

Loading and operation for the **Wordwise Plus** **Cassette**

Note for disc users:

The files on the cassette are unprotected and may easily be loaded into Wordwise Plus and re-saved onto disc. The Typing Tutor program must be loaded into BASIC and re-saved, NOT into Wordwise. If this poses a problem then the cassette may be returned, together with payment for £3.50, in exchange for a disc version.

CONTENTS

The files recorded on the cassette are as follows:

- (1) EXAMPLE - An example WORDWISE PLUS document
- (2) TYPING - Touch-typing tutor program
- (3) NAMSORT - Name sort program
- (4) NAMDATA - Test file of names for NAMSORT
- (5) ADRSORT - Address sort program
- (6) ADDRDATA - Test file of addresses for ADRSORT
- (7) CONTIN1 - Continuous processing program 1
- (8) CONTIN2 - Continuous processing program 2
- (9) INITCON - Program to initialise continuous processing
- (10) ... PDOC - Program to print several files as one document
- (11) ... MAIL1 - Program to mail merge from file
- (12) ... MAIL2 - Program to mail merge from data in a segment
- (13) ... DUALCOL - Program to print text in two columns
- (14) ... DOINDEX - Program to aid production of a word list
- (15) ... INDEX - Program to produce a page index from a word list

The following pages describe the loading and operation of the above cassette files.

(1) "EXAMPLE" - An example Wordwise-Plus document.

The example document should be loaded into the main text area of Wordwise with menu option 2. It shows examples of many different embedded commands within the descriptive text. When previewed (with menu option 7) their corresponding effect upon the formatted text may be observed. It provides a useful piece of text upon which to practise the various Wordwise Plus commands.

(2) "TYPING" - Touch-Typing tutor program (BASIC).

This is an extended version of the very popular touch-typing tutorial program supplied with Wordwise. It takes a 'single-finger typist' through a series of easy touch-typing lessons. The program must be loaded into BASIC and not Wordwise Plus. Enter the commands:

```
*TAPE    <RETURN> (Only necessary for initial loading from cassette)
*BASIC   <RETURN>
CHAIN"TYPI" <RETURN>
```

Example WORDWISE PLUS Programs

The rest of the files on the cassette are examples of Wordwise Plus programs. These should be loaded into one of the segment areas, usually segment 0 is most convenient. Once loaded, use SHIFT together with the appropriate function key to execute them. For instance, a program in segment 0 is executed by pressing SHIFT together with the F0 key, a program in segment 1 is executed with SHIFT-F1, and so on. Step-by-step loading instructions are given with the first program only, since the same general method applies to all programs. Some programs require others to be in memory at the same time and some require a test file to be loaded into the text area. Any such additional details are given in the descriptions below. Although it is possible to load any one of these programs into the main text area, they will not operate there (programs can only operate in a segment).

(3) "NAMSORT" - Name Sort.

This program will treat each 'line' in the currently selected text or segment as an item and sort them alphabetically. Although we call it a name sort, it will sort anything - numbers, special characters, etc. A file of fictitious names follows this program on the cassette, called "NAMDATA". You may load this file into the text area or a segment as an example and execute the sort program. As each line is sorted, it is displayed on the screen. When the program finishes, the screen is re-displayed, and the sorted list remains. To sort information of your own, simply type a list of items, or load them, into the main text area (or a segment). Each item, whether it is a name or some other information, should be typed onto a line of its own, followed by a press of the RETURN key. The sort is fairly slow, so it is easily out-performed by a sort program written in BASIC. However, for the convenience of entering and editing the list, it is still very useful. It is quite reasonable to expect the sorting process to take several minutes for more than about a hundred items. There is no limit to the number of items (lines) which may be sorted, except available memory.

LOADING AND RUNNING THE PROGRAM:

NOTE that when loading programs from the cassette you may need to alter the volume and tone controls. These are very sensitive on some cassette players and must be adjusted in very small stages.

