attempt to **Cut** or **Copy** something else, the computer will save it to disk as CLIPBORD/CLP, erasing the half of the document saved under that same name.) If you are using a 512k computer, save the text using the **Save RamClip** command. You may now continue to enter text in the second half of the document which remains in memory. The first half will still be on disk when you are ready to print or to edit it again.

About Printers

Max-10 is supplied with a variety of printer drivers to work with the more popular printers on the market today. Printers are selected using the CONFIG program. If your printer is not on the list in the CONFIG menu, you will have to do a bit of experimenting. Configure Max-10 and choose a printer that seems compatible with yours. Then run Max-10 and do as follows:

- Make sure you reset your printer (turn it off for a few seconds) and that the baud rates are set correctly.

- Press the **BREAK** key to stop the printing if it's erratic.

You can reconfigure your Max-10 disk as many times as you need, so you may try it with the different printer drivers, to test them.

Do not use the 9600 baud setting first. Select 600 or 1200 baud. When everything works fine, you can then try higher baud rates. Make sure you reset the printer (turn it off for a few seconds) between each attempt. With serial printers, check the DIP switch setting in your printer for the correct baud rate.

Additionally, check the following:

- Many printers have an IBM or Epson compatible mode. If your printer does, put it in this mode (refer to your printer manual) and select the IBM/Epson driver in the CONFIG printer menu.
- Select the standard pica width (10 cpi), if your printer offers a choice.
- Select Carriage return **with** linefeed.

Verify that the baud rate set on your printer or on the serial to parallel interface (if using a parallel input printer) are set to the same rate that you just selected with the CONFIG program. Some serial to parallel interfaces require that you press a reset button on the interface.

Max-10 Technical Information

Default (Preset) Options:

ASCII files may have any extension except CLx ("x" may be any character allowed by the DOS). The extension defaults to /DAT but if a document is loaded or saved in ASCII format with a different extension, the default will be changed to this extension.

Clipboard and document files always have a CLx extension.

128k computers:

Buffer size: 32k

Document limit: Approx. 44 pages

Clipboard storage: Switchable between 200 byte RAM or disk

– filename is always CLIPBORD/CLP

– drive is set with CONFIG

512k computers:

Buffer size: 64k

Document limit: Approx. 88 pages

Clipboard storage: Switchable between 100k RAM or disk

ASCII Files

When Max-10 loads or saves ASCII files, text characters (ASCII 32–127) are loaded as their standard ASCII codes, line feeds are interpreted as 13 (decimal) and tabs as 9 (decimal). All other formatting characters are replaced with decimal 127 (■) characters. If you wish to remove these characters, copy one into the **Find/Change** dialog box and use **Change All** to delete them from the document.

The printed page:

Printer: 80 or 120 dots per inch

Minimum margins (11 x 8.5 inch paper):

– Top: 1"

– Bottom: 1"

– Left: 5/8"

– Right: 3/4"

About Printers:

Max-10 is supplied with drivers for the following printers:

DMP105R, DMP130R, DMP106 (IBM mode), CGP220, Gemini, OKIData 92 and IBM/Epson compatibles. The Okimate 20 may be used with the DMP106 IBM mode driver.

Glossary

ALT: A key used in conjunction with other keys to perform operations or print characters not included on the keyboard.

ASCII: An acronym formed from the words American Standard Code for Information Interchange. ASCII is the most commonly used format for storing text files on disk.

Backspace: The left arrow key which moves the insertion point backward removing selected text or characters before the insertion point.

Button: Buttons are little circles, squares or ovals inside dialog boxes that are clicked to perform an operation.

Caps lock: This causes all letters to be typed in uppercase. On the CoCo it is activated or deactivated by holding down the Shift key and hitting 0 (zero).

Check box: A box within a dialog box which is used to set or reset a parameter used by the dialog box's host command.

Choose: to pick from a menu by clicking the mouse button.

Click: To position the pointer and then briefly depress the mouse button and release it.

