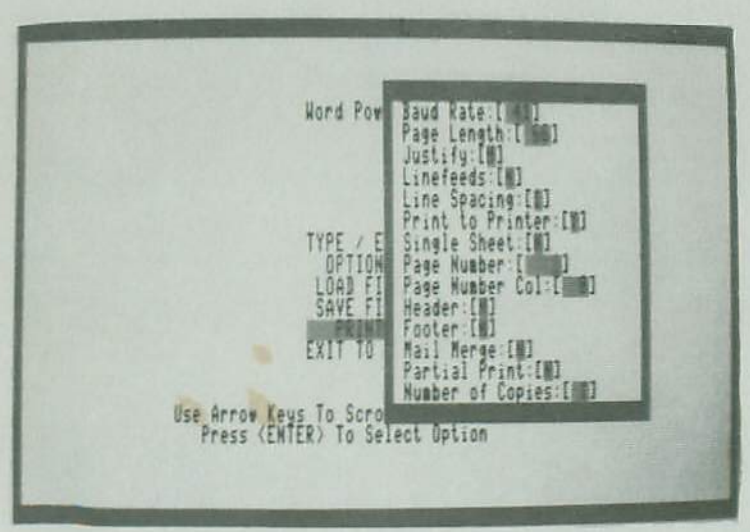
Word Power 3.1

(The Ultimate Word Processor for the CoCo 3)

USER'S MANUAL



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WORD POWER 3.1

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Fairport,NY 14450
Ph: (716)223-1477

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Warranty Information

Word Power 3.1 is provided "as-is" without warranty. Every effort has been made to test and operate the Word Power 3.1 as described in the documentation. In case you experience any problem where the Word Power 3.1 does not work as described, please contact us. We will provide reasonable help to correct any discrepancies.

For any questions about Word Power 3.1, call Gary at 716-223-1477 or 716-475-3697.

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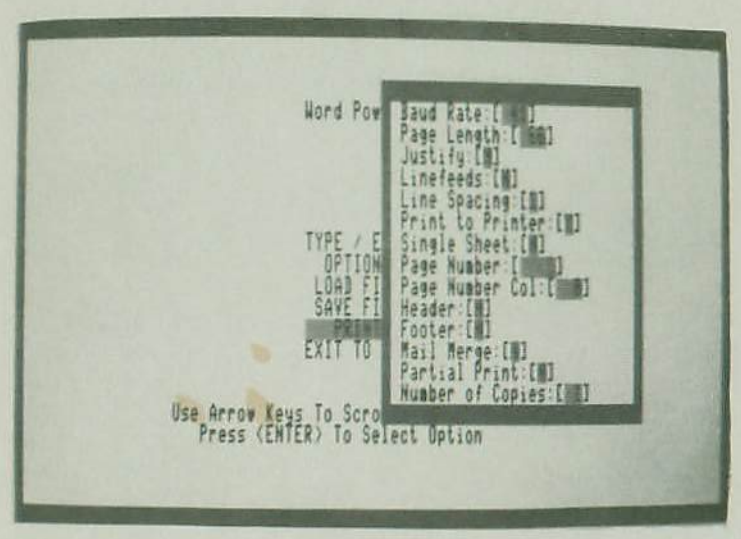

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WORD POWER 3.1

Congratulations, you have bought one of the most versatile word processors for the Color Computer 3. It will enable you to type papers, reports, resumes, etc with considerable ease. If you have already used a word processor before, typing and editing with Word Power 3.1 will be a breeze. In case, however, this is the first time you have ever used a word processor, this manual will guide you to various commands, options, and useful features to help you write professional papers. In order for you to fully utilize the capabilities of Word Power 3.1, you should acquaint yourself with all its commands, options and features, as also read this manual carefully before using the system. This manual explains each feature and enables you to use it properly. Appropriate examples have been included wherever necessary.

A ready Command Reference Card has been provided with this manual to place various commands at your fingertips.

GETTING STARTED

Make a Backup copy of Word Power 3.1 for your own use and keep the original in a safe place.

The first time you use Word Power 3.1, insert the Word Power 3.1 disk in Drive 0 and type: RUN "SETUP" This program will allow you to customize Word Power 3.1.

USING SETUP PROGRAM

You will be presented with the menu with the following options:

(1) SET COLORS
(2) SET PARAMETERS
(3) SET PRINTER CODES
(4) SAVE SETUP FILE

SET COLORS: This option allows you to choose the colors you want to use. Simply follow the prompts on the screen to change the background and foreground colors. After you have selected the appropriate colors, press <ENTER>. You will then be asked to select the window color. Use <CLEAR> to view colors/<ENTER> to select. Follow the same procedure to select the Highlight Bar Color Selection. Next, you will be prompted with

VISIBLE CARRIAGE RETURNS?