(a) THIS IS ONLY NECESSARY WHEN LOADING FROM CASSETTE: From either menu, whilst it is asking "Please enter choice", type the following lines, starting each by pressing the '*' key:

*TAPE <RETURN>

*OPT 1,1 <RETURN>

*OPT 2,1 <RETURN>

(b) Select a segment, e.g. select segment 0 by pressing option 9 of the main menu, followed by option 5 of the segment menu, followed by 0 for the segment number required. If the message:

Global or selctive? (G/S)

is displayed, then press the ESCAPE key and repeat step (b).

(c) Load the program into this segment with option 2 of the segment menu. When it prompts for a file name enter

NAMSORT <RETURN>

and if you are using tape, remember to press the PLAY button on the cassette player. The menu will be re-displayed when the file has been loaded.

(d) Select the main menu by pressing option 9 of the segment menu.

(e) Load the test data file with option 2 and entering the filename NAMDATA

(f) To execute the program in segment 0 press the SHIFT and F0 keys at the same time.

(4) - "NAMDATA" - List of names as test file for NAMSORT program.

This is not a program. It contains a list of names to be loaded as test data for the above program NAMSORT.

(5) - "ADRSORT" - Address Sort.

This is an extension of the name sort program already described. The same loading method applies and, for this program, an example file of names and addresses is supplied. It follows this program on the cassette and is called "ADRDATA". This program is intended for use with a list of names and addresses, but can be used for almost any 'block-structured' information. The information to be sorted should be in groups of several lines (two or more), each separated by one <RETURN>, with one blank line (i.e. two <RETURN> characters) between each 'block'. The sample file "ADRDATA" shows this structure. The program will compare only the first line of each 'block' as the sort criteria. This first line (the name, when using the sample data) is displayed as each 'block' is sorted, as an indication of progress. The program could be modified to sort on the second or third line, etc. if required. At the end of the sort, all the 'blocks' are left in sorted order.

(6) "ADRDATA" - Address Data.

This is not a program. The file contains a list of names and addresses for use as test data for the ADRSORT program. It may also be used as test data for the MAIL1 and MAIL2 programs later on the tape. In the list of names and addresses, each name is followed by several lines making up the address. They are not a fixed length in terms of either characters or lines. Each name and address is separated from the next by a blank line.

(7) "CONTIN1" - Continuous processing, program 1.

See below.

(8) "CONTIN2" - Continuous processing, program 2.

The term 'continuous processing' is one often used in word processing. It describes a technique for working with a very long document, one which will not fit into the available memory all at once. Instead, as much of the file as possible is loaded and edited, then the next 'memory full' is loaded and edited, and so on.

WORDWISE PLUS can be used for a form of continuous processing. Each memory full, or as much as you want, is saved into separate files (even on different disc sides if you wish). Using the old WORDWISE, text could be split into separate files, but could not be printed as a continuous document with page number, headings, footings, page length, etc. continued from one file to the next. This was only possible to a limited extent by re-stating all embedded commands to control the format and the starting page number at the beginning of every file. Inserting a new page near the beginning would mean having to alter the start page number for every following file.

In WORDWISE PLUS the commands PREVIEW, PRINT and SPOOL will perform their operations WITHOUT resetting any of the formatting parameters (page number etc.). So you may load a file, print it, load the next file, and when you print it, all of the current formatting parameters will still continue so that the correct page number is used, etc. (Remember that the menu options DO reset formatting parameters, the commands DO NOT).

ABOUT THE PROGRAMS

The demonstration programs supplied, CONTIN1 and CONTIN2, require a list of file names to be entered into segment 6. CONTIN1 saves the current file, looks to see which is the previous file in the list, then loads that file. CONTIN2

will save the current file, look to see which is the next file in the list, then load that file. Using these programs will therefore allow you to very quickly and easily skip forward and backward through the files, (making changes if necessary) as if it were one continuous document.

Before moving to a new file, i.e. loading the next or previous file in the list, the current text is re-saved automatically. This means that you need not save each file from the menu each time, simply skipping to another file will do it automatically. If a file is extended and re-saved under the same name, using an Acorn DFS, the error message "Can't extend" might be produced. These programs automatically delete the old file before re-saving and so prevent the problem from arising.