Clipboard: This is the area where selected text is held when Cut or Copied.

CoCo: Abbreviation for Color Computer.

CoCo Max 3: A graphic painting program which was the predecessor to Max-10. Its pictures may be translated and loaded into Max-10 documents

Command: A word that tells Max-10 to carry out an operation.

Control (CTRL) key: The key used in conjunction with some letters as a short form of certain commands.

Cut: To remove selected text from its present position.

Dialog box: A box that Max-10 uses to give or request more information.

Document: A Max-10 document is composed of text, format information and pictures.

Drag: The action of moving the mouse with the button depressed. It is usually a sequence of moves consisting of placing the pointer on something, holding down the button and moving the mouse to another spot and then releasing the button.

ENTER: The key used to end a paragraph or enter a blank line.

Font: A specific style in which letters, numbers and punctuation are drawn.

Format: The format is the layout of the text in terms of margins, line spacing, tabs and justification.

Granules: A measure of space on the disk. A granule is equal to nine sectors. See your disk manual for more information.

Hard Space: A space which will not be removed when Max-10 justifies a line of text.

Header: The header is the top margin of a page. It may contain text, pictures and page numbers.

Highlight: Highlighted text is displayed with the colors reversed.

Icon: Graphic representation of an object. Max-10 icons are the clock in the lower right, the tab wells, alignment and spacing markers and the arrows at either end of the scroll bar.

Indentation marker: The indentation marker is the arrow on a ruler line that marks the point at which paragraphs will be indented. It can be dragged to a new position.

Insertion point: This is the point at which something will be added. It is marked by a blinking vertical line.

Margin marker: A black triangle on either side of the ruler which indicates the present positions of the margins. It can be dragged to a new position.

Menu: The list of commands that pops up when you choose one of the six titles at the top of the screen.

Menu bar: The list of menus that is shown at the top of the screen.

Paste: To put back into the text something that was Cut or Copied.

PIXTRANS: The program included with Max-10 which reformats pictures in order that they may be loaded into documents.

Pointer: A small arrow or vertical I-bar that indicates the position of the mouse.

Press: To position the pointer over something and then hold down the mouse button without moving the mouse.

Ruler: The horizontal bar which holds information on screen format.

Save: To store information on a disk.

Scroll: To move the window vertically over the document to view a different part of it.

Scroll arrow: The arrows on either end of the scroll bar used to scroll up or down one line.

Scroll bar: The vertical bar on the right of the screen.

Select: To highlight an area on which an operation is to be performed.

Shift-click: An operation used to select a large area. Move the pointer and then select the area between the pointer and the insertion point by holding down the Shift key while clicking the mouse button.

Shift keys: The keys on the bottom row of the keyboard which cause uppercase letters or the upper characters on some keys to be printed.

Style: A different way of presenting letters, numbers and punctuation by underlining, boldfacing or otherwise changing the appearance of the character while retaining its basic shape.

Tab: The space between the place where you press the tab key and the position of the tab marker.

Tab key: Tabs are inserted by pressing the right arrow key.

Tab marker: An outlined triangle which indicates the position where a tab is set.

Tab well: The icon where tabs are kept until needed.

Window: The area of the screen where your document appears.

Word wrap: The Max-10 feature that pushes words onto the next line as you approach the right margin without breaking them.

The Control Keys

Hitting any of these keys while holding down the <CTRL> key will perform the equivalent menu command or select the font.

Command	Letter	Style	Letter
Undo/Redo Last	Z	Plain Text	P
Cut	X	Bold	B
Copy	C	Underlined	U
Paste	V	Superscript	H
Find Next	F	Subscript	L
Change	R	Italics	I
Change/Next	N		
Go to Page #	G		

The ALT keys

Hitting any of these keys while holding down the <ALT> key will display the indicated character.

Key	Character
A	Ⓐ
B	—
C	●
D	{
E	}
F	[]
G	■
H	-
<SPACEBAR>	■

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