What is a carriage return? Everytime you hit <ENTER> when you are typing, for example to end a paragraph, you force a carriage return. Some users prefer that these carriage returns be displayed. Answer Y or N depending

P Parenthesis Error
Parenthesis Error occurs if parenthesis is/are not terminated.

Please note that these markers will not necessarily be placed exactly at the point of error. The *A*, *N*, *C* and *D* markers are placed few words after the error. The *Q* and *P* errors will be placed at the end of the paragraph. One space after a comma and two spaces after a period will automatically be inserted in the text.

Hint: After your file has been marked for punctuation errors, you can load this file into Word Power 3.1 and do a CTRL L. Enter *_* for the Find information and hit <CLEAR>. This will position the cursor at the first punctuation marker. From thereon, use CTRL C to move to the next marker.

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A ready Command Reference Card has been provided with this manual to place various commands at your fingertips.

PUNCTUATION CHECKER

This program will proofread your text for the punctuation errors such as a/an usage,capitalization, spaces after periods/commas, double words, quotation and paranthesis check. While, it is not practical to check large files for punctuation, it can be very useful for important documents.

You will have to exit to DOS from Word Power 3.1 before using the punctuation checker. Insert Word Power disk in drive and type: RUN "PUNCT".

At the FILENAME> prompt, type the filename of your text file. The program will find and mark punctuation errors in your text. Punctuation Checker will mark the errors in the text and NOT correct them. Here are the following markers and their meanings:

Marker	Meaning
A	'an' should be used in place of 'a'
N	'a' should be used in place of 'an'
C	Capitalization Error
D	Double Words
Q	Quotation Error

Quotation Error occurs when quotation(s) is/are not completed.

on your preference. If you answer Y, you will be asked to choose a color for these carriage return markers. You should choose a light color for these markers. Use <CLEAR> to view colors/<ENTER> to select.

SET PARAMETERS: This option will allow you to define values of various parameters (such as margins). These parameters will be used as default values by Word Power 3.1.

DRIVE # (0-3): Enter the drive #.

LEFT MARGIN (1-115): Set the appropriate values for the left margin. Default left margin is set at 5

RIGHT MARGIN (6-120): The value of the right margin should be measured from the LEFT SIDE of the page. For example a value of 75 for the right margin (on an 80-column page) will give you 5 spaces on the right side of the page. Set the right margin values between 6 and 120. PLEASE NOTE that there should be a difference of at least 5 between the right & left margins. Default right margin is set to 70.

TOP MARGIN (0-250): The number of lines the printer should skip from the top perforation before typing the first line determines the top margin. Enter the appropriate value for the top margin. Default top margin is set at 5.

BOTTOM MARGIN (6-254): The value of the bottom margin should be

measured from the TOP PERFORATION of the page. For example a value of 60 on a standard page (66 lines per page) will give you 6 spaces on the bottom. Please note that the total # of lines on a standard page is 66, that is the page length is 66. You should set your bottom margin at 64 OR LESS. Default bottom margin is set to 60.

Note: For non-standard pages, please vary the margins accordingly.

For the next 2 options, you MUST answer Y or N. Simply pressing <ENTER> for these options will result in a ?FC during BOOT.

KEY-CLICK: Answer Y or N depending on your preference.

AUTO-REPEAT: Answer Y or N depending on your preference.

Repeat Rate (1 = fast 5 = slow): Enter the desired key repeat rate if you answered Y to the previous option

BAUD RATE (0 - 255):Enter the baud rate of your printer. First determine the baud rate at which your printer operates and then find the appropriate BAUD RATE VALUE in the following table:

BAUD RATE	BAUD RATE VALUE
600	88
1200	41
2400	18
4800	6
9600	1

SPELL 'N FIX II
Spelling Checker

This spelling checker will proofread your text for spelling errors.

First, make a backup of this disk and store the original in a safe place. Then, if you only have one drive, delete files SPELLFIX/BIN and SPELLFIX/BAS to make more room on the disk.

Spell 'N Fix II can be used after exiting from Word Power 3.1 to DOS. If you have single drive system, you should copy the file you want to proofread to the Spell 'N Fix II disk. If you have more than one drive, place Spell 'N Fix II disk in drive 0 and data disk in Drive 1.

To use, RUN "SPELLFX2". Simply, follow the prompts and enter the required information. Note: Use DICT when asked for the Dictionary Filename. The rest of the program should be self-explanatory. If you need detailed instructions on this program, you can view the MANUAL.TXT file by loading it into Word Power 3.1.

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BOTTOM MARGIN (6-254): The value of the bottom margin should be

enter the starting page number for the Page Number Option and the column you want the page # to be printed for the Page Number Col. The highest page number that can be printed is 9999

Page Number Col allows you to control where the page number will be printed (left or center). Entering 255 for the Page Placement Col will cause the Page Number to be centered. Setting the Page Number Col to the left margin causes the page number to be printed on the left side. Setting it to 0 causes page numbering to be suppressed.