If you are currently working on the last file in the list, moving forward a file (when there isn't one) will cause the program to ask if you want to create a new file. In this way, you may easily keep writing on and on, creating a new file at the end of the list when the current one nears 'full'. When you input the name of a new file to create, several things of note occur. A check is made to ensure that the filename has not already been used in the list, and if it has, it won't let it be used again... you must then give a new filename. The accepted filename is added to the end of the file list automatically (but the new list is not saved). Finally, the current file is re-saved, deleted from memory, and a non-printing header showing the new filename is inserted in the text. You may then proceed to enter text and carry on.

USING THE PROGRAMS

It is intended that CONTIN1 and CONTIN2 should be loaded into segments 0 and 1 respectively. A list of files must be created in segment 6, each separated by a return, as below:

SEG 6

first

second

third

ENDSEG

(Do NOT type "SEG 6" or "ENDSEG", these merely show what would be seen on the screen.)

There may be as few as just one file name in segment 6, which may be the case if you are just starting. The last filename should be followed by a carriage return. If you attempt to move forward using SHIFT-F1, whilst already on the last file in the list, you will be asked to create a new file, as described earlier. As you create new files in this way, their names are automatically entered into the list in segment 6. At the end of an editing session, you should save the updated file list from segment 6. If you forget to re-save the file list, simply add any new file names manually to the end of the list next time.

NOTE: the continuous processing programs all rely upon the variable F\$ holding the name of the file currently being edited. Using any of the menu options which load or save (1,2,3,4 and 8) will change F\$. These options should be avoided, but if it is necessary to load text to cursor for instance, then F\$ MUST be reset afterwards. Without getting too technical, this can be done from the menu by following the procedure below:

:A\$=F\$

program required menu option...

:F\$=A\$

This stores the current filename into an alternative variable, then it can be returned to F\$ after using the menu option. Remember that using options 1 and 2 should be unnecessary whilst using the continuous processing programs.

FURTHER EXTENSIONS TO CONTINUOUS PROCESSING

These programs are perfectly adequate as supplied, but can be greatly enhanced by an experienced programmer, adding extra features. Please note that such extensions are unlikely to be suitable tasks for inexperienced programmers. This will only really be practical as you become familiar with the WORDWISE PLUS language. The sort of features which can be added are:

- a) Keep a backup of each file automatically. When saving, the old file can be renamed as O.filename and the new file saved as just filename. Remember to delete O.filename first.
- b) Before loading the next file, preview the current file and use the command SAVE PARAMS "P.filename" which will save the current formatting state at the end of the file. If this is done for each file, then by loading the previous file's PARAMS before using PREVIEW TEXT the page numbers and correct starting line on the page etc. will be continued across the files. This IS possible, but requires some WORDWISE PLUS programming experience.

(9) "INITCON" - Initialise Continuous processing.

The INITCON program is intended for easy setup of WORDWISE PLUS for continuous processing. It will load the CONTIN1 program, the CONTIN2 program and the list of files. The list of files should be created (even one filename will do) and saved as "FLIST", BEFORE using this program. Load INITCON into an unused segment, e.g. segment 9 and execute it by pressing SHIFT-f9.

A !BOOT file can be created on disc which will select and load each segment in turn, as an alternative to the INITCON program. To do this, type the command:
*opt 4,3 <RETURN>

to set the disc option, then create a file in WORDWISE PLUS holding the lines listed below, and save it under a filename of "!BOOT".

```
:SELECT SEGMENT 0
:LOAD TEXT "CONTIN1"
:SELECT SEGMENT 1
:LOAD TEXT "CONTIN2"
:SELECT SEGMENT 6
:LOAD TEXT "FLIST"
:CUSOR TOP
:F$=GLT$
:SELECT TEXT
:LOAD TEXT F$
```

(10) "PDOC" -Print files as a continuous document.