Header:Answer Y if you wish to print a header with the text. Make sure you have defined a header within the text

Footer:Answer Y if you wish to print a footer with the text. Make sure you have defined a footer within the text

Mail Merge: Answer Y if you are using Mail Merge.

Partial Print: Answering Y to this option will cause the text which is ONLY placed within the block markers to be printed.

Number of Copies: This option allows you to define the number of copies to print.

During Printing, press <BREAK> if you wish to abort printing.

Note: Please enter the BAUD RATE VALUE and NOT the BAUD RATE for this option.

RIGHT JUSTIFY TEXT (Y/N): Answer Y or N whether or not you want the text to be flush with the right margin.

LINEFEEDS NEEDED FOR YOUR PRINTER (Y/N): Consult your printer manual to determine if your printer needs linefeeds. A simple test is to check if your printer prints one line on top of the other without advancing the paper. If so, it needs linefeeds. Majority of the printers set for operating on the CoCo do NOT need linefeeds. Enter N or Y.

USE OF DOUBLE-SIDED DRIVES / VARIOUS STEP RATES:

If you are using double-sided drives or drives with faster step rates, simply follow the prompts that are presented on the screen.

PRINTER CODES: This option is used to define the codes your printer uses for various tasks such as underlining, italics, boldface, etc. A matrix of codes (all 255's) will be displayed on the screen.

You will have to consult your printer manual for the various codes. Suppose your printer uses the following commands to turn on/off underlining:

Underlining On: PRINT #-2, CHR$(27)CHR$(15)

Underlining Off: PRINT #-2, CHR$(27)CHR$(14)

Then using the arrow keys, you would move the cursor to the 1st column of Row 1 and hit <ENTER>. Then, you would enter 27 (for CHR$(27)). Then, moving the cursor to the 2nd column, you would enter 15 (for CHR$ (15)). Unused columns for the row should be filled with 255's. Follow the same procedure for the appropriate printer functions. Note: If your printer does not have a function such as superscripts, do not change the values for that function. Type A & B are any additional fonts your printer might have such as condensed text, NLQ (Near Letter Quality) text, etc.

Exceptions: Some printer codes might not be presented in a CHR$ format. For example:

PRINT #-2,CHR$(27)"A"

For the codes that are not presented in the CHR$ format (the letter 'A' in this case) you have to do a conversion. Your printer manual should have a ASCII table. Use this table to find the ASCII decimal value of that character (for example for 'A' the value is 65) and use that value as a CHR$ value. In other words, "A" and CHR$(65) mean exactly the same thing.

Press <CLEAR> to return to menu when you are done with all the codes.

Justify: Answer Y to this option if you want the text to be right-justified.

Linefeeds: Answer Y if you printer requires a linefeed for every carriage return. Most printers do not need linefeeds for every carriage return. If you printer prints on the same line without advancing the paper, you should answer Y to this option.

Line Spacing:Use this option to define line spacing. For example, Line Spacing 1 is single spacing, 2 is double spacing, etc.

Print To Printer: Answering N to this option will allow you to view the text on the screen exactly as it will be printed on the printer. Word Power 3.1 will display each screen and wait for a keystroke. Pressing the Right Arrow will display the right portion of the text; pressing the Left Arrow will display the left portion of the text; pressing <ENTER> will advance screen and <BREAK> will exit to main menu. Answer Y to this option if you wish print the text to printer.

Single Sheet: Answer Y to this option if you are using Single Sheets instead of continous paper. Printing will pause after each page and resume when you press <ENTER>.

Page Number & Page Number Col: If you wish to use page numbering,

Underlining Off: PRINT #-2, CHR$(27)CHR$(14)

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Number of Copies: This option allows you to define the number of copies to print.

During Printing, press <BREAK> if you wish to abort printing.

Note: Please enter the BAUD RATE VALUE and NOT the BAUD RATE for this option.

RIGHT JUSTIFY TEXT (Y/N): Answer Y or N whether or not you want the text to be flush with the right margin.

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PRINT

Use this option to print text. The Print Menu looks like:

```
Baud Rate:[    ]
Page Length:[   ]
Justify:[ ]
Linefeeds:[ ]
Line Spacing:[ ]
Print to Printer:[ ]
Single Sheet:[ ]
Page Number:[     ]
Page Number Col:[    ]
Header:[ ]
Footer:[ ]
Mail Merge:[ ]
Partial Print:[ ]
Number of Copies:[   ]
```

Baud Rate Value:Use this option to select baud rate of your printer. Baud Rates values for common baud rates are as follows:

Baud Rate	Baud Rate Value
600	88
1200	41
2400	18
4800	6
9600	1

Remember you must enter the Baud Rate Value and not the Baud Rate.

Page Length: Use this option to define page length. Page Length for a standard page is 66. Longer pages will have greater page lengths. Remember: Page Length must NEVER be less than your Bottom Margin.

SAVE SETUP FILE: After you have setup the colors, parameters and printer codes, use this option to save these parameters to disk. Later if you wish to change any of these parameters, you can use this SETUP program again to do so.

RUNNING WORD POWER 3.1

Insert Word Power 3.1 disk in the disk drive and RUN "BOOT". The program will display the memory size of your computer (128K or 512K) and boot the main program. The following menu will appear:

TYPE / EDIT
OPTIONS
LOAD FILE
SAVE FILE
PRINT
EXIT TO DOS

Use the Up and Down Arrow Keys to move through the options. Press <ENTER> to select option.

During load, the text loaded will be APPENDED or added to the existing text in memory.

USING AUTOSAVE

The AutoSave feature will save your text to disk at a regular intervals. This can be useful in case of a accidental power failure. To use AutoSave, you have to perform the following steps:

(a) Save a copy of your file to disk. All the text saved during AutoSave will be stored to this file thereafter.

(b) Go to the OPTIONS Menu (from the main menu) and answer Y to the AutoSave Option.

(c) Go to the Type / Edit Mode.

Your text will be saved periodically to disk (AUTO SAVING ..... PLEASE WAIT message will flash during saving). As a safeguard, AutoSave feature will be turned off everytime you erase text (using the CTRL X) option.

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PRINT

Use this option to print text. The Print Menu looks like:

```
Baud Rate:[    ]
Page Length:[  ]
Justify:[ ]
Linefeeds:[ ]
Line Spacing:[ ]
Print to Printer:[ ]
Single Sheet:[ ]
Page Number:[     ]
Page Number Col:[    ]
Header:[ ]
Footer:[ ]
Mail Merge:[ ]
Partial Print:[ ]
Number of Copies:[  ]
```

Baud Rate Value:Use this option to select baud rate of your printer. Baud Rates values for common baud rates are as follows:

Baud Rate	Baud Rate Value
600	88
1200	41
2400	18
4800	6
9600	1

Remember you must enter the Baud Rate Value and not the Baud Rate.

Page Length: Use this option to define page length. Page Length for a standard page is 66. Longer pages will have greater page lengths. Remember: Page Length must NEVER be less than your Bottom Margin.

SAVE SETUP FILE: After you have setup the colors, parameters and printer codes, use this option to save these parameters to disk. Later if you wish to change any of these parameters, you can use this SETUP program again to do so.

EXIT TO BASIC

Use this option to exit Word Power 3.1. An ARE YOU SURE? prompt has been added as a safeguard.

LOADING / SAVING FILES

In order to load or save files, you have to return to the main menu. Press <BREAK> to return to the main menu from the Type/Edit mode. Then choose the appropriate option (Load File or Save File) from this menu.

During this option, the left side of the screen displays the disk directory with the amount of free granules, and the right side an input window.

You may use the Up/Down Arrow Keys to cursor through the directory. Pressing <SHIFT><CLEAR> will kill the highlighted file. Pressing <CLEAR> (not <ENTER>) will load or save the HIGHLIGHTED FILE depending on which mode you are in. You can also input your own filename in the window. Simply enter your filename and press <ENTER>. Any errors during the disk read/write process will be flashed below the input window.

TYPE/EDIT

This is the heart of Word Power 3.1. It helps you to type in the text, edit it, move the text around, copy lines or paragraphs, underline text, search and replace, insert and delete text, etc.

Select and use this option to type or edit text. In this mode, the current page number, line number, percentage of free memory, Upper/Lowercase and Insert/Overstrike Status is displayed on the top of the screen at all times. The second row displays the column numbers along with the tab stops. These column numbers range from 0 to 120 but you can only view 80 columns on one screen at a time.

Now you are ready to type. Try this sample text:

The Color Computer has seen a tremendous growth since its introduction. It has also opened a market for new software and peripherals.

Depending on your margin settings, you will see that once you reach the right margin, the next word is moved to the beginning of the next line. This is called Wordwrap. Also notice that the line number changes to 2.

The following commands/options are available for your use. Please note that CTRL refers to the Control Key. For example to access the Tab Menu (CTRL T), you press the CTRL key, release it and press 'T'. Also please note that some of these commands present a menu of options to choose from. Use the Up/Down Keys to scroll through these options, <ENTER> to select or <BREAK> to exit.

MOVE COMMANDS

KEY	FUNCTION
Left Arrow	Moves Cursor one char left
Right Arrow	Moves Cursor one char right
Up Arrow	Moves Cursor up one line
Down Arrow	Moves Cursor down one line

If the cursor moves beyond the left margin, it appears on the right of the previous line. Similarly, if the cursor moves beyond the right margin, it appears on the left margin of the next line.