When continuous processing a series of files, it is necessary to load and print each file in turn in order to print the document as a whole. The PDOC program will fit in with the three other continuous processing programs to perform this task. It works down the list of files in segment 6 issuing a PRINT FILE command for each. PRINT FILE will print each file without resetting the formatting defaults and acting upon the embedded commands before starting. In this way, the page number left at the end of one file is used at the start of the next, etc. It does not load any files into memory. Performing this task manually is possible, but tedious. For completeness, here is a brief description of the manual process:

Assuming that there are two files called "FILE1" and "FILE2" that are 'continuous', i.e. the second follows on from the first without starting a new page. The following commands would need to be entered from the menu in response to the "Please enter choice" prompt.

```
:DEFAULTS
:PRINT FILE "FILE1"
:PRINT FILE "FILE2"
```

The DEFAULTS command is used to reset the default formatting state (page number

1, etc.) before printing the first file. Note that these commands MUST be typed, using menu options will not perform in the same way.

(11) "MAIL1" - Mail Merge 1.

Mail merging is one of the most useful applications for wordprocessing in business. Two examples of mail merging programs are included on the cassette. These only perform a very simple mail merge, putting a name and address at the top of a standard letter. WORDWISE PLUS is capable of much greater things, but because requirements vary so much according to the particular application, the programs will need to be extended specifically.

The first program, MAIL1, will work upon a list of names and addresses from file (cassette or disc). It will load a name and address, inserting it at the top of the current text (usually the main text), print the entire text, and repeat this until it reaches the end of the file. The names and addresses should be in the format of those in the "ADRDATA" file, with a blank line between each address. A variable number of lines is allowed within the addresses. The MAIL1 program contains a statement which opens the data file from which the addresses are read, in the supplied version this is "ADDRESS". This filename must be changed to the correct name before use. If you wish to try it with the example data provided, change the filename to "ADRDATA". If using cassette, remember to wind the tape to the start of the ADRDATA file before executing the program.

By extending the program it is possible to take almost any information from file and print it within the text. Extra words or entire lines may be added into the text in either of two ways. Assuming that the text is already in a string variable say, A\$ having been read from file, it can be entered into the text with the command TYPE A\$ (having first positioned the cursor), or the PS embedded command can be used. The latter is an embedded command which is entered into the main body of the text and would be PS A\$ to print the content of A\$ at that point. If the text is TYPED in, then it must be deleted before the next letter is printed, whereas using PS will only print a string and NOT enter it into the text.

By this means, several words or lines can be taken from file and printed within the letter at different points throughout it.

(12) "MAIL2" - Mail merge 2.

This version of the mail merge program works upon a list of names and addresses (in the same format as described above) contained within a segment and not a file. It expects to find the list in segment 9, though this can easily be changed to operate upon any other segment. This method is much slower than using MAIL1 with disc, but may be faster than reading from cassette. It does have the advantage that it is easy to select segment 9 and look at the data - far easier than loading it, examining it and re-saving it again. The same possible extensions apply for MAIL2 as for MAIL1.

(12) "DUALCOL" - Print text in two columns.

This program will not operate on a cassette system (random access filing operations are used).

Sometimes it is desirable to print text in two columns per page. The DUALCOL program takes a file that has already been spooled from WORDWISE and prints it in two columns. The format of the printed output can be set as desired by altering the program (comments in the program show the values to change). This allows a change of column width, total line length, page length, top and bottom space.

The text to be printed by the program must be spooled out of WORDWISE PLUS using menu option 8. It is not necessary to have the text present in memory when using the program, since it works only from the version saved to file with

option 8. Using the program as it stands there are several constraints upon the embedded commands which can be inserted into the text prior to spooling it.