Simply enter the information against the appropriate option. Use the Up/Down Arrow Keys to Scroll through the options. Press <ENTER> to accept data for all options. Press <BREAK> to exit or disregard new data.

ERROR MESSAGES
(Causes)

Word Power 3 enables you to trouble-shoot some of the word-processing problems by pointing out the wrong values entered for any of the parameters. These are as follows:

Invalid Drive #: Drive # > 3

Invalid Margins

(1) Margin(s) >255
(2) Right Margin >120
(3) Left Margin > Right Margin
(4) Top Margin > Bottom Margin

(5) Right Margin - Left Margin must be >=5
(6) Bottom Margin - Top Margin must be >=5

All the above options should be self explanatory.

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press a key it clicks to show that the computer registered the key. this ensures keyboard input accuracy. It's wonderful. You don't have to look at the screen to be sure it "took" your input.

Auto-Repeat: This is a real charm for word processing. By activating this option, you can easily repeat any key for as long as you keep it pressed. It comes handy in situations like makinge a dotted line.

Auto-save: This amazing feature of Word Power will save you from many a headache. Your text will automatically be saved to disk at regular intervals sparing you of the worry whether you saved the latest version before turning the computer off. Simply enter 'Y' for this option and relax. However before using this option, save a copy of your file to disk. This lets the computer know under what file it should save the text.

Module #: The Module # option is only for 512K users. The available memory is divided into 4 modules. Most storage devices (like Disk Drives) for the CoCo are not capable of storing 460K of data. By selecting modules, you can have 4 pieces of your work in the memory at the same time, and you can switch between them with a single keystroke.

CTRL J	Moves Cursor to Previous Word
CTRL K	Moves Cursor to Next Word
<SHIFT><CLEAR>	Toggle Cursor to Beginning/End of Current Line
CTRL U	Moves Cursor to top of current screen
CTRL N	Moves Cursor to bottom of current screen
<SHIFT><UP ARROW>	Moves Cursor one page back.
<SHIFT><DWN ARROW>	Moves Cursor one page forward.
CTRL UP ARROW	Moves Cursor to Top of Text
CTRL DOWN ARROW	Moves Cursor to End of Text
<SHIFT><O>	Toggles between Upper/Lowercase.

Note: An 'L' for Lowercase or 'U' for Uppercase is displayed next to the % FULL at the top of the screen depending on what mode you are in.

The F1 key is used to toggle between the insert/overstrike mode. In the overstrike mode you can type over the existing text to make changes. In the insert mode, the existing text is shifted and the new text is inserted at the position of the cursor. Word Power's Auto-Reformat feature automatically re-arranges text whether you are in the overstrike or insert mode. In the overstrike mode, the cursor is a blinking underline character. In the insert mode, the cursor is a steady block.

To get a feel of these modes, type in the following text:

New York is an apple-growing State.

Now move the cursor over the 'a' in the apple and type: peach. You will see how the 'apple' is replaced by 'peach'. Now press F1 to change to insert mode. Move the cursor over peach and type 'important'. The text should read:

New York is an important peach-growing State.

In rare instances, you might have to rearrange text manually. This is done by simply positioning the cursor to the line where the re-arranging should begin and pressing

right margin should not exceed 79.

The printer carriage return will take place according to the value you entered.

Top Margin: The number of lines the printer should skip from the top perforation before typing the first line determines the top margin. It can range from 1 to 240.

Bottom Margin: Define the bottom margin depending on the number of lines desired in a page. The maximum value is 250. The printer will skip to the next page after reaching the defined bottom margin.

NOTE: The above parameters apply to the standard 80 column paper (8 1/2 X 11). You may try different values with any other non-standard paper. after some practice with different types of papers and through trial and error you will be able to judge the appropriate values for the different margins. Please note that the difference between the right and left should be minimum 5. Similarly the difference between the top and the bottom margins should be minimum 5.

Key Click: This is a very useful option of Word Power 3. Use 'Y' for YES, and 'N' for NO. 'Y' to this option will activate the Key Click function. This means every time you

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OPTIONS

If you need to modify some of the parameters set earlier, you can still do so with the following options. You might want to change the drive # or change the margins to suit your present needs.

Use the following options to modify various parameters.

```
Drive:[ ]
Left Margin:[    ]
Right Margin:[    ]
Top Margin:[     ]
Bottom Margin:[    ]
Key-Click:[    ]
Auto-Repeat:[    ]
Auto-Save:[    ]
Module #:[    ]
```

Drive: Enter the Disk Drive # to be accessed (0,1,2,3).

Left Margin: Define the left Margin of the page by entering information on this option. The left margin should be minimum 1 (though it can go as far as 110). The printer will leave the defined number of spaces from the left margin of the page (0 margin).

Right Margin: Define the right margin by entering the value anywhere in the range of 6 to 120. However, for the standard 8 1/2 X 11 paper the maximum value for the

the <CLEAR> key. The <CLEAR> key serves a dual purpose. It also performs the UNDO or OOPS command. Suppose you make some changes in a line and then wish to restore whatever was on the line before you made the changes. Simply hit the <CLEAR> key and presto! your old text is back. Please note that this is limited to Overstrike and Insert modes where the text has not been re-arranged yet.

DELETING

The following commands are available for deleting:

KEY	FUNCTION
F2	Deletes previous char and moves cursor left
CTRL A	Delete from cursor till beginning of line
CTRL F	Delete from cursor till end of line
CTRL S	Delete previous word
CTRL D	Delete next word
CTRL Y	Yank (Delete) line

LINE POSITIONING

This feature allows you to center or right justify a line of text. First, type in the text to be centered or right-justified. Then while making sure the cursor is on the same line, press CTRL P. The following window will appear:

CENTER
RIGHT

Simply choose the desired option. For centering, a carat symbol (^) will appear in the beginning of that line. For right justify, an up arrow symbol (↑) will appear in the beginning of line. Here is how centering and right justification looks in print:

(Centered)

This text is centered

(Right Justified Text)

This text is right justified

HEADERS / FOOTERS

Word Power 3.1 allows you to place headers and footers in the text pages. Headers and footers should always be placed at the end of text. Headers should always be preceded by \H (generated by CTRL H) and Footers by \G (generated by CTRL G).

A Maximum of 3 lines each for header or footer is allowed. Here is an example of how a header might look in the text:

```
\H
This Report Generated by Word Power
Date: 02/10/88
                          Time>08:56PM
\H
```

Example of a footer:

```
\G
Word Power 3.1 Manual
2nd Version
\G
```

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(Right Justified Text)

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CTRL Y	Yank (Delete) line

allows you to view the other side.

CTRL Z

This option is reserved for patches/enhancements in the future. Right now it will generate a 'No External Link Found' Message.

CTRL X

This option is used to erase text from memory. When you access this option you will be presented with the following menu:

All
After
Before

Select All if you want ALL the text in memory to be erased. Select After if you want all the text AFTER the current cursor position to be erased. Select Before if you want all the text BEFORE the current cursor position to be erased. You will be presented with an 'ARE YOU SURE?' prompt before any portion of the text is erased.

FONT TYPES

This feature allows you to select different font types - lettering styles - to give your papers a professional look and to emphasize some portions of the text. This also removes monotony in reading.

Some of the font types used in Word Power 3.1 are bold, underlining, italics, super/sub scripts and 2 custom font styles. Here is how you would emphasize portions of text. First, move to the start of the text that is to be emphasized. Then press CTRL M. A beta symbol will appear (block mark). Then move to the end of the text to be emphasized and press CTRL M. Then use CTRL I to bring up the following menu:

Normal
Underline
Bold
Italics
Superscript
Subscript
Type A
Type B
Und + Bold (Underline & Bold)
Ital + Und (Italics & Underline)
Ital + Bold (Italics + Bold)

Choose the desired font type. You will notice that for all but the underline fonts, the text turns to a different color. This is because CoCo is not capable of displaying these fonts and therefore a color code was used to represent a font.

Those with monochrome monitors can check the font type by positioning cursor over the emphasized text and pressing CTRL O. The top left of the screen will flash the font name. The Normal option from this font menu is used to cancel any emphasis in the marked text.

Examples of some different fonts

BOLD

UNDERLINE

SUPERSCRIPTS

SUBSCRIPTS

EMPHASIZED

of the merchandise.

Thank you,

Yours sincerely

Edward Franklin

\Q (Ctrl-Q)
John Doe
134 Reynolds Street
Columbus,OH 44238
John Doe
33.50
\Q (Ctrl-Q)
Mary Gail
59 Hollywood Ave
San Jose,CA 93325
Mary Gail
44.90
\R Ctrl-R)

MISCELLANEOUS COMMANDS

CTRL - V

This option is used when your right margin is greater than 80. Since the screen only displays 80 columns at one time, the other side is "hidden" from the main display. This command

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Ital + Bold (Italics + Bold)

Choose the desired font type. You will notice that for all but the underline fonts, the text turns to a different color. This is because CoCo is not capable of displaying these fonts and therefore a color code was used to represent a font.

MAIL MERGE

Ever try mailing the same letter to 50 different persons or send out several resumes each with a special paragraph tailored to one employer? Could be quite a chore. Not with Word Power 3. Using this feature, you can type a letter, follow it through with a list of addresses and have Word Power 3 print out personalized letters. Its that easy.

The basic concept behind the Mail Merge is to get an item from a list and insert at a predefined place(s) in the text. Use Ctrl-W within the text where an item from the list should appear. You may use Ctrl-W as many times depending upon the number of items you want inserted in the text.