There must be a set line length of 33, left margin must be 0, and there must be no paging, no special printer codes (underlining etc.) and tabs or indents should stay within the line length of 33. It is definitely not possible to use this program with proportional spacing turned on. Best results are achieved with justification on. In summary, the following list of embedded commands is suggested, each preceded by the fl key and followed by the RETURN key:

LL33

JO

LMO

These should be entered at the top of the text before spooling it with option 8. The filename under which it is stored with option 8 must then be entered into the DUALCOL program, replacing the existing filename. Look for the line in the program:

LET C\$="NAMDATA"

and change it to the correct filename. Then the program may be run. Ensure that the printer is turned on. There will be a short delay while the program reads all the way through the file, counting the number of lines.

(14) "DOINDEX" - Aid to creating list of words to be indexed.

See below.

(15) "INDEX" - Build Index.

The programs DOINDEX and INDEX are provided to allow fundamental creation of a page index. Load the text to be indexed into the main text area and load the programs; load DOINDEX into segment 0 and load INDEX into segment 1. Segment 7 must contain a list of words which are to be included in the index. This list can be entered manually as a list of individual words on separate lines, or you can use the DOINDEX program as an aid to creating the word list. Every time this program is executed it will add the word at the cursor to the word list. You do this by looking through your text until you find a word to be included in the list, position the cursor under its first letter and press SHIFT-f0 to execute the DOINDEX program. After a slight screen flicker, the cursor will be positioned to the right of the word which has now been added to the list in segment 7.

Although it is not necessary, you may like to load the NAMSORT program and use it to sort the name list alphabetically before indexing commences.

To start the indexing, press the SHIFT and fl keys simultaneously. Very briefly, the way the program works is to take a word from the list in segment 7, type it into segment 8, FIND each occurrence of the word in the text, put markers around the word, preview the marked text (i.e. one word, just to find the current page number), type the page number and a comma after the word in segment 8, and repeat this until no more occurrences of the word can be found, and until all the words are indexed. Upon completion, the program selects segment 8 and displays the finished index contained within.

Because the program must preview all the way through the text to the found word, each time a word is found and for every word, the program can take several minutes to reach completion. The program avoids duplicated references to the same page, so that if a word occurs five times on a page, that page is still only listed once. Unfortunately, if execution is stopped prior to completion, it cannot be continued from the point of termination. The program must start again from the beginning.

EXTENDING THE PROGRAM : This program is already quite complicated, but a competent programmer will be able to extend the program so that it can cope with working through several files, even to the point of indexing an entire book of several hundred pages, although it would take a long time. The DOLINE

command in the example program is there to set the page number to 1 at the start of every preview. In order to index several files together, this would have to be changed to the correct page number, or alternatively the program could add a base value to each page number for the start of that file.

ADDITIONAL NOTES

The programs on this cassette are intended as examples. They should not be taken as 'the definitive version'. Suggestions have been made throughout for ways in which the programs can be extended, but Computer Concepts would like to stress that we cannot enter into correspondence regarding programming styles, nor can we undertake to 'debug' user's programs. If you write any useful programs or have suggestions for improvements then we are certainly interested to know, but may not be able to reply to all of them.

MULTIPLE COPIES

Although a simple program is given in the introductory manual, it should be expanded slightly for practical use. The printed version lacks a DEFAULTS command to reset the page number before printing each copy. The program should read as follows:

```
SELECT TEXT
DO THIS
  DEFAULTS
  PRINT TEXT
TIMES 6
DISPLAY
```

Where 6 is the number of copies and should be changed to the number required in any particular instance. In order to complete each copy of the text, ensure that it ends with the BP command. This must not be followed by anything (not even a RETURN or f2).

HI-WORDWISE PLUS for the 6502 2nd processor

Although the standard WORDWISE PLUS ROM works fully on the 2nd processor, it cannot make use of all the available memory. Any language ROM which operates on the BBC micro must have an alternative 'relocated' version to make use of all the 6502 2nd processor's memory. Such a special version, called HI-WORDWISE PLUS, is available on disc. It is supplied together with full instructions on how to load and run. HI-WORDWISE PLUS is an optional extra, it can only be used with the ordinary ROM plugged into the machine. There is no possibility of a version to work on a Z80 2nd processor.

HI-WORDWISE PLUS price (fully inclusive) : £4.95