For the purpose of Mail Merge, you have to use the following 3 codes: Ctrl-W to insert items in the text; Ctrl-Q to separate items in the list; Ctrl-R to mark the end of the list. For example, if you wish to send the following letter to 3 different persons. The ¦ character is generated by a Ctrl-W.

```
¦
¦ (This portion is for address)
¦

Dear Mr ¦

Please  enclose $¦ towards the cost
```


Type A and B are any additional fonts which your printer might have. For example you can define condensed font as Type A and NLQ (Near Letter Quality) as Type B.

Note: For frequently used font styles such as bold and underlining, an extra feature has been provided. As you type, you can place block markers around the text to be underlined or boldfaced. When you are ready to emphasize text, call up the Font Style Window and select the Underline or Bold font. All the text between ALL the block markers will be emphasized.

TABS

Use of tabs is made in preparing data tables, writing bibliographies, making mailing lists, etc. It is an important feature of Word Power 3.1. Default tabs are set at every 10 columns starting at column 5

Use CTRL T to access the tab menu. A flashing cursor will appear on the second line of the screen. Use the arrow keys to move cursor left and right. Use the <SPACEBAR> to Set/Reset Tabs. A 'T' indicates a Tab Set. Use <BREAK> to exit from the Tab Menu to your text.

Example of use of Tabs

Name	SS#	Grade	Teacher
Mark Smith	123567890	B	Jenson

BLOCK MENU

A block is a portion of text - a few sentences, a line, a sentence, a paragraph or several paragraphs. Word Power 3.1 allows you to copy, move, delete and unmark blocks.

Block Mark: Before you do a block operation, you must mark the block of text. This can be done by placing block markers (CTRL M - generates a "beta" symbol) at the start and end of the text to be moved, copied or deleted.

After you have marked the text, the Block Command Menu can be accessed by CTRL B. The Block Command Menu looks like:

Block Move
Block Copy
Block Delete
Block Unmark

Block Move/Copy: Before using this option, position cursor where the text is to be moved or copied to. The only difference between the move and copy is that copy preserves the original text block as well as the markers.

Option	Option Code
Left Margin	LM = value
Right Margin	RM = value
Top Margin	TM = value
Bottom Margin	BM = value
Page Number	PN = value
Page Place Col	PC = value
Line Spacing	LS = value
Justify On/Off	JU = Y or N
Force Next Page	NP

Note: The 'value' in the option codes should be the value which you want the margin to be set to.

The Force Next Page option allows you to force the next page. In other words, the text following this option code will start on a new page.

For example, an option to change line spacing to 2 would look like:

~LS=2

Once you modify these settings, they will remain the same until you modify them back to their original values.

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MAIL MERGE

Ever try mailing the same letter to 50 different persons or send out several resumes each with a special paragraph tailored to one employer? Could be quite a chore. Not with Word Power 3. Using this feature, you can type a letter, follow it through with a list of addresses and have Word Power 3 print out personalized letters. Its that easy.

The basic concept behind the Mail Merge is to get an item from a list and insert at a predefined place(s) in the text. Use Ctrl-W within the text where an item from the list should appear. You may use Ctrl-W as many times depending upon the number of items you want inserted in the text.

For the purpose of Mail Merge, you have to use the following 3 codes: Ctrl-W to insert items in the text; Ctrl-Q to separate items in the list; Ctrl-R to mark the end of the list. For example, if you wish to send the following letter to 3 different persons. The ¦ character is generated by a Ctrl-W.

```
¦
¦ (This portion is for address)
¦

Dear Mr ¦

Please  enclose $¦ towards the cost
```


Type A and B are any additional fonts which your printer might have. For example you can define condensed font as Type A and NLQ (Near Letter Quality) as Type B.

Note: For frequently used font styles such as bold and underlining, an extra feature has been provided. As you type, you can place block markers around the text to be underlined or boldfaced. When you are ready to emphasize text, call up the Font Style Window and select the Underline or Bold font. All the text between ALL the block markers will be emphasized.

TABS

Use of tabs is made in preparing data tables, writing bibliographies, making mailing lists, etc. It is an important feature of Word Power 3.1. Default tabs are set at every 10 columns starting at column 5

Use CTRL T to access the tab menu. A flashing cursor will appear on the second line of the screen. Use the arrow keys to move cursor left and right. Use the <SPACEBAR> to Set/Reset Tabs. A 'T' indicates a Tab Set. Use <BREAK> to exit from the Tab Menu to your text.

text. Use CTRL <ENTER> to access this option. The Word Count does NOT depend on the position of the cursor.

HELP

You can access the help screen anytime during the Type/Edit mode. Press CTRL ? to access the Help Screen. The Help Screen summarizes the CTRL A to CTRL Z functions as well as the embedded printer option codes. From the help screen, press <ANY KEY> to return to the Type/Edit mode.

EMBEDDED OPTION CODES

Word Power's Embedded Option Codes allow you to change print parameters within text. For example you chould shorten the margins or line-spacing for a portion of text.

An embedded code must be placed on a new line of text, in other words, it cannot be inserted in the middle of a line. Only one option code is allowed per line. To embed an Option Code within text, press CTRL E followed by the appropriate option codes (given below) and then followed by a carriage return.

Block Delete:Deletes a block of text

Block Unmark:Removes Block Markers from text.

Block Error Messages

INSUFFICIENT BLOCK MARKERS: The computer needs 2 block markers to perform block operations but it can find only 1 or none at all.

CANNOT MOVE/COPY WITHIN BLOCK:An attempt is being made to copy a block within itself.

LOCATE/REPLACE

This function is used to locate a phrase within the text and/or replace that phrase with another.

Word Power 3.1 will even allow you to perform the Wild Card Search as explained on the next page:

The Locate / Replace option can be accessed by CTRL L. The following menu will appear:

```
Find: [                              ]

Replace:[                            ]

Auto (Y/N):  [N ]
```

Enter the information for Find and then use the Down Arrow to move through different parameters. When defining information for Find, you may use the Up Arrow as the Wild Card Character (which appears as the underline character on the screen). What is Wild Card? Suppose you wish to locate the words Pin, Pen, Pan and Pun. Then you would enter P_N for the Find information.

Use the <CLEAR> key to initiate search. The search begins from the current cursor position and continues till end of text or the phrase if found.

Note: You can also search/replace block markers. In the Locate screen, the block marker can be generated by pressing <ENTER>.

The Case (uppercase/lowercase) is ignored during search. The Replace Option can be used in different ways. Placing a Wild Card character in the first position of the Replace field would delete the Find phrase found in the text. If the Wild Card is not used, the Replace Phrase will replace the Find Phrase in the text.

The Auto Option allows you to search/replace manually or automatically. At the end of search, the number of replacements, if any, is displayed.

Using CTRL C from Edit will search for the most-recently defined Find Pattern from the point of the cursor.

GENERATING SPECIAL CHARACTERS

Certain special characters like brackets and the underline character can be generated as follows:

KEY	CHARACTER
<SHIFT><LEFT ARROW>	[
<SHIFT><RIGHT ARROW>	]
<SHIFT><F2>	Underline Char (_)
CTRL <RIGHT ARROW>	Non-space character

What is a non-space character? You place a non-space character between words that you don't want "broken" during printing. A non-space character appears as a carat symbol on the screen. During print, it will be printed like a space. For example if you want the words 'New York' to be printed on the same line, you would insert a non-space symbol between 'New' and 'York'. This will prevent 'York' from being wrapped around to the next line.

WORD COUNT

This feature will count the total number of words in the current

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WORD POWER 3.1 COMMAND REFERENCE CARD

EDIT COMMANDS

<Arrow Keys> = Cursor Movement
<F1> = Toggles Insert/Overstrike
<F2> = Delete Character
<SHIFT><O> = Toggles Upper/Lowercase
<ALT> = Advance To Next Tab
<SHIFT><CLEAR> = Toggles Cursor To Beginning/End of Current Line
<SHIFT><UP ARROW> = Page Back
<SHIFT><DOWN ARROW> = Page Forward

<SHIFT><F2> = Underline Character
<SHIFT><LEFT ARROW> = Left Bracket

CTRL COMMANDS

A = Delete Till Beginning of Line
B = Block Command Menu
C = Continue Find
D = Delete Next Word
E = Embed Codes Mark
F = Delete Till End of Line
G = Mark Footer
H = Mark Header
I = Font Window
J = Move To Previous Word
K = Move To Next Word
L = Locate / Replace
M = Mark Block
N = Move To Bottom of Screen
O = Reveal Line Type
P = Center/Right Justify
Q = Mail Merge Mark
R = End of List Mark
S = Delete Previous Mark
T = Set/Reset Tabs

CTRL KEY CONT

U = Move To Top of Screen
V = View right portion
W = Mail Merge Mark
X = Erase Text
Y = Delete Line
Z = External Link
UP ARROW = Top of Text
DOWN ARROW = End of Text
RIGHT ARROW = Non-Space
<ENTER> = Word Count
? = Help

EMBEDDED OPTION CODES

LM = Set Left Margin
RM = Set Right Margin
TM = Set Top Margin
BM = Set Bottom Margin
PN = Page Number
PC = Page Placement Col
LS = Line Spacing
JU = Justify On/Off

NP = Force Next Page (FormFeed)

PUNCTUATION MARKERS

A / *N* = A/An Error
C = Capitalization Error
D = Double Words
Q = Quotation Error
P = Parenthesis